

# NORELIUS COMMUNITY LIBRARY

## Policies

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# NORELIUS COMMUNITY LIBRARY DIRECTORY

## BOARD OF TRUSTEES

Larry Peterson-Trustee  
Bill Bruce-Trustee  
Sandy Velasquez-Trustee  
Jeri Hough-Trustee

Sandy Kennedy-Trustee  
Kristi Bock-Trustee  
Michael Phipps-Trustee

## LIBRARY DIRECTOR

Monica L. Walley-Director

## COMMITTEES

### Book and Policy Committee

Kristi Bock-Chairperson  
Sandy Kennedy  
Jeri Hough

### Facilities Committee

Larry Peterson-Chairperson  
Kristi Bock  
Jeri Hough

### Finance Committee

Kristi Bock-Chairperson  
Michael Phipps  
Sandy Kennedy

### Public Relations Committee

Larry Peterson-Chairperson  
Bill Bruce  
Jeri Hough

### Technology

Michael Phipps-Chairperson  
Bill Bruce  
Sandy Kennedy

## REVIEW COMMITTEE FOR CONSIDERATION

Two community representatives (Georgia Hollrah, Deanne Drees)  
Library Board President (Current)  
Library Board Member  
One alternate from the Library Board  
Library Director (if the challenged book is a children's book) or  
Children's Librarian (if the challenged book is an adult book)

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

<b>MISSION STATEMENT</b>
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The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## FREEDOM TO READ POLICY

We, believe that access by patrons to as many mediums of exchange and forms of written, video, or audio communication as possible is essential to the education and enlightenment of a free society. The right to read and learn is implicit in the concept of ordered liberty and we believe it to be a fundamental right, protected by the Iowa and Federal Constitutions.

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

### MATERIALS SELECTION & COLLECTION DEVELOPMENT POLICY

The primary purpose of the Norelius Community Library is to select, purchase, organize, and make readily accessible books and other printed, recorded and on-line materials, and to stimulate interest and give guidance in their free use to everyone in the community regardless of age, sex, race, creed, or social, economic and educational level. These materials will represent the widest diversity of views and expressions available within our budget constraints.

Selection is made on total content and to provide the best that has been thought and said, not to restrain, but to give opportunity to choose from a variety of sources. Selection will be made, where possible, to provide several points of view. New ideas, social change, unrest, and fear are always a threat to our personal comfort, but out of this is growth and freedom that has given the United States the elasticity to endure strain and to grow. In the final analysis, additions to the collection are chosen on total content.

Selections are made to make it possible for readers to choose from a variety of offerings and provide books and other media materials that enrich the quality and diversity of thought and expression. The Board favors free enterprise in ideas and expression. Books and other media materials are our greatest instruments of freedom.

The Library, its staff, board, or volunteer do not, by providing certain materials, endorse every idea made available. It is not our intent to impose our views; rather, we wish to provide material from which citizens can establish their own political, moral, or social views. We are not qualified, nor have we the right, to make moral or intellectual judgments for the citizens of our community or the patrons we serve.

The Library seeks to apply the same criteria in evaluating gifted materials that it applies to items purchased with funds received, however some gifted materials are designated by the donor for a specific purpose and the Library will seek to honor donative intent at all times.

We endorse the Library Bill of Rights. (Refer to the Iowa Library Association Intellectual Freedom Handbook). This can be found online:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Some material and equipment because of its nature may be kept in isolation; for example, bound newspapers, historical books, yearbooks, etc. The library's collection will be evaluated in a regular, on-going manner. Materials may be removed from the collection if they are worn out, misleading, superseded, no longer circulating, or duplicated, or because of space limitations.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## RECONSIDERATION REQUESTS POLICY

### I. BOARD AND LIBRARIAN'S RESPONSE TO A CHALLENGE OR INQUIRY

Any complaint must be submitted on the proper form. The complaint forms are available at the circulation desk. Incomplete forms may be rejected or denied by the Library Director, in writing setting forth the basis for rejection or denial. Complaints rejected or denied due to lack of completeness may be resubmitted once the missing information is provided in writing on the complaint form.

Defending the principle of freedom to read, rather than the individual item: information and enlightenment on all subjects, particularly controversial subjects.

The Board and Librarians will, if they deem it necessary or appropriate, consult the American Library Association Office for Intellectual Freedom and other appropriate national and state organizations concerned with intellectual freedom. Though complaints must be settled on a local level, there is value in the support and assistance of agencies outside the area that have no personal involvement.

A Review Committee for Reconsideration shall consist of the following people:

- Two community representatives, one of whom is chosen by the Director and one of whom is chosen by the Youth Services Librarian. If the Director or Youth Service Librarian is absent or otherwise unable to choose a community representative, the President shall choose the community representative.
- Library Board President who is president at the time a complaint is filed.
- Library Board Member with the longest tenure on the Board who is not the President or Vice President.
- One alternate from the Library Board who is nominated by a majority of the members present at the meeting called for the purpose of naming a Review Committee.
- Library Director (if the challenged book is a children's book) or
- Children's Librarian (if the challenged book is an adult book)

The Library Board reserves the right to amend this policy at any time, including after a complaint has been received.

A Review Committee will determine whether to remove the challenged material, segregate the material, or continue to keep the material accessible to any patron.

The current committee shall be listed on the Directory Page of the Library Policy, available on request at the circulation desk.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title \_\_\_\_\_ Book \_\_\_ Periodical \_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Requested initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ An organization? (name) \_\_\_\_\_

Other group? (name) \_\_\_\_\_

To what in the work do you object? (Please be specific. Cite pages) \_\_\_\_\_  
\_\_\_\_\_

Did you read/view the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading/viewing this work? \_\_\_\_\_  
\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_  
\_\_\_\_\_

Are you aware of judgments of this work by literary critics? \_\_\_\_\_  
\_\_\_\_\_

What would you like your Library to do about this work? \_\_\_\_\_

Return it to the Library staff for re-evaluation. \_\_\_\_\_

Do not lend it to my child. \_\_\_\_\_

Other. \_\_\_\_\_

Explain \_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved July 23, 2024

# **NORELIUS COMMUNITY LIBRARY**

## **LONG RANGE PLAN**

Copy of current “Strategic Plan” included at the back of the Policy Manual.  
Copy of the current “Strategic Plan” also listed our website at [www.denison.lib.ia.us](http://www.denison.lib.ia.us)

Approved July 23, 2024



# NORELIUS COMMUNITY LIBRARY

## ADMINISTRATIVE RULES & BY-LAWS

### I. OFFICERS

Officers of the Board of Library Trustees shall be president, vice president, and secretary.

### II. ELECTION

- A. The offices of president, vice president and secretary shall be elected by ballot at the annual meeting of the Board held in January for a term of one year starting in July. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs. The ballot shall be either oral or written.
- B. Library Board Officers shall be limited to no more than two (2) consecutive terms in the same elected position. This limitation will not restrict a Board member from being elected to serve in other positions as an officer, so long as no single office is held for more than two (2) consecutive years.

### III. MEETINGS

- A. The president shall preside at meetings of the Board of Trustees. In the absence of the president, the vice president will preside. The secretary shall take minutes of the meetings and maintain them in a permanent file. In addition to the foregoing duties, each officer shall perform the duties that by custom and law and the rules of this Board usually devolve upon such officers.
- B. The Board shall keep a record of its proceedings and the minutes will indicate that each member's vote is properly recorded on all motions.
- C. Members of the Board of Trustees shall receive no compensation for their services. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of Library business.
- D. The Board of Trustees shall meet the fourth Tuesday of each month at 5:15 p.m. At least 24 hours' notice of such meetings will be given as required by the Open Meetings Law, unless there is an emergency situation. In the event a meeting is held on less than 24 hours' notice, there will be an annotation in the minutes of the emergency which required waiver of the 24-hour rule, and the local media will be notified. Before the regular January meeting, the annual meeting will be held. December is designated the budget planning meeting. The agenda for monthly and annual meetings shall be publicized in the media.
- E. The agenda and printed Library reports are made available to Board members at least one day in advance of the meeting.
- F. Special meetings may be called by the president or upon written request of three members, for the transaction of business as stated in the call. It is recommended that a notice stating the time and place of any special meeting and the purpose for which called shall be posted in the Library and given each member at least twenty-four (24) hours in advance of such meeting.

- G. A quorum for transaction of business shall consist of four members. Items on the agenda shall include:
- Call to order
  - Approval of minutes
  - Approval of bills
  - Monthly circulation report
  - Public Forum (5 minutes)
  - Correspondence
  - Library Director's report
  - Committee reports
  - Old business
  - New business
  - Adjournment
- H. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.
- I. The date of the monthly board meeting is the date generally used to compile records, the librarian's report, statistics, etc. for the agenda of the Board of Trustees meeting. However, bills are presented for the entire month.
- J. The Library Director shall attend all Library Board meetings except those at which his/her appointment, salary, or performance is to be discussed or decided; however, the Library Director does not have power to vote.

#### IV. COMMITTEES

The president of the Board of Trustees shall appoint four (5) standing committees annually: Public Relations Committee, Finance Committee, Book and Policies, Facilities Committee and Technology Committee.

- The Public Relations Committee is responsible for communicating Library and Board activities and policies to the public; for providing liaison with Denison Library Friends; and for conducting surveys of the library's service area as needed.
- The Finance Committee is responsible for preparing the annual budget request with the assistance of the Library Director; for communicating the budget request to the City of Denison and to the Crawford County Board of Supervisors; and for resolving questions from the Library Director regarding finances.
- The Book and Policy Committee annually reviews the library's policies and by-laws; reviews gifts, memorials and bequests; reviews monthly purchases of materials to be added to the collection; and makes decisions on placement of memorial plaques on donated items.
- The Facilities Committee conducts an annual inspection of the Library building and grounds; recommends land acquisitions; and supervises redecorating and landscaping.
- The Technology Committee exists to advise the Library Director and the board on information technology issues and activities, bringing their expertise, experience, and expression of community concerns on all related matters, as appropriate, to the attention of the director and the Board.

