

NORELIUS COMMUNITY LIBRARY

Policies

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NORELIUS COMMUNITY LIBRARY

DIRECTORY

BOARD OF TRUSTEES

Larry Peterson-Trustee
Bill Bruce-Trustee
Sandy Velasquez-Trustee
Lorena Lopez-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
Lorena Lopez

Facilities Committee

Larry Peterson-Chairperson
Kari Segebart
Lorena Lopez

Finance Committee

Bill Bruce-Chairperson
Donna Koch
Sandy Velasquez

Public Relations Committee

Larry Peterson-Chairperson
Laurel Olsen
Lorena Lopez

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)

Norelius Community Library

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

Adopted November 25, 2025

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.

LIBRARY BILL OF RIGHTS

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

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or ideas.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

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

Norelius Community Library

MATERIALS SELECTION & COLLECTION DEVELOPMENT

PURPOSE OF THIS POLICY

This policy is to guide the selection, maintenance, and evaluation of the Norelius Community Library's collection. The Library strives to provide books and other materials that support the informational, educational, cultural, and recreational needs of all members of the community. Materials are selected to ensure free access to information and to represent a diversity of viewpoints, interests, and experiences.

POLICY

1. The Library provides materials to all individuals regardless of age, gender, race, creed, social status, education level, or beliefs.
2. The collection reflects a broad range of ideas, opinions, and perspectives within available budget constraints.
3. Materials are selected based on overall content, with the goal of providing opportunities for patrons to explore and choose for themselves.
4. The Library supports intellectual freedom and endorses the American Library Association's Library Bill of Rights.
5. Materials are selected to enrich the community's access to diverse thought and expression.
6. Multiple viewpoints on topics are included whenever possible.
7. The presence of an item in the collection does not constitute endorsement by the Library, staff, Board, or volunteers.
8. The Library does not impose personal, political, or moral judgments on patrons through materials selection.
9. The Library Director is responsible for overseeing collection development. Staff may assist in selecting materials.
10. Patron suggestions are welcome and evaluated by the same standards as other materials.

A. Selection Criteria

Materials may be chosen based on:

1. Community needs and interests
2. Accuracy and authority of content
3. Quality of writing, production, or design
4. Representation of diverse viewpoints
5. Demand or anticipated use
6. Contribution to a balanced and comprehensive collection
7. Format durability and cost

B. Gift Materials

1. Gifts are evaluated using the same criteria as purchased items.
2. The Library will make reasonable efforts to honor donor intent. Items that do not meet selection criteria may be declined or discarded.

C. Special Collections

1. Certain materials—such as bound newspapers, historical resources, and yearbooks—may be stored separately due to fragility, format, or preservation needs.

D. Collection Evaluation & Weeding

1. The collection is reviewed on an ongoing basis..
2. Materials may be withdrawn if worn, outdated, misleading, duplicated, or no longer used. Withdrawn items may be discarded, donated, or sold.

Adopted November 25, 2025

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.

Adopted November 25, 2025

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 _____

Adopted November 25, 2025

Norelius Community Library

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| LONG RANGE PLAN |
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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

Norelius Community Library

ADMINISTRATIVE RULES & BY-LAWS

I. OFFICERS

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

II. ELECTION

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

III. MEETINGS

The president shall preside at meetings of the Board of Trustees. In the absence of the president, the vice president will preside. The secretary shall take minutes of the meetings and maintain them in a permanent file. In addition to the foregoing duties, each officer shall perform the duties that by custom and law and the rules of this Board usually devolve upon such officers.

The Board shall keep a record of its proceedings and the minutes will indicate that each member's vote is properly recorded on all motions.

Members of the Board of Trustees shall receive no compensation for their services. Members may be reimbursed, however, for any reasonable and necessary expenses incurred in the performance of Library business.

The Board of Trustees shall meet the 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 Library reports are made available to Board members at least one day in advance of the meeting. Printed copies will be available at 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.

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 director 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 patrons may have food or beverages in posted zones only.

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

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

OPERATIONS

1. Hours of Operation

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.

A. 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.

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

C. 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.

2. Qualified Borrowers

A. 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.

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

3. Checkout Policies

A. 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, upon request they will be upgraded from conditional to patron.

- Patrons have the following check-out privileges: 100 items. Limit of-five DVDs per library card holder.

- Checkout Length:

Books without reserves..... two (2) weeks

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| 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.

4. 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.

5. 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 and the Denison Free Press are located on the website for viewing. 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: In-house audio-visual equipment may be used by the public only with the permission of the Library Director or staff member in charge. Students may use the equipment with parental or teacher assistance. Patrons must know how to operate the equipment with limited guidance of staff.
- 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.

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

H. 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.

6. 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.

7. 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".

8. EXTENSION OF SERVICES

- A. 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.
- B. 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.
- C. 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.
- D. Open Access: As of October 1, 1989, the Norelius Community Library participates in the Iowa Open Access program.
- E. Library Service Area: The Library will cooperate with the Southwest Iowa Library Service Area.
- F. State Library Standards: While supporting in principle, and mainly in fact, the concept of standards for the improvement of public Library service, the Norelius Community Library shall strive to comply with State Library Accreditation Standards; however, the final decision and authority rest with the Library's Board of Trustees.

NORELIUS COMMUNITY LIBRARY

PROCUREMENT POLICY

PURPOSE OF THIS POLICY

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 December 17, 2024. 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.

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. Under Iowa code 2 CFR Part 200, the Library will follow the City of Denison procurement policy. *See the City of Denison Procurement Policy in Appendix A

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.

Adopted November 25, 2025

Norelius Community Library

PUBLIC USE OF CHILDREN'S AREA

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 14). 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.

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 14, and their caregivers, will be given priority over use of individuals older than age 14.

Adopted November 25, 2025

Norelius Community Library

SAFE CHILD POLICY

PURPOSE OF THIS 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.

POLICY

- A. 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. The Library is not responsible for unattended children.

- B. 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:
 1. Attempt to contact a parent, guardian or other caregiver.
 2. Contact law enforcement if a caregiver cannot be located within 30 minutes. The child will be turned over to law enforcement.

