



To: Library Board
Fr: Peter Loeffel, Library Director
January 15, 2025
Re: Logo apparel for staff

Purpose/Need

The library provides new employees with a \$100 credit to purchase apparel embroidered with the library’s logo. Supervisors are recommending that the library provide a \$100 credit as well to employees when they hit a five-year anniversary.

Background

The library first offered logo-branded clothing to employees in 2020. At that time, the Library Board approved a \$100 allowance to all employees working 16 or more hours per week. In addition, the Library began providing a \$100 allowance to new employees going forward as well. The allowances are funded from the Library Agency Trust. The allowance provided and opportunity for employees to have library-branded apparel while working in the library, and allows library staff to wear branded items while working a various library outreach events. All employees have the option to purchase additional items beyond their \$100 allowance.

Since it has been five years since employees have been given a \$100 credit, I would like the Library Board to approve providing a \$100 credit for all employees that have been working at the library since 2020. This will allow employees to replace or add additional clothing items. There are 21 employees that would qualify for this allowance.

In addition, library supervisors would like to start offering a \$100 credit to all employees in 2026 and going forward as they reach a five-year anniversary of beginning employment (5, 10, or 15 years, for example). The library typically has about four to six employees hit one of these milestones in any given year. This will allow the library to provide an additional allowance to longtime employees on a consistent basis.

The library will continue to offer a \$100 allowance to new employees working 16 or more hours per week.

Project Costs

2025

21 employees x \$100	\$2,100
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2026 and future years

Estimated four to six employees per year x \$100	\$400 to \$600 each year
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Recommendation

To approve providing a \$100 allowance in 2025 to all employees who have worked at the library for at least five years, and to provide a \$100 allowance starting in 2026 to all employees as they reach a five-year anniversary.