

Elgin Public Library Constitution

ARTICLE I

NAME

The name of this library shall be the Elgin Pubic Library.

ARTICLE II HEADQUARTERS

The Elgin Public Library shall be located within the city limits of Elgin, Iowa.

ARTICLE III PURPOSE

The Elgin Public Library shall provide print and non-print materials for constituents, reflecting the needs of the community, according to established selection criteria.

ARTICLE IV CONSTITUENCY SERVED

The Elgin Public Library shall serve persons residing or working in the city of Elgin and persons living in rural Fayette county, and serving other towns and counties in the State of Iowa through Open Access.

ARTICLE V GOVERNING BODY

Section 1. Board of Trustees

The Elgin Public Library Board of Trustees, or Library Board, shall be appointed by the City Mayor with the approval of the City Council.

Section 2. Officers

The Elgin Public Library Board officers shall consist of a President, Vice President, Secretary, and Historian.

ARTICLE VI INTERLIBRARY COOPERATION

The Elgin Public Library shall cooperate in the exchange of library materials within the State of Iowa Library system.

ARTICLE VII
AMENDMENTS

APPROVED: 7/2/02

By _____
President

Re-evaluated and re-approved as follows: 7/2/2002, 8/5/03, 7/6/04, 8/9/05,
7/12/06, 7/2/07, 07/01/08, 9/1/09, 9/7/10, 7/11/11, 7/2/12, 7/3/13,
7/2/14,7/7/15

ELGIN PUBLIC LIBRARY BYLAWS

I. Library Board

- A. According to the requirements of Ordinance #194, City of Elgin, the Library Board of Elgin Public Library shall consist of nine (9) members, seven (7) from the city of Elgin and two (2) from rural Fayette County, to be appointed from time to time by the Mayor, with approval of the City Council. Terms of the library trustees will be six (6) years, each term beginning July 1.
- B. The general powers and duties of the Elgin Public Library Board are outlined in City of Elgin Ordinance #194.
- C. The Board shall exercise its powers and duties by:
 - 1. Employing a competent and qualified Library Director.
 - 2. Cooperating with the Library Director in determining and adopting written policies to govern the following:
 - a. Operations
 - b. Collection Development
 - c. Personnel
 - d. Any other policies deemed necessary
 - 3. Reporting to and cooperating with other public officials, boards, and the community as a whole to support public relations programs for the library.
 - 4. Assisting in the preparation of and seeking adequate support for the annual budget.
 - 5. Developing long-range goals for the library and working toward their achievement.

II. Officers

- A. The officers of the Board shall consist of President, Vice President, Secretary, and Historian. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in

office, provided that none serves more than three consecutive terms in the same office.

B. The duties of all officers shall be such as by custom and law and the rules of the Board usually devolve upon such officers in accordance with their titles.

III. Meetings

A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the office of the Library Director or such other place as the Board may determine.

B. The Annual Meeting will be held in July each year.

C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of five (5) or more members.

E. Order of Business:

- Call meeting to order
- Introduction of guests
- Approve agenda
- Roll Call
- Reading and approval of minutes of previous meeting
- Public input
- Correspondence and communications
- Report of the librarian
- Financial report and approval of expenditures
- Old business
- New business
- Review and update policy manual
- Comments and questions
- Adjournment

F. An agenda for Board meetings shall be prepared by the Library Director and the President of the Board and posted in a public place for 24 hours prior to a meeting.

G. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than 24 hours before the

time established for the meeting. The request may be directed to the President, Secretary, or Library Director.

H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

- A. The President shall appoint committees of one or more member 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 completing 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.
- C. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

V. The Library Director

- A. The Library Director shall be the executive director of the policies adopted by the Board.
- B. The Library Director shall be in attendance at all meetings of the Board, providing a Librarian's report at that time.

VI. Amendment to Bylaws

- A. Amendments to these 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 in advance of the meeting and provided it does not interfere with city code.

APPROVED: 7/2/2002
Board of Trustees, Elgin Public Library

By _____
President

Re-evaluated and re-approved as follows: 8/5/03, 7/6/04, 8/9/05, 7/12/06, 7/2/07, 7/2/08, 9/1/09, 9/7/10, 7/11/11, 7/2/12, 7/3/13, 7/2/14, 7/7/15

ELGIN PUBLIC LIBRARY
MISSION STATEMENT

The Elgin Public Library is dedicated to free and equal access to information that will foster literacy and lifelong learning, provide enjoyment, enrich lives, and strengthen our community.

APPROVED: 3/4/15
Elgin Public Library, Board of Trustees

By Deb Kahler
President

Re-evaluated and re-approved as follows: 8/10/15

LIBRARY OPERATIONS POLICY

BUDGET

- I. The Elgin Public Library Annual Budget shall reflect the following sources:
 - A. Tax revenues, interest accrued on monies
 - B. Gifts, donations, memorials
 - C. Fines, materials-replacement costs
 - D. Other (to be approved by the Library Board)

- II. The Elgin Public Library Annual Budget shall reflect the following expenditures:
 - A. Materials acquisition
 - B. Supplies acquisition
 - C. Salaries, IPERS, Social Security
 - D. Professional dues, workshop fees (with Board approval)
 - E. Other (to be approved by the Library Board.)

