

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
May 20, 2019 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
- IV. Staff introduction
 - a. Emily
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Board Self-Evaluation
 - b. Library Board By-Laws
- VII. Old Business
 - a. Volunteer Policy
 - b. Sex Offender Library Use Policy (pending attorney review)
- VIII. New Business
- IX. Other Business

Adjourn

North Liberty Community Library Board of Trustee Meeting

City Council Chambers, 1 Quail Creek Drive

North Liberty

April 19, 2019

Meeting Called to Order @ 6:30 pm.

Present: Marcia Zeimer, Heidi, Wood, Jessica Beck, Laura Hefley, Chris Mangrich

Absent: Malinda Allen

Library Director: Jennie Garner

1. Additions/Changes to Agenda: None
2. Public Comment: None
3. Approval of Minutes: Jan/March: Approved
4. Staff introductions- Andrew Fresbee-Collection/Development Librarian

Andrew presented a slide show showing the vast range of circulation of bks., audio, digital. Charts on yearly to monthly check out's and usage. Reported on the different kits created for library patrons, as well as their usage. And a general overview of library materials, purchases & circulation.

5. Directors Report:

1. Jennie reported that the library budget was on target @75% for this time of year.
2. Friends- Annual meeting -April 17th- 5:30 – Invitations issued to the board members.
Also reporting on the Friends future fund raising efforts & their assistance in funding the library for upcoming events
3. Staff updates: Two library assistants have been hired.

Lara Wegener & Lisa Collier

Youth & Teen Services Librarian- Kayla Hodgson

4. Endowment update- \$2100 this quarter. Total balance \$33,681.
Coralville/North Liberty Rotary Club has recently donated \$500.
New Flamingo Flocking Fund Raiser is also expected to bring in
Donations.

5. Professional Development & Training is ongoing for staff.

6. The Kanopy program (video streaming) was launched with great
response so far.

7. Teen lounge has had some new updates.

6. New Business: Marcia informed us of Board Self-Evaluation to be
filled out then we will review @ May's Board meeting.

7. Old Business: Policy Review of Library Sex Offender against Minors.
(still tabled).

Mission Statement- Reviewed & Approved.

Proctoring Policy- Reviewed & Approved.

Volunteer Policy- Reviewed & Approved. (Pending some rewording).

Adjourned @ 7:33pm.

Next Meeting – May 20, 2019.

**financial report FY19
apr19**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	517,170.00	43,515.08	428,598.28	82.87%
Part-time & Temp Wages	010-6-4010-1-6020	84,737.00	7,679.71	66,093.75	78.00%
Overtime pay	010-6-4010-1-6040	500.00	0.00	438.06	87.61%
FICA/Medicare	010-6-4010-1-6110	45,123.00	3,790.27	36,950.13	81.89%
IPERS	010-6-4010-1-6130	55,841.00	4,954.10	45,742.39	81.92%
Group Insurance	010-6-4010-1-6150	93,393.00	6,710.98	67,983.26	72.79%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	0.00	0.00%
Mileage	010-6-4010-1-6182	2,600.00	945.34	2,660.89	102.34%
Group Insurance Deductible	010-6-4010-1-6183	17,691.00	42.00	14,995.63	84.76%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	125.00	2,714.00	150.78%
Training & Conferences	010-6-4010-1-6240	10,076.00	899.08	7,360.69	73.05%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	100.00	0.00	86.99	86.99%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		832,031.00	68,661.56	673,624.07	80.96%
Building Maintenance	010-6-4010-2-6310	1,800.00	0.00	0.00	0.00%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	0.00	34,640.10	82.48%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	350.00	66.67%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,360.00	12,871.85	78.87%
Gas Utility	010-6-4010-2-6390	14,000.00	556.50	4,968.32	35.49%
Insurance/General	010-6-4010-2-6408	3,000.00	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	244.00	992.50	165.42%
Adveristing & Publications	010-6-4010-2-6414	3,000.00	876.49	2,550.47	85.02%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	206.69	2,029.35	50.73%
Telephone	010-6-4010-2-6425	2,000.00	147.90	1,563.09	78.15%
Database Subscriptions	010-6-4010-2-6431	11,000.00	0.00	8,138.09	73.98%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	339.59	3,845.77	
Library Books	010-6-4010-2-6502	46,315.00	4,799.71	39,478.40	85.24%
Office Supplies	010-6-4010-2-6506	5,000.00	210.08	3,385.26	67.71%
Postage & Shipping	010-6-4010-2-6508	2,200.00	427.42	1,397.83	63.54%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	309.63	1,284.79	85.65%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	120.58	489.96	81.66%
Furniture & Fixtures	010-6-4010-2-6517	4,000.00	0.00	4,161.10	104.03%
Computers & Technology	010-6-4010-2-6518	8,000.00	30.00	6,573.82	82.17%
Program Materials	010-6-4010-2-6537	9,915.00	257.82	5,903.86	59.54%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY19
apr19**

