

GENERAL POLICY

I. General Library Objectives

- A. To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas. To do this requires assembling, preserving and administering an organized collection of recreational library materials.
- B. To serve the community as a center of reliable information.
- C. To provide opportunity for recreation through the use of literature, music, films, videos, audio books, or art.

II. Responsibility for Library Operation.

- A. The Board of Trustees of the Fertile Public Library consists of five (5) citizens appointed by the mayor. Two shall be rural members, citizens of Worth County, appointed by the mayor with the approval of the City council. The Library Board is a policy-making group whose duties are the following:
 - 1. To determine the policies of the library, formulate them in writing and evaluate them at least every year.
 - 2. To select and appoint a librarian whose duties are defined in the job description, and to formally evaluate the librarian's performance annually.
 - 3. To advise in the preparation of the budget, approve it, and request the necessary funds.
 - 4. To provide for an adequate library.
 - 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.
- B. The librarian shall have sole charge of the administration of the library, under the direction and review of the board. The librarian shall be held responsible for the care of the library and equipment during library hours, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The librarian shall attend all board meetings.

III. Who may use the Library

- A. The Library will serve all residents of the city and rural areas. Service will not be denied or abridged because of religious, racial, social, gender, economic, political status, or disability. Persons residing outside of the geographical area but owning property or attending an educational institution in the area shall be considered residents.
- B. 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, or space would prohibit attention and service to other individuals or groups.
- C. The use of the library or its services may be denied for due causes. Such causes may be failure to return library materials, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Persons must be a patron of good standing at other area libraries. Parents/guardians will be responsible for returning materials. Names of patrons not in good standing may be sent to surrounding libraries.
- D. The Fertile Public Library Board of Trustees recognizes that the circulation records of this library are confidential in nature and advises all library personnel that such records shall not be made available to anyone, including any agency of Federal, State, or local government except pursuant to Federal, State, or local relating to Civil, Criminal, or Administrative power. Furthermore, the library will resist the issuance or enforcement of any such process, order or subpoena until a proper showing of good cause has been made in a court of competent jurisdiction.

Re-approved 3/2019

IV. Collection Policy

- A. The library staff will select from the mass of available materials, and organize for easy access, those library materials which best meet the needs of the community.
- B. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and audiovisual resources, if available.
- C. The library staff will provide information and materials to help to:
 - 1. equip themselves for efficient activities in useful occupations and practical affairs, including vocational information, parent and home education, child care, nutrition, physical health, emotional stability and growth, budgeting and consumer information.

2. increase their competence to form sound judgment on public issues.
 3. increase their understanding and appreciation of the humanities and the sciences.
 4. promote personal and social well-being.
 5. enjoy recreational reading, DVD's, audiobooks and Internet use.
- D. The Library staff will initiate programs, exhibits, book lists, etc., to stimulate the use of library materials, for the enlightenment of people of all ages.
- E. The library staff will cooperate with other community agencies and organizations to determine and meet the educational needs of the community.
- F. the library staff accepts a responsibility for securing information beyond its own resources by:
1. collecting information about and listing for reference resources of agencies, institutions, organizations, and individuals in and beyond the community.
 2. obtaining information and borrowing materials which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase.
- G. The library staff will lend material requested by other libraries. Library patrons have a priority in the use of materials.
- H. the library staff will endeavor to maintain a balance in its services to men, women, young people, and children. The public library will cooperate with but cannot perform the functions school or other institutional libraries which are designed to meet curricular needs.
- I. Library services will be provided during the hours which best meet the needs of the community.
- J. Periodic review will be made of the library service to determine whether the needs of the community indicate that present services should be discontinued, or other services should be added.

V. Collection Development: Selection and Weeding

- A. The selection shall be regarded as the function of the librarian.
- B. The library staff will provide any materials which help to meet its objective:
1. They shall purchase books for all age groups
 2. Periodicals are added to the collection based on need and demand. Prime consideration is given to periodicals that fill a particular void in the

library's collection of information. When adequate money is not available, monetary gifts for the purchase of those magazines by the library in the name of that person or firm shall be encouraged.