- III. The Elgin Public Library Annual Financial Report shall be prepared and presented by the Library Director at the July meeting.

- IV. The Elgin Public Library Annual Budget Estimate shall be accepted by a majority of the Board members present at the January meeting.

- V. The Elgin Public Library shall have a review of the following annually:
 - A. Physical growth and expansion
 - B. Constitution, Bylaws, and Mission Statement
 - C. Library policies pertaining to Operations, Personnel, and Collection Development
 - D. Long-Range Plans

Re-approved: April 2002, 4/8/03, 5/4/04, 5/10/05, 4/4/06, 4/2/07, 4/8/08, 4/7/09, 4/5/10, 4/5/11, 4/10/12, 4/3/13, 4/2/14, 4/1/15, 4/4/16

CIRCULATION

I. Books and other circulation library materials (with the exception of video tapes and DVDs) may be checked out for a two-week period.

A. Borrower Limitations:

1. No item limitations on books, except at the discretion of the Library Director. DVDs and CDs are limited to five per patron.

B. Renewals:

1. Books may be renewed for an additional two-week period, unless reserved for another patron.
2. An additional renewal is possible for items not in demand.
3. Magazines may not be renewed.

C. Overdues: (except video tapes and DVDs)

1. A grace period of one week after the due date will be allowed with no fines charged.
2. Fines of 30 cents per library day overdue will be charged per item.
3. Items returned after the grace period will be charged the full amount of fines accrued.
4. Fines will accumulate up to \$8.00 per patron.
5. After one month, steps will be taken to retrieve overdue materials.
6. Persons with unpaid fines of \$8.00 on overdue materials will not be permitted to check out additional library materials. Materials may continue to be used in the library.

D. Lost Library Materials:

1. If materials are lost, full retail replacement cost of the item will be charged.

2. Damaged materials will be charged according to the amount of damage and possibility of repair.
3. Items not returned in six (6) months will be considered lost. A letter requesting retail replacement cost will be issued by the Library Board.
4. Not returning overdue library materials, after 3 written or verbal notices, will result in suspension of library privileges until the materials are returned or paid for, or arrangements made with the Library Trustees.

E. Reserved materials:

1. Patrons may request that an item be held for them.
2. The patron will be notified when the item is available.
3. If the item is not claimed within three (3) library days after notification, it will be given to the next patron on the reserve list or returned to the general circulation.

II. The library shall participate in the Open Access program sponsored by the State Library of Iowa.

III. Interlibrary Loan Materials:

A. Patron-requested materials:

1. The Library Director will fill out the appropriate form to order patron-requested materials through the State Library's Access Plus program. The Library Director may limit the number of volumes or impose a deposit on volumes at his/her discretion. A \$1 fee per item may be assessed to help cover postage for shipment of the item.
2. The lending library from which the patron-requested material comes will indicate when the material is to be returned and whether any renewal may be permitted.
3. The lending library will also dictate what the fine will be for the late return of requested materials. The patron shall bear the cost of any fine or charge for loss of materials.

B. Interlibrary loans to other libraries:

1. The Library shall participate in the Access Plus program sponsored by the State Library of Iowa.

2. Interlibrary loan materials requested through the Access Plus program shall be loaned for a period of one (1) month. The Library Director shall determine the most efficient method of shipping materials requested.

IV. Video/DVD Policy:

- A. The checkout period for videocassettes and DVDs will be for one (1) week.
- B. The fine for overdue videocassettes and DVDs is 30 cents per library day.
- C. Videocassettes, audio tapes, CDs, and DVDs, must be returned to the library check-out desk. They may not be returned to the outside book drop.
- D. Copyright laws limit the use of videocassettes and DVDs to HOME VIEWING ONLY and may not be duplicated. Individual patrons are responsible for obeying copyright laws.

V. Library Cards:

- A. Library cards will be issued to patrons on an individual basis, and are required for all library services unless special permission is given for in-library use by the library staff. To receive a new library account, every adult patron must produce a valid ID or driver's license. A patron's library card application must contain the same address as on their ID and be their current mailing address. Any patron who does not have a current address on their ID/driver's license will be allowed computer and in-library usage, but may not check out other materials which will be taken from library premises. This shall be known as a PROVISIONAL CARD. Upon producing a valid ID with a current mailing address, the library card will be updated to VALID and include all privileges including check-out of materials.
- B. Parents will need to give permission, either verbally or in writing, for their children to acquire a library card. NOTE: Parents are always liable for any charges such as fines or replacing lost materials for their children who are under 18 years of age.
- C. Each card will be issued a number, which the patron is instructed to use when checking out library materials. In lieu of the number, the patron may give his/her name when checking out.

Re-approved: 5/7/02, 5/4/04, 5/10/05, 5/12/06, 5/1/07, 5/6/08, 5/5/09, 5/4/10, 5/3/11, 5/8/12, 5/1/13, 5/7/14, 5/6/15, 5/9/16, 5/8/17

COOPERATION WITH OTHER LIBRARIES

- I. The Elgin Public Library shall cooperate with all other libraries in the State of Iowa.
- II. The Elgin Public Library shall participate in the Fayette County Library Association in their promotion endeavors, tax requests, and other mutual interests.

