

**Library Board Meeting  
Agenda  
Wednesday, April 27, 2022  
6:00 PM**

**I. Roll Call of Members**

**II. Public Presentation to or discussion with the Board**

**III. Disposition of Minutes of Previous Meeting**

1. March 2022

**IV. City Financial Report**

1. March 2022

**V. Action on Bills**

**VI. Progress and Service Report of the Director**

**VII. Unfinished Business**

1. Community Center Updates
2. Children's Furniture
3. Director Office Furniture
4. Computer's for Employee's

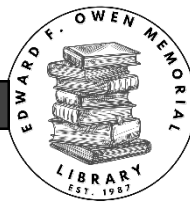
**VIII. New Business**

1. New 22/23 Amended Budget w/ members of City Hall
2. Library Hours (10 AM – 6 PM)
3. Change to new ILS: Apollo in the new Fiscal Year (July/ August)
4. Programming/ Supplies & Overdrive Advantage

**IX. Adjourn**

Facilitator Name adjourned the meeting at time.

Minutes submitted by:



## Director's Monthly Report

03/01/2022 - 03/31/2022

### Revenue

Photocopies	\$5.60
Computer Printouts	\$25.25
Fax	\$14.75
Laminate	\$0.00
Donations	\$84.70

### Passes Program

Fontenelle Forest	0
Lauritzen Garden Pass	5
Zoo	2

### Patrons

# of Patrons	1447
Door Count	237
Adult Cards	10
Juvenile Cards	8

### Circulation

Physical Items	197
Ebooks (Bridges)	28
Audiobooks (Bridges)	75

### Other

WiFi Usage	33
Computer Usage	40
Tech Help	6



## **Programming & Outreach**

### **Library Wide**

- ✓ Re-established SILO – State Interlibrary Loan Program
- ✓ Met with Ms. Hamilton – Carter Lake Elm. Principal – Planning for classroom visits to the library in the near future. April 11, 2022
- ✓ Met with Misty Gray – State Library representative – April 11, 2022
- ✓ Changed
- ✓ Established book vendor account with Baker & Taylor – April 20, 2022
- ✓ Met with Antonia Krupicka-Smith (CB Library Director) for Student Access Card partnership for the Council Bluff School District. – April 13, 2022
  - This MOU (included) would like to include the Carter Lake Public Library Board as part of the agreement. This agreement would provide the students that attend Carter Lake Elementary and live within Carter Lake a library card with all the E-Resources for all the students in the CB school district.
- ✓ Set-up an account with Better World Books to be able to sell donated and/or weeded books all year.
- ✓ Met with Patty Tibbe and Shari Boucher Head Start & Early Head Start – April 18<sup>th</sup>, 2022
  - First Head Start Event will be held in the library Friday, April 29<sup>th</sup>, 2022 10a – 12p
- ✓ Met with Jackie Wahl and Laurel Hamilton for the Pollinator Event. They will begin having meetings in two weeks. The event will be on June 25<sup>th</sup>, 2022. Place: TBD
- ✓ Sent in application for grant for computers and tech devices
- ✓ Scheduled safety and CPR training with Phil Newton for Elly and I, May 2<sup>nd</sup>, 2022

### **Youth Services**

- ✓ Weeding and replacing majority of the children's collection. The average age for the nonfiction juvenile collection is 25 years old. This will be a large focus in the physical year.
- ✓ Looking to purchase Breakout.Edu for students and adults \$185 annual membership and Pixton.Com for students \$108 annual membership.

### **News & Marketing - Goals for 2<sup>nd</sup> 30 days**

- ✓ Getting new website (Free) through State Library
- ✓ Updating Facebook
- ✓ Instagram Acct.
- ✓ Create library newsletter for library patrons
- ✓ Submission of library blurb for City Hall – 3<sup>rd</sup> Tuesday of the Month
- ✓ Submission for City Council Agenda – 2<sup>nd</sup> Tuesday of the Month
- ✓ Submission for elementary blurb – Every two weeks – Monday



## **Looking Forward.....**

- ❖ Misty Gray will be joining us.
- ❖ Drafting a Vision and a Mission statement for the library.
- ❖ Dress Code Policy
- ❖ Printing
  - I will be getting bids on printers. We are currently spending \$900 annually in toner for the two HP printers, and \$1200 for the Toshiba lease. This amount does not include the Xerox. I will be shopping around for something for cost efficient and practical.

