

Charles City Public Library

Policy Manual

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RESPONSIBILITY FOR LIBRARY OPERATIONS

The Library Board of Trustees' responsibility to the community is to represent the Library both to the people and to the officials of the city. It is the Trustees' obligation to see that adequate funds are obtained for good library service and that the taxpayers receive a fair return on the investment in tax dollars.

The Board of Trustees of the Charles City Public Library consists of citizens appointed by the Mayor and confirmed by the City Council. A rural member, provided for in the City Code, shall be appointed by the Mayor with the approval of the Floyd County Supervisors. The Library Board is a policy-making group whose duties are the following:

1. to determine the policies of the Library
2. to select and hire a Library Director whose duties are defined in the job description
3. to advise in the preparation of the budget, approve it, and request the necessary funds
4. to provide adequate buildings
5. to study and support legislation which will bring about the greatest good to the greatest number of libraries
6. to help promote good public relations for the library
7. to develop a long-range plan for the library and work toward those goals
8. to approve any single expenditure exceeding \$500 other than for media material

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall attend all Board meetings.

SERVICES OF THE LIBRARY

The Library Staff will select from the mass of available materials those materials which best meet the needs of the community. These materials will be organized for easiest possible access by the public. Guidance and assistance will be provided by the staff to help people obtain the information they seek.

Information and materials will be provided to help patrons to:

1. equip themselves for efficient activities in occupations and practical affairs
2. increase their understanding and appreciation of literature, the arts, sciences and the natural world, and history of civilization and the political world
3. increase their competence to form sound judgments on public problems
4. promote personal and social well-being and develop creative and spiritual capacities
5. enjoy recreational reading.

The Library will initiate programs to stimulate the use of library materials for the enlightenment of people of all ages.

The Library will cooperate with other community agencies and organizations.

The Library accepts responsibility for securing information beyond its own resources. This will be done as part of the Enrich Iowa program, which is sponsored by the State Library of Iowa. The Library will also lend materials requested by other libraries, which is also part of the Enrich Iowa program.

The Library will endeavor to maintain a balance in its services to men, women, young people, and children. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet specific curricular needs.

Library services will be provided during hours which best meet the needs of the community.

CONFIDENTIALITY

Library patron and circulation records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information. (Iowa Code Chapter 22.7)

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the Library are confidential. The records shall be released to a criminal justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling. (Iowa Code Chapter 22.7)

The Charles City Public Library Board of Trustees recognizes that circulation records of the Library are confidential in nature and advises all library employees that such records shall not be made available to anyone other than the person to whom the material is checked out without a court order.

Collection Development Plan

Mission Statement :The Library will act as a community center for all ages for basic information in various formats, popular reading, entertainment, programming for growth, self-help, and lifelong learning to increase the general good and well-being of the citizens of Charles City.

General Objectives:

1. To provide library service to every individual in the local community and unincorporated areas of the county and the cities of Floyd and Colwell.
2. To provide access to the services and facilities provided by regional, state, and federal agencies.
3. To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas.
4. To serve the community as a center for reliable information.
5. To support educational, civic, and cultural activities of groups and organizations.
6. To seek continually to identify community needs and to provide programs of service to meet such needs.
7. To cooperate with other organizations, agencies, and institutions that provide programs or services to meet community needs.

The following policy will guide the collection activities of the Library:

1. The library director is responsible for developing and maintaining the collection. This includes selection, cataloging, processing, maintenance and weeding.
2. The director authorizes staff members qualified by training and experience to apply the policy to day-to-day decisions.
3. The library will select materials using a variety of sources including but not limited to review sources, patron requests and professional collection services.
4. The library will develop a catalog entry for new materials.
5. The library will continually evaluate the use of the collection, adapting the selection of various parts of the collection to reflect changes in readership and use of materials.
6. The library will deselect (weed) the collection on an ongoing basis based on use and condition. Such materials will either be sold or destroyed.
7. Book repairs will be done at a very minimal level. Rebinding will be done on local materials and those of special interest no longer available from publishers.
8. Books lost, stolen, or not repairable will be replaced only if they fit into the overall collection development plan.
9. The Library maintains the philosophy of a no-growth collection. The collection size will be maintained at 35,000 to 50,000 physical volumes. The digital collection may exceed this limit.
10. The Library will participate in the Interlibrary Loan System.
11. The Library will not act as a purchasing agent for the public.

Challenges to Materials

12. The selection of materials, if questioned, shall be reviewed in the following manner:
 - a. A person with an objection will be urged to fill out a complaint form, after reading the entire book, viewing the entire video media, or listening to the entire audio media. (See Citizen's Request for Reconsideration of Media.) This complaint form will be returned to the Library Director.
 - b. A committee of the Board and the Library Director shall read, view, or listen to the media and review it.
 - c. A conference will be held with the complainant and the Board including the Library Director.
 - d. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Gifts

13. Within the provisions of state laws, the Board of Trustees adopts the following policy for gifts:
 - a. Books and other materials will be accepted on the condition that the director has the authority to make whatever disposition s/he deems advisable. If the media meets the objectives of the Library and the needs of the collection, the material will be accepted. If the material does not meet these criteria, the donor will have the choice of keeping the material or allowing the Library to sell it to the public and the Library will retain the proceeds.
 - b. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
 - c. Personal property, art objects, portraits, antiques, and other museum items will be accepted at the discretion of the Board.
 - d. The Library will not accept for deposit materials which are not outright gifts.

Updated and approved 12-11-2014

INTELLECTUAL FREEDOM

I. Freedom to Read:

The Charles City Public Library Board of Trustees affirms its belief in the Freedom to Read statement as approved by the American Library Association.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the materials they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what materials should be published and circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of materials on the basis of the personal history of the author.
4. No efforts shall be made to coerce the taste of others.
5. No reader should be forced to accept, on any book or other library materials, the prejudgment by labeling the book or author as subversive or dangerous. Labeling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by the prejudicial system so as to predispose readers against the materials.
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.

II. Freedom to View:

The Charles City Public Library Board of Trustees affirms its belief in the Freedom to View statement as approved by the American Library Association.

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the first amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

III. Library Bill of Rights

The Charles City Public Library Board of Trustees affirms its belief of the following basic policies which would govern the services of all libraries. The Board agrees with the American Library Association Library Bill of Rights, which follows.

