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IOWA
LIBRARY
TRUSTEE'S
MANUAL

IOWA LIBRARY TRUSTEE'S OWN MANUAL

Prepared by
Trustees for Trustees

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PREFACE

A committee of the Trustees' Section of the Iowa Library Association compiled this manual, hoping to provide helpful answers to the questions which often confront library trustees.

There is nothing original in the contents of this handbook. We weren't interested in being original, for we wanted to make available to you the thinking of many trustees and librarians who have been concerned about problems common to trustees.

We have taken material, often word for word, from titles to be found in the reading list at the end of the booklet. We want to thank the authors and publishers as well as Miss Blanche Smith, Iowa State Librarian, Miss Betty Hage, Pres. of the I.L.A. and the other members of the Iowa Library Association who acted in an advisory capacity.

We hope that the trustee's bookshelf will be a source of continued help for Iowa trustees and will prove a useful tool in bettering library service in Iowa.

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I. **What Constitutes a Good Library?**

Is my library a good library? Instead of answering "yes" automatically, let's stop and THINK about this question. It's an important question for trustees, because the kind of library we have is a reflection of the kind of board we are. To consider the question thoughtfully, we must learn what constitutes a good library.

A good public library is designed to reach the greatest number of people in the community. It is attractive and this attractiveness comes from the fact that it is functional, clean and inviting. It is efficient, with a staff that is competent and adequate. Its book collection is alive and related to community interests and needs. Its service is well planned and executed, for the benefit of all types of users. It puts emphasis on educational aims.

A good library, of course, has adequate support. This makes it possible to accomplish all these things and to do the best practicable job in a community.

BUILDING

First, let's look at the building itself. Is it a building that is serving its purpose with functional beauty, or is it a monument? Remember, the building is there to serve people.

It may be that the building needs to be remodeled. Our main concern is with the interior of the building, although the exterior should be kept in good repair and have a neat appearance. For the interior, we must plan for convenient service to the public along with economy and efficiency of operation and administration. We must also keep in mind future modifications.

Perhaps remodeling is not the answer. If the original plan is poor and if the location is bad because of a shift in population and shopping centers, then we must begin with a new location. This location should be chosen with the thought of serving areas now unserved.

In any event, the planning should be left to the librarian, designing to an architect and building to a contractor. As trustees, our work is to consider plans and recommendations offered by the librarian and architect and bids made by the contractor, and to make decisions after careful study. The most approved order of procedure is, first, to choose the architect after consulting the librarian; second, to consult both the librarian and architect concerning choice of site and general plans. We should work in constant cooperation with the librarian and the architect. It is well to have tentative plans criticized by the State Library, by the American Library Association, and by other librarians.

Helpful suggestions on building can be found in the Trustee's Bookshelf at the end of this manual.

STAFF

No matter how fine a building we have, our library cannot be successfully operated unless we also have a good staff. As trustees, we should know about the Iowa certification and check upon a candidate for a position to see that he can be certified in our state. Our professional staff should be fully certified. Personnel standards can be raised only as we insist that good standards be adhered to. It is easy to close one's eyes to standards in a time of shortages. However, it becomes very difficult to regain lost ground once we have let down barriers.

A professional librarian is a graduate of a college or university, having had professional education which makes him more than a custodian of books. He must be educated in the real sense. He must show evidence of that type of character and personality which will make him a leader in the educational, cultural and civic life of the community. He understands national and world problems, but he is especially aware of community needs. He is anxious to serve these needs and, with his wide knowledge of books, makes the library's resources come alive for individuals and groups in his

community. He is alert to changing conditions and new methods. He should attend all board meetings except those which concern him personally, as in the matter of salary, etc.

Professional assistants should be appointed by the board upon recommendation of the librarian. These assistants should be certified and organized under accepted personnel practices, which would include a schedule of salaries based upon responsibility of position and qualifications required. An adequate number of assistants should be provided and their qualifications, in a lesser degree, should follow those outlined for librarians. They must be able to serve the public, to handle collection and organization of materials and the lesser operations of a library. The librarian should be free to recommend dismissal of an assistant if necessary.

