

ORD TOWNSHIP LIBRARY  
Board of Trustees  
Statement and Operational Policies

Revised 9/18/12

Reviewed 9/17/13

Revised 9/16/14

Reviewed 9/15/2015

Revised 4/18/2017

Revised 10/18/2018

Revised 5/19/2020

Revised 1/19/2021

Revised 9/16/2022

Revised 11/20/2023

Revised 9/17/2024

The following policies are prepared by the Ord Township Library Board to serve as a directive of the operational policy of the Library. These objectives and policies are to be examined annually and may be revised at any time by action of the Board as outlined in the by-laws governing the trustees.

The Ord Township Library Board meets on the third Tuesday of each month at the library. Changes to policies may be brought before the Board at any meeting but will not be acted upon until the following Board meeting.

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## I. GENERAL INFORMATION

### A. Mission Statement

We welcome and support all people in their enjoyment of reading and pursuit of lifelong learning. Working together, we strive to provide equal access to cultural, intellectual, and informational resources.

#### 1. Goal

To collect and organize significant materials and offer a variety of programs and services that meet the Library user's needs for recreation, information, and research. Updated 9/17/24

#### 2. Objectives

The general library objectives of the Ord Township Library shall be as follows:

- a. To assemble and administer in organized collections, books and other materials in order to promote the free communication of ideas for an enlightened citizenry.
- b. To aid the individual in pursuit of education, information, and pleasure regardless of religious, racial, social, economic or political status.
- c. To endeavor to meet and/or exceed standards and guidelines prepared by the Nebraska Library Commission. To maintain library and board accreditation.
- d. To recognize that no single library can meet all the demands of the community and to cooperate in services and programs with other community organizations, libraries and library agencies.

#### 3. Core Values – Adopted 2011

- a. Provide quality materials and resources
- b. Respect and protect intellectual freedom
- c. Provide quality service
- d. Cooperate with other entities
- e. Seek growth and development

### B. Intellectual Freedom

The Ord Township Library adopts the position statement of the American Library Association, the Library Bill of Rights and the Freedom to Read/View Statement on book selection and controversial materials as well as the Library Code of Ethics. Copies of these documents are in the appendix. The Library does not endorse the ideas contained in materials in our collection.

1. Library Bill of Rights – Appendix A – Adopted 2010
2. Freedom to Read Statement – Appendix B - Adopted 2010
3. Freedom to View Statement – Appendix C – Adopted 2010
4. Library Code of Ethics – Appendix D – Adopted 2011

### C. Description of the Legal Service Area

Ord Township covers a 36 square mile area and includes the county seat, Ord. The 2020 population of the township was 2,112. There are two elementary schools, and one Junior/Senior High School. Valley County Health System, a nursing home and Grandview which is a large independent/assisted living facility, are located in Ord. Ord Township houses the largest library in Valley County.

## II. LIBRARY SERVICE

### A. Use and Privileges

#### 1. Hours – Updated: 2014

- a. M-W-F: Noon – 5:30pm; T-TH: Noon – 8:00pm; SAT-SUN: Noon – 3:00
- b. If the need arises, the director or board may arrange for longer hours.
- c. If the director or board feels the library should be closed due to inclement weather or unsafe conditions, he/she may do so. KNLV Radio is to be notified of the closing. Closing information will also be included on Social Media. Updated: 9/16/2014

## 2. Library Rules

- a. Within the library all patrons have free access to all library materials.
- b. Service will not be denied or abridged because of race or color, sex, religion, age, ancestry, physical handicap, or political status.
- c. ADA Compliance - Appendix E. The following meet ADA compliance: elevator, front door, public restrooms, a computer lab station, and book selection assistance from staff.
- d. Public Bulletin Board and Outside Digital Message Board  
The bulletin board and message board are to be used by the library and, in special circumstances, nonprofit community organizations. All materials must be approved by the director before posting. Updated: 4/18/2017

## 3. Circulation Rules

- a. Circulation privileges are free to all who reside in or own property in Ord Township.
  - b. Persons sixteen (16) years of age and older may be required to present identification before obtaining circulation privileges to verify address. If identification is not current, two current pieces of stamped mail may be used.
  - c. For those fifteen (15) years of age and younger, adult permission may be required prior to granting circulation privileges.
  - d. Circulation Periods
    - (1). Patrons must be entered in the library's circulation system to check out materials.
    - (2). There is no limit on the number of items a patron may checkout unless a staff member feels it necessary to establish a limit.
    - (3). No more than four videos may be checked out to a family/household at a time, and no additional videos may be checked out until the first four are returned. Updated: 9/17/2024
    - (4). Materials may be checked out for a two week period and may be renewed for an additional two week period.
    - (5). Renewals on new materials or materials with a hold or reserve list are discouraged.
    - (6). Most reference books are non-circulating.
4. All patrons have access to the internet. The rules governing its use are outlined in the Internet and Computer Acceptable Use Policy – Appendix F Changed: 9/16/14 Updated: 9/17/24

## 5. Fees, Fines and Penalties

- a. Ten cents per day per item shall be charged for overdue library materials until the item is returned.
- b. Overdue fines may be waived for handicapped or disabled patrons, patrons who have been hospitalized, or who have had circumstances beyond their control interfere with the return or renewal of materials. The staff will determine those deserving this privilege.
- c. Patrons are responsible for paying the replacement cost of any lost materials or materials damaged beyond the normal "wear and tear" expected from patron use.
- d. Notices are sent to all patrons on the one time per month with materials 7+ days overdue and fines of greater than \$5.00. Notices are generated by our active catalog system and mailed accordingly. Those who have a fine over \$10 will have a note attached to their library account which disallows patron from checking out any new material until fine is paid and books are returned.
- e. Copy machine/printer fees: .10 each .25 per color page  
Patrons may use their own paper, but the copy fee will remain the same. Due to privacy concerns, patrons must make their own copies. Updated: 4/18/2017
- f. Inter-library loan fee is \$4.00 per title

