

THE LAMONI PUBLIC LIBRARY POLICIES

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THE FOLLOWING SET OF POLICIES WERE ADOPTED BY THE LAMONI PUBLIC LIBRARY BOARD OF TRUSTEES AND SHALL SUPERSEDE ANY EXISTING POLICIES. AMENDED POLICIES SHALL BE NOTED AND SHOW DATE OF MOST RECENT ADOPTION.

LAMONI PUBLIC LIBRARY

CODE OF ORDINANCES, LAMONI IOWA

CHAPTER 23

LIBRARY BOARD OF TRUSTEES

23.01 Public Library
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23.01 PUBLIC LIBRARY. The public library for the City is known as the Lamoni Public Library. It is referred to in this chapter as the Library.

23.02 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five members, one of whom may be a nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.

23.03 QUALIFICATIONS OF TRUSTEES. All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of 18 years.

23.04 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 six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident 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

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.

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

23.05 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. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.
2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of Affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a Library Director, and authorize the Library Director 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 Library Director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
5. Removal of Personnel. To remove the Library Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the *Code of Iowa*.
6. Purchases. To select, or authorize the Library Director 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.
7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.
8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this 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.
9. Expenditures. 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 erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.
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 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.

11. Enforce the Performance of Conditions on 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, 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.

23.06 CONTRACTING WITH OTHER LIBRARIES. The Board has 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, with any other city, school corporation, private or semiprivate 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, Sec. 392.5 & 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 a 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 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 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 seeking to terminate the contract.

23.07 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 nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.

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

3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.

4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

23.08 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 its President and Secretary.

(Code of Iowa, Sec. 384.20 & 392.5)

23.09 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.

23.10 INJURY TO BOOKS OR PROPERTY. It is 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.)

23.11 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)

23.12 NOTICE POSTED. There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one 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)

LAMONT PUBLIC LIBRARY

BOARD OF TRUSTEES

BYLAWS

Library Board

- A. According to the requirements of the City of Lamoni Code, the Library Board of the Lamoni Public Library shall consist of five (5) 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 Lamoni Public Library Board are outlined in the City of Lamoni Code.
- C. The Board shall exercise its powers and duties by:
 - Employing a competent and qualified librarian

Cooperating with the librarian 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.

Reporting to and cooperating with other public officials, boards, and the community as a whole to support public relations for the library.

Assist in the preparation of and seeking adequate support for the annual budget.

Developing long range goals for the library and working toward their achievement.

Officers

- A. The officers of the Board shall consist of President, Vice President, and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting in July, and hold office until their successors are elected and installed. Officers may succeed themselves in office.
- B. The duties of all officers shall be such as by custom and law, and the rules of Board usually revolve upon such officers in accordance with their titles.

Meetings

- A. Regular meetings shall be held the second Tuesday of every month at 9:00am. Upon special circumstances, the meeting date or time may be changed by board action at the preceding meeting.
- 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 any two members of the Board, providing that notice thereof be given to all Trustees and the public at least 24 hours in advance.
- D. A quorum at any meeting shall consist of three or more members. If a quorum is not possible, the meeting will be rescheduled by the president.

Order of Business

Roll call
 Reading and approval of minutes of the previous meeting
 Report of the librarian
 Financial report and approval of expenditures
 Committee reports
 Unfinished business
 New business
 Policy Review
 Board Member Training
 Comments from the Public
 Adjournment

- A. An agenda for Board meetings shall be prepared by the Librarian and the President of the Board.
- B. 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 no later than seven days before the time established for the meeting. The request may be directed to the President, the Secretary, or the Librarian.
- C. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

Committees

- A. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- B. All committees shall make a progress report to the Library Board at each of its meetings. No Committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Librarian

The Librarian shall be the executive director of the policies adopted by the Board.

Amendments to Bylaws

Amendments to the Bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board at least seven days in advance.

Reviewed and Approved by the Board of Trustees on January 11, 2022

LIBRARY OPERATIONS

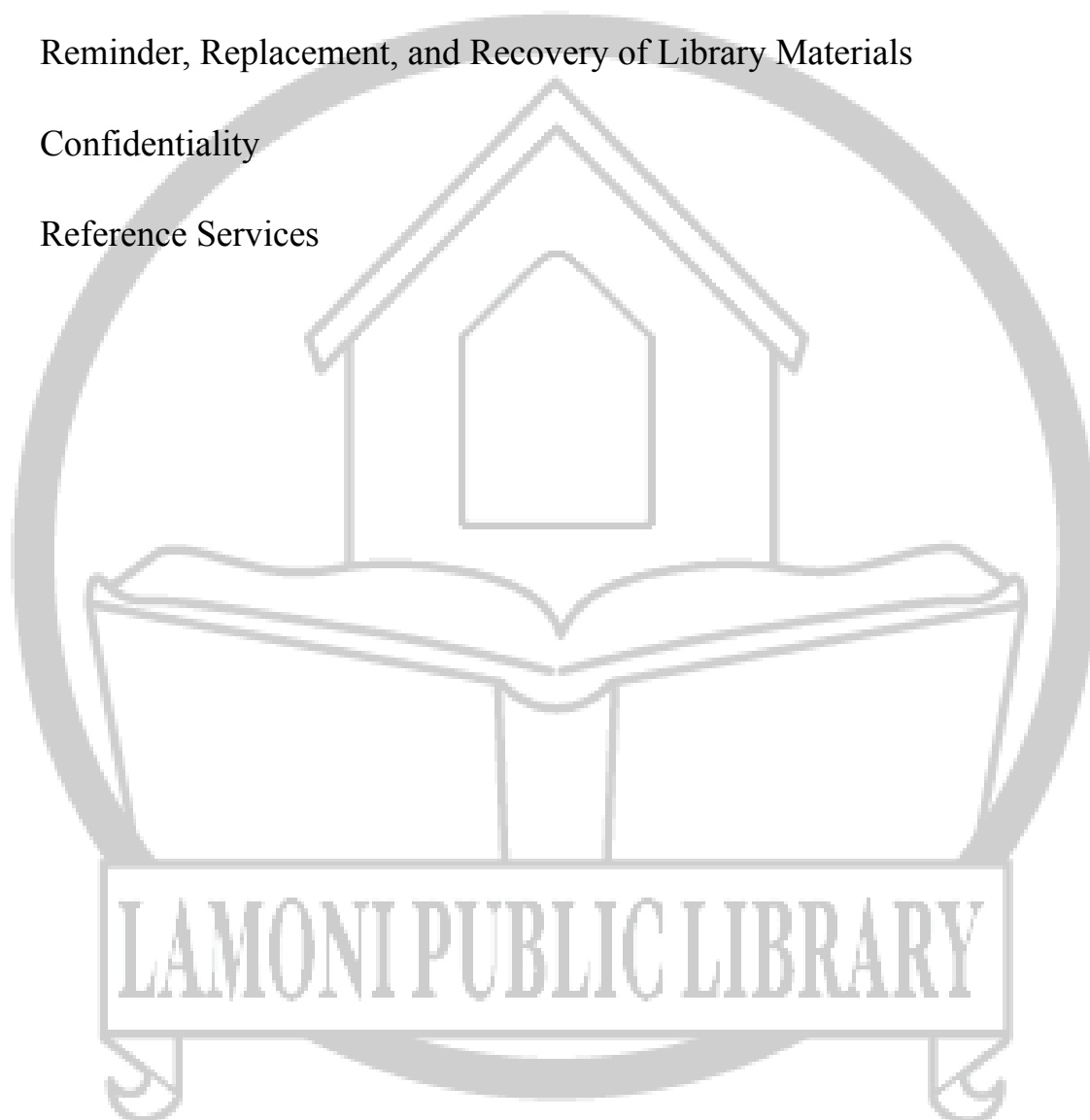
Library Card

Circulation

Reminder, Replacement, and Recovery of Library Materials

Confidentiality

Reference Services



LIBRARY CARD

Who can get a Library Card?

- **Residents of Iowa:**

- Individuals of all ages who are residents of Iowa may apply for a library card. Applicants must provide proof of current address. Suitable proof such as a driver's license or other government issued photo ID or U.S. Passport, a sent receipt, U.S. mail addressed to the patron or any other document showing the person's current mailing address should be presented. All library card applicants must complete a library card application.

- **Out of State Residents:**

- In addition to the above requirements persons residing out of state will be required to pay an annual fee of \$10 for a Library Card.

Open Access:

The Lamoni Public Library participates in the Open Access program. For more information on this program visit the State Library of Iowa website.

Library Card Expiration and Renewal:

An Iowa resident library card is free of charge and issued for three years. Library cards can be renewed if the patron has not abused library policies.

Cards which are lost will be replaced upon request for a fee of \$1.00. Such fee shall not be returned in the event the patron later finds a lost card.

Fines:

Persons with unpaid fines of \$5.00 or more or with accruing fines on overdue items of \$5.00 or more, shall not be permitted to check out additional library items until fine is paid or overdue material returned and fine paid. Materials may continue to be used in the library.

Persons who pay fines at the time materials are returned will be charged only 50% of the fine due. If they are ready to renew the item and find they have an overdue fine on the item, they may also take advantage of this privilege.

New Patron Card Holders:

New card holders will be subject to a 30 day trial period. They may have six items checked out on their card at a time. One of these items can be a DVD.

Approved by the Board of Trustees 10/14/2025

CIRCULATION POLICY

The Lamoni Public Library lends material from the circulating collection to all registered borrowers free of charge with the exception of those out-of-state borrowers aforementioned. The maximum number of items which can be checked out in one time frame is one-hundred items. The Director shall have the authority to limit the number as deemed necessary. The Director may establish the loan period for special collections, material which is temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Loan Period:

- **2 weeks:** Books, puppets, periodicals, puzzles, multimedia, audio books, educational CDs, music cassettes, CDs, kits.
- **1 week:** DVDs. Special dates can be assigned for certain circumstances as determined by the library staff on duty at the time.
- **3 days:** Reference books
- Interlibrary loans are due the date indicated by the lending library.

Loan Limitation:

- Books and other circulating materials may be renewed if there is not a waiting list of the title.
- DVD checkouts will be limited to 3 DVDs on weekdays and 4 DVDs on weekends.
- New card holders are allowed only 6 items at a time for the first thirty days after registration. One of these items can be a DVD.

Reserves:

Reserves may be placed by patrons either in person, over the phone, or by email. When materials are available, patrons will be notified by phone or email. There is no charge to the patron for placing a reserve.

Fines and Fees:

Fines for all materials except videos will be \$.05 per day that they are overdue. DVD and Kit fines will be \$1.00 per day they are overdue.

Special Collections

- **Kits:**

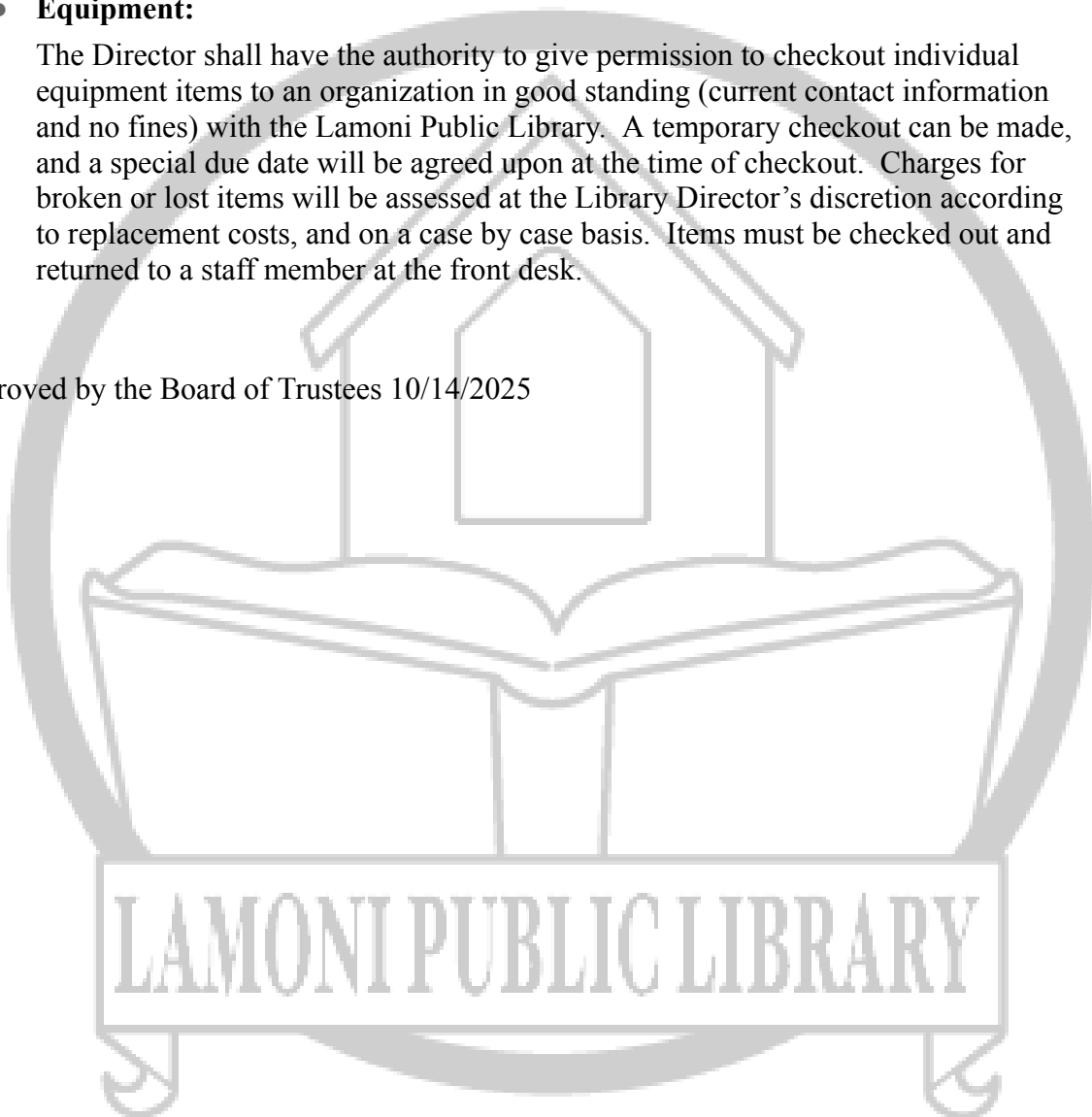
The Lamoni Public Library offers Equipment and Educational materials as part of their circulation collection. Card holders must be eighteen (18) years or older for checkout, and will be held responsible for returning items in the kit. Card holders

