

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 28, 2025**

AGENDA

Call Meeting to Order-

**Roll Call – S. Velasquez, L. Peterson, J. Hough, B. Bruce, K. Segebart, D. Koch,
L. Olsen
Director K. Meyer**

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting** (attachment 1)
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #15** (attachment 2)
 - Intellectual Freedom
- V. Correspondence and Thank You Notes:**
 - Letter to A & D Cleaning terminating the contract that will end on Oct 31, 2025,
Thank you notes to: Carmen & Ben Swertzic (donation), Lynne Rupp Clinton
(donation), Peterson's Manufacturing (fence), Denison Education Association
(donation)
- VI. Approve Bills- Signature Page** (attachment 3)
- VII. Director's Report – Director Meyer** (attachment 4)
- VIII. Unfinished Business:**
 - A. Strategic plan (attachment 4,5,6,) (discussion)
- IX. New Business:**
 - A. Financial Discussion and Action on renewal of CDs. (attachment 7)
 - B. Gift money from the Carnegie Corporation of New York
 - C. Policy Manual updates (attachment 8) (discussion and possible action)
- X. Monthly Reports**
 1. Library Accounts (attachment 9)
 2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

- | | |
|---------------------|-----------------------------|
| a) Book & Policy | (Segebart, Hough, Olsen) |
| b) Finance | (Bruce, Koch, Velasquez)) |
| c) Technology | (Velasquez, Segebart, Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough, Olsen) |

Adjourn

Next Board Meeting: November 25, 2025 @ 5:15 pm Fireside Room

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 23, 2025**

Minutes

Call Meeting to Order-

Roll Call – S. Velasquez, L. Peterson, B. Bruce, K. Segebart, L. Olsen

Director K. Meyer

Absent - J. Hough and D. Koch

I. Additions to the Agenda/Agenda Approval

II. Approve Minutes of Previous Meeting- motion to approve was made by Sandy V. and seconded by Larry P. MOTION CARRIED

III. Public Forum (Limit 5 Minutes)

IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #14 - discussed as needed

V. Correspondence-Thank You Notes - sent by Director last month

- Daryl and Tammy Short (donation), Wesco Wave staff and participants (helping with mulch and weeding), Susan Lerdal Scholarship Committee (ILA Conference Scholarship), Friends of the Library (for donating a refrigerator to the break room)

VI. Approve Bills- Signature Page - motion was made by Larry P. And seconded by Laurel O. - MOTION CARRIED

VII. Director's Report – Director Meyer

Citizenship classes are going well. The Buddy Holly program was well attended. Josh Holm was hired as a part - time employee. Kari received a scholarship for her registration fee to the ILA conference. There was a discussion about buying a program for patrons to use to learn different languages.

VIII. Unfinished Business:

A. Library holiday hours and closings- The Norelius Library will be closed on 2 additional holidays next year: Martin Luther King Day and the day after Thanksgiving - motion made by Laurel and seconded by Kari S. - MOTION CARRIED

B. Strategic plan survey

- 25 Names were generated from employees and board members for the survey participants - Forms are to be completed and returned to Kari at the library by Oct. 8. If someone declines, then a replacement can be found by the board member.

IX. New Business:

A. Wesco cleaning contract - This contract will begin on Nov. 1 with WESCO - The motion to accept it was made by Larry P. And seconded by Laurel O. - MOTION CARRIED

X. Monthly Reports

1. Library Accounts
2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

- | | |
|---------------------|-----------------------------|
| a) Book & Policy | (Segebart, Hough, Olsen) |
| b) Finance | (Bruce, Koch, Velasquez)) |
| c) Technology | (Velasquez, Segebart, Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough, Olsen) |

No new information was introduced in the committee reports

Adjourn - motion made by Kari S. And seconded by Sandy V. - MOTION passed

Next Board Meeting: **October 28, 2025 @ 5:15 pm Fireside Room**



Chapter 15: Intellectual Freedom

Understanding Intellectual Freedom

The role of a public library in a democratic society is to ensure free and open access to information and materials for all as guaranteed by the First Amendment of the Constitution of the United States. Library boards protect and defend intellectual freedom.

“Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.” (American Library Association, Access to Digital Information, Services and Networks.) Librarians and library trustees protect and promote these rights by providing access to information from all points of view.

The **American Library Association** defines intellectual freedom as *“the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored.”*

Intellectual freedom is based on the First Amendment: *“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.”*

Intellectual freedom is essential to a democracy because democracy relies on an informed citizenry. If people are restricted from obtaining information from all points of view, their ability to be informed citizens is diminished and thus they cannot exercise self-government.

The American Library Association’s **Library Bill of Rights** is reprinted in the **Appendix**. The *Freedom to Read Statement* and other important intellectual freedom documents are linked as well. It is imperative that library boards read, discuss, and become familiar with intellectual freedom issues and include their endorsement of these principles in library policies.

A Corollary to Intellectual Freedom is Privacy

"What people read, research or access remains a fundamental matter of privacy. One should be able to access all constitutionally protected information and at the same time feel secure that what one reads, researches or finds through our Nation's libraries is no one's business but their own." (American Library Association)

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

Be Prepared

The selection of library materials is a process strongly related to intellectual freedom. To be prepared to meet challenges to library materials, every local library board should have in place a written collection development policy adopted by the board.

Library staff responsible for developing the collection are selectors, not censors. Selectors believe in the individual's right to examine and evaluate materials and make personal choices about them; censors believe in examining, evaluating and choosing materials for others. The collection development policy should support the right of all members of the community to have access to a wide range of materials, even if that includes items which some people might find objectionable.

The library director, staff, and board must be familiar with the collection development policy. If there is a challenge to library materials, they must speak with one voice. Two important elements that should be included in a collection development policy are:

- ❖ Selection criteria for all types of resources (print, audiovisual, electronic)
- ❖ Policy on reconsideration of materials and handling complaints

When a censorship attempt occurs, the trustees and staff should keep in mind the following principle: **Don't defend the item being challenged, defend a person's right to read it.** When a member of the community complains about an item in the library's collection, often they just want someone to listen to them and to take their concern seriously. A formal challenge may be averted if the library director takes the time to listen. If your library is faced with a formal challenge, the library board should:

- ❖ Review the library's collection development policy and the American Library Association's Bill of Rights and Freedom to Read Statement
- ❖ Explain the collection development policy
- ❖ Take into consideration the rights of the whole community

- ❖ Make a decision consistent with library policies and your principles

CIPA Compliance

An ongoing issue in the area of intellectual freedom is access to information via the Internet. The First Amendment applies to the provision of information in the library including the Internet. In 2003, the U.S Supreme Court ruled that the Children's Internet Protection Act (CIPA) was constitutional only if the Internet filters required by CIPA could be readily disabled upon the request of adult library users.

Assistance With Intellectual Freedom Issues

Contact the following for help with intellectual freedom issues:

- ❖ The Iowa Library Association provides information on intellectual freedom and support in dealing with censorship challenges. Contact the chair of the Intellectual Freedom Committee. Contact information for the current chair can be found on the [Iowa Library Association website](#).
- ❖ The American Library Association's [Office for Intellectual Freedom website](#) is an excellent resource on these issues.
- ❖ [State Library staff](#) are available for consultation on intellectual freedom issues.

“If this nation is to be wise as well as strong... then public libraries should be open to all except the censor. Let us welcome controversial books and controversial authors. For the Bill of Rights is the guardian of our security as well as our liberty.”

John F. Kennedy

Sample Public Library Request for Reconsideration of Material Form [\[Printable PDF\]](#)

The trustees of Mainstream Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Mainstream Library. 1 Mainstream Plaza, Anytown, State Zip

Date _____ Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization _____

1. Resource on which you are commenting:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording

____ Digital Resource ____ Game ____ Newspaper ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

October 28, 2025

Items of Note:

- 9-29-25 Webinar- Lead with Empathy
- 10-1-25 Attained the Seed Library Permit from the Iowa Department of Agriculture
- 10-8-25 Sent strategic plan surveys to Misty Gray
- 10-22-25 Received Strategic Plan results from Misty Gray

Meetings Attended or Scheduled:

- September 29, October 6, 13, 20, 27 Director's Meetings
- 10-1-3-25 ILA Conference, Sioux City
- 10-6-25 Met with Renee Sweers & Bianca Caracci from the ISU Extension Office about a program about nutrition for seniors.
- 10-7-25 City Council meeting
- 9-13-25 In-Service and Staff Meeting; Updates of Police and Fire Drills
- 9-15-25 Met with Bill Bruce
- 9-16-25 CCMH Jennifer Rodriguez with Senior Life Solutions about partnership
- 10-17-25 Meeting with Monona County Librarians in Soldier, Iowa
- 10-23-25 Learning Circuit meeting in Corning, Iowa
- Library Board meeting: October 28, 2025

Misc Information and Ideas:

- Sumer Reading program will be June and July next summer
- Roof was replaced on 10-20-25. They also installed the garden fence for \$200
- Per patron suggestion we are looking into having a used battery disposal box
- Looking into getting a "sharps" disposal box in one of the bathrooms
- Looking into getting a film for the inner office windows for security and privacy
- Attained software called "When I Work" for scheduling ease and convenience
- Climate Solutions cleaned and checked the furnaces to make sure they were ready for winter
- Had an electrician come to examine why the electricity was out in the Carnegie rooms.

