Earlham Public Library

POLICY: **Circulation Policy**

Adopted: January 15, 2013   Last Revision: Feb. 17, 2020   Next Review: February 2023

Board President Signature _____

Circulation Policy

- The loan period is 4 weeks for books, audio and periodicals; 2 weeks for Kindles; 1 week for movies and video games.

- Reference materials may not be taken out of the library.

- The loan period can be renewed for materials that are not on a waiting list. Renewals can be done in person, by telephone, by email, or online.

- Adults and children may check out 50 items at one time but are limited to 4 movies and video games per family, subject to library staff discretion.

- The maximum number of books that can be requested on interlibrary loan is 4 per month per family, subject to library staff discretion. $0.25 for more than 4 per month per family.

- Patrons' borrowing privileges will be withheld until past due materials are returned.

- Patrons with overdue materials will be contacted with a reminder.

- Lost or damaged material must be paid for or replaced by patrons.

Confidentiality

The Earlham Public Library supports the principles of the right to privacy and the Code of Iowa 22.7 (13) as laid out below for your convenience.

"The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling."
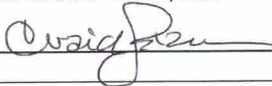
Earlham Public Library

POLICY: **Collection Development Policy**

Adopted: October 14, 2014   Last Revision: January 2018   Next Review: Jan, 2021

Board President Signature _____

Collection Development Policy

The Board of Trustees of the Earlham Public Library, recognizing the pluralistic nature of the community and the varied backgrounds and needs of all residents - regardless of race, creed, or political persuasion – declare as a matter of collection development that:

- Books and/or library material selection is the responsibility solely of the library director.

- Selection of books and/or other library material will be made on the basis of their value of interest, information, and enlightenment. No book or other library material will be excluded because of race, nationality, or political or social view.

- Selection of material on what could be considered controversial issues will be directed toward maintaining a balanced collection representing a variety of views. Material will be selected to seek balance and proportion in the collection as a whole.

- The Library Board believes that values are an individual matter and that while anyone is free to reject books for himself or herself, he or she cannot censor or restrict the freedom of others to read.

- The Board adopts and declares it will adhere to and support:

  1. The Library Bill of Rights.

  2. The Freedom to Read Statement adopted by the American Library Association. Both are made a part of this policy. Copies are attached.

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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

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

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

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

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

A Joint Statement by: American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
The American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Pen American Center
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

Earlham Public Library

POLICY: Credit Card Policy

Adopted: March 8, 2016   Last Revision: October 2021   Next Review: October 2024

Board President Signature _____

Credit Card Policy

The Earlham Public Library Board of Trustees authorizes the library director to be the sole user of the credit card issued to the library by the city. Use of the library credit card provides a means of purchasing items that cannot be obtained through usual vendors, are needed immediately or must be purchased online. It eliminates the need for frequent reimbursement to the library director who would otherwise have to pay with personal funds.

- The credit card is not to be used for personal purchases of any kind.

- Misuse of the credit card by the library director may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination of employment.

- The director will retain all sales slips/register receipts. These receipts must be submitted to the city clerk to reconcile against the monthly credit card statement.

- It is the responsibility of the director to notify the credit card company immediately if the credit card is lost, stolen or fraudulently used. The president of the Board of Trustees and the city clerk will also be notified.

- When the library director leaves the position, the credit card must be returned to the library board.

Earlham Public Library

POLICY: Deaccession

Adopted: October 2015   Last Revision: September 2021   Next Review: October 2024

Board President Signature _____

Deaccession

Removing material from the library collection.

The collection of the Earlham Public Library shall undergo deaccession on a regular basis to maintain the usefulness, currency and attractiveness of the collection-building goals.

Factors to be considered during deaccession shall include:

- Currency, based on the latest copyright and varying according to the type of material.

- Usage, based on the latest recorded circulation date.

- Literary merit.

- Accuracy of material.

- Needs and interests of the community.

- Physical appearance of the material.

The library director shall retain the right to dispose of "weeded" material as he or she sees proper and feasible.

Earlham Public Library

POLICY: **Employee Personnel Policy**

Adopted: **December 9, 2014**   Last Revision: **May 8, 2018**   Next Review: **December 2021**

Board President Signature _____

Employee Personnel Policy

Effective January 1, 2015, Earlham Public Library employees are considered Permanent Part-time and/or Full-time Employees* of the City of Earlham and thus are covered by the City of Earlham Personnel Policy. The full Personnel Policy Manual for the City of Earlham is attached.

Key Policy Components:

- **Residency:** Library employees shall be residents of the State of Iowa at the time of employment with the city and shall remain residents of the State of Iowa during their employment.

- **Evaluation:** Library employees shall receive an annual employee performance evaluation by their supervisor in November.

- **Vacation:** Part-time library employees do not receive vacation. Full-time library employees will receive vacation in accordance to the Personnel Policy Manual for the City of Earlham.

- **Holidays:** The City will observe the holidays listed below. If the library is open for all or part of a holiday, employees who work will receive 1.5 their normal pay rate. Employees who do not work on a holiday do not receive any pay for that day.

    o   January 1
    o   President's Day
    o   Memorial Day
    o   July 4
    o   Labor Day
    o   Veteran's Day
    o   Thanksgiving Day
    o   Day following Thanksgiving Day
    o   ½ of December 24
    o   December 25
    o   ½ of December 31

- **Leave of Absence:** A library employee desiring a leave of absence from employment shall secure written permission from the Library Director. The Library Board must approve a leave of absence by the director. All leaves of absence shall be without pay, unless they are by a Full-time employee using accrued PTO or Holiday Pay.

- **IPERS:** All library employees will be required to participate in the Iowa Public Employees Retirement System (IPERS) if the employees' gross wages are at least $300 for two consecutive quarters worked.

- **Injury While on Duty:** All employees are covered by Workers' Compensation Insurance for job-related illness or injury. Reporting illness or injury immediately to supervisor is critical for payment qualification. A physician's statement will be required prior to resuming work.

- **Leaving Employment:** A library employee who chooses to leave employment will give two weeks' notice. An employee whose job is terminated will be given two weeks' notice. An employee discharged for just cause shall forfeit right of notice and other employee benefits. Just causes for discharge may be any of the following:

  - Disregard of Safety Rules
  - Insubordination
  - Malicious Damage of Equipment
  - Being Under the Influence and/or Use of Alcohol or Drugs While on the Job
  - Disregard of City Policies
  - Dishonesty
  - Offensive Language
  - Any Act Which Might Embarrass or Harm the City or other Employees

*"Permanent Part-Time Employee" is defined as a person who works less than 40 hours per week with partial benefits. To be considered a "Permanent Full-Time Employee" and receive full benefits, the employee would need to work 40 hours or more per week.

Earlham Public Library

POLICY: **Internet & Computer Use Policy**

Adopted: October 14, 2014   Last Revision: March 2021   Next Review: Jan, 2024

Board President Signature _____

Internet & Computer Use Policy

The Earlham Public Library provides access to the internet to fulfill its mission to be a hub of technology access, providing computers and internet access for public use.