1. 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 their origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

IV. Censorship

The selection of materials, if questioned, shall be reviewed in the following manner:

1. A person with an objection will be urged to fill out a complaint form, after reading the entire book, viewing the entire video media, or listening to the entire

audio media. (See *Citizen's Request for Reconsideration of Media*.) This complaint form will be returned to the Library Director.

2. A committee of the Board and the Library Director shall read, view, or listen to the media and review it.
3. A conference will be held with the complainant and the Board including the Library Director.
4. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Reviewed and reaffirmed 12-11-2014

CIRCULATION POLICIES

I. Who May Use the Library

The City Councils of Charles City, Floyd, and Colwell will pay for the residents of their cities to use the Charles City Library. The Floyd County Supervisors will pay for the rural Floyd County residents to use the Charles City Library. Other residents of the State of Iowa may use the Charles City Library and the State of Iowa will reimburse the Charles City Library as agreed upon in the Open Access, Access Plus, and Enrich Iowa contracts. These programs are sponsored by the State Library of Iowa.

The Library will not deny or abridge service to anyone because of age, religious, racial, social, disability, gender, gender orientation, economic, or political status.

The use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to the general public. (See *Code of Conduct Policy*, page 19)

II. Patron Registration

Library cards will be issued to anyone who can present verification of their address and who are at least age 5.

People who are temporary residents of the community may be issued a card. Both the temporary address and the permanent address will be noted in the computer record and on the registration card.

People applying for a library card for the first time will be required to present one form of typewritten identification that lists their current address. Children without this form of identification will be required to have a parent or guardian with current address identification to verify their address.

Examples of acceptable identification include, but are not limited to: current driver's license or permit, car registration, personal check with name and address imprinted, utility bill, rent receipt, student identification card, and school schedule. Personal correspondence is unacceptable.

The first time a new patron uses his/her card to check out materials s/he will be allowed to have only 2 items checked out at a time. Following the timely return of initial items checked out, the restriction will be lifted.

The library card needs to be presented at the time of each checkout and when the person uses a computer. Presentation of the card eliminates an impostor from

charging materials on another person's account and ensures that materials are checked out only to the bearer of the card.

There will be no charge for the first library card. In case of lost cards, there will be a \$2.00 non-refundable replacement fee. Card holders are responsible for their cards and should report a lost card to the Library as soon as possible. At the time of such a report the staff person shall immediately lock the person's account until a new card is applied for. A worn out card will be replaced at no charge to the patron.

III. Loan Periods

A. Regular loans

Loan periods will be four weeks for all print and audio materials, and art prints (framed art material). Exceptions are as follows:

The loan period for new adult materials housed on the browsing shelves is 14 days. CD-ROM computer programs are also loaned for 14 days.

The loan period for videos is 7days.

B. Overdue Materials

Circulated materials will have the one-day grace period programmed into the computer. After that one day, fines accrue from the day the material was due. Overdue notices will be sent when the item is 7-10 days overdue.

C. Fines

The Library will charge fines for overdue materials up to the replacement price of the material. All materials will accrue a fine of 10 cents per day, per item. The cost of lost or damaged items must be paid in full. Receipts will be issued for all paid fines and for all lost or damaged materials for which the patron has paid.

D. Renewals

All materials may be renewed once for the original loan period, unless this item is on reserve for another patron.

Reviewed, revised and approved 4-11-2013

EQUIPMENT POLICY

The Charles City Public Library has a variety of equipment available to patrons for check out. The following expectations will direct their usage. Intended usage, specific restrictions and conditions for the various types of equipment are outlined below.

- Borrowers with a library card in good standing may check out equipment.
- Children who do not have a completed Internet Permission card on file will not be able to check out a device that connects to the Internet.
- Equipment labeled as “in house use only” may be used in the main part of the library and in the children’s room. In house use devices may not be taken into the lobby, restrooms or outside of the building.
- Equipment labeled as “external use okay” may take the equipment outside the library for the agreed upon loan period.
- Borrowers agree to pay all costs associated with damage brought about by misuse or loss of the equipment and its component parts.
- Borrowers will report any problems with the equipment immediately.
- A person who has booked the Zastrow River Room may check out equipment for use in the room without a library card. However, the user is responsible for giving the library adequate notice so that equipment is available when needed.

Type of Equipment	Intended Use	Restrictions and fees
Laptop, Chrome book	General Computer/Internet Use	In house use only , need library card, If patron is under 18 y/o need Internet Permission.
Mooney iPad	For virtual tour in Mooney Gallery	Use in Gallery use only , no library card required.
Projector, Projector/laptop combo	For presentations either in the library meeting room or outside the library	Outside the library.\$10 fee/day . Library card required. For use of projectors in the meeting room no fee nor card requirement.
Portable DVD player	For use by patrons to watch DVDs while traveling	Library card required. One week check out.
Sound System	For use in presentations outside the building	\$10 fee/day. Library card required.
Vinyl Converter	For use in converting musical records to digital format.	In house use only. Library card required.

Reviewed, revised and approved 6-12-14

TELEPHONE, FAX, AND OTHER COMMUNICATION FORMS POLICIES

I. Telephone policy

The circulation desk telephone is the only telephone available to the public for local calls. Other than for emergencies, outgoing calls are limited to one connected call for transportation per person per three hours time limit. This prevents the business phone being tied up by persons using it for personal business and pleasure. The Library does not page patrons. The staff will take a message to be picked up at the circulation desk. The staff will not search for patrons in the building unless it is for an emergency.

II. Fax policy

The Charles City Public Library has a FAX machine to speed interlibrary loan service, reference requests, and other library business. The machine is used for library purposes only. The public may not use it for their own business or personal use. Any interlibrary loan fees charged will be passed on to the requesting patron.

INTERNET AND COMPUTER POLICY

In accordance with the American Library Association Library Bill of Rights, the Charles City Public Library provides unrestricted access to the Internet, including its wireless network.

Computer and Internet Use Eligibility

- The Library's computers are available to those customers who are library patrons in good standing.
- For nonresidents, a guest privilege to use the computers will be granted by showing valid identification.
- All persons under 18 years of age must have an Internet Permission slip signed by a parent or guardian, or be accompanied by the parent or guardian. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.
- The library's wireless network is available to all library users who have their own wireless device.

By choosing to use the free Internet and/or computers you agree to abide by the Library's Internet and Computer Rules. Those in violation of these rules risk losing their privileges and in the case of illegal activity risk prosecution.

