

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, January 15, 2018

Call to Order

- I. Additions/Changes to the Agenda
 - II. Public Comment
 - III. Approval of Minutes
 - a. December
 - IV. Reports
 - a. Staff introduction – Caroline
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
 - V. Policy Review
 - a. Mission Statement – committee to develop
 - b. Service Policy
 - VI. Old Business
 - VII. New Business
 - a. Board training
 - VIII. Other Business
- Adjourn

North Liberty Community Library Board of Trustees Meeting

City Council Chambers 1 Quail Creek Drive

North Liberty 6:30 PM, December 11, 2017

Members Present: Bud Forbes, Marcia Ziemer, Doug Neale, John Henk, Jessica Beck

Library Director: Jennie Garner

Call to Order: 6:30 PM

I. Additions/Changes to the Agenda: None

II. Public Comment: Chris Mangrich, new Library Board member designate, was introduced. Her term will begin January 2018.

III. October Minutes: Marcia Ziemer motioned to approve. John Henk seconded the motion. Approved.

IV. Reports

a. Staff Introduction: Jennifer Jordebek, Assistant Director

The following are updates on the projects focused on during October and November
Held part time staff meeting to facilitate better communication. This will be held on a regular basis. A training manual is being developed for new employees so that staff will receive comprehensive and consistent training. Staff without past library experience and/or library education warrants more in depth training in a variety of areas (customer service, library procedures, etc). Overseeing six full time staff and four part time staff, with 20% of time now going towards scheduling and coordination of staff. Developed and recorded a Stork Storytime podcast and the topic was "How Children Learn through Play" with Dr. Karla McGregor. This brings the total number of Podcasts to eleven. There have been a total of 702 "listens" to these programs. The third Baby Fair was held and the fourth one is being scheduled for next August. Interviewed and hired for open Library Assistant position (15 hours) o Began training new employee, Bethany Kluender. Working on the 100 Books Before Birth Project, which helps to establish a reading routine before the baby arrives.

b. Budget: Personnel Services: 39.82 percent ; Services & Commodities 45.13 percent; Total Library Services 41.65 percent ; Average this time of year 42 percent.

c. Friends: The Friends of the North Liberty Community Library are gaining new members and have been very active and successful with the Waffle Breakfast and more recently with the Cookie Walk. Members are very supportive and participate in the goals and objectives of their activities.

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North Liberty 6:30 PM, December 11, 2017

- d. Director: Trunk or Treat was held on October 27 (on a very cold evening) and 450 people attended. All North Liberty City Departments participated and supported this project. Bethany Kluender has started at 15 hours per week and is quickly adding her efforts to the staff. The first part-time staff training meeting was held and gaining good feedback on both training and scheduling. Staff training manual and safety training is ongoing and staff committee will be looking at creating training documents. New North Liberty City safety training software (Target Solutions) is being utilized, where appropriate. An In-Service will be held January 11 – Library Closed and Erin and Caroline will lead training on working with teens. The Police department will provide personal safety training. The Polaris software update will be done on the In-Service day as well. State Annual Survey Highlights show a 23.33 percent increase in e-book checkouts; a 40.52 percent increase in e-audio checkouts; a 7.98 percent increase in physical material circulation; and an 11.75 percent increase for registered patrons. The State Survey indicated an offering of 163 more programs with an attendance increase of 24.42 percent. Overall, an 8.75 percent increase in patron visits were reported. Since two other City departments are currently doing surveys, the community survey will be postponed until spring. Dashboard has been updated by key staff. The Library Director met with and led the Iowa Libraries of Medium Size on Dec. 1, at State Library of Iowa discussing trends. Finally, a marketing campaign to increase use of electronic media through Digital Johnson County RBDigital is being launched. Patrons check out five digital magazines to be entered in drawing. Each library will give away one iPad mini. Iowa City Public Library kindly designed marketing and promo materials. NLCL had 131 checkouts in November compared to mid-teens for circulation in prior months

V. Policy Review

- a. Conduct Policy and Sex Offender Library Use Policy. Motion to approve; Marcia Ziemer, seconded; Jessica Beck. Approved.