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-4085	HOTEL/MOTEL TAX	4,689.16	39,281.08	40,000.00	718.92
001-410-4466	ENRICH IOWA			1,200.00	1,200.00
001-410-4470	LIBRARY SERVICES	78.81	742.36	1,900.00	1,157.64
001-410-4700	LIBRARY COUNTY CONTRIBUTI		1,236.50	1,500.00	263.50
	GENERAL TOTAL	4,767.97	41,259.94	44,600.00	3,340.06
005-410-4700	DONATIONS	75.00	1,810.60	1,000.00	810.60-
	LIBRARY RESERVE TOTAL	75.00	1,810.60	1,000.00	810.60-
	TOTAL REVENUE	4,842.97	43,070.54	45,600.00	2,529.46
001-410-6010	SALARIES	2,902.50	71,709.53	76,000.00	4,290.47
001-410-6310	BUILDING/GROUNDS		6,412.52	12,200.00	5,787.48
001-410-6371	UTILITIES-LIBRARY	851.35	5,718.64	8,000.00	2,281.36
001-410-6373	TELEPHONE-LIBRARY	140.43	1,426.48	2,300.00	873.52
001-410-6408	ICAP INSURANCE-LIBRARY			2,200.00	2,200.00
001-410-6419	SOFTWARE/DATABASES		1,931.91	3,000.00	1,068.09
001-410-6495	COPIER	92.00	1,787.23	2,300.00	512.77
001-410-6496	WILBOR - AUDIO AND E-BOOK		981.30	1,025.00	43.70
001-410-6506	OFFICE SUPPLIES	121.99	1,486.51	2,300.00	813.49
001-410-6508	POSTAGE			55.00	55.00
001-410-6601	PERIODICALS		938.65	650.00	288.65-
001-410-6604	COUNTY MONEY			1,500.00	1,500.00
001-410-6605	BOOKS (CITY)		4,001.69	10,000.00	5,998.31
001-410-6606	PROGRAMS		1,821.14	5,000.00	3,178.86
001-410-6623	ENRICH IOWA			1,200.00	1,200.00
	GENERAL TOTAL	4,108.27	98,215.60	127,730.00	29,514.40
005-410-6910	LIBRARY CIP		133.84		133.84-
	LIBRARY RESERVE TOTAL	.00	133.84	.00	133.84-
112-410-6110	FICA EXPENSE	222.06	5,485.71	5,814.00	328.29
112-410-6130	IPERS	273.99	5,825.97	7,174.00	1,348.03
112-410-6150	HEALTH INSURANCE	408.08-	2,872.44	13,236.00	10,363.56
112-410-6151	DENTAL INSURANCE		218.40	749.00	530.60
112-410-6153	LIFE INSURANCE	10.80	151.20	259.00	107.80
112-410-6160	WORKER'S COMPENSATION		841.57	600.00	241.57-
112-410-6170	UNEMPLOYMENT INS EXP		42.55	500.00	457.45
	EMPLOYEE BENEFITS TOTAL	98.77	15,437.84	28,332.00	12,894.16

**REVENUE & EXPENSE REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
	TOTAL EXPENSES	4,207.04	113,787.28	156,062.00	42,274.72

<b>LIBRARY RESERVE BALANCE</b>			
<b>MARCH 2022</b>			
<u>03/01/2022</u>	<u>REVENUES</u>	<u>EXPEND.</u>	<u>03/31/2022</u>
\$ 20,837.45	75.00	--	\$ 20,912.45

