

11.14 Process for Reconsideration of Library Materials

1. All challenges of materials are handled by the director. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
2. If the meeting is person to person, a private area should be chosen. The director and another staff person or board member will listen calmly and courteously. The individual or group should be treated with dignity.
3. The director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form "[Reconsideration of Library Materials](#)." The complainant must be properly identified and the form must be filled out in its entirety. The director, upon receipt of a completed form, will appoint a committee to make a recommended decision. Committee membership may be specified by the Library Board. .
5. The process of reconsideration is explained to the complainant, who shall be notified of the committee's decision within ten days.
6. If the complainant is not satisfied with the committee decision, s/he may appeal to the Board within three weeks of the committee decision.
7. If the decision is appealed to the board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the board. The board's decision will be final.

11.15 Confidentiality of Library Records

Because the library must maintain trust with members of the public, the Board of Directors of the Tonganoxie Public Library shall make every reasonable and responsible effort to see that information about patron and individual information choices remain confidential. Therefore, the Board of the Tonganoxie Public Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrowers records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library or any other information supplied to the library, or gathered by it shall be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

12. Emergency Preparedness

12.1 Emergency

A. Emergency Contact Numbers

A list of the following information should be kept in a prominent place by each telephone:

Emergency

Ambulance: 911

Fire Department: 911

Police Department: 911

Sheriff: 913- 682-5724

City Hall: 913-845-2620

Insurance Agent: 913-845-2400

Library: 913-845-3281

Computer Support: Josh Hartley 913-306-5615

Library Director: 913-951-7125 (cell) Nicole Holifield

Fire Alarm Repair: Cintas 913-441-4477

Non Emergency

913-250-8000

913-845-2620

913-369-3754

B. Media Contacts

Tonganoxie Mirror—845-2222

12.2 Purpose of Emergency Preparedness

Detailed emergency management procedures minimize damage to library facilities, equipment, and materials. When advance warning is possible, these procedures enable personnel to protect and recover library property quickly and efficiently. After fires, earthquakes, and tornadoes where there is no forewarning the procedures speed the rescue and recovery of library resources.

Emergency management also includes the control of such minor incidents as extended power failure and leakage within the building structure.

12.3 Responsibility for Emergency Management

The Library Director has ultimate responsibility for emergency management.

12.4 Medical Emergencies Procedures

When handling an injured person, use rubber gloves if blood is present.

- A. Call 911
- B. Describe the person's condition: bleeding, burned, broken bones, etc.
- C. State the library name and address and exact location in the library.
- D. Give your name.
- E. Do not hang up. Let the emergency personnel end the conversation. They may want to ask questions.
- F. Call the Library Director.

12.5 Evacuation Procedures

- A. Staff will telephone 911 immediately to alert the emergency response personnel.
- B. Whenever a building must be evacuated immediately, library staff must remain calm and direct patrons to appropriate exits, assertively and without delay. Staff will monitor emergency exits to prevent backups or blockages.

- C. Staff will check all specific areas (including such "hidden" places as restroom stalls and the Community room) for remaining patrons or those who require special assistance.
- D. Staff will shut all doors behind them as they exit each area of the building. Closed doors can slow the spread of fire, smoke and water.
- E. Staff and patrons will proceed as quickly as possible, but in an orderly manner.
- F. Take with you: your car keys, purse, briefcase, etc., but leave behind any large or heavy objects.
- G. Library staff will leave the building only after all members of the public have been safely directed outside.
- H. Once out of the building, move away from the structure and assemble in an area determined by the Director or senior staff member present. Keep all roadways free for emergency vehicles.
- I. Refer to sections below for specific types of emergencies.

12.6 Reporting Procedures

- A. The senior staff member on duty will telephone 911 immediately, as other staff members complete the evacuation procedures outlined in Section A, above.
- B. As soon as possible, the senior staff member will telephone the Director.
- C. When emergency response personnel arrive on the scene, senior library staff will inform the firefighters of personnel rescue priorities and the floorplan of the facility. If possible, staff will provide a copy of these documents.
- D. Library staff on the site will cooperate with rescue operations as directed by emergency response personnel.
- E. Staff witnessing the fire will keep detailed notes in order to file an accurate incident report after the disaster.
- F. Staff on the scene may re-enter the facility only upon authorization by the emergency response personnel and only as instructed by the Library Director.
- G. Staff will document the incident with photographs and a narrative report.
- H. The Director will communicate regularly with City Hall and the County Emergency Management Department throughout recovery and as necessary thereafter.

