

# Library Policy Development and Management

NORTHEAST KANSAS LIBRARY SYSTEM  
JUNE 3, 2023  
ROBIN NEWELL, MLIS

---

---

---

---

---

---

---

---

## Introduction

- ▶ Speaker
- ▶ Housekeeping
- ▶ Four segments
- ▶ Questions



---

---

---

---

---

---

---

---

## What You Can Expect

- ▶ Overview – Why Policies?
- ▶ Development
- ▶ Management
- ▶ Implementation
- ▶ Challenges
- ▶ Summary Questions Discussion

---

---

---

---

---

---

---

---

### Why are You Here?

- ▶ Inform
- ▶ Educate
- ▶ Protect



---

---

---

---

---

---

---

---

### Libraries Require Policies

- ▶ Library Operations
  - ▶ Collection Development
  - ▶ Code of Conduct
  - ▶ Finance
  - ▶ Personnel
- ▶ Diversity, Equity, and Inclusion
- ▶ Legal Requirements
  - ▶ KOMA
  - ▶ KORA



---

---

---

---

---

---

---

---

### Public Policies

- ▶ Fluid, ongoing process
- ▶ Developed with
  - ▶ Director
  - ▶ Library staff
  - ▶ Board
  - ▶ Community
- ▶ Library board policy committee
  - ▶ Policy wrangler



---

---

---

---

---

---

---

---

## Kansas Statute 12-1225

**12-1225. Powers and duties of board.** Library boards shall have the following powers and duties:

(a) To make and adopt rules and regulations for the administration of the library;

(b) With the approval of the governing body of the municipality, to purchase or lease a site or sites and to lease or erect a building or buildings for the use of the library;

(c) To acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, photograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service;



(d) To deem necessary and to remove them and to fix their compensation, library service within the municipality or within any other municipality with

of the act or with the governing body of a municipality not maintaining a library service within the municipality to the extent and upon such terms as may be agreed to by such municipality or to use the library facilities of the public school to

or granted to it by the state or the federal government or any agency

and administer the same in accordance with any provisions thereof. If no gift or receipt of the gift and any dividends, interest, rent or income derived from the library.

(e) To make annual reports to the state librarian and the governing body of the municipality on or before January 31 of each year for the past year under its control, and showing such statistical information relating to library services available, and other information of general interest as the state librarian may require. In its discretion, to place such money in a separate fund or funds to be used for library purposes, in its discretion, to place such money in a separate fund or funds to be used for library purposes unless the grantor or donor directs how and for what purpose

---

---

---

---

---

---

---

---

---

---

## Robin's Quick and Dirty Translation



- ▶ Adopt policy
- ▶ Building
- ▶ Collection
- ▶ Hire Librarian
- ▶ Establish/maintain library services
- ▶ Contract with other entities for library service
- ▶ Receive, accept and administer any money appropriated or granted to it by the state or the federal government
- ▶ Receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof
- ▶ To make annual reports to the state librarian and the governing body of the municipality
- ▶ To place money received from sources other than a tax levy for library purposes in a separate fund or funds

---

---

---

---

---

---

---

---

---

---

## Five Finger Library Board Job Description



- ▶ Hire a Librarian
- ▶ Approve Policy
- ▶ Approve Budget/Pay Bills
- ▶ Advocate for the Library
- ▶ Approve Strategic Plan

---

---

---

---

---

---

---

---

---

---

### Whose job is it anyway?

- ▶ Everybody
- ▶ Somebody
- ▶ Anybody
- ▶ Nobody



Accountability

---

---

---

---

---

---

---

---

### Library Policy

- ▶ Guide to the operations and management of library
- ▶ Maintains standards and avoids inconsistencies
- ▶ Measures the extent to which a library performs its functions/meets objectives as well as its systems and services.

