

Chariton Public Library

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Mission Statement

The Chariton Public Library offers information and entertainment to educate, inspire and enrich our community. At the Library, people of all ages and backgrounds gather together to share experiences, celebrate ideas, and create. Children develop a love of reading, families find a place to play, and lifelong learners never run out of new things to discover.

Service Responses:

Information Access - The Library endeavors to deliver access to the most accurate and up-to-date information available. Computers with a variety of software and accessories are available for public use. Utilizing all available resources, a skilled and conscientious staff will assist community members in accessing information on any subject. Individuals of all ages may pursue their interest for lifelong learning in order to enjoy self-directed personal growth and development. (Technology, Personnel)

Current Topics and Titles - The Library strives to fulfill the community's appetite for information about popular cultural and social trends and the desire for satisfying recreational experiences, by offering materials by the most popular authors and on a wide variety of subjects as soon as they become available. It is a place where community members enjoy access to materials which inform and entertain them, in the form of traditional printed materials, audio-visual materials, and electronic resources. (Collection)

The Gathering Place - The Library is a place where the community gathers and interacts. The Library facility offers accommodations for meetings and programs, displays of items, information, and events important to the community, and comfortable reading and lounging areas. Every effort will be made to ensure that the Library itself is a safe, convenient, and inviting public space for all individuals and groups in the community to pursue lifelong learning, develop new skills and enjoy. (Facility)

Chariton Public
LIBRARY

Logos designed by Lauri Ghormley



Chariton Public Library Board Trustee Orientation

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CHARITON PUBLIC LIBRARY BOARD TRUSTEE

Approved April 8, 2021

Appointed by the Mayor of the City of Chariton. Reports to the Chariton City Council.

Eight members of the Library Board must be residents of the City of Chariton.

One member of the Library Board must be a resident of rural Lucas County.

Job Responsibilities and Examples of Services Performed:

1. Supports Intellectual Freedom - the right of every individual to both seek and receive information from all points of view without restriction.
2. Supports the public's First Amendment Rights – encouraging public comments and open dialogue.
3. Attends regular board meetings; reviews materials, asks questions and makes informed recommendations and decisions. Visits the Library and utilizes its services. Maintains a relationship with all Library staff.
4. Adopts an annual budget for the Library; works actively for public and official support of the budget.
5. Monitors and directs Library financial operations; reviews monthly financial statements, approves expenditures within the approved budget.
6. Adopts written policies to govern Library operations which are consistent with the law. Reviews and updates the Library's policies annually.
7. Monitors monthly and annual reports provided by the Library Director.
8. Selects, hires and supervises a qualified Library Director. Conducts annual evaluation of Library Director. Sets salary scale and benefits for all Library staff.
9. Is familiar with the Library facility and develops and maintains an ongoing capital improvement plan.
10. Approves, and enters into contracts for services and other Library business.
11. Embraces a culture of learning for trustees and staff. Attends workshops and conferences, whenever possible, to remain informed in all areas of library service and of the issues and challenges libraries face.
12. Is familiar with the Library Ordinance, Board Bylaws, Iowa Trustee Handbook, In Service to Iowa Public Library Standards, and The State Library and its programs and resources. Subscribes to State Library emails and newsletters.
13. Keeps abreast of federal, state, and local laws affecting the Library. Advocates for state and federal legislation which benefits and assures the continued quality of libraries and library services.
14. Determines the goals of the Library and its role in the community. Adopts a long-range plan to meet the changing needs of the service population. Advocates for the community as a member of the Library Board. Monitors and evaluates the overall effectiveness of the Library.
15. Advocates for the Library through contacts with the general public, various civic organizations, and public officials. Attends City Council and County Board of Supervisor meetings.

Qualifications for Library Trustees:

- Willingness to devote time and talents
- Ability to think clearly, question objectively, and plan creatively
- Skill in communicating and cooperating
- Willingness to become more knowledgeable about library services and standards of operation
- Able to act as an advocate for patrons of varied backgrounds and beliefs
- Awareness and appreciation of the library's past, present, and future role in society
- Understands the Library's role in the economic and social life of the community
- Represents the Library Board and advocates for libraries in public forums

Trustees serve as the connection between the local community and its public library and are in a unique position to promote the Library and see that it meets the needs of the community.

Attachment 1

Chariton Public Library Board of Trustees Oath of Office

“I do solemnly swear that I will support the Constitution of the United States, the Constitution and laws of the State of Iowa, and the Ordinances of the City of Chariton, Iowa, and that I will, faithfully and impartially, to the best of my ability, discharge all the duties of the office of Trustee of the Chariton Free Public Library of the City of Chariton, Iowa.”

Attachment 2

Chariton Public Library Trustee Code of Ethics Statement

Official Statement from United for Libraries

Adopted by Chariton Public Library April 8, 2021

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons’ rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Trustees represent the whole community to the library and not just a particular area or group.
- Trustees are objective in hiring the library director.
- Trustees don’t promise prior to a meeting how you will vote on a particular issue.

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Approved 8/10/2023

Article I. NAME:

The name of this association shall be the CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES hereafter known as the Board.

Article II. PURPOSE:

The Board of Trustees formulates policy and direct the Chariton Free Public Library. The Board of Trustees shall have the power to carry out its purpose. It may accept gifts and shall control the expenditures of all gifts, devises and bequests to the Library. The Board shall have charge, control and supervision of the Public Library, its appearances, fixtures and rooms containing the same. It may also foster educational programs.

Article III. MEMBERS:

Section 1: The Board of Trustees shall consist of nine members selected by the Mayor with the approval of the Chariton City Council, Chariton, Iowa.

Section 2: The ordinance of the City of Chariton prescribes the qualifications for membership, terms of office and method of filling vacancies.

Section 3: Board members may succeed themselves for an unlimited number of terms.

Article IV: OFFICERS:

Section 1: The officers of the Board of Trustees shall be a President, Vice President and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board;

Section 2: The officers except the Treasurer shall be elected by majority vote of the Board of Trustees. They shall serve for two years or until their successors are elected. Their term of office shall begin July 1st.

Section 3: The election of officers shall take place at the regular June monthly meeting.

Article V. MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the **second** Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.

Section 2: The majority of the members of the Board of Trustees shall constitute a quorum.

Article VI: COMMITTEES:

The President, from time to time, may appoint such committees, standing or special, as he or she deems necessary to carry on the work of the board.

Article VII: LUCAS COUNTY GENEALOGICAL SOCIETY:

Section 1: The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually.

Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Article VIII: AMENDMENT OF BYLAWS:

These bylaws can be amended at any regular meeting of the Board of Trustees by two-thirds vote provided that said amendment has been submitted in writing at the previous regular meeting.

LIBRARY ORDINANCE
CITY OF CHARITON

Chapter 2.44 LIBRARY BOARD OF TRUSTEES

2.44.010 Chapter purpose.

The purpose of this chapter is to provide for the creation and appointment of a city library board of trustees, and to specify that board's powers and duties. (Ord. 383 § 1, 1974)

2.44.020 Public library established.

There is hereby established a free public library for the city, to be known as the "Chariton Free Public Library." (Ord. 383 § 2, 1974)

2.44.030 Members--Appointment.

The board of trustees of the Chariton Free Public Library, hereinafter referred to as the "board," consists of nine members. All board members are to be appointed by the mayor with the approval of the council. (Ord. 383 § 3, 1974)

2.44.040 Members--Qualification.

All of the members of the board shall be over the age of eighteen years and, with the exception of one member who may be a nonresident, bona fide residents of the city. The nonresident member, if any, shall be a resident of Lucas County, but nothing in this section shall require the appointment of any nonresident to the board. (Ord. 489 § 3 (part), 1980)

2.44.050 Members--Terms 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 or one-third the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms). (Ord. 383 § 5(1), 1974)

2.44.060 Members--Vacancies.

The position of any resident member shall be vacant if he moves from the city; the position of the nonresident member, if any, shall be vacant if he moves from Lucas County; and the position of any member shall be vacant if he is absent from six consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council, and the new trustee shall fill out the unexpired term for which the appointment is made. (Ord. 484 § 3 (part), 1980)

2.44.070 Members--Compensation.

Trustees shall receive no compensation for their services. (Ord. 383 § 5 (3), 1974)

2.44.080 Powers and duties.

The board shall have and exercise the following powers and duties:

- (1) To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall serve as board treasurer, but shall not be a member of the board;
- (2) To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same;
- (3) To direct and control all the affairs of the library;
- (4) To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by majority of the members of the board voting in favor thereof;
- (5) To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa;
- (6) To select, or authorize the librarian 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) To authorize the use of the library by nonresidents of the city and to fix charges therefor;
- (8) To make and adopt, amend, modify and repeal rules and regulations, not inconsistent with 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) To have exclusive control of the expenditure of all funds allocated for library purposes by the council, all moneys available by gift or otherwise, and all other moneys belonging to the library, including fines and rentals collected, under the rules of the board;
- (10) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to the property in the name of the library; to execute deeds and bills of sale for the conveyance of the property; and to expend the funds received by them from such gifts, for the improvement of the library;
- (11) To keep a record of its proceedings;
- (12) To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the city council;
- (13) To have authority to make agreements with the local county historical associations, where such exist, 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. (Ord. 383 § 6, 1974)

2.44.090 Library use--Power to contract with other organizations.

- (1) Contracting. The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or county.
- (2) Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing body not less than forty days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract. (Ord. 383 § 7, 1974)

2.44.100 Library use--Nonresidents.

The board may authorize the use of the library by nonresidents in any one or more of the following ways:

- (1) 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 upon payment of a special nonresident library fee;
- (2) By establishing depositories of library books or other materials to be loaned to nonresidents;
- (3) By establishing branch libraries for lending books or other library materials to nonresidents. (Ord. 383 § 8, 1974)

2.44.110 Library account--Expenditures.

All money appropriated by the council from the general fund 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. The warrant writing officer is the city treasurer. (Ord. 383 § 9, 1974)

2.44.120 Annual report.

The board shall make a report to the city council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, 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 required by the council. (Ord. 383 § 10, 1974)

Iowa Code 392.5

Board controls all gifts, devises, and bequests...

Changing composition, etc. of the Board...

392.5 Library board.

“A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section.

In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 1972 Iowa Acts, chapter 1088.

A library board may accept and control the expenditure of all gifts, devises, and bequests to the library.

A proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city.

The proposal may be submitted to the voters at any city election by the council on its own motion. Upon receipt of a valid petition as defined in section 362.4 , requesting that a proposal be submitted to the voters, the council shall submit the proposal at the next regular city election. A proposal submitted to the voters must describe with reasonable detail the action proposed.

If a majority of those voting approves the proposal, the city may proceed as proposed.

If a majority of those voting does not approve the proposal, the same or a similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.”

Library Boards

Topics: [Library Boards](#) [Toolkits](#)

On this page...

- [Required Open Meetings & Records Training for New Board Members](#)
- [Electronic Meeting Option Requirement](#)
- [Board Education Videos](#)
- [Stay Up to Date](#)

Nearly all of Iowa's more than 500 public libraries are governed by a library board, also known as a board of trustees. Most Iowa public library boards have the authority to hire and evaluate the library director; adopt library policies; shift budget funds from one line item to another; approve library expenditures and more.

Changing the make-up, manner of selection or authority of a library board must be done through a referendum (Iowa Code, Section 392.5). More information about a public library's governance can be found in the city-library ordinance.

The State Library provides support and guidance to library boards, including board training as required by Iowa Public Library Standards.

Board Member Resources



PUBLICATION

Iowa Library Trustee's Handbook

Published as a view only Google Doc, this Handbook is designed to give trustees an understanding of their responsibilities and provide practical information on a variety of topics related to boards.

[Trustee's Handbook: 2021 Edition](#)

Board Education Videos

View recorded trainings and webinars designed to support Iowa library trustees in their roles.

New Board Member Video Series

Six educational videos designed to give Iowa library trustees an overview of board roles and responsibilities.

Boardroom Webinar Series

The Boardroom is a Continuing Education series of webinars designed for board members. Browse the archived webinars.

Open Meetings, Open Records Course

View this module from the State Library Endorsement program on how Iowa Code Chapter 21 impacts library boards.

Open Meetings & Records: Compliance is the Law (Recorded Webinar)

Provides an overview of the legal requirements and best practices for boards to maintain transparency.

Stay Up to Date

The State Library offers options for library board members to stay up to date on issues related to Iowa libraries and State Library programs.

Library Board Email List

The State Library sends occasional updates and important information related to serving on library boards, including training opportunities. List members also receive the **Monday Morning Eye-Opener**, a weekly newsletter covering current topics related to the Iowa library community. Click the link below to sign up to receive updates.