VI. Old Business: Discussion regarding future Library Board Training. Library Director will send links for further review. One area discussed for a topic was behavior training.

VII. New Business: None.

VIII. Other Business: None

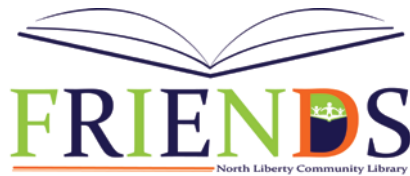
Adjourn: Motion to adjourn by John and seconded by Marcia. Approved and adjourned at 7:10 PM.

**financial report FY18
dec17**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	489,427.20	36,552.82	226,594.46	46.30%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	6,076.01	38,995.15	57.08%
Overtime pay	010-6-4010-1-6040	500.00	0.00	570.49	114.10%
FICA/Medicare	010-6-4010-1-6110	41,219.00	3,156.82	19,978.93	48.47%
IPERS	010-6-4010-1-6130	48,116.00	3,755.51	23,450.02	48.74%
Group Insurance	010-6-4010-1-6150	95,635.00	6,978.15	41,421.59	43.31%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	2.00	0.07%
Mileage	010-6-4010-1-6182	2,400.00	257.86	721.26	30.05%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	94.92	5,394.76	53.95%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,500.00	128.00	361.48	24.10%
Training & Conferences	010-6-4010-1-6240	8,500.00	161.00	5,819.50	68.46%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	300.00	0.00	28.99	9.66%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		768,914.20	57,161.09	363,338.63	47.25%
Building Maintenance	010-6-4010-2-6310	1,800.00	0.00	396.48	22.03%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	2,522.25	21,687.63	51.64%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	210.00	40.00%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,224.01	7,882.01	48.30%
Gas Utility	010-6-4010-2-6390	14,000.00	529.54	3,259.50	23.28%
Insurance/General	010-6-4010-2-6408	2,500.00	0.00	0.00	0.00%
Legal fees	010-6-4010-2-6411	0.00	0.00	0.00	
Immunization & Testing	010-6-4010-2-6412	600.00	0.00	424.70	70.78%
Adveristing & Publications	010-6-4010-2-6414	2,500.00	10.85	1,415.35	56.61%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	271.59	1,644.83	41.12%
Telephone	010-6-4010-2-6425	1,500.00	150.42	736.20	49.08%
Database Subscriptions	010-6-4010-2-6431	11,000.00	0.00	7,384.26	67.13%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	0.00	1,830.62	36.61%
Library Books	010-6-4010-2-6502	45,000.00	3,884.27	20,590.17	45.76%
Office Supplies	010-6-4010-2-6506	5,000.00	43.48	1,106.45	22.13%
Postage & Shipping	010-6-4010-2-6508	2,500.00	87.84	753.55	30.14%
Cleaning Supplies	010-6-4010-2-6511	500.00	0.00	448.72	89.74%
Building Maintenance Supplies	010-6-4010-2-6514	1,000.00	21.96	257.04	25.70%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	0.00	700.99	70.10%
Computers & Technology	010-6-4010-2-6518	8,000.00	540.99	1,086.45	13.58%
Program Materials	010-6-4010-2-6537	7,000.00	602.38	2,936.59	41.95%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18
dec17**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	710.14	14.20%
Library Supplies	010-6-4010-2-6540	7,000.00	925.79	2,669.33	38.13%
Audio Books	010-6-4010-2-6541	3,500.00	0.00	164.69	4.71%
DVDs/Videos	010-6-4010-2-6542	10,000.00	599.66	4,881.20	48.81%
Cake Pans	010-6-4010-2-6543	200.00	0.00	98.98	49.49%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	0.00	2,096.32	49.33%
Software	010-6-4010-2-6545	750.00	0.00	419.88	55.98%
E-Books	010-6-4010-2-6546	22,000.00	0.00	22,000.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	27.12	9,482.87	94.83%
Total Services & Commodities		234,445.00	11,477.15	117,274.95	50.02%
Capital Equipment	010-6-4010-3-6726	10,200.00	10,212.00	10,212.00	100.12%
Total Library Services		1,013,559.20	68,638.24	490,825.58	48.43%



