

# SUMNER PUBLIC LIBRARY

## Table of Contents

### Administration and Governance:

Library Information.....	2
Emergency Closing Policy.....	3
Pandemic Plan.....	4
Mission, Vision and Values Statements.....	11
City of Sumner Municipal Code – Chapter 21– Library Board of Trustees.....	12
Board Bylaws.....	16
Purchasing Policy.....	18
Collection Development.....	20
Library Bill of Rights.....	24
The Freedom to Read.....	25
Freedom to View & Free Access to Libraries for Minors .....	29
Confidentiality of Library Records.....	31
Conduct Policy.....	35
Unattended Child Policy.....	38
Gifts, Memorials, & Donations.....	39
Circulation Policy	
Library Card & Late Fees.....	41
Overdue Materials, Renewals, & Reserves.....	42
Interlibrary Loans, Open Access, Computer Usage, & Copier.....	43
Internet/Computer Policy.....	45
American’s with Disabilities Act Compliance Policy.....	47
Security Camera Policy.....	51
Display Policy .....	52
Social Media Policy.....	54
Program Room Policy.....	56
Programming Policy.....	59
Volunteer Policy.....	62
Trustee Description & Application.....	64
Long Range Plan.....	66

### Appendix:

A. ADA-Request for Services .....	71	G. Library Use by Sex Offenders	
B. ADA-Discrimination Form.....	72	Against Minors Procedure &	
C. Expression of Concern .....	73	Application .....	79
D. Volunteer Application.....	74	H. Image Release Form.....	81
E. Volunteer-Confidentiality.....	76	I. 3D Printer User Agreement.....	82
F. Program Room Reservation .....	77		

**SUMNER PUBLIC LIBRARY**  
Library Information

**ADDRESS**

206 N. Railroad St., Sumner, IA 50674  
Library website: [www.sumner.lib.ia.us](http://www.sumner.lib.ia.us)  
Email: [library@sumner.lib.ia.us](mailto:library@sumner.lib.ia.us)  
Phone: 563-578-3324  
Fax: 563-578-3324

**LIBRARY HOURS OF OPERATION**

Monday, Tuesday, & Thursday	9 a.m. to 7 p.m.
Wednesday & Friday	9 a.m. to 5 p.m.
Saturday	9 a.m. to 12 p.m.
Sunday	Closed

**HOLIDAYS OBSERVED BY THE LIBRARY**

New Year's Eve	Close at 5:00 p.m.
New Year's Day	January 1
President's Day	Third Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Day before Thanksgiving	Fourth Wednesday in November- Close at 5 p.m.
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Adopted by Board July 18, 2011  
Reviewed & Approved- October 16, 2014;  
November 16, 2017

Revised & Approved- December 17, 2020;  
May 20, 2021; May 16, 2024

## SUMNER PUBLIC LIBRARY Emergency Closing Policy

Sumner Public Library maintains a regular schedule of hours open to the public. However, at times, the library may have to close, shorten hours or cancel programs due to emergency conditions posing a safety hazard to the public and staff or prevent basic library functions.

The decision to close the library or cancel scheduled programs is based upon one or more of the following:

**Weather:**

A decision to close due to weather can be based on several factors, these may include:

- Severe weather.
- Road conditions that cause hazardous traveling.
- Projected forecast of worsening conditions.
- Conditions of the Library's parking lot and walkways.
- A State of emergency for the immediate area declared by local, county, or state law enforcement agencies.

**Equipment Failure:**

- Failure of vital building services: extended power failure, loss of water/sewer facilities, and condition of the building or its equipment.

**Staffing:**

- Availability of staff to operate the library. Minimal staffing level is defined as one staff member in the building with no scheduled programs.

**Health and safety emergency in the community or area surrounding the library:**

- Bomb threat, active shooter, fire, earthquake, gas leak, and exposure to an infectious disease.

The Library will not automatically close or delay opening based on any other institution's actions. The decision to close will be made by the library director. If the library director is unavailable, the senior librarian on staff will make the decision after conferring with a board member. Once the decision to close or to open late is made, the director will notify the staff.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, Facebook, signs on doors, announcement in local media and patron email accounts on record.

Approved- January 21, 2013  
Reviewed & Approved- February 18, 2016  
Revised & Approved- January 17, 2019  
Revised & Approved- February 17, 2022

## SUMNER PUBLIC LIBRARY Pandemic Closure/Re-Opening Plan

This plan explores possible closing and reopening scenarios for any current and future pandemics, dependent on factors such as recommendations from local and national health and library agencies, physical distancing protocols, and essential community needs. The primary consideration of this plan is to maintain the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The plan focuses on a slow progression toward full library services dependent on a scaled incremental easing of physical distancing measures.

The Sumner Public Library Board of Trustees will review the steps during each of the phases and practice the best safety measures for staff and patrons while taking into consideration the guidelines from the State of Iowa. The Trustees will determine which phase is appropriate based on recommendations and guidelines based on the current situation. This policy can be revised as needed per the Trustees determination.

### **Phase 0 - Library Closed to Public**

#### **Criteria to Implement**

- Public Health Emergency Declaration by Iowa Governor.
- ALA and State Library of Iowa recommended library closures.
- S-F School District closes for pandemic.
- Public encouraged to stay home and physical distance.

#### **Library Services**

- The Library's Wi-Fi will remain on for all patrons to access outside of the library.
- Interlibrary Loan is suspended during this time.
- Focus in on online library services and resources, digital library cards, and social media.
- Patron assistance via phone or email.
- No material checkouts.
- Accept returns by drop box only, follow cleaning and quarantine procedure.
- Programs: online only.
- Outreach: suspended.
- No computers, printing, copying, faxing, test proctoring, or meeting room use.
- No material donations accepted.
- Library Board meetings will take place virtually.

#### **Library Hours**

- Closed to Public.

#### **Library Staffing**

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear gloves when:

## PANDEMIC CLOSURE/RE-OPENING PLAN

- a) Handling materials.
- b) Sanitizing areas.
- Library assistants may work at the library with limited scheduling to maintain physical distancing. Duties include:
  - a) Patron assistance via phone and email.
  - b) Process of materials for the collection.
  - c) Cleaning and quarantining of returned library material.
  - d) Cleaning and organizing of library materials throughout the library.

### **Volunteers:**

- Volunteers will not be allowed to enter the library during this phase.

### **Needs**

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- Modify staff desks with plexiglass shields.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

## **Phase 1 - Library Closed to Public with Curbside service only**

### **Criteria to Implement**

- Governor approval of libraries in Bremer County to open.
- Recommendations from ALA and State Library of Iowa.
- Curbside pickup allowed at nonessential businesses.
- Public continues to be encouraged to stay home and physical distance.

### **Library Services**

- The Library's Wi-Fi will remain on for all patrons to access outside of the library.
- Patron assistance via phone or email.
- Patrons may request items by phone, email, or reserving on their online account.
- Curbside pickup with notifications.
- Copying and faxing by no contact appointment.
- Continue to promote online library services and resources, digital library cards, and social media.
- Returns by drop box only.
- Programs: online only.
- Outreach: suspended.
- No test proctoring, or meeting room use.
- No material donations accepted.
- Library Board meetings will take place virtually.

### **Library Hours**

- 9:00am-5:00pm, Monday-Friday.

### **Library Staffing**

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear gloves when
  - a) Handling returned materials.
  - b) Sanitizing areas.

- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
  - a) Patron assistance via phone and email.
  - b) Process patron requests.
  - c) Process of materials for the collection.
  - d) Cleaning and quarantining of returned library material.
  - e) Cleaning and organizing of library materials throughout the library.

**Volunteers:**

- Volunteers will be allowed to enter the library on an on-call basis.
- Volunteer will be required to wear masks when in the building and gloves when handling materials.

**Needs**

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Modify staff desks with plexiglass shields.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

**Phase 2 – Partial Re-Opening of the Library**

**Criteria to Implement**

- Recommendations from ALA and State Library of Iowa.
- Easing of physical distancing restrictions.
- Determine if the library is able to provide the safeguards for social distancing, and limited contact through materials. If not, the library will remain closed and assessed again at a later date.

**Library Services**

- Continue no contact pick-up of material.
- Reopen for limited hours.
- Checkout desk staffed behind plexiglass shields.
- Special hours for elderly and immunocompromised.
- Limit number of patrons in building at a time, 5 individuals or households, maximum 20 people.
- Patrons will be encouraged to wear masks while in the library and practice social distancing.
- Interlibrary Loan is resumed.
- Computers will be available by appointment only.
- Staff will be available to make copies and send faxes.
- Proctoring tests by appointment.
- Children's Area: limited or no learning centers or toys.
- No Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.

## PANDEMIC CLOSURE/RE-OPENING PLAN

- Returns by drop box only, exterior or interior.
- Programs: In-house programming with limited capacity, social distancing, and masks implemented or virtual programs.
- No material donations accepted.
- Library Board meetings may take place in person and/or virtually.

### **Library Hours**

The library is open for limited hours to allow for cleaning.

Open hours are:

- To be determined with the first hour for elderly and immunocompromised.
- Phone & email reference and requests: 9:00am-5:00pm, Monday – Friday.

### **Library Staffing**

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear masks when in the building and follow safety guidelines when handling materials.
- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
  - a) Patron assistance within library, by phone and email.
  - b) Process patron requests.
  - c) Process of materials for the collection.
  - d) Cleaning and quarantining of returned library material.
  - e) Cleaning and organizing of library materials throughout the library.

### **Volunteers:**

- Volunteers will be allowed to enter the library on an on-call basis.
- Volunteer will be required to wear masks when in the building and follow safety guidelines when handling materials.

### **Continued Needs:**

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

## **Phase 3 – Extended Partial Re-Opening of the Library**

### **Criteria to Implement**

- Recommendations from ALA and State Library of Iowa.
- Relaxed physical distancing protocols.
- Similar organizations or libraries expanding services with positive results.
- Determine if the library is able to continue to provide the safeguards for social distancing, and limited contact through materials.

### **Library Services**

- Continue no contact pick-up of material.
- Checkout desk staffed behind plexiglass shields.
- Special hours for elderly and immunocompromised.
- Limit number of patrons in building at a time to 25.

## PANDEMIC CLOSURE/RE-OPENING PLAN

- Patrons will be encouraged to wear masks while in the library and practice social distancing.
- Computer, Fax, print, copy service available.
- Interlibrary Loan service available.
- Proctoring tests by appointment.
- Children's Area: limited or no learning centers or toys.
- No Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.
- Returns by drop box only, exterior or interior.
- In-house programming with limited capacity, social distancing, and masks implemented or virtual programs.
- Limited material donations accepted to allow for cleaning and quarantining of items.
- Library Board meetings may take place in person and/or virtually.

### **Library Hours**

The library is open for limited hours to allow for cleaning.

Open hours are:

- To be determined with the first hour for elderly and immunocompromised.
- Phone & email reference and requests: 9:00am-5:00pm, Monday – Friday.

### **Library Staffing**

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear masks when in the building and follow safety guidelines when handling materials.
- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
  - a) Patron assistance within library, by phone and email.
  - b) Process patron requests.
  - c) Process of materials for the collection.
  - d) Cleaning and quarantining of returned library material.
  - e) Cleaning and organizing of library materials throughout the library.

### **Volunteers:**

- Volunteers will be allowed to enter the library on a scheduled basis.
- Volunteer will be required to wear masks when in the building and follow safety guidelines when handling materials.

### **Continued Needs:**

- PPE masks, gloves, disinfecting wipes, hand sanitizer.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.



## **Phase 4 - Re-Opening of the Library**

### **Criteria to Implement**

- Recommendations from ALA and State Library of Iowa.
- No physical distancing limits.
- Vaccine readily available.