Programming Highlights:

- Ongoing standard programming throughout October and November
- October 30, 2025 Think Like a Machine (program about AI) 5:30
- November 1, 2025 Mystic Masquerade event 4-9pm
- November 7, 2025 Nutrition Bingo for Seniors 10:00am

Norelius Community Library in Denison

October 10-16

Call	Q1: How long have you lived in Denison?	Q2: During that time, what major changes have you seen in your community?	Q3: What to you are the best features of your community.	Q4: Can you identify services, resources, or attitudes that would make your community even better.	Q5: Do you use the physical library? Describe.	Q6: What would you like to see the library focus on for the next 3-5 years: Materials offered Programs provided Other services?
1	Since 2001	More programs at school to help kids with special needs which is good so parents don't have to travel somewhere else; more job opportunities; community is growing; more businesses; more help from government	Likes how the public school teaches the kids	Treat everybody like the humans that they are; concerned about people being mean to others because of skin color; treat people equally	Yes. Older kids use library too; looks up information; completes homework; younger child plays and uses computers	Yes. All of them. Suggested programs for kids with special needs (maybe a special reading time or activities); helping kids with languages
2	Whole life	Culture; more Hispanics and Africans moving into community	Diversity; food; events; all the little festivals that go on; restaurants; diversity and culture	Help with translation services to help people in native languages; thought the library used to have English as a second language class at the library but not sure if it's still offered	Yes. Goes with young child a couple of times a week; plays with train sets; finding books; finds a book for self and checks out movies; has seen TV and video games and tablets available	Focus on community needs; has done a good job getting young people / teens into library (mentioned anime club); aware of programs for young ones, arts and crafts and book club; suggested using part of the library to help community members learn English and basic skills; library has been adapting to the times
3	Grew up in the area; has worked in Denison for 15 years; lives 20 minutes out of town	Growth; population and demographics has changed which is good	Likes the small-town feel; helpful and neighborly community	Hospital recently added a Spanish-speaking liaison to improve disconnect between Spanish- and English-speaking population – more of these services would be helpful; there is some bias in community caller would like to see addressed	Occasionally. Uses for child; browses collections	Materials provided is fine; aware of ILL; does a fine job with programs and has seen an improvement getting younger kids more involved in the library; focus on programs because it is important to get younger generations into the library; library has been doing a fantastic job
4	Whole life except for college	Diversity; great mixture of cultures; Denison is a rare rural area that has experienced population growth	People; community support when something is needed community; community rallies together for big projects with money, time, talent, cheering the process on	Wider variety of retail and restaurants; housing is a huge issue – need more options (purchasing and renting); a wellness center would have been an ask but one is opening; recruit new industry or growth with existing employers in community	Yes. Checks out books; appreciates physical books over digital; child attends summer reading programs	Other services (noted recognizing budgetary constraints); noted new seating for teen area; suggested a quiet area; suggested publicizing areas the library has and how they can be used; glad the library still offers physical books and updates inventory; staff help you find what you need; mentioned Libby; facility updates are important
5	13 years	Not sure	Quiet; safe; not as much crime as bigger cities	Not enough activities for kids which is hard for parents; would like to see more volunteers; need an open space for people to gather; need activities after school and weekends to keep kids busy	Used to; kids use library; checks out books; sometimes kids lose books and caller has to pay for books; mentioned the library has a room for kids to do activities	Do it step by step; get volunteers to help at the library; not sure what the library will be able to do

6	Has lived in a neighboring town since 2011	Denison is a bigger town	Diversity; not just Hispanic people – African and Asian people too	No suggestions	Yes. Prefers this library over the library in the town the caller lives in; takes movies and books; likes the Spanish collection; has used the internet; librarians will help caller with tasks (mentioned copying as an example); staff are attentive; likes service to renew checkouts	This is a tough question because they do a really good job; would like a language acquisition product that allows you to hear, read, and possibly write language(s) you want to learn (not an app where you just listen to the language); would like the library to be open later and suggested 7PM [likely referring to Friday and/or Saturday hours]
7	8 years	Grown quite a bit; a lot more stores now compared to when caller moved here	Yellow Smoke; park was just rebuilt for the kids; library – stays open and available; schools are awesome and attentive; neighborhoods are quiet for the most part	Resources for single moms; resources for kids like after school programs (quite a few available but more would be helpful); bus route or public transportation (only 1 taxi and the driver is currently ill)	Yes. Caller and children use the library frequently; takes kids to children's area so kids can play games, tablets, and video games; caller does Zoom calls and uses printing / scanning services; checks out books	Other services ; library is on point with materials and programs ; lots of events for the kids
8	14 years	More community involvement and things to be involved in (mentioned BBQ fest and RAGBRIA)	Diversity; ability for anyone to be involved if they choose; small town but some openness to have anyone involved (the town is not cliquey)	Better acceptance of diversity by providing resources (flyers in different languages mentioned); caller feels connected but not sure if others are being reached sufficiently (suggested targeting different age groups in different ways)	Has only gone in twice; looked at meeting space for open forum; has looked around the library; aware of youth programs, puzzles, and people congregating at the library	Programs and other services ; suggests outreach and a focus on literacy ; open doors to different cultures ; educating the community ; not sure about the library's use of technology ; has seen programs for younger readers and options for older populations but not sure if teens to those in late 20s / early 30s are aware of services available to them
9	Since 2017; grew up 15 minutes from Denison	More diversified; community has started putting on more events to promote community feel	Small businesses because local business owners are good at being involved in community; schools; opportunities for jobs and families / lifestyle	Rec center is being built and is much needed in community; more things to do with children toddler age (not many options in town currently)	Yes. Uses Libby; brings in kids weekly and uses all resources (mentioned toys, crafts, coloring pages) tablets; gets books and movies; used copy machine; participates in book club; attends crafternoon; aware of board game program once a month	Programs and possibly services ; suggests offering Hoopla – believes many in community would use for streaming services ; knows this isn't always probable but recommends offering childcare or something similar for adults attending programs at the library ; library does a pretty good job of recognizing needs and getting those met
10	22 years; lives outside of town	Increase in community diversity; high school is now more than 50% what is considered minority in America; new Hyper Center being build; 1 of largest employers closed (Tyson) but Smithfield and Monogram picked up for the loss	Diversity is the best feature – it's a shrinking world and Denison is a microcosm of different groups of people getting along, living together, helping each other, promoting things that are mutually beneficial; ruralness; safe community; rooted in agriculture	Resources – good number of parks but would be nice to have walking / biking trails (aware funding is an issue); would like more industry aside from packing plants; would like to see population grow; when we try things attendance isn't great or as good as hoped for (mentioned library programs)	Yes. Checks out books; will stop in before meetings or appointments; called the library a haven; has attended some programs (mentioned a Lincoln program from a few years ago)	Yes, yes, and yes; continue bringing different people in (mentioned a mystery night that recently took place) ; find ways to advertise better but marketing is a struggle (mentioned the local newspaper but circulations are low so use new strategies) ; offer tutoring services or English language programs ; promoting reading ; work more with schools (elementary is close so caller said this might be happening some already) ; libraries are guardians against ignorance; keep building on what you've got but outreach has got to be key ; would love to see the library as a hub in the community; think outside the box

11	Since 1994	Population has changes quite a bit; 3 meat packing plants with a lot of Hispanic workers; community is getting older	Great school system; good people; good work ethic; public works people are good	Process of building new wellness center; hospital is good; couple of good nursing homes; not sure; everybody wants lower property taxes but that's not going to happen	Haven't lately; checks out books; had used copying and laminating services	Just keep doing what they're doing because they're doing a great job; great library
12	58 years	Every year the community tries something new (gave BBQ Fest as an example); housing is an issue; 2 packing houses in town and lost another; diversity; mostly good changes; added on to hospital; wellness center being built; college had expanded	Family in area; thought the library was just a book store until house burned down and learned all the library had to offer; just built on to hospital; wellness center; career academy; putting \$ in to places; actively trying to bring in; good county fair	Not a lot of shopping (identified Walmart, Dollar General, Dollar Tree, 2 grocery stores, Hispanic grocery stores); sometimes groups don't feel comfortable joining in on other cultures activities (not because of racism just uncomfortable because they don't know anyone); trying to get businesses to come	Yes. Has attended programs (Color Me Calm and crafternoon); part of a quilt club at library (people have donated materials and the library has purchased sewing machines); the library is cool; knows of Friends of the Library; is looking forward to going to a crochet class; has met a lot of people through library; has used internet; has grown fond of library	Focus on library needs and services first; suggested raffling off quilt with funds going to library (wasn't sure if library could do that); not sure how to get the word out better (aware of radio and newspaper); suggested hosting job fair or similar to show what library offers with resume templates, copier services, newspapers; caller feels bad they didn't know what the library had to offer before
13	14 years	Community has become more diverse with multiple cultures (Hispanic, Sudanese, Chinese)	Caller mentioned a saying: The Denison Difference that sticks with them; small community but growing with new generations; expanded WIT with more programs; more opportunities locally to keep people in community	More outreach programs and educational programs for families and adults; teaching new families what resources are available	Yes; not throughout the school year so much but caller and child go in summer; uses youth area and activities; aware of programs during school year; participates in summer reading program	Have programs in the library that also benefit the community – more like outreach; teaching technology (like Tech Tuesdays but not sure if that is still offered); suggested offering more for teens / high schoolers (aware of offerings for adults and young kids but not sure about what's available to teens); always keep in mind the diverse population and try to reach out to everyone
14	40 years living in Denison but is from a neighboring town	Big population shift in town over last 25 years; meat packing town; diverse population	School; healthcare; great churches; nice county park with a nice trail	Programs for the youth and we're working on it (rec center is being built and a parks and recreation director has been hired by the city); biking trail	Yes; likes a book in hand but slow reader and not an audiobook or eBook reader; aware that library has youth programs	Have a lot of great materials; suggested programs (aware that programs are offered); offer computer literacy if not offered; believes library works on diversity; focus on and increase children's programs; great well-run library
15	Entire life	Businesses built and change; community has grown a lot	Variety of homemade foods and restaurants; likes events like BBQ fest and Hot Summer Nights; library hosts events during the summer	There are activities in the summer but a lot of kids don't have ways to participate because the event is geared toward older adults or younger kids; some youth left out	Yes; Manga collection in the young adult collection; plays video games; brings friends; attends programs over summer; does not participate in crafts	More materials but programs too; library has a big Manga collection but would like more because there are many popular ones not represented (Manga and graphic novels); suggests programs on sports, anime, or gaming; mentioned gaming truck (suggested another truck because some kids didn't get a chance); youth are interested in animals and outdoorsy stuff; an outdoor area would be nice
16	Since 2019	Growth; new wellness center coming to community; meeting new people from community through work	Highly Hispanic community so feels some activities aren't geared to them; spouse enjoys the golf course; looking forward to wellness center and what it can offer	Wishes everybody would be involved; don't get a lot of volunteers or donations to get things funded; inclusivity would be awesome	Yes. Checks out books; noticed a study group; saw a staff helping someone; aware of programs but hasn't attended; usually a puzzle going on; sees kids using computers; hasn't been upstairs but has heard good things about the area	Has looked for nonfiction books and serial fiction books but they weren't available; make sure they have full series of popular series; believes the library offers a variety of programs especially in the summer for kids; likes that the library offers no school and early out programs; suggests more programs on Saturdays