Internet and Computer Rules

- All Internet and Computer Use:
 - The Internet contains content which may be offensive to some. If the nature of the content being viewed at the Library may disturb other Library users, the viewer will be asked to cease.
 - The library's computers are filtered in compliance with the Child Internet Protection Act. The filter may be temporarily disabled in response to an adult's request.
 - Library users are responsible for any consequences of copyright infringement through their use of Library workstations and the wireless network. Unauthorized, illegal, or unethical activities are prohibited and will be prosecuted to the full extent of the law.
 - The use of the library's computers and wireless network is free however the library charges a nominal fee for printing.
 - Staff will attempt to provide general assistance to those using the library's computers and Internet network. However, staff cannot provide extended one on one instruction for use on the computers or Internet. Patrons looking for instruction in computer and Internet use are encouraged to ask staff about training opportunities either through the library or elsewhere in the community.

- **Wireless Users Only**
 - The laptop owner is responsible for setting up their equipment to access the library's Wireless network.
 - The Library assumes no responsibility for the safety of equipment brought into the building; users must keep their equipment with them at all times.

- **Library Workstations Only**
 - The Library's computers offer 60-minute sessions. If no one is waiting to use a computer, users may be given the option to extend their current session.
 - The library workstations are for use by one person only. Exceptions to this rule (as in the case of a person using a relative for assistance or students working on a project together) must be made at the discretion of library staff.
 - Patrons must not knowingly damage the library's computers or circumvent the security of the library's network.

Reviewed, Updated and Approved 4-10-2014

BULLETIN BOARDS AND DISTRIBUTION OF MATERIALS

Space permitting, the Library will post announcements of the cultural activities of the community--those concerned with literature, art, music, drama, and related activities. The Library will also post public announcements of general interest to the community.

The following guidelines apply:

Posters, notices, and material for distribution should be submitted to the Director. Nothing may be posted or removed from the bulletin boards except by the Library staff members following approval of the Director.

Approved items will remain posted at the discretion of the Library Director and are subject to limits of space.

In the field of education, announcements of courses given by educational institutions or sponsored by recognized community groups may be accepted, but not those publicizing instruction or courses by individual teachers or private firms.

Announcements concerning group religious activities, or those open to the public, may be accepted, but not those of individual churches.

Persons are strictly forbidden to distribute advertising literature in the Library building or post petitions, or to solicit funds for any purpose.

The Library will not act as distribution center for free materials which deal with controversial issues, written from one point of view only.

Neither will the Library act as an agent to sell any type of material, other than Library items, no matter how worthy the cause.

The Library is selective in making announcements available for quantity distribution. Posting of notices and distribution of material does not imply endorsement by the Library.

In all instances, the Library reserves the right to refuse any announcements it considers too commercial, in bad taste, or of doubtful value.

The Library will not display recruitment posters and information for any of the branches of the Armed Forces.

REFERENCE SERVICE

Reference service is provided both in-house and on the telephone (in a somewhat more limited fashion.) The Library staff will make every reasonable effort to assist any patron in finding needed information or material. Providing full literature searches, lengthy bibliographies, or doing homework for the patron are not possible services due to limitations imposed by time and resources. Library staff members are neither lawyers nor doctors and cannot offer any interpretation of legal or medical materials to Library users.

The Library offers extended reference service through the auspices of the North Central Library Service Area.

PURCHASING MEDIA FOR THE PUBLIC

The Library will not act as a purchasing agent for the public.

CONDUCT AND PUBLIC SAFETY POLICIES

- I. **Code of Conduct**- These rules are for the comfort and protection of all who use the facilities of this building. They will be firmly but courteously enforced by the Library staff.
 - a. Smoking and other tobacco use is not permitted.
 - b. Soliciting is prohibited.
 - c. Drinks and light snacks are allowed in the meeting room and lobby only.
 - d. Service dogs are admitted. Other animals are to remain outside the building.
- II. **Problem Patrons**- The library staff has the responsibility to protect the safety of all the Library patrons and to maintain order in the Library. In the event the Director is unavailable, the staff person shall use his/her judgment in regard to speaking to the patron and/or calling the police.
- III. **Emergency Situations**--An emergency situation can be defined as any situation in which a patron's actions present an imminent danger to the life or safety of him/herself or others. Such incidents include assault and other crimes of violence, or the threat or attempt to commit such crimes. The staff member should call the Director, a supervisor, a colleague, or the police for assistance. Examples of such situations:
 - a. Observing or receiving a report of a Library patron attempting to steal or maliciously destroy Library property.
 - b. Observing a patron performing an illegal act under the law.
 - c. Disruptive Behavior--When a patron willfully and purposefully disturbs other patrons, without making physical contact, the staff will request the patron to stop the disruptive behavior. If the disruptive behavior continues, the person will be asked to leave the Library. If the patron continues to act disruptively and refuses to leave the Library or becomes dangerous, the staff person shall call the police and take measures to protect other patrons and staff.
 - d. Cell phone calls or other audible conversations may be disruptive to others. Patrons are encouraged to take any necessary calls/conversations to the lobby. If a patron requires the use of their cell phone while using a library computer, they should inform staff of this need.
 - e. Inappropriate Use of the Library--When a patron appears to be using the Library for inappropriate purposes, a staff member should approach the patron and tell the patron in a reasonable manner and without physical contact that s/he should use the Library in an appropriate manner or

leave. If the patron refuses to behave more appropriately, the same procedure as for disruptive behavior should be used.

- f. Verbal Abuse of the Staff--If a patron speaks to a staff member in an abusive or obscene manner, the staff member should call the Director. If the patron continues to be abusive or obscene the same procedures as for disruptive behavior should be used.
- g. Unattended Children- It is the parent's or caretaker's responsibility to assure the safety and conduct of their children while in the library. Library staff will not assume responsibility for children while in the library.
 - i. **Children without a parent or caretaker** must be able manage their own behavior. Problem behaviors as outlined above will be handled like adults with the exception that the child's parent will be contacted in the event that the child's behavior warrants them unable to continue or in the event that the situation warrants due to parental unavailability or safety, the police will be contacted.
 - ii. Children at the library prior to closing will be given the opportunity to contact a ride home if needed. Children still at the library at closing time will be attended by library staff for an additional 15 minutes at which time the police will be contacted.
- h. **Children with a parent or caretaker:** Supervision is the responsibility of the parent or caretaker. Library staff will not assume responsibility for children while in the library.