### **Library Services**

- Resume all Library services.
- Checkout desk staffed behind sneeze guard.
- Computer, Fax, print, copy service available.
- Interlibrary Loan service available.
- Proctoring tests by appointment.
- Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.
- Returns by drop box only, exterior or interior.
- Library programs resume.
- Material donations accepted.
- Library Board meetings may take place in person or virtually.

### **Library Hours-New Hours**

- 9:00am-7:00pm, Monday, Tuesday and Thursday.
- 9:00am-5:00pm Wednesday and Friday
- 9:00am-12:00pm Saturday

### **Library Staffing**

- Staff will resume a regular schedule
- Library assistants' duties will include:
  - f) Patron assistance within library, by phone and email.
  - g) Process patron requests.
  - h) Process of materials for the collection.
  - i) Cleaning of returned library material.
  - j) Cleaning and organizing of library materials throughout the library.

### **Volunteers:**

- Volunteers will be allowed to enter the library on a scheduled basis.

### **Continued Needs:**

- Gloves, disinfectant, disinfecting wipes, hand sanitizer
- Promotion via signage, local newspaper, website and social media

Approved- June 18, 2020  
Reviewed- July 17, 2020

Revised & Approved- August 20, 2020,  
November 19, 2020, March 18, 2021,  
March 21, 2024

Intentionally Left Blank

## MISSION STATEMENT

### Sumner Public Library Mission, Vision and Values Statements

#### Mission

The Sumner Public Library's purpose is to provide a technical and cultural hub promoting personal growth to people of all ages and backgrounds in a welcoming environment.

#### Vision

Our vision is to be a leader and the central hub in the community by fostering and promoting connections.

#### Values

**Patron Commitment:** We develop relationships that make a positive impact in our patron's lives.

**Diversity & Inclusion:** We are accessible, approachable, and responsive to our patrons regardless of origin, age, background, or views.

**Quality:** We provide quality programs and unsurpassed service that, together, deliver premium value to our community and patrons.

**Integrity:** We uphold the highest standards of integrity in all of our actions.

**Teamwork:** We work together to meet the needs of our patrons and to help our community win.

**Reviewed by Board July 18, 2011**  
**Revised and Approved October 22, 2015**  
**Revised and Approved December 19, 2019**  
**Revised and Approved January 19, 2023**

CITY OF SUMNER MUNICIPAL CODE

CHAPTER 21

Library Board of Trustees

21.01	Public Library	21.07	Nonresident Use
21.02	Library Trustees	21.08	Expenditures
21.03	Qualifications of Trustees	21.09	Annual Report
21.04	Organization of the Board	21.10	Injury to Books or Property
21.05	Powers and Duties	21.11	Theft
21.06	Contracting with Other Libraries	21.12	Notice Posted

**21.01 PUBLIC LIBRARY.** The public library for the City is known as the Sumner Public Library. It is referred to in this chapter as the Library.

**21.02 LIBRARY TRUSTEES.** The Board of Trustees of the Library, hereinafter referred to as the Board, consists of six resident members and one nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.

**21.03 QUALIFICATIONS OF THE BOARD** All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of eighteen (18) years.

**21.04 ORGANIZATION OF THE BOARD.** The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of the nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. 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.
3. Compensation. Trustees shall receive no compensation for their services.

**21.05 POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary
2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of Affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a Library Director, and authorize the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, 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 32C 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.

**21.06 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 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 5 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 which is held in the territory of the party seeking to terminate the contract.

**21.07 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.

**21.08 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)*

**21.09 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.

**21.10 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)*

**21.11 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)*

**21.12 NOTICE POSTED.** There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or more after the date the person agreed 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 and criminal actions will be taken, has been made to reclaim the materials or equipment.

*(Code of Iowa, Sec. 714.5)*

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

*(Code of Iowa, Sec. 808.12)*

SUMNER PUBLIC LIBRARY  
Board Bylaws

**1. NAME AND PURPOSE**

- A. The Sumner Public Library Board of Trustees hereafter referred to as the Board.
- B. The Board will comply with the *Code of Iowa* in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

**2. BOARD MEETINGS**

- A. The Board shall meet on the third Thursday of every month at 8:00 AM in the Sumner Public Library and/or virtually.
- B. A quorum shall consist of 4 members (from its total membership of 7 trustees).
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Sumner Public Library shall be present and participating at each meeting of the Board. In the absence of the director, the assistant director will be present and participate in the meeting.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

**3. OFFICERS AND COMMITTEES**

- A. Officers shall be the Board president, vice president, and secretary and shall be elected annually at the meeting in July.
- B. The president shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- C. Committees shall consist of the following:
  - Building & Grounds Maintenance
  - Personnel Committee
  - Budget & Finance Committee
  - Public Relations Committee
  - Policy Committee
  - The president, as needed, shall appoint ad hoc committees.



## BOARD BYLAWS

### **4. MAJOR FUNCTIONS**

Hire and evaluate the library director.

- Set salaries and benefits for the library's personnel.
- Participate in the budget process by developing and approving the annual operating budget; secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and services.
- Engage in planning for the library's future.
- Evaluate services and advocate for advancements.
- Ensure library director, staff, and trustees participate in education and training.
- Ensure participation in meeting public library service standards.

### **5. AMENDMENTS**

- A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

**Adopted by Board September 20, 2004  
Amended & Approved by Board August 21, 2006  
Reviewed by Board June 16, 2008  
Amended & Approved by Board July 18, 2011;  
June 20, 2013; August 18, 2016; January 18, 2018;  
February 18, 2021, February 15, 2024**

## SUMNER PUBLIC LIBRARY Purchasing Policy

This policy governs all purchases of goods, supplies, and services for the Sumner Public Library.

It is the policy of the Sumner Public Library that all goods, supplies, and services purchased on behalf of the library shall be obtained at the lowest cost possible consistent with the quality required to maintain efficient and effective operation of the library.

The Board of Trustees shall have exclusive and final authority and control over the expenditures of all portions of the municipal enterprises fund allocated for library purposes by the Sumner City Council, and of all money available by gift, or otherwise, and of all other money belonging to the library fund, including fines and fees collected under the rules of the board.

Under the direction of the Board of Trustees, the Library Director shall have the authority to purchases, or lease products or services and to manage the operating budget of the library to meet the goals and priorities of the library, subject to the following:

1. **CAPITAL PROJECTS AND PUBLIC IMPROVEMENTS:** All capital projects and public improvements shall be conducted according to state law and the City of Sumner's ordinances and procedures governing public bidding.
2. **RECURRING PURCHASES:** The Library Director is authorized to make purchases of normal recurring items such as library resources, supplies, materials, utilities, building maintenance, and other similar items without prior Board approval so long as these purchases are covered within budgeted amounts. If a purchase will exceed the amount budgeted for such expense line of the budget, the Library Director shall obtain Board approval prior to making the purchase.
3. **NON-RECURRING PURCHASES:** for non-recurring purchases, the Library Director shall obtain prior Board approval before:
  - a. entering into a contract for services for a period exceeding one year
  - b. obligating the library for expenses in excess of \$2,000
  - c. making a purchase which will exceed the amount budgeted for such expense line of the budget.

In addition, for purchases which exceed \$2,000, quotations shall be sought from at least two, and if possible, three vendors. If an item is a proprietary product, or there is only one source for the required goods or services, this price quotation requirement shall be waived. Once a quotation is taken on an item, no new quotations need to be sought for re-orders unless more than one year has elapsed since the last quotations were received from the several possible vendors.

## PURCHASING POLICY

4. **EMERGENCY PURCHASES:** The Library Director is authorized to obligate the library for expenses up to \$2,000 for emergency repairs, services, goods, or equipment without prior Board approval. If possible, the Library Director shall first consult with the Board President or Vice-President before making any emergency expenditure. The Board of Trustees will act on the emergency expenditure at the next appropriate meeting.
5. **COLLECTION MATERIALS:** Library collection materials shall be selected and purchased according to the Sumner Public Library's Collection Development Policy.
6. **DELEGATION:** The Library Director may assign routine purchasing duties for supplies, equipment, and services to other library staff members.

## SUMNER PUBLIC LIBRARY Collection Development

### **Policy**

The Sumner Public Library offers collections to further the Library's mission (Sumner Public Library provides quality customer service, with free and equal access to resources that meet the informational, cultural and recreational needs of our citizens). The freedom to know is the foundation of our democracy. Sumner Public Library strives to be an information center for the Sumner community to preserve and encourage the free expression of ideas essential to informed citizens. The Sumner Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials which anticipate and meets the needs of the Sumner community.

### **Responsibility for selection**

The Sumner Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those staff designated by the director.

### **Materials budget**

The Sumner Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Sumner City Council.

### **Selection guidelines and practices**

The Sumner community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Librarians at the Sumner Public Library make selections based on a general knowledge of the subject and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs. The librarians apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of aware and effective citizens who are familiar with their heritage and with issues facing the community. The Sumner Public Library has adopted the role of a popular materials center. To fulfill this role, librarians select materials to serve the full range of ages, cultures, lifestyles, education, and reading skills of community citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through a diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

The collection is generally not archival, and items are expected to be used frequently.

### **Formats**

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions are preferred if the hardcover is expensive and the title would be used infrequently or is ephemeral or if it is the only format available. Library editions may be purchased because of their durability.

## COLLECTION DEVELOPMENT

Sumner Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community, including digital formats. The Library monitors the development of new formats and may add these to the Collection. The Library cannot afford to purchase and house all new formats.

### **Placement of materials**

Sumner Public Library catalogers use the Dewey Decimal Classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Librarians take into account age recommendations in reviews as they choose and classify materials. Sumner Public Library shelving areas are divided in sections such as Juvenile, Fiction, Reference, and DVDs for ease of use, but patrons of any age may use all sections of the library. It is the responsibility of parents or legal guardian, not Sumner Public Library staff, to monitor library use by minors.

### **Interlibrary loan**

Interlibrary loan is a transaction in which Sumner Public Library borrows materials directly from another library on behalf of its customer, or another library borrows materials from Sumner Public Library on behalf of its customer. Interlibrary loan is not a substitute for collection development. It supports the mission of the Sumner Public Library by expanding the range of materials available to library customers without needlessly duplicating the resources of other libraries. In meeting patron needs, Sumner Public Library follows state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.

### **Exclusions from collections**

Sumner Public Library does not keep, acquire or purchase material that violates the legal definition of obscene material as defined by state statute.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy and/or socio-economic status of the creator of the work.

Sumner Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

The Sumner Public Library endorses the following American Library Association statements:

- **Library Bill of Rights**
- **Freedom to Read Statement**
- **Freedom to View Statement**

### **Selection aids**

Sumner Public Library selectors rely on professional tools for selection. These may include but are not limited to: Booklist, Kirkus Reviews, Library Journal, Publisher's Weekly, New York Times Book Review, VOYA, School Library Journal, Horn Book, local newspapers, websites and award-winning lists.

## COLLECTION DEVELOPMENT

Sumner Public Library patrons are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected in this policy. "Patron Request Forms" are available at the circulation desk.

### **Gifts**

Sumner Public Library welcomes the donation of money and materials for the collection as outlined in the Library's "Gifts, Memorials, & Donations Policy". The library does not accept items for temporary or indeterminate periods of time. Once donated, items become property of Sumner Public Library, and at the discretion of staff may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and Sumner Public Library will not accept any item that is not an outright gift. Sumner Public Library reserves the right to decide when a gift added to the collection will be withdrawn.

