

# APPENDIX K: CONTACT NUMBERS

## LIBRARY & TOWN CONTACT TELEPHONE NUMBERS

### Library Director:

Lore Ponshock  
(715)325-8990

### Library Board President:

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### Town of Rome Town Chairman:

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### Library Board Trustees:

Jill Reese  
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Barb Long  
(262) 308-5636

Pam Hyland  
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Bill Lindroth  
(715) 254-4361

Jerry Wiessinger  
(715)325-3152

Kristen Daliege  
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### Town of Rome Attorney:

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## **APPENDIX M: LIBRARY CLOSURE POLICY**

### **I. Purpose of Policy**

- A. At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

### **II. Library Closures:**

- A. The library will post a notice reminding library customers that whenever there is severe weather, or severe weather is in the forecast, they should call the library before venturing out. The recorded message on the library answering service will provide them with guidance on status of any library closure. Although the library is an essential service, it is not an emergency service and we should not endanger our staff or patrons.
- B. The Library Director or his/her chosen substitute will have the authority to close the library, either for an entire day or to close early, after consulting with the Library Board President and various roadway advisors. In all cases, employee and library customer safety will be the primary consideration.

### **III. Library Safety Measures Due to Inclement Weather:**

- A. There are times when the weather becomes dangerous while the library is open. At times, this may require closing the library so staff and the public can get home safely. When the National Weather Service issues a Severe Thunderstorm Warning or a Winter Storm Warning the library staff will notify patrons of the impending weather. When a Tornado Watch is issued, library staff will inform patrons of the possibility of a tornado developing. If a Tornado Warning is issued, the library will require you to take cover or leave the library immediately.
- B. Designated safety areas for Tornado events include: the Restrooms. The bathrooms are not reinforced, but they do not have windows. As a last resort, the Storage Room can be used. It is not an interior room, but it does not have windows. If the Lakes Medical Center next door is open, and time allows they do have a basement to seek shelter in.

Library Board Approved February 10, 2010

# Naming Rights Policy

## Policy Statement

The Lester Public Library of Rome Board of Trustees shall have sole responsibility for naming or renaming library facilities and/or subunits of facilities. Naming opportunities may be considered when there is a strong community desire for a specific name for a facility or when the Library Board desires to honor an individual, foundation or corporation for outstanding contributions that are consistent with the nature and mission of the Library.

Naming opportunities within a facility may include such areas as meeting rooms, special use areas, collections and equipment. A naming opportunity can be offered to an individual, foundation or corporation in recognition of substantial funding for the library and its programs. Donors seeking such opportunities will have the choice of (a) honoring a leading community figure or local hero, or (b) requesting that either they or another individual or entity of their choice be recognized. When a substantial gift or pledge is committed to the Lester Public Library of Rome Foundation or the Incourage Community Foundation, the Foundations shall notify the Library Board of Trustees and the Library Director of the terms of the commitment. The Board of Trustees will have thirty (30) days to modify a commitment.

A naming opportunity can also be offered to an individual, foundation or corporation in recognition of outstanding contributions that are consistent with the nature and mission of the library. Any Trustee, staff member or citizen of the Town of Rome may nominate a library supporter for special recognition. In such a case, the Library Board of Trustees will evaluate the appropriateness of such a nomination and determine the proper recognition.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. A named area within a facility shall bear a commemorative plaque citing the significant role of the donor or library supporter. The Library Board of Trustees will provide plaques or other commemorative items.

Library Board of Trustees  
Approved on December 14, 2011  
Revised May 24, 2016

## **APPENDIX O: SOCIAL NETWORKING POLICY**

The Lester Public Library of Rome will implement and maintain various social networking applications and services for the purpose of facilitating an online platform of communication between library staff and library users about library related subjects and issues. Social networking is maintained and monitored by the Lester Public Library of Rome staff.

Comments, posts and messages are welcome. However, the Lester Public Library of Rome reserves the right to monitor content before or as it is posted on all of their social software web sites and accounts. The following will be removed:

- Obscene or racist content
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized material
- Private or personal information submitted without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions, organized political activity or spam
- Any messages deemed to be in violation of copyright, trademark right or other intellectual property right of any third party
- Photos or images which may fall into any of the above categories

Abuse of the above policy may result in the responsible poster being barred from posting any subsequent messages to the Library social media site. Violation of the terms can lead to legal liability.

The Lester Public Library of Rome is not responsible or liable for content posted by any subscriber in any forum, message board, or any other area within the service.

Approved by the Library Board of Directors on March 14, 2012