## V. SALARIES

The Board of Trustees shall set the salary and merit increases for the Library Director. The Library Director shall recommend any merit increases for the Library staff. The Board of Trustees shall review all salaries annually.

## VI. AMENDMENT

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

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## LIBRARY OPERATIONS POLICY

### BUILDING AND GROUNDS

#### Building Operation

- Structural Modifications: All structural modification of the Library building must be approved by the Facilities Committee and presented to the Board of Library Trustees. Any major change must be approved by the City Council before final action.
- Heating/Cooling: The temperature in the Library building shall be maintained in accordance with government mandates to conserve energy. The Board shall contract for a person or firm to regularly service the heating and cooling systems of the building.
- Restrooms: The restrooms will be checked periodically to ensure cleanliness and that plumbing is functioning properly. At least one, preferably two adult staff members shall be on duty at the downstairs circulation desk at all times when the Library is open to the public.
- Smoking is not permitted in the Library or on Library property.
- Library users are not allowed to bring food into the Library.
- See Beverage policy for guidelines on bringing beverages into the library. Exceptions will be granted for the meeting rooms. No alcoholic beverages shall be permitted in the library.

### OPERATIONS

- Hours of Opening- Main and Children's Libraries
- Monday through Thursday 9:00 a.m. to 8:00 p.m.  
Friday and Saturday 9:00 a.m. to 5:00 p.m.
- The Library will be closed on Sunday and the following holidays:  
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.
- The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve.
- When one of the above holidays falls on a Sunday, the Library will be closed either the preceding Saturday or the following Monday at the Library Director's discretion.

#### B. Qualified Borrowers

Some services of the Library are available to "qualified borrowers". A qualified borrower is one who is sixteen years of age or older, residing in a service area of the Library where tax moneys support the Library, and one who does not have overdue materials or fines on his/her Library record. Example: Lost or damaged materials.

A parent or guardian must sign the permanent library card of a borrower under the age of sixteen.

### Checkout Policies

Checkout limit: New borrowers are issued a conditional card with a 5-item check-out limit. After three months and six checkouts the borrower establishes a good and reliable borrowing and return history. At this point they will be upgraded from conditional upon request with the following checkout privileges: 50 items.

Checkout Length:

Books without reserves.....	two (2) weeks
Books with reserves.....	one (1) week
Periodicals.....	two (2) weeks
DVDs—Fiction.....	one (1) week
DVDs—Non-Fiction.....	one (1) week
Audio books.....	two (2) weeks
Music media.....	two (2) weeks

Library users are entitled to confidentiality regarding the materials they access, and all information on their registration records.

### Overdue Policies

Fines: Fines are not charged for the late return of any Library materials.

Overdue Materials: Patrons who keep Library materials past the due date will be notified by the Library staff, and reminded to return them. After two (2) written notifications, Library checkout privileges will be suspended until such time as the Library materials are returned or paid for.

Lost and Damaged Materials: When a patron loses or damages Library materials he/she is required to pay for them. The charge for lost items is the retail replacement cost of the item. The charge for damaged materials will be set by the Library Director and may be a small charge, the cost of rebinding, or the current retail replacement cost of the item, depending upon the extent of the damages. Failure to pay for lost or damaged materials shall result in suspended Library checkout privileges. Patrons who owe the library for lost or damaged materials are expected to make a good faith effort at paying these charges by making at a minimum, a monthly payment in order to access the public computers. Patrons may request a refund if lost item(s) is returned to the Library within six months unless an item has been replaced in the collection due to high demand.

Periodicals: Current subscriptions are held for the most frequently used titles based on annual review. Back issues of bound and unbound titles are kept for research and reference as space allows. Current issues of periodicals will be displayed until the succeeding issue is received.

Newspapers: Current subscriptions are held for local and metropolitan newspapers, as the budget will allow. Volumes of the Denison Bulletin and Review are on microfilm and may be viewed by the public. Bound copies of the Denison Bulletin and Review may be used by the public only with the permission of the Library Director or staff member in charge.

Audio-Visual Equipment: Use of audio-visual equipment is limited to in-house use. Patrons should be able to demonstrate ability to operate the equipment. Students may use the equipment with parental or teacher assistance, at the Library Director's discretion.

Purchase of Equipment: The purchase of any equipment, new or used, must be approved by the Library Board.

Computers for Public Use: Refer to "Technology Policy."

Interlibrary Loan: Borrowing from other libraries: The Library will request materials from other libraries for persons who hold library cards at this library if the materials are not available in our collection. A postage fee may be charged for Interlibrary Loans coming from academic libraries. If an interlibrary loan item from an academic library is not picked up, the requesting patron will be charged return postage for said item.

#### Genealogical Research

The Library shall make its genealogy collection available to patrons for use in the Library. Photocopies or computer printouts of genealogical materials are subject to the normal copy charge. Genealogical and historical searches of the newspaper and data on microfilm shall be made for persons so requesting by mail. A minimum \$10.00 search and copy fee is charged for this service per ½ hr. search.

State Documents Depository: The Library at this time is not a State Documents Depository.

Discarded Material: Discarded Library materials shall be disposed of at the Library Director's discretion. Discards may be donated to the Denison Library Friends, donated to other libraries and institutions, or recycled.

### SPECIAL SERVICES

#### A. Schools and Other Groups:

1. The Library will cooperate with all schools in the service area to meet the legitimate needs of students and teachers. This cooperation is given, however, with the reservation that the Library's services are not subject to takeover by students or any special group with resulting limitation to the general public.
2. It is the Library's policy to build a collection to meet the general needs of the community. A disproportionate share of the materials cannot be devoted to students' needs or to the needs of any other special group.
3. The Library is not at this time acting as a county library.

B. Meeting Rooms: First choice for use of the meeting rooms will be for Library related programs and official Library use. (See "Meeting Rooms Policy")

C. Organizations: It is not within the purpose of the Library to store records and other materials for organizations and clubs and make these materials available for access by the members. Such use of the Library shall be discouraged. The Library shall accept local club histories as part of its permanent collection.

D. Bookstore: Books and other materials may not be ordered through the Library for the general public.

- E. Tours: Tours of the Library for the purpose of educating people in the resources, services, and proper use of the Library shall be encouraged.
- F. Programs: The library will provide programs for the library service area without charge as time and staffing permit.

#### IV. PUBLIC RELATIONS

- A. Friends of the Library: Recognizing that the Denison Library Friends, Inc. is a vital supporting group to the Library, the president of the Library Board shall appoint a trustee annually to serve as liaison between the Library Board and the Friends Board. The president of the Denison Library Friends is encouraged to attend all regular Library Board meetings.
- B. Publicity: The Library Director shall endeavor to publicize the Library, its collections and services through the various forms of media. The Library Director must approve materials originating in the Library to be used by the media. Brochures showing the Library's resources and services shall be distributed in the community and available at the Library.
- C. Public Information: Advance notice of all Library Board and Committee meetings shall be given to the newspaper. Minutes of the Board of Trustees shall be considered public information and made available at the Library. Following the Board approval, meeting minutes will be available at the circulation desk and on the Library website for interested persons.
- D. Right of Privacy: Circulation records of the Library that would reveal the identity of the Library patron checking out or requesting items from the Library shall remain confidential.
- E. Memorial Donations and Bequests: Donations of money to the Library in memory of persons who have died and bequests to the Library shall be encouraged by the Trustees, the Library Director, and the staff. Specific types of memorials when designated by the donor must be approved and acted upon by the Library Director. The Library Board will designate unspecified memorials and bequests for a particular use.
- F. Acceptance of Gifts and Memorials: All gifts and memorials are appreciated. The person giving such gifts or memorial should be given proper recognition. The person donating a memorial book will be asked to provide proper information for a bookplate. Requests for nameplates on items other than books shall be forwarded to the Library Board for approval.
- G. Donated Items: People who wish to donate materials may do so with the understanding that we reserve the right to dispose of them as we see fit. If we are unable to use donated materials, we pass them on where they might be needed. Library staff may sign for items donated to the Library, but they may not appraise the value of donated materials.
- H. Displays: See "Display Policy".

## EXTENSION OF SERVICES

Crawford County Residents: Residents of rural Crawford County and unincorporated towns within the county shall receive full library service as long as the contract between the Library and the County Board of Supervisors is in effect.

Out-of-State Borrowers: Persons who are not residents of Iowa may obtain Library privileges for a fee of twenty-five dollars (\$25.00) per year.

Transients: Persons who are living in the service area on a temporary basis may obtain Library privileges for a fee of twenty dollars (\$20.00). Upon leaving the area, the person may ask for a refund of this fee, provided all Library materials have been returned to the Library, and payment made for lost or damaged materials or video fines.

Open Access: As of October 1, 1989, the Norelius Community Library participates in the Iowa Open Access program.

Library Service Area: The Library will cooperate with the Southwest Iowa Library Service Area.

State Library Standards: While supporting in principle, and mainly in fact, the concept of standards for the improvement of public Library service, the Norelius Community Library shall strive to comply with State Library Accreditation Standards; however, the final decision and authority rest with the Library's Board of Trustees.

Approved July 23, 2024



# NORELIUS COMMUNITY LIBRARY

## PROCUREMENT POLICY

### **Purposes**

The purpose of this procurement policy is to enact guidelines for the Board of Trustees, Library Director and Library staff in furtherance of the City of Denison's procurement policy which was established on March 5, 2019. The Board always has the authority to alter these policies and procedures during any lawfully-called meeting but absent unusual circumstances, it is determined by the Board to be in the best interests of the citizens that the below guidelines be followed.

