

MISSION STATEMENT, GOALS AND OBJECTIVES KIMBALL PUBLIC LIBRARY

MISSION STATEMENT

The Kimball Public Library enriches our community by encouraging and supporting lifelong literacy through free and open access to books, cultural activities and technology.

VISION STATEMENT

Become a destination point for information, education and enjoyment!

Community Need: There is an ongoing need for adult education/training programs to train the current workforce. Our community has lower education levels than the national average.

Goal I – Develop Kimball Public Library as a user-friendly place for lifelong learning and educational opportunities.

Goal 1, Objective 1 – Develop Kimball Public Library programs and resources to provide information access for existing and potential patrons of all ages.

Action Items (are continuing and reviewed annually):

1. Update materials on STEAM topics (Science, Technology, Engineering, Arts and Mathematics).
2. Enhance research capabilities within the Kimball Public Library.
3. Meet with school principals, librarians, and other citizens in order to assess how the library can fill the educational gaps in grades 4-6 and determine how to implement the programs. (For example: arts, typing, coding, etc.)
4. Continue reciprocal agreements with other area libraries and the Nebraska Library Commission.
5. Provide library cards to all K-6 grade students in the area, with an option to leave their cards at the library by spring 2021.
6. Develop partnerships with local educators – area schools, home schools, Western Nebraska Community College, the University of Nebraska Extension, etc.
7. Provide Accelerated Reading (AR) testing capabilities at Kimball Public Library by working with the Kimball Public Schools by 2021.
8. Create an outreach to those unable to visit the library.
9. Offer workshops twice a year on the use of electronic devices. (For example: iPad, Kindle, etc.)

10. Assess the need for Veteran resources and implement them in the collection development and outreach. Consider strategies to make the library spaces more welcoming to veterans.

Goal 1, Objective 2 – Strengthen Kimball Public Library Board of Directors, staff, and volunteers as a team of knowledgeable experts and ensure that they are focused on quality customer service and professional development.

Action Items (are continuing and reviewed annually):

1. The Board of Directors will review and revise, as needed, library policies at a minimum of every three years.
2. Staff and volunteers will receive on-going training as needed on policies, procedures and customer service.
3. Post mission statement, vision statement, policies and annual report on website.

Community Need: Residents feel there is nothing to do in our community and that they need a source of entertainment and activities.

Goal II – Develop Kimball Public Library as a user-friendly place for entertainment and educational opportunities for all ages.

Goal 11, Objective 1 – Organize and host entertainment activities, events, programs at the library.

Action items (are continuing and reviewed annually):

1. Develop and provide games (For example: chess, checkers, cribbage, etc.)
2. Plan and host activities such as movies and family nights.
3. Hold book discussions.
4. Serve as venue for artists, authors, musicians, etc.
5. Organize and host cultural events.
6. Continue to create and enhance the youth programs at Kimball Public Library targeting ages from pre-school through high school. (For example: story time, book clubs, lock-ins, etc.)

Goal II, Objective 2 – Market services and programs available to all ages at Kimball Public Library.

Action Items (are continuing and reviewed annually):

1. Continue to utilize 'small clips' in the local newspaper, social media, informational inserts in local utility bills, and the Chamber of Commerce email event updates and other community advertising that is already in place.
2. Post flyers of upcoming events and special announcements at local businesses. Send out press releases to area radio stations as needed.

3. Develop an e-mail notices/post cards method of announcements on new books and services.
4. Speak to area organizations about the library services and activities, two times per year.

Community Need: In our community survey, several teens stated they were looking for places to volunteer so they could gain community service hours to put on college and job applications as well as to help them explore different career options and expand their interests.

Goal III – Increase involvement of community members of all ages in the operation and support of Kimball Public Library.

Goal III, Objective 1 - Create a volunteer program.

Action Items (are continuing and reviewed annually):

1. Maintain the partnership between Kimball Public Library and Friends of the Library.
2. Encourage the recruitment for community service with volunteers, especially teenagers.
3. Continue and expand the Teen Intern program.
4. Work with the public school on a Work Study program by 2019.
5. Continue the teen advisory board program.
6. Find volunteers willing to write grants for the library.

Community need: The community needs a library that is modern and up-to-date to provide resources to people of the area.

Goal IV - Develop additional funding sources to provide for library operations in the event that city and county funds are cut or reduced.

Goal V, Objective 1 - Conduct targeted fund raising efforts to improve Kimball Public Library – local events, grants, etc.

Action items (are continuing and reviewed annually):

1. Create annual and ongoing fundraising events as well as one-time events.
2. Ask for donations.
3. Pursue grant funding for projects.
4. Ask for increases in public funding from the city and county.
5. Utilize the relationship with the Friends of the Kimball Library for funding.

Goal IV, Objective 2 - Create an educational campaign for the library directed towards donations and estate planning in partnership with the Kimball Area Community Foundation.

Action item (are continuing and reviewed annually):

1. Work with the local attorneys to provide donation and bequest information to their clients by 2020.
2. Work towards development of a Kimball Public Library Foundation by 2021.

Goal V – To maintain ongoing goals for the library to remain an effective part of the community.

Goal V, Objective 1 – To operate as an integral part of the American Library Association, the Nebraska Library Association and the Western Library System and to use the resources provided by these agencies.

Goal V, Objective 2 – To work with the Friends of the Kimball Library to further the use of the library.

Goal V, Objective 3 – To maintain a paid staff adequate to meet the needs of the library. Volunteer work will be used at the discretion of the Library Director and/or the Library Board of Trustees.

REVISED AND APPROVED 7/11/03, 10/14/04, 08/23/06, 05/14/07, 06/08/09

REVISED AND APPROVED 9/07/10, 8/10/15

REVISED AND APPROVED 6/18/18

REVISED AND APPROVED 5/11/19

**BY-LAWS OF BOARD OF TRUSTEES
KIMBALL PUBLIC LIBRARY**

ARTICLE I - PURPOSE

The purpose of this board shall be to make and adopt such bylaws, rules and regulations for its own guidance and for the governance of the Kimball Public Library as it may deem expedient, not inconsistent with sections 51-201 through 51-219 of Nebraska Statutes (51-202).

ARTICLE II - MEMBERSHIP

Section 1. The Board shall consist of five members, residents of the county of Kimball, appointed for four-year terms by the City Council in June of even numbered years. The members first appointed shall hold their office, three for terms of four years, and two for terms of two years and their successors shall serve four-year terms. Terms begin July 1 (51-202).

Section 2. Should any board member be unable to fulfill their term, written notice shall be given to the Board and the City Council shall be advised of the vacancy. A vacancy shall occur when a member is absent from three consecutive meetings, regular or special, and is not excused by the remaining members. In case of vacancies by resignation, removal or otherwise, the City council shall fill such vacancy for the remainder of the term (51-202).

Section 3. A member may serve two consecutive four-year terms. After one or more years of absence from the board, such member may be re-appointed for an additional term or terms. A member filling an unexpired term may serve two more consecutive four-year terms if the balance of the unexpired term being filled is one year or less.

Section 4. No member shall receive any pay or compensation for any services rendered as a member of the board (51-202).

Section 5. One member shall be designated as liaison with the Friends of the Library.

ARTICLE III - OFFICERS AND COMMITTEES

Section 1. The officers of the board shall be elected at the annual meeting and shall be President, Vice-President and Secretary (51-204).

Section 2. The President or Vice-President shall preside at all meetings, appoint all committees, and generally perform the duties of the presiding officer. They shall insure that an annual report on library status and condition is presented to the City Council on or before the 2nd Monday in February of each year as provided by statute.

Section 3. The Secretary shall keep a true and accurate account of all proceedings of board meetings. In the event the director cannot do the following duties, the secretary shall cause notice of all meetings to be published in the local newspaper and radio station; shall have

custody of the minutes and other records of the board to be kept in permanent file at the library; shall have the agenda available at all times at the library; and shall notify the appointing body of any vacancies on the board.

Section 4. The term of office shall be for one year and shall begin on the day of election.

Section 5. Committees: Special committees for the study and investigation of special problems or for the conduct of special projects may be appointed by the President with the approval of the Board. Such committees shall serve until the completion of the work for which they were appointed.

ARTICLE IV - MEETINGS

Section 1. The regular meetings of the Board shall be held monthly, the date, hour and location to be set by the Board at the annual meeting.

Section 2. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, reading of the policy statement, bylaws and rules and for any other business that may arise.

Section 3. Special meetings may be called by the President or Secretary of the Board and/or at the request of two members, provided that notice is given to all members and the public at least 24 hours in advance of the special meeting.

Section 4. A quorum for the transaction of business shall consist of three members of the Board (51-204).

ARTICLE V - ORDER OF BUSINESS

The order of business for regular meetings shall include, but not be limited to the following which shall be covered in the sequence shown as far as circumstances permit:

1. Call to Order
2. Approval of Minutes of Last Meeting
3. Approval of Bills
4. Communications
5. Report of Library Director
6. Report of Committees
7. Other Unfinished Business
8. New Business
9. Adjournment

ARTICLE VI - LIBRARY DIRECTOR

The director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be responsible for properly caring for the building and equipment; employment and direction of staff; the efficiency of the library's service to the public; and for the operation of the

library under financial conditions set forth in the annual budget. The director shall attend all board meetings except those at which salary is discussed.

ARTICLE VII - PARLIAMENTARY AUTHORITY

All meetings shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these by-laws or with the laws of the State of Nebraska.

ARTICLE VIII - AMENDMENTS

The By-laws may be amended at any regular meeting of this board by two-thirds of the members, provided that all members have been notified of the proposed amendment at least 30 days before said meeting.

REVISED AND APPROVED 1/15/98
REVIEWED AND APPROVED 3/8/01
REVIEWED AND APPROVED 7/10/03
REVISED AND APPROVED 2/12/07
REVISED AND APPROVED 9/07/10
REVISED AND APPROVED 8/12/13
REVISED AND APPROVED 1/14/14
REVIEWED AND APPROVED 9/11/2017

GENERAL POLICY AND PROCEDURES GOVERNING THE KIMBALL PUBLIC LIBRARY

1. THE KIMBALL PUBLIC LIBRARY BOARD REAFFIRMS ITS POLICY OF FREE LIBRARY SERVICE.

2. NEW CARDS

Policy for a new card application:

- a. An application card must be filled out.
- b. Library card applicants must be a resident of Kimball or a surrounding town (example: Bushnell, Dix, Potter, Harrisburg, NE or Pine Bluffs, WY) and must have a permanent address. Proof of residence is required (phone bill, city bill, current driver's license, landlord agreement, etc.).
- c. **For the library's purpose, a motel room is not considered a permanent address.**
- d. The applicant must supply the name and telephone number of a contact person. Preferably this person must be someone who lives in Kimball or a surrounding town, but not in the same household as the applicant. This contact person must also have a permanent address.
- e. An applicant must be at least five years of age. If an applicant is less than sixteen years of age, a parent or guardian must sign the library application card.
- f. One (1) item may be checked out initially by a patron with a new card. If the new item is returned on time and in good condition, the patron may check out more materials. **(This rule may be waived by library personnel.)**
- g. Ten (10) items per card will be the maximum allowable items to be checked out in a two-week period. **Exceptions may be made at the discretion of library personnel.**
- h. A patron without a local permanent address may obtain a temporary library card. An application card must be completed and a contact person must be given as outlined in 2d. The temporary card will require a fee of \$20 to be refunded when a regular card is issued or upon leaving the area and all materials on the account are returned. The temporary card holder will be allowed to check out one item at a time on their card. When a permanent address is supplied, they may obtain a regular library card. Temporary card holders are subject to all rules of the library. **(This rule may be waived by the library director.)**
- i. Cost of library cards
 1. The first library card is free.
 2. Replacement cards - a patron must pay \$1.00 for each replacement card thereafter.

3. PATRON RESPONSIBILITIES

- a. Library cards must be presented to check out materials. Library materials should not be checked out on a card for anyone else but the card holder. **EXCEPTION - Parents may use their card to check out materials for their children.**
- b. Each borrower is responsible for the items loaned out under their card and for any fines or penalties assessed to their card.
- c. Patrons are expected to return materials on time and in the same condition as when they were checked out. If not, fines and penalties may be assessed.

4. RESTRICTIONS

- a. The library staff reserves the right to limit the number of items on a specific subject checked out by one patron.
- b. The director has the right to limit the number of items checked out to patrons who have a poor record of returning books or already have overdue items on their check out record.
- c. Overnight check outs, for reference items, may be allowed with the permission of the library director.
- d. No person may check out or access electronically any items if they have overdue materials or unpaid fines of \$5.00 or more, or owe for damaged materials (over \$10.00). Payments can be made on the amount due.
- e. The library will not restrict the use of any card if no fines are owed and all materials are returned unless there has been a chronic problem with library materials. In this case, the restriction may be removed at the discretion of the library director.

5. CIRCULATION PERIODS

- a. Books, books on CD, magazines and pamphlets may be checked out for a period of two weeks.
- b. DVDs may be checked out for a period of three days with a maximum of two renewals. A limit of 3 DVDs (these 3 items will count towards the limit of 10 maximum allowed checkouts per card).
- c. The director has the right to limit the number of items checked out to patrons who have a poor record of returning books or already have overdue items on their check out record.
- d. Materials may be renewed for two additional periods in person or by telephone.
- e. The director may approve additional renewals.

