

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, August 25, 2025**

**AGENDA**

**Call Meeting to Order-**

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting**
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #13**
  - Library Law and Legal Matters (attachment)
- V. Correspondence-Thank You Notes:**
  - Region XII Counsel of Governments Inc (for self-defense class during summer reading program), Connie Thompson (flowers for staff), Bill and Pat Menegay, Friends of the Library, Michael Dudding
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Meyer**
- VIII. Unfinished Business:**
  - A. Roof Repairs (see attachment)
  - B. Open Records and Open Meeting Training Requirement (see attachment)
  - C. Custodial Services Discussion/Potential Action
- IX. New Business:**
  - A. New Library hours and holiday closings (see attachment)
  - B. Strategic Plan (attachment and guest speaker)
    - District Consultant, Misty Gray
    - Discussion
  - C. Certificate of Deposit Review/Discussion/Potential Action
- X. Monthly Reports**
  - 1. Library Accounts (attachment)
  - 2. Monthly Library Report - Circulation & Acquisitions/Collection (attachment)

**Committee Reports**

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

**Adjourn**

**Next Board Meeting:                      September 23, 2025 @ 5:15 pm Fireside Room**

**Norelius Community Library  
Board of Trustees Regular Meeting Minutes  
July 22, 2026**

**Meeting called to order by President Bill Bruce: Members present —**  
L. Peterson, J. Hough, B. Bruce, K. Segebart, D. Koch and Director K. Meyer

- I. Agenda approved** with addition of Larry Peterson serving as interim secretary.
- II. Previous Meeting Minutes approved —** moved by Kerr H, seconded by Kari S.
- III. Public Forum —** Guests include Mayor Pam Soseman, Council Rep. Jen Zupp-Smith, and Friends member Connie Volkman. Mayor Pam has an appointee in mind following Sandy Kennedy's resignation.
- IV. Trustee Training —** a brief perusal of "Problem Solving and Decision Making" attachment
- V. Correspondence —** thank you notes to Denison Kiwanis, Haleigh Galloway, Carmen & Ben Swertzic, Pam Sosemen, Jennifer Zupp-Smith
- VI. Bills approved —** all signed approval sheet
- VII. Director's Report — Director Meyer**
  - A. Plan to meet Library Friends Board at Ampride on July 28
  - B. Climate Solutions reprogrammed the thermostats to prevent A/C freezing up.
  - C. Plunkets spray the work areas after a couple of live insects were spotted.
  - D. Pulled weeds withy Pam S. and Jennifer Z-S. looks good
  - E. WESCO clients will hep with weeding Tuesdays.
  - F. Meet and Greed with the public will be Friday August 1 from 2:30 to 4:30. Larry Peterson will represent the board.
  - G. Meetings Attended list
  - H. Programming highlights — Author book discussion — July 31 and "A Tribute to Buddy Holly" August 26 at 5:30 pm
- VIII. Unfinished Business**
  - A. Roof Repairs —** No new leaks reported. City Manager Jessica is waiting for an RFP to continue bids on roof repairs
  - B. Cleaning —** A & D Multiservice has been providing cleaning services. Work is acceptable but the cost ( \$1,144 for June) exceeds the budget. Director Meyer is researching other options.
- IX. New Business**

- 1. New Library Tier Requirements —** Norilius Library meets and surpasses the requirements to maintain our tier. A Summary of a few we could meet (non-traditional collections, self-serve kiosks, credit/debit cards for fees) were discussed.
- 2. New Open Records and Open Meetings Training Requirement.** Members expressed frustration with the web site and the difficulty of getting a training session.
- 3. New Officer appointments —** Vice President/President elect is Donna Koch, Secretary is Kari Segebart.
- 4. Committee Memberships —**
  - a. Book & Policy —** Segebart, Hough, and new member
  - b. Finance —** Bruce, Koch, Valasquez
  - c. Technology —** Segebart, Koch, Velasquez
  - d. Facilities —** Peterson, Hough, Segebart
  - e. Public Relations —** Peterson, Hough, new member

**X. Meeting Adjourned at 6:00 PM —** Moved by Koch, second by Hugh

# Chapter 13: Library Law and Legal Matters



It is important for board members to understand the essentials of a number of federal, state and local laws. Please consider this chapter to be legal information, not legal advice, which is defined as the application of law to specific circumstances. You should consult a lawyer if you want professional assurance that the information, and your interpretation of it, is accurate.

## City-Library Ordinance

Most of Iowa's public libraries are established by an ordinance very similar to the sample ordinance in the appendix of this Handbook. Libraries established after Iowa's Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance or it may be substantially different. In the city-library ordinance you will likely find:

- The number of board members, how they are appointed, and their term of office
- The powers and duties of the board, including its authority to set the librarian's salary and control the library's expenditures
- Procedure for budgeting and approving bills
- Reports required from the library to the city council

## Changing the Library's Ordinance

*"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city."* (**Iowa Code 392.5**) For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is “Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?” Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

**Iowa Code 392.5** protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards; Iowa has two such advisory boards, all others are administrative governing boards.

## Open Meetings

*“This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.” (Iowa Code 21.1)*

Library board meetings are subject to the Iowa Open Meetings Law. Iowa law assumes that meetings are open to the public. Iowa citizens do not have to make a case to attend a governmental meeting such as a library board meeting. Even an informal meeting of library trustees would be subject to the Open Meetings Law if there is a majority of the trustees at the gathering and library business is discussed.