## 6. Non-Resident Policy - Effective 1/1/2012

Non-residents (those living outside Ord Township) may secure a library card according to the

following fee schedule:

Family	\$40 for one year
Adult	\$30 for one year
Student	\$20 for one year

7. Holidays

a. The Library will be closed on the following holidays:

New Year's Eve	New Year's Day	Martin Luther King Jr. Day
President's Day	Easter (Sunday/Monday)	Arbor Day Added: 11/20/23
Mother's Day	Memorial Day (Sunday/Monday)	Father's Day
Juneteenth Added: 9/16/22	Independence Day	Labor Day (Sunday/Monday)
Columbus Day	Veterans Day	Christmas Eve
Christmas Day		

b. Library will honor federally observed holiday and official closing dates.

B. Lower Level Meeting Room

1. The lower level meeting rooms may be scheduled for use by community groups for non-profit gatherings or for continuing education classes on a first-come, first-served basis. Each meeting can be scheduled as a single meeting, or several in advance. No fee will be accessed for philanthropic or public meeting use. For other usage (baby showers, etc.) a fee of \$50 will be accessed per usage. All outside entities are responsible for complete set up and clean up of space.
2. Use of the meeting room should be scheduled during open hours except in the following cases: Meetings in some way associated with the library and/or its services, e.g., Library Foundation Board which begin during open evening hours and end after regular library hours. These meetings shall have a qualified library volunteer attending who will be responsible for the lights and closing of the library at the conclusion of their meeting.
3. No minor children are allowed to use the meeting space without an adult present.

III. PROGRAMS AND SERVICES Updated: 9/17/2024

The library staff will provide guidance and assistance to patrons seeking to obtain information recorded in print, information technology or audio-visual resources.

A. Inter-Library Loan

1. The library accepts responsibility for securing information beyond its own resources by borrowing inter-library loan those materials which cannot be purchased, or for which the demand does not justify purchase, for the patron.
2. Inter-Library Loan Policy
  - a. The library will charge \$4.00 per inter-library loan item
  - b. Patrons will be notified immediately if the library is unable to fill their Inter-library loan request.
  - c. Patrons must return the material to the Ord Township Library by the due date listed in the book. If they wish to keep the material for a longer period, they must notify library at least three days in advance of the due date. The library will contact the loaning library for an extension. If the loaning library refuses the extension request, the patron must promptly return the borrowed material to the Ord Township Library.
  - d. Patrons will be responsible for any inter-library loan items lost or damaged while in their possession. Cost for damages or loss must be paid to the satisfaction of the lending library.

B. The library staff will encourage programming for both children and adults to stimulate use of the Library for the enlightenment of people of all ages.

C. The library staff will cooperate with civic and community agencies and organizations to help

with their program materials and needs.

- D. The library staff will supplement, but cannot perform the functions of school and other institutional libraries which are designed to meet curriculum needs.
- E. Periodic review of library services will be conducted to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
- F. Reference Service – OTL will encourage patrons to use NebraskaAccess as an a reference assistance tool in their research. Added: 9/17/24
- G. Makerspace - The OTL has created public accessibility to a 3-D printer, Cricut cutter, button maker, sewing machine, laminator and a sublimation printer. Added: 9/17/24
  - 1. Patrons may use the makerspace machines after being trained by staff for use. No minor may use the machines unless accompanied by an adult and must be present for the duration of project completion.
  - 2. There is no expense to use the machines and patrons will pay only the fair market value for the materials used.
- H. Right to Privacy/Confidentiality  
All patrons using the library shall have the protection of confidentiality of their records and usage. Staff must refrain at all times from revealing any information that infringes on an individual's right to privacy.
- I. Complaints  
Patrons wishing to file a complaint regarding the library or staff, should do so by contacting the Library Director. If the Director cannot resolve or explain the issue, the Board will be advised of the issue. If said person wishes to speak to the Board, they may do so by asking to be put on the agenda of the next board meeting.

#### IV. SAFETY POLICY Updated 1/19/21 Updated 9/17/2024

- A. Patron Behavior - The use of the library or its services may be temporarily denied for due causes. Such causes may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other conduct deemed objectionable while on library premises.  
No person shall engage in inappropriate conduct on the premises of the Ord Township Library or when participating in the Ord Township Library programs.  
Inappropriate conduct shall include any individual or group activities, which is disruptive to other persons lawfully using the library. Library users are required to observe the rules governing the use of the Ord Township Library.
- B. Prohibited: The following actions are prohibited on library property:
  - 1. Annoying, harassing, or threatening patrons or staff
  - 2. Physical, sexual, or verbal abuse of patrons or staff
  - 3. Weapons of any type
  - 4. Stealing, defacing, or destroying library property
  - 5. Disorderly, disruptive/loud conduct or disruptive conversations
  - 6. Unattended/Unaccompanied Minors
  - 7. Loud audio equipment, including cell phones
  - 8. Soliciting/selling/campaigning
  - 9. Poor personal hygiene - Patrons whose body odor is so offensive, other patrons leave the building.
  - 10. Smoking/Vaping
  - 11. Food or Drink on the main floor of the public space of the library
  - 13. Violating Internet and computer policies