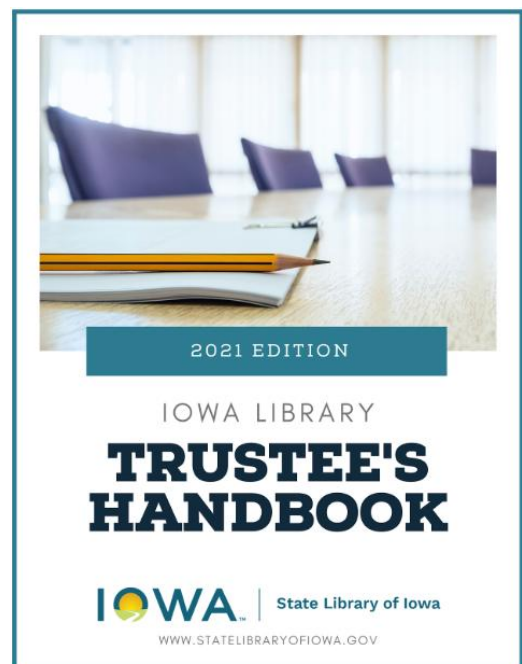
[Sign Up for the Library Board Email List](#)

Library Talk

Library Talk is an online forum for the Iowa library community to facilitate discussion about State Library programs and resources, exchange ideas and information and discuss topics and issues that impact libraries.

[Get started with Library Talk](#)

- Support & Training
 - Continuing Education
 - District Support
 - Youth Services
 - Legal & Library Law
 - Building Projects & Renovations
 - Library Boards
 - [Trustee's Handbook](#)
 - New Directors
 - Strategic Planning



Read the Trustee's Handbook online, or ask Kris to print you a copy.

From the Trustees Handbook: The following chart will help you understand the Board's and Director's roles.

| Responsibility | Role of the Board | Role of the Director |
|---------------------------------|--|--|
| Staff | Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff. | Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy. |
| Policies | Determine and adopt written policies to govern the operation of the library. | Carry out the policies of the library as adopted by the board. Recommend policies to library board. |
| Budget | Examine budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed. | Prepare and submit to library board a budget request based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget. |
| Advocacy | Advocate for library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services. | Advocate for library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services. |
| Legal Issues | Be familiar with library ordinance as well as state and federal laws affecting the library. | Be familiar with library ordinance and keep board informed on laws affecting libraries. |
| Continuing Education | Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library. | Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees. |
| Communication | Communicate with the library director. | Communicate with the library board. |
| Collection Development | Adopt the collection development policy. | Select and order all books and other library materials and resources based on the collection development policy. |
| Board Meetings | Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings. | Attend all board meetings; prepare written reports; make well supported recommendations on issues that become before the board; provide information as needed/requested by board. |
| Board Member Recruitment | Recommend qualifications and candidates for board to mayor/city council. | Work with the board to recommend qualifications and candidates for the board to the mayor/city council. Notify city of board vacancies. |

State Library Resources: Home: <https://statelibraryofiowa.gov/>

Take some time to wander through the many resources for Libraries by clicking on the **Resources** Tab.



Required Training on Open Meetings & Records for New Board Members

Effective July 1, 2025, the new section (Iowa Code 21.12) states that new board members (appointed or elected after July 1, 2025) are required to take a course between one and two hours long regarding compliance with Iowa Code chapters 21 and 22. The course must be completed within 90 days of election, oath of office, or assumption of duties. A certificate must be issued upon completion which shall be maintained and available for public inspection by the board's governmental body.

The Iowa Public Information Board is preparing guidance with more information and training requirements. [Find more information on pages 19-23 and 33-35 of this packet.](#)

Electronic Meetings for Boards

The 2024 state legislature amended Iowa Code section 21.8, entitled "Electronic meetings," effective July 1, 2024: *A governmental body shall provide for hybrid meetings, teleconference participation, virtual meetings, remote participation, and other hybrid options for the members of the governmental body to participate in official meetings.*

The Iowa Public Information Board issued a formal Advisory Opinion that interprets the changes to the law: [Chapter 21 - Recent Law Changes.](#)

<https://statelibraryofiowa.gov/programs/accreditation-standards>



**STATE LIBRARY
OF IOWA**

IN SERVICE TO IOWA
**PUBLIC LIBRARY
STANDARDS**

SIXTH EDITION • 2016
REVISED 8/25/2021

WWW.STATELIBRARYOFIOWA.ORG



Accreditation and Standards

The Standards and Accreditation Program exists to encourage the ongoing development of high quality public library services in Iowa.

In Service to Iowa: Public Library Standards is the manual for the State Library of Iowa's standards program.

Iowa's voluntary public library standards program was established to give public libraries a tool to identify strengths and areas for improvement.

It is also used to document the condition of public library service in Iowa, to distribute Direct State Aid funding, and to meet statutory requirements.

Visit our [COVID-19 Recovery pages](#) for updates and recommended resources.

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Issues & Advocacy

Advocacy & Public Policy

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- [Intellectual Freedom](#)
- Literacy
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Advocacy

From privacy education to effective school library programs across the country — ALA advocates have been at the heart of our nation's greatest advances for libraries. Learn how you can be an advocate for every library across the country.



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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

The Freedom to Read Statement

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 community must jealously guard the freedom to publish and to circulate, in order to preserve its 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 people 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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its 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 others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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 into 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 is of little consequence when the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression The Association of American University Presses The Children's Book Council
Freedom to Read Foundation National Association of College Stores National Coalition Against Censorship National Council of
Teachers of English The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

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 these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, 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.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Iowa Code -- Library Funding Laws

256.69 Local Financial Support

Commencing July 1, 1977, each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property or at least the monetary equivalent thereof when all or a portion of the funds are obtained from a source other than taxation, for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions. 1993 Acts, ch 48, §32 Referred to in 256.51, 336.13, 692A.101

384.20 Separate accounts.

1. A city shall keep separate accounts corresponding to the programs and items in its adopted or amended budget, as recommended by the committee.
2. A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property. Public moneys may not be expended or encumbered except under an annual or continuing appropriation."

Open Meetings

Chapter 21 Official Meetings Open to the Public

Chapters 21 and 22 of the Iowa Code — the open meetings and records or “sunshine” laws — attempt to ensure that Iowa government at all levels is as transparent and accountable to the public as possible.

The first sentence of Chapter 21 says explicitly that the goal of the law is to guarantee, through open meetings of governmental bodies, “that the basis and rationale of government decisions, as well as those decisions themselves, are easily accessible to the people.” The law also says that any ambiguity should be settled in favor of openness.

In other words, there is a legal presumption that meetings of government bodies should be open to the public except in limited circumstances, spelled out in Ch. 21.5. Even then, the law says that “nothing in this section requires a governmental body to hold a closed session.”