must have no outstanding fines with the Lamoni Public Library. Charges for broken or lost items will be assessed at the Library Director's discretion according to replacement costs, and on a case by case basis. Items must be checked out and returned to a staff member at the front desk. Special permission can be given to organizations providing educational opportunities to the public. Kits will not be considered returned until all items on the inventory list have been returned.

- **Equipment:**

The Director shall have the authority to give permission to checkout individual equipment items to an organization in good standing (current contact information and no fines) with the Lamoni Public Library. A temporary checkout can be made, and a special due date will be agreed upon at the time of checkout. Charges for broken or lost items will be assessed at the Library Director's discretion according to replacement costs, and on a case by case basis. Items must be checked out and returned to a staff member at the front desk.

Approved by the Board of Trustees 10/14/2025



REMINDER, REPLACEMENT, AND RECOVERY OF LIBRARY MATERIALS

An e-mail or text message reminder shall be attempted as a first step. Letters are automatically sent out through our Integrated Library System (ILS) through an email or text message. A certified notice may be sent stating the cost of replacement for the materials. Patrons who have overdue materials shall be denied borrowing privileges, after reaching a certain amount, until the materials are returned or the cost of replacement is reimbursed. A phone call, or letter may be made or sent if the ILS reminder receives no response from the patron.

ILS Letter:

Dear Lamoni Library Patron:

Our records indicate the following items are overdue. Please return these items at your earliest convenience to make them available to other patrons.

Fines for books accrue at \$.05 a day, and all fines will be cut in half if paid on the day returned.

If the items are lost or if a mistake has been made in our records, we need to know. Please drop by or contact us at 641-784-6686 or email lamonilibrary@gmail.com.

Sincerely,
The Lamoni Public Library Staff

Adopted by the Board of Trustees 01/08/2007

Reviewed, modified and approved 11/09/2021

CONFIDENTIALITY POLICY

The purpose of this Confidentiality Policy is to ensure the protection of individual privacy concerning information held by the Library, as required by the Code of Iowa. It is the Lamoni Public Library's policy to safeguard the privacy of all patrons. Library staff members and volunteers must protect all information related to patrons, including their inquiries, materials accessed, online resources visited, borrowing activities, whereabouts, and other personal data. No such information shall be disclosed to any individual, organization, public or private agency unless a court of competent jurisdiction orders its release, and only after consultation with the City Attorney.

When handling information requests:

- If a request is made to view or obtain patron information, including registration or circulation records, the staff member receiving the request must immediately refer the requester to the Library Director, the official custodian of these records.
- If the Library Director is unavailable, the requester should be informed of when the Director will be accessible. If the Director is not expected to be available within a reasonable timeframe, the assistant on duty will take responsibility for addressing the request according to the procedures outlined below.

Procedure for processing requests:

- The Library Director will meet with the requester to review their demand for information. To access any records, the requester, if they are an officer of the court, must present a valid court order.
- If the requester does not have an appropriate court order, the Library Director shall refuse to provide the information and may explain the Library's confidentiality policy. The Director will inform the officer that records are not available without a proper court order and that any decision to release records must follow consultation with the City Attorney.
- If there is any uncertainty regarding the adequacy of a court order, subpoena, or other legal process to compel the release of patron records, the Library Director will promptly seek guidance from legal counsel to determine the document's validity and necessity for compliance.
- Should the court order or subpoena be found to be incomplete, improperly formatted, or otherwise insufficient to justify the release of the requested information, the Library Director shall require that these issues be resolved before any information is disclosed.
- If the Library Director, after consulting with legal counsel, determines that a court order, warrant, or subpoena is valid and compels the release of the requested information, the Director will authorize the release of the specific records as required.

This policy reaffirms the Library's commitment to the privacy of its patrons and adherence to legal requirements in handling all requests for confidential information.

Reviewed & Revised by the Board of Trustees October 15, 2024

REFERENCE SERVICES POLICY

The Lamoni Public Library staff will assist all patrons of the community to the best of their abilities. All patrons, regardless of status, are to be assisted in their search for information and treated with the utmost courtesy, respect, and strict confidentiality.

All Library staff will provide basic assistance in the use of all library services including:

- Searching for materials and placing reservations using the online catalog.
- Using internet search engines to locate information.
- Assisting patrons in utilizing library technologies, including computers, copiers, and other equipment or devices.
- Obtaining materials through interlibrary loan services or through other agencies.
- Navigating websites.

All Library staff will help direct patrons to materials to help fulfill their information needs, but cannot provide extensive individual assistance with the following:

- Give answers to homework, quizzes, contests or puzzles.
- Give legal, medical, tax, or political advice, opinions, or interpretations.
- Perform genealogical or historical searches for the patron.
- Perform digitization services.
- Provide extensive individual assistance with typing and other computer tasks.
- Provide extensive assistance in composing or editing manuscripts.

When patrons ask questions of a medical, legal, financial or consumer-oriented nature, staff will make the effort to provide impartial and accurate sources of information. Staff will not interpret information for a patron. Patrons who have questions concerning the meaning, value or pertinence of medical, legal or financial information will be tactfully referred to an appropriate authority in the field.

Adopted by the Board of Trustees September 8th, 2009

Reviewed and Revised July 9th, 2024

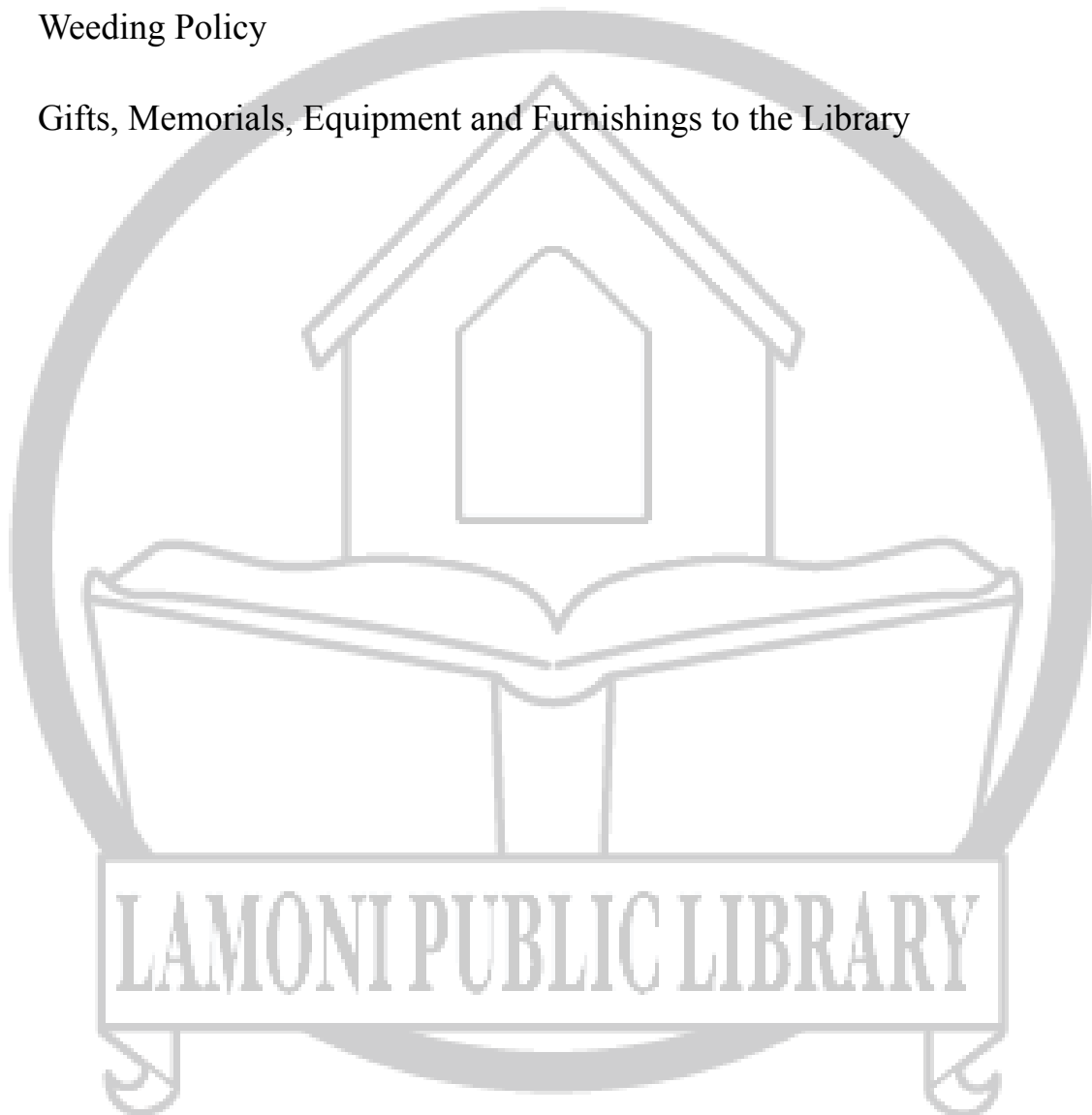
LAMONT PUBLIC LIBRARY

COLLECTION DEVELOPMENT

Material Selection -Reconsideration Form

Weeding Policy

Gifts, Memorials, Equipment and Furnishings to the Library



MATERIAL SELECTION POLICY

The Board of Trustees of the Lamoni Public Library recognizes that within the Lamoni area there are various age groups with diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the library was created to serve all the people of the Lamoni area regardless of age, race, creed, national origin, or viewpoints.

The objective of the Lamoni Public Library is to select, organize, preserve, and provide materials to the people within its jurisdiction. Traditional and non-traditional items will be provided freely, and made easily available to the people. Items will be chosen through limitations of space and budget, but with the purpose of aiding in the pursuit of education, information, research, recreation, and in the creative use of leisure time. The goal of the Library is to maximize the use of its collection by the greatest number of persons.

Selection of library materials shall also be made on the basis of interest, informational value, and enlightenment of the people of Lamoni to foster the communication of ideas, to provide opportunity and encouragement for all to educate themselves continuously. Selections are made to help people equip themselves for useful occupations and practical affairs, sharpen their competence to form sound judgments, increase their appreciation of their cultural heritage, and enrich their leisure hours.

It is not the purpose of the collection to take the place of the elementary, junior high, high school or Graceland University library, although many of its books and materials may be used by students to augment those collections.

The Board of Trustees further recognizes that discarding no longer useful materials from the collection is as important a part of maintenance of the collection as the initial selection. Therefore, the discarding policy of the library shall include the same factors to be considered as the selection policy.

