

ONAWA PUBLIC LIBRARY

POLICY MANUAL



100 YEARS SERVING AND GROWING

ONAWA PUBLIC LIBRARY POLICIES

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ONAWA PUBLIC LIBRARY

DIRECTORY

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BOARD OF TRUSTEES

MAIN RESPONSIBILITY

Jessica Hupke	President
Lou Hewitt	Vice-President, Publicity
Library Director	Secretary/ Board Minutes
Jenn Collison	Facility & Finance /Book & Reconsideration
Curtis Sturgill	Facility & Finance /Book & Reconsideration
Kara Minnihan	Facility & Finance /Book & Reconsideration

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STAFF

JOB TITLE

Amy McDermott	Director
Chris Zink	Library Assistant
Rachel Ruffcorn	Library Assistant
Laurie Joy	Library Assistant
Prairie Compton	Library Assistant

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FRIENDS OF THE ONAWA LIBRARY

NAME

OFFICER TITLE

Theresa Butler	President
Cheryl Warner	Secretary /Treasurer

ONAWA PUBLIC LIBRARY

MISSION STATEMENT

The Onawa Public Library provides the residents of Onawa and the surrounding area with access to books and library materials and to other resources, programs and services to meet their informational, educational, cultural and recreational needs. The library promotes reading and the use of library materials, and provides support for community, cultural and historical activities. Through its staff, Board and services, the library builds knowledge, understanding and appreciation of libraries and library materials in those it serves.

ONAWA PUBLIC LIBRARY

FREEDOM TO READ POLICY

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

ONAWA PUBLIC LIBRARY

MATERIALS SELECTION POLICY

- I. The Board and Staff of the Onawa Public Library endorse the Library Bill of Rights (see page 9 of the ILA *Intellectual Freedom Handbook*).
- II. The primary purpose of the Onawa Public Library is to purchase, organize, and make readily accessible books and other printed, recorded and Internet accessible materials and to stimulate interest and give guidance in the use of these materials to all library patrons, regardless of age, sex, race, creed, or social, economic and educational level. These materials will represent the widest diversity of views and expressions available within our budget guidelines.
- III. Selection will be made, to some degree, on the basis of author, but that is not the final criteria. In the final analysis, material is chosen on the basis of total content.
- IV. We do not necessarily endorse every idea made available in or through the library. We wish to provide material from which patrons can establish their own political, moral, or aesthetic views.
- V. The library applies the same criteria in evaluating gift materials that are applied to items which are purchased.
- VI. Some material and equipment, because of its nature, may be kept in restricted circulation, i.e. bound newspapers, historical books in poor condition, yearbooks, etc.
- VII. The library's collection will be evaluated in a regular, on-going manner. Books and other materials will be removed from the collection using the following criteria:
 - A. The material is no longer relevant or of current interest to patrons.
 - B. The material may be in poor or unusable physical condition.
 - C. The material is in duplication of other material in the collection.
 - D. The material may be removed because of space limitations.
 - E. Weeding the collection may be influenced by the inter-library loan system.
 - F. Subject matter is outdated or no longer relevant.
 - G. The materials availability at other libraries.

ONAWA PUBLIC LIBRARY

RECONSIDERATION REQUESTS POLICY

BOARD AND LIBRARIANS' RESPONSE TO A CHALLENGE OR INQUIRY

- I. The complaint must be submitted on the proper form and the complainant be properly identified before a request is considered. The complaint forms are available at the circulation desk.
- II. Defending the principle of freedom to read, rather than the individual item:
 - A. The Board and Librarians are attempting to be fair and responsible.
 - B. We must defend the responsibility to provide public information and enlightenment on all subjects.
 - C. There are laws governing obscenity, subversive materials, and other questionable items. We allow those laws to govern.
 - D. Inform the American Library Association Office for Intellectual Freedom and other appropriate national and state organizations concerned with intellectual freedom of the nature of the problem. Though complaints must be settled on a local level, there is value in the support and assistance of agencies outside the area which have no personal involvement. These agencies can often cite parallel cases and suggest methods of meeting an attack.
- III. The Board does not encourage labeling material, i.e. labeling a book or magazine as advocating or condemning a particular belief. The Library is not responsible for the content of its material. The views and beliefs expressed in all library materials are those of the individual author and do not necessarily reflect the official policy or position of the Onawa Public Library or its Board of Trustees and Employees.
- III. Reconsideration Requests will be reviewed at the next Formal Board Meeting. These reviews will involve voting on the recommendations of the Library Director and the Board member who is responsible for the Book Policy Reconsideration area of this library.

(COMPLAINT FORM EXAMPLE INCLUDED)

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author _____

Title _____
Hardcover _____ Paperback _____ DVD _____ Audio _____ Periodical _____

Publisher (if known) _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____

Complainant represents:

_____ (Himself/Herself)

_____ (Name of organization)

_____ (Identify other group)

To what in the book do you object? (Please be specific: cite page(s))

What do you feel might be the result of reading this book?

For what age group would you recommend this book?

Is there anything good about this book? _____

Did you read the entire book? _____ What parts _____

Are you aware of the judgment of this book by literary critics? _____

What do you believe is the theme of this book? _____

What would you like the library to do about this book? _____

In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

_____ Signature of Complainant

ONAWA PUBLIC LIBRARY LONG RANGE PLAN

I. Community description

The City of Onawa is a small rural agriculturally related community with a population of 2849 in the 2017 Census. It is made of mostly lower to middle income families, with an ethnically diverse ancestry including, German, Irish, Native American, English, French, African American, Asian, and Hispanic. The population consists of 2.2% under age 5, 13% ages 5-19, 27.2% ages 20-44, 18.4% ages 45-59, and 27.6% 60 and older. The median age of the population is 41.6. There is an unemployment rate of 4.1% and the poverty level is 25.3%. There is an average of 2.25 people in 1475 total housing units.

Recreational facilities include 5 parks, a Community Center, an Aquatic Center, basketball courts, a skateboard park, disc golf course, a fairground complex, the Monona County Museum & Kiwanis Historical Complex, and the Veterans Museum. A state park is located just outside the city limits. The Lewis and Clark State Park is one of the most highly developed parks in the county. It includes modern and primitive camping areas, hiking trails and picnic areas.

Onawa is part of the West Monona School District, consisting of West Monona Elementary and a Middle/High school Complex.