Adopted November 25, 2025

Norelius Community Library

BEHAVIOR POLICY

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 patrons. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

POLICY

1. The following kinds of behavior are prohibited:
 - A. Any behavior that is illegal.
 - B. Any behavior that endangers oneself or others.
 - C. Any behavior that is disruptive to the Library environment; for example, loud talking or laughing after being warned.
 - D. Any behavior that is abusive to a staff member or other patron.
 - E. Any use of the Library that interferes with the Library's purpose.
 - F. Any other behavior deemed inappropriate by the Library Director or staff; for example, smoking, eating or drinking that is not done in designated area.

ENFORCMENT & PROCEDURES

2. 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.
 - A. Staff members are to use their best professional judgment when enforcing this policy.
 - B. 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.
 - C. Response to any incident should occur as soon as possible after the incident begins.
 - D. 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.
 - E. 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.
 - F. 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.
 6. In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.

Norelius Community Library Incident Report

Incident Information

| |
|--|
| Date: |
| Time: |
| Location in Library: |
| Staff Member in Charge / Other Staff Involved: |

Individuals Involved

Patron Name (if known): _____

Age/Status (Juvenile / Adult): _____

Description: _____

Parent/Guardian (if juvenile): _____

Witnesses (patrons or staff): _____

Policy Section(s) Involved

- Illegal behavior Behavior that endangered self/others
- Disruptive to the Library environment (e.g., loud talking/laughing after warning)
- Abusive to staff or patrons Interference with Library's intended purpose
- Inappropriate behavior (smoking, eating, drinking, etc.)
- Accident
- Other (explain): _____

Description of Incident (Objective, Factual)

(Include what happened, staff instructions given, and patron response. Use direct quotes if relevant.)

Staff Response / Enforcement Actions

- Spoke with patron and suggested alternatives Issued verbal warning
- Contacted parent/guardian (juvenile only) Asked patron to leave (may return next working day)
- Privileges suspended for 1 week Privileges suspended for 1 month — meeting with Director required
- Escalated to Library Board for review Police contacted (illegal or dangerous behavior)
- Other: _____

Follow-Up Required

- None Director notified Parent/guardian meeting scheduled Board meeting required
- Other: _____

Staff Signatures

Reporting Staff: _____ Date: _____

Supervisor/Director Review: _____ Date: _____

Norelius Community Library

SEX OFFENDERS AGAINST MINORS

PURPOSE OF THIS POLICY

The Norelius Community Library is committed to providing a safe and comfortable environment for all who use the Library. Protecting our minor patrons is a priority, and the Library strives to maintain a space where children and families can confidently enjoy Library resources and services.

POLICY

In accordance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa, the Library Board of Trustees prohibits any individual convicted of a sex offense against a minor from being present upon or within 300 feet of Library property without written permission from the Library Director.

PROCEDURES

1. Permission Process
 - A. The Library Director may issue written permission only following a vote of the Board of Trustees at a meeting in which a quorum is present.
 - B. Written permission, if granted, may include specific conditions or restrictions deemed necessary for safety and compliance with state law.
2. Access to Library Services
 - A. Individuals barred from Library property under Iowa law remain entitled to Library services.
 - B. It is the responsibility of the barred individual to arrange for another person (a courier) to select, check out, and return Library materials on their behalf using the individual's Library card.
 - C. Individuals barred from Library property may not use the Library's homebound delivery service.
3. Library Cards
 - A. The issuance of a Library card to an individual convicted of a sex offense against a minor does not grant permission to enter Library property.
 - B. Such individuals must follow the established request procedures to seek written permission before entering Library property, regardless of whether they hold a valid Library card.
4. Enforcement and Safety
 - A. Suspicious individuals or persons who appear to be loitering on or near Library property will be reported to law enforcement for investigation.
 - B. Violations of this policy will be reported to law enforcement immediately.
5. Background Checks
 - A. The Library will perform background checks through the National Sex Offender Registry for all employees, prospective employees, and volunteers who work or will work on Library property.

Adopted November 25, 2025

Norelius Community Library

EXHIBITS and DISPLAYS POLICY

PURPOSE OF THIS POLICY

The purpose of this policy is to guide the selection, placement, and management of displays and exhibits within the Norelius Community Library. Library displays are intended to enrich the community by promoting Library resources, supporting educational and cultural interests, and highlighting programs, events, or materials of general public interest. This policy ensures that displays and exhibits are presented in a manner consistent with the Library's mission, values, and available space.

POLICY

The public is welcome to schedule displays within the Library building under the following conditions:

1. Approval
 - A. Individuals, organizations, or groups wishing to exhibit materials must obtain permission from the Library Director.
 - B. The duration of the exhibit and hours of public viewing are set at the Director's discretion based on space, scheduling, and Library needs.
2. Restrictions
 - A. No organization or individual may place in the Library any box, receptacle, or container used to solicit donations.
 - B. No poster, display, or exhibit may promote or solicit consideration of any product or service offered by a commercial or charitable enterprise.
3. Content
 - A. Displays and exhibits must be of general public interest and suitable for all ages.
 - B. Commercial exhibits are not accepted unless they are primarily educational in nature and align with the Library's mission.
4. Setup and Responsibility
 - A. Exhibitors are responsible for arranging and installing their own materials under the general supervision of Library staff.
 - B. Exhibitors must supply their own display equipment (e.g., easels, stands) and are responsible for any damage to Library property resulting from their exhibit.
5. Liability
 - A. All individuals, organizations, or groups displaying materials must assume full responsibility for the items exhibited.
 - B. Exhibitors are required to sign an **Exhibits Release Form** (see next page).

Norelius Community Library

EXHIBIT RELEASE FORM

EXHIBITOR INFORMATION

Name: _____

Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

DISPLAY/EXHIBIT INFORMATION

Title or Description of Exhibit: _____

Dates of Display (Start–End): _____

Library Staff Contact: _____

TERMS OF AGREEMENT

1. **Assumption of Risk**

I understand and acknowledge that the Norelius Community Library **does not provide insurance coverage** for exhibit items. I agree that all materials placed on display are done so **at my own risk**.

2. **Liability Waiver**

I release and hold harmless the Norelius Community Library, its employees, the Library Board of Trustees, and the City of Denison from any and all responsibility for **loss, theft, damage, or destruction** of exhibit items while they are on Library property.