Governmental bodies are required to give adequate notice of the time, date and place of a meeting, and post a tentative agenda (Ch. 21.4). They must keep minutes of their meetings (Ch. 21.3), which then become public records. Nothing should be discussed at a meeting that wasn’t on the agenda, unless there is an emergency item that can’t be deferred for 24 hours.

A governmental body that wishes to hold a closed meeting must follow certain procedures, spelled out in Ch. 21.5, including taking a public vote and citing which exception allows closure. Discussion in closed meetings is limited to the reason why the meeting was closed, and the governmental body must go back into open session to take any final action.

Government bodies are not required to allow public comment at open meetings, though many do, and they are allowed to enforce reasonable rules to ensure meetings are orderly. Members of the public are allowed to use cameras and recording devices at open meetings, so long as they aren’t disruptive.

Chapter 21 Official Meetings Open to Public

21.1 Intent — declaration of policy.

This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.

21.2 Definitions.

As used in this chapter:

1. “Governmental body” means:

- a. A board, council, commission, or other governing body expressly created by the statutes of this state or by executive order.
- b. A board, council, commission, or other governing body of a political subdivision or tax-supported district in this state.
- c. A multimembered body formally and directly created by one or more boards, councils, commissions, or other governing bodies subject to paragraphs “a” and “b” of this subsection.
- d. Those multimembered bodies to which the state board of regents or a president of a university has delegated the responsibility for the management and control of the intercollegiate athletic programs at the state universities.
- e. An advisory board, advisory commission, or task force created by the governor or the general assembly to develop and make recommendations on public policy issues.
- f. A nonprofit corporation other than a fair conducting a fair event as provided in chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to chapter 99D or a nonprofit corporation which is a successor to the nonprofit corporation which built the facility.
- g. A nonprofit corporation licensed to conduct gambling games pursuant to chapter 99F.
- h. An advisory board, advisory commission, advisory committee, task force, or other body created by statute or executive order of this state or created by an executive order of a political subdivision of this state to develop and make

recommendations on public policy issues.

i. The governing body of a drainage or levee district as provided in chapter 468, including a board as defined in section 468.3, regardless of how the district is organized.

j. An advisory board, advisory commission, advisory committee, task force, or other body created by an entity organized under chapter 28E, or by the administrator or joint board specified in a chapter 28E agreement, to develop and make recommendations on public policy issues.

2. "Meeting" means a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body's policy-making duties. Meetings shall not include a gathering of members of a governmental body for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of this chapter.

3. "Open session" means a meeting to which all members of the public have access.

21.3 Meetings of governmental bodies.

Meetings of governmental bodies shall be preceded by public notice as provided in section 21.4 and shall be held in open session unless closed sessions are expressly permitted by law. Except as provided in section 21.5, all actions and discussions at meetings of governmental bodies, whether formal or informal, shall be conducted and executed in open session.

Each governmental body shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.

21.4 Public notice.

1. a. Except as provided in subsection 3, a governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.

b. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impracticable. Special access to the meeting may be granted to persons with disabilities.

2. a. Except as otherwise provided in paragraph "c", notice conforming with all of the requirements of subsection 1 shall be given at least twenty-four hours prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given.

b. When it is necessary to hold a meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

c. If a governmental body is prevented from convening an otherwise properly noticed meeting under the requirements of subsection 1, the governmental body may convene the meeting if the governmental body posts an amended notice of the meeting conforming with all of the requirements of subsection 1.

3. Subsection 1 does not apply to any of the following:

a. A meeting reconvened within four hours of the start of its recess, where an announcement of the time, date, and place of the reconvened meeting is made at the original meeting in open session and recorded in the minutes of the meeting and there is no change in the agenda.

b. A meeting held by a formally constituted subunit of a parent governmental body during a lawful meeting of the parent governmental body or during a recess in that meeting of up to four hours, or a meeting of that subunit immediately following the meeting of the parent governmental body, if the meeting of that subunit is publicly announced in open session at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.

4. If another section of the Code requires a manner of giving specific notice of a meeting, hearing, or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of this section.

21.5 Closed session.

1. A governmental body may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. A governmental body may hold a closed session only to the extent a closed session is necessary for any of the following reasons:

a. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds.

b. To discuss application for letters patent.

c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

d. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the governmental body is a licensing or examining board.

e. To discuss whether to conduct a hearing or to conduct hearings to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.

f. To discuss the decision to be rendered in a contested case conducted according to the provisions of chapter 17A.

g. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations or inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.

h. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution, or settlement of cases, which if disclosed would facilitate disregard of requirements imposed by law.

i. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

j. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

k. To discuss information contained in records in the custody of a governmental body that are confidential records pursuant to section 22.7, subsection 50.

l. To discuss patient care quality and process improvement initiatives in a meeting of a public hospital or to discuss marketing and pricing strategies or similar proprietary information in a meeting of a public hospital, where public disclosure of such information would harm such a hospital's competitive position when no public purpose would be served by public disclosure. The minutes and the audio recording of a closed session under this paragraph shall be available for public inspection when the public disclosure would no longer harm the hospital's competitive position. For purposes of this paragraph, "*public hospital*" means a hospital licensed pursuant to chapter 135B and governed pursuant to chapter 145A, 226, 347, 347A, or 392. This paragraph does not apply to the information required to be disclosed pursuant to section 347.13, subsection 11, or to any discussions relating to terms or conditions of employment, including but not limited to compensation of an officer or employee or group of officers or employees.

2. The vote of each member on the question of holding the closed session and the reason for holding the closed session by reference to a specific exemption under this section shall be announced publicly at the open session and entered in the minutes. A governmental body shall not discuss any business during a closed session which does not directly relate to the specific reason announced as justification for the closed session.

3. Final action by any governmental body on any matter shall be taken in an open session unless some other provision of the Code expressly permits such actions to be taken in closed session.

4. A governmental body shall not exclude a member of the governmental body from attending a closed session, unless the member's attendance at the closed session creates a conflict of interest for the member due to the specific reason announced as justification for holding the closed session.

5. a. A governmental body shall keep detailed minutes of all discussion, persons present, and action occurring at a closed session, and shall also audio record all of the closed session.

b. (1) The detailed minutes and audio recording of a closed session shall be sealed and shall not be public records open to public inspection. However, upon order of the court in an action to enforce this chapter, the detailed minutes and audio recording shall be unsealed and examined by the court in camera. The court shall then determine what part, if any, of the minutes should be disclosed to the party seeking enforcement of this chapter for use in that enforcement proceeding. In determining whether any portion of the minutes or recording shall be disclosed to such a party for this purpose, the court shall weigh the prejudicial effects to the public interest of the disclosure of any portion of the minutes or recording in question, against its probative value as evidence in an enforcement proceeding. After such a determination, the court may permit inspection and use of all or portions of the detailed minutes and audio recording by the party seeking enforcement of this chapter. A governmental body shall keep the detailed minutes and audio recording of any closed session for a period of at least one year from the date of that meeting, except as otherwise required by law.