Effective July 1, 2025, all newly elected or appointed public officials who are members of a governmental body must complete a training course within 90 days of formally assuming responsibilities. The course is designed to educate the board members on the responsibilities of the governmental body and its members and will be provided by the Iowa Public Information Board (IPIB). **See Iowa Code 21.12**

## What is the Definition of a Meeting?

A meeting is defined as *“a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body [library board] where there is deliberation or action upon any matter within the scope of the [library board’s] policy-making duties.” (Iowa Code 21.1)*

## How Much Notice Should Be Given for the Meeting?

Boards are required to publicly post their meeting notice at least 24 hours in advance. The posting should be in a prominent place, accessible to the community, in the building where the meeting is expected to take place. The agenda should also be posted online, ideally on the library website and the city website. The agenda must include the date, time, and meeting place. If a news/media agency requests a copy of the notice and agenda, the library board must supply it.

### **What Additional Information Must Be on the Agenda?**

The agenda should include all business to be discussed at the meeting in enough detail to give community members a good idea of what topics will be discussed. If an item comes up at the meeting that has not been included on the agenda, action should be deferred to a later meeting. However, the law does allow for items that may come up on an emergency basis.

### **Is our board required to offer an electronic meeting option?**

Yes. The 2024 state legislature amended **Iowa Code section 21.8**, entitled "Electronic meetings," effective July 1, 2024: "A governmental body shall provide for hybrid meetings, teleconference participation, virtual meetings, remote participation, and other hybrid options for the members of the governmental body to participate in official meetings." The Iowa Public Information Board issued a formal Advisory Opinion that interprets the changes to the law: **Chapter 21 - Recent Law Changes**.

### **What Should Be Included in the Minutes?**

Minutes of all library board meetings must be kept and include the date, place, the members present, any action taken at the meeting and enough information to allow the public to determine how each member voted. Minutes are subject to the Open Records Law and must be made available to the public if requested.

### **When May a Meeting Be Closed?**

To have a closed session, the government body must first meet in an open session. This means notice and the agenda, which reasonably apprises the public of what is about to occur, must be posted 24 hours in advance. The government body may go into closed session only with a two-thirds majority vote of the entire board or a unanimous vote of all the trustees present. In addition, the specific reason to go into closed session under **Iowa Code 21.5** must be announced in open session. If a closed session is conducted (note: there is no requirement to have a closed session) detailed minutes of the closed session must be kept and the closed session must be audio recorded. No final action may be taken during the closed session.

There are very few reasons listed allowing a closed session and each reason has very specific requirements. The following examples illustrate the need to read and become familiar with the law before going into closed session. **Iowa Code 21.5(1)(i)** allows trustees to evaluate the professional competency of an employee or potential employee, but two criteria must be met: (1) the closed session must be *"necessary to prevent needless and irreparable injury to that individual's reputation"* and (2) the person you are evaluating must request a closed session. Without both requirements met, a closed session is not allowed by law.

Another example is when the government body is discussing the purchase of real estate. A closed session may be held only if the *"premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for*

*that property.*" This particular section is unique because after the transaction is complete the government body must make available the audio recording and minutes from the closed session.

The specific requirements of the Open Meetings Law can be confusing. If you are uncertain, seek legal advice before proceeding. Under the Open Meetings Law there are exceptions to the liability of the law if you *"reasonably relied upon a decision of a court or a formal opinion of the attorney general or the attorney for the governmental body."* You may also contact the **Citizens' Aide/Ombudsman Office** at 888-426-6283 or review the **Iowa Attorney General Sunshine Advisories**.

Board members should be familiar with Iowa's Open Meeting Law and each member should have a copy of the Iowa Open Meetings/Open Records Handbook, available from the **Iowa Freedom of Information Council**.

### **Open Records and Confidentiality**

*"Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling."* (**Iowa Code 22.2 and 22.7(13)**)

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- A confidentiality policy for the library is adopted by the board.
- Circulation records in an automated system are not kept after statistics are recorded and the material is returned; any fines or fees attached to the record are paid.
- Overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out.
- Phone reminders of overdue items and reserves left on answering machines maintain confidentiality by not verbally revealing the titles of the items.

Included in a confidentiality policy should be a statement about the custodian of the record and the circumstances within which library check-out records may be released.

The identity of which customer requested which materials or information may be revealed only:

- If the library is presented with a court order. (The court order must indicate that this information is needed for the investigation of a particular person or an organization and may only be issued after a judge has determined if the connection between the case and the record makes it “cogent and compelling” that the information is released.)
- If the lawful custodian of the records, defined by an Iowa Attorney General’s opinion to be the library director, releases the information. (To safeguard customers’ confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See **Iowa Code 22.7(18)**.

### Questions on Confidentiality and Open Records

An issue that is frequently raised is if a parent can see the titles checked out on a child’s card. Parents, under **Iowa Code 613.16**, are liable for the acts of their children. At the same time, **Iowa Code 22.7 (13)** protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two Iowa Code sections.

As noted previously, **Iowa Code 22.7** does allow for discretion on the part of the custodian of the records, who is most often the library director. In other words, the Iowa Code gives the custodian of the records, the library director, the authority to decide whether or not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records only upon receiving a court order.

Some libraries in Iowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of a library patron, regardless of age, should be the exception rather than the rule. A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child’s library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent’s card.



Patron records may be used for purposes of fundraising by Library Friends or Foundation groups as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.

### Compatibility of Office

Not all possible combinations of public office have been tested in the courts or by the Iowa Attorney General's office. However, the following offices, specifically applying to libraries, are considered incompatible, meaning that one person should not hold both offices at the same time:

- Council member and library board member
- City clerk and library board member
- Mayor and library board member

A person may seek an office position currently incompatible with the office now held if the person gives up the current office upon taking over the new office (based on a 1912 Iowa Supreme Court decision "State v. Anderson" [136 N.W. 128] that addresses compatibility of office).

