

Winfield Public Library

# Policies

6-16-2015

## **BYLAWS - WINFIELD PUBLIC LIBRARY**

Winfield Public Library is dedicated to providing opportunities and an environment for life-long learning. The Library maintains an open, unbiased environment and upholds the public's right of access to information.

I. Board of Directors - The organization having control of the Library shall consist of a Board of Directors.

A. Membership - The Board of Directors shall consist of seven members. The mayor of the City of Winfield is an ex-officio voting member of the Board.

B. Appointment - Members of the Board of Directors shall be appointed by the official head of the City of Winfield, with the approval of the governing body (K.S.A. 12-1222).

C. Officer - At the May meeting the Board of Directors shall elect a Chairman, Vice-Chairman, and a Secretary/Treasurer, who shall hold office for one year or until their replacements are elected and qualified.

1. It shall be the duty of the Chairman to:

Preside at all meetings of the Board

Appoint all standing committees subject to the confirmation of the Board.

Serve as ex-officio member of all committees.

2. In the absence or disability of the Chairman, the duties of the office shall devolve upon the Vice-Chairman.

3. The Secretary shall keep a correct record of the transactions of the Board and attend to any correspondence.

4. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Library, including the accounts of its assets, liabilities, receipts, disbursements, gains, and losses. Books of account shall at all reasonable times be open to inspection of any Director.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Library with such depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the corporation as may be ordered by the Board of Directors; shall render to the Directors whenever they request it an account of all his or her transactions as Treasurer,

and of the financial condition of the library, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these bylaws. He or she shall be bonded if required by the Board of Directors, or the Commission of the City of Winfield, Kansas. The cost of said bond shall be borne by the Library.

5. Director. Each bill and salary claim allowed by the Board shall be marked by the Director with the name of the budget account to which it is chargeable and be presented to the Treasurer. An order drawn on the Treasurer shows the name of the payee, the amount of the check required, the nature of the expenditures, and the name of the budget account to which the same is properly chargeable. The Director shall perform such duties as shall from time to time be directed by the Board.

The Director shall, as necessary, bank all funds received by her on accounts, fines and from any other source whatsoever, in the name of the Treasurer.

D. Functions - All bills, including an itemized list of salary claims, shall be presented to, and allowed or rejected by the Director. The Board shall approve the annual budget and the Board shall establish all policy and oversee the general function of the Library.

## II. Meetings

A. The annual meeting of the Board of Directors shall be held in February.

B. Election of officers shall be held in May.

C. The regular meetings of the Board of Directors shall be held monthly, the time to be decided upon by the Board of Directors, but the Board may meet on its own adjournment. Special meetings may be called by the Secretary upon request of the Chairman or two other members of the Board. At special meetings, so called, any business may be transacted that would be lawful at a regular meeting.

D. Quorum - Four Directors shall constitute a quorum.

E. The Order of Business at regular meetings of the Board shall be as follows:

1. Reading of minutes of previous meeting.
2. Approval of Treasurer's and Librarian's report.
3. Allowance of bills.
4. Old Business.
5. New Business.

III. Committees - Special committees shall be appointed by the Chairman when necessary. The Chairman of the Board shall be an ex-officio member of each committee. Each committee shall

report at any time requested by the Board.

IV. Amendments. - Amendments to these bylaws may be made by a majority vote at any regular meeting of the Board, provided the amendments(s) has been presented in writing at the previous meeting.

*Amended 4/06*

## POLICIES

### A. Board/Director Responsibilities & Relationship

#### A.1 The Boards' Role

The Board is responsible for maintaining compliance with Kansas Statutes and Winfield City Ordinances pertaining to libraries.

The Board is responsible for conducting the Library's business on a regularly determined basis in open meetings with the Director in attendance.

The Board is responsible for hiring a professional Director, setting the Director's salary, evaluating on a regular basis, and removing the Director, if necessary.

Individual trustees are responsible for regular attendance at board meetings and for acquiring knowledge of the principles of trusteeship as related to libraries. Since participation by each member is crucial to the proper functioning of the Board, members missing three consecutive monthly meetings shall forfeit membership and the President shall request a replacement from the City Commission.

The Board adheres to the Statement of Ethics for Library Trustees as endorsed by the Boards of Directors of the American Library Association and the Public Library Association.

(appendix)

#### A.2 The Director's Role

The Director implements Board policy.

The Director is responsible for the daily management of the Library, for implementing and maintaining professional standards of Directorship and proposing program and service plans to the Board.

The Director hires, trains, and manages Library staff. The Director works with the Board Treasurer and the Library's bookkeeping service in handling the Library's finances.