12.7 Power Loss Procedures

- A. Quickly locate flashlights and battery-powered radios in your immediate work area. Monitor weather bulletins as appropriate (and follow procedure for specific natural emergencies)
- B. Remain calm and announce yourself to other staff and patrons.
- C. Provide necessary assistance to staff and patrons.
- D. If possible, open blinds, etc. on windows to let in light.
- E. If in an unlighted area, proceed with caution to an area equipped with emergency lights. Take with you: your car keys, purse, briefcase, etc., but leave behind any large or heavy objects. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
- F. Evacuate, if instructed to do so.

12.8 Flooding and Water Damage Procedures

- A. In cases of damage, notify the Director and City Hall.
 - a. Building Maint.: City Hall - 913-845-2620
 - b. Plumber/Electrician: Shillings - 913-845-2000
 - c. Director: Nicole Holifield 913-951-7125

- B. If there are electrical appliances or electrical outlets near a leak or standing water, use extreme caution until the power is turned off. If the flood covers a large area, power should be shut off and restored only by an electrician. When there is any possible danger, evacuate the area, following procedures in Section A, above.
- C. If you know the source of the water and are fully confident of your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously. Do not troubleshoot an uncertain situation.
- D. Be prepared to use good judgment and emergency supplies to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. Suggested activities include covering large objects with plastic sheeting and moving small or light objects out of the emergency area if you are confident that you can do so safely. After water is stopped, begin the drying process immediately. (In 48 hours mold will start to grow.)
- E. Evacuate if instructed to do so by appropriate personnel, following procedure in Section A, above.
- F. As soon as possible, the Emergency Team and appropriate staff members will consult with the Northeast Kansas Library System to determine recovery procedure for damaged library materials. If computer equipment is involved, contact the Dan Alexander immediately.

12.9 Fire Procedures

- A. In Anticipation of the Event: Staff will become familiar with the location of all fire extinguishers in the building. Fire extinguishers are located next to the Northeast Door, the Northwest Door, the Hallway and in the Kitchen.
- B. By June 1 of every year, the Library Director will provide the Fire Department with a current list of collection and equipment rescue priorities and a up-to-date floorplan locating these areas. The floorplans include the location of fire extinguishers in each building.
- C. Collection and Equipment Rescue Priorities:
 - a. Original artwork;
 - b. KS history and genealogy materials;
 - c. Microfilm of local newspapers, census and historical documents;
 - d. Cumulative Reference sets;
 - e. Computers from the library Office;
 - f. Business records from library Office;
 - g. The collection.
- D. In the Event of a Fire:
 - a. Follow the Reporting procedures outlined in Section E, above.
 - b. Report all fires, regardless of their size.
 - c. Although staff can extinguish small, self-contained fires with appropriate extinguishers, large spreading fires should be handled only by the Fire Department. Use common sense. Never endanger yourself, and always be sure there is an exit for your escape. Do not attempt to extinguish chemical fires.
 - d. Do not break windows. Oxygen feeds a fire.
 - e. Evacuate the library if you are unable to put out the fire, following procedure in Section A, above.
 - f. If it is safe to do so, disconnect electrical equipment that is on fire.
 - g. Do not attempt to save possessions or collections at the risk of personal injury.
 - h. Do not return to the emergency area until emergency response personnel instructs you to do so.

- i. As soon as possible, the Director will consult with the Northeast Kansas Library System to determine recovery procedure for any damaged library materials. If computer equipment is involved, contact Dan Alexander immediately.

12.10 Ice and Snow Storm Procedures

The library may close early by decision of Director or person in charge. If programs have been planned, the decision must be made to cancel and notify. If time permits, notify the board president, media stations and post on the library website and social media sites.