17	13 years	Diversity; growing community where other small communities are not; committed to building YMCA; expanding schools to accommodate growth; Super Walmart; infrastructure growing	Diversity (different cultures represented); food and celebrations of different cultures; kids embrace diversity; crossover and inclusion; rebranded uptown; churches are active in serving their congregations	A lot of shift work in community and it would be nice if small local businesses took that into consideration for business hours; need to find consistency and access; community ed teaching gaps in schooling; reducing stigma to Iowa Workforce and other services; many adult non-English speakers; people aren't aware of opportunities; hard for people to look outside their own silos	Yes. Uses for children to check out books; caller is voracious reader but doesn't have the time right now; likes physical books and traditional library services; aware of crafting and story hour; has used materials as a teacher; has used ILL; has noticed regular users in the library	Other services that the community needs; literacy support would be neat (offering something to empower non-English speakers to feel more confident in English); accessibility to and navigating news media; aware of computer updates and suggested support for learning newer technology; curious about outdoor space (thought this was a great idea); surprised by the amount of gaming at the library (strange for caller to come into youth department and see kids gaming); would prefer the library foster a love of reading
18	Grew up in Denison, moved away and came back 3 ½ years ago	Ethnic diversity has changed a lot for the better; large Hispanic population; Sudanese population; people are understanding to the differences and see commonalities too	Diversity; high school activities run everything (top notch school system); vibrant community; thriving church and arts communities; downtown revitalization; many opportunities	Would love a book store (caller is a book owner rather than borrower); more for kids to do outside of school activities (mentioned local movie theater as an available option)	Goes there for meetings but doesn't check out books; shares owned books with others	Library does a pretty good job with programs by bringing in speakers; appreciates that the library helps with citizenship classes; put efforts toward services and then programs
19	17 years	Atmosphere – over time people have gotten more connected	People are quick to accept physical and mental differences and will be friends with you	Would like to see more clubs offered – when a club is started at the high school not many people join; suggested a youth book club to foster reading enjoyment rather than only reading as a requirement	Yes, a lot. Used to go once a week but now once a month; reads a lot in spare time; check out books; likes physical book but doesn't mind eBooks and audiobooks	Programs because community has a lot of services; likes programs that allow people to try different things or get active with the community; suggested different clubs like chess club and technology club (aware of anime club)
20	Since caller was 2 years old	More diversity – it's nice	Restaurants and library	Caller mentioned an effort to revitalize the area near Cronk's where storage facilities are right now and likes the possibility	Yes. Attends anime club; attends board game club; checks out books	Likes the programs and services and can't choose between them; remembers the time the library offered D&D but it was offered once; add more dystopian and LGBTQ titles
21	Lives in neighboring town; has lived in area entire life	Uptown area has been made more visually appealing with signage and new businesses; more events attracting people to come in; school continues to thrive; renovating building on Broadway; trying different things to get people to come; very diverse; hospital is good	Library; hospital; caller can get most of shopping done in town	More eating places would be nice; nothing comes to mind	Yes; likes going there because they have fun things going on; checks out books and magazines; looks at monthly calendar to see what activities are going on; attends programs	Programs they provide and then being aware of other services they can provide for the community; staff are friendly and helpful and glad to see you there; the library is always busy – it's a go-to place for the community; likes the history programs and finds them interesting; likes hands-on activities
22	Moved here at 7, moved away and moved back in 2013	Demographics have changed with more than 50% of the population being non-white; income levels are lower for a lot of people in area – people living closer to the poverty line; fewer individual farms	Beautiful community (very scenic); people want to move town and county forward; looking forward to rec center; welcoming community; major business is owned by a gay couple and no one cares	Not sure; great schools; more of the county could be walkable or bikeable; have people in community using Facebook to complain (not so different from other communities); community has a can-do attitude	Goes to the library for work but not personally. Looks at old newspapers; reports on what is happening in library; has used digitized newspapers	Services provided; have teen area (very forward-thinking) – get them familiar with the library and staff; knows library has many specific programs for kids – this is useful; control of information is going to be the future and it will be bad if bad actors control access to information; try to help people avoid the bubble of misinformation

23	Has been in area for 6 years	Uptown has done a strange little makeover; has been neat to see community bring in more businesses and uptown start filling up again	People; diverse community	Resources – more mental health facilities / stability (slowly happening now and identified Senior Life Solutions as a group helping community move in the right direction with mental health issues); community member are upbeat and positive	Hasn't used the library for a while; was a member of the Friends of the Library; library is very active (gave the summer reading program as an example); good about getting different activities and different speakers; great about promotion	Programs (most important and get more creative by thinking outside the box); would like to see more offerings for the Latino / Hispanic population ; having more selection in the Hispanic collections (would like to see an expansion of children's materials and adult materials); keep working on the programming ; library has hit the nail on the head where they're going with things
24	17 years	[All comments refer to library changes] Library has many programs for the children; uses volunteers from the high school to help; programs for adults too and Spanish-speaking community members; remembers going to library with school to get a library card; library offers programs beyond reading (mentioned Legos and crafting); noticed a cart of books for community use; knows the library has expanded area upstairs	Likes going on walks and caller likes that the elementary park has a walking path; likes Yellow Smoke Park; new businesses are arriving (gave restaurants as an example); loves the diversity – nice to meet new people; loves school community (community is proud of school and values students)	More clothing options in town (goes to Carroll); not many job opportunities (worried that people might leave to find jobs); housing is expensive	Goes once in a while to checks out books; aware of puzzles, laptops, movies; library has plenty of books; caller has recently become aware that adult patrons can check out as many books as they want as long as they bring them back – caller wasn't sure if this was a new change or that they just learned about it	Library already offers plenty of programs especially in the summer but the caller's only complaint was that programs were later in the day and so there wasn't much offered while the caller was babysitting (thought the reason the library chose that was to help parents); caller appreciates the activities available for kids in the library (toys, paper for drawing and coloring, laptops and tablets)
25	Whole life	A lot of buildings being renovated and places being built (mentioned the rec center); new park has been built in place of Washington Park	Not a small town but not a big city either; there's lots to do; it's not over-crowded	More activities for children	Yes. Checks out books; aware of other services but does not participate in them at this time (mentioned summer programs for children and adults, anime club); library is very good and unique; library has a lot of activities for older and younger children as well as adults	Suggests programs; maybe offer more for teenagers during the school year (clubs for after school)

Norelius Community Library in Denison

October 10-16

Call	Q1: How long have you lived in Denison?	Q2: During that time, what major changes have you seen in your community?	Q3: What to you are the best features of your community.	Q4: Can you identify services, resources, or attitudes that would make your community even better.	Q5: Do you use the physical library? Describe.	Q6: What would you like to see the library focus on for the next 3-5 years: Materials offered Programs provided Other services?
1	Since 2001	More programs at school to help kids with special needs which is good so parents don't have to travel somewhere else; more job opportunities; community is growing; more businesses; more help from government	Likes how the public school teaches the kids	Treat everybody like the humans that they are; concerned about people being mean to others because of skin color; treat people equally	Yes. Older kids use library too; looks up information; completes homework; younger child plays and uses computers	Yes. All of them. Suggested programs for kids with special needs (maybe a special reading time or activities); helping kids with languages
2	Whole life	Culture; more Hispanics and Africans moving into community	Diversity; food; events; all the little festivals that go on; restaurants; diversity and culture	Help with translation services to help people in native languages; thought the library used to have English as a second language class at the library but not sure if it's still offered	Yes. Goes with young child a couple of times a week; plays with train sets; finding books; finds a book for self and checks out movies; has seen TV and video games and tablets available	Focus on community needs; has done a good job getting young people / teens into library (mentioned anime club); aware of programs for young ones, arts and crafts and book club; suggested using part of the library to help community members learn English and basic skills; library has been adapting to the times
3	Grew up in the area; has worked in Denison for 15 years; lives 20 minutes out of town	Growth; population and demographics has changed which is good	Likes the small-town feel; helpful and neighborly community	Hospital recently added a Spanish-speaking liaison to improve disconnect between Spanish- and English-speaking population – more of these services would be helpful; there is some bias in community caller would like to see addressed	Occasionally. Uses for child; browses collections	Materials provided is fine; aware of ILL; does a fine job with programs and has seen an improvement getting younger kids more involved in the library; focus on programs because it is important to get younger generations into the library; library has been doing a fantastic job
4	Whole life except for college	Diversity; great mixture of cultures; Denison is a rare rural area that has experienced population growth	People; community support when something is needed community; community rallies together for big projects with money, time, talent, cheering the process on	Wider variety of retail and restaurants; housing is a huge issue – need more options (purchasing and renting); a wellness center would have been an ask but one is opening; recruit new industry or growth with existing employers in community	Yes. Checks out books; appreciates physical books over digital; child attends summer reading programs	Other services (noted recognizing budgetary constraints); noted new seating for teen area; suggested a quiet area; suggested publicizing areas the library has and how they can be used; glad the library still offers physical books and updates inventory; staff help you find what you need; mentioned Libby; facility updates are important
5	13 years	Not sure	Quiet; safe; not as much crime as bigger cities	Not enough activities for kids which is hard for parents; would like to see more volunteers; need an open space for people to gather; need activities after school and weekends to keep kids busy	Used to; kids use library; checks out books; sometimes kids lose books and caller has to pay for books; mentioned the library has a room for kids to do activities	Do it step by step; get volunteers to help at the library; not sure what the library will be able to do