6. FINE POLICY

- a. Fines are a penalty for keeping library materials past their loan period. The patron should not consider fines as payment for the purchase of the library materials. Payment of fines does not entitle a patron to keep the library materials.
- b. Overdue materials will be assessed a fine of five cents per day per item. No item will carry a fine for more than its replacement value.
- c. Wednesdays will be designated "FINE FREE DAY". Materials returned to the circulation desk or the book drop will not be assessed fines if the book was overdue four weeks or less. Materials that are more than four weeks overdue will be charged a fine. Existing fines are not exempt and must be paid.

7. LOST MATERIAL POLICY

- a. Materials are placed on the **LOST** status, by the director, if a patron declares to the library that the materials are lost or if repeated attempts to contact patrons regarding overdue materials fail and the materials are not recovered.
- b. When a book or materials are placed on **LOST** status, the fines stop accumulating, but a charge will be assessed for the lost material. This charge will include: the replacement cost of the item, all fines accumulated to the time the item was placed on **LOST** status.
- c. Refunds for lost books or materials paid for, but then returned, will be available. Only the replacement cost of the item will be refunded. The fines will not be refunded.
- d. Lost material carriers are \$1.50 each.

8. DAMAGED MATERIALS

- a. Normal wear and tear is the criterion used for determining whether or not charges will be assessed for damage.
- b. Damaged materials must be repaired before the material is returned to the shelf.
- c. A \$1.00 charge will be assessed for torn book jackets.
- d. Other damage will be assessed by the library director.

9. FEES FOR OTHER LIBRARY SERVICES

- a. Copy Machine
 - 20 cents per copy
 - 25 cents per two-sided copy
 - 10 cents per copy if patron supplies the paper
 - 15 cents per two-sided copy if patron supplies the paper
 - 40 cents per color copy (no discount for 2 sides)
- b. Torn book covers
 - \$1.00
- c. Transparencies
 - 50 cents per transparency
- d. Microfilm Copies
 - 20 cents per copy
- e. Computer CD's
 - \$2.00 each
- f. Interlibrary Loan transactions are \$3.00 for books or videos, upon arrival. If any other charges are made by the lending library, these charges will be passed along to the patron. **These fees may be adjusted at the discretion of the library director.
- g. Microfilm orders will be charged for the postage required to return them.
- h. Faxes

Outgoing faxes -- \$1.00 per page up to \$10.00 maximum, up to 25 pages.
More than 25 pages, go back to \$1.00 per page up to 25 pages.
Incoming faxes -- \$1.00 per page, same as above.

- i. Laminating up to 11x17
\$1.00 per laminating sheet

11. LIBRARY HOURS

- a. The library will be open for public use as follows:
 - Monday, Wednesday & Friday
10 AM – 5:30 PM
 - Tuesday & Thursday
1 PM – 7 PM
 - Saturday
10 AM – 1 PM
 - Sunday
Closed
- b. The library will be closed for all holiday closures recognized by the City of Kimball. Exceptions may be made at the discretion of the Library Board.
- c. Emergency closures due to weather or illness will be determined by the library director after consultation with the Library Board President or the City Administrator.
- d. The library will also close whenever appropriate to allow staff members to attend workshops or meetings to enhance their jobs.

REVISED AND APPROVED 9/11/03, 1/8/07, 1/14/08 , 9/07/10, 2/11/13, 9/9/13
REVISED AND APPROVED 10/10/14
REVISED AND APPROVED 11/13/17
REVIEWED, REVISED, & APPROVED 1/11/2021

ADVOCACY POLICY KIMBALL PUBLIC LIBRARY

Advocacy encompasses a wide range of activities that influence decision makers. Advocacy includes traditional activities such as litigation, lobbying, and public education. It can also include capacity building, relationship building, forming networks, and leadership development.

The Kimball Public Library Board of Trustees and the staff will advocate for all libraries through proactive efforts toward increasing public awareness of the value of libraries, becoming more involved with the community, and creating a more future-oriented library. Efforts may include public relations campaigns and interactions with City council, County Commissioner, State Legislatures and Federal Legislatures.

Advocacy can be coordinated with information and advocacy campaigns of the American Library Association, the Public Library Association, the Nebraska Library Commission, the Western Library System and many other professional library associations. Training for advocacy for staff and trustees may be provided as needed or required through these same organizations.

Examples of ways to advocate will include participating in state and national Library Legislative Days: sign and encourage the signing of the Declaration for the Right to Libraries, Press Releases as appropriate, planning informative and fun library events, speaking to organizations and groups, creating and distributing pamphlets, lobbying for funds, and talking to individuals, using Library Snapshot Day, social media.

APPROVED 8/10/15

REVIEWED AND APPROVED 2/12/18

REVIEWED AND APPROVED 2/11/19

Reviewed, Revised, and Approved 1/11/2021

AUDIO-VISUAL EQUIPMENT POLICY

A. Introduction

It is the policy of the Kimball Public Library (KPL) to provide use of certain audio/visual equipment (Audio/Visual Equipment) to the community as a public service.

The equipment has been provided with funding from various entities and a high standard of maintenance is in place to prolong the life of the equipment and minimize replacement expenditures.

The Audio/Visual Equipment that may be used inside the library only includes a DVD/VHS player, a rolling Audio/Visual cart, a wall projection screen and an overhead projector. Equipment that may be checked out of the library are the Digital Projector, the slide projector and portable screens. The Audio/Visual Equipment is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

The Digital Projector is a special item with special guidelines. (Refer to section C)

B. Eligibility for Use

1. When the Audio/Visual Equipment is used in the library meeting rooms all restrictions on use of the meeting room also apply. (See Meeting Room Policy)
2. Organizations must provide one person to be responsible for the use of the Audio/Visual Equipment. This person must meet with the knowledgeable staff prior to use for instructions on how to set up, operate and safely stow the Audio/Visual Equipment. Responsible parties will sign a statement that they have received training and/or understand how to operate the equipment. If the party does not have their own laptop computer, a laptop may be borrowed.
3. The Library, at its discretion, may deny any "Application for Use of Equipment." Reasons for denial may include a previous infraction, misuse of equipment, usage which does not comply with Federal or State Laws.
4. In scheduling use of the Audio/Visual Equipment, priority is given to programs administered or sponsored by and organizations directly affiliated with KPL. In addition, permission may be granted for the following uses, in order of priority and based upon availability:
 - City departments, agencies or commissions.
 - Neighborhood and community organizations based in Kimball.
 - Other non-profit public and/or social service organizations.
5. All Audio/Visual Equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the library director.

6. All equipment, *except the Digital Projector and overhead projector*, that will be used outside of the library requires a \$10 deposit and \$2.00 per day fee, excluding days the library is closed. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff. An additional fine of \$2.00 per day will be applied for equipment returned after the agreed upon time.
7. No fee will be charged for use of Audio/Visual equipment used inside the library.
8. Persons borrowing equipment must be at least 19 years of age and be a cardholder in good standing.

C. Use of Digital Projector or Overhead

1. Groups which have reserved KPL's meeting rooms may use the library's Digital Projector at no cost. The designated Digital Projector may also be rented for use outside the library.
2. The Digital Projector may also be rented for use outside the library. There will be a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded when staff determines that all pieces have been returned and the equipment is not damaged.
3. As with all library equipment, the person reserving and using the equipment must be at least 19 years old, a KPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
4. The Digital Projector will be reserved on a first come first served basis. It may be borrowed for a period of only 24 hours unless special arrangements have been made through the Library Director.
5. Individuals using the Digital Projector outside the library must provide their own laptop or desktop computer. (**Not all computers are compatible with the Digital Projector**).
6. Individuals using the Digital Projector must know how to use the equipment. If they do not know, they will be required to make an appointment with staff prior to the day of use for minimal training. It is also advisable for presenters to arrive early to check their equipment and the set-up before their presentation begins.
7. Digital Projector or Overhead users are responsible for repair or replacement costs of any projector component beyond normal wear.

WRITTEN AND APPROVED 11/11/2019 (Note: moved from General Policies and Procedures)
REVIEWED, REVISED, AND APPROVED 12/14/2020

COLLECTION DEVELOPMENT POLICY KIMBALL PUBLIC LIBRARY

PURPOSE

This collection Development Policy governs the selection and maintenance of the Kimball Public Library's collection of materials. Because of the volume of publishing as well as the limitations of budget and space, this policy is used by the library staff in the selection of materials and also serves to acquaint city government officials and the general public with the principles of selection. Suggestions that serve to clarify or strengthen these policies are always welcome.

The Board of Trustees of the Kimball Public Library subscribes in principle to the statements of the policy on library philosophy as expressed in the *Library Bill of Rights* and the *Freedom to Read Statement* adopted by the American Library Association, copies of which are appended and made a part of this policy.

OBJECTIVES

The Kimball Public Library strives to satisfy the diverse needs and interests of the citizens of Kimball and the broader Panhandle area through the selection, acquisition, organization and preservation of library materials in a variety of media. The library is directed in this process by the following objective:

- ❖ To facilitate continuing education, both formal and informal.
- ❖ To encourage informal self-education.
- ❖ To help people know more about themselves and their world.
- ❖ To meet the basic informational needs of the area served.
- ❖ To encourage the development of reading skills.
- ❖ To give access to a variety of opinions on matters of current interest and contemporary problems.
- ❖ To stimulate thoughtful participation in the life of the family, the community, the country and the world.
- ❖ To support the democratic process by providing materials for the education and enlightenment of the community.
- ❖ To nourish intellectual, aesthetic, creative and spiritual growth.
- ❖ To promote the use of books and other library materials for recreation and enjoyment.

RESPONSIBILITIES FOR SELECTION

The ultimate responsibility for selection of materials, as with all library activities, rests with the Library Director who operates within the framework of policies determined by the Kimball Public Library Board of Trustees.

Other members of the professional staff share initial selection of books and other materials. Suggestions from other staff members and the public are always welcomed and given serious consideration. Because the Library Director must be able to answer to the Library Board

and the general public for materials added to the collection, she/he has the authority to reject or select any item contrary to staff recommendations or suggestion from the public.

Responsibility for the reading of children and adolescents' rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of contents. No book or other item is sequestered, except for the purpose of protecting it from damage or theft. Selection of materials for the adult collection is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate.

SELECTION CRITERIA

A policy, however high its standards, cannot replace the judgment of the librarians, but provides goals and guidelines that will assist them in choosing from the vast array of available materials. The librarian utilizes professional judgment and expertise, based on an understanding of community needs and the knowledge of authors and publishers, in the process of selecting materials, and is aided by reviews found in professional, literary, specialized and general periodicals in addition to the standard lists of basic works. At times, the library staff may consult subject area specialists.

Materials will be judged on the basis of content and style of the work as a whole, not by selected or random passages or scenes. All acquisitions whether purchased or donated are considered in terms of the standards listed below. An item need not meet all of the criteria in order to be acceptable.

Critical influencing selection of an item include factual accuracy; effective expression; current usefulness; significance of subject; interest; permanent value; relevance to the existing collection; reputation and/or authority of author; editor or illustrator; style; reputation of publisher; format and ease of use; scarcity of information in a subject area; availability of material in other area libraries; price and availability; attention of critics, reviewers, media and public.

Demand is a valid factor in book selection. Materials selected because of demand are generally of popular interest or of significant current interest, not always of enduring value. Best sellers are evaluated on their individual merits as well as demand.

The following are generally recognized **selection aids** used by the staff at the library, but selection will not be limited to these:

| | |
|-------------------------------|---------------------------|
| <i>Booklist</i> | <i>Good Reads</i> |
| <i>Library Journal</i> | <i>Publishers Weekly</i> |
| <i>Public Library Catalog</i> | <i>Fiction Catalog</i> |
| <i>School Library Journal</i> | <i>Children's Catalog</i> |

Publishers' catalogs and bibliographies prepared by various libraries and subject authorities may also consulted.

MATERIALS

Adult Books

Adults will be served by materials relevant to their day-to-day needs, interests and activities. The aim of the library is to provide the mature, adult public with materials needed for general reading, reference and recreation. All backgrounds, abilities and levels of education in the adult community served by the library will be taken into consideration.

In selecting fiction, the library sets no arbitrary single standard of literary quality. An attempt will be made to satisfy a public varying greatly in education, interests, tastes and reading skills.

Children's Books

The library supports a separate collection of books and other materials to meet the interests, needs, and reading abilities of children from preschool into middle school.

Children's books reflect the wide diversity of our times. Parents and/or legal guardians who wish to limit or restrict the reading of their own children should personally oversee their selections. The library believes that individuals may reject for themselves or their children, books which they find unsuitable; however, the library cannot exercise that restriction on others.

Information on an adult level pertaining to children's literature, juvenile library materials and library service to children will be included in the collection as will reference materials developed for children.

Physically, the collections in the children's room of the library are to be fresh, lively and attractive.

Young Adult Books

The library supports a collection for young adult grades 7-12 as a transition between children's reading and the adult collections. This collection is primarily recreation in scope and includes both hardback and paperbound books that reflect the emotional needs of adolescents and the wide diversity of our times. Parents and/or guardians who wish to limit or restrict the reading of their own young adults should personally oversee their selections.