12.11 Thunderstorm and Tornado Procedures

- A. When a "Watch" is announced (conditions right for tornado to develop), locate flashlights and a battery-powered radio to leave on.
- B. When a "Warning" is announced, TAKE COVER. Direct patrons to predetermined cover area. ENTRY DOORS SHOULD REMAIN UNLOCKED.
 - a. Stay away from exterior walls and glass. The Hallway and Restrooms are safe areas for tornadoes and other extreme storm conditions.
 - b. Use telephones only for emergency purposes.
 - c. Do not leave secure areas until instructed by senior staff.
 - d. In helping patrons move to designated areas before and after the storm or tornado, be polite but firm. Warn them calmly of the danger. If patrons refuse to comply, leave them.
 - e. As necessary, follow reporting procedure in Section E, above.
 - f. The Emergency Team will authorize reentry and recovery upon instructions from the responding emergency response personnel. The Team will consult with the County Emergency Management Department in the event of any damage.
 - g. Staff will document the incident with photographs and a narrative report.
 - h. The Director will communicate regularly with City Hall and the County Emergency Management Department throughout recovery and as necessary thereafter.

12.12 Explosions and Random Acts of Violence Procedures

- A. Remain calm and avoid "heroic" behavior. Stay alert: one event can follow another. There may be more danger yet to come.
- B. Staff will use the emergency button or one of the 2 wireless key fobs to contact emergency services.
- C. For your protection, consider crawling under a sturdy table or desk. Remain there for at least 60 seconds, but be mindful that detonation delays may vary and are unpredictable.
- D. Stay clear of windows, mirrors, glass display cases, overhead fixtures, glass doors, filing cabinets, bookshelves, and electrical equipment.
- E. If evacuation is ordered by emergency response personnel, follow procedures in Section A, above. Avoid known problem areas where there are gas lines, fire hazards, etc. Once out of the building, keep as far away from the structure as possible.
- F. Do not use matches or lighters. Sparks may trigger explosions.
- G. Avoid using telephones and hand radios, which may emit hazardous sparks or signals that could trigger other bombs.
- H. As soon as possible, the Director will consult with the Northeast Kansas Library System to determine recovery procedure for any damaged library materials. If computer equipment is involved, contact Dave Hernandez immediately.

12.13 Rodent and Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

- A. Isolate the rest of materials from the collection
- B. Identify the type and extent of infestation
- C. Consider the options for pest management including routine extermination by a professional exterminator.

12.14 Preparing to Return to the Library After a Disaster

- A. The Fire Chief or his/her designee, must declare the building safe to enter. Fires and flooding can cause structural damage to buildings
- B. While the building is being inspected, answer the following questions.
 - a. Does an insurance agent need to evaluate damage before recovery begins? Call City Hall to coordinate contact with the Insurance company.
 - i. City Hall – 845-2620
 - ii. Evans Insurance – John Evans – 845-2400
- C. Determine who will photograph and record damage for insurance.
- D. Who and what are needed to secure the building?
- E. Will utilities need turning off or on or repair?
 - a. Gas Contact: Kansas Gas Energy– 888-482-4950.
 - b. Electricity Contact: Westar Energy-800-544-4857
 - c. Water contact: City Hall – 845-2620
 - d. Plumber contact: Shillings – 845-2000
 - e. Lumber yard: Himpel – 845-2680
 - f. Walmart: Bonner Springs – 441-6751
- F. People to notify of disaster.
 - a. Librarian: 913-951-7125
 - b. Board President: Steve Skeet, 785-218-6567
 - c. City Hall: 845-2620
 - d. Insurance: Evans 845-2400

12.15 Equipment

- A. Basics: The following equipment needs to be kept in the library at all times: flashlight with extra batteries; first-aid kit that can be transported from one area of the library to another; a radio that is battery operated with spare batteries.
- B. Fire Extinguishers: Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless he/she is actually on fire and there is no other alternative.
- C. Fire Alarms: Staff and volunteers must know the location and operation of the fire alarm system, including how to deactivate the system.

12.16 Resources

The Northeast Kansas Library System can supply a more detailed disaster plan.

12.17 Insurance

Information on the quantity and value of library materials covered by the library's insurance company shall be kept up to date. This will be done by maintaining an accurate shelf list.

12.18 Past Disasters

The Tonganoxie Public Library was opened in a new building in February 1991.

The following disasters have occurred:

- In May 2000, a Tornado caused \$4,233.40 in damage
- In June 2002, Hail caused \$26,231.42 in damages

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