BOOK COLLECTION

A good book collection is one that is alive. The known needs and interests of the community should be reflected in the books that are found on our library shelves. The trustee's obligation is to see that standards of quality are maintained, that the collection meets the changing needs and interests of the community and that books are purchased from agencies furnishing the best service at the best discount.

As an aid in book selection, the librarian should subscribe to approved book lists. Constant weeding out is absolutely necessary if the library's book stock is to remain alive and really useful. Dirty and worn books and out-of-date books will not bring people into your library. If you have surplus volumes which are of little or no local use, it is best to get rid of them. If the books are of value, your State Librarian may know where to place them. If they are of no value, then your answer is to dispose of them.

Librarians and trustees should keep in mind local historical material, pictorial and graphic material, educational

films, rare books and recordings, all of which can be used to increase the services and efficiency of the library.

Finally, it should be remembered that the book collection in your library should emphasize the educational objectives and de-emphasize the purely recreational objectives.

SERVICE

If your building, your staff and your book collection are right, then you will have good library service in your community. As trustees, we find it our duty to see that this service is carried to as many people as possible.

COUNTY LIBRARIES

Iowa's county library law is to be found in the Code, Sections 358B 1-15, inclusive. Its numerous ramifications are difficult to interpret, for it is intended to cover a number of situations that have arisen or may arise.

The law provides for library service to people who live outside cities and towns already maintaining public libraries. When such a group has become aware of the need for county library service they should familiarize themselves with the law, with the help of an attorney.

The spirit of the county library law can be simply stated. It is intended to make provision for **better library service to a larger number of people at a lower cost** than is possible when small autonomous units are maintained. The tax money is used to set up a collection of up-to-date books which are distributed, usually by bookmobile, under the direction of an experienced and specially trained librarian.

The law also provides for the inclusion of libraries already established. They may, upon vote of the people in their community, become branches of the county library system, thus gaining the benefits while still maintaining their individuality as local units.

County libraries are the libraries of the future, and forward-looking trustees will want to be well informed about the advantages they offer.

SUPPORT

The library is an adventure in community cooperation, and cannot flourish unless it receives adequate support in terms of money. The American Library Association sets a standard of annual per capita support at \$1.50 as a minimum, with \$3 per capita needed for superior service. Let's check our budget. Are we collecting less than the minimum? If so, what can we do about raising our standards? We can help gain public appreciation and support for our library. We can help make the public proud of their library.

As trustees we are not obligated to save the taxpayers money by minimizing library service, but to set such a levy as WILL bring in adequate money for maintaining good library standards. We are obligated to develop a far vision and work out policies for the future as well as the present.

Public spirited citizens of means may be found who would be willing to make bequests to the library, if the idea were presented to them.

II. What Are My Responsibilities and Duties as a Trustee?

Our discussion, thus far, has been on a good library. Now let's take a look at ourselves and consider what makes a good trustee. A good trustee is one who accepts his responsibilities and performs his duties. What are these responsibilities?

A trustee should remember that his first responsibility is to help the library. He is responsible for library objectives and policies and for setting the tax levy in order to obtain sufficient funds to meet the library's needs. As mentioned in the last chapter, his duty is not primarily to save the taxpayers money but to see that the library gets adequate support.

When you assumed the responsibility of a library trustee, you were saying, "I am interested in my library to the extent that I am willing to serve without compensation for the period of my appointment, to attend board meetings regularly, to accept an office or membership on a committee if called upon to do so, and fill that office creditably and efficiently, without expecting special privileges. My good judgment and common sense, as well as any special ability which I may possess, will be at the service of my library. I shall endeavor to be informed on library trends, on problems of my neighboring libraries, as well as my own, and to grow as I help my institution to grow."

Trustees should not run their libraries—they should see that they are properly conducted. They should not manage their libraries—they should get them managed. Methods should be left in the hands of the trained staff.

An ideal trustee is a good business man or woman, interested in education. He has few prejudices. He is a person of good judgment, sound character, common sense and pub-

lic spirit. If he has a special ability, such as a lawyer, teacher, architect, contractor, clergyman, newspaper man or a politician, then he may render especially valuable service. A trustee should be chosen with his personal qualities in mind and not because of the church he attends, the section of town in which he lives, his political party, etc.