No separate reference collection is maintained, and young adults are expected to use the adult reference and informational services.

Reference Books

The reference collection is a non-circulating collection of materials acquired to provide ready access to factual information to satisfy the general requests and more frequently expressed information needs of the community.

Some reference titles will be replaced every year; others can be used for two or three years without having a negative effect on the quality of reference/information service given. The Library Director will make replacement decisions based on available funding.

The purchase of expensive reference sets, trade directories and financial services is determined by budget limitations.

Questions which fall beyond the limits of the reference collection or the general circulation collections will be referred to other libraries through Interlibrary Loan.

Large Print Books

The library maintains a limited collection of general interest books in large print for individuals with visual impairments and others who prefer the larger type. The library assists individuals who are unable to read conventional print material because of visual or physical handicaps to obtain talking books, tapes and Braille material for the Nebraska Talking Book and Braille Service, administered by the Nebraska Library Commission.

Professional Collection

Materials relating to library science are selected primarily for the professional development of the staff and for program and service ideas. These materials are cataloged and made available for public use.

Area History

The library has a collection of books and other materials (diaries, photographs, oral histories, publications of local agencies and organizations) relating to the history of the surrounding area and the state of Nebraska. Most of these titles are long out-of-print and are collectors' items. The library policy is to keep these historical books and documents stored in the Cultural Room. The use of these materials is restricted to in-library use unless circulating permission is granted by the Library Director for special research projects. The Cultural Room is locked unless it is being used for a meeting. Entrance into the Cultural Room must be approved by the library staff.

Genealogy

The Plains Genealogical Society also maintains their collection in the Cultural room. The materials are for use by the genealogy members in accordance with their rules. If a member of the general public would like access to this material, a member of the Plains Genealogical Society or an informed library staff person designated by the Society must be present to assist.

Newspapers

Newspapers are selected to provide current local information and to satisfy casual interest in current events.

The library maintains current files and microfilmed back files of the local newspaper. Other newspaper subscriptions will be added as funds permit.

Magazines

Periodicals are selected to supplement the book collection, provide recreational reading, aid in book selection and furnish professional reading for the staff. Periodicals selected are those,

which are considered authoritative and objective, indexed in standard periodical indexes, of local interest or frequently in demand.

Other Print Materials

Selection of material for the **pamphlet file** is based on its value as supplementary material to the book collection, especially that which contains information too current to be found in books. This file should be weeded regularly to eliminate out-of-date materials except for pamphlets of historical interest to the community or surrounding area.

Audio-Visual Materials

The library maintains a limited collection of DVDs and audio books.

Adult audio books and juvenile audio books are purchased following the same criteria for books and generally duplicate titles in regular print.

Video titles are for home use circulation unless public performance rights are issued free-of-charge with the purchase of the video. Major emphasis will be how-to videos, children's entertainment, documentaries, and classic or award winning feature films.

Cost is a major factor in selection of DVDs and audio books.

Book Format

Most books selected for the library, especially those considered to be of lasting value, are purchased in **hardback**.

Books of ephemeral interest, mainly for recreational reading, are obtained in **paperback**. Donations are welcomed. Some titles, of lasting worth to the collection, may be available in paperback only. These titles will be cataloged and shelved in the circulation collection.

GIFTS AND MEMORIALS

Donations of books or other library material, or donations of money for the purchase of library materials are welcomed. The library, however, accepts gift materials with the explicit understanding that those, which are useful to the library collection, will be retained, and other items disposed of through the Friends of the Kimball Library.

Suggestions of specific titles or subjects are welcomed when memorial donations are given, but the final decision, based on the library collection, rests with the library.

The library reserves the right to integrate gifts into the general collections as they cannot be given special housing, but an appropriate book plate will be placed in each gift if requested by the donor.

The library will not accept, for deposit, materials which are not outright gifts. The exception is exhibits of special collections which, upon approval of the Library Director, may be set up by the owner for a limited time and at the owner's risk.

The library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge the receipt of gifts in writing if requested by the donor. The acceptance of gift materials appraised by a third and disinterested party does not in any way imply an endorsement of the appraisal by the library.

MAINTAINING THE COLLECTION

Duplication

Inherent in the selection process is the problem of evaluating the demand and need for purchase of materials. Additional copies of a book in heavy demand should be purchased.

Replacement

A replacement is an item purchased to take the place of an identical title previously in the collection. The library does not replace automatically all materials withdrawn because of loss, damage or wear. Need for replacement is judged by two factors: existence of adequate coverage of the subject, especially if more current information is available, or demand for the specific title.

Weeding

The library maintains an active policy of withdrawal based on the elimination of outdated material, books no longer of interest or in demand, duplicates and worn or mutilated copies. Frequency of circulation, community interest and the availability of newer and more valid materials are of prime consideration. Fiction titles, once popular but no longer in demand, are discarded as are non-fiction titles purchased to meet demands no longer existing. The library will retain local history, writings by local and select Nebraska authors and books with local settings regardless of circulation patterns. Classics novels will also be retained for historical purposes.

In line with guidelines established for accreditation by Nebraska libraries, it is expected that 3 % of the collection will be weeded annually when averaged over a three-year period of time.

Materials discarded from the collection are turned over to the Friends of the Kimball Library for disposal through book sales.

COOPERATION WITH OTHER LIBRARIES

The Board of Trustees recognizes that no single library can meet all demands in its community. Libraries working together can more fully meet the full needs of users. The board encourages active participation in the Western Library System and other library agencies in order to strengthen the services and resources of the Kimball Public Library.

Expanding techniques of interlibrary loan on a local, state and federal level will be utilized to improve service to library patrons. In addition, in order to avoid unnecessary duplication of expensive materials, one factor in the selection will be consideration of the kinds of materials available to the public through the local community colleges, Regional West Medical Center Library and Chadron State College.

Although school and academic libraries in the area have primary responsibility for providing curriculum-related materials, the Kimball Public Library accepts responsibility for serving students with supplementary reading and reference materials. The library does not accept responsibility for providing copies of specific titles or materials in subject areas to meet the demands of a total class or academic course.

RECONSIDERATION OF MATERIALS

Although library materials are carefully selected, the Kimball Public Library recognizes that differences of opinion, regarding suitable materials, may arise.

Library materials will not be marked or identified to show approval or disapproval of their contents, and library materials will not be sequestered except to protect them from injury or theft. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that books may come into the possession of children.

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access to the public to all points of view; however, the addition of an item to the collection in no way represents endorsement by the library of any theory, ideas or policy contained in it. In the collection of the library all sides of controversial issues will be represented as far as space, budget and availability of materials allow. The race, religion, nationality or political views of the author, the frankness or coarseness of language, the controversial content of the item or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about the interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by

patrons, and patrons not finding desired materials in the collection may request that the library purchase said material by filling out a “Request for a book” form. These requests will be subject to the same criteria as all other material added or deleted from the collection.

The Library Board and staff recognize the right of individuals to question materials in the library collection. An individual questioning materials in the library collection is free to ask members of the library staff concerning such material. If staff cannot resolve a patron’s concerns, the patron will be referred to the Library Director. The Library Director will provide the individual with a copy of the Library Board’s Collection Development Policy, including the Reconsideration of Materials Policy. If a resolution of the issues is not possible, the following steps will be taken:

1. The patron requesting reconsideration of materials will be asked to put his/her request in writing by completing and signing the “Request for Reconsideration of Materials” provided by the library. (see attached)
2. After the form is fully completed, signed, and returned to the Library Director, the statement and material in question will be reviewed by a committee of the Director and professional staff. The review committee will determine if the materials under consideration meet the criteria of the library’s collection development policy. Available review literature on the material may also be consulted.
3. The Library Director will communicate in writing the review committee’s decision within fifteen working days of receipt of the completed and signed Request for Reconsideration.
4. The materials in question will remain on the library’s shelves until a decision is reached.
5. If the complainant is not satisfied with the review committee’s decision, he/she may request a hearing before the Library Board within ten working days of notification of the decision. The request must be in writing.
6. The Library Board shall be notified that a request for a hearing regarding reconsideration of materials has been filed.
7. A hearing will be scheduled at the next possible Library Board meeting, and the complainant shall be notified in writing of the day and time of the meeting as well as the “open meeting” laws of the state of Nebraska.
8. The Library Director shall provide each Library Board member with a packet of materials including the original complaint, the review committee recommendations and any review materials that were consulted.
9. Following the hearing and after reviewing all pertinent information, the Library Board will reach a decision by the next regularly scheduled Library Board meeting.
10. The Library Board’s written decision will be sent to the complainant, the Library Director, and other members of the review committee.
11. If the challenged material is retained, it may not be challenged again for another three years.
12. The Library Director shall remove, limit, or retain the material as recommended by the Library Board.
13. The decision of the Library Board will be final.

REVIEW OF THIS POLICY

This Collection Development Policy should be reviewed annually to insure that changes in goals and objectives, needs of users and potential users, priorities, new technologies, requirements and budgetary considerations are confronted and reflected in it

APPROVED 5/13/04

REVIEWED, REVISED & APPROVED 06/11/07, 9/07/10

REVIEWED, REVISED & APPROVED 8/10/15

REVIEWED, REVISED & APPROVED 2/12/18

REVIEWED, REVISED, & APPROVED 1/11/2021

Communications & Media Policy

It is the policy of the Kimball Public Library (KPL) to provide accurate information to the public (including and via the media), on its policies, procedures, services and programs and to ensure that the best possible image of the library is presented to the public.

The Library will respond in a timely, accurate and appropriate manner to all legitimate requests for information from the media or any other external organization, association or individual. All such requests should be referred to the Director

Goals

- Increase public support, awareness, and use of the Library
- Increase visibility for library services & programs (PR)
- Increase the value of services to residents so they want to use them and support them (marketing)

Scope & Emphasis

This policy shall cover the internal and external marketing and public relations activities and media relations of the library including library signage. How we communicate information has an impact on how the library is perceived and what message is received. Staff, and trustees and friends should always bear in mind that communication is two-way, and the message we send may not be the message that is received.

Identity and Usage

It is important that communication refer to the Library in a consistent manner. The name of the library is Kimball Public Library. There are no branches, but some Little Free Libraries may be sponsored by the Kimball Public Library.

Logo

Kimball Public Library adopted a new logo in 2012; the logo was designed by Jan Sears and approved by the Kimball Public Library Board of Trustees. While the logo is appropriate to use on publicity, its use is not mandatory.

Authority and Responsibility

The Library Director is ultimately responsible for the library communications activity. However, all staff, as well as friends and trustees can have a positive impact on the success of library publicity and image. Members of the staff are permitted to speak about the library on behalf of the library to members of the media, but must limit themselves to areas of their expertise. They should also bear in mind their obligation to present the library in the best possible light. Interviews with staff members are permitted as long as the supervisor is informed and it does not interfere with library duties.

All material written is prepared by library staff shall be reviewed for appropriateness, accuracy, completeness and eye-appeal by the library director, assistant director, or administrative assistant before being released to the public or media. This includes printed material such as flyers, bookmarks, newspaper articles and press releases, PSAs for radio or television, and the library's web presence, such as the official webpage or social media presence (Facebook, blogs, or other social media entities.)

Library staff shall make a clear distinction between professional and personal use of social media. Because of the immediacy of the media, less administrative oversight and editing are exercised; so staff is also warned to have their posts reviewed for accuracy, both grammatical and informative.

Appropriate Media & Distribution

KPL will not limit the media or formats used to publicize and market itself. The most appropriate media shall be chosen for each purpose or event. Print options can include newspapers, magazines, posters, flyers, bookmarks, etc. Other media can include radio, television, and the internet.

The most common channels of communication announcing upcoming library programs will likely be the local media outlets, such newspaper and radio, the KPL webpage and social media sites, and print flyers and bookmarks. For teens or younger adult population, the Teen Advisory Board's Facebook page should definitely be used. Other social media venues should be approved by the Teens and the KPL Board of Trustees. The intended audience and intent will drive the media and distribution.

Distribution

KPL will typically distribute information or materials only for its own programs and purposes and those of its partners' allied programs. Examples of partner's programs might include the adult education and GED programs, and other programs where the library typically has a presence.

Photography & Filming

Members of the media are expected to inform the library administration before any filming in the building. Although the library is a public place, the public has the expectation of a certain degree of anonymity and privacy. The public shall also be informed if the media will be filming or recording an event.

Library staff should also inform the public if they are taking photographs or recording in another media. When photographing individuals or small groups, staff shall ask for permission. A media release form must be signed by the identifiable persons in the photograph. (Facebook, YouTube, etc.)

Signage

Staff should take care not to clutter the library with signs. All signs shall be typeset, not handwritten, except in an emergency.

Social Media

KPL uses social media as a way to inform and engage the public in discussions of books, materials, services and programs. *See the Social Media Policy.*

APPROVED 5/14/18

REVIEWED, REVISED, APPROVED 1/11/2021

**POLICY AND PROCEDURES FOR
CONFIDENTIALITY OF RECORDS/USA PATRIOT ACT
KIMBALL PUBLIC LIBRARY**

Confidentiality of library records is a basic principle of librarianship. This principle is reflected in Article III of the *Code of Ethics*, which states that “librarians must protect each library user’s right to privacy and confidentially with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.”