14. Being under the influence of alcohol or illegal drugs updated: 9/17/24
15. Bringing alcohol or illegal drugs on library premises
16. Disrespect or rudeness to staff or other patrons
17. Offensive Language
18. Running or horse play in the library
19. Any repeated action after staff asks them to stop updated: 9/17/2

C. Unattended/Unaccompanied Minors

1. Preschool children (those who have not yet attended kindergarten) must be accompanied by a parent or caregiver (18 and over) when visiting the library. Parents of an unaccompanied child will be called and asked to pick up the child. If no number available and/or responsible party does not respond, authorities will be notified. In addition, the library reserves the right to report to the authorities any minor left unattended for extended periods of time or left after library hours.
2. No child of any age will be allowed on library property where there is no adult supervision - including but not limited to library basement, backyard and front of library. Added: 9/17/24

D. After School Rules for Unaccompanied Minors 9/17/24

Effective Start Date: 2024 – 2025 School Year

For the safety and welfare of all unaccompanied/unattended children who come into the library the following rules are in place Monday – Friday from 3:30-5:30 while public school is in session.

1. Kindergarten, 1<sup>st</sup> Grade and 2<sup>nd</sup> grade children's after school library time will be Mondays and Tuesdays between 3:30-5:30.
2. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade children's after school time will be on Wednesdays, Thursdays and Fridays between 3:30 and 5:30.
3. Technology Free Fridays for all minors will be honored. This includes all personal devices.
4. All children that come to the library must have a note on them at all times with a parent or caregiver name and phone number for staff to be able to immediately contact.
5. We encourage all parents/caregivers to come inside the library to pick up their children and check in with staff to discuss behavior. It is important for all staff to get to know parents and for children to know that they are accountable for their behavior. This communication is necessary to maintain consistency and fairness to all.
6. For safety reasons, any unaccompanied minor who leaves the building between 3:30-5:30 on a school day is not allowed reentry on library premises.

E. Enforcement of Library Rules

Library staff shall use their best judgment in confronting patrons who have violated the governing rules. In all cases the library director should be notified as soon as possible when the staff confronts a library user who violates the library rules.

F. The following are options for confronting patrons when inappropriate behavior occurs:

1. Directly address the problem with the patron.
2. Immediately telephone the police if the situation is of a severe/violent or emergency medical situation.
3. Contact the library director if staff is not comfortable confronting or unsure whether to confront a patron.

G. Incident Report

Incident reports must be filed when it is necessary to call for police or emergency. The report should include details of the patron's behavior, actions of the staff, dates and times. The report should be filed with the library director.

H. Strikes imposed on patrons who violate library rules updated: 9/17/24



1. Removal from the library for the remainder of the day
2. Barred from entering the library for 1 week
3. Barred from entering the library for 1 month

Strikes may be reset after a length of time and will be determined by staff members.

Consistent, bad behavior will warrant barring for an extended period of time. Staff will keep a record of patron strikes.

#### I. Patron Inappropriate Conduct or Major Offenses

1. Patrons committing major offenses will be immediately removed if necessary and staff will alert authorities. The patron may be denied services for a period of time at the discretion of the library director and/or the board of trustees.
2. The library director may review or reconsider the decision upon written request of the patron, if the patron provides new information that may warrant a review or modification. The patron must present new information in writing; no verbal information will be accepted during the appeal process. The director will respond in writing, within 5 business days of receipt of written appeal. If the patron disagrees with the decision of the library director, a written appeal may be sent to the board of trustees. The board will respond in writing within five business days of receipt of letter. Upon review of the appeal request, the decision of the board will be final. The library director will notify the patron in writing of the appeal process.
3. After the period for denied access has ended, the patron may re-apply for readmission with the library director. However, the patron should be prepared to show evidence that the offending behavior will not reoccur. In the absence of valid documentation application may be denied. Human resource worker, case manager, doctor or police can provide valid documentation.
4. In the event that a patron is granted readmission and repeats the offenses, the patron will be denied access with no further possibility of reinstatement.

#### J. The following will be deemed “inappropriate” – major offenses:

1. Stealing, defacing or damaging library property
2. Abusive, indecent, profane conversation or behavior or what is considered unacceptable by local standards
3. Committing any crime, misdemeanor, felony or violation of a municipal ordinance

#### K. Staff Safety

If at anytime, staff does not feel safe in the library, they should call the police at 911 or leave the building through any exit door and then call 911. updated: 9/17/24

#### L. Inclement Weather

1. In the case of inclement weather, requiring persons to take shelter, staff will alert patrons and direct them to the basement or leave the building at their own risk. If patrons go to the basement no one shall leave until the storm warning ceases. In case of unattended children, staff assumes “in loco parentis,” and directs them to shelter. Under no circumstances, should unattended children be allowed to leave the building. An adult who refuses to seek safety in the basement or wishes to leave the building cannot be forced to take shelter.
2. If a weather (thunderstorm/tornado) warning is issued, all electrical devices will be turned off this shall include, computers, modems, routers, copy.

#### M. Fire Emergency

In the case of fire, the building should be evacuated immediately. Staff should leave the building and call 911 from outside of the building on a cell phone or from a nearby phone. Under no circumstances should patrons or staff re-enter the building until the fire department declares the area to be safe. Fire extinguishers are located at three locations throughout the building.

#### N. Emergency Medical Situations

If a person is conscious, offer help. Remain calm and supportive. Keep other people away. Call 911 immediately. A staff member cannot stop a person who is obviously ill and wishes to leave the library. If a person is unconscious, call 911 immediately.