---

---

---

---

---

---

---

---

### Two Truths and a Lie

1. Situations change – policies must change too
2. Strong policies ensure smooth library operation
3. Inadequate/non-existent policies leave staff and board vulnerable

---

---

---

---

---

---

---

---

### Policy Development

- ▶ Use your resources!
- ▶ No need to recreate the wheel
- ▶ Expect your director to
  - ▶ Research sample policies
  - ▶ Contact your System
  - ▶ Contact other Libraries
- ▶ Review the **Positions and Public Policy Statements** approved by the **Council of the American Library Association**




---

---

---

---

---

---

---

---

### Policy Development

- ▶ Policy Approval Process
  - ▶ First draft of new policy prepared by the director with staff input
  - ▶ Current policy reviewed by director with staff input
  - ▶ Into policy committee or to policy wrangler
  - ▶ Revised draft comes out of committee or back from wrangler
  - ▶ Board agenda/first reading/input from the entire board

---

---

---

---

---

---

---

---

### Policy Development

- ▶ Policies are PUBLIC Documents
    - ▶ Heading
      - ▶ Name of Library
      - ▶ Name of Policy
      - ▶ Approved by Board and Date
      - ▶ Use Page Numbers
      - ▶ Use Consistent Text Font/Formatting
- XXXXXXXX Public Library  
Unattended Child Policy  
Approved by the XPL Board on (insert date here)

---

---

---

---

---

---

---

---

### Outward (Public) Facing

- Internet use (including Internet privacy and safety)
- Budget and Finance
- Facilities (including meeting room use if applicable)
- Capital Improvements
- Children's Internet Protection Act (CIPA)
- Confidentiality of patron & library records
- Emergency preparedness & disaster recovery
- Exhibits, displays and bulletin boards
- Equipment use
- Gifts, memorials, and gift-in-kind donations
- Intellectual Freedom
- Patron behavior
- Public Services (including circulation and customer service)
- Safety
- Surplus property
- Use of personal devices in Library
- KORA – Freedom of Information Officer Appointment

---

---

---

---

---

---

---

---

---

---




---

---

---

---

---

---

---

---

---

---

### Inward (Staff) Facing

- Advocacy
- Internet use (including Internet privacy and safety)
- Budget and Finance
- Staff professional development
- Emergency preparedness & disaster recovery
- Exhibits, displays and bulletin boards
- Equipment use
- Gifts, memorials, and gift-in-kind donations
- Personnel
- Safety
- Surplus property
- Use of personal devices in Library

---

---

---

---

---

---

---

---

---

---



---

---

---

---

---


---

---

---

**More?**

- ▶ Animal
- ▶ Social Media
- ▶ Unattended Child
- ▶ Weapon




---

---

---

---


---

---

---

---

**Self-Facing – Board Bylaws**



- ▶ Reviewed at least every three years
  - ▶ Meetings – How many? When? Notice required?
  - ▶ Attendance requirements
  - ▶ Officer duties
  - ▶ Removal or replacement of board members
- ▶ Public Comment Policy
- ▶ Annual self-evaluation of board

---

---

---

---

---

---

---

---

### Policy Development Summary

- ▶ Board Accountable
- ▶ Outward, Inward, Self-facing
- ▶ Write policies that can be
  - ▶ understood by public
  - ▶ implemented by staff

---

---

---

---

---

---

---

---

### Policy Management

- ▶ Review Current
  - ▶ What policies do you already have?
  - ▶ How old are they?
  - ▶ What is missing?
  - ▶ What is essential?
  - ▶ What is desirable?



---

---

---

---

---

---

---

---

### Policy Management

- ▶ Policies board reviewed at least every three years
- ▶ Create a manageable timeline
- ▶ Board agenda calendar
- ▶ Policy wrangler? Board sub-committee?
- ▶ 24 policies/8 policies to review each year
- ▶ Longer review/more frequently – personnel policy

---

---

---

---

---

---

---

---



### Policy Management

- ▶ Post online
- ▶ Post prominently in the library (if legal requirement)
- ▶ Paper copies available at the circulation desk
- ▶ Educate staff and volunteers
- ▶ Implement policy



