**I. POLICIES GOVERNING LIBRARY RIGHTS**

**Pawnee City Public Library Intellectual Freedom Policy**

According to the American Library Association, "Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored." The Pawnee City Public Library strives to represent in its collections and services a wide variety of viewpoints and adopts the following statement outlining the library's position.

**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

abridgement of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of

origin, age, background, or views.

VI. Libraries 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.

VII. All people, regardless of origin, age, background, or views, possess a right to

privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

**PAWNEE CITY PUBLIC LIBRARY BOARD, AND PERSONNEL POLICY**

All library staff members are considered employees of the City of Pawnee City. Library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave and retirement. Although the Library Board governs all other aspects of library operation.

1. Library Board

1. Library Board members shall be approved by the Mayor and City Council, often with the input of the Library Director.

2. The Library Board operates under the approved Bylaws of the group and in accordance with all applicable laws.

3. The Library Board shall achieve and maintain certification overseen by the Nebraska Library Commission.

a. The library encourages all board members to attend appropriate professional meetings, conferences, and conventions.

b. Board members must, as a group, participate in 20 hours of approved continuing education events over a three-year period to maintain their state certification.

B. Library Staff

1. Library Director

a. The Library Board will advertise for, interview, and hire the best candidate for the Library Director position. To maintain state library accreditation, every effort should be made to hire a state certified or certifiable person.

b. Official evaluation of the Library Director is the responsibility of the Library Board. The Library Board may choose to conduct informal evaluations from time to time.

2. Other Library Staff

a. The Library Director, working with the Library Board, advertises for interviews, and recommends to the Board the best candidate for library employment. To maintain state library accreditation, the Assistant Librarian must work to become state certified.

b. Evaluation of the library staff is the responsibility of the Library Director, who oversees the performance management of library staff.

3. Job Description

a. Job descriptions outlining accountability, essential and additional duties and responsibilities, skill and abilities, and experience and education are available for each library position.

b. To keep current with the current and relevant, job descriptions should be reviewed annually by the appropriate staff members and the Library Director.

4. Work Schedules

a. Because the library is open daytime, evening and weekend hours, staff members are required to work at least some hours outside of the traditional workday.

b. Staff schedules are usually created monthly. Every effort is made to accommodate staff requests, but ultimately the schedule is determined by the Library Director.

5. Staff Development

a. Professional Events

1) Library staff members who are certified must participate in approved continuing education events to maintain their certification. This currently requires that 45 hours of continuing education be earned every three years.

6. Staff Meetings

a. Regular staff meetings will be held once or twice a month.

b. Library employees are encouraged, but not required, to attend each staff meeting.

**PAWNEE CITY PUBLIC LIBRARY FINANCIAL POLICY**

To insure fiscal accountability and insure appropriate use of funds in support of the Library’s mission and goals the Library Board has established the following financial policy.

l. The Library Director shall establish an annual budget from the funds allocated from the city funds. Once approved by the Library Board then it will be submitted to the city clerk for inclusion in the city budget.

2. After adoption by the City Council, the allocated funds will be made available in the city library account for library materials and services beginning October 1 of each year.

3. After approval by the Library Board President, invoices will be forwarded to the city clerk for payment. Claims can be submitted every two weeks. Invoices should be submitted before Thursday so they can be included in the claims at the following Council meeting on Monday.

4. On an annual basis, all library funds, expenditures, and revenues will be audited as part of the city audit. Any notes or communications from the city auditor regarding the Library shall be communicated with the Board. Library finances will also be reported annually to the Nebraska Library Commission using the annual Bibliotic statistical report.

5. Receipts:

a. Monies received as revenue by the Library will be submitted to the city as general revenue and deposited in the Library Fund account. All donations to the library will be subject to the Donation & Gift Policy.

b. Monies received as reimbursements for lost or damaged materials, computer print outs, copies, and small donations for discarded materials, may be used to defray expenses in these areas as well as appropriate program supplies, and serve as a petty cash fund. The petty cash receipts and disbursements are to be reported in the Librarian’s report on a bi-monthly basis.

c. Monies received as revenue for the Library Foundation will be turned over to the Foundation treasurer to be deposited in the Union Bank accounts. Memorials and

bequests shall be subject to the Donation & Gift Policy.

Amended on July 7, 2014

**PAWNEE CITY PUBLIC LIBRARY**

**EMERGENCY RESPONSE AND SAFETY POLICY & PROCEDURES**

Tornado

If weather is threatening, library staff will monitor the weather via television and/or radio.

Tornado Watch

• Notify patrons in the library of the tornado watch.

• Review tornado warning procedures and location of shelter with patrons.

• Monitor weather conditions on television and/or radio.

• Get out flashlight and weather radio.

Tornado Warning

• Move all patrons to tornado shelter area.

o Basement if all patrons present are able-bodied.

o Men’s restroom if any patron is unable to use the stairs.

• Any patron who refuses to go to the shelter area must leave the library immediately.

• Lock inside front door.

• Take flashlight and radio to shelter.

• Everyone remains in the shelter until the warning expires.

Winter Storms

• Monitor weather and road conditions via computer, television and/or radio.

• Library staff member on duty can decide when conditions warrant closing the library.

• Every effort will be made to contact the parent (or other responsible party) of unattended children.

• If parent cannot be contacted, the sheriff’s office will be called.