### **Weeding**

Circulating materials undergo an assessment over a three- year time period to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials by overcrowding, space limitations, and overuse. Weeding decisions are based on the following criteria:

- Currency
- Accuracy
- Low use based on analysis of circulation statistics
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries

### **Expressions of Concern**

Sumner Public Library recognizes that some materials are controversial. Any item may offend some patrons. Sumner Public Library's role is to provide materials, which will allow individuals to freely examine subjects and make their own decisions. While patrons are free to reject for themselves materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

Selection of materials for the collection is based on the principles described in this policy rather than on the basis of anticipated approval or disapproval. Selection of any item does not constitute endorsement of the author's viewpoint nor does Sumner Public Library endorse particular beliefs or views.

Sumner Public Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from damage or theft.

Responsibility for reading, listening and viewing of materials by minors rests with their parents or legal guardians. At no time will Sumner Public Library staff act in loco parentis (in place of parent).

## COLLECTION DEVELOPMENT

Selection of library materials will not be inhibited by the possibility that they may be read or viewed by children. Parents are encouraged to accompany their children to the library to choose materials. The Sumner Public Library Director and the Board of Trustees are aware that patrons may take issue with the inclusion of any specific item in the collection and they welcome the expression of concern by our patrons. The Sumner Public Library Board of Trustees will not consider concern forms submitted by persons who are not current library card holders and/or do not reside within Sumner or Bremer County. Patron concerns will be dealt with promptly and courteously as detailed in the following process:

1. Sumner Public Library staff will direct patrons to discuss their concerns with the Sumner Public Library Director.
2. The Library Director will discuss the material with the concerned individual or group.
3. After discussion with the Sumner Public Library Director, an individual or group still concerned about library material may submit an official statement to the Sumner Public Library Board of Trustees using the "Statement of Concern about Library Resources" form. The concern on the "Statement of Concern about Library Resources" form will be considered by the Sumner Public Library Board of Trustees at a regular meeting.
4. At the meeting, the individual or group may present their comments during the input from Sumner citizens.
5. The Sumner Public Library Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

**Approved by Board May 19, 2008  
Amended by Board August 15, 2011  
Revised & Approved- November 20, 2014,  
February 15, 2018**

**Reviewed & Approved- March 18, 2021  
Revised & Approved- March 21, 2024**

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948  
Amended February 2, 1961, June 27, 1967 and January 23, 1980  
By the ALA Council



## **THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label 'controversial' books, to distribute lists of 'objectionable' books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be 'protected' against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts of suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American must jealously guard the freedom to publish and to circulate in order to preserve it's own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

WE THEREFORE AFFIRM THESE PROPOSITIONS:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of it's citizens to choose widely from among conflicting opinions offered freely to them. To stifle every non-conformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law in its own hands and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

## THE FREEDOM TO READ

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## FREE ACCESS TO LIBRARIES FOR MINORS An Interpretation of the LIBRARY BILL OF RIGHTS

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the LIBRARY BILL OF RIGHTS and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, and inter-library loan service for adult use only.

All limitations in minors' access to library materials and services violate Article V of the LIBRARY BILL OF RIGHTS, which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age..." Limiting access to some services and materials to only adults abridges the use of libraries for minors. 'Use of the library' includes use of, and access to, all library materials and services.

Restrictions are often initiated under the assumption that certain materials are 'harmful' to minors, or in an effort to avoid controversy with parents who might think so. The librarian who would restrict the access of minors to materials and services because of actual or suspected parental objection should bear in mind that he is not in loco parentis in his position as librarian. Individual intellectual levels and family backgrounds are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to maintain the patronage of young people.

The American Library Association holds that it is the parent-and only the parent-who may restrict his children-and only his children-from access to library materials and services. The parent who would rather his child did not have access to certain materials should so advise the child.

The word 'age' was incorporated into Article V of the LIBRARY BILL OF RIGHTS as a direct result of a preconference entitled "Intellectual Freedom and the Teenager," held in San Francisco in June, 1967. One recommendation of the preconference participants was, "That free access to all books in a library collection be granted to young people." The preconference generally concluded that young people are entitled to the same access to libraries and to the materials in libraries as are adults and that materials selection should not be diluted on that account.

This does not mean, for instance, that issuing different types of borrowers' cards to minors and adults is, per se, contrary to the LIBRARY BILL OF RIGHTS. If such practices are used for purposes of gathering statistics, the various kinds of cards carry no implicit or explicit limitations on access to materials and services. Neither does it mean that maintaining separate children's collections is a violation of the LIBRARY BILL OF RIGHTS, provided that no patron is restricted to the use of only certain collections.

The Association's position does not preclude isolating certain materials for legitimate protection of irreplaceable or very costly works from careless use. Such 'restricted-use' areas as rare book rooms are appropriate if the materials so classified are genuinely rare, and not merely controversial.

**SUMNER PUBLIC LIBRARY**  
**Confidentiality of Library Records Policy**

The Board of Trustees of the Sumner Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

This policy is meant to protect the privacy of library users while complying with the Constitution of the United States of America, the First and Fourth Amendments, the United States Code, the Code of Iowa, and the Code of Ethics of the American Library Association.

**Section A. References**

**Constitution** of the United States of America

**First Amendment:** Congress shall make no law...abridging the freedom of speech...

**Fourth Amendment:** The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

**USA Patriot Act** (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act). USA PATRIOT Act (Public Law 107-56).

**Code of Iowa 22.7** "Examination of Public Records (Open Records)"

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:

22.7.13 The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

## CONFIDENTIALITY OF LIBRARY RECORDS

22.7.18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

**Code of Ethics** of the American Library Association: “We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

### **Section B. Policy**

Confidentiality is essential to protect the exercise of rights under the Constitution of the United States of America, the First and Fourth Amendments, United States Code, the Code of Iowa, and the Code of Ethics of the American Library Association

1. The library will not reveal the identities of individual users nor the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities, services, or security camera recordings.
2. The library will hold confidential the names of card holders and their registration information and not provide access for private, public, or commercial use.
3. The lawful custodian of the records is the Director of the Library.
4. The library will not release registration, circulation, or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances that may require the library to release the information include the following:
  - a. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code.
  - b. The library receives a Warrant or other relevant legal document for the information.
  - c. The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.



**Section C. Procedures**

1. **REQUEST TO CUSTODIAN OF THE RECORDS:**
  - a. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users shall immediately refer the requestor to the Director, the official custodian of the records.
  - b. If the library Director is not available, the library staff member will contact the Director as soon as possible. In the event the Director cannot be reached, the highest-ranking person on duty is responsible for working with the requestor.
2. **COURT ORDER, WARRANT, OR OTHER RELEVANT LEGAL DOCUMENT:**

The library Director will meet with the requestor of the information. The law enforcement officer must have a court order, a warrant, or other relevant legal document to receive the requested records. If the officer does not have a proper court order, warrant, or other relevant legal document compelling the production of records, the library Director will refuse to provide the information. The library director will not communicate with an unauthorized person prior to meeting with legal counsel.
3. **ACCESS TO LEGAL COUNSEL:**

If the records requested cover registration, circulation, or other records protected under the Iowa Code, and the Director is uncertain about whether the court order, warrant or other relevant legal document presented to the library Director is sufficient to require release of the records, the library Director may immediately consult with legal counsel to determine if the court order, warrant or other legal document is sufficient to require release of the records.
4. **DEFECTS:**

If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the library Director shall insist that such defects be cured before any records are released.
5. **RELEASE:**

If the library Director or the Director in consultation with library's attorney determines that the court order, warrant, or other relevant legal document is sufficient and compels the release of the records, the library Director shall release the records.
6. **GAG ORDER:**

If the request is made pursuant to the USA Patriot Act, the library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the library Director shall not discuss the request with anyone other than legal counsel.

## CONFIDENTIALITY OF LIBRARY RECORDS

### 7. REFUSAL.

If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the library Director shall refuse to provide the requested records.

### 8. FURTHER LEGAL ACTION.

The library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation, or other records protected under the Iowa Code if the library Director and the library's legal counsel deem such action to be appropriate.

### 9. REPORTS FROM STAFF:

Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director. Any other problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

### **Section D: Local contacts**

Library's Legal Counsel is:

Pat Dillon  
209 E. 1<sup>st</sup> Street  
Sumner, IA 50674  
563-578-1850 Work  
563-578-1312 Fax  
patdillion@dillonlawpc.com

Director and official custodian of the records is:

Sophia Marvets  
563-578-3324 Work  
563-578-3324 Fax  
Sumner Public Library  
206 North Railroad Street  
Sumner, IA 50674  
library@sumner.lib.ia.us

**Reviewed & Approved- December 17, 2020**  
**Revised & Approved- December 16, 2021**

## SUMNER PUBLIC LIBRARY

### Conduct in the Library Policy

#### **Policy**

The Sumner Public Library provides a safe, comfortable environment conducive to the use of library materials and facilities. The library is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library and the library grounds for its intended purposes. Misconduct will not be allowed on the library premises.

#### **Misconduct**

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use library materials, services, and premises which includes the inside and outside areas of library property
- Interferes with the ability of library staff to conduct library business, or
- Threatens the secure and comfortable environment of the library or those using the library.

Misconduct may include, but is not limited to the following:

1. Violation of any local, state, or federal law as it pertains to the public library.
  - a. Smoking in the library or on library grounds ([www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov))
  - b. Vandalism or deliberate destruction of library materials, property, or the personal property of patrons or staff members.
  - c. Theft of library materials or the personal property of other persons. (Iowa Code sections 702.22, 714.5, 716 & 808.12)
  - d. Internet access to sites prohibited by law.
  - e. Consumption or possession of alcoholic beverages, or use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
2. Any behavior that endangers or could endanger the safety or health of others.
3. Possession of any dangerous weapon, or other weapon prohibited by City Ordinance or State Statutes. Facsimiles are also prohibited, with exceptions including Nerf or water toys used in Library programming.
4. Willfully annoying, harassing, or threatening another person. [Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.]

## CONDUCT POLICY

5. Behaving in a disorderly, loud, or boisterous manner which disturbs or could disturb other patrons.
6. Using abusive or profane language.
7. Eating or drinking in areas not designated for these activities.
8. Picture taking, audio and video recording of individuals unless authorized by the individuals involved or their parents if minors are present.
9. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
10. Use of the library site or parking lot for inappropriate purposes, such as rollerblading, skateboarding, loitering, etc.
11. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
12. Using personal electronic devices without earphones or with earphones at an unreasonable volume.
13. Cell Phone Use: In consideration of other patrons, cell phones will be turned off or placed on vibrate when entering the building.
14. Distributing or posting material without library staff approval.
15. Trained service animals, covered by the Americans with Disabilities Act (ADA), and animals brought in for library-sponsored events are the only animals allowed in the library building. All other animals are strictly prohibited.
16. Poor hygiene that constitutes a nuisance.
17. Using the library for inappropriate purposes such as sleeping and bathing.
18. Wearing inappropriate dress such as bathing suits, no shirts, and no shoes or footwear that could cause damage.
19. Remaining in the Library without authorization after regular closing hours.
20. Soliciting of sales or selling to library patrons except at library-sponsored events.
21. Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to Library activities.
22. Leaving personal items in the building. The library assumes no responsibility for any personal belongings left unattended.
23. Other kinds of behavior deemed inappropriate in the opinion of Director or designated staff members.

### **Responsibility for Enforcing This Policy**

The Library Director or delegated staff shall have the responsibility for enforcing discipline within the library and will determine misconduct. [Children age under age seven (7) must be accompanied and supervised by a responsible person at least fourteen (14) years old. It is their responsibility to supervise and monitor the behavior and safety of their children at all times.

See Unattended Child Policy]

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.

