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# WINCHESTER PUBLIC LIBRARY

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Policy Manual – Revised and Approved January 12, 2023



JANUARY 3, 2023  
WINCHESTER PUBLIC LIBRARY  
203 4th St. Winchester, KS

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### **Mission Statement**

The Winchester Public Library will support life-long learning by providing free library services to all people.

## **Vision Statement**

The Winchester Public Library is part of the educational, informational, and recreational resources of the community and will provide opportunities to enrich the lives of all who use it.

### **GOAL 1:**

The library will provide access to printed, audio/visual materials and technology.

Action steps: The library will:

- acquire printed materials for all ages of patrons.
- acquire audio/visual materials for all ages.
- provide access to periodicals (printed and online).
- provide public access computers with internet connectivity.

### **GOAL 2:**

The library will cooperate with organizations, agencies and schools in meeting the needs of the community.

Action Steps: The library:

- will provide a meeting room which is open to use by the public.
- staff will collaborate with community leaders.
- Director will communicate with local school officials about the availability of resources.
- Director will attend area meetings as needed.

### **GOAL 3:**

The library will encourage children of all ages to become active readers.

Action Steps: The library will:

- offer a weekly Children's Storytime during the school year.
- offer a Summer Reading Program.
- provide age-appropriate reading material.

### **GOAL 4:**

The library will promote interlibrary cooperation.

Action Step: The library will:

- provide interlibrary cooperation within the Kansas wide catalogue.

### **Goal 5:**

The library will provide a safe environment with a minimum of distractions.

Action Steps: The library:

- will provide designated areas for various age groups.
- will promote a safe, comfortable climate for all patrons.
- board will establish a conduct code for patrons (see appendix xxx)

## Library Board Bylaws

### Time and Place of Regular Meetings

The scheduled monthly meeting of the WPL Board of Trustees will be held at the library on the second Thursday of each month at 7 pm. No regular meetings are typically held in July nor in December.

### Planning Calendar

January

- Annual review of director and staff, review of wages
- GAAP waiver
- Discuss fundraisers for year

February

- Director's annual report
- Appoint budget committee

March

- Appoint auditor
- Appoint policy review committee (odd years)
- First draft budget presented to the Board

April

- Election of officers: president, vice president, secretary, treasurer, and system representative
- Perform financial audit
- Second draft budget to the Board
- Preparations for summer reading
- Volunteer appreciation

May

- Review all library programs
- Approve budget
- Audit report
- Summer reading sign up

June

- Trustee training with NEKLS
- Summer reading begins
- Present budget to city and township

July

- No meeting

August

- NEKLS assembly
- Review summer reading program

September

- Begin storytime

- October
  - Pumpkin Party
  - Renew Memorandum of Understanding with the City of Winchester
- November
  - Prepare library for Holiday Open House
- December
  - Holiday Open House

### **Special Meetings**

A special meeting may be called by the President or by a quorum of the Board. All laws pertaining to open meetings will be strictly adhered to.

### **Duties of the Board of Trustees**

**Policy** – Members of the Board are responsible, in cooperation with the Director, for development, approval, and regular review of library policy. A committee will be established to review policy in the fall of every even year.

**Budgeting and Financial Management** - A Budget Committee, including the Director and the Board Treasurer, will be appointed each year in February. The committee has the primary responsibility for developing the budget based on library needs as recognized by the Board. Members of the Board will review the budget and approve a final draft. A budget request will be presented to the city and the township boards in June. The Board will review and approve financial reports and expenditures monthly. The Board, in cooperation with the director, will seek public and private funding for library programs.

**Personnel** - Members of the Board will hire the Director and evaluate job performance annually. When appropriate, the Board has the authority to terminate the Director. The Board approves salary rates and other personnel policies as well as delegates full authority over other library staff to the Director.

**Community Relations** - Board members will promote the use of the library and its programs as well as encourage community members to bring any concerns and suggestions to the Board.

**Operating Principles** - The Board's authority is exercised as a group, not on an individual basis. Members are asked to:

- attend meetings regularly
- participate in discussions and decision making.
- serve on committees, offices and special projects.
- obtain necessary information and training.
- actively support library policy.

## Duties of Officers

### President

- Decide order of business for each board meeting
- Prepare agenda and publish it to members three days prior to meeting
- Preside at all board meetings
- Sign contracts
- Appoint appropriate committees as needed

### Vice President

- Performs all the duties of the president in their absence
- Organize volunteer appreciation for April meeting

### Secretary

- Record proceedings of the board meetings: topics of discussion, time, place, members present and approval of previous minutes
- Record official actions taken by the Board including approval of treasurer's report, all motions exactly as stated, their resolution, and the record of adjournment
- Keep an accurate record of appointments and terms of all board members
- Attend to any correspondence requested by the president
- Retain an approved, signed copy of the minutes to be filed in the library with other reports each month
- Send a copy of the approved minutes to the City Clerk following each meeting

### Treasurer

- Receive funds
- Keep an accurate record of all monies received and disbursed
- Write checks to be signed by president and secretary or other individual approved by the Board
- Report the financial status of the library at each meeting
- Transfer funds, as needed, from general savings account into checking account
- Annually prepare records to be reviewed by the auditor
- Annually prepare a balance sheet of income and expense according to budget categories

## Committees

**Budget Committee** – The Budget Committee consists of the Director, the Treasurer and one other board member to be appointed by the President. It is the duty of the Budget Committee to prepare a budget and present this budget to the Board for consideration and approval at the May meeting. The budget will provide for planned development and improvement of the

library's collection and services. After approval, the committee may communicate the budget to the Winchester City Council and the Jefferson Township Board in May or June of each year.