**GENERAL LEDGER HISTORY REPORT**  
**FROM 3/01/2022 TO 3/31/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-4085		HOTEL/MOTEL TAX				34,591.92	
3/07/22		HOTEL/MOTEL TA			STATE OF IOWA	4,689.16	
					HOTEL/MOTEL TAX		
					RECEIPT #24065		
						-----	
						.00	4,689.16
001-410-4470		LIBRARY SERVICES					
3/28/22		LIBRARY SERVIC			LIBRARY REVENUE	78.81	
					RECEIPT #24271		
						-----	
						.00	78.81
005-410-4700		DONATIONS					
3/28/22		LIBRARY DONATI			MEMORIAL DOROTHY LODES	75.00	
					LIBRARY DONATIONS		
					RECEIPT #24270		
						-----	
						.00	75.00
001-410-6010		SALARIES					
3/11/22					PR DT: 3/04/22	967.50	
3/25/22					PR DT: 3/18/22	967.50	
3/25/22					PR DT: 3/18/22	967.50	
						-----	
						2,902.50	.00
001-410-6371		UTILITIES-LIBRARY					
3/10/22	1184	BLACK HILLS	2/15/22		UTILITIES	380.19	
3/22/22	131	OPPD	3/1/22	1323617	UTILITIES	471.16	
						-----	
						851.35	.00
001-410-6373		TELEPHONE-LIBRARY					
3/15/22	767	COX BUSINESS S	030922	71669	TELEPHONE/INTERNET	62.56	
3/15/22	767	COX BUSINESS S	2/24/22	1323610	INTERNET/LIBRARY	77.87	
						-----	
						140.43	.00
001-410-6495		COPIER					
3/20/22	456	GREAT AMERICAN	31132810	1323615	COPIER/LIBRARY	92.00	
						-----	
						92.00	.00
001-410-6506		OFFICE SUPPLIES					
3/10/22	28	QUILL CORPORAT	23306607	71658	TONER	121.99	
						-----	
						121.99	.00
112-410-6110		FICA EXPENSE					
3/11/22					PR DT: 3/04/22	74.02	
3/25/22					PR DT: 3/18/22	74.02	
3/25/22					PR DT: 3/18/22	74.02	

**GENERAL LEDGER HISTORY REPORT**  
**FROM 3/01/2022 TO 3/31/2022**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
112-410-6110		FICA EXPENSE				222.06	.00	
112-410-6130		IPERS						
3/11/22					PR DT: 3/04/22	91.33		
3/25/22					PR DT: 3/18/22	91.33		
3/25/22					PR DT: 3/18/22	91.33		
						273.99	.00	
112-410-6150		HEALTH INSURANCE						
3/25/22	148	WELLMARK/PAYRO	4/22	1323597	Health Ins/LIBRARY CREDIT G HAWKINS	408.08-		
						408.08-	.00	
112-410-6153		LIFE INSURANCE						
3/25/22	172	METLIFE INSURA	4/22	1323598	LIFE INSURANCE ADD G HAWKINS PER INVOICE	10.80		
						10.80	.00	
REPORT TOTALS						4,207.04	4,842.97	
TOTAL DEBITS / CREDITS								



# APOLLO<sup>SM</sup>

## Features & Functions

### Enhance Access to Your Precious Resources

- OverDrive®, Axis 360 : SIP2 connection with automatic addition of titles to the Apollo catalog. Availability information is also shown. Other e-items are also accommodated (RBdigital, Hoopla, Total Book, etc)
- PC Time/Print Management and RFID software support with SIP2
- Unique Management Systems auto referring of patrons
- OCLC® Navigator™ NCIP connection and seamless link to Apollo circulation
- Add crawls and other integrated features to your website
- Built-in ILL management to your existing processes
- Authenticate e-resource links on your website through Apollo
- MARC and patron data: auto-update to state database and other time savings approaches: Texas, MeLCat, SILO, NHU-PAC, ACCESS PA, etc.

### Public Catalog

- Responsive: for seamless interface on any sized device
- Faceted searching with relevancy ratings
- Reserve Express™ author/media/series subscription wizard
- Staff option to allow patrons to keep and view circulation history
- VersaCat® and VersaCard® communal, federated catalog and 'bottom-up' consortium capability
- "You checked out this item on [date]..."
- Accelerated Reader™ data and Lexile® measures are added to your catalog automatically and are searchable
- Customization with CSS and widgets for your website
- Host the public catalog on your own domain
- On-line payment of fines/lost books; no merchant account req'd

### Circulation Management

- Off-line Checkout with full patron and item information, using the normal Checkout screen
- Automatically print slip or wrapper when an item on reserve is checked-in; with auto SMS-text, email or phone call notification
- Staff option to allow patrons to keep and view circulation history
- Pre-due date auto SMS-text, email, or phone call notifications
- Easy to use overdue notification stages with auto email/text messages and customizable letters
- Related Cards; account changes easily propagated to others
- Backdate and Bulk check-in
- Use date of birth to automatically change patron type
- Free texts/emails with detailed delivery status information
- Reprint any past payment receipt

