SHELTON PUBLIC LIBRARY

POLICIES

AND

BOARD STATEMENT

The following policies were approved by the board of the Shelton Public Library and establishes the operational policy of the library. This statement of policy will be reviewed annually and revised as needed by the members of the board.

VISION STATEMENT

The Shelton Public Library will be a dynamic civic resource providing free access to the information, materials, and services to all members of the community. The Shelton Public Library strives to provide equal access to information for all patrons. This information will stimulate ideas, help to advance knowledge, aid in research, provide pleasure, and enhance the quality of life in Shelton.

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GOAL STATEMENTS- GENERAL OBJECTIVES

- To assemble, preserve, and administer a collection of books and other materials, to aid individuals in the pursuit of information, research and pleasure.
- To serve the community as a center of reliable information.
- To provide opportunity and encouragement for children, young people, and adults to continue and broaden their education.
- To cooperate with other organizations, agencies, and institutions to provide programs or services to meet community needs.
- To provide opportunity for recreation through the use of literature, music, films, and other means within the sphere of library activities.
- The library will provide and promote the use of technology to assist patrons.

LIBRARY COLLECTION AND SERVICES

- The librarian shall be responsible for the selection of materials which best meets the interests and needs of the community.
- Gifts, Requests, and Memorials: The library accepts gifts of suitable materials with the understanding that they will be added to the library collection only when needed and disposed of at the discretion of the librarian. The same principles of selection applied to purchases are applied to gifts.
- The board will gratefully accept unrestricted gifts of money, land, or property. The board will review restricted gifts or bequests before acceptance or rejection.

- Material Selection: Ultimate responsibility for book selection rests with the librarian, using the framework of policies and objectives determined by the members of the Shelton Public Library board. All aspects of material selections will aim at implementing the library's general objectives.
- The library will use up-to-date selection tools such as reviewing publications and catalogs of recommended purchases.
- General criteria applied to all materials selections will include: permanence or timeliness, accuracy, authoritativeness and/or reputation of the author or publisher, clearness and usability of presentation, group and individual social significance, suitability and importance to the whole collection, format, price and/or availability of funds.
- The library will endeavor to balance special group interests with general demand, to present fairly and truthfully both sides of subjects handled, and to maintain a balance between its duty to present information on all aspects of public questions and its determination not to be used as a propaganda vehicle by enemies of our society or its institutions.
- Generally excluded from consideration will be textbooks and material generally unimportant, cheap, or trivial, deliberately distorted, sensational or offensive. Serious works, which present an honest aspect of certain problems or life in our society, are not necessarily excluded because of language or frankness. A patron objecting to any library material shall be asked to complete the "Request for Reconsideration of Materials" form obtained from the librarian. Complaints shall be presented to the board for assessment at the next monthly meeting.
- The library adopts and follows the A.L.A. Bill of Rights and all interpretations.
- Services of the Public Library: The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and audiovisual resources.
- The library will initiate programs to stimulate the use of the library materials to fill the needs of people of all ages.
- The library will cooperate with civic and community agencies and organizations to help them with program materials.
- The library will supplement, but cannot perform the functions of schools and other libraries, which are designated to meet special needs. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of all.
- Access to library services will be provided to the physically disabled through "curbside" service until renovations are complete. "Curbside" service includes the following: a printout of books, magazine and videos available for circulation at the library will be provided for those who call ahead or provided to those who ring the bell for service. Library personnel will bring out library material to the patron. Once renovations are

complete, patrons who are physically disabled will be able to enter the library and browse at their leisure. Handicapped parking spaces are available in the front of the library building.

- The library believes in the intellectual freedom of its patrons. All patrons have the right to seek and receive all information from all points of view without restrictions.

