

GIBBON PUBLIC LIBRARY POLICIES HANDBOOK

Revised and approved 2024

The GIBBON PUBLIC LIBRARY serves a rural community of 1833 and the surrounding area. The community is comprised of a substantial Hispanic and low-income population.

MISSION STATEMENT

The Gibbon Public Library provides materials and services to meet the educational, recreational, and informational needs of the community with special emphasis on stimulating children's interest and appreciation for reading and learning. The Gibbon Public Library will also be a community leader in providing equal and meaningful access to knowledge and information using current computer technology.

Goals and objectives-

The following goals and objectives were approved by the Trustees of the Gibbon Public Library Board. These goals and objectives will be examined at the annual meeting and may be revised at any time by the action of the board in the same way as prescribed for amendment of the by-laws governing the trustees.

General goals

- To assemble, preserve, and administer in organized collections, books and other materials in order to promote, through guidance and stimulation, the communication of ideas, and enlightened citizenship, and personal lives.
- To serve the community as a center of reliable information through printed materials, audio materials, video materials and computer technology.
- To support educational, civic, and cultural activities of groups and organizations.
- To provide opportunity and encouragement for children, young people, and adults to continue and broaden their education.
- To seek continually to identify community needs, to provide programs of service to meet such needs, and cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- To provide opportunity for recreation through the use of literature, music, videos, computer technology and other means within the sphere of library activities.

Specific goals

- Children will have access to programs and materials to stimulate their interest in reading and broaden their field of knowledge.

Objectives

- To allocate at least 1/3 of the book budget for children's programs and materials.
 - To make a reasonable attempt to increase attendance at the Summer Reading Program, story times and programs and to increase circulation of children's materials.
 - To provide filtering on all Internet access computers as required to qualify for E-Rate funds through USAC; said filters may be turned off on request by adults ages 18 and up.
- Adults can obtain a wide range of current, popular materials.
Objectives:

- to provide assistance in obtaining materials not available in the library.
 - to purchase an appreciable number of current best sellers.
 - to make a reasonable attempt to increase circulation of materials on a yearly basis.
 - to provide Internet access and the latest technology.
- Young adults can obtain a wide range of current popular materials and services to provide for their individual interest and needs.
 - Objectives:
 - to provide assistance in obtaining materials not available in the library.
 - initiate a young adult advisory board.
 - to allocate a reasonable portion of book budget for young adult materials and programs.
 - to provide at least one young adult program per year.
 - to provide Internet access and the latest technology.
 - Members of the community can obtain materials and services to pursue their own learning and to meet their individual informational needs.
 - Objectives:
 - to provide assistance in obtaining materials not available in the library.
 - to maintain a current non-fiction collection.
 - to provide Internet access and the latest technology.
 - Keep the community and the City of Gibbon well informed about library services.
 - Objectives:
 - to maintain current public relations using flyers, weekly newspaper articles, and social media.
 - to make a reasonable effort to increase the number of registered patrons on a yearly basis.

Policies

The following policies were approved by the board of the Gibbon Public Library and establish the operational policy of the library. These policies will be examined at the annual meeting and may be revised at any time by action of the board in the same way as prescribed for amendment of the by-laws governing the trustees.

- Library Collections and Services
 - Collection and purchases
 - The director shall be responsible for the selections purchased from the mass of available medias those items which best meet the interest and needs of the community.
- Gifts, Bequests & Memorials
 - The library accepts gifts of suitable materials with the understanding that they will be added to the library collection only when needed and disposed of at the discretion of the director. The same principles of selection apply to gifts. The library will not put a value on donated materials. Unrestricted gifts of money, land or property will be

gratefully accepted by the board. All gifts are considered permanent and the library does not accept loaned material.

- Materials Selection
 - Ultimate responsibility for library material selection, as for all library activity, rests on the director who operates within the framework of the policies and objectives determined by the board of trustees. So far as practical, all members of the library staff will participate in the selection process because informed staff contribute to intelligent use of the libraries' collection. All aspects of material selection will aim at implementing the library's general objectives.
 - The library will maintain an up-to-date array of selection tools, such as, reviewing services, review publications, and catalogs of recommended purchases.
 - General criteria applied to all materials will include:
 - Permanence or timeliness
 - Accuracy
 - Authoritativeness and/or standing and reputation of the author or publisher
 - Clearness and usability of presentation
 - Group and individual social significance
 - Suitability and importance to the whole collection
 - Format
 - Price and/or availability of funds
 - The library will endeavor always to balance special groups interest with general demand, to present fairly and truthfully both sides every subject handled, and to maintain a true balance between its duty to present information on all aspects of public questions, and its determination not to allow itself to be used as a propaganda vehicle by enemies of our society or its institutions.
 - Generally excluded from consideration will be proselytizing, textbooks, and such, and other materials generally unimportant, cheap, or trivial, deliberately distorted, sensational, or offensive. On the other hand, serious works which present an honest aspect of certain problems or life in our society are not necessarily excluded because of coarse language or frankness. A patron strongly objecting to any library material shall be asked to complete the attached "Request for Reconsideration" form furnished by the NE Library Commission and obtained from the director. Requests shall be presented to the board for assessment at the next monthly meeting. A copy of the written report will be sent to the Nebraska Library Commission.
 - The library adopts the Library Bill of Rights and the Freedom to Read Statement on book selection and controversial materials attached.
- Use of the Public Library
 - The library staff will provide guidance and assistance for people to obtain information they seek as recorded in print, audio visual resources and computer technology.
 - The library will initiate programs to stimulate the use of library materials to fill needs of people of all ages.
 - The library will cooperate with civic and community agencies and organizations to help them with program materials.
 - The library will supplement, but not perform the functions of schools and other libraries which are designated to meet special needs. This public library will at all