Nebraska law on confidentiality of library records is found in the REVISED NEBRASKA STATUTES, Chapter 84, Article 7, Section 84-712.05.

According to this statute, confidential records are records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library’s materials or services.

Library records are *foremost used for* the sole purpose of maintaining and conserving public property and are not to be used for identifying the titles or kinds of material or equipment used by individual library patrons. *Consent of obtaining the information is provided by the patron at the time of registration. In the event of a minor, consent is obtained from the appropriate guardian or parent. Any individual may choose not to allow the collection of information, but it may hinder the ability to use library services.*

Records are also used for the purpose of non-identifying statistical purposes; informing individuals about outstanding library materials, fines, or fees; program registration; room or equipment rentals; alerts to special programs or services; electronic communications; and electronic newsletters.

Confidential library records *will* not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court or competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records.

The following items should be considered when maintaining a patron’s confidentiality:

- *The information on the patron’s application card is confidential. Information from this card cannot be given to other people.
- *Information about current or past checkouts is confidential and will only be given to law enforcement with the proper legal papers.
- *The staff will be sensitive and discreet to patrons with respect to their requests for materials and will conduct conversations in a manner that maintains confidentiality.
- *The staff will not comment on what materials patrons are using or checking out.
- *Telephone messages *will inform the patron* that a reserve or Interlibrary Loan books is ready for them, but not the title.
- *Library staff *will* not talk about library patron’s requests or use of materials outside of the library environment.
- **No identification numbers or “cookies” are kept in the library’s electronic browser database.*

The USA PATRIOT ACT, passed by Congress in 2001, expanded the powers of federal law enforcement agencies investigating cases involving foreign intelligence and international terrorism.

If a law enforcement *request* confidential records of the library the following steps should be taken:

*The staff should immediately ask for identification from the official and then refer the official to the Library Director or designated officer of the institution (Assistant Library Director, then the President of the Library Board), if the Director is not available.

*The Director or designated officer should meet with the official, with library counsel present. The Director or designated officer can seek legal advice concerning the court order and request that the library's legal counsel be present during the actual search provided by the court order.

*If the official does not have a court order compelling the production of records, the Director or officer should explain the library's confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.

*Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the official. If the official persists, or makes an appeal to patriotism, the Director or officer should explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms, and state law.

*If the official presents a court order, the Library Director or officer should immediately refer the court order to the library's legal counsel for review.

DIFFERENT COURT ORDERS

Subpoenas - Subpoenas allow a party a period of time to respond to and contest the court's order. Contact counsel to examine the subpoena for any legal defect, including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.

Search Warrants – A search warrant is executable immediately, unlike a subpoena. The official may begin a search of library records as soon as the library director or officer is served with the court's order.

*Ask to have library counsel present before the search begins in order to allow library counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant.

*Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned.

Search Warrant issued under the Foreign Intelligence Surveillance Act – The recommendations for a regular search warrant still apply. However, a search warrant issued by the **FISA** court also contains a "gag order". That means that no person or institution served with

the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.

*The library and its staff must comply with this order. No information can be disclosed to any other party; including the patron whose records are the subject of the search.

*The library can still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant.

*If the library does not have legal counsel, contact the Freedom to Read Foundation's legal counsel, Jenner & Block. Call the Office for Intellectual Freedom (1-800-545-2433, ext. 4223) and inform the staff that you need legal advice. You should not inform OIF staff of the existence of the warrant, only the attorney you speak to.

Reviewed and Approved 2/9/06

REVIEWED AND APPROVED 10/25/10, 11/10/14

REVIEWED AND APPROVED 11/13/17

Reviewed and Approved 12/14/2020

EXHIBIT AND DISPLAY POLICY AND PROCEDURES KIMBALL PUBLIC LIBRARY

As a community resource for intellectual and cultural purposes, the Kimball Public Library devotes available space for the purposes of:

- featuring library materials and programs;
- providing information about community groups;
- exhibiting works of individual artists, craftspeople, and collectors.

Exhibits and displays are a means through which the public can share experiences, appreciate special interests, and exchange information. Areas available to the public for displays and exhibits are the glass exhibit cases, table and shelves, and the meeting room.

There is no charge for the use of the display facilities. Permission allowing a group to use the facilities does not in any way constitute or imply endorsement of its beliefs, policies, or programs by any Library official or by the Board of Library Trustees.

Organizations or individuals that violate the terms of the Library's display and exhibit guidelines may be refused future use of the facility.

Space is made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting its use. Displays may not conflict with regular library services and programs and they must conform to the policies and procedural guidelines outlined below.

- A. In general, the Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit the Library.
- B. Exhibits are accepted at the discretion of the Library Director. The Library has the right to review the materials before the exhibit is installed. The Library does not accept displays that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept materials for an exhibit may be appealed to the Board of Library Trustees.
- C. All exhibits and displays must adhere to the following guidelines:
 1. Exhibit space must be reserved in advance.
 2. Displays are generally placed for a period of up to four weeks.
 3. Every effort is made to assure the safety of displayed materials, but the Library will assume no responsibility for the security of items on display.
 4. The exhibitor must sign an agreement to
 - a. Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the Library

- b. Assume responsibility for installing and labeling the exhibit on the agreed installation date
- c. Remove the exhibit promptly on the agreed dismantling date, and
- d. Give the Library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.

5. Exhibit materials may be discarded, if not claimed within 30 days.

6. A notice, stating the following, may be posted with each exhibit:

The material within this exhibit is the presentation of *[the individual or organization responsible for the exhibit]*. The Library does not advocate or endorse the viewpoint of any exhibit or exhibitor.

Kimball Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Kimball Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

I agree to remove the exhibit promptly on the agreed dismantling date, and give the Library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.

Exhibition to be held in the _____

During _____

Description of materials loaned

Signature _____ *Date* _____

Address _____ *Telephone* _____

APPROVED BY THE BOARD 6/8/15
REVIEWED AND APPROVED 1/8/18
Reviewed and Approved 12/14/2020

KIMBALL PUBLIC LIBRARY FINANCE POLICY/PROCEDURES

POLICY

The goal of the Kimball Public Library is to provide a budget that will cover the cost of existing services and the cost of moving the library forward toward pre-determined goals and objectives. Quality library service begins with an adequate budget. Under the City of Kimball Municipal Code 3-601, **FUNDING**: “The Library Board shall administer the City Library under the supervision and control of the Mayor and City Council. The Library Fund shall at all times be in the custody of the City Treasurer.”

PROCEDURES

Trustees Should:

1. Develop the budget with the Library Director.
2. Aide the Library Director in presenting the budget for final approval to the governing body.
3. Supervise the actual expenditures during the budget year.
4. Review monthly financial report to include:
 - a. current expenditures
 - b. year-to-date figures
 - c. total budget
 - d. balance of budget
 - e. explanation of major changes
5. Know the library’s financial base and background.
6. Know the governmental units allocating the local appropriation.
7. Know the local government’s entire sources of tax monies and the library’s fair share of those tax monies.
8. Know what grants are available from state and federal government.
9. Understand the financial needs of library operation and plan for funds needed for growth and expansion in the future.
10. Understand the basics of legal regulations and reporting required for library funding.
11. Investigate other possible sources of funding support (e.g. bond issues, endowments, trusts, memorials, dedicated tax revenue, gifts, foundation grants, donations, fines and fees).

Library Director Should:

1. Help develop the budget with the Library Board.
2. Present the budget with the aid of trustees for final approval to the governing body.
3. Be responsible for keeping the trustees informed of budget implementation.
4. Be responsible for the day-to-day financial operations of the library.

Authority to Spend:

As stated above, the Library Director has the responsibility for the day-to-day financial operations of the library. The only exceptions are:

1. Expenditures from donations to the library that are put into the library's general fund, must be approved by the Library Board.
2. Expenditures of more than \$1000.00 from Capital Expenditures must be approved by the Library Board.

Money Collected:

Any money collected by the Library shall be turned over monthly by the Librarian to the City Treasurer along with a report of the sources of the revenue.

Approved 8/23/06,

REVIEWED, REVISED AND APPROVED 10/25/10, 11/10/14

REVIEWED, REVISED AND APPROVED 1/8/2018

REVIEWED & APPROVED 1/11/2021

KIMBALL PUBLIC LIBRARY GIFT POLICY

1. The Kimball Public Library accepts gifts of books, pamphlets, periodicals, books on CD, DVDs, art reproductions and other materials with the understanding that they will be added to the collection only when needed. The same principles of selection applied to purchases of materials are applied to gifts. Materials that cannot be used in the library collection will be given to the Friends of the Library for their book sale.
2. All gifts given to the Library become the possession of the institution and may be disposed of when no longer needed.
3. Cash gifts that are designated to the Friends of the Library will be given to the Friends. Cash gifts that are designated to the Kimball Public Library will be deposited into accounts at the discretion of the Kimball Public Library Board of Trustees.
4. Administration or use of non-cash gifts will be at the discretion of the Kimball Public Library Board of Trustees.

NOTE: Levels of donation & assigned colors:

| | |
|--------------------------|--------|
| \$500.00 - \$1,000.00 | Black |
| \$1,001.00 – \$5,000.00 | Copper |
| \$5,001.00 - \$10,000.00 | Silver |
| \$10,001.00 and above | Gold |

Revised and Approved 9/20/05, 10/15/07, 2/11/13
REVIEWED, REVISED AND APPROVED 9/09/13
REVIEWED AND APPROVED 1/08/2018
REVIEWED AND APPROVED 12/14/2020

INTERNET ACCESS POLICY KIMBALL PUBLIC LIBRARY

The Kimball Library provides access to data and information outside the library by offering Internet services to library patrons. The use of Internet access at the Kimball Public Library is a privilege, not a right. The Library's goal is to provide this information while keeping our users safe. **Abuse of these rules will result in loss of Internet privileges. Parents or guardians of children under 16 are ultimately responsible for what their children view over the Internet.**

FOR YOUR SAFETY AND INFORMATION PLEASE NOTE:

1. **There is CIPA approved filtering software on all devices that access the internet through the library.**
2. **All children under 16 years of age must *have parents* complete the Parental Agreement for the Use of the Internet form.**
3. **Children 9 years of age or younger, must have a parent or adult accompany them when they are using the Internet.**
4. **Use of personal software is not allowed.**
5. **Unacceptable use of the Internet maybe prosecuted under Nebraska State Statute 28-807. Unacceptable use of the Internet includes, but is not limited to:**
 - Threatening or obscene material *including nudity or graphic violence*
 - Transmission of copyright material
 - Material protected as a trade secret
 - Commercial activities, *such as ebay*
 - Product advertising or political lobbying
 - Unlawful acts: Pornography, hacking, software licensing abuse, or violation of any local, State or Federal Laws
 - Attempts to damage library equipment or software, including deliberate propagation of computer worms or viruses
 - Treason or libel materials
6. **Internet usage may be restricted or denied, at the discretion of the library staff, to patrons who have overdue books or fines on their account.**

PARENT NOTES:

If a parent wishes his/her child to use the Internet at the Kimball Public Library, the parent must visit the library and read the Kimball Public Library Internet Access Policy and sign the “Parental Agreement for the Use of the Internet” form available at the Circulation Desk. These forms will be kept on file at the library. Each time the child asks to use the Internet, his registration information will be reviewed to verify the parent’s consent.

Parents or guardians who have granted their children use of the library’s access to the Internet are responsible for the Internet information selected and/or accessed by their children.

UNACCEPTABLE USE

The librarian on duty will determine unacceptable use of the Internet. If the unacceptable use is a use specifically designated in the policy, the librarian on duty may immediately terminate use of the Internet. If the unacceptable use is not specifically designated in the policy, use of the Internet may be terminated after one verbal warning. If the user believes that the activity was not an unacceptable use, the user may request the Library Board to make a determination if the activity was or was not unacceptable. However, pending the determination by the Library Board, the activity will be considered unacceptable use.