During your time on the board you may also come across situations that raise questions about conflict of interest. One example is a board member who wants to work as a substitute at the library and be paid. Although it is technically legal (**Iowa Code 362.5**) it is not recommended. Even if the board member abstains from voting on his or her pay, this practice still puts the library director in the position of supervising someone who is actually his or her employer. This could be a very difficult position for the library director if the board member's performance as a substitute is unsatisfactory.

Another example of potential conflict of interest is a board member whose relative is a library staff member. The employee may go around the director to take concerns to the board member when the issue should be resolved by the library director and the employee. Allowing this type of situation to continue undermines the authority of the director.

If you as a trustee are sincerely concerned about a potential conflict of interest, discuss the situation with the full board. Then consider a discussion with the city manager, city attorney, mayor and/or city council. Because allowing a potential conflict of interest to go unresolved could damage the library's credibility in the community for years to come. If you are unable to decide whether or not there is a conflict of interest, unresolved questions can be formally addressed to the Iowa Attorney General's Office by an elected official.

## Board Liability

*"A person who performs services for a municipality or an agency or subdivision of a municipality and who does not receive compensation is not personally liable for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for acts or omissions which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. For purposes of this section, 'compensation' does not include payments to reimburse a person for expenses."* (Iowa Code 670.2)

The legal power of the board comes when the board acts as a body. To guard against potential liability, avoid the following:

- Acting in excess of authority, i.e. inappropriate expenditures or exceeding budget spending levels
- Failing to act when action should have been taken, i.e., failure to meet contractual obligations
- Negligence, i.e., unsafe buildings and grounds, failure to supervise funds
- Intentional misconduct, i.e., libel, improper discharging of an employee, theft
- Acting in violation of the law, i.e., authorizing payment of improper expenses, failing to follow proper rules for hiring

## Fair Labor Standards Act (FLSA)

The federal Fair Labor Standards Act (FLSA) establishes standards for basic wages, overtime pay, record keeping, and child labor.

### Basic Wages

Each library employee must be paid not less than the minimum wage. Library employees must be paid for hours worked and may not volunteer time without pay. As of this writing Iowa's minimum wage is \$7.25. For detailed information on Iowa's minimum wage, refer to the **Iowa Department of Workforce Development**.

### Paying Library Staff During Training

According to Iowa Workforce Development: *"If any such gathering is required by an employer, or if an employer leads its employees to believe they will receive adverse treatment for not attending, the employer must pay its employees for the time spent in attendance."* (Iowa Workforce Development) This is also a Tier 1 standard addressed in Iowa Public Library Standards. **Standard #23:** *"The library allows the director to participate in continuing education opportunities during their work time."*

### Overtime Pay

Within the public library are employees who are exempt and those who are non-exempt from the FLSA regulations; one of the deciding criteria is whether the employee has independent decision-making authority. The director of a public library is usually an exempt employee if he or she directs a staff of at least two. Those employees who do not have independent decision-making authority, even if they have a library science degree, are non-exempt from the FLSA. To determine whether a position is exempt or non-exempt, call the Wage and Hour Division of the **U.S. Department of Labor** Iowa office at 515-284-4625.

Non-exempt employees must be paid overtime at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. A workweek is defined as seven consecutive 24 hour periods, fixed and regularly occurring; each workweek stands alone. Time off may be granted within the workweek if the employee has reached 40 hours before the end of the week. In other words, an employee may work 10 hours each day, four days straight within the workweek without being paid overtime. However, if the employee works 45 hours during one workweek and 35 hours during the next, five hours of overtime must be paid.

For libraries in the public sector, compensatory time may be given in lieu of overtime, but must be given at the rate of "time and a half" to non-exempt employees.

### **Recordkeeping**

The FLSA requires that employers keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is the kind generally maintained by employers; the records do not have to be kept in any particular form and time clocks need not be used.

### **Child Labor Standards**

Fourteen is the minimum age for library work; youths 14 and 15 years old may work at the library outside of school hours under the following conditions:

- No more than 6 hours per school day and 28 hours in the school week
- No more than 8 hours on a non-school day or 40 hours in a non-school week
- Work may not begin before 7:00 a.m. or continue after 9:00 p.m. except from June 1 through Labor Day when permissible evening hours are extended to 11:00 p.m.
- Must have a 30-minute break after 5 hours of work.
- Child Labor Permits are no longer required.

A library may hire youths 16 years of age and older to work unlimited hours within the guidelines of the FLSA.

For more information on FLSA, see the Wage and Hour Division of the **U.S. Department of Labor**.

### **Iowa Gift Law**

*"Except as otherwise provided in this section, a public official, public employee, or candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor."* (**Iowa Code 68B.22**)

The library's director and trustees are subject to the Iowa Gift Law. You cannot accept a gift for personal use that has a value of over \$3.00 from anyone who wants to do business with the library. For example, you cannot personally accept a gift from a book salesperson who could sell books to your library. However, if the benefit is available generally, it is not considered a gift. For example, if Baker & Taylor provides book discounts to library staff members in all libraries, it is not considered a gift to an individual employee and does not fall under the Iowa Gift Law.

### **Digital Millennium Copyright Act (DMCA)**

On October 12, 1998, Congress passed the Digital Millennium Copyright Act (DMCA). The law became effective in October 2000 and it has been incorporated into the Copyright Act (Title 17 of the U. S. Code). This landmark legislation updated U.S. copyright law to meet the demands of the Digital Age and to conform U.S. law to the requirements of the World Intellectual Property Organization (WIPO) and treaties that the U.S. signed in 1996.