The Onawa Public Library has been operating since 1903. It was supported by a dedicated group of individuals for many years, and was located in several buildings until 1908 when the original library building was built. The Library is a 14980 square foot prairie school style which meets all standards of ADA accessibility and is located along Iowa Avenue. The hours of the library are posted on a large sign on the outside window the vestibule. The library collection consists of 45733 books, 30 periodicals, 422 audio books, 11231 DVDs and 93 other library materials. Our patrons also have access to electronic resources including 49444 downloadable materials. There are 6 computers with Internet access for public use and 2 AWE computers in the children's area for educational purposes. The library complies with state standards for additions to materials, weeding, fill rates and turnover rates. The Library is a part of the Southwest Iowa Library Services Area, and a participant in the SILO and Open Access Programs.

The Onawa Public Library is able to offer its patrons the usual library services, such as circulation of books, videos, and audio books and other materials. Public access to computer, the Internet, WIFI, fax and photocopy machines with scan to email capabilities are also available. The Library also offers extended services of being a Passport Acceptance Facility, as well as Notary service. Programming includes a summer reading program and educational as well as entertainment programming. The library works with the school in supporting their curriculum.

The library is maintained and established according to the local ordinance and has a legally appointed library board consisting of 5 members to govern the operation of the library. The staff consists of one certified library director and 5 part-time assistants. Funds for support of the library come from the City of Onawa, Monona County, State of Iowa, memorial trust accounts, and other miscellaneous sources.

Area residents will have access to essential library services, delivered in an efficient and effective manner.

II. Assessment of Needs

We sought to determine the needs of community by means of a survey and a focus group. The group met at the library and after a SWOT assessment guided by the input of all the members of the group. With this SWOT Analysis of our community the following 4 areas were deemed the optimal services areas that our community would like addressed.

These areas are 1.) Create young readers: Emergent literacy 2.) Be informed citizens: local, national and world affairs. 3.) Connect to the online world: Public Internet access. 4.) Express creativity: Create and share content.

Goals and Objectives FY 2020 - 2029

Goal 1: Create young readers: Emergent literacy

Young patrons will have programming opportunities that promote literacy.

Objective:

- Increase participation levels of the Summer Reading Program by 2% each year to ensure that our children are exposed to the necessity of reading and the joy of learning and reading for pleasure.
- Revival of our Pre-school Story time to promote reading together as a family to foster the love of reading at an early age. We will hopefully increase numbers in attendance by 2% in the first three years, then 1% each year in 2023 thru 2029.
- We will partner with our local associations or other libraries when they have programming designed that supports the importance of reading to children by parents and caregivers.
- To help our younger readers we will work to expand our “Early/Easy Reader section and divide it into 3 sections: 1, 2, 3 for the different skill levels of reading so that a child is not discouraged by a difficult read. (FY 2020, 2022)

Goal 2: Be informed citizens: local, national, and world affairs.

Patrons will have opportunities to participate in civic events.

Objective

- Partner with the local American Legion Auxiliary to host legislative coffees where people can interact with their local and state political representatives on a continuing basis.
- Support political candidates by facilitating political candidates’ forums in our meeting room. (2020, 2024, 2028)
- Partner with Chamber of Commerce to provide Informational luncheons on an ongoing basis.
- Provide a space for the city when they want to have public informational meetings.

Goal 3: Connect to the online world: Public Internet access.

Patrons will have access to up to date computers and Internet Access

Objective

- Upgrade the computers and software in the library on an annual basis set up on a rotational schedule. 2 patron computers in FY 2021, 1patron and 1 staff computer in FY 2022 and possible software upgrades if available (2023), 2 computers and possible printer in 2024, 1 staff computer (2025) and copier in (2026).
- Annual training to ensure that our staff is up to date with the systems, computers, and software that we have in place.
- Work with our patrons on the 1 – 1 basis as needed to improve their computer skills or learn new aspects of using computers on an ongoing and established schedule. Technology petting zoo or tech seminars (2024)

Goal 4: Express creativity: create and share content.

Patrons will have opportunities to create and share content

Objective

- Provide more interactive programming; i.e.: Weekly Adult Coloring Program: Quarterly Author visits: Semi-Annual Musical entertainment. Yearly continuing (2020 -) Annual Outdoor summer programming continuing and expanding yearly
- Craft day during the summer reading program to not only inspire reading, but also creativity.
- Begin having annual activities on our lawn to bring community members and families together to foster a positive community spirit by sharing time and local talent of our community members.

Revised: 2, 2016

ONAWA PUBLIC LIBRARY
ADMINISTRATIVE RULES
LIBRARY BOARD OF TRUSTEES BYLAWS

I. OFFICERS

Officers of the Board of Library Trustees shall be President, Vice-president, and Secretary.

II. ELECTION

The offices of President, Vice-president and Secretary shall be voted in at the annual meeting of the Board held in June for a term of one-year starting in July. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

III. MEETINGS

- A. The president shall preside at meetings of the Board of Trustees. In the absence of the president, the vice-president will preside. The secretary shall take minutes of the meetings and submit them for inclusion in a permanent minute book. In addition to the foregoing duties, each officer shall perform the duties, which by custom and law and the rules of this Board usually devolve upon such officers.
- B. The Board shall keep a record of its proceedings and the minutes will indicate that each member's vote is properly recorded on all motions.
- C. Members of the Board of Trustees shall receive no compensation for their services. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of library business.
- D. The Board of Trustees shall meet the second Tuesday of each month at 4:00 p.m. At least 24 hours notice of such meetings will be given as required by the open meetings law, unless there is an emergency situation. In the event a meeting is held on less than 24 hours notice, there will be an annotation in the minutes of the emergency which required waiver of the 24-hour rule, and the local media will be notified. Before the regular June meeting, the annual meeting will be held. December is designated the budget planning meeting. The agenda for monthly and annual meetings shall be publicized at the City Office and at the Library.
- E. Special meetings may be called by the president or upon written request of three members, for the transaction of business as stated in the call. It is recommended that a notice stating the time and place of any special meeting and the purpose for which called shall be posted in the Library and given each member at least twenty-four (24) hours in advance of such meeting.
- F. A quorum for transaction of business shall consist of three members.
- G. Order of business shall be:
 - Call to order
 - Agenda approval
 - Minute approval: from previous meeting
 - Bill approval
 - Reports
 - Financial
 - Hourly
 - Accessions
 - Business
 - Librarian's report
 - Other business
 - Board member comments
 - Upcoming meetings
 - Adjournment

IV. REVIEW/EVALUATION

- A. The Library Director shall evaluate the performance of all staff employees for review by the Board at the December meeting
- B. The Board shall evaluate the performance of the Library Director for review by the Board at the December meeting
- C. The Board shall evaluate its own performance at the Annual Meeting in December.

