

NORELIUS COMMUNITY LIBRARY Policies

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NORELIUS COMMUNITY LIBRARY

DIRECTORY

BOARD OF TRUSTEES

Larry Peterson-Trustee
Barry Bergamo-Trustee
Sandy Velasquez-Trustee
Vacancy -Trustee

Jennifer Zupp-Trustee
Kristi Bock-Trustee
Michael Phipps-Trustee

LIBRARY DIRECTOR

Monica L. Walley-Director

COMMITTEES

Book and Policy Committee

Barry Bergamo-Chairperson
Kristi Bock
Vacancy

Facilities Committee

Barry Bergamo-Chairperson
Kristi Bock
Vacancy

Finance Committee

Kristi Bock-Chairperson
Michael Phipps
Jennifer Zupp

Public Relations Committee

Barry Bergamo-Chairman
Sandy Velasquez
Jennifer Zupp

Technology

Michael Phipps-Chairperson
Sandy Velasquez
Vacancy

REVIEW COMMITTEE FOR CONSIDERATION

Two community representatives
Library Board President
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)

Reviewed February 22, 2022

Norelius Community Library

MISSION STATEMENT

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.

Norelius Community Library

FREEDOM TO READ POLICY

We, the Board of the Norelius Community Library, as citizens devoted to the use of books and other recorded materials, must guard the freedom to publish and to circulate, in order to preserve our own freedom and the freedom of all persons to read.

We believe that free communication is essential to the preservation of a free society and a creative culture.

We believe librarians and publishers have a responsibility to preserve the freedom to read by providing readers with the right to choose freely from a variety of offerings.

We uphold the Constitution, which guarantees the freedom to read. (Amendments 1 and 14)

Norelius Community Library

MATERIALS SELECTION & COLLECTION DEVELOPMENT

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 that enrich the quality and diversity of thought and expression. The Board favors free enterprise in ideas and expression. Books 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 aesthetic views. We are not qualified, nor have we the right, to make moral or intellectual judgments for the citizens of the community or patrons we serve.

The Library generally applies the same criteria in evaluating gift 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 at
<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.

Norelius Community Library

RECONSIDERATION REQUESTS POLICY

I. BOARD AND LIBRARIANS' RESPONSE TO A CHALLENGE OR INQUIRY

- A. The complaint must be submitted on the proper form (see Appendix) and the complainant be properly identified before a request is considered. The complaint forms are available at the circulation desk.
- B. Defending the principle of freedom to read, rather than the individual item:
The Board and Librarians must attempt to be fair and objective.
The Board and Librarians must defend the responsibility to provide public information and enlightenment on all subjects.
There are laws governing obscenity, subversive materials, and other questionable items. We allow that law to govern.
If necessary, we will 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.
The Board does not encourage labeling material; for example, labeling a book or magazine as advocating or condemning a particular belief.
- C. A Review Committee for Reconsideration will consist of the following people:
 - Two community representatives
 - Library Board President
 - 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)

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

Norelius Community Library

LONG RANGE PLAN

Please see the “Strategic Plan” listed on our website at www.denison.lib.ia.us

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) successive 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

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.

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.

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.

The Board of Trustees shall meet the third Thursday 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 and at the Library.

The agenda and printed Library reports are made available to Board members at least one day in advance of the meeting.

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.

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 comment
Correspondence
Library Director's report
Committee reports
Old business
New business
Adjournment

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

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.

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: the Public Relations Committee; the Finance Committee; the Book and Policies Committee, the Facilities Committee and the 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.

Reviewed April 20, 2020

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 be 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: Smoking is not permitted in the Library or on Library property.

Library users: 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 or for special occasions.

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.

B. Qualified Borrowers

Some services of the Library are available to "qualified borrowers" who do not currently have overdue items on record. 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: Damaged or billed items.

A parent or guardian must sign the permanent library card of a borrower under the age of 16.

Checkout Policies

Checkout limit: New borrowers are issued a conditional card with a 5 item check-out limit. After six months and three checkouts the borrower establishes a good and reliable borrowing and return history. At this point they will be upgraded from conditional upon request with unlimited check-out privileges with the DVD exception. Limit of three DVDs per household at a time.

Checkout Length:

Books without reserves.....	two (2) weeks
Books with reserves.....	one (1) week
Periodicals.....	two (2) weeks
DVDs—Fiction.....	two (2) days
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, a bill will be sent to the patron for the delinquent materials. At this time Library checkout privileges will be suspended until such time as the Library materials are returned or paid for, and a service charge will be added to the patron's record.