opportunities cooperate with other libraries to strengthen the services and resources for all.

- Use Privileges of the Library
 - Within the library, the use of the reference materials and the collection is free to all.
 - Registration, entered in the computer, is required for each individual for materials taken from the library.
 - Service will not be denied or abridged because of age, religious, racial, social, or political status.
 - A book drop shall be provided for the prompt return of library materials.
 - Computer users will follow the attached Internet and Computer Acceptable Use Policy. Patrons under 18 years of age must have signed consent of an adult to use public computers. Patrons 18 years of age and older must have a signed internet agreement on file.
 - Patron Behavior
 - To ensure that all people who use and work at the Gibbon Public Library can do so in a comfortable and safe environment, the Gibbon Public Library reserves the right to determine what it considers to be disruptive or inappropriate behavior by the patrons in the library. To ensure that every patron can enjoy the benefits of the library, patrons visiting or using the library's facilities or services must comply with the attached Patron Behavior and Unattended Children policies in the library as well as on the library's premises.
 - Operating Hours:
 - The library shall be open as follows:
Monday - Friday 11am-6pm
Saturday 11am-2pm
Sunday Closed
 - The director or other staff member shall use her/his own discretion as to closing, due to weather and/or health conditions, taking into consideration school closing.
 - Holidays
 - The library shall be closed on the following days:
New Year's Day*
Memorial Day & Saturday before
Independence Day
Thanksgiving Day & day after
Christmas*
Labor Day & Saturday before
Veterans Day
 - The library will be closed prior to or following Christmas Day and New Year's Day to be decided yearly by the board. Notification shall be published in the paper and posted in the library.
- Lending
 - All borrowers must have a valid registration number in order to check out materials. Said registration number is obtained by filling out an application and showing a current Nebraska driver's license or Nebraska photo ID. If a current, permanent address is not on the license or ID, a piece of mail showing current Nebraska mailing address is also required. A Nebraska resident with a new card is limited to 3 items

checked out the initial visit. For children under 12, an adult must be present when signing up for a new account.

- Patrons must be age 5 and up to obtain a library card.
 - If a patron does not have a current Nebraska driver's license or photo ID, said patron shall be restricted to a temporary card allowing 3 items to be checked out at all times until a Nebraska driver's license and permanent Nebraska address can be verified.
 - Non local patrons, those patrons residing 10+ miles from Gibbon, and temporary residents will be limited to 3 items.
 - Individual patrons are not to share accounts. Only the account holder can check materials out under his/her account. Account holder must be present at time of check out.
 - The library Director can restrict materials to all patrons from one family due to abuse of their library privilege or to unrelated cardholders residing at the same address. This can include not letting any family member check out items until all fines, penalties, etc. are paid.
 - All lending rules subject to the discretion of the Director.
 - Books and magazines shall be loaned for a two-week period. After this period a fine of \$.10 per day, to a maximum of \$3.00 per item, will be charged for overdue items. User privileges will be suspended until all fines exceeding \$10.00 are paid.
 - Reference books and technology materials may be used only in the library.
 - DVDs shall be loaned for 4 days (with a 1-day grace period) with a fine of \$1.00 per day to a maximum of \$3.00 per video. There are no renewals for DVDs.
 - The value of a lost or damaged item will be determined by the replacement or repair cost for the identical or similar item to be determined by the director. The borrower will pay the return postage on inter-library loan materials.
 - The accumulation of funds from fines is not considered part of the budget. It shall be used for miscellaneous items not allowed in the budget.
 - Privacy – Nebraska state law provides that “(r)ecords 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” may not be released “unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties.” NEB. REV. STAT. § 84-712.05(11) (2007).
- Non-Discrimination
 - The Gibbon Public Library is committed to the principle of equal opportunity in access, education and employment. The library does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.
 - Physical facilities
 - To achieve the goal of good library service the board of trustees accepts the responsibility to see the public library building facilities are provided and maintained which will adequately meet the physical requirements of a modern aggressive library service. The library facilities will be available, at the discretion of the board, to

educational, civic and cultural activities of groups and organizations pursuant to Community Room Guidelines.