Re-approved: 9/3/02, 9/9/03, 9/7/04, 9/6/05, 9/5/06, 9/4/07, 9/2/08, 9/1/09, 9/7/10, 9/6/11, 9/12/12, 9/4/13, 9/3/14, 9/14/15, 11/7/16

PUBLIC RELATIONS

General Statement: The Elgin Public Library believes in informing the community about the Library's services and problems, communicating the needs of the Board and staff to the community and calling public attention to new materials and outstanding achievements or displays related to the Library. Library staff and board members may, at their discretion, make themselves available to present programs to community groups.

Friends of the Library: "Friends" are civic-minded men and women who know that quality library service is important to the community. Friends organize into a group to support, improve, promote, and expand the library.

Volunteers: "Volunteer" workers are unpaid staff who give of their time and talents to library staff in the operation and programming of the Elgin Public Library.

Re-approved: 9/3/02, 9/9/03, 9/7/04, 9/6/05, 9/5/06, 9/4/07, 9/2/08, 9/1/01, 9/7/10, 9/6/11, 9/12/12, 9/4/13, 9/3/14, 9/14/15, 11/7/16

SERVICE POLICY

The Elgin Public Library will provide a barrier-free entrance to the Elgin Public Library.

Elgin Public Library staff members will assist patrons in any way necessary to facilitate their ease of use of the Library, its facilities, and materials.

SERVICE POLICY APPROVED: 6/4/02

Elgin Public Library, Board of Trustees

By _____
President

Re-evaluated and re-approved as follows: 9/9/03, 9/6/05, 9/06, 9/04/07, 9/2/08, 9/1/09,
9/7/10, 9/6/11, 9/12/12, 9/4/13, 9/3/14, 9/14/15, 11/7/16

GIFTS

- I. General Statement on Gifts: The Elgin Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the Library. The Board of Trustees appreciates and encourages gifts.
- II. Books and Other materials:
 - A. Donations: Any books or materials presented to the library will be evaluated and accepted using the same criteria as that used in the Collection Development Policy of the library. The library will accept special collections, however, the donor of any gift should understand that the library reserves the right to assign the gifts to the appropriate section of the library, or to dispose of them in some other way, if they do not meet the library's collection development criteria.
 - B. Cash Gifts: When the library receives a cash gift for the purchase of books or other materials, the selection will be made by the Librarian.
 - C. Memorials: In case of a memorial tribute, the general nature of the book, or its subject area, will be based upon the interests of the deceased, the wishes of the donor, and the needs of the library. Cash gifts for memorial tributes are especially encouraged.
 - D. In the event that a memorial tribute is purchased by the donor and given to the library, it will be received according to the above-stated criteria for gift material. Memorial tributes will be identified by an inscription in the book or material and will be indexed in the Memorial Book.

I. Equipment and Furnishings:

- A. Contributions for equipment and furnishings are welcome.
- B. Decisions concerning the purchases and replacement of equipment and furnishing for the Library will be made by the Board of Trustees.
- C. Items purchased as memorial tributes will be identified through the Memorial Book.

Re-approved: 4/2/02, 5/10/05, 4/4/06, 4/2/07, 4/8/08, 4/5/10, 4/5/11, 4/10/12, 4/3/13, 4/2/14, 4/1/15, 4/4/16

MEETING ROOM POLICY

I. The library, as an institution of education, welcomes the use of its program room for civic, cultural, educational, personal, and public information meetings of groups based in or attended by patrons of the area. Permission to use the program room does not imply endorsement of any organization. Any group whose purpose is not illegal and who conduct themselves within the following guidelines, is invited to use the facility.

- A. Library programs and meetings, City Hall functions, and educational programs will have first consideration in the scheduling of the rooms.
- B. The program room is available without charge for meetings or programs of a civic, cultural, service or educational nature that are open to the public. Donations to help defray maintenance and operational costs are always welcome.
- C. All applications for permission to use the room will be on a program room reservation form. They shall be made in advance, in person, by a responsible person (over age 18), with the Library Director or ranking staff member on duty. The responsible person will pick up and return the key after returning the room to its original condition and locking all doors. The person signing the reservation form will be held responsible for any problems arising and any financial responsibility including the repair and replacement of damaged or missing equipment beyond normal wear.
- D. The library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the meeting will cause forfeiture of any fees and may result in denial of future reservations. No group may transfer use of the room to another group.
- E. The kitchenette facilities are available for light refreshments in connection with meetings. Food and non-alcoholic beverages are allowed in the program room only.
- F. No tobacco, alcohol, or illegal substances may be used on the premises.
- G. Meetings scheduled during library hours will be those which will not interfere with the normal operation of the library. It will be the responsibility of the meeting group to supervise any small children in attendance, giving consideration to the comfort of the library patrons and staff.
- H. All meetings must conclude by 11:00 p.m.

- I. Groups wishing to use the facility for regular periodic meetings, must obtain permission from the Library Board on a quarterly basis.
- J. The library will not care for or store any material for groups or individuals using the facility, nor be responsible for them while on the premises. Exceptions may be granted by the Library Director.
- K. The Library Director is authorized to deny permission for the use of the program room to any group or individual that is disorderly or violates these regulations.