IV. **Public Safety-** In case of an emergency such as tornadoes, fire, bomb threats, and threats of personal safety, the staff persons shall follow the procedures as outlined below:

- a. In the case of a tornado watch, the staff needs to be aware of the possibility of sudden severe weather. S/he needs to try to be aware of where the patrons are located in the building. The staff should turn on the television and/or radio to keep apprised of the weather. In the event of a warning, the sirens will blow. The sirens are not always easily heard. The staff should call out loudly, but in a calm voice, for the patrons to go to the Library's restrooms or to City Hall's shelter in the basement below the Police Station. If time permits, staff should go to the far corners of the building to check for hearing-impaired patrons, etc. Staff should not worry about petty cash or locking the door unless time permits. Patrons will be taken to the Library's restrooms or to City Hall to the shelter and children should be stopped from leaving for home on bicycles or on foot.
- b. In the case of fire, staff will make every reasonable effort to evacuate all patrons. In the event there is not sufficient time to call 911 from the

Library, staff and patrons will go to City Hall and report the fire to the Police Department.

- c. Staff should familiarize themselves with the bomb threat procedure that is kept at the Circulation Desk and should keep in mind that the safety of patrons and staff is the number one priority. The recommended procedure from the Police Department is as follows:

“If you receive a bomb threat by phone, notify your supervisor immediately. You need to note the caller’s sex, approximate age, what is said, and the attitude of the caller. Do not hang up the phone in order to enable tracing the call. Go to a different phone and phone line to call the Police Department for an immediate response. We will notify assisting agencies. If evacuation is necessary before the officers arrive, remain calm as the general public will react to your level of excitement.”

- d. The Library recognizes OSHA rules and regulations.

Reviewed and Approved on 11-13-2014

Meeting Room Policy

As a resource to the community, the Charles City Public Library offers a meeting room for use by the public. A \$20 nominal fee is required per day of use. This fee will be waived for nonprofit community groups at the discretion of the Library Director. In addition to the fee, a damage deposit will be required for the room. (Please refer to the meeting room reservation sheet for deposit specifics.)

Use of the meeting room is governed by the following policy.

- Prior to reserving the meeting room, the deposit and fee must be received by the library. Deposits not donated to the library will be available for refund if the user abides by policy.
- Users are responsible for:
 - Set-up of the room, including arranging furniture and equipment.
 - Returning the room to its original configuration, cleaning and removing all trash.
 - Making arrangements for any after-hours entry and exit from the building, if applicable.
 - Informing the library in advance if the meeting has been cancelled.
 - Supervising any minor children while using the meeting room.
 - Any damage to the meeting room, library equipment or library facilities during the use of the meeting room. Damages will be charged to the adult/organization that reserved the room.
- For events that occur during hours the library is open to the public, library staff will:
 - Let users into the meeting.
 - Provide limited assistance with questions about facilities and equipment. Meeting room users are strongly encouraged to plan ahead. Extended questions about the facilities or equipment may be answered by the Library Director or designee.
- For meetings that start or end after-hours, users must enter/exit the building on their own through the parking lot door. Users who fail to pick up a key or lock themselves out of the building should not expect that library staff will provide assistance when the library is closed.
- Set up time and cleaning should be included in the time the room is reserved.
- The library kitchen has several coffee pots for use. Instructions are on the inside of the cabinet doors.
- The library provides wireless Internet access throughout the building. No code is required.
- Any use of other library equipment must be planned and arranged for in advance of the meeting. As this equipment is used by other organizations outside the library, one should not assume it will be available.

Prohibited Activities:

- Affixing banners, signs, artwork other materials to the painted walls. The picture rail or upholstered walls are designed for hanging such items.
- Alcoholic beverages or other controlled substances/

- Smoking or any open flame, such as candles.
- Programs involving the sale, advertising or promotion of commercial products or services.

Reviewed and Approved 5-22-215

EXAM PROCTORING POLICY

The Charles City Public Library provides exam proctoring service to the public free of charge. Because library staff are engaged in other duties, the following conditions are to be understood.

The Library will:

- Accept exams by email or postal mail. The educational institution/ testing organization will complete the Proctoring Instruction Form and include it with each test that they wish to have the library proctor.
- Provide library staff to supervise a test. However the library cannot constantly monitor the student one on one.
- Provide a computer to take an online test. However the library will not install additional software on library computers to accommodate testing. Students may bring in their own computers at the discretion of the educational institution.
- Provide a study carrel for a student to take a written test. However the student and institution must understand that area provided is in a public space where there may be noise.
- Make student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted).
- Return a written exam either by mail in a self-addressed envelope provided by the educational institution or by scanning the test and emailing it according to the instructions on the **Proctoring Instruction Form**.

The Student will:

- The student will contact the library director to set up the testing. In the event that the director is absent for more than a day, another designated staff may set up the testing.
- Verify receipt of their exam at the library.
- Schedule exams in advance. Unscheduled exams will not be accommodated.
- Exams must be taken during regular library hours and may not be scheduled within an hour of the library closing.
- Provide a valid Driver's license or ID for verification of identity or the test cannot be proctored.
- If a student is taking an online exam, they will be able to use a computer for the length of time stipulated in the exam. The student must be in good standing with the library to use the computer for exams.

- The student is responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates). Payment of costs is due prior to the time of the exam. Call the library to verify receipt of the examination.
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
- Come prepared with the necessary or required supplies to take the examination.
- Provide a paid envelope in the event that the institution has not enclosed a return envelope.
- Allow sufficient return time for the normal library mailing. The student is responsible for making sure that the completed exam has been received by the institution.

The educational institution will:

- Contact the library director or their designee to set up testing for the student.
- Provide a completed **Proctoring Instruction Form** and include it with each test that they have the library proctor.

The Library cannot:

- Provide a locked or secure place for the test.
- Provide a quiet study room for test taking.
- Provide a librarian who will constantly watch the student one on one who is taking the exam. We will only periodically check on the student.
- Provide proctoring for multiple students in a given day.
- Mail the completed exam at times other than the regular library mailing.
- Arrange for courier or delivery pickup of completed exams.
- Be responsible for completed exams that have gone astray in the postal system.
- Keep copies of completed exams more than 14 days past the date the completed exam is sent.

Proctoring Instruction Form

Student Name:	
Institution :	
Class (Ex. BIO 324) :	
Exam Name (Ex. Midterm):	
Time allowed (Ex. 1 hour):	
Dates allowed (Ex. take before 10/30/2015)	
Materials allowed:	
Materials prohibited (Ex. no textbooks):	
How/where to return exam (email address or envelope)	
Contact name	
Contact telephone/email	
Other instructions:	

Approved 12-10-2015

PERSONNEL POLICY

The following statements are policies and do not constitute a contract. These policies may change at any time at the discretion of the Library Board of Trustees. Policies not specifically stated here will follow the personnel policies of the City of Charles City.