### **Purchasing Policy**

1. The Library Director is authorized to make any and all purchases necessary and incident to running the library so long as the total amount of the purchases does not exceed the amount allocated to any particular line item in the budget in that budget year. For example, the 2019-2020 budget provides \$500.00 for "dues and subscriptions". The Director may spend all \$500.00 of this amount without seeking the Board's pre-approval.
2. The Library Director may authorize any staff member to complete purchases on behalf of the Library, in the ordinary course of business.
3. If the financial allocation made in any line-item of the approved budget is insufficient, the Library Director shall consult with the Board before using funds from one line item to pay for items that should be allocated to another line item. For example, the 2019-2020 budget lists "Binding" as an expense and has allocated \$1,000.00 for this expense. If it is perceived by the Director that some or all of the "binding" money will not be needed for binding that year and can instead be better used to cover an added "technology" expense, or other line item expenses, the Director will bring this to the Board's attention at the monthly meeting prior to exceeding the budgeted line-item for "technology". If the Board approves movement of funds from one line-item to another, when said funds are spent, they shall be tracked and logged by the Library Director and placed into the budgeted line-item expense category most appropriate for the actual use of the funds rather than the budgeted use of the funds. Accordingly, if the "binding" money is all spent on "technology" the expense shall be logged as "technology" so that the Director, Board, and city have a better idea of the actual, ongoing needs of the library for the next budget year.

### **Prohibited purchases**

1. The following purchases cannot be made from Library funds:
2. The purchase of any illegal substance or services
3. Gambling related purchases
4. Purchases made for personal benefit with no value to the Library
5. Any purchase not done in accord with state or federal law

## **General Procurement Guidelines**

Any one-time purchase which is anticipated to exceed \$5,000.00 must be approved by the Board in advance of the expenditure except payroll expenses.

All improvements that are \$25,000, or more, will require a performance bond, per city code. The Director shall coordinate with the City Manager for these types of larger expenses.

Purchases over \$5,000 will require at least two price quotes or estimates, in writing. If the Library is unable to obtain more than one quote or estimate because the goods or services are special or unique or due to lack of interest, the Board and Director shall make special note of that fact in the Minutes for the meeting during which any quote or estimate is approved.

## **No Preferences or Discrimination**

The Library will not discriminate against any person or entity due to their geographic location when determining whether or not to accept any quotes, bids, or estimates for purchases over \$5,000.00. The Library Director is authorized to contact any supplier/provider of which the Library Director is aware whether via the Director's own knowledge, or upon advice of the Board, Library Friends, colleagues, staff, or other individuals. No preference shall be automatically given to any person or entity.

In determining whether or not to accept any bids or quotes or estimates, the Director and Board may, but are not required to, consider: the provider/supplier's written or oral references, the provider/supplier's history of good or bad performance, the time-frame in which the provider/supplier can perform the work, the amount of the bid compared to others, whether the provider is insured, whether the provider/supplier has any warranties or guarantees, or any other legitimate factor, but no illegal factors such as age, race, gender, sexual orientation, national origin, religion, or geographic location. No factor is dispositive nor more or less important than any other factor.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## PUBLIC USE OF CHILDREN'S AREA

### I. PURPOSE OF THIS POLICY

The Children's Library within the Library facilities is a special part of the library housing special collections, programs and services designed especially for children (babies through age 11).

The purpose of the Children's Library in the Norelius Community Library is therefore to provide children and their caregivers with access to these special children's materials, programs and services.

### II. POLICY

The Children's department is available for use by those patrons who are accessing the special materials contained in the Children's collection for use by children and their caregivers, to attend children's programs, and to utilize other services provided by the children's departments. Patrons not included in these categories may use all services and materials in the Children's library, however, use by children through age 11, and their caregivers, will be given priority over use of individuals older than age 11.

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

<b>SAFE CHILD POLICY</b>
--------------------------

Children are welcome in our library, and while we are concerned with their safety and welfare, parents and caregivers are fully responsible for monitoring the activities and regulating the behavior of children in their care while the children are in the Library or on the Library grounds.

Children age 8 and under must have a parent or caregiver with them at all times and must not be left unattended at any time including in the Children's Library. Caregiver(s) must be age 13 or above.

In the event a child is left unattended for longer than outlined in this policy, or if a child is not following the behavior policy, Library staff will attempt to contact a parent, guardian or other caregiver. If a parent, guardian or caregiver cannot be located within 30 minutes, Library staff may contact local law enforcement and the child will be given into their custody.

The Library is not responsible for unattended children.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## BEHAVIOR POLICY

### **I. PURPOSE OF THIS POLICY:**

The Norelius Community Library seeks to provide a safe, comfortable working environment that is conducive to the use of Library materials either by individuals or by small groups. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

### **II. EXPECTATIONS OF LIBRARY USERS:**

The following kinds of behavior are prohibited:

- Any behavior that is illegal.
- Any behavior that endangers oneself or others.
- Any behavior that is disruptive to the Library environment; for example, loud talking or laughing after being warned.
- Any behavior that is abusive to a staff member or other patron.
- Any use of the Library that interferes with the Library's purpose.
- Any other behavior deemed inappropriate by the Library Director or staff; for example, smoking, eating or drinking.

**III. RESPONSIBILITY FOR ENFORCING THIS POLICY:** The primary responsibility for enforcing this policy rests on the staff member in charge of the Library when the incident occurs. However, all staff members have responsibility for enforcing the policy.

### **IV. PROCEDURES:**

Staff members are to use their best professional judgment when enforcing this policy.

- The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the Library.
- Response to any incident should occur as soon as possible after the incident begins.
- Except in cases where the staff feels in physical danger, they will discuss the inappropriate behavior with the patron, suggest alternatives, and if necessary state the consequences of the behavior.
- In cases where a juvenile refuses to behave appropriately in the Library, the staff member in charge is authorized to call the juvenile's parents.
- In cases where a patron, whether juvenile or adult, continues to behave in an inappropriate manner after the staff has warned the patron that such behavior is inappropriate, the staff member in charge is authorized to tell the patron to leave, and to call the police if the patron refuses.

- Any patron asked to leave the Library may return the next working day.
- If the patron continues to behave in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a week.
- If after a week without Library privileges the patron still behaves in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a month.
- At the end of the month, an adult must meet with the Library Director for reinstatement of Library privileges. A juvenile must bring his/her parents or responsible adult and meet with the Library Director for reinstatement of Library privileges.
- Failure to remedy the problem by the aforementioned steps will result in the patron meeting with the Library Board to determine his/her restoration of Library privileges.

In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## SEX OFFENDERS AGAINST MINORS

### I. POLICY

In accordance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa, The Board of Trustees prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without written permission of the Library Director.

### II. PROCEDURES

- The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.
- Persons barred from library property under the law remain entitled to library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card.
- Person(s) who appear to be loitering will be reported to the police at the discretion of the Library Director or Library staff in the Director's absence.
- Persons barred from library proper under the law will not be served by the library's homebound delivery service.
- The issuance of a library card to individuals who have been convicted of a sex offense involving a minor does not grant those individuals permission to enter the library or be present on library property. Individuals convicted of a sex offense against a minor must follow proper library procedures and policies to request and obtain written permission to be on library property, regardless of whether or not they possess a valid library card.
- Background checks will be performed using the National Sex Offender Registry on all employees, potential employees, and volunteers who are or will be working on library property. Violations of this policy will be immediately reported to law enforcement.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## LIBRARY SECURITY CAMERAS POLICY

Norelius Community Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras and real-time monitors are placed at selected locations in order to observe and record activities on library premises.

### LIBRARY PRACTICES

- The Library will post signage advising that security cameras are in use.
- Camera placement will be determined by the Library Director or their designee.
- Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.
- Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audible communication.
- Cameras will record activities in real time and images will be saved to internal storage. Software currently in use deletes images automatically as the capacity of the hard drive is reached. The Library may retain copies of certain images as needed for legal or operational purposes.
- The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database.
- Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

### CONFIDENTIALITY

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information shall be treated as confidential to the extent provided in Iowa Code § 22.7(13).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the Library's Operation policy- Patron Confidentiality.

Images that include records protected by Iowa Code § 22.7 will not be released without a court order.



## REQUESTS FOR ACCESS TO SECURITY CAMERA IMAGES

- All requests to view or obtain security camera imagery must be presented to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Law enforcement and City officials may view recorded images, unless they include records protected by **Iowa Code § 22.7(13)**.
- Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable.
- If recorded images include records protected by **Iowa Code § 22.7(13)**, authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if the request for confidential records is permitted by law.
- All requests for public disclosure of recorded images must be presented to the Library Director or the staff member designated to act in their stead. Guidelines for public disclosure of security camera video imagery shall follow the procedures established by the Library Director in accordance with **Iowa Code chapter 22**.

## REFERENCES

Norelius Community Library Operations Policy-patron confidentiality

Norelius Community Library Safe Child and Behavior Policies

**State Code of Iowa chapter 22**

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## DISPLAY POLICY

Individuals, organizations, or groups who wish to exhibit materials in the Library must obtain permission from the Library Director. Length of time of exhibit and hours of viewing are at the discretion of the Library Director.

*Denison Library Friends, INC. support the Library through the management of the generous donations of our patrons. A permanent wall safe for said donations is located in the entry way of the library. Your donations benefit of the Library's ongoing mission (See Mission Statement, p. 4).*

No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or service sold by any commercial or charitable enterprise.

The public is invited to schedule displays in the library building under the following conditions:

- Displays and exhibits must be of general interest and open to the public. Commercial exhibits or displays are not accepted unless they are of a general educational nature.
- Individuals responsible for the display will arrange their own materials under the general supervision of the library staff; furnish their own easels or equipment necessary for display; and are responsible for any damage to library property.
- Individuals, organizations, or groups placing materials on exhibit must agree to assume all risk for articles exhibited and sign an "Exhibits Release Form."
- (See Appendix).

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

<b>EXHIBIT RELEASE FORM</b>
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I, the undersigned, hereby lend the following works of art, exhibit, or display to the Norelius Community Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Norelius Community Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibit dates: From \_\_\_\_\_ to \_\_\_\_\_

Description of the materials loaned for exhibit:

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

### CARNEGIE MEETING ROOM RESERVATION POLICY AND AGREEMENT

The Carnegie Meeting Rooms are located on the second (top) floor of the Norelius Community Library. The Carnegie Library served as the public library until 1980, when volunteers and generous donors expanded the Library's footprint, to include the downstairs and Children's Library. In 2022, again with the help of volunteers and generous donors, the Carnegie Library underwent a significant remodel and renovation with the goal of making more public and private use of the space upstairs. The purpose of this policy is to establish rules for use of the Carnegie Meeting Rooms by patrons or groups.