The Library selects material in accordance with guidelines stated by the American Library Association, www.ala.org, in its Library Bill of Rights, Freedom To Read, and Freedom to View statements. The authority for selection of materials is delegated by the Library Board of Trustees to the Library Director. All acquisitions, whether purchased or donated, are evaluated using the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

1. Present and potential relevance to community needs
2. Suitability of subject, style and reading level for the intended audience
3. Importance as a document of the times
4. Reputation and/or significance of author, publisher or producer.
5. Positive review in one or more appropriate professional journals

6. Positive critics' and staff members' reviews
7. Relationships to existing materials in the collection
8. Within limits of budgets for materials
9. Not available, or with limited accessibility, from other lending sources
10. Insufficient materials available on the same subject
11. Author or illustrator is local
12. Format is appropriate to Library use and is not easily damaged
13. Enhances a specific collection within the Library
14. Author or producer is already represented in the collection
15. Literary and artistic merit
16. Accuracy of content
17. Popularity with library patrons

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Lamoni Public Library staff and Board of Directors subscribe to the principles of the Library Bill of Rights, Freedom to Read, and Freedom to View. These selection criteria are used to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be either added to or removed from the collection. When a request for reconsideration is made by a patron, this procedure is followed:

1. The librarian shall give the complainant the following information :
 - Materials Collection Policy
 - Library Bill of Rights www.ala.org
 - Freedom to Read www.ala.org
 - Freedom to View Statement www.ala.org
 - Request for Reconsideration Form
2. Upon receipt of completed and signed request form from complainant, the Board of Trustees will consider the request at their next regular meeting. The written complaint must be received seven (7) days prior to the meeting of the Board to be on the agenda. The Library Director and Board have the right to consult with the Iowa Library Association(s) before taking action.
3. The complainant will receive notification of a meeting with the Board of Trustees to discuss this matter. Following the above meeting the complainant will receive a written statement of the decision of the Board of Trustees regarding the matter.

Adopted by the Board of Trustees 01/10/2012

Reviewed and Approved by the Board of Trustees 01/11/2022

REQUEST FOR RECONSIDERATION FORM

Date _____

If you, as a patron of the library, wish to recommend the removal of material from the collection, kindly answer the questions listed below, as applicable to the situation.

Name of the person initiating request _____

Address _____

Telephone _____

Email _____

Individual represents _____ him/herself and/or _____ organization

1. Item about which you are commenting:

_____ Book	_____ Video	_____ Display
_____ Periodical	_____ Audio	_____ Library Program
_____ Electronic Resource	Other _____	

Title/Author _____

2. Relevant audience:

_____ Adult
 _____ Young Adult/Teen
 _____ Children

3. How was this brought to your attention?

4. Are you aware of the reviews by critics?

5. Did you read, review, or listen to the entire work? If not, what parts?

6. What is your objection to the item? Be specific: cite page, volume, scene, language, etc.

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

Signature _____

WEEDING POLICY

There shall be a regular and systematic survey of the collection in order to weed out those materials which are obsolete, duplicates, or badly worn. This weeding shall be under the direction of the Director. This policy shall include the same factors to be considered as the Materials Selection Policy criteria. Weeded materials may be sold or discarded.

Adopted by the Board of Trustees 04/09/2007

Reviewed and Approved by the Board of Trustees 01/11/2022



GIFTS, MEMORIALS, EQUIPMENT AND FURNISHINGS TO THE LIBRARY

The Lamoni Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the library. Without such gifts, we would not have the present facility or collection of materials. The board of trustees appreciates and encourages gifts to the library.

With the provisions of state laws, the Board of Trustees adopts the following policies:

As a general rule, the Lamoni Public Library will accept gifts only if there is no condition imposed on their use, location, rebinding or disposal. Special book gifts or collections will not be accepted with restrictions which require special shelving or which prevent integration of the gift into the general book collection.

Gifts of money, real estate, stocks, bonds, Certificates of Deposit, etc., will be accepted if conditions attached are acceptable to the Board of Trustees.

When the Library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the Library Director in consultation with the donor.

The Board prefers that money donated to the Library for memorial books be for a subject rather than a specific book.

The Library generally applies the same criteria in evaluating gift books and other library materials that it applies to purchased items. Some books appealing to a limited number of users, however, may be accepted as gifts even though they would not have been purchased with library funds. The Library reserves the right to refuse gifts it feels are appropriate and to dispose of gifts as it sees fit, including the right to discard them if, due to content or physical condition, they do not meet the library's standards. Gifts will be identified upon request with a bookplate giving the name of the donor and the person whom the book was purchased in memory of.

Gift items will be withdrawn from the collection according to the same principles used with purchased items, and the Library cannot assume responsibility for notifying the donor of the withdrawal nor will it be responsible for replacing lost copies or worn-out copies of the gift item.

Gifts of money for books are entered in a ledger for that purpose. The money is then turned over to the office of City Administrator where it is deposited in a Memorial Fund

Trust Account. When the item to be purchased is received at the Library along with the statement, the item will be paid from the Memorial account.

Adopted by the Board of Trustees, May 14, 2007

Reviewed by the Board of Trustees, January 12, 2021



LIBRARY PERSONNEL

Job Descriptions

- Director
- Assistant
- Student/Trainee
- Maintenance

Professional Attitudes and Conduct

Library Personnel Policy

Hours of Operation

Disasters Policy

Library Key Policy

Volunteer Policy

Property Management and Maintenance



Lamoni Public Library

Job Description – Library Director

Qualifications

B.A. or B.S. required.

3 years library experience required; ALA-accredited master's degree helpful.

Computer experience required.

Must attain State of Iowa librarian certification at Level IV or higher within 2 years of hire, and maintain certification throughout employment.

Salary

Salary range commensurate with education and level of experience. Salary will be reviewed annually.

Work Hours

Full-time salaried position. 40 hours per week.

Summary Description

The person appointed as library director shall be charged with the administration of the library.

Duties and Responsibilities

Administration:

Act as technical advisor to the board; recommends needed policies for board action.

Carry out the policies of the library as adopted by the Board.

Hire staff personnel in consultation with the Board.

Supervise and motivate library staff and volunteers.

Oversee the maintenance of the building and grounds.

Attend all Board meetings.

Planning and Reporting:

Report regularly on the library's current progress and future needs.

Coordinate with the Board President to prepare a monthly agenda.

Prepare the Director's report, financial and statistical reports for the Board meetings.

Prepare the Annual Survey for the State Library and other reports as required by the State Library.

Suggest and carry out plans for extending library's services.

Prepare a yearly budget for consideration by the Board of Trustees.

Research and apply for grants to supplement library funding.

Professional Development:

Make use of the service and consultants of the state and regional library system.

Affiliate with the state professional organization and attend state, district, and regional meetings and workshops as time and funding allows.

Arrange training for library staff as time and funding and the needs of the library allow.

Library Advocacy and Public Relations:

Report regularly to the library board, officials of local government, county board of supervisors, library service area, and to the general public.

Maintain an active program of public relations.

Accept speaking engagements with clubs and organizations to promote the library

Public Services:

Plan preschool, juvenile, and adult programs, including those special events promoted by the American Library Association and/or the State Library groups.

Plan and arrange seasonal and topical exhibits and decorations in the library as funding allows.

Assume reference duties in cooperation with other staff members.

Collection Development:

Select and order all print and non-print library materials, equipment, and supplies.

Determine criteria for removing library materials from the collection.

Circulation:

Assist at the checkout desk.

Technology:

Create and implement a library technology plan.

Assist patrons with using computers as needed.

Miscellaneous:

Perform other duties as needed.

Adopted by the Board of Trustees January 10, 2012

Reviewed and Approved by the Board of Trustees July 23, 2020

Lamoni Public Library

Job Description – Assistant Librarian

Qualifications

High school diploma required. Some college education is preferred.

Library experience is helpful.

Computer experience required.

Salary

No less than minimum wage. Wage will be reviewed annually.

Work Hours

Hours will be determined by the library director and will not exceed 34 hours per week. Hours scheduled will be guided by budgetary allowances.

Summary Description

The assistant librarians will perform day-to-day library operations under the guidance of the library director. Either the library director or an assistant librarian will be present whenever the library is open.

Duties and Responsibilities

Administration:

Manage the library during the absence of the library director.

Supervise student assistants in the absence of the director.

Planning and Reporting:

Keep accurate records on paper and in the integrated library management computer system.

Create daily and monthly circulation statistics reports.

Professional Development:

Maintains up-to-date knowledge of library procedures.

Participates in training as requested by the library director.

Library Advocacy and Public Relations:

Politely and courteously assists patrons with their needs for library materials and information.

Public Services:

Leads or assists with library programming as requested.

Arranges seasonal and topical exhibits as requested.

Provides reader's advisory services which would include reference assistance and interlibrary loan requests.

Collection Development:

Suggests books and other items for adding to the library's collection.

Withdraws library materials that have been weeded, lost, or no longer needed in the collection.

Performs inventory duties to keep Public Access Catalog accurate and up to date.

Technical Services:

Processes library materials and cooperates with the director on cataloging decisions.

Mends and/or cleans books and other library materials.

Enters data on library materials and patrons in the integrated library management software system.

Circulation:

Check books and other library materials in and out.

Shelve books and other items as needed.

Check and straighten shelves as needed to maintain an orderly arrangement of materials.

Run overdue notices.

Contact patrons about overdue and reserved materials.

Technology:

Assist with computer setup and maintenance as needed.

Assist patrons with computer needs.

Remain current with services the Library provides (Libby, Kanopy, BrainFuse, etc.).

Cleaning:

Clean the library. Responsibilities include bathrooms, empty trash cans, disinfecting high touch surfaces, vacuum carpet, dust surfaces and shelves, clean windows, replace light bulbs, clean carpet, remove snow from sidewalk, water flowers, pull weeds.

Miscellaneous:

Take mail to the post office.

Buy supplies as approved by the director.

Perform other duties as needed.

Reviewed & Renewed by the Board of Trustees 03/14/2023

Lamoni Public Library

Job Description – Student Worker or Trainee

Qualifications

Minimum age 14.

Displays an interest in the library; willing to learn new processes and take direction from library staff. Computer experience is helpful.

Salary

No less than minimum wage.

Work Hours

Hours will be determined by the library director and will not exceed 20 hours per week. Hours scheduled will be guided by budgetary allowances.

Summary Description

Student workers and trainees assist with library operations.

Duties and Responsibilities

Planning and Reporting:

Keep accurate records on paper and in the integrated library management computer system.

Professional Development:

Learns new processes as guided by the director and assistant librarians.

Library Advocacy and Public Relations:

Politely and courteously assists patrons with their needs for library materials and information.

Public Services:

Helps with special events at the library.

Helps with posters, bulletin boards and crafts.

Collection Development:

Suggests books and other items for adding to the library's collection.

Helps with processing withdrawn library materials.

Technical Services:

Helps process books, such as covering books, applying pockets, etc.

Helps mend books.

Helps with data entry in the integrated library management system computer software.

Circulation:

Check books and other library materials in and out.

Shelve books, multimedia, videos, audios, and other library materials as needed.

Check and straighten shelves as needed to maintain a correct and orderly arrangement of materials.

Technology:

May assist with computer setup and maintenance as needed.