3. **Installation and Removal**

I agree to **install and remove** the exhibit on the dates and times arranged with Library staff. Items not removed by the agreed-upon date may be taken down and held temporarily by Library staff.

4. **Display Requirements**

I agree to follow all Library policies governing displays and exhibits, including content requirements and use of space. I understand that the Library may remove part or all of an exhibit if it violates Library policy or poses a safety concern.

5. **Responsibility for Equipment**

I understand that I am responsible for supplying any necessary display equipment (such as easels or stands) and for any **damage to Library property** that occurs as a result of the exhibit.

SIGNATURES

Exhibitor Signature: _____ Date: _____

Library Director or Authorized Staff: _____ Date: _____

Norelius Community Library

CARNEGIE MEETING ROOM RESERVATION POLICY AND AGREEMENT

PURPOSE OF THIS POLICY

The Carnegie Meeting Rooms, located on the second floor of the Norelius Community Library, are intended to provide space for educational, informational, and cultural meetings. This policy establishes rules for the use of the rooms to ensure a safe, accessible, and orderly environment for all patrons while preserving the historic integrity of the space.

POLICY

1. The Carnegie Meeting Rooms are available during regular Library hours only; no after-hours use is permitted.
2. Meetings or presentations must be free and open to the public; no admission fees, donations, or solicitations are allowed.
3. Meeting rooms cannot be used for fundraising, commercial sales, or solicitation of products/services.
4. Reservations are available on a first-come, first-served basis, up to six months in advance.
5. The Library and its Board of Trustees have priority for meeting room use and may cancel reservations at any time for lawful reasons.
6. The Library is not responsible for personal property or items left in the meeting rooms.
7. No alcohol, smoking, or open flames are permitted in the rooms at any time.

PROCEDURES

1. Room Configuration and Capacity

- A. The Carnegie Meeting Rooms can be divided into North and South rooms, or reserved as the full room.
- B. The kitchenette may be reserved separately or in combination with a meeting room.
- C. Capacity:
 - o Half-room: up to 15 people
 - o Full room: up to 30 people
 - o Kitchenette: up to 10 additional people

2. Reservation and Responsibility

- A. Reservations must be made by an authorized representative who will assume responsibility for the group and any damages.
- B. Meetings must end 30 minutes before closing to allow cleanup, with all attendees exiting 15 minutes before closing.
- C. Cleanup includes: returning tables/chairs, vacuuming, wiping surfaces, bagging trash, and cleaning the kitchenette if used.

3. Food and Drink

- A. Food or drink is not permitted, except liquids in closed containers.
- B. Groups wishing to serve food or drink must pay a \$50 damage deposit at or before the reservation.
- C. Deposits are refundable if no damage occurs and the rooms are cleaned. Damages beyond the deposit are the responsibility of the signer/group.

4. Damage and Liability

- A. Authorized representatives are liable for any damages caused by their group.
- B. The Library may repair damage using staff or a third party; costs will be billed at \$20/hour plus material expenses if damage exceeds the deposit.

5. Acceptable Use Examples

- A. Educational, civic, cultural, or informational groups such as Kiwanis, FFA, EMS, book clubs, business meetings open to the public, or group rehearsals/practices.
- B. Commercial or fundraising activities are prohibited.

6. Compliance and Enforcement

- A. The Library Director or staff may deny future reservations to groups that leave rooms in poor condition.
- B. Violations of this policy may result in cancellation of reservations or forfeiture of deposit.

CARNEGIE MEETING ROOM RESERVATION AGREEMENT

Organization / Individual Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

AGREEMENT

I, _____ (print name), on behalf of Myself Group, acknowledge that I have read and understand the Carnegie Meeting Room Policy. I agree to:

- Follow all Library rules, including setup, cleanup, and any restrictions on food or drink.
- No smoking in the library or on library property.
- Be responsible, along with my group (if applicable), for any damage to rooms, fixtures, or equipment.
- Release, hold harmless, and indemnify the Norelius Community Library, its staff, Board of Trustees, the City of Denison, and their officers, officials, employees, agents, and volunteers from any claims, damages, losses, or expenses arising from the use of the meeting rooms.

Signature: _____ Date: _____

Library Staff Initials: _____

PG 2 (on the back)

FOOD AND DRINK (IF APPLICABLE)

There is a \$50 damage deposit to allow food or drink in the meeting rooms.

I understand that if damage occurs or the room is not properly cleaned, the Library may retain all or part of this deposit. I am responsible for any additional costs beyond the deposit.

Authorized Signature: _____ Date: _____

Date Deposit received _____ Cash Check Library Staff Initials: _____

Date Deposit Returned _____ Library Staff Initials: _____

Norelius Community Library

AUDIO-VISUAL POLICY

PURPOSE OF THIS POLICY

The Norelius Community Library provides access to a diverse collection of audio-visual materials to support lifelong learning, enrichment, and entertainment for the community. This policy establishes guidelines for the borrowing, use, care, and handling of all audio-visual materials and equipment to ensure fair access and responsible use.

POLICY

1. Access to Materials

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

2. Borrowing Limits

5 DVDs per library card may be checked out at one time.

3. Juvenile Borrowing

Juvenile patrons (under age 16) may borrow any DVD or audio-visual item, regardless of MPAA rating, with a valid library card.

4. Returns

Audio-visual materials must be returned directly to the circulation desk, not in the book drop. Borrowers will be charged for damage resulting from improper return.

5. Fees and Replacement Costs

- A. The library does not charge overdue fines for audio-visual materials.
- B. Lost or destroyed items are billed at current replacement cost.
- C. Damaged materials are assessed at the actual cost of repair or replacement, with a minimum charge of \$2.00.

6. Use of Audio-Visual Equipment

Library-owned audio-visual equipment may be used in accordance with library rules and under staff supervision. Equipment may not be removed from the premises without authorization from the Library Director.

- A. DVD players located in meeting rooms may be used when part of an approved room reservation.
- B. Staff will verify approved meeting room reservations before setting up audio-visual equipment.

7. Donations

Donated audio-visual materials are evaluated using the same selection and weeding criteria as other library items. The library reserves the right to determine the final disposition of all donated materials.

8. Copyright Compliance

All users must comply with federal copyright law. Unauthorized duplication, distribution, or public performance of copyrighted works is strictly prohibited.

