

**City of West Liberty Public Library**  
**Notice and Call of Public Meeting**  
**West Liberty Public Library Board of Trustees**  
**February 19, 2025, at 7 pm:**  
**West Liberty Public Library**  
**Lower-Level Meeting Room**

**That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:**

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
  - 1. Approval of regular expenses for February and March**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Annual Meeting Planning Committee**
- IX. New Business**
  - 1. Personnel Policy Update**
  - 2. Bridges Agreement Renewal**
- X. Adjourn Meeting**

**Next meeting is Wednesday, March 26, at 7 pm.**



City of West Liberty, IA

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 01/31/2025

		January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 001 - GENERAL FUND</b>										
<b>Revenue</b>										
<a href="#">001-4-410-1-4799</a>	OTHER MISC REVENUE	2,916.67	0.00	-2,916.67	-100.00%	20,416.65	2,031.22	-18,385.43	-90.05%	35,000.00
<a href="#">001-4-410-2-4470</a>	COUNTY LIBRARY ALLOCATION	1,416.67	0.00	-1,416.67	-100.00%	9,916.65	8,500.00	-1,416.65	-14.29%	17,000.00
<a href="#">001-4-410-2-4471</a>	LOCAL COMM LIBRARY ALLOCATION	634.00	0.00	-634.00	-100.00%	4,438.00	7,428.00	2,990.00	67.37%	7,608.00
<a href="#">001-4-410-2-4705</a>	CONTRIBUTIONS - GIFTS/GRANTS	125.00	0.00	-125.00	-100.00%	875.00	1,345.38	470.38	53.76%	1,500.00
<a href="#">001-4-410-4-4830</a>	TRANSFERS IN	16,666.67	0.00	-16,666.67	-100.00%	116,666.65	0.00	-116,666.65	-100.00%	200,000.00
	<b>Total Revenue:</b>	<b>21,759.01</b>	<b>0.00</b>	<b>-21,759.01</b>	<b>-100.00%</b>	<b>152,312.95</b>	<b>19,304.60</b>	<b>-133,008.35</b>	<b>-87.33%</b>	<b>261,108.00</b>
<b>Expense</b>										
<a href="#">001-6-410-1-60100</a>	WAGES-FULL TIME	18,645.83	16,696.40	1,949.43	10.46%	130,520.85	129,297.48	1,223.37	0.94%	223,750.00
<a href="#">001-6-410-1-60200</a>	WAGES-PART TIME	4,716.67	5,534.16	-817.49	-17.33%	33,016.65	38,812.00	-5,795.35	-17.55%	56,600.00
<a href="#">001-6-410-1-60400</a>	WAGES-OVER TIME	20.83	0.00	20.83	100.00%	145.85	0.00	145.85	100.00%	250.00
<a href="#">001-6-410-1-61100</a>	FICA-CITY CONTRIBUTION	1,791.67	1,657.72	133.95	7.48%	12,541.65	12,446.93	94.72	0.76%	21,500.00
<a href="#">001-6-410-1-61300</a>	IPERS-CITY CONTRIBUTION	2,208.33	1,889.85	318.48	14.42%	15,458.35	12,808.50	2,649.85	17.14%	26,500.00
<a href="#">001-6-410-1-61400</a>	ICMA-CITY CONTRIBUTION	291.67	300.00	-8.33	-2.86%	2,041.65	2,100.00	-58.35	-2.86%	3,500.00
<a href="#">001-6-410-1-61500</a>	GROUP MEDICAL INSURANCE-HEALTH	4,208.33	4,125.40	82.93	1.97%	29,458.35	26,408.64	3,049.71	10.35%	50,500.00
<a href="#">001-6-410-1-61600</a>	WORKER'S COMPENSATION INSURANC	83.33	0.00	83.33	100.00%	583.35	0.00	583.35	100.00%	1,000.00
<a href="#">001-6-410-1-61810</a>	UNIFORMS, ALLOWANCES	41.67	0.00	41.67	100.00%	291.65	0.00	291.65	100.00%	500.00
<a href="#">001-6-410-1-62100</a>	DUES & MEMBERSHIP FEES	62.50	0.00	62.50	100.00%	437.50	297.54	139.96	31.99%	750.00
<a href="#">001-6-410-1-62200</a>	SUBSCRIPTIONS, PUBL & EDUC MAT	16.67	0.00	16.67	100.00%	116.65	583.43	-466.78	-400.15%	200.00
<a href="#">001-6-410-1-62300</a>	TRAINING	33.33	0.00	33.33	100.00%	233.35	546.88	-313.53	-134.36%	400.00
<a href="#">001-6-410-1-62400</a>	CONFERENCE & TRAVEL EXPENSES	75.00	0.00	75.00	100.00%	525.00	993.05	-468.05	-89.15%	900.00
<a href="#">001-6-410-2-63100</a>	BUILDING/GROUND MAINTENANCE	1,000.00	16.20	983.80	98.38%	7,000.00	7,634.77	-634.77	-9.07%	12,000.00
<a href="#">001-6-410-2-63500</a>	EQUIPMENT REPAIRS/MAINTENANCE	83.33	0.00	83.33	100.00%	583.35	0.00	583.35	100.00%	1,000.00
<a href="#">001-6-410-2-63710</a>	UTILITY SERVICES-ELEC,GAS,WATE	416.67	341.00	75.67	18.16%	2,916.65	10,542.52	-7,625.87	-261.46%	5,000.00
<a href="#">001-6-410-2-63730</a>	TELEPHONE EXPENSE	208.33	251.13	-42.80	-20.54%	1,458.35	1,755.55	-297.20	-20.38%	2,500.00
<a href="#">001-6-410-2-64070</a>	PROFESSIONAL & CONS FEES	250.00	0.00	250.00	100.00%	1,750.00	2,100.00	-350.00	-20.00%	3,000.00
<a href="#">001-6-410-2-64080</a>	TORT LIABILITY INSURANCE	250.00	0.00	250.00	100.00%	1,750.00	0.00	1,750.00	100.00%	3,000.00
<a href="#">001-6-410-2-64150</a>	RENTALS & LEASES	333.33	0.00	333.33	100.00%	2,333.35	1,057.67	1,275.68	54.67%	4,000.00
<a href="#">001-6-410-2-64260</a>	ENRICHMENT PROGRAMS	416.67	0.00	416.67	100.00%	2,916.65	974.40	1,942.25	66.59%	5,000.00
<a href="#">001-6-410-2-65020</a>	BOOKS,AUDIOVISUAL,MATERIALS	2,916.67	0.00	2,916.67	100.00%	20,416.65	21,009.94	-593.29	-2.91%	35,000.00
<a href="#">001-6-410-2-65040</a>	MINOR EQUIPMENT	83.33	0.00	83.33	100.00%	583.35	74.75	508.60	87.19%	1,000.00
<a href="#">001-6-410-2-65070</a>	OPERATING SUPPLIES	833.33	0.00	833.33	100.00%	5,833.35	3,702.74	2,130.61	36.52%	10,000.00
<a href="#">001-6-410-2-65080</a>	POSTAGE	58.33	0.00	58.33	100.00%	408.35	18.31	390.04	95.52%	700.00
<a href="#">001-6-410-2-65210</a>	JANITORIAL SUPPLIES	166.67	0.00	166.67	100.00%	1,166.65	344.31	822.34	70.49%	2,000.00
<a href="#">001-6-410-3-67270</a>	CAPITAL EQUIPMENT	16,666.67	0.00	16,666.67	100.00%	116,666.65	0.00	116,666.65	100.00%	200,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2025