O. Theft, Vandalism and Illegal Activities

The police will be called when a patron attempts to steal or maliciously destroy library property. The library will prosecute anyone who steals or maliciously destroys library property. The police should be contacted if patrons commit other illegal activities such as drug use, consuming alcohol, etc.

P. Flood, Storm Damage

If flood or storm damage occurs during business hours evacuate the building only if it is safe to move through the water or debris. Be very careful not to step on or walk in water where there may be "live" electrical wiring. If you are unable to evacuate the building safely, wait for rescue personnel to assist with the evacuation. If the building has been damaged after hours, do not enter building until local rescuer or fire has completed an onsite safety inspection and has given permission to enter.

Q. Pandemic or Emergency Health Crisis

If a pandemic or an emergency health crisis occurs, the library director will determine a course of action based upon recommendations from the Center for Disease Control (CDC), state and local health departments and/or local health officials to determine a course of action. The library director will advise the board of trustees of necessary actions and will determine further actions necessary at the next scheduled board meeting. Adopted: 5/19/2020

R. Emergency Board Meetings

The library board of trustees reserves the right to call emergency board meetings, with the consent of all board members, if the community, and/or the library, is experiencing a natural disaster, health crisis, or loss of library director in an emergency situation. Adopted: 5/19/2020

V. SELECTION OF COLLECTION DEVELOPMENT POLICY Updated: 9/17/2024

A. Description of Collection

There are approximately 22,000 items in the library's collection. Approximately 550 new items are added to the collection annually.

B. User Needs

The library acknowledges that each person has information needs that are important to that individual. It also recognizes that it has limited financial resources to respond to these needs. The library has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. While the library's materials collection will not deny any need consistent with its mission, the library will nevertheless develop its collections with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. It is aware of the availability of complementary information-giving institutions in the region. The cumulative result is the creation of a hierarchy of user needs to be addressed by the library.

C. Selection Responsibility

1. The director shall have the responsibility for the selection and purchase or the acceptance of books and materials. Ultimate responsibility rests with the board of trustees, which they delegate to the library director.
2. The objective of selection is to collect books and other material to best meet the needs of the community.

D. Selection Criteria

When selecting materials for the library the following criteria will be used as a guideline for purchase.

1. Reputation of author and/or publisher
2. Content
3. Relationship to existing collection
4. Price of the material

5. Judgment the book will circulate at least ten times

6. Videos must have a General, PG, or PG13 rating.

Exception is made for R rated movies if content is based on fact, is critically acclaimed, is based on a book and/or is nominated or a winner of an Academy Award.

#### E. Selection Tools

The library will select materials based on recommended tools by the Nebraska Library Commission, Award Winner Lists and Bestseller Lists.

#### F. Gifts, Bequests, and Memorials

1. The Library accepts unrestricted gifts of books, periodic subscriptions, DVDs with the understanding they will be added to the collection if needed. The same principles of selection which are applied to purchases are applied to gifts.

2. The director has the right to refuse any gifts the library would be unable to fully utilize because of reasons such as the following:

a. Books may be duplicates of titles the library already holds.

b. Books may be interesting, but not of sufficient circulation value to warrant the shelf space.

c. Books may be in poor physical condition and not worth the expense of preparation for circulation.

3. Unrestricted gifts of money, lands, or property will be gratefully accepted and automatically deposited in or given to the Ord Township Library Foundation. Gifts or bequests with specific restrictions attached will be reviewed by the Library Board of Trustees and the Ord Township Library Foundation Board before acceptance.

4. Textbooks, personal property, portraits, antiques, and other museum objects will not be accepted.

5. Upon donor request, the Library will provide a donation form stating quantities (both hardback and paperback) of donated items with a staff signature. No dollar value can be assessed on the donations received.

#### G. Request for Reconsideration of Materials Policy

It is the responsibility of the staff supported by the library board, as guardians of the people's freedom to read/view, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. To meet these challenges the following procedure for dealing with a material selection complaint should be followed:

1. Request the patron making the complaint, file the complaint in writing by filling out the Request for Withdrawal of Material form - Appendix – G

2. Within five days of receipt of the formal complaint, the director will appoint a committee consisting of three community representatives and the director to evaluate the material. The director shall also request professional reviews on material in question from the Nebraska Library Commission for use by this committee.

3. The committee shall review the material and meet within ten days of its appointment to reconsider the materials. At this meeting the decision shall be one of the following:

a. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.

b. The material is not compatible with the philosophy and criteria of this policy and should be removed.

- c. The material should be limited to conditions specified by this committee.
- d. The director will present the committee's decision to the board at the following board meeting.
- f. The director will notify the patron in writing of the decision within one week.
- g. Material which has undergone a challenge may not be re-challenged until one calendar year after the recommendation of the Reconsideration Committee.

#### H. Weeding and Inventory

- 1. Materials that are worn beyond normal wear-and-tear will be removed from the collection. It will be up to the librarian and director if the material should be replaced.
- 2. Materials will be weeded by the systematic process of reviewing each genre of the collection on our card catalog and remove items that have not circulated well or have not circulated in the past five years.
- 3. Three to five percent of the library's collection will be weeded annually.
- 4. Materials no longer useful may be sold at our annual book sale, given away or destroyed.
- 5. An inventory of the entire collection will be completed annually. Updated: 9/17/24

#### I. Video License

To provide public performances of videos or DVD's in the library, a license must be purchased annually by the library unless the license is provided by the Nebraska Library Commission.