It is recommended practice to provide for change in officers of a library board in order to distribute responsibilities and work to avoid a tendency toward fixed leadership over a long period. A term of two years but not more than four years is considered good policy for the office of president. The offices of secretary and treasurer may change less frequently because of the specialized nature of their duties.

Trustees have these distinct responsibilities:

To know the law under which their library is organized.

To determine the policy of the library. The choices we make as trustees, either consciously or unconsciously, make our library what it is or what it shall become. Therefore, we must make our choice carefully and thoughtfully on all matters. These choices can determine whether our library remains static or experiences growth. We must choose whether to seek out new readers or better serve those we already have; whether to include only work with books or to go beyond them to a broader program of lectures, study clubs and other educational services; whether to strengthen service to individuals, or to groups; whether to include services such as films, slides, recordings, music, etc.; whether to base library planning on the judgment of many people who know the community best, or whether the library board should make the decisions alone. Shall there be a comprehensive survey of the community and of the library to determine needs? Is it best to move forward vigorously or gradually? Should we extend our efforts uniformly throughout all branches, or use one or two as experimental centers? The choice is ours, and as trustees a wise decision is our responsibility.

To secure adequate funds. This is one of our most important responsibilities. The best basis for estimating the amount of money required is the per capita basis.

To support legislation which will bring about the greatest good to the greatest number of libraries.

To employ a well trained librarian and one in whom we have full confidence. There is nothing more expensive for a library than a cheap librarian. Trustees seeking a librarian should secure advice from the State Library, the American Library Association, recognized library schools or the heads of larger libraries. In very small libraries, trustees must try to find someone who knows the community, who has had some college education and who will take the courses in library science offered at the University of Iowa every summer.

To assign the execution of details to the librarian and his staff. This is especially true in the selection of books. Your librarian is trained in the selection of books, and to study the community and its needs. The board is wise to leave the matter of book selection up to the librarian, and then to stand back of his selections when they are made. The board may review the book lists, and should decide on policy.

To promote service. This requires keeping a watchful eye on results in order to determine whether the library is fulfilling its mission.

III. What is the Relation Between Librarian and Board?

Confidence is the key word in describing what this relationship should be. It should work both ways. The board must have confidence in its librarian and the librarian must have confidence in his board.

The librarian should attend all board meetings, except when he is asked to withdraw during discussion of his salary or any subject which might be embarrassing to him. As head of the staff, the librarian is responsible for the success of these people. The trustees, of course, should establish, on the recommendation of the librarian, certain policies governing the staff, as grades of service, salary schedules, hours of service, vacation periods, etc. Once these policies have been established, we should entrust the management of the staff entirely to the librarian.

Vacations with pay vary in public libraries from two to four weeks, with an increasing trend to four weeks in larger libraries. Sick leave appears to have no clear provision in numerous libraries of Iowa, but increasing numbers are following the government practice of allowing twelve working days in the year without loss of pay. In addition to normal sick leave it is common practice to grant emergency leave for death of a member of one's immediate family.

Complaints of all kinds should properly be made only to the head librarian. We can prevent many unpleasant incidents by adopting a policy of encouraging a procedure by which complaints, requests or petitions may be transmitted in an orderly manner to the librarian and then to the board. As trustees, we should never confer with staff members about matters of internal management of the library without the knowledge of the librarian.

Trustees should consider it unethical to employ in the library in any capacity anyone even distantly related to them. Breach of this rule will sooner or later bring embarrassment to the board as well as to the librarian.

IV. What Are the Responsibilities of the Librarian?

Once we have employed a competent and trained librarian, then we should expect him:

To devise a reasonable and progressive plan for extending the use of the books in the community, and for developing information and reference service.

To organize, carry out and delegate the details of the plan, employing the technical training and executive ability which a competent librarian must have.

To make clear and definite reports on the progress of the library's work.

To operate the library within the budget adopted by the board.

To supervise and maintain buildings, grounds and equipment, and to prevent loss, damage or unnecessary deterioration.

To recommend appointments and dismissals, to supervise the work of the staff, and to provide for the professional development of the staff, preferably through a program of in-service training.

To cooperate with other city officials on frank and friendly terms, and on a strictly nonpartisan basis.

To maintain vital public relations and provide for adequate publicity.