**Special Committee** – will be appointed by the President as needed.

**System Representative** – The Northeast Kansas Library System (NEKLS) Representative will be appointed for a one-year term by the board at the annual April meeting. No individual will serve more than eight consecutive years. The System Representative will attend at least one meeting a year, the Fall Assembly.

**Quorum** – will consist of five board members.

### **Order of Business**

- Call to order
- Correspondence and guests
- Approve minutes of last meeting
- Treasurer's Report
- Director's Report
- Reports of Committees
- Old Business
- New Business
- Executive Session
- Adjournment

**Rules for Parliamentary Procedure** – will be taken from the most recent edition of Robert's Rules of Order.

**Trustee-Director-Staff Relationships** - The Board will formulate and adopt all policy procedures. The Director:

- will be charged with administering the policy and supervising the staff.
- is a working but not a voting member of the Board of Trustees.
- will attend all board meetings except where his/her salary or reappointment is being discussed.
- will supervise the internal management of the library.
- is the contact between the board and other staff members, including volunteers.
- will deal with any complaints or requests from one body to another. Any complaints by staff against the Director will be presented to the President of the Board.

**Patron-Director Complaints** – If a patron of the library has a complaint against the Director or Library Policy, such written and signed complaint may be filed with the Board of Trustees. Action must be taken on the complaint at the following board meeting.

## **Personnel**

The Director and the NEKLS Representative may attend any NEKLS meetings available to them. Other staff and board members are encouraged to attend. The Library will pay for expenses incurred in attending those meetings.

The Library will pay for the Director's membership in the Jefferson County Area Chamber of Commerce and one other association membership.

It is the duty of the Library Staff to provide service to the public. Each patron should be given friendly, courteous and prompt service. Comfortable working conditions, including adequate lighting, heating and air conditioning will be provided. Salary and working conditions will be reviewed annually in the January Meeting.

All keyholders must sign the keyholder agreement form (Appendix 9)

### **Director**

The Director will be hired by the Library Board of Trustees. The Director will provide leadership for the services and day-to-day operation of the Library. The Director is responsible to the Board for the fiscal management of the Library. The Director will meet the needs of the community for library services.

The Director will be paid on an hourly basis. The Director will work an average of 24 hours per week.

The Director will receive compensation for attending workshops and professional meetings as directed by the Board and allowed in the budget. Salary and working conditions will be reviewed annually in the January meeting.

Resignation of the Director will be presented, in writing, thirty days in advance. Other staff must present a letter of resignation to the Director giving at least 2 weeks notice. If a staff member resigns in good standing, that individual will be eligible for reappointment as an opening occurs.

The Director will recommend and carry out policy set by the Library Board.

Administrative duties include, but are not limited to the following:

1. Attend Board meetings, keep Board members apprised of all significant projects, opportunities or concerns regarding the operation of the library.
2. Act as technical advisor to the Board.
3. Assist in preparing the annual budget.
4. Bring GAAP waiver before the Board for consideration and approval at the annual January meeting.



5. Provide regular reports on the current progress and future needs to the Board, local and state governments, and the general public as well as reports required by the Kansas State Library and NEKLS.
6. Utilize the services of NEKLS
7. Attend classes, workshops and meetings sponsored by NEKLS to meet all the requirements for continuing education for the level of service of the Library.
8. Attend the NEKLS Fall and Spring Assemblies and at least one other NEKLS workshop.
9. Actively support library Legislation.
10. Affiliate with state professional organizations.
11. Promote services of the library to the general public through such avenues as news releases, brochures, and positive one-on-one interactions
12. Maintain positive public relationships with local organizations and promote the library and its services to those groups.
13. Hire, supervise, train, evaluate, and terminate, if necessary, all staff and volunteers.
14. Communicate regularly with staff regarding daily library operations.
15. Supervise contracted services, care and maintenance of the library building and grounds.
16. Develop and maintain the library collection
17. Rebinding of materials is at the discretion of the director.
18. Schedule coverage for all routine functions of daily operation of the Library.
19. See that the Library facility is maintained in good physical condition.
20. Perform annual physical plant walk-through with Board to evaluate building issues.
21. Evaluate weather and road conditions to determine the safety of staff and patrons.

### **Library Assistants**

Additional help will be hired by the Director with the approval of the board. The Library Assistant will assist the Director in providing leadership for the services and day-to-day operation of the Library. They will provide circulation services to patrons and assist in library clerical and technical service functions. The Library assistant will have certain areas of delegated primary responsibility, which may include, but not be limited to:

- oversee routine interlibrary loan procedures.
- shelve materials.
- shelf-read materials.
- contact patrons concerning pick-up or return of library materials.
- attend classes, workshops, and other meetings as directed by the Director.
- oversee contracted services, care, and maintenance of the library building and grounds.
- act in conjunction with the board and director to promote a positive image for the library in the community.
- consult with the director on library related issues or opportunities for service in the community.
- perform other library tasks as requested by the Director.