Employment practices

A. Appointment

1. The Board has the responsibility for recruiting and hiring the Library Director.
2. The Library Director is responsible for recruiting and hiring all other

employees.

B. Recruitment sources

1. All qualified employees presently employed in the Library will be given an opportunity to apply for vacated positions.
2. General recruitment will include advertising to the public using two or more of the following sources: Iowa Workforce Development, newspapers, state library publications, announcements at library schools, and notices posted in the public area of the Library.
3. The Charles City Public Library is an Equal Opportunity Employer.
4. Requirements for employment are set by the Board using standards that exist in the library community and the Charles City Public Library's job descriptions.
5. Selection of a person to fill a vacant position
 - a) If chosen for an interview, the applicant will be notified of the time and place of the interview and the results. If not chosen for an interview, the applicant will be notified by letter.
 - b) For the Director's position, the Board will conduct the interview.
 - c) The applicants who are interviewed will be evaluated by the interview, reference checks, and consideration of the job description of the position they will fill.
6. General conditions of work:
 - a) Salary payments are made every two weeks.
 - b) There is a six month probationary period.
 - c) Full time is forty hours per week.

Personnel Actions

A. Probation and Performance Evaluations

1. Probationary period for all employees is six months. A written evaluation will be made at that time.
2. Staff probationary and performance evaluations are the responsibility of the Library Director. The Library Director's probationary and performance evaluations are the responsibility of the Board.
3. Annual performance evaluations are intended to evaluate an employee's competence and encourage self-improvement. Evaluations will also give an

employee a chance to discuss dissatisfactions and problems with the job. It will also improve operations and service of the Library.

a) Evaluation reports are kept for each employee and the Library Director, with copies given to the individual.

b) If the employee does not agree with the evaluation, his/her written comments will be attached to the evaluation and filed.

c) Evaluations will be considered for promotions, salary raises, reassignment, demotion, dismissal, or layoff.

4. The same rights of employment that apply to the staff apply to the Library Director.

B. Resolution of Grievances

1. Grievances include the occasions when an employee feels s/he has been unjustly treated, and those when there is an allegation that the Library has failed to provide a condition of employment formally agreed upon.

2. Every effort shall be made to resolve any grievance informally with the employee verbally discussing the grievance with the employer. In the case of the Library Director, the employer is the Board and this step may be taken with its president; in the case of other staff, the employer is the Library Director.

3. If the grievance cannot be resolved informally, the employee who has a grievance shall file the grievance in writing to the employer within fourteen (14) days following the day the grievant first became aware of the grievance issue. The employer then shall, within seven (7) calendar days after the day the grievance is received, give a decision in writing to the grievant. In the case of the Library Director, the Board's decision is final at this point.

4. If the Library Director and employee cannot resolve the grievance, the employee, within seven (7) calendar days after the Librarian's decision, may appeal that written decision to the Board in the following manner:

a) An appeal to the board must be presented in writing no later than a week before the next regular Board meeting.

b) Written grievances to the Board should be addressed to the Board president.

c) The Board president will notify other members.

d) Any other grievance procedure will not be acceptable to the Board.

e) This process does not in any manner guarantee continuance of employment or maintenance of the status quo until resolution of the grievance.

f) Once initiated, the grievance procedures may be terminated at any time by the employee upon the agreement of both parties. The parties reserve the right to waive the time limitations stated in the procedures, if mutually agreed upon.

C. Remedial or Disciplinary Actions

This section deals with those occasions when an employee is having difficulty performing adequately or when the Library Director is not satisfied with his/her performance.

1. Examples of conduct which may require actions from the Library Director are:
 - a) Abuses of sick leave
 - b) Consistent tardiness
 - c) Breaches of acceptable conduct which may include appearance, attitude, language, abusiveness to patrons or staff, etc.
 - d) Deficiencies in performance
 - e) Violation of terms of employment
 - f) Unauthorized absence from work
 - unauthorized leave
 - excessive extension of rest periods

2. Formal actions which may be taken:
 - a) If the problem is not resolved after two reprimands and discussions of the problem between the employee and the Director, then formal actions will be taken.
 - b) Formal discussion will take place between the employee and the Director to agree upon remedial actions, concluding with a report to be filed in the employee's personnel file.
 - c) Disciplinary action
 - If the problem continues after formal discussion and remedial action have been taken, other disciplinary action will be in order, such as docking pay and dismissal.
 - An employee may appeal disciplinary action. See *Personnel Policy. Grievance Procedure B.4 Page 27.*

Personnel Records

1. A personnel file contains the following:
 - a. Forms related to hiring which will be kept indefinitely.
 - b. Forms related to promotion which will be kept indefinitely.
 - c. Requests for leave which will be kept for one year.
 - d. Performance evaluations which will be kept indefinitely.
 - e. Written grievances which will be kept indefinitely.
 - f. Copies of any commendations, attendance at workshops and courses of study, reports related to remedial or disciplinary actions, which will be kept indefinitely.
 - g. Medically related information which will be kept in a separate medical file.
2. The files, compiled by the Director, will be kept in the Director's office and may be examined by the Director at any time. Employees may review their own files during regular scheduled office hours.

E. Separation from Service

1. Resignation procedure:
 - a. Written resignation is requested at least 30 days in advance.
 - b. Upon resignation, an employee will be paid for any unused vacation.
2. Dismissal and layoff

- a. A layoff occurs because of lack of funds, discontinuance of an activity, or reorganization.
 - 1) Notice of a temporary layoff will be given no less than 14 calendar days.
 - 2) At the time of layoff, all employees will be paid for unused vacation.
 - 3) If the layoff is due to lack of funds; and funds become available within 3 to 6 months, employees will be reinstated.
 - 4) Partial layoffs will be made on the basis of seniority and the needs of the Library.
 - b. All dismissed employees will receive unused vacation pay.
 - c. Refer to page 27 *Remedial and Disciplinary Actions*
- 3. In the case of separation from service this policy applies to the Director as well.
- 4. Retirement
 - a. An employee may retire at any time.
 - b. There is no mandatory retirement age.
 - c. Employees are covered by IPERS, according to IPERS rules and regulations.
 - d. Refer to the IPERS Manual for information on retirement income.
- 5. Death of an employee
 - a. To receive life insurance benefits, an employee must be a full-time employee of the City for a period of at least six months.
 - b. The city carries life insurance on employees at the following levels:
 - 1) Department Heads are insured per base salary times two.
 - 2) All other full-time employees are insured per base salary.
 - 3) Part time employees are not insured.
 - 4) All life insurance amounts are rounded to the nearest \$1000.
 - c. Survivors will have to contact City Hall for information on benefits of the deceased.