### **Disciplinary Guidelines**

#### **1. Minor Disruption.**

- A. Any patron asked to leave the Library may return the next working day.
- B. If the patron continues to behave in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a week. In case of a child, the child's guardian will be notified by phone and email.
- C. If after a week without Library privileges the patron still behaves in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a month. They shall be advised, in writing, of the suspension and the reason for such action. The suspended person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.
- D. At the end of the month, the patron must meet with the Library Director for reinstatement of Library privileges. A juvenile must bring his/her parents or responsible adult and meet with the Library Director for reinstatement of Library privileges.

2. **Extreme Misconduct.** In the case of any misconduct that, in the judgment of a staff member, is extreme, the library patron may be asked to leave the building immediately, or the police may be called as appropriate.

3. **Permanent Ban from the Library.** Patrons who engage in repeated disruptive behaviors that interfere with others' use of the Library, or who engage in behaviors that violate City Code or State Statutes, may be permanently banned from the Library premises by the Director. A written appeal of the Library Director's decision may be made to the Library Board.

**Exceptions** to the above may be authorized by the Library Director and/or designee.

Neither the Director nor any other member of the library staff is a professional medical or legal expert. All actions taken shall be subject to the best opinion of the Director and designated staff members.

Adopted April 19, 2004  
Reviewed May 19, 2008

Revised & Approved- December 19, 2011;  
September 18, 2014; May 17, 2018; May 20, 2021

SUMNER PUBLIC LIBRARY  
Unattended Child Policy

It is the responsibility of parents/guardians/caregivers to supervise and monitor the behavior and safety of their children or persons in need of a caregiver at all times.

1. Children under the age seven (7) must be accompanied by a responsible person at least fourteen (14) years old.
2. The library is not responsible for children or persons in need of a caregiver left in the building.
3. If a child or a person in need of a caregiver is left unattended after the library closes:
  - Under **no** circumstances shall a library staff member take said person out of the building.
  - The library staff will try to locate the parent/guardian/caregiver within 10 minutes after closing.
  - If a parent or caregiver cannot be located or does not take responsibility of the said person within 15 minutes after the library has closed, the police will be called to take charge of said person.

Library staff cannot act *in loco parentis*. The legal obligation that schools and day care facilities have to provide adequate supervision to children is not imposed on public libraries. Library facilities are neither designed for nor licensed to provide childcare.

**Approved- May 17, 2018**

**Reviewed & Approved- May 20, 2021, April 18, 2024**

## SUMNER PUBLIC LIBRARY Gifts, Memorials, & Donations

The Library acknowledges the great importance of gifts and donations to the Library's future growth and development. In recognition of such, the Library welcomes gifts of cash, securities, library materials, furnishings or real property. These gifts help enrich and improve the Library's resources.

### **Monetary Donations**

There are two entities with the ability to receive private donations on behalf of the Library:

- Sumner Public Library – a department of Sumner's municipal government. Donations made directly to the Library support enhanced programming efforts, supplements the purchasing of materials and online resources. Donations made directly to the Library may not be transferred or donated to an agency or entity outside of City of Sumner financial control.
- Sumner Public Library Foundation – a 501(c)(3) non-profit organization. Donations to Sumner Public Library Foundation helps fund special projects and secures library services for future generations of library users. Monetary donations may be designated for a specific purpose upon approval of the Library Director.

### **Donation of Books and Other Materials**

In accepting a gift of materials, the Library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials that citizens so generously give, a considerable number can be used. Some, however, cannot, because any material, though of value in itself, may be:

- A duplicate of an item of which the library already has a sufficient number.
- Outdated- (i.e., interesting but not of sufficient present reference or circulating value to the library)
- In poor condition, which would not justify the expense of processing it (i.e., cataloging and preparing it for circulation). The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Sumner Public Library accepts gift books with the understanding that books that are useful to the library collection will be retained; books not considered useful will be disposed of in whatever manner the librarian deems best.

The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

The Library does not accept magazines more than one year old, textbooks, encyclopedia sets, condensed books, materials in poor physical condition or books that are mildewed, dusty or soiled. The Library will not accept materials which are not outright gifts. The Library may accept special collections; however, the donor of any gift should understand that the Library reserves the right to assign the gifts to the appropriate section of the library, or to dispose of them in some other way, if they do not meet the library's selection criteria.

**Memorials and Honorary Gifts**

Materials may be purchased in memorial or honor of a friend or relative. The general nature of the book, or its subject area, will be based upon the interests of the honoree, the wishes of the donor, and the needs of the Library in accordance with the “Collection Development” policy. Memorial tributes will be identified by an inscription in the book or material.

**Real Estate, Equipment, Furnishings, Etc.**

Acceptance of donations of real estate, stock, equipment, artifacts, work of art, collections, etc., will be determined by the Library Board of Trustees or Foundation Board of Trustees based on their suitability to the purposes and needs of the library, law and regulations that govern the ownership of the gift.

**Acknowledgement of Gifts**

All gifts, other than donations of used materials, shall be acknowledged by a personal note to the donor from the Library Director or an appropriate representative of the library. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree or to his or her family to let them know about the tribute. A letter of acknowledgement will be sent to the donor as well.

**Income Tax Statements**

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax-deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

**Reviewed- June 16, 2008**

**Revised & Approved- October 17, 2011**

**Reviewed & Approved- November 20, 2014**

**Revised & Approved- April 19, 2018; May 20, 2021; May 16, 2024**



## SUMNER PUBLIC LIBRARY Circulation Policy

### **Library Card**

Library cards are issued free to residents of Sumner and rural Bremer County six years of age and older. Applicants must show proof of current name, address, and a photo ID in order to obtain library privileges. A current phone number, email address, and photo are encouraged to provide proper communication and identification of card holder. Minor children under the age of 14 must also have a parent or legal guardian signature on application in addition to proof of current name, address, and a photo ID. The Sumner Public Library participates in the State of Iowa Open Access Program. Iowa residents living outside of the City of Sumner and rural Bremer County may obtain library privileges in the same manner as Sumner and Bremer County residents. A library card or photo ID must be presented each and every time a patron wishes to use the services of the Sumner Public Library.

Library cards expire every three years and account information must be updated for the account to be renewed. New cardholders will be automatically be on probation status.

Probation status cardholders are limited to 5 items (only 1 of which may be a DVD, Library of Things Items cannot be borrowed while a cardholder is on probation) checked out at any time for a period of three months, after the first checkout. The account will be up for review at the end of this time period. If the account is found to be in good standing\*, the account will be removed from probation status. Accounts may be designated probation status at any time for excessive late returns, damaged items, and fines. If a borrower has overdue items or late charges, borrowing privileges will be restricted. The library director has the discretion of limiting circulation privileges if an immediate family member or person living in the same residence as a patron, has excessive fines or lost/damage charges. The use of the Library or its services may be denied for due cause. Such cause may be failure to return items in a timely manner or to pay penalties, destruction of library property, disturbance of other patrons, or other objectionable conduct on Library premises. Library privileges may be revoked at the discretion of the library director. (See Conduct Policy)

### **Late Fees**

Daily fines amounts are reflected in the Table of Fines below, with a maximum per item up to the cost of the material. Fees charged for lost or damaged items are the replacement cost plus \$2.00 processing charge per item.

CIRCULATION POLICY

<b>Material</b>	<b>Fee</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Overdue Fine</b>	<b>Max Fines</b>
Books	None	2 weeks	2	\$0.00 per item/per day	To cost
Books on CD	None	2 weeks	2	\$0.00 per item/per day	To cost
CDs	None	1 week	2	\$0.00 per item/per day	To cost
DVDs/Videos	None	3 days	2	\$1.00 per item/per day	To cost
NF DVD/Videos	None	1 week	1	\$1.00 per item/per day	To cost
Magazines	None	1 week	1	\$0.00 per item/per day	To cost
Cake pans	None	1 week	2	\$0.00 per item/per day	To cost
Puzzles	None	2 weeks	2	\$0.00 per item/per day	To cost
Back Packs	None	2 weeks	1	\$1.00 per item/per day	To cost
Library of Things	None	1 week	1	\$1.00 per item/per day	To cost
Launchpads & Tablets	None	1 week	0	\$1.00 per item/per day	To cost
Ear Buds	None	1 day	0	\$1.00 per item/per day	To cost

**Overdue Materials**

Patrons are notified by email/phone when an item is 7, 14, and 21 days overdue. A letter is sent when an item is four weeks overdue stating number and type of items and date due, and a deadline to respond before items are declared lost and replacement fees charged to patron account. When an item is eight weeks overdue a certified letter is sent with a notice of Iowa Code 702.22, 714.5, and 808.12. In the event that the materials are not returned, legal action will begin to recover the item(s).

Library of Things items not returned fourteen days (2 weeks) after the due date will be considered lost.

**Renewals**

Items may be renewed by phone, e-mail, online, or at the Library. If there are overdue items, fines on the patrons account, or if there is a reserve on the item; a renewal cannot be made. Most items can be renewed two additional times from the original checkout. New items in circulation less than 4 months cannot be renewed.

**Reserves**

In the event a book or other material wanted is checked out, a reserve may be placed on the item. When the item becomes available, the patron will be notified by phone or email. The item will be held in reserve for three days. If the item is not picked up within three days, it will be given to the next person on the reserve list or put back into circulation. A maximum of 5 titles may be on reserve for a patron at any one time.

### **Interlibrary Loans**

The Sumner Public Library participates in interlibrary loan with libraries around the state and nation. Any Sumner Public Library cardholder in good standing\* may request materials not owned by the Sumner Public Library through interlibrary loan. A request form must be filled out before the request can be processed. Loans from outside the state of Iowa and university libraries will be charged \$2.00. If for some reason the material requested is not available, the \$2.00 fee will be refunded.

### **Open Access**

Sumner patrons may borrow materials from another Iowa public library that participates in Open Access and return them to the Sumner Public Library. Patrons outside of the Sumner area can check out materials from the Sumner Public Library and return them to another participating Iowa library.

### **Computer Usage**

To use the computers, patrons need to have a current library card in good standing\*. Before checking out a computer, patron must read the computer/internet policy.

### **Copier/Printer/Scanner/Fax**

A Copier/Printer/Scanner/Fax machine is located at the end of the circulation desk and is attached to the public access computers. Users must pay for all pages printed. Current costs are displayed on the machine for copies, printing, scanning, and faxes.

### **Microfilm Equipment**

The Library has a microfilm viewer to view the collection of microfilm. Patrons must check out the machine and microfilm at the circulation desk before use.

### **AWE Computer**

This children's computer containing educational games and activities may be used without a library card and is intended for children ages 2 and up.

### **3D Printer**

The Sumner Public Library provides a 3D printer as part of the Library of Things. Print jobs may be submitted by the public and will be printed by library staff. Software provided by the library is available for design use on a public computer, and may be changed without advance notice. Other software products cannot be installed by patrons. Patrons must have a signed 3D Printer User Agreement on file with the library in order to use the design computer.

.stl files may be submitted via flash drive. 3D print jobs will be printed in an order determined by library staff; library staff take into consideration the print job size and color when determining this order, as well as estimated completion time. Large print jobs may need to be divided into smaller jobs.

Print jobs may be denied if they cannot be completed while the library is staffed, if the printed design does not fit the size requirements of the printer, or if the printed content violates any of Sumner Public Library's policies. Printing of materials under current copyright is illegal.

## CIRCULATION POLICY

Cost for printing is \$0.02 per minute of print time. Only filament supplied by the library can be used. The cost for printing will be collected at the time of submission approval. Print jobs not picked up within two weeks may be discarded and the cost will not be refunded.