Adopted November 25, 2025

Norelius Community Library

INTERNET AND COMPUTER ACCEPTABLE USE

PURPOSE OF THIS POLICY

The Norelius Community Library provides computers, Internet access, and wireless connectivity to support learning, research, and personal enrichment. This policy establishes guidelines for the safe, lawful, and responsible use of the Library's electronic resources while ensuring equitable access for all patrons.

POLICY

1. Access to Library Computers and Internet Resources

Library computers provide access to the online catalog, subscription databases, and the Internet. All patrons using Library computers must read and agree to abide by the Library's Internet and Computer Acceptable Use Policy.

- A. Library staff may offer reference assistance but cannot provide extensive or individualized computer training. Because library computers are located in shared public spaces, patrons are expected to be considerate when accessing potentially sensitive or controversial content.

3. Access by Minors

Parents or legal guardians are solely responsible for guiding and supervising their child's use of the Internet. The Library and its staff are not responsible for content accessed by minors.

- A. Consistent with the American Library Association's stance on intellectual freedom, the Library does **not** impose filtering or blocking software on Internet workstations. Patrons may choose to use filtered search engines at their discretion.
- B. Under Iowa law, it is unlawful to knowingly display obscene material to minors for non-educational purposes. If Library staff determine that a patron is viewing obscene materials in a manner observable by minors, the patron will be required to stop. The Library relies on the definition of obscenity in **Iowa Code § 728.1(5)**.
- C. Children's computer access is as follows:
 - **Minors age 12 and older:** 1st floor computer lab
 - **Minors under age 12:** Children's Library computers on the 2nd floor

4. Damage, Misuse, and Prohibited Activities

Patrons are responsible for their own behavior, as well as the behavior of any minor in their care, and for any damage caused by misuse of Library technology.

- A. Users may not attempt to alter, modify, or tamper with Library hardware or software on any device, including computers, tablets, or gaming systems.
- B. Vandalism, destructive behavior, and illegal activities may result in:
 - Suspension or termination of Library privileges
 - Possible law enforcement involvement

5. Security and Privacy

The Library cannot guarantee the privacy or security of information used or transmitted via its electronic resources.

- A. Users should be aware that electronic communications, files, and transactions may be vulnerable to unauthorized access.

- B. Patrons must respect the privacy of others and are prohibited from attempting to access, modify, or damage files, passwords, or data belonging to other users.
- C. The Library reserves the right to inspect usage history or data on any Library computer at any time to determine compliance with Library policies and applicable law.

6. Wireless Internet Use

The Library provides free wireless Internet access for public use but cannot guarantee compatibility with all personal devices.

- A. Library staff cannot configure, repair, or handle personal computers or electronic equipment.
- B. Users are responsible for configuring their own devices. Wireless users are not required to sign the Internet User Agreement.

Norelius Community Library

AVAILABLE SERVICES POLICY

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

Copy Machine:

Library staff manage computer resources to promote fair and equitable access. 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.

Printing:

The library offers printing services for the convenience of its patrons.

1. Patrons are responsible for all pages printed and are encouraged to use "Print Preview" to confirm the page count.
2. Printing is available at the following rates:

Black & White copies:

- \$0.15 per page for black and white
- 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:

- \$1.50 per page for color
- 8.5 x 11 each side \$1.50
- 8.5 x 14 each side \$2.00
- 11 x 17 each side \$2.50

Items for Purchase:

For patron convenience, 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)

Laminating:

The library offers laminating service for the convenience of its patrons.

1. The patron agrees to hold the library and the City of Denison harmless for any damage to pieces subjected to the laminating process.
2. The laminator will accommodate pieces 24" wide or less.

3. Thickness of pieces may determine the likelihood of successful adhering of the laminate. 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.
7. Laminating is available at the following rate:
 - \$1.00 per foot

FAXES:

The library offers faxing service for the convenience of its patrons. 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.
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.
8. Faxing is available at the following rates:
 - Sending faxes: \$1.00 first page and \$0.50 per page thereafter
 - \$.50 per side if they are double-sided
 - Receiving faxes: \$0.50 per page

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.

VHS Tape to DVD Conversion Recording Machine:

The library offers conversion of VHS tapes to DVD for the convenience of our patrons.

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

1. 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).
2. The conversion process may take more than 1 or 2 DVD disc(s).
3. The library will not be held liable or responsible for mistakes, the destruction of the VHS/DVDs in the processing of the conversion.

4. VHS tapes may be dropped off at the library and the staff that is trained on the machine will process the conversion as quickly as possible. The staff that is trained on the machine does not work every day, so it may take up to 2 weeks or more to process.
5. Conversion of a VHS tape to DVD is available at the following rate:
 - \$5.00 per DVD
6. VHS to DVD Conversion Request Form (on page 34) must be completed by patrons

Archive and Genealogy Search:

The library provides access to archival materials and resources to support historical and genealogical research. The following guidelines will be observed for requesting research assistance.

1. Staff-assisted research is \$20 per hour, billed in 15-minute increments. Payment is due at the time of service unless otherwise arranged.
2. Library staff will make reasonable efforts to locate requested information but cannot guarantee results or be held liable for the accuracy or completeness of findings.
3. Research is limited to materials held within the library's collections.
4. Patrons must complete a Request for Research Services Form to submit research inquiries.

Norelius Community Library

VHS to DVD Conversion Request Form

Patron Name: _____

Phone Number: _____

Email: _____

Number of VHS tapes to convert: _____

Total DVDs needed (\$5 each): _____

Special Instructions:

Liability Waiver:

I understand the Norelius Community Library is not responsible for any damage, loss, or malfunction of VHS tapes during the conversion process. I acknowledge that older tapes may be fragile and may not convert successfully. I agree to the \$5 per DVD charge.

Signature: _____ Date: _____

FOR LIBRARY USE ONLY

Received by: _____

Date received: _____

Conversion completed by: _____

Date completed: _____

Patron notified on: _____

Picked up on: _____

Notes: _____

Norelius Community Library

FOOD & BEVERAGE POLICY

PURPOSE OF THIS POLICY

The Norelius Community Library seeks to provide a welcoming and comfortable environment for all patrons while protecting Library collections, furnishings, and equipment. This policy establishes guidelines for the responsible consumption of food and beverages within designated areas of the Library to support patron needs while maintaining a clean, safe, and functional shared space.