Re-approved: 9/3/02, 9/7/04, 9/5/06, 9/4/07, 1/8/07, 9/2/08, 9/1/09, 9/7/10, 9/6/11, 9/12/12, 9/4/13, 9/3/14, 9/14/15, 11/7/16

RELATIONS WITH SCHOOLS

- I. The Elgin Public Library and the students/staff in the Valley Community School District cooperate in the following:
 - A. Classes, under teacher supervision, may have access to the library on a regular basis.
 - B. Classes may participate in story time presented by the Library Director or designee and select individual materials to check out.
 - C. The Library provides content materials for special study units.
 - D. The Library will provide outreach to schools to promote literacy, make materials available, and build community connections.
- II. The Elgin Public Library provides a Summer Reading Program for preschool through sixth grade.

Re-approved: 9/3/02, 9/7/04, 9/5/06, 9/4/07, 9/2/08, 9/1/09, 9/7/10, 9/6/11, 9/12/12, 9/4/13, 9/3/14, 9/14/15, 11/7/16

CONFIDENTIALITY

The Elgin Public Library affirms that all library circulation records, individual reference requests, and reading interests of patrons are confidential. Information may be released only under the provision of subsection 13 of 68 A.7 of the Code of Iowa.

Re-approved: 6/4/02, 5/1/07, 5/6/08, 5/5/09, 5/4/10, 5/8/12, 5/1/13, 5/7/14, 5/6/15, 5/9/16

COMPUTER

- I. There will be no charge for normal operation of the computers and Library-owned software for normal Library patron usage, except for charges for paper use.
- II. Computer users may use only Library-owned software.
- III. The maximum number of users at each computer will be two (2), or more with the permission of the Library Director.
- IV. A sign-up sheet will be available at the desk for patrons to reserve time for computer usage. Half-hour time slots will be available for computer usage.
- V. Computer users must follow copyright regulations and will be asked to leave the computer station for any copyright violations.
- VI. Paper use will be charged at the rate of 10 cents per sheet for regular printout and 50 cents per sheet for color.
- VII. There will be no after-hours computer usage, except by special arrangement with the Library Director. Any staff member needing to attend to the computer outside of Library hours will be paid at 1.5 times the normal rate by the computer user.

Re-approved: 6/4/02, 6/10/03, 6/1/04, 6/7/05, 6/6/06, 6/5/07, 6/3/08, 6/2/09, 6/1/10, 6/13/11, 6/5/12, 6/5/13, 6/4/14, 6/3/15, 6/6/16, 6/6/17

FAX

- I. Elgin Public Library will participate in the Iowa Fax Network.
- II. There will be no charge for normal operation of the FAX machine in performing standard library activity in fulfillment of patron requests. This includes reference and ILL transaction processing.
- III. Public access to FAX will be accepted during open Library hours, up to a maximum of 30 pages of transmission.
 - A. Transmission fees will be as follows:
 1. Domestic: 1st page \$2.00
Each additional \$1.00
 2. International/page \$4.00
(phone line charges are additional)
 - B. Receiving fees will be as follows:

Domestic or International/page	\$0.25
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- IV. Library staff may use the FAX for professional Library activities and administrative matters at no charge.
- V. Local patron recipients of documents will be advised as soon as possible.
- VI. After hours, the FAX will be in the receive mode. The FAX machine is available for sending after Library hours when prior arrangements have been made with the Library Director. Any Library staff member needing to attend to the FAX machine outside of library hours will be paid at 1.5 times the regular rate by the FAX user.

Re-approved: 6/7/02, 6/7/05, 6/6/06, 6/5/07, 6/3/08, 6/1/09, 6/1/10, 6/13/11, 6/5/12, 6/5/13, 6/4/14, 6/3/15, 6/6/16, 6/5/17

INTERNET

I. Internet Access

- A. Misuse of computer or Internet access, or failure to abide by these policies will result in the loss of Internet access privileges. As with other library materials, the library restricts access only for the express purpose of protecting material from mutilation and theft. Anyone denied Internet access may file a written request to be reinstated with the Library Board.
 - 1. The library employs (as of 2017) an Internet Protection measure to filter content, but does not monitor individual use. Please note that not all sources on the Internet provide accurate, complete, or current information.
 - 2. All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians – and only parents or guardians – may restrict their children – and only their children- from access to Internet resources accessible through the library.
 - 3. Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Internet reference books are also available for patron use. Because of library scheduling, Internet-trained staff may not always be available.

II. Internet use

- A. Users must be registered borrowers or request permission from the Library Director.
- B. Reserve time is scheduled for half-hour time blocks. Reservations may be made in person or by telephone. Users may be limited to one sign-up per day, depending on patron demand or library staffs' need to use this resource.
- C. Use of the library's Internet resources for illegal or unethical purposes is prohibited.
- D. Patrons will need to ask a librarian if they wish to save files. NOTE: Patrons printing material should be aware that the same copyright restrictions apply to on-line materials as print materials. The library is not responsible for copyright infringement by a patron.

- E. There is a 10 cent per page charge for items printed on paper using black ink. If the page printed contains color, there is a 50 cent charge.
- F. You may not always be able to access sites on the Internet. There are a number of reasons:
 - 1. The host computer has closed or limited access due to a high number of users.
 - 2. The database or resource you are trying to access is licensed and access is limited.
 - 3. The host computer has changed its Internet address or has closed down.
 - 4. The library's Internet connection may be periodically or temporarily inoperable due to technical difficulties.
- G. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.
- H. The library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron's use of the library's computer.