Divided into five "titles," the DMCA is a complex act that addresses a number of issues that are of concern to libraries. Among its many provisions, the Act:

- Imposes rules prohibiting the circumvention of technological protection measures
- Sets limitations on copyright infringement liability for online service providers (OSPs)
- Expands an existing exemption for making copies of computer programs
- Provides a significant updating of the rules and procedures regarding archival preservation
- Mandates a study of distance education activities in networked environments
- Mandates a study of the effects of anti-circumvention protection rules on the "first sale" doctrine

The DMCA provides safe harbor from copyright infringement liability for online service providers. In order to qualify for safe harbor protection, certain online service

providers—like public libraries—must designate an agent as the person who will receive notices of copyright infringement.

To designate an agent, a service provider must do two things: (1) make contact information for the agent available to the public on its website and (2) provide that same information to the federal copyright office, which maintains a centralized online directory of designated agent contact information for public use. The service provider must also ensure that this information is up to date.

The DMCA License renews for \$6.00 every three years. The license recognizes the public library as a provider of public Internet access and helps to alleviate problems when people illegally download content via the library's computers.

If your library has ever received a “cease and desist” letter from your Internet service provider, you’ll appreciate the benefit of this license. It’s not uncommon for public libraries to be notified of illegal downloading activity happening on the library’s computers, typically by people illegally downloading movies. So this DMCA license indicates that a public library will pledge to curtail illegal use of its public Internet computers and to report the library director (typically) as an “agent.”

For more information, see the [DMCA webpage](#) from ALA.

For answers to other legal questions, refer to the [Library Law FAQ](#) developed by the State Library Law Librarian.

## **LIBRARY DIRECTOR'S REPORT**

**Kari Meyer- Director**

**August 25, 2025**

### **Items of Note:**

- A. July 23- Was on KDSN to introduce myself and to spread library news
- B. July 23- Met with Misty Gray, our District Consultant
- C. July 25- Interviewed with Gordon Wolf from the Denison Free Press
- D. July 28- Had dinner with the Friends of the Library. Fun and informative evening.
- E. July 30- Finance Committee meeting
- F. August 1- Meet and Greet at the library. Such a nice afternoon!
- G. August 5- Presented at the City Council meeting
- H. August 7- Hometown Tours meeting at City Hall
- I. August 12- Zoom call with Ring Plan about new phones (wasn't sold on the system)
- J. August 13- SWANK movie licensing webinar about movie streaming

### **Meetings Attended or Scheduled:**

- Staff meeting: August 1, 2025
- Director's Meetings: July 28, 2025 and August 4, 11, 18, 25
- City Council meeting: July 15, 2025
- Met with Patty Ritchie about collaborating with Lulac for citizenship classes August 18
- Meetings with Bill Bruce: August 19 and 21, 2025
- Meeting with Edwin Valladares- Iowa works: August 21, 2025
- Library Board meeting: August 25, 2025
- Meeting with Misty Gray (District Consultant): August 25, 2025

### **Programming Highlights:**

- Ongoing standard programming throughout August
- **Special Program** – *"A Tribute to Buddy Holly"* – August 26, 2025, at 5:30 p.m.  
(Sponsored by the Denison Library Friends)
- **Special Program**- *"Savor Iowa's Culinary History"*- September 23, 2025 at 5:30 p.m.
- **Special Program**- Beginning on Wednesday, September 3 from 6:00-7:00 p.m. the library will be hosting Pathways to Citizenship classes every Wednesday night during September and October. It is a collaboration with Lulac and will be taught by Patty Richie.



**Project: 2025 Norelius Community Library Roof**  
**Owner: City of Denison**  
**Date of Bid Letting: August 15, 2025**

	Base Bid	Black Hawk Roof Waterloo, IA	Innovation Construction Denison, IA	Premier Systems Danbury, IA	Rigid Edge Exteriors Anita, IA	Elevate Roofing Denison, IA	White Castle Roofing Ankeny, IA
Item No.	Item Description	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
1	Roof Replacement	\$9,100.00	\$9,200.00	\$41,010.74	\$11,543.15	\$51,089.00	\$9,292.00
		*Manufacturer-Lifetim *5 year-workmanshi *IF deck needs repla	*10-year shingle warantee *2-year workmanship warantee *Extra charge for wood repair	*Lifetime Limited Warantee * 2-year workmanship warantee \$2.00/ft2 on decking Breakdown: \$19,207.64 on EPDM; \$6,550.32 cap metal; \$14,752.78 roof; \$500 extended warantee	*Lifetime Limited Warantee *10-year workmanship warantee *Deck replacement \$75/sheet	*Lifetime Limited Warantee *3-year workmanship warantee *Extra charge for wood repair \$4/ft2	*Lifetime Limited Warantee *2-year workmanship warantee

## **Open Records and Open Meetings Training Requirement through IPIB**

Clarification: All public officials, newly elected or appointed after July 1, 2025, who are a member of a governmental body, are required to attend training. Individuals who were elected or appointed prior to July 1, 2025, are, however, encouraged to take training to stay up to date and better ensure compliance with Iowa's Sunshine laws, but there is no requirement under H.F. 706 to do so.