- Exhibits and displays
 - The public library is anxious to provide the public as many attractive, educational and cultural exhibits as possible.
 - A bulletin board is provided for individuals and groups in the community to announce events and services providing general and current interest. Notices may not be mounted to walls, doors, windows, or other surfaces. Posting of notices does not imply library endorsement. No displays or distribution of materials will be placed in the library without permission from the library director.
 - The library assumes no responsibility for any display items or materials.
 - No political, religious, or commercial solicitation or displays permissible.
- Personnel
 - The public library is an equal opportunity employer.
 - The director shall be responsible for performance evaluations of all employees at least once each year. The board shall be responsible for the performance evaluation of the director at least once a year. Personnel with weaknesses or below average ratings will be given remedial instruction by the Director or Assistant. Unless there is significant improvement, an unsatisfactory performance evaluation will result in reassignment to another position if this is possible and desirable, or in termination. Merit salary increases, if applicable, will be awarded by the Library Director at this time.
 - All employees are responsible to the library director and through the director to the board.
 - Director
 - General administration of the library
 - Building the library collection, including selection and maintenance of materials.
 - Maintain current and accurate files and records, such as the statistical reports, state aid, etc.
 - Provide material recommendations to patrons pursuant to their interests
 - Oversee and schedule the maintenance of the building.
 - Maintain definite library hours.
 - Supervise staff. Hold regular staff meetings and assign daily and special duties.
 - Plan frequent and regular programs to promote and publicize library service.
 - Work with and promote the Friends of the Library and the Library Foundation Board.
 - Prepare agenda for meetings.
 - Education requirements: High school diploma/GED and certification from the NE Library Commission.
 - Assistant Director
 - Performs managerial duties related to personnel, library operations, technical services, cataloging, etc.
 - Directs the library and handles all necessary duties in the absence of the Director.

- Assists in planning, implementing and evaluating library services and adult programs, coordinating selection of library materials and attending to the public.
- Education requirements: High school diploma/GED and willingness to attend professional development and library workshops.
- Library Assistant
 - Responsible to the director.
 - Creates advertising materials, manages social media, writes weekly newspaper articles.
 - Send out overdue notices and collect fines.
 - Shall perform all the duties of the assistant director in her/his absence.
 - Cover books and prepare movies/magazines for circulation.
 - Education requirements: High School diploma/GED.
- Children/Youth librarian:
 - Administration of the Children's and Young Adult sections of the library.
 - Building the Children's and Young Adult library collection, to include selection and maintenance of materials.
 - Maintain current and accurate files and records.
 - Provide reader service to all children/youth.
 - Maintenance of children's area.
 - Plan regular story-time, Summer Reading Program and other programs to promote and publicize the children's library services in coordination with the Director.
 - Responsible to the library director.
 - Other duties as assigned.
 - Education requirements: High school diploma/GED and willingness to attend suitable children's program workshops.
- All Staff
 - Working knowledge of how to operate all equipment in the library.
 - Welcome and assist all patrons who enter the library.
 - Collect fines.
 - Provide reference and technology service.
 - Circulation and shelving of all library materials.
 - Maintain the library in a neat and orderly manner and clean up after themselves.
 - Be familiar with materials in the library and able to assist patrons in their search for materials when requested.
 - Will perform other duties as may be assigned by the Library Director.
 - Should be familiar with the Library Policies and Procedures.
- Salaries and Benefits
 - The library director and all employees will be paid by the City of Gibbon every two weeks at an hourly wage for hours worked as determined by the board. The rate will be comparable with other community positions requiring similar educational preparation and job assignments. All library employees will be paid according to the Minimum Wage Law.