DISCLAIMER

The Kimball Public Library makes no warranties of any kind, whether expressed or implied, for the Internet service. The library will not be responsible for damages suffered as the result of the loss of data. Use of any information obtained via the Internet is at the user’s risk. The library specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Reviewed & Approved 8/11/05

Reviewed, Revised & Approved 8/23/06, 07/09/07 & 09/14/09, 9/07/10, 9/9/13

REVIEWED, REVISED AND APPROVED 11/10/14

REVIEWED, REVISED AND APPROVED 1/08/18

REDVIEWED, REVISED, AND APPROVED 1/11/2021

KIMBALL PUBLIC LIBRARY GUIDELINES FOR USING THE PUBLIC ACCESS COMPUTERS

We are happy to provide computers for the public to use, however there are some key points you, the user, need to remember:

- **Use of the computers is a privilege, not a right.**
- **Due to the public setting, privacy is not guaranteed.**
- **The computers are first come, first served.** If you know you need a computer at a specific time, call ahead and reserve a time.
- **Children 9 years of age or younger, must have a parent or adult accompany them when they are using the Internet.**
- **Patrons are guaranteed 1/2 hour of computer time.** Longer time will be given if the computers are not needed by other patrons. **If more time is needed for a special project, please make arrangements with the staff.** Unless necessary, patrons will only be allowed access 2 times per day.
- **No more than 2 people on one computer.**
- **Educational activities have priority over playing games.**
- **Adults on the computer must continue to supervise children while they are in the library.**
- **Please refrain from making and receiving phone calls at the computers.**
- **Parents or guardians are responsible for allowing or restricting their children to on-line material.**
- ***Parents, if you want to insure your children are not accessing inappropriate sites, you should sit with your children while they use the Internet.***
- **Computer users may not use the Library name or address to open any accounts.**
- **Computer users may not use personal software.**

- **Public Computers will not be available for watching movies or TV shows due to time constraints.**
- **If you need help with basic word processing, make an appointment.** If you choose to do word processing without trained staff on duty, there will be **no help available.**
- **It is not the duty of the library staff to teach basic computer skills.** Library staff will assist people with the basics of accessing and searching on the Internet.
- **There is no charge for use of computers, however printouts are **20 cents each.** You must pay for all printouts you make. If you are unsure of how to use the printer, ask for help.**
- **The library computers do not allow you to save onto the hard drive.** You will have to save to a CD or a flash drive. We have CDs for sale at the front desk.
- **NOTE: Librarians generally do not censor Internet access, but have the right to monitor use of the Internet to insure compliance with the library policies.**

THANK YOU - KIMBALL PUBLIC LIBRARY BOARD OF TRUSTEES AND STAFF

Reviewed & Approved 8/11/05

Reviewed, Revised & Approved 07/09/07, 08/14/2010, 9/07/2010, 12/08/14

REVIEWED AND APPROVED 1/08/2018

Reviewed, revised, and approved 11/09/2020

KIMBALL AREA HISTORY ARCHIVES POLICY

KIMBALL PUBLIC LIBRARY

HISTORY

Beginning in 1969, several entities and volunteers have worked extensively to collect, index, archive and make available materials to researchers. The collection began when the Friends of the Kimball Library collected history and organized the files. The Kimball Area History Committee consisted of members of the Friends and the Plains Historical Museum Board. The collection belongs to and is archived at The Kimball Public Library.

The Kimball Public Library recognizes the need to preserve the history of the surrounding area and its people, including the City of Kimball and Kimball County. The library holds these materials in trust for future generations, and therefore, for preservation reasons, materials can only be used in the library.

VISION STATEMENT

Collects and preserves our community's memories for future generations of researchers.

MISSION STATEMENT

The mission of the Kimball Area History Archive is to collect, preserve, describe and make available to researchers the materials that document the life and the history of Kimball County, and the surrounding area.

COLLECTING POLICY

SCOPE OF THE COLLECTION

One of the functions of librarians is to select and to withdraw library materials, and to advise on their use. Librarians are qualified through training and expertise and must of necessity work with guidance from knowledgeable members of the community and work within the limitations of space and budget. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the Kimball Public Library welcomes advice and suggestions from knowledgeable patrons, trustees and authorities in various fields.

Materials include obituaries, family and personal histories, ethnic groups, industry, business, geography, natural history, and materials that document local populations and communities of interest.

These collections consist of printed books, newspapers, periodicals, pamphlets, maps, manuscripts, photographs, portraits, regalia, prints, micro formats, electronic databases and other special forms of publication and are henceforth referred to as "materials."

Original Guidelines used by the original committee to establish the current collection will be used to increase the holdings of the Library. The Original Guidelines were compiled by the Friends of the Kimball Library and are in the green three-drawer files (drawer is labeled).

Duplicate copies of items in the Kimball Area History Archives may be available in the circulating or reference collections depending on the material, the condition of the materials and the needs of the library users.

CONTENT OF COLLECTION

The Kimball Area History Archive contains materials relating to the people and history of Kimball and its surrounding communities. The collection consists of, but is not limited to: books, pamphlets, microfilm, photographs, audio recordings, maps, yearbooks, newspapers, city directories, and other relevant ephemera. Some materials are placed in the Local History Archive because they are unique, costly to replace, or are irreplaceable.

The Kimball Public Library will collect the following materials in any format (with exception of 8 track tapes, floppy disks, and other obsolete media):

- Materials that document local populations (families and individuals), ethnic groups and communities of interest.
- Materials that document the history of the greater Kimball community, its people, neighborhoods, businesses and social organizations, from the earliest possible time period.
- Materials that document natural history, geography, cartography and geology of Kimball, Kimball County, and the surrounding communities, and the state, if important to local information.
- Except for natural history, the Kimball Area History Archive does not seek to document the history & heritage of any other area.
- Kimball Area History does not seek to compete with Banner County, Scottsbluff County or Cheyenne County by trying to collect from the same donors or to solicit for Kimball Area History new materials that would better fit with other existing collections.
- By agreement, Kimball Area History does not seek to collect artifacts that would compete with the Plains Historical Museum archives & collection policies.
- Due to a deficiency in certain materials, current emphasis will be on people still living, veterans, ranching and farming, diaries of area families, social and 4-H clubs, vibrant art scenes, prominent local industries, and railroad history.
- The collection includes microfilm of the Western Nebraska Observer, Bushnell News, and Marriage certificates, ranging from 1885 to present.
- The collection includes oral history interviews.
- The collection includes records from the Kimball County Superintendent's office.
- The collection includes a few photographs, copies of originals owned by other entities. See the 'Archive Request Form' in Appendix B.

KIMBALL AREA HISTORY ARCHIVES GIFTS POLICY

The Kimball Area History Archives will accept donations that fall within the scope of this Collection Policy. Monetary donations are encouraged along with the gifts to help process and preserve the materials.

The Kimball Area History reserves the right to decline any collection for the following reasons:

- The collection does not fit within the scope of the Kimball Area History
- Materials that can be found in other archives or libraries
- Photocopies of materials donated to other archives

- Materials irreparable, damaged, or infested by insects or mold
- Duplicate materials due to lack of space
- The inability of the archive to support the preservation and access to the materials

Due to the importance of the collection to the area community, the collection may not be discarded without serious consideration of preserving the materials by other means and following a process of discussions and decisions by the Kimball Public Library Board of Trustees, the Friends of the Kimball Library and the Plains Genealogical Society. The Library Director will not be able to make a solo decision.

MONETARY APPRAISALS

The library will not do monetary appraisals for donors.

RESPONSIBILITY FOR THE COLLECTION

Volunteers or staff, under the supervision of the Director, and with the assistance of the Local Genealogy Committee, will be responsible for collecting, organizing and filing material for the local history collection:

- obituary indexes (1859-1925 and 1960-present)
- mortuary and burial records
- histories and directories for various churches

PHOTOGRAPHY AND REPRODUCTION USE REGULATIONS

Persons using photographs housed in the Local History Archive for any commercial use, such as publication in books, magazines, or in separate print form, must obtain permission from the original owners, i.e., Western Nebraska Observer and Plains Historical Museum. The borrower, photographer, publisher, or producer must explain fully the intended use of the photographs and certify on the application that said photographs are solely for the use intended and that no secondary utilization in any other form, or by any other business, is intended. Any further reproduction is prohibited without the written permission of the original owners. The Library Director must be fully informed and give final approval.

A fee may be charged by the Library.

The Library reserves the right to determine the limitations of distance, brilliance and duration of lighting for photography of library materials, due to the injurious effect which light and heat have on some materials.

Permission for commercial publication or reproductions of photographs owned by the Kimball Public Library requires the following conformance to library policy:

- a. Credit must be given to the original owners and the Kimball Public Library.
- b. If the reproduction is to be used in advertising, approval must be obtained from the original owners and must inform the Library Director on the manner in which the reproduction will be used as well as the copy which will accompany it.

Under no circumstances will the Library give permission to distributors that sell photographs of

pictures to publishers. The Library reserves the right to deal directly with any of the controls which it exercises over the proper reproduction of its local history materials.

APPROVED 6/8/2020

Reviewed and Approved 1/11/2021

LIBRARY DIRECTOR EVALUATION POLICY KIMBALL PUBLIC LIBRARY

POLICY

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for library operation, professional development and growth.

PROCEDURE AND TIMELINE

The Library Director's performance is evaluated against a set of written goals which are approved each year at the November meeting, the responsibilities described in the Kimball Public Library Community Needs Plan and the City of Kimball's Library Director Position Description.

August:

The Board of Trustees President will:

1. Have each library employee complete a Library Director Evaluation.
2. Have the Library Director perform a self-evaluation utilizing the Library Director Evaluation.
3. Gather and compile the employees' evaluation feedback.
4. Prepare a summary of the employees' evaluation feedback for the regularly scheduled Board of Trustees September meeting.

September:

The Board of Trustees President will:

1. At least one week prior to the September board meeting, submit the summary of the library employees' evaluations. (The original material submitted to the Board President is confidential to the public and the Library Director, but may be made available to any trustee at his/her request.)
2. Obtain the Library Director's self-evaluation prior to the September board meeting.
3. Have the Library Director start compiling short and long term goals to be discussed and approved in the October board meeting.

During the September board meeting, the Board of Trustees will:

1. Review the summary of the library employees' evaluations.
2. Review the Library Director's self-evaluation.
3. Perform the Library Director Evaluation in an Executive Session unless the Director desires otherwise.

October:

During the October board meeting, the Board of Trustees will:

1. Review the Library Director's Evaluation with him/her.
2. Sign the Director's Evaluation.
3. Review and approve the Director's goals and personal development, if applicable.

October (continued):

The Board of Trustees President will:

1. Take the original signed copy of the Library Director's Evaluation to the City of Kimball Administrator.

In the event of a new-hire Library Director, a 6-month post hire self-evaluation shall be completed by the Director utilizing the Library Director Evaluation form. The Board will review the Director's self-evaluation at the proceeding monthly meeting. The purpose of this evaluation is to check in with and to aide in the development of the Library Director.

APPROVED 5/14/2018

REVISED AND APPROVED 02/10/2020

Reviewed and Approved 1/11/2021

Kimball Makerspace

@ Kimball Public Library

The goal of the Kimball Makerspace is to empower Kimball residents with the tools and guidance to explore, collaborate, create, learn, and invent through participatory learning experiences. Our hope is that the Kimball Makerspace will stimulate creativity, innovation, and the exchange of ideas to facilitate entrepreneurship, skills development, and local economic development.

General Rules/Policies

- The Kimball Makerspace is open for use during regular library hours.
- There is no charge for the use of the equipment.
- Equipment may be used by any visitor to the library who meets the certification, training, and minimum age requirements as posted by the library.
- Makers may make items for both personal and commercial use. Entrepreneurship is encouraged.
- Makers will not access consumables without the assistance of Library.
- The Kimball Public Library will not offer refunds for consumables purchased and used.
- Users may also bring in their own consumables except for the 3D filament which must be purchased from KPL stock.
- Library staff must approve all user-supplied materials and consumables before they are used with the equipment. This is because some materials may produce dangerous fumes and other materials could cause damage to the machine itself or might not be safe to use in the machine. Library staff may reject certain (or unidentifiable) materials, tools, etc.
- The maker agrees that Kimball Public Library is not responsible for any manufacturing defects, or the quality or workmanship of any of the tools, materials or equipment supplied by the Library, or for the quality or condition of a user's project.
- A Kimball Makerspace Use and Release Agreement must be signed by all makers (or the parent/legal guardian for makers under age 19) prior to using the Makerspace equipment. The Library will retain the originals of all signed release forms. Makers cannot be certified to use the machines without this signed form on file.
- All of the Kimball Public Library's policies (e.g. Internet Use, space use, and behavior in the library) also cover the Kimball Makerspace.
- The Kimball Public Library may suspend or deny access to the Kimball Makerspace equipment for persons who fail to follow the Library's established behavior and usage guidelines.
- All makers must participate in training and receive certification before using Makerspace equipment as specified on the equipment use, training, and certification chart that is posted in the library. Note that most equipment requires training, and some equipment requires both training and certification. All equipment has minimum age requirements for unsupervised and supervised use that must be followed.
- Local Trainers or Library staff will enter the names, phone numbers and email addresses of makers who receive training and certification following training into the certification database. Library staff will help ensure that makers who are using the studio equipment

have been certified on that particular equipment, and that those makers certified but requiring supervision due to age are being supervised. When using a piece of equipment that does not require certification, the maker is verifying that he/she is capable of using that item in a safe and proper manner.

- All makers must sign-in at the front desk before using Kimball Makerspace equipment.
- Kimball Public Library has set up a schedule for the use of the Makerspace equipment. The Library restricts the amount of time that makers are permitted (per day and/or per week) on any piece of equipment so that others have opportunities to use the equipment.
- The maker should not use the Kimball Makerspace equipment to create or modify objects that are:
 - Prohibited by local, state, or federal law,
 - Unsafe, harmful, dangerous, or pose a perceived or immediate threat to the well-being of others (this includes perceived or real weapons of any kind).
 - Obscene or otherwise inappropriate for the library environment.
- Makers will follow all applicable intellectual property laws, including all copyright laws.
- Makers agree to take precautions to avoid causing unnecessary mess or damage.
- No food, gum, or drinks are allowed near equipment or tables holding Makerspace equipment.
- The library is not responsible for any projects or materials left behind.
- Files on the Makerspace computers will be wiped clean periodically. For this reason, makers who may use the software on the Makerspace computers to create documents, graphics, and projects must provide their own external storage devices to save their work.