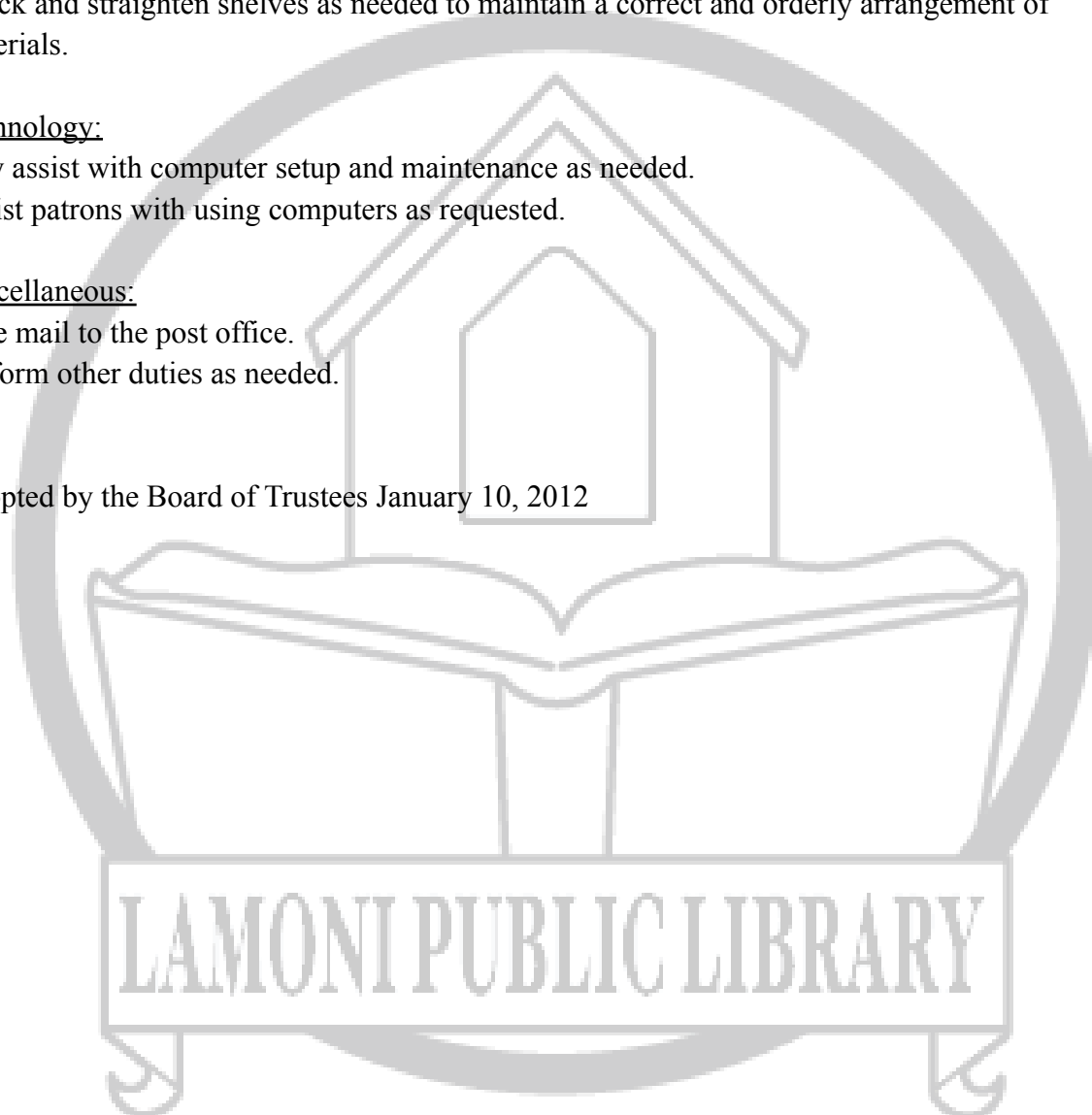
Assist patrons with using computers as requested.

Miscellaneous:

Take mail to the post office.

Perform other duties as needed.

Adopted by the Board of Trustees January 10, 2012



Lamoni Public Library

Job Description – Cleaning/Maintenance Worker

Qualifications

High school diploma or equivalent required.

Physical ability to walk, bend, and lift up to 30 pounds required.

Salary

No less than minimum wage. Wage will be reviewed annually.

Work Hours

Hours will be determined by the library director and will be guided by budgetary allowances.

Summary Description

Maintenance workers keep the library in safe and pleasant physical condition.

Duties and Responsibilities

Clean the library on a regular basis during hours scheduled between worker and director.

Clean bathrooms, empty waste cans, vacuum floor, clean carpet, mop floors, wash and wipe down windows, replace light bulbs, dust regularly, remove marks on walls, shovel snow, weed, and other duties as agreed upon by the worker and director.

Reviewed & Renewed by the Board of Trustees 03/14/2023



LAMONI PUBLIC LIBRARY

PROFESSIONAL ATTITUDES AND CONDUCT

CONVERSATION

Conversations with either the public or coworkers should be kept to a minimum and should never interfere with service to patrons. Loud conversations are disturbing to everyone.

EQUIPMENT

All staff members should take care of library equipment, furnishings, and property. All work areas should be maintained in a neat, orderly fashion.

GROOMING

The community image of the library is, at least in part, projected by the wearing apparel and appearance of staff members. It is, therefore, very important that all employees be well-groomed and properly dressed. The Lamoni Public Library Staff will present a professional image to the public. To assist staff members to have confidence in themselves and to assist the public in having confidence in the staff, staff members and volunteers will dress appropriately for work assignments. Staff will wear clean and well-maintained attire appropriate to the work they are doing. Shoes are required. Good grooming is required. The following are examples of unacceptable attire:

- Hats
- Torn, patched/faded clothing
- Halter tops, tube tops, muscle shirts
- Strapless sun dresses
- Shorts shorter than mid thigh
- Sweat pants; warm-up suits
- Thong type sandals

PUNCTUALITY

All staff members should be in the library and ready for work on time.

SMOKING

Smoking is not allowed in the library or on the premises.

TELEPHONE USE

Personal telephone usage should be kept to a minimum.

All personnel should make an effort to represent the library in a positive manner to the community. Whether at work or off duty, the librarian and staff will always be associated with the library in the minds of all who see them in the community.

Adopted by the Board of Trustees on June 18, 2007

Reviewed and Revised by the Board of Trustees on September 10, 2019

LIBRARY PERSONNEL POLICIES

VACATION

Vacation benefits will be extended to full-time employees as set by Resolution 99-10-2 for employees of the City of Lamoni. Part time employees do not receive benefits.

HOLIDAYS

Holiday benefits will be extended to full time employees as set by Resolution 99-1-2 for employees of the City of Lamoni. Part time employees do not receive benefits.

SICK LEAVE

Sick leave will be extended to full time employees as set by Resolution 99-1-2 for employees of the City of Lamoni. Part time employees do not receive benefits.

LEAVE OF ABSENCE

Leave of absence without pay may be granted to library employees. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board. Requests for leave should be submitted in writing in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved. In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

WITHHOLDING

FICA, Medicare, IPERS, and income taxes for all library employees will be withheld as required by law.

MEDICAL INSURANCE AND HOSPITALIZATION

This option will be available for full time employees only. The City shall not be under obligation if the director does not accept insurance.

NOTICE

Resignation -- Library Director: two weeks

Assistant Librarians: two weeks

All other positions: two weeks

Dismissal -- Library Director: two weeks

Assistant Librarians: two weeks

All other positions: two weeks

TRAVEL TIME AND EXPENSES

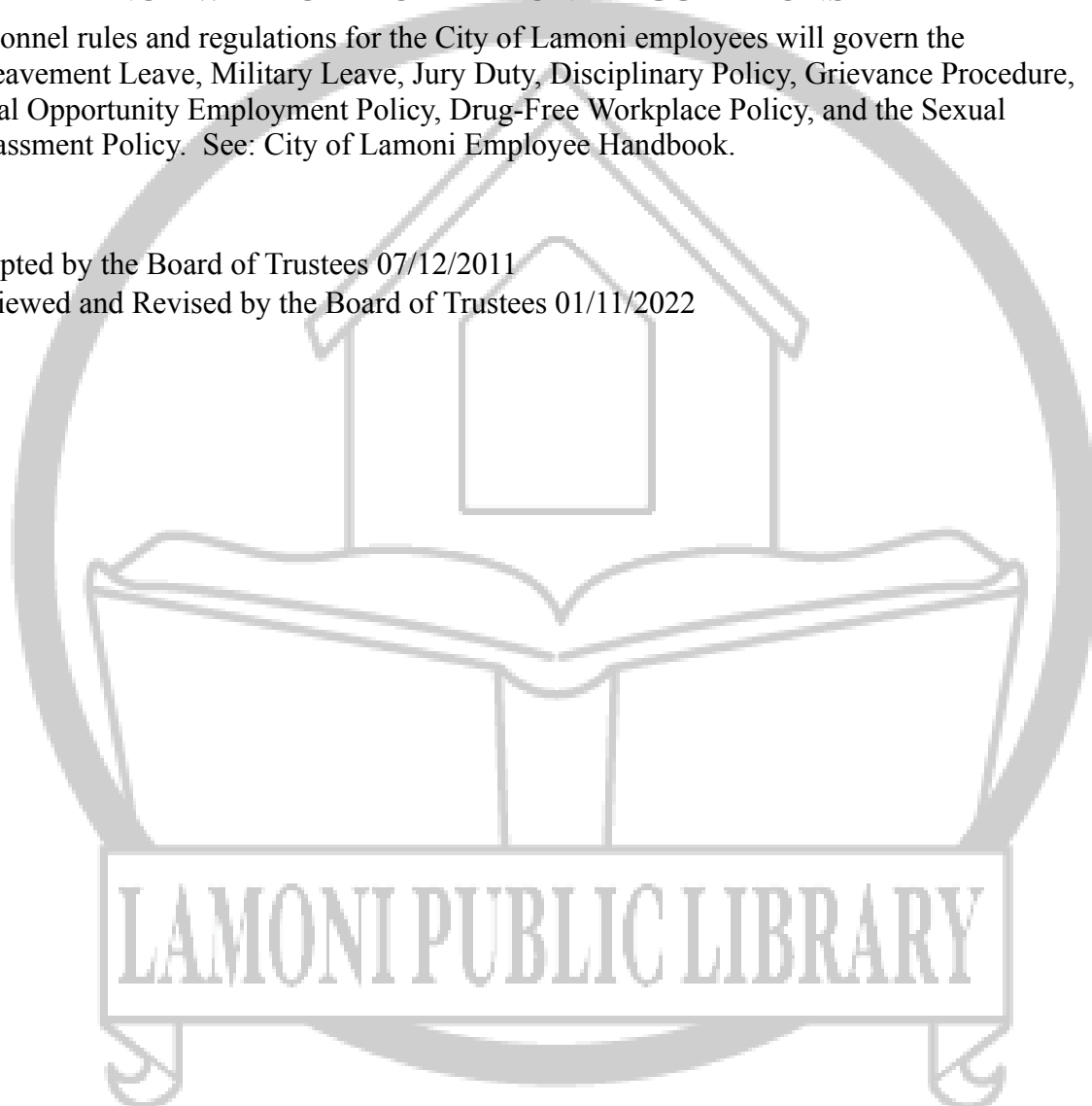
Travel expenses for meetings and library business will be determined by the current State of Iowa Mileage Reimbursement Rate (www.iowaworkforcedevelopment.gov), state reimbursement policy for travel for the director. Assistant librarians will be reimbursed for expenses as approved by the director.

COMPLIANCE WITH CITY OF LAMONI REGULATIONS

Personnel rules and regulations for the City of Lamoni employees will govern the Bereavement Leave, Military Leave, Jury Duty, Disciplinary Policy, Grievance Procedure, Equal Opportunity Employment Policy, Drug-Free Workplace Policy, and the Sexual Harassment Policy. See: City of Lamoni Employee Handbook.

Adopted by the Board of Trustees 07/12/2011

Reviewed and Revised by the Board of Trustees 01/11/2022



OPERATING HOURS AND CLOSURES

Monday	10am-6pm
Tuesday-Friday	10am-5pm
Saturday	10am-12pm

Changes in hours of operation will be approved by the Board, and posted before the change.

UNSCHEDULED CLOSING

The Library shall remain open at all times during regular library hours except for emergency situations caused by weather, flood, fire or other unforeseen problem with the building which might make it unsafe for habitation.

Personal emergencies pertaining to personnel may rarely cause the library to be closed. In most instances, the normal hours shall be maintained by a partial staff. In the event such a closing should be necessary, a notice shall be posted on the door to inform the public of the closing.

REGULAR CLOSINGS

The Library will be closed on Sunday.

The Library will observe the city of Lamoni's holiday schedule for closures; these include New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day. In the event that a holiday falls on a Saturday the library will observe the holiday on the same date as the city. The library holiday schedule may change at the director's discretion.

INCLEMENT WEATHER

Changes in operating hours during inclement weather will be at the discretion of the director.

In the event of inclement weather or tornado watch patrons will be warned and encouraged to find safety. In case of threatening/damaging weather or tornado warning patrons will be encouraged to go to the restrooms for safety by the staff duty.

Adopted by Board of Trustees 03/11/2025

DISASTERS POLICY

FIRE

Do not panic, but do not underestimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguishers in the building. All staff and volunteers will be oriented to the information. The Director will schedule an annual training session for the staff and volunteers on the use of fire extinguishers. This will be done by the local fire department.

HEALTH EMERGENCIES

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

BOMB THREATS

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or threatening device or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music, and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police or 911. Clear the building. The police will handle the actual search for a threatening device.