- The library director is entitled to 14 days (112 hours) vacation yearly, with pay, after working one year. Assistant library director is entitled to 20 hours vacation yearly, with pay. Both are also paid for all library holidays.
- Board of Trustees
 - The board of trustees consists of 4 legal residents of the City of Gibbon and 1 from Buffalo County/surrounding area. They shall be appointed by the City Council, on the recommendation of the library board. Each board member shall be supplied with a copy of the NE Library Trustees Manual and a copy of the Board Policies. It shall be the responsibility of the trustees to fulfill the library's objectives, hire a competent director, establish policies to be administered by the director, promote good public relations and transact other business pertaining to the library. It shall be required of each board member to attend one-half of the meetings yearly or to vacate the position. The secretary-treasurer will advise any member not meeting these requirements in writing and also notify the city.
 - Meetings
 - A meeting shall be held bi-monthly, the second Tuesday at 5pm. The order of businesses for meetings will be conducted according to "Robert's Rules of Order" and the "Nebraska Open Meetings Act".
 - The June meeting, known as the annual meeting, shall be for the purpose of disposing of regular business, election of officers, receiving yearly reports as follows:
 - Financial statement by treasurer.
 - Summary of activities by secretary.
 - Annual report by library director.
 - Standing committee reports.
 - Approval of budget prepared by treasurer and library director.
 - The board shall establish immediate and extended goals. This meeting cannot be omitted.
 - Quorum and Amendments
 - A quorum shall consist of three board members. Motion and changes of policies may be passed by a majority vote of the quorum at any meeting. The Chairperson may vote in case of a tie.
 - Duties and Officers
 - The officers of this board shall be a Chairperson, Vice Chairperson, and Secretary-Treasurer. Election of officers will be held at the annual meeting in June and duties will commence immediately. Officers' duties are as follows:
 - The Chairperson or Vice Chairperson shall preside at all meetings, appoint committees, be empowered to delegate duties to officers and members and be legal representative for the board.
 - Secretary-Treasurer shall be responsible for recording the minutes of the meetings and handling necessary correspondence, publishing legal notice for meetings, publicizing special projects sponsored by board members, and at the end of each year, record in the minutes the present status of each member, submitting name and names of new appointees to the City Council, keeping record of placement of the library keys and keeping current records. The Secretary-Treasurer shall also be responsible for

submitting bills to the city and assisting the library director in preparation of the budget. The fiscal year shall be that of the City of Gibbon.

- Building and Maintenance
 - The maintenance of the library building, being public property shall largely be the responsibility of the City of Gibbon. The city shall be contacted for snow removal, lawn care, major repairs and replacements. The employees on duty are covered by Workman's Compensation Laws of Nebraska. The board is responsible for the utilities, telephone, cleaning and beautification of the building.

Last revised September 10th, 2024

Director: Missy Onate

Chairperson of the Library Board: Ivan Klein

Secretary/Treasurer of the Library Board: Maria Montanez

Attached: Request for Reconsideration of Library Resources
Library Bill of Rights
Freedom to Read Statement
Internet and Computer Acceptable Use Policy
Wireless Policy
Community Room Guidelines for Usage
Unattended Children Policy
Patron Behavior Policy

Request for Reconsideration of Library Resources

The trustees of The Gibbon Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

The Gibbon Public Library. P.O. Box 309. Gibbon, NE 68840

Date _____

Name _____

Address _____

City, State _____ Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording
 Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, what sections did you review? _____

4. What concerns you about the resource? _____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

6. What action are you requesting the committee consider? _____

Revised by the American Library Association

Intellectual Freedom Committee

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values

differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes those individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; those ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Gibbon Public Library

Internet and Computer Acceptable Use Policy

In response to the changing needs of our community, the Gibbon Public Library provides resources and services which meet the cultural, educational and recreational needs of Gibbon's and Buffalo County's growing and diverse communities. It is within this context that the Gibbon Public Library offers its patrons access to the Internet.

The Internet is a worldwide network of information. It offers access to many valuable local, national and international sources of information. This content is continually expanding, and as such, the Gibbon Public Library has not control over the information accessed through the Internet and cannot be held responsible for its content. It is within this context that the Gibbon Public Library offers its patrons to the Internet and has adopted this Internet and Computer Acceptable Use Policy in accordance with guidelines set by CIPA (Children's Internet Protection Act).

Not all information available via the internet is accurate, current or complete. Users are encouraged to exercise judgment in evaluating the validity of information accessed via the Internet. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or its connections to the Internet.

All internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using public library resources and facilities.

Technology protection measures in the form of filters are installed on all of the Library's computer terminals (staff and public). These filters are designed to block the access of visual depictions that constitute obscenity or child pornography or that are harmful as addressed in CIPA laws. Filters are not perfect. Guiding minor's access to the Internet is the sole responsibility of the parent or legal guardian. The library staff does not supervise the use of the Internet by minors. As will all other library materials, parents or legal guardians are responsible for deciding what library resources are appropriate for minors in their care. There are some Internet resources that parents or guardians may consider inappropriate for minors in their care, even when access to the Internet is mad via filtering software that is required by CIPA. For purposes of this policy, the term "minor" means an individual who has not attained the age of 18. This policy is adopted in order to facilitate the Library's compliance with CIPA, to authorize the Library's staff to submit the certifications referred to in CIPA, and to qualify the Library to be eligible to receive funds as described in that act.

All users of the Internet and computers at the library are expected to use these resources in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all related rules, regulations and procedures established for its use, including, but not limited to, those of the Library.

Responsible use of the Internet and computers at the Library includes:

- Complying with the Library's posted rules of conduct.
- Using the Library's computers for authorized use only.
- Using the Library's Internet resources for cultural, educational and informational purposes.
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from altering or damaging software or data residing on the Internet.