Safety Guidelines

- Makers will follow all equipment safety procedures as documented in training sessions, the Standard Operating Procedures (SOPs), the manufacturer's instruction manuals, and posted safety notices.
- Makers should use proper safety attire as outlined in the SOPs: ie. no long hanging jewelry. Closed-toed shoes are highly recommended when using Makerspace equipment.
- Makers should secure long hair, and secure or remove jewelry, lanyards, or other items that could be caught in equipment.
- Makers should not use headphones, ear buds, or cell phones while operating machinery.
- Makers and supervising adults are to be present while the equipment is running. You may leave long 3D print jobs running without being present but the library is not responsible for 3D print jobs left unattended.
- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the Library staff or volunteer in charge. Any loose broken parts must be provided to library staff.
- Makers must report to a staff member any accident or injury that occurs at the time of the incident.
- Makers will turn off the Heat Press and/or Laminator after use of these items in order to prevent burns and fire.
- Unsafe behavior is not permitted. Makers are encouraged to report any unsafe behavior observed in the space to the staff member or volunteer on-duty.
- The Kimball Public Library reserves the right to limit the number of spectators to prevent distractions in the safe use of the equipment.

- The Library may suspend or deny access to the Kimball Makerspace equipment for persons who fail to follow these safety guidelines and other general safety precautions or who by their actions or inactions put themselves or others at risk.
- All makers must be trained on the equipment before they can work independently. If the maker has used the equipment before a brief shortened version of the training will be provided.
- The laser cutter, heat press, and 3-D printer must be used under the supervision of a trained person of 15 years or older. Younger ones can work with supervision but if they are seen not being properly supervised or operating the equipment both child and trainer may no longer be free to use the equipment.

Kimball Makerspace Equipment Usage Chart

| Equipment | Training Required | Certification Required | Safety Equipment | Age Minimum | Age Minimum Supervised |
|----------------|-------------------|------------------------|---------------------------------------|-------------|------------------------|
| 3D Printer | Yes | Yes | | 15 | 12 |
| Laser Cutter | Yes | Yes | Water Spray Bottle, fire extinguisher | 15 | 12 |
| Cricut | Yes | Yes | | 15 | 12 |
| Heat Press | Yes | Yes | | 15 | 12 |
| Lego Mindstorm | Yes | No | | 10 | 8 |
| Button Maker | Yes | No | | 10 | 8 |
| R2-D2 Robot | No | No | | 6 | |

* For those items listed with a “No*,” training is available but is not required for makers that are the minimum unsupervised age or older.

Training on some machines is very short and may be available with staff prior to your scheduled time. Other training is more time intensive and may be scheduled periodically. Please check with Library staff for availability and timing of training. If you would like training, please ask library staff to put you on an “interested in training” list with your contact information.

WRITTEN AND APPROVED 10/12/2020

KIMBALL PUBLIC LIBRARY CULTURAL AND WEST ROOM POLICY

1. The meeting rooms are available, free of charge, for public gatherings of a civic, cultural or educational character. Social gatherings and commercial ventures will be charged a minimum of \$20.00 fee for the West Room and \$30.00 for the Cultural Room. Please see the director to discuss the fee.
2. Library programs will receive first consideration in scheduling events.
3. Reservations shall be made by contacting library personnel to have the date put on the booking calendar. Dates may be reserved in advance on a month-to-month basis. If a conflict in scheduling arises, the staff may schedule the meeting in another part of the library.
4. Groups may use the meeting room during normal operation hours of the library. For meetings held before or after library hours, special arrangements shall be made with the director.
5. Light refreshments or meals may be served. Alcoholic beverages may not be served. Groups using the room are responsible for providing their own refreshments and utensils. A coffee pot is available for use.
6. Smoking is not allowed.
7. No activities, such as handicrafts or projects involving paint and other materials, shall be permitted without the approval of the library director.
8. All items placed in the room will be done so at the risk of the owner.
9. Users are responsible for cleaning the room after use. Additional fees may be assessed at the discretion of the Library Board.
10. A policy governing the use of the room will be posted in the Meeting Rooms and also at the circulation desk.
11. No materials in the custody of the Plains Genealogical Society and the Friends of the Library housed in the Cultural Room may be checked out unless special permission is acquired from the respective organizations.
12. Contributions to the library will be accepted and appreciated by the Library Board.

Reviewed 11/97

Reviewed & Revised and Approved 5/12/05, 08/11/05, 08/23/06 and 10/15/07

REVIEWED, REVISED AND APPROVED 10/25/10

REVIEWED AND APPROVED 11/10/14, 1/08/2018

REVIEWED, REVISED, AND APPROVED 1/11/2021

PATRON BEHAVIOR POLICY KIMBALL PUBLIC LIBRARY

INTRODUCTION

As a vital community resource agency and the only public library in Kimball County, the Kimball Public Library's purpose is to provide informational services and resources to our patrons in a pleasant and safe environment.

Any behavior that disrupts or interferes with the pleasant and safe environment for the public and/or the staff is considered "difficult" behavior. Our patrons are a diverse group of people with widely varying expectations, needs, backgrounds, ages and levels of expertise. It should be remembered that the most effective means to conflict resolution are good manners, common sense and a calm approach.

This manual is intended to assist library staff in coping competently and courteously with all of our patrons, including the few whose behavior may be labeled "difficult". It presents staff with techniques for handling patron relations in situations ranging from routine to those of an emergency nature, and establishes the criteria which will enable staff to distinguish when to handle the situation themselves and when to call for outside help.

Most importantly, the manual provides procedures to ensure the safety and well-being of library patrons and staff. The goal is not only to make the library a safe and pleasant facility for our patrons, but also to familiarize the staff with relevant portions of the law and to outline steps to take in difficult situations. Difficult situations may involve verbal and/or physical abuse or other instances that may present a dangerous or unpleasant atmosphere in which to work or visit.

Each and every staff member is expected to become familiar with the contents of this manual and is authorized to take action by following the procedures as outlined. When in doubt, never hesitate to call for assistance - up to and including the police.

Remember, patrons will follow the behavior they see modeled. If existing patrons are well-behaved, new patrons are more likely to be. It is very important to act quickly and to notify patrons as soon as they start violating library rules, even if they are long term library users. It is also important to make sure new patrons understand the rules, rather than just hoping that a first-time offender will not come back. It is equally as important the staff serve as role models by complying with the same rules we expect our patrons to follow.

**PATRON BEHAVIOR POLICY
KIMBALL PUBLIC LIBRARY**

PATRON BILL OF RIGHTS

PLEASE:

- *Do expect your privacy to be respected
- *Do expect courteous treatment
- *Do expect a welcoming, nonjudgmental atmosphere
- *Do ask a librarian for help
- *Do call or come in for Reference and Information Services
- *Do check-out circulating books and other materials
- *Do use the Interlibrary Loan Service
- *Do suggest new materials and services
- *Do expect to register for library cards and pay fines without undue red tape or delays
- *Do expect the library to buy current best sellers and popular materials
- *Do expect complaints/problems to be resolved within 48 hours, whenever possible
- *Do expect phone calls not to be left on “hold” unnecessarily
- *Do expect the staff to make the library system work for you
- *Do understand that library patrons who are children have the same rights and responsibilities as adult library patrons
- *Do expect a clean, safe, reasonably quiet building

**PATRON BEHAVIOR POLICY
KIMBALL PUBLIC LIBRARY**

GUIDELINES GOVERNING THE USE OF THE LIBRARY

PLEASE:

- *Do not engage in any illegal activity or behavior
- *Do not vandalize library facilities, equipment, or materials
- *Do not enter without shoes or shirt
- *Do not bring in animals except guide dogs
 - *Do not harass other library users or library staff
(i.e. physical, sexual or verbal abuse)
 - *Do not use language considered inappropriate for public settings
- *Do not sell, solicit, panhandle or loiter
 - *Do not distribute leaflets or post notices not authorized by the
library administration
- *Do not eat, drink, smoke or sleep (prolonged or chronic)
- *Do not leave children or adults who need supervision unattended
- *Do not talk loudly or make noise that other library users can hear
- *Do not bathe, shave or wash clothes in public library facilities
- *Do not remove library materials from the building without checking
them out
- *Do not enter the library if you have neglected your bodily hygiene
so that it gives offense & constitutes a nuisance to other patrons
 - *Do not bring bicycles, skateboards, roller blades or shoes with
wheels into the library

**PERSONS WHO FAIL TO OBSERVE THESE GUIDELINES
MAY BE ASKED TO LEAVE THE BUILDING OR BE
SUBJECT TO ARREST.**

PATRON BEHAVIOR POLICY KIMBALL PUBLIC LIBRARY

PATRON BEHAVIOR AND STAFF PROCEDURES

I. HANDLING A CRIME IN PROGRESS

A. STAFF PROCEDURE:

If you suspect that there is a potential danger, call 911 immediately and inform the person in charge at the library.

II. RESPONDING TO COMPLAINTS

A. STAFF PROCEDURES:

1. Try to solve the problem if you can. Be aware that another staff member may be better able to handle particular kinds of patrons or problems. If you feel this is the case, ask that staff member for assistance, but try to avoid making the patron re-state the problem to an endless succession of staff members.
2. Remain calm and pleasant.
3. Give the patron your full attention. Listen carefully to his/her complaint. If the patron is hostile, allow him/her to talk it out. (This does not mean you should take abusive behavior.)
4. Pause, breathe deeply, and think before responding. Focus on the reason the patron is upset and not on the patron's behavior.
5. Do not argue with the patron. Be empathetic to the patron's feelings. Maintain eye contact. Eye contact helps make the patron feel important.
6. Respond in a relaxed, low tone. Repeat and paraphrase the patron's complaint.
7. If you can, try to think of alternative solutions. Empathize with the patron, noting that there may have been a misunderstanding, and state positively that you will try to resolve it. If you cannot solve the problem, refer it to your supervisor or someone at a higher level.
8. If the patron is not satisfied, she/he may fill out a complaint form. Assure the patron that you will follow through with the complaint.

III. HANDLING GENERAL DISRUPTIVE BEHAVIOR

A. DESCRIPTION:

A patron who is upset or frustrated over library policies, broken machinery (i.e. photocopier), inability to locate library material, lack of staff, etc., may become loud and disruptive in his/her behavior. Disruptive behavior may also include aberrant or criminal behavior.

B. STAFF PROCEDURE:

1. Approach the patron calmly and pleasantly.
2. Focus on the reason for the behavior, not on the behavior itself.
3. Try to satisfy the patron and/or defuse the situation if possible. If possible, offer an alternative action.
4. If the disruptive behavior continues, politely but firmly explain the relevant policy and point out appropriate signs stating the policy. Ask the patron to refrain from the prohibited behavior. Give warning that if the behavior continues, he/she will be asked to leave the library.
5. If the patron persists, obtain the support of other staff and ask the patron to leave the library.
6. If the patron refuses to leave, call the Police at 911.
7. If the problem is unresolved or if you feel Administration should be made aware of the situation, fill out a Patron Incident Form.

C. DESCRIPTION:

A patron may also have a difficult time understanding the proper etiquette for a library. This could include loud talking, language considered inappropriate for public settings, making phone calls in the main part of the library, or other general disruptive behaviors.

D. STAFF PROCEDURE:

1. Approach the patron calmly and pleasantly.
2. Do not blame the patron but explain to them what this issue is and why it is a problem.
3. If the disruptive behavior continues, politely but firmly explain the relevant policy and point out appropriate signs stating the policy. Ask the patron to refrain from the prohibited behavior. Give warning that if the behavior continues, he/she will be asked to leave the library.
4. If the patron persists, obtain the support of other staff and ask the patron to leave the library.
5. If the patron refuses to leave, call the Police at 911.
6. If the problem is unresolved or if you feel Administration should be made aware of the situation, fill out a Patron Incident Form.

IV. DISRUPTIVE BEHAVIOR – CHILDREN

A. DESCRIPTION:

Examples of disruptive behavior are: loud talking, playing or running in the stacks, screaming babies, annoying other patron and mistreating library property.

Children under the age of 6 need to be accompanied by someone age 12 or older at all times. If a parent asks permission to leave a child in the library while he/she leaves the building, tell the parent that the library will not accept responsibility for the child.

B. STAFF PROCEDURE - ATTENDED CHILDREN (UNDER AGE 12)

1. Identify the inappropriate behavior and tell the child to stop it.
2. If the disruptive behavior continues, tell the parent that the child must stop the behavior.
3. If the parent is unable or unwilling to control the child, ask the family to leave the library.

C. STAFF PROCEDURE - UNATTENDED CHILDREN (UNDER AGE 12)

1. Tell the child that the behavior is unacceptable and locate the parent.
2. If the parent is not in the library, make an effort to determine the parent's location and phone number. (Patron records and phone books should be searched. The child should be interviewed if possible.)
3. Attempt to phone the parent. The parent should be told of the child's behavior.
4. If the parent cannot be reached, attempt to reach another relative or family friend to take responsibility for the child. If possible, ask the child for names of people to contact.
5. These attempts should be made until it is determined that the child requires further assistance to meet his/her physical need (e.g. hunger, soiled clothes) or peace of mind. Police may then be called.
6. Fill out a Patron Incident Form.