The Director adheres to the Code of Ethics of the American Library Association as expressed in the Statement of Professional Ethics. (appendix)

#### A.3 Board/Director Relationship

The Board seeks to hire a competent and qualified Director to fulfill the

responsibilities of the position, which includes authority to manage the library on a daily basis, the hiring of staff, implementation of policies and regular reporting to the Board on the progress of the Library in its goal to serve the community in the best possible way.

The Board is composed of individual trustees chosen to represent the community in pursuing the goal of excellent library service. The Board works with the Director in planning, developing policies and adopting programs. It works as a Board and as individual trustees in implementing the Library's plans and programs cooperatively with the staff and community. The Board is responsible for proper operation of the Library; it does not serve as management in the daily operation.

## B. SERVICE

B.1	Hours of Operation	
	9:00 a.m. to 8:00 p.m.	Monday - Thursday
	9:00 a.m. to 6:00 p.m.	Friday
	10:00 a.m. to 6:00 p.m.	Saturday
	1:00 p.m. to 5:00 p.m.	Sunday

### B.2 Approved Closings

New Years' Day  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The Friday after Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Years' Eve - 1:00 p.m.

The Library may also close one day each year for a staff in-service training or field day.

The Library will close for inclement weather during blizzards or when there is untreated ice in the parking lots.

### B.3 Eligibility for Service

Library service is available free of charge to all inhabitants of the City of Winfield. Library service is available free of charge to residents of the twelve-county South Central Kansas Library System service area who have verification of their address and is available free of charge as a courtesy to other non-residents who have verification of their address. However, some services and programs may be limited to eligible patrons within the library's legal service area.

The Library will issue cards, with a legal guardian's or foster parent's signature on the application, to wards of a legal guardian or to foster children in a foster parent's care. The guardian or foster parent will remain legally responsible for lost, damaged, or overdue items checked out on that card until such time as the guardian or foster parent notifies Library staff that the person is no longer in their care and the Library card should be cancelled.

Definitions: Legal service area: The population within the boundaries of the geographic area the library was established to serve. (Library Research Service- <http://www.lrs.org/def.php>)

Eligible patrons: Those allowed by contract, service area, board authority, or library rules and regulations.

(amended 3/20/12)

#### B.4 Library Card Application

All patrons must have a current Library card in order to borrow materials from the Winfield Public Library or to request interlibrary loans.

The following information is needed:

NAME

CURRENT ADDRESS - verification of address is necessary before full borrowing privileges are granted. The patron may be restricted to two items before presenting verification. Verification of address may be any of the following:

- Driver's license
- Printed checks
- Addressed mail
- Telephone Directory
- Winfield City Directory

TELEPHONE NUMBER (S) - home and work telephone numbers are requested, if available. Inability to provide telephone numbers, however, will not prohibit issuance of a Library Card.

PERMANENT ADDRESS - required if different from LOCAL address.

PARENT/GUARDIAN SIGNATURE – parent/guardian assumes all obligations of the borrower and all responsibility for the content of materials selected by the child under age 18 or any person living under the protection of a legal guardian.

BIRTH DATE – requested, but not required.

#### B.5 Borrower's Rights and Responsibilities

##### Weapons Policy

Weapons of any kind are strictly forbidden on the premises of the library. This prohibition does not prevent weapons from being kept in vehicles in parking areas as long as the weapon is stored in accordance with Kansas law. A weapon herein is defined as in KSA 72-89a01.

The library intends to prosecute all violators of this policy. This policy applies to the public, library employees and library volunteers. This policy shall not prohibit law enforcement officers on duty from carrying weapons or the educational display of weapons within a library exhibit

**Access** - Although all patrons have access to library services, the Winfield Public Library

Board reserves its right to limit some services and programs to eligible patrons within its legal service area. (amended 2/12)

The Library provides service by means of its collection of materials, the assistance of its staff, and by providing access to materials and information in other libraries through Interlibrary Loan, and the SCKLS and Kansas State Library Reference Departments.

Winfield Public Library joins the wider library community in statements of the American Library Association including:

ALA Library Bill of Rights  
ALA Freedom to Read Statement  
ALA Free Access to Libraries for Minors  
ALA Meeting Rooms  
ALA Exhibit Spaces and Bulletin Boards  
(appendix)

Parents assume responsibility for children under age eighteen using the Library by signing a statement on the library card application which claims responsibility for the child's selection of reading materials and for the child's adherence to Library rules.

### Unattended Children

The Winfield Public Library welcomes children of all ages to use its facilities and services and strives to provide a safe and suitable environment for all library users.