- Refraining from damaging or altering the configuration of the equipment used to access the Internet at the Library.
- Refraining from the deliberate propagation of computer worms or viruses.
- Installation, downloading or modification of software is prohibited.
- Computer users may not use their own software programs or download files to the hard drive on any Library computer.
- Computer user is responsible for each page printed. User will pay 10 cents per page (black and white) and 25 cents per page (color), plus applicable sales tax for each page that is printed out.
- Computer use is on a first-come basis and computer session may be limited to 30 minutes whenever additional patrons are waiting. Only ONE person will be allowed at each computer station unless special permission is granted.
- Computers are located in public areas which must be shared by users of all ages and sensibilities. The library reserves the right to ask users to discontinue the display of information and images which violate the Use Agreement.
- As with other library resources, patrons with outstanding fines or lost/damaged fees, may have computer privileges revoked until fines are paid.
- Computer users may not use the Library's facilities or equipment for any activity prohibited by federal or state laws or by local city ordinance that compromises the safety and security of minors when using email, chat rooms or other forms of direct electronic communications.
- The internet computers are located in public areas used by library patrons of all ages, backgrounds, sensitivities, and values. Patrons are expected to consider this when accessing potentially controversial information and images.
- Patrons may not use the library workstations for viewing, sending, printing, or receiving materials that may be determined to be harmful to minors as defined by State of Nebraska Statutes 28-807(6).
- Patrons may not use the library workstations for viewing, sending, printing, or receiving materials that may be determined to be obscene as defined by State of Nebraska Statutes 28-807(10).
- Acceptability of Screen display will be left to the discretion of the supervising library staff. Patrons found to be viewing internet sites that are harmful to a minor or obscene will face penalties to be determined and at the discretion of the library director and/or library board of directors.
- Police will be notified of any child pornography accessed.

In addition to this specific policy, general guidelines for the use of all public access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Gibbon Public Library Wireless Internet Policy

The Gibbon Public Library ("The Library") now allows for personal computer equipment to access the internet via a wireless network throughout the entire building which is incorporated by reference herein.

1. Persons utilizing the wireless connection agree to comply with all provisions of the current Gibbon Public Library Internet and Computer Acceptable Use Policy which is incorporated by reference herein.
2. The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.
3. The Library accepts no responsibility for any software downloads and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.
5. This Internet and Computer Acceptable Use Policy may be amended from time to time.

Gibbon Public Library Unattended Children Policy

The Gibbon Public Library welcomes youth to use its facilities and services. However, the library is not a playground, recreation center, or day care facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of children using the Gibbon Public Library the following policies are adopted:

1. All children seven years or younger shall, at all times, be attended and adequately supervised by a responsible adult. Children may be left unattended at scheduled library programs. The responsible person should plan to be at the library when the program concludes.
2. Children with special needs related to physical or mental ability shall be attended by a responsible party as needed. Library staff cannot be expected to provide constant care or oversight.
3. Children eight years and older may use the library unattended, subject to the rules and regulations of the Gibbon Public Library.
4. The Gibbon Public Library assumes no responsibility for children left unattended on library premises.
5. If library staff judges that any unattended child is not coping adequately, a staff member will immediately try to locate the responsible adult. If the adult cannot be found in 30 minutes, or if the library is closing, the staff will contact the sheriff's department for assistance. The staff will under no circumstance take the child out of the building.

Gibbon Public Library Patron Behavior Policy

To ensure that all people who use and work at the Gibbon Public Library can do so in a comfortable and safe environment, the Gibbon Public Library reserves the right to determine what it considers to be disruptive or inappropriate behavior by the patrons in the library. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of all patrons using the Gibbon Public Library the following policies are adopted:

Dangerous, destructive, or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assaults, including fighting or challenging others to fight;
- Engaging in intimidating or harassing behaviors, including following or stalking other patrons or library staff, leering at others;
- Making violent or threatening statements to others; and
- Damaging, destroying, stealing or otherwise vandalizing library property.

Any patron engaging in one or more of the above behaviors will be instructed to leave the library immediately and may have his or her library privileges suspended for a period of up to one (1) year depending on the severity of the violation. In addition, law enforcement may be called and appropriate legal action may follow.

The following behaviors are also prohibited:

- Using harassing, obscene, abusive, or insulting language or gestures.
- Leaving children under the age of eight (8) unattended by a parent, guardian, or caregiver, who is at least 16 years of age.
- Leaving an individual of any age who is unable or unwilling to care for themselves, and/or cannot tell staff their full name, address, and phone number.
- Disturbing other patrons by talking, gesturing, or otherwise interfering with their ability to read, study, contemplate or otherwise use the library.
- Interfering with the library's staff performance of their duties.
- Eating or drinking in the library in areas that are not approved.
- Possessing, consuming, exchanging, selling, or being under the influence of illegal drugs and/or alcohol.
- Using the public restroom in any manner that is not usual or customary, including laundering or bathing.
- Failing to wear proper attire – a shirt and shoes are required.
- Using tobacco products or smoking products of any kind. This includes but is not limited to the use of 3-cigarettes and vapor pens.