1. The Carnegie Meeting Rooms are available for educational, informational, or cultural meetings during the hours the library is open to the public. No after-hours use is permitted.
2. Any meetings or group presentations must be free of charge and open to the public.
3. Admission fees, donations, or other fees may not be charged or solicited.
4. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
5. Examples of Permitted Meetings: Kiwanis, FFA, EMS, book clubs, group rehearsals or practices, business meetings which are open to the public and do not involve soliciting for later sales of goods or services.
6. The Carnegie Meeting Rooms can be divided into two meeting rooms, a North side and South side. A group may reserve either half, or the whole. There is also a kitchenette which may be reserved by itself, or in combination with reservation of one-half or the whole space.
7. If a group reserves one-half of the room, the people in expected attendance shall be fifteen or less. If a group reserves the full room, the people in expected attendance shall be thirty or less. The kitchenette can accommodate up to ten additional people.
8. If a group reserves any space in the Carnegie Meeting Rooms, an authorized representative of the group, shall sign this reservation agreement and agree that he or she, in addition to the group if it is an entity, is personally responsible for any damage caused by any member of the group or meeting attendee and that the authorized representative has capacity and authority to bind themselves and their group to liability for said damages.
9. If a group reserves space in the Carnegie Meeting Rooms, the meeting must end 30 minutes prior to closing to allow for clean-up by the group and exiting the Rooms 15 minutes prior to closing. Clean up shall include: Returning tables and chairs to their original set-up, vacuuming, wiping surfaces of any tables and chairs used by the group, bagging and sealing any garbage created by the group, and if the group used the kitchenette, cleaning any dishes, wiping all surfaces, vacuuming the floor, and throwing away any trash. In other words – large groups are expected to leave the room in the same condition in which they found the room.
10. Groups with a habit of leaving messes may be denied future reservations by the Board of Trustees.

11. Except as set forth in paragraph 12, no person or group may have food or drink in the Carnegie Meeting Rooms, except liquids in containers with lids. Any person or group which violates this policy will be liable for actual damages caused by spills and stains caused by the individual's or group's violation of this policy.
12. If a person or group wishes to have food or drink in the Carnegie Meeting Rooms, then the person, or group through an authorized individual, must pay a \$50.00 damage deposit to the Library on or before the date and time of the group's reservation. Upon conclusion of the meeting at which food or drink is provided, the Library will return the \$50.00 damage deposit the same day if Library staff finds no damage upon inspection and the room/s are returned to their original condition and cleaned. If Library staff finds damages, or the rooms are not cleaned, then staff will retain the \$50.00 and commence work to repair damages and cleaning. Staff may perform repairs or cleaning or hire a third party to do the work. If staff repairs damages or performs the cleaning, it will be charged to the person or group at the rate of \$20.00 per hour and actual expenses for materials. If damages are less than \$50.00, the balance remaining after deducting actual cost for materials, staff time, or money paid to a third party will be returned to the person or group which paid the deposit. If damages total more than \$50.00, the person signing this form, and, if applicable, the group on whose behalf an individual signed this form, is liable for the remainder of the actual damages, less the \$50.00 deposit.
13. Carnegie Meeting Rooms are reserved on a first come, first-served basis and may be reserved up to six months in advance.
14. The Library, and its Board of Trustees for meetings, have priority for use of the Carnegie Meeting Rooms for meetings or Library events. The Library Director reserves the right to cancel any reservation at any time for any lawful excuse. The Library is not responsible for any damages caused by any cancellation of any meeting at any time.
15. The Library is not responsible for items left in meeting rooms or any personal property brought into the meeting rooms by people or groups, such as damage to a computer, electronic equipment, etc.
16. No alcohol is permitted at any time.
17. No smoking is permitted at any time.
18. No open flames are permitted at any time.

Approved July 23, 2024

Norelius Community Library  
1403 1st Ave South  
Denison, IA 51442

Library Hours: Monday-Thursday 9 am to 8 pm  
Friday & Saturday 9 am to 5 pm  
Phone: 712-263-9355 FAX 712-263-8578

### NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time(s) Requested \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Equipment needs:

\_\_\_\_\_ No Equipment

\_\_\_\_\_ TV /DVD

\_\_\_\_\_ Coffee Maker

\_\_\_\_\_ White Board

\_\_\_\_\_ PA System

Room Requested

\_\_\_\_\_ Fireside

\_\_\_\_\_ Kitchenette

\_\_\_\_\_ Carnegie

\_\_\_\_\_ All 3 rooms

I have read the Carnegie Meeting Room Reservation Policy and Agreement on the reverse side and agree to comply with it.

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

#### RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

(Individual and/or Group name), on behalf of [Check one]:   (myself)  (group), hereby acknowledge that I have read the Carnegie Meeting Room Reservation Policy and Agreement. I understand and agree to its terms and agree that if I, or the group for which I sign, damage the Carnegie Meeting Rooms, the fixtures or contents, I am responsible to pay actual damages caused and if I sign on behalf of a group, so is the group on whose behalf I sign. I also agree, to release, hold harmless and indemnify the Library, Library staff, Library Board of Trustees, City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses arising out of the use of the Carnegie Meeting Rooms of any kind or nature whatsoever.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**FOR GROUPS WITH FOOD AND DRINK**

I have given \$50.00 to Norelius Community Library as damage deposit in exchange for permission for me and/or the group I represent to have food and drink in the Carnegie Meeting Room spaces. If, after the meeting, Library staff discovers damages that the staff believes to be caused by me or the group I represent, the Library may retain my \$50.00 deposit to be put toward repair or replacement of damaged items and that I am responsible for any remaining actual damages.

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

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Phone \_\_\_\_\_

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

# NORELIUS COMMUNITY LIBRARY

## AUDIO-VISUAL POLICY

1. Audio-Visual Media Collection
  - A. The DVD player, and other audio-visual equipment are available for use in house. Patrons using the equipment should know how to operate the equipment.
  - B. Audio-Visual equipment may be reserved in advance.
  - C. Patrons are responsible for loss, theft, or any damage to audio-visual equipment or media.
  - D. Damage to audio-visual equipment-Actual cost of repairs (minimum \$10.00).
  - E. The Library staff reserves the right of priority use of audio-visual equipment and media.
  
2. Audio-Visual Media Collection
  - A. Featured Films: Feature film DVDs are used primarily for recreation by customers in their homes. Generally, these titles do not have public performance rights, which prevent their use by social groups. Teachers may use them in the classroom if they are part of a one on one teaching exercise. Featured titles are varied, spanning each of the movie genres-drama, comedy, family, adventure, horror, science fiction, western and musical comedy.
  - B. The library will offer a feature film collection for the purpose of giving patrons a broad selection of many of the American Film Institute and the Library of Congress National Film Registry list of titles.
  - C. Gift DVDs are considered on an individual basis.
  
3. Audio-visual Media Circulation
  - A. Audio-visual media are available to all borrowers who have a Library card and are available on first-come, first-served basis only. They may be selected from a self-service display. No more than three (3) DVDs may be borrowed per household at any one time.
  - B. All Juvenile patrons (under 16 years of age) may borrow DVDs with a valid Library card. This covers ALL DVDs regardless of rating, including those rated G through R by the MPAA, and those not rated by the MPAA. However, a parent or legal guardian of a minor child may sign a form to restrict specified audio-visual materials to said minor. (See Appendix)  
Fees: No fees will be charged for the use of DVDs.
  
4. Fee/Over Due Fines
  - A. There are no fees or fines for overdue materials at this facility.
  - B. Lost or damaged materials will be billed to the borrower at current replacement cost.
  - C. Damage to audio-visual media-Actual cost of repairs or replacement.
  - D. Audio-Visual media may not be returned through the book drop. Any damages resulting from improperly returned A-V materials will be charged to the borrower.
  
5. DVD players are available in the meeting rooms for use with room reservations.

Approved July 23, 2024



# NORELIUS COMMUNITY LIBRARY

## INTERNET AND COMPUTER ACCEPTABLE USE-TECHNOLOGY

The Library establishes this Internet and Computer Use policy to ensure appropriate use of Internet resources.

### 1. **Permitted Access:**

Computers offer information through access to the Library's online catalog, subscriptions to full-text information resources, and the Internet. Patrons accessing the Library computers must read the Library's Internet and Computer Acceptable Use Policy and, agree to abide by the policy.

The staff will manage computer resources in order to provide equitable access to all patrons. Printing availability from Library computers is provided at a cost of \$ .15 per page for black and white pages and \$1.50 for color pages. Patrons are responsible for all pages that print, and are encouraged to use the "Print Preview" option in order to determine total number of pages to be printed.

Library staff will provide reference and research assistance as needed, but cannot provide in-depth or one-on-one training in computer use.

Library computers with Internet access are located in public areas shared by patrons of varying ages, backgrounds and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

### 2. **Access by Minors:**

Responsibility for, and any restriction of, a child's use of the Internet rest solely with the child's parent(s) or legal guardians. Parents should inform their children of materials they do not want them to use, and may wish to supervise their children's Internet sessions. The library and/or library staff are not responsible for the content viewed by minor children.

In the American Library Association's Statement on Library Use of Filtering Software, the Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Norelius Community Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines.

In addition, Iowa law, places no prohibition on the use of appropriate material for educational purposes in any public library. It does, however, place limitations on those who knowingly disseminate or exhibit obscene material so that it can be observed by a minor when the purpose is not for education. Accordingly, if Library staff determines that a person is viewing obscene materials observable to a minor, and the use of the obscene materials is not for educational purposes, Library staff will ask the patron to cease use of obscene materials for non-educational purposes while minors have the ability to view or observe the

obscenity. The Library defines obscene materials in accordance with Iowa Code section 728.1(5).

**3. iPad Use:**

Location and usage of the iPad will be at the discretion of the Library staff. Length of a session per patron will be based on the number of patrons waiting to use the iPad. Sessions may be limited by the librarian to one-half hour so that maximum number of children or adults can utilize the service.

**4. Computer Use:** Minors age 12 and older will use the 1<sup>st</sup> floor computer lab. Minors under age 12 will use the 2<sup>nd</sup> floor computers in the Children's Library.