Library staff will print .stl files as they are submitted and do not provide corrections or alterations. Print job failures not due to library or equipment malfunction are the responsibility of the patron and the cost will be paid by the patron.

\*Account in Good Standing: Checked out items are returned on time, in good condition and/or fines are paid promptly.

**Adopted- April 18, 2005  
Revised & Approved- December 17, 2007;  
December 21, 2009; February 15, 2010;  
December 19, 2011; July 17, 2014; March 17,**

**2017; June 21, 2018; April 18, 2019; February  
17, 2022; August 18, 2022; September 21, 2023;  
November 16, 2023**

## SUMNER PUBLIC LIBRARY Internet/Computer Policy

The Sumner Public Library's internet workstations are intended to provide access to valuable information resources. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

### **Liability/Personal Device Risk**

- The Sumner Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.
- The Library accepts no responsibility for damage to users' computers or other devices or for the loss of any data that may occur from the use of the Library's computers or Internet service.

### **Confidentiality/Privacy**

- Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.
- The Internet is not a secure, private environment. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk.
- It is the library's practice not to maintain a history of our patrons' computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a patron has entered. At the end of the business day, all patron computer activities are erased.

### **Internet Responsibility and Copyright Compliance**

- Access, use, or dissemination of information via the Internet in the library is the responsibility of the patron. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates state or federal laws (Sec. 728.2, Code of Iowa), including those relating to child pornography.

### **Behavior**

- The "Conduct in the Library" policy applies to the behavior of patrons using the Internet.

### **Internet Limitations for Minor Children**

- As with other library materials, the library affirms the parents' or guardians' right and responsibility to guide, determine, and monitor their children's use of the Internet. Library staff assumes that those under age 18, who hold a library card, have parental permission to use library resources.

### **Computer/Internet Use**

- The library reserves the right to deny access to the Internet or any other library equipment or service to anyone who does not comply with library policies and guidelines.
- Users are not permitted to permanently delete or modify any library software or hardware, nor to install any software, download any programs, or save any files onto the library computers. Misuse of the computer or Internet may result in the loss of computer privileges.

### **Procedures for Public Computer Stations**

- Before accessing a computer, users must check out a computer card at the circulation desk.
- Computer use is limited to one patron per computer. Library staff may grant permission to two registered users as long as other patrons are not disturbed.
- Users will be limited to a total of one hour of computer use per day. Users will be asked to discontinue use of the computer fifteen minutes before closing time each day.
- There is a per page charge for printed items. Current cost will be displayed on printer.
- Any cost incurred to the hardware through negligence, carelessness or deliberate misuse will be assessed to the user.
- Data must be printed or saved to a portable storage device or service before the end of the user's session or it will be lost. Files may be saved to portable storage devices (CD/DVD, thumb drive, etc.). Some computers may not accept all portable storage devices.

### **Computer Assistance**

- Users are expected to have basic computer skills. Whenever possible, staff will attempt to answer computer related questions. However, patrons with complex questions or tasks requiring significant time and/or instruction from staff may, at the discretion of the supervising Librarian, be required to schedule an appointment for individual assistance. Because of scheduling constraints, trained staff may not be available at all times.
- Library staff will provide only basic assistance. Staff will not troubleshoot or alter settings on laptops, smartphones, tablets, or other devices not owned by the library.

### **Wireless**

- The library provides free, unsecured wireless Internet access for public use. The library does not provide technical support for privately-owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library.
- Any cost incurred to the hardware through negligence, carelessness or deliberate misuse will be assessed to the user.

**Adopted- May 20, 2001**  
**Revised- November 20, 2006**  
**Reviewed- June 16, 2008**

**Revised & Approved- February 20, 2012;**  
**February 19, 2015; June 21, 2018; June 17, 2021;**  
**May 16, 2024**

**SUMNER PUBLIC LIBRARY**  
American's with Disabilities Act (ADA) Compliance Policy

---

**POLICY STATEMENT**

---

The Sumner Public Library is committed to providing equitable access for persons with disabilities to library facilities and services in compliance with Section 504 of the Rehabilitation Act of 1973, applicable state and local statutes, and the Americans with Disabilities Act of 1990 (ADA). The ADA is the Civil Rights law affecting more Americans than any other.

The goal of the Compliance Policy is to provide a physically and educationally accessible environment that ensures an individual is viewed on the basis of ability, not disability through providing reasonable accommodations, in a confidential manner, in partnership with patrons and staff.

Implementation of this policy is the responsibility of all library staff.

***Accordingly, the Sumner Public Library WILL:***

- Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in the operations of the library, and affiliated programs, would arise as a result,
- Operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

**WHO IS COVERED UNDER THE AMERICANS WITH DISABILITIES ACT?**

---

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance, including public libraries.

Section 504 states:

***“No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”***

An “individual with a disability” is someone with a physical or mental impairment that substantially limits one or more major life activities, or having a record of such an impairment, or being regarded as having such an impairment. Disabilities covered by legislation include hearing impairments, learning disabilities, psychiatric disorders, speech impairments, mobility impairments, and visual impairments.

### **WHAT IS A REASONABLE ACCOMMODATION?**

---

There are three kinds of accommodations that are not considered reasonable:

1. It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others
2. It is not a reasonable accommodation if making the accommodation requires making a substantial change in the manner in which the service is provided; and
3. It is not a reasonable accommodation if it poses an undue financial or administrative burden on the City, Library, or its employees.

Generally, an accommodation is considered reasonable if it does not clearly fall under one of the three categories detailed above.

Despite the Library's best efforts, not all library materials may be available in accessible formats, not all areas of the Library are available to individuals with disabilities, and not every Library program, service and activity can be made accessible to every disabled person without fundamentally altering the nature of the service, activity or program.

### **HOW TO REQUEST A REASONABLE ACCOMMODATION**

---

Persons who need an accommodation in order to receive the full benefit of a Sumner Public Library service, program, or activity should complete a "Reasonable Accommodation Request Form" Forms can be obtained at the circulation desk or by contacting the Library Director directly at Sumner Public Library 206 North Railroad Street, Sumner, IA 50674, (563) 578-3324. Library staff is available to assist patrons in the communication of an ADA request or completing the forms, if needed.

### **UNIVERSAL ACCOMMODATIONS**

---

Beyond individualized accommodations; the Library is also committed to proactively providing perpetually available accommodations for patrons covered under ADA. Selection of library materials and programming content is prioritized with this goal in mind. Where available, reasonable, and cost effective, materials are purchased in formats suited to maximize usage by all our patrons.

Staff are always available to assist a patron with a disability in any reasonable way needed, including opening doors, carrying, retrieving library materials, completing library forms, etc. Impairment specific accommodations universally available to our disabled patrons currently include:

- ***For the visually impaired:*** Select materials are available in large print and audio formats.
- ***For the audibly impaired:*** Select materials, which, while normally available on CD, are also available in print. The Library also selects, when available, DVDs that are closed-captioned.



- ***For the mobility impaired:*** Upon request, staff reaches and retrieves any and all materials which are inaccessible to wheelchair users or others with mobility impairments. Clear, readable signage indicates access routes.
- ***For the mentally impaired:*** The Library attempts to select materials at appropriate levels of comprehension. DVDs and CDs are offered for those with reading difficulties.
- ***For the verbally impaired:*** Staff will utilize various methods of communication including writing, pictures, and adapting oral communication styles to most effectively facilitate communicate with the patron.

### **POLICY NOTIFICATION**

---

A copy of this Policy will be included with the Library's other policies. Notice of the Library's ADA services and of this Policy can also be obtained at the circulation desk. If a person with visual impairment or other disability inquires about this Policy or the Library's ADA services, staff will offer to read the policy and to provide appropriate ADA services.

### **DISCRIMINATION GRIEVANCE PROCEDURES**

---

Persons who believe they are being discriminated against based on their disability should file an ADA Disability Grievance with the Sumner Public Library. The complaint should be submitted in writing to the Library Director on the applicable form (available at the circulation desk or by contacting the Library Director). The information requested on the complaint form includes the name, address, and telephone of the individual filing the claim, the disability and limitations requiring an accommodation, the names of all parties involved, the location, date and detailed narrative description of the alleged discrimination.

The ADA complaint should be submitted to the Library Director as soon as possible, but no later than 60 calendar days after the alleged ADA violation. ADA complaints will be brought to the attention of the Library Board of Directors before the next regular meeting following receipt of a completed complaint form.

Within 15 calendar days of receipt, the Library Director or designee will schedule a meeting with the complainant to discuss the alleged discrimination and possible resolutions; and within 15 days after such meeting, the Library Director or designee will respond in detailing the libraries position and options for resolution. The response will be in writing, or where appropriate, an alternative format accessible to the individual.

The complainant may appeal the decision to the Library Board if it is deemed unacceptable. In the case of appeals, both the Library Board and the Library Director will meet with the individual to discuss the allegation(s) and explore additional options to resolve the problem. A respond rendering a final resolution of the problem will be sent in writing (and, where appropriate, in a format accessible to the complainant) within 15 days of this meeting.

**FOR FURTHER INFORMATION**

---

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the Library Director and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118. Telephone: (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

**Adopted- September 18, 2014**  
**Reviewed- October 18, 2017; January 21, 2021**  
**Revised & Approved- January 18, 2024**

**SUMNER PUBLIC LIBRARY**  
**Security Camera Policy**

**Purpose**

The Sumner Public Library strives to maintain a safe and secure environment for its patrons, staff, and property.

**Location**

- Security cameras are installed outside of the Library to protect the safety and security of people, property, the building and its contents.

**Notice**

- Signs that inform patrons about the cameras are posted at the library entrance and outside on the Library building.

**Viewing recorded images**

- The library retains recorded images for a limited period of time.
- Only authorized Library staff may view recordings.
- Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request.
- Library security camera recordings will be shared with law enforcement as a part of investigating and prosecuting crimes committed on Library property.

## SUMNER PUBLIC LIBRARY

### Display Policy

Spaces within the Library may be provided for items of an informational, education, cultural, civic, or recreational nature. Displays are separated into three categories: Entryway Bulletin Board, Display Cases, and Digital Sign.

#### **Content**

Materials displayed or distributed in the Library do not constitute Library endorsement of the idea, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Political campaign signs cannot be displayed, per Iowa Code 68A.406.

#### **Fees and Liability**

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

Sumner Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsoring person or organization.

#### **Entryway Bulletin Board:**

Specific bulletin boards have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities.

#### **General Guidelines**

- Items must be submitted at the circulation desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Sumner Public Library personnel.
- Preference will be given to items no larger than 8½"x11". Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.
- Petitions will not be accepted for posting.
- Items will remain posted until the event has occurred or for a minimum of 30 days, as space allows.
- Materials will not be returned.
- All items must be identified with the name of sponsoring person or organization and, if appropriate, the time and date of an event.
- Exceptions to the above may be at the discretion of the Library Director.

#### **Display Cases:**

In the designated spaces provide an opportunity for collectors, artists, and designers to display their work and/or collections within the limits of the spaces, with an understanding that the Library is used regularly by all ages.

## DISPLAY POLICY

### **General Guidelines**

- Applications for displays may be filled out and submitted at the circulation desk.
- Applications will be approved by the Library Director or the Director's appointee, based on availability of space and suitability of the display for the space and audience.
- Preference may be given to exhibits with:
  - Overall community interest
  - Local collectors, artists, and designers
  - A connection to items in the Library's collection, Sumner Public Library programs or strategic initiatives
  - Sumner, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork

### **Digital Sign:**

#### **Purpose**

The purpose of the digital sign is to promote and market Library services, programs, events and resources. Content is limited to library services and resources, and library-sponsored and co-sponsored events. Exceptions can be made by the Library Director or the Director's appointee.