3. The library staff will provide:
 - a) Information about all religions but will avoid doctrine or liturgical materials on any one religion.
 - b) popular topics in psychology.
 - c) controversial issues in the social sciences representing current, accurate, and fair information from all view points.
 - d) materials in law, government, education, and etiquette when needed.
 - e) Basic works in science.
 - f) Basic works in the applied sciences.
 - g) Basic craft books
 - h) Basic photography books.
 - i) Basic literature titles.
 - j) Travel books and information on other countries
 - k) Accurate, fair interpretations of history and biographies of persons of interest and importance.
 - l) Older fiction books of durable demand and/or high literary merit.
 - m) Older interesting books for young adults and children both fiction and non-fiction.
 - n) It is necessary to weed our collections regularly. Consideration will be given to the following: age of material based on copyright, usage of circulation (not checked out in 3 years), physical appearance, literary merit or accuracy of material or value to the community. Items dealing with local history are an exception.
- C. The library staff will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplications.
- D. All materials will be lent for home use under library regulations and procedures except for reference books, rare, and fragile items.
- E. The library subscribes to the Library Bill of Rights of the American Library Association which affirms its belief in the following basic policies:

1. As responsibility of library services, books, and other reading matter selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should any book be excluded because of race or nationality, or the political or religious view of the writer.
 2. There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.
 3. Censorship of books: urged or practiced by volunteer arbiters or morals political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the recorded word.
 4. 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. (See Blank for “Citizens Request for Reconsideration of a Book”). This complaint form, presented to him/her so he/she may submit a formal statement in preparation for conference, will be returned to the librarian.
 - b) the Board and Librarian shall read the book and review it.
 - c) A conference will be held with the complainant and the board, including the librarian.
 - d) The decision concerning further use of the book or material will be made by the board and the librarian by motion and vote.
 5. Libraries should enlist the cooperation of allied groups in the field of science, or education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.
- F. The library also subscribes to the Freedom to read statement prepared by the American Library Association and American Book Publishers Council.

- G. Materials which are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices.

VI. Overdue materials

- A. The library will not charge for overdue books and for overdue videos. However, if materials are more than six months overdue, they will be deemed lost. The patron will be billed for the cost of the book/material on the current market price plus the cost to process it. Non-returned/un-paid for items will be subject to recovery action at the discretion of the library director, with the consultation of the library board. Updated 6/2018

VII. Equipment

- A. Fees will be charged to patrons for equipment use (examples: fax machine, copier, etc.). Fees will be posted and are subject to change. The librarian reserves the right to refuse service

VIII. Gifts

- A. Within the provisions of the state laws, the Board of Trustees adopts the following policies:
 - 1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition he/she deems advisable (see policy on library materials).
 - 2. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and the City Council or other governing bodies involved.
 - 3. Personal property, art objects, portraits, antiques, and other museum objects will not be accepted.
 - 4. The library will not accept for deposit materials which are not outright gifts.

IX. Interlibrary Cooperation

- A. The Board of Trustees recognized that no single library can meet all the demands in its community. It is more prudent to interlibrary loan some materials than to buy them. Libraries in different political subdivisions working together, sharing their service and resources, can help meet the needs of their users.
- B. The Board of Trustees and the librarians will be alert to opportunities of cooperation with other libraries, to strengthen the services and resources of the library.

X. Public Relations

- A. Some of the primary public relations goals of the library are:
 - 1. Understanding the library's objectives and services by governing officials, by civic leaders, and the general public.
 - 2. Active participation in the varied services offered by the library to people of all ages.
- B. The Board recognizes that public relations involves every person who has any connection with the library. The Board urges its own members and every staff member to realize that he/she represents the library in every public contact. Good service supports public relations.

XI. Library Board of Trustees

- A. Qualifications of trustees: All resident members of the board shall be bona fide citizens and residents of the City of Fertile. The non-resident member of the board shall be bona fide citizen and resident of the school district. Resident and non-resident members shall be over the age of eighteen (18) years.
- B. 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. Terms shall commence on the first day of the fiscal year starting July 1.
 - 2. Vacancies: The position of any resident trustee is vacant 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 country 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

country. Vacancies on the board shall be filled in the same manner as an original appointment except that the new member shall fill out the unexpired term for which the appointment is made.

3. Compensation: Trustees shall receive no compensation for their services.

C. **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, vice-president, secretary, and such other officers as it deems necessary. No Board of Trustee member shall hold the same office more than two (2) terms in succession. Outgoing president will not hold an office the following year.
2. Meetings: The library board shall meet the third Monday of each month at 7:00 p.m. in the library
3. To direct and advise all the affairs of the library.
4. To employ a librarian, and authorize the librarian to employ such assistants as may be necessary for the proper management of the library, and fix their salaries in line with other libraries for comparable work in the community.
5. To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistant for misdemeanor, incompetence, or inattention to duty, subject, however to the provisions of chapter 70, code of Iowa.
6. To make and adopt, amend, modify, or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board.
7. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the library.
8. To keep a record of its proceedings.
9. All money appropriated by the council from the general fund 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 the orders of the board.