III. Internet Safety Policy

- A. Internet Safety Policy for patrons under the age of 17 as required by the public law, (47 U.S.C.- 254 (h) and (1) commonly known as *The Children's Internet Protection Act* (CIPA) and the *Neighborhood Internet Protection Act* (NCIPA) which went into effect on April 20, 2001.
1. Individuals covered by this policy may not use the Elgin Public Library Internet enabled computers to access inappropriate matter on the Internet, World Wide Web or any other resource. - Iowa Code Chapter 728.
 2. Individuals covered by this policy using the Elgin Public Library, while using direct electronic communications, whether electronic mail or any other form of direct electronic communications may not divulge their name, age, address, location, or other personal information. - Iowa Code 716.6B.
 3. Individuals covered by this policy using the Elgin Public Library are specifically forbidden from using the Elgin Public Library computers for unauthorized access, modification, hacking, cracking, and other unlawful activities, including but not limited to accessing library and other networks. - Iowa Code 716.6B
 4. Individuals covered by this policy are specifically forbidden in using the Elgin Public Library computers to provide unauthorized disclosure, use, and dissemination of personal identifiable information concerning and regarding themselves or any other person. - #2 above
 5. Individuals covered by this policy may not use the Elgin Public Library to access any material which might be harmful to minors. - Iowa Code 728
 6. No illegal use of electronic communication using the Elgin Public Library Internet enabled computers will be allowed.
 7. A Technology Protection Measure will be implemented in the 2017-18 fiscal year to block/filter materials harmful to minors for all patrons and staff. "Materials harmful to minors" shall be defined as it is in the CIPA statute stated in "A" above. Those adult patrons wishing to access materials which may be blocked by the Technology Protection Measure for use for bonafide research purposes must schedule an appointment with the library staff to disable the filter temporarily.
- B. Penalties for violation of rules and procedures by individuals covered by these rules:
First offense: Verbal warning and/or immediate end to computer use.

Second offense: Loss of computer privileges pending “safety conference” with minor and parent.

Third offense: Loss of computer privileges; reinstatement at the discretion of the Library Director and Library Board.

OPERATIONS POLICY APPROVED: 6/4/02 Re-approved: 6/7/05, 6/6/06, 6/5/07, 6/3/08, 6/2/09, 6/1/10, 6/13/11, 6/5/12, 6/5/13, 6/4/14, 6/3/15, 6/6/16, 6/5/17
Elgin Public Library, Board of Trustees By _____, Pres.

IV. Wireless Access Policy

A. Wireless Internet access is provided free of charge by the Elgin Public Library for patrons and guests who have the required hardware and software needed for this service. As with most public wireless locations, the library's unfiltered wireless connection is not secure. Wireless Internet access users must agree to the following conditions:

1. Patrons must comply with the Elgin Public Library Internet Safety and Behavior Policies.
2. The electronic device owner is responsible for setting up their equipment to access the wireless network. Library staff cannot provide, give instruction, or troubleshoot problems related to your wireless device.
3. Patrons are responsible for their equipment while in the building; the library is not responsible for lost, damaged, or stolen items. Wireless device users must provide their own headphones, if they desire them, for their own personal use and not use the library's patron headphones.
4. The Library will not assume responsibility for the safety of equipment or for laptop configurations, security, software, or data files resulting from connection to the library's wireless service.
5. Virus protection is the responsibility of the patron. It is expected that all users will have appropriate security safeguards in place.
6. The library cannot guarantee a consistent connection at all times and in all places in the library, as many things can interfere with wireless. We also cannot guarantee that your device will work with the library's access points.
7. The library's wireless network is subject to periodic maintenance and unforeseen downtime.
8. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. As with our basic Internet policy, viewing content that is illegal OR causes a disruption of any kind to patrons or staff is strictly prohibited.

Approved: 6/2/09 Reevaluated and approved: 6/1/10, 6/13/11, 6/5/12, 6/5/13, 6/4/14, 6/3/15, 6/5/17

BEHAVIOR POLICY

I. PURPOSE OF THIS POLICY. The Elgin Public Library will provide a safe, comfortable working environment that is conducive to the use of Library materials either by individuals or by small groups. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

H. EXPECTATIONS OF LIBRARY USERS. Patrons using the Library are expected to behave in a way that is appropriate to the Library's purpose as stated above. Therefore, the following kinds of behavior are prohibited:

- a) Theft of library materials or the personal property of other patrons or staff members
- b) Deliberate disruption of library procedures (including the work of the staff)
- c) Use of abusive language
- d) Loud talking or laughing that disturbs or could disturb other patrons
- e) Sleeping as well as smoking, eating or drinking in areas not designated for these activities
- f) Loitering in the building or on the grounds
- g) Inappropriate dress (shirts and shoes must be worn at all times)
- h) Defacing or damaging library materials, furniture, computers or other property is not allowed
- i) Personal stereos (unless given specific permission by a staff person)
- j) Entry into PERSONNEL ONLY areas
- k) Use of cell phones that is disruptive.
- l) Stalking, harassing or intimidation of patrons or library staff anywhere on library property
- m) Children age 6 and under must be accompanied by a parent or responsible childcare provider
- n) Removing library materials from the building without checking out
- o) Violation of any municipal, state or federal law or code

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time. The staff member will bring any incident of misconduct before the Board of Trustees. In cases of the misconduct being habitual or threatening the Board of Trustees will provide guidance on the action to be taken.