# Library Staffing Analysis

## Building Staffing Required

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	Closed
Close	8:00 PM	8:00 PM	8:00 PM	8:00 PM	5:00 PM	5:00 PM	
Hours Open Per Day	11	11	11	11	8	8	0
Management Personnel	3	3	3	3	3	0	
Management Hours Staff Per Day	24.00	24.00	24.00	24.00	24.00	0.00	0
Library Assistants Hours Per Day - Evening 4 to 8	12.00	12.00	12.00	12.00	0.00		0
Library Assistants Hours Per Day - Day 9 to 4 (9 to 5 on Fri & Sat)	7.00	7.00	7.00	7.00	7.50	22.50	0
Programming	0.00	4.00	0.00	4.00	0.00	0.00	0
<b>Total Per Day</b>	<b>43.00</b>	<b>47.00</b>	<b>43.00</b>	<b>47.00</b>	<b>31.50</b>	<b>22.50</b>	<b>0</b>

### Management Per Week

Evening Library Assistants Per Week	120
Day Library Assistants Per Week	48
Programming Per Week	58
<b>Total Library Assistants Per Week</b>	<b>8</b>
<b>Total Library Assistants Per Week</b>	<b>114</b>

### Total Per Week

<b>Total Per Week</b>	<b>234</b>
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Weeks this Fiscal Year (6/18/25 to 6/30/26)

Weeks this Fiscal Year (6/18/25 to 6/30/26)	54
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Total Regular Hours Paid Fiscal Year (Director)	2,160
Total Regular Hours Paid Fiscal Year (Assistant Director & Youth Librarian)	4,320
Total Regular Hours Worked Fiscal Year (Library Assistants)	6,156
Estimated Outreach Coverage Hours for the Year (Library Assistants)	70
Estimated Extra Coverage Hours for Summer Library Program (Library Assistants)	90
Estimated Extra Hours for Special Programming	96
Estimated Extra Hours for Library Conference Coverage	90
Estimated Extra Hours for Olivia Maternity Leave Coverage	390
<b>Total Library Assistant Worked Hours</b>	<b>6,892</b>

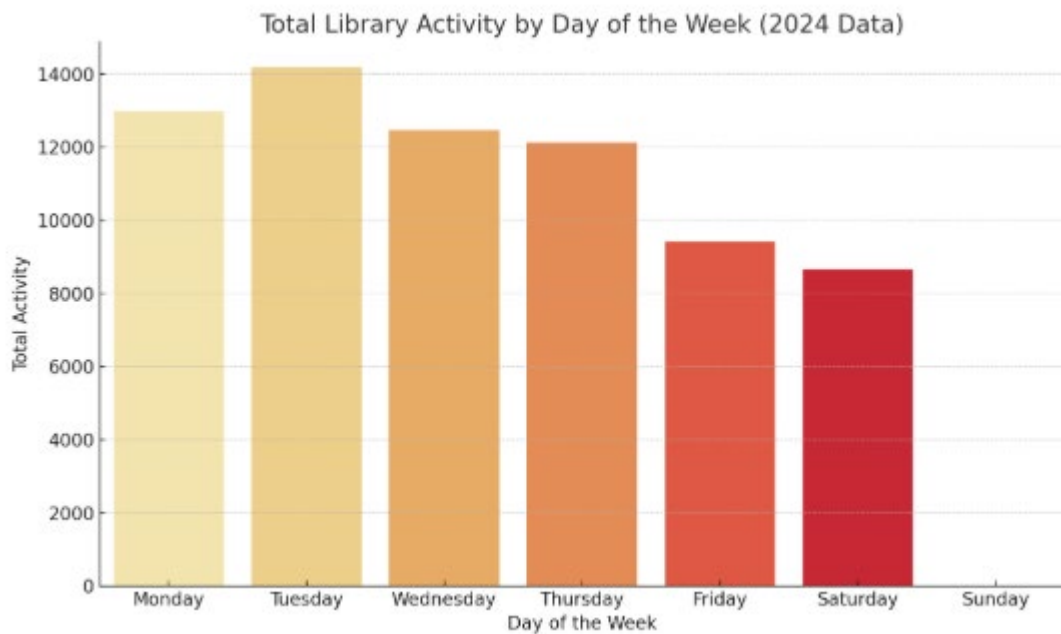
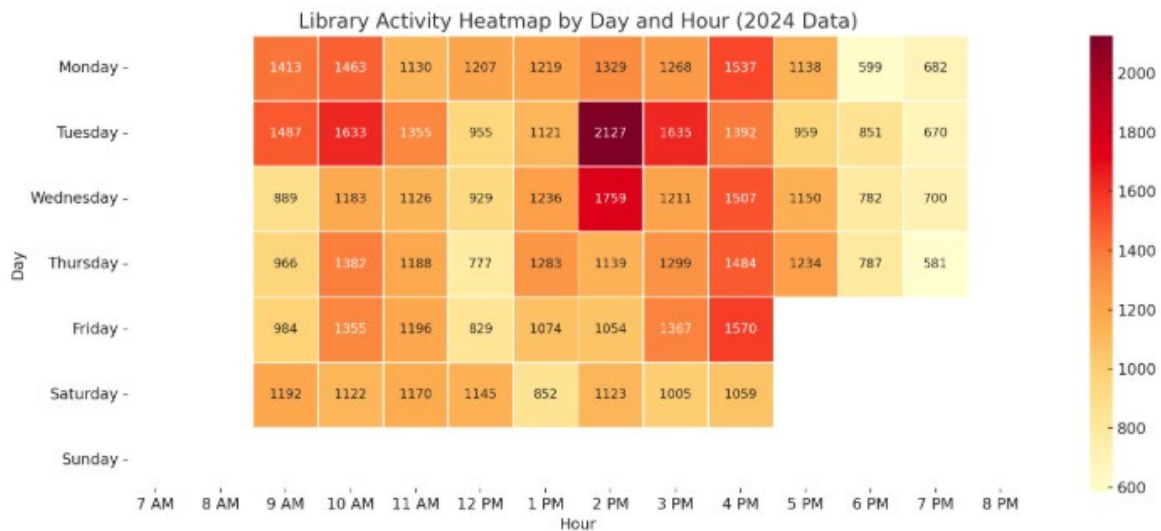
### Total Worked/Paid Hours Per Year

<b>Total Worked/Paid Hours Per Year</b>	<b>13,372</b>
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Note: A pay period in which any day falls into the fiscal year is paid out of that fiscal year. The pay period from 6/18/25 to 7/1/25 was paid using the 25-26 FY budget using new wages.