The library is a public building with staff trained to provide public library services to our patrons. The library is not equipped – nor is it the library's role – to provide long or short-term daycare for children of any age.

With the exception of library-planned programs, activities and services, the library staff is not responsible for supervising or tending to the needs of individual children or groups of children. The library staff cannot assume responsibility for children's safety and comfort.

Accordingly, children ages six and under must always be supervised by a parent, guardian or responsible childcare provider while in the library. Children ages seven and older may use the library unattended subject to other library policies and procedures concerning behavior, conduct and demeanor.

In general, parents of any minor children should not leave them unattended for long periods at the library, especially in the evening. Children should be picked up no later than five minutes before closing time. Police will be notified concerning any children left alone at the library after closing time. (3/20/12)

### Patron Behavior

It is incumbent upon the library to provide a suitable environment in which patrons of all ages can enjoy and benefit from the facility to its fullest. Disruptive behavior is any action which infringes on the privileges of others using the library or which damages

library property. In the case of children, parents are responsible for the behavior of their children in the library, whether or not the parents are present.

Disruptive behavior includes but is not limited to the following actions:

1. Loud conversation, yelling, shrieking, or other disturbing noise.
2. Sitting or climbing on tables or shelves.
3. Loitering with no intent to use library services.
4. Playing personal audio equipment at a level which disturbs others.
5. Using cell phones or other personal communication devices in areas other than the lobby or meeting room.
6. Wearing swimsuits or other inappropriate clothing.
7. Smoking or the use of tobacco products and e-cigarettes.

#### B.6 Confidentiality

All circulation records and other records identifying the names of library users with specific materials are confidential in nature and shall not be made available to any person nor to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Upon receipt of such process, order, or subpoena, the Board's officers will consult with legal counsel to determine if such process, order, or subpoena is in proper legal form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be corrected.

## C. MATERIALS SELECTION AND USAGE

### C. 1 Winfield Public Library Materials Selection Policy

The Board of Directors of the Winfield Public Library establishes the policy that materials be selected and purchased to serve the purposes, interests, and needs of the entire area which it serves. This policy will provide books and other library materials of both current interest and permanent value for all ages, from pre-school through maturity, which will meet their educational, informational, cultural, and recreational needs.

Materials presenting all points of view concerning any issue should be represented; books or other materials should not be proscribed, labeled, or removed from library shelves because of partisan or doctrinal disapproval.

If a Library patron objects to a particular book or item, a *Request for Reconsideration of Library Materials* form (appendix) may be submitted to the Director. The Director considers the patron's objection(s) and offers the appropriate defense of the material. If the patron wishes to pursue the matter further, Board members are made aware and consideration of the Request is placed on the next regularly scheduled meeting agenda.

### C.2 Materials Removal Policy

The Director shall have the authority to withdraw from the collection materials which are outdated or which are worn. The Director should weed on a continuing basis to maintain the vitality of the collection and should proceed systematically with well-defined criteria.

### C.3 Circulation Policy

#### Loan Periods

The standard loan period for materials is three (3) weeks.

Exceptions are:

New Fiction - new titles loan for a period of seven (7) days for the first six months they are owned by the Library or are under constant demand.

Magazines - all issues except for the current issue are loaned for seven (7) days.

Videos - all videos are loaned for seven (7) days. Feature films loan for a period of seven (7) days for the first six months they are owned by the Library or are under constant demand. They are nonrenewable and are limited to four titles per library card.

Children under the age of seventeen may check out an R-rated video (VHS and/or DVD) only if a parent or adult guardian is present at the time of check out. The R-rating refers

to the system used by the Motion Picture Association of America (MPAA) and no other ratings system. Effective 1-18-2005

New Audio books: new titles loan for a period of (7) days for the first six months they are owned by the Library or are under constant demand. They are limited to four titles per library card and are renewable for one week. Effective 7-21-09.

TLC Kits - all TLC kits are loaned for seven (7) days.

Interlibrary Loan Materials - due dates are given by the lending library and will vary.

### Renewals

Items, with the exception of feature films and new audio books, may be renewed up to four times with the understanding that if it is requested by another patron it will be recalled and the patron will return it promptly.

Renewal of Interlibrary Loan items requires permission from the owning library. It is given consideration on an individual basis.