### Collection Management

- Accurate, rapid cataloging with Authority Control and Integrated MARC import
- Creates authority records from your imported data
- Restore deleted items
- Item deletion preserves circ data and responsible patron
- Batch Weed/Delete and Batch Edit
- "Hot" Inventorying; conducted with the library open
- Print barcode and spine labels

### Other

- Self-checkout with only a PC and a scanner
- Patron Self Sign-up
- Email newsletter subscription management
- User forum for staff
- On-line help, FAQs, and free training
- Reporting: Dozens of reports with broad flexibility and export

### Servers

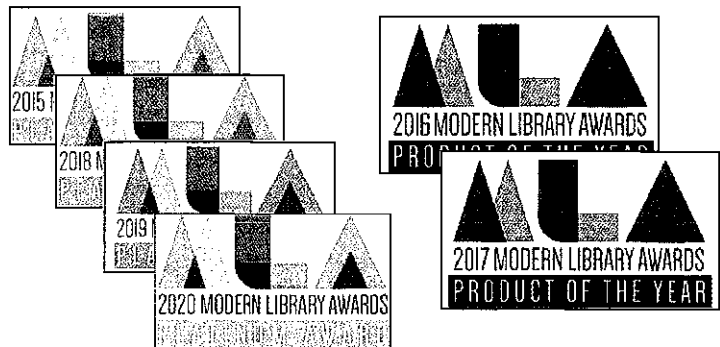
- Apollo is a Cloud/hosted service using multi-tenant architecture. This means that you get fast updates and service, as well as hassle-free 3rd party integrations. Servers are not shared; they are managed solely by Biblionx.
- Security:
  - all pages are encrypted/https
  - all of your data is stored encrypted in the database
  - all SIP connections are encrypted
- There is NO single point of failure. Servers reside in top-tier Internet datacenters with Geographic Redundancy: your data is always valid on more than one server, in more than one city, with more than one hosting service.
  - Redundant connections to multiple Internet backbones
  - Staff, equipment, and software to protect against hackers
  - 24/7 Technical support with on-site spare hardware
  - Redundant, solid state disk drives
  - Backups every 1/2 hour to even different cities
- "LDIF" for exporting library data in MARC and XML for backup and easy migration. It's your data. You can have it free, anytime

### Hardware/Software Requirements

- No server is required and there's no application to install
- Browser: Patrons: any browser Staff: Firefox (currently)
- A high-speed (DSL, cable, or better) internet connection for the library
- Reasonably modern hardware, on which typical Web browsing is acceptable

### Extra Cost Options (all other features are included)

- Syndetics Unbound™ Readers Advisory catalog enhancement
- Auto-Calling for overdues, reserves, and more; *no setup fee or equipment req'd*
- Branch Support, with floating collection option
- Acquisitions module for managing your budgets and buying processes
- Gabbie™ two-way texting and auto-commands, like 'renew all'





Shannon Putney  
 Carter Lake Public Library  
 1120 Willow Dr.  
 Carter Lake, IA 51510

April 6, 2022  
 Q220406-22

YOUR NUMBER OF ITEMS	YOUR ANNUAL CIRCULATION	PREVIOUS ILS	NUMBER OF LOCATIONS
<10,000	<10,000	Destiny	1

*- Start August -*

BASE SERVICES	DESCRIPTION	AMOUNT
Apollo ILS/LSP	Annual Subscription. Hosted Service: Includes server capabilities and storage for all automation data, backups, upgrades, on-line training, customer service, and all current features except current and future extra cost options. As an Apollo customer this base price would be guaranteed for 3 years.	\$800
Migration Fee	One Time Fee: Fee to receive and import your data into Apollo. <del>including</del> analysis, MARC format error correction, and one-on-one help for policy and options settings.	<sup>12</sup> \$400

OPTIONAL FEATURES	DESCRIPTION	AMOUNT
Gabbie	Annual Subscription. Two-way texting with renewal capability. Unlimited number of SMS messages.	\$100
Syndetics Unbound Basic	Annual Subscription. Catalog enrichment on most titles. Some mix of full-color jacket images and summaries.	\$300
Syndetics Unbound Enhanced	Annual Subscription. Catalog Readers Advisory on most titles, with indexing to the library's own collection. Includes some mix of: You May Also Like, About the Author, Series, Professional Reviews, Reader Reviews, Also Available As, Tags, Book Profile, Reading Level and Awards.	\$500
Auto-Calling	Per call. Auto-calling feature for patron notifications. No phone line or hardware needed.	\$0.10 per call