6	Has lived in a neighboring town since 2011	Denison is a bigger town	Diversity; not just Hispanic people – African and Asian people too	No suggestions	Yes. Prefers this library over the library in the town the caller lives in; takes movies and books; likes the Spanish collection; has used the internet; librarians will help caller with tasks (mentioned copying as an example); staff are attentive; likes service to renew checkouts	This is a tough question because they do a really good job; would like a language acquisition product that allows you to hear, read, and possibly write language(s) you want to learn (not an app where you just listen to the language); would like the library to be open later and suggested 7PM [likely referring to Friday and/or Saturday hours]
7	8 years	Grown quite a bit; a lot more stores now compared to when caller moved here	Yellow Smoke; park was just rebuilt for the kids; library – stays open and available; schools are awesome and attentive; neighborhoods are quiet for the most part	Resources for single moms; resources for kids like after school programs (quite a few available but more would be helpful); bus route or public transportation (only 1 taxi and the driver is currently ill)	Yes. Caller and children use the library frequently; takes kids to children's area so kids can play games, tablets, and video games; caller does Zoom calls and uses printing / scanning services; checks out books	Other services; library is on point with materials and programs; lots of events for the kids
8	14 years	More community involvement and things to be involved in (mentioned BBQ fest and RAGBRIA)	Diversity; ability for anyone to be involved if they choose; small town but some openness to have anyone involved (the town is not cliquey)	Better acceptance of diversity by providing resources (flyers in different languages mentioned); caller feels connected but not sure if others are being reached sufficiently (suggested targeting different age groups in different ways)	Has only gone in twice; looked at meeting space for open forum; has looked around the library; aware of youth programs, puzzles, and people congregating at the library	Programs and other services; suggests outreach and a focus on literacy; open doors to different cultures; educating the community; not sure about the library's use of technology; has seen programs for younger readers and options for older populations but not sure if teens to those in late 20s / early 30s are aware of services available to them
9	Since 2017; grew up 15 minutes from Denison	More diversified; community has started putting on more events to promote community feel	Small businesses because local business owners are good at being involved in community; schools; opportunities for jobs and families / lifestyle	Rec center is being built and is much needed in community; more things to do with children toddler age (not many options in town currently)	Yes. Uses Libby; brings in kids weekly and uses all resources (mentioned toys, crafts, coloring pages) tablets; gets books and movies; used copy machine; participates in book club; attends crafternoon; aware of board game program once a month	Programs and possibly services; suggests offering Hoopla – believes many in community would use for streaming services; knows this isn't always probable but recommends offering childcare or something similar for adults attending programs at the library; library does a pretty good job of recognizing needs and getting those met
10	22 years; lives outside of town	Increase in community diversity; high school is now more than 50% what is considered minority in America; new Hyper Center being build; 1 of largest employers closed (Tyson) but Smithfield and Monogram picked up for the loss	Diversity is the best feature – it's a shrinking world and Denison is a microcosm of different groups of people getting along, living together, helping each other, promoting things that are mutually beneficial; ruralness; safe community; rooted in agriculture	Resources – good number of parks but would be nice to have walking / biking trails (aware funding is an issue); would like more industry aside from packing plants; would like to see population grow; when we try things attendance isn't great or as good as hoped for (mentioned library programs)	Yes. Checks out books; will stop in before meetings or appointments; called the library a haven; has attended some programs (mentioned a Lincoln program from a few years ago)	Yes, yes, and yes; continue bringing different people in (mentioned a mystery night that recently took place); find ways to advertise better but marketing is a struggle (mentioned the local newspaper but circulations are low so use new strategies); offer tutoring services or English language programs; promoting reading; work more with schools (elementary is close so caller said this might be happening some already); libraries are guardians against ignorance; keep building on what you've got but outreach has got to be key; would love to see the library as a hub in the community; think outside the box

11	Since 1994	Population has changes quite a bit; 3 meat packing plants with a lot of Hispanic workers; community is getting older	Great school system; good people; good work ethic; public works people are good	Process of building new wellness center; hospital is good; couple of good nursing homes; not sure; everybody wants lower property taxes but that's not going to happen	Haven't lately; checks out books; had used copying and laminating services	Just keep doing what they're doing because they're doing a great job; great library
12	58 years	Every year the community tries something new (gave BBQ Fest as an example); housing is an issue; 2 packing houses in town and lost another; diversity; mostly good changes; added on to hospital; wellness center being built; college had expanded	Family in area; thought the library was just a book store until house burned down and learned all the library had to offer; just built on to hospital; wellness center; career academy; putting \$ in to places; actively trying to bring in; good county fair	Not a lot of shopping (identified Walmart, Dollar General, Dollar Tree, 2 grocery stores, Hispanic grocery stores); sometimes groups don't feel comfortable joining in on other cultures activities (not because of racism just uncomfortable because they don't know anyone); trying to get businesses to come	Yes. Has attended programs (Color Me Calm and crafternoon); part of a quilt club at library (people have donated materials and the library has purchased sewing machines); the library is cool; knows of Friends of the Library; is looking forward to going to a crochet class; has met a lot of people through library; has used internet; has grown fond of library	Focus on library needs and services first; suggested raffling off quilt with funds going to library (wasn't sure if library could do that); not sure how to get the word out better (aware of radio and newspaper); suggested hosting job fair or similar to show what library offers with resume templates, copier services, newspapers; caller feels bad they didn't know what the library had to offer before
13	14 years	Community has become more diverse with multiple cultures (Hispanic, Sudanese, Chinese)	Caller mentioned a saying: The Denison Difference that sticks with them; small community but growing with new generations; expanded WIT with more programs; more opportunities locally to keep people in community	More outreach programs and educational programs for families and adults; teaching new families what resources are available	Yes; not throughout the school year so much but caller and child go in summer; uses youth area and activities; aware of programs during school year; participates in summer reading program	Have programs in the library that also benefit the community – more like outreach; teaching technology (like Tech Tuesdays but not sure if that is still offered); suggested offering more for teens / high schoolers (aware of offerings for adults and young kids but not sure about what's available to teens); always keep in mind the diverse population and try to reach out to everyone
14	40 years living in Denison but is from a neighboring town	Big population shift in town over last 25 years; meat packing town; diverse population	School; healthcare; great churches; nice county park with a nice trail	Programs for the youth and we're working on it (rec center is being built and a parks and recreation director has been hired by the city); biking trail	Yes; likes a book in hand but slow reader and not an audiobook or eBook reader; aware that library has youth programs	Have a lot of great materials; suggested programs (aware that programs are offered); offer computer literacy if not offered; believes library works on diversity; focus on and increase children's programs; great well-run library
15	Entire life	Businesses built and change; community has grown a lot	Variety of homemade foods and restaurants; likes events like BBQ fest and Hot Summer Nights; library hosts events during the summer	There are activities in the summer but a lot of kids don't have ways to participate because the event is geared toward older adults or younger kids; some youth left out	Yes; Manga collection in the young adult collection; plays video games; brings friends; attends programs over summer; does not participate in crafts	More materials but programs too; library has a big Manga collection but would like more because there are many popular ones not represented (Manga and graphic novels); suggests programs on sports, anime, or gaming; mentioned gaming truck (suggested another truck because some kids didn't get a chance); youth are interested in animals and outdoorsy stuff; an outdoor area would be nice
16	Since 2019	Growth; new wellness center coming to community; meeting new people from community through work	Highly Hispanic community so feels some activities aren't geared to them; spouse enjoys the golf course; looking forward to wellness center and what it can offer	Wishes everybody would be involved; don't get a lot of volunteers or donations to get things funded; inclusivity would be awesome	Yes. Checks out books; noticed a study group; saw a staff helping someone; aware of programs but hasn't attended; usually a puzzle going on; sees kids using computers; hasn't been upstairs but has heard good things about the area	Has looked for nonfiction books and serial fiction books but they weren't available; make sure they have full series of popular series; believes the library offers a variety of programs especially in the summer for kids; likes that the library offers no school and early out programs; suggests more programs on Saturdays