### VI. COMMUNITY RELATIONS

#### A. Publicity

All publicity concerning the Library shall be under the direction of the library director who shall inform the public of the services and activities it provides. Full advantage shall be taken of all news media.

#### B. Public Relations

The board recognizes that public relations involves every person who has any connection with the library. The board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.

#### C. Township Board

A publicly elected board of three shall serve as the Township Board to disperse funds allocated by the Valley County Board of Supervisors and follow all laws pertaining to their elected position.

#### D. Foundation Board

A foundation board shall exist as a separate entity to provide assistance to Ord Township Library and follow the bylaws set forth by their organization.

#### E. Volunteers

Volunteers are welcomed to assist library staff in day to day operations. The library director will determine volunteer hours and responsibilities.

### VII. FINANCIAL INFORMATION

#### A. Revenue

- 1. The Ord Township Library receives primary funding from the Ord Township Board through the Valley County Board of Supervisors. Secondary funding is available through petty cash (membership, fines, copies, etc), grants, donations and the OTL Foundation.
- 2. As a tax exempt entity, the library is allowed one fund raising activity per fiscal year.

#### B. Disbursement of Funds

- 1. An annual budget is prepared by the library director then reviewed and passed by the Ord Township Library Board of Trustees. From there the budget is presented to the

- Ord Township Board. The library director shall complete an annual report and present to the Ord Township Board.
2. The library director shall oversee the accounting and spending of library funds.
    - a. General fund disbursements and petty cash disbursements are approved monthly at the library board meeting.
    - b. General fund checks are signed by board president and secretary.
    - c. Petty cash checks are signed by library director and board of trustees president with a maximum petty cash fund availability of \$2,000. updated 11/20/2023
    - d. The board president, secretary and library director shall be bonded as a financial protection of library monetary assets.
    - e. An annual audit report is filed with the state of Nebraska by the Ord Township Board.

## VIII. PHYSICAL FACILITIES AND PROPERTY

To achieve the goal of quality library service, the board of trustees accepts the responsibility to provide and maintain the library building. The building must meet the physical requirements of a modern, aggressive library. The facility will offer to the community a compelling invitation to enter, read, listen and learn.

### A. Insurance

1. The library building and its contents will be insured for replacement cost.
2. The library shall have in effect a Workman's Compensation policy that complies with the laws of the State of Nebraska.

### B. Building Maintenance

The Board will annually review the interior and the exterior of the building and make arrangements for any immediate necessary repairs allowed in the budget. Long range planning for any other repairs or improvements will also be reviewed at that time.

### C. Sealed Bids

1. Sealed bids must be requested for expenditures of \$5,000 or more. Informal bids must be obtained for expenditures from \$750 - \$5,000 11/20/2023.
2. Contractors working on property will be required to provide Proof of Insurance.

### D. Solicitation on Property

Random solicitation of library patrons on library property will not be allowed.

### E. Borrowing of Library Property other than "Collection Materials"

The library board has determined that any property other than "collection materials" (defined as books, DVDSs, and magazines) will not be borrowed by the general public and will remain on library property or will be used specifically for library functions within the community.

## IX. PERSONNEL

### A. Township Board Authority

STAFF: In accordance with Nebraska State Statute § 51-211., The Ord Township Board shall approve any personnel or administrative or compensation policy or procedure before implementation of such policy or procedure by the library board. Township Board approved policies at their annual meeting on August 28, 2012.

### B. Employment

1. The Ord Township Library Board of Trustees shall hire a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction.
2. The director shall employ, evaluate, and direct all staff and shall advise the board of the employment and duties of new staff members.
3. Equal Opportunity Employment - Selection of staff members is based upon merit with

consideration of personal and educational qualifications, training, and aptitudes for the position regardless of race, color, creed or sex.

4. New employees will be on probation for a period of three (3) months. Probation may be extended for another 3 months after completion of the 3 month introductory evaluation.
5. Employees will follow the Employee Code of Conduct outlined in Appendix H.

#### C. Salaries

1. All personnel of the Ord Township Library shall be paid monthly on the last regular weekday of the month. The director shall be responsible for calculating monthly payroll and will be reviewed by an accounting firm for final processing and tax filing.
2. The library board shall set the director's salary. All other salaries will be determined by the director and approved by the board.
3. All salaries are subject to review by the board each year in April.
4. All salaries will be commensurate with the duties of each employee as outlined in the job description schedule.
5. All employees must be paid no less than the current minimum wage set according to the Fair Labor Standards Act of the Federal Government.
6. Salary increases are at no time automatic, but are dependent upon the availability of funds. Salaries may be adjusted at the discretion of the director and/or board in consideration of qualifications, tenure and quality of service rendered by the person being considered.

#### D. Professional Expenses

1. Conventions, Meetings, Continuing Education, and Travel
  - a. The board of trustees encourages the attendance of staff members and board members at professional meetings, conferences, and conventions. When possible, time will be allowed with pay for staff members to attend.
  - b. Library funds will pay for mileage for one car, registration, meals and lodging for board members and staff members designated by the library director.
  - c. The current federal rate/mile will be paid for mileage.
2. In the rare case the director feels it would be to the benefit of the library for several staff members to attend a continuing education program, the library maybe closed if arrangements cannot be made with another staff member to cover the library during open hours.

#### E. Dues

The Library shall pay Nebraska Library Association dues for the director and for board members wishing membership and planning to attend convention. Membership and participation in state organizations is recommended but not required.