**Thank you for your consideration of Biblionix and Apollo.**

**Terms:**

- **Data Ownership:** Your data in Apollo belongs to your library. You can download all of it for free at any time. This might be for your own backup or to change systems. It is your data.
- The total of the migration/setup fees, subscription fee, and optional fees (if applicable), is billable at the time you begin using Apollo. Your test and trial time are free.
- Payment terms are 30 days.
- This quotation is valid for 90 days.
- **Cancellation:** The library may cancel its subscription at any time by written notice. Biblionix may cancel the subscription with a 120-day written, certified mail notice to the library director. In either case, for the Apollo subscription (not for the optional items), a prorated refund will be made for any unused subscription term.
- **Security:** The library is solely responsible for the creation, security, and management of its passwords. Biblionix maintains practices to otherwise ensure the security and confidentiality of the library's data.
- **Privacy:** The library is the sole owner and user of its total data set. Biblionix manages the data solely for the library's own use and makes no other use of it. Biblionix may gather and report aggregate statistics across many libraries.

# OverDrive® Advantage 2.0 Enrollment Form

## Shared Collection Information

Name of Shared Collection: \_\_\_\_\_

URL of Shared Collection: \_\_\_\_\_

## Participating Library Information

Participating Library Name: \_\_\_\_\_

Sample Library Card Number (for testing purposes): \_\_\_\_\_

PIN (If Applicable): \_\_\_\_\_

## Participating Library Accounting Contact

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

## Participating Library Collection Development Contact

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

OverDrive sends emails about promotions, new products and services. By checking this box, you consent to receiving OverDrive's communications and promotional emails to your Primary Contact email address. These emails also include an easy method to manage your subscription(s), including unsubscribing to future emails.

### Terms and Conditions:

- Participating Library must be a current OverDrive customer and participating in an OverDrive consortium or shared collection and have the ability to authenticate library patrons as part of an individual library.
- Participating Library must set up a separate account with OverDrive and will be invoiced separately for their titles.
- Participating Library acknowledges fees or costs related to MARC records, SIP or similar protocol for patron authentication are not included, and shall be at Participating Library's own expense.

### Advantage Enrollment Fee:

- The Advantage Enrollment Fee is **\$250 USD**. This fee will be applied as an OverDrive Advantage **content credit**. Participating Library has access to purchase additional content at any time, as long as account is in good standing.

### Advantage Collection Development Requests (Please check or complete all that apply):

- Popular Titles \_\_\_\_\_ Please specify subjects: \_\_\_\_\_
- High Consortium Holds \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_

### Acknowledgement and Acceptance:

- Participating Library requests to be invoiced an amount of \$\_\_\_\_\_ USD (in addition to \$250 Advantage Enrollment Fee) for a deposit on account with OverDrive for future content collection purchases.
- Participating Library will be invoiced in the amount of **\$250 USD** for the OverDrive Advantage Enrollment Fee and agrees to be bound by the OverDrive Advantage Terms and conditions.

\_\_\_\_\_  
 (Participating Library Name)

Date: \_\_\_\_\_

By Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_

Please complete this Enrollment Form and return by fax (216-573-6889) or email ([libraryteam@overdrive.com](mailto:libraryteam@overdrive.com))

For more information on OverDrive Advantage, please contact [libraryteam@overdrive.com](mailto:libraryteam@overdrive.com)

**City of Carter Lake**  
**Department Funding Needs Survey**

**Department Name:** **Library**

**Contact Name:** – Shannon L Putney – Library Director

**Email:** clpldirector@carterlakelibrary.com

**Phone Number:** 712-347-5492

**TOP DEPARTMENT FUNDING PRIORITY**

**Project Name:** Digital Equity

**Project Description:** The Edward F. Owen Memorial Public Library is looking to increase the digital equity within the community. To increase digital equity the library would like to add 4 – 6 new laptops for busy adults that need mobility and privacy, 2 new desktops for browsing, social media, and employment needs, 1 AWE all-in-one station and 3 AWE tablets for the children’s department.

**How will the project impact the community?** Libraries is one of the main places that is winning the fight for digital equity. A condition in which all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy. Digital inequity is inextricably linked to economic opportunity. Access to devices, high-speed internet and digital literacy is a critical element of how we build back our economy for those searching for jobs or seeking out opportunities to gain new skills for the jobs of the future. Likewise, it’s just important for our children. Although children know how to get to school sites, games or videos; most kids have the slightest idea of how to do factual research on the internet.