- Making loud or unreasonable noise, including but not limited to the use of electronic equipment or mobile telephones at a volume that disturbs others. Ringer volumes should be set to silent or vibrate.
- Carrying weapons of any kind.
- Petitioning, soliciting, or selling merchandise or services including the distribution of handbills or flyer, unless prior approval has been granted by the director.
- Refusal to follow reasonable direction from library staff, including but not limited to leaving the library during normal closing procedures or following a suspension of library privileges or refusing to evacuate during an emergency.

If a patron (under the age of 16) is being disruptive and interfering with the use of the library by others or is deemed by the library staff to be at risk of being harmed or causing harm, an effort will be made to contact the responsible parent/guardian via text, telephone and/or email. If the parent/guardian does not come to the library to pick up the said patron within 30 minutes of staff's request to do so, the Sherriff's Office will be called to take the patron until the parent or guardian can be reached.

Engaging in any of the above behaviors may results in one or more of the following consequences, depending on the severity of the violation:

- Initial warning, given copy of Behavior Policy.
- Library privileges suspended for one day.
- Library privileges suspended for seven days.
- Library privileges suspended for up to one year.

Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the director.

Please inform staff if you observe anyone behaving in a suspicious or inappropriate manner.

CODE OF CONDUCT:

Use inside voice.

Walk.

Be polite.

Follow librarian's directions.

Respect library property.

Gibbon Public Library Community Room Guidelines for Usage

The Community Room is available to eligible groups. Library programs will receive first consideration in scheduling all events. No event may be held which interferes with normal operations of the library or that falls on a date when the library is not open. All events must be concluded by 9 p.m. The library reserves the right to reject any request for the use of the meeting room that has a "for profit" status. Garage sales are not allowed. All reservations will be made through a library staff member during regular library hours.

Smoking and alcoholic beverages are not permitted anywhere within the building or on the library grounds.

The Community Room may be used for educational, civic, or cultural programs, which will benefit the people of Gibbon without charge. The Community Room can be used for private organizations or groups for a fee of \$50.00. Users will abide by the library's rules as previously stated, such as leaving the room in the condition they found it and vacated by 9 p.m., no smoking, and no alcoholic beverages. A \$100.00 cash deposit will be required of all groups and will be returned after the library staff ascertains that the area used was left in order. In the event a deposit is not refunded (in whole or in part), future use rights are terminated.

No admittance fee may be charged or contributions solicited, nor may collections be made. A cost recovery fee for any materials used by the scheduling party may be charged ONLY if specific, written permission is granted by the Library Director in advance.

The Community Room may not be booked more than two months in advance.

Groups/Entities that are using the meeting room in a "for profit" capacity are limited in doing so to once every two months.

Groups using the room need to bring their own refreshments, paper products and/or dishes for serving as well as dish towels, wash cloths, etc. A coffee maker is available upon request.

No signs, posters, etc. are to be taped or tacked to any painted or varnished surfaces in the Community Room. The rug must be protected with tarps when doing arts and craft classes.

Some equipment such as overhead projector, TV/DVD is available for in-house use. Check with the staff when you are filling out the reservation form.

Coffee, tea, soft drinks, and/or snacks may be served during the meeting with the exception of fruit drinks and punch. No fruit drink or punch is allowed on the carpet. All food and drinks are to be kept inside the Community Room.

Groups are responsible for leaving the room in the condition they found it. This includes:

- returning the chairs and tables to their appropriate places
- picking up trash and emptying trash cans
- vacuuming, if needed (a vacuum will be left in the room)

- wiping off counters and rinsing out the sink
- leaving any utensils used, coffee pots, etc. clean and put away

Groups using the Community Room during regular library hours will be allowed a maximum of two parking spaces in the library parking lot for their meeting. This does not apply to meetings scheduled after regular library hours.

A contact person will be required for all groups reserving the Community Room. The contact person will be responsible for:

- payment of deposit and any fees
- checkout and return of building key
- conduct of the group using the room
- returning the room to its proper order
- closing the building (for meetings held after regular hours)

The use of the library's Community Room does not constitute an endorsement of any organization's policies or beliefs. No announcement, press release, flyer, etc. may state or imply that the group or meeting is sponsored or endorsed by the library unless the group has prior written approval for such action.

The library reserves the right to attend any meeting in question and reject any request for the use of the Community Room.

As the official representative of the organization seeking use of the property, I have read, understand, and agree to follow the above guidelines and that failure to comply with these guidelines may jeopardize future reservation privileges.

We agree to abide by the rules and policies of the Library Board and to be responsible for all damages to the property, not including ordinary wear and tear.

Signature

Date

TECHNOLOGY PLAN | September 10th, 2024 – September 30th, 2029

The GIBBON PUBLIC LIBRARY believes computer technology is an integral part of the library's services. The library will be a community leader in providing equal access to knowledge and information using computer technology.

The GIBBON PUBLIC LIBRARY:

1. Will provide free access to the Internet and e-mail onsite at the library.
2. Will maintain the GPL Wordpress website and using this website will provide a link to the card catalog, as well as to the Nebraska Library Commission, library board meeting information, library news, and the library's social media accounts. Staff will continue to add even more useful content to the website.
3. Staff will attend technology related classes offered through the Central Plains Library System and the Nebraska Library Commission.
4. Continue using DNS filtering on all public access computers in addition to Faronics "Deep Freeze."
5. Board of directors will continue to budget funds to cover costs of technology needs such as phone lines, Internet access, filtering, upgrades to software and the replacement of outdated computers and technology.
6. Continue with Hamilton Telecommunications and Network Nebraska technical support and maintenance.
7. Continue to encourage the support of the Friends of the Library and Gibbon Public Library Foundation for monetary and public support.

The GIBBON PUBLIC LIBRARY serves a rural community of approximately 2000 and is comprised of a substantial Hispanic and low-income population.

There are six computers available for patron use which are always occupied by patrons doing research, applying for jobs, browsing the internet, checking e-mail, gaming, and other activities. The staff uses the internet for a multitude of daily tasks including but not limited to: placing book and materials orders, checking out books, doing research and corresponding with other libraries.

The GIBBON PUBLIC LIBRARY website is <http://libraries.ne.gov/gibbon/>. The website is hosted by the Nebraska Library Commission free of charge. It includes basic library information such as hours of operation, library board information, as well as featuring upcoming programs and activities. It also gives provides a link to access the online card catalog and the Libby app.

The library staff and director will attend technology classes offered through the Central Plains Library System and the Nebraska Library Commission. Cost for these courses will be taken from available funds in the annual budget. We offer computer classes for the public when available. Patrons are given one-on-one assistance as needed in the library. Patrons under 18 years of age must have signed consent of an adult to use Internet access computers. Patrons 18 years of age and older must have a signed internet agreement on file.

The GIBBON PUBLIC LIBRARY will utilize its annual budget to focus on

maintaining/updating/replacing current children's technology as well as upkeeping the current technology the library offers. We will also stay informed of technology grants and our Gibbon Public Library Foundation and Friends of the Library are willing to provide matching funds and other monetary and public support.

Hamilton, Network Nebraska and the NLC help provide technical support and maintenance.

The director, board and staff will evaluate this technology plan on an ongoing basis to see if any adjustments need to be made. The technology plan will be evaluated on an annual basis by the library board to see if any changes are needed. Periodic surveys of the patrons for their input on technology services may also be done to ensure technology needs are being met.



Gibbon

Public Library

Long Range Community Needs Response Plan 2024-2029

Mission Statement

The Gibbon Public Library provides materials and services to meet the education, recreational and informational needs of the community with special emphasis on fostering children's interest and appreciation for reading and learning. The Gibbon Public Library aims to provide a safe space for information and discovery through innovative programming, diverse collections, relevant and responsive services, and up-to-date accessible technology.

Welcome to Gibbon!

Small town living in the heart of Central Nebraska, Gibbon is located at Exit 285 on Interstate 80 and along Highway 30 and the Union Pacific Railroad. With a population just under 2000, Gibbon offers an excellent workforce, high quality of life, and low cost of living.

Friendly citizens, local businesses, parks, ball fields, swimming pool, public library, heritage center, volunteer fire and rescue squad, K-12 public school, churches, and nearby municipal golf course, Windmill State Recreation Area and Rowe Sanctuary all combine to make Gibbon an excellent place to live, work and play. In addition, Gibbon is conveniently located between Kearney and Grand Island, thus providing the conveniences of the larger cities with the smaller hometown atmosphere.

Gibbon is a City of the Second Class with a Mayor-Council form of government. Basic economic activities include manufacturing, retail, agriculture, and transportation. Whether you are a current resident or are looking for more information, this is the place to begin. (City of Gibbon Website)

The student population consists of about approximately 52 percent Caucasian, 46 percent Hispanic, and 2 percent others. The data shows that over the last five years the difference in the percentage of Hispanic and Caucasian is decreasing but the current school year is the first decrease in Hispanic population in several years. The 2021-22 free and reduced meal program eligibility is approximately 47 percent, which is higher than the state average. Gibbon Public Schools provides services through the special education program to 15.92 percent of our students. This compares to 12.31 percent for the state. ELL program participation is at 17.42 percent. This is almost three times higher than the state average of 7.76 percent. (GPS Website)

Community Assessment Process

The Gibbon community worked with Rural Prosperity Nebraska to complete a comprehensive community survey (ECAP) in 2023. The question topics included: community services and amenities, community projects, economic development, housing, childcare services, flood impacts and business ownerships. The accreditation committee is using the results of this survey, along with collected library data, to define the following top needs expressed by the community.