[001-6-410-3-67280](#)

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00%	0.00	3,180.00	-3,180.00	0.00%	0.00
<b>Total Expense:</b>	<b>55,879.16</b>	<b>30,811.86</b>	<b>25,067.30</b>	<b>44.86%</b>	<b>391,154.20</b>	<b>276,689.41</b>	<b>114,464.79</b>	<b>29.26%</b>	<b>670,550.00</b>
<b>Total Fund: 001 - GENERAL FUND:</b>	<b>-34,120.15</b>	<b>-30,811.86</b>	<b>3,308.29</b>		<b>-238,841.25</b>	<b>-257,384.81</b>	<b>-18,543.56</b>		<b>-409,442.00</b>

Fund: 134 - LIBRARY TRUST

Revenue

[134-4-411-4-4300](#)

INTEREST INCOME	0.00	0.00	0.00	0.00%	0.00	363.68	363.68	0.00%	0.00
<b>Total Revenue:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>363.68</b>	<b>363.68</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Fund: 134 - LIBRARY TRUST:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>363.68</b>	<b>363.68</b>	<b>0.00%</b>	<b>0.00</b>
<b>Report Total:</b>	<b>-34,120.15</b>	<b>-30,811.86</b>	<b>3,308.29</b>		<b>-238,841.25</b>	<b>-257,021.13</b>	<b>-18,179.88</b>		<b>-409,442.00</b>

Group Summary

Account Typ...	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - GENERAL FUND									
Revenue	21,759.01	0.00	-21,759.01	-100.00%	152,312.95	19,304.60	-133,008.35	-87.33%	261,108.00
Expense	55,879.16	30,811.86	25,067.30	44.86%	391,154.20	276,689.41	114,464.79	29.26%	670,550.00
Total Fund: 001 - GENERAL FUND:	-34,120.15	-30,811.86	3,308.29		-238,841.25	-257,384.81	-18,543.56		-409,442.00
Fund: 134 - LIBRARY TRUST									
Revenue	0.00	0.00	0.00	0.00%	0.00	363.68	363.68	0.00%	0.00
Total Fund: 134 - LIBRARY TRUST:	0.00	0.00	0.00	0.00%	0.00	363.68	363.68	0.00%	0.00
Report Total:	-34,120.15	-30,811.86	3,308.29		-238,841.25	-257,021.13	-18,179.88		-409,442.00

Fund Summary

Fund	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - GENERAL FUND	-34,120.15	-30,811.86	3,308.29		-238,841.25	-257,384.81	-18,543.56		-409,442.00
134 - LIBRARY TRUST	0.00	0.00	0.00		0.00	363.68	363.68		0.00
Report Total:	-34,120.15	-30,811.86	3,308.29		-238,841.25	-257,021.13	-18,179.88		-409,442.00

# Library Director's Report

12 February 2025

## Agenda:

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Today, we set up a time to meet with the annual meeting committee, discuss updates to the personnel policy, and the renewal of the BRIDGES agreement with the State Library of Iowa.

## Goals and Lead Measure Updates:

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- Know your community
  - The Rotary Club of West Liberty has approved being involved in organizing the newcomers' packet and events. We will likely not take significant action on this until August or September, so there is no momentum gained, only to be lost due to parental leave or SRP activities.
- Satisfy Curiosity
  - Library staff met with Parks and Recreation and the Chamber of Commerce to discuss a Movie in the Park program put on by all of our entities. This will be on June 6-7 and feature a TBD film available in English and Spanish with subtitles for the other language. Parks and Rec will spearhead the setup and equipment usage, the Library will identify the film and work with Mac on the licensing, and the Chamber will coordinate vendors for the event. We hope to use this as a test run to see how we can expand this type of offering in the future. We will also use this to launch our Summer Reading Program and have staff registering people for that and library accounts.
  - Our archive volunteer base is growing with the return of Pam Schnittjer and the addition of Pam Wever! They are coordinating with Phyllis to help apply our Archive Collection Management policy to our collection.
- Celebrate Diversity
  - We had 22 attendees for Loteria in January, which is our highest attendance thus far.
  - There have been significant issues with Rosetta Stone that override the benefits of the name recognition. Ali will be researching other options, primarily Transparent Languages and Mango Languages. Both seem more user-friendly and have additional features that Rosetta Stone lacks.