USE OF THE LIBRARY: Use and Lending Privileges

- The use of references and collections in the library is free.
- All borrowers must have a valid library card in order to check out books and materials. No one may check out under anyone else's card without permission. All cards are free.
- Persons lending articles checked out form the library to them will be responsible for those articles.
- Service will not be denied or abridged because of age, religion, racial, social, economic, or political status.
- The use of the library or its services may be denied temporarily or permanently for due cause. Such cause may be failure to return books, pay penalties, destruction of library property, disturbances of other patrons, or other objectionable conduct on library premises.
- Parents/guardians are responsible for all materials borrowed on their card, or their children's card, including payment of fines and replacement costs for lost items. Parents/guardians are responsible for all materials checked out by a patron age 17 or younger.
- New books may be borrowed for a one-week period. Circulated books may be borrowed for a two-week period and can be automatically renewed for an additional two weeks or more with permission of the librarian. A book drop shall be provided for the prompt return of material. The late fee for books will be set at $0.10 per book/per day that they are overdue.
- Periodicals and videotapes will be checked out for a one-week period with no renewal. The late fee for Periodicals will be set at $0.10 per periodical/per day that they are overdue.
- DVDs may be checked out for a four-day period with no renewal. The late fees for DVDs will be set at $1.00 per movie/per day that they are overdue. Families may only check out 5 DVDs per day, no matter how many library card holders are in the family.
- Reference books, bound newspapers, and other material may be used only in the library.
- The value of a lost or damaged item will be determined by the replacement or repair cost for the identical or similar item to be determined by the librarian.
- The accumulation of money from fines is not considered part of the budget. It shall be used for miscellaneous items not allowed for in the budget.

- Laptops may be checked out on weekly basis after patron has signed the Shelton Public Library Laptop Initiative and the patron has no outstanding fees or damages related to the library's laptops. Shelton Public Library Laptop Initiative is attached to the end of the Policies and Board Statement.
- No conduct which interferes with, or discourages the public's use of the library, will be permitted. To assist in maintaining an atmosphere conductive to the public's use of the library and its collections, the Library Board has adopted this Conduct policy and the consequences of violation of said policy.
    - Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations including:
        - Photography or videography is generally permitted if it is for general public library promotion by media, student projects, and/or strictly for personal use.
        - In order to protect the rights of individual library patrons and to reduce distractions, photographing and videotaping on library property are restricted as follows: Under no circumstances may the public, members of the media, or library staff take photographs or videotape without the express permission of any library patrons who would be prominently included within the composition.
        - Request to photograph or videotape for commercial purposes are not permitted without approval by the library director and must be submitted in writing for review by the library director.

USE OF FACILITY

- To achieve the goal of good library service, the members of the board will see that facilities are provided and maintained which will meet the physical requirements for library service
- Patrons may use the restroom facilities as needed. They are located at the bottom of the stairs to the left/North.
- Entrance to the other basement rooms are permitted with approval of the Librarian or another staff member. Patrons wishing to visit the basement (excluding the bathrooms which patrons are allowed to use as needed) should first talk to the Librarian or other staff and get approval.
- Patrons are not allowed to be in areas designated as "EMPLOYEE ONLY". These areas have signage designating them as such. If a patron needs something from these areas, they will need to ask the Librarian or other staff to retrieve it for them.

BOOKMOBILE POLICY

The Buffalo County Bookmobile/Kearney Public Library has a bi-weekly schedule during the school year for drop-off and pick-up at Shelton Public Library. The bookmobile has a summer schedule that will be posted on the SPL Community Information Board and social media sites.

Terms of Use:

1. You must have an active patron account, at (SPL) Shelton Public Library, to check out books and materials borrowed from the bookmobile. You may check out books directly from the bookmobile, on their scheduled visit, if you have a (KPL) Kearney Public Library patron account.
2. Bookmobile items that are borrowed, from Shelton Public Library, must be returned by the next scheduled bookmobile delivery. SPL staff will notify you of the due date upon check out. If you need to renew, please notify the library staff (5) days in advance of the due date. Do not retain property, of Kearney Public Library, past the due date without first contacting Shelton Public Library. Please keep in mind that Kearney Public Library patrons may be waiting for that book to read!
3. Any fines or fees that are incurred by Shelton Public Library for the loss, damage, or failure to return bookmobile materials will place your SPL account and bookmobile privilege's suspended temporarily, until your SPL account is resolved. Let us keep your account in good standing, call or stop in to Shelton Public Library to plan arrangements.
4. You are legally responsible by the Return Policies of Buffalo County Library if you check out books and materials directly from the bookmobile, as a Kearney Public Library patron. Any bookmobile items that are checked out through SPL must be returned to Shelton Public Library.
5. You are responsible for the care and return of books or materials that are borrowed from a lending library. Please return on or before the due date and notify Shelton Public Library (5) days in advance, if there is a request for an extension.
6. There will be no exceptions or special privileges granted to the terms of this policy. Violations to the bookmobile policy may result in a suspension of privileges and/or legal action.