Summer Reading Program	010-6-4010-2-6539	6,600.00	0.00	1,577.12	23.90%
Library Supplies	010-6-4010-2-6540	7,062.00	2,169.47	7,121.95	100.85%
Audio Books	010-6-4010-2-6541	3,500.00	293.39	1,285.65	36.73%
DVDs/Videos	010-6-4010-2-6542	11,000.00	815.80	8,020.74	72.92%
Misc Collection	010-6-4010-2-6543	200.00	0.00	0.00	0.00%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	0.00	2,667.98	62.78%
Software	010-6-4010-2-6545	750.00	0.00	1,264.88	168.65%
E-Books	010-6-4010-2-6546	25,000.00	33.92	22,433.92	89.74%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	226.80	10,861.25	108.61%
Total Services & Commodities		249,137.00	13,460.79	189,858.05	76.21%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,081,168.00	82,122.35	863,482.12	79.87%

Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 20, 2019

- I. Financial report and end of month update:
 - A. Personnel Services: 80.96 percent
 - B. Services & Commodities: 76.21 percent
 - C. Total Library Services for: 79.87 percent
 - D. Average this time of year: 83 percent
 - E. Budget amendments are noted on financial report: \$23,319.00

- II. Administrative Update
 - A. Staff Update
 - i. Position openings – hiring goal for early July start dates
 - 1. Library Assistant II – 25 hours/week
 - a. Nessa Vahedian Khezerlou end date July 19
 - b. Moving out of state
 - 2. Library Assistant I – 15 hours/week
 - a. Lisa Collier end date in September
 - b. Accepted other offer
 - ii. Endowment update
 - 1. Receive a \$2000 contribution in May
 - 2. Flamingo Flocking Fund-raiser this month SOLD OUT
 - B. Building/maintenance updates
 - i. Talking with the artist who painted the mural that is on the Locally Grown lactation room to make some art for the room and possibly the east wall
 - ii. Talking with Big Picture Gallery about art for Teen Lounge
 - iii. Looking at solutions for flooring issues (bubbling in rubber flooring)
 - iv. Iowa Prison Industries furniture work
 - 1. Adding theatre style seating for kids' area
 - 2. Reading nook
 - 3. Retrofit cake pan shelving for overflow DVDs
 - a. Discussing removing cake pan collection – low circulation
 - b. Library of things –would allow us to launch/expand other miscellaneous collections
 - C. Professional Development and Training
 - i. City safety training – Personal Protective Equipment
 - ii. Monthly staff training at library
 - 1. Will rotate among staff interested in leading these trainings
 - 2. This month: Humor, character, and communication
 - D. Community update
 - i. Kanopy - 78 views in second month (more than doubled)

- ii. Student AIM Card – access for all Iowa City School District students (14,000) at North Liberty, Coralville, and Iowa City

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
May 2019

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

- Stork Storytime (SS) updates:
 - Rolled out the updated Reads program at the NL Pantry, aligned with prizes and format offered at the library
 - Presented joint session with ICPL at Kids Matter Conference (April 5)
 - “A Podcast That Delivers” article was published in May 1, 2019 American Libraries magazine
 - <https://americanlibrariesmagazine.org/2019/05/01/stork-storytime-podcast-that-delivers/>
- Completed practicum site visit for library student