## Building and Technology:

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Hopefully, Roth Electric has solved a lighting issue. Otherwise, we may need to explore paranormal interventions with our lighting. The lights have been mysteriously turning on after they have been turned off. Roth discovered a loose wire, so we hope that was the root of our problems.

Kone came to service the elevator. They suggested that the State Inspector might disapprove of our elevator phone dialing the library's main line. As a result, Nick Heath is looking into redirecting that phone to an emergency service.

## Staff and Volunteers:

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There is nothing significant to report.

## Collections & Materials:

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Again, catalog cleanup continues. It is truly an ongoing process, but one that is incredibly important to the functionality of our catalog for our staff and patrons. A significant milestone that no one will ever really care about is that I finished reviewing the topical terms authority records. Authority control utilizes controlled vocabularies and standardized information to help catalog users find information. This has been a standard for librarianship since at least 1880 but was implemented in our online catalog in 2020. Upon implementation, we allowed our catalog to add authority records as they appeared. This resulted in a wildly uncontrolled vocabulary that we have been cleaning up since 2021. I have finally reviewed all 46,278 topical authority records and will now move on to corporate names.

## FY25 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	473	264	223	319	251	222	367						1759
Books withdrawn	-526	-276	-15	-25	-212	-644	-94						-1792
Videos added	54	7	1	0	17	0	0						73
Videos withdrawn	0	0	0	0	-537	0	0						-537
Other items added	0	0	2	0	0	0	0						2
Other materials withdrawn	0	-1	0	0	0	0	0						-1

## FY25 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY24
Adult books	238	275	209	341	203	225	289						1781	3101
Young adult books	10	16	11	10	5	7	17						76	207
Children's books	434	409	274	593	351	454	390						2905	6227
DVD/Blu-ray	61	53	43	50	27	24	44						302	534
Audiobooks	0	1	0	0	0	0	0						1	10
Serials	0	0	0	0	0	0	0						0	0
ILL In (ILL)	13	13	13	14	7	6	4						70	175
Other physical items	10	8	11	6	6	5							52	105
Total PHYSICAL circ	766	773	561	1011	601	724	0	0	0	0	0	0	5187	10359
Circulation to Rural Muscatine County	220	212	169	277	160	186	219						1443	2800
Circ to Atalissa	16	15	6	13	8	16	39						113	374
Circ to Nichols	1	2	4	0	5	1	0						13	47
Circ to West Liberty	585	679	536	860	521	610	855						4646	8890
Circ to Open Access	36	32	11	17	13	11	2						122	1211
Circ of Children's items	482	445	294	632	363	459	404						3079	6502
Bridges e-books	193	248	228	251	211	225	285						1641	2720
Bridges e-audio	255	231	253	226	220	261	328						1774	2705
Bridges magazines	44	31	69	52	45	42	71						354	686
Total use of Bridges	492	510	550	529	476	528	684	0	0	0	0	0	3769	6111
Kanopy Usage	70	36	119	144	136	150	233						888	830
Ebsco Usage	542	302	336	326	192	478	159						2335	4097
Rosetta Stone	29	31	33	34	38	3	2						170	
Added Patrons	24	17	14	26	10	14	33						138	236
Door Count	1119	1285	1555	2247	1062	1107	1524						9899	21402
Computer usage	144	177	192	216	126	125	170						1150	2774

## Programming & Outreach

The 3<sup>rd</sup> Grade Celebrity Storytime was a hit! Unfortunately, it had to be canceled in February due to the shortened school week. Circulation from that event did help boost our juvenile fiction and nonfiction circulation, which was the goal metric.

Ages	Programs	%	Attendance	%
All Children	8	40%	87	68.5%
Children (ages 0-5)	4	20%	34	26.77%
Children (ages 6-11)	4	20%	53	41.73%
Young Adult (ages 12-18)	0	0%	0	0%
Adult (ages 19+)	9	45%	34	26.77%
General Interest	3	15%	6	4.72%
Total	20	100%	127	100%

### Prior Month Compare

Ages	Programs				Attendance			
	Jan-2025	Dec-2024	Change	% Change	Jan-2025	Dec-2024	Change	% Change
All Children	8	11	-3	-27.27%	87	88	-1	-1.14%
Children (ages 0-5)	4	8	-4	-50%	34	48	-14	-29.17%
Children (ages 6-11)	4	3	1	33.33%	53	40	13	32.5%
Young Adult (ages 12-18)	0	0	0	-	0	0	0	-
Adult (ages 19+)	9	5	4	80%	34	3	31	1033.33%
General Interest	3	4	-1	-25%	6	0	6	100%
Total	20	20	0	0%	127	91	36	39.56%

### Same Month Prior Year Compare

Ages	Programs				Attendance			
	Jan-2025	Jan-2024	Change	% Change	Jan-2025	Jan-2024	Change	% Change
All Children	8	11	-3	-27.27%	87	46	41	89.13%
Children (ages 0-5)	4	10	-6	-60%	34	46	-12	-26.09%
Children (ages 6-11)	4	1	3	300%	53	0	53	100%
Young Adult (ages 12-18)	0	7	-7	-100%	0	27	-27	-100%
Adult (ages 19+)	9	13	-4	-30.77%	34	12	22	183.33%
General Interest	3	2	1	50%	6	5	1	20%
Total	20	33	-13	-39.39%	127	90	37	41.11%