## SUMNER PUBLIC LIBRARY Social Media Policy

### PURPOSE:

Sumner Public Library uses social media in many forms. Library staff maintains and edits the content of the Library's social media sites to comply with library policies. Library social media is intended to create a welcoming online space where library users will find useful and entertaining information and opportunities to interact with staff and other users.

### DEFINITIONS:

Social media is defined as any web application, site, or account used by the library to facilitate the sharing of opinions and information about library-related subjects and issues. It includes any facility for online publication and commentary, such as blogs, wikis, and social networking sites.

### POLICY:

The Library will utilize social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events and programs, and community information.

### **Public Comments and Posts**

Social media is not a public forum and is monitored and managed by Library staff. Comments, posts, and messages are allowed on the Library's social networking sites as long as they conform to the Library's social media policy. All interactions will be regularly monitored and reviewed for content and relevance. The Library reserves the right to refrain from posting user submissions or comments or to remove or edit them at any time.

By commenting and posting on the Library's-hosted social media sites, users agree to the Sumner Public Library's social media policy. All content posted to sites maintained by the library is subject to Sumner Public Library's Conduct Policy. Individuals who violate the library's social media policy may be banned from the Sumner Public Library's social media sites and/or facilities and authorities may be contacted.

- Comments and posts should be library related.
- Duplicate posts from the same individual will be deleted.
- Don't include personal information about yourself or others.
- The library is not responsible for user-generated content. A posted comment is the opinion of the user only. Publication of a comment does not imply endorsement or agreement by Sumner Public Library.
- Spam and commercial content will be removed. The library will remove posts or comments used for campaigns, political, religious or commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in removal of the comment.
- Posts containing offensive, obscene, threatening, or abusive language or hate speech are strictly prohibited and will be deleted. Individuals are fully responsible for libelous or defamatory comments.
- No harassing, stalking, abusive, or unlawful behavior will be tolerated.

## SOCIAL MEDIA POLICY

- Users may report concerns. Administrators will respond to those concerns as soon as possible.
- By submitting content to the Sumner Public Library's social media sites, the participant is granting permission for the Library to use their name, photo, and any content contained within the post without compensation or liability on the part of the Sumner Public Library. This permission ends when the owner removes their post or submits a written request for the Sumner Public Library to delete the post.
- Users must be aware of copyrighted and trademarked materials. Individuals should not post information, intellectual property, logos, trademarks, or photos protected by copyright and trademark laws without the permission of the owner.

### **Prohibited Content**

The following content shall be prohibited on official Library social media sites:

1. Profane language or content.
2. Content that promotes, fosters, or perpetuates illegal discrimination of any kind.
3. Sexually explicit content or links to such content.
4. Solicitation of others for commercial ventures, or religious, social, charitable or political causes.
5. Making or publishing of false, defamatory, or malicious statements concerning employees, supervisors, the City, or its operations.
6. Personal information of any kind.
7. Information that may tend to compromise the safety or security of the public or public systems.

### **Responding to Public Posts**

The Sumner Public Library has designated staff who are responsible for monitoring and responding to public comments, posts, and questions. Library staff and representatives are to remain neutral in library-related posts and in response to questions. Staff can offer information resources that answer any questions and help people to make informed decisions.

### **Staff Postings**

Staff members posting on the library's social media sites on personal time should be aware that information they display or comments they make on library social media sites may be viewed by other users as representing official library-sponsored information or comments. The Sumner Public Library is represented through the official social media channels created by the Library Director to maintain a clear and consistent message. Sumner Public Library's staff is not authorized to create new social media channels on behalf of the Library. Requests for social media channels, campaigns, or initiatives should be coordinated with the Director based on need and library goals and objectives.

### **Implementation**

Sumner Public Library staff shall have the responsibility of enforcing this policy. Violation of the Sumner Public Library's Social Media Policy or Conduct Policy by the public or staff will be reported to the Library Director.

Violation of this policy by staff may result in disciplinary action up to and including termination.

**Adopted & Approved March 16, 2023**

SUMNER PUBLIC LIBRARY  
Program Room Policy

The Sumner Public Library, as an additional service to the community, is making its program room available for use by groups and committees. The Board of Trustees invites any educational, cultural, or non-commercial group to meet in the library program room, subject to the following conditions and policies:

Use

The library provides its program room for use by the public for meetings or programs appropriate to the physical facilities and compatible with the library's mission statement and plan for services.

1. Library, library-related, and educational programs have priority in the use of the facility.
2. The library reserves the right to limit or deny use by any one individual, group, agency, or organization in order to encourage the broadest possible use of the room.
3. Single (once a year) reservations may be made up to one year in advance.
4. The room is not to be used for the direct sale of merchandise for the purpose of profit. No individual or group may charge a fee to persons attending activities conducted by said individual or group in the room. An exception to this rule is someone working with students for educational (not commercial) purposes, e.g. tutoring, GED classes or the collection of material fees. Also, normal collection of dues or memberships during group meetings by non-profit organizations will be permitted. No other financial transaction, including sales or purchases, is permitted.
5. The library director is authorized to deny permission to use the room to any group or individual that is disorderly, questionable, or objectionable in any way, or violates these regulations.
6. The fact that a group meets in the library does not constitute an endorsement of the group's policies or beliefs.
7. The south door of the program room is an emergency exit but may be used to load and unload supplies needed for a program. All program attendees should use the entrance doors of the program room off of the library entrance, which is handicap accessible.



## Reservations

1. Application for permission to use the room shall be made to the library director or ranking staff member on duty by an adult (age 18 and over).
2. Any individual or representative of a group requesting reservation of the room may do so by phone or in person but an application form must be completed and any needed deposit paid prior to use of room. The fee may be waived at the discretion of the library director.
3. Said person will be held responsible for any problems arising and any costs resulting from the specified use.
4. The library staff person on duty will unlock the room and at the end of use check the condition of the room and lock all doors.
5. **EVENTS SCHEDULED WHEN THE LIBRARY IS NOT OPEN** - All meetings and programs should be scheduled during the library's open hours. If they are outside of these hours, there will be a charge of \$20.00 per hour. This charge will be payable at the time of application plus a \$25.00 deposit. Billable time includes setup and clean up if outside of the open hours, but time less than a full hour will be pro-rated. Arrangements are to be made and approved through the library director. Staff availability must be confirmed before the room is booked for events scheduled when the library is not open. The refundable deposit will be made available for return after the program room has been inspected and no damage has been found. The inspection will consist of all the items on the attached list. The room must be clean, be returned exactly to its posted setup, and all trash removed from facility to avoid charges. The deposit refund must be picked up at the library within 30 days following the event.
6. **EVENTS SCHEDULED DURING OPEN LIBRARY HOURS** – There is no charge for using the room. Free will donations, to cover utilities and general wear and tear, will be accepted.
7. Cancellation of reservation: the library must be notified of cancellation 48 hours prior to the start of the event or the deposit will be forfeited.

## Restrictions

1. Smoking is not permitted in the facility. No alcohol or controlled substances may be consumed on the premises.
2. Meetings scheduled during the library hours will be such meetings that do not interfere with the normal operation and management of the library.
3. Children's groups must have constant on-site supervision by an adult (age 18 and over). The library staff is not responsible for supervising children.
4. Materials or decorations on the walls, woodwork, or doors are prohibited. Anything moved in on the floor, which may damage it, is also prohibited.
5. The library will not care for or store any materials for groups or individuals using the facility, nor be responsible for them while they are on the premises.
6. No meals or foods other than beverages (non-alcoholic) may be prepared in the program room. Light luncheons, brown bag lunches, or snacks are permitted. Refreshments must be kept in the program room. Users must provide their own plates, cups, etc. and equipment. A coffee pot is provided. Room must be left clean and in good order.
7. The use of the library's name in distributing partisan literature or for an organization's mailing address is not allowed.
8. Use of the library program room must be in compliance with the Americans with Disabilities Act. This means the presenter must provide qualified interpreters or auxiliary aids if requested. The cost of such reasonable accommodation is the responsibility of the user.

**Approved- April 1, 2001  
Revised & Approved- March 21, 2005;  
November 20, 2006; June 16, 2008; April 20,**

**2009; January 21, 2013; April 16, 2015; July 19,  
2018; June 17, 2021; February 17, 2022**

## SUMNER PUBLIC LIBRARY Programming Policy

The Library offers programs intended to further the library's mission. Programs are provided as a means through which the public of all ages, cultures, backgrounds, and interest groups can share experiences, appreciate special interests, and exchange information.

Library programs include, but are not limited to: book talks, demonstrations, discussion groups, lectures, performances, storytimes, tours, and workshops. Library programs are defined as programs initiated, planned, conducted, or co-sponsored by Library staff taking place in the Library or off site.

Library programs provide educational, learning, enrichment, and cultural experiences that bring people in the community together. Library programs provide an opportunity for others to discover what the Library provides in the way of materials, technology, and services while opening the door for social interaction with others. The Library seeks to be broad and inclusive in programming.

The ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Library Board. Library programs are promoted in Library printed materials and signs, in the media, and on social media.

### **Partnerships**

The Library partners with a wide range of individuals, organizations, agencies, groups, and institutions to provide or co-sponsor Library programs. Often, individuals or groups offer subject expertise or knowledge that Library staff members don't possess. Guest presenters/speakers/artists are carefully selected by Library staff for their knowledge of the subject and their experience working with specific age groups. Some volunteer to provide their programming services free of charge, and others are paid for their services.

Performers and presenters are not excluded from consideration because of their origin, background, or views.

Library-sponsored programs led by staff are not used for commercial, religious or politically partisan purposes. Non-staff individuals leading library-sponsored programs may not use the forum for the solicitation of business.

However, at the discretion of the Director, outside speakers or authors at library-sponsored programs may be allowed to sell books or other items related to their programs to those in attendance.

### **Supplies**

The Library purchases a variety of programming supplies and refreshments adding value to programs, enhance the purpose of the programs and encourage attendance.

All Library programs are free of charge and open to the public. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy. The Library adheres to the principles endorsed in the Library Bill of Rights.

## PROGRAMMING POLICY

### **Registration**

Program registration may be required for planning purposes or when space or supplies are limited. Programs may be held on or off site.

Events held in public meeting rooms of the Library are not necessarily Library-sponsored programs, as other groups and individuals are free to reserve these rooms when Library activities are not scheduled.

### **Reconsideration**

If a patron has a question or concern about a Library program, they should first address it with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit a Request for Reconsideration form. Requests for review of programs will be handled in the same manner as are requests for reconsideration of Library materials.

### **Audience**

The library offers programs for adults, teens, and children. Although these programs are public, the identity of individuals attending library programs is kept private by staff.

Library sponsorship of a program does not constitute endorsement of the content of the program or the views expressed by presenters or other participants. Those choosing to attend library programs do so at their own individual emotional and perceptual risk.

The library utilizes library staff expertise and abilities, personal collections and other City services and facilities in developing and delivering programming. The library also actively partners with other community resources, individuals and third-party organizations for on and off-site programming. Due to the specialized skills and training required for the role, volunteers are not recruited or selected to lead library-sponsored storytimes for children.

### **Outreach and Off-Site Programming**

The Library will provide outreach programming to groups in the library service area. Outreach programming will be provided for both profit and non-profit community agencies and groups provided they have a demonstrable educational focus. The outreach programming will be conducted only in publicly accessible community facilities and areas such as churches, schools, parks, community centers, etc. Not included are individual private homes.