Submitted by,

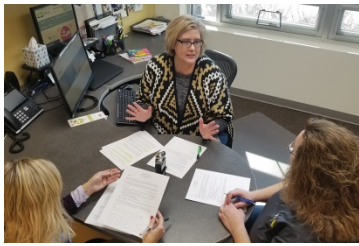
Jennifer Jordebek
Assistant Director

A Podcast That Delivers

Stork Storytime Talks shares early-literacy tips with expecting caregivers

By [Jennifer Jordebrek](#) | May 1, 2019

North Liberty (Iowa) Community Library Public Services Librarian Heidi Hartke (left) and Assistant Director Jennifer Jordebrek (center) record a podcast episode with Crystal Hall, director of programs at YPN (Young Parents Network). Photo: Melanie Harrison/North Liberty (Iowa) Community Library



Many studies show that when parents get involved with early literacy, a child is better prepared for school—and life. That’s why North Liberty (Iowa) Community Library developed a monthly podcast aimed at busy, expecting families. Caregivers can learn about the literacy skills kids need to succeed—such as phonological awareness, letter knowledge, and print motivation—whenever and wherever they can.

The vision behind our *Stork Storytime Talks* podcast is simple: We want to enable new and expecting parents and caregivers to learn about early literacy skills at a time that is convenient for them, whether that’s during a daily drive or baby’s naptime.

The *Talks* podcast is a part of the larger [Stork Storytime initiative](#) I have been developing at North Liberty Community Library since 2015. This education series encourages expecting families to develop a reading routine before baby arrives, with help from three components: a read-aloud program; an annual expo that connects families with local businesses, resources, and social services; and the [Talks podcast](#), which features experts and staffers from local libraries sharing useful information directly with caregivers. The initiative aims to get participants more confident about their role as a child’s first teacher.

The podcast grew out of an actual storytime at the library for expecting parents. Experts would talk about a specific early-literacy skill, and the library would share how we support that skill via programming and our collections. For instance, we had AmyRuth McGraw, lecturer at University of Iowa, discuss print motivation and how to read aloud to children. Karla McGregor, professor emeritus at University of Iowa, spoke about enriched vocabulary and the role of play in learning and development. At the end of the storytime, there would be social time for the adults. We wanted to provide a place where expecting parents could meet, start to build relationships and a network of support, and develop a habit of coming to the library.

But, as library programmers might empathize with me, I quickly realized that it's hard to find a time that works for this specific population to attend. Even though North Liberty is a fast-growing community with a large number of young families, expecting parents have a lot going on in their lives—and a short time frame before baby arrives. Speaking from my own experience, not much during my first pregnancy could entice me back out of the house after a long day of work.



I knew sharing early-literacy concepts was important and wanted to see the program continued, so I decided to turn it into a podcast. This format would allow adults to listen and learn when they had the time, as well as expand the program's reach beyond our community.

In 2016, we recorded our first session, "Welcome to Womb Literacy." The podcasts were sporadic, but in 2018 we decided to rebrand the program as *Stork Storytime Talks* and commit to a monthly episode format.

I am the main host, and we alternate cohosting duties among staffers. The recording is done at the library or at the episode guest's location. Prior to each episode, I research the topic and create an outline for my guests, which helps them know what to expect. Once the library has recorded an episode—installments average 20–40 minutes—the city's communications department polishes up the audio. We host the podcast on SoundCloud.

Talks has expanded to topics beyond literacy, such as surrogacy, newborn screening, safe sleeping, and car seat safety. My favorite offsite recording was when I toured the Mother's Milk Bank of Iowa in Coralville and learned how this resource helps babies in need. There are actual banks that collect and distribute breast milk! We've also started recording a quarterly "Libraries and Literacy" series, which keeps with our original storytime concept. Each of these episodes features a different local library and focuses on a specific early-literacy skill.

We're not professional podcasters, and we continue to learn and adapt as we go. But what's important is that we have fun creating the episodes, and our guests are grateful to have an opportunity to share their expertise or help others going through a similar situation. Have a listen, and let us know what you think.