V. LIBRARY DIRECTOR

- A. The Library Director shall be appointed by the Board of Library Trustees.
- B. The Library Director shall be considered an ex-officio member of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board of Library Trustees.
- C. The Library Director shall be held responsible for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the financial operation of the Library with the limitations of the annual budget.
- D. The Library Director shall attend all Board meetings. The Director does not have the power to vote.
- E. The Library Director shall be required to recommend merit increases for the Library staff. The Board of Trustees shall set the salary and merit increases of the Library Director. All salaries shall be reviewed annually by the Board of Trustees.
- F. The Library Director shall prepare and present quarterly and annual reports to the city council and attend any meetings where library information is requested.

VI. AMENDMENT

These administrative rules may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

ONAWA PUBLIC LIBRARY

LIBRARY OPERATIONS POLICY

I. BUILDING AND GROUNDS

A. Building Operation

1. Structural Modifications: All structural modification of the Library building must be presented by the Director to the Board of Library Trustees. The Board suggests any major change be discussed with the City Council or the Mayor before the final action.
2. Heating/Cooling: The temperature in the Library building will be maintained in accordance with government mandates to conserve energy. The Board shall contract for a person or firm to regularly service the heating and cooling systems of the building.
3. Restrooms: Use of the restrooms will be limited to persons using the Library.
4. Staff Responsibilities: At least one adult staff member will be on duty in the Library at all times when the Library is open to the public.
5. Noise: Persons making unnecessary noise in the Library to the extent that it is annoying to other library users will be warned. If the problem continues or is repeated after the first warning, members of the Library staff may demand that the person leave the Library.
6. Smoking: Smoking is not anywhere on the Library grounds or in the Library. Signs will be posted stating the rule, and patrons in violation will be asked to extinguish their smoking materials or leave the Library. Repeated violation will result in a report filed with the Onawa Police Department and suspension of library use for one week.
7. Food: Library users are allowed to have food only in designated areas of the Library. Those violating this rule will be asked to take food items out of the building, or staff members may confiscate food items to be returned to the patron when he/she leaves the Library. Exceptions will be granted at the librarians' discretion.
8. Cell phones: Patrons will be requested to have their cell phones set on vibrate while in the Library. Calls should be taken away from other patrons, or in the entrance (Outside, weather permitting).

II. OPERATIONS

A. Library Hours

Monday and Wednesday	11:00am – 6:00pm
Tuesday and Thursday	11:00am – 8:00pm
Friday and Saturday	11:00am – 5:00pm

The Library will be closed on Sunday and holidays as designated by the City Office, City of Onawa.

B. Qualified Borrowers

Some services of the Library are available to “Qualified borrowers” only. A qualified borrower is a patron in good standing with the Onawa Public Library. A person wishing to become a patron of the library will need to present photo identification with current residence or proof of residence if different from photo ID are required.

C. Check-out Policies

1. New borrowers: The new borrower may check out a maximum three (3) items at a time for a probationary period of 90 days. When probationary period is over, and a policy of returns has been established, there is a limit set by circulation protocol as to how many books are checked out.

2. Check-out Length:
 - a. Books.....(including paperbacks) three (3) weeks
 - b. Periodicals.... (renewals allowed)one (1) week
 - c. Videos.....(renewals allowed)one (1) week
 - d. Audio books. (renewals allowed)one (1) week
 - e. Puppets.....(renewals allowed)one (1) week

D. Overdue Policies

1. Fines: Fines are \$.10 per day per item checked out. Fines for video and audio materials are also \$.10 per day per item.
2. Overdue Materials: Patrons who keep Library materials past their due date will be notified by the Library staff, and reminded to return them. At this time Library checkout privileges will be suspended until such time as the Library materials are returned and fines are paid. After two (2) notifications by phone call or post card, a letter will be sent billing the patron for delinquent materials. After one month, a final billing will be sent. (Refer to HF 438, now Chapter 187, Acts 1985 Regular Session, 71st General Assembly, for Iowa law relating to evidence of intent in cases alleging theft of library materials. It provides that failure to return borrowed library materials for one week or more after the agreed return date is evidence of intent to deprive the owner of the materials provided a reasonable attempt has been made to reclaim them).
3. Lost and Damaged Materials: When a patron loses Library materials, he/she is required to pay for them. The charge for lost items is the retail price of the item. The charge for damaged materials will be set by the Library Director and may be a small charge, the cost of rebinding, or the current retail price of the item, depending upon the extent of the damages. Failure to pay for lost or damaged materials will result in suspended Library checkout privileges.

E. Periodicals: Current subscriptions are held for the most frequently used titles based on an annual review. Back issues of bound and unbound titles are kept for research and reference for a period of three (3) years or more. Current issues of periodicals will be displayed in the periodical rack until the annual review.

F. Newspapers: Current subscriptions of local newspapers are held as the budget will allow. Bound copies of the Onawa Democrat, Onawa Sentinel, Charter-Oak News, and Mapleton Press may be used by the public only with the permission of the Library Director or staff member in charge. All volumes of the Onawa newspapers are on microfilm and may be viewed by the public. These papers have also been digitized and are available on the Onawa Public Library's website.

G. Audio-Visual Equipment: Use of audio-visual equipment (e.g. microfilm reader/printer, copier, typewriters, slide projector, and multimedia projector in the library) is open to public use. Assistance will be provided as needed by the staff.

H. Purchase of Equipment: The purchase of any equipment, new or used, must be approved by the Library Board.

I. Computers for Public Use: Refer to "Computer Policy."

J. Interlibrary Loan: Borrowing from other libraries: The Library will request a maximum of 2 items at a time from other libraries for our patrons if the materials are not available in our collection. Postage of \$2.00 will be charged for interlibrary loan items. Overdue charges for interlibrary loan materials are \$1.00 per day per item. If an interlibrary loan item is not picked up, the requesting patron will be charged the \$2.00 postage for the said item.

K. Genealogical Research:

1. The Library will make its genealogy book collection available to patrons for use in the Library. Copies of material contained in these books may be made on the Library's copy machine, subject to the normal copy charge.

2. Genealogical and historical searches of the newspaper and data on microfilm will be made for persons so requesting by mail, telephone, or email. The policy of the Onawa Public Library for this type of research is:
 - No more than one-hour research for any one client without charge. After the first hour, the cost will be \$10.00 per hour.
 - Client will pay \$.25 per photocopy plus postage.
- L. Patron in Good Standing: Patron who has habitually returned items with damage or not returned items in a timely manner may be subject to a reduced number of items that they are allowed to check out.
- M. Discarded Materials: Discarded Library materials will be disposed of at the Library Director's discretion. Discards may be sold in the Library, donated to other libraries and institutions, or as a last resort, taken to the county landfill or recycled.
- N. Miscellaneous Services: Photocopies made at the library by patrons or for patrons will be: Black and White -- \$.10. Color -- \$.50. Lamination done for library customers are \$1.50 per running foot (1' x 27'). Lamination of 8.5" x 11" laminator are \$.50 each page.