#### F. Employee Evaluation

1. Employees will be evaluated annually in April using a standard personnel evaluation report.
2. New employees will be evaluated after the three-month probationary period.

#### G. Dismissal

1. The director has the right and the authority to dismiss from the staff any employees whose professional attitude, professional ethics and conduct, or performance of duties warrant such action. In every case the employee shall have the right to present his/her case in writing, both to the director and to the board.
2. All employees may be dismissed for the following reasons but dismissal may not be limited to these specific reasons: inefficiency, incompetence, fraud, negligence, failure to work harmoniously with the public or other employees, conviction of a felony or misdemeanor, repeated tardiness or absence without leave.

#### H. Resignations

The library requires a written resignation of at least 14 days, 30 days if possible, prior to the effective resignation date. Any other manner of resignation will not be regarded as a

“resignation in good standing”.

#### I. Staff Benefits

1. A single health insurance policy may be provided for the director. This will be determined by the library board on an individual basis. Updated: 4/18/2017
2. Emergency Leave is given a full time employee in case of death or tragedy of an employee’s or his/her spouse’s immediate family. “Immediate family” in this case means spouse, children, parents, grandparents, grandchildren, brother, sister or persons bearing the same relationship to the spouse. Five days is granted for each contingency and is not cumulative. If vacation is not available, emergency leave will be granted without pay. Additional days of emergency leave are granted at the discretion of the director.
3. Employees are granted time off for jury duty without deduction of pay.
4. The director will be eligible for paid vacation at a starting rate of .834 days each month, cumulative to ten (10) days. It is at the board's discretion to add vacation days at the director's annual review. Carryover of up to 20 days is allowed.
5. The director shall be eligible for at least ten days per year sick leave, cumulative to sixty (60) days. Increases in full time employee benefits are at the discretion of the board of trustees. All employees may take leave without pay in cases of family illness, emergency, or bereavement as indicated under item. The director should be given notice as far in advance as possible.
6. To ensure accreditation of the library, the library board supports the director and staff in their pursuit of education and accruing credits from the Nebraska Library Commission.

#### J. Employee Organizational Chart

Library staff may consist of, but is not limited to: Director, librarian, program coordinator, three library aides and cleaning staff. It shall be the duty of the library director to directly supervise all employees of the Ord Township Library.

### X. BOARD OF TRUSTEES

#### A. Role

1. Has a legal and financial duty to taxpayers to hire, evaluate, and fire the library director, oversee all financial matters regarding the library budget, and with the director and the input of the paid and volunteer staff and the community, set the library policies and mission.
2. Depending on the laws of the township, trustees conduct as a governing board. In addition, it must use its collective influence to advise the elected or appointed legal governance body of the library.
3. Has to follow the law, including state library law, and its own bylaws.
4. Trustees may only serve two consecutive terms of three years (6) years total in a row.
5. The board of trustees will make recommendations of replacement board members, working to find trustees who fairly represent the entire township population and live within the Ord Township. Final approval of a trustee is made by the Ord Township Board. Updated: 9/17/24

#### B. Ord Township Library Board Bylaws - Appendix I

#### C. Continuing Education

To ensure accreditation of the library, trustees will actively pursue board education and accruing credits from the Nebraska Library Commission.

#### D. Monthly Agenda Items – Appendix J

## Appendix A

The Board unanimously adopts the position statements of the Nebraska Library Association and the

Library Bill of Rights contained in the Nebraska Intellectual Freedom Handbook, 1994. These position statements come directly from the American Library Association. Adopted 2010

## **Library Bill of Rights**

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.



## **Appendix B**

**The Board unanimously adopts the position statements of the Nebraska Library Association and the Library Bill of Rights contained in the Nebraska Intellectual Freedom Handbook, 1994.**

**These position**

statements come directly from the American Library Association. Adopted 2010

### **The Freedom to Read Statement**

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

## **Appendix C**

The Board unanimously adopts the position statements of the Nebraska Library Association and the Library Bill of Rights contained in the Nebraska Intellectual Freedom Handbook, 1994. These position statements come directly from the American Library Association. Adopted 2010

### **ALA Freedom to View Statement**

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## **Appendix D**

In 2011, the board adopted the ALA's Code of Ethics,.

### **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## **Appendix E - Americans with Disabilities Act (ADA)**

As applicable to the Ord Township Library

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

### **ADA Title I: Employment**

Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship. Religious entities with 15 or more employees are covered under title I.

Title I complaints must be filed with the U. S. Equal Employment Opportunity Commission (EEOC) within 180 days of the date of discrimination, or 300 days if the charge is filed with a designated State or local fair employment practice agency. Individuals may file a lawsuit in Federal court only after they receive a "right-to-sue" letter from the EEOC.

Charges of employment discrimination on the basis of disability may be filed at any U.S. Equal Employment Opportunity Commission field office. Field offices are located in 50 cities throughout the U.S. and are listed in most telephone directories under "U.S. Government.

### **ADA Title II: State and Local Government Activities**

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that

doing so would fundamentally alter the nature of the service, program, or activity being provided.

Complaints of title II violations may be filed with the Department of Justice within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the Department of Justice (DOJ) or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

### **ADA Title III: Public Accommodations**

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers, and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by title III.

Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment. They also must comply with specific requirements related to architectural standards for new and altered buildings; reasonable modifications to policies, practices, and procedures; effective communication with people with hearing, vision, or speech disabilities; and other access requirements. Additionally, public accommodations must remove barriers in existing buildings where it is easy to do so without much difficulty or expense, given the public accommodation's resources.