Every effort is made to provide you with the information and materials you are seeking. If Shelton Public Library does not have what you are looking for, staff will be happy to outsource using the (ILL) Interlibrary Loan service. Any bookmobile schedule changes will be posted on the Community Information Board and social media sites.

NEBRASKARD POLICY STATEMENT

Libraries share resources for mutual benefit and to meet the needs and interests of their users. The underlying intent of the NebrasKard Program is to permit registered borrowers in good standing to borrow materials from multiple libraries, in addition to the borrower's home library. Shelton Public Library participates in the NebrasKard Program.

The purpose of the NebrasKard Program is to provide Nebraska citizens with direct access to more library and information resources. NebrasKard is a reciprocal borrowing program that allows library users from a participating library to directly borrow materials from other participating libraries.

The NebrasKard or NebrasKard sticker of registered borrowers from any participating library will be honored at any other participating NebrasKard library. A list of NebrasKard Libraries will be provided.

Participating libraries are expected to extend to NebrasKard borrowers the same lending privileges received by their primary clientele. NebrasKard borrowers will not be charged a non-resident fee when borrowing from a participating NebrasKard public library. If a library finds it necessary to place restrictions on the number and/or type of materials loaned to NebrasKard borrowers, participation with restrictions is preferable to non-participation.

The NebrasKard Program does not cover electronic resources.

Shelton Public Library Patron Accounts, in good standing, may have a NebrasKard issued at NO CHARGE. Non-residents of the library service area will be charged $15.00 for the NebrasKard sticker or keychain.

Participating libraries will provide walk-in building, collection, and reference at no cost to library users.

Home libraries will maintain and assist lending libraries in sharing current patron address and phone number in the retrieval of overdue materials or collection of fines and fees. Shelton Public Library may suspend borrowing privileges due to non-return of items or non-payment of fines at a lending library. A NebrasKard borrower will be asked to sign a waiver allowing borrower information to be shared with other participating libraries.

NebrasKard borrowers will be subject to the rules, regulations, policies, and procedures of the lending library. This may include collection agency services for securing non-returned items, or prosecution for non-return of loaned items.

NebrasKard borrowers will be responsible for returning materials to the library from which the materials were borrowed.

NebrasKard is valid for 1year from the date of issue.

Non-residents of Shelton, Nebraska will be required to complete a Shelton Public Library Patron Account Form, sign the NebrasKard Library Customer Registration Form and Borrower Agreement, pay $15.00 for the NebrasKard sticker or keychain, and have a valid Nebraska State ID or Nebraska State Driver's License.

SCIENCE KITS

- Must be a patron of the library in order to check out any science kit
- Patron must be an adult. Parents/Guardians will need to check out the kits for their children.
- Parent/Guardian/Adult must sign the liability waiver releasing the library from any harm/liability when using the science hits
- Liability waiver is attached at the end of the library policies.
- Science Kits may only be checked out for ONE WEEK at a time.

MISCELLANEOUS SERVICES

- Magnifier: There is a magnifier for public use
- Copy Machine: there is a copy machine available for public use. The charge is $0.15 for each black and white printed page. Charges for color prints is $0.15 per page.
- Office Equipment: Equipment located in any office areas or on any library employee's desk is for the library employee use only. This includes the office copy machine, phones and fax machine. The employees may send faxes or make copies for patrons.
- Cricut Machine: The circuit machine is available for use. The price of items is the following: If using Library Supplies: 4X6 or small at $1.00 per page/item. 5X7 or larger is $2.50 per page/item. If brining your own items, the price is $5.00 per project.
- Copies and other items have the following prices: B/W Print at $0.30, Color Print at $0.50, Fax at $1/First page and $0.30 for each page after, Laminating 8X10 at $1.00, Laminating 4X6 at $0.50, Photo Print 4X6 at $1.00 and Photo Print 8.5X11 at $4.00

COMPUTER AND INTERNET POLICY

- The librarian establishes this Computer and Internet Policy, to be approved by the board, to ensure appropriate use of the computer and internet resources within the library.
- The Computer and Internet Policy apply to all devices (desktops & laptops) that are provided to the public, by Shelton Public Library, for the purpose of accessing the internet.
- The library provides workstations for free public access to the internet as an informational, educational and recreational resource. The library expects that all use of electronic information resources, such as the internet, will be responsible and consistent with the purpose for which these resources are provided.
- Using resources for educational, informational, and recreational purposes only- NOT Unauthorized or Illegal purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using the public access working-stations by not interfering with their use.
- The library computers or Wi-Fi MAY NOT be used for viewing, sending or receiving materials that may be determined to be harmful to minors as defined by State of

Nebraska Statutes 28-807 (6).