### **Attendance and Admission Fees**

All public programs or meetings which take place at the library must be open to public participation and free; no admission or participation fees can be charged, though a fee to cover materials may be asked for library-sponsored programs. Freewill donations may be accepted by presenters and presenting organizations. Donation amounts cannot be suggested, nor can donating be compulsory or a requirement for attendance or participation.

### **Age Considerations**

Library programs are open to all ages. Special needs individuals attending programs must be accompanied by caregivers if one-on-one attention is required.

Some library programs may involve the discussion or viewing of mature subject matter and the library reserves the right to allow presenters to designate and publish, a minimum attendance age for unaccompanied minors.

The Library Director reserves the right to ask attendees to reconsider attendance or leave programs if the attendee is over or under the intended target age.

## PROGRAMMING POLICY

### **Photography**

Participants may be asked to have their photo/video taken at events and used on the library's social media sites and/or website and in library-produced publications. Third party presenters and programmers are expected to adhere to the structure of this policy. (See Appendix H. Image Release Form.)

**Adopted & Approved March 16, 2023**

## SUMNER PUBLIC LIBRARY Volunteer Policy

### **Definition of a volunteer**

The Sumner Public Library defines a volunteer as a person who commits their time for the betterment of the library. Volunteers will not be paid and do not take the place of library staff. All volunteers must adhere to the guidelines listed below.

### **Purpose**

The main purpose for the Sumner Public Library's Volunteer program is to allow citizens ages 12 and up from the community to have opportunities to help enrich and enhance the library's mission and further their own personal and professional goals. This program is designed to help a person understand the importance of humanitarian effort, learn leadership skills, responsibility, job skills, and working in a team environment. It is the right of any citizen to volunteer at the library regardless of educational, religious background, sexual orientation, race, color, disability, and national origin to participate in volunteer activities.

### **Guidelines for Volunteers**

1. Volunteers must fill out an application before they are allowed to volunteer at the library. The application will help library staff understand a volunteer's reason behind volunteering, their schedule, and any tasks they are interested in assisting with.
2. Volunteers between the ages of 12 and 17 must have parental signature on their application to volunteer at the library.
3. Volunteers must understand that a background check may be performed prior to starting any volunteer tasks.
4. Volunteers must abide by the policies, procedures, goals and services of the Sumner Public Library and must adhere to the same dress/hygiene code, rules of conduct, drug and alcohol, and sexual harassment policies as library employees.
5. Volunteers are to wear a library volunteer badge that identifies them as a volunteer while they are working at the library.
6. Volunteers are responsible for maintaining confidentiality of **all** library information and will be required to sign a confidentiality agreement form. Failure to maintain confidentiality will result in immediate termination of the volunteer.
7. Volunteers will be given an orientation by the library staff who will discuss the mission of the library, its services, and a general list of tasks that can be performed.
8. Volunteers will log their hours and describe the tasks that they completed in the volunteer log.
9. Volunteers represent the library and its staff. Volunteers will conduct themselves in a friendly and professional manner.
10. Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.
11. Generally, the Library is unable to accommodate court-ordered community service. Exceptions may be made at the discretion of the Director.

**Tasks That May Be Performed by a Volunteer:**

1. Shelf reading
2. Shelving materials
3. Helping with library programs or projects such as preparing craft
4. Light cleaning assignments
5. Special events including Foundation Book Sale
6. Clerical tasks
7. Creating displays and bulletin boards
8. Public relation activities
9. Processing/covering new materials
10. Gardening/weeding

**Tasks That May Not Be Performed by a Volunteer:**

1. Patron circulation (check in and out materials)
2. Assist with cataloging of library materials
3. Open and close the library
4. Access patron records

**Approved- July 19, 2018**  
**Reviewed & Approved- June 17, 2021**  
**Revised & Approved- June 20, 2024**

## SUMNER PUBLIC LIBRARY Trustee Description & Application

### **Board members are expected to:**

Attend board meetings and participate appropriately. Be familiar with materials sent out in board packets before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by board chair. Actively participate in the workshops, activities, and support fundraising. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

### **Responsibilities:**

1. To advocate for the library in the community. To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council; making sure the community's needs and interests are paramount when making board decisions.
2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library. It is taking charge of the library's future and creating it to be responsive to what the community needs.
3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the library board to make sure the library is operating the way it should. For example, the library board is familiar with the library's budget - where the money is coming from and how it will be spent. The board monitors monthly financial reports and approves the bills so they can be paid. The board also helps determine whether the community is satisfied with the service received from the library.
4. Set library policies. The library board spends much of its time on policy issues - developing policies and monitoring the effectiveness of those policies. (Policy is a carefully designed, broadly stated, written guideline for actions and decision of the library.) Once adopted by the board, library staff carries out the policies on a day-to-day basis.
5. Hire and evaluate the library director. The board hires a qualified director to manage the day-to-day operations of the library and works with the director, carefully respecting each other's roles. The board also regularly evaluates the director to make sure the library operates well and in the best interest of those the library serves.

Library Trustees are appointed by the Mayor and confirmed by the Sumner City Council (city residents) or Bremer County Board of Supervisors (rural Bremer County residents). There is no monetary compensation for this position. Trustees serve a six-year term.

The Sumner Public Library Board of Trustees meets on the third Thursday of each month at 8:00 a.m. Special meetings are sometimes called, and committee meetings are held in addition to Board meetings.



**SUMNER PUBLIC LIBRARY**  
**Library Board of Trustees Application**

The Sumner Public Library Board of Trustees is seeking applicants to serve on the Library Board of Trustees. Trustees are appointed to a six-year term. If you are interested in serving on the Library Board, please fill out this application and return it to the Library. For more information, please see the “job description” on the back of this sheet.

Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Why are you interested in serving on the Library Board of Trustees?

Please describe any experience you have that you feel would be beneficial to the Board of Trustees.

Do you presently serve in any other appointed position on a Board, Commission or Committee? If yes, what position?

Questions should be directed to the library director at 563-578-3324.

Thank you for your interest in service to the community of Sumner.

Signature\_\_\_\_\_

**Approved- April 16, 2012**  
**Reviewed September 17, 2015**

**Revised & Approved- May 17, 2018;**  
**February 17, 2022**

**SUMNER PUBLIC LIBRARY**  
Long Range Plan 2020-2025

The library staff and trustees wish to extend a generous thank you to the community members that took the time to participate in the Community Committee portion of this planning process.

**Community Planning Committee Members**

Barb Schwake  
Kathy Hinkel  
Dean Conrad  
Sue Bahe  
Roger Bahe  
Jill Dillon  
Karen Werner  
Jenny Gade  
Jordan Gates  
Dave Hennessy  
Barb Hennessy

Mike Christie  
Amanda Burwell  
Michael DeSloover  
Emlynn Taber  
Connie Rochford  
Roger Schaffer  
Jason Skarr  
Dita Mallon  
Scott Buhr  
Kurt Volker

**Library Board**

Deb Salisbury, President  
Heidi Fereday, Vice President  
George Fisher, Secretary

Morgan Bergmann, Trustee  
Larry Crow, Trustee  
Emily Schumacher, Trustee  
Mary Wells, Trustee

**Library Staff**

Denise Hoins, Library Director/Adult Services Librarian  
Sophia Marvets, Assistant Director/Youth Services Librarian  
Audrey Mohlis, Library Assistant  
Gayle Hartman, Library Assistant  
Chris Carter, Library Assistant  
Sara Wood, Library Assistant

## **Introduction**

In August 2019, The Sumner Public Library Board of Trustees initiated the Strategic Planning Process for the City of Sumner, Iowa. The Library Board wanted the plan to reflect the needs of the community as a whole, so they formed a Community Planning Committee of 23 individuals. This committee worked to envision the future of the city and provide direction for the library's operations for the next five years.

Throughout the planning process, Eunice Reisberg of Iowa Library Services facilitated committee and Board meetings and provided expertise. She utilized the Public Library Association's Planning for Results model, specifically by using the 2008 edition of Strategic Planning for Results.

During the first portion of the Community Planning Committee meeting, the members discussed the current strengths and weaknesses of Sumner and envisioned what they would like the city to be like in the future. This in turn created a list of needs that would need to be addressed in order to fulfill these aspirations.

During the second portion of the Community Planning Committee meeting, the members reviewed the list of needs they created and discussed ways in which the Sumner Public Library could provide services to satisfy those needs, listing the top five service areas for the Library to focus on.

The Library Board of Trustees formed a consensus on three top service areas where they thought the library should focus:

- Satisfy Curiosity: Lifelong Learning
- Create Young Readers: Early Literacy, Viewing
- Know Your Community: Community Resources and Services

The Trustees then used these service areas as the basis to create this strategic plan. The plan outlines goals and objectives that will help library staff meet the needs identified during the committee meetings. The Sumner Public Library Strategic Plan is designed to accomplish the goals described by the community committee members.

## **MISSION STATEMENT:**

The Sumner Public Library provides community members and visitors a collection of information and resources in a variety of formats. The Library promotes personal growth to people of all ages by providing materials, programs, and online resources that support cultural, social, and other recreational needs in a welcoming environment

## **Service Responses, Goals, and Objectives**

### **Satisfy Curiosity: Lifelong Learning**

Community members and visitors will have access to the resources needed to explore topics of personal interest and continue to learn throughout their lives.

GOAL 1: All patrons will have access to information regarding current and future programming opportunities and the ability to give input and suggestions for these programs.

- Create a Promotion & Communication Checklist. (2020)
- Create a schedule of events for promotion 4-6 months in advance. (2021)
- Survey participants concerning their experiences at 80% of library programs. (2022)
- Survey the community to learn the topics generate the most interest at least once every three years. (2023)
- Create and maintain a resource list or database of presenters / guest lecturers with contact information, topics of interest, costs, availability, etc. (2024)

GOAL 2: Adults and teens will have programs and services which allow for the exploration of topics of personal interest and lifelong learning.

- Have a display of relevant collection items present during teen and adult programs. (2020)
- Every month, provide at least one program on a variety of topics including but not limited to lectures, hands-on activities, STEM, community tours, community education, etc. (2021)
- Create relevant monthly displays of subjects and authors. (2020)
- Create at least six activity kits. (2023)

GOAL 3: Children will have programs and services which allow for the exploration of topics of personal interest and fosters an early interest in lifelong learning.

- Offer at least 10 programs per year on a variety of topics including but not limited to hands-on activities, crafting, STEM, etc. (2021)
- Provide at least one monthly presentation or guest speaker on a topic of interest to children. (2022)
- Have a display of relevant collection items present during youth programs. (2020)

## **Create Young Readers: Early Literacy.**

Children and their caregivers will have materials, programs and services designed to ensure that children will enter school ready to learn, read, write, and listen.

GOAL 1: Babies and toddlers from birth to 2 will have programs and services available designed to develop an early love of reading.

- Create tactile learning bins with toys for hand/eye coordination and brain development. (2021)
- Create at least 4 tactile activity kits for check-out to families for hand/eye coordination and brain development. (2022)
- Offer monthly Tummy time / Lapsit StoryTime. (2023)

GOAL 2: Children ages 3 to 5 will have programs and services available that will ensure that they will enter school ready to learn to read, write, and listen.

- Purchase developmental games and toys for use in the children's area. (2020)
- Create at least 4 activity kits for check-out to families geared towards early literacy. (2021)
- Increase StoryTime attendance by 10%. (2022)
- Increase participation in the 1,000 Books Before Kindergarten program by 20%. (2023)
- Initiate a Read Aloud 15 Minutes program. (2024)

GOAL 3: Parents and childcare providers caring for children from birth to five will have programs and services designed to ensure that they have the resources they need to foster a love of reading at an early age.

