

Ordinance

City of West Liberty Code, Chapter 4: Library Board

2-4-1: PURPOSE:

The purpose of this Chapter is to establish the powers, duties and authority of the City Library Board of Trustees (1975 Code § 2-5-1)

2-4-2: LIBRARY TRUSTEES:

The Board of Trustees of the Carnegie Public Library, hereinafter referred to as the Board, consists of seven (7) members. All Board members shall be appointed by the Mayor with the approval of the Council. (1975 Code §2-5-2)

2-4-3: QUALIFICATIONS OF TRUSTEES

All the members of the Board shall be bona fide citizens and residents of the City of West Liberty and/or reside within the West Liberty Community School District boundaries of Muscatine County, Iowa.

2-4-4: ORGANIZATION OF BOARD

All appointments to the Board shall be four (4) years, except to fill vacancies. Each term shall commence on January 1. Appointments shall be made every two (2) years of one-third (1/3) the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)

2-4-5 POWERS AND DUTIES:

The Board shall have and exercise the following powers and duties

- a. To meet and elect from its members a president, a vice president, a secretary, and such other officers as it deems necessary.
- b. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
- c. To direct and control all the affairs of the library.
- d. 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.
- e. To remove by a majority vote of the Board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject however, to the provisions of Iowa Code chapter 35C.
- f. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationary and supplies for the library within budgetary limits set by the Board.
- g. To authorize the use of the library by nonresidents of the City and to fix charges therefor.

Appendix I: Supporting Documents

- h. 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, fixing and enforcing penalties for violations.
- i. To have exclusive control of the expenditure of all funds allocated for library purposes by the Council, and of all monies available by gift or otherwise for the erection of library buildings, and of all other monies belonging to the library including fines and rentals collected, under the rules of the Board.
- j. 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 bills 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.
- k. To keep a record of its proceedings.
- l. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the City Council.
- m. To have authority to make agreements with the local County historical associations, 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. (1975 Code §2-5-5)

2-4-6 POWER TO CONTRACT FOR USE OF THE LIBRARY

- a. 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. (1975 Code §2-5-6)
- b. Termination: Such a contract may be terminated at any time by mutual consent of the contracting parties (1975 Code §2-5-6; amd. 1998 Code)

2-4-7 NONRESIDENT USE OF LIBRARY:

The Board may authorize the use of the library by nonresidents in any one or more of the following ways:

- a. By lending the books or other materials of the library to nonresidents on the same terms and conditions as to residents of the City, or upon payment of a special nonresident library fee.
- b. By establishing depositories of library books or other materials to be loaned to nonresidents.
- c. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned nonresidents. (1975 Code §2-5-7)

2-4-8: LIBRARY ACCOUNT

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 orders of the Board, signed by two (2) of the three (3) officers mentioned in subsection 2-4-5A of this Chapter. The warrant writing officer is the librarian. (1975 Code § 2-5-8)

Appendix I: Supporting Documents

2-4-9 ANNUAL REPORT:

The Board shall make a report to the City Council immediately after the close of the Municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, 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 required by the Council. (1975 Code § 2-5-9)