III. SPECIAL SERVICES

- A. Schools and Other Groups:
1. The Library will cooperate with all schools in the service area to meet the legitimate needs of students and teachers. This cooperation is given, however, with the reservation that the Library's services are not subject to takeover by students or any special group with resulting limitation to the general public.
 2. It is the Library's policy to build a collection to meet the general needs of the community. A disproportionate share of the materials cannot be devoted to students' needs, or the needs of any other special group.
 3. The Library is not at this time acting as a County Library.
- B. Meeting Rooms: First choice for use of the meeting rooms will be for Library related programs and official Library staff use. Suggested minimum donation for large meeting room use is \$40.00.
- C. Organizations: It is not within the purpose of the Library to store records and other materials for organizations and clubs and make these materials available for access by the members. Such use of the Library shall be discouraged.
- D. Tours: Tours of the Library for the purpose of educating people in the resources, services, and proper use of the Library will be encouraged.

IV. PUBLIC RELATIONS

- A. Friends of the Library: Recognizing that the Onawa Library Friends are a vital part of the Library program, the president of the Onawa Library Friends will be invited to all regular Library Board meetings.
- B. Publicity: The Publicity Committee and/or the Library Director shall endeavor to publicize the Library, its collections and services through the various forms of media. Materials written to be used by the media, originating in the Library, must be approved by the Publicity Committee or the Library Director. Brochures showing the Library's resources and services will be distributed in the community and available at the Library.
- C. Public Information: Minutes of the meetings of the Board of Trustees will be considered public information and made available at the Library for interested persons.
- D. Right of Privacy: Circulation records of the Library which would reveal the identity of the Library patron checking out or requesting items from the Library will remain confidential.
- E. Memorial Donations and Bequests: Donations of money to the Library in memory of persons who have died and bequests to the Library will be encouraged by the Trustees, the Library Director, and the staff. Specific types of memorials, when designated by the donor,

must be approved and acted upon by the Library Director. Unspecified memorials and bequests will be designated for a particular use by the Library Board. (See Gift Policy)

- F. Acceptance of Gifts and Memorials: All gifts and memorials are appreciated. The person giving such gifts or memorial should be properly recognized for the same. If it is a memorial, the person in charge of giving the donation will be asked to provide proper information for a bookplate. The Library staff will record all memorial gifts in the memorial record book. Items such as paintings, art work, furnishings, etc. must be approved by the Board of Trustees prior to acceptance. (See Gift Policy)
- G. Donated Items: People who wish to donate materials may do so with the understanding that we reserve the right to dispose of them as we see fit. If we do accept donations, it must be understood that if we do not use them, we may pass them on to where they might be needed. One option is that they may be given to the Onawa Library Friends for their book sale. We never promise we will keep donated items. Library staff may sign for items donated to the Library, but they may not appraise the value of a donated gift. (See Gift Policy)

V. EXTENSION OF SERVICES

- A. Monona County Residents: Residents of rural Monona County and unincorporated towns within the county will receive full Library service as long as the contract between the Library and the County Board of Supervisors is in effect.
- B. Out of County Borrowers: Families who neither own property nor live in Monona County or people without a valid Open Access card who wish to have library privileges may purchase a card for \$5.00 per person or \$10.00 per family each year.
- C. Transients: Persons who are living in the service area on a temporary basis may obtain a library card. Upon leaving the area, the card will be withdrawn from the temporary files. There will be a limit of 2 items at a time for the duration of their stay.
- D. Reciprocal Borrowing: As of January 1, 1993, the Onawa Public Library became a participant in the Iowa Open Access Program. The Open Access program is based on reciprocity, that is, each participating library will agree to honor cards from other participating libraries, with the understanding that borrowing privileges will be extended to its users by other participating communities.
- E. Regional Library: The Library supports the concept of regional libraries and will cooperate with the Northwest Regional Library System in ways beneficial to both libraries.
- F. State Standards: While supporting in principle, and mainly in fact, the concept of standards for the improvement of public library service, the Onawa Public Library will strive to comply, but the final decision and authority rest with the Library's Board of Trustees.
- G. State Funding: Currently the only funding from the State of Iowa is reimbursement for Open Access, Access Plus, Enrich Iowa and Iowa Infrastructure.

ONAWA PUBLIC LIBRARY

PERSONNEL POLICIES

Guidelines for the Staff

Listed below are the general guidelines for the members of the staff of the Onawa Public Library. Staff members have a special responsibility:

- To maintain the principles for the American Library Association's "Library Bill of Rights" and the "Freedom to Read Statement".
- To learn to execute the established policies and procedures of the Onawa Public Library and to express in a positive manner any concern or objection with the policies, philosophies, or programs.
- To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
- To protect the confidential relationship which exists between a Library user and the Library.
- To serve all patrons equally according to their needs.
- To make the resources and services of the Library known and equally accessible to all current and potential users.
- To carry out those activities assigned under the policies of the Library in a spirit of cooperation.
- To avoid any possibility of personal financial gain at the expense of the library.
- To be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.
- To acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members and the director.
- To carry out assignments so that the other staff members need not assume added responsibilities, except in time of emergency. Assignments not carried out will result in a verbal warning followed by a written warning from the Director if the assignment is not carried out.
- To share one's knowledge and expertise with others.

Proper manners are expected of all employees. Attitude toward the public, staff, and superiors shall be courteous and cooperative. Work performance must be the best possible each day.

Chain of Command

The Director is directly responsible to the Onawa Public Library Board of Trustees.

All staff members are directly responsible to the Director or whomever the Director appoints as supervisor. In the absence of the Director, the Assistant Director will be in charge.

Employee Conduct

Hours of work are scheduled to meet the requirements of the Library.

Employees are to be at their places of duty, ready for work at the time assigned and are to remain until relieved or the assignment is completed. When an employee is unable to report to work on time, either the Director or Assistant should be notified as far in advance as possible, and always before the time the employee is to report to work.

Regular employees will work their assigned number of hours within the Library's defined workweek. If an employee fails to work those hours they will account for the missing time with an absence report.

Saturday Work: Saturday work is expected of all employees who are trained for work with the public and is considered part of a normal workweek.

Meals

The library has working lunch breaks which are included in the normal workweek. During this time the employee is expected to watch for patrons who are in need of assistance and may resume their meal when service is finished.

Breaks

One paid fifteen-minute break is allowed for each four-hour shift. Breaks may not be used to arrive late, extend a meal break, or leave early.

Inclement Weather

The Library has an obligation to maintain regular hours whenever possible, and employees and volunteers should report to work unless otherwise notified. When either the Director or their designate judges that weather conditions threaten the safety of the public or staff, the Library will close.