Part-time library employees will be paid on an hourly basis.

**Leave of Absence**

When emergency, illness or other personal conflict prevents an employee from covering the library during scheduled hours, an approved substitute may be obtained, or hours traded with another employee to ensure the Library is open during regular hours.

**Emergency Closure**

If the Director closes the Library due to weather, road conditions, or other disastrous emergency, employees will be paid for their regularly scheduled hours.

**Termination of Employees**

If the Board or the Director considers an employee’s performance unsatisfactory, the Director will counsel the employee in writing, pointing out where improvement is necessary and suggesting ways the quality of work can be improved. A copy of the counseling will be provided to the employee; the Director will retain a copy for the file.

If necessary, the Director will implement a performance improvement plan for up to two months. This plan will include performance goals and the dates which these goals must be met. Also included will be a minimum of at least one meeting, at or around the mid-point of the improvement plan, to note the employee’s progress.

During the mid-point meeting, the Director will note the employee’s improvements, counsel further, and update documentation. The performance improvement plan will be continued.

If by the mid-point meeting, the employee has not made any notable effort to improve, the Director may terminate the employee.

When the improvement plan expires, if the employee’s performance is still unsatisfactory, the Director may choose to terminate the employee. If the Director sees improvement and feels that the employee needs more time, the performance improvement plan may be extended to a later date. See Appendix 8 for Performance Improvement Plan.

**Volunteers**

Volunteers will work under the supervision of and be responsible to the Director and to the Board of Trustees. Volunteers will be trained. The Board will recognize the volunteers for their service on a yearly basis.

## Winchester Public Library Guide for Volunteers

### Overview:

Library volunteers support, enrich, and enhance the Library's services and programs by performing tasks that paid staff members are not available to do. The Board appreciates volunteers' commitment to the Library, and are excited to partner with them to give library patrons the best possible service. The Library relies on volunteer service for several areas. The Board encourages individuals and groups to volunteer their time and efforts in the service of the Winchester Public Library.

For the sake of maturity, commitment, and consistency, only persons 16 years of age and older will be accepted for volunteer positions.

### Application

All volunteers, regardless of past service, will be required to fill out an application form which is available from a member of the Library staff. See Appendix 7.

### Volunteer Positions

**Weekly Volunteer** – assist the Director and staff as needed in daily task completion. This includes: dusting shelves, cleaning and disinfecting tables and electronics, shelving books, assisting with circulation desk or filing as needed.

**Saturday Volunteer** – responsible for operation of the Library during Saturday business hours.

- Open the Library on time. Greet patrons and offer assistance.
- Check out materials to patrons.
- Assist patrons in finding materials. Make copies, use fax machine for patrons.
- Keep count of patrons who enter the Library on the attendance record.
- Do not allow family, friends or patrons behind circulation desk.
- Leave notes for employed library staff pertaining to interlibrary loan requests or any other questions that cannot be answered.
- Supervise behavior of patrons based on conduct code and apply discipline as needed.
- Keep Library key secure.
- Ensure Library is securely locked upon closing.

## **Services – Library Lending**

### **Who may Borrow**

Anyone who lives within the Northeast Kansas Library System area may borrow from the library freely and without charge. Applicants 5 years and older will be issued a library card after satisfactory identification is provided. For children 5-17 years old, the signature of a parent or legal guardian will be required. Any charges, made by other libraries, for materials borrowed, will be passed on to the user.

### **Exclusion from Loan**

The Library will not loan materials marked accordingly.

### **Materials Reserve Service**

A reserve service will be provided for materials currently in circulation and unavailable at the time of request. The name of the patron requesting the materials and their phone number will be recorded on a waiting list. When the materials become available, the patron will be notified, and the material will be held two weeks.

### **Limits on Materials Borrowed by a Patron at One Time**

- Books - no limit
- DVDs - 3 per family

Additional items may be allowed with approval from staff.

### **Length of Loan Period**

- Books – 3 weeks
- DVDs – 1 week

The Director has authority to extend the length of loans.

### **Renewals**

Two renewals may be granted at the discretion of the Staff. Renewals may be in person, by phone, or email.

### **Book Return Service**

An outside book-drop will be provided for the return of Library materials.

### **Library Use Charges (Overdue)**

No fines will be charged for overdue materials unless the loaning library has a charge.

### **Procedure for Recovery of Delinquent Materials**

When Library materials are three weeks overdue, the Librarian or designated staff will remind the patron by phone. Email notices are sent, automatically, to the patron when items are one week and three weeks overdue.

“Failure to pay for damaged or lost materials will automatically suspend library privileges” (KSA 12-1228). Email reminders are sent when items are due and/or past-due. An item is automatically marked “lost” when it is 45 days overdue. At such time, the cost of the item is assessed to the patron’s account. When a patron has a lost item, with a charge on their account, an invoice will be mailed to the address on file. The cost must be paid or the item returned before the patron can check out other items. Payment options, or other arrangements, may be discussed with the Director.