V. Services of the State Traveling Library

The State Traveling Library, located in the Historical Building in Des Moines, belongs to and serves the people of Iowa. It was formed by the consolidation of the State Library and the Library Commission in 1939 and combines the extension function of the Library Commission and the reference function of the former State Library.

WHO IS SERVED

All the people of Iowa may borrow from this library. Those who have no access to a library may borrow directly. Librarians of public, school and college libraries may borrow for patrons living in their communities.

HOW WE SERVE

Advisory Service

Librarians, trustees and individuals who need help in library problems are urged to write or call and discuss their problems. Visits are made to libraries whenever possible. Library boards are confronted with questions in organization or policies, interpretation of the library laws; librarians need help with book selection and techniques; prospective librarians want to get started; individuals want to borrow books or other material—all these are urged to get in touch with us.

The Iowa Library Quarterly is published and sent to all libraries and to trustees desiring it.

Reference service is offered to individuals, libraries and clubs. A trained librarian is in charge of this field. The questions range from an answer to one question to extensive research and bibliographic service. Much assistance is given in making up club programs for the year, and providing material for single club programs. Schools write to us for help in the debates, for supplementary reading in different sub-

jects and for general recreational reading. A trained librarian handles school requests.

CIRCULATION OF BOOKS

Books are loaned to individuals, to clubs, organizations, libraries and schools. Individual loans are for four weeks. This is also true of clubs borrowing for the use of the members only.

Schools, organizations and libraries who borrow for the purpose of lending to the community may keep the books for three months. If they borrow books on specific subjects, the books are sent for four weeks only. Collections of more recent books may also be borrowed for four weeks.

The library is open Monday through Friday from 8:00 A. M. to 4:30 P. M.

There is no charge for the use of the books, but the borrower pays the postage from and to Des Moines.

VI.

Answers on Practical and Legal Questions Often Raised by Trustees*

MEMBERSHIP ON THE LIBRARY BOARD

Who appoints library trustees?

They are appointed by the mayor, with the approval of the city council. 378.3.

Does a library board get money for particular purposes?

Any city or town shall have power to levy annually special taxes. 404.5 subdiv. 19, 20, 21.

Powers of library trustees. 378.10.

May trustees be paid?

No, trustees serve without pay. 378.8.

How is a vacancy created on the board?

By death, expiration of term, resignation, and non-residence in the library district. 378.7.

*Numbers at the end of paragraphs refer to the code of Iowa.

THE LIBRARY BOARD AND MEETING

What are the duties of the president?

(a) To preside at all meetings. (b) To sign all contracts and to assume joint responsibility with other officers for money disbursed. Usually the president signs all library checks along with the clerk of the board. However, the vice-president or secretary may sign checks in the absence of the president.

What is the duty of the president at the meeting?

The president shall preside at the board meeting. He is responsible for the dispatch of business. He should start all meetings promptly at the appointed hour. He should always state the kind of meeting and its purpose. His statement should be recorded in the minutes. He should not wait for

discussion when no discussion is forthcoming but should go on with the vote.

What constitutes a quorum?

A majority of the members shall constitute a quorum for the transaction of business. Some actions of the board, such as transfer of funds from the general fund to a building and repair fund, require approval of two-thirds of the board membership.

What is the customary order of business?

1. Call to order and roll call.
2. Reading, approval, and signing of minutes.
3. Librarian's report.
4. Communications.
5. Unfinished business.
6. New business.
7. Adjournment.

What is a good board meeting?

A good board meeting is one that proceeds quietly, smoothly, and with dispatch. A definite order of business helps to produce this kind of meeting.

What should occupy the major portion of time at the board meeting?

Since the board is primarily a policy-making body, it seems consistent that the most of the time at a board meeting should be used for formulating library policies. Many boards keep a written record of all policies, and call them the library code.

What topics are generally included in the written code?

The topics listed are not meant to be all-inclusive. Many boards will include additional topics in their written codes. The topics included by any particular board will depend, of course, on the needs of that board.