10. The Board shall make a report to the City Council annually. The report shall contain statements of the condition of the library, the number of books/materials added thereto, the number circulated, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the Council.
11. Trustees and directors(s) will be reimbursed for the cost of workshop fees, library association dues and paid mileage as stated in the state guidelines.
12. New Trustees shall attend an orientation program to learn about the library & how it works. To become familiar with its mission & goals.

XII. Personnel Policies

- A. **Appointment:** The library director is hired by the Board of Trustees. Other staff members are appointed by the director after approval by the Library Board. Appointments shall be based on requirements for the position to be filled with attention given to educational and technical qualification, personality, intellectual ability and general attitude. There shall be no discrimination or favoritism because of race, sex, marital status, political opinions, religious affiliations, or basis of disabilities.
- B. **Job Description:** The job description of the library director and of other staff members shall be approved by the Board of Trustees. Job Description for the employees of the Fertile Library is attached to this document.
- C. **Salaries:** Salaries shall be high enough to attract and keep competent library staff members. The library will put a salary in line with those offered by other libraries. Non-professional employee's salaries shall be comparable to those paid elsewhere in the community for comparable work. All salaries shall be set at an hourly rate & shall not fall below the current minimum wage guidelines. Annual raises, based on performance evaluations, may be awarded, but are not guaranteed, according to availability of funds.
- D. **Resignation:** The director is required to give one month's written notice to the Board of Trustees. Employees are required to give two weeks written notice to the director.
- E. **Tenure:** Library employees are protected against unfair discharge or demotion without sufficient cause. No such action may be taken without proper hearing and will not be effective without one month's notice.

- F. **Workshops:** The director and assistant director will receive their regular hourly rate for time spent at workshops in addition to mileage and workshop fees for board -approved workshops. Trustees will be reimbursed for the cost of workshop fees and paid mileage.
- G. **Vacations:** The director's vacation shall adjust to the number of hours worked weekly. For example: working 30 hours per week would be 30 hours of vacation a year. Vacation would accrue: 1-4 years service 30 hours- 5-11 years service 60 hours – 12-19 years 90 hours- 20+ years 120 hours. 1 week of vacation hours may be rolled over.
- H. **Sick Leave:** The director shall receive sixteen (16) hours sick pay per year after 90 days probation to be calculated from July to July. Sick hours must be used or lost. No roll-over of hours.
- I. **Personal Leave:** The director and assistant director may be granted a leave of absence without pay by the board of trustees.
- J. **Funeral Leave:** In the event of a death in the director's immediate family, the director shall be entitled to absent themselves from work with pay for the purposes of arranging and attending the funeral. No more than three days will be paid in any instance. These paid days of absence shall only be those days on which the director would have normally worked. The immediate family is defined as including: mother, father, spouse, daughter, son, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchildren, grandparents, grandchildren, adopted children. This does not apply to contract labor.
- K. **Jury Duty:** If the library director is selected for jury duty or is called as a government witness during normal hours of work, the library director shall be granted paid leave of absence. Any compensation received by the director shall be deducted from the director's regular salary, with exception of meals & travel expenses.
- L. **Probation:** Each new staff member shall be considered on probation for a period of 90 days after hiring, during which s/he may be terminated at will, without right of appeal. A review of the employee's performance will be made immediately following the probationary period. An employee who receives a satisfactory evaluation will then be considered a permanent employee.

- M. Orientation:** All new employees will be required to attend an orientation program introducing them to the mission, philosophy, goals & services of the library as well as their job responsibilities.
- N. Payroll:** The Library financials run current. Pay periods are the 16th of the month to the 15th of the month. The director will sign off on staff timecards. The board will sign off on the director's timecard. Wages will be approved by the board. Checks will be distributed the 3rd Wednesday of the month. Updated 7/17/17
- O. Holidays:** Regularly recognized holidays shall be as follows:
New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day. The Director shall be paid for holidays on which the library is closed if the holiday falls on a day the library is customarily open.
- Q. Weather Closings:** The library will follow the recommendation of weather related bulletins. Weather related closings will be at the discretion of the Library Director.
- R. Hours of Operation:** The library shall be open 23 hours per 7-day week. The library shall be open during such hours as determined by the Board of Trustees, and may be changed from time to time by the Board, with all changes proceeded by public notice. The hours of operation are currently:
Monday & Wednesday – 1:00 – 6:00 pm
Tuesday & Thursday - 3:00 – 6:00 pm
Friday - 9:00 – Noon & 2:00 – 6:00 pm
Saturday – 9:00 am - Noon

Hours Updated 7/18

Job Title: Library Director

Functions: The librarian shall be the executive director of the policies adopted by the Board of Trustees.