**5. Damage and Misuse:**

Patrons are responsible for their behavior, and that of any minor in the patron's control, care, custody, and for any damages that occur due to misuse of technology. Patrons must agree not to attempt to alter, even temporarily, the hardware or software on any library electronic devices: computers, tablets, Switch gaming systems, etc. Vandalism, destructive behavior or illegal activities may result in law enforcement involvement, as well as, suspension or termination of Library privileges.

**6. Security/Confidentiality:**

Users are cautioned that security in an electronic environment such as the Internet, cannot be guaranteed. All transactions, files, and communications are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify, gain access to files, passwords, or data belonging to others. The library reserves the right to inspect any history or data on a computer at any time to determine whether any rules, policies, or laws are violated.

**7. Wireless Use:**

The library provides wireless Internet access but does not guarantee compatibility with all wireless-equipped computers. The Library cannot accept the liability of handling patron's computers or electronic devices. Patrons must understand how to configure their own devices in order to access the Library's wireless service. Persons may use the Library's wireless service without a signed Internet user Agreement.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## AVAILABLE SERVICES POLICY

The following services are available at the library for minimal fees.

### Copy Machine:

1. The following guidelines regarding the copier will be observed:
2. Patrons printing without staff assistance are responsible for the cost of all copies regardless if they did or did not intend to print out the overages.
3. If patron has engaged staff assistance and the staff has made the error, the patron will not be charged for the overage.
4. This applies to all copies, black & white and color regardless of the size of copies made or if the copies are queued from patron computers or Wi-Fi printing from personal devices.
5. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

### Black & White copies:

8.5 x 11	One side \$0.15	Double sided \$0.20
8.5 x 14	One side \$0.15	Double sided \$0.20
11 x 17	One side \$0.20	Double sided \$0.30

### Colored copies:

8.5 x 11	\$1.50 per side
8.5 x 14	\$2.00 per side
11 x 17	\$2.50 per side

### Card Stock copies:

8.5 x 11	\$0.25 in addition to the printing charge
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### Laminating:

1. The laminator will accommodate pieces 24" wide or less.
2. Thickness of pieces may determine the likelihood of successful adhering of the laminate.
3. The thicker the pieces are, the less likely of proper adhering of the laminating film.
4. The patron is responsible for separating all pieces prior to and upon completion of the lamination process.
5. Completed laminating is available the following business day.
6. Laminating dropped off Friday will be available on Monday.

The patron agrees to hold the library and the City of Denison harmless for any damage to pieces subjected to the laminating process.

Laminating	\$1.00 per foot regardless the size of item to be laminated
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**FAXES:**

The following guidelines regarding fax use will be observed:

1. All fees must be paid when fax transmission takes place.
2. No charge will be made for sending or receiving interlibrary loan requests.
3. Local recipients of incoming fax documents during normal Library hours will be notified if possible.
4. The patron agrees to hold the library and the City of Denison harmless for any misdirected FAXES.
5. In lieu of FAXING, a Scan-To-Email option is available at no charge.

Sending FAXES	\$1.00 first page, \$0.50 per page thereafter.
Receiving FAXES	\$0.50 per page

6. The same fax sent to two separate numbers is considered two separate faxes. The fees for the second fax will be \$0.50 per page for all pages.
7. Faxing services are suspended 15 minutes prior to closing.

**Notary:**

The library offers complimentary Notary services to our patrons.

1. Patrons seeking notary services must present the following:
  - Unsigned but appropriately completed documents
  - A photo ID (for validation purposes)
2. Form must be signed by patron in the presence of the Notary.
3. Forms signed prior to seeking notary services will not be validated and witnessed by the Notary.
4. Notary services are suspended 30 minutes prior to closing.

# NORELIUS COMMUNITY LIBRARY

## EAR BUD POLICY

The following guidelines regarding ear buds will be observed.

1. The Library carries ear buds for the patrons to use with the computers.
2. Patrons will be charged a nominal fee of \$2.00 for each set of ear buds. These ear buds are then the sole property of the patron and can be used whenever they bring them to the Library.

**The Library staff will not be held responsible for lost or misplaced ear buds within the Library.**

3. Patrons are encouraged to keep the volume of the electronic devices to a reasonable level as to not disturb other patrons.
4. Library staff will monitor the volume levels and following the behavior policy guidelines, may request the patrons to reduce the volume on their devices. The volume, if determined to exceed acceptable levels resulting in numerous reminders to “turn down the volume” the patron may be asked to conclude their session on the electronic device.
5. Patrons are encouraged to bring their own ear buds or head phones when visiting the library.

Approved July 23, 2024

## **NORELIUS COMMUNITY LIBRARY**

### **MAKER SPACES SEWING/CRICUT MACHINES**

The following guidelines regarding the sewing and Cricut machine(s) will be observed:

The Norelius Community Library is excited to offer the sewing and Cricut machines for programming and patron's use. All patrons using the machine(s) must have a basic knowledge of the machines in order to operate them or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machines and use of related supplies. By signing a permission form below the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machine. Patrons are responsible for all supplies and materials.

# NORELIUS COMMUNITY LIBRARY

<b>SEWING MACHINE/CRICUT RELEASE FORM</b>
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The Norelius Community Library is excited to offer the sewing and Cricut machines for programming and patron's use. All patrons using the sewing and Cricut machines must have a basic knowledge of sewing in order to operate the sewing machine or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and use of related supplies. By signing below, the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machines. Patrons responsible for all supplies and materials.

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

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

\_\_\_\_\_

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

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

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

Sewing Machine \_\_\_\_\_

Cricut Machine \_\_\_\_\_

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

### MAKER SPACES

#### VHS TAPES/DVDs CONVERSION ELECTRONIC RECORDING MACHINE

The following guidelines regarding the VHS Tapes/DVDs Conversion Machine will be observed:

The library now carries an electronic machine that converts VHS tapes onto DVD disc(s). This machine uses electronic format to transfer/burn the VHS images on the DVD disc(s). The normal time of conversion reflects the length of the VHS tape. If the tape has recorded 6 hrs. of material it will take 6 hrs. to convert the VHS tape to DVD disc(s).

The conversion process may take more than 1 or 2 DVD disc(s) as the process continues. This machine is relatively easy to use. Staff will instruct the patrons on the individual use of the machine. A set of written instructions will also be available for ready reference. The staff will be available to assist in the conversion process. However, the patrons should be directly involved with the conversion process.

Fee of \$2.00 per disc if patron makes the conversion, \$5.00 per disc if library staff makes the conversion.

Use of the VHS/DVD Conversion machine is done at the patron's discretion. The library will not be held liable or responsible for mistakes, the destruction of the VHS/DVDs in the processing of the conversion attempts or any injuries sustained during the operation of the machine.

Approved July 23, 2024



# NORELIUS COMMUNITY LIBRARY

## BEVERAGE POLICY

The following guidelines regarding beverages within the Library building will be observed:

Covered or capped beverage containers will be allowed within the library in specified areas. No alcoholic beverages will be allowed within the facility either in their factory produced or personal beverage containers.

Patrons are encouraged to clean up after themselves when beverages have been placed within the library, regardless of their location within the facility. It is the patron's responsibility to leave the area clean and ready for use by the next patron.

The determination of the appropriate beverage containers lids/caps will be made at the discretion of the library staff. If the containers are not appropriate the patron will be asked to remove the beverage from the library facility.

Food will not be allowed in the library at any time.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## WEATHER POLICY

The Norelius Community Library is an essential city service. When possible, the Library will remain open during severe weather. However, severe weather at any time of year may necessitate delaying opening of the Library, or closing the Library after it has opened. The decision to close early will be made by the Director or designated staff member, upon consulting with the Board President or next senior Board member.

Every attempt will be made to give patrons and staff a 30-minute warning that the Library will be closing early due to deteriorating weather conditions.

Messages about closings, early closings, and delayed openings will be provided to the Emergency Response Coordinator, KDSN radio station and posted on social media.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## SERVICE ANIMAL POLICY

**DEFINITION:** A service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Examples of tasks include, but are not limited to, being trained to alert the owner when his or her blood sugar is high or low, reminding the owner to take medication, or detect the onset of seizure.

**QUESTIONS STAFF MAY ASK:** If a patron presents with an animal and it is not clear, through a badge or other insignia worn by the dog, that the dog is a service animal staff may ask two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task or inquire about the nature of the person's disability. Service animals do NOT have to wear any special insignia.

**CARE AND CONTROL OF THE ANIMAL:** The library is not responsible for the care or supervision of the service animal including toileting, feeding, grooming, or veterinary care. The owner of the service animal is solely responsible for it. All service animals must be harnessed, leashed or tethered while in public places unless the device would interfere with the service animal's work or the person's disability prevents use of the devices. In this case, the handler must use voice, signal or other effective means to maintain control of the animal. Under control means that the service animal should not be allowed to bark repeatedly in the library.

**REMOVAL OF SERVICE ANIMALS:** Service animals must be permitted in any areas of the library in which the general public is allowed. If a service animal is out of control and the handler does not take prompt and effective action to control the animal or if the animal is not housebroken then the animal may be excluded. If staff believes that a service animal is out of control or should be excluded due to not being house broken then staff will document, in writing, the occurrence, offer the patron an opportunity to correct the problem, and if the problem still persists, insist that the patron remove the service animal voluntarily. If the patron refuses, staff may contact law enforcement for assistance.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## AED USE & MAINTENANCE POLICY

### PURPOSE

To establish an action plan for responding to a sudden cardiac arrest emergency.

### TRAINING PLAN & RESOURCES

Training Program: expected users shall regularly receive appropriate training in cardiopulmonary resuscitation (CPR) and the use of an AED.

Document training participants using a sign-in sheet.

Document yearly SOG review.

4. Schedule drills and document/identify participants.

### WHEN TO USE

Automated External Defibrillator (AED): An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. *It is only to be applied to victims who are unconscious and not breathing normally.* The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### RESPONSE ACTION PLAN

1. Call 9-1-1.

2. Start chest compressions.

3. If an automated external defibrillator (AED) is immediately available, grab it or send someone to retrieve it and bring it to you.