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 with fines are expected to make a good faith effort at paying down their fine 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 with the following exception: No refunds will be authorized if the lost item has been replaced in the collection due to high demand. The replacement cost will be assessed in addition to the accrued fine.

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. All 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 in-house audio-visual equipment is restricted to persons who have demonstrated their 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 part of the Library program, 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 and radio station. Minutes of the meetings of the Board of Trustees shall be considered public information and made available at the Library 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. The Library staff shall record all memorial gifts in the memorial record book.

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".

V. 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.

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

The following purchases cannot be made from Library funds:

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

General Procurement Guidelines

1. Any one-time purchase which is anticipated to exceed \$2,500.00 must be approved by the Board in advance of the expenditure except payroll expenses.
2. 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.
3. Purchases over \$2,500 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 \$2,500.00. 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.

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 (preschool through grade 5). 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 grade 5, and their caregivers, will be given priority over use of individuals older than grade 5.

Norelius Community Library

SAFE CHILD POLICY

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 6 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. The Library is not responsible for unattended children.

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.

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.

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.

1. Any patron asked to leave the Library may return the next working day.
2. 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.
3. 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.
4. 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.
5. 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.

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.

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.

Suspicious person or persons who appear to be "loitering" will be reported to the police to be checked out and investigated.

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.

Norelius Community Library

DISPLAY POLICY

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).

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.

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.

Norelius Community Library

MEETING ROOMS POLICY

I. USE OF MEETING ROOMS

- Limited to non-profit use by individuals or small groups.
 - Non-profit community based tutoring services is acceptable. Individuals who serve as tutors for fee related services are not considered non-profit and must be approved prior to use of meeting room via the Library Director.
- Key: If the room is to be used after Library hours, obtain key from librarian and return it within 48 hours. User must sign for key. Lost key charge: \$50.00.
- Long term use of meeting rooms: Key deposit is \$50.00, to be refunded when key is returned.
- Reservations for meeting room use must be made in advance.
- No food preparation other than making beverage.
- No storage of food, drink, or equipment unless prior arrangements have been made.
- The Library is not responsible for items left in meeting rooms.
- No alcoholic beverages.
- No smoking.
- No candles or other open flames.
- A limited number of tables and chairs are available for use.
- A coffeepot is available for use, but users furnish coffee and all utensils.
- Normal wear on rooms and furnishings is expected. However, users are responsible for the cost of repair or replacement for damage or breakage beyond normal wear.
- Library staff and Library Board of Trustees have priority for use of rooms.
- The Library Board of Trustees reserves the right to deny the use of rooms.

II. CHECKLIST FOR USERS

- Access to meeting rooms is through the main entrance only.
- The front door must be kept closed after hours or any time the library is unattended. Do not prop any exterior doors open at any time.
- Do not block the handicapped entry door.
- Dispose of trash in wastebasket.
- Clear and clean tables.
- Put away any tables and folding chairs that you set up.
- Clean the kitchenette.
- Turn off all lights.
- Close and lock the meeting room door.
- Check to make sure the main entrance door is locked if leaving after library hours.

Meeting Room Contract must be signed and will be kept on file.

Norelius Community Library

AUDIO-VISUAL POLICY

1. Audio-visual Equipment

- A. The VCR, DVD player, and other audio-visual equipment will be loaned only to recognized organizations within our primary library service area, with the responsible person being a Library patron 18 years of age or older who has had a Library card for at least one month, who has no overdue Library materials or unpaid fines, who can demonstrate that he/she knows how to operate the equipment, and who will sign an A-V Responsibility Statement. (See Appendix)
- B. Audio-visual equipment may be reserved in advance.
- C. Audio-visual equipment may be checked out for three (3) days at no charge. No renewals. Exceptions may be granted at the discretion of the Library Director or the librarian in charge.
- D. Borrowers are responsible for loss, theft, or any damage to audio-visual equipment or media.
- E. Damage to audio-visual equipment – Actual cost of repairs (minimum \$10.00).
- F. 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 18 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)
- 9. Fees: No fees will be charged for the use of DVDs, VCR, or DVD player.

4. Fees/Over Due Fines

- A. There are no fees or fines for overdue materials at this facility.
- B. Lost or destroyed materials will be billed to the borrower at current replacement cost.
- C. Damaged to audio-visual media-Actual cost of repairs (minimum \$2.00).
- D. Audio-visual media may not be returned through the book drop. Any damage resulting from improperly returning A-V materials will be charged to the borrower.