Community Needs and the Library's Response

1.) An active community (all ages) that needs/wants events and activities offered locally.

Goals:

- Continue to talk to and listen to our community on what they'd like the library to offer. Attend workshops and research fresh and new ideas for programming.
- Explore additional grants and funding options, utilize the funds in the library budget, and partner with other local entities to help us offer quality local program and larger event options.
- Reach out to agencies locally and in neighboring communities to help us offer "senior center" activities. Continue to utilize the community room for these programs.

2.) Meeting the needs and bridging the gap of a culturally diverse population.

Goals:

- Offer bilingual family programs as well as adding to our circulation's bilingual materials.
- Utilize bilingual staff, patrons and volunteers in planning and hosting these programs.
- Work with local organizations to provide educational services that are out of the scope of library staff.

3.) Local Business Development/Support

The assessment highlighted an interest within our community members (of multiple age groups) for local business growth/retention.

Goals:

- With the help of local business owners and educational institutions, offer youth entrepreneurship programs to educate kids on small business ownership and start-up.
- Provide space, resources, internet, literature, and equipment for business needs.
- Utilize library technology/software to help the local business owners with marketing materials.

Analysis of Library Strengths, Weaknesses, Opportunities, and Threats

The library scored highly in the community amenities portion of the assessment with almost eight in ten respondents rating it as either good or excellent. It received the highest excellent rating out of the ten community amenity choices listed (parks, pool, golf course, soccer fields, heritage center). Based on the library's own data and internal investigation, we have compiled the following strengths, weaknesses, opportunities, and threats.

Strengths

- We offer a competitive number of programs in comparison to our peer libraries.
- We have an ever-growing number of community attendance at our programs.
- We have handicap parking/ramps.

- We have a new north parking lot for library parking and program use.
- There is amazing community support and perception of library staff and facility.
- A Community Room is available for program use as well as public rental.
- The library has a governing Library Board, a Library Foundation, Friends of the Library group and a Teen Advisory Board.
- The library staff is passionate about literacy and loves to work at the library.
- We have amazing community support.

Weaknesses

- The front doors are heavy and there are no automatic door buttons.
- There is a lack of board/staff involvement with the City Council/Chamber of Commerce. This goes both ways.
- Based on a 2024 library survey, the community would like an increase in the hours the library is open as well as more weekend programming offered.

Opportunities

- We have so many great businesses here in town that we can partner with.
- All age groups have a need/want for more cultural/educational/entertainment choices besides local sporting events and bars/restaurants.
- We have a large homeschool population. These families have a desire to socialize, learn, teach and volunteer outside of their normal routine in the community.
- There is a State Park just south of town that brings in travelers all year round.
- We are right in the middle of Sandhill Crane migration in the spring.
- The Gibbon Public School is a great ally to the library.

Threats

- Aging and culturally diverse increase of population adds challenges.
- There is a lack of things to do for the youth in our community.
- As our program attendance has grown, our available space is less adequate to hold everyone at one time. The community room could use updates.
- With increases in minimum wage and the competitive pay community businesses and the Gibbon Public School offer, hiring and retaining employees is a challenge. Our budget can only accommodate so many hours and amount of pay per hour, per staff member. This is a huge threat.

Inter-Library S.W.O.T. Response

To meet our commitment to provide the best possible library and services to our community, the Gibbon Public Library must focus on the following areas:

- Utilizing marketing and outreach to spread the word and reach all community members.
- Maintaining the quality and quantity of programming that the community has grown accustomed to the library offering as well as finding new programs to offer for all age groups.
- Prioritizing staff retention and city budget/community support to offer said programs/events.

- The need to partner more with other community organizations and local businesses. Attending events organized by other groups in our community. Reach out to other leaders for ways to collaborate on events.
- Library staff/board attendance at Chamber of Commerce and City Council meetings.

Evaluation Plan

The library staff and board members will work together towards attaining the goals set. The Community Needs Response Plan will be reviewed at the end of 2026 for a progress report on the goals set, and if not, implement further plans to reach the desired goals or to determine if any of the goals are no longer feasible and/or attainable.

Accomplishments

We were successful in many of the goals that we set in our previous Community Needs Assessment Plan. Providing more community outreach by visiting local daycares, as well as the elementary school, was a huge success! The response from our community has been amazing! We also added middle school teen programming, more adult programs (including a full summer reading line-up) and made our community center a space that holds regularly scheduled “senior” club meetings and socials.

Planning & Evaluation Team

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