- The library computers or Wi-Fi MAY NOT be used for viewing, sending or receiving materials that may be determined to be obscene as defined by State of Nebraska Statutes 28-807 (10).
- Making only authorized copies of copyrighted or licensed software or data. — Shelton Public Library has two CD Burners available for In-House use. Blank CDs and software are not included. Making digital copies of movies or music CDs are a violation of licensing agreements and copyright laws (Title 14, United States Code).
- NOT sending, receiving, or displaying text or graphics, which may reasonably be construed by library staff as offensive to the public.
- DO NOT make unauthorized changes to the setup or configuration of the software or hardware installed on the public computers provided by the library.
- NOTIFY STAFF if you need to use the audio speakers - a headset will be provided.
- NOTIFY STAFF if you would like to use the webcams.
- NOTIFY STAFF if a download is needed for online access to a particular website.
- LIBRARY STAFF will remove the screen magnifier if it is not needed.
- GET STAFF ASSISTANCE if the computer freezes, loses signal or virus alerts appear on screen. DO NOT attempt to correct/ignore the problem or install updates on your own.
- REMEMBER these are PUBLIC COMPUTERS — Anything you save, should be forwarded to your personal E-mail or saved to your Cloud.
- REMEMBER to log out of personal accounts accessed on the library computer.
- The Shelton Public Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent/guardian/care giver) to decide what is appropriate. Children and young adults under the age of 18 need parental permission to use the Internet. It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies, which serve to govern a library's purchase of written materials, may not apply to material accessed electronically.
- All internet traffic from library computers is filtered to block access to material that is harmful to minors or considered obscene. Even with the filters, please be aware that the library cannot guarantee that patrons of any age with not encounter information or images that are offensive or disturbing to them.
- Children age six years and younger must be seated with a parent/guardian while using a computer.
- **Shelton Public Library is CIPA (Children's Internet Protection Act) Compliant.**
- Adults using a computer must continue to supervise all children accompanying them to the library.
- Charges for prints are as follows:

– Black & White Prints (.30C)

- Color Prints (.50C)

– Photo Prints 4X6 ($1.00)

- Photo Prints 8.5X11 ($4.00)

- The library staff may impose restrictions, such as time limits, on the use of library equipment. While respecting individual user's right to privacy, library staff reserves the right to monitor use of working-stations to ensure compliance with this policy. Staff may ask users to remove themselves from the library equipment if they observe any behavior that they judge to be in-conflict with this policy. Misuse or abuse of library computers or internet access may result in suspension of internet privileges.
- Patrons are expected to treat the library equipment with respect and care. The library reserves the right to restrict or terminate the use of computers if computer and internet guidelines are not properly followed.
- Patrons and/or parent/guardian are liable for any damage done to the library's computers (desktops or laptops). This is not limited to physical damage or vandalism.
- Any illegal acts using the library's computer or Wi-Fi will be an immediate revocation of internet privileges at the library and may constitute financial liability and/or criminal charges.
- Patrons are responsible for verifying the accuracy of any material they find online. Information available on the internet is not warranted by the library to be accurate, authoritative, factual, or complete.
- The library is not responsible for damage to individual's property, loss of data or liability that may occur from that individual's use of any of the library's technology or services.
- NO FOOD OR BEVERAGES ARE PERMITTED AT THE COMPUTER WORK STATIONS OR AROUND LAPTOPS.

GENERAL PATRON BEHAVIOR EXPECTATIONS

- In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a reasonably low level. Conversations with other patrons should be kept to a reasonably low level.
- Alcohol and/or illegal drugs may not be brought into the library or onto library grounds, nor may persons under the influence of either or both use the library.
- Harassment or other disruptive behavior is not allowed. Harassing behavior is defined as behavior that creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.
- Smoking, including e-cigarettes, is not allowed anywhere inside the building.
- For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.
- Library staff will contact the police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.
- Pets are not allowed in the library, unless they are therapy or service animals.