(2) This paragraph "b" does not require the office of ombudsman to obtain a court order to examine the detailed minutes and audio recording of a closed session when such examination is relevant to an investigation under chapter 2C and the information sought is not available through other reasonable means. Any portion of the minutes or recording released by a governmental body to the office of ombudsman shall remain confidential pursuant to section 2C.9.

6. Nothing in this section requires a governmental body to hold a closed session to discuss or act upon any matter.

21.6 Enforcement.

1. The remedies provided by this section against state governmental bodies shall be in addition to those provided by section 17A.19. Any aggrieved person, taxpayer to, or citizen of, the state of Iowa, or the attorney general or county attorney, may seek judicial enforcement of the requirements of this chapter. Suits to enforce this chapter shall be brought in the district court for the county in which the governmental body has its principal place of business.

2. Once a party seeking judicial enforcement of this chapter demonstrates to the court that the body in question is subject to the requirements of this chapter and has held a closed session, the burden of going forward shall be on the body and its members to demonstrate compliance with the requirements of this chapter.

3. Upon a finding by a preponderance of the evidence that a governmental body has violated any provision of this chapter, a court:

a. Shall assess each member of the governmental body who participated in its violation damages in the amount of not more than five hundred dollars and not less than one hundred dollars. However, if a member of a governmental body knowingly participated in such a violation, damages shall be in the amount of not more than two thousand five hundred dollars and not less than one thousand dollars. These damages shall be paid by the court imposing it to the state of Iowa, if the body in question is a state governmental body, or to the local government involved if the body in question is a local governmental body. A member of a governmental body found to have violated this chapter shall not be assessed such damages if that member proves that the member did any of the following:

(1) Voted against the closed session.

(2) Had good reason to believe and in good faith believed facts which, if true, would have indicated compliance with all the requirements of this chapter.

(3) Reasonably relied upon a decision of a court, a formal opinion of the Iowa public information board, a formal opinion of the attorney general, or the attorney for the governmental body, given in writing, or as memorialized in the minutes of the meeting at which a formal oral opinion was given, or an advisory opinion of the Iowa public information board, the attorney general or the attorney for the governmental body, given in writing.

b. Shall order the payment of all costs and reasonable attorney fees in the trial and appellate courts to any party successfully establishing a violation of this chapter. The costs and fees shall be paid by those members of the governmental body who are assessed damages under paragraph "a". If no such members exist because they have a lawful defense under that paragraph to the imposition of such damages, the costs and fees shall be paid to the successful party from the budget of the offending governmental body or its parent.

c. Shall void any action taken in violation of this chapter, if the suit for enforcement of this chapter is brought within six months of the violation and the court finds under the facts of the particular case that the public interest in the enforcement of the policy of this chapter outweighs the public interest in sustaining the validity of the action taken in the closed session. This paragraph shall not apply to an action taken regarding the issuance of bonds or other evidence of indebtedness of a governmental body if a public hearing, election or public sale has been held regarding the bonds or evidence of indebtedness.

d. Shall issue an order removing a member of a governmental body from office if that member has engaged in a prior violation of this chapter for which damages were assessed against the member during the member's term.

e. May issue a mandatory injunction punishable by civil contempt ordering the members of the offending governmental body to refrain for one year from any future violations of this chapter.

4. Ignorance of the legal requirements of this chapter shall be no defense to an enforcement proceeding brought under this section. A governmental body which is in doubt about the legality of closing a particular meeting is authorized to bring suit at the expense of that governmental body in the district court of the county of the governmental body's principal place of business to ascertain the propriety of any such action, or seek a formal opinion of the attorney general or an attorney for the governmental body.

21.7 Rules of conduct at meetings.

The public may use cameras or recording devices at any open session. Nothing in this chapter shall prevent a governmental body from making and enforcing reasonable rules for the conduct of its meetings to assure those meetings are orderly, and free from interference or interruption by spectators.

21.8 Electronic meetings.

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:

a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.

b. The governmental body complies with section 21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.

c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

2. A meeting conducted in compliance with this section shall not be considered in violation of this chapter.

3. A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in section 21.5.

21.9 Employment conditions discussed.

A meeting of a governmental body to discuss strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement under chapter 20 is exempt from this chapter. For the purpose of this section, "employment conditions" mean areas included in the scope of negotiations listed in section 20.9.

21.10 Information to be provided.

The authority which appoints members of governmental bodies shall provide the members with information about this chapter and chapter 22. The appropriate commissioner of elections shall provide that information to members of elected governmental bodies.

21.11 Applicability to nonprofit corporations.

This chapter applies to nonprofit corporations which are defined as governmental bodies subject to section 21.2, subsection 1, paragraph "f", only when the meetings conducted by the nonprofit corporations relate to the conduct of pari-mutuel racing and wagering pursuant to chapter 99D.

Policies:

Operations Policy – Hours & Reference Services, Equipment Use and Posting of Notices within the Library. (2024)

Circulation Policy – Patron Registration, Patron Confidentiality and Responsibilities, Circulation Policies. (2023)

Confidentiality Policy

In accordance with First and Fourth Amendments of the U.S. Constitution, the Iowa Code and professional ethics, the Board of Trustees of the Chariton Public Library respects the privacy of users and recognizes its responsibility to protect their privacy. The policy outlines the Director's role as legal custodian of cardholder registration and circulation information, as well as circumstances in which this information could be legally requested with a valid court order. Works with the Circulation Policy and Video Surveillance Policy. (2022)

Video Surveillance Policy

Illustrates the Library's effort to maintain a safe and secure environment for its staff and patrons and to deter public endangerment, vandalism, theft and mischief in unsupervised areas, and to identify those individuals involved in such activity for law enforcement purposes with continuous video surveillance and recording of selected public areas of the library premises. Outlines the Director's role as legal custodian of video surveillance content and the Library's commitment to informing the public of said surveillance. (2022)

Conduct Policy

Outlines expectations and restrictions, as regarding behavior, which are intended to protect the rights and safety of Library patrons and staff, and to preserve and protect the Library's materials, equipment, and property as well as the property of patrons and staff. Outlines procedures and consequences for dealing with a broad range of behaviors that disrupt use of the facility by patrons and staff, as well as the appeal process for consequences enforced. Includes an Incident Report and Appeal Form. (2024)

Child Safety Policy

Guidelines for children's safe use of the facility, including rules governing how old a child must be to be left without supervision and in what circumstances. Makes parents and caregivers responsible for monitoring and regulating the behavior of their children. Determines procedures for dealing with an unattended child.