Courses and examinations related to professional, educational, or trade-related applications, licensing, certifications, or credentialing must be provided in a place and manner accessible to people with disabilities, or alternative accessible arrangements must be offered.

Commercial facilities, such as factories and warehouses, must comply with the ADA's architectural standards for new construction and alterations.

Complaints of title III violations may be filed with the Department of Justice. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department is authorized to bring a lawsuit where there is a pattern or practice of discrimination in violation of title III, or where an act of discrimination raises an issue of general public importance. Title III may also be enforced through private lawsuits. It is not necessary to file a complaint with the Department of Justice (or any Federal agency), or to receive a "right-to-sue" letter, before going to court.

## **Appendix F – Computer and Internet Acceptable Use Policy**

**Updated 9/17/2024**

### **Purpose Statement**

The Ord Township Library provides free access to the Internet as one means of fulfilling its mission. All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for the privacy of others, and appropriate conduct while using library resources and facilities.

Internet computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. Parents are responsible for their children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use.

### **Rules of Conduct**

- Internet sources will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene (State of Nebraska Statutes 28-807 (10). Publicly visible display of sexually explicit material is unlawful.
- Prompt payment is required from users who incur charges for printing.
- When necessary, users will be asked to sign up to use the Internet on a "next-available-computer" basis. Telephone reservations will be taken only for research or word processing work. When computer stations are full patrons may be asked to discontinue computer use on a first in/first out basis.
- Access sessions will be limited to thirty minutes if other patrons are waiting for a computer.
- Users must end their session and leave the computer when asked to do so by authorized Library staff, even if they have not completed their access session.
- Users will respect the privacy and safety of other users and will refrain from attempting to view or read material being used by others.
- Users will not harass others via the internet.
- Users will respect the privacy, safety and security of minors when using e-mail, chat rooms and other forms of direct electric communications.

### **Please be advised that:**

- The Library staff has limited time to help users with basic computer questions or with internet access.
- To give minor children a "break" from all technological devices, the library will honor Technology Free Fridays. No form of individual technology devices will be available for use on library property, including personal devices, by any minor child.

### **Public Access through Wireless Connection**

The public may use personal laptops, cell phones, or wireless devices within buildings or grounds of the Ord Township Library offering this service.

Accessing and using the library's wireless network is considered an individual's acceptance of and agreement to abide by the Computer and Internet Policy and related policies of the Ord Township



Library (stated above). Wireless users are subject to federal, state or local laws or regulations. Use of personal wireless devices to display or disseminate graphic pornography, sexually explicit or sexually suggestive material is inappropriate for a public or open environment and is prohibited. Violations of this policy and related procedures may result in loss of library privileges. Illegal use may result in criminal prosecution.

The sending of any information, including name, address, and credit card numbers via the internet is at the sole risk of the user.

Personal wireless devices may plug into specifically designated electrical outlets, if available. However, the Library is not liable for any damage created by power loss, surges, or brownouts.

### **Termination or Prohibition of User Access**

When Library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and/or the Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions. Reinstatement of user's computer privileges will be at the discretion of the Library Director.

**Appendix G – OTL Policy**

**REQUEST FOR RECONSIDERATION OF MATERIALS**

Date \_\_\_\_\_

Title \_\_\_\_\_  
Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Request Initiated by \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Who do you represent?

Yourself \_\_\_\_\_ An Organization \_\_\_\_\_ Other \_\_\_\_\_

1. Have you read the the entire material in question? Yes \_\_\_\_\_ No \_\_\_\_\_

2. To what in the work do you object?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will you identify exactly the passages or or segments you feel to be objectionable and state the grounds for your opinion? (Use back side if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have you read reviews of the material?

\_\_\_\_\_

5. Are there any positive aspects of the material?

\_\_\_\_\_  
\_\_\_\_\_

6. Please make any further comments which you see relevant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: \_\_\_\_\_

Reviewed by Board (date): \_\_\_\_\_

Decision: \_\_\_\_\_

## **Appendix H**

### **The Ord Township Library Employee Code of Conduct**

The library is a public institution supported by taxation and it thus belongs to the people. Therefore, the first duty of the library staff is service to the public. Each patron should be given friendly, courteous, and prompt service. No matter what his/her request may be, it should be treated as important.

Staff members are required to deal with all kinds of people on all kinds of days and to show proper self-restraint and tact at all times. An employee who works in public service areas has been chosen partly because he/she has the emotional maturity for dealing courteously and tactfully with all kinds of people. The employee is trusted to stand up under inevitable strains, to minimize any difficult situations that occur, and to maintain good will when differences or irritations arise.

Personnel should be alert to any existing practices that appear to irritate patrons and see if the relationships can be improved.

The staff should always be alert and approachable. Staff members should not be absorbed in reading, work, or conversation among themselves, and thus too busy to help patrons.

Patrons should be served in the order in which they arrive at the desk. A patron should have the friendly assurance that he can be helped with what he wants to know, with no implication of superiority on the part of the staff member. The queries or opinions of a patron should never be commented upon in a negative or condescending manner.

Voices should always be kept low. Loud talking or laughing should be avoided. Staff members should remember this when speaking with other staff or patrons. When patrons are speaking too loudly, the employee should first try to quiet them with the example of his/her own low voice.

Children are to be shown the same courtesy as adults. If a child appears to need assistance, the employee should offer to help the child.

Visitors should be treated with the same courtesy shown regular patrons. When visitors or new patrons are greeted, offer to show them around the library.

Expression of personal differences and antagonisms have no place in a library. Private problems, moods, or anxieties should be put aside during working hours. Self-control shall be expected under all circumstances.