### **Holidays Observed by Closing (Staff Paid for Scheduled Hours)**

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & Friday After
- Christmas Day

### **Services to Patrons**

- The staff will select and organize books and materials to meet the needs of the patrons.
- The staff will provide assistance in obtaining information sought by patrons.
- A storytime for young children will be presented weekly.
- A Summer Reading Program will be conducted by the Library.
- Large print books will be provided in the collection.
- The Library will utilize services available from NEKLS such as audio and large print books.
- The Library will participate in the statewide inter-library loan service.
- Photocopying, printing, and fax services will be available at the Library. Fees will be set by the Director.

### **Services to Groups**

The staff will actively assist civic, cultural and educational organizations in locating materials for planning programs, conducting projects, and furthering the education of their members.

### **School-Public Library Relationship**

The Winchester Public Library will cooperate fully with USD 339’s school libraries.

### **Library Hours**

Regular open hours for the Library will be posted. The Director has the authority to close the Library when necessary.

### **Physical Facilities**

The building, at 203 Fourth Street, was built using funds from a block grant provided by the Kansas Department of Commerce and Housing. Funds were also donated by friends of the Library. The Library building offers the community a compelling invitation to enter, read, look, listen, and learn.

### **Insurance**

The Library building and contents are insured through the City of Winchester, with the Library itself reimbursing the City for the cost of content insurance. A list of contents should be held by the Library, a Board member (offsite storage of list) and the insurance company.

### **Meeting Room**

#### **Purpose**

The meeting room in the Winchester Library is available for use by the public for the presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Library.

#### **Policy**

1. When not being used for Library meetings and programs, room facilities will be available on a first-come, first-serve basis.
2. The room may be used for:
  - Non-profit organizations engaged in educational, cultural, intellectual, governmental, or charitable activities.
  - Community activities of a non-commercial nature.
3. The room may not be used for:
  - Programs involving the sale, advertising, or services of commercial entities.
  - Any purpose that would interfere with regular operation of the Library.
4. Donations will be gratefully accepted for use of the meeting room.
5. Publicity for events using the meeting room will state the individual or group hosting the event.
6. A meeting room use agreement must be signed and dated by the person reserving the room. See Appendix 1. The host is responsible for setting up and leaving the room "as found." A key may be requested two working days before the event.

#### **Publicity**

The Library will submit articles of information to area newspapers, electronic media sites, and use other sources of publicity as appropriate.

**Community Activities**

The Library will allow the display of artwork, handicrafts, and collections by individuals at the discretion of the Director.

**Book Lists**

The Library will publish lists of new materials available on the website and social media pages.

**Special Events**

The Library Board will plan events at the Library to promote its use and its services.

**Summer Reading**

The Library will promote a reading program for children each summer.

**National Library Week**

The Library will participate in National Library Week, in November, each year.



## **COLLECTION MANAGEMENT**

### **Books and Materials**

The Winchester Public Library will seek to provide books and materials which are meaningful and useful to this community. This community has a diversity of needs, backgrounds, race, creed, and political beliefs. Materials will be chosen to support this diversity.

Books and materials will be selected by the Director. Suggestions and specific requests from patrons and Library Board members are welcome. The Director is responsible for weeding the collection with the guidance of and in accordance with NEKLS policy.

### **Criteria for Selection**

- The Library will strive to meet the demands of patrons and to anticipate demands indicated by events, conditions, or increasing use.
- An attempt will be made to present subjects applying to community conditions and reflecting community interests.
- The Library will strive to provide materials for special activities or interests of patrons.
- The Library will supply new books which are currently popular, in addition to great works of literature.
- Selections will be made according to the *Library Bill of Rights* and the *Freedom to Read* statement to which this Library adheres.
- The Library is not obligated to have materials to answer every question. The Patron may be best served by referral to another institution or through interlibrary loan.

Acquisition of materials will comply with budget percentage breakdowns following NEKLS guidelines. Percentages will be suggested by the Budget Committee and considered by the Board.

### **Book Donation Policy**

The Winchester Public Library appreciates donations of books and other materials. Donations will be accepted during regular business hours with the understanding they may be added to the Library's collection, sold, or discarded at the discretion of the Director. A receipt may be issued upon request.

### **General Guidelines**

Paperback and hardcover books in good condition, as well as DVDS.

**We cannot use:**

- Books and paper materials exhibiting mildew or mold
- Magazines and newspapers
- *Reader's Digest* condensed books
- Dated publications such as tax guides and almanacs
- Travel guides, technical books, and textbooks

**Memorial and Gifted Materials**

Memorial materials will be placed on a special shelf to be displayed temporarily. These materials will then be placed in their proper place in the Library. Book plates will be placed in all memorial books indicating the person in whose name it was given, along with the donor's name. Plates will be purchased and attached to new furnishings and equipment indicating the gift or memorial as appropriate. The donor will receive a written acknowledgement of the memorial. Records of the memorial donations will be kept.