1. Order of business.
2. Schedule for regular meetings.
3. Duties of officers and members of board.

4. Powers and duties of the librarian.
5. Powers and duties of other employees.
6. Qualifications for each position.
7. Salary schedule for employees.
8. Special use of buildings.
9. Fee for non-resident borrowers.
10. Leave of absence for employees.
11. Vacation and sick leave for employees.
12. Reports required of employees.
13. Investment policies.
14. Public relations.

What are the advantages of a written code?

1. It tends to prevent misunderstandings and conflicts.
2. It gives definite expression to board policy so that everyone will know what is expected of him.

Who should record the proceedings of the meeting?

The secretary shall record the proceedings of each meeting in a book to be provided by the board for that purpose. The record of proceedings shall be read at the next succeeding meeting, corrected if necessary, and approved, and this approval shall be noted in the minutes.

Who must sign the minutes?

The minutes must be signed by the president and attested by the secretary. They should be signed immediately following their approval by the board.

Why are the minutes of the board important?

The minutes of the board constitute the written record of board action. They are therefore considered official. Minutes should include the following: (1) the nature of the meeting, regular or special, the time, the place, the personnel present, and the approval of minutes of preceding meeting or meetings; (2) Complete record of official action taken by the board relative to the librarian's report, communications, and all business transacted; (3) record of adjournment—this is important since no business may legally be transacted follow-

ing adjournment; (4) approval and official signing of minutes of previous meetings.

Why must motions be recorded exactly as offered?

The adopted motion is the official statement of the board, and the secretary's minute book is the voice of the board in legal matters.

Why is the proper recording of the minutes so important?

Regardless of the importance of any discussion at the meeting, it is only that which is recorded in the minutes that becomes official.

How should the facts of a motion be recorded?

Simply record the fact that a motion was made, seconded and carried or denied.

Why is it important that the entry of tardy members and the withdrawal of members be recorded?

The proper recording of such facts will avoid difficulties in case of court action and settle questions of legality of action taken when a certain number of votes is necessary.

How may the arrival of tardy members be recorded?

Members who are tardy should be marked absent on the roll call and a note inserted immediately after the roll call indicating the approximate place in the proceedings where the tardy member entered and began to take part in the deliberations of the board.

How should the departure of members during the meeting be recorded?

When it is necessary for a member to leave before the meeting is adjourned, permission of the president should be secured, and a minute somewhat as follows should be entered: At this point in the proceedings, Mr. Smith asked permission to leave the meeting. This permission was granted and Mr. Smith withdrew.

What type of minute book is desirable?

A loose-leaf binder seems to be the most desirable type. The sheets can be taken out and the minutes typewritten. A good grade of paper should be used and the punched holes should be reinforced to keep the paper from tearing out of the binder.

What should be done if a quorum is lacking for several successive meetings?

The president of the board should talk personally with all members of the board to discover the cause of absence, whether permanent inability at the time set, lack of interest, dissension among members, or merely temporary conditions certain to change in a short time. If the time of meeting is inconvenient for the majority of members, it should be changed. If permanent disability or lack of interest seem to be the cause it might be well to suggest that the member resign allowing appointment of a new person.

Is there any objection to the proposal by board members in board meeting of new policies or services?

Any trustee who has new ideas for the good of the library should discuss them with the librarian before bringing them up in a board meeting. Let the librarian be the final judge on your good ideas. The board meeting can be the place to discuss new policies on services but the librarian is in a position to judge the value of the trustees' suggestions.

Should business of the library board be discussed outside the board meeting?

The members should seek information outside of board meeting but matters of a confidential nature should be confined to the board meeting. There are some problems that are best kept as a matter of board record.

Should officers of the board remain the same year after year?

It is desirable and works for more interest on the part of every board member if the responsibility of an office is given to different board members after a period of time.

Should the library board be an executive or a policy-making body?

The library board should be a policy-making body. The function of the board is to get things done, but not to do them.

How should the board deal with complaints or opposition to the library's program?

No board member as an individual should give sympathetic ear to complaints against the library, librarian, or members of the staff, or promise to interfere or to set right the object of the complaint. If the complaint concerns some member of the staff or some detail of the administration, the critic should be asked to communicate his complaint, preferably in writing, to the librarian as the proper person to consider such matters. If the complaint concerns some activity of the library based on a policy adopted by the board, the board member should defend it, even though he may have been opposed to its adoption, and should suggest that such complaints be made to the board as a whole either in writing or by a personal appearance at board meeting. The board shall be ready to hear a representative, to receive a petition or resolution, or to hear an individual citizen, but a board member should not.