Reviewed and Revised By the Board of Trustees 05/12/2015



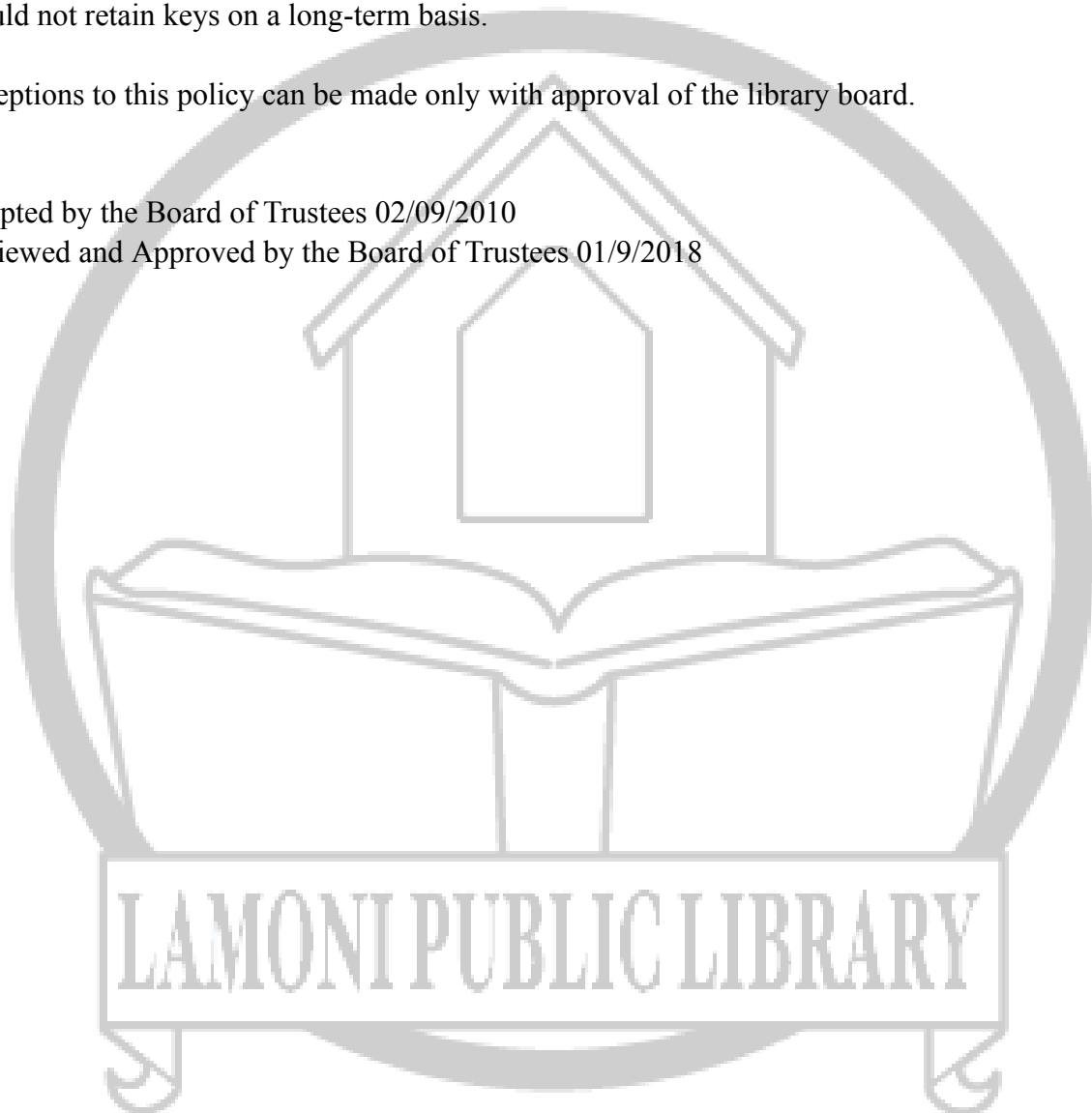
LIBRARY KEY POLICY

Library board members, full-time library employees, and permanent part-time library employees may be issued master keys to enable them to fulfill their duties in running and cleaning the library. All other library workers, including temporary employees and volunteers, may check out a key for the specific times they need to enter the library, but should not retain keys on a long-term basis.

Exceptions to this policy can be made only with approval of the library board.

Adopted by the Board of Trustees 02/09/2010

Reviewed and Approved by the Board of Trustees 01/9/2018



VOLUNTEER POLICY

The Lamoni Public Library encourages individuals and groups to volunteer their time and efforts to enhance the library's goal of service to the community.

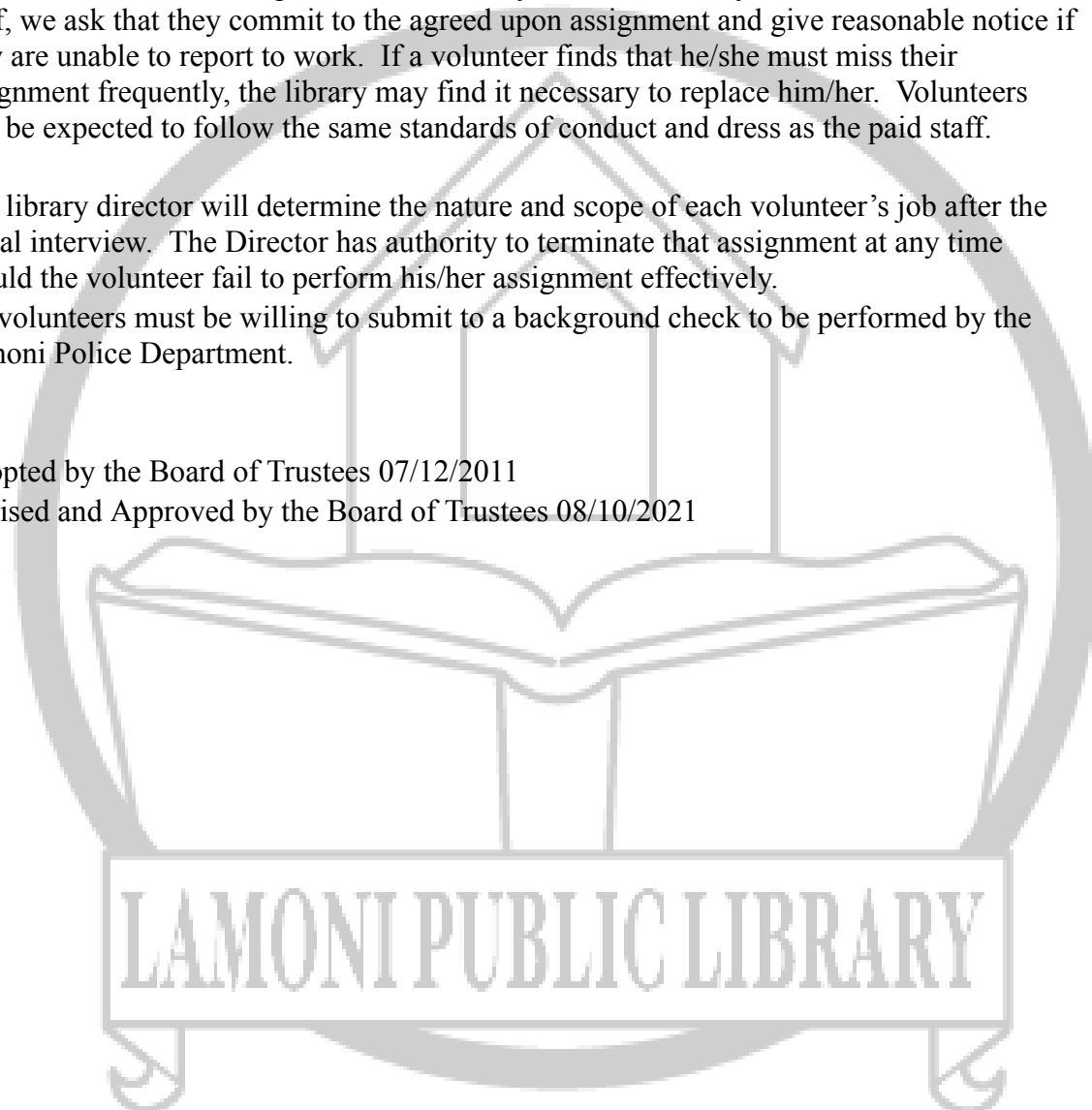
Since volunteers are as important to the library's function as any other member of the staff, we ask that they commit to the agreed upon assignment and give reasonable notice if they are unable to report to work. If a volunteer finds that he/she must miss their assignment frequently, the library may find it necessary to replace him/her. Volunteers will be expected to follow the same standards of conduct and dress as the paid staff.

The library director will determine the nature and scope of each volunteer's job after the initial interview. The Director has authority to terminate that assignment at any time should the volunteer fail to perform his/her assignment effectively.

All volunteers must be willing to submit to a background check to be performed by the Lamoni Police Department.

Adopted by the Board of Trustees 07/12/2011

Revised and Approved by the Board of Trustees 08/10/2021

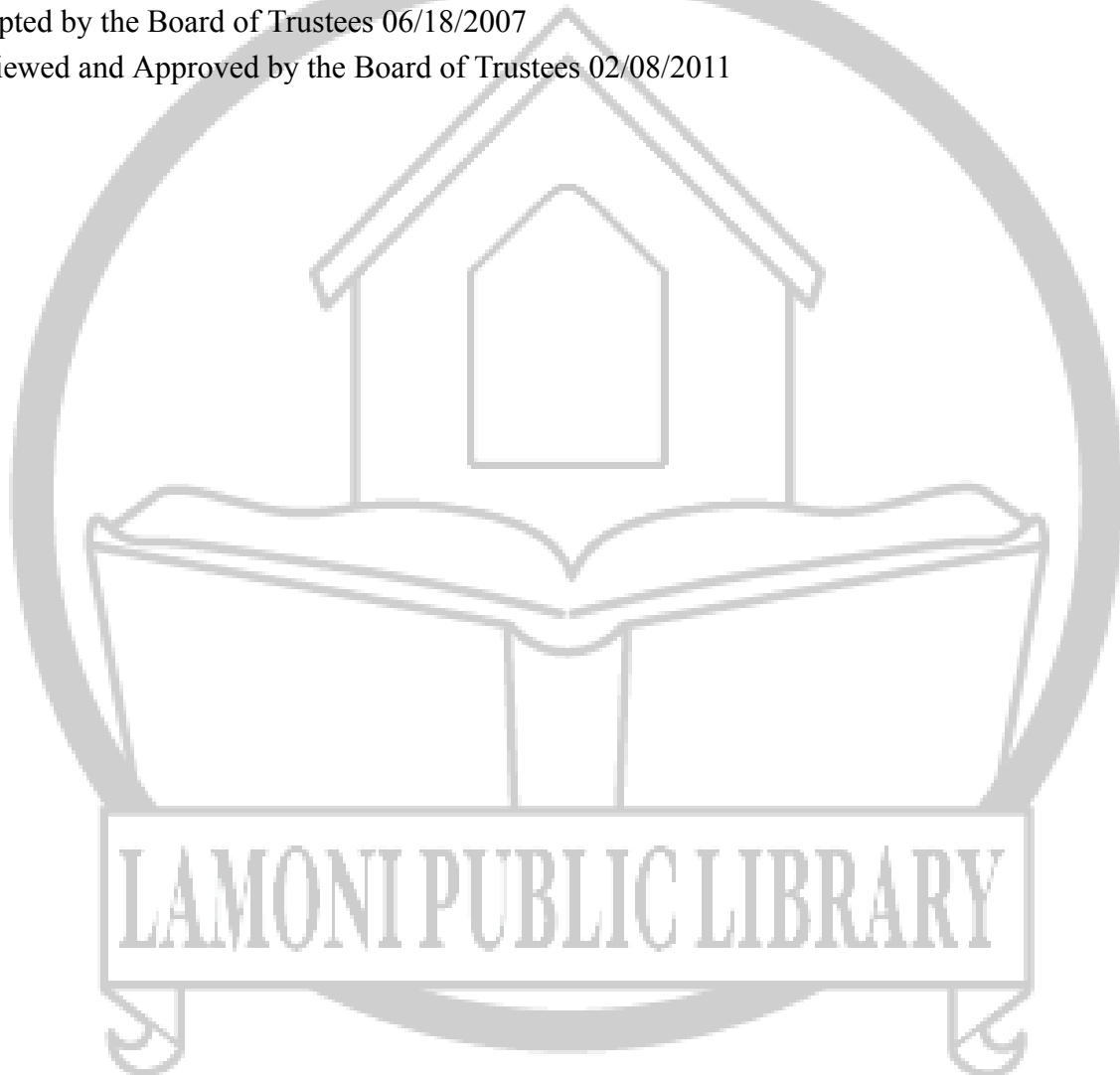


PROPERTY MANAGEMENT AND MAINTENANCE

The Director shall be responsible for maintaining plans and other records of the Library site and building in cooperation with the Board of Trustees. This would include routine maintenance, minor and emergency repairs. Major repairs, not of an emergency nature, structural changes, and other major capital improvements shall require approval of the Board of Trustees.

