



The Mission of the Logan Public Library is to serve the residents of Logan & its surrounding area without regard to race, disability, religion, ethnic origin, gender identity, age, sexual orientation, or economic status by making available a variety of materials, programming, & resources for informational, recreational, & intellectual use for the development & enrichment of all people. The Logan Public Library supports the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement & endeavors to serve the community as a source of reliable information.

Bylaws of the Logan Public Library

Trustees

The Logan Public Library Board of Trustees, hereinafter referred to as the Board, shall consist of four (4) resident members & one (1) non-resident member. All resident trustees are to be appointed by the Mayor with approval of the City Council. The non-resident trustee is to be appointed by the Mayor with approval by the Board of Supervisors of Harrison County. All resident trustees of the Board shall be bona fide citizens & residents of the City of Logan, Iowa. The non-resident trustee is to be a bona fide citizen & a resident of Harrison County, Iowa. Members must be over the age of eighteen (18).

Organization of the Board

- Term of Office - All appointments to the Board shall be for six (6) consecutive years, with an exception to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third the total number, or as near as possible, to stagger the terms
- Vacancies - The position of any resident trustee shall be vacated if such member moves permanently from the City of Logan. The position of non-resident trustee shall be vacated if such member moves permanently from Harrison County or into the City of Logan. The position of any trustee shall be deemed vacated if such member is absent from six (6) consecutive, regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment, except that the new Trustee shall fill out the unexpired term for which the appointment is made
- Compensation - Trustees shall receive no compensation for their services

Powers & Duties

The Board shall have & exercise the following powers & duties:

- Officers - To meet & elect from its members a President, a Secretary, & such other officers as it deems necessary. The Library Director may serve as secretary in a non-voting position.
- Physical Plant - To have charge, control, & supervision of the Logan Public Library, its appurtenances, fixtures, & rooms containing the same
- Charge of Affairs - To direct & control all affairs of the Logan Public Library
- Hiring of Personnel - To employ a Librarian & authorize the Librarian to employ such assistants & employees as may be necessary for the proper management of the Library, & fix their compensation;

provided however, that prior to such employment the compensation of the Librarian, assistants, & employees shall have been fixed & approved by a majority of the members of the Board voting in favor thereof.

- Removal of Personnel - To remove the Librarian, by a two-thirds vote of the Board, & to provide procedures for the removal of the assistants or employees for misdemeanor, incompetence, or inattention to duty, subject however, to the provisions of Chapter 35C of the *Code of Iowa*
- Purchases - to select, or authorize the Librarian to select & make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationary, & supplies for the Library within budgetary limits set by the Board
- Use by Non-Residents - To authorize the use of the Library by non-residents & to fix charges therefore unless a contract for free service exists
- Rules & Regulations - To make & adopt, amend, modify, or repeal rules & regulations, not inconsistent with Chapter 25 of the Code of Ordinances, Logan, Iowa & the law, for the care, use, government & management of the Library & the business of the Board, fixing & enforcing penalties for violations
- Expenditures - To have exclusive control of the expenditure of all funds allocated for Library purposes by the City Council, & of all moneys available by gift or otherwise for the erection of Library buildings, & of all other moneys belonging to the Library including fines & rentals collected under the rules of the Board
- Gifts - To accept gifts of real property, personal property, or mixed property, & devises & bequests, including trust funds: to take the title to said property in the name of the Library; to execute deeds & bills of sale for the conveyance of said property; & to expend the funds received by them from such gifts, for the improvement of the Library
- Enforce the Performance of Conditions on Gifts - To enforce the performance of conditions on gifts, donations, devises, & bequests accepted by the City of Logan by action against the City Council (*Chapter 661 of the Code of Iowa*)
- Record of Proceedings - To keep a record of its proceedings
- County Historical Association - To have authority to make agreements with the local County Historical Association, where such exists, & to set apart the necessary room & to care for such articles as may come into the possession of the Association. The Trustees are further authorized to purchase necessary receptacles & materials for the preservation & protection of such articles as are in their judgment of a historical & educational nature, & pay for the same out of funds allocated for Library purposes

Meetings

Meetings shall be held each month, the date & hour to be set by the board at its annual meeting. Special meetings may be called at the direction of the Board President:

- Notice of meetings shall be posted on the library bulletin board twenty (20) hours in advance of meeting, giving the date, time, place, & possible agenda
- A closed meeting may be held only for personnel matters, purchase of real estate, or to discuss matters of legal counsel & must have four (4) affirmative votes from the five (5) trustees in order to hold a closed meeting. The Board must follow the procedures, spelled out in *Chapter 21.5 of the Code of Iowa*, including taking a public vote and citing which exception allows closure. Discussion in closed meetings is limited to the reason why the meeting was closed, and the governmental body must go back into open session to take any final action.
- A quorum for the transaction of business at any meeting shall consist of three members present

Contracting with Other Libraries

The Board has the power to contract with other libraries in accordance with the following:

- Contracting - The Board may contract with any other Boards of Trustees of free public libraries, with any other city, school corporation, private or semi-private organization, institution of higher learning, township, or County or with the trustees of any county library district for the use of the Library by their respective residents (*Code of Iowa Section 392.5 & Chapter 28E*)
- 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 contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract

Non-Resident Use

The Board may authorize the use of the Library by persons not residents of the City of Logan or Harrison County in any one or more of the following ways:

- Lending - by the lending of books or other materials of the Library to non-residents on the same terms & conditions as to residents of the City or County upon payment of a special Non-Resident Library Fee
- Depository - By establishing depositories of Library books or other materials to be loaned to non-residents
- Bookmobiles - By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to non-residents
- Branch Library - By establishing branch libraries for lending books or other library materials to non-residents

Expenditures

All money appropriated by the Council for the operation & 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 & Secretary (*Section 384.20 & 392.5 of the Code of Iowa*)

Annual Report

The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, & the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

Injury to Books or Property

It is unlawful for a person willfully, maliciously, or wantonly to tear, deface, mutilate, injure or destroy, in whole or any part, any newspaper, periodical, book, map, pamphlet, chart, picture, or other property belonging to the Library or reading room (*Section 716.1 of the Code of Iowa*)

Theft

No person shall take possession or control of property of the Library with the intent to deprive the Library thereof (*Section 714.1 of the Code of Iowa*)

Notice Posted

There shall be posted, in clear public view, within the Library notices information the public of the following:

- Failure to Return - Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return the Library equipment is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue & criminal actions will be taken, has been made to reclaim the materials or equipment (*Section 714.5 of the Code of Iowa*)
- Detention & Search - Persons concealing Library materials may be detained & searched pursuant to law (*Section 808.12 of the Code of Iowa*)

Logan Public Library Service Fees	
Copies, Black & White	\$.25 per page
Copies, Color	\$.50 per page
Laminating, letter size	\$1.00 per page
Laminating, larger than 8.5"x 11"	\$2.00 per page
Incoming Fax	\$.25 per page (excluding Cover Sheet)
Outgoing Fax	\$1.00 per page (excluding Cover Sheet)
Interlibrary Loan	FREE
Document Scanning (up to 10 pages)	FREE
Non-Secure Document Shredding (Up to 20 pages)	FREE

Updated September 11th, 2023