- Monitoring the activities and regulating the behavior of children or other persons requiring supervision is the responsibility of the parent/guardian or a caregiver age 18 or older.
- Parents and caregivers are responsible for the behavior, safety, and supervision of their children at all times in the library and on library premises. Youth age six and under must be kept with a parent/guardian or a caregiver age 18 or older at all times.
- When children or persons requiring supervision are unattended, staff will make an effort to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or person in need of attention.
- Incidents of minors who are left unattended at closing time will be reported to the police within 15 minutes of closing time.
- The library staff is not responsible for the safety, care, or supervision of children of any age at any time whether in the library or on library premises.

SOCIAL MEDIA

- It is the policy of Shelton Public Library to make use of social networking sites such as "Facebook" and "Twitter" in order to keep the patrons of Shelton Public Library and the community of Shelton, Nebraska updated on current programs and offerings. Other material that may have significance to the library community may also be posted at the discretion of the library director.
- Due to the concern for potential problems, the use of social media sites by Shelton Public Library are closely monitored by the library director.
- Updates are posted by the library director.
- Updates to social media sites occur in a timely manner and accounts are checked and updated on a regular basis.
- People and businesses are allowed to "friend" or "like" Shelton Public Library's accounts.
- Shelton Public Library advertises its use of social media sites to make the public aware of this method of receiving information about the library and library services.

DISPLAYS

- Exhibits and Displays: The public library will provide as many attractive, educational, and cultural exhibits as possible.
- No displays or distribution of materials will be placed in the library without permission of the librarian.
- The library assumes no responsibility for any display items or materials.
- No political, religious, or commercial solicitations or displays are permitted.
- Insurance: The board will review all insurance policies so as to provide adequate coverage on building, contents, and workmen's compensation.

Advocacy Policy

Advocacy is the active support of an idea or cause

- The purpose of this policy is to determine the Library Board's role in advocacy for the Shelton Public Library.
- In accordance with The Village of Shelton, Ordinance Number 777 Article 4 of Chapter 2 pertaining to the creation, establishment and regulations of a library board, Shelton Public Library is under the management and control of its board. Policies set the framework for the governance and operations of the library and provide direction to board and staff. The policies are the tool for achieving the library's purpose and advancing the mission.
- Responsibility for Implementation
    - Board members and staff are responsible for knowing, understanding and complying with the policies of Shelton Public Library.
- Board Advocacy: The board shall seek to ensure that
    - The community is aware of the importance of the library
    - The state and federal legislators respond to the needs of the public library community
    - The budget will reflect the use of advocacy tools
- Advocacy Targets:

1. Community: The board shall work collaboratively with staff to build and maintain good relationships with individuals and community organizations and ensure continued support for the Library.
2. State and federal levels of government: The board shall work collaboratively with staff to bring issues forward relating to public libraries at the state and federal levels of government and ensure support for the Library.
3. Village Boards: The board shall work collaboratively with Shelton Village Board on a continuous and consistent basis to ensure support for the library.

OPERATING HOURS AND HOLIDAYS

- The library shall be closed on the following days: New Year's Eve, New Year's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Christmas Eve, Christmas Day, Thanksgiving, and the day after Thanksgiving. If the holiday falls on a Saturday, Friday will be the day off. If the holiday falls on a Sunday, Monday will be the day off.
- Operating Hours: The members of the board shall determine the operating hours of the library, and are as follows: Monday 10AM-4PM, Tuesday 8AM-3PM, Wednesday 12PM-6PM, Thursday 12PM-7PM, Friday 10AM-4PM, Closed Saturday and Sunday.
- Temporary Summer Hours: Beginning June 1st and Ending July 31st- Library Hours will be 10AM-4PM Monday through Friday, Closed Saturday and Sunday.

