

Policies of the Albion Municipal Library and Heritage Center

Section 1 – Library Governance

Policy Section 1.2a City Ordinance No. 16

An ordinance amending Title I of the Albion Municipal Code of 1977, by adding thereto: Ordinance No. 11. An ordinance providing for the creation of a Municipal Library and Board of Library Trustees.

Be it ordained by the City Council of the City of Albion, Iowa:

Section 1. Established There is hereby established the Albion Municipal Library.

Section 2. Location, Allocation of Space The Council will provide for the location of such Albion Municipal Library.

Section 3. Area to be Served All those residing in the area served by the Albion Fire Department shall be deemed residents for the purpose of this ordinance.

Section 4. Composition of Board; Appointment The Board of Trustees of the Albion Municipal Library, hereinafter referred to as the Board, consists of five (5) members. All Board members are to be appointed by the Mayor with the approval of the Council.

Section 5. Terms of Office; Vacancies; Compensation

- (a) Terms of Office The initial term of office for two (2) members of the Board shall be two (2) years; for two (2) members, four (4) years; and for one (1) member, six (6) years. Thereafter, all appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on the first day of February.
- (b) Vacancies The position of any trustee shall be vacant if he moves permanently from the area the City of Albion normally provides fire service to, or if he is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the city. Vacancies in the Board shall be filled by appointment of the Mayor, with approval of the Council, and the new trustee shall fill out the unexpired term for which the appointment is made.
- (c) Compensation Trustees shall receive no compensation for their services.

Section 6. Powers and Duties The Board shall have and exercise the following powers and duties:

- (a) To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall serve as Board treasurer, but shall not be a member of the Board.
- (b) To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
- (c) To direct and control all the affairs of the library.
- (d) To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

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- (e) To remove by a two-thirds vote of the Board the librarian and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa.
- (f) To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the Board.
- (g) To authorize the use of the library by nonresidents and to fix charges therefor.
- (h) To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the Board, fixing and enforcing penalties for violations.
- (i) To have exclusive control of the expenditure of all funds allocated for library purposes by the Council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the Board.
- (j) To accept gifts of real property, personal property or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of the sale for the convenience of said property; and to expend the funds received by them from such gifts, for the improvement of the library.
- (k) To keep a record of its proceedings.
- (l) To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city.
- (m) To have authority to make agreements with the local county historical associations, where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes.

Section 7. Power to Contract with Others for the Use of the Library

- (a) Contracting The Board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees or any county library district for the use of the library by their respective residents.
- (b) Termination Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing

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body not less than forty (4) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

Section 8. Nonresident Use of the Library The Board may authorize the use of the library by nonresidents in any one or more of the following ways:

- (a) By lending the books or other materials of the library to nonresidents on the same terms and conditions as to nonresidents, or upon payment of a special nonresident library fee.
- (b) By establishing depositories of library books or other materials to be loaned to nonresidents.
- (c) By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.
- (d) By establishing branch libraries for lending books or other library materials to nonresidents.

Section 9. Library Account All money appropriated by the Council from the general fund and funds secured from any other source for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the Board signed by its president and secretary. The warrant writing officer is the City Clerk.

Section 10. Annual Report The Board shall make a report to the City Council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the Council.

Section 11. Malicious Injury It shall be unlawful to cut, mutilate, mark, tear, write upon, deface, destroy or injure, in whole or in part any book, pamphlet, periodical, map, document, picture, or written or engraved or printed paper or any furniture or property belonging to the public library or suffer any such injury to be inflicted.

Section 12. Failure to Observe Library Rules or Return Book It is unlawful to take or borrow from the public library any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library, or to fail to return the same after two (2) weeks from the date of mailing of notice to return same.

Section 13. Penalties Any violation of the provisions of this ordinance shall be a simple misdemeanor and punishable by a \$100 fine or 30 days in the county jail, or both.

Passed this 18th day of January, 1982, and approved this 18th day of January, 1982.

Reviewed this 21st day of February, 2022, and approved this 21st day of February, 2022.

Pat Hemming, Mayor

ATTEST:

I hereby certify that the foregoing was published as Ordinance No. 11 for Albion, Iowa, by posting in the United States Post Office, Albion Branch, Albion City Hall and Albion hardware on the 21st day of February, 2022.

Ranea Wonders, City Clerk