Salary Administration

- A. Salaries of Library employees are approved by the Board upon recommendation of the Library Director.
- B. Schedule of paydays
 - 1. Paydays occur every other Thursday.
 - 2. If Thursday is a holiday, employees will be paid on the day preceding a payday holiday.
- C. Distribution of paychecks
 - 1. Paychecks are distributed by the Director.
 - 2. Special arrangements through City Hall will be made for special distribution concerning paychecks.

Employee Benefits

- A. Health Benefits

1. Details of the health plan are available in the insurance manual.
2. An employee must be full-time to receive health benefits.
3. Employees must apply for insurance through the City.
4. All costs of insurance will be paid by the Library, subject to employee participation guidelines set by the City.

B. Insurance Plans

1. Life Insurance - see page 28 *Death of an employee*
2. Unemployment Insurance - unemployment insurance benefits are available subject to guidelines set by the City.

C. Retirement Benefits

These are available through mandatory reductions of the employee's paychecks with IPERS and FICA.

D. Vacation

1. A vacation period is provided for the specific purpose of allowing a staff member a period of rest and recreation, thereby increasing his/her efficiency for the following year.
2. Employees eligible for vacation are full-time employees and employees that have been working an average of at least 20 hours per week for the previous twelve months. Entitlement to vacation will start from the beginning date of employment.
 - a. Those employed full-time for one full year will receive two weeks paid vacation time.
 - b. Employees employed an average of 20-39 hours per week for one full year will be entitled to two weeks pro-rated vacation on the basis of a forty-hour week.
 - c. After five years of employment a full-time employee is entitled to three weeks paid vacation.
 - d. After five years of employment a part-time employee (see definition in 'b' above) will be eligible for three weeks pro-rated vacation on the basis of a forty-hour week.
3. Vacation leave may not be accrued or accumulated.
4. Approval for vacations must be obtained from the Library Director.
5. If requests for vacation leave conflict, decisions on who receives their vacation are based on seniority.
6. An employee will be paid for any unused vacation when s/he leaves Library employment.
7. Vacation days will not be affected by leave without pay.

E. Holidays

1. Full-time employees are entitled to the following paid holidays:
 - a. New Year's Day
 - b. President's Day
 - c. Memorial Day
 - d. Fourth of July
 - e. Labor Day
 - f. Thanksgiving
 - g. The Friday after Thanksgiving
 - h. Veteran's Day
 - i. After noon on December 24
 - j. Christmas Day
 - k. After 5 PM on New Year's Eve, if this day falls on Mon, Tues, Wed, or Thurs.
 - l. The Library will be closed on Easter Sunday, but no comp time is given full-time employees.
2. Credit will be given for a holiday that occurs during a scheduled day off.
3. An employee is required to be at work as scheduled on the days before and after a holiday. If their absence is unexcused, they lose pay for the day they are gone.
4. Any City holiday that a full-time employee is required to work, the full-time employee will receive time-and-a-half pay.
5. Part-time employees, who regularly are scheduled to work 20-39 hours per week, will be given holidays on a pro-rated basis.

F. Personal Days

1. There shall be three (3) paid personal days for full-time employees per fiscal year.
2. Personal leave may not be taken the day before or after a holiday.
3. Personal leave may be taken at the employee's discretion, with the Director's approval. A week's notice is requested.
4. Part-time employees who are regularly scheduled for 20-39 hours per week will be entitled to personal days pro-rated according to their regular work schedule.

G. Funeral Leave

1. All full-time employees may be granted up to one-week paid leave for funerals of the following persons:
 - a. spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchildren, and grandparents.
 - b. Funeral leaves for any other than immediate family as defined above shall be granted at the discretion of the Director.
2. Part-time employees, regularly scheduled to work 20-39 hours per week, will receive one week pro-rated paid leave
 - a. for the same persons listed in 1.a, above.

- b. Other funeral leaves will be granted at the discretion of the Director.

Conditions of Work

A. Hours of work

1. The work week begins Sunday at 12:00 noon.
2. All scheduling will begin at noon on Sunday.
3. Employees working 6 or more hours during the day receive a one-hour unpaid lunch break as scheduled with the Library Director. A 15- minute paid break may be taken each 4 hours worked.
4. Schedule accommodation will be made for classes dealing with professional development.
5. The Director is responsible for scheduling, and any changes of the work schedule must be handled through the Director. A minimum of two employees will be present in the building during all hours the library is open.
6. Part-time employees are responsible for finding their own replacement among the part-time library staff for changes in scheduled hours. A *Schedule Change Request Form* must be turned in to the Library Director for approval before the change is official.

B. Overtime

1. Overtime is allowed when emergency situations occur. Overtime is defined as any hours over 40 in the work week beginning on Sunday at noon.
2. Employees will be given compensatory time off in lieu of immediate overtime pay in cash, at a rate of not less than 1 1/2 hours for each hour of overtime worked. Time off must be taken within the pay period.

C. Emergency Closings

At the Director's discretion, the Library may be closed. Reasons for closing include, but are not limited to: snow accumulation and storms, floods, water main interruption, acts of God, and other emergencies.

1. Suggested guidelines for closing are:
 - a. Other businesses and offices close.
 - b. The safety of the staff reaching their homes or the Library is in question.
 - c. A 'no-travel advisory' is issued.
 - d. No more than one employee is able to reach the Library.
2. All full-time employees will be paid if they are scheduled to work. Part-time employees will not be paid but will be given every opportunity to make up the lost time.

D. Attendance at Conferences, Meetings, and Workshops

1. Employees are encouraged to further their professional development by attending library-related conferences, meetings and workshops.
2. Eligibility to attend paid meetings and workshops is based on Library needs as perceived by the Director.
3. When paid time for conferences, meetings, and workshops is granted, all reasonable expenses will be paid.
4. Reporting on the meeting will be required.
5. The Director will provide forms for reporting expenses.