PERSONNEL

- Employment: The public library is an equal opportunity employer.
- All employees are responsible to the librarian/library director and through the librarian to the board.
- The librarian shall perform his/her duties as stated in the board policy, shall attend board meetings except when there is consideration of employment, salaries and performance.
- Personnel must submit a statement of resignation fourteen days prior to termination. The board must also give fourteen days notice of termination to personnel.
- The library will pay mileage (for one driver) and registration to Library Commission workshops, conventions, and/or seminars. This does not include workshops for certification. The library will pay a substitute on the day the librarian is attending these workshops. The librarian is also paid wages if it is a working day.

DUTIES OF THE LIBRARIAN/LIBRARY DIRECTOR

- Prepare the agenda for the library board meetings in advance.
- Pick up mail daily from the post office and mail any outgoing mail.
- Open the library at the times listed, except during emergencies and inclement weather. Should there be an emergency, a substitute may fill in for the librarian.
- Check the drop boxes outside daily.
- Purchase and process new books, periodicals, DVDs or audio materials. Any purchases over $500.00 need to be approved by the board.
- Preview shipments and return of books.
- Place returned books, DVDs, periodicals, etc. back into circulation as soon as possible.
- Change displays to present options that patrons may not look for.
- Check and clean-up the bulletin board of any out-of-date items.
- Weed the shelves yearly to remove any out-of-date materials. Out-of-date materials may be disposed of either by a book sale, trade-in to a used book store, or given away.
- Story-time will be held at the librarian's discretion. Story-time consists of stories read, a light snack with a drink, crafts, and/or games.
- Holiday parties are at the librarian's discretion.
- Special speakers or events may be planned by the librarian.
- Over-due items need to be pursued by letters or emails to the patrons who have failed to return them.
- Yearly reports and accreditations need to be promptly filled out and returned.

PAY AND BENEFITS

- The librarian/library director shall be paid every 2 weeks at the pay determined by the board.
- The librarian/library director shall be given Sick Leave, Vacation Leave, and Funeral Leave at a rate of 6 Hours = One Day. Part-Time Librarians shall not receive these benefits. They are only allowed for the Head Librarian/Library Director.
- Sick Leave: After 80 Hours of Employment, the Librarian/Library Director will be credited with 6 Hours = 1 Day per each Full Calendar Month of Service. Sick Leave may be accumulated to a limit of 120 working days. For the purposes of reimbursement of Sick Leave at the time of Separation of Employment, the maximum payable accumulation allowed for the Librarian/Library Director shall be 80 Hours.
- Vacation Leave: After one full year of employment, the Librarian/Library Director shall be eligible for Vacation Leave with pay. Authorized Vacation Leave shall be computed on the following basis:
    - 10 Work Days After One Full Year of Service
    - 15 Work Days for 5-14 Years of Service
    - 20 Work Days for 15 or More Years of Service.
    - The Librarian/Library Director shall NOT be allowed to take more than TWO consecutive weeks off unless approved by the Board.
- Funeral Leave: The Librarian/Library Director may be granted excused absence with pay upon satisfactory evidence of death or burial of the Librarian/Library Director's immediate family, include the librarian's/library director's or spouse's parent, grandparent, child, grandchild, brother, sister or foster parent. The Librarian/Library Director may also be granted an excused absence without pay upon satisfactory evidence of death or burial of a member of his/her secondary family, including a niece, nephew, cousin, aunt, uncle or friend. The time allowed for funerals of the immediate family shall not exceed three (3) paid days. The time allowed for funerals other than the immediate family shall be at the discretion of the board. Additional time required for funerals may be charged against the Librarian/Library Directors' earned Vacation leave. Vacation may be charged up to the amount that the Librarian/Library Director has earned. Balance of time off shall be without pay.
- In addition to the sick, vacation time, and funeral leave, the Librarian/Library Director shall receive the following Paid Holidays:

1. New Year's Day	2. Memorial Day
3. Juneteenth Day	4. Independence Day
5. Labor Day	6. Thanksgiving Day
7. Day After Thanksgiving	8. Christmas Eve
9. Christmas Day	10. New Year's Eve

- If the holiday falls on a Saturday, Friday will be the paid day off. If the holiday falls on a Sunday, Monday will be the paid day off.
- Librarian/Library Director will also be given a $300/Month Stipend in addition to their regular pay in lieu of insurance.