Works with the Conduct Policy in delineating unacceptable behaviors that infringe on the rights of other Library users or damages Library property. Lists consequences of violating the policy. (2024)

Meeting Room Policy

Outlines Meeting Room usage and restrictions, including Library activities and public use. Works with the Conduct Policy in outlining behavior expectations and patron/facility responsibilities. States that Library does not endorse programming provided by outside groups. (2025)

Programming Policy

Broadly outlines programming provided by the Library and stipulates that individual programs may be designed for a specific audience based on age. Reserves Library's right to set age limits, require registration and limit attendance when necessary for all programs. Stipulates that fees may be assessed for materials consumed during programs. Allows that programs might be canceled and rescheduled at the discretion of the Library. Broadly outlines off-site outreach programming provided by the Library. (2022)

Collection Policy

Outlines collection management procedures. Specifies that content selection is content neutral, culturally and ideologically broad, accessible to all, and not shelved or labeled with the intent to restrict access. Addresses the acceptance of gifts for the collection. Describes the weeding procedure and basis for elimination of items from the collection. References ALA Bill of Rights and outlines the process for challenging the Library's ownership and offering of materials. Includes Challenged Materials Form. (2024)

Internet & Wi-Fi Policy

Outlines the availability of Internet access via the Library's PAC (Public Access Computers) and Wi-Fi. Stipulates that the Library does not filter Internet content. Stipulates that the parent, and not the Library, is responsible for monitoring and/or restricting minor access to Internet content. Works with the Conduct Policy should content visible on a PAC monitor be intentionally shared to harass or cause discomfort to another patron. (2024)

Sex Offender Policy

Written in response to the Sex Offender Law, Iowa Code Chapter 692A, this policy outlines the restriction of those on the Registry for crimes against a minor from being present on Library property. Designates the Director as the administrator to whom requests for permission to be present on Library property may be submitted, as well as the one who determines whether that permission will be granted and under what circumstances. (2021)

Personnel Policy

Adopts the City of Chariton Personnel Manual and relevant policies thereto. Includes Library Staff Job Descriptions and outlines Staff Development options. (2024)

Petty Cash Policy

Outlines the establishment and administration of the Library Petty Cash Fund. (2021)

Records Retention Policy

Based on The *Record Retention Schedule for Cities in Iowa*, and in accordance with requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law, this policy delineates retention periods for Library documentation. (2021)

Pandemic Policy

Determines Library practices and requirements and restrictions to prevent the spread of Covid 19. (2021)

All Library policies are available on the Library Website: chariton.lib.ia.us under the About Tab.

Library Investments

When the Library receives a large donation, whether it is a bequest given in a will or a gift, the Library Board may choose to invest the funds after they've been receipted.

Funds are invested and managed by the City Clerk, who is the Treasurer for the Library Board. The City Clerk's financial roles are laid out in the City Ordinance and further defined in the City Investment Policy.

The Library Board must provide a resolution to invest the funds, at which time the City Clerk will remove the funds from the general fund and invest in a CD or Money Market Account with one of the local banks. Investment options are also determined by the City Investment Policy. (attached)

Bequests with Stipulations: Some bequests come with stipulations as to how the funds/interest may be used. Several of our bequests must be invested and the interest generated spent to purchase items for the collection. Investment Reports demonstrate the principal amounts as invested. Interest income is shown in the monthly Financial Report.

Expenditures of the interest are tracked in another excel doc, one that is maintained also to list and track memorials, donations and grant expenditures. Grants and bequests are tracked in lists within the fiscal year in which they are received and spent.

We're currently tracking the following bequest and donation funds:

William D. and Audrey B. Allender Memorial Fund – Audiovisual Items

Charles Arthur Blake Memorial Fund – History Items

Victoria J. Dewey Memorial Fund – Any Books

Margaret Brown Herrick Memorial Fund – Juvenile Items

Interest from any investment funds that are not earmarked for specific purchases go into the Capital Projects fund.

RESOLUTION NO. 2002- 26

RESOLUTION ADOPTING THE CITY OF CHARITON, IOWA INVESTMENT POLICY


WHEREAS, Chapter 12B of the Code of Iowa requires that the City Council implement investment policies to be followed by the City Treasurer; and

WHEREAS, an Investment Policy for the City of Chariton has been drafted.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Chariton, Iowa, that the City of Chariton Investment Policy attached hereto, marked Exhibit A and incorporated herein by reference, is duly approved by the City Council of the City of Chariton, Iowa.

Passed and approved this 5th day of August, 2002.


Ruth A. Ryan
City Clerk


Mary L. Stierwalt
Mayor

"EXHIBIT A"

CITY OF CHARITON, IOWA
INVESTMENT POLICY

I. POLICY

It is the policy of the City of Chariton to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City of Chariton. All such funds will be invested only in legally permissible investments as provided by Iowa statute and as listed herein.

II. SCOPE

This investment policy applies to all financial assets of the City of Chariton except Retirement and Water Department Funds. These funds are accounted for in the City of Chariton's Annual Financial Report.

III. OBJECTIVE

The primary objectives, in priority order, of the City of Chariton investment action shall be:

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Chariton shall be undertaken in a manner that seeks to ensure the preservation of capital.

B. Liquidity: The City of Chariton's investment portfolio will remain sufficiently liquid to enable the City of Chariton to meet all operating requirements which might be reasonably anticipated.

C. Return on Investment: The City of Chariton's investments shall be designed with the objective of maximizing the return earned on all investment funds, consistent with the objective of preserving principal and providing investment liquidity. Growth shall not be an investment objective of the fund.

IV. DELEGATION OF AUTHORITY

Authority to manage the City of Chariton's investment program is derived from Section 2.12 of the City of Chariton Municipal Code. Management responsibility for the investment program is hereby delegated to the City Treasurer with approval of the City Manager. The City Treasurer shall report to the City Council monthly on the investments. No person may engage in an investment transaction except as provided under the terms of this policy.

V. AUTHORIZED FINANCIAL INSTITUTIONS

A Resolution Naming Depositories as required under Chapter 12C of the Code of Iowa will be adopted annually naming all depositories and maximum deposits.