The library has no control over the information accessed through the internet and cannot be held responsible for its content. The content of the internet is not filtered; therefore, patrons may encounter materials they consider offensive. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the internet.

Illegal use of the internet is prohibited. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates laws, including those relating to child pornography and content that is "harmful to minors".

The library supports the right to privacy and confidentiality of its patrons and maintains no records of what the patron views.

The library provides free, unsecured, wireless internet access for public use. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public internet access provided by the library.

Patrons need to have no overdue materials or fines that exceed $5.00. Guests may use the public computers with the librarian's approval.

The library does not permit downloading of information to the computer's hard drive or the changing of the computer settings. No personal software can be downloaded and saved on the computers.

No more than one person per workstation at a time. The library reserves the right to terminate or limit the number of sessions per day. Computers may not be reserved or held for later use.

Printing will cost $.10 per page. For school work, the cost is $.05 per page. Computer users will be reminded of the U.S. Copyright laws and all other applicable laws.

If a member of the library staff is forced to take disciplinary measures, patrons could forfeit all library privileges, which include access to any library resource, service, material checkout and even access to the library facility.

Library staff cannot provide in-depth training, but will attempt to help you as much as possible. Computer classes may be offered on an individual bases with an appointment.

Earlham Public Library

POLICY: **Library Conduct Policy**

Adopted: August 2018   Last Revision: March, 2021   Next Review: Jan, 2024

Board President Signature _____

Library Conduct Policy

The Earlham Public Library strives to maintain a safe and pleasant environment for all library patrons. With this in mind, the Library Board of Trustees has adopted a number of guidelines which are designed to give a clear, common understanding of appropriate behavior in the library.

The essential behavior while using the Earlham Public Library is to be considerate of others. The library will make every effort to maintain an environment that maximizes each person's use and enjoyment of library services.

Maintaining a Safe Library Environment

In the interest of Safety, any behavior or weapon that is dangerous to a person or property is not permitted.

1. Children at the age of 7 and under must be accompanied at all times by a parent or care giver of at least 13 years of age while in the library as stated in our Unattended Child Policy.
2. Shirt and shoes must be worn at all times while on the library premises.
3. Smoking, the use of tobacco products, and the consumption or possession of alcoholic beverages are strictly prohibited in the library. People found in violation of this guideline will be required to leave immediately.
4. Climbing or standing on furniture or structures, placing small children on tables or counters, running, parking bikes in front of entrance, etc. is hazardous to the individual and to the property, and is not allowed.
5. Defacing library materials or other library property is prohibited.

Maintaining an Environment Conducive to Library Use

Any behavior that interferes with another person's ability to use the library or staff to perform their job is prohibited. This may include, but is not limited to the following:

1. Behaving in a disorderly, loud, or boisterous manner.
2. Harassing, annoying, verbally abusing, threatening or repeated unwelcome advances toward another person.
3. Soliciting, selling, campaigning, petitioning, interviewing, survey taking, etc. unless authorized by the Library Director.
4. Picture taking or video taping of people except at a library sponsored event or program unless authorizes by the people involved and/or by the parents if the subjects are minors.
5. Using personal listening devices that disturb others.
6. Receiving and/or making telephone calls on a mobile phone.
7. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member. This includes but is not limited to the office, staff bathroom, furnace room, or storage closet.
8. Transmitting over-powering, offensive, and/or obnoxious odors that become a nuisance to other patrons.
9. Bringing animals into the Library, other than service animals.
10. See Also: INTERNET POLICY

ENFORCEMENT

The Library Director and his/her designated staff are authorized to interpret these rules to ensure appropriate behavior of all persons in the library. In the case of minor disturbances, warnings will be issued before the patron is asked to leave the library. In the case of extreme misconduct, the offender may be ordered to leave the building immediately and for a prolonged amount of time. The police may be called as appropriate.

PROCEDURE

Warning: In most cases, patrons who are behaving inappropriately in the library will be given one warning and required to behave in an appropriate manner. If their behavior continues they will be asked to leave the library for the rest of the day.

Suspension: Should the same patron continue to misbehave after being warned, they may be suspended for six months. After the 6-month period they may request a reinstatement of privileges from the Library Director or his/her designee. A written notification will be sent of the board's decision. Suspension may also be appropriate for patrons involved in cases of extreme misconduct, to be decided under the discretion of the Library Director with the support of the Library Board of Trustees.

Banned: Patrons who refuse to behave after being suspended may be banned from the library. Depending upon the situations, the library has the option to ban the patron on a permanent or temporary basis.

Calling the Police: In cases where a patron poses a clear danger to self or others, or where s/he deliberately violates the law, or where s/he refuses to leave the library after being required to do so, library staff will call the police.

Earlham Public Library

POLICY: Long-Range Plan

Adopted: June 2015   Last Revision: June 2019   Next Review: June 2021

Board President Signature _____

Long-Range Plan

To better serve our community in this information-hungry society, the Earlham Public Library will endeavor to:

- **More effectively partner with residents, stakeholders and volunteers, fostering dialog and a feeling of community and raising the profile of the library.**

- **Expand collections, technology and services that measured data find are most in demand and useful to our constituents.**

- **Explore adding to our physical presence to accommodate our growing need for public space.**

- **Seek new funding streams to sustain these strategic priorities.**

To achieve these goals, the Board of Directors will work to achieve these core values, along with the library director, throughout each year.

1) **Annual fund-raising and/or capital campaigns.** The board will explore potential funding streams.

2) **Bequests/planned giving.** The board will meet with potential donors and explain the benefits bequests have to both the library and the individual. The board will also bear primary responsibility for grant writing.

3) **Children's and students' events.** The library director will oversee and expand programs, with the approval of the board.

4) **Community-wide events.** The board will work with the library director to create a program of speakers, authors and creative projects.

5) **Garden and grounds.** The board will expand and maintain the Storybook Garden and container plantings at entrance.

6) **Technology.** The board group will study emerging media and technology to expand library services.

7) **Public relations and marketing.** The board will expand the library's outreach to regional media and the community.

Earlham Public Library

POLICY: **Mission Statement**

Adopted: **November 13th, 2012** Last Revision: **August 2019**   Next Review: **June 2021**

Board President Signature _____

Mission Statement

The Earlham Public Library will provide physical and virtual spaces that are welcoming to patrons of all ages. Lifelong learning will be encouraged through access to the online world, quality materials collections, and innovative library services.

Earlham Public Library

POLICY: **Registered Sex Offenders Against Minors Policy**

Adopted: **October 14, 2014**   Last Revision: **May 8, 2018**   Next Review: **October 2021**

Board President Signature _____

Registered Sex Offenders Against Minors Policy

The purpose of this policy is to ensure that the library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library without written permission from the Library Director.

The Library Director may only give written permission as a result of a vote at a meeting of the Board of Trustees at which a quorum is present. The decision can be appealed to the Library Board of Trustees.