**Withdrawal and Discard (Weeding)**

- Materials which are worn, soiled, or out-of-date can be discarded during the day-to-day Library operation. A review of the collection should take place annually using tools provided by NEKLS.
- Duplicates, titles that have not been popular, and obsolete titles will be discarded.
- The Director has the option of making exchanges or sales of materials to maintain the quality of the collection.

**Challenged Materials**

If a patron objects to the Library's ownership of a particular item or items, the Library will be governed by the guidelines set forth in the American Library Association's "Challenged Materials: An Interpretation of the *Library Bill of Rights*." See *Library Bill of Rights* – Section 8, page 1.

1. The Director will make every effort to resolve the issue with the individual at the time the concern is first known.
2. The challenger will be offered opportunity to complete a "Request for Reconsideration of the Library Materials" form. See Appendix 2.
3. The Director will immediately inform the Board president in writing of the reconsideration request. The Board president will expeditiously inform the Board members.
4. The request will be reviewed by the Director and a decision formulated using:
  - The criteria used in ordering the material in question, its place in the collection, and reasons for having the material in the collection.
  - Outside consultants may be asked for additional information as pertinent to the material.

5. The challenger will be notified, in writing, by the Director of the decision. A copy of the decision will be sent to the Board.

The challenger may appeal the Director's decision by writing to the Board of Trustees. The appeal will be added to the agenda of the next regularly scheduled Board meeting. At the meeting:

1. The challenger may speak to the Board.
2. There will be no opportunity for an open forum.
3. Board discussion will be in executive session.

The final decision will be sent in writing to the challenger by the Director within 30 days of the board meeting. Challenged materials will not be marked or identified. They will remain in the collection until the decision is made to remove them. Only the Director has the authority to speak publicly on the issue and only then with Board approval.

**INFORMATION ACCESS** - Internet safety

Summary: This document contains the policies of the Winchester Public Library for public use of the Library's Internet access computers.

Policy: The Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association and adopted by the Library Board. Users must comply with the United States copyright law, U.S. and Kansas obscenity statutes and all other applicable laws.

The internet is a global electronic network that provides access to ideas, information, and commentary. The Winchester Public Library provides public access to the Internet in keeping with its mission as a forum for access to public information.

The Library has no control over the information on the Internet and cannot be held responsible for its content. Restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. The Library follows policies and procedures that support maximum safety for minors as they access the internet at the Library.

1. The Library affirms the rights and responsibilities of parents or legal guardians to determine and monitor their child's use of Library materials and resources.
2. Parent's and/or legal guardian's signatures are required for the use of the Library's public access computers for children under the age of eighteen. See Appendix 3.
3. The use of Library computer workstations in an inappropriate manner, as defined herein is prohibited. Members of Library staff are under no obligation to monitor Library computer or workstation usage, and they accept no responsibility for investigating the manner in which those workstations, are used. When a member of staff observes a patron using a workstation in violation of the following subsections, the patron will be subject to any or all of the following consequences:
  - Immediate termination of Internet session
  - Suspension of computer use and/or other Library privileges
  - Notification of guardians and/or appropriate law enforcement officials
4. Patrons shall not access or exhibit inappropriate matter on Library workstations. This includes but is not limited to:
  - Obscene material. Disseminating or exhibiting obscene material is a crime in Kansas see K.S.A. 21-43-1, as amended.
  - Matter harmful to minors. See K.S.A.21-4301a and 4301c.

- Materials containing sexual exploitation of children as determined by Kansas Statutes and the Children's Internet Protection Act. See K.S.A. 21-3516 as amended.

5. All patrons are prohibited from sending electronic mail, instant messages, or chat room messages that violate any local, state, or federal laws. Violators of this prohibition are subject to the consequences described above. Due to limited staff and technical resources, chat, email, and commercial transactions are not a service priority. Library staff will provide assistance as possible.

6. Patrons are responsible for any careless or abusive treatment of the computer hardware and software. Misuse of equipment may result in consequences listed above. Misuse includes, but is not limited to:

- Activities deemed unlawful by local, state, or federal law
- Unauthorized access to secure data, including "hacking"

7. Violation of individual privacy rights, including the unauthorized disclosure, use or dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to consequences described above. Library staff will not disclose Library patrons' use of the Library with respect to information sought or received including internet use, except pursuant to a valid court order or subpoena authorized under local, state or federal law.

8. The Library will comply with federal requirements for technology protection measures (filtering software). The technology is not reliable and the Library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked.

## **EMERGENCY PREPAREDNESS**

### **SECTION 1. General Guidance**

This document provides guidance regarding emergency procedures for the Winchester Public Library. All staff members are required to be familiar with the procedures contained in this document. In an emergency, the Director or the most senior staff member present is responsible for implementing the guidance contained herein. In this document that person will be referred to as the Emergency Leader (EL).

The overriding concern in an emergency situation is public safety. Books, money, or other items can be replaced. The safety of patrons, staff, and other persons must take priority over all other considerations. In emergency situations, where unaccompanied small children are present, they will be taken under the control of the EL, or another responsible adult as directed by the EL.

### **SECTION 2. Emergency Contact Information**

**Fire, Police, Jefferson County Sheriff, Ambulance – 911**  
**Winchester City Hall and Police – (913) 774-2922**  
**F.W. Huston Medical Center – (844) 536-9449**

Should an emergency situation arise the Director and President of the Board will be notified by the EL.