Meeting Agenda
January 10th, 2018

Attendees: Donna, Judi, Rose, Kevin, Gayle, Jeanne, Linda, Regina, Diane

1. Approval of December Meeting Minutes

Motion to Approve – Diane

Second – Rose

2. Financial Report

Checking balance - \$8338.21

CD balance - \$ 6,174.38

3. New Business

- Contribution Letters – Mar/April (Jennie)
- Friends Awareness Display – Rose and Diane will set up a display in February (confirmed-set up w/Melanie) Display will have past fundraising events pictures (Waffle Breakfast, Cookie Walk, Book Sale), Library project needs (1000 Books, Children’s Area, Carpet, etc.), Friends info and contribution brochure.
- Advertise awareness on Face Book, News Papers, Library website
- Friends/NL Library recognition in Mercy Hospital new baby packet. (Melanie have contact from “Read to the Bump” program?) (Kevin)

4. Funding Requests

- RIPL – Atlanta/cost is \$1200
- 1000 Books – any needed cost for 2018?
- Summer Reading Book Gift – any needed cost for 2018?
- Jennie any other funding requests you would like to mention for February meeting?
- Order a few extra shirts to have on hand (2 med/2 lg)

5. Fund-raising Events

- Cookie Walk – Ask Marcos to donate 2 dozen boxes for patrons who buy 2 doz or more cookies. (Marcos can have \$off coupon for pizza in box to gain business)

- Book Sale Idea – Ask moving company or Realtors for good used books from clients moving (Regina)

6. Miscellaneous

- Shirt Orders – Would like grey t-shirts and long sleeve shirts. (no sweatshirts)
- Pricing- Is there a price break for number of shirts ordered?
- Contact info for Juan? (Jennie)
- Donna has sizes for most members (need sizes from Jennie, Justin, Ruth and Russ)

7. Next meeting: February 14th, 2018 (Happy Valentines Day)

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Jan. 15, 2018

- I. Financial Report and Update as of Dec. 31, 2017
 - A. Personnel Services: 47.25 percent
 - B. Services & Commodities: 50.02 percent
 - C. Total Library Services for: 48.13 percent
 - D. Average this time of year: 50 percent

- II. Administrative Update
 - A. Employee update
 - i. PT Library assistant opening
 - 1. Bethany Kleunder took another library position so her last day is Jan. 28
 - ii. Staff evaluations due at end of January
 - B. In-Service January 11 – update
 - i. Caroline led Behavior Basics and Erin led Circles training
 - ii. Police department provided personal safety training
 - iii. Polaris software update
 - C. Working on FY17 Annual Report
 - i. Goal to finish by end of January
 - D. Endowment contribution letter to be sent out in February
 - i. Encourage 100 percent participation from the board
 - E. General Donations
 - i. Scheels donated \$3000 at the end of December
 - ii. \$200 from individual
 - iii. \$2500 from an estate
 - F. FY19 Budget Proposal – department heads meeting with City Council at 5:30pm, Jan. 16
 - G. Vacation in February
 - H. Legislative Reception – Library as community center and budget discussion
 - I. Accreditation review – FY19 NLCL is up for renewal

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
January 2018

The following are updates on the projects I have been focusing on during December:

- Developed and recorded a Stork Storytime podcast to post in January
 - Topic was “Flu shots and Vaccines” with the North Liberty Family Health Centre
- Renewed Public Library Director Certification with the State Library of Iowa
 - Valid through December 2020
- Participated in “Library Horizons: What's new at ARSL 2017?” webinar
 - Presented a brief review of 2 sessions I attended at this conference