Hours Worked for AD & YL 24-25: 3,657

<b>Average Full Time Staff Wage</b>	\$23.83	<b>Budget This Fiscal Year</b>	\$255,000.00
<b>Average Part Time Staff Wage</b>	\$11.35	<b>Total Estimated Payroll This Year</b>	\$244,076.53
<b>Estimated Cost of paid hours (Full Time)</b>	\$154,396.80	<b>Cleaning</b>	\$15,000.00
<b>Estimated Cost of Worked hours (Part Time)</b>	\$78,247.17		
<b>Estimated Cost of Part Time Staff Coverage for Hours Worked vs Paid for AD &amp; YL</b>	\$7,527.26		
<b>Monica's Leave Payout</b>	\$3,905.30		
<b>Total</b>	<b>\$244,076.53</b>	<b>Remaining</b>	<b>-\$4,076.53</b>



Based on 2024 Circulation Statistics

Includes Books, DVDs, Audiobooks

& In-House Materials such as Computers, Nintendo Switch, Legos, Games, etc.

***Reviews completed with leadership staff.***

**Following is the Director, Assistant Director and Youth Services Librarian responsibilities listing.**

**NOTE: each list was completed independently by staff to enable direct input. In the future the three lists will be reviewed at a team meeting to make the entire document comprehensive and cohesive.**

**Director's Responsibilities:**

- Annual Survey
- Strategic Plan
- Library Reports to the State Library of Iowa consistently
- Managing the financial budget on a day-to-day basis
- Providing outreach to area clubs-talking about what happening at your library
- Talk show guest at KDSN approximately once a quarter
- Guest speaker at area clubs when opportunity presents itself
- Researching grant opportunities, apply and processing documents ongoing
- Ongoing monitoring maintenance of library facility and assets: building, grounds, mechanics
- Organizes and schedules committee meetings for the board committees
- Write staff evaluation in April annually
- Budgeting process November through April annually
- Daily tasks: Verifying \$\$ intake for deposit at city hall
- Data Entry
- Processes all invoices
- Follow up on missing invoices or overdue invoices-tracking missing information if needed
- Ordering/overseeing all purchases for library
- Manages the library budget-on-going
- Monitors/oversees all programming and programming expenditures
- Oversight over staffing work schedules
- Conducts all interviews for part time staff vacancies
- Conducts first level interviews for full time vacancies and makes recommendation to the Library Board Interviewing committee.
- Sits in on all full-time vacancy interviews with library Board Interview committee
- Assist contractors with inspections, etc. when appropriate
- Work hand-in-hand with Denison Library Friends Recycled Christmas and White Elephant Sales in the Spring and Fall annually
- Edit the Friends of the Library flyer for each of their sales and provide 40 copies to the Friends for distribution. Paper provided by the Friends
- Prepare and send Press Releases for the Friends Sales x 4 for each sale weekly

- leading up to the date(s) of the sale
- Monitor snow events-communicating with the President or Vice-President of Library Board concerning the need to delay opening, close early or not open at all.
- Updating all policy changes as instructed by the library board of trustees. Make edits and distribute to library website and in binder at front desk
- Assigns security codes and safe combination to new staff after training
- Deletes codes upon departure of staff
- Board meeting prep:
  - Press Release to newspaper announcing meeting date, time & agenda
  - Gathering all documents for the board meetings
  - Data entry and running reports
  - Prepare electronic board packets
  - Agenda
  - Minutes from previous meeting
  - Documentation for updates on unfinished business items
  - Documentation on New business items for informed discussion by Trustees at board meetings
  - Correspondence
  - Trustee Training documents
  - Director's Report
  - Financials: Work directly with Deputy Clerk on obtaining City financial worksheets each month
  - Do leg-work to obtain information regarding CD investment rates to area banks
  - Send electronic board packets to trustee by the close of business the Friday preceding the board meeting the following Tuesday evening.
  - Follow-up research and documentation requested from the Library Board during Board Meetings of the Director
  - Post minutes to the library website once approved by library board
  - Director to attend all board meetings every year
  - Attend City Council meeting and give Director's Report at 1<sup>st</sup> regular meeting the first Tuesday of each month.

## **Assistant Director's Responsibilities Overview:**

### **➤ Collection development & acquisitions:**

- Review and order new adult & young adult books monthly
  - (This can take multiple days of looking at summaries and reviews of 300+ newly released books to narrow it down to the 70 - 90 that we purchase)
- Review and order new DVDs & audiobooks monthly

- Research and order patron requests
- Process donations (usually weekly)
- Manage book budget

➤ **Cataloging**

- Catalog books, DVDs, audiobooks, games, and puzzles as they come in
  - (Each book can take anywhere from 5-10 minutes to catalog. DVDs and audiobooks take even longer because of all of the steps involved)
- Quality check newly covered books

➤ **Collection management**

- Weeding & shifting (should be done throughout the year)
- Process replacement books, DVDS, etc. as needed
- Coordinate and oversee monthly displays

➤ **Patron management**

- Quality check new patron forms (do this at least weekly)
- Oversee the adding of patron information and forms into Atrium
- Delete expired patrons out of Atrium monthly
- Adjust accounts of patrons who have turned 16 or 18 years old each month

