

ORD TOWNSHIP LIBRARY  
Board of Trustees  
Statement and Operational Policies

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The following policies were prepared by the Ord Township Library Board to serve as a directive of the Board as to 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.

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.

## TABLE OF CONTENTS

### I. GENERAL INFORMATION

#### A. Mission Statement

- 1.Goal
- 2.Objectives
- 3.Core Values

#### B. Intellectual Freedom

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

#### C. Description of Legal Service Area and Population

### II. LIBRARY SERVICES

#### A. Use and Privileges

1. Hours
2. Library rules
  - a. free access
  - b. equal access
  - c. ADA compliance – Appendix E
  - d. preschoolers
  - e. denial of services
  - f. public bulletin board
  - g. Public Safety Policy – Appendix F
3. Circulation rules
4. Internet and Computer Use Policy – Appendix G
5. Fines, fees and penalties
6. Non resident policy
7. Holidays

#### B. Lower Level Meeting Room

#### C. Programming and Services

1. Inter-Library Loan
2. Programming for children and adults
3. Cooperate with civic and community agencies
4. Supplement school
5. Review of programs and services

#### D. Right to Privacy/Confidentiality

#### E. Complaints

### III. SELECTION AND COLLECTION DEVELOPMENT POLICY

#### A. Description of Collection

#### B. User Needs

1. High priority
2. Mid-priority
3. Lower priority

#### C. Selection Responsibility

1. Director
2. Meeting needs of the community

D. Selection Criteria

1. Guidelines
2. Distinction priority

E. Selection Tools

F. Gifts, Bequeaths and Memorials

G. Request for Reconsideration of Material Policy – Appendix H

Request for Reconsideration of Material Form – Appendix I

H. Weeding/Inventory

I. Video Licensing

IV. COMMUNITY RELATIONS

A. Public Relations

B. Publicity

C. Township Board

D. Foundation Board

F. Volunteers

V. FINANCIAL INFORMATION

A. Revenue

1. Sources
2. Fund raising

B. Distribution of Funds

1. Annual budget
2. Overseeing of funds

VI. PHYSICAL FACILITIES and PROPERTY

A. Insurance and Bonding

1. Comprehensive
2. Workman's compensation

B. Building Maintenance

C. Sealed Bid

D. Solicitation on Property

E. Library Property

VII. PERSONNEL

A. Township Board Authority

B. Employment

C. Salaries

D. Professional Expenses

E. Dues

F. Employment Evaluation

G. Dismissal

H. Resignations

I. Staff Benefits

J. Employee Code of Conduct – Appendix J

K. Organizational Charts

VIII. BOARD OF TRUSTEES

A. Role

- B. Bylaws - Appendix K
- C. Continuing Education
- D. Monthly Agenda Items – Appendix L

## 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 books and other printed, visual, and recorded materials to meet the Library user's needs for recreation, information, and research.

#### 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

- 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 statements on book selection and controversial materials as well as the Library Code of Ethics. Copies of these documents are printed in the appendix. The Library does not endorse the ideas contained in materials in our collection.

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

### 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, a large independent/assisted living facility are located in Ord. Ord Township has the largest library in Valley County.

## II. LIBRARY SERVICE

### A. Use and Privileges

#### 1. Hours

- 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.

## 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
- d. Preschool children must be accompanied by a parent or caregiver when visiting the library. Parents of an unaccompanied child will be called and asked to pick up the child.
- e. 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 the library premises.
- f. 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.
- g. Public Safety Policy – Appendix F

## 3. Circulation Rules

- a. Circulation privileges are free to all who reside in or own property in Ord Township. Patrons 5 years old and up may secure a library number by filling in the required information on the application cards.
- 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 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 books, audio books or periodicals a patron may check out unless a staff member feels it necessary to establish a limit.
  - (3). No more than two videos may be checked out to a family/household at a time, and no additional videos may be checked out until the first two are returned.
  - (4). Materials may be checked out for a one or two week period (dependent on the item) and may be renewed for an additional one or 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. Internet and Computer Acceptable Use Policy – Appendix G

## 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 break.

- 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 1<sup>st</sup> and 15<sup>th</sup> of the month with materials 7+ days overdue and fines of greater than \$5.00. Notices are generated by our active cataloging system and mailed accordingly. Those who have a fine in excess of received notices those with 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 fees: .10 each .25 per color page  
Patrons may use their own paper, but copy fee will remain the same it would be if using library paper. Due to privacy concerns, patrons must make their own copies.
- f. Computer printer fees .10 per page  
.25 per color page
- g. Inter-library Loan fees  
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 Day	New Year’s Eve
Easter (Sunday/Monday)	Labor Day (Sunday/Monday)
Mother’s Day	Thanksgiving (Thursday/Friday)
Memorial Day (Sunday/Monday)	Christmas Eve
Father’s Day	Martin Luther King Jr. Day
Independence Day	President’s Day
Christmas Day	Columbus Day
Veterans Day	Juneteenth
Arbor Day	
  - b. Library will honor federally observed holidays and will close library accordingly.
  - 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. Closings will also be posted on social media.

**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 meetings 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 or Historical Society, 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.

