
New Employee Orientation**Welcome!****Introduction to the Linwood Community Library****Library Operations**

Monday - Wednesday and Friday	9 am – 6:30 pm
Thursday	9 am – 9 pm
Saturday	9 am – 1 pm
Sunday	Closed

Library Board and History

Six women formed the Linwood Library Club on October 10, 1956. Linwood Lions Club loaned them \$6.00 to borrow a collection of books from the Kansas State Library Traveling Library. The women also solicited donations and held bake and farm sales to build the collection and made it possible to hire Mrs. Nell Duncan as the first librarian.

The community's first library was in the old jail in the City Hall. The first Board of Directors for the newly-formed Linwood Community Library District No. 1 were elected on August 8, 1977. With support from the Linwood Development Corporation formed to borrow funds, the community dedicated a new Library and Community building at 305 Main on June 4, 1980. The District expanded in 2007 to include all of Reno and Sherman Townships and in October 2010 moved into this current location at 19649 Linwood Road, Linwood, Kansas.

The Linwood Community Library District No. 1, established under K.S.A. 12-1236 et. seq., serves the residents of Reno and Sherman Townships in southern Leavenworth County by providing an up-to-date collection of books, movies, audiobooks, meeting space, friendly and knowledgeable staff, and interesting programs for all ages.

The Library District is governed by a seven-member, elected board of trustees. The board meets at the library on the fourth Tuesday of each month at 7 P.M. They represent the interests of the people in our library district.

The Board adopts library policies, sets the library annual budget, and hires the director. All library board meetings are open to the public. Meeting agendas are available at the library prior to each meeting.

New Employee Orientation

The members of the Board are currently:

Thaddeus Swann, Chairperson Christy Brice, Vice-Chairperson Melanie Morris, Treasurer Dalton Tornado, Secretary	Stacey Schmitt, Vice-Treasurer Bob Firth Ron Smith
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Strategic Plan

Linwood Library seeks to be a catalyst in the ongoing support and creation of a vibrant community covering the Reno and Sherman townships. To do this, we state unequivocally that:

The Linwood Library is committed to Reading, Information, Space, and Entertainment (RISE) in support of a vibrant community

To support this, we adopt the following core principles.

1. **READING** - It is important for a vibrant community to be active, life-long readers through Life-cycle Core Fiction collections, Targeted Genre Collections, Enhanced Technology Access, and Programs to foster print and electronic material motivation.
2. **INFORMATION** - It is important for a vibrant community to have access to information that supports Local Information and Archives, Current Information, and Practical Empowerment through collections, technology, and staff support.
3. **SPACE** - It is important for a vibrant community to have a shared space with the library to foster programs and services to make the district a more livable place to be.
4. **ENTERTAINMENT** - It is important for a vibrant community to remain connected to the greater world through access to high-interest and culturally significant entertainment through reasonable access to collections, technology, and programming.

Details online at: <http://www.linwoodcommunitylibrary.org/coreprinciples.pdf>

New Employee Orientation

Staff Overview

All Staff Duties - Every team member provides exceptional customer service to our patrons in person, online, and on the phone. We all provide reader's advisory services, circulate materials and place holds, pull and prepare materials for the courier, and provide some technical support.

Director – Kat McKee

With the Board, administers the strategic plan; develops adult collection; develops policies and procedures; manages fundraising, grant writing, budgeting, and billing; serves as Friends liaison; performs community outreach; and assists with adult and young adult programming, including volunteer coordination

Adult Services Coordinator – Kathy Reno

Performs circulation duties, including collecting adult materials, overseeing all ILL materials, and assisting with Linwood Genealogy.

Youth Services Coordinator – Stefanie Brown

Plans, implements, and manages programs and services for children ages birth to 12, their families, and caregivers.

Adult Programming and Outreach Coordinator – Mary Pawlowski

The Adult Programming and Outreach Coordinator oversees the library's marketing and adult library programs, presentations, and community outreach designed to increase foot traffic and use of the library and collection development for all electronic resources.

Teen Services Coordinator – Summer LeBrell

Plans, implements, and manages programs and services for children ages 13-18, their families, and caregivers. Is responsible for collection development for YA readers.

Orientation Checklist

<ul style="list-style-type: none"> ● Personnel Manual / Loyalty Oath ● Job Duties ● IRS Documents ● New Employee Orientation 	<ul style="list-style-type: none"> ● Keys / Security Code ● Tour ● Customer Service Training ● New Hire Training
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New Employee Orientation

Weekly Schedule

<p>Monday</p> <ul style="list-style-type: none"> ● Kat: 8:30 AM – 4:30 PM ● Kathy: Off ● Summer: 1:30 PM – 6:30 PM ● Stefanie: 2:30 PM – 6:30 PM ● Mary: 8:30 AM – 2:30 PM <p>Tuesday</p> <ul style="list-style-type: none"> ● Kat: 10:30 – 6:30 PM Split on Board days ● Kathy: 8 AM – 2:30 PM ● Summer: 1:30 PM – 6:30 PM ● Stefanie: 8:30 AM – 12:30 PM ● Mary: Off <p>Wednesday</p> <ul style="list-style-type: none"> ● Kat: 10:30 AM – 6:30 PM ● Kathy: 12:00 PM – 6:30 PM ● Summer: Off ● Stefanie: 8 AM – 12 PM ● Mary: 8:30 AM – 12:30 PM 	<p>Thursday</p> <ul style="list-style-type: none"> ● Kat: 1:00 PM – 9:00 PM ● Kathy: 8:00 AM -4:30 PM ● Summer: 3:00 PM – 9:00 PM ● Stefanie: 8:30 AM – 12:30 PM ● Mary: 3:00 PM - 9:00 PM <p>Friday</p> <ul style="list-style-type: none"> ● Kat: 10:30 AM – 6:30 PM ● Kathy: 8 AM – 12:30 PM ● Summer: 1:30 PM – 6:30 PM ● Stefanie: 8:30 AM – 12:30 PM ● Mary: 2:30 PM – 6:30 PM <p>Saturday</p> <ul style="list-style-type: none"> ● Kat: Off ● Kathy: 9 AM – 1 PM ● Summer: 9 AM – 1 PM ● Stefanie: Off ● Mary: Off <p>Sunday</p> <ul style="list-style-type: none"> ● Closed
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Meetings

- Monthly Staff Meetings - May vary, but currently on the 1st & 3rd Tuesday of the Month at 1:00 pm.
- Monthly Board Meetings - 7:00 pm on the 4th Tuesday of the Month. Not mandatory.
- Annual Meeting of the Board - 2nd Tuesday of March at 7:30 pm.
- Budget Hearing of the Board - May vary, usually in August.

New Employee Orientation

Building Check List:

- Emergency Plan
 - Contacts
 - Emergency backpack
 - Weather radio
- Alarm management
 - Silent alarm
 - Passcodes
 - Door controls
 - Resetting after alarm/false alarm
 - Security cameras
- Offline Circulation Procedures
- First Aid
- Incident Reports
- Technology Troubleshooting
 - Wireless printing
 - Wifi issues
 - Libki
- Projection Technology
 - Rebooting projector
 - Audio/visual connections and controllers
 - Sound control
- Thermostat management
- Power outages
 - Generator
 - Computers
 - Battery back-ups
- Water, Gas, and Power shut-offs