Leaves of Absence

A. Sick Leave

1. Sick leave is paid time-off for health-related reasons.
 - a. Employees eligible for sick leave are:
 - 1) Full-time employees who have been employed a minimum of one (1) month.
 - 2) Part-time employees who have been employed for a minimum of 12 months and who have averaged at least twenty (20) hours of work per week for the past year.
 - b. All eligible employees will be credited 1.5 days of sick leave at the end of the first eligible month. Thereafter, sick leave will be accumulated at the rate of one and 1/2 (1.5) days per month to a maximum of 120 days.
 - c. Sick leave days are based upon the average work day length of the employee.
2. Employees must call as necessary to report sick leave and upon returning to work fill out the necessary form.
3. Sick leave may be used for medical and dental appointments or illness of family members. The Library Director should be notified in advance of medical appointments as necessary.
4. Sick leave may not be used for other forms of time-off.
5. Absences of longer than 3 days may need to be substantiated with a doctor's note.
6. There is no payment for unused sick leave at the time of separation from service.

B. The Library will be governed by the Family and Medical Leave Act of 1993 for leaves identified by the Act.

The City of Charles City will grant eligible employees up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. Paperwork must be completed with the deputy city clerk.

1. Reasons for taking leave:

- a. To care for the employee's child after birth, or placement for adoption or foster care.

- b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- c. For a serious health condition that makes the employee unable to perform the employee's job.

2. Required use of paid leave:

All paid vacation, holidays, and random days which are available to the employee shall be substituted for the unpaid leave taken under paragraphs a, b, or c above. In addition, all available paid sick leave shall be substituted for the leave taken under paragraph c above.

3. Advanced notice and certification:

The employee shall be required, when possible, to provide 30 days advanced notice of foreseeable leave, and will make reasonable effort to schedule treatment so as not to disrupt City operations. The employee shall provide certification by a health care provider to support leave taken under paragraphs b and c above, and when exercising leave under paragraph c, will further be required to submit a medical certification confirming his or her ability to return to work.

4. City's right for second opinion:

If the City disputes the medical certification provided by the employee to justify the employee's requested leave, then the City may require a second or third opinion, to be obtained at the City's expense by a physician of the City's choice.

5. Maintenance of benefits and job:

During the employee's leave, the City shall maintain the employee's insurance coverage under the City's group health insurance plan on the same terms and conditions existing prior to the employee's leave. Upon returning from the leave, the employee will be restored to his or her original or equivalent positions with equivalent pay, benefits or other employment terms. The use of the leave or rights will not result in the loss of any employee benefits that accrued prior to the start of said leave.

C. Other leave without pay

1. Leave without pay is defined as authorized absence from work for a specified time during which an employee is not on pay status but retains the right to the job held at the time of leave, seniority and earned credit toward retirement. It differs from other leaves in that it is usually granted in response to unusual circumstances and is no fringe benefit to which employees are entitled.

2. Circumstances when this may be taken:

- a. Further education
 - b. Other circumstances at the discretion of the Library Director.
- 3. Four months is the maximum time limit for leave without pay.
 - 4. An employee will accumulate no sick leave while on leave without pay.
 - 5. Insurance premiums will be paid as usual during the leave without pay. The employees will be responsible for paying their share of the premiums, if such a situation applies.

6. Vacation/personal days and vacation status will not be affected by leave without pay.

7. Prior approval of the Director is required for leave without pay.

D. Other leaves of absence

1. Jury Duty--Any full-time employee or part-time employee who is regularly scheduled to work 20-39 hours per week and who is selected for jury duty shall receive a paid leave of absence for the time s/he spends on such duty. Any jury pay received by the employee shall be returned to the City.

2. Military leave will be granted as provided by law.

Reviewed and Approved 11-18-2014

BY-LAWS OF THE BOARD OF TRUSTEES

I. Library Board

- A. According to the requirements of the Library Ordinance (see page 49), City of Charles City, the Library Board of the Charles City Public Library shall consist of nine (9) members to be appointed from time to time by the Mayor, with the approval of the City Council.
- B. The general powers and duties of the Charles City Public Library Board are outlined in Chapter 378 of the Code of Iowa.
- C. The Board shall exercise its powers and duties by:
 - 1. Employing a competent and qualified director;
 - 2. Cooperating with the Director in determining and adopting written policies to govern the operation and program of the Library including personnel policies and policies governing the selection of library materials, supplies, and equipment;
 - 3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library;
 - 4. Assisting in the preparation of and seeking adequate support for the annual budget; and,
 - 5. Developing long-range goals for the library and working toward their achievement.

II. Officers

- A. The officers of the Board shall consist of a President, Vice-President, and Secretary. The City Clerk will act as Treasurer for the Board, but will not be required to attend the Board meetings and will have no vote. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. The term of office shall be one year. Officers may succeed themselves in office provided that none serves more than two consecutive terms in the same office.
- B. The duties of all officers shall be such as by custom and law.

III. Meetings

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in such place as the Board may determine.
- B. The Annual meeting will be held in July each year.
- C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the meeting and the meeting be publicized in accordance with the open meetings law of Iowa.
- D. A quorum at any meeting shall consist of 5 or more members.
- E. Order of business
 - 1. Roll call
 - 2. Approval of agenda

3. Approval of minutes of previous meeting
4. Financial report and approval of expenditures
5. Correspondence and communications
6. Committee reports
7. Unfinished business
8. New business
9. Librarian's report
10. Adjournment

F. An agenda for Board meetings shall be prepared by the Director in cooperation with the President of the Board.

G. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than 6 days before the time established for the meeting. The request may be directed to the President, Secretary, or the Library Director.

H. Robert's Rules of Order shall govern in the procedure of the Board.

IV. Committees

The Board may appoint such special committees as may be needed from time to time.

V. Library Director

The Library Director shall be the executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be:

1. To select the library materials
2. To maintain and operate the physical plant
3. To recruit, train, and assign members of the Library staff
4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, changes, and problems of the Library
5. To be in attendance at all meetings of the Board

VI. Amendments to By-Laws

Amendments to these By-Laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance of the meeting.

Amendment #1 (adopted November, 1987)

Library Board members may serve no more than two (2) consecutive three-year terms. A partial term will not constitute a full term.

Amended 1/13/99

Amendment #2 (adopted September, 1989)

Library Trustees are encouraged to take part in continuing education opportunities that are available. Any expenses for library-related conferences, meetings, workshops, professional association dues, and mileage may be paid from the Library's budget.

Reviewed and reaffirmed 12-11-2014

LIBRARY ORDINANCE

Chapter 22 LIBRARY BOARD OF TRUSTEES from CITY CODE OF CHARLES CITY, IOWA

22.01 PURPOSE. The purpose of this chapter is to provide for the appointment of a City Library Board of Trustees, and to specify that Board's powers and duties.