POLICY

1. Food and beverages are allowed only in designated lobby areas on lower level of the Library.
**Please see Meeting Room policies for food/beverages in the upper level and meeting rooms.
2. Water in capped or lidded containers is permitted throughout the building.
 - A. All other beverages must remain in designated lobby areas.
3. No alcoholic beverages are allowed anywhere in the Library, whether in factory-sealed or personal containers.
4. Patrons are responsible for cleaning up after themselves.
 - A. All trash should be thrown away.
 - B. Surfaces should be left clean and ready for the next user.
5. Library staff may determine whether a food item or beverage container is appropriate for the building.
 - A. If an item is deemed unsuitable, the patron may be asked to remove it from the Library.

Norelius Community Library

WEATHER POLICY

PURPOSE OF THIS POLICY

The purpose of this policy is to ensure the safety of library patrons and staff during severe weather events while maintaining the Norelius Community Library's commitment to serving the public. This policy provides clear guidelines for delayed openings, early closures, and full-day closures due to inclement weather.

POLICY

1. The Norelius Community Library is considered an essential city service and will make every reasonable effort to remain open during severe weather. However, weather conditions may require the Library to delay opening, close early, or remain closed for the safety of patrons and staff.
2. Director or staff member in charge, after consultation with the Board President or next senior Board member, will make the decision on closures. Library Director will inform City Manager.
3. When possible, the Library will provide a 30-minute advance notice to patrons and staff before an early closure due to deteriorating weather conditions.
4. Public announcements regarding closures, early closures, or delayed openings will be communicated to the Emergency Response Coordinator, KDSN radio station, and posted on the Library's social media platforms.
5. Full-time employees will be required to use vacation, comp time, make up the time, or take time unpaid if unable to work because of inclement weather.

NORELIUS COMMUNITY LIBRARY

SERVICE ANIMAL POLICY

PURPOSE OF THIS POLICY

The Norelius Community Library welcomes all members of the public and is committed to providing an inclusive and accessible environment. This policy ensures that individuals with disabilities who use service animals can fully access library services while also outlining staff responsibilities and patron expectations in accordance with the Americans with Disabilities Act (ADA).

POLICY

1. Service animal is defined under the ADA as a dog that has been individually trained to perform specific work or tasks for an individual with a disability.
2. The tasks performed must be directly related to the individual's disability.
3. Service animals are working animals, not pets. Emotional-support, comfort, or therapy animals are *not* considered service animals under the ADA.
4. When it is not obvious that a dog is a service animal, staff may ask only the following two questions:
 - A. "Is the dog a service animal required because of a disability?"
 - B. "What work or task has the dog been trained to perform?"
5. Library staff may not:
 - A. Request documentation or certification
 - B. Ask that the dog demonstrate its task
 - C. Inquire about the nature of the person's disability
6. Service animals are not required to wear vests, badges, or other identifiers.
7. Handlers are solely responsible for caring for and supervising their service animal at all times.
 - A. Service animals must remain under control and may not engage in disruptive behaviors (e.g., repeated barking, growling, jumping on others).
8. A service animal may only be asked to leave the library if:
 - A. The animal is not under the handler's control and the handler does not take effective action to correct the behavior
 - B. The animal is not housebroken.
9. If Library staff must ask the service animal to be removed:
 - A. Staff will explain the reason to the handler.
 - B. The individual will be permitted to remain in the library and continue using services without the animal.
 - C. Staff will document the incident in writing.
10. Service animals are permitted in all areas where the general public is allowed.
11. No additional fees, deposits, or restrictions may be applied to service animals.

Adopted November 25, 2025

NORELIUS COMMUNITY LIBRARY

AED POLICY

PURPOSE OF THIS POLICY

to ensure that the Norelius Community Library responds effectively to cardiac emergencies by maintaining an Automated External Defibrillator (AED) on-site and establishing basic guidelines for its use, care, and accessibility. The Library is committed to providing a safe environment for patrons and staff.

POLICY

1. The Library maintains an Automated External Defibrillator (AED) for use during medical emergencies involving suspected sudden cardiac arrest.
2. The AED will be located in a clearly marked, publicly accessible area of the building.
3. The AED may be used by **any trained staff member** or bystanders trained in CPR/AED use during an emergency.
4. In a life-threatening cardiac emergency, **any person** may use the AED in good faith, consistent with Iowa Good Samaritan protections.
5. Staff should immediately call 911 before or immediately after using the AED.
6. Trained staff should follow their CPR/AED training and the device's voice prompts.
7. After an incident, staff must report the use of the AED to the Library Director as soon as possible.
8. Staff is not expected to diagnose medical conditions or determine whether the AED is necessary beyond the guidance given by the device.
9. CPR/AED training will be offered to staff periodically
10. Training is encouraged but not mandatory for all employees.
11. This policy does not require staff to place themselves in unsafe situations.

MAINTENANCE

The Library Director or designated staff member will perform regular checks to ensure the AED is functional, including:

1. Verifying battery status
2. Confirming pad expiration dates
3. Ensuring the device and accessories are intact and ready for use
4. Maintenance records will be kept in accordance with manufacturer guidelines.

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.

1. If the AED is used, the Director (or designee) will collect and file copies of current AED training certifications for all staff on duty at the time of the incident.
2. In cases where an AED is used on a minor, the Library will retain training records of staff on duty until one year after that minor reaches adulthood. These records may only be destroyed with Board approval or by direction of the City Council.
3. After an AED is used and the scene is cleared, each staff member involved must prepare a written statement describing their role. These statements are confidential work product created in anticipation of litigation and may be accessed only by the Director, the Board of Trustees, legal counsel, or the City/Board's insurance adjuster.

Adopted November 25, 2025

Norelius Community Library

AED Incident Report Form

Date of Incident: _____

Time of Incident: _____

Location in Library: _____

Person Completing Report (Name & Position):

Names of Staff Present:

1. Information About the Individual Assisted

Name (if known): _____

Approximate Age: _____

Patron / Visitor / Staff (circle one)

Medical condition known to staff prior to incident? Yes No

If yes, explain: _____

2. Description of the Incident

Provide a brief summary of what occurred, including how the medical emergency was identified.