V. DISRUPTIVE BEHAVIOR – HYGIENE

A. DESCRIPTION:

A patron with an extreme hygiene problem that could be a health hazard to others (e.g. someone who has soiled themselves, has an obvious case of head lice, etc.) should be asked to leave the library until he/she corrects the problem.

B. STAFF PROCEDURE:

Due to the sensitive nature of this problem, a male employee should confront a male patron and a female employee should confront a female patron whenever possible.

1. Inform a co-worker that you are going to talk to the patron about his/her hygiene.
2. Tell the patron, "I'm sorry, but I have to ask you to leave the library. It appears that you have a hygiene problem which is creating an unsanitary condition for other library patron and staff. After you have taken care of this problem, you are welcome to come back to use our library."
3. If the patron becomes abusive or refuses to leave after you have informed him/her about this problem, simply walk away and call the police.
4. Fill out a Patron Incident Form if the situation warrants.

VI. DISRUPTIVE BEHAVIOR - IRATE/ABUSIVE

A. DESCRIPTION:

No employee should tolerate hostile behavior or abusive language. The library has an obligation to protect employees from such abuse, just as it has an obligation to make sure employees do not insult or abuse patron.

In a tense situation, employees must be careful not to escalate the situation by becoming part of the problem. Your goal is to calm the patron down before the situation escalates.

B. STAFF PROCEDURE:

1. If you fear for the safety of yourself and/or others, immediately call **911**.
2. Take a deep breath, remain calm, positive and in control of the situation. Smile and keep eye contact. (Often keeping a pleasant demeanor will help calm the patron down. Do not show that you are intimidated or afraid.) Focus on the reason why the patron is upset, not on his/her behavior.
3. Do not touch the patron. If the patron is really hostile, get him/her to walk to a quiet (**but not isolated**) place and focus on calming him/her down. If he/she gets too close, ask him/her to sit down or to move back.
4. Respond in a low pleasant tone. Try to get the patron's attention by saying "I would like to hear what you have to say, let me get a piece of paper to write down the problem." (Staff may use this opportunity to alert back-up staff). If a patron is using abusive language, tell him/her, "I'm sorry, but I cannot help you if you continue to talk in this manner."
5. If the patron does not stop, call your supervisor or someone at a higher level.
6. Advise the patron that the Police will be called if the abuse does not stop. If the abuse continues, call **911** immediately.
7. Fill out a Patron Incident Form.

Patron Behavior Policy Approved 3/11/04

REVIEWED, REVISED AND APPROVED 3/12/07, 10/25/10

REVIEWED AND APPROVED 11/10/14, 2/9/15, 3/10/2018

Reviewed, reviewed, and approved 11/09/2020

EPIDEMIC/PANDEMIC/PUBLIC HEALTH EMERGENCY POLICY AND PROCEDURES KIMBALL PUBLIC LIBRARY

INTRODUCTION

According to Merriam Webster Dictionary, a disease can be declared an *epidemic* when it spreads over a wide area and many individuals are taken ill at the same time. If the spread escalates further, an epidemic can become a *pandemic*, which affects an even wider geographical area and a significant portion of the population becomes affected. This can include diseases, such as Influenza and Coronavirus. A Public Health Emergency can be: a) a disease or disorder presents a public health emergency (PHE); or b) that a public health emergency, including significant outbreaks of infectious disease or bioterrorist attacks, otherwise exists.

For the purposes of this policy and procedure, epidemic and pandemic will be used interchangeably.

The Kimball Public Library will work with the City of Kimball and Kimball County to determine what services the library might be expected to provide in the event of pandemic outbreak in the community. Suggestions could include:

- The library might serve as a site to distribute information or emergency kits.
- The Library Director and library board might work with local health officials to determine whether it is appropriate to keep the library open, restrict areas where a higher density of people congregate, or to distribute materials or services at a single pick-up location.
- The library might enact appropriate staffing levels and determine at what point library services must be reduced or suspended due to staff illnesses, as well as what role the library can play in local emergency plans.

PURPOSE

To establish the protocol to be used in the event of an epidemic, pandemic or public health emergency. If there is an 'event', the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of the operation, or possible closures by order of local, state or federal public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

CONTINUITY OF OPERATIONS PLAN—EPIDEMIC/PANDEMIC

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis. If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more. Appropriate staffing level refers to the minimum number of qualified staff necessary to provide service, safely and efficiently as determined by the Library Director or their designee.

POLICY

This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational.

CRITERIA FOR CLOSING

The Kimball Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A. a mandate, order, or recommendation for closure is issued by Panhandle Public Health Department, Nebraska State Department of Health or other local government officials.
- B. if a Library employee has been diagnosed with the causative agent of the epidemic.
- C. at the direction of the Library Board of Trustees, or
- D. at the discretion of the Library Director.

In addition, Kimball Public Library may temporarily close, reduce its operating hours, or limit service temporarily in the event that there is insufficient staff to maintain basic service levels or if unable to maintain adequate social distancing for health and safety to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop will be cleared periodically.

The Director can update procedures as needed during a pandemic. In the event of closure or reduction in operating hours, the Library Director will maintain communication with City Administration, staff, Library Board of Trustees, and patrons.

TYPES OF LIBRARY CLOSURES

- A. Complete Closure: no staff in the building at any time.
- B. Library Closure with Essential Services Only: essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- C. Library Closure with Reduced Services – staff may:
 1. be allowed to work inside the building, although the building is closed to the public
 2. be assigned to provide services to patrons in newly determined ways
 3. be assigned to clean the building
- D. In the event that Kimball Public Schools are closed because of an epidemic, the Kimball Public Library will remain open unless one of the above conditions under the “Criteria for Closing” section above is met.

COMMUNICATION

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, trustees, and the Friends of the Library President, custodial staff and public via email, social media, the website and newspapers
- Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if contact information is available)
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

SOCIAL DISTANCING PROCEDURES

Social distancing may be recommended by local, state or federal health officials. Library staff will follow suggestions and directions to implement social distancing within the Library buildings.

Masks and gloves, along with training of staff in their removal and disposal, will be provided as determined by authorities and the situation.

Examples for social distancing (i.e., keeping people and their belongings separate from each other) include removing a number of chairs so people aren't sitting close to each other; limiting the number of people who can come in at any one time; limiting the number of available computers and use of computers by appointment only (15 minutes to 50 minutes) and disinfecting each computer, mouse, desk & chair after each use; use of masks and gloves; disinfect tables and chairs after use, etc.

Regular programming and meetings may be provided by using social media such as Facebook Live, Zoom, Skype, and other streaming venues.

Online materials, information and reference services for the public will provided via the phone, e-mail and main social media venues.

Efforts will be made to accommodate the needs of people in the community who rely on library resources by home delivery, curbside delivery, fax and copy services.

ADDITIONAL CLEANING MEASURES

During the epidemic/pandemic, the Library will ask staff and contracted custodians to increase cleaning within each location according to standards for the cleaning of bathrooms, railings, door knobs, telephones, keyboards, counters, workstations/offices of employees, emptying of wastebaskets, etc. Standards will be determined by recommendations from local, state, or federal public health entities (CDC, PPHD)

RESPONSIBILITY FOR LIBRARY OPERATIONS

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, the Assistant Director shall have administrative authority for this policy and all library operations.

APPROPRIATE STAFFING LEVEL

Appropriate staffing level for a temporary period of time is defined as one to two healthy employees available to be present at the library during all open hours. An inability to maintain this temporary minimal level or necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health/safety measures for staff (wearing gloves, wiping down work areas, etc.)
- Social distance practices in public areas
- Reduction of staffing
- Cancellation of all programs, special events, and meeting room reservations
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established City of Kimball Personnel Policy, or due to sickness of the pandemic itself.

GUIDELINES FOR RE-OPENING

The principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing development and application of these guidelines.

Every community in the area is unique and all library decisions are made by local library boards. These guidelines and best practices are intended to allow libraries to make the best possible decisions for their communities. Not all libraries will have the ability to offer curbside service at the same level or along the same timeline as other libraries. The safety of library staff and communities is of paramount consideration while evaluating the services offered.

Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. The Library Director will share this information with trustees to ensure informed decisions when planning future service offerings within the context of the pandemic. Planning for the upcoming service levels will be based on the Governor's plan or other official authorities.

The Guidelines for Re-opening is a living document and a work in progress; it will be edited and added to as situations evolve. It serves as the reference point for changes in recommendations or orders coming from local, state, and federal governments, the Department of Health, and the Department of Homeland Security, and it will address how those orders impact library services

at the public library level. Examples for closing and reopening phases are in Appendix A, pages ix – xi.

SICK LEAVE, PAYROLL, WORK FROM HOME

The City of Kimball Employee Handbook outlines the regular PTO policy. In the event of closure, the library will follow current closure compensation policies per the City of Kimball Employee Handbook or as determined by the City Administration.

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home.

If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed as part of their compensated hours. When appropriate, work tools (laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

EDUCATING THE PUBLIC IN ADVANCE OF AN EPIDEMIC

The public will be informed of the status of the library closures and re-opening with the use of any media available, e-mails and phone calls (i.e., see the Communication and Media Policy). Updates will be provided periodically as the situation dictates.

The [Centers for Disease Control and Prevention](#) (CDC) is an excellent source of outbreak information and [emergency preparedness](#) concerns. Public libraries may wish to review their resources for guidance, checklists, and cleaning and disinfecting recommendations. The CDC also provides a number of free [print resources](#), from fact sheets to hand washing posters, in multiple languages.

Agencies within the [National Institutes of Health](#) (NIH) also have reliable information, particularly the [MedlinePlus consumer health information](#) from the U.S. National Library of Medicine, and more [in-depth information for researchers](#) from the National Institute of Allergy and Infectious Diseases (NIAID).

The [World Health Organization](#) (WHO) site provides a more global perspective on pandemics, including international travel advice.

APPROVED 5/11/2020

Reviewed and Approved 1/11/2021

PUBLIC NOTICE BULLETIN BOARD POLICY KIMBALL PUBLIC LIBRARY

For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest.

1. The Library Director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
2. Prior to posting, all notices must be brought to the attention of the Library Director or a member of the Staff. Each notice must include the name, address, and telephone number of a contact person.
3. The Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Library Trustees.
4. All postings are subject to the availability of space and will be accepted on a first come, first served basis.
5. Notices may remain posted for as long as information is current.
6. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library Staff. Persons wishing to reclaim posted material may do so by special prearrangement.
7. Items to be posted must be neat and clearly readable and must not exceed 11" x 17".
8. Arrangement of the board(s) is the responsibility of Library Staff.
9. The library will not be responsible for returning materials.

APPROVED 6/8/15

REVIEWED AND APPROVED 1/8/18

Reviewed, Revised, and Approved 1/11/2021

KIMBALL PUBLIC LIBRARY SAFETY POLICY/PROCEDURES

POLICY

It is the policy of the Kimball Public Library to manage and minimize security problems for the people in the library as well as risks and damage to the library building and its contents. When the safety of the public, staff, materials and facility is at risk, all necessary steps will be taken. Emergency policies for handling weather, physical plant, medical and/or life threatening situations are available.

PROCUEURES

Emergency telephone numbers will be posted by each phone in the library. Visible plans for fire and tornado emergencies are posted throughout the library. All exits and emergency signs are maintained.

FIRE

1. Call 911.
2. Notify supervisor and staff
3. Evacuate the building by staff will proceed to assigned areas to look for patrons.
4. Use a fire extinguisher to contain fire **only** if you can safely do so.
5. Close doors to contain the fire.
6. Help injured people.

TORNADOES

1. Monitor local weather announcements for severe watches or warnings. The weather alert radio should be on at all times to monitor weather.
2. Listen for sirens from local civil defense warning system.
3. When warning is officially announced, the staff will help patrons move to the nearest tornado shelter (men's restroom in the library or the basement in City Hall).
4. Remain there until the all-clear message is given.
5. Help injured people.
6. Assess damage to the building.

MEDICAL SITUATIONS (NON LIFE THREATENING)

1. Administer first aid.
2. Complete a Customer Incident Form to have on file.

LIFE THREATENING SITUATIONS

1. Call 911.
2. Administer first aid or CPR if possible.
3. Attempt to clear the library for privacy.
4. Complete a Customer Incident Form to have on file.

CRIME IN PROGRESS

If you suspect that there is a potential danger, call 911 immediately and inform the person in charge at the library.

HANDLING DISRUPTIVE BEHAVIOR

A. DESCRIPTON:

A customer who is upset or frustrated over library policies, broken machinery (i.e. photocopier), inability to locate library material, lack of staff, etc. The customer may become loud and disruptive in his/her behavior. Disruptive behavior may also include aberrant or criminal behavior.

B. STAFF PROCEDURE:

1. Approach the customer calmly and pleasantly.
2. Focus on the reason for behavior, not on the behavior itself.
3. Try to satisfy the customer and/or defuse the situation if possible.
Offer an alternative action if possible.
4. If the disruptive behavior continues, politely but firmly explain the relevant policy and point out appropriate signs stating the policy. Ask the customer to refrain from the prohibited behavior. Give warning that if the behavior continues, she/he will be asked to leave the library.
5. If the customer persists, obtain the support of other staff and ask the customer to leave the library.
6. **If the customer refuses to leave, call the Police at 911.**
7. If the problem is unresolved or if you feel Administration should be made aware of the situation, fill out a Customer Incident Form.