Persons barred from library property under the law remain entitled to library service. The issuance of a library card can be made via telephone with the Director to make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the library's online materials and databases.

Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges.

Earlham Public Library

POLICY: **Special Circumstance Policy**

Adopted: **March 2020** Last Revision: Next Review: **March 2023**

Board President Signature _____

Inclement Weather Policy

- **Vacation:** Part-time library employees do not receive vacation. Full-time library employees will receive vacation in accordance to the Personnel Policy Manual for the City of Earlham.

- **Leave of Absence:** A library employee desiring a leave of absence from employment shall secure written permission from the Library Director. The Library Board must approve a leave of absence by the director. All leaves of absence shall be without pay, unless they are by a Full-time employee using accrued PTO or Holiday Pay.

- **Injury While on Duty:** All employees are covered by Workers' Compensation Insurance for job-related illness or injury. Reporting illness or injury immediately to supervisor is critical for payment qualification. A physician's statement will be required prior to resuming work.

- **Widespread Pandemic:** All employees will be paid for their normally scheduled hours in the event that they are unable to come to work due to social distancing (doctor's note or previous knowledge of compromised immune system by director required) or if the library closes due to a pandemic. The pay will be equivalent to the employees normally scheduled hours and in the event that the library would be closed, employees and director may still come in to work on projects, but hours may not exceed a "typical" work week.

- **Inclement Weather:** The library will follow the school's lead for inclement weather. When the school has a late start, the library will open at noon and when the school closes for a full day, the library will as well. If the school lets out early, it will be up to the director's discretion whether or not to close early. The director may adapt this due to other unforeseeable circumstances and staff abilities.

Earlham Public Library

POLICY: **Unattended Child Policy**

Adopted: **April 8, 2014**   Last Revision: **May 8, 2018**   Next Review: **March 2021**

Board President Signature _____

Unattended Child Policy

The Earlham Public Library has established a welcoming, educational and safe place for children, and we are glad your children are here. But the well-being of children left alone in a public building is a serious concern.

Although our staff members work to ensure the safety of children in the building, their duties as providers of library services prevent them from being able to supervise each child. Library staff members are not licensed to provide child care.

Children Up to Age 7
1. Young children must have a parent or caregiver age thirteen or older in the immediate vicinity. If a child in this age group is found unattended or if he or she violates library rules, the parent or caregiver will be informed of the violation. If a second violation occurs, the family will be asked to leave the library.

2. An exception is for children attending Story Hour or another library program without a parent or caregiver in the room. However, the parent of a caregiver must remain in the library and immediately join the child at the end of the program.

Children 8 to 12
   These children may use the library on their own. However, parents are still responsible for the actions of their children.

Teens 13 to 17
1. Teenagers are treated as adult patrons. However, they are still the legal responsibility of their parents.

2. Teens responsible for younger siblings must have emergency contact information.

Available Telephone

Earlham
Public Library

Strategic Plan

Effective March 2020-2025

Approved by the Earlham Public Library
Board of Trustees on February 17th, 2020

Introduction

Earlham is located in Madison County in Southwest Iowa and has a population of 1,523 (2016 census). The Earlham Public Library recently completed the Edge Assessment to evaluate its public access technology services and responses.

This assessment showed our library in the context of other libraries of similar size. Earlham Public Library belongs to the "very small" library peer group and scored 465 out of 1000 total points. The average score for libraries in this peer group was 406-540, although scores ranged from 125-815 in a representative sample. In a community survey taken via the online website Survey Monkey (written surveys were available and entered into online results), the library was shown as both adept at providing programs for the public and also less adept at advertising all of their many resources to the general public. The public also wanted to see more of a variety of programming for adults. The Trustees decided to devise a list of goals to meet within the next 5 years both to help increase usage by the public and also to raise the library's score within their peer group. These are the goals the Trustees found fitting:

- A Comfortable Place, both Physical and Virtual
- Responsive Community Resources and Services
- Lifelong learning
- Information Access

The Trustees used these goals, the results of our Edge community resource evaluation, and the results of a 2019 Community survey as the

foundations for the strategic plan. This plan outlines goals, objectives, and activities that will help library staff meet the needs identified. The Earlham Public Library Strategic Plan is submitted as a written endeavor to accomplish the goals set forth by the Board of Trustees.

Needs Assessment

Earlham, Iowa's demographics in race, age, education, and economic ability are shown below in order to help describe the needs of the community. This data is from the 2016 United States Census Bureau American Community Survey (ACS) and was put together by the site http://areavibes.com/earlham-ia/demographics/.

Earlham, IA has a population of 1,523 people with a population density of 1,574 per square mile, which is 2662% higher than the Iowa average. The median age in Earlham is 36 and 64% of the population over 15 years of age are married. 99% of the community speak English and 1% speak Spanish.

The income per capita in Earlham is $27,033, which is 6% lower than the Iowa average and 9% lower than the national average, but the median household income is $65,893, which is 21% higher than the Iowa average and 19% higher than the national average. The unemployment rate in Earlham is 2%, which is 52% lower than the national average. The poverty rate in Earlham is 7% which is 56% lower than the national average.

Earlham is a charming small community about a half hour drive from Des Moines, which means that especially for small children and the elderly, the Earlham Public Library can be a great place to go for programing that does not require a long drive or much preparation to

attend. The poverty rate is low, but the library is the best place for information, entertainment, social atmosphere, and education to go to outside of the school. The town is growing, especially as Waukee (the nearest bigger city) is growing and with that, we have many young new families in the area as people look for cheaper homes near where they work.

As the location suggests though, people have a wide variety of competing entertainment options available at a close distance. The Board of Trustees would like the Earlham Public Library to help the community of Earlham to be a great place that people want to stay and invest in their own community when it comes to consumerism and will therefore respond by using the library to promote local events as well as providing educational and fun programming to the public.

Mission Statement:

The Earlham Public Library will provide physical and virtual spaces that are welcoming to patrons of all ages. Lifelong learning will be encouraged through access to the online world, quality materials collections, and innovative library services.

Goals, Objectives, Projects, Activities

Goal #1: The library will be a comfortable place to visit, both physically and virtually.

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and ready and will have open and accessible virtual spaces that support networking.

Objective #1: Patrons will have enhanced physical spaces in which to enjoy all services the library has to offer.

Activities:

- Create a contract with a floor cleaning service for regular cleanings (2020)
- Investigate improving front desk area to allow for handicap access (2025)
  - Pricing a new desk versus modifying the current layout
  - Self-checkout on lower countertop?
  - Acquire funding

- Explore making bathroom family-friendly by adding a fold down changing table (2020)
- Create a way to showcase STEM kits won through grants that can be checked out or used in-house (2021)
- Explore expanding the library or purchasing new property
    - Written Space Needs Assessment (2022)
    - Review Stella Hoadley Trust requirements (2021)

Objective #2: Patrons will have enhanced awareness and access to current and new virtual services.