What should the board do if the library's program arouses public criticism?

It should bring the criticisms to board meeting, discuss them fully with the librarian, and decide whether or not to stand by the original plan. If the plan is modified, the librarian should be delegated to make the change. If it is to remain as originally adopted, the board must agree to support the plan and to take the responsibility. The trustees will stand back of the librarian and permit him to shift to their shoulders all of those annoyances which, if handled directly, incur the opposition of the people. In no case should the board change a decision without consulting the librarian, nor publicly repudiate any action of the librarian's, even though it may have been made through a misunderstanding

of the board's adopted policy. Librarian and board should present a united front to the public, and should settle all differences of opinion in board meeting and not in public.

What about censorship?

In an address to the Trustees' Section of the American Library Association in 1935, the president of the Association said, "In countries where criticism of the government is not tolerated, public libraries are nothing more or less than agencies for government propaganda. . . . If that time ever comes in America, in my opinion, the public library will cease to be an educational institution. It is worth our while to think about this for certain trends toward suppression of thought are evident in the United States. Libraries have so far largely escaped from these suppressive forces and I may be unduly apprehensive of the dangers that threaten them. However, it is well for trustees to be on their guard for we all know at what a fearful cost and how many years were required to secure freedom of the human mind and spirit. I am not inferring that librarians do not have a responsibility in this respect as well as trustees, but trustees are in a much better position to protect libraries than are librarians. In the first place, trustees in their official capacity represent the public. They are recognized and rightly so, as leaders whose judgments and opinions are respected. No greater opportunity will come to them than to see to it that the public library continues to enjoy the same measure of freedom that it has hitherto possessed." The American Library Association has recently issued a bill of rights covering the library's responsibility in regard to censorship.

What should be the factors on which to base the choice of librarian?

1. General education and professional training.
2. Previous library experience.
3. Character and personality.
4. Any special training and experience needed for some particular situation.

How can a board know certainly that its librarian is unsatisfactory?

A librarian should not be condemned for lack of ability in one line alone; it is scarcely possible to find all talents and graces in one human being, and a weakness in some particular field may be balanced by unusual gifts in another. Also it is possible to find staff members who complement the head librarian's equipment and strengthen the organization where it might otherwise be weak. There are, however, a few fairly certain marks of poor administration, and when several of those shown below are evident, it is time for the board to study the situation carefully.

1. Obvious and long-continued friction on the staff, if it cannot be traced to some one habitual trouble-maker, is generally a danger signal.
2. Open criticism of the administration by responsible citizens willing to bring their views before the board in session.
3. Necessity for the board to act on a series of emergencies which could have been prevented by the formulation of sound directing policies.
4. Friction in relations with other public departments and officers.
5. No statistical evidence of growth of the service of the library.
6. Satisfaction with present service and no plans presented for improvement or extension.
7. Atmosphere of library and attitude of staff unpleasant or inefficient.
8. Many petty rules and other difficulties placed in the path of the user of the library.
9. Deterioration of buildings and other physical equipment.

10. Favoritism shown towards certain influential persons or classes of persons, or members of the staff.

11. Resentful attitude toward discussion and criticism by the board.

What should be the relationship of a library board in the Iowa Library Association?

Trustees should regard the state library agency as the library's best friend. Individually they should seize every opportunity for personal acquaintanceship with its members, in order to judge fairly their general character and competence. As a board, they should invite and welcome its suggestions for the improvement of their own library, should ask for advice whenever they are perplexed, and should give their unstinted support to its activities throughout the state.

What is the usual amount of vacation granted librarians?

The usual vacation allowance is a month, although this may vary considerably in smaller libraries.

How should the budget be prepared?

The librarian should prepare a tentative request budget which she presents directly to the board as a whole, or a budget committee of the board. From this the board and librarian then decide on the budget to be requested from the budget commission.