Performance Appraisal

A written performance appraisal will be conducted annually for each regular and part-time employee covering the period from July 1 through June 30. Following the appraisal interview, the employee will acknowledge receipt of their Performance Review Report Evaluation by signing the document. Signing the Performance Review Report does not express or imply that the employee agrees with the information contained in the report.

An employee is entitled to respond in writing to anything contained in the Performance Review Report Evaluation. Any employee's written response will be included in their personnel file.

The Evaluation will take into account the employees responsibilities and performance over the period and recommendation of any cost of living or merit pay will be made at that time.

Disciplinary Policy

Purpose

The purpose of this policy is to ensure the orderly and efficient operation of the Library by requiring employees to adhere to common standards of work conduct at all times.

Policy

An employee who fails to maintain proper standards of conduct as outlined in this policy will be subject to disciplinary action up and including discharge. Examples of transgression that may result in disciplinary actions include but are not limited to: neglect of duties, disobedience of orders, willful misconduct, and failure to properly perform the duties of the employee's position.

Just Cause

Employee discipline will in all cases be based on just cause and accompanied by a written notice of the specific acts or omissions upon which the discipline is based.

Forms of Action

Oral Reprimand

The supervisor will issue an oral reprimand to put the employee on notice that their performance or conduct is substandard and advise the employee of the expected levels of conduct. A written record of the oral warning will be made.

Written Reprimand

In the case of a more serious offense or where an employee's performance or conduct has not improved as a result of one or more oral reprimands, the supervisor will issue a written reprimand. This written record puts

the employee on notice that their performance or conduct is unacceptable, and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Continued substandard conduct or performance may warrant a higher degree of discipline.

Discharge

After three written reprimands or with just cause, the Director (or Board in the case of the Director) may discharge an employee at any point in the disciplinary process.

Vacation

Regular full-time employees who are actively employed are eligible for paid vacation based on their anniversary date of hire according to the City of Onawa Personnel policy.

- 5 working days after 1 year of continuous employment.
- 10 working days after 2 years of continuous employment
- 15 working days after 10 years of continuous employment
- 20 working days after 15 years of continuous employment
- 25 working days after 20 years of continuous employment

Regular Part-time employees accrue vacation time in proportion to the number of hours in their normal work week. For example, an employee working two days per week would accrue vacation time at the one-half rate of days worked in each week.

Job Posting

Whenever a position becomes available, a notice of such opening will be posted in the Library/City Hall for at least ten calendar days before the deadline for filling the position.

The notice will contain the position title, a brief job description, and minimum hiring specifications.

Application forms are available from the Library and shall be submitted to the Director. Applicants including current employees, shall be considered on the basis of ability, performance, experience, training, aptitude, and other job-related qualifications.

Recording Work Hours

All nonexempt employees must accurately record their hours worked for each pay period on the form provided by the Director. Failure to accurately record hours worked will constitute grounds for disciplinary action up to and including termination.

I. CLASSES OF LIBRARY EMPLOYEES

The full-time staff shall include the Library Director. Library Assistants are part-time employees.

- A. Library Director (State of Iowa Certified Level III or higher)
- B. Library Assistants (Certification not required)

II. JOB DESCRIPTIONS

A. Library Director:

The duties and responsibilities of the Library include but are not limited to Director of the Onawa Public Library are:

1. Act as administrator of the Library and technical advisor to the Board of Trustees; recommend needed policies; select all part-time employees with board approval and supervise their work.
2. Carry out the policies of the Library as adopted by the Board of Trustees.
3. Suggest and carry out plans for extending the Library's service.
4. Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board of Trustees to plan and carry out the Library's program.

5. Report regularly to the Board of Trustees, to the officials of local government, and to the general public.
6. Maintain an active public relations program.
7. Select and order all books and other library materials for adults, young adults, and children.
8. Preparation of the annual budget and present to Board of Trustees for approval.
9. Attend all Board of Trustees meetings and meetings of all standing committees except those in which his/her salary or tenure are to be discussed.
10. Affiliate with the State professional organizations, and attend professional meetings, workshops, and continuing education courses.
11. Make use of the services and consultants of the Southwest Regional Library System and those of the State Library staff and Commission
12. Actively support library legislation in the state and nation.
13. Pay and record the miscellaneous expenses of the library and prepare bills for the monthly meeting. The miscellaneous expenses should not exceed \$ 100.00 per month.
14. Catalog all materials added to the library's collection.
15. Periodically weed the collection, discarding those items thought to be superfluous, out-of-date, or in bad physical condition. (See Materials Selection Policy on weeding).
16. Strive to maintain the State Standards for Certification for Public Libraries and personnel.
17. Hold staff meetings monthly or at the discretion of the Library Director.
18. Cooperate in publicizing the agenda for the Board meetings.
19. Handle complaints from the public. Continued dissatisfaction and problems should be taken up at the Board meeting only if policy revision is necessary or legal ramifications are involved. The Library Director should insist on proper channels for complaints.

Library Assistants

The duties and responsibilities of the Library Assistants:

20. To assist the Library Director in the performance of his/her duties by performing such work and on a schedule as determined by the Library Director. This work may include reference assistance, children's programs or services, overseeing interlibrary loans, supervising young adult activities, purchasing supplies as approved by the director, making recommendations for purchases, typing, filing, processing, circulation duties, supervising volunteers in their assigned tasks, and such other duties as may be assigned by the Library Director.
21. To direct the day-to-day operation of the Library in the absence of the Library Director.
22. To attend workshops and continuing education courses.

Volunteers

Many tasks can be accomplished by volunteers, but the Librarian should be specific and definite in the policy governing their use. Probably the best program can be worked through the sponsoring Friends group.

Some things that may not get done without volunteers are:

1. Books taken to shut-ins
2. Special program activities
3. Reading instruction and tutoring for both children and adults
4. User's survey
5. Public relations program
6. Ongoing shelf reading

A volunteer should not at any time infringe on the position or duties of a regular employee.

II. Employee Status

Types of Employee status

A. **Regular full-time** – An employee will be considered full-time when they are employed for a normal workweek consisting of 37 hours or more
Full-time/Salaried positions will follow policies for employees of the Onawa Public Library follow City of Onawa Personnel Policies. (Copy is included in this policy manual).

B. **Regular Part-time** – An employee will be considered part-time when they are employed for a normal pay period (30 days) consisting of 25 hours or more.
Regular part-time staff are subject to the follow the policies listed above:

C. **Limited Part-time** – An employee will be considered limited part-time when they are employed for a normal pay period (30 days) consisting of less than 25 hours.
Limited Part-time staff are subject to the regular part-time policies with the exception of:

Salaries are not subject to automatic salary increases.