➤ **Overdues and billing**

- Print 1<sup>st</sup> overdue and 2<sup>nd</sup> overdue letters monthly
  - Search stacks before sending letters
- Send billing letters monthly
  - Search stacks before sending letters
  - Contact patrons that are close to being billed to give one last warning
- Bill damaged / lost books as needed

➤ **Interlibrary loan**

- Prepare for ILL pick up / drop off every Monday & Wednesday (will now be changing to Thursdays)
  - Process lending requests and returns
  - Process patron borrowing requests, incoming books, and returns
- Coordinate with and process requests for book clubs
  - (Currently there are 8 book clubs with 10-15 members each. So up to 200 – 250 books coming in and out throughout the month just for book clubs alone)
- Upload new records to SILO every 2-3 months

➤ **Statistics**

- Record circulation and patron statistics monthly
- Record programming statistics monthly
- Input Statistics into Who-Fi annual survey question sets monthly

➤ **Nursing home / homebound book delivery service**

- Supervise library assistant now leading this service

- **Train, supervise, and assist library assistants**
- **Front desk coverage / complete daily library assistant tasks as needed**
  - Assist patrons at the circulation desk with faxes, photo copies, WI-FI printing, computers and other technology
  - Perform circulation tasks such as locating material in the stacks, checking material out to patrons, and returning and re-shelving material. Materials being: books, audiobooks, DVDs, magazines, puzzles, etc.
  - Assist patrons, in person and over the phone, with questions about their library account, renewing books, obtaining a new library card, library programming, etc.
- **Troubleshoot technology as needed**
  - Including copy machine, printers, patron laptops and desktop computers, staff computers, fax machine, laminator etc.
- **Complete Director tasks in the Director's absence**
  - Count money daily
    - Take deposit to City Hall weekly
  - Collect invoices and take then to City Hall weekly
  - Input invoices into Quicken (can be done weekly or in bulk before Library Board meeting)
    - Run reports in Quicken as needed
  - Approve timesheets and pick up pay slips biweekly

## Youth Service Librarian Current Duties (2025)

### Task

Create and send patron event newsletter via email (monthly)

Create monthly event program

Create and maintain monthly slideshow for entry TV

Send list of events to KDSN monthly

Submit calendar events to CDCIA monthly

Maintain website event calendar

Create flyers, bookmarks, etc. for promoting programs and services for teens and children

Create social media posts and events to promote library programs and services

Create and maintain a welcoming atmosphere in the Children's Library with decorations and displays

Plan and rotate book displays monthly

Plan craft kits for maker table

Maintain coloring sheet selection

Assist patrons in selecting books and other materials

Assist patrons with checking books in

Assist patrons with checking books out
Assist patrons with Nintendo Switch & tablets
Assist patrons with Children's Library amenities (LEGO, kitchen, marble sets, etc)
Shelve materials
Maintain appearance of stacks & shelf-read to maintain collection order
Other Children's Library Daily Tasks in absence of other staff
Complete Children's Library Daily Tasks where needed
Research, Select & Order New Books Monthly
Catalog New Books Weekly
Weed damaged and/or unused materials
Reclassify materials
Inventory collection
Run reports on circulation, etc to inform materials purchases
Update and maintain website
Plan staff schedules
Train new employees and provide ongoing assistance to current employees
Ensure productivity of Children's Library Staff
Assist with grant writing to benefit Children's Library
Collect statistics for all Children's, Teens and Outreach Programs
Collect statistics for all coloring sheets & make and take craft kits handed out
Collect door counter stats
Facilitate robot vacuum in Meeting Spaces & Children's Library
Plan and execute up to 14 Outreach Storytimes monthly
Coordinate with teachers from Unity Ridge for weekly field trips
Appear on Radio 1-2 times per year to advertise library programs and services
Visit school(s) at the end of the school year to advertise summer library program
Plan and execute weekly and bi-monthly Storytimes
Plan and execute special teen programs
Plan and execute Fanverse HQ (formerly Anime Club) activities monthly
Plan and assist staff with executing Animation Quest (formerly Anime Kids) activities monthly
Plan and execute special programs such as Halloween, Snowcial Storytime, etc. throughout the year
Plan and execute Decks & Dice game night program monthly
Plan and execute STEAM Lab program monthly
Plan and execute CrafterKids program monthly
Maintain and inventory craft supplies
Research, Select & Make Contracts with Performers
Research, Plan, Create Examples and Order Materials for Crafts
Research, select and order prizes for reading logs
Coordinate with Program Librarian for Teen & Adult Summer Library Program (weekly passive programs, reading logs, etc)
Create Summer Library Program calendars
Execute craft programs for 40-100 kids weekly in June and July
Execute free and paid programs weekly in June and July
Create reading logs for Summer Library Program





## **Building Staffing Required**

<b>Management Per Week</b>	<b>120</b>
Evening Library Assistants Per Week	48
Day Library Assistants Per Week	51
Programming Per Week	8
<b>Total Library Assistants Per Week</b>	<b>107</b>

Total Per Week	
227	

Weeks this Fiscal Year (6/18/25 to 6/30/26)

**Note:** A pay period in which any day falls into the fiscal year is paid out of that fiscal year. The pay period from 6/18/25 to 7/1/25 was paid using the 25-26 FY budget using new wages.