When the budget commission makes its decision on the amount to be granted, the librarian, especially if the amount is less than requested, should set up and submit to the board at its January meeting a working budget showing approximately how much will be spent for salaries, books, supplies and all other items for the calendar year so that expenditures do not exceed anticipated income. Income is the unencumbered balance of previous year, anticipated fines, gifts, state aid, endowment, and taxes.

Are libraries liable for accidents?

Generally speaking, sub-divisions of city government cannot be sued. Consult your city or county attorney.

What are the sources of revenue for libraries?

1. Proceeds from taxes. 404.5 Sub. 19
2. Funds received from the state.
3. Miscellaneous sources, including gifts, fines, endowments, rental or sale of sites, buildings, equipment, or supplies.

What does a trustee need to know about library architecture, building problems, heating, ventilation, etc.?

A library board may build, enlarge, repair and furnish library buildings. There is nothing in the general code of Iowa which requires any particular type of building, or the use of certain kinds of materials in its construction so long as the provisions of the State Building Code are complied with. Therefore, library boards exercise a great deal of power in determining the type of buildings which shall be built in their districts. The trustee needs to know that the designing of library buildings is a matter for specialists, that planning should be left to the librarian, designing to the architect, and the building to the contractor; that the board member's work is to consider the plans and recommendations offered by the librarian and architect, and the bids made by contractors, and to make decisions based on these. He should ask that buildings be carefully designed for their purpose, with consideration for economy of operation, with conformity to local building regulations, with regard for pleasing appearance, and without too high cost for the amount of service to be rendered. Certainly the building should first be planned by the librarian, and every step of planning and construction should be with his approval and recommendation.

What are the ways of providing money for the repair or construction of library buildings?

A board may use for buildings money in its general fund that has been raised by local taxation. 404.5 Sub. 20

What procedure must a library board follow to secure a bond issue or levy for building purposes?

Consult the Board of Supervisors if you are a County Library and the City Council if you are a City or Town Library.

What are the duties of the treasurer?

The treasurer will be required to do the following:

1. Keep an account of all funds of the library.
2. Sign all checks.
3. Receive and preserve all vouchers for payments and disbursements made by the board.
4. Render a monthly statement to the board showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balance remaining in each appropriation and the assets and liabilities of the library.
5. Make all other financial reports required by law.

What must the treasurer do at the expiration of his term?

At the expiration of his term the treasurer shall produce all money, bonds, and other securities in his hands. These must be audited by the board or by a representative of the bureau of inspection and supervision of public offices.

May the treasurer be a member of the library board?

Yes, the treasurer may be a member of the library board.

SUGGESTED BY-LAWS FOR LIBRARY BOARDS

Meetings: The regular monthly meetings of the Library Board shall be held at the library at a time determined by the members each year.

The annual meeting shall be held at the time of the regular monthly meeting for the month of _____ at the usual place.

Special meetings may be called by the president, or upon the written request of _____ members, for the transaction of business stated in the call for meeting.

Officers: Officers of the board shall be chosen at the regular annual meeting of the board, and shall be as follows: president, vice-president and secretary.

An officer may succeed himself, provided, however, that a president or vice-president shall not serve more than three consecutive terms.

The president of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The vice-president shall preside in the absence of the president.

The secretary of the board shall keep a true and accurate account of all proceedings of the board meetings.

Committees: Special committees for the study and investigation of special problems may be appointed by the president, such committees to serve until the completion of the work for which they were appointed. (Some libraries have found three standing committees to be helpful: Books and Personnel, Finance, and Building and Maintenance.)

Quorum: A quorum for the transaction of business shall consist of _____ members.

Librarian: The librarian shall be considered the executive officer of the board and shall have sole charge of the

administration of the library under the direction and review of the board. The librarian shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The librarian shall attend all board meetings except those at which his appointment or salary is to be discussed or decided.

Order of Business: The order of business at regular meetings shall be as follows:

- Call to order
- Approval of minutes (Either read or previously received)
- Report of librarian
- Report of committees
- Approval of bills
- Communications
- Unfinished business
- New business
- Adjournment

Amendments: These by-laws may be amended at any regular meetings of the board with a quorum present, by unanimous vote of the members present, providing the amendment was stated in the call for the meeting.

TRUSTEES' BOOKSHELF

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*Acknowledgment is hereby made of the extensive quotes from these titles in compiling this handbook.

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