4. Remove all clothing covering the chest. If necessary, wipe the chest dry.

5. Apply the AED electrode pads to the person's bare chest as shown on diagrams on the pads.

Note: If the pads may touch, place one pad in the middle of the chest and the other pad on the back, between the shoulder blades.

6. As soon as an AED is available, turn it on and follow the voice prompts.

Make sure no one is touching the victim. This can be done by exclaiming "CLEAR" in a firm, loud voice. This electrical therapy can restore a normal heart rhythm if it is used quickly enough. Do not be concerned about harming the victim. AEDs are safe and effective and can only help. AEDs will not shock someone who does not need to be shocked.

After the AED delivers the shock, or if no shock is advised, immediately start CPR, beginning with compressions.

7. Post-incident review.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## AED USE & MAINTENANCE POLICY-Part II

### **PURPOSE**

To establish an action plan for ongoing training and maintenance of AED devices located within the Library building.

### **MAINTENANCE SCHEDULE**

Device readiness will be insured by monthly readiness checks. The Readiness indicators on the units must be manually checked on each device. Indicator light will flash green if the unit is READY. If the device is not READY, the readiness indicator light will not flash and an alert tone will sound every 15 minutes.

#### **In case the unit is not READY:**

Use the following steps to determine why Readiness indicator is not flashing:

Open the lid and wait until the voice prompts start.

*Immediately* press and hold the LANGUAGE and CHILD MODE buttons simultaneously until you hear either DEVICE READY or DEVICE NOT READY.

The defibrillator will then provide voice instructions that tell you which of the following actions you need to take:

Replace electrode tray

Replace battery

Contact qualified service personnel

The AED device(s) performs automatic self-tests daily, weekly, monthly and every time the unit is turned on.

Low batteries will be replaced immediately to maintain the integrity of the AED units.

Electrode(s) supplies will be replenished as needed and inventoried at the monthly device checks.

Monthly Checks will be recorded on a yellow card which will be attached to each AED Wall box.

### **TRAINING on MAINTENANCE of AED UNITS**

Staff training for familiarity and hands on use of the AED units will be ongoing and regular drills will be held for routine maintenance and use at least once per year.

Training will be arranged by the Director and paid for out of the library's operating budget.

Training Plan:

All current staff members will be scheduled for training through Crawford County Memorial Hospital staff prior to the AED being used by any staff members. The Director

will stagger staff training so as not to close the Library. Training will take place during work hours and will be considered paid time for staff.

#### Onboarding New Staff:

When new staff come on board they will each be scheduled for the next available certification class offered at Crawford County Memorial Hospital and shall not use the AED until they have been trained.

#### File Maintenance & Documentation:

The Director will maintain documentation regarding each staff member's training in an AED Training File kept in the Director's office or electronically, as long as the information is readily available to the Director.

If the AED device is used, the Director, or other individual in charge in the absence of the Director, shall obtain and preserve copies of the training certifications for each staff person who was working at the time the AED was used and make copies of them for a separate AED Use File. In the event an AED is used on a minor child, the Library shall maintain training records of staff on duty for at least one year after the minor child at issue reaches the age of majority. Training records shall not be destroyed except upon approval of the Board or as directed by City Council.

Once the scene is clear following the use of an AED, each staff member involved with use of the AED or assisting at the scene shall prepare a written statement documenting the staff member's involvement with the incident. The statements shall be considered confidential work product prepared in anticipation of litigation. The written statements shall be available only to the Director, the Board of Trustees, the City or Board's counsel, or the City or Board's insurance adjuster.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## PERSONNEL POLICIES

The Library Board of Trustees has reviewed and adopted the City of Denison Personnel Policies and Regulations with some exceptions. Refer to the Appendix for the City Personnel policy.

## NORELIUS COMMUNITY LIBRARY EXCEPTIONS TO CITY PERSONNEL

### SECTION VIII – PAY PERIOD, HOURS, OVERTIME, & COMPENSATION

“The Library Board requires that library employees use compensatory time by the end of the fiscal year in which it was accrued.”

### SECTION IX – WORK ASSIGNMENT

Substitute the following for the entire section:

All library employees will be encouraged to advance as openings occur, based on their qualifications.

In the case of a transfer within the Library, the Library Director shall determine the wage if part time or the Library Board if full time.

All original employment or promotional transfers shall be for a period of six (6) months, during which time, at the Board’s discretion, the employee may be released, rejected, or, in the event of promotion, returned to the position from which she/he was promoted.

### SECTION X – VACATIONS

Paragraph 5 – Substitute “discretion of the Library Director” for “convenience of the City of Denison” as below:

Vacation leave shall be arranged in accordance with the employee’s plans whenever possible; however, in all instances vacation time shall be at the discretion of the Library Director.

### SECTION XI – HOLIDAYS

The library’s list of holidays is different from those observed by other City departments:

January	New Year’s Day
January	Martin Luther King Day
February	President’s Day
May	Memorial Day
June	Juneteenth-Freedom Day
July	Independence Day
September	Labor Day
November	Veteran’s Day
November	Closing at 4:00 Thanksgiving Day Eve (No longer ½ day holiday as of 11-30-17)

November	Thanksgiving Day
December	Christmas Eve Day (Trade holiday for day after Thanksgiving)
December	Christmas Day
December	Closing at 4:00 New Year's Eve (No longer ½ day holiday as of 11-30-17)

The library shall maintain its regular hours on Martin Luther King Day, President's Day, Juneteenth and Veterans Day. Refer to the library's Personnel Administration Policy for holiday pay and compensatory time.

#### SECTION XVII – ELECTRONIC TOOLS

Because we offer electronic tools for public use, there are some differences in the library's rules regarding electronic tools. Library employees may use public access computers for personal use on their own time, but will be governed by the Library's Technology Policy for such use.

#### SECTION XXII – GRIEVANCE PROCEDURE

Refer to the Library's Personnel Administration Policy for Grievance Procedures.

Approved July 23, 2024



# NORELIUS COMMUNITY LIBRARY

## PERSONNEL ADMINISTRATION

### Responsibilities of all employees

1. Friendly service to customers is to be given top priority.
2. Be aware of local, municipal, and state legislation relevant to Intellectual Freedom. Freedom to read and freedom of the Press are directly related.
3. Bring complaints from the public to the Library Director's attention.
4. Maintain confidentiality of all information regarding Library patrons.
5. At least one adult staff member must be on duty in the Library at all times when the Library is open to the public.

### Hours and Scheduling

1. The Library Director's hours shall be established by the Board.
2. The Library Director shall be scheduled to work 40 hours per week.
3. The Library Director shall oversee and approve the preparation of the work schedule for the Library staff.
4. The Assistant Director and the Youth Services Librarian shall be scheduled to work 40 hours per week.
5. Full time employees shall be scheduled to work a minimum of five days per week.
6. Hours worked shall be recorded on a time sheet and provided to the City Clerk.

### Vacations

Vacation leave shall be arranged in accordance with the employee's plans whenever possible; however, in all instances vacation time shall be approved at the discretion of the Library Director.

### Holidays

Eleven paid holidays recognized:

January	New Year's Day
January	Martin Luther King Day
February	Presidents' Day
May	Memorial Day
June	Juneteenth-Freedom Day
July	Independence Day
September	Labor Day
November	Veterans' Day
November	Thanksgiving Day
December	Christmas Eve Day
December	Christmas Day

The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve but this is no longer considered a holiday.

The Library will be open regular hours on Martin Luther King Day, Presidents' Day and Veterans' Day, and Juneteenth but will close for all other holidays listed above.

In as far as it is possible, all full-time staff will be afforded the day off with holiday compensation on the actual holiday. Part time library assistants will staff the library on these "OPEN" holidays. If, in an emergency, full time coverage of the holiday is required, the employee will receive their regular pay for the hours worked and be afforded an additional day off with holiday compensation as is afforded to all city employee. The additional day off will be taken directly prior to or directly following the holiday.

If a holiday falls on a Sunday, the holiday will be observed either the preceding Saturday or the following Monday, at the discretion of the Library Director.

If a holiday falls on a full-time employee's day off, the employee will take the holiday on the holiday and be afforded an additional regular day off directly proceeding or directly following the holiday.

Computing hours for early closings on Thanksgiving Eve and New Year's Eve: Employees will work a modified lunch schedule in order to accommodate the early closings.

Part-time and temporary employees are not entitled to paid holidays.

### **Compensatory Time**

Compensatory time for hours over forty (40) per week will be given at the City of Denison rate. However, compensatory time must be used by the end of the current fiscal year.

### **Overtime**

All hourly employees will be paid for straight time. Overtime over forty (40) hours per week will be paid at time and one half. Overtime for hourly employees will be authorized at the discretion of the Library Director.

### **Payment of Professional Dues, Expenses, Mileage**

1. Professional dues to the Iowa Library Association shall be paid for the Library Director and the President of the Board of Trustees, and other personnel as needs and funds allow.
2. Professional dues to the American Library Association and the Public Library Association shall be paid for the Library Director, as funds allow.
3. The Library shall pay the employees' expenses and mileage to workshops. This includes expenses and mileage to classes for State Library Certification. Mileage reimbursement shall be at the rate set by the City of Denison.
4. Employees attending to official Library business outside of regularly scheduled hours shall be compensated at their regular pay when proof of expense is presented to the Library Board.

### **Electronic Media**

Computers and other electronic media provided by the Library for the public may be used by employees on their own time in accordance with the Library's Technology Policy.

### **Appropriate Dress**

Employees shall wear appropriate dress for working with the public. A professional appearance is encouraged. Business casual is acceptable. Jeans may be authorized at the Library Director's discretion. Shorts are not considered appropriate dress. Detailed Dress Code available via the Library Director.

### **Funerals**

Reasonable leaves of absence shall be granted to Library personnel to attend funerals of the immediate family.

### **Immediate Family**

Immediate family includes spouse, children, parents, grandparents, foster children, brothers, sisters, or corresponding relative of your spouse or other relatives residing in your immediate household.

### **Moonlighting**

No restrictions will be placed on employees working other jobs so long as the outside employment does not interfere with their work at the Library.