The ability to obtain some much need technology devices for our library could help to shrink the digital divide within this community.

**What is the estimated cost of the project?** \$10,000

Does the department have matching funding budgeted for the project? No

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is between the Council Bluffs Public Library ("Library") and the Council Bluffs Community School District ("CBCSD").

WHEREAS, the mission of the Library is to provide free and easy access to materials that can enrich, inform, and empower our community members; and

WHEREAS, the mission of the CBCSD is to guarantee that every student graduates with the knowledge, skills and character to become a responsible citizen and to succeed in a changing world by creating a leading-edge, inclusive educational system which provides challenging expectations, diverse experiences, engaging curriculum and innovative teaching within a collaborative, caring community; and

WHEREAS, the Library and the CBCSD are partners in education for the students of Council Bluffs and have a tradition of collaborating to meet the needs of students.

NOW, THEREFORE, the Council Bluffs Public Library and the Council Bluffs Community School District agree to collaborate on connecting every CBCSD student with a Student Access Card issued by the Library as follows:

### **SECTION 1 – Duration and Termination**

The term of this agreement shall commence March 1, 2022, with a program launch of August 1, 2022. This agreement shall be renewed automatically for succeeding terms of one year. The MOU may be terminated by either party in writing no later than November 1 of the preceding year. Such notice may be given by personal delivery to the Council Bluffs Public Library Director and Council Bluffs Community

### **SECTION 2 – Purpose**

The Library and CBCSD agree to work collaboratively as outlined in this agreement to issue a Student Access Card to each student in grades Kindergarten-12<sup>th</sup> grade registered in the Council Bluffs Community School District. The Student Access Card will be issued in a mutually agreed upon manner.

### **SECTION 3 – Student Access Card**

3.1 The Student Access Card will use student's CBCSD issued identification number with a Library-identified starting sequence as the Student Access Card account number.

6.2 Provide CBCSD student data to the Library's integrated library systems in a format specified by the Library via a secure electronic delivery method, and in compliance with §22.7 of the Code of Iowa and the Family Educational Rights and Privacy Act 20 USC §1232g.

6.3 Work jointly with the Library to provide information to teachers and administrators regarding the Student Access Card program.

6.4 Work jointly with the Library to develop and distribute handouts and website information to create awareness of the Student Access Card program. Ensure promotional materials include logos for both organizations.

6.5 Work jointly with the Library for any promotions or events.

6.6 Provide evaluation and feedback to the Library from CBCSD teachers, administrators, and students and their families/legal guardians.

#### **SECTION 7 -- Administration**

7.1 The Library Director or their designee and a designee of the CBCSD will meet as needed, at least biannually, and mutually agree upon administration, branding, marketing, and other joint matters.

7.2 Procedures will be developed jointly and are subject to approval by the Council Bluffs Public Library Director or their designee and the Council Bluffs Community School District.

**SIGNED:**



\_\_\_\_\_  
Matt Garst, President, Council Bluffs Public Library Board of Trustees



\_\_\_\_\_  
Chris LaFerla, President, Council Bluffs Community School District Board of Education

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, Sec. 392.5 & Ch. 28E)*

2. **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 percent (5%) 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.

**115.07 NONRESIDENT USE.** The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. **Lending.** By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.

2. **Depository.** By establishing depositories of Library books or other materials to be loaned to nonresidents.

3. **Bookmobiles.** By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.

4. **Branch Library.** By establishing branch libraries for lending books or other Library materials to nonresidents.

**115.08 EXPENDITURES.** All money appropriated by the Council 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.

*(Code of Iowa, Sec. 384.20 & 392.5)*

**115.09 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, and 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.

**115.10 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 in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

*(Code of Iowa, Sec. 716.1)*

**115.11 THEFT.** No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

*(Code of Iowa, Sec. 714.1)*

management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the Library Director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Library Director, by a two-thirds vote of the Board, and 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*.

6. Purchases. To select, or authorize the Library Director 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.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of 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.

9. Expenditures. 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.

10. Gifts. 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 sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

*(Code of Iowa, Ch. 661)*

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association 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.

**115.06 CONTRACTING WITH OTHER LIBRARIES.** The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate