

Reviewed/Revised: 2018
Reviewed/Revised: 2021
Reviewed/Revised: 2/2024

Approved: 2/9/2018
Approved: 2/3/2021
Approved: 3/19/2024

Menlo Public Library By-Laws

Chapter 1: Mission Statement

1.1 It is the mission of the Menlo Public Library to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

1.2 Goals:

- A. To serve all residents of the community and the surrounding region.
- B. To acquire and make available to all residents of the above named area such books, periodicals, pamphlets and other services as will address their needs to: a) be well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
- C. To acquire the means to provide the most frequently requested materials locally and upon demand.
- D. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- E. To strive to consistently discover new methods and improvements for better service of library patrons.
- F. To review regularly these goals and revise if necessary.

Chapter 2: By-laws and Board Policy

Library Board

- A) The board shall consist of four Menlo residents and one rural resident of the Library district in Guthrie County.
- B) Appointees must be at least eighteen years of age.
- C) Board members is appointed by the mayor, with council providing final approval.
- D) Board members are appointed for six year terms.

Organization of Library Board

- A) The officers of the board shall be: President, Treasurer/Secretary.
- B) Officers are elected at the annual meeting of the library board.
- C) The board President presides at all board meetings, appoints all committees and generally performs all duties associated with the office.
- D) The board Treasurer/Secretary maintains the books, pays invoices, does payroll, and informs the board of bank and line item balances and sends notice and pertinent meeting information to all board members and staff in a timely manner. In the event of an absence or disability of board President, or a vacancy of said office the Treasurer/Secretary shall assume and perform the duties and the functions of the President for said meeting.
- D) In the event of all officers being absent, the present members shall select a temporary President for the meeting.

Meetings

- A) Regular Meetings: Regular meetings of the board occur monthly. The board

will set date, time, and location. The board must post a copy of the regular meeting agenda twenty-four hours prior to the meeting to remain in compliance with Iowa's Open Meeting law.

B) Annual Meeting: The board will hold an annual meeting in July, at the beginning of the Fiscal Year (July 1 thru June 30). The board must post notice of the annual meeting twenty four hours prior to the meeting.

D) Special Meetings: Special meetings may be called by the board President, board Secretary, or at the request of two board members. Notice for a Special Meeting must be posted at least forty-eight hours prior to meeting.

E) The board shall record its proceedings in the form of minutes and keep copies available for public inspection upon request.

F) *Robert's Rules of Order* shall govern the proceedings of all board meetings.

Major Functions

A) Functions of Board: The duties of the board are as follows:

1. Set policies for the operations and services of the library.
2. Periodically review the by-laws and policies and amend or revise them.
3. Determine wage and benefits for library employees.
4. Hire a library director.
5. Annually evaluate library director.
6. Participate in the budget process and assist in securing funding for the library's operations and services.
7. Engage in setting goals and planning for the future of the library.
8. Ensure employee participation in training and necessary continuing education.
9. Participate in board training and education.
10. Ensure library participation in regional and statewide library initiatives.

Director Duties and Responsibilities

- A. The director may not serve as a member of the board.
- B. The director shall be responsible to the board in all matters pertaining to the library; be in present at regular board meetings preparing reports and meeting documents as requested.
- C. The director shall in cooperation with board maintain financial records in an efficient manner; assist in preparation of periodic reports to the city: prepare the draft of annual budget estimate; assist in preparation and presentation of the adopted request for appropriation to city and county governing bodies.
- D. The director shall be in charge of appointing all staff necessary for approval by the board, management of personnel, ensuring adequate training of staff, scheduling working hours, and annual performance assessments of staff and volunteers.
- E. The director shall be responsible for collection development including selection, ordering, processing, weeding and inventory according to the guidelines set forth in the collections development policy.
- F. The director shall make recommendations to the board concerning changes or additions to policies as necessary.
- G. The director will participate with the board in regular and long term planning for the library.
- H. The director shall set the hours the library will be open.
- I. The director shall participate in continuing education as required for accreditation and get board approval for same in advance.
- J. The director shall execute the policies and procedures adopted by the board.

CHAPTER 3 Services and Programs

The Menlo Public Library will be open for a minimum of 20 hours per week but not to exceed 30. The 20 hours shall include 1 hour in the morning from 8-12:00; 1 hour in the afternoon from 12-5:00; 1 hour till 6:00 PM; and 1 hour on the weekend.

The Menlo Public Library hours are subject to change based on staff availability and summer operating hours. Current library hours will be posted on the Menlo Library door, website, and Facebook site.

Current Operating Hours:

Sunday: Closed
Monday: Closed
Tuesday: 9:00 A.M.-5:00 P.M.
Wednesday: 9:00 A.M.-5:00 P.M.
Thursday: 1:00 P.M.-5:00 P.M.
Friday: 2:00 P.M.-6:00 P.M.
Saturday: 11:00 A.M.-1:00 P.M.

Regular Services & Programs: No Cost

- Book loan
- Reference Section
- Book delivery
- DVD/Blu-Ray loan
- Desktop public computers
- Laptops
- Hotspot loan
- Early Literacy Program
- School-Age Programming
- Summer Reading Program
- Free Public Wireless
- Child desktop computer
- Public tablets
- eBooks & Audiobooks

- Scanning documents

Special Services: No cost for school related/educational purposes, job search purposes, and for signing up/applying for government related programs.

Services provided with cost for personal or business related uses include black and white prints, color prints, and fax. The current prices for these services are displayed on the printer/copier located in the Menlo Public Library.

Holidays: The library will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Weather Related Closings:

The library has an obligation to maintain regular hours whenever possible and employees report to work unless otherwise notified. The director or designate will make the decision to close due to hazard, and will inform the board of intention to close.

Program Policy:

A program is a planned interaction between library staff and the program participants. Programs are for the purposes of promoting library materials, facilities, and services and offering our patrons/participants and informational, entertaining or cultural experience.

Programming includes such activities as Early Literacy, films, crafts, school age programs, adult programs, Summer Reading Program, but is not limited to these offerings. Updated programming information can be found on

the Menlo Public Library website.

The board, with the director, will establish a budget and goals for programming to match programming to the library's goals.

Chapter 4 Library Director Job Description

The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.

The director's duties are as follows:

1. The director shall be the executive director of the policies adopted by the Board.
2. The director may NOT serve as a member of the Board.
3. The director's duties are to:
 - a. Select the library materials
 - b. Maintain and operate the physical plant
 - c. Recruit, train, and assign any library staff
 - d. Inform the Board continually and completely regarding finances, public services, physical plant, personnel, collections, and any other developments, changes, problems at the library
 - e. Cooperate with any programs or policies decided upon by the Board
4. The director's performance will be evaluated annually in writing by the Board.
5. The director will have a high school diploma or GED equivalent. Some college preferred. Previous library experience preferred but not required.

CITY OF MENLO, IOWA

Employee Handbook

(Adopted by Menlo City Resolution 10/6/2021)

Adopted by the Menlo Public Library February 20, 2024