### **SECTION 3. Emergency Procedures**

#### **1. Evacuation Procedures**

When the EL determines evacuation of the library is necessary, the staff and patrons will be escorted out the safest exit. If safe to do so, the EL will make a search of the building to verify all persons have exited. The search should include the main library, community room, offices, restrooms and storage rooms. All evacuated persons will meet in the parking lot across the street to the north of the Library. No one may reenter the library until authorized by the EL or emergency personnel.

#### **2. Fire**

At the first sign of fire or smoke the EL will make a quick evaluation of the situation. If possible, fires should be quickly extinguished with building fire extinguishers. Once the fire has been extinguished or if the size or scope of the fire is beyond the ability of the staff to handle, the EL will initiate evacuation of the building in accordance with the evacuation procedures and call 911 to report the fire. The EL will be responsible for assuring all individuals are evacuated and accounted for. Reentry will not be allowed until authorized by emergency personnel.

**3. Severe Weather**

When a tornado warning is issued or the sirens go off, the EL will direct all people in the building to go to the restrooms which are the emergency storm shelters. If patrons wish to leave the building, they may do so at their own risk. The EL will make a final check to assure all people are out of the main library. The front door of the Library will remain unlocked to allow other individuals access to the storm shelters. All persons in the storm shelters will be under the control of the EL. People will remain in the storm shelters until the all clear is sounded and the EL determines it is safe to exit.

**4. Medical Emergency**

Immediate assistance should be provided to an individual who appears to be having a medical problem. The individual should be approached and asked if they are having a problem or need medical assistance. The EL must use their best judgment in determining what action to take. If the situation seems serious, 911 should be called immediately. First aid should not be administered unless the individual is properly certified to do so. The EL or someone designated by the EL should remain with the sick/injured until medical personnel arrive.

**5. Bomb Threat**

When a bomb threat is received, the person receiving the bomb threat will attempt to keep the caller on the line as long as possible. The person receiving the threat will attempt to gain as much information as possible about the caller and their intentions. If possible, they should have the caller repeat the message. The person receiving the call should write down the threat as accurately as possible. They will make every effort to have the caller identify the location of the bomb and the time of detonation. Use the **BOMB THREAT CHECKLIST** (Appendix 4) to record as much information as possible. Copies of the Bomb Threat Checklist will be kept readily available at the circulation desk. Immediately after the caller hangs up the EL will initiate evacuation of the building in accordance with the evacuation procedures and will call 911 to report the threat. No one will be allowed to reenter the building until emergency services personnel have cleared it and authorized reentry.

**6. Suspicious Package**

Anyone observing an object in or around the library believed to be suspicious should notify a staff member. A suspicious object may include envelopes, packages, briefcases, backpacks, or other such items. The EL will use their best judgment in accessing the package. If any question exists, the EL will not touch or disturb the package. They will immediately initiate evacuation of the building and call 911 to notify emergency services of the situation. Once the building evacuation is complete nobody will be allowed to re-enter the building until authorized to do so by emergency personnel.

## 7. Lockdown & Imminent Threat

In the event of a local manhunt or other warranted emergency, the Library will be placed into lockdown mode. The following procedures should be followed:

**Imminent Threat:** If possible, use the nearest exit to escape. Or retreat through the Director's office, close and lock the door, turn off the lights, and proceed to the storage room, closing the door between the office and storage room. If it is safe to do so and you are physically able, escape through the window. If you cannot escape through the window, continue into the Boiler Room. Close and lock the door, and wait until it is safe to exit.

### Lockdown:

- A. Upon receiving notification of a potential threat or emergency situation warranting a lockdown, designated personnel will initiate the lockdown procedures immediately.
- B. **OUTER FOYER DOOR:** Will remain unlocked during the lockdown period to facilitate access for patrons and emergency responders.
- C. **LINDSAY ROOM:** If it is safe to do so, the Lindsay Room will be secured and locked during the lockdown period. If it is unsafe to enter the foyer, make sure the Lindsay Room South Door is closed and locked.
- D. **INNER FOYER DOOR:** Will be secured and locked to prevent unauthorized access to the interior of the building.
- E. **OCCUPANT SAFETY:** All occupants within the building are to be informed of the situation. Occupants are free to leave at-will unless a shelter-in-place order has been issued.
- F. **INCOMING PATRONS:** A person is only allowed to enter the building if it can be established that he or she is a current patron **and** does not pose a safety threat.
- G. **SEARCH:** Employees will allow police to search the building upon request. Employees may ask for identification to verify the officer's identity.
- H. **UPDATES:** Employees should monitor the online scanner or county police Facebook page for updates.
- I. **LOCKDOWN TERMINATION:** In the case of a manhunt, the lockdown will terminate 10 minutes after receiving word that the suspect is in custody. In other cases, the lockdown will terminate upon confirmation that the threat has been eliminated. Occupants will be notified of the conclusion of the lockdown and provided with further instructions, if necessary.
- J. **Review and Training:** Drills and training sessions will be conducted to familiarize staff with the lockdown procedures and ensure preparedness for emergency situations.