### **Severe Weather**

When the Director or designated staff member, upon consulting with the Board President or next senior Board member, judges that weather conditions threaten the safety of the staff or the public, the Library will delay opening or will close early.

If the Library is forced to close or delay opening due to inclement weather full time employees will be given opportunity to make up the missed hours of work by working additional hours on another day by the end of the next pay period. Full time employees may also choose to use comp time or vacation time to make up the missed hours for the pay period.

If the Library remains open, and a full-time employee scheduled to work has elected not to come in due to weather related concerns, the employee must take the time as vacation, sick leave or comp time.

If a full-time employee has previously elected to take a personal or sick day before the decision is made to close the Library, the employee must take her/his scheduled hours as planned as either vacation, comp or sick leave. Part time staff will only be paid for the hours worked that day.

If the Library is forced to close or delay opening due to inclement weather notification will be made to the local radio station.

### **Evaluation**

The Library Director shall evaluate the performance of employees annually, for review by the Board at the April meeting each year.

The Library Board shall evaluate the performance of the Library Director annually, for review by the Board at the April meeting each year.

The Library Board and the employees shall evaluate the Library for review by the Board at the April meeting each year.

The Board shall evaluate its own performance at the April meeting each year.

### **Access to Personnel Files**

The Library maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, training, salary increases, and other employment records.

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only the Library Director, Library Board President, and the Denison City Manager are allowed to review the information in personnel files.

With reasonable advance notice, employees may review their own personnel file in the presence of a member of the Library Board. Employees who wish to review their own file should contact the Library Director. Employees may also obtain a copy of their personnel file from the Library Director.

### **Termination of Employment**

Dismissal procedures: In the event an employee is dismissed, said employee shall be given a written notice terminating employment. Upon request, said employee shall have the opportunity to meet with the Library Board of Trustees at its next regularly scheduled meeting to discuss the grounds for dismissal.

### **Grievances**

The Library Director shall have access to the Board of Trustees. The Assistant Director, Youth Services Director, and other staff members shall first take any grievance they may have to the Library Director. If the Library Director does not remedy the grievance, they then may bring their grievance to the attention of the Board of Trustees at a Trustees' meeting. The Library Board's decision is final and binding.

### **Policy Copies**

Each employee and new employees shall be given a copy of the Personnel Policies, which shall be reviewed annually by the Library Board of Trustees.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## HIRING PROCEDURES

### **Vacancies**

Job openings will be advertised in local newspapers. The advertisement shall give a job description, and state that the Norelius Community Library is an equal opportunity employer.

### **Interviewing and Hiring**

The Library Board shall review the written applications, conduct interviews, and hire for full time positions.

The Library Director shall review the written applications, conduct first level interviews of candidates and make recommendations to the Board for the full-time positions, interview and hire for part time positions.

Applicants will be expected to have some knowledge of Library work and will be expected to grow in their abilities.

Criteria from Continuing Education Standards will be used as part of the final decision for applicant employment.

Immediate family members of current employees or Board members are not eligible for employment.

### **Salaries and Wages**

The Board of Trustees will endeavor to provide the highest wage the budget will allow, and comparable to like positions in the area. Pay will be based on experience, education, and the responsibilities of the position.

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

### JOB DESCRIPTIONS

#### **Library Director** Salary Range \$20.00-\$35.00

Starting salary commensurate with experience and training.

The duties and responsibilities of the Library Director include:

- Act as administrator of the Library and technical advisor to the Board of Trustees
- Recommend needed policies or policy changes
- Carry out the policies of the Library as adopted by the Board of Trustees
- Cooperate with the Board of Trustees to plan and carry out the Library's programs
- Suggest and carry out plans for extending the Library's service
- Prepare regular reports embodying the Library's current progress and future needs
- Report regularly to the Board of Trustees, to the officials of local government, and to the general public
- Maintain an active public relations program
- Assist in the preparation of the annual budget
- Attend all Library Board of Trustees meetings and meetings of all standing committees except those in which his/her salary or tenure are to be discussed
- Affiliate with the State and National professional organizations
- Attend professional meetings, workshops, and continuing education courses
- Make use of the services and consultants of the Northwest Iowa Library Service Area, the State Library, and the State Library Commission
- Know local and state laws that affect the Library
- Actively support library legislation in the state and the nation
- Prepare bills for the monthly meeting
- Pay and record miscellaneous expenses of the Library
- Order supplies for the Library
- Supervise and oversee the ordering of books and other Library materials
- Supervise and oversee cataloging of Library materials
- Supervise and oversee the regular weeding process of the Library's materials collection, discarding or replacing those items thought to be superfluous, out-of-date, or in bad physical condition
- Supervise and oversee staff scheduling
- Strive to meet the State Standards for certification for public libraries and personnel
- Conduct first level interviews and make recommendations to the board for all fulltime positions. Conduct interview and hire all part-time employees and supervise their work
- Conduct staff meetings monthly or as needed
- Cooperate in preparing and publicizing the agenda for the Library Board meetings
- Resolve complaints from the public

- Bring complaints to the Library Board if policy revision is needed or legal ramifications are involved
- Other duties as assigned by the Library Board of Trustees

### **Suggested Minimum Qualifications**

- State Library Certification at Level IV or above
- Bachelor's degree from an accredited college or university in any course of study
- Completion of Library Management I and II or equivalent Library Science college courses

### **Assistant Director** Salary Range \$17.00-\$25.00

Starting salary commensurate with experience and training.

The duties and responsibilities of the Assistant Director include:

- Supervise Library Assistants and Library Page
- Collection Management
- Prepare orders for new materials
- Catalog and process new materials
- Implement circulation procedures
- Supervise interlibrary loans
- Provide reference assistance
- Attend workshops and continuing education courses
- Direct the day-to-day operation of the Library in the absence of the Library Director
- Assist the Library Director in the performance of his/her duties
- Other duties as assigned by the Library Director

### **Suggested Minimum Qualifications**

- State Library Certification at Level III or above
- Ten years of Library work experience or 60 semester hours of college credit from an accredited college or university in any course of study.
- Completion of Library Management I and II
- High school diploma or GED

### **Youth Services Librarian** Salary Range \$15.00-\$25.00

Starting salary commensurate with experience and training.

The duties and responsibilities of the Youth Services Librarian:

- Direct the Children's Library
- Plan and carry out Young Adult programs, activities & services
- Plan and carry out children's programs, activities & services
- Recommend new equipment for the Children's Library
- Suggest plans for extending Library services
- Supervise Library Assistants and Library Page

- Provide reference assistance
- Implement circulation procedures
- Shelving and organizing materials
- Prepare orders for new materials for the Children's Library
- Catalog and process new materials
- Attend workshops and continuing education courses
- Other duties as assigned by the Library Director

### **Suggested Minimum Qualifications**

- State Library Certification at Level III or above
- Ten years of Library work experience or 60 semester hours of college credit from an accredited college or university in any course of study.
- Completion of Library Management I and II
- High school diploma or GED

### **Programming Librarian** Salary Range: \$12.00-\$20.00

Starting hourly wage commensurate with experience and training.

18-20 hrs. weekly scheduled between Monday and Saturday

Schedule to be determined to include day, evening and Saturday shifts

The duties and responsibilities of the part time Programming Librarian include:

- Coordinates and oversees all teen and adult programming in the library.
- Collaborates with the Youth Services Librarian for planning and promoting Children's programs to the community.
- Promote and advertising programming events via the following means:  
Social media
  - Library Website
  - Electronic bulletin board by creating slides in collaboration with Youth Services Librarian
  - Local newspaper press-releases reviewed with Library Director
  - Local radio station-KDSN announcements reviewed with Library Director
  - Desk top publishing: flyers, brochures, documents, book marks, etc. for in-house and community distribution
- Customer Service-Assisting patrons as needed
- Other duties as assigned by the Library Director

### **Suggested Minimum Qualifications**

- High school diploma or GED
- Ability to perform the assigned duties
- Enjoy planning and executing programming
- Strong knowledge of technology
- Technology assistance with customers lap tops, computers, faxes, photocopies, and other technology along with ongoing technology upgrades and systems
- Bi-lingual welcome



**Library Assistant** Starting wage range \$10.50-\$12.00

Starting hourly wage commensurate with experience and training.

The duties and responsibilities of the Library Assistant include:

- Circulation procedures
- Assist customers with computers, faxes, photocopies and other technology
- Reference assistance
- Genealogy research assistance
- Prepare overdue notices
- Completion of clerical tasks of patron forms, meeting minutes, desk top publishing in the form of flyers, brochures, book marks, seasonal programming calendars, etc.
- Materials processing
- Catalog magazines
- Plan programming when assigned
- Assist with Library programs
- Shelving and straightening shelves
- Other duties as assigned by the Library Director.

**Suggested Minimum Qualifications**

- High school diploma or GED
- Ability to perform the assigned duties

**Library Page** Starting hourly wage is \$8.50

The duties and responsibilities of the Library Page include:

- Shelving materials
- Shelf reading
- Fronting shelves
- Circulation procedures
- Filing
- Annual weeding of the periodical collection
- Other duties as assigned by the Library Director or the Assistant Director.

**Suggested Minimum Qualifications**

- 16 years of age or older
- Enrolled in secondary education program
- Maintain passing grades in school
- Ability to perform the assigned duties

**Custodian** Starting wage range \$11.00-\$12.00

Starting wage commensurate with experience and training.

The duties and responsibilities of the Custodian include:

- Maintain the cleanliness of the Library on a schedule determined by the Library Director and Board of Trustees. This work may include dusting, window washing, vacuuming carpets, cleaning restrooms, mopping floors, trash disposal, replacing light bulbs, and purchasing needed supplies.
- Minimal outside work (pick up litter, trim and pull weeds, clear sidewalks of light snow, sand icy sidewalks).
- Advise the Director when the second story windows need to be washed.
- Check the fire extinguishers once a month.
- Accompany the Facilities Committee and the Library Director on an inspection of the Library building and grounds at least once a year.
- Advise the Director of vandalism or disorders of any type in the Library or on the Library premises.
- Advise the Director of any cleaning supplies or materials that need to be purchased or submit receipts for materials personally purchased for cleaning the library.
- Other duties as assigned by the Library Director or the Board of Trustees.