5. Copy Machine

Patrons may use the Library's copy machine. Fees for use of the copy machine shall be posted. Patrons shall be responsible for compliance with copyright laws.

Norelius Community Library

INTERNET AND COMPUTER ACCEPTABLE USE

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

1. Permitted Access:

Patrons accessing the Library computers must read the Library's Internet and Computer Acceptable Use Policy, agree to abide by the policy, and sign a copy of the Library's Internet and Computer Use Agreement.

Computers offer information through access to the Library's online catalog, subscriptions to full-text information resources, and the Internet. Patrons using the computers must abide by this Acceptable Use Policy. The staff will manage computer resources in order to provide equitable access to all patrons. Library computer access is primarily for reference and research purposes. Therefore, the Library reserves the right to limit access to personal Internet e-mail, social networking, or games.

Printing availability from Library computers is provided at a cost of \$.10 per page. 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 guardian. The Library requires children and young adults under the age of 18 to have an Internet and Computer Use agreement on file at the Library in order to use the Library's computer resources. This form must be co-signed by a parent or guardian in the presence of a librarian. When patrons turn 18 they become responsible for their account.

It is not possible for the Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically. The Library upholds the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents and legal guardians to determine and monitor children's use of library materials and resources.

Students in 6th grade and up will use the 1st floor computer lab.

Those children pre-school through grade 5 are permitted use of the Children's Library computers only. To assist parents in their responsibility for their children's use of the Internet, the Library provides specially chosen web pages for children, with links to age appropriate Internet sites. Parents should inform their children of materials they do not want them to use, and may wish to supervise their children's Internet sessions.

3. Internet Content:

Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.

4. Prohibited Activities:

The Library affirms the right of every individual to have access to constitutionally protected material. However, the library must also respect the right of other patrons not to be inadvertently exposed to material and images they may find personally unsuitable. Viewing of certain materials in the public library may be considered improper in time, place and manner. Exposing unwilling patrons or staff to sexually explicit images or text can be interpreted as sexual harassment and is a violation of the City of Denison's sexual harassment policy. The library reserves the right to ban patrons from using Internet computers, desktop or laptop, who violate this policy.

The Library's internet resources may not be used to conduct business, to advertise, or to perform illegal activity, including deliberate propagation of computer viruses. Further, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shut down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.

5. Damage and Misuse:

All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All users accept responsibilities for the good working order of the computers and furniture. Parents will be held responsible for any damage done by their children.

6. Security/Confidentiality:

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication 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.

7. Copyright Warnings:

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

8. 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. Patrons must understand how to configure their own computers in order to access the Library's wireless service. Persons may use the Library's wireless service without a signed Internet user Agreement.

Norelius Community Library

FAX POLICY

The following guidelines regarding fax use will be observed:

1. Patrons will be charged a fee to send a fax: \$1.00 for the first page, and \$.50 for each page thereafter.
2. Fee to receive a fax: \$.50 per page.
3. All fees must be paid when fax transmission takes place. No provision will be made for billing. No credit card or debit card capabilities. Fees must be paid by cash or check.
4. Fees collected for the use of the fax machine will be deposited in the Library Special Account for expenses of the fax machine.
5. No charge will be made to any City of Denison or Crawford County employee for use of the fax machine for official business purposes.
6. No charge will be made for sending or receiving interlibrary loan requests.
7. Library staff shall have fax privileges at no charge at the Library Director's discretion.
8. Local recipients of fax documents during normal Library hours will be notified if possible.
9. We are not responsible for misdirected fax messages.

Norelius Community Library

EAR BUD POLICY

The following guidelines regarding ear buds will be observed.

1. Due to the unsanitary condition of multiple users and the inability to properly disinfect and/or clean the ear phones the Library will no longer be able to supply patrons with ear phones for use with the computers.
2. The Library now carries ear buds for the patrons to use with the computers.
3. 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.
4. The Library staff will not be held responsible for lost or misplaced ear buds within the Library.