3. AED USE

Was the AED applied? Yes No

If yes, complete the following:

A. Who retrieved the AED? _____

B. Who operated the AED? _____

C. Did the AED advise a shock? Yes No

D. Number of shocks delivered: _____

E. CPR performed? Yes No

If yes, by whom? _____

F. Was 911 called? Yes No

Time 911 was called: _____

Name of caller: _____

G. Emergency responders arrived at: _____

4. Outcome

Individual's condition when EMS arrived:

- Conscious
- Unconscious
- Breathing
- Not breathing

Other notes: _____

5. Post-Incident Actions

- A. AED pads replaced? Yes No
- B. Battery checked? Yes No
- C. Device cleaned? Yes No
- D. Library Director notified? Yes No
- E. Additional comments:

6. Signatures

Staff Completing Report:

Signature: _____

Date: _____

Library Director Review:

Signature: _____

Date: _____

Norelius Community Library

VOLUNTEERS

PURPOSE OF THIS POLICY

The Norelius Community Library values the contributions of volunteers and recognizes their essential role in enhancing library services. This policy establishes guidelines for the recruitment, use, and supervision of volunteers to ensure that volunteer activities support, but do not replace, the work of library staff.

POLICY

1. Volunteer Roles

- A. Home delivery services
 - B. Programs and events for all ages
 - C. Reading instruction, tutoring, and ESL assistance
 - D. Surveys and community outreach
 - E. Public relations activities
 - F. Specialized book selection support, including multilingual assistance
 - G. Fundraising support
2. All volunteer activities must be approved and supervised by the Library Director or designee. Volunteers are required to record their hours for library records.
 3. Volunteers enrich library services but do not replace staff, assume staff duties, or perform tasks that require the expertise of trained personnel.
 4. Volunteers are expected to follow all library policies, maintain confidentiality, and represent the library in a positive and professional manner.
 5. The Library reserves the right to accept, decline, or discontinue a volunteer's service at any time if it is determined to be in the best interest of the library.

Adopted November 25, 2025

Norelius Community Library

SEED LIBRARY

PURPOSE OF THIS POLICY

This policy is to guide the operation of the Norelius Community Library Seed Library. The Seed Library supports community gardening, encourages lifelong learning, and promotes access to healthy food by providing free seeds to Crawford County residents. This policy ensures responsible use, proper seed handling, and compliance with Iowa regulations. The Seed Library allows residents of Crawford County to “borrow” packets of seeds at no cost. Seeds are not returned, but patrons are encouraged to donate harvested seeds at the end of the growing season. The Seed Library is available during all regular library hours.

POLICY

1. Borrowing Guidelines

- A. Patrons may take up to four (4) seed packets per week.
- B. Duplicate packets of the same variety may not be taken (e.g., no two packets of Roma tomatoes).
- C. Seeds may be used only for personal or community gardening—no resale or commercial use.
- D. Patrons are expected to follow the Seed Library Code of Conduct and treat staff, volunteers, and fellow patrons respectfully.

2. Donations

- A. Donated seeds must be labeled with variety, source, and date harvested.
- B. The Library may decline or remove unidentified, expired, or questionable seeds.

3. Seed Quality and Handling

- A. The Library will make reasonable efforts to provide viable, clearly labeled seeds.
- B. Seeds are offered “as is,” and the Library does not guarantee germination or plant performance.
- C. The Library is not liable for outcomes, gardening results, or seed viability.

4. Legal Compliance

The Seed Library operates in accordance with Iowa Code 21–40.16, which permits non-commercial community seed sharing. To comply with state regulations:

- A. All seed exchanges occur at a single location, with no money exchanged.
- B. Seeds are intended for planting within Iowa.
- C. Individuals receive no more than two pounds of seed per year.
- D. Seeds must not be pesticide-treated.
- E. Patented or protected varieties may only be distributed with appropriate permission.
- F. Certified seed status may not be misrepresented.
- G. Seeds under a stop-sale order may not be distributed.

5. Staff Role

Library staff are not gardening experts but can assist patrons in locating reliable gardening resources or referring them to knowledgeable individuals or organizations.

Adopted November 25, 2025

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 | Christmas Day |
| December | 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.

**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

November 25, 2025

Pending Policies:

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

Norelius Community Library

APPENDIX

CITY OF DENISON
PROCUREMENT POLICY
Approved by City Council
March 5, 2019
Amended December 24, 2019
Amended June 2, 2020
Amended January 4, 2022
Amended December 17, 2024

Definitions

- **2 CFR Part 200** - Establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-federal entities.
 - o Found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- **Conflict of interest** -a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- **Noncompetitive procurement** - Purchase of property, goods, and/or services, where a competitive method of procurement is not utilized. Noncompetitive procurement can only be awarded if one or more of the situations detailed under Section 4(C)(i) apply.
- **Procurement** - the act of obtaining or purchasing goods or services, typically for business purposes.

1. Introduction and Purpose.

In keeping with its commitment to maintain the highest standards of conduct and ethics, The City of Denison (“City”) has adopted this Procurement Policy (the “Policy”) to ensure that goods and services purchased by the City are obtained in a cost-effective manner and in compliance with applicable federal and state laws. It is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically. In addition, to ensure that executive orders and all procurement transactions are conducted in a manner that provides full and open competition.

The acquisition processes described in this Policy apply to all government-funded purchases made by the City’s employees, directors, officers, or agents (together, “Purchasers”). Purchases may also be subject to prior funding source approval and additional requirements imposed by grants or contracts. Program directors are responsible for reviewing any such additional requirements and ensuring that contractors and vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. Code of Conduct.

- A. Purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:
- i. The Purchaser, any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law) partner, or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
 - ii. An “organizational conflict of interest” is created because of a relationship the City of Denison has with a parent, affiliate, or subsidiary organization that is involved in the transaction such that the City is or appears to be unable to be impartial in conducting a procurement action involving the related organization.

- B. Purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value, except unsolicited items or services of nominal value (no greater than \$20) from vendors, prospective vendors, parties to subcontracts, or any other person or entity that receives, or may receive, compensation for providing goods or performing services for the City of Denison.
- C. All Purchasers shall review and comply with the City of Denison's procedures for disclosing, reviewing, and addressing actual and potential conflicts of interest.