LIBRARY BOARD

- The library board consists of five residents of the Village of Shelton. They shall be appointed by the Village Board on the recommendation of the members. Each board member shall be supplied with a copy of the By-Laws, Policies and Board Statement. It shall be the responsibility of the members to fulfill the library's objectives, hire a competent librarian/library director, establish policies to be administered by the librarian, promote good public relations, and transact any other business pertaining to the library.

MEETINGS

- A meeting shall be held every other month starting in January. The order of business for meetings will be conducted according to "Robert's Rules of Order."
- Special meetings may be called by the librarian or any other member of the board as deemed necessary.

QUORUM AND AMENDMENTS

- A quorum shall consist of three board members. A motion and changes of policies may be passed by a majority vote of the quorum at any meeting. The president may vote in case of a tie. In the event of an emergency/ability of board members to attend, votes may be submitted by email and/or text message for the members not able to make it in person.

DUTIES OF THE OFFICERS

- The officers of this board shall be president, vice-president, and secretary. Election of officers will be held in January and duties of said officers shall commence immediately. Officer's duties are as follows:
    - President shall keep a record of the placement of keys and handle necessary correspondence to the library from patrons.
    - President or Vice-President preside at all meetings and be empowered to delegate duties to officers and be a legal representative for the board.
    - Secretary shall be responsible for recording the minutes of the meetings.

EMERGENCY PROCEDURES

- Medical Emergency: If serious, please dial 911. Calm the patron and call for assistance. Do Not move the patron unless circumstances become life threatening. Get the patrons name, address and phone number. Call the patron's home if necessary. Fill out an incident report once the incident is over.
- Fire Emergency: Call 911 to report the file. Alert all building occupants by voice and/or alarm of the situation to start evacuation of the building. Thoroughly and quickly check the bathrooms and library to make sure all patrons are out of the building and wait for fire and rescue. Report to the front of the building by the street and wait for assistance. Do no re-enter the building until given the ok to do so by fire and rescue.
- Tornado Watch: Issued when there is potential for tornadic activity in the area. The library director should alert patrons of the potential. No other action is required.
- Tornado Warning: Issued when a tornado has been spotted in the area or by radar. Village warning sirens will sound. Library staff should alert patrons and quickly guide patrons to the basement/tornado shelter available. Library staff should make sure to give extra assistance to those that may require it do to hearing or visual or physical impairment. The Tornado Shelter for this library is at the bottom of the stairs in the hallway between restrooms
- Emergency Numbers:
    - Serious Emergency: Dial 911
    - Non- Emergency Shelton Police: 308-647-5110

Updated 03-18-2026, Submitted by Board Secretary, Patty Wiehn

LIABILITY WAIVER FOR SCIENCE KITS

Patron agrees and understands the use of the Science Kits and Equipment will be unsupervised at the library and the patron agrees to assume all risk when taking the science kits home.

Name(s) _____

Address _____

City _____ State _____ Zip code_____

Phone _____

Email Address: _____

Signature (Must have Parent/Guardian Sign if under 19):

X_____

By Signing Above, I (and my children) acknowledge responsibility of the science kits I (we) check out. I (we) agree to pay for any lost or damaged items contained therein as a result of my (our) use. I (we) release the Shelton Public Library from any responsibility in case of accidents. I (we) understand that I (we) am/are using the Science Kits and Equipment at my (our) own risk and liability. I (we) agree that no claims of any kind or nature will be brought against the Shelton Public Library or its agents as a result of any injury that my occur to the myself (or my children) or my home while using the Science Kits and Equipment.

Request for Reconsideration of Materials

The trustees of Shelton Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Shelton Public Library
P. O. Box 10
Shelton, NE. 68876

Date_____

Name _____

Address _____

City_____ State/Zip_____

Phone_____ Email _____

Do you represent self? _____ Or an Organization? _____

Name of Organization if applicable _____

1. Resource on which you are commenting:

_____Book (e-book) _____Movie _____ Magazine _____ Audio Recording

_____ Digital Resource _____Game _____Newspaper _____Other

Title_____

Author/Producer _____

2. What brought this resource to your attention?
   _____

_____
_____

3. Have you examined the entire resource? If not, what sections did you review?
   _____

_____
_____

4. What concerns you about the resource?
   _____

_____
_____

5. Are there resource(s) you suggest to provide additional information and/or other view points on this
   topic?_____

_____

6. What action are you requesting the committee consider?
   _____