Approved 8/23/06, 10/25/10

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REVIEWED, REVISED AND APPROVED 1/08/2018

Reviewed and Approved 1/11/2021

SOCIAL MEDIA POLICY KIMBALL PUBLIC LIBRARY

Social media is defined as any website or application which allows users to share information.

Kimball Public Library staff and community members interact through Internet communication using social media applications. This is in keeping with the library's mission, which states "The Kimball Public Library enriches our community by encouraging and supporting lifelong literacy through free and open access to books, cultural activities and technology."

Social media can include, but is not limited to, blogs, instant messaging tools, social networking sites, and wikis. Examples of such sites are Twitter, Facebook, YouTube, Blogger and WordPress. As with more traditional resources, the library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources.

The library does not collect, maintain or otherwise use the personal information stored on any third party social media site in any way other than to communicate with users on that site, unless granted permission by users for library contact outside the site.

The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at any time from the library's "friend" or "fan" lists or request that the library remove them.

Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on Kimball Public Library social media sites.

1. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible).
2. The library reserves the right to modify or remove any content that seems inappropriate. The library is also not obligated to take any such action and will not be responsible for any content posted by an individual.
3. *Posted comments from the community are the opinions of the author only and publication of a comment does not imply agreement or endorsement by the staff or the library board.*

The public is cautioned not to put personal information on any forum or in any post. By posting, the user agrees to hold the library, employees, and officers free from any liability.

All postings which contain any of the following will be removed, and the poster will be banned from posting any subsequent messages to library social media sites:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent

- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions
- Organized political or religious activity or proselytizing
- Photos or other images that fall in any of the above categories
- Spam

In addition, Kimball Public Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post.

The Kimball Public Library reserves the right to reproduce comments, posts, and messages in other public venues. For example, the library may reproduce a response to a YouTube book review in a newspaper article or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

Kimball Public Library assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social media service. The library does not endorse or review content outside the "pages" created by Kimball Public Library staff.

Participation in Kimball Public Library social media services implies agreement with all library policies, including its *Communications & Media Policy* and *Internet Access Policy*. If a user does not agree to the terms of the library's policies, they are not to interact on library-sponsored social media services.

Library staff shall make a clear distinction between professional and personal use of social media. Because of the immediacy of the media, less administrative oversight and editing are exercised; so staff is also warned to have their posts reviewed for accuracy – grammar and information.

The role and utility of social media sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

WRITTEN AND APPROVED 5/14/18
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STAFF DEVELOPMENT POLICY KIMBALL PUBLIC LIBRARY

The Kimball Public Library realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both the Library organization and to the public it serves. Training activity should be organized around current library needs and mandatory training sessions in keeping with the Nebraska Library Commission requirements.

Department and all-staff meetings will be scheduled periodically for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Library Director will research educational opportunities and keep records of completed programs. All professional development support for training and conferences is predicated on the availability of funding and can be adjusted at any given time during a fiscal year due to Library budget priorities.

There are two basic types of staff development:

1. Continuing Education: These are professional activities necessary to implement library strategic planning and to develop the library vision for future operations.
2. Hands-on-training: These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills or to learn current techniques.

Library staff attending conferences will be expected to give a summary report, written or oral as determined by subject and timing, to share the information gained with other library staff or library board. The information will be evaluated and, if applicable and appropriate, may be incorporated into in-house training programs.

Guidelines for attending a conference or training session

- 1) Prior approval must be received before attendance at any training session or Conference which would include monetary considerations.
- 2) Attendance at any outside training session or conference within the state of Nebraska or outside the state of Nebraska must be approved by the Director and the City Administrator.

Procedures for Applying for reimbursement of staff development expense

Initiating travel request: Whether initiated by the Library Administration or by the staff member, the individual must obtain and complete the Travel Authorization Form as soon as one is aware of a conference, meeting, etc. that would be attended.

Reimbursement:

- Within one week of the staff member's return, all "original" receipts for expenditures should be submitted to the library director, who will prepare a voucher form to be expedited in the normal manner and in accordance with the city guidelines. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. Travel reimbursement will be made after the next city council meeting.
- Original receipts must be submitted for the staff member to receive reimbursement. Only photocopies of registration forms used in place of receipts will be accepted. If you cannot supply a receipt, your expense will not be reimbursed. (Auditors require receipts)

Prepayment:

- The City will pre-pay an event registration, pre-conference, etc. if a registration form or invoice is submitted one or more months prior to the event.
- Staff should take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

Transportation:

- Personal Automobile – The City of Kimball will reimburse mileage at the current approved rate per mile set by the IRS. When two or more staff attends the same event by personal automobile, staff is expected to carpool unless a justifiable reason prevents it. When two or more staff travel together, only one will be reimbursed for the mileage allowance.
- Other forms of transportation (Air, Railroads, Buses, etc.) – These forms of transportation may be allowed in some circumstances but only by approval of city administration.
- Rental Automobile – A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

Library travel expenses:

- Meals -- Library staff members are expected to make reasonable selections when ordering meals. Charges for alcohol are not eligible for reimbursement. The city follows the IRS per diem schedule for meals.
- Parking Fees -- Reasonable and necessary costs for automobile parking may be reimbursed.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable.

The City of Kimball, Nebraska Personnel Handbook contains more guidelines and information.

WRITTEN AND APPROVED 3/12/18
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KIMBALL PUBLIC LIBRARY Tutoring Policy

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.

Tutoring Guidelines and Procedures

- Tutoring sessions must be kept as quiet as possible so as not to disturb other library patrons or library staff. The Library Code of Conduct applies to all tutor teams.
- Tutors are responsible for the behavior of their students.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patron.
- Tutors are responsible for establishing communication procedures for their students and the student's parents.
- Children under the age of eight must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.
- Tutors may use any of the tables in the public area during Library hours

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KIMBALL PUBLIC LIBRARY TECHNOLOGY PLAN FY 2018-2021

This Technology Plan supports the mission of providing accessible and innovative services in response to community needs through high speed internet service, new technology and education to integrate technology into daily life.

Background Information

Kimball Public Library was established for residents in Kimball, Nebraska in the early 1900s. Over time that early start evolved into an ever larger presence in the community providing access to information, programs, classes and literature.

Mission Statement

The mission of the Library states: “The Kimball Public Library enriches our community by encouraging and supporting lifelong literacy through free and open access to books, cultural activities and technology.

Technology Team

This Plan has been developed by the Director with support from the Technology Services and Cataloging Librarian who will meet semi-annually to evaluate and review the Plan and monitor the Library’s progress toward achieving the goals and action steps.

Vision Statement

Our technology vision is to ensure our community has access to the highest high speed internet service that funds can support, and to become familiar with new technology as well as opportunities to integrate technology into the community’s daily lives.

Current State of Technology

The Library provides an Integrated Library System, network equipment, digital resources and several databases and other information resources made available through the NebraskaAccess.

The Library will continue to provide customers with access to our collections using an automated Integrated Library System (ILS). The ILS used will have the capability to catalog items following the nationally recognized cataloging standards using the Dewey Decimal system.

An inventory of servers, workstations, network equipment and software (hubs, routers, etc.) are attached to the Plan.

Needs Assessment

The technology and literacy needs have been assessed by the Library, the Strategic Planning Committee and the City of Kimball Administration. Those needs are addressed in the Library’s 3-year Plan and are incorporated into this Technology Plan.

The Library will measure goal attainment through data evaluation/results and community feedback.

Software and hardware are periodically evaluated for function, relevance and usefulness. Pertinent journals, webinars and the web are reviewed for new technology and new applications to bring to our community.

A 4 year upgrade plan is ideal, replacing computers on a rotating basis so all public and most staff computers are new within the 4-year range.

The Library webpage provides useful information about what resources are most valuable to the online public. Monitoring use and analyzing inquiries allows staff to evaluate services and web functionality. Links are checked regularly and new pages are added as needed while less used pages are retired.

Technology Team and others scan for and evaluate the possible effectiveness of new technology and recommend its purchase, provide education on use and work with public to teach them the skills necessary to use and integrate new technology into their lives.

Evaluating the Plan

The goals set forth in this plan will be met by continually evaluating and upgrading equipment and software, offering new and improved patron access to electronic resources, increasing our commitment to staff and patron training and education, and actively promoting the Library's electronic resources to our patrons and the community as funding allows.

GOALS, OBJECTIVES AND ACTIVITIES

Goal One for Public Services

Provide and improve patron access to the Library's electronic resources.

Objective 1: Improve access to electronic resources and emerging technologies

Activity 1: Monitor emerging technologies and implement them into library services whenever appropriate.

Activity 2: Maintain a web site that is useful and navigable to patrons, staff, and the community.

Activity 3: Investigate creating or purchasing library-specific apps for mobile users.

Activity 4: Investigate the purchase and circulation of e-book readers, iPads, etc.

Activity 5: Strive to provide high mbps speed to the Internet as funds provides.

Activity 6: After the Innovation Studios Grant is completed, actively analyze and search for ways to purchase similar or additional equipment for permanent use in the library.

Objective 2: Provide basic & advanced computer and electronic resources instruction.

Activity 1: Offer at least two new computer program workshops for adults each year. Offerings could include skill building, Basic MS Word, Excel, Photoshop, cloud applications.

Activity 2: Provide at least two computer classes per year on the use of new technology. (Ex.: iPads, iPhones, 3-D printer classes).

Activity 3: Provide technology camps to youth during summer and school breaks

Activity 4: Evaluate eReaders services and equipment

Activity 5: Provide classes to teach to assist with business or hobby promotions (Ex.: Utilize blogging sites/software and publicize customers' blogs).

Activity 6: Provide classes to teach the use of equipment purchased along the lines of the Innovation Studio

Goal Two for Community Outreach & In-reach

Increase the community's awareness of the Library's electronic resources.

Objective 1: Inform, educate and train Kimball residents and students on the use of the Library's electronic resources.

Activity 1: Give a minimum of one library tour to students per year which include demonstrations of the Library's subscription databases, website and statewide catalog.

Activity 2: Offer at least one class per year on using the Online Public Access Catalog.

Activity 3: Offer at least one class per year on using the library's subscription databases.

Objective 2: Promote awareness of the Library's electronic resources to local community groups, organizations and the general public.

Activity 1: Publish at least two original press releases, articles, or advertisements per year detailing the Library's electronic tools and resources.

Activity 2: Create and distribute promotional materials that feature the Library's website and computer resources.

Activity 3: Utilize the Library's teleconferencing equipment to bring educational and/or entertainment programs into the Library from remote locations.

Activity 4: Engage the community to evaluate library services via an online survey tool.

Activity 5: Increase digital communication with patrons utilizing email, blogs, Facebook, Public Access TV and other social media.

Objective 3: Provide electronic and digital content

Activity 1: Continue to offer eBooks and electronic databases by investigating vendors and options

Activity 2: Investigate providing electronic/digital magazines

Activity 3: Continue to provide Integrated catalog

Activity 4: Provide scanning capability for patrons.

Goal Three for Staff Productivity

To provide the Library staff with adequate time, training and equipment to learn both current and future technology.

Objective 1: Provide staff with computer training and educational opportunities.

Activity 1: Provide staff with opportunities each year to attend classes, practice with the aid of printed or online manuals, or receive peer tutoring on using computer software and/or hardware.

Activity 2: Develop and offer computer workshops per year for all staff of various skill levels on a wide range of job-specific topics.

Objective 2: Provide staff with the necessary equipment to perform, enhance or increase the quality of their work and/or service to patrons.

Activity 1: Consider purchase of at least one E-reader device for staff and patron training.

Activity 2: Replace staff computers every 4 years

Activity 3: Replace Library printers as needed

Activity 4: Keep copier lease agreements in place as needed.

Goal Four for the Library's Computer Network

Maintain, ensure and continually improve the overall quality and performance of the Library's local area network.

Objective 1: Establish and secure an adequate budget and seek additional funds to support this plan.

Activity 1: Apply to at least one grant source every year to fund the purchase of new technology.

Activity 2: Maintain an adequate budget for the purchase of new and replacement computer equipment.

Objective 2: Purchase the equipment and software necessary to maintain and improve overall system performance.

Activity 1: Replace 15% of the library computers each year.

Activity 2: Upgrade all staff computers to the most current Windows operating system.

Activity 3: Replace all outdated wireless access point boxes.

The Library will actively seek additional funding to develop and sustain new technologies and apply for Grants for Public Libraries each funding year through the Plan cycle.

Disaster Recovery Plan

The Disaster Recovery Plan for the Library catalog encompasses all servers, hardware, and software related to the Library automation component of the Library. The Recovery Plan contains sensitive information such as login ID's and passwords and is kept in an offsite facility.

Backup and Maintenance

Backup of the Library Integration servers is performed daily with full weekly backups by Companion Corporation in Salt Lake City, Utah.

The staff computers will be backed up on flash drives every Friday afternoon. Off-site storage will be utilized.

In the event of a disaster IT person and Library employees will work with appropriate vendors and insurance company to get the Library up and running as soon as possible. Recovery plans will be reviewed and preventative measures updated yearly.

APPROVED BY THE BOARD 8/10/15

DRAFT REVIEWED AND APPROVED 9/10/18

FINAL REVIEW AND APPROVAL 11/12/18