3. Procurement Requirements and Considerations.

- A. Competition. All procurements shall be conducted in a manner that provides, to the maximum extent practical, full, and open competition. Procurements shall:
 - i. Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - a. Unreasonable qualification requirements.
 - b. Unnecessary experience and excessive bonding requirements.
 - c. Noncompetitive pricing practices between firms or affiliated companies.
 - d. Noncompetitive contracts to consultants on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying "brand name" only instead of allowing "an equal" product.
 - g. Arbitrary actions.
 - ii. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.
 - iii. Include in any prequalified list an adequate number of current, qualified vendors, firms, or products.
 - iv. Not preclude potential bidders from qualifying during the solicitation period.
- B. Minority Owned, Women Owned, and Small Business Vendors (200.321). The City of Denison is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms ("MWSB Vendors") are solicited whenever possible. Such steps include:
 - i. Placing qualified MWSB Vendors on solicitation lists;
 - ii. Soliciting MWSB Vendors whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MWSB Vendors;
 - iv. Establishing delivery schedules, where requirement permits, which encourage participation by MWSB Vendors;
 - v. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.
- C. Minimum Bonding Requirements (200.326). For construction or facility improvement contracts or subcontracts exceeding the Simple Acquisition Threshold (\$250,000), the requirements for bonding shall, at a minimum, be as follows:
 - i. A bid guarantee from each bidder is equivalent to 5% of the bid price. The "bid guarantee" must consist

of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying the bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

- ii. A performance bond on the part of the contractor is for 100% of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all of the contractor’s requirements under such contract.
- iii. A payment bond on the part of the contractor is for 100% of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.
- iv. All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 CFR Part 223).

D. Solicitations. All solicitations shall incorporate a clear and accurate description of the technical requirements for products or services to be procured.

E. Considerations. City of Denison purchasers should consider taking the following actions when procuring goods and services:

- i. Conduct a lease vs. purchase analysis, when appropriate, including for property and large equipment.
- ii. Consolidate or break out procurements for non-construction goods or services to obtain a more economical purchase, if possible.
- iii. Use value engineering clauses to offer reasonable opportunities for cost reductions in construction contracts for projects of sufficient size.

4. Procurement Methods.

A. Procurement under grants shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) sealed bids (formal advertising); (c) competitive proposals or quotations; or (d) noncompetitive proposals, in strict compliance with CFR 200.320.

B. All procurements. All procurements made under this policy shall:

- i. Be necessary, at a reasonable cost, documented, not prohibited by law or the applicable funding source, and made in accordance with this Policy.
- ii. Engage responsible vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement. The City of Denison Purchasers shall consider vendor integrity and qualifications, public policy compliance, past performance record, financial and technical resources, key personnel, and other factors that will provide the best overall value and are deemed to serve the best interests of the City of Denison.

C. Standard Methods. For transactions meeting the specifications set forth in Appendix 1, The City of Denison Purchasers shall follow the applicable procurement method set forth therein.

D. Exceptions to Standard Methods. Procurement by solicitation of a proposal from a single source may only be used if appropriate permission is provided by the City Manager and City Council and any federal awarding agency or pass-through expressly authorizes noncompetitive procurement.

5. Procurement Procedures. See Appendix 2 for the City of Denison’s Procurement Procedures.

6. Domestic Preference for Procurements (200.322)

- A. As appropriate and consistent with the law, the City of Denison will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section shall be included in all subawards including all contracts and purchase orders for work or products under the award.
- B. The City will make reasonable efforts to purchase goods and services from suppliers located within the City limits of Denison and/or the State of Iowa.
 - a. Local preference does not pertain to: (a) construction; (b) Purchases involving State or Federal funding; (c) Joint governmental purchases

7. Contract Provisions. All City of Denison procurement contracts shall contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity.

8. Documentation.

A. Debarment. The City of Denison shall either:

- i. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering into a contract; or
- ii. Obtain a signed Debarment Certificate substantially in the form of Appendix 3.

B. Lobbying Certificate. The City of Denison shall obtain signed Lobbying Certificates substantially in the form of Appendix 4 for procurements greater than \$100,000.

C. Records. The City of Denison shall maintain records sufficient to detail history of each procurement transaction. These records must include, but are not limited to:

- i. A description and supporting documentation showing rationale for procurement method (e.g., cost estimates);
- ii. Selection of contract type;
- iii. Written price or rate quotations (such as catalog price, online price, email or written quote), if applicable;
- iv. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets;
- v. Reasons for vendor selection or rejection, including relevant panel or committee records, rejection letters and award letter; and
- vi. The basis for the contract price.

Compliance with this Policy. Program directors shall maintain oversight to ensure that contractors and vendors perform in accordance with the terms, conditions, and specifications of contracts or purchase orders. Violations of this policy may result in disciplinary action, up to and including termination.

Appendix 1 Standard Methods of Procurement

Levels of Approval Responsibilities:

- 1) Micro-purchases:
 - a. Purchases under \$2,500 shall not require multiple quotes if the prices are considered to be reasonable.
 - i. Informal quotes are encouraged.
 - b. Purchases over \$2,500, but under state and federal requirements, will require at least three documented price quotes (in-writing).
 - i. Quotes may be solicited in person, by telephone, from websites, or in writing.
- 2) Small purchases
 - a. All improvements that are \$25,000, or more, will require a performance bond

Horizontal Infrastructure (roads, paving, parking lots, etc.)

Improvements greater than \$62,000 will require a public hearing, procurement of competitive (sealed) bids and council approval (state requirement)

Vertical Infrastructure (Buildings)

Improvements greater than \$82,000 but less than \$206,000 will require at least competitive quotes.
Improvements greater than \$206,000 will require a public hearing, procurement of competitive (sealed) bids and council approval

When bids or quotes are required, City staff shall contact contractors that have requested to be on a trade list at City Hall for projects. The City will also use the list of licensed contractors that is maintained at City Hall. All purchases of greater than \$6,000 will be required to be approved by City Council. In addition, all purchases that include a contractual obligation will be required to be approved by City Council.