VI. AUTHORIZED INVESTMENTS

The following investments are authorized by Iowa statute and may be purchased by the City of Chariton unless the funds used to purchase these investments are subject to more restrictive investment covenants, in which case the more restrictive investment covenants shall control the permissible investments of the restricted funds:

A. Securities insured or guaranteed as to payment of principal and interest by the United States Government. These include treasury bills, bonds, notes and other similar securities which are direct obligations of the United States Government;

B. Collateralized time deposit accounts and certificates of deposit of Iowa financial institutions and secured in the manner prescribed by statute;

C. Such other investment instruments now or hereafter permitted by applicable Iowa law for the investment of moneys of the City of Chariton;

D. Participation accounts in trusts established under Iowa law pursuant to Chapter 28E which confine their investment to those listed herein and whose investment policies are consistent with those adopted hereby.

Investments shall be made in a manner that is consistent with the investment objectives of this policy.

VII. LIQUIDITY

The length of maturity of all investments shall be consistent with anticipated need for funds based upon cash flow projections. The regular practice of purchasing securities with maturities exceeding the period during which funds will be available for investment and then liquidating them prior to maturity in an effort to realize trading profits and other similar speculative practices will be avoided.

VIII. DIVERSIFICATION

With the exception of direct obligations of the United States Government and those of instrumentalities thereof, investments will be adequately diversified to ensure they can be liquidated without delay and with minimal principal risk. The final maturity of investments will also be diversified to ensure a flow of available funds to cover expenditures or for reinvestment.

IX. PURCHASE AND SALE OF INVESTMENTS

Financial institutions with and through which investments are made shall be located in the State of Iowa. Broker/dealers through which purchase of securities are made will include only those primary government securities dealers reporting to the Market Reports Division of the Federal Reserve Bank of New York and registered with the Securities Division of the State of Iowa.

X. DELIVERY AND SAFEKEEPING OF SECURITIES

Securities purchased by the City of Chariton shall be paid for only upon delivery. Such securities, as well as securities held as collateral for repurchase agreements and for certificates of deposits shall be retained in safekeeping by the investment officer of the City of Chariton or in an authorized and approved third party safekeeping custodial institution as required by Iowa law.

XI. ADOPTION

The City of Chariton's investment policy shall be adopted by resolution of the City Council. The City Council shall review the investment policy annually and any modifications must be approved by the City Council.

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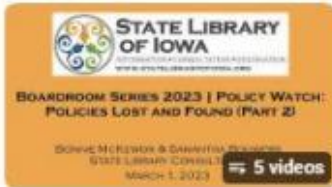
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These courses may or may not be available for credit.

It's best to use Workday to take classes for credit.



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Course - 2 lessons
- NOT STARTED**
Pop YS Live (November 2025): Engaging...
Course - 2 lessons
- NOT STARTED**
Navigating Iowa Legal Resources
Course - 2 lessons

Upcoming Scheduled Lessons

| Date | Time | Virtual Classroom |
|-------------------|--------------|---------------------------|
| Tue, Oct 14, 2025 | 11:00 AM CDT | Zoom Link |

Navigating Iowa Legal Resources

Date/Time: October 14, 11:00

Join the University of Iowa Law Library's reference librarians for a hands-on session created especially for Iowa's public librarians. You'll explore powerful Iowa legal tools and resources that can help you confidently guide patrons with their legal and law-related questions. Packed with practical tips, clever tricks, and easy-to-use free resources, this session will give you the skills to better support your...

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Completed 0/2

| | | |
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| 1 | Zoom Link | Virtual Classroom 1 hour |
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Start Course

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Lessons: 2 Delivery Mode: Hybrid

CONTACTS

Maryann Mori
Instructor

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Course - 2 lessons

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Stats & Stories (Part 1): Combining Data & Narrative

Date/Time: November 18, 10:30 a.m.

You have a powerful story to tell about your library's impact in your community. Highlighting compelling stories can be an effective way to communicate with your community about the library, but you also need to use hard data to support those narratives. When you can combine the qualitative (narrative) and quantitative (numerical) you'll engage more...

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Lessons in This Course Additional Course Details

Lessons in This Course

| | | |
|---|-------------------|-------------------|
| 1 | Zoom Link | Virtual Classroom |
| 2 | Course Evaluation | Media |

Lessons: 2 Delivery Mode: Hybrid

Select Offering

Save

Select Offering

Stats & Stories (Part 1): Combining Data & Narrative

No Filters Applied

Saved Filters: select one

Open Offerings: 1 item

| Select Offering | Start Date | End Date | Attendance Type | Availability | Offering Number |
|-------------------------------------|--|--|-----------------|--------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Tue, Nov 18, 2025, 10:30 AM Central Time (Chicago) | Tue, Nov 18, 2025, 11:30 AM Central Time (Chicago) | Virtual | 888 out of 900 Seats Available | UB-2511-003L |

OK Cancel

Review

Stats & Stories (Part 1): Combining Data & Narrative

Lesson Details

Lesson Overview 2 items

| Lesson Title | Lesson Type | Lesson Date | Trainers |
|-------------------|------------------------------------|-------------------------------------|------------|
| Zoom Link | Virtual Classroom (Instructor Led) | Nov 18, 10:30 AM - Nov 18, 11:30 AM | Becky Hill |
| Course Evaluation | Media | | |

Course Details

enter your comment

Submit Cancel

After you've checked all the boxes and clicked all of the OKs & SAVES, you'll get two emails in your inbox.

One is from **State of Iowa Workday**.



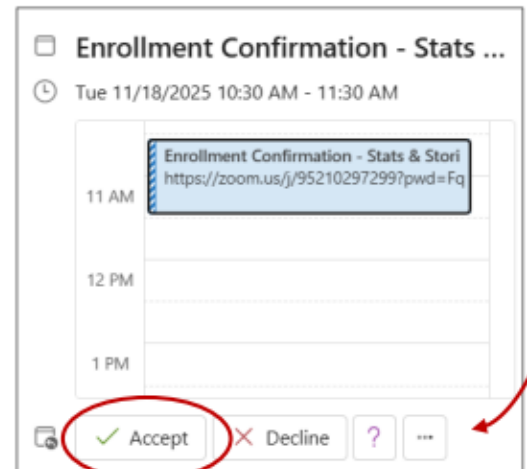
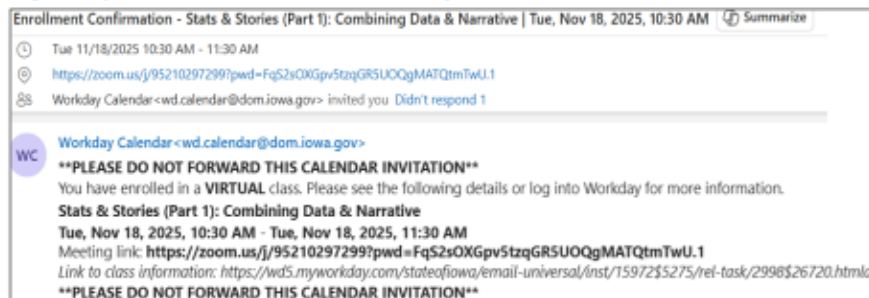
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The other is from **Workday Calendar** & allows you to confirm your enrollment. **Click on**