Norelius Community Library

iPAD POLICY

The following guidelines regarding iPad usage will be observed:

1. The iPad tablet(s) were donated to the Library by IPTV for specific use by 3-5 year old patrons.
2. Patrons ages 3-5 may borrow the iPad using their valid Library card. The iPad is not permitted to be used outside of the Children's Library area at any time. A parent or legal guardian or sibling who is at least 10 years of age must supervise use of the iPad by the 3-5 year old child the entire time the child uses the iPad. Usage of the iPad will be at the table designated by the library staff, from time to time.
3. Library staff have full discretion on how long of a session each patron will be permitted to use the iPad. If others users are waiting to use the iPad, the session may be limited by the librarian to one-half hour so that maximum number of children can utilize the service.
4. Negligence or other misuse of the iPad, or failure to supervise proper use of the iPad by the parent, legal guardian or sibling, which results in damage or destruction of the iPad, as determined by the library staff, will be grounds to charge the amount of the repair or replacement cost of the iPad to the account of the parents/legal guardian of the child.
5. iPads must be used in accordance with the "Computer Policy" and patron forms.

Norelius Community Library

Sewing Machine Policy

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

The Norelius Community Library is excited to offer the sewing machine for programming and patron's use. All patrons using the sewing machine 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 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.

Norelius Community Library

Cricut Machine Policy

The following guidelines regarding the Cricut machine will be observed:

The Norelius Community Library is excited to offer the Cricut machine for programming and patron's use. All patrons using the Cricut machine must have a basic knowledge of the Cricut machine in order to operate the 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 by signing the 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.

Reviewed February 20, 2020

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.

The writeable disc(s) will be available for a nominal fee at the circulation desk.

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.

Norelius Community Library

HOT PLATE POLICY

The Norelius Community Library is excited to offer the new hot plate for programming and patron's use. All patrons using the hot plate must have a basic knowledge of cooking in order to operate the hot plate 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 hot plate and 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.

Reviewed February 20, 2020

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 beverages will be allowed near the public access computers or in the Children's Library. In addition no alcoholic beverages will be allowed within the facility either in their factory produced or personal beverage containers.

The library now offers coffee for our patrons. For a minimal charge our patrons can purchase a Keurig pod, tea bag and or cups with lids at the main circulation desk.

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 this time.

Reviewed February 20, 2020

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 KDSN radio station.

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.

Reviewed February 20, 2020

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

Reviewed and Revised 11-30-17

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

Add at the end of the section: "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
July	Independence Day
September	Labor Day
November	Veteran's Day
November	Closing at 4:00 Thanksgiving Day Eve (No longer 1/2 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 1/2 day holiday as of 11-30-17)

The library shall maintain its regular hours on Martin Luther King Day, President's Day, 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.

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

Ten paid holidays recognized:

January	New Year's Day
January	Martin Luther King Day
February	Presidents' Day
May	Memorial 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, 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. Jeans may be worn for cleanup days with prior approval. Shorts are not considered appropriate dress.

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.

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.

Reviewed February 20, 2020

Norelius Community Library

JOB DESCRIPTIONS

Library Director Salary Range \$20.00-\$28.00

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
- Select and supervise the ordering of books and other Library materials
- Supervise cataloging of Library materials
- Supervise 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.
- 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 full time 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 \$12.00-\$17.00

The duties and responsibilities of the Assistant Director include:

- Supervise interlibrary loans
- Supervise Young Adult programs and activities
- Order supplies for the Library as approved by the Director
- Prepare orders for new materials
- Catalog and process new materials
- Supervise Pages in their assigned tasks
- Circulation procedures
- 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

Children's Librarian Salary Range \$10.00-\$15.00

The duties and responsibilities of the Youth Services Director:

- Direct the Children's Library
 - Plan and carry out children's programs and services
 - Recommend new equipment for the Children's Library
 - Suggest plans for extending Library services
- Supervise and provide feedback to the Director of the Assistant Librarians performance of duties when assigned to the Children's Library for purposes of annual evaluations.
- Reference assistance
- 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
- High school diploma or GED
- 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

Library Assistant

Salary Range \$8.50-\$12.00 Starting 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
- Create slides for submission to the electronic bulletin board
- 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

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

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

Custodian

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.

Norelius Community Library

LIGHT DUTY LIST

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 phone
- Clean DVDs
- Create bulletin boards and displays
- Make photocopies for staff and patrons
- Straighten books on shelves
- Stamp new books
- Prepare overdue notices (in compliance with patron confidentiality rules)
- Cutting, copying, decorating, disinfecting toys in children's department

Maintenance

- Dust
- Wash first-floor windows
- Vacuum

Genealogy Research

- Use microfilm reader/printer
- Search through bound Bulletin/Review

Norelius Community Library

VOLUNTEERS

Denison Library Friends, Inc. is the of the Friends or not. The Library supports the Community Service project that is initiated official organization of Library volunteers. However, volunteers are welcome in the Library whether they are members through the Denison Community School District. The government students who present to the Library for community service are considered "Student Volunteers" and fall under the guidelines of this policy.