17	13 years	Diversity; growing community where other small communities are not; committed to building YMCA; expanding schools to accommodate growth; Super Walmart; infrastructure growing	Diversity (different cultures represented); food and celebrations of different cultures; kids embrace diversity; crossover and inclusion; rebranded uptown; churches are active in serving their congregations	A lot of shift work in community and it would be nice if small local businesses took that into consideration for business hours; need to find consistency and access; community ed teaching gaps in schooling; reducing stigma to Iowa Workforce and other services; many adult non-English speakers; people aren't aware of opportunities; hard for people to look outside their own silos	Yes. Uses for children to check out books; caller is voracious reader but doesn't have the time right now; likes physical books and traditional library services; aware of crafting and story hour; has used materials as a teacher; has used ILL; has noticed regular users in the library	Other services that the community needs; literacy support would be neat (offering something to empower non-English speakers to feel more confident in English); accessibility to and navigating news media; aware of computer updates and suggested support for learning newer technology; curious about outdoor space (thought this was a great idea); surprised by the amount of gaming at the library (strange for caller to come into youth department and see kids gaming); would prefer the library foster a love of reading
18	Grew up in Denison, moved away and came back 3 ½ years ago	Ethnic diversity has changed a lot for the better; large Hispanic population; Sudanese population; people are understanding to the differences and see commonalities too	Diversity; high school activities run everything (top notch school system); vibrant community; thriving church and arts communities; downtown revitalization; many opportunities	Would love a book store (caller is a book owner rather than borrower); more for kids to do outside of school activities (mentioned local movie theater as an available option)	Goes there for meetings but doesn't check out books; shares owned books with others	Library does a pretty good job with programs by bringing in speakers; appreciates that the library helps with citizenship classes; put efforts toward services and then programs
19	17 years	Atmosphere – over time people have gotten more connected	People are quick to accept physical and mental differences and will be friends with you	Would like to see more clubs offered – when a club is started at the high school not many people join; suggested a youth book club to foster reading enjoyment rather than only reading as a requirement	Yes, a lot. Used to go once a week but now once a month; reads a lot in spare time; check out books; likes physical book but doesn't mind eBooks and audiobooks	Programs because community has a lot of services; likes programs that allow people to try different things or get active with the community; suggested different clubs like chess club and technology club (aware of anime club)
20	Since caller was 2 years old	More diversity – it's nice	Restaurants and library	Caller mentioned an effort to revitalize the area near Cronk's where storage facilities are right now and likes the possibility	Yes. Attends anime club; attends board game club; checks out books	Likes the programs and services and can't choose between them; remembers the time the library offered D&D but it was offered once; add more dystopian and LGBTQ titles
21	Lives in neighboring town; has lived in area entire life	Uptown area has been made more visually appealing with signage and new businesses; more events attracting people to come in; school continues to thrive; renovating building on Broadway; trying different things to get people to come; very diverse; hospital is good	Library; hospital; caller can get most of shopping done in town	More eating places would be nice; nothing comes to mind	Yes; likes going there because they have fun things going on; checks out books and magazines; looks at monthly calendar to see what activities are going on; attends programs	Programs they provide and then being aware of other services they can provide for the community; staff are friendly and helpful and glad to see you there; the library is always busy – it's a go-to place for the community; likes the history programs and finds them interesting; likes hands-on activities
22	Moved here at 7, moved away and moved back in 2013	Demographics have changed with more than 50% of the population being non-white; income levels are lower for a lot of people in area – people living closer to the poverty line; fewer individual farms	Beautiful community (very scenic); people want to move town and county forward; looking forward to rec center; welcoming community; major business is owned by a gay couple and no one cares	Not sure; great schools; more of the county could be walkable or bikeable; have people in community using Facebook to complain (not so different from other communities); community has a can-do attitude	Goes to the library for work but not personally. Looks at old newspapers; reports on what is happening in library; has used digitized newspapers	Services provided; have teen area (very forward-thinking) – get them familiar with the library and staff; knows library has many specific programs for kids – this is useful; control of information is going to be the future and it will be bad if bad actors control access to information; try to help people avoid the bubble of misinformation

23	Has been in area for 6 years	Uptown has done a strange little makeover; has been neat to see community bring in more businesses and uptown start filling up again	People; diverse community	Resources – more mental health facilities / stability (slowly happening now and identified Senior Life Solutions as a group helping community move in the right direction with mental health issues); community member are upbeat and positive	Hasn't used the library for a while; was a member of the Friends of the Library; library is very active (gave the summer reading program as an example); good about getting different activities and different speakers; great about promotion	Programs (most important and get more creative by thinking outside the box); would like to see more offerings for the Latino / Hispanic population; having more selection in the Hispanic collections (would like to see an expansion of children's materials and adult materials); keep working on the programming; library has hit the nail on the head where they're going with things
24	17 years	[All comments refer to library changes] Library has many programs for the children; uses volunteers from the high school to help; programs for adults too and Spanish-speaking community members; remembers going to library with school to get a library card; library offers programs beyond reading (mentioned Legos and crafting); noticed a cart of books for community use; knows the library has expanded area upstairs	Likes going on walks and caller likes that the elementary park has a walking path; likes Yellow Smoke Park; new businesses are arriving (gave restaurants as an example); loves the diversity – nice to meet new people; loves school community (community is proud of school and values students)	More clothing options in town (goes to Carroll); not many job opportunities (worried that people might leave to find jobs); housing is expensive	Goes once in a while to checks out books; aware of puzzles, laptops, movies; library has plenty of books; caller has recently become aware that adult patrons can check out as many books as they want as long as they bring them back – caller wasn't sure if this was a new change or that they just learned about it	Library already offers plenty of programs especially in the summer but the caller's only complaint was that programs were later in the day and so there wasn't much offered while the caller was babysitting (thought the reason the library chose that was to help parents); caller appreciates the activities available for kids in the library (toys, paper for drawing and coloring, laptops and tablets)
25	Whole life	A lot of buildings being renovated and places being built (mentioned the rec center); new park has been built in place of Washington Park	Not a small town but not a big city either; there's lots to do; it's not over-crowded	More activities for children	Yes. Checks out books; aware of other services but does not participate in them at this time (mentioned summer programs for children and adults, anime club); library is very good and unique; library has a lot of activities for older and younger children as well as adults	Suggests programs; maybe offer more for teenagers during the school year (clubs for after school)

Public Library Service Responses

1. Connect to the Online World: Public Internet Access

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

2. Create Young Readers: Emergent Literacy

Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

3. Discover Your Roots: Genealogy and Local History

Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.

4. Express Creativity: Create and Share Content

Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.

5. Know Your Community: Community Resources and Services

Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

6. Make Career Choices: Job and Career Development

Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.

7. Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

8. Stimulate Imagination: Reading, Viewing and Listening for Pleasure

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

9. Succeed in School: Homework Help

Students will have the resources they need to succeed in school.

10. Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support social networking.



Outlook

Library CDs

From Jodie Flaherty <CityClerk@denisonia.com>

Date Mon 9/29/2025 3:26 PM

To Kari Meyer <director@denison.lib.ia.us>

Hi Kari,

I spoke with CCTSB today. They told me they will let the CDs ride out until the 10/28 meeting. They said the current rates are as follows:

3 month 3.9%

7 month 3.75%

They said they will need to know by 10/29 and there would not be a penalty to switch.

Thanks

Jodie Flaherty, City Clerk

City of Denison

111 North Main Street

Denison, IA 51442

Ph: (712) 263-3143

www.denisonia.com



21 N. Main | Denison, IA 51442

Temp-return Service Requested

September 20, 2025

City of Denison
Library Board Funds
111 N. Main
Denison IA 51442

00003669

P102



Certificate of Deposit Renewal Notice

Account Number:	85697546170
Principal Amount:	\$23,498.90
Interest Earned:	\$592.42
CD Value:	\$24,091.32
Term:	7 Months

Dear City of Denison,

Your account will mature on October 06, 2025. If the account renews, the new maturity date will be May 06, 2026. The interest rate and annual percentage yield have not yet been determined. They will be available on October 06, 2025.

You have a grace period of 10 calendar days after the maturity date to withdraw the funds without penalty.

Call 712-263-5685 to obtain the interest rate and APY.

Sincerely,
Crawford County Trust and Savings Bank



21 N. Main | Denison, IA 51442

Temp-return Service Requested

September 20, 2025

City of Denison
Library Board Funds
111 N. Main
Denison IA 51442

00003670

P102



Certificate of Deposit Renewal Notice

Account Number:	85697546171
Principal Amount:	\$23,498.90
Interest Earned:	\$592.42
CD Value:	\$24,091.32
Term:	7 Months

Dear City of Denison,

Your account will mature on October 06, 2025. If the account renews, the new maturity date will be May 06, 2026. The interest rate and annual percentage yield have not yet been determined. They will be available on October 06, 2025.

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Call 712-263-5685 to obtain the interest rate and APY.

Sincerely,
Crawford County Trust and Savings Bank



21 N. Main | Denison, IA 51442

Temp-return Service Requested

September 20, 2025

City of Denison
Library Board Funds
111 N. Main
Denison IA 51442

00003671

P102



Certificate of Deposit Renewal Notice

Account Number:	85697546172
Principal Amount:	\$18,526.89
Interest Earned:	\$467.08
CD Value:	\$18,993.97
Term:	7 Months

Dear City of Denison,

Your account will mature on October 06, 2025. If the account renews, the new maturity date will be May 06, 2026. The interest rate and annual percentage yield have not yet been determined. They will be available on October 06, 2025.

You have a grace period of 10 calendar days after the maturity date to withdraw the funds without penalty.

Call 712-263-5685 to obtain the interest rate and APY.

Sincerely,
Crawford County Trust and Savings Bank

NORELIUS COMMUNITY LIBRARY

Policies

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NORELIUS COMMUNITY LIBRARY

DIRECTORY

BOARD OF TRUSTEES

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

Laurel Olsen-Trustee
Kari Segebart-Trustee
Donna Koch-Trustee

LIBRARY DIRECTOR

Kari Meyer-Director

COMMITTEES

Book and Policy Committee

Kari Segebart-Chairperson
Laurel Olsen
Jeri Hough

Facilities Committee

Larry Peterson-Chairperson
Kari Segebart
Jeri Hough

Finance Committee

Bill Bruce-Chairperson
Donna Koch
Sandy Velasquez

Public Relations Committee

Larry Peterson-Chairperson
Laurel Olsen
Jeri Hough

Technology

Sandy Velasquez-Chairperson
Kari Segebart
Donna Koch

REVIEW COMMITTEE FOR CONSIDERATION

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

Under Review April 27, 2024

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

Under Review April 27, 2024

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 and other media materials that enrich the quality and diversity of thought and expression. The Board favors free enterprise in ideas and expression. Books and other media materials are our greatest instruments of freedom.