22.01 PUBLIC LIBRARY. The public library for the city shall be known as the Charles City Public Library. It shall be referred to in this chapter as the library.

22.03 LIBRARY TRUSTEES. The board of trustees of the library, hereinafter referred to as the board, consists of eight resident members and one non-resident member. All resident members are to be appointed by the mayor with the approval of the council. The non-resident member is to be appointed by the mayor with the approval of the county board of supervisors.

(Code of Iowa, 1973, Sec. 378.3; Code of Iowa, 1997, Sec. 392.5)

22.04 QUALIFICATIONS OF TRUSTEES. All resident members of the board shall be bona fide citizens and residents of the city. The non-resident member of the board shall be a bona fide citizen and resident of the unincorporated county. Members shall be over the age of eighteen (18) years.

(Code of Iowa, 1973, Sec. 378.5; Code of Iowa, 1997, Sec. 392.5)

22.05 ORGANIZATION OF THE BOARD. The organization of the board shall be as follows:

(1) Term of office. All appointments to the board shall be for three (3) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made on July 1 of each year to stagger the terms. (Note: Terms expiring 1/1/93 shall be extended to 7/1/93, terms expiring 1/1/94 to 7/1/94, terms expiring 1/1/95 to 7/1/95.)

(Amended by Ordinance No. 752 3-15-92)

(2) Vacancies. The position of any resident trustee shall be vacated if such member moves permanently from the city. The position of a non-resident trustee shall be vacated if such member moves permanently from the county or into the city. The position of any trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city or county. Vacancies in the board shall be filled in the same manner as an original appointment except that the new trustee shall fill out the unexpired term for which the appointment is made.

(Code of Iowa, 1973, Sec. 378.6 and 7; Code of Iowa, 1997, Sec. 392.5)

(3) Compensation. Trustees shall receive no compensation for their services.

(Code of Iowa, 1973, Sec. 378.8; Code of Iowa, 1997, Sec. 392.5)

22.06 POWERS AND DUTIES. The board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary.

(Code of Iowa, 1973, Sec. 378.10 [1] and 378.17; Code of Iowa, 1997, Sec. 392.5)

2. Physical Plant. To have charge, control and supervision of the library, its appurtenances, fixtures, and rooms containing the same.

(Code of Iowa, 1973, Sec. 378.10 [2]; Code of Iowa, 1997, Sec. 392.5)

3. Charge of Affairs. To direct and control all affairs of the library.

(Code of Iowa, 1973, Sec. 378.10 [2]; Code of Iowa, 1997, Sec. 392.5)

4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.

(Code of Iowa, 1973, Sec. 378.10 [3]; Code of Iowa, 1997, Sec. 392.5)

5. Removal of Personnel. To remove the librarian, by a two-thirds (2/3) vote of the board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency or inattention to duty, subject however, to the provision of Chapter 35C (which supercedes Chapter 70) of the Code of Iowa.

(Code of Iowa, 1973, Sec. 378.20[4]; Code of Iowa, 1997, Sec. 392.5)

6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery, and supplies for the library within budgetary limits set by the board,

(Code of Iowa, 1973, Sec. 378.20 [5]; Code of Iowa, 1997, Sec. 392.5)

7. Use by Non-residents. To authorize the use of the library by nonresidents and to fix charges therefore unless a contract for free service exists.

(Code of Iowa, 1973, Sec. 378.10 [6]; Code of Iowa, 1997, Sec. 392.5)

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with the Code of Ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.

(Code of Iowa, 1973, Sec. 378.10 [7]; Code of Iowa, 1997, Sec. 392.5)

9. Expenditures. To have exclusive control of the expenditures of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected under the rules of the board.

(Code of Iowa, 1973, Sec. 378.20 [8]; Code of Iowa, 1997, Sec. 392.5)

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bill of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.

(Code of Iowa, 1973, Sec. 378.10 [9]; Code of Iowa, 1997, Sec. 392.5)

11. Enforce the Performance of Conditions of Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the council.

(Code of Iowa, 1997, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local county historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes.

(Code of Iowa, 1973, Sec. 378.16; Code of Iowa, 1997, Sec. 392.5)

22.07 CONTRACTING WITH OTHER LIBRARIES. The board shall have power to contract with other libraries in accordance with the following:

1. Contracting. The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

(Code of Iowa, 1997, Sec. 392.5 and Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

(Code of Iowa, 1973, Sec. 378.13; Code of Iowa, 1997, Sec. 392.5)

22.08 NONRESIDENT USE. The board may authorize the use of the library by persons not residents of the city or county in any one or more of the following ways:

1. Lending. By lending the books or other materials of the library to non-residents on the same terms and conditions as to residents of the city or county, or upon payment of a special non-resident library fee.

(Code of Iowa, 1973, Sec. 378.12 [1]; Code of Iowa, 1997, Sec. 392.5)

2. Depository. By establishing depositories of library books or other materials to be loaned to nonresidents.

(Code of Iowa, 1973, Sec. 378.11 [2]; Code of Iowa, 1997, Sec. 392.5)

3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to non-residents.

(Code of Iowa, 1973, Sec. 378.11 [3]; Code of Iowa, 1997, Sec. 392.5)

4. Branch Library. By establishing branch libraries for lending books or other library materials to non-residents.

(Code of Iowa, 1973, Sec. 378.11 [4]; Code of Iowa, 1997, Sec. 392.5)

22.09 EXPENDITURES. All money appropriated by the council for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board, signed by any two board members.

(Code of Iowa, 1973, Sec. 378.17; Code of Iowa, 1997, Sec. 384.20 and 392.5)

22.10 ANNUAL REPORT. The board shall make a report to the council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information as may be required by the council.

(Code of Iowa, 1973, Sec. 378.13' Code of Iowa, 1997, Sec. 392.5)

22.11 INJURY TO BOOKS OR PROPERTY. It shall be unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture, or other property belonging to the library or reading room.

(Code of Iowa, Sec. 716.1)

22.12 THEFT. No person shall take possession or control of property of the library with the intent to deprive the library thereof.

(Code of Iowa, Sec. 714.1)

22.13 NOTICE POSTED. There shall be posted in clear public view within the library a notice stating:

1. Failure to Return. Failure to return library materials for two (2) months or more after the date the person agreed to return the library materials, or failure to return library equipment for one (1) month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)