### Overdues

Overdue reminders are sent on the following schedule:

- 7 - day items at three (3) days overdue
- 3 - week items at five (5) days overdue

Letters notifying patrons that borrowing privileges have been rescinded until all overdue items are returned are sent on the following schedule:

- 7 - day items at seven (7) days overdue
- 3 - week items at eleven (11) days overdue

Return of the overdue items automatically and immediately reinstates borrowing privileges. (Letter and procedure in appendix)

### Fines

A five cent fine is charged per item per day for overdue materials, up to \$2.00 per item.

The Library allows a one week grace period for overdue materials during which time fines accumulate, but are not charged. On the eighth day, the accumulated fines are imposed.

When fines reach \$10.00, a patron's borrowing privileges are curtailed until the total of fines is under \$10.00. Borrowing privileges can be reinstated at the discretion of the Director. Amended 1/1/1011

#### C. 4 Internet Use Policy

The Winfield Public Library makes the Internet available as part of its continuing effort to provide collections, resources, and services that meet the informational, educational, cultural, and recreational needs of the community.

Basic to our Policies are the Library Bill of Rights and The Freedom to Read Act. This Internet Use Policy affirms the following rights as outlined in the American Library Association's *Library Bill of Rights in Cyberspace*:

- \* Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- \* Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation.
- \* Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- \* Parent and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Because the Internet is a vast and unregulated information network, the Library's selection criteria and collection development policies cannot be applied to this resource. Information located on the Internet can be personally, professionally and culturally enriching but users are cautioned that some ideas are controversial, divergent and inflammatory. The Library makes no guarantees, implied or stated, about the accuracy or appropriateness of the information found on the Internet nor can it protect users from information and images which they might find offensive or disturbing. Users are urged to be informed consumers by evaluating all information retrieved from the Internet. Library staff has attempted to locate Internet sources of information linked to the Library's home page that are informative, regularly accessible and likely to appeal to a wide range of people.

The Library's access to the Internet is shared by all library users, regardless of age, background, or sensibilities. Users are asked to be sensitive of other's beliefs and values when accessing potentially controversial information. Users are also cautioned that security on the Internet cannot be guaranteed and that all transfers and files should be considered public.

In accordance to Kansas HB 2109, The Children's Internet Protection Act, the library provides filtered access to the internet for all users to ensure that no person, whether minor or adult, has access to visual depictions that are child pornography or obscene and, in addition, to

ensure that no minor has access to visual depictions that are harmful to minors. Library employees may disable any technology protection measure if requested to do so by an adult and if the computer, when the measure is disabled, would be used only to enable access for legitimate research or other lawful purpose.

### Child Safety on the Internet

Parents or legal guardians are responsible for the information accessed by their children on the Internet. Parents are encouraged to discuss the use of the Internet in relation to their family values and to provide guidance and boundaries for their children.

To assist parents, the Library provides, both on-line and in print, the publication *Child Safety on the Information Highway* published by the National Center for Missing and Exploited Children. Parents and guardians are encouraged to review this information with their children.

In addition, children age seven and under will need a responsible adult, i.e. a parent, guardian or teacher, with them to use the Internet.

### User Responsibilities

All users of the Internet are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided and to follow all Internet rules and procedures, including, but not limited to, those of the Library. Responsible and courteous use includes:

- \* Respecting the legal protection provided by copyright and license to programs and data.
- \* Respecting the computers and computer systems and not interfere with or disrupt network users, services, programs, software or equipment.
- \* Refraining from using the Internet for illegal or unethical use.
- \* Respecting the privacy of others.
- \* Refraining from using the Library's Internet connections to conduct business or any other commercial enterprises.
- \* Refraining from transmitting threatening, harassing or abusive language or images.
- \* Respecting the Library's Internet capabilities as public access and understanding that not all Internet sources are appropriate for public viewing by all ages.

Noncompliance with the Library's policies and regulations that govern the use of the Internet may result in suspension or loss of privilege to use the Library's access to the Internet.

## Staff Assistance

Staff assistance is available to provide some instruction or, as time permits, to locate information for patrons. At this time, the Library cannot guarantee that a trained staff member will be available at all times for assistance. Staff can provide information about training sessions along with suggestions of books, magazines and other materials concerning the Internet.

Adopted by the Library Board 11-19-96 (Amended 7/16/2013 to be reviewed 7/2016).

### C.4a. Wireless Access:

The Library's wireless network (WiFi) is an open network, and therefore not a secure network. Information sent to or from a wireless device can be intercepted by anyone else with a wireless device and appropriate software, within the range of the Library's wireless access point. The Library also cannot guarantee the safety of computer communication across its wireless network. The Winfield Public Library assumes no responsibility for the configurations, security or files on a patron's laptop or wireless device resulting from connecting to the library's network.