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

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

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

Under Review April 27, 2024

Norelius Community Library

RECONSIDERATION REQUESTS POLICY

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

- A. Any complaint must be submitted on the proper form. The complaint forms are available at the circulation desk. Incomplete forms may be rejected or denied by the Library Director, in writing setting forth the basis for rejection or denial. Complaints rejected or denied due to lack of completeness may be resubmitted once the missing information is provided in writing on the complaint form.
- B. Defending the principle of freedom to read, rather than the individual item:
The Board and Librarians will attempt to be fair and objective.
The Board and Librarians must defend the responsibility to provide public information and enlightenment on all subjects, particularly controversial subjects.
The Board and Librarians will, if they deem it necessary or appropriate, consult the American Library Association Office for Intellectual Freedom and other appropriate national and state organizations concerned with intellectual freedom. Though complaints must be settled on a local level, there is value in the support and assistance of agencies outside the area that have no personal involvement.
- C. A Review Committee for Reconsideration shall consist of the following people:
 - Two community representatives, one of whom is chosen by the Director and one of whom is chosen by the Youth Services Librarian. If the Director or Youth Service Librarian is absent or otherwise unable to choose a community representative, the President shall choose the community representative.
 - Library Board President who is president at the time a complaint is filed.
 - Library Board Member with the longest tenure on the Board who is not the President or Vice President.
 - One alternate from the Library Board who is nominated by a majority of the members present at the meeting called for the purpose of naming a Review Committee.
 - Library Director (if the challenged book is a children's book) or
 - Children's Librarian (if the challenged book is an adult book)
- D. The Library Board reserves the right to amend this policy at any time, including after a complaint has been received.
- E. A Review Committee will determine whether to remove the challenged material, segregate the material, or continue to keep the material accessible to any patron.

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

Under Review April 27, 2024

Norelius Community Library

LONG RANGE PLAN

Copy of current “Strategic Plan” included at the back of the Policy Manual.

Copy of the current “Strategic Plan” also listed our website at www.denison.lib.ia.us

Under Review April 27, 2024

Norelius Community Library

ADMINISTRATIVE RULES & BY-LAWS

I. OFFICERS

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

I. 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 fourth Tuesday of each month at 5:15 p.m. At least 24 hours' notice of such meetings will be given as required by the Open Meetings Law, unless there is an emergency situation. In the event a meeting is held on less than 24 hours' notice, there will be an annotation in the minutes of the emergency which required waiver of the 24-hour rule, and the local media will be notified. Before the regular January meeting, the annual meeting will be held. December is designated the budget planning meeting. The agenda for monthly and annual meetings shall be publicized in the media 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 five (5) standing committees annually: Public Relations Committee, Finance Committee, Book and Policies, Facilities Committee and Technology Committee.

The Public Relations Committee is responsible for communicating Library and Board activities and policies to the public; for providing liaison with Denison Library Friends; and for conducting surveys of the library's service area as needed.

The Finance Committee is responsible for preparing the annual budget request with the assistance of the Library Director; for communicating the budget request to the City of Denison and to the Crawford County Board of Supervisors; and for resolving questions from the Library Director regarding finances.

The Book and Policy Committee annually reviews the library's policies and by-laws; reviews gifts, memorials and bequests; reviews monthly purchases of materials to be added to the collection; and makes decisions on placement of memorial plaques on donated items.

The Facilities Committee conducts an annual inspection of the Library building and grounds; recommends land acquisitions; and supervises redecorating and landscaping.

The Technology Committee exists to advise the Library Director and the board on information technology issues and activities, bringing their expertise, experience, and expression of community concerns on all related matters, as appropriate, to the attention of the director and the Board.

V. SALARIES

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

VI. AMENDMENT

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

Under Review April 27, 2024

Norelius Community Library

LIBRARY OPERATIONS POLICY

BUILDING AND GROUNDS

Building Operation

Structural Modifications: All structural modification of the Library building must be approved by the Facilities Committee and presented to the Board of Library Trustees. Any major change must be approved by the City Council before final action.

Heating/Cooling: The temperature in the Library building shall be maintained in accordance with government mandates to conserve energy. The Board shall contract for a person or firm to regularly service the heating and cooling systems of the building.

Restrooms: The restrooms will be checked periodically to ensure cleanliness and that plumbing is functioning properly. At least one, preferably two adult staff members shall be on duty at the downstairs circulation desk at all times when the library is open to the public.

Smoking is not permitted in the library or on library property.

Library users are not allowed to bring food into the library.

See Beverage policy for guidelines on bringing beverages into the library.

Exceptions will be granted for the meeting rooms. ~~or for special occasions.~~ No alcoholic beverages shall be permitted in the library.

OPERATIONS

Hours of Opening- Main and Children's Libraries

Monday through Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 2:00 p.m.

The library will be closed on Sunday and the following holidays: New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve.

When one of the above holidays falls on a Sunday, the Library will be closed either the preceding Saturday or the following Monday at the Library Director's discretion.

B. Qualified Borrowers

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

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

Checkout Policies

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

~~privileges with the DVD exception. of 100 items. with the DVD exception. Limit of five DVDs per library card holder. 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.....	one (1) week
DVDs—Non-Fiction.....	one (1) week
Audio books.....	two (2) weeks
Music media.....	two (2) weeks

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

Overdue Policies

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

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

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

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

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

Audio-Visual Equipment: Use of 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 can accept local club histories as part of its permanent collection.

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

E. Tours: Tours of the Library for the purpose of educating people in the resources, services, and proper use of the Library shall be encouraged.

F. Programs: The library will provide programs for the library service area without charge as time and staffing permit.

IV. PUBLIC RELATIONS

A. Friends of the Library: Recognizing that the Denison Library Friends, Inc. is a vital supporting group to the library, the president of the Library Board shall appoint a trustee annually to serve as liaison between the Library Board and the Friends Board. The

president of the Denison Library Friends is encouraged to attend all regular Library Board meetings.

- B. Publicity: The Library Director shall endeavor to publicize the Library, its collections and services through the various forms of media. The Library Director must approve materials originating in the Library to be used by the media. Brochures showing the library's resources and services shall be distributed in the community and available at the library.
- C. Public Information: Advance notice of all Library Board and Committee meetings shall be given to the newspaper. Minutes of the Board of Trustees shall be considered public information and made available at the library. Following the Board approval, meeting minutes will be available at the library and on the library website for interested persons.
- D. Right of Privacy: Circulation records of the library that would reveal the identity of the library patron checking out or requesting items from the library shall remain confidential.
- E. Memorial Donations and Bequests: Donations of money to the Library in memory of persons who have died and bequests to the Library shall be encouraged by the Trustees, the Library Director, and the staff. Specific types of memorials when designated by the donor must be approved and acted upon by the Library Director. The Library Board will designate unspecified memorials and bequests for a particular use.
- F. Acceptance of Gifts and Memorials: All gifts and memorials are appreciated. The person giving such gifts or memorial should be given proper recognition. The person donating a memorial book will be asked to provide proper information for a bookplate. Requests for nameplates on items other than books shall be forwarded to the Library Board for approval.
- G. Donated Items: Individuals wishing to donate materials may do so with the understanding that the library reserves the right to manage or dispose of items as it deems appropriate. If donated materials cannot be used in our collection, we make every effort to pass them along where they may be of benefit. Library staff are authorized to acknowledge donations but are not permitted to appraise their value.
- 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.

Under Review April 27, 2024

NORELIUS COMMUNITY LIBRARY

PROCUREMENT POLICY

Purposes

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

Purchasing Policy

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

Prohibited purchases

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 \$5,000.00 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 \$5,000 will require at least two price quotes or estimates, in writing. If the Library is unable to obtain more than one quote or estimate because the goods or services are special or unique or due to lack of interest, the Board and Director shall make special note of that fact in the Minutes for the meeting during which any quote or estimate is approved.

No Preferences or Discrimination

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

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

Norelius Community Library

PUBLIC USE OF CHILDREN'S AREA

I. PURPOSE OF THIS POLICY

The Children's Library within the Library facilities is a special part of the library housing special collections, programs and services designed especially for children (babies through age 11). The purpose of the Children's Library in the Norelius Community Library is therefore to provide children and their caregivers with access to these special children's materials, programs and services.

II. POLICY

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

Reviewed & Updated: September 26th, 2023
Under Review April 27, 2024

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

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

The Library is not responsible for unattended children.

Reviewed: September 26, 2023
Under Review April 27, 2024

Norelius Community Library

BEHAVIOR POLICY

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

II. EXPECTATIONS OF LIBRARY USERS.

The following kinds of behavior are prohibited:

- Any behavior that is illegal.

- Any behavior that endangers oneself or others.

- Any behavior that is disruptive to the Library environment; for example, loud talking or laughing after being warned.

- Any behavior that is abusive to a staff member or other patron.

- Any use of the Library that interferes with the Library's purpose.

- Any other behavior deemed inappropriate by the Library Director or staff; for example, smoking, eating or drinking.

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.

Under Review April 27, 2024

Norelius Community Library

SEX OFFENDERS AGAINST MINORS

I. POLICY

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

II. PROCEDURES.

The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card.

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

DISPLAYS and EXHIBITS POLICY

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

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. **(moved from last paragraph to first paragraph)**

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. (moved from 4th paragraph)

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).

I SUGGEST THIS INSTEAD:

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

1. **Approval:** Individuals, organizations, or groups wishing to exhibit materials must obtain permission from the Library Director. The duration of the exhibit and hours of public viewing are determined at the Director's discretion.
2. **Restrictions:** No organization or individual may place in the library any box, receptacle, or container soliciting donations. Likewise, no poster or display may promote or solicit consideration of any product or service offered by a commercial or charitable enterprise.
3. **Content:** Displays and exhibits must be of general public interest and open to all. Commercial exhibits are not accepted unless they are primarily educational in nature.
4. **Setup and Responsibility:** Exhibitors are responsible for arranging their own materials under the general supervision of library staff. They must provide any necessary display equipment, such as easels, and will be held responsible for any damage to library property.
5. **Liability:** All individuals, organizations, or groups exhibiting materials must assume full responsibility for items on display and sign an *Exhibits Release Form* (see Appendix).