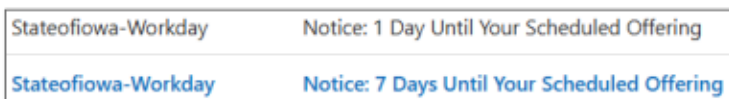
in your **email inbox list** to confirm your enrollment.

If you open the enrollment email you'll see this.



The email will disappear once you've confirmed your enrollment. Not to worry, Workday keeps track of the info.

You'll get reminder emails in the days prior to your course that will contain a link to the course itself.



Click on the link in the email to see a notification or at the day/time it's available the link to the course.

If you register for something other than an upcoming webinar, a self-paced course or recorded webinar, you'll be able to take the course immediately. You can register for multiple of these and take them when convenient.

These are some of the slide images from the required IPIB training.

Kris created this in 2025, so you should see something similar when you take the training yourself.

AGENDAS

Meetings can only cover items posted on the agenda in advance

- This includes matters raised in public comment – members may consider information from the public, but may not add it to the agenda for action

Minimal agendas such as “approval of old minutes, old business, new business” are **not** sufficient, nor is using the same agenda meeting after meeting.

- Tentative agendas can be changed only for emergency items
 - **An emergency typically includes health and safety or significant financial loss, but if action can reasonably be deferred to allow for notice of the matter, it should be.**
- Information on the agenda must be reasonably sufficient to alert interested people as to the subject matter to be considered.
- The agenda must specifically state any issues the board intends to discuss in open or in closed sessions.

ELECTRONIC ACCESS TO MEETINGS - 21.8

Is a governmental body required to provide electronic access to meetings for members of the governmental body pursuant to the new law?

- Yes. Effective July 1, 2024, Iowa Code § 21.8 requires that a governmental body provide for electronic meeting options for its members.

Is a governmental body required to provide electronic meeting options if none have been requested or it is believed none will be utilized?

- The language is mandatory that the option be provided for official meetings of the governmental body.

Is a governmental body required to provide all electronic meeting options?

- No. A governmental body is not required to utilize all options for every meeting.

See Iowa Public Information Board Advisory Opinion 24AO:0004 - Electronic Meetings

EMAIL AND TEXT

Can members e-mail or text each other concerning governmental business?

- Every situation is fact specific, and it is easy to send an e-mail to all members just to share relevant information on a topic without the intent to avoid Chapter 21.
- If members want to share an opinion or debate policy, they should save that discussion for the open session.
- Emails and texts are public records.

Best Practice- if some information, such as an agenda, is shared with the members via email, sending as a BCC to the members helps prevent any inadvertent discussion through “reply all.”

CLOSED SESSIONS

Closed sessions may be held **only** by the vote in open session of **two-thirds** of the members of the body or all members present and only after citing one of the following reasons under Iowa Code § 21.5.

- To review or discuss a record which is required or authorized by state or federal law to be kept confidential or as a condition to retain federal funding.
- To discuss application for a patent.
- To discuss strategy with counsel on matters that are currently or may imminently be in litigation.
 - **Note- counsel must be identified and must be present in some capacity.**
- To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered *when necessary to prevent needless and irreparable injury to that individual's reputation* and **that individual requests a closed session.**

Nothing in Iowa Code 21 *requires* a governmental body to hold a closed session to discuss or act upon any matter.

IMPORTANT NOTE: Governmental bodies should be aware that other sections of the Iowa Code beyond Chapter 21 may permit a government agency to close a meeting OR exempt meetings from the requirements of the open meetings law.

CLOSED SESSION PROCEDURES

- **No additional topics can be discussed.**
 - The purpose and topics for the closed meeting must be the same
 - Recent district court case- Dewitt School Board- “The scope of the meeting was breathtaking in contrast to its stated purpose.”
- The session must be recorded and “detailed minutes” taken. These records must be retained for at least one year and are not public record.
- Members may not be excluded from the closed session (unless a conflict exist) and may get access to the closed session recording and minutes if they were absent, but otherwise would have access.
- **Final action must happen in open session.**

PUBLIC RECORDS

All government bodies, officials and employees are covered by Chapter 22 - Public Records.

- **“Public Record”** includes:
 - documents, tape or other information stored or preserved in any medium of or belonging to a government body

Iowa Code § 22.1(3)(a).

- including electronic communication such as e-mails, websites, or texts
- all records relating to the investment of public funds

It is the content of the record, rather than where it is located that determines whether something is a public record.

Emails from a private email address related to public business can be public records and a private communication on a public email could be determined to not be a public record.

BEST PRACTICE: Keep public and private communications separate.

See *Kirkwood Institute v. Sand*, 6 N.W.3d 1 (Iowa 2024); Iowa Public Information Board Advisory Opinions 24AO:0007 and 24AO:0008.

Best practices dictate that a government body should develop a policy governing the use of private devices for government business. This policy could require that the government body or lawful custodian have access to private devices and could establish the specifics of access.

Best practices also should include discussion of the public records request with legal counsel if there is a question regarding disclosure. This will ensure that government bodies comply with Iowa law and avoid civil damages, payment of costs, and attorney fees.

IS REDACTION REQUIRED?

Records cannot be withheld because they contain both non-confidential and confidential material.

Government bodies need to ensure examination of a public record is possible and need to find a way to remove or redact confidential material from records if applicable. See Iowa Code § 22.3A(2).

SUPERVISION AND FEES FOR PRODUCTION

The custodian may charge a reasonable fee for the services of the custodian to retrieve and copy public records.

- Fees should be based on the **actual costs** directly attributable to examination or copies of records.
- Fulfillment may be made contingent upon pre-payment of a fee.
- Estimated expenses must be communicated to the requestor.
- Fees cannot exceed the **actual cost** of providing the service and cannot include the costs of ordinary administrative office expenses, such as insurance, depreciation, etc.