Submitted by,

Jennifer Jordebrek
Assistant Director

Adult Services Board Report

January 2018

1. 696 people attended adult programs (weekly, stand alone, and pop ups) during September – December!
2. There was no Last Tuesday of the Month Book Club in December, due to the holidays. We next meet on January 30th, and our book is *The Mountain Between Us*, by Charles Martin.
3. Our new book club Gulp Fiction will meet Tuesday, January 9th, for its inaugural meeting. This is a book club geared toward twentysomethings, but everyone is welcome. We will be meeting at Muse from 6-7pm. Our first read is *The Subtle Art of Not Giving a F*ck*, by Mark Manson. After this meeting, Caroline and I will trade off facilitating this group.
4. Integration in Motion will be meeting every Thursday, beginning this month. It will not meet on January 11, however, since the library is closed for in-service and software updates. The first and third Thursdays will be crafts, and the second and fourth Thursdays will be games.
5. I am on vacation the week of January 14th. Erin will lead Integration in Motion for me that week.
6. We've been invited to submit another grant proposal for the Hy-Vee Community Garden Grant, so I will be working on that this month. We will have a second raised bed this year, and now that we have one bed in place, we will be able to plant earlier and enjoy some cool weather crops such as lettuces. Erin and I have decided that one bed may be devoted to just tomatoes since they took over last summer!
7. On Thursday, January 25th, a speaker from the African American Museum of Iowa will present a program on the History of Civil Rights in Iowa and the U.S. It will be at 6:30pm.

Respectfully submitted,

Elaine Hayes

Adult Services Librarian

Family Services Board Report
North Liberty Community Library
January 2018

- Family:
 - 12/15 Family Movie
 - Despicable Me 3
 - 40 people attended
 - 12/29 Noon Year's Eve Party
 - 250 people attended
 - Balloon drop
 - Firework craft
 - DIY snack mix
 - Princess Belle attended, she did meet and greet and storytime
- Baby & Tots:
 - 12/15 Iowa Gym-Nest
 - 50 people attended
 - 12/19 West Music
 - 53 people attended
 - 12/20 West Music
 - 49 people attended
 - 1000 Books Before Kindergarten
 - 128 people registered
 - 13 people completed

Emily

Youth & Teen Services Board Report

North Liberty Community Library

Nov/Dec 2017.

Family (overlap with Emily)

- 12/15 Family Movie
 - Despicable Me 3
 - 40 people attended
- 12/29 Noon Year's Eve Party
 - 250 people attended
 - Balloon drop
 - Firework craft
 - DIY snack mix
 - Princess Belle attended and did meet and greet and storytime

Kids

- 12/5 - Games
 - 10 in attendance
- 12/12 - Book Based craft (Sweetest Kulu)
 - 9 in attendance
- 12/19 - Science
 - 12 in attendance
- 12/7 - Minecraft (K-6th)
 - 7 in attendance

Tweens

- 12/7 - Games
 - 5 in attendance
- 12/14 - Glitter tattoos
 - 7 in attendance
- 12/21 - Games
 - 7 in attendance
- 12/8 Autism Browsing Night
 - 50 in attendance
 - 2 crafts
 - Snack/drinks
 - Dance party in meeting rooms

Outreach: Booktalks to Garner 6th graders (50); Van Allen and Penn Preschool (avg 26 kids per visit, am and pm)

Question of the Week: avg of 23 kids participated

Teens

- Maker Monday
 - avg 7 teens participated
- Flying Needles Knitting
 - avg 4 teens participated

Respectfully submitted,
Erin Silva
Youth and Teen Services Librarian

Technical Services Board Report
North Liberty Community Library
January 2018

Counter

- A new people counter has arrived
- It seems to be just like our old setup
- Once installed and configured the system will send certain staff members reports (daily, monthly, weekly)

Online Learning & Listening

- We have purchased Bluetooth headphones for staff to listen to webinars/online classes
- We will also be purchasing 2 headsets with microphones for staff to use when they will need to speak in the webinar/online class

Janet D Lubben
Technology Services Librarian

MISSION STATEMENT

Your Library. Your Community Gathering Place. Providing you with convenient and equal access to information, materials, programs and technology to meet your needs.