### Year-to-Date Compare

Ages	Programs				Attendance			
	2025	2024	Change	% Change	2025	2024	Change	% Change
All Children	66	34	32	94.12%	603	368	235	63.86%
Children (ages 0-5)	47	31	16	51.61%	326	188	138	73.4%
Children (ages 6-11)	19	3	16	533.33%	277	180	97	53.89%
Young Adult (ages 12-18)	4	24	-20	-83.33%	78	227	-149	-65.64%
Adult (ages 19+)	59	41	18	43.9%	99	72	27	37.5%
General Interest	29	8	21	262.5%	221	156	65	41.67%
Total	158	107	51	47.66%	1001	823	178	21.63%



# Agenda Item- Personnel Policy Updates

## History:

The Personnel Policy was one of the first policies approved when I started in 2020 because it was a requirement for our accreditation in February 2020. I made no significant revisions, waiting for the City to produce a revised employee handbook before I started all the work to create a personnel policy. We are due for reaccreditation next year, so we should revise this policy. I have attached the original and the beginning of my revisions. I have received a copy of the redline version of a City employee handbook, but Lee still needs to discuss flex scheduling, vacation/sick/PTO (or flex benefit time), and FMLA with the attorneys.

I would also like to revisit the potential of a parental leave policy, which is also attached. The following is the information I provided in October 2021 regarding my research on parental leave policies:

Neither the City nor the Library have a Parental Leave Policy. The City provides short-term disability insurance as maternity leave.

When researching parental leave policies, there is a trend towards a significant increase in paid leave offered to new parents. When typing “parental leave recommendation, Google turns up with professional organizations and the various articles recommending between 12-52 weeks of paid leave for the health of the parent(s), child, and for the economic benefits to women. This policy was the sample Paid Parental Leave Policy from the Society for Human Resource Management (SHRM) website. I chose 16 weeks based on the attached Timeline of Paid Family Leave and the maximum amount of time I feel comfortable being away from the library.

I submitted this policy for review by our City Manager and City Clerk, the correspondence I have also attached. City Hall is concerned that the policy is too progressive and does not reflect our industry locally, which upon more practical research, is accurate. I was only able to find the administrative policies of Iowa City, Coralville, Davenport, and Cedar Rapids, and none of them have parental leave policies. Also, the University only offers six weeks of paid leave for birth mothers and one week for adoptive parents. As stated in my reply email, I was incredibly disheartened to see such a drastic difference between theory and practice. National corporations with nearby locations were the only organizations with policies close to the guidance I found. P&G offers eight weeks for either parent and an additional six weeks for birth mothers. Amazon offers four weeks pre-partum and ten weeks post-partum for birth parents and six weeks of parental leave for all parents.

Again, as stated in my emails with City Hall, I believe that we have an opportunity to do better by our employees and offer benefits that will draw people and families to our community. Also, offering more robust benefits compensates for our inability to compete with other wages. If we can't provide better benefits, we will continue to lose exceptional talent to better opportunities.

## Budget Impact:

An increase in part-time wages if parental leave policy is adopted.

### Options:

- A) Approve the parental leave policy as written or with minor adjustments, and provide direction for the rest of the personnel policy.
- B) Make recommendations to the personnel committee and ask that they meet before the regular April meeting

### Staff's Recommended Action:

Option A

## PERSONNEL POLICY

### EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the Library to administer its personnel system in agreement with the City of West Liberty Policy and Procedures Handbook. The West Liberty Public Library Board approves the use of the City of West Liberty's Employee Policy Handbook with the following exceptions.

### MANAGEMENT OF OPERATION (SECTION 1)

In accordance with the City Code of West Liberty, Title 2, Chapter 4, Section 2-4-5:

1. The Library Board of Trustees will employ a qualified librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library.
2. The Library Board of Trustees may terminate employment by majority vote of the Board of Trustees the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject to the provisions of Iowa law.
3. Complaints against the Library Director may be taken to the Personnel Committee, a subcommittee of the Board of Trustees. If deemed necessary, the Library Board Personnel Committee may assume duties of the Library Director.

### SEPARATION OF EMPLOYMENT (SECTION 5)

1. Resignations shall be given to the Library Director in writing at least 10 working days prior to the last day of work. Library Director shall notify the Library Board in writing at least 20 days prior to the last day of work.
2. Employees intending to retire shall notify the Library Director in writing at least 20 days prior to the last day of work. Library Director shall notify the Library Board in writing at least 30 days prior to the last day of work.
3. Work hours vary due to assignments and hours of the Library.

### HOURS OF WORK (SECTION 7)

Employees of the public library may be asked to workdays, evenings, and weekends as part of normal working hours not to exceed 40 hours per week without prior permission from the Library Director.

### PAY AND COMPENSATION (SECTION 9)

Policy Draft Date: 02/2009

Revisions: 03/2013; 2/2020

1. The Library Board of Trustees will set the compensation and pay scale increases of the librarian, assistants and employees.
2. Paychecks or paystubs will be available at the library for an employee to pick up on the date of issue.

#### **LEAVE (SECTION 1 1)**

Sick leave compensation checks will be available at City Hall and must be picked up by the employee.

#### **GENERAL POLICIES AND PRACTICES (SECTION 1 3)**

The library will close due to inclement weather when the City Manager or Library Board of Trustees expressly authorizes closure due to safety reasons.