### C. Programming and Services:

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

#### 1. Inter-Library Loan

- a. 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.
- b. The library will lend to other libraries in Nebraska, materials which are requested for their patrons and which are not available in the borrowing library. Local history materials not available through other sources will be loaned to out of state libraries as well as Nebraska libraries. Patrons of the Ord Township Library have priority in the use of materials.

#### c. Inter-Library Loan Policy

- (1). Inter-Library Loan fees will be charged as outlined in section II A
  - (2). Patrons will be notified immediately if the library is unable to fill their Inter-library loan request.
  - (3). Patrons must return the material to the Ord Township Library for return to the loaning library in time to be returned by the due date listed in the book. If they wish to keep the material for a longer period, they must notify the 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.
  - (4). 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.
2. The Library staff will encourage programming for both children and adults to stimulate the use of the Library for the enlightenment of people of all ages.
  3. The Library staff will cooperate with civic and community agencies and organization to help with their program materials and needs.
  4. The Library staff will supplement, but cannot perform the functions of school and other institutional libraries which are designed to meet curriculum needs.
  5. Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.

### D. 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.

### E. 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.

## III. SELECTION OF COLLECTION DEVELOPMENT POLICY

### A. Description of Collection

There are approximately **23,000** items in the library's collection. An



average of approximately 800 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 Ord Township Library.

The library recognizes three general categories of user needs. These categories are designated as "Higher Priority," "Mid-Priority" and "Lower Priority." The library will try to develop its' collections to meet some of the needs in all three categories, but it will place relatively greater emphasis upon meeting the needs in the higher priority category.

1. Higher Priority
  - a. Adult leisure time
  - b. Students enrolled in elementary/secondary school programs
  - c. Pre-school leisure time
  - d. Youth leisure time
2. Mid-Priority
  - a. Persons seeking do-it-yourself information
  - b. Persons seeking understanding of interpersonal relation
  - c. Persons pursuing self-realization (spiritual, moral, ethical, emotional and psychological concerns)
  - d. Young adult leisure time
3. Lower Priority
  - a. Students enrolled in college/university programs
  - b. Persons seeking career information
  - c. Persons who want to confirm information

#### 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

1. When selecting materials for the library the following criteria will be used as a guideline for purchase.
  - a. Reputation of author and/or publisher
  - b. Factual accuracy
  - c. Technical quality, e.g. design, binding, print, illustrations
  - d. Content
  - e. Current information
  - f. Relationship to existing collection
  - g. Price of the material

- h. Index
  - i. 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 winner of an Academy Award.
2. Selection priority shall be given to materials having the following distinction:
    - a. Honor books such as Newbery Medal and Caldecott Medal books
    - b. Golden Sower Books
    - c. Books recommended by the Nebraska Library Commission
    - d. Books written by locally popular authors or listed on the best seller list
    - e. User demand, recommendations are considered from the public
    - f. Judgment the book will circulate at least ten times
    - g. Reference materials:
      - (1). Websters Unabridged Dictionary
      - (2). World Atlas
    - h. Paperbacks
      - (1). Young adults and westerns
      - (2). Adult fiction when extensive usage is not expected.
      - (3). Non-fiction materials likely to become outdated or having no permanent value.
    - i. Duplicate Material
      - (1). Purchased to meet needs of very high demand authors.
      - (2). Donated duplicates may be shelved when user demand warrants a second copy.

#### E. Selection Tools

Library will select materials based on recommended tools by the Nebraska Library Commission, Award Winner Lists and Best Seller Lists.

#### F. Gifts, Bequeaths, and Memorials

1. The Library accepts unrestricted gifts of books, audio books, periodic subscriptions, videos and DVD's 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 a duplicates of titles the library already holds.
  - b. Books may be interesting, but not of sufficient present reference or circulation value to warrant the shelf space.
  - c. Books may be in poor physical condition and not justify 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 and the Ord Township Library Foundation Board before acceptance.
4. Textbooks, personal property, portraits, antiques, and other museum objects will not be accepted.
5. The Library will give 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 – Appendix H Request Form – Appendix - I

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 located in the Appendix.
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.
3. Materials no longer useful may be sold at our annual book sale, given away or destroyed.
4. An inventory of the entire collection will be completed annually.

#### 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.

### IV. 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 the library performs and its activities as a public relations agent between the library and the community. 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.

V. FINACIAL 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.
  - 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.

VI Physical Facilities

To achieve the goal of good library service, the Board of Trustees accepts the responsibility to see that the public library building is provided and maintained. It will adequately meet the physical requirements of modern, aggressive library service. 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.
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, dvds, audio-books and magazines) will not be borrowed by the general public and will remain on library property or will be used only for library functions.

VII. PERSONNEL

A. Township Board Authority

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 the policies at their annual meeting on August 28, 2012.

B. Employment

1. 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.
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.

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.
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 Library Board encourages the attendance of staff members and board members at professional meetings, conferences, and conventions. When possible, the 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 may be closed for a period not to exceed one day 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.
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 accumulative. 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 be allowed to 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.

In case of the library director wishing to take a leave of absence, the library board 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 Code of Conduct while on Duty – Appendix J

K. Employee Organizational Chart

Library staff consists of, but is not limited to: Director, librarian, 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.

VIII. 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. Participation and activities are limited by law, whether elected or appointed.

B. Ord Township Library Board Bylaws - Appendix K

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 L