These employees are not eligible for Holiday pay or accrued vacation time.

D. **Volunteer** – A Library volunteer will abide by the policies and procedures of the Library as if they were a paid employee.

ONAWA PUBLIC LIBRARY

BEHAVIOR POLICY/POLICY ON UNATTENDED CHILDREN

I. Purpose of this policy

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

Due to continued issues of theft and vandalism, the Onawa Public Library Board of Trustees has opted to establish and enforce a "Zero Tolerance" policy for these types of issues. Any person found stealing from or vandalizing the Onawa Public Library will be banned from the library permanently.

II. 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. Any behavior or action that is disruptive to the library environment.
- B. Any behavior that endangers oneself or others.
- C. Any behavior that is abusive to staff members or other patrons.
- D. Any other kinds of behavior deemed inappropriate by the Library Director or Library Staff.
- E. Any behavior that is illegal.
- F. Dress codes are enforced: Shirt and shoes are required, bathing suits must be covered.
- G. No pets are allowed in the Library. Service animals are allowed.

III. Responsibility for enforcing this policy

The primary responsibility for enforcing this policy rests on the staff member in charge of the library when the incident occurs. However, all staff members have responsibility for enforcing the Policy equally and consistently.

IV. Procedures

- A. Staff members are to use their best professional judgment when enforcing this policy.
- B. The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the library.
- C. Response to any incident should occur as soon as possible after the incident begins.
- D. Except in cases where the staff feels in physical danger, the staff member(s) will discuss the inappropriate behavior with the patron, suggest alternatives, and, if necessary, state the consequences of continued inappropriate behavior.
- E. In cases where a juvenile refuses to behave appropriately in the library, the staff member in charge is authorized to call the juvenile's parent(s) and /or guardian(s).
- F. In cases where a patron, whether juvenile or adult, continues to behave in an inappropriate manner after the staff has warned the patron that such behavior is inappropriate, the staff member in charge is authorized to tell the patron to leave, and call the police if the patron refuses.

First offense: 1 day suspension.

Second offense: 3 day suspension; letter to the parent.

Third offense: 1 month suspension; meet with the Library Director for reinstatement.

Failure to remedy the problem by the aforementioned steps will result in the patron meeting with the Library Board to determine the patron's restoration of Library privileges.

- G. In cases where an illegal or potentially dangerous incident occurs, any staff member in charge is authorized to call the police. **It is the intent of the Library Board that the employee's safety is of primary importance.**

V. **Policy on unattended children**

In order to prevent undue disruption of normal library activities and provide for the general welfare of all persons using the library, the following rules and regulations will be made a matter of policy at the Onawa Public Library.

- A. All children below kindergarten will, at all times, be attended by and adequately supervised by a responsible person, (e.g. an adult or a mature adolescent) except during scheduled children's library programs, at which time that person may elect to be absent for the duration of the program.
- B. Children who have started kindergarten and older may use the library unattended.

The Onawa Public Library assumes no responsibility for children left unattended on library premises.

VI. **Cell phone use**

Patrons have a right to use library services and materials without being disturbed by others. In accordance with this philosophy, the Library Board of Trustees has established the following rules:

- A. Electronic devices must be set to silent while in the library.
- B. Patrons are asked to conduct cell phone conversations away from other patrons.
- C. Staff discretion may allow patrons to use cell phones at a computer if that use is required to in the phone call.
- D. If an appropriate verbal warning is ignored, the library staff reserves the right to ask anyone to leave the library.

ONAWA PUBLIC LIBRARY

MEETING ROOMS POLICY

The Library now has meeting rooms and a conference room available for community groups to use. Because this is a public building, the Board of Trustees wishes to make the rooms available on a donation basis.

Call the Library to make a room reservation: 712-423-1733 or fill out and email (webmaster@onawa.lib.ia.us) or fax 712 433-4622 the reservation form to the Library.

Reservations should be made forty-eight (48) hours in advance (room reservation sheet attached).

This policy will be reviewed and evaluated periodically. If necessary, a damage deposit may be considered in the future.

I. POLICY

- A. Limit group meeting size– no more than 90.
- B. Donations for meeting rooms are encouraged.
- C. No food preparation other than making beverage, storage of food, drink or equipment unless prior arrangements have been made.
- D. The Library is not responsible for equipment left in rooms.
- E. No smoking in the Library building.
- F. Library staff and Trustees have priority for use of rooms.
- G. We have 10 rectangular and 8 round tables and 75 chairs available for use.
- H. A coffeepot is available but users will need to furnish all utensils, equipment, etc. for serving.
- I. WE EXPECT USERS TO BE RESPONSIBLE, AND IF, THROUGH SOME FAULT OF THE USERS, SOMETHING IS DAMAGED OR BROKEN, THE USER WOULD PAY FOR REPAIR OR REPLACEMENT.

II. CHECKLIST FOR USERS

- A. Empty trash in wastebasket, replace liners, and remove food garbage from the building.
- B. Tables cleared and clean all surfaces used (counters, microwave and refrigerator).
- C. Vacuum area as needed.
- D. Folding chairs and tables put away if used.
- E. Coffeepot cleaned if used.
- F. Turn lights off.

Onawa Public Library Meeting Room Reservation Form

POLICY

Limit meeting size – no more than 90.

Donations for meeting rooms are encouraged.

No food preparation other than making beverage, storage of food, drink or equipment unless prior arrangements have been made.

The Library is not responsible for equipment left in rooms.

No smoking in the Library building.

Library staff and Trustees have priority for use of rooms.

We have 10 rectangular and 8 round tables and 75 chairs available for use.

A coffeepot is available but users will need to furnish all utensils, equipment, etc. for serving.

WE EXPECT USERS TO BE RESPONSIBLE, AND IF, THROUGH SOME FAULT OF THE USERS, SOMETHING IS DAMAGED OR BROKEN, THE USER WOULD PAY FOR REPAIR OR REPLACEMENT.

CHECKLIST FOR USERS

____ **Empty trash in wastebasket, replace liners, and remove food garbage from the building.**

____ **Tables cleared and clean all surfaces used (counters, microwave and refrigerator).**

____ **Vacuum the area as needed.**

____ **Folding chairs and tables put away if used.**

____ **Coffeepot cleaned if used.**

____ **Turn lights off.**

I, (We) request the use of the Library's meeting room and agree to abide by the rules as stated in the meeting room policy.

Signed: _____ Date: _____

Contact Phone Number: _____

Date requested: _____

Onawa Public Library

Computer Use and Internet Access Policy

The Onawa Public Library provides public access to the internet to fulfill its mission to make available full and equal access to all types of information and to promote the love of reading and the joy of learning to all members of the community.