#### **GENERAL PROVISIONS (SECTION 1 4)**

1. The Library Board of Trustees may adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care of its employees, their professional memberships, education and training, and wellness and morale.
2. The Library believes in investing in the professional development of its employees. Information about training opportunities will be given to the Library Director. The library will pay for registration costs for all approved educational activities in line with the City budget process. In the event that advanced educational opportunities arise that may lie outside of the library budget limits, the Library Director will seek the Board of Trustees approval and take the request to the City Manager for approval according to the General Provisions of the City of West Liberty's Employee Policy Handbook.
3. Library Director may approve telecommuting for either full or part time staff in appropriate circumstances, including but not limited to building concerns, weather, special projects and programming. Definition and requirements of Telecommuting see attachment.

#### **TRAVEL EXPENSES AND EXPENDITURES (ATTACHMENT C.1)**

Employees and Board of Trustee members may claim reimbursement for lodging, meals, and incidentals at actual costs for the dates of sessions and the night immediately preceding the session if travel to the site is not practical on the day of the session.

#### **COMPUTER USAGE POLICY AND ELECTRONIC COMMUNICATIONS POLICY (ATTACHMENT D)**

A portion of the computers located at the West Liberty Public Policy are for public use and access. It is a law of the State of Iowa (Iowa Code, Sec 22.7) and the policy of the West Liberty Public Library (See Confidentiality of

Library Records Policy and the Internet/Computer Policy) that library records are confidential in nature, and that information identifying the names of library users, their personal information and /or the nature, titles, or subjects of the library materials they use will be held in confidence, regardless of age or race.

1. Under the direction of the Library Director the library information technology staff will comply with the Computer Usage Policy and the Electronic Communications Policy of the City of West Liberty's Employee Policy Handbook within the stricter Iowa Code, Sec. 22.7 and the [American Library Association's Policy on the Confidentiality of Library Records.](#)
2. Library patrons are entitled to access of information as outlined in the West Liberty Public Library Collection Development Policy and the First Amendment of the U.S. Constitution. Library emails and electronic content may contain material from various viewpoints or perspectives that may be considered offensive by some.
3. The Library is not responsible for nor has any control over information that may be considered offensive or otherwise objectionable transmitting through electronic resources within the library.

## CASH MANAGEMENT POLICY (ATTACHMENT F)

### *CASH CONTROL*

1. All moneys or fees revenue received by library staff shall be deposited and recorded in a secured cash register at the time of transaction.
2. The Library Director shall transfer to the City Clerk any moneys or fees received within 24 hours of receipt and collect a deposit receipt for library records.
3. The Library Director will maintain a petty cash fund of \$100 within the library in a secured location for day-to-day library mailings of materials as required by the State Library of Iowa Interlibrary Loan program.
  - a. Library staff persons using the petty cash fund shall collect a receipt.
4. Library revenue in the cash register and in the petty cash fund will be reconciled by the Library Director on or about the first day of each month for the previous month, recorded in the financial accounting, and deposited to the City Clerk. The petty cash fund will be replenished by the City Clerk.
5. The Library Director shall reconcile all financial transactions to include petty cash fund, cash register, and credit card reconciliation,

Policy Draft Date: 02/2009

Revisions: 03/2013; 2/2020

and report revenues and expenditures to the Library Board of Trustees during the monthly board meetings.

6. All claims for payment will be entered and dated for the Library Board of Trustees approval of payment three business days preceding Board of Trustees meetings. Prepayment of claims by credit card or check may be authorized by the Library Director if the amount is less than \$700 but shall then be recorded as pre-paid to the Board of Trustees at the next regular board meeting. The Library Board President will sign the claims list upon approval.
7. Upon claims list approval by the Board of Trustees, a copy of the signed claims list and accompanying claims for payment will be delivered to the City Clerk within approximately 24 hours.
8. The Library Board of Trustees may determine what accounts should be written off or sent to collections with the City in accordance with the Circulation Services policy. After Board of Trustees approval, such accounts will be amended by the Library Director.

## TELECOMMUTING ATTACHMENT

### DEFINITION OF TELECOMMUTING:

"Telework" refers to the usage of information technologies (such as telecommunications and computers) for work-related activities. It moves the workplace to the workers, instead of moving the workers to the workplace. At the WLPL telecommuting is on a director approval basis only.

### EQUIPMENT REQUIREMENTS:

Given that 50% of the work at the WLPL is computer based, teleworkers must have an Internet connection. Teleworkers will be supplied with flashdrives/laptop/tablets to complete work assignments. WLPL will only provide support via email or telephone and will not provide support for use of your personal computer nor will the Library pay for high speed connections. Teleworkers shall have a phone to receive calls at their home. This may be a land line or a cell phone. This number will not be given out to customers, but may be used by WLPL staff to contact an employee or to forward a customer's call to the employee. WLPL must log work hours through Clarizen.

### EMPLOYEE ELIGIBILITY:

1. Be a full-time or part-time WLPL employee.
2. Have a successful performance rating (fully successful or better). .
3. Not be on special leave procedures
4. Have no documented misconduct personnel action on permanent record within the last three years.
5. Must have Director prior approval.

# Personnel Policy

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## Guidelines

### Americans with Disabilities Act

It is the Policy of the Library/City to comply with the provisions of the Americans with Disabilities Act. In compliance with the Americans with Disabilities Act (ADA), the City will consider a reasonable accommodation to enable qualified applicants or employees with disabilities to perform the position's essential functions. A qualified employee with a disability may request a reasonable accommodation from his/her department head. Upon receiving an accommodation request, the department head will meet with the requesting individual to discuss and identify the limitations resulting from the disability and the potential accommodation that the City might make.

