

MISSION STATEMENT

(And By-Laws)

(Updated OCTOBER 2021)

The Mary J. Barnett Memorial Library's mission is to provide equal access to all informational, recreational, and cultural resources for the citizens of Guthrie Center and surrounding rural areas through available print, audio/visual, and electronic information sources. The Library serves to promote reading, be a support center for all levels of education, provide a center for community information, and make available popular materials in various formats.

Providing technology will give all patrons quick access to reliable and current information, training, classes, and resources for all phases of learning.

The "Library Laws of Iowa" publication issued by the State Library Commission of Iowa will be followed in all questions of law pertaining to the state. The City Code of Guthrie Center will be followed for local laws.

Mary Barnett Memorial Library By-Laws

(Updated OCTOBER 2021)

1 MEMBERSHIP

Section 1- The Board shall consist of 5 members. Four of these, residents of the City of Guthrie Center, appointed for 6 year terms by the Mayor and confirmed by the City Council. The fifth member shall be a rural resident of the local area and appointed by the Board of Supervisors of Guthrie County for a 6 year term.

Section 1- Should any Board member cease to be a resident of the City of Guthrie Center, notice shall be given to the Board and a vacancy shall be declared. A board member's position shall also be considered vacant if he is absent from 4 consecutive meetings. Such vacancies shall be filled as provided by appointment of the Mayor and approved by the City Council.

2 OFFICERS.

Section 1 – The officers shall be a chairman and a vice-chairman.

Section 2 – The chairman and vice-chairman shall be elected at the annual meeting of the Board.

Section 3 – Officers shall serve a term of one year commencing at the annual meeting at which they are elected and ending upon election of their successors.

Section 4 – The chairman shall preside at all Board meetings, appoint all committees, and generally perform all duties associated with that office.

Section 5 – The vice-chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.

Section 6 – In the absence of the chairman and vice-chairman from a Board meeting, the members shall select a temporary chairman for the meeting.

Section 7 – The secretary to the Board shall be the City Librarian who shall keep a true and accurate account of all Board meetings, shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board and shall generally perform such duties associated with that position.

3 FUNCTIONS

- A. Keep informed about current trends in library services and administration.
- B. Study library growth and needs in Guthrie Center and vicinity.
- C. Develop long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries.
- D. Recommend sites for library facilities.
- E. Participate in the planning for library facilities.
- F. Recommend policies for the acceptance and use of gifts for library purposes.
- G. Investigate sources of funding for library service facilities.
- H. Recommend policies for the acceptance and use of gifts for library purposes.
- I. Participate in the annual budgetary process of the city as that process pertains to the library.
- J. Recommend policies and procedures conducive to efficient and effective operation of the library.
- K. Review and recommend terms for contract and working relationships with other public agencies regarding library service.

4 MEETINGS

Section 1 – The regular meetings of the Library Board of the City of Guthrie

Center shall be held each month. The date, hour, and location shall be set by the Board. This is set for the 4th Monday of each month at 6:00 PM.

Section 2 – The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:

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|------------------------|-------------------------|
| a. Call to order | f. Communications |
| b. Approval of minutes | g. Unfinished business |
| c. Claims | h. New business |
| d. Librarian's report | i. Public presentations |
| e. Committee reports | j. Adjournment |

Section 3 – The annual meeting, which shall be for the purpose of election of officers shall be held at the regular July meeting.

Section 4 – Special meetings may be called by the chairman, or secretary to the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.

Section 5 – A quorum for the transaction of business shall consist of three members of the Board present in person.

Section 6 – Proceedings of all meetings shall be governed by "Robert's Rules of Order".

5 COMMITTEES

Section 1 – The chairman shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2 – All committees shall make a progress report at each Board meeting.

Section 3 – No committees shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

6 AMENDMENTS

The bylaws may be amended at any meeting of the board with a quorum present, by the unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

7 FINANCE

The Library must operate within its certified Annual Budget. The budget is derived from both city and county funds. The Board is committed to the development of a service program which can be sustained on a current and realistically projected level of financial support. It is imperative that annual priorities for spending be established through a comparative evaluation of needs. Available funds must be divided between the continued acquisition of material resources, equitable compensation of personnel, and the requirements of the physical environment in order to provide maximum public service.

The Library is committed to the continued development of service commensurate with public demand and financial support. Both short and long range plans, developed with citizen participation, must reflect a constancy of effort to improve library funding.

At the state level, cooperative efforts between the library community and the legislature are encouraged to develop a more adequate base of tax support. At the local level, supplemental funds should be enough from federal monies available to political subdivisions, from the electorate in the library district, and from corporate, foundation and comparable grant sources. Gifts and bequests from private donors are encouraged for specific or general purposes.

8. LIBRARY SERVICE

The Board endorses the traditional services of selecting, organizing, and

(Policy Manual – Mary Barnett Memorial Library)

maintaining information resources and providing a high quality of staff assistance to the user in finding what is needed, either in the local collection or from other available sources.

Effective lending procedures should permit the use of materials at time and place convenient to the user and insure their return for use by others. Sponsorship of program activities, in or outside of libraries, which contribute to the education, information, or enrichment of the community are a natural part of library service goals.

Access to information is the key to effective library service. A wide variety of dissemination techniques is endorsed including: a network of libraries, on premise use of resources with assistance from specialized personnel and equipment, borrowing privileges, telephone or mail service, access to resources of other institutions, and meeting rooms for public use.

Continuous research shall be conducted to identify new community needs, whether of individual or group users, or of the non-user. The Library will accommodate those needs within the limits of financial capability and according to periodically determined priorities.

9. MATERIAL RESOURCES

The library is more than a mere warehouse of books. A wide variety of media should complement and supplement print materials.

The Library subscribes to the principals of intellectual freedom and the individual's right to read. Under well-defined selection criteria, materials shall be provided: 1. To facilitate the informal self-education of all citizens: 2: To expand and enrich Resources on subjects in which individuals or groups are pursuing formal education: 3. To meet the information needs of population: 4. To support the educational, civic, and cultural activities of groups and organizations and 5: To encourage citizens to include the use of the Library in their leisure.

The Board shall adopt effective measures to protect library materials and other Property from loss, theft, mutilation or other damage. It shall resist efforts by

special-interest groups or individuals to control the nature or content of library collections.

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A continuous program of public information should increase citizen awareness of the value of library resources and services. Efforts shall be made to minimize environmental and operational barriers to library use and to integrate human and technical resources to achieve the service goals.

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