- I. The Library supports the right to privacy and confidentiality of its patrons and maintains no records of what the patron views. The content of the internet is filtered; but patrons may encounter materials they consider offensive.
- II. The Library's computers are run with a timer system that is attached directly to our circulation system, therefore:
 - A. Patrons using the library's computers must have a library card and their account must be in good standing.
 - B. Each computer user is allowed 3 -- 40 minute sessions each day with a 10 minute break between each session.
- III. Children over the age of 12 but under the age of 18 who want to use the internet must have a library card **and** a computer card signed by a parent. Permission from a parent or guardian provides acknowledgement that the library is not responsible for monitoring the content that the minor views.
- IV. Illegal use of the internet is prohibited. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates laws relating to child pornography. Misuse of the computers will result in a loss of privileges. Viewing material that is materially offensive to those that can view the computer screen will also result in a loss of privileges.
- V. All patrons accessing internet content or services share a single internet connection through the library. Therefore, excessive or inappropriate use of that connection is prohibited and grounds for suspension of internet privileges. Excessive use includes but is not limited to: excessive email generation (spam), peer-to-peer networking downloads, and media or software piracy.
- VI. All patrons using the computers provided by the library are using a communal resource that must be maintained for the entire community. Therefore, installation of any software on the library's computers must be cleared by the library director before installation. Failure to do so is grounds for suspension of library computer privileges. Audio materials may be accessed as long as the patron is using headphones to contain the sound, and the volume is low enough to be inaudible to close bystanders.

The Onawa Public Library's Board of Trustees and employees assume no responsibility for damages of any type arising from the use of the computer workstations.

Articles may be printed at \$.10 a page.

ONAWA PUBLIC LIBRARY TECHNOLOGY PLAN

Fiscal Years: 2015, 2016, 2017

I. **Mission Statement and Technology Vision**

The Onawa Public Library was established for the purpose of providing the residents of the community and the surrounding area with access to books and other resources and services for education, information and recreation. It seeks to build knowledge, understanding, appreciation and wisdom in those it serves. The library strives to aid and encourage those of all ages in their pursuit of knowledge and in finding rewarding experiences through books and other library materials. The library is here to provide materials and services to serve responsibly the educational needs of individuals and groups of all ages in the community through striving to keep pace with developing information technology so that all area residents will be insured equal access to electronic information resources.

II. **Goals and strategies**

- A. To provide free public access to the electronic information resources on the Internet and maintain the present level of Internet connectivity and annually evaluate new developments and technologies to consider if changes are feasible or affordable.
 - 1. Upgrade patron Internet computers as indicated.
 - 2. Provide children's computers with educational software without Internet access.
- B. To utilize technology to improve library services.
 - Purchase upgrades to Book Systems Concourse and EZ-Cat programs yearly.
(Analysis EZ-Cat each year as to renewal of that licensing)
- C. To educate the community in the use of information technology.
 - 1. Provide staff with training (see section IV)
 - 2. Assist patrons to learn the basic of Internet navigation, assist them in setting up e-mail accounts, etc. (ongoing) (Director and Staff)
 - 3. Provide beginning Internet classes (ongoing) (Director and Staff)
 - 4. Establish small class times with instruction provided by a trained person. (Staff or possibly school staff or student). (ongoing) (Director and Staff)

III. **Assessment of current status**

As noted on the enclosed inventory sheet, the Library owns fifteen PC's. Ten of these computers are connected to the Internet with wireless access; seven of them are public access computers and three are for staff use. We have 2 computers in the children's section that have AWE programming loaded for educational use. Our circulation system used Book Systems Concourse software and an EZ-Cat cataloger. There is one computer at the circulation desk and one freestanding computer for the public to access the electronic card catalog.

Technology will be addressed by upgrading patron Internet terminals and circulation terminals and new technology formats as they are developed and necessitated. All improvements will be dependent on funding availability.
FYS 2015, 2016, 2017.

IV. Staff development

All library staff will be provided with in-service training in technology as provided through the State and Regional Library Systems. They will also receive additional training as needed through our local service provider or other commercial workshops.

V. Intent to use USF discounted services and budget

The Onawa Public Library intends to use the Universal Service discount (E-Rate) on the following services:

1. Purchase of telecommunications services:

Local and long distance telephone services will follow the City of Onawa policies.

The non-discounted portion of telecommunications, Internet access, and internal connections will be paid from the regular budget of the Onawa Public Library.

VI. Plan evaluation

The success of this technology plan for the Onawa Public Library will be judged on the ability of the library to meet the objectives and time lines set forth in this plan. The plan will be reassessed each year at the February Board of Trustees meeting to evaluate progress and modify objectives if necessary.

TECHNOLOGY INVENTORY FOR ONAWA PUBLIC LIBRARY

Telecommunications

3 telephone lines
3 telephones

Connectivity

High-speed wireless connection with LAN for

10 PC's 7 of them public access, networked to one black and white HP 4200 LaserJet printer located at the front desk.

These Computers are monitored by Centurion Guard Smart control and by Cybraryn Software for time management.

3 computers are for staff use only.

(All have MS Works, Word and access to Electric Library.)

2 PC's AWE centers for children's educational programming.

CIRCULATION SYSTEM

Five PC's comprise the circulation system. Two computers operate at the circulation desk, one is in the Director's office, and two serve as the card catalog for patrons. The system operates with the Book Systems Atrium software and EZ-Cat cataloger. A black and white LaserJet printer is linked to the circulation system.

MISCELLANEOUS

1 -- typewriter
1 -- copier
1 -- copier/fax/scanner
1 -- microfilm reader/printer
1 -- VCR
2 -- DVD players
4 - TVs
1 - Carousel slide projector
2 - multimedia projectors
1 - projector screen
2 - Wii game consoles with accessories
1 - Guitar Hero game with 2 guitars.
1 -- Dance Dance Revolution Game console with dance pads

ONAWA PUBLIC LIBRARY

ORIENTATION OF NEW BOARD MEMBER

Introduction to serving

A Library Board of Trustees is a group of citizens to whom the governing of a public library is entrusted. Board members are the vital link between the library and the community. The Board as a whole should represent a broad spectrum of diverse interests, occupations and areas. A Board consisting of diverse viewpoints assures that the library will serve the total community.

Collectively the Board of Trustees should strive to have:

- A. Occupational diversity
- B. Political acumen
- C. Legal knowledge
- D. Diversity in age, race, and sex
- E. Varied personal backgrounds

II. Selection and appointment

The caliber of the Trustees appointed determines the progress of the library.