The applicant or employees claiming to have a disability and requesting an accommodation for that disability shall provide documented medical evidence of the claimed disability and a written statement of the means of accommodation that would enable the applicant or employee to perform the essential functions of the job that meet Library/City performance standards.

The Director and physician, counselor, or other appropriate professional will determine the feasibility of the requested accommodation, considering factors including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the Library's/City's overall financial resources, and the accommodation's impact on the operation of the Library, including its impact on the ability of other employees to perform their duties. The Library/City will provide reasonable accommodations in compliance with federal and state law as long as such action does not pose an undue hardship.

The Director will inform the employee of the Library's/City's decision on the accommodation request or how to proceed. The applicant or employee shall provide a written statement of acceptance or rejection of any alternative means of accommodation proposed by the Library/City and the reason for any such rejection.

### Attendance and Compensation

[Something about how as long as the library is fully staffed and job expectations are being met, I don't care. If those needs are not being met, a disciplinary conversation will occur with corrective action provided]

### Disciplinary steps

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgement of the library, based on violations of the library's policies, rules, or regulations, an employee may be subject to disciplinary actions as follows:

- First Offense Verbal Warning
- Second Offense Written Warning
- Third Offense Disciplinary Suspension
- Fourth Offense Discharge

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge, dependent upon the severity of the incident. The



## Patron and Library Use Policies

progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the library will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision.

### Dress code

[Something about how as long as employees are able to do their job as assigned without interference from their clothing, I don't care what they wear or how they alter their body]

### Employee evaluations

#### Employment at will

[Will probably be included in City Handbook]

#### Equal Employment Opportunity laws

[Will probably be included in City Handbook]

### Health Insurance Portability and Accountability Act

#### Meal and rest breaks

Meal and rest breaks are provided and paid. Break schedules must be approved by the Library Director or designee on that day. Ad Hoc breaks may be taken as discussed between employees and the Director or designee.

#### Personnel records (confidentiality of information)

[Will probably be included in City Handbook, just need changes to who is the custodian of record]

#### Reimbursable expenses

[Will probably be included in City Handbook]

#### Selection of personnel (authority to hire, reference and background checks, conflict of interest/nepotism)

[Reference ordinance regarding hiring library director and that library director hires other people]

#### Termination of employment

[Can include at-will statement here? Library Director's Toolkit has a checklist for termination, but I haven't determined if that can be turned into a policy section.]

#### Timesheet recording

[This is probably changing in the near future]

#### Workweek

[The library is open and will be staffed according to the Hours of Service Policy. All staff may be required to work at any of those times. Full-time staff are designated at 40 hours a week and Part time staff are up to 20 hours per week. Library Director and Assistant Library Director are exempt and salaried.]

## Benefits

#### Bereavement leave

[To be granted on an as-needed basis by the Library Director.]

## Patron and Library Use Policies

Continuation of health coverage (COBRA)

Employee assistance program (EAP)

[See City Handbook]

Family and Medical Leave Act

Holidays and library closings

[We don't work holidays. We close for weather if it's dangerous for staff or patrons to travel to the library. Other closings outlined in Hours of Service Policy]

Insurance [All City Stuff]

I. Dental

II. Health

III. Life

IV. Vision

Jury and witness duty

[City]

Leaves of absence

Occasionally, you may need to apply for an unpaid leave of absence for personal or other reasons when you do not qualify for leave under another of the Library's policies and have exhausted all accrued leave. Under these circumstances, any staff member may qualify for a leave of absence. This leave of absence may be granted for a minimum of thirty days and a maximum of six months. Employees who take an unpaid leave of absence will stop accruing vacation and sick time until they return from the leave.

You must apply in writing for this leave of absence and submit your request to the Library Director. Your request should set forth the reason for leave, the date you wish the leave to begin, and the date on which you will return to active employment with the Library. The granting of a leave of absence and the terms and conditions surrounding the leave of absence are at the sole discretion of the Library.

While the Library makes every effort to reinstate the employee to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed will typically result in immediate termination of employment.

Military leave

[City]

Parental Leave

[See separate document]

Pension

[City?]

Short-term and long-term disability

Sick leave

Staff library account

[Review with Tim what base accesses are in Koha with staff account]

Training and development

[Encouraged, will pay for what we can, and make efforts to accommodate time required.]

## Patron and Library Use Policies

### Tuition reimbursement

[I have had staff ask about this as well as pay increases for additional qualifications acquired]

### Unemployment

### Vacation

### Victims' Economic Security and Safety Act (VESSA)

### Voting time

### Workers' compensation

## Conduct

### Antibullying

### Blood-borne pathogens

### Credit card usage

[Full-time staff only. Receipts to be given to appropriate entity (Ali), card returned to its home]

### Personal vehicle

### Sexual and other forms of harassment

[Don't]

### Smoke-free workplace

### Standards of conduct

[Maintain safe and comfortable environment. Anti-nepotism language (includes board members immediate family), anti-fraternization between superiors and subordinates, staff procedures will be kept updated and provided at annual august in-service for review]]

## Technology and social media

### I. General Rules and Guidelines

The following rules and guidelines apply to social media use: for the Library on library time or personal use during non-work time, outside the workplace, or during the working time while using library-owned equipment. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential library matters through social media. Confidential information means the Library's patron account information, patron credit card information, and employee medical information. Employees may not post any information that is subject to attorney-client privilege
2. Employees may not use social media to harass, threaten, libel or slander, bully, make maliciously false statements, or discriminate against coworkers, managers, patrons, vendors or suppliers, and organizations associated or doing business with the Library, or any member of the public, including website visitors who post comments. The Library's anti-harassment and EEO policies apply to social media use in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours, and working conditions with coworkers.