Adopted by the Board of Trustees 06/18/2007

Reviewed and Approved by the Board of Trustees 02/08/2011



PATRON CONDUCT POLICIES

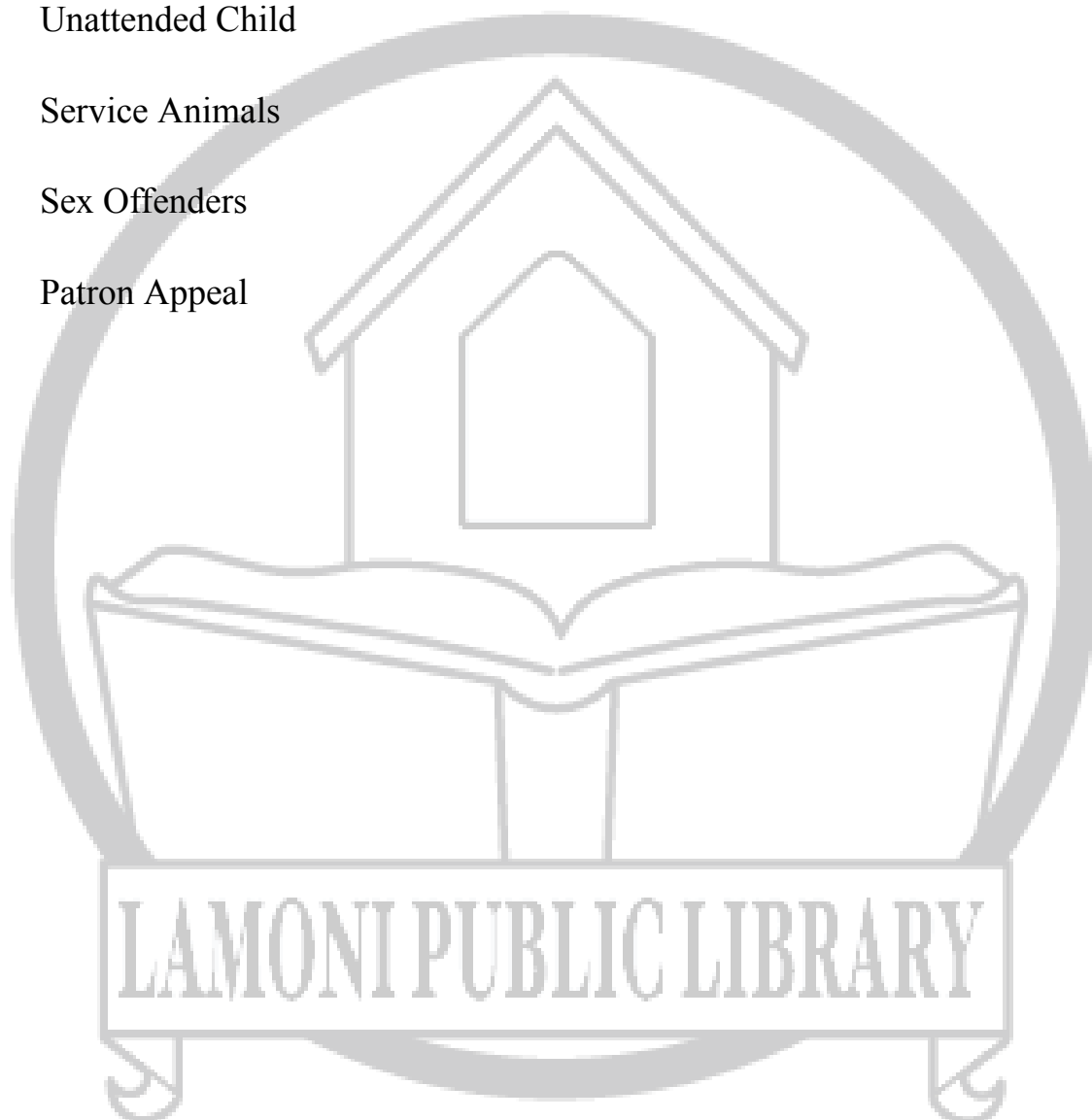
Conduct in the Library

Unattended Child

Service Animals

Sex Offenders

Patron Appeal



CONDUCT IN THE LIBRARY

The Lamoni Public Library provides a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is considered a public space, and is intended to be used by all members of the public.

Individuals shall conduct themselves with respect and courtesy to the library staff and other individuals. If a person or persons on library premises behaves in a manner that interferes with the opportunity of others to use the resources or services of the library, or interferes with the ability of the staff to perform their duties, they may be asked by the library staff to refrain from doing so. If an individual's behavior, or misconduct, threatens the safe and comfortable environment of the Library or the safety of any persons on the library premise they will be asked to leave. Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement, if necessary.

Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Patrons who observe misconduct should avoid confrontation and immediately notify Library staff.

Misconduct may include, but is not limited to the following:

- Violation of any Library policy or any municipal, state, or federal law or code.
- Use or threat of use of dangerous weapons.
- Refusing to comply with the directive of a Library staff member.
- Willfully annoying, harassing, or threatening any person on the Library premise.
- Any behavior that endangers or could endanger the safety or health of others.
- Using electronic devices at a volume that is disruptive to others.
- Using abusive or profane language.
- Violating indecent exposure laws.
- Using tobacco products, vaping products, or e-cigarettes on the premises.
- Using Alcohol or possessing an open or unsealed receptacle containing an alcoholic beverage on the premises.
- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment or the personal property of others.
- Maliciously accessing, damaging, or destroying Library equipment.
- Using sports equipment such as skates, skateboards, and scooters on the premises.
- Parking bicycles other than the provided bicycle rack.
- Photographing or video recording in a manner that disturbs other Library users or is disrespectful of others privacy.
- Not wearing shoes or shirts.
- Consuming food outside of the meeting room outside of approved programming.
- Consuming beverages from a container that does not have a tight fitting lid, or in a way

that may lead to an unclean environment, disrupts others, or is harmful to Library resources.

- Entering the library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the library except for trained or in-training service animals outside of Library sponsored events.

Enforcement of these rules may include a warning or being asked to behave in an appropriate manner. If a staff member judges the misconduct is extreme, the offending party will be ordered to leave the building immediately. If necessary library staff may call the police. Individuals who engage in repeated or egregious misconduct may be banned from the library.

Adopted by the Board of Trustees 06/13/2023



UNATTENDED CHILD POLICY

The Lamoni Library exists to meet the current informational, recreational, intellectual and cultural needs of the community while fostering the next generation of library users through educational support and programs which stimulate children's interest in reading and learning. The staff and board members hope that children who use the library find it as a warm, welcoming and fun place to visit. The happiness and safety of young children left alone at the library can, however, be a serious concern.

Children of all ages can use the facilities and services. Responsibility for children using the library rests at all times with the parent(s) or assigned caregiver(s), not with Library personnel. Parents must use their discretion in determining when their children are sufficiently mature and responsible to use the library unaccompanied by an adult.

Disruptive behavior is unacceptable in the library. Disruptive behavior includes, but is not limited to:

1. Running, chasing
2. Shouting, loud conversation, arguments, foul language
3. Throwing books or toys
4. Bullying or bothering other people
5. Consuming food or beverages
6. Vandalizing library property or facilities

Appropriate behavior in the library includes:

1. Doing homework
2. Browsing, reading
3. Using computers within the time limits set
4. Regular conversational voices

Children whose conduct is disruptive to library operations and other users' enjoyment and use of the library may have their privilege of using the library restricted or denied according to the library's Conduct in the Library policy.

Adopted by the Board of Trustees 10/13/2009

Reviewed and approved by the Board of Trustees 05/09/2023

SERVICE ANIMALS POLICY

In order for the library to be a safe, clean and friendly place for the entire community, no animals are allowed in the library, with the following exceptions:

Service animals, as defined by the Americans with Disabilities Act, will be welcomed. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability.

- Service animals must be under the immediate control of their handlers at all times and are not allowed on library furniture.
- Service animals which are disruptive will be required to leave the premises.

The library may occasionally present programs that feature animals, but the animals must be under the direct control of library staff or the animal handlers.

Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA.

Approved by the Board of Trustees, June 11 2019



LAMONI PUBLIC LIBRARY

SEX OFFENDERS POLICY

In accordance with Iowa Code Section 692A.113(1)(f), the Board of Directors prohibits the presence of a sex offender who has been convicted of a sex offense against a minor, or a person required to register as a sex offender in another jurisdiction for an offense involving a minor, from the real property of a public library without the written permission of the library administrator.

In accordance with Iowa Code Section 692A.113(1)(g), the Board of Directors prohibits a sex offender who has been convicted of a sex offense against a minor or a person required to register as a sex offender in another jurisdiction for an offense involving a minor from loitering within three hundred feet of the real property boundary of a public library.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library through possession of the patron's card.

Persons barred from library property under the law will not be served by the library's homebound delivery service.

Violations of this policy will be immediately reported to law enforcement.

Adopted by the Board of Trustees 04/16/2019



LAMONI PUBLIC LIBRARY

PATRON APPEAL

A patron who feels that he/she has been unfairly suspended for disciplinary measures may file an appeal in writing with the Board of Directors. Appeals will be considered at the next regular meeting of the Board and the appeal will need to be received seven days prior to the meeting.

Adopted by the Board of Trustees 10/13/09



LIBRARY SERVICES

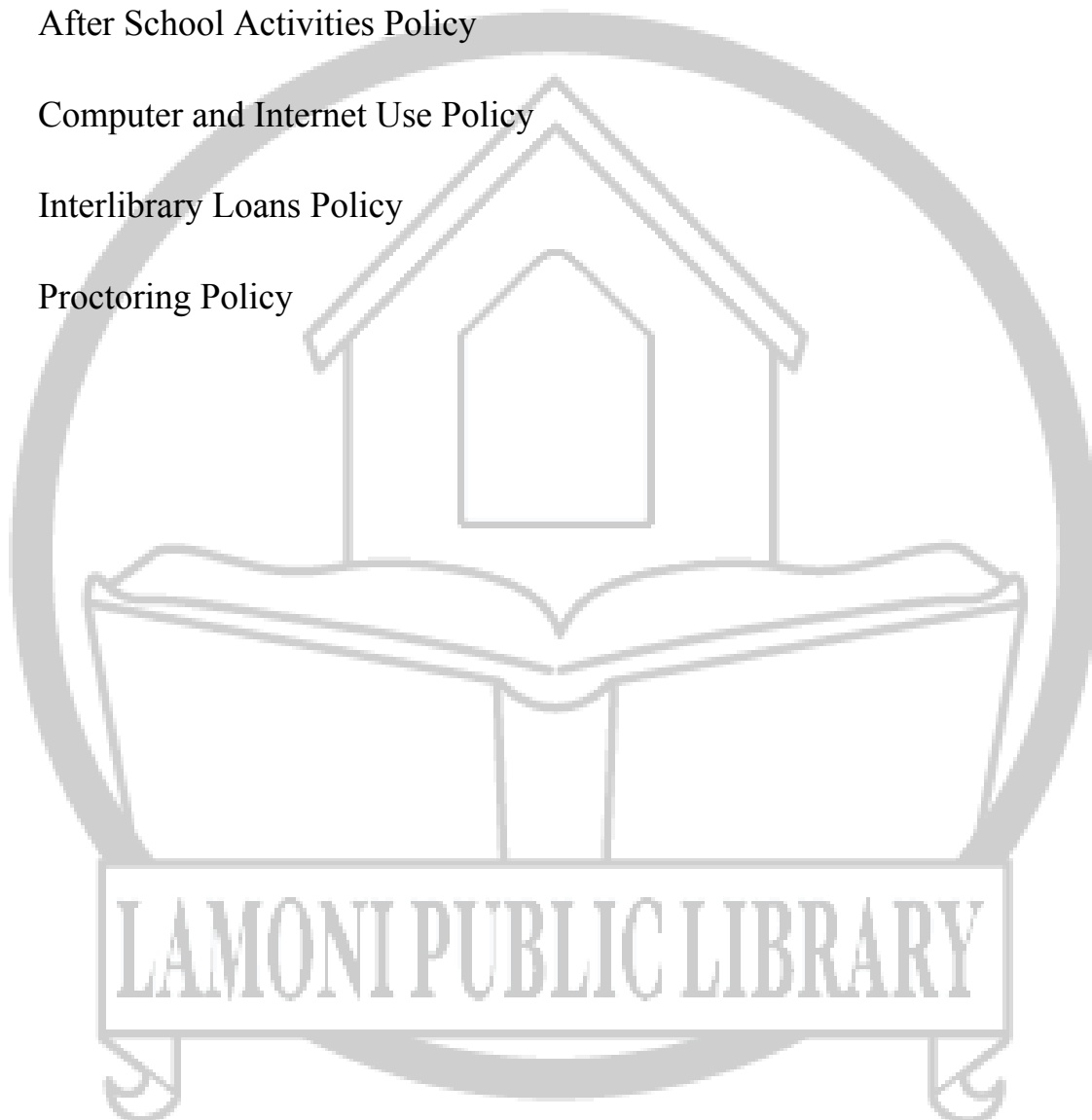
Adult and Children's Program Policy

After School Activities Policy

Computer and Internet Use Policy

Interlibrary Loans Policy

Proctoring Policy



ADULT AND CHILDREN'S PROGRAMS

A program is a planned interaction between the library staff and participants to promote library materials or services. The following will be planned on a regular basis and other programming will be initiated as community needs change.