**Suggested Minimum Qualifications**

- Ability to perform the required duties.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

<b>LIGHT DUTY LIST</b>
------------------------

This is a suggested list of appropriate tasks to be completed by employees of the City of Denison who are receiving workman's compensation and unable to perform their regular assigned department duties.

## **General**

- Answer phones
- Clean DVDs
- Make photocopies for staff and patrons
- Straighten books on shelves
- Stamp new books
- Prepare overdue notices (in compliance with patron confidentiality rules)
- Cutting, copying, disinfecting toys in children's department
- Clean Children's book jackets

## **Maintenance**

- Dust
- Wash first-floor windows
- Vacuum

## **Genealogy Research**

- Search through electronic newspaper archives of the Denison Bulletin/Review

Approved July 23, 2024

## NORELIUS COMMUNITY LIBRARY

### VOLUNTEERS

Volunteers are welcome in the library. The Library supports the Community Service program initiated through the Denison School District. The government students who present to the Library for community service hours are considered “Student Volunteers” and fall under the guidelines of this policy.

Members of the Denison Library Friends, Inc. and members of the public are considered volunteers and fall under the guidelines of this policy.

Volunteers are valuable assets for the Library, and help in accomplishing many tasks. Some of the things that may not get done without volunteers include:

- Home delivery
- Programs for all ages
- Reading instruction, tutoring, ESL classes
- Surveys
- Public relations
- Specialized book selection advice, particularly in foreign languages
- Fund raising

The Library Director approves and supervises volunteer activities.

Volunteers are asked to record their hours of service for the Library’s information.

Volunteers should not at any time replace regular employees or infringe on their duties.

If necessary, see City of Denison Volunteer policy.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## ORIENTATION OF NEW BOARD MEMBERS

### INTRODUCTION TO SERVING

A Library Board of Trustees is a group of citizens to whom the governing of a public Library is entrusted. Board members are the vital link between the Library and the community. The Board as a whole should represent a broad spectrum of diverse interests, occupations, and areas. A Board consisting of diverse viewpoints assures that the Library will serve the total community. Collectively the Board of Trustees should strive to have:

- Occupational diversity
- Political acumen
- Business management/financial experience
- Legal knowledge
- Diversity in age, race and gender
- Varied personal backgrounds

### SELECTION AND APPOINTMENT

The caliber of the Trustees appointed determines the progress of the Library. Therefore, it is important to provide information to the appointing officials concerning the qualifications and duties of Board members. Be prepared to identify potential trustees who are Library supporters, but be careful not to dictate to the government officials.

### SELECTION IS MADE:

- According to terms stipulated in State Law, the specifics of the Constitution, and the by-
- laws of the Library.
- By governing officials in consultation with or upon recommendation of the Board and the
- Library Director.
- After the candidate has reviewed a written statement of the duties and responsibilities of
- a Trustee.

### APPOINTMENT IS MADE:

- By the Mayor of the City of Denison.
- Following prior consent of the candidate selected.
- In writing by the appointing body and secretary of the Library Board, stating length of term and expiration date.

### SIZE OF BOARD:

- Not limited by Iowa law.
- Determined by local government.
- Working Boards of 5-9 members recommended.

## **TERMS OF MEMBERSHIP**

- Board members must serve staggered terms to provide continuity.
- Board members shall be removed for cause of failure to attend meetings regularly.
- Rotation of offices among members is most effective.

## **VACANCY**

If a vacancy occurs prior to the expiration of a Trustee's term, the position is filled in the same manner that appointments are made, and the new appointee completes the unexpired term.

## **MEETINGS**

It is recommended that the regular Board meeting be held at a slower pace so newcomers can ask questions and follow the business. Consider having experienced Board members briefly recap activities and accomplishments of the past year. After the meeting is adjourned, spend some time reviewing the meeting and allow the new Trustee to ask questions.

## **TRUSTEE'S KIT AND FUNCTIONAL ORIENTATION**

Trustee's kit should contain the following:

- List of Board members—names, addresses, and phone numbers.
- Staff list—titles, responsibilities, and location.
- Policies of Library and Board concerning personnel, materials election, collection development, meeting room use, etc.
- Most recent Library annual report, with prior years for comparison.
- Statistical reports on circulation, services, etc.
- Minutes of previous Board meeting.
- Current budget and financial reports.
- Access to by-laws and the Trustees' Guide Book.

Functional orientation:

1. Board President
  - Go through contents of Trustee kit.
  - Explain type of Board (municipal). Define organization of Board, officers, committees, meeting date and location, responsibilities and expectations.
  - Acquaint with Library's goals, long-range plans and projects in progress, as well as accomplishments.
  - Define relationship to the Library Director.
2. Library Director
  - Explain how the Library is:
    - Organized and governed
    - Funded and budgeted
    - Operated day-to-day
    - Serving the needs of the community
    - Linked to other resources and groups
    - Related to the Board of Trustees
  - Tour the Library and introduce staff members

Approved July 23, 2024

# APPENDIX

Norelius Community Library  
1403 1st Ave South  
Denison, IA 51442

Library Hours: Monday-Thursday 9 am to 8 pm  
Friday & Saturday 9 am to 5 pm  
Phone: 712-263-9355 FAX 712-263-8578

### NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time(s) Requested \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Equipment needs:

\_\_\_\_\_ No Equipment

\_\_\_\_\_ TV /DVD

\_\_\_\_\_ Coffee Maker

\_\_\_\_\_ White Board

\_\_\_\_\_ PA System

Room Requested:

\_\_\_\_\_ Fireside

\_\_\_\_\_ Kitchenette

\_\_\_\_\_ Carnegie

\_\_\_\_\_ All 3 rooms

I have read the Carnegie Meeting Room Reservation Policy and Agreement on the reverse side and agree to comply with it.

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

I (Individual and/or Group name), on behalf of [Check one]: \_\_\_(myself)\_\_\_ (group), hereby acknowledge that I have read the Carnegie Meeting Room Reservation Policy and Agreement. I understand and agree to its terms and agree that if I, or the group for which I sign, damage the Carnegie Meeting Rooms, the fixtures or contents, I am responsible to pay actual damages caused and if I sign on behalf of a group, so is the group on whose behalf I sign. I also agree, to release, hold harmless and indemnify the Library, Library staff, Library Board of Trustees, City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses arising out of the use of the Carnegie Meeting Rooms of any kind or nature whatsoever.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone



**FOR GROUPS WITH FOOD AND DRINK**

I have given \$50.00 TO Norelius Community Library as damage deposit in exchange for permission for me and/or the group I represent to have food and drink in the Carnegie Meeting Room spaces. If, after the meeting, Library staff discovers damages that the staff believes to be caused by me or the group I represent, the Library may retain my \$50.00 deposit to be put toward repair or replacement of damaged items and that I am responsible for any remaining actual damages.

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

\_\_\_\_\_  
Phone

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

## Norelius Community Library

<b>REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS</b>
---

Title \_\_\_\_\_ Book \_\_\_ Periodical \_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Requested initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_

An organization? (name) \_\_\_\_\_

Another group? (name) \_\_\_\_\_

To what in the work do you object? (Please be specific. Cite pages) \_\_\_\_\_

\_\_\_\_\_

Did you read/view the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

\_\_\_\_\_

What do you feel might be the result of reading/viewing this work? \_\_\_\_\_

\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

Are you aware of judgments of this work by literary critics? \_\_\_\_\_

\_\_\_\_\_

What would you like your Library to do about this work?

- Return it to the Library staff for re-evaluation
- Do not lend it to my child.
- Other,

Explain \_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved July 23, 2024

# Norelius Community Library

<b>EXHIBIT RELEASE FORM</b>
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I, the undersigned, hereby lend the following works of art, exhibit, or display to the Norelius Community Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Norelius Community Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibit dates: From \_\_\_\_\_ to \_\_\_\_\_

Description of the materials loaned for exhibit:

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## SEWING MACHINE/CRICUT RELEASE FORM

The Norelius Community Library is excited to offer the sewing and Cricut machines for programming and patron's use. All patrons using the sewing and Cricut machines must have a basic knowledge of the machines in order to operate the machines or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machines and use of related supplies. By signing below, the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machines. Patrons are responsible for all supplies and materials.

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

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

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

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

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

Sewing machine \_\_\_\_\_

Cricut Machine \_\_\_\_\_

**NORELIUS COMMUNITY LIBRARY**

**MAKER SPACE VHS/DVDs CONVERSION**

**ELECTRONIC RECORDING MACHINE RELEASE FORM**

The Norelius Community Library is excited to offer the Maker Spaces VHS Tapes/DVDs Conversion Electronic Recording Machine for programming and patron’s use. All patrons using the VHS Tapes/Conversion Electronic Recording Machine must have a basic knowledge of the operation of the machine in order to operate the machine or be supervised by another responsible individual. Library staff will provide basic instruction on the proper operation of the machine. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and by signing below, the user and the supervisor of the patron agree to hold the library and the City of Denison harmless from any personal injuries or damages to material caused by the machine.

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Approved July 23, 2024

## Library Bill of Rights

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

- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a Library should not be denied or abridged because of origin, age, background, or ideas.
- Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, June 17, 1967, and January 23, 1980 by the ALA Council.

Citation: Intellectual freedom: a handbook, page 9. Published by the Iowa Library Association Intellectual Freedom Committee.

Approved July 23, 2024

**NORELIUS COMMUNITY LIBRARY**  
**POLICIES, BY-LAWS, AND PERSONNEL ADMINISTRATION**

Reviewed and updated by the Library Board of Trustees on:

September 8, 1998

October 11, 1999

August 9, 2000

December 12, 2001

September 11, 2002

October 8, 2003

October 6, 2004

January 18, 2006

January 13, 2009

February 21, 2011

April 28, 2015

November 30, 2017  
(Personnel/Inclement Weather Policies)

April 2020

March 28, 2023  
(Meeting Room Policy)

July 23, 2024  
(All Policies Reviewed and Adopted)