Each member of the staff owes loyalty to the library and be actively interested in its improvement and development. Loyalty should prevent staff members from voicing critical comments regarding the library, its employees, or patrons in public places. Progressive ideas and constructive criticism, however, are valuable. Such suggestions should be received with gratitude and given courteous consideration by the director. Loyalty should be a two-way affair.

Staff reprimands are delivered only by the director, preferably in private, and only after thorough investigation of the circumstances. Such reprimands should be given and received impersonally and

without rancor, with the improvement of library service as the sole objective.

Staff conflict should be discussed constructively between the staff members involved and the director.

To his co-workers, the staff member owes at all times courtesy, good teamwork, and a willingness to share disagreeable assignments. He should maintain a sense of fairness and tolerance toward the point of view of others. Apparent mistakes of others should not be made obvious to library patrons, but corrected as quietly as possible or explained as a matter of misunderstanding.

The library is a unit. Therefore, when an employee is requested to leave what he is doing, unless he is assisting a patron, he should go willingly and cheerfully.

All work should be conducted as quietly as possible. Patrons cannot be expected to be quiet in the library if the library staff makes unnecessary noise.

Each staff member is expected to pick up and organize any uncompleted tasks, clearing the work area for others, before he leaves for the day.

Public eating and discussion of personal affairs are unprofessional and breaches of good taste. Visiting with friends and acquaintances should be limited and discrete.

Personal business is not to be transacted on library time. Personal telephone calls, either incoming or outgoing, must be brief and infrequent. Visiting over the telephone is not allowed.

Promptness in coming to work is expected. Employees should be ready for work at the designated time. They should stay alert to the responsibilities of their duties until their scheduled departure time. When tardiness is unavoidable, the cause for delay should be reported immediately.

Employees are expected to work on days and times the director has scheduled. Employees needing time off from scheduled hours are expected to make arrangements with a fellow staff member to cover the scheduled hours. If employees are unable to reschedule a fellow staff, leave will not be allowed. If employees take leave and fail to schedule a fellow staff person, the employees scheduled to work will be considered absence without permission and may be grounds for dismissal.

Illness or any other inability to report for duty should be reported to the Director, or fellow staff member if the director is not available, as soon as possible before the employee is scheduled for work. It is the staff's responsibility to find a replacement worker for their shift.

Smoking/Vaping is not be permitted on library grounds.

## APPENDIX I – BOARD OF TRUSTEE BYLAWS

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ORD TOWNSHIP LIBRARY

### BYLAWS

#### ARTICLE I. NAME

This organization shall be called the “Board of Trustees of the Ord Township Library” existing by virtue of the Laws of the State of Nebraska, and exercising the powers and authority and assuming the responsibilities delegated to it by those laws.

#### ARTICLE II. COMPOSTION OF THE LIBRARY BOARD AND OFFICERS

Section 1. The officers shall be President, Vice-President, and Secretary, which shall be elected from the appointed trustees at the annual meeting of the board.

Section 2. The Library Board shall consist of five (5) members, no member of which shall be a member of the county or township board. Each Board member who is appointed for a three year term, shall have the option of completing a second, consecutive three year term. The Library Board shall have the power to fill any vacancy which may occur in the Library Board. No member shall receive pay or compensation for any service rendered as a result of being a member of such board.

Section 3. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-President, in the event of the absence or disability of the President, or the vacancy in that office, shall assume and perform the duties and functions of the President.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

#### ARTICLE III. MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour set by the board.

Section 2. The annual meeting which shall be for the purpose of electing officers and the adoption of the annual report, shall be held at the time of the regular meeting in July of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items:

- a. Roll Call of members
- b. Disposition of minutes
- c. Committee Reports
- d. Communications
- e. Old Business
- f. New Business
- g. Public presentation of discussion
- i. Financial report
- j. Action on bills
- k. Report of Director
- l. Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for transaction of business at any meeting shall consist of three (3) members of the board present in person.

Section 6. Proceeding of all meetings shall be governed by the most recent edition of Robert's Rules of Order.

#### ARTICLE IV. LIBRARY DIRECTOR AND STAFF

The board shall hire a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall advise the Board on the employment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for the efficiency of the library service to the public, and for its financial operations within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the Director shall have the authority to hire and advise the Board at its next regular meeting.

#### ARTICLE V. COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### ARTICLE VI. GENERAL

Section 1. The Bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been delivered to all members at least 10 days prior to the meeting in which such action is proposed to be taken.

Section 2. Any rule of resolution of the board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid may be taken only at a meeting at which at least four (4) of the members of the Board shall be present and four (4) of those present shall so approve.

ADOPTED: Date: Friday, July 26, 1996

Library Board/President	Ray Marshall
	Patricia Barber
	Dana Moudry-Cooper
	Adrian Remington
	David Stipp

## **APPENDIX J – AGENDA ITEMS**

### **ORD TOWNSHIP LIBRARY BOARD MEETING AGENDA**

#### **DATE**

Meeting held at **TIME** at the Ord Township Library  
1718 M Street - Ord, Nebraska

Call to Order

Open Meetings Act Notice

Approval of Agenda

Minutes

Financial Reports

Opportunity for Comments from the Public

\*\*\* Old Business

\*\*\* New Business

Other New Business to be Presented by Board Members

Director's Report

Statistical Report

Approval of Bills

Next Regular Meeting DATE TIME WHERE

Adjournment

\*\*\* The OTL Board of Trustees reserves the right to call for an executive session during regular operation of this business meeting.