## **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 abridgement 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.

## **Privacy and Confidentiality**

The right to privacy in libraries is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

The Winchester Public Library will maintain the privacy and confidentiality of all Library patrons' records and of all other information relating to the patrons' use of the library's resources and services. The Library will not disclose such information except as required by law.

Information covered under this policy includes, but is not limited to, an individual's address and phone number, what materials they have checked out, what reference questions they have asked, or what interlibrary loan materials they have requested.

Library staff and volunteers will refer all inquiries from law enforcement officials concerning private or confidential information to the Director, who will fully comply with all court orders or subpoenas presented to the Library.

### **Code of Conduct**

The Winchester Public Library will ensure a safe, orderly, and welcoming atmosphere in which all patrons can use its materials and services. The Library staff will intervene to stop prohibited activities and behaviors that affect others' use of the Library facilities.

Prohibited behavior includes, but is not limited to:

- Verbally or physically threatening or harassing of another patron or staff.
- Excessive displays of affection, obscene gestures, sexual acts, and indecent exposure.
- Physically blocking or impeding access to the building entrance, aisles, or equipment.
- Disruptive behavior including horseplay, running, pushing, grabbing, shoving, throwing things, fighting or challenging to fight, and/or loud conversation, including profane language.
- Skateboarding or rollerblading.
- Bringing food or drink into the public areas of the library without specific permission for a supervised event.
- Improper use of furniture.
- Use of tobacco, alcohol, or illegal substances.
- Shirt and shoes will be required.

The Library reserves the right to remove any person whose behavior is disruptive, inappropriate for a library environment, or interferes with the use of the Library by others.

### **Unattended Children**

The Winchester Public Library is open for use to the general public. Children under 10 must be accompanied by a responsible guardian, a person at least 14 years of age. Parents and caregivers are responsible for their child's behavior while in the Library. It is the responsibility of the caregiver to ensure that toys in the children's area are returned to the shelves when not in use. Staff cannot be responsible for supervising unattended children. If a child is left alone, or in the case a parent or caregiver cannot be located, appropriate authorities will be called as deemed necessary by library staff.

Appendix 1  
**Meeting Room Use Agreement**

In order to maintain the Meeting Room in a condition that is clean, comfortable, and enjoyable for all those who desire to use it, I agree to abide by the following guidelines during and after its use:

1. This agreement authorizes access to the meeting room and restroom facilities only.
2. Any publicity will state the name of the individual or group hosting this event.
3. Temperature will be returned to the original setting if/when adjusted.
4. If used, small appliances (coffee pots, microwave, etc.) will be properly cleaned.
5. Tables, chairs, or any other furniture will be returned to original position and wiped clean.
6. Sweep and dispose of any materials that may have collected on the floors and mop up spills.
7. Library key will be returned as soon as possible to the employee staffing the circulation desk or deposited in the book drop outside.

Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of person responsible:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of acceptance:

\_\_\_\_\_

Thank you for your cooperation in keeping our meeting room looking its best.

Appendix 2  
**Request for Reconsideration of Library Materials**  
Winchester Public Library  
Winchester, KS

**Entire form must be completed for material to be reconsidered.**

Type of material: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Person making request represents: (circle one) Self          Group

Group or organization represented: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. To what in the material do you object? Please be specific. Cite pages, passages, or segments.

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2. What do you feel might result from the use of this material?

---

---

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

5. Did you read, listen, or view the material in its entirety? \_\_\_\_\_

If no, what parts did you read, listen or view? \_\_\_\_\_

6. Are you aware of the judgment of the material by experts in the field? \_\_\_\_\_

7. What do you believe is the theme or purpose of this material?

---

---

8. What would you like the Library to do about this material?

---

---

9. What other material, serving substantially the same purpose, would you recommend in place of this?

---

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Appendix 3 Patron User Agreement

1. Patron will not have any overdue books or videos.
2. Patron will pay for lost or damaged items.
3. Computers will be used on a first come, first serve basis.
4. There will be a 30 minute time limit on the computers if others are waiting.
5. Patrons must sign log sheet with name and time in/out.
6. If a patron's actions show they could damage the computer or Library property, the patron may be asked to leave the Library.
7. If a patron becomes disruptive they may be asked to leave the Library.
8. Patrons must supply their own disk or USB drive. No personal files are to be stored on Library computers.
9. Each sheet of paper printed will cost the current rate set by the Director.
10. No food or drinks will be allowed at computer terminals.
11. No horseplay near terminals will be tolerated. Patrons will be asked to leave.
12. Patrons must use quiet voices and talk respectfully to those near.
13. Headphones must be used to listen to audio, and kept at a level not to disturb those nearby.
14. Foul, derogatory language will not be tolerated including slang words the staff deems inappropriate. One warning will be given. If the problem continues, the patron will be asked to leave the Library.

#### **Internet Use Agreement**

Individual users of the library computers will be held responsible for their behavior, actions and communications over the networks. It will be presumed that users comply with library standards and will honor the agreements they have signed. Library staff will make an effort to monitor and guide patrons towards desired materials. Families bear responsibility for such guidance to minors.