Reports to the Board of Directors

1. **Skills:** Demonstrated knowledge of library operations. Works well with public. Computer literacy essential. Strong knowledge of literature.
2. **Minimum Qualifications:** A high school diploma or GED plus completion of PLM I & II for certification within 24 months of appointment. Must also maintain certification through continuing education.
3. **Compensation:** The Directors wage shall not fall below \$9.50 hr or the current minimum wage, whichever is highest. Annual raises, based on performance evaluations, may be awarded but not guaranteed, according to availability of funds.

Duties and Responsibilities:

1. Attend all board meetings.
2. Maintain and operate the physical plant.
3. Recruit, train, assign, and supervise members of the library staff.
4. Inform the Board continually and completely regarding the finances, legislation, public services, physical plant, personnel, collections, and other developments, changes, and problems of the library.
5. Select library materials; books, magazines, audio books, pamphlets, videos, etc. by reading book reviews, publisher's catalogs, and meeting with salespersons.
6. Catalog and classify materials to integrate them with others in the collection. Weed outdated material and books that have not been checked out in 3 years or more.
7. Provide reference services for library patrons by locating requested information through catalogs and lists, and when necessary forwarding requests to the Regional Library or other interlibrary agreements the board has approved. To assist patrons with reader's advisory service.
8. Assist library patrons by explaining the arrangement and resources of the library.
9. Read professional journals and other materials to keep informed of the latest developments and trends in the field. To participate in professional organizations to further library services.

10. Maintain an active public relations program with articles in local publications, updating website & using social media to encourage use of library facilities & programs.
Conducts an orientation program for each new trustee. Provide training that includes the Iowa Library Trustee's Guide.
11. Conducts an orientation program for each new employee.
12. Must be able to plan & organize fundraisers. This will involve nights or weekends.
13. Provide home delivery of materials.
14. Prepare original draft of budgets. Work with Board to adopt budget. Administer library within those agree budget guidelines.
15. Ability to plan, promote and carry out programming for patrons of all ages.
16. Helps keep the library clean. Cleaning the library is a shared responsibility.

Clerical duties include:

1. Checks materials in and out and shelves them.
2. Completes reports for government and library use.
3. Handles over-dues
4. Supervises use of equipment.
5. Processes interlibrary loan requests
6. Weeds collections
7. Process and catalogs books.
8. Maintains a calendar of events
9. Registers new patrons.
10. Writes grants
11. Maintains and updates website.

Job Title: Assistant Library Director

Function: The assistant director shall aid the director in the performance of his/her duties. This is a part-time position. He/she will work during the librarian's annual vacation and other times as requested. Flexibility of scheduling is very important as this position is responsible for operation of the library in the absence of the director.

Reports to the Librarian/Director

Education/ Experience requirements: High school diploma required, library experience preferred but not required.

Professional Development: To better serve the public, a minimum of 5 hours of continuing education will be required per year.

Skills: Ability to work well with public. Computer literacy is essential. General knowledge of literature.

Compensation: The assistant's wage shall not fall below the current minimum wage guidelines. Annual raises, based on performance evaluations, may be awarded, but not guaranteed, according to availability of funds.

Duties:

1. Meet the public and make them feel welcome.
2. Check library materials in and out.
3. Empty book drop and shelve books.
4. Do circulation count.
5. Show patrons how to use the computer/ Internet/technological devices.
6. Photocopy/fax materials for patrons
7. Register new patrons
8. Take order for reserving books and interlibrary loan
9. Assists with cleaning bathrooms, vacuuming & dusting shelves. Cleaning the library is a shared responsibility.

Other Duties:

Assist librarian with:

1. Catalog and process new books.
2. Withdrawing books
3. Inventory
4. Assist with special projects. Assist in selection of books and materials. The assistant director must be able to plan/implement programs for all ages if needed and carry out any other duties performed by the library director.

JOB TITLE: Library Clerk

Function: The library clerk shall aid the director in the performance of his/her duties. This is a part-time position. He/she will work during the director's annual vacation and other times as requested. Flexibility of scheduling is very important as this position is responsible for operation of the library in the absence of the director.

Education/ Experience requirements: High school diploma required, library experience preferred but not required.

Reports to the Librarian/Director

Professional Development: In order to better serve the public, 6-12 hours of continuing education will be required per year.

Skills: Ability to work well with public. Computer literacy is essential. General knowledge of literature.

Duties:

1. Meet the public and make them feel welcome.
2. Check library materials in and out.
3. Empty book drop and shelve books.
4. Do circulation count.
5. Show patrons how to use the computer/ Internet/technological devices.
6. Photocopy/fax materials for patrons
7. Register new patrons
8. Take order for reserving books and interlibrary loan
9. Assists with cleaning bathrooms, vacuuming & dusting shelves. Cleaning the library is a shared responsibility.