Lamoni Public Library will offer programs for all ages by using differing delivery styles. A preschool story hour is offered for children from age three through five years of age. Parents who accompany children during this program may wait in the seating area while the story hour is in progress.

A day care delivery program is offered to the daycares. Books are chosen in cooperation with the director of the particular day care and services are directed to the particular needs of each individual group of children. This service is provided to enrich the lives of the children who are in supervised day care each day and unable to come to the library programs.

A special summer reading program is offered each summer for children from age three through fifth grade. The schedule for this program will be flexible enough to allow for other summer activities planned by the school and the park and recreation program.

The library will cooperate with the school providing "across the generation" activities for young people.

Young adults will have books, periodicals, and audio materials categorized for their interest level in the young adult area.

Book delivery will be provided to elderly citizens on a regular basis at their place of residence; e.g. Crown Colony and the nursing home. Homebound service will be provided as requested for the elderly and the disabled.

Library staff will conduct programs as requested for all ages who are interested in information about the library and how to utilize the services of the public library.

Adopted by the Board of Trustees 03/12/2007

Reviewed and Approval by the Board of Trustees 06/08/2010

AFTER SCHOOL ACTIVITIES POLICY

In the 21st century, it has become common in American culture to need to provide for the needs of children whose parents are both working and have no means of supervising the children's activities outside of school hours. From time to time the Lamoni Library Director may implement an After School Program in the Library.

Such a program may be implemented using community volunteer(s) or such programs as the Americorps program. In an emergency, a library assistant will provide supervision within the library and the meeting room as necessary.

The programs may be offered between the time school is out and 5:00 p.m. Students will be expected to check in with the supervisor and remain part of the program until checking out with the supervisor. Students should not expect to "come and go" during the afternoon.

Activities may include watching DVDs, assistance with school work, reading materials, games, snacks (provided by the Library or interested community organizations), and other activities as deemed appropriate.

Program will only continue as interest continues by the students and the service priority continues for the library.

Adopted by the Board of Trustees 01/13/2009

Modified and Approved by the Board of Trustees 6/19/2012

LAMONI PUBLIC LIBRARY

COMPUTER AND INTERNET USE POLICY

For purposes at the Lamoni Public Library, we will divide the internet use policy into three areas: Purpose Statement, Rules of Conduct, and Termination or Prohibition of User Access.

A. PURPOSE STATEMENT

The Lamoni Public Library provides access to computers and the Internet as one means of fulfilling our mission. These resources are provided to all patrons. It is the user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library's resources and facilities.

B. RULES OF CONDUCT

1. Use of the computer will be limited to hours when the library is open.
2. All persons using the computers will sign in and out at the check-out desk.
3. Charges for printing will require prompt payment.
4. Sessions will be limited to one hour at a time if other people are waiting.
5. The library exists to provide access to information of all types to persons of all ages. Everyone of any age will be allowed to access the internet without providing parental permission. The responsibility for supervising children's activities lies with the parents, not with the library.
6. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials which by local community standards would be considered obscene.
7. All users are asked to respect the privacy of other users and not attempt to view or comment upon what others are viewing.
8. Only one person shall be at each computer unless a mutual agreement has been made for an educational arrangement, such as teacher/student, parent/child, or librarian/new user.

C. TERMINATION OR PROHIBITION OF USER ACCESS

Library staff are authorized to terminate any user's session if the user has failed to comply with the Internet Use Policy. User's privileges may be reinstated after two weeks. Further infractions of the policy after the two week loss of privileges will result in permanent denial of Internet use at the Lamoni Public Library.

Adopted by the Board of Trustees July 12, 2011

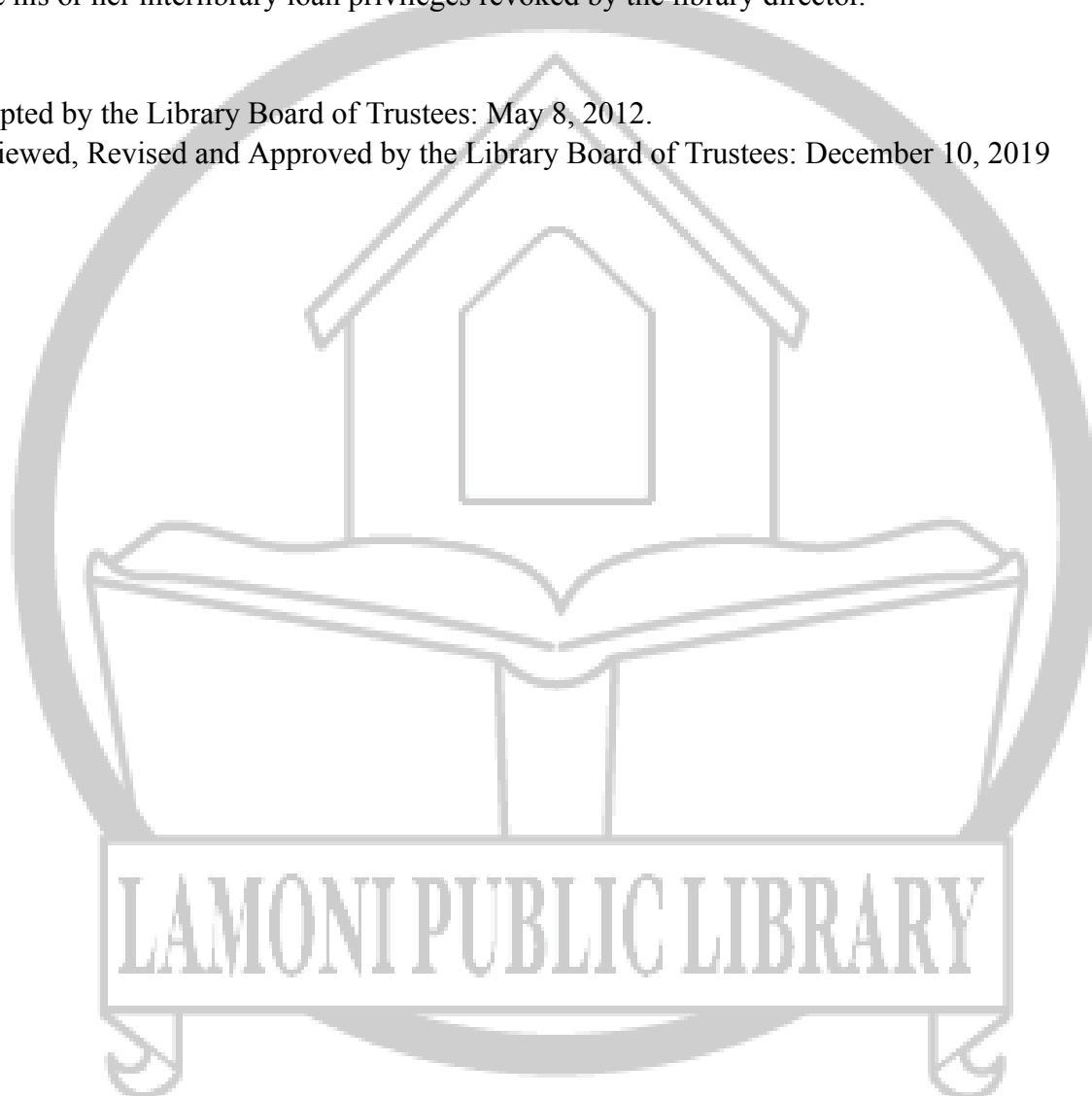
Reviewed and Approved by the Board of Trustees January 11, 2022

INTERLIBRARY LOANS POLICY

The Interlibrary Loan service will be available to all registered card holders of the Lamoni Public Library. Terms of service as stated for the program and by the lending library will be adhered to by the Lamoni Public Library and the patrons. A patron who repeatedly misses due dates, or who repeatedly orders items and then does not pick them up, may have his or her interlibrary loan privileges revoked by the library director.

Adopted by the Library Board of Trustees: May 8, 2012.

Reviewed, Revised and Approved by the Library Board of Trustees: December 10, 2019



PROCTORING POLICY

The Lamoni Public Library offers proctoring of examinations to further its role in supporting life-long learning. Library staff may refuse to proctor an exam deemed too burdensome or exacting in its demands.

- Exams will be proctored only during regular hours of Library operation
- Exams must be completed at least 30 minutes before Library closing time.
- Proctoring services are offered at no cost, but the student may be responsible for any printing or postage fees.
- The Library is not responsible for exams once they leave our possession.
- The Library is in no way responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The Library is not responsible for completed examinations lost or damaged due to factors beyond the Library's control, such as postal delays or email transmission problems.
- Unless otherwise agreed upon with the students or their institutes of learning, the Library will shred and dispose of all exams left in the care of the Library for over four months.
- The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.
- The Library will be responsible for booking a space for proctoring when a date and time is being arranged.

Adopted by the Library Board of Trustees on 08/13/2024

LAMONT PUBLIC LIBRARY

MISCELLANEOUS

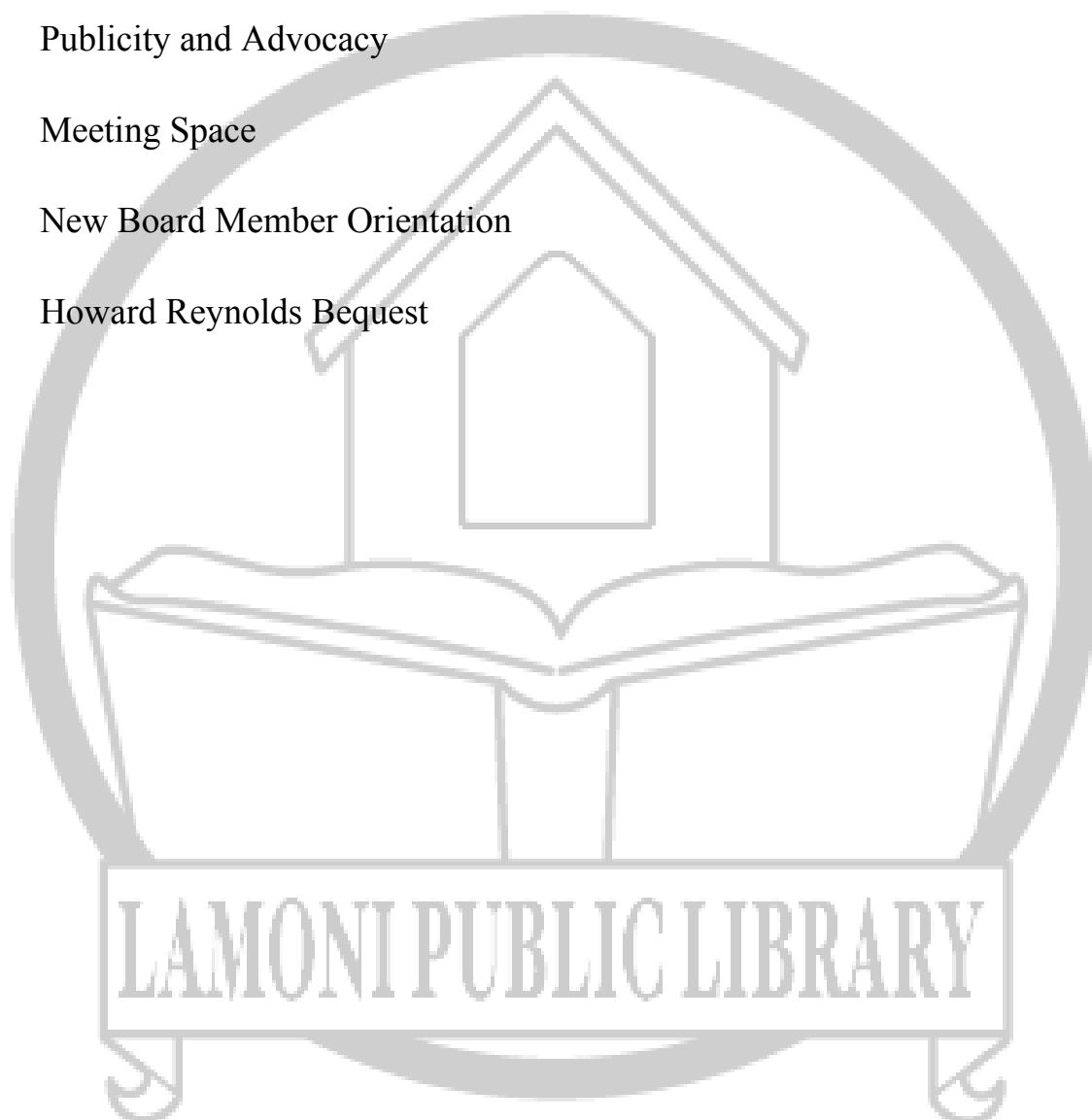
Display

Publicity and Advocacy

Meeting Space

New Board Member Orientation

Howard Reynolds Bequest



DISPLAY POLICY

The Lamoni Public Library provides space for public displays that promote civic, community, cultural or educational objectives. The director shall accept or reject material offered for display based on its suitability, availability, and in accordance with space restrictions. Allowing the posting or display of materials does not imply the endorsement of the Library or City.