### II. Library-Sponsored Social Media

The library-sponsored social media is used to:

- convey information about library products and services;

## Patron and Library Use Policies

- advise patrons about events and updates;
- obtain patron feedback, exchange ideas, or trade insights about trends; reach out to potential new markets;
- providing marketing support to raise awareness of the Library's brand; issue or respond to breaking news, or respond to negative publicity;
- brainstorm with employees and patrons;
- and discuss specific activities and events.

As such, the library-related social media is subject to the following rules and guidelines, in addition to the rules and guidelines set forth above:

1. Only employees designated and authorized by the library director may prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
2. Designated employees are responsible for ensuring that the library-sponsored social media conforms to all applicable library rules and guidelines.

### III. Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section I above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Computer and Internet Usage Policy concerning personal use of the library's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the library may not represent themselves as a spokesperson for the library.
3. Employees should respect all copyright and other intellectual property laws.
4. Employees may not advertise or sell library products.

### IV. Employer Monitoring

The library reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. The library reserves the right to monitor, review, and block content that violates the library's rules and guidelines.

### V. Violations

The library will investigate and respond to all reports of violations of the library's rules and guidelines or related policies or rules. Employees are urged to report any violations of this policy to the Library Director or to the Personnel Committee. A violation of this policy may result in discipline up to and including termination of employment.

### Travel

[We do have a travel policy, but it's a bit reactionary and long]

### Whistleblower compliance

[Dunno]

# Parental Leave Policy

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Policy Created:

Policy Revised:

## Purpose/Objective

The West Liberty Public Library will provide up to 16 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

## Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

## Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of 16 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 16-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 16 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid biweekly on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.

In the event of an employee who has given birth, the 16 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

## Personnel Policies

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

### Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave.

The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

### Requests for Paid Parental Leave

The employee will provide their supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

**From:** Allie Paarsmith  
**Sent:** Monday, October 4, 2021 4:47 PM  
**To:** David Haugland <[dhaugland@CityofWestLibertyIA.org](mailto:dhaugland@CityofWestLibertyIA.org)>; Lee Geertz <[lgeertz@cityofwestlibertyia.org](mailto:lgeertz@cityofwestlibertyia.org)>  
**Subject:** Parental Leave Policy

Does the City have a Parental Leave Policy? I was looking through the Employee Handbook and didn't see any specific headings relating to FMLA or Parental Leave.

I have drafted a policy for the Library to adopt in lieu of a City policy using the sample [Paid Parental Leave Policy](#) from the SHRM website and guidance from [New America](#), a policy think tank, and [UNICEF](#). Generally, 6 months is the recommended time for parental leave, allowing for 1 year of leave between two parents. Given the length of unpaid FMLA at 12-weeks, I feel that 6 months paid is too shocking for my board. My proposal is 16 weeks, or 4 months to be taken at any time during the 12-month period after the child is born or placed with the family.

Given that we are not able to offer competitive wages, I feel that offering robust and generous benefits would help draw and retain workers and their families to West Liberty. I'd appreciate your thoughts on this and would like to have further discussions if warranted.

Allie Paarsmith  
She/her/hers  
Library Director  
West Liberty Public Library  
[apaarsmith@wlpl.org](mailto:apaarsmith@wlpl.org)  
(319) 627-2084

**From:** Lee Geertz <[lgeertz@cityofwestlibertyia.org](mailto:lgeertz@cityofwestlibertyia.org)>  
**Sent:** Thursday, October 7, 2021 4:22:44 PM  
**To:** Allie Paarsmith <[apaarsmith@wlpl.org](mailto:apaarsmith@wlpl.org)>; David Haugland <[dhaugland@CityofWestLibertyIA.org](mailto:dhaugland@CityofWestLibertyIA.org)>  
**Subject:** RE: Parental Leave Policy

Allie,

The City currently does not have a maternity leave policy. The City has short term disability with the benefit time to use for maternity leave. The policy you have proposed is way to progressive for the City of West Liberty to have in place. We are working on updating the employee policy, but again I would look to have the maternity leave in line with what the City could afford to allow for time off from a staffing level.

I would need more time to work with the City Attorney and research to draft a policy that would best fit for the City. I know the Library Board has the authority to approve your policy, but I would be concerned that the policy is not close to being in line with the entire staff. This could also cause issues with the short term disability coverage, but I'm just not sure. Therefore we would need more time to process the request on the City's end.

*Lee Geertz-City Clerk/Finance Officer*

City of West Liberty

409 N. Calhoun St.

West Liberty, IA 52776

[lgeertz@cityofwestlibertyia.org](mailto:lgeertz@cityofwestlibertyia.org)

Phone: (319) 627-2418

Fax: (319) 627-4847

**From:** [Allie Paarsmith](#)

**Sent:** Friday, October 8, 2021 11:06 AM

**To:** [Lee Geertz](#); [David Haugland](#)

**Subject:** Re: Parental Leave Policy

I can't entirely agree that this policy is too progressive given that companies are moving towards 6+ months of parental leave and that Congress is proposing 12-weeks paid family medical leave. We have an opportunity to do amazing things for our employees and show that their well-being is valued; it also might help with the retention issues we have and the quality of applicants we get. It would also improve the health and well-being of the children being born and raised in West Liberty, as outlined in this article by the [Center on Budget and Policy Priorities](#). Unfortunately, it does appear that you are correct regarding the parental policies of other cities and even the University. The disparity between the recommendations given just by typing "recommended parental leave" into Google and the actual practices put in place is incredibly disheartening.