In most cases, persons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately or the police will be called.

Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, to be determined by the Board of Trustees, as well as face the possibility of legal charges.

Any person that is barred from the Library for an extended period of time will need to petition the Board of Trustees for reinstatement to Library privileges.

Approved: _____ 9/1/09 Reapproved: 1/4/11, 1/10/12, 1/2/13, 1/8/14, 1/4/16, 2/6/17

Elgin Public Library Sex Offender Policy:

In accordance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa, the Board of Trustees prohibits the presence of sex offenders convicted of offenses against minors upon or within 300 feet of library property without written permission of library administration.

The Library Director shall be considered the library administration under this law.

The Library Director will not under any circumstance give written permission for registered sex offenders convicted of a sex offense against minors to be in or within 300 feet of library property. This decision can be appealed to the library Board of Trustees; however, the Board maintains the right to uphold a “no tolerance” stance in regards to this policy.

The issuance of a library card prior to or after the conviction of a sex offender for crimes against minors will NOT be understood as permission to enter the library.

Persons barred from library property under the law will not be served by any type of delivery service if there is one in place at the time of a request.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the barred patron to arrange for a courier to select, check out, and return materials to the library through possession of the courier’s valid library card. The courier must set all terms of this arrangement with the barred patron, and the courier is ultimately responsible for any lost or damaged materials or fines accrued at the library. Library personnel cannot be responsible for gaining contact with the barred patron in such an instance.

As the law states that offenders themselves are responsible for identifying themselves and requesting access to the library, no warnings for violation of this policy will be given after the first expulsion from library property. Violations of this policy will be immediately reported to law enforcement.

Approved: _____ 9/1/09 Reapproved: 2/8/11, 2/7/12, 2/5/14, 2/4/15, 3/7/16,
2/6/17

COLLECTION DEVELOPMENT POLICY

General Statement of policy: We endorse the Library bill of Rights, the Freedom to Read Statement and the American Library Associations' Statement on Labeling. All are policies of the ALA.

I. General Objective:

- A. The objective of the Elgin Public Library is to select, organize, preserve, and make freely and easily available to the people of the community, printed and other materials within the limits of space and budget, which will aid them in the pursuit of education, information, research, recreation, culture, and in the creative use of leisure time. It is the objective of the Library Board to add 3% or more to the collection each year.

II. Responsibility for Book Selection:

- A. The responsibility for books and other materials selected lies with the Board of Trustees of the library. The actual selection and purchase of materials is the responsibility of the Library Director as defined in Section I-A-1-h of the Elgin Public Library personnel policy. Suggestions from readers are always welcome and will be given serious consideration by the librarian.

III. Criteria for Selection:

- A. Each acquisition is considered in terms of the following standards:

1. Insight into human and social conditions.
2. Suitability of subject and style for the intended audiences.
3. Present and potential relevance to community needs and interests.
4. Contemporary significance or permanent value.
5. Relation to existing collection.
6. Attention of critics, reviewers, and public.
7. Scarcity of information in subject area.
8. Availability of materials elsewhere in community.
9. Price and format.

IV. Special Considerations

A. Most items purchased will be handled as a matter of standard library practice.

Exceptions as follows:

1. Reference materials deemed necessary or suitable for reference purposes shall be the responsibility of the Library Director.
2. Replacement copies of books previously acquired by the library, but later lost, stolen, or damaged will be the responsibility of the Library Director.
3. Weeding is necessary for the library. Regular evaluation of the materials which are obsolete, poorly presented, or too badly worn to be of further use will be done on an ongoing basis. Materials will be weeded under the direction of the Library Director with the approval of the Library Board. Specific attention to:
 - a. Duplicate copies of older works.
 - b. Materials no longer in demand.
 - c. Older editions of works replaced by a later edition.
 - d. Obsolescent works (becoming obsolete).
 - e. Any book badly worn or stained which may be replaced.
 - f. Periodicals or similar serial publications shall be weeded from the collection at the discretion of the Library Director.
4. Periodicals or similar serial publications shall be ordered at the discretion of the Library Director.
5. Paperback books may be purchased in lieu of hardbound items for budget and circulation reasons.
6. Microforms and non-book materials shall be subject to the same criteria of selection as apply to materials printed in traditional format.
7. Archives and local history materials will be collected, organized, and made available.

V. Censorship:

A. To evaluate the criticisms of persons or groups who wish to censor materials in the public library, and to establish guidelines for acquisition of materials of potentially controversial nature, the following shall be the policy of the library.

1. In areas where there is honest disagreement concerning the truth or the wisdom of particular issues, ideas, or beliefs, the library shall make an effort to see that the printed, visual, or recorded points of view of the best spokesman of all sides of the issues, ideas, or beliefs are represented in its holdings.
2. Selection of materials for the library shall be based only on the criteria stated in Section III regardless of the frankness of language or controversial manner an author may use.