Activities:

- Promote existing virtual services (Bridges, Gale, Credo, website, Facebook, Instagram, Transparent Languages) (2020)
- Start a monthly newsletter promoting one aspect of our online services each month as well as in-library services (2022)
- Partner with schools to offer mock job interviews and resume help for seniors (2021)

Goal # 2: Responsive Community Resources and Services

Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Objective #1: Patrons will have access to a community hub of information

Activities:

- The library will post community events on their bulletin board, Facebook page, and website (2020)
- Partner with Bricker-Price to co-advertise/co-plan community programming (2020)
- The library will make an effort to help promote all local events, therefore becoming the place in which people look to find town happenings (2021)
- The library will adapt to community needs by providing programs for age groups as the population fluctuates (2020-2025).

Goal #3: Lifelong learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Objective #1: Young patrons will be actively engaged in a variety of literary and creative opportunities.

Activities:

- Promote and revamp 1,000 books before Kindergarten program (2020)
- Offer Monthly STEM programming (2021)
- Initiate LEGO club which meets at least 4 times per year (2022)
- Offer beginning sewing classes which take place at least 4 times a year (2022)
- Offer at least 4 lapsit story times each year (2023)
  - Supplies: shaker eggs, colorful scarves, CD player
  - Training for a backup person if director cannot be there

Objective #2: Adult patrons will have access to new literacy opportunities and the support needed to create their own content.

Activities:

- Offer book club that meets at least 6 times per year (2020)
- Offer a space for quilters/crocheters to gather and socialize while working on individual projects at least 4 times per year (2022)
- Offer instruction on specific crochet or knitting projects at least 4 times per year (2022)
- Advertise VHS to DVD converter services (2020)

Goal #4: Information Access

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options. Residents will also have high speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the internet.

Objective #1: Patrons will have resources to help assist in their selections.

Activities:

- Staff Monthly Picks will be posted as suggestions from various categories throughout the collection, featuring staffer first names

in order to familiarize the public with the particular book tastes of each staffer (2020)

- Newly added books will be listed, so they can be reserved when checkout out by other patrons (2021)
- Websites that help with Readers' Advisory will be linked to on staff circulation computers to better assist patrons (2020)

Objective #2: Patrons will easily be able to find materials after selecting.

Activities:

- Library sections will be more visibly labelled (2021)
- New materials will be identified in the computer as such, so patrons can be directed to the new area rather than the general section (2021)

Objective #3: Patrons will have access to high speed internet within the library.

Activities:

- Perform regular updates 6 times each year on public desktop computers (2020)
- Provide new laptops to replace aging technology currently provided, as well as offering a public charging station. (2025)
  - Purchase 2 new public laptops or computers per year
  - Investigate grant money for a laptop charging cart
- Office computer will be replaced with a laptop in order to mobilize more easily for programs and meetings, while the current computer can be wiped and used as a public desktop (2025)

- Investigate options for faster public desktop computers, either by investing in better quality computers or software to make them last longer
- Purchase adaptability screens so that computers can be used by those with impaired vision

EMERGENCY OPERATIONS PLAN

CITY OF EARLHAM, IOWA

ADOPTED _____, 2013

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

FOREWORD

The basic purpose of this plan is to provide a guide for emergency operations. It is intended to assist city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. It emphasizes the coordination, which must exist within and between services and levels of government, private and volunteer organizations, and the many individuals with emergency operations responsibilities or capabilities.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not in written form. Personnel with intimate knowledge of unwritten plans may not be available at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE

City of Earlham

Upon termination of office because of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his or her successor.

Copy No. _____   Assigned to: _____

Distribution List

Copy No.	Assigned to:
001	Mayor
002	Mayor Pro Tem
003	City Clerk
004	Fire Chief
005	Police Chief
006	Rescue Captain
007	Public Works Director
008	City Council Member _____
009	City Council Member _____
010	City Council Member _____
011	City Council Member _____
012	Madison County Emergency Management Coordinator

TABLE OF CONTENTS

EMERGENCY OPERATIONS PLAN

BASIC PLAN

PURPOSE

This plan will enhance the ability of the City of Earlham to:

1. Identify hazards potentially impacting the safety, health, or lives of the citizens or property in the community;

2. Reduce vulnerability or avoid potential disasters;

3. Coordinate response to emergencies/disasters;

4. Establish capabilities for protecting citizens and property from the effects of disasters;

5. Ensure the continuity of government and preserve records;

6. Provide for the care of survivors;

7. Provide for the recovery and return to normal life after an emergency/disaster;

8. Repair essential facilities and utilities;

9. Support other areas in the county affected by disaster when possible; and

10. Support and assist in areas outside the city when possible.

This plan provides a link to procedures that will be used by county government. This city plan is to be used in conjunction with the Madison County Emergency Operations Plan (EOP).

SITUATION AND ASSUMPTIONS

Several types of hazards including tornadoes, floods, blizzards, and other forms of a natural disaster pose a threat to the lives, property, or environment in Madison County. Technological hazards include transportation accidents such as plane or train accidents or the major accidental release of a hazardous material.

Outside assistance from adjacent and higher levels of government, and non-government organizations may be available under localized emergency conditions. However, it is assumed that during widespread disasters affecting large areas of the state or nation, outside aid could be severely limited or unavailable for long periods. In either case, the immediate, lifesaving aid must come from the jurisdictions affected.

The City of Earlham has capabilities, which, if effectively used in the event of any emergency, would maximize the survivability of life and property. These capabilities include the personnel, equipment, and other non-government professions and groups. Finally, they include knowledge of survival actions possessed by the population.

It is assumed that in anticipation of some natural disasters or civil disturbance situations, the city government may be able to take actions that could further increase capabilities.

The City of Earlham has a significant elderly population that requires extra planning and consideration in times of disaster.

There is no formal Emergency Operations Center for use by the City of Earlham. The central operations area in case of an emergency is located at City Hall.

There is no city Emergency Management Coordinator. It is assumed the chief elected officials of the town will coordinate any event.

This plan assumed that the Madison County Emergency Management Coordinator does not participate directly in the emergency operations of the city until county resources are requested. Then it is assumed the County Emergency Management Coordinator implements the county plan.

It is assumed that people will provide their own transportation in case of an evacuation.

CONCEPT OF OPERATIONS:

City officials have primary responsibility for disasters that take place in the jurisdiction. They will activate the appropriate agencies/personnel to deal with the disaster. The chief elected official is responsible for coordinating the response of agencies/personnel and coordinating the response with county officials if county assistance is necessary.

The City shall consider the following actions when this plan is activated.

1. Earlham Mayor assesses the nature and scope of the emergency or disaster with input from the Police Chief, Fire Chief, Rescue Captain, City Clerk, and Public Works Director.

2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.

   a. The Mayor is responsible for all emergency response actions.

   b. The Mayor declares a local state of emergency and notifies the Madison County Emergency Management Coordinator and/or Dispatch of this action.

   c. Forward the local state of emergency declaration to the Madison County Emergency Management office.

   e. The Mayor directs departments/personnel to respond to the situation.

   f. Earlham emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.

   g. The Mayor issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

   h. The Mayor notifies the public of the situation and appropriate actions to take.

   i. Keep county officials informed of the situation and actions taken.