JENNIFER JORDEBREK is a former children's librarian and current assistant director at the North Liberty (Iowa) Community Library. Email: jjordebrek@northlibertyiowa.org.

Youth & Teen Services Board Report

North Liberty Community Library

April 2019 (April 9th -May 13th)

Family (Overlap with Emily)

- Egg Hunt - 256 people attended (April 12)
- Family yoga - 10 people attended (April 25)

Kids

- Super Tuesdays – avg 5 per week
- Rotating schedule for the month - Games, Book + Art, Crazy 8s math club, Lego day

Tweens

- Avg. of 4 kids per week
- Rotating schedule for the month - Games, Pinterest Club, Crazy 8s math club, Wild Card (they choose their activity that day)

Special Programs

- Free Comic Book Day (May 4th) - 11 people attended
 - Had a variety of crafts/activities for kids to do while in the library

Outreach:

- Van Allen PreK - avg. 36 kids (2 classrooms, am/pm); Penn PreK - avg. 22 kids (am/pm)

Question of the Week: avg. 41 of kids participating in a 4 week span

Snack:

- We served an average of 16 kids a day between 4/8 and 5/5; that averages out to 81 kids per week. Table to Table has recently started bringing us food on Thursdays, which help out with our weekend kids as well.

Teens

- Gulp Fiction Book Club: The Golum and the Jinn - 5 people attended (April 9th)

Respectfully submitted,

Erin Silva

Youth and Teen Services Librarian

Family Services Board Report
North Liberty Community Library
May 2019

- Family:
 - 4/11 Bridge to Reading party
 - 0 people attended
 - 4/12 Egg Hunt
 - 256 people attended
 - 4/15 Family Yoga
 - people attended
 - 4/25 Family Yoga
 - 10 people attended
- Baby & Tot
 - 4/17 Tippie Toes
 - 77 people attended
 - 4/24 DoodleBugs
 - Straw Rockets
 - 46 people attended
 - 5/3 Crafting Friday
 - Straw Rockets
 - 24 people attended
- 1000 Books Before Kindergarten
 - 201 enrolled
 - 36 completed
- BYOB
 - 4/26
 - Read *The Hunger* by Alma Katsu
 - Ate at Rapid Creek Cidery (Wilson's Orchard)
 - 4 people attended
 - Handing BYOB over to Heidi!

Adult Services Board Report

May Overview

DIY Bike Maintenance was a success! Jon at Sugar Bottom Bikes was a great presenter – and everyone who attended learned something from him. We had 16 attendees and I hope we can find a way to partner with SBB for future events or community projects.

Our Dog Training Seminar was fun and provided a good way to partner with the community group behind the North Liberty Dog Park. We are partnering with more community and nonprofit groups this summer including Improv Incubator HQ, the Iowa Chapter of the Alzheimer's Association, and some of our local representatives – Amy Nielson, Kevin Kinney, and Mary Mascher.

In an effort to make our volunteer opportunities more visible, I've created a free account on VolunteerMatch.com for the library where we can post specific opportunities for events that may have a broader reach and influence people who may not already be connected to our library.

Updates for Future Planning & Programming

I'm also working to develop training for potential reliable volunteers for our Homebound Program and Library Pop-Ups at the NL food pantry.

Technical Services Board Report
North Liberty Community Library
May 2019

Getting out Databases

- We have added several new databases
- I want to work with Melanie to get the word out about dbs
- I want to join a storytime or two to showcase Sesame Street, Tumblebooks, and Lil Pim (learning languages)

Replacement Computers

- 2 patron computers are on the fritz,
- One has been here from the original move in.
- The other is the Macbook. It is aged out of the rotation. I can't protect or put time and print management on it
- A staff member's computer is also acting up and will need to be replaced

Janet D Lubben
Technology Services Librarian

BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act.

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.

VOLUNTEER POLICY

I. Purpose

The following policy is designed to promote a maximum degree of excellence in the library's volunteer program. The North Liberty Community Library's volunteers are an important extension of the library's staff. Volunteers perform a wide variety of tasks that are vital to the institution.