#### **Behaviors not permitted on library computers will include, but not be limited to:**

1. Sending or displaying offensive messages or pictures.
2. Using obscene language, harassing, insulting, attacking or bullying others.
3. Damaging computers, computer systems, networks, software or workstations.
4. Violating copyright laws.
5. Downloading any materials from file sharing programs.
6. Using others' passwords.
7. Trespassing in others' work or files.
8. Intentionally wasting limited resources.
9. Employing the network for commercial purposes.

#### **Sanctions:**

- Violations will result in loss of computer access and/or other library privileges.
- Additional disciplinary action for inappropriate language or behavior is subject to existing rules.
- When applicable, law enforcement agencies may be involved.

As a user of the Winchester Public Library and its computer network, I hereby comply with the rules and sanctions stated above. I will use the Library and/or the computers/internet in a respectable manner, while honoring all relevant rules, laws, policies and restrictions.

This sheet must be signed by patron's and parent, if patron is under 18 before computer use.

---

Patron Signature

Date

**I understand my child will not be closely supervised when using the library network services. I agree to the rules and sanctions stated above.**

---

Parent Signature

Date

Appendix 3B  
Winchester Public Library  
New Patron Account Form

Name:	<p>Patron: If you would like to skip most of this section, we can use the information from your <b>current</b> ID. Please write your mailing address to the left if it's different than what's on your identification card.</p> <p>Please also fill in your phone number and email address.</p> <p>Librarian: Place ID over this square when making a copy. Be sure to keep <b>that</b> copy for our records, then hand this original back to the patron.</p>
Mailing Address:	
City:	
State, Zip:	
Birth Date:	
Phone:	
Email:	

Username:
Password:

Library Card #
----------------



Appendix 4  
**BOMB THREAT CHECKLIST**

**Keep the Caller Talking as Long As Possible!**

**Time Received** \_\_\_\_\_

**Write Down the Threat:**

---

---

---

**Supporting Questions**

Where is the bomb? \_\_\_\_\_

When will the bomb detonate? \_\_\_\_\_

Why was the bomb planted? \_\_\_\_\_

---

**Supporting Information**

**Voice**

Male/Female: \_\_\_\_\_

Calm/Excited: \_\_\_\_\_

Accent: \_\_\_\_\_

Speech Impediment: \_\_\_\_\_

**Background Noises**

Vehicles/Music/Voices: \_\_\_\_\_

Other Information: \_\_\_\_\_

---

**TAKE THIS FORM WITH YOU WHEN EVACUATING**

Appendix 5  
**Daily Library Routines**

- Circulate materials.
- Provide reference service.
- Assist patrons in selecting materials.
- Assist patrons with copies, faxes, and prints.
- Catalog and process materials under direction of the Director. (This does not apply to volunteers.)
- Perform daily cleanup at beginning and conclusion of day.
- Schedule meeting room.
- Keep circulation desk neat and pleasing to the eye.

Appendix 6  
**Winchester Public Library**  
203 Fourth St  
PO Box 143  
Winchester, KS 66097  
913-774-4967  
[www.winchesterlibrary.org](http://www.winchesterlibrary.org)

**DONATION ACCEPTANCE**

Date: \_\_\_\_\_

Books - Number of titles: \_\_\_\_\_

Cash/check donation amount: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

*street*

\_\_\_\_\_

*City*

*state*

*zip*

Librarian: \_\_\_\_\_

## Winchester Public Library Volunteer Application

### Contact Information

Name	
Street Address	
City, State, Zip	
Home Phone	
Cell Phone	
E-Mail Address	

### Availability

During which hours are you available for volunteer assignments?

- Weekday Mornings                       Weekend Mornings  
 Weekday Afternoons  
 Weekday Evenings

### Interests

Tell us in which areas you are interested in volunteering:


### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.


### Previous Volunteer Experience

Summarize your previous volunteer experience(s).


### Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip	
Home Phone	
Cell Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)		Date	
Signature			

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

# Appendix 8

## PERFORMANCE IMPROVEMENT PLAN

EMPLOYEE NAME		Supervisor		Date	
---------------	--	------------	--	------	--

### AREAS OF CONCERN

In what areas have expectations not been met?

### PREVIOUSLY ADDRESSED ISSUES

Provide details of any previously addressed issues, the context, and the outcome of discussions or training.

### IMPROVEMENT GOALS AND ACTIVITIES

Provide specific goals as they relate to areas of concern to be addressed and improved upon and activities designed to achieve the set goals.

### EXPECTED RESULTS

Provide details of desired outcomes and measurements of success where applicable.

**TIMELINE FOR IMPROVEMENT, CONSEQUENCES, AND EXPECTATIONS**

Provide a schedule for progress assessment and a summary of any stipulations placed upon the performance improvement plan, consequences of insufficient effort, and any legal concerns, such as confidentiality as related to this document.

--

**SIGNATURES**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

  

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE





## Revisions

- 02/08/2024 - Section 3, Page 2 - Add item 21  
Section 3, Page 4 - Add Emergency Closure verbiage
- 03/14/2024 - Section 3, Page 1 - Change Director's hours from 20/week to 24/week.  
Section 7, Page 2,3 - Add item #7: Lockdown & Imminent Threat procedures.