3. If Earlham resources become exhausted or if special resources are required, the Mayor requests county assistance through Dispatch.

4. If assistance is requested, the Madison County Emergency Management Coordinator assesses the situation and makes recommendations.

5. The county will do the following (to the extent appropriate):

   a. Activate the County Emergency Operations Center.

   b. Implement the County Emergency Operations Plan.

   c. Respond with county resources as requested and available.

   d. Activate mutual aid agreements.

e. Coordinate available county resources with Earlham resources.

f. Notify Iowa Homeland Security & Emergency Management Department.

g. Initiate the Damage Assessment process.

h. Forward Initial Desk Report (IDR) forms to the state Emergency Management Department.

i. Assist Earlham with prioritizing and allocating resources.

6. If Earlham and county resources are exhausted; the Madison County Emergency Management Coordinator can request state assistance through the State Homeland Security & Emergency Management Department.

7. If state assistance is requested, the State Administrator, Madison County Emergency Management Coordinator, and the Mayor will assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

8. The State Administrator of Homeland Security & Emergency Management notifies the Governor and makes recommendations.

9. If state assistance is granted, procedures will be followed as stated in the Iowa Emergency Plan and the Madison County EOP.

OPERATION POLICIES

1. City officials will be responsible for the direction and control of emergency operations within city limits and will utilize the regular, auxiliary, or volunteer resources of city government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of city government forces.

2. Within county boundaries but exclusive of incorporated cities, county officials will be responsible for direction and control of emergency operations and will utilize the regular, auxiliary, or volunteer resources of county government. They will also be responsible for coordinating with others to provide for those emergency operations not within the capabilities of county government forces.

3. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.

4. Each agency, department, or service government shall provide for the maintenance of records during an emergency. These records should include man-hours, equipment hours, supplies and materials consumed, personnel injuries, and damage to public facilities and equipment.

LINES OF SUCCESSION

The following lines of succession have been established:

A.   Mayor

B.   Mayor Pro Tem (appointed by mayor)

C.   Mayor Pro Tem (elected by city council)

D.   County Sheriff

ORGANIZATION/RESPONSIBILITIES

A.   Existing government is the basis for emergency operations.

B.   As a general rule, county officials will be primarily responsible for carrying out any emergency functions outside city limits and city officials will have the corresponding responsibility within their city limits. Exceptions are organizations such as fire departments, rescue units, and schools whose geographical boundaries do not coincide with city limits.

C.   Organizational Chart for the City of Earlham is located at City Hall.

D.   See Attachments A – J for emergency responsibilities of city officials in this jurisdiction.

ADMINISTRATION AND LOGISTICS

A.   The Mayor may request support through the Madison County Emergency Management Coordinator.   The Coordinator coordinates the request with the State Emergency Management Department. The Department then requests a Governor's Proclamation of Disaster to activate state resources. City and county resources must be exhausted before a Governor's Proclamation of Disaster can be requested.

B.   Support from federal and state agencies may be requested through the Madison County Emergency Management Coordinator. The Coordinator coordinates the request with the State Emergency Management Department. The Department then requests a Governor's Proclamation of Disaster to activate state resources. If local and state resources are exhausted, the Governor may request a Presidential Declaration to activate federal resources.

C.   State agencies, local government emergency responsibilities, and support functions are described in the Iowa Emergency Plan. This plan is available in the Madison County Emergency Management Coordinator's Office.

PLAN DEVELOPMENT AND MAINTENANCE

The Mayor shall be responsible for exercising, testing, evaluating, revising and updating this plan and its supporting documents (SOP's). The Mayor may appoint necessary persons to assist in plan development and maintenance. This process should take place at least annually. The Mayor is responsible for ensuring that after-action reviews of all exercises and major incidents are conducted.

The plan development and maintenance process is necessary to keep the plan from becoming outdated beyond usability, to continually refine the plan, and keep those responsible for implementing the plan familiar with its contents.

FUNCTIONAL OPERATIONS CHECKLISTS

- ❏ **NOTIFICATION and WARNING**–Notifying the public of probable impending disaster in time to take protective action. Includes operation of all communications services for control centers and operational forces.
  Responsibility: Police Department

- ❏ **DIRECTION and CONTROL** – Management of a community's survival recovery efforts and the operations itself.
  Responsibility: Mayor

- ❏ **EMERGENCY PUBLIC INFORMATION**– Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.
  Responsibility: Public information officer

- ❏ **SEARCH & RESCUE** – Searching for and rescuing trapped, injured, or missing people.
  Responsibility: Fire Department; Police Department

- ❏ **HEALTH and MEDICAL** – Providing appropriate health and medical care or services to the stricken population.
  Responsibility: Rescue Unit

- **EVACUATION, TRAFFIC CONTROL, AND SECURITY** – Managing movement of people from the path of the threat or a disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.
  Responsibility: Police Department

- **FIRE PROTECTION**–Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.
  Responsibility: Fire Department

- **DAMAGE ASSESSMENT** – Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.
  Responsibility: Madison County Emergency Management Coordinator; Mayor; City Clerk; Public Works Department

- **CONGREGATE CARE** – Providing shelter, lodging, food, clothing and sanitation to the disrupted population.
  Responsibility: Rescue Captain; Red Cross; Salvation Army

- **DEBRIS CLEARANCE** – Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.
  Responsibility: Public Works Department

- **UTILITIES RESTORATION**– Restoration of public works and utilities damaged by an emergency/disaster.
  Responsibility: Public Works Department; utility companies

- **RADIOLOGICAL/HAZARDOUS MATERIALS PROTECTION**– Response to, containment of, and recovery from hazardous material accidents.
  Responsibility: Fire Department; Police Department

ATTACHMENT A

Direction and Control

MAYOR

The Mayor is responsible for the overall management of the City of Earlham. The Mayor has the authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists. Within the city limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders. (Code of Iowa, Sec. 372.14[2])

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

Mayor should:

❑ Notify other city officials.

❑ Warn key facilities.

❑ Authorize activation of sirens or other warning systems.

❑ If conditions warrant, report to the pre-designated meeting place. The pre-designated center for operations is City Hall.

❑ Activate the Alerting List:

    ❑ Elected Officials

    ❑ Fire Chief

    ❑ Rescue Captain

    ❑ Police Chief

    ❑ Public Works Director

    ❑ City Clerk

    ❑ Madison County Emergency Management Coordinator

❑ Make sure those who have a part in the plan understand what they are to do (i.e. report to a pre-designated meeting place or do a specific task).

❑ Ensure that the person designated to provide an initial damage assessment and casualty report has been activated.

❑ Ensure that initial disaster assessment information is relayed to the Madison County Emergency Management Coordinator.

- Evaluate available resources, including personnel. If deficiencies exist, take action to obtain the needed resources.

- Ensure all agencies represented in the city EOC have communications both to their staff at their department offices and their staff at the incident site.