Library Service Program

The North Liberty Community Library is open seven days a week, for a total of 64 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

SERVICE POLICY

Address: 520 W Cherry St., PO Box 320, North Liberty, IA 52317

Phone: (319)626-5701

Web page: www.northlibertylibrary.org

I. Purpose Statement

The purpose of the Service Policy is to clarify library card registration and outline use of the library, including access to materials and technology and the processes for overdue fines and account reconciliation.

II. Library hours

- A. The Library will have regular business hours posted.
- B. The Library will close for legal, city holidays; occasional library staff training or city events; and inclement weather in compliance with City policy.

III. Confidentiality of Patrons

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as sited in Chapter 22.7 of the Code of Iowa.

IV. Registration

- A. Citizens of North Liberty, rural Johnson County, and communities participating in ~~the Iowa's~~ Open Access program may obtain a library card.
- B. Library cards are valid for three years and ~~are may be updated renewed upon patron request~~ at expiration.
- C. Library cards are issued to individuals. Family cards are not available.
- ~~D.~~ D. Adult patrons are asked to provide a current, government issued photo ID and proof of residence at time of registration. If proof of residence is not available, proof may be provided on the next visit. A library postcard may also be mailed to a new residence to confirm address, ~~if as~~ needed.
- E. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.
- ~~D.~~
- E-F. Parent or guardian permission must be provided for children under 13 years old who are unable to provide accurate registration information.
- F-G. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
- G-H. A patron may be limited in the number of items he/she may check out at a time at the discretion of library administration if he/she consistently has overdue materials or due to large fees on the card-holder account.

~~H-I.~~ A photo will be taken of each new patron to accompany their record for identification purposes.

~~I-J.~~ A \$2.00 replacement fee is assessed for lost cards and a \$.50 fee for barcode replacement on Recreation Center passes.

V. Use of Library material

~~A. Material check out limits: Cardholders may borrow up to five (5) DVDs at one time.~~

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B. Check out loan periods

a. Express books, DVDs and Cake Pans have a one (1) week checkout period.

b. Television series DVDs have a two (2) week checkout period.

c. Books, magazines and audiobooks have a three (3) week checkout period.

~~d. Miscellaneous collection items such as bike locks, device chargers, and air quality monitors are also available for checkout. See staff for loan information.~~

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C. Loan periods are based on open business days and exclude holidays.

D. All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.

E. Items on the reserve list may be renewed one time for three (3) days ~~one time~~.

F. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.

G. Patrons may request materials through Interlibrary Loan that are not owned by NLCL. There is a minimum \$3.00 charge/item to be paid at pick-up. Patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.

H. North Liberty and Johnson County residents have access to a variety of free electronic resources including subscription databases, e-books, e-audiobooks, and online magazines with a current library card.

VI. Reserve Material

A. Library material may be reserved in-person, by phone, by email or on the library's website.

B. Patrons will be notified by preferred contact method when a reserved item is available.

C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

VII. Equipment Use

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A. Laptops with wireless Internet and printing for adult patrons are available free of charge on a first-come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.

B. Quick computer stations may be accessed with a 15-minute pass, available at the Information Desk.

C. Copying and printing charges are \$.10 per page for single or double-sided. There is no fee for scanning a document to email.

D. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.

- E. An overhead projector ~~and screen~~ is available to patrons at no charge to be used in Meeting Rooms CD upon request.
- F. Card-holders are responsible for repair or replacement costs due to negligent damage to library equipment.

VIII. Notices & Displays

- A. ~~All notices and posters in designated public display areas will be reviewed and posted by staff.~~ Display space and notice posting is available to educational, cultural and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. All notices and posters in designated public display areas will be reviewed and posted by staff.
- B. Objections to notices or displays may be brought before the North Liberty Community Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.
- C. All notices posted in the library become property of the library and may be removed and discarded at any time.