While I will accept our current parental leave practices for the moment, I do hope that you move forward with the best interests of our employees at heart. By advocating and adopting progressive policies, we would show how important their well-being is to the functioning of this City. If we continue our current offerings of mediocre wages and a good health insurance plan, we're going to have a revolving door of employment, losing good talent to better opportunities. I love my job, this organization, and this community, and I know my employees do too; however, we live in a harsh reality of student loan debt, medical expenses, and other external pressures that often lead to abandoned dreams. I hope that our organization wants to facilitate a better life for our employees and not ask them to make the sacrifices we have made for our careers.

Do we have literature regarding our short-term disability benefits and our employee assistance programs? I'd like to have those for my use and offer detailed information to my employees without having to take up your time by directing them to you.

Allie Paarsmith

she/her/hers

Library Director

West Liberty Public Library

[apaarsmith@wlpl.org](mailto:apaarsmith@wlpl.org)

(319) 627-2084

**From:** Lee Geertz <[lgeertz@cityofwestlibertyia.org](mailto:lgeertz@cityofwestlibertyia.org)>

**Sent:** Friday, October 8, 2021 12:10:44 PM

**To:** Allie Paarsmith <[apaarsmith@wlpl.org](mailto:apaarsmith@wlpl.org)>; David Haugland <[dhaugland@CityofWestLibertyIA.org](mailto:dhaugland@CityofWestLibertyIA.org)>

**Subject:** RE: Parental Leave Policy



Allie,

I was able to locate the following information provided by Clerk's net for parental leave. Although the City is required provide FMLA we don't have any employees who qualify. When we hold the committee meeting we will present the drafted policy you provided along with the recommendations from the Attorney of what is required for our City for disclosure and coverage. When I communicated progressive, my comment was the drafted policy is not in line with what our peers are offering. It is also a difficult due to staffing levels in all of our departments and then there is also fathers and adoptions that should be considered in the policy. I think we are off to a good start, but it will take time to work through and we will not be ready by your board meeting.

*If an employee is not able to perform the duties of employment because of employee's pregnancy, child birth, or medical conditions related to pregnancy or child birth, in conformity with Iowa law, the City will grant the employee an unpaid leave of absence for the period the employee is not able to perform the duties of employment, or for eight (8) weeks, whichever is less. In the event an employee is disabled as a result of pregnancy or following the birth of a child, FMLA permits up to twelve (12) weeks of unpaid leave. Employees are not required to exhaust their vacation and other available, awarded paid time off before taking unpaid Maternity Leave.*

I have attached the Short Term Disability Policy and Employee Assistance program. We are working on the contract with EAP and there might be more we can request of them. We will have all of the final documents by November during the annual employee benefit meeting.

*Lee Geertz-City Clerk/Finance Officer*

City of West Liberty

409 N. Calhoun St.

West Liberty, IA 52776

[lgeertz@cityofwestlibertyia.org](mailto:lgeertz@cityofwestlibertyia.org)

Phone: (319) 627-2418

Fax: (319) 627-4847

# Agenda Item- Bridges Renewal Agreement

## History:

It's time for us to renew our membership in the Bridges eBook and eAudiobook buying consortium for Iowa public libraries. The following is the Letter of Agreement for Current Participants:

## Member library responsibilities:

- The Library agrees to continue its participation in the Bridges Overdrive eAudiobook / eBook Consortium for a twelve-month period beginning July 1, 2025 extending through June 30, 2026.
- Signing and returning this Letter of Agreement, along with payment of fees makes the Library eligible to continue participation in the Bridges Consortium. Nonpayment will result in suspension of patron access.
- The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.24 per capita based on the city population in which the library is located. Per capita numbers are based on population figures from the 2020 census certified by the Iowa Secretary of State's office. FY26 fees are now available at <https://silo.knack.com/directory#bridges-fees/>
- A Library may pay an amount in addition to their annual fee as an extraordinary contribution to the development of the collection. A Library that pays an amount in excess of that Library's annual fee will have the option of selecting additional content of their own choice up to the amount of the extra fee they have contributed. Any content so purchased will be the property of the Consortium as a whole and will be accessible by all Consortium members. An extraordinary contribution may be made at any time during the fiscal year.
- The Library agrees to adhere to access, circulation, and collection policies determined jointly by the Bridges Consortium and by eligible group participants.
- The Library agrees to make this service available only to residents of its own city, rural residents of its own county, and/or residents of contracting cities. Open Access customers are not eligible for this service. The Library agrees to cooperate with the Bridges Consortium in a good faith effort toward this goal.
- With the above goal in mind, the Library is asked to make reasonable distinctions between eligible and ineligible patrons (ineligible meaning Open Access or out-of-state patrons) and agrees to work with the Bridges Management Team in this effort.
- The Library agrees to provide first-level technical support to their patrons, understanding that State Library of Iowa acts as back-up support for the Library. In providing first-level technical support, the Library agrees that it will not publish or distribute contact names, emails, or phone numbers of State Library of Iowa staff to local patrons.
- The Library understands that if the Library withdraws, the content remains the property of the Bridges Consortium.

## State Library of Iowa responsibilities to Bridges libraries:

- State Library of Iowa will manage the Consortium in partnership with Overdrive on behalf of the participants of the Consortium
- State Library of Iowa will act as the fiscal agent for the Consortium

- State Library of Iowa will continue to provide authentication services to member Libraries who choose not to authenticate through their own ILS system.
- State Library of Iowa will work with selectors comprised of member libraries to ensure a quality collection.
- State Library of Iowa will help promote the service, as well as provide consulting and training to member libraries in helping them effectively use the service.

### Budget Impact:

Our annual fee for Bridges is \$1,225.92, which will be invoiced after July 1, 2025.

### Options:

- A) Approve the Bridges Renewal Agreement
- B) Cease eBook and eAudiobook services to our patrons.

### Staff's Recommended Action:

Option A