- Activate public warning system. This may consist of SIRENS, DOOR-TO-DOOR, TELEPHONE FAN OUT. Develop procedures on how alert, watch, and warning would be handled before a disaster or emergency.

- Establish communications with the Madison County Emergency Management office or with the county EOC if it is activated. The communications equipment available is Radio, Telephone, Cell Phone, and Pager. Establish communications with Command Post if established.

- Be prepared to issue a declaration of emergency.

- Designate and notify the Public Information Officer (PIO) or serve in that capacity.

- Ensure that all department heads have begun to keep separate and accurate records of disaster-related expenditures.

- Determine whether county, state or federal assistance should be requested. (City resources must be fully committed before county, state, or federal assistance will be made available. If assistance is requested, specify the type and amount of assistance needed.)

- Appoint mass care coordinator

- Appoint public health services/emergency medical services coordinator

CITY CLERK

The City Clerk is responsible for their assigned activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- Report immediately to the Mayor.

- Maintain records indicating city expenses incurred due to the disaster.

- Assist in the damage assessment process by:

  - Collect Initial Desk Report information and provide to the Madison County Emergency Management Coordinator.

  - Provide information regarding the dollar values of property damaged due to the disaster.

EMERGENCY PUBLIC INFORMATION

The Mayor is responsible for public information activities in Earlham. The following tasks represent a checklist of actions to consider in an emergency or disaster situation.

- ❑ The Mayor shall appoint a Public Information Officer (PIO) to coordinate emergency public information or serve as the PIO directly.

- ❑ News releases and other public information should be cleared through the Mayor or in his absence, the Mayor Pro Tem.

- ❑ The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.

- ❑ Maintain liaison with the EOC and CP in order to stay abreast of situation.

- ❑ Establish news media briefing room and brief the media at periodic intervals.

- ❑ If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.

- ❑ Conduct press tours of disaster areas within the city as the situation stabilizes.

- ❑ Assist the county in establishing a Joint Public Information Center.

- ❑ Assist the county with establishing a Rumor Control Center.

- ❑ Issue protective action recommendations or public service advisories as directed by the Mayor.

ATTACHMENT C

FIRE SERVICES

The Earlham Fire Department is responsible for fire services activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- Establish and/or respond to designated staging area or command post as directed by on-scene personnel.

- Assist Law Enforcement in warning the affected population.

- Coordinate searches involving fires, personal injury, and hazardous materials incidents.

- Assist Law Enforcement in search and rescue operations.

- Protect critical facilities and resources.

- Designate a person to record the arrival and deployment of emergency personnel and equipment.

- Assist Law Enforcement with evacuation, if needed.

- Assist the city public works department and utilities with shutting down gas and electric services, if necessary.

- The Incident Command Systems will be used at all incidents

- Assist with traffic control.

- Assist with debris clearance.

- If the County EOC is activated, establish and maintain contact with the person representing fire services.

- If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

- If hazardous materials are involved request mutual aid with Des Moines Fire Dept. for control.

ATTACHMENT D

PUBLIC WORKS/PUBLIC UTILITIES

The following tasks represent a checklist of actions the Public Works Department should consider in an emergency or disaster situation.

- ❑ Ensure that all department personnel have been alerted and that they report as the situation directs.

- ❑ Review the disaster situation with field personnel and report situation to the Mayor.

- ❑ Maintain transportation routes.

- ❑ If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.

- ❑ Coordinate with Law Enforcement travel restrictions/road closures within the city.

- ❑ Provide emergency generators and lighting.

- ❑ Assist with traffic control and access to the affected area.

- ❑ Assist with search and rescue activities as may be requested.

- ❑ Assist private utilities with the shutdown of gas and electric services.

- ❑ As necessary, establish a staging area for public works.

- ❑ Report public facility damage information to the Damage Assessment Team.

- ❑ If the County EOC is activated, establish and maintain contact with the County Roads representative.

- ❑ Repair and maintain the water supply, including entering into contracts with private contractors for the purchase and hauling of safe and sanitary drinking water, if necessary.

- ❑ If emergency power is not available at this time, the Public Works Director shall determine if an emergency condition exists to enact water conservation and rationing program until service can be restored.

- ❑ It is the duty of the Public Works Director to oversee the sewage treatment facility in order that it may be kept in as good a working order as possible under the circumstances.

- ❑ In the event of any major disaster, it shall be the responsibility of the Public Works Director to notify the utility companies affected that there is a problem with their utility.

- ❑ Utility companies will then repair any damage to their parts of the systems. Upon receiving the call, these utilities shall contact the Public Works Director when they arrive on the scene to determine where the most critical areas may be.

- It is the responsibility of the Public Works Department to clean and maintain passable city streets. They shall also communicate with the police and fire departments in order that they might effectively seal off an entire area. They shall notify the Iowa Department of Transportation of any state highways that are blocked. Further assistance can be obtained from the county engineer and private contractors.

- Make emergency repairs on streets, bridges, viaducts, and other structures.

- Establish detour routings.

- Collect debris, and transport to selected sites for disposal.

ATTACHMENT E

RESOURCE MANAGEMENT

The local government is responsible for providing administrative guidance concerning resource management and systems and utilizing volunteers. A list of resources available to the jurisdiction that may be utilized in an emergency operation is essential to effectively responding to and efficiently recovering from an incident.

The City Clerk shall:

❏ Be the resource manager and shall be responsible for developing and maintaining a list of resources available to the city.

❏ Be responsible for developing Standard Operating Guidelines for Resource Management.

❏ Maintain a resource list as a separate document from the emergency operations plan.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

❏ Upon notification of an emergency or disaster, the City Clerk will report to the Mayor with the Resource Management Inventory.

❏ The City Clerk will implement resource management SOPs and provide overall coordination or resource management activities.

❏ The City Clerk will advise the Mayor on the available resources to respond or recover from the incident.

❏ The City Clerk will coordinate with the Public Works Director staging resources. (Public Works is responsible for staging areas). Only those resources with potential for utilization will be retained in the staging areas.

❏ The City Clerk will be responsible for records for accounting of materials and supplies used and funds expended in support of emergency or disaster operations for possible reimbursement by the federal government.

❏ The City Clerk will maintain contact with city departments to find out what assistance is necessary.

ATTACHMENT F

LAW ENFORCEMENT

The Earlham Police Department is responsible for law enforcement activities in Earlham. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- ❑ Ensure that all Police Department staff has been notified and that they report as situation directs.

- ❑ Direct the designated law enforcement representative to report a designated location where they are needed.

- ❑ Secure the affected area, perform traffic, and crowd control.

- ❑ Participate in warning the public as situation warrants.

- ❑ Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.

- ❑ Direct officer(s) to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.

- ❑ Report above information to appropriate law enforcement agencies.

- ❑ Establish a staging area in the city; designate a Command Post; and establish initial command until relieved.

- ❑ Law enforcement shall have primary responsibility for the organizing and conducting standard search and rescue operations.

- ❑ Enforce curfew restrictions in the affected area.