IX. Overdue Materials & Fee Structure

- A. The North Liberty Community Library does not collect overdue fines until items are over due for two weeks past the due date.
- B. Patron will be notified by text message or e-mail of overdue material when ~~it~~ past the due date.
- ~~C. Return or renewal of library materials on or before the established due date is required to maintain borrower privileges.~~
- ~~D. C.~~ There are no fees for items returned within 14 days of the established due date.
- ~~E. D.~~ Items returned 15 or more days overdue are subject to a \$2 fee/item.
- ~~F. E.~~ Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.
- ~~G. F.~~ Replacement cost for items returned more than eight (8) weeks past the due date will be billed to the library patron who has the items checked out, along with a \$10 restocking processing fee per item.
- ~~H. G.~~ Parents or legal guardians are responsible for all assessed library fees for minor children according to Iowa Code section 613.16.
- ~~H. H.~~ Items that patrons "claim return" will be searched for in the library for 60 days and then will be considered lost and the card-holder will may be billed replacement and restocking-processing fees.

X. Reconciliation & Suspension of Library Accounts

- A. Library services, including material check out and use of library equipment and services are suspended for account balances exceeding \$10.00.
- B. Lost material/replacement charges are the responsibility of the card-holder whose account bears the overdue items.
- C. Overdue fees may be paid with Food for Fines (one non-perishable food item/\$1 owed).

- D. Replacement costs for unreturned or long overdue library materials (past 8 weeks) and damaged equipment require cash payment or a replacement copy of the same title/material type unless other arrangements are made with library administration. In addition, a \$10 ~~restocking processing~~ fee ~~also~~ applies for each unreturned item.
- E. Parents or legal guardians with minor children eight-years-old or younger may also opt to read at the library for ½ hour per \$10.00 owed.
- ~~E.F.~~ Patrons may set up a monthly payment plan with administration through the library's reconciliation program as needed.

Reviewed/Approved by the Library Board of Trustees, January 2017

SERVICE POLICY

Address: 520 W Cherry St., PO Box 320, North Liberty, IA 52317

Phone: (319)626-5701

Web page: www.northlibertylibrary.org

I. Purpose Statement

The purpose of the Service Policy is to clarify library card registration and outline use of the library, including access to materials and technology and the processes for overdue fines and account reconciliation. The North Liberty Library supports the American Library Association's [Library Bill of Rights](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views (Article V)."

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II. Library hours

- A. The Library will have regular business hours posted.
- B. The Library will close for legal, city holidays; occasional library staff training or city events; and inclement weather in compliance with City policy.

III. Confidentiality of Patrons

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.
- C. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
- D. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

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IV. Registration

- A. Citizens of North Liberty, rural Johnson County, and communities participating in ~~the Iowa's~~ Open Access program may obtain a library card.
- B. Library cards are valid for three years and ~~are may be updated~~ renewed upon patron request at expiration.
- C. Library cards are issued to individuals. Family cards are not available.
- D. Adult patrons are asked to provide a current, government issued photo ID and proof of residence at time of registration. If proof of residence is not available, proof may be provided

on the next visit. A library postcard may also be mailed to a new residence to confirm address, ~~if as~~ needed.

E. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.

~~D.~~

E.F. Parent or guardian permission must be provided for children under 13 years old who are unable to provide accurate registration information.

~~F.G.~~ The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).

~~G.H.~~ A patron may be limited in the number of items he/she may check out at a time at the discretion of library administration if he/she consistently has overdue materials or due to large fees on the card-holder account.

~~H.I.~~ A photo will be taken of each new patron to accompany their record for identification purposes.

~~I.J.~~ A \$2.00 replacement fee is assessed for lost cards and a \$.50 fee for barcode replacement on Recreation Center passes.

V. Use of Library material

~~A. Material check out limits: Cardholders may borrow up to five (5) DVDs at one time.~~

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~~B.A.~~ Check out loan periods

a. Express books, DVDs and Cake Pans have a one (1) week checkout period.

b. Television series DVDs have a two (2) week checkout period.

c. Books, magazines and audiobooks have a three (3) week checkout period.