Therefore, it is important to provide information to the appointing officials concerning the qualifications and duties of the Board members. Be prepared to identify potential trustees who are library supporters, but be careful not to dictate to the government officials.

III. Selection is made

- A. According to terms stipulated in the state law, the specifics of the constitution and by the by-laws of the library.
- B. By the governing officials in consultation with or upon recommendation of the Board and the Library Director.

After the candidate has reviewed a written statement of the duties and responsibilities of a Trustee:

IV. Appointment is made

- A. By the governing body.
- B. Following prior consent of the candidate selected.
- C. In writing by the appointing body and secretary of the Library Board stating length of term and expiration date.

V. Size of Board

- A. Not limited by Iowa Law
- B. Determined by local government
- C. Working Boards of 5-9 members is recommended.

VI. Terms of membership

- A. Board members must serve staggering terms to provide continuity.
- B. Board members shall be removed for cause of failure to attend meeting regularly.
- C. Rotation of offices among member is most effective.

VII. Vacancy

If a vacancy occurs prior to the expiration of a Trustee's term, the position is filled in the same manner that appointments are made and the new appointee completes the unexpired term.

VII. Meetings

Hold the regular Board meeting at a slower pace than usual so that the newcomers can ask questions and follow the business. Consider having experienced Board members briefly recap activities and

accomplishments of the past year. After the meeting is adjourned spend some time reviewing the meeting and allowing the new Trustees to ask questions.

IX. **Trustees Kit and functional orientation**

Kit should contain the following:

- A. List of Board members – names, addresses and phone numbers.
- B. Staff list – titles, responsibilities, location.
- C. Policies of the Library and Board concerning personnel, book selection, collection development, meeting room use, etc.
- D. Most recent Library annual report, with prior years for comparison.
- E. Statistical reports on circulation, services, etc.
- F. Minutes of previous Board meeting.
- G. Current budget and financial reports
- H. Access to by-laws and the Trustee Guide Book.

Functional orientation:

- A. Board President will:
 - 1. Go through contents of Trustee Kit.
 - 2. Explain type of Board (municipal).
 - 3. Define organization of Board, Officers, committees, meeting date and location, responsibilities and expectations.
 - 4. Acquaint with library's goals, long-range and projects in progress, as well as accomplishments.
 - 5. Define relationship to the Library Director.
- B. Library Director will:
 - 1. Explain how the library is:
 - a. organized and governed.
 - b. funded and budgeted.
 - c. operating day-to-day.
 - d. serving the needs of the community.
 - e. linked to other resources and groups.
 - f. related to Board of Trustees.
 - 2. Provide a tour of the library and introduce staff members.

Onawa Public Library Proctoring Policy

Purpose:

To meet the needs of students and institutions of higher learning, the Onawa Public Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out.

Responsibilities to Student:

The student will ask the Director or member of the library staff to proctor the exam.

The Student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.

The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.

The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test will not be proctored.

The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.

The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. Further if it is required to fax the test to the institution the student will be responsible for that cost.

The finished exam will be handled with other library mail including electronically.

Costs are:

Fax: \$1.00/first page \$.50 each additional page
Scan to email: \$.25/page
Mail: \$2.00

Responsibilities of the Library and staff:

The library staff will provide the student and institution with copies of this policy.

A library staff person will proctor the exam. Specific librarians will not be assigned to proctor specific exams.

The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing

the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.

The staff person who begins proctoring the exam may not be at the Circulation Desk when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.

The librarian will not sign the name of another librarian on the proctoring form or the exam. The Onawa Public Library will not proctor an exam for which the signature of only one designated person is required.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test is administered.

Library staff may refuse to proctor an exam too burdensome or exacting in its demands.

The library cannot provide proctoring for groups of students.

The library is not responsible if the institution's web site or e-mail is not working.

The library is not responsible for exams that are lost by the postal system or electronically.

The library will not keep copies of completed exams.

ONAWA PUBLIC LIBRARY

VOLUNTEER POLICY

Role of Volunteers

Volunteers are an essential part of the Onawa Public Library's service to customers. Volunteers generally provide support services to staff and/or work on special projects. Because we rely upon our volunteers to help provide service, it is essential that a volunteer make a real commitment to the Library.

Selection of Volunteers

Volunteers are selected based upon their qualifications and the needs of the Library at any given time.

Job Service

Volunteers will work with and be trained by a Library staff member. Volunteers are expected to complete the training program for the particular function and to take directions from staff members present.

Volunteer Job Description

Requirements & Skills (according to tasks assigned)

- Willingness to work within the Library environment
- Ability to interact with patrons, library staff and other volunteers in a positive and pleasant manner
- Dependability
- Willingness to follow supervisory direction
- Willingness to learn and to do the assigned work effectively
- Willingness to complete any training relating to the assigned work
- Willingness to be supportive of the organization and the Friends of the Library
- Knowledge of alphabetical order and decimals
- Attention to detail
- Organizational ability

The benefits do you receive as a volunteer:

- Learn more about library services
- Expand your knowledge and skills
- Meet new people
- Contribute to your community
- The knowledge that you are enabling staff to provide improved library services

If you are interested in volunteering, you will need to do the following:

- Complete a Volunteer Application (available at the Circulation Desk)

Please return your completed Volunteer Application to the
Onawa Public Library
707 Iowa Ave.
Onawa, IA 51040

The hard work and support of our volunteers enables us to provide improved services to the community!

Thank you for your consideration!

Revised: 8/19

*Onawa Public Library
Volunteer Application Form*

Name: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Phone: _____

Please describe your special skills and abilities that will help you in your volunteerism:

Previous Library Experience:

Availability: Day (s) of the Week (circle one or more)

Monday Tuesday Wednesday Thursday Friday Saturday

Signature: _____ *Date:* _____

Onawa Public Library

REGISTERED SEX OFFENDERS POLICY

- I. The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.
- II. The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.
- III. Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or her designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.
- IV. Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

ONAWA PUBLIC LIBRARY
GIFT POLICY & AGREEMENT

I. The Onawa Public Library welcomes gifts of new and used books, audiocassettes, books on CD, videocassettes, DVDs and similar materials. Items will be added to the collection in accordance with the materials selection policies.

II. Once donated, the items become the property of the Onawa Public Library and may be given to other libraries or non-profit agencies, sold, traded or discarded if they are not added to the collection.

III. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of the items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

IV. Monetary gifts, bequests and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policies of the Onawa Public Library. Books, videos, and other materials purchased with bequests or memorial or honorary contributions will be identified with special donor plates whenever possible. Notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

V. Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Library Board based on the suitability to the purposes and needs of the library, the laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

I/We hereby agree to the above policy:

Date _____

Signature of Donor: _____

Library Director Signature: _____