- ❑ Coordinate the removal of vehicles blocking evacuation or other response activities.

- ❑ As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

- ❑ Assist the medical examiner with mortuary services.

- ❑ Assist with search and rescue activities.

- ❑ If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

- ❑ Anticipate Police Department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

ATTACHMENT G

EVACUATION/SHELTER-IN-PLACE

The Mayor is responsible for issuing evacuation orders in Earlham. However, the on-scene command authority can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- ❏ Involve key organizational participants:

  - ❏ Law enforcement

  - ❏ Fire Departments/Rescue Department

  - ❏ Public Information Officer

  - ❏ Public Works Director/County Engineer

  - ❏ Chapter of the American Red Cross

  - ❏ County Office, State Department of Human Services

  - ❏ County Emergency Management Coordinator

  - ❏ Superintendent of Earlham School District

- ❏ Consider precautionary evacuation for special needs populations, which may require more time to evacuate.

- ❏ Before an evacuation is announced, make sure there is a place for them to go and adequate directions.

- ❏ Coordinate evacuation intentions with Law Enforcement before announcing an evacuation order. Carrying out evacuation is the responsibility of Law Enforcement, and they may need to request adequate back up.

- ❏ Coordinate evacuation order with Public Information Officer.

- ❏ Determine if assistance is needed to carry out the evacuation; and if so, contact the Madison County Emergency Management Coordinator for assistance.

- ❏ Provide for security of evacuated area.

- ❏ Encourage persons utilizing private vehicles to take persons without transportation whenever possible.

- ❏ Ensure transportation is provided.

- ❏ Coordinate sheltering for evacuees before evacuation. This is generally the responsibility of the Police Chief.

In-Place Shelter is recommended when the projected toxicity of the release does not justify evacuation or when there are risks and threats associated with the movement and evacuation of residents. In many circumstances, effective protection can be found in home or other facilities. If in-place shelter actions are to be implemented, announcements should be made using measures outlined in the public notification and warning section of these procedures. The IC or Mayor must decide which actions and recommendations will be implemented.

Typical protective actions for in-place shelter include:

❑ Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape.

❑ Set ventilation systems to 100% recirculation. If not possible, turn off system.

❑ Turn off all heating systems or air conditioners. Some newer heating systems take fresh air from outside the structure to combust fuel. These types of heating systems must be turned off.

❑ Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents with duct tape or wet cloth.

❑ Close fireplace dampers.

❑ Close as many internal doors as possible.

❑ If explosion is possible, close drapes curtains and shades over windows. Stay away from windows.

❑ If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.

In-Place Shelter Options				
SHELTER	ADDRESS	CONTACT	OFFICE	CELL
City Hall	140 S. Chestnut Avenue	Linette Crouch	758-2281	480-8507
Community Center	150 E. 1st Street	Linette Crouch	758-2281	480-8507
Earlham Library	120 S. Chestnut Avenue	Michelle Genovese-Sandquist	758-2121	
Earlham School	535 N. Chestnut Avenue	Michael Wright	758-2214	418-8957
Church of Christ	535 NW 6th Street	Steve Allison	758-2787	

ATTACHMENT H

MASS CARE

The Rescue Captain will serve as the Human Services Coordinator and is responsible for human services activities in Earlham. The Coordinator will organize human service activities with a representative from the Madison County Department of Public Health. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the city. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

❑ Coordinate activities of city departments that provide human service type services.

❑ Coordinate with Red Cross in opening and managing shelters in the city.

❑ Provide food for emergency workers in the city.

❑ Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.

❑ Provide necessary outreach services to citizens affected by emergency or disaster.

❑ Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.

❑ Provide psychological counseling and crisis intervention to disaster victims.

❑ If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer.

❑ Coordinate mass care needs of the city with the county mass care coordinator.

❑ Designate several buildings in the town that may be used for mass care.

❑ Provide for care, health and sheltering of animals.

ATTACHMENT I

EMERGENCY MEDICAL SERVICES

The Earlham Rescue Unit is responsible for responding to emergency situations involving human injuries and coordinating all emergency medical services in Earlham. The following tasks represent a checklist of actions to consider in an emergency or disaster situation.

- ❑ Assure that public health needs of disaster victims are met.

- ❑ Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.

- ❑ Coordinate medical transportation for victims.

- ❑ Establish a staging area.

ATTACHMENT J

PROCLAMATION OF EMERGENCY #_____
DECLARING A STATE OF EMERGENCY IN THE CITY OF EARLHAM, IOWA

WHEREAS, The Mayor has the authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists (Code of Iowa, Sec. 372.14[2]); and

WHEREAS, Within the city limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders; and

WHEREAS, Commencing on DATE, the City of Earlham, Iowa, sustained severe losses and threats to life and property from CAUSE OF EMERGENCY that caused DAMAGE RESULTING FROM EMERGENCY; and

WHEREAS, The following conditions exist as a result of the disaster emergency: ONGOING NEEDS RESULTING FROM EMERGENCY; and

WHEREAS, The severity and magnitude of the emergency is beyond the timely and effective response capability of local resources; and there are insufficient regularly appropriated funds to cover these expenses.

NOW, THEREFORE, BE IT RESOLVED that the Mayor of Earlham does proclaim a state of disaster emergency to exist in the City of Earlham per Iowa Code Section 372.14. This declaration of disaster emergency will invoke the City's Emergency Operations Plan.

FURTHERMORE, it is requested that the Madison County Emergency Management Coordinator provide additional county resources, as needed, in coordination with city government in response to the emergency and request the Governor of the State of Iowa declare a Disaster Emergency to exist and provide disaster assistance to the City of Earlham in its response and recovery from this event.

SIGNED AND ADOPTED on this DAY day of MONTH, YEAR.

_____
MAYOR NAME, Mayor

ATTEST:

_____
CLERK NAME, City Clerk

CENTER FOR EMERGENCY OPERATIONS

ALERTING LIST

CITY OF EARLHAM

Earlham City Hall, 140 S. Chestnut Ave., Earlham, Iowa 50072 (515-758-2281)

POSITION	NAME	HOME	CELL	EMAIL
Mayor	Dusky Terry	758-3030	423-9582	dusky.terry@gmail.com
Mayor Pro Tem	Jeff Lillie	758-3041	975-1562	jlilliej@hotmail.com
City Council	Mike Golightly	758-3296	250-8729	-
City Council	Jeff Lillie	758-3041	975-1562	jlilliej@hotmail.com
City Council	Dale McNair	758-3837	240-1542	aonegeothermal@msn.com
City Council	Jamie Royster	758-2045	971-3901	j_royster_2076@q.com
City Council	Heather Stancil	758-2020	991-6905	theredheadwrites@gmail.com
City Clerk	Linette Crouch	758-2800	480-8507	earlhamcityhall@mchsi.com
Billing Clerk	Amy Willem	758-2967	782-6584	billingclerk@earlham-ia.org
Public Works	Gary Coffman	834-2716	250-9558	Bigbassgwc1@gmail.com
Streets Supr.	Adam Gordon		250-9024	
Police Chief	Jason Heimdal	313-3661	250-1533	police31@earlham-ia.org
Police Officer	Shelly Miller	319-325-1250	205-9430	police32@earlham-ia.org
Fire Chief	Shawn Boyle	758-2088	975-1722	sboyle@ecsdcards.com
Rescue Captain	Dave Hopp	834-9124	979-5130	earlhamrescue@gmail.com
City Attorney	Sam Braland	758-2267		shb@nyblaw.com