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 _____

Under Review April 27, 2024

Norelius Community Library

CARNEGIE MEETING ROOM RESERVATION POLICY AND AGREEMENT

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

1. The Carnegie Meeting Rooms are available for educational, informational, or cultural meetings during the hours the library is open to the public. No after-hours use is permitted.
2. Any meetings or group presentations must be free of charge and open to the public.
3. Admission fees, donations, or other fees may not be charged or solicited.
4. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
5. Examples of Permitted Meetings: Kiwanis, FFA, EMS, book clubs, group rehearsals or practices, business meetings which are open to the public and do not involve soliciting for later sales of goods or services.
6. The Carnegie Meeting Rooms can be divided into two meeting rooms, a North side and South side. A group may reserve either half, or the whole. There is also a kitchenette which may be reserved by itself, or in combination with reservation of one-half or the whole space.
7. If a group reserves one-half of the room, the people in expected attendance shall be fifteen or less. If a group reserves the full room, the people in expected attendance shall be thirty or less. The kitchenette can accommodate up to ten additional people.
8. If a group reserves any space in the Carnegie Meeting Rooms, an authorized representative of the group, shall sign this reservation agreement and agree that he or she, in addition to the group if it is an entity, is personally responsible for any damage caused by any member of the group or meeting attendee and that the authorized representative has capacity and authority to bind themselves and their group to liability for said damages.
9. If a group reserves space in the Carnegie Meeting Rooms, the meeting must end 30 minutes prior to closing to allow for clean-up by the group and exiting the Rooms 15 minutes prior to closing. Clean up shall include: Returning tables and chairs to their original set-up, vacuuming, wiping surfaces of any tables and chairs used by the group, bagging and sealing any garbage created by the group, and if the group used the kitchenette, cleaning any dishes, wiping all surfaces, vacuuming the floor, and throwing away any trash. In other words – large groups are expected to leave the room in the same condition in which they found the room.
10. Groups with a habit of leaving messes may be denied future reservations by the Board of Trustees.
11. Except as set forth in paragraph 12, no person or group may have food or drink in the Carnegie Meeting Rooms, except liquids in containers with lids. Any person or group which violates this policy will be liable for actual damages caused by spills and stains caused by the individual's or group's violation of this policy.
12. If a person or group wishes to have food or drink in the Carnegie Meeting Rooms, then the person, or group through an authorized individual, must pay a \$50.00 damage deposit to the Library on or before the date and time of the group's reservation. Upon conclusion of

the meeting at which food or drink is provided, the Library will return the \$50.00 damage deposit the same day if Library staff finds no damage upon inspection and the room/s are returned to their original condition and cleaned. If Library staff finds damages, or the rooms are not cleaned, then staff will retain the \$50.00 and commence work to repair damages and cleaning. Staff may perform repairs or cleaning or hire a third party to do the work. If staff repairs damages or performs the cleaning, it will be charged to the person or group at the rate of \$20.00 per hour and actual expenses for materials. If damages are less than \$50.00, the balance remaining after deducting actual cost for materials, staff time, or money paid to a third party will be returned to the person or group which paid the deposit. If damages total more than \$50.00, the person signing this form, and, if applicable, the group on whose behalf an individual signed this form, is liable for the remainder of the actual damages, less the \$50.00 deposit.

13. Carnegie Meeting Rooms are reserved on a first come, first-served basis and may be reserved up to six months in advance.
14. The Library, and its Board of Directors for meetings, have priority for use of the Carnegie Meeting Rooms for meetings or Library events. The Library Director reserves the right to cancel any reservation at any time for any lawful excuse. The Library is not responsible for any damages caused by any cancellation of any meeting at any time.
15. The Library is not responsible for items left in meeting rooms or any personal property brought into the meeting rooms by people or groups, such as damage to a computer, electronic equipment, etc.
16. No alcohol is permitted at any time.
17. No smoking is permitted at any time.
18. No open flames are permitted at any time.

Revision approved March 28, 2023
Under Review April 27, 2024

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

Library Hours: Monday-Thursday 9 am to 8 pm
Fri 9 am to 5 pm Sat 9 am-2 pm
Phone: 712-263-9355 FAX 712-263-8578

NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization _____

Contact Person _____

Complete Address _____

Phone # Home _____ Work _____ Cell _____

Date(s) Requested _____

Time(s) Requested _____

Purpose of Meeting _____

Expected Attendance _____

Equipment needs: _____ No Equipment _____ White Board
_____ TV- /DVD _____ PA System
_____ Coffee Maker

Room Requested: _____ Fireside _____ Carnegie
_____ Kitchenette _____ All 3 rooms

AGREEMENT

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

Signature

Date

(Phone)

FOR GROUPS WITH FOOD AND DRINK

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

Signature

Date

(Phone)

Staff Signature

Under Review April 27, 2024

Norelius Community Library

AUDIO-VISUAL POLICY

1. 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.

2. 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 16 years of age) may borrow DVDs with a valid Library card. This covers ALL DVDs regardless of rating, including those rated G through R by the MPAA, and those not rated by the MPAA. However, a parent or legal guardian of a minor child may sign a form to restrict specified audio-visual materials to said minor. (See Appendix)

Fees: No fees will be charged for the use of DVDs.

3. 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 or replacement **(ADD)** (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.

6. DVD players are available in the meeting rooms for use with room reservations. **(ADD)**

I SUGGEST THIS INSTEAD:

A. Availability and Borrowing:

Audio-visual materials are available to all borrowers with a valid library card on a first-come, first-served basis. Items may be selected from self-service displays.

A. No more than **three (3) DVDs** may be borrowed per household at any one time.

B. Gift DVDs are considered for addition to the collection on an individual basis.

C. All juvenile patrons (under 16 years of age) may borrow DVDs with a valid library card. This includes all DVDs, regardless of MPAA rating (G through R) or unrated materials. However, a parent or legal guardian may sign a form restricting specific audio-visual materials for their child (see Appendix).

B. Circulation and Returns:

Audio-visual materials circulate according to established library procedures. These items **may not be returned through the book drop**. Any damage resulting from improper return will be charged to the borrower.

C. Fees and Fines:

A. No fees or fines are charged for overdue materials at this facility.

- B. Lost or destroyed items will be billed to the borrower at current replacement cost.
- C. Damaged audio-visual materials will be assessed at the actual cost of repair or replacement (minimum charge: **\$2.00**).

D. Use of Equipment:

Library-owned audio-visual equipment may be used in accordance with library rules and under the supervision of library staff. Equipment may not be removed from the premises unless authorized by the Library Director.

- A. DVD players are available in meeting rooms for use with approved room reservations.

E. Donations:

Audio-visual materials donated to the library are subject to the same review and acceptance standards as other library materials. The library reserves the right to determine the final disposition of all donated items.

F. Copyright Compliance:

All users are expected to comply with federal copyright laws when using audio-visual materials. Unauthorized duplication or public performance of copyrighted works is prohibited.

Under Review April 27, 2024

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:

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

The staff will manage computer resources in order to provide equitable access to all patrons. Printing availability from Library computers is provided at a cost of \$.10 per page for black and white pages and \$1.00 for color pages. Patrons are responsible for all pages that print, and are encouraged to use the "Print Preview" option in order to determine total number of pages to be printed.

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

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

2. Access by Minors:

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

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

In addition, Iowa law, places no prohibition on the use of appropriate material for educational purposes in any public library. It does, however, place limitations on those who knowingly disseminate or exhibit obscene material so that it can be observed by a minor when the purpose is not for education. Accordingly, if Library staff determines that a person is viewing obscene materials observable to a minor, and the use of the obscene materials is not for educational purposes, Library staff will ask the patron to cease use of obscene materials for non-educational purposes while minors have the ability to view or observe the obscenity. The Library defines obscene materials in accordance with Iowa Code section 728.1(5).

3. Computer Use: Minors age 12 and older will use the 1st floor computer lab. Minors under age 12 will use the 2nd floor computers in the Children's Library. ~~except with the permission from a parent or guardian, a minor under the age of 12 may be permitted to use the 1st floor computer lab.~~

4. Damage and Misuse:

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

5. Security/Confidentiality:

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

6. Wireless Use:

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

Under Review April 27, 2024

Norelius Community Library

AVAILABLE SERVICES POLICY

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

Copy Machine:

The following guidelines regarding the copier will be observed:

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

Black & White copies:

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

Colored copies:

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

Laminating:

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

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

Laminating \$1.00 per foot

FAXES:

The following guidelines regarding fax use will be observed:

1. All fees must be paid when fax transmission takes place.
2. No charge will be made for sending or receiving interlibrary loan requests.
3. Local recipients of incoming fax documents during normal Library hours will be notified if possible.

4. The patron agrees to hold the library and the City of Denison harmless for any misdirected FAXES.
5. In lieu of FAXING, a Scan-To-Email option is available at no charge.

Sending FAXES	\$1.00 first page, \$0.50 per page thereafter Or \$.50 per side if they are double-sided
Receiving FAXES	\$0.50 per page
6. The same fax sent to two separate numbers is considered two separate faxes. The fees for the second fax will be \$0.50 per page for all pages.
7. Faxing services are suspended 15 minutes prior to closing.

Notary:

The library offers complimentary Notary services to our patrons.

1. Patrons seeking notary services must present the following:
 - Unsigned but appropriately completed documents
 - A photo ID (for validation purposes)
2. Form must be signed by patron in the presence of the Notary.
3. Forms signed prior to seeking notary services will not be validated and witnessed by the Notary.
4. Notary services are suspended 30 minutes prior to closing. Notary services are contingent upon staff availability, so there may be instances when a notary is not present. It is best to call the library to see if a notary is available.

Items for Purchase:

The library offers the following items for sale:

1. Ear Buds- \$2.00
2. Flash Drives- \$5.00
3. Regular Envelopes- \$.25
4. Manilla Envelopes- \$.50
5. Manilla File Folders- \$.25
6. Stamps at face value (up to 5)

Under Review April 27, 2024

Norelius Community Library

Maker Spaces Sewing/Cricut Machines
--

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

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

Under Review April 27, 2024



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

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

Patron Name: _____

Address: _____

Telephone Number: _____

Signature: _____

Date: _____

Sewing Machine _____

Cricut Machine _____

DO WE NEED THIS PAGE?