Hours Worked for AD & YL 24-25: 3,657

Total Worked/Paid Hours Per Year	
	12,967

Average Full Time Staff Wage	\$23.83	Budget This Fiscal Year	\$255,000.00
Average Part Time Staff Wage	\$11.35	Total Estimated Payroll This Year	\$239,478.43
		Cleaning	\$15,000.00
Estimated Cost of paid hours (Full Time)	\$154,396.80		
Estimated Cost of Worked hours (Part Time)	\$73,649.07		
Estimated Cost of Part Time Staff Coverage for Hours Worked vs Paid for AD & YL	\$7,527.26		
Monica's Leave Payout	\$3,905.30		
Total	\$239,478.43	Remaining	\$521.57

<b>Current Holidays: City &amp; Library Hours</b>	
<b>City Holidays</b>	<b>Library Holidays</b>
Close at 4:00 New Year's Eve	Close at 4:00 New Year's Eve
New Year's Day (January)	New Year's Day (January)
Martin Luther King Day (January)	<i>Open all day</i>
President's Day (February)	<i>Open all day</i>
Memorial Day (May)	Memorial Day (May)
Juneteenth (June)	<i>Open all day</i>
Independence Day (July)	Independence Day (July)
Labor Day (September)	Labor Day (September)
Veteran's Day (November)	<i>Open all day</i>
Close at 4:00 Thanksgiving Eve (November)	Close at 4:00 Thanksgiving Eve (November)
Thanksgiving Day (November)	Thanksgiving Day (November)
Day After Thanksgiving (November)	<i>Open all day</i>
<i>Open all day (close at noon)</i>	Christmas Eve Day
Christmas Day (December)	Christmas Day (December)

<b>Proposed Holidays Closed or Altered Hours</b>	
<b>City Holidays</b>	<b>Library Holidays</b>
New Year's Eve (Close at 4:00)	New Year's Eve (Close at 4:00)
New Year's Day (January)	New Year's Day (January)
Martin Luther King Day (January)	<i>Propose to Close all day</i>
President's Day (February)	<i>Propose to Close all day</i>
Memorial Day (May)	Memorial Day (May)
Juneteenth (June)	<i>Propose to Close all day</i>
Independence Day (July)	Independence Day (July)
Labor Day (September)	Labor Day (September)
Veteran's Day (November)	<i>Propose to Close all day</i>
Thanksgiving Eve (Close at 4:00)	Thanksgiving Eve (Close at 4:00)
Thanksgiving Day (November)	Thanksgiving Day (November)
Day After Thanksgiving (November)	<i>Propose to Close all day</i>
Christmas Eve Day (close at Noon)	<i>Christmas Eve Day (Close at Noon)</i>
Christmas Day (December)	Christmas Day (December)

By closing the library on the added four holidays (and to more align with the City of Denison), **we would estimate savings of \$1,000 to \$1,500** in salaries. After consulting library usage logs, it was discovered that library usage is way down on these holidays. It is concluded that patrons likely think that the library is closed because all other city offices are closed.

**Action of Board is requested to align with City of Denison Holidays**

# Long Range Plan Development Options

I can work with you and your board on developing your next plan. I use a couple of processes that have been modified from *Strategic Planning for Results* by Joy Fuller. I have 2 options you can choose from:

1. Community meeting - You would host a community meeting at a day and time of your choosing that would last about 2.5 hours. I would facilitate this meeting where we would cover statistical data for your community, conduct a SWOT analysis, and each attendee would vote on service responses. You would provide food but whether it's snacks or a meal depends on the time of day you choose. You, your board, and staff (if you'd like) would each need to identify 2-3 community members to ask to participate with a final participation number of 20-25 community members. The nice aspects of a community meeting are: the library will provide a meal / snacks to attendees, people will gather together, and build on each other's ideas.
2. Individual phone interviews - You, your board, and staff (if you'd like) would each need to identify people to take part in short phone interviews (less than 15 minutes unless the community member has a lot to say). Each person would identify 2-3 community members to ask to participate with a final number of 20-25 community members participating. I would conduct the phone interviews over a one-week timeframe, and members agreeing to participate will identify times they are available. I have 6 questions I use, but you and the board could add a question if you'd like to know something specific. The nice aspects of the phone interviews are: people only commit to a short phone call at a time they identify as being available, a written call response will be created, each person agreeing to a call gets to share their thoughts.

Which way is better? I really can't say.

These aren't the only options for plan development available to you. These are just the methods I use when the director and board are interested in my help. If you and your board choose to develop your plan on your own, that is OK. I will help you as much or as little as is comfortable for you.

## July 2025 Programming Statistics

Title	Age	Category	Attendees	Event Date
Color Me Calm	Adult (Ages 19+)	Adult Programming	11	Jul 1 2025 / 5:30 pm
Anime Club	Young Adult (Ages 12-18)	Teen Programming	0	Jul 3 2025 / 5:30 pm
Cards & Coffee	Adult (Ages 19+)	Adult Programming	4	Jul 8 2025 / 5:30 pm
Family Storytime	Children (Ages 0-5)	Storytime	20	Jul 9 2025 / 10:00 am
Grim Readers	General Interest	Teen and Adult Programming	5	Jul 10 2025 / 5:30 pm
Family Storytime	Children (Ages 0-5)	Storytime	31	Jul 16 2025 / 10:00 am
Board vs. Board Games	Adult (Ages 19+)	Adult Programming	3	Jul 17 2025 / 5:30 pm
Family Storytime	Children (Ages 0-5)	Storytime	0	Jul 23 2025 / 10:00 am
The Library Book Club	Adult (Ages 19+)	Adult Programming	12	Jul 24 2025 / 5:30 pm
Library Board Meeting	Adult (Ages 19+)	Board Meeting	10	Jul 29 2025 / 5:15 pm
Family Storytime	Children (Ages 0-5)	Storytime	17	Jul 30 2025 / 10:00 am
The Big Indian	Adult (Ages 19+)	Adult Programming	7	Jul 31 2025 / 5:30 pm