MADISON COUNTY

RESOURCE	NAME	OFFICE	CELL	EMAIL
Sheriff	Craig Busch	462-3575	468-1580	cbusch@madisoncoia.us
E.M. Coordinator	Todd Brown	462-4255	229-4717	tbrown@madisoncoia.us
Hospital		462-2373		
Public Health	Jackie Howard	462-9051	468-7855	
Medical Examiner	Joe Kimball	462-2950		

OTHER

COMPANY	NAME	OFFICE	CELL	EMAIL
MidAmerican Energy		888-427-5632		
Century Link		800-475-7526		
American Red Cross		243-4054		
Salvation Army				
ChemTrec		800-424-9300		

DEFINITIONS OF EMERGENCY FUNCTIONS

1. <u>WARNING</u> - Receiving warning of an impending disaster or emergency and transmitting that warning both to key public officials and to the public of the jurisdiction concerned.

2. <u>COMMUNICATIONS</u> - Anticipating emergency communication needs as well as well as providing communications during an emergency.

3. <u>DIRECTION AND CONTROL</u> - Key public officials (mayor, supervisors, town manager, Emergency Management coordinator, sheriff, police chief, etc.) exercising overall coordination of emergency operations from the <u>E</u>mergency <u>O</u>perations <u>C</u>enter.

4. <u>EMERGENCY PUBLIC INFORMATION</u> - The systematic release of official information and guidance concerning a disaster to newspapers, radio and TV stations, and the public.

5. <u>RESOURCE MANAGEMENT</u> - The effective allocation and coordinated utilization of all resources (manpower, equipment, facilities, and supplies) made available to a jurisdiction stricken by a disaster.

6. <u>LAW ENFORCEMENT</u> - Enforcement of current laws/ordinances or emergency orders to limit access to the disaster area, protect property and lives, maintain order, and assist with other immediate emergency measures.

7. <u>FIRE SERVICES</u> - The emergency protection of lives and property from the results of a disaster, including but not limited to fires, building collapse, and other situations where fire departments have the trained personnel and/or equipment needed.

8. <u>SEARCH AND RESCUE</u> - The organized, systematic search and rescue of lives trapped or missing because of a disaster or emergency.

9. <u>EMERGENCY MEDICAL SERVICES</u> - All the emergency medical care procedures required from the onset of injury or disease until a patient is in an established medical care facility. This includes such things as triage (sorting of victims at the scene), emergency first aid, medical transportation, hospital care, and post-hospital out patient care.

10. <u>EMERGENCY PUBLIC HEALTH AND MORTUARY SERVICES</u> - Health threatening problems arising from a disaster including such things as inspection if food and water supplies (public or private), sewage and waste disposal systems, public feeding and housing facilities, control of disease carriers, epidemic control, and the proper collection, identification, and disposition of the dead.

11. <u>UTILITIES RESTORATION</u> - The restoration of service with priorities to those with a critical need for emergency operations.

12. <u>EVACUATION AND MASS TRANSPORTATION</u> - The <u>large scale</u> emergency evacuation of people, movement of injured, and transportation of supplies and equipment.

13. <u>DEBRIS REMOVAL</u> - The establishment of priorities and the removal of debris to 1) clear emergency routes, 2) aid in restorations of essential utilities, 3) gain access to isolated areas, and 4) remove potential health and safety hazards.

14. <u>DAMAGE ASSESSMENT</u> - Assessing: 1) the physical damage suffered in order to determine operational status and organize the disaster response, and 2) the monetary loss incurred as the basis for seeking a state or federal disaster declaration which could make the jurisdiction eligible for financial assistance.

15 <u>HUMAN SERVICES</u> - Means social services activities, counseling, inquiry about persons, and the temporary feeding, clothing, and housing in situations not of a sufficient scope to justify activation of a mass care system.

16. <u>MASS CARE</u> - Is the registration, housing, feeding, clothing, and other essential s provided for a large number of people displaced from their homes by disaster.

17. <u>PUBLIC WORKS</u> - Is the flexible emergency response capability for engineering, construction, and repair and restoration of essential public facilities and services and services and provides for debris removal.

18. <u>PROTECTIVE SHELTER</u> - Is the provision of appropriate shelter to protect people from the effects of a disaster.

19. <u>RADIOLOGICAL PROTECTION</u> - Is the detection, monitoring, and exposure control in emergencies involving radioactive material.

ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
EMD	EMERGENCY MANAGEMENT DIVISION
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER

Earlham Public Library

POLICY: **Child at Work Policy**

Adopted: **April 10, 2012**   Last Revision: **N/A**   Next Review: **April 2015**

Board President Signature _____

Child at Work Policy

The Earlham Public Library board of trustees allows employees to bring children to work in order to attract and retain talented employees and to reduce daycare costs for employees. The library facility is a public space already being used to children's activities, and children of employees should not be a disruption to the business of the library. Employees who bring children to work, their children and patrons are expected to respect the following policy.

Ill Children

1. Children with fever, vomiting, contagious illnesses or other ailments that require constant care should not be brought to the library.
2. A backup caregiver should be arranged in case a child becomes ill at the library and the employee cannot leave.

Work Expectations for Employees

1. Employee work is expected to get done in a timely manner. If work cannot be done at the library during scheduled hours, some work can be done at home without extra pay.
2. Employees should meet the children's needs quickly so the employee can focus on duties and avoid distraction to patrons.
3. If care for children makes it difficult for an employee to concentrate on work, the board has the option to revisit the employee's situation.

Designated Spaces

1. Children's equipment (playpens, etc.), toys, food and napping areas should be confined to the library office.
2. Employees' children in diapers should be changed in the library office or restroom, with attention to maintaining a sanitary space.

Child Behavior Expectations

1. Employees' children will be under direct supervision of parent at all times and are not allowed to run unattended through library or uptown neighborhood.

2. Disruptions to patrons should be limited as much as possible. For example, a colicky infant may need backup care.
3. Toys, snacks, etc. are to be provided in designated spaces only.
4. Employees' children are subject to the same rules established for child patrons of the library. Children should not be allowed to act in a way that may be dangerous to themselves or to library employees or patrons, or that may be damaging to facilities or equipment.

Patron Expectations

1. The parent has the final say on whether a child can be "handled" by patrons (including holding/passing of infants and smaller children and assisting, scolding or punishing children, etc.).
2. Any patron concerns can be addressed to the employee, to other employees or to the library board of trustees. If a recurring problem is addressed to an employee or board member, that person should ask the patron to put the complaint in writing and address it to the board for action.