The Library assumes no responsibility for the preservation or protection of materials and will not be held under liability for possible damage or theft of any materials displayed. All materials placed in the Library are there at the owner's risk.

Regulations:

- All postings and displays must be approved by the director.
- Time allotted for postings and displays will be up to the discretion of the director.
- A Waiver of Liability form must be signed for displays or exhibits
- Exhibitors are responsible for any damage to Library property resulting from their use of the Library's Display areas.
- The library reserves the right to remove items and posters on display.
- Postings must be of appropriate size and attractive in appearance.
- Postings advertising programs and events for which there is a fee may be posted as long as they fit with the library's standards. Advertisements for services, house cleaning, mowing, babysitting etc., will not be posted.
- As a governmental body, the Lamoni Public Library is prohibited from displaying political literature of any kind.
- Religious postings are permissible for informational purposes only.

Waiver of Liability

I, the undersigned, lend the following works of art or other material to the Lamoni Public Library for exhibit purposes only. In consideration of the privilege exhibiting them in the Library. I release the Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Description of materials loaned:

Signature _____ Date _____

Address _____ Telephone _____

Approved by the Board of Directors 06/14/2022

Amended and Approved by the Board of Directors 06/14/2022

PUBLICITY AND ADVOCACY

All affiliates with the library shall advocate the library and its programs regularly. They will do so with the intent to inform patrons of current events, and to present a positive image to all of the public. The goal of all publicity will be to engage the public and present the library as an important part of the community.

Guidelines

- Affiliates include the director, staff, volunteers, board members, and partners.
- Publicity and avocation can be done through local newspapers, posters, social media, meetings with civic organizations etc.
- Affiliates should be prepared to advocate for the library at any time.
- All publicity published will be professional and reflect positively on the Library, the City, and its affiliates.
- Publicity will be used to inform the public of library resources and activities, to increase the public's use of library resources, and to provide communication with the public.
- The library reserves the right to remove postings.
- The library also reserves the right to modify or remove messages or postings that:
 - Use offensive language or hate speech
 - Are deemed abusive or defamatory
 - Violate copyright, trademark, or intellectual property rights
 - Are considered spam or off topic

SOCIAL MEDIA

Social Media may be used as a way for the Director and Staff to publicize and advocate the library.

- It will NOT be used to show personal opinions.
- The library will not be obligated to take action or be responsible for content posted by anyone not affiliated with the library.
- All social media sites may be considered public record under Iowa Public Record laws. If requested the Library may be compelled to disclose public records to third party requestors.

Approved by the Board of Directors 06/14/2022

MEETING SPACE POLICY

When not in use for library-sponsored activities, the Lamoni Public Library welcomes public use of the Library's space. The Library's meeting room and genealogy room are available for use under the following guidelines and conditions:

Types of Meetings

- The rooms may be used by an individual(s) or organization engaged in educational, cultural, intellectual, or charitable activities.
- The rooms are not to be used for the direct sale of merchandise, goods or services for profit, or for the promotion of any commercial or profit-making venture or business.
- The rooms are not to be used for fundraising for the benefit of private individuals or for private support of organizations.
- The rooms may be used for library fundraising activities or for the sale of books, goods, merchandise, or services only when the library will share in the profit of such sales.
- The rooms will not be made available for any purpose which is illegal.

Reservations

- The rooms may be reserved by responsible persons of legal age to sign the rental agreement.
- Reservations will be made on a first come first serve basis.
- Reservations can be made in person, by email, by phone, or online.
- A reservation will be canceled if any required deposit has not been paid within 14 days after the reservation was made.
- Reservations can be made up to 6 months in advance, and canceled at any time by the individual who made the reservation.
- Groups may have bookings only for a single meeting or for a brief series of no more than 6 meetings at any one time. The room is not intended to be a group's regular meeting place or for multiple-day exhibitions or displays.
- The library reserves the right to cancel and/or relocate a meeting if circumstances warrant.

Setup and Use

- The individual reserving the room is responsible for setup and cleanup, including the disposal of trash.
- The individual reserving the room will pick up the key during library hours.
- The individual reserving the room is responsible for securing and clearing the building should the reservation end outside library hours. The keys must be returned through the drop box at the end of reservation.
- Library restrooms are available for use when booking the meeting room.
- Items in the rooms, including in the refrigerator and cupboards, belong to the

library and are not for public use without prior agreement.

- Items will not be removed from the room for use outside the library.
- Minors present are to be under the supervision of an adult.
- Smoking, vaping, tobacco use, consumption of alcoholic beverages, or use of controlled substances are not allowed in the room or on the premises.
- Lit candles or open flames are not allowed in the building .
- Cleanup of the room and disposal of trash are the responsibility of the user. Failure to do so will result in forfeiture of the deposit.
- Usage of the room by the library or Library Board takes precedence over other possible uses of the room.

Deposits and Violations

- A room may be reserved free of charge. Free-will donations are welcomed.
- There is a \$25 deposit if food or drinks are involved, or if kitchen equipment is requested.
- There is a \$50 key deposit if the reservation is outside of regular library business hours. (meeting room only)
- The individual reserving a room shall be held accountable for damages to the facility, furnishings, or fixtures.
- Deposit will be refunded after the condition of the room and equipment has been inspected and approved by a library staff member.
- Deposits will be refunded if a cancellation is made prior to the reservation time.
- Deposits will be forfeited if the reserver does not show up for the reservation.

Disclaimer

The name Lamoni Public Library and official logo can not be used in any manner that infers that the library is a sponsor/co-sponsor or in any way affiliated with the user group unless explicit permission has been obtained. The Lamoni Public Library name may only be used for reference of event location.

The use of the meeting room in no way implies library endorsement of ideas expressed in the meeting, or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objectives and activities of any organization, group, or individual requesting use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

The Library Board reserves the right to make exceptions to this policy at their discretion.

Reviewed & Renewed by the Board of Trustees 05/14/2024

LAMONI PUBLIC LIBRARY MEETING SPACE AGREEMENT

Name: _____

Organization: _____

Phone Number: _____

Email: _____

Reservation Time/Date: _____

Attendees: # _____ Key needed: _____ Deposit Required: \$ _____

Library Equipment : _____
(Ex: projector, refrigerator, sink, serving food...)

I have read and agree to the terms and conditions stated in the Lamoni Public Library's Meeting Space Policy.

Signed _____ Date Signed _____

Driver's License #

Office Use Only:
(Mark as complete)

_____ \$25 deposit Equipment/Food

_____ Added in WhoFi Calendar

_____ \$50 key deposit (afterhours)

_____ Added in Google Calendar

_____ Donate after Rental is over

_____ Key Picked Up

_____ Deposit returned _____
(how)

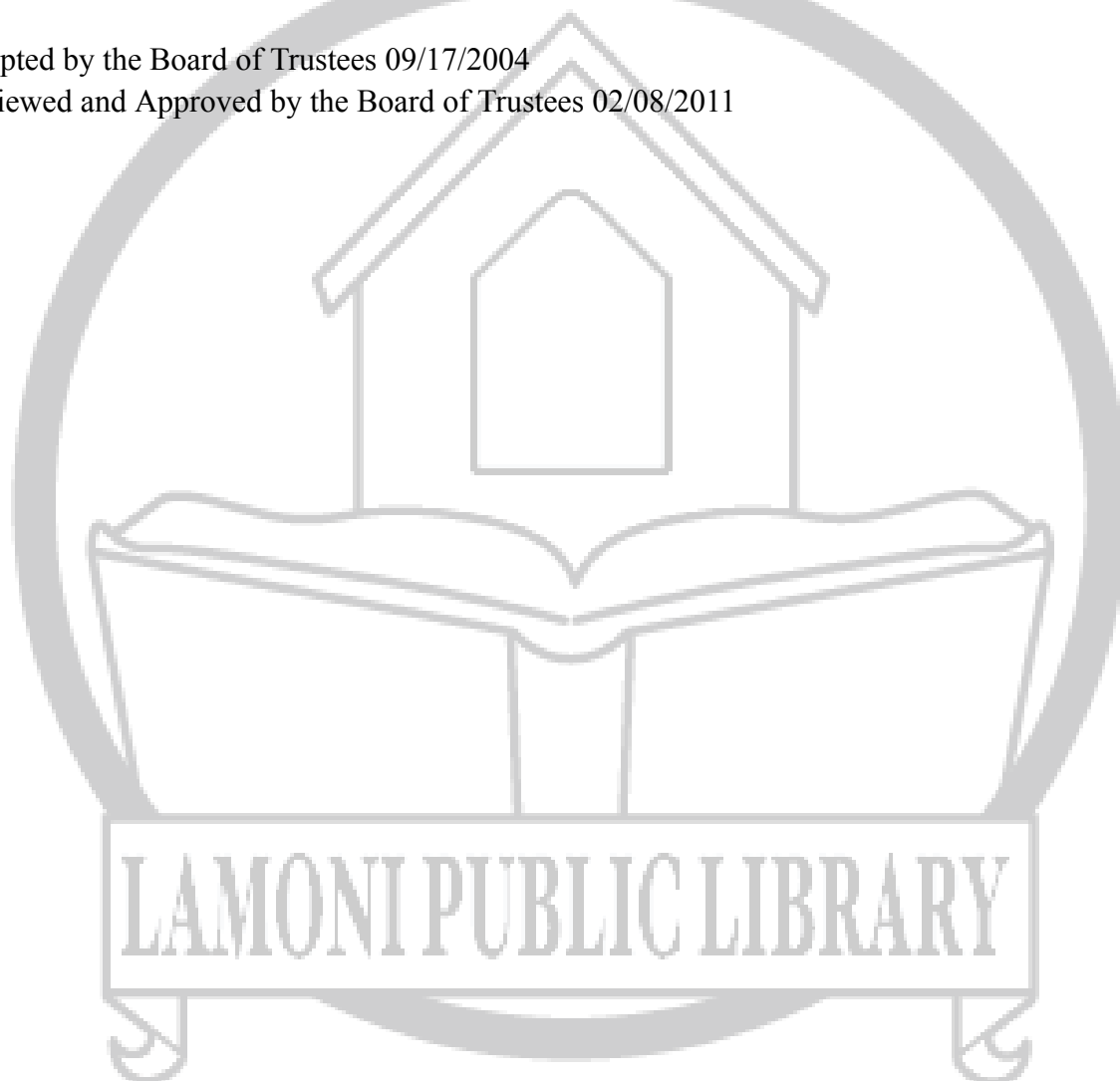
_____ Key Returned

NEW BOARD MEMBER ORIENTATION

The library director shall provide orientation for each new board member. The orientation shall include a copy of the Iowa Library Trustee Handbook. The trustee handbook will provide the basis for the orientation program. This handbook will assist the trustee in understanding the importance of their responsibility in being a library advocate in the Lamoni community.

Adopted by the Board of Trustees 09/17/2004

Reviewed and Approved by the Board of Trustees 02/08/2011



HOWARD REYNOLD BEQUEST FUND POLICY

The Howard Reynold bequest fund will be used to provide improvements and enhancements to Lamoni Public Library services. For example, the fund may be used for new equipment, programming services, and building improvements. It is not intended to fund routine library operations.

Adopted by the Board of Trustees on 11/08/2011

Reviewed and Approved by the Board of Trustees 07/22/2020