II. Definition of a Volunteer

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the North Liberty Community Library and is not paid by Library funds.

III. Utilization of Volunteers

1. In order to achieve the vision and mission statement of the North Liberty Community Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. Volunteers are recognized as contributors to the goals and services of the Library.
2. After fulfilling library procedures, the library staff accepts and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

IV. Guidelines for Volunteers

1. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
2. Volunteers must be approved by library staff prior to performance of assigned tasks.
3. Volunteers will receive regular training from designated library staff.
4. Volunteers may start service in 6th grade with parental permission.
5. All volunteers will wear a volunteer badge while performing volunteer work at NLCL.
6. Reasonable special accommodations may be made upon request.
7. A background check may be required on adult volunteers based on requirements of the City of North Liberty personnel policy.
8. Procedures and requirements for the volunteer will vary with age of volunteer.
9. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.
10. Volunteers may be used to support staff in offering current library services.
11. Volunteers may not be used to establish and maintain new library services.
12. Volunteers will not be used to replace or reduce the number of paid staff.

13. Volunteers will be covered with respect to liability insurance in relation to their duties at the library.
14. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
15. The library staff will, upon request, provide letters of reference for a volunteer, if deemed appropriate.
16. Volunteers will show respect to patrons, other volunteers and staff.
17. Volunteers are expected to adhere to all library policies and procedures during their volunteer shifts.
18. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
19. The North Liberty Community Library reserves the right to terminate the services of the volunteer, if merited.

LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY

City of North Liberty, Iowa

I. Purpose

The Iowa Legislature passed, and the Governor signed, Senate File 340, which went into effect on July 1, 2009. Senate File 340 is a complete overhaul of Chapter 692A of the Code of Iowa, dealing with the registration of persons convicted of crimes designated as sex offenses. Senate File 340 includes new restrictions related to the use of public libraries on persons convicted of crimes designated as sex offenses against minors. The City of North Liberty has adopted this policy to ensure compliance with the new provisions of Chapter 692A regarding restrictions on public library access. For more information on Senate File 340 and the Iowa Sex Offender Registry, please visit www.iowasexoffender.com.

II. Application

This policy applies only to a person convicted of a sex offense against a minor as defined in Iowa Code Section 692A.101(28). All others are allowed access to the North Liberty Community Library under the same terms and conditions as the general public.

III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), a person who has been convicted of a sex offense against a minor may not be present upon Library Grounds without the written permission of the Board. In addition, a person who has been convicted of a sex offense against a minor may not "loiter", as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

IV. Definitions

- A. Board. The term "Board" shall refer to the North Liberty Community Library Board of Trustees.
- B. Library. The term "Library" shall refer to the North Liberty Community Library.
- C. The term "Library Grounds" shall refer to the real property situated at 520 West Cherry Street in North Liberty, and which is depicted as Lot 4 of the North Liberty Commercial Park and recorded in Plat Book 32, Page 242, of the Records of the Johnson County Recorder's Office.

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V. Application for Use Procedure

- A. A person convicted of a sex offense against a minor who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102 may petition the Board for permission to be upon the grounds of the Library. Any such person may contact the Library Director, or his/her designee, by telephone at 319-626-5701 for more information and an application form.
- B. No person shall be granted written permission to be upon Library Grounds if he or she has been convicted of a sex offense against a minor and is classified as a Tier II or Tier III Offender under the provisions of Iowa Code Section 692A.102.
- C. No person shall be granted written permission to be upon Library Grounds if the person is subject to this Policy and has been convicted of an aggravated offense, as defined in

Iowa Code Section 692A.101(1)(a), regardless of the age of the victim of the aggravated offense and regardless of the person's Tier classification.

- D. Upon receipt by the Library Director of a completed application for permission to be upon Library Grounds, the Library Director shall present such application to the Board at the Board's next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:
 - i. The offense for which the person has been convicted;
 - ii. The person's likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person's residence;
 - iii. Information obtained from the person's parole or probation officer, if the person is on parole or probation;
 - iv. The person