B. Citizen's request for reconsideration of a book.

1. Any citizen requesting removal of materials from the Library shall make a request in writing using the form made available by the Library Board.
2. The request shall be considered by the Board at its next regular meeting.

VI. Selection of Vendors.

Selection of sources for the purchase of library materials shall be left to the discretion of the Library Director.

COLLECTION DEVELOPMENT POLICY APPROVED: 3/11/03
Elgin Public Library, Board of Trustees

By _____
President

Re-evaluated and re-approved as follows: 3/2/04, 3/8/05, 3/7/06, 3/6/07, 4/8/08,
3/3/09, 3/2/10, 3/1/11, 3/6/12, 3/6/13, 3/5/14, 3/7/16, 3/13/17

PERSONNEL POLICY

I. Library Personnel

A. Library Director

1. General statement of duties

- a. Plans, organizes, and coordinates library activities.
- b. Supervises and participates in circulation work.
- c. Performs readers' advisory and reference services.
- d. Organizes and /or supervises children's story hours and reading programs.
- e. Prepares new materials for circulation.
- f. Prepares displays and maintains pleasant library environment.
- g. Keeps records for circulation, library use, fines, reference, and other such records as required.
- h. Orders, classifies, and supervises library expenditures.
- i. Prepares budget.
- j. Administers the policies established by the Board of Trustees.
- k. Makes recommendations for policy changes to Board of Trustees.
- l. Reports monthly to the Board of Trustees.
- m. Interviews and hires library aides.
- n. Supervises the training of library personnel.
- o. Keeps in touch with developments in the library field.
- p. Coordinates meeting room schedule.

- q. Additional duties as outlined in employment contract.

2. Requirements

- a. Level I Certification by the State Library of Iowa within two (2) years of hire and professional library degree or broad general education.
- b. Ability to meet the public well.
- c. Ability to accept responsibility, learn new skills, and adapt to change.
- d. Computer literacy or willingness to learn.
- e. Ability to perform satisfactorily the duties of this job classification.
- f. Satisfactory annual evaluation by the Board of Trustees in October.

B. Library Aide

1. General statement of duties

- a. Works under the supervision of the Library Director.
- b. Assists in circulation work, including checking out and checking in of materials, registration of patrons, shelving and maintaining of the collection.
- c. Answers phone and gives out general information about the Library.
- d. Prepares new materials for circulation and makes needed repairs of materials upon advice from the Library Director.
- e. Runs all Library-owned equipment.
- f. Assists Library Director with general library procedures, children's programs, and preparation of displays, etc., as directed.
- g. Promotes a positive library image to the public.
- h. Consults with Library Director on a regular basis.
- i. Not required to attend Board Meetings regularly, but will be paid for attendance as needed.

2. Requirements

- a. Ability to meet the public well.
- b. Interest in reading and other library-related activities.
- c. Ability to accept responsibility and supervision, learn new skills, and adapt to change.
- d. Ability to assume responsibilities of Library Director in his/her absence.
- e. Ability to perform the duties of this job classification.
- f. Satisfactory annual evaluation by Library Director submitted in writing to the Board of Trustees in October.

II. Wages and working conditions

A. Library Director

1. The Library Director will be guaranteed minimum wage according to the federal and/or state regulations, plus additional wage at the discretion of the Board of Trustees.
2. The Library Director's working contract will be renegotiated, and his/her wages will be reviewed annually at the October meeting of the Board of Trustees.
3. Social Security and IPERS benefits will be provided.
4. The Library Director will have two weeks(40 hours) of paid vacation after one (1) year of employment, three weeks (60 hours) or paid vacation after ten (10) years of employment.
5. The Library Director will perform duties within the regular work schedule, accumulating no more than five (5) extra hours of work without Board approval.
6. The Library Director will call the library Aide to assume his/her duties in the event of illness or absence.

7. Occasional days absent for illness and/or medical appointments will not count against vacation days. Extended medical leave will be reviewed and negotiated by the Board.

B. Library Aide

1. The Library Aide will be paid minimum wage according to federal and state regulations, plus additional wage at the discretion of the Board of Trustees.
2. The Library Aide will serve in the Library Director capacity in the event of his/her absence.
3. Social Security benefits will be provided.

C. Emergency substitute

In the event of Library Director and Library Aide absence, a Trustee may substitute or someone chosen by the Library Director and a Board member.

D. Professional workshops

1. Mileage (at the city rate per mile) will be paid for a Library function with prior approval of the Board of Trustees.
2. Registration fees will be paid for the Library Director's attendance at continuing education and workshops with prior approval of the Board of Trustees.

- E. The Library will be closed for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. These are not paid holidays for hourly employees. Other holiday closings will be determined by the Board of Trustees as deemed appropriate.

III. Recruitment, appointment, and termination of employment

- A. The Board of Trustees will hire the Library Director.
- B. No immediate family members of a Board member or an employee may be hired unless approved by the Board.
- C. Employment will be provisional for the first three (3) months.
- D. An employee may be dismissed for incompetence and unfitness, insubordination, frequent unexplained absences from duty, or conduct which is criminal or dishonest in the eyes of the law. In all cases where the facts are in dispute, the accused employee shall be informed in writing by the Board President of the charges against him/her and given an opportunity to be heard in his/her own defense by the Board. This hearing shall be held within ten (10) days after the written charges are sent to the employee, and the employee may present his/her viewpoint to the Board.
- E. Employees and/or employer are required to give written notice at least thirty (30) days prior to termination of employment.
- F. Retirement is recommended at age 70.