Budgeted Commodities/Consumables/Vehicle Repairs:

The City of Denison reserves the right to make purchases for various items that are commodities, consumables, and minor repairs (ex: salt/sand supplies, postage, cleaning supplies, tools, vehicle/truck parts, vehicle maintenance/repair, etc.) may be purchased without prior City Council approval so long as the item is part of the approved annual budget. In all cases, the procurement requirements related to sealed bids and quotes shall be followed.

Appendix 2

City of Denison Procurement Procedures

A. New Contract/Purchase Order

1. City of Denison Purchaser determines the applicable and appropriate procurement method.
 - a. If micro-purchase or small purchase methods are appropriate, conduct procurement as outlined in the Policy and retain appropriate documentation of quotes and vendor selection, etc. If prior approval is required for the purchase, refer to step 2.
 - b. If sealed or competitive bid methods are required, complete steps 2 through 5.
2. If funding source approval is required, work with City Clerk or designee to obtain. Depending on the procurement method used, City of Denison Purchaser completes Bid Form and submits to the City Manager as part of the approval process.
3. City of Denison Purchaser, in consultation with City Manager and City Clerk formalizes the bid packet and submits it to the Deputy Clerk to post to the City of Denison's website (denisonia.com) for prospective vendors to access after completing a short registration.
4. City of Denison Purchaser will also provide the information request to the Administrative Assistant to have packet information sent to all vendors via their preferred method of contact.
5. If a Board of Directors is involved, they will review and make a recommendation on awarding the bid to the City Council. Bid award is reviewed and a final decision made by the City Council.

B. Purchasing Limitations

1. Miscellaneous

- a. Contracting for professional services (legal, engineering, etc..) or for an ongoing technical service (maintenance, utilities, etc..) may be done on a negotiated basis, where practical, however, those vendors providing such services should be asked to submit formal proposals. Such proposals shall be evaluated on the basis of the vendor's reputation, experience, and understanding of the work to be done. Price, while being a factor, should not be the primary factor.
- b. All purchases involving a sole source bid (no competitive bids) where competitive bids are required shall be pre-approved by the City Manager or City Clerk and accompanied by written justification from the department head detailing the reason for a sole source purchase.
- c. Bids solicited by the United States of America or an agency thereof, the State of Iowa, Crawford County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, the City Council, or the City Manager. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bids in a manner provided through this policy.
- d. All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor.
- e. Purchase transactions for goods or services with a City employee or council member (the employee, employee's spouse, employee's business, council member or mayor) are limited to \$1,500 per year. Any transaction that will exceed the \$1,500 annual fiscal year limit set in this policy but under the \$6,000 annual fiscal year state limit will be reviewed on a case-by-case basis by City Council. Any single transaction that exceeds \$2,500 will have to follow the General Procurement Guidelines section of this policy.

f. For any given purchase, due to the nature of the contract, the competitiveness of the vendors, or for other reasons, the department may choose to use the bidding procedures for a higher dollar threshold than which the purchase falls under. The department may not, however, select bidding procedures for a lower dollar threshold than what is prescribed.

g. Emergency purchases of goods, services and construction items are those that are necessary to prevent or mitigate serious disruption of government services or threats to public health, welfare, or safety, or to protect City buildings and/or infrastructure or if it is needed as a result of events or circumstances not reasonably foreseeable. Approval from the City Manager and/or City Clerk needs to take place prior to the purchase being made. Emergency procurements shall be made with such competition as is practical based on the circumstances.

C. Purchasing Responsibilities:

1. City Council

- a. Council will adopt the annual operating budget to determine levels of expenditure by fund, department, and/or program, including capital expenditures.
- b. Review and approve any contractual purchase, and any purchases greater than \$6,000.

2. City Clerk/Finance Officer:

- a. Ensures budgeted levels for each fund are not exceeded.
- b. Ensures compliance with this purchasing policy.
- c. Monitors expenditures and provides reports to department heads of monthly expenditures.

3. Department Heads

- a. Informs all personnel in their department of these purchasing policies
- b. Plans purchases (including budgeted items) in order to allow sufficient time to obtain proposals and quotations

4. City Employees

- a. All employees must be authorized, in writing, by their department head to make purchases
- b. When making purchases, employees are to put their signature and department name on the invoice. All invoices are to be turned into the employees' respective department head. All invoices shall be turned into City Hall by the next business day.

D. Procurement Exceptions

1. The City of Denison reserves the right to have exceptions to the procurement policy.

E. Procurement of Recovered Materials (200.323)

The City of Denison complies with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

F. Contract Pricing (200.324)

1. The City of Denison shall perform a cost/price analysis for every procurement action, including contract modification, amendments, or change orders. The City of Denison shall seek to develop an independent estimate prior to receiving a bid or proposal.

G. Procurement Records (200.325)

City of Denison shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

H. Contract Administration

1. Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Manager or their designee and listed on the formal claims list presented to City Council.
2. Where appropriate, retainage shall be withheld on contracts for public improvements as provided by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 10% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.
3. The final acceptance (certificate of completion), the final contractor payment, and the release of retainage authorization (unless early release applied for) of a formally bid contract shall be approved by City Council action.

I. Awarded Contracts

1. City of Denison will not award a federal contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.214)
2. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.327 and Appendix II to Part 200.
3. City of Denison will maintain written standards of conduct covering conflicts of interest and must provide for disciplinary action to be applied for violations of such standards as defined in 2 CFR 200.318 (C)(1).

J. Prohibition on Certain Telecommunication and Video Surveillance (200.216)

1. The City of Denison will not obligate or expend Federal funds to: Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract to procure or obtain equipment, services, or systems described in Public Law 115-232, Section 889. The City will not work with any entity identified by the U.S. Secretary of Defense to be owned or controlled by the government of foreign country identified in Public Law 115-232.

Buy American

In compliance with the Federal Infrastructure Investment and Jobs Act (IIJA), the City of Denison shall ensure that all iron, steel, manufactured products, and construction materials used in a project funded by Federal funds are produced in the United States. The use of American goods, products, materials, and services shall be maximized to the greatest extent possible.

Appendix 3
Certification Regarding Contract Provisions for
Non-Federal Entity Contracts Under Federal Awards
Appendix II of 2 CFR Part 200

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no

laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

Appendix 4
“44 C.F.R. PART 18 APPENDIX A – CERTIFICATION REGARDING LOBBYING”
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor’s Authorized Official

Name and Title of Contractor’s Authorized Official

Date