Adopted 6/16/2015

## C. 5 Social Networking Policy

In keeping with the Winfield Public Library's mission to "providing opportunities and an environment for life-long learning" the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (internet) communication. These resources, summarized below, allow all members of the community access to the resources of the Winfield Public Library without mandating a visit to the physical library. The Winfield Public Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Winfield's needs for informational, educational, cultural and recreational pursuits.

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. Many social networking sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, Myspace, YouTube, and various blogging sites like 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 this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party 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 "friends" 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 Winfield Public Library social networking sites. While the WPL recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking 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 or spam
- Organized political activity
- Photos or other images that fall in any of the above categories

In addition, the Winfield 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 Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Winfield Public Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the "pages" created by Winfield Public Library staff. Participation in Winfield Public Library social networking services implies agreement with all Library policies, including its *Social Networking Policy* and *Internet Use Policy*, and the Terms of service of each individual third-party service. If a user does not agree to these terms, they are not to use the services provided.

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

#### D. FACILITY USE POLICY - Adopted by Library Board on 9-21-04, amended 3-20-07

##### D.1 Meeting Rooms

The meeting rooms at the Winfield Public Library are available for cultural, educational or civic purposes to non-profit organizations located in the Winfield community.

In allowing the use of the meeting rooms, neither the Library nor its Board of Trustees endorses any position expressed by any group utilizing the rooms.

The meeting rooms are not available for commercial or partisan political purposes, or for private, social gatherings.

### Reservations

The Library's use of meeting rooms receives first priority and consideration in scheduling. The Library retains the right to pre-empt scheduled meetings for special Library programming events. Appropriate notice will be given. The Library Director or the Library Board reserves the right to review any or all requests for the use of the Library's meeting rooms.

Application for the use of the meeting rooms must be made in advance. Groups are encouraged to notify the library at least two days in advance if any cancellation is necessary.

Attendance at meetings may not exceed the maximum number of people certified by the fire department.

#### Attendance Capacity:

Large meeting room: 93 seated      Small meeting room: 21 seated

Groups may not use the rooms on a weekly basis for longer than two months.

A series of classes or lectures must have a beginning and ending date, and will be scheduled for no longer than two months.

### General Guidelines

Groups or organizations using the meeting rooms may not charge an admission fee or sell materials, goods or services. Exceptions are Library and Library-related activities. Organizations may collect dues but cannot make payment of dues a requirement for attendance.

Meetings must be held during the hours the library is open, should adjourn before the library closes, and should not interfere with the normal operation of the Library.

Any publicity distributed by scheduled groups must clearly state the sponsoring group's name with an address and phone number for contacts. Winfield Public Library should be included only as the location for the event. Any attempt to portray Winfield Public Library as sponsor or co-sponsor of the event will void the meeting room scheduling agreement.

Groups of persons under eighteen years of age must be accompanied by a responsible adult.

### Use and Care of the Facility

Groups may serve light refreshments but cooking or serving of meals is prohibited except with the permission of the Director.

Groups are responsible for leaving the room in an acceptable condition. Organizations using the meeting rooms are responsible for reimbursing the library for any damage that may occur to the library building or equipment.

The Library is a smoke-free environment. In addition, no alcoholic beverages are allowed on the premises.

#### D.2 Public Posting

Signs and notices posted and distributed by outside groups must conform to the Public Posting Policy. (See appendix). Adopted 6/17/08.

### E. PURCHASING

The Director will have the responsibility for making the necessary purchases for the daily operation of the Library. Consultation will be made with the Board on all major purchases involving equipment and furnishings.

Specifications will be used and bids will be sought for major purchases but quality and adaptability, as well as price, will be considered in accepting a bid.

### F. GIFTS

#### F.1 Gifts of Books

Donations of books or other materials shall be accepted and placed in the collection if relevant and in good physical condition. The Director retains the right to dispose of any books donated to the Library which are not in the Library's interest to keep.

Receipts for donations of books or materials acknowledge only the receipt of the material and does not attempt to set a price.

#### F.2 Memorials

Memorial designations are determined in consultation by the Director and members of the deceased's family. Additions to the book and audio-visual collections are encouraged as the Library's highest priority followed by equipment which the Board and Director have identified.

Memorabilia collections, personal items and plaques are discouraged. Final approval rests with the Board.

G. Winfield Public Library Trust

A Trust is needed to encourage and accept large donations and to plan for long-range spending needs. Also, state statute allows for a portion of each annual budget to be saved for needs which are out of the range of the annual budget. The formation of a Trust provides a conduit for these monies and will be a vehicle for publicizing the Library's needs.