Under Review April 27, 2024

Norelius Community Library

MAKER SPACES

VHS TAPES/DVDs CONVERSION ELECTRONIC RECORDING MACHINE

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

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

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

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

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

DO WE WANT TO CONTINUE THIS SERVICE- NONE OF THE STAFF HAVE BEEN TRAINED ON THIS MACHINE

Under Review April 27, 2024

Norelius Community Library

BEVERAGE POLICY

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

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

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

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

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

WE ARE LOOKING INTO GRANTS FOR AFTER SCHOOL SNACKS- CAN WE CHANGE THE POLICY TO ALLOW SNACKS AND DRINKS IN THE LOBBY DOWNSTAIRS AND UPSTAIRS?

Under Review April 27, 2024

Norelius Community Library

WEATHER POLICY

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

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

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

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.

NORELIUS COMMUNITY LIBRARY

AED USE & MAINTENANCE POLICY

PURPOSE

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

TRAINING PLAN & RESOURCES

1. Training Program: expected users shall regularly receive appropriate training in cardiopulmonary resuscitation (CPR) and the use of an AED.
2. Document training participants using a sign-in sheet.
3. Document yearly SOG review.
4. Schedule drills and document/identify participants.

WHEN TO USE

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

RESPONSE ACTION PLAN

1. Call 9-1-1.
2. Start chest compressions.
3. If an automated external defibrillator (AED) is immediately available, grab it or send someone to retrieve it and bring it to you.
4. Remove all clothing covering the chest. If necessary, wipe the chest dry.
5. Apply the AED electrode pads to the person's bare chest as shown on diagrams on the pads.

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

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

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

7. Post-incident review.

NORELIUS COMMUNITY LIBRARY

AED USE & MAINTENANCE POLICY-Part II

PURPOSE

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

MAINTENANCE SCHEDULE

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

In case the unit is not READY:

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

1. Open the lid and wait until the voice prompts start.
2. **Immediately** press and hold the **LANGUAGE** and **CHILD MODE** buttons simultaneously until you hear either **DEVICE READY** or **DEVICE NOT READY**.
3. The defibrillator will then provide voice instructions that tell you which of the following actions you need to take:
 - a. Replace electrode tray
 - b. Replace battery
 - c. Contact qualified service personnel

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

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

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

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

TRAINING on MAINTENANCE of AED UNITS

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

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

Training Plan:

All current staff members will be scheduled for training through Crawford County Memorial Hospital staff prior to the AED being used by any staff members. The Director will stagger staff training so as not to close the Library. Training will take place during work hours and will be considered paid time for staff.

Onboarding New Staff:

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

File Maintenance & Documentation:

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

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

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

Norelius Community Library

PERSONNEL POLICIES

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

NORELIUS COMMUNITY LIBRARY EXCEPTIONS TO CITY PERSONNEL

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

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

SECTION IX – WORK ASSIGNMENT

Substitute the following for the entire section:

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

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

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

SECTION X – VACATIONS

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

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

SECTION XI – HOLIDAYS

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

January	New Year’s Day
January	Martin Luther King Day
February	President’s Day-Open
May	Memorial Day
June	Juneteenth- Open
July	Independence Day
September	Labor Day
November	Veteran’s Day-Open
November	Closing at 4:00 Thanksgiving Day Eve
November	Thanksgiving Day
	The Day After Thanksgiving
December	Christmas Eve Day

December
December

Christmas Day
Closing at 4:00 New Year's Eve

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

SECTION XVII – ELECTRONIC TOOLS

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

SECTION XXII – GRIEVANCE PROCEDURE

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

Under Review April 27, 2024

Norelius Community Library

PERSONNEL ADMINISTRATION

Responsibilities of all employees

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

Hours and Scheduling

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

Vacations

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

Holidays

Eleven paid holidays recognized:

January	New Year's Day
January	Martin Luther King Day
February	Presidents' Day
May	Memorial Day
June	Juneteenth
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 Presidents' Day, Juneteenth 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. Business casual is acceptable. Jeans may be authorized at the Library Director's discretion. Shorts are not considered appropriate dress. Detailed Dress Code available via the Library Director.

Funerals

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

Immediate Family

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

Moonlighting

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

Severe Weather

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

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

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

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

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

Evaluation

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

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

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

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

Access to Personnel Files

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

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

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

Termination of Employment

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

Grievances

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

Policy Copies

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

Reviewed: February 20, 2020

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- \$40.00

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
- Order supplies for the Library
- Supervise and oversee the ordering of books and other Library materials
- Supervise and oversee cataloging of Library materials
- Supervise and oversee the regular weeding process of the Library's materials collection, discarding or replacing those items thought to be superfluous, out-of-date, or in bad physical condition
- Strive to meet the State Standards for certification for public libraries and personnel
- Conduct first level interviews and make recommendations to the board for all fulltime positions. Conduct interview and hire all part-time employees and supervise their work
- Conduct staff meetings monthly or as needed
- Cooperate in preparing and publicizing the agenda for the Library Board meetings
- Resolve complaints from the public
- Bring complaints to the Library Board if policy revision is needed or legal ramifications are involved
- Other duties as assigned by the Library Board of Trustees

Suggested Minimum Qualifications

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

Assistant Director Salary Range \$17.00-\$25.00

The duties and responsibilities of the Assistant Director include:

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

Suggested Minimum Qualifications

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

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

The duties and responsibilities of the Youth Services Librarian:

- Direct the Children's Library
- Plan and carry out Young Adult programs, activities & services
- Plan and carry out children's programs, activities & services
- Recommend new equipment for the Children's Library
- Suggest plans for extending Library services
- Supervise Library Assistants and Library Page
- Provide reference assistance
- Implement circulation procedures
- Shelving and organizing materials
- Prepare orders for new materials for the Children's Library
- Catalog and process new materials
- Attend workshops and continuing education courses
- Other duties as assigned by the Library Director

Suggested Minimum Qualifications

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

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

18-20 hrs. weekly scheduled between Monday and Saturday

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

Hourly wage: Starting wage commensurate with experience and training

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

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

Suggested Minimum Qualifications

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

Library Assistant

Starting wage range \$10.50-\$12.00 Starting wage commensurate with experience and training.

The duties and responsibilities of the Library Assistant include:

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

- Assist with Library programs
- Shelving and straightening shelves
- Other duties as assigned by the Library Director.

Suggested Minimum Qualifications

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

Library Page

Starting wage is \$8.50

The duties and responsibilities of the Library Page include:

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

Suggested Minimum Qualifications

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

Custodian

Starting wage range \$11.00-\$15.00 Starting wage commensurate with experience and training.

The duties and responsibilities of the Custodian include:

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

Suggested Minimum Qualifications

- Ability to perform the required duties.

Under Review April 27, 2024

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

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

Maintenance

- Dust
- Wash first-floor windows
- Vacuum

Genealogy Research

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

Under Review April 27, 2024

Norelius Community Library

VOLUNTEERS

The Library welcomes and values volunteers from all parts of the community. This includes participants in the Denison School District's Community Service program ("Student Volunteers"), members of the Denison Library Friends, Inc., and individual community members. All volunteers fall under the guidelines of this policy.

Volunteers are valuable assets to the Library and play an important role in helping us serve the community. They assist with a variety of tasks that might not otherwise be possible, including:

- Home delivery
- Programs for all ages
- Reading instruction, tutoring, and ESL classes
- Surveys and community outreach
- Public relations activities
- Specialized book selection advice, particularly in foreign languages
- Fundraising efforts

All volunteer activities must be approved and supervised by the Library Director. Volunteers are asked to record their hours of service for the Library's records.

Volunteers supplement but do not replace regular employees or perform duties that infringe upon staff responsibilities.

Under Review April 27, 2024

Norelius Community Library

ORIENTATION OF NEW BOARD MEMBERS

II. 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 Mayor of the City of Denison.

Following prior consent of the candidate selected.

In writing by the appointing body and secretary of the Library Board, stating length of term and expiration date.

SIZE OF BOARD:

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 Ave South
Denison, IA 51442

Library Hours: Monday-Thursday 9am to 8pm
Friday 9-5pm Saturday 9 to 2pm
Phone: 712-263-9355 FAX 712-263-8578

NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization _____

Contact Person _____

Complete Address _____

Phone # Home _____ Work _____ Cell _____

Date(s) Requested _____

Time(s) Requested _____

Purpose of Meeting _____

Expected Attendance _____

Equipment needs:

_____ No Equipment
_____ TV /DVD
_____ Coffee Maker

_____ White Board
_____ PA System

Room Requested

_____ Fireside
_____ Kitchenette

_____ Carnegie
_____ All 3 rooms

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

Signature _____ Date _____

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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

Signature _____

Date _____

Phone _____

FOR GROUPS WITH FOOD AND DRINK

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

Signature

Date _____

Phone

Staff Signature

Date _____

Revision approved: March 28, 2023-Under Review April 27, 2024

Norelius Community Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book ____ Periodical ____ Other _____

Author _____

Publisher _____

Requested initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent yourself? _____

An organization? (name) _____

Other group? (name) _____

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

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

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

What do you believe is the theme of this work? _____

Are you aware of judgments of this work by literary critics? _____

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

Return it to the Library staff for re-evaluation.

Do not lend it to my child.

Other. Explain _____

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

Signature _____

Date _____

Under Review April 27, 2024

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 _____

Under Review April 27, 2024



1403 1st Ave. South
www.denison.lib.ia.us

Denison, IA 51442

712-263-9355

FAX # 712-263-8578
norelius@denison.lib.ia.us

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

Patron Name: _____

Address: _____

Telephone Number: _____

Signature: _____

Date: _____

Sewing machine _____

Cricut Machine _____

Reviewed: February 20th 2020



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

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: _____

Under Review April 27, 2024

Library Bill of Rights

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

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.

Under Review April 27, 2024

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

Reviewed and updated by the Library Board of Trustees on:

September 8, 1998

October 11, 1999

August 9, 2000

December 12, 2001

September 11, 2002

October 8, 2003

October 6, 2004

January 18, 2006

January 13, 2009

February 21, 2011

April 28, 2015

November 30, 2017

April 2020

March 28, 2023

May 28, 2024

October 28, 2025

Pending Policies:

- Emergency Preparedness Policy
- Proctoring Services Policy
- Video Surveillance Policy