~~e.~~ d. Miscellaneous collection items such as bike locks, device chargers, and air quality monitors are also available for checkout. See staff for loan information.

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~~C.B.~~ Loan periods are based on open business days and exclude holidays.

~~D.C.~~ All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.

~~E.D.~~ Items on the reserve list may be renewed one time for three (3) days ~~one time~~.

~~F.E.~~ The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.

~~G.F.~~ Patrons may request materials through Interlibrary Loan that are not owned by NLCL.

There is a minimum \$3.00 charge/item to be paid at pick-up. Patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.

~~H.G.~~ North Liberty and rural Johnson County residents have access to a variety of free electronic resources including subscription databases, e-books, e-audiobooks, and online magazines with a current library card.

VI. Reserve Material

A. Library material may be reserved in-person, by phone, by email or on the library's website.

B. Patrons will be notified by preferred contact method when a reserved item is available.

- C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

VII. Equipment Use

- A. Laptops with wireless Internet and printing for adult patrons are available free of charge on a first-come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.
- B. Quick computer stations may be accessed with a 15-minute pass, available at the Information Desk.
- C. Copying and printing charges are \$.10 per page for single or double-sided. There is no fee for scanning a document to email.
- D. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.
- E. An overhead projector ~~and screen~~ is available to patrons at no charge to be used in Meeting Rooms CD upon request.
- F. Card-holders are responsible for repair or replacement costs due to negligent damage to library equipment.

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VIII. Notices & Displays

- A. ~~All notices and posters in designated public display areas will be reviewed and posted by staff.~~ Display space and notice posting is available to educational, cultural and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. All notices and posters in designated public display areas will be reviewed and posted by staff.
- B. Objections to notices or displays may be brought before the North Liberty Community Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.
- C. All notices posted in the library become property of the library and may be removed and discarded at any time.

IX. Overdue Materials & Fee Structure

- A. The North Liberty Community Library does not collect overdue fines until items are over due for two weeks past the due date.
- B. Patron will be notified by text message or e-mail of overdue material when ~~it~~ past the due date.
- ~~C. Return or renewal of library materials on or before the established due date is required to maintain borrower privileges.~~
- ~~D. C.~~ There are no fees for items returned within 14 days of the established due date.
- ~~E. D.~~ Items returned 15 or more days overdue are subject to a \$2 fee/item.
- ~~F. E.~~ Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.

~~G.F.~~ Replacement cost for items returned more than eight (8) weeks past the due date will be billed to the library patron who has the items checked out, along with a ~~\$10.5~~ restocking processing fee per item.

~~H.G.~~ Parents or legal guardians are responsible for all assessed library fees for minor children according to Iowa Code section 613.16 (<https://www.legis.iowa.gov/docs/code/613.16.pdf>).

~~H.H.~~ Items that patrons “claim return” will be searched for in the library for 60 days and then will be considered lost and the card-holder ~~will~~ may be billed replacement and restocking-processing fees.

X. Reconciliation & Suspension of Library Accounts

A. Library services, including material check out and use of library equipment and services are suspended for account balances exceeding \$10.00.

B. Lost material/replacement charges are the responsibility of the card-holder whose account bears the overdue items.

C. Overdue fees may be paid with Food for Fines (one non-perishable food item/\$1 owed).

D. Replacement costs for unreturned or long overdue library materials (past 8 weeks) and damaged equipment require cash payment or a replacement copy of the same title/material type unless other arrangements are made with library administration. In addition, a ~~\$10.5~~ restocking-processing fee ~~also~~ applies for each unreturned item.

~~E.~~ ~~Parents or legal guardians with minor~~ Minor children ~~eight years old or younger~~ may also opt to read at the library for ~~1/2~~ one hour per \$10.00 in fines owed.

~~E.F.~~ Patrons may set up a monthly payment plan with administration through the library's reconciliation program as needed.