---

---

---

---

---

---

---

---

### Policy Implementation Hierarchy

- ▶ Board adopts rules and regulations for the administration of the library - accountable
- ▶ Board hires a library administrator
- ▶ Library administrator hires and manages library staff
- ▶ Library administrator and library staff implement policies through procedures

---

---

---

---

---

---

---

---

### Why Write Policies?

- ▶ Inform
- ▶ Educate
- ▶ Protect



---

---

---

---

---

---

---

---

### Challenges

- ▶ Policy for policy challenges (not just book or program challenges)
  - ▶ Define the procedure
    - ▶ Conversation first
    - ▶ Complete a written form
    - ▶ Director reply/copy to board (time frame)
    - ▶ Board appeal (time frame)

---

---

---

---

---

---

---

---

### Challenges

- ▶ What are you challenging? Select all that apply.
  - ▶ Materials Challenge (books, movies, magazines, digital content)
  - ▶ Internet-Related Challenge (filtering, access, use policies)
  - ▶ Library Service (meeting rooms, programs, displays, exhibits, author visits)
  - ▶ Patron Privacy or Confidentiality Issue (circ. records, PII)
  - ▶ Hate Crime (defacement of library property to target a specific group; use of swastikas or other symbols of intimidation)
  - ▶ Threats or Harassment to Staff (online, by phone, by email, or in-person)
  - ▶ Legislative Concerns (including executive orders and A.G. opinions)
  - ▶ Other (including 1st Amendment audits and student publications)

---

---

---

---

---

---

---

---

### Challenges

- ▶ Reporting
  - ▶ Contact NEKLS
  - ▶ Contact KLA – Intellectual Freedom
  - ▶ Contact ALA – Intellectual Freedom
- ▶ Communicate challenges to staff as well – stop the chatter?

---

---

---

---

---

---

---

---

### Challenges

- ▶ Who can challenge?
- ▶ Little P, Big P
- ▶ Community Standards
- ▶ Pottawattamie Wabaunsee Building
- ▶ Florida Escambia County Superintendent

---

---

---

---

---

---

---

---

### In Summary

- ▶ Development
  - ▶ Input from director, staff, board, community
  - ▶ Write clear, concise, enforceable policy
  - ▶ Board approval
  - ▶ Implement
  - ▶ Make publicly available
- ▶ Management
  - ▶ Review regularly
  - ▶ Modify as needed
  - ▶ Prepare for challenges



---

---

---

---

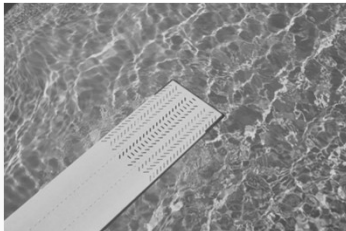
---

---

---

---

### What's Next?



---

---

---

---

---

---

---

---

### Questions?



---

---

---

---

---

---

---

---

### Thank you NEKLS!

► Contact information

Robin Newell  
[robinnewell3@gmail.com](mailto:robinnewell3@gmail.com)  
402-677-3944  
Lillian, AL

---

---

---

---

---

---

---

---

### Resources

- 1. Kansas Statute 12-1225  
[https://www.ksrevisor.org/statutes/chapters/ch12/012\\_012\\_0025.html](https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0025.html)
- 2. NEKLS Accreditation Standards, approved 3/19/2020  
[https://www.nekls.org/wp-content/uploads/2022/01/Accreditation\\_21\\_23\\_Packet\\_Final\\_PDF2.pdf](https://www.nekls.org/wp-content/uploads/2022/01/Accreditation_21_23_Packet_Final_PDF2.pdf)
- 3. Challenge Reporting  
<https://www.ala.org/tools/challengesupport/report>

Photos from openverse except for pier –  
<https://www.remax-alabama.com/gulfoastal/realestateinsight/spanish-coves-community-fishing-pier-and-private-white-sand-beach-spanish-covediv-lillian-al-1071671>

---

---

---

---

---

---

---

---