IV. Lines of communication

- A. The Board of Trustees will set policies to be administered by the Library Director.
- B. The Library Director is responsible to the Board of Trustees for the administration of the policies.
- C. All other library employees and/or volunteers are responsible to the Library Director.

PERSONNEL POLICY APPROVED: 12/3/02

Board of Trustees, Elgin Public Library

By _____
President

Re-evaluated and re-approved as follows: 9/9/03, 8/3/04, 8/9/05, 8/1/06, 8/07/07, 8/5/08, 8/4/09, 9/7/10, 8/2/11, 8/6/12, 8/7/13, 8/6/14, 8/10/15, 8/1/16

POLICY REVIEW CALENDAR

January	Review and Update: Operations Policy <ul style="list-style-type: none">• Behavior Policy
February	Review and Update: Operations Policy <ul style="list-style-type: none">• Sex offender Policy
March	Review and Update: Collection Development Policy
April	Review and Update: Library Operations Policy: <ul style="list-style-type: none">• Budget• Gifts
May	Review and Update: Library Operations Policy: <ul style="list-style-type: none">• Circulation• Confidentiality
June	Review and Update: Library Operations Policy: <ul style="list-style-type: none">• Computer and FAX• Internet Policy• Review expiration dates of Trustee terms• Appoint nominating committee
July	ANNUAL MEETING <ul style="list-style-type: none">• Election of Officers• Fiscal Budget Presentation by the Library Director• Review and Update: Constitution and Bylaws
August	Review and Update: Mission Statement Review and Update: Personnel Policy
September	Review and Update: Library Operations Policy <ul style="list-style-type: none">• Cooperation with other libraries• Public Relations• Service Policy• Meetings in the Library• Relations with schools
October	Written review of the Library Director performance
November	Review annual report of the Library to the State Library Renegotiate Contract of Library Director/Annual wages review
December	Annual Budget Estimate by the Library Director Review and Update: Long Range Plan

Long Range Plan

Mission Statement

The Elgin Public Library is dedicated to free and equal access to information that will foster literacy and lifelong learning, provide enjoyment, enrich lives, and strengthen our community.

ADMINISTRATIVE AND FISCAL GOALS

Objective: The Elgin Library Board of Trustees (hereafter the Board of Trustees) will prepare an annual work plan for the implementation of its long-range plan's goals and objectives.

Objective: The Board of Trustees will prepare an annual budget that ensures the continued growth (of approximately 5%) of the library's service to the community. The Board of Trustees will advocate annually for the budget with the Elgin City council and the Fayette County Supervisors at the time of their annual budget hearings.

Objective: The Board of Trustees will annually prepare 2 or more grant applications seeking support from Foundations and business entities of the library's various programs.

Objective: The Board of Trustees will have an annual evaluation of our progress in the Long Range Plan.

Objective: The Policies of the Elgin Library will be reviewed regularly and updated as needed.

Objective: The Board of Trustees will prepare a new Long Range Plan at least every 5 years. In preparation for the 2020-2024 Long Range Plan, we will conduct a community needs survey and an internal organization review in 2019.

Objective: The Elgin Library will maintain technologically current systems for its administration and library users.

PERSONNEL GOALS

Objective: To provide knowledgeable, well-trained staff to continually meet the changing needs of library patrons.

Objective: To provide staff with opportunities for growth, implementation of new ideas, and expansion of services for the betterment of the community.

Objective: To provide an increase in funding for personnel goals each year.

Objective: The Board of Trustees will conduct an annual performance review of the Library Director. The Library Director will in turn perform an annual review of all staff. The results will be presented to the Board of Trustees for its consideration.

COLLECTION DEVELOPMENT GOALS

Objective: To do continuous evaluation of the collection in relation to the needs of the community.

Objective: To weed at least 3% of the collection each year based on circulation, condition, and obsolescence of materials.

Objective: To maintain and expand the collection each year, reflecting the needs of our patrons.

Objective: To work with Friends of the Library to generate additional funds as needed to enhance the collection.

PROGRAMS AND SERVICES GOALS

Objective: The Library will serve as a popular materials center.

Objective: The Library will serve as a community information center.

Objective: The Library will serve as a preschoolers' door to learning by providing a weekly preschool story hour for ages 3-5 as requested by patrons from September through May.

Objective: The Library will promote literacy for all ages through outreach to schools and community.

Objective: The library will provide programming for the community consistent with their interests and needs.

PUBLIC RELATIONS GOALS

Objective: The Library will support the “Friends of the Library” group to promote the Elgin Public Library. Library staff will be active with Friends, supporting their continuous efforts with programming, volunteers, fund raising.

Objective: To promote the availability of Library materials, services, and programs with various audiences and ages using the following:

- Newspaper articles with pictures when possible.
- Electronic media such as a library website, blog, and Facebook presence.
- School visits including story times to elementary students.
- Outreach to community members and groups through speaking and service projects as requested.

Approved: 2015, Reviewed on 1/4/16