Volunteers are valuable assets for the Library, and can accomplish 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
- Inventory of materials in collection
- Shelf reading
- 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.

Norelius Community Library

ORIENTATION OF NEW BOARD MEMBERS

I. 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

II. 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 governing body.

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:

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

TERMS OF MEMBERSHIP

- A. Board members must serve staggered terms to provide continuity.
- B. Board members shall be removed for cause of failure to attend meetings regularly.
- C. 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

A. Trustee's kit should contain the following:

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

B. 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
 - a. 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.

APPENDIX

Norelius Community Library

1403 1st Avenue South
Denison, IA 51442

Library Hours: Monday through Thursday 9 am-8pm, Friday & Saturday 9 am-5 pm
E-mail: denlib51442@gmail.com Phone: 712-263-9355 FAX: 712-263-8578

MEETING ROOM CONTRACT

Name of Organization _____

Contact Person _____

Phone # Home _____ Work _____ Cell _____

Date(s) Requested _____

Time(s) Requested _____

Purpose of Meeting _____

Expected attendance _____

Library key required No _____ Yes _____ Signature, if yes _____

Equipment needs:

<input type="checkbox"/> No Equipment	<input type="checkbox"/> White Board
<input type="checkbox"/> TV-VCR/DVD	<input type="checkbox"/> PA System
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Coffee Maker
<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Screen

Room Requested	
<input type="checkbox"/> Fireside Room	<input type="checkbox"/> Carnegie
<input type="checkbox"/> Conference	<input type="checkbox"/> All 3 Rooms

I have read the Norelius Community Library meeting room policy on the reverse side and agree to comply with it.

Signature _____ Date _____

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (must be completed)
(Organization name) _____ agrees to release, hold harmless (user of city building or facilities (the "Premises") and indemnify the City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from (i) the

conduct or use of Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users, and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the premises while the undersigned ore the undersigned's organization or group using the facilities.

Dated this _____ day of 20_____. By: _____

Witness _____

Norelius Community Library

AUDIO-VISUAL MEDIA EQUIPMENT LOAN AGREEMENT

PLEASE PRINT

Name _____ Date _____

Address _____ Iowa _____
(Street address) (City) (Zip code)

Telephone Number(s) (Home) _____ (Work) _____

I HEREBY AGREE:

To assume full financial responsibility for loss of, or damage to, Library audio-visual equipment in my care, from the time such equipment is borrowed until it is returned to the Library.

To assume full financial responsibility for any and all damages to my own media and/or equipment which may occur while I have Library audio-visual equipment in my care.

To return to the circulation desk in the Library all audio-visual equipment which I have borrowed, on or before the date and time due, or I will pay any and all overdue fines and penalties.

(Signature of Borrower)

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 _____

Norelius Community Library

EXHIBIT RELEASE FORM

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 _____



1403 1st Ave. South Denison, IA 51442 712-263-9355 FAX # 712-263-8578
www.denison.lib.ia.us denlib51442@gmail.com

The Norelius Community Library is excited to offer the sewing machine for programming and patron's use. All patrons using the sewing machine 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 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 machine.

Patron Name:

Address: _____

Telephone Number:

Signature:

Date:

Reviewed February 20th 2020



1403 1st Ave. South Denison, IA 51442 712-263-9355 FAX # 712-263-8578
www.denison.lib.ia.us denlib51442@gmail.com

The Norelius Community Library is excited to offer the Cricut machine for programming and patron's use. All patrons using the Cricut machine must have a basic knowledge of the Cricut machine in order to operate the 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 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 machine.

Patron Name: _____

Address: _____

Telephone Number: _____

Signature: _____

Date:

Reviewed February 20th, 2020



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:



1403 1st Ave. South Denison, IA 51442 712-263-9355 FAX # 712-263-8578
www.denison.lib.ia.us denlib51442@gmail.com

The Norelius Community Library is excited to offer the hot plate machine for programming and patron's use. All patrons using the hot plate must have a basic knowledge of cooking in order to operate the hot plate 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 hot plate and 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 machine.

Patron Name: _____

Address: _____

Telephone Number: _____

Signature: _____

Date: _____

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or ideas.
6. 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.

**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