- Partner with area health and wellness agencies to provide library information to families and childcare providers. (2022)
- Partner with doctors to encourage parents at each well-baby visit to read to their child. (2022)
- Create and distribute a "Welcome Kit" for new parents in the community. (2023)

## **Know Your Community: Community Resources and Services**

Community members and visitors will have access to information about a wide variety of programs, services and activities provided within the community.

**GOAL 1:** Community members and visitors will see the library as a hub of community activity.

- Update to a new website that will be compatible and user friendly with the formats of multiple types of mobile devices. (2020)
- Create a policy for the bulletin board, display case and in library displays. (2021)
- Create a page on the library's website linking to community resources. (2022)
- Reach out to community resources for displays and programs to promote their services. (2023)
- Partner with at least eight community organization to promote their services/events. (2024)

**GOAL 2:** Community members and visitors will have information about the library as a community asset.

- Promote new events at the library on the local cable channel and city sign twice a month. (2021)
- Promote the library twice a year with informational brochures sent with the city utility bill. (2022)
- Promote the library and community services on Facebook with daily posts/shares. (2023)
- Create a page/link for volunteer opportunities within the community. (2024)

**SUMNER PUBLIC LIBRARY**  
**American's with Disabilities Act (ADA)**  
**Discrimination Complaint Form**

*To request assistance in completing this form please contact the Library Director at (563) 578-3324.*

**COMPLAINANT INFORMATION**

<b>NAME:</b> _____
<b>ADDRESS:</b> _____
<b>PHONE:</b> _____ <b>EMAIL:</b> _____

**DESCRIPTION OF THE DISCRIMINATORY OFFENSE**

**Location the Offense Took Place:** \_\_\_\_\_

**Date of the Event:** \_\_\_\_\_ **Approximate Time of Day:** \_\_\_\_\_

Provide a detailed account of the alleged discriminatory offense and any background information relevant to the claim. Please include the names, addresses and phone numbers of the involved parties and any witnesses, if known. Additional sheets may be attached as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What remedy or accommodation are you seeking in regards to this matter?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Complainant Signature** \_\_\_\_\_  
**Date**

Submit the completed form to: Sumner Public Library  
206 North Railroad Street  
Sumner, Iowa 50674

---

**SUMNER PUBLIC LIBRARY**  
**American's with Disabilities Act (ADA)**  
**Accommodation Request**

---

*To request assistance in completing this form please contact the Library Administrator at (563) 578-3324.*

**APPLICANT INFORMATION**

<b>NAME:</b> _____
<b>ADDRESS:</b> _____
<b>PHONE:</b> _____ <b>EMAIL:</b> _____

**ACCOMMODATION REQUEST**

---

**What service, program or activity does this request concern?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date (if applicable):** \_\_\_\_\_

**What accommodation(s) is requested?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Applicant Signature**

---

**Date**

Submit the completed form to: Sumner Public Library  
206 North Railroad Street  
Sumner, Iowa 50674



SUMNER PUBLIC LIBRARY  
Expression of Concern Form

**Complete this form and return it to:**

**Sumner Public Library, Attn: Library Director, 206 N. Railroad St., Sumner, Iowa 50674.**

**You may use the other side of this form or attach additional pages as necessary.**

Today's date \_\_\_\_\_  
Name of Individual or Group \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**1. Are you a current library card holder at the Sumner Public Library** Yes or No

**2. Are you a resident of Sumner or Bremer County?** Yes or No

**3. Resource of concern: (check the item)**

Book or magazine \_\_\_\_\_ Video/DVD \_\_\_\_\_ Other \_\_\_\_\_

Electronic information Title, author, artist \_\_\_\_\_

Library program Meeting Room Other \_\_\_\_\_

Title, date, time, location \_\_\_\_\_

**4. Have you examined the entire resource(s)?** Yes or No

**5. How did you find out about the resource(s)?**

**6. What are your concerns about the resource(s)?**

**7. What action do you seek as a result of this Expression of Concern?**

Library use only:

Expression of Concern received by SPL staff member \_\_\_\_\_ Date \_\_\_\_\_

Notes/comments/actions

3/21/2024

## SUMNER PUBLIC LIBRARY

### Volunteer Application

This agreement is intended to indicate the importance with which we treat our volunteers. The intent of the agreement is to assure you both of our appreciation for your services and to indicate our commitment to make your volunteer experience both productive and meaningful.

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

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth (MM/DD/YY): \_\_\_\_\_

Address, City, State, & Zip Code:

---

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is the best way to contact you? (Check One) Call\_\_\_\_ Text\_\_\_\_ Email\_\_\_\_

Students:

School Name: \_\_\_\_\_ Current grade level: \_\_\_\_\_

1. What hours are you available?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

Please tell us about your interests and skills and why you want to volunteer at the Library.

2. What made you decide to volunteer here?

3. What is your experience in working at a library?

4. Are your volunteer hours a requirement for a class, school, or other?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain).

APPENDIX D: VOLUNTEER APPLICATION

5. Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

I, \_\_\_\_\_, agree to serve as a volunteer for the Sumner Public Library and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Library rules and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

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

Date (MM/DD/YY): \_\_\_\_\_

Parent/Legal Guardian Signature for volunteers between the ages of twelve to seventeen

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

Date (MM/DD/YY): \_\_\_\_\_

**It is important for the protection of our patrons that each volunteer may be subject to a background check. Please sign below to authorize a background check.**

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

Date (MM/DD/YY): \_\_\_\_\_

**Return all applications to the Library Director at:**

Sumner Public Library  
206 North Railroad Street  
Sumner, IA 50674

Approved- July 19, 2018

Reviewed & Approved- June 17, 2021

Revised & Approved- June 20, 2024

**SUMNER PUBLIC LIBRARY**  
**Volunteer Confidentiality Agreement**

This is to certify that I, \_\_\_\_\_, a volunteer of the Sumner Public Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees, as well as any other information otherwise marked or known to be confidential. I have read and understand, and have had the opportunity to have my questions answered regarding the Confidentiality Policy.

Signature of Volunteer: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_

**Approved- June 17, 2021**  
**Revised & Approved- June 20, 2024**

**SUMNER PUBLIC LIBRARY**  
**Program Room Reservation Form**

Name of person making reservation \_\_\_\_\_

Name of group/organization \_\_\_\_\_

Date of meeting \_\_\_\_\_ Time of meeting \_\_\_\_\_ to \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Number of persons in group \_\_\_\_\_

Although there is no charge for using the program room, we ask you to consider making a free will donation to help offset the operating expenses and general wear on the program room.

**Scheduled when library is not open with library director approval:**

- \$25.00 Deposit Paid \_\_\_\_\_ Refunded \_\_\_\_\_ Donated \_\_\_\_\_
- \$20.00 hourly charge: Amount Paid \_\_\_\_\_ Number of Hours \_\_\_\_\_

I understand that I am responsible for my group using the facility in an orderly manner and leaving it in good condition. I have received /read a copy of the Program Room Policy, and will see that our group abides by this policy.

Signed \_\_\_\_\_ Phone \_\_\_\_\_

Date of application \_\_\_\_\_

## SUMNER PUBLIC LIBRARY Program Room Checklist

Please help us keep the program room clean and orderly. Return the room to the order and condition in which it was found.

Check all areas that pertain to your use of the room.

1. Tables and chairs are clean.
2. Tables and chairs have been returned to original location and arrangement.
3. Tables and chairs taken from the storage room are returned to the storage room and stacked in an orderly fashion.
4. The carpet has been vacuumed. A vacuum cleaner is located in the storage room. Any spills on the carpet need to be cleaned up. Ask staff for the appropriate cleaner.
5. Walls and partitions will be free of marks.
6. The counter is wiped clean.
7. The sink is rinsed and any stains or food deposits have been removed.
8. The coffeepot or other items used are washed, dried, and returned to their storage place.
9. The refrigerator is wiped clean of any spills.
10. The microwave is wiped clean of any cooking residue.
11. Garbage has been bagged and removed from library. Additional garbage bags are located in the drawer by the sink.

**February 17, 2022**

## SUMNER PUBLIC LIBRARY

### Library Use by Sex Offenders Against Minors Procedure

The State of Iowa has established a law preventing convicted sex offenders against minors from using public libraries and other local entities where children are likely to be present.

Under this law, sex offenders are divided into Tiers, and those in specific Tiers may be prevented from using the library. It is important to understand that the law does not keep all registered sex offenders from using public libraries.

The law also states those sex offenders who are prevented from being at the library may visit it if they have written permission from the library's administration. Any sex offender seeking such permission from the Sumner Public Library must obtain it from the Library Director. See "Library Access Application" in the Sumner Public Library Policy Manual. If such permission is granted, it will be on library letterhead with the Library Director's signature. Access may be limited to a certain date and time, and it may, for example, require the sex offender to be under the direct supervision of a law enforcement officer.

If library staff believes a sex offender is using the library, the staff member should inform the Library Director or the most senior staff member on duty of the situation. Library staff should not confront the individual directly. Library staff should not attempt to become familiar with all the sex offenders in the area by utilizing on-line registries, or to enter any information pertaining to sex offenders into the library's patron database. Mistakenly identifying and/or accusing someone could lead to serious problems.

If a patron approaches a library staff member and reports another library user as a sex offender, the staff member should inform the Library Director or the most senior staff member on duty of the report. The Library Director or the most senior staff member on duty will instruct the patron to contact the police department. If the patron refuses to do so, the Library Director or to the most senior member of the staff on duty will relay the information obtained from the individual reporting the alleged sex offender to the police to be properly investigated.

Sex offenders prevented from being on the library premises are still eligible for library services. In this situation, a sex offender would be issued a library card. They would be able to use the card to access the library's resources remotely by telephone or email, or by surrogate.

"Library" shall be defined as the library building, the sidewalk/grounds surrounding the library building, the parking lot or any off-site location in use by the Library.

Note: These are administrative guidelines. This is not a Library Board policy.

**Approved- July 20, 2009**

**Reviewed & Approved- January 21, 2013; February 18, 2016; January 17, 2019**

**Revised & Approved- January 20, 2022**

**SUMNER PUBLIC LIBRARY**  
**Library Access Application:**  
**Sex Offender Against Minors**

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

Aliases: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Specific Offense: \_\_\_\_\_

Tier (Circle):    I        II        III

Probation/Parole Officer's Name and Phone: \_\_\_\_\_

Terms of parole/probation, if applicable: \_\_\_\_\_

Reason for Access request to be on Sumner Public Library premises. What is your intended use of Library services and/or materials? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incomplete applications will be denied; applicants who provide false information will have Library access rescinded.

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

**January 20, 2022**



SUMNER PUBLIC LIBRARY  
Image Release Form

I \_\_\_\_\_ am the parent or legal guardian of \_\_\_\_\_,  
(Name, please print) (Name, age)

OR

I \_\_\_\_\_,  
(Name, please print)

understand the Sumner Public Library may photograph or video record the events or activities on which I (or my child is) am participating.

I give my permission for the library to use photographs or video recordings of myself (my child) for the purpose of promoting the Sumner Public Library and its services/programs.

I give my permission with the following understanding: No compensation of any kind will be paid to myself (my child) at this time or in the future of the use of my (my child's) likeness.

OR

I do not give permission for the Sumner Public Library to photograph or videotape myself (my child).

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

\*Granting permission is not required to take part in library events.

SUMNER PUBLIC LIBRARY  
3D Printer User Agreement

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

---

I \_\_\_\_\_,  
(Name, please print)

- Have read and understand the 3D Printer section of the Sumner Public Library Circulation Policy and will be responsible for all cost associated with print/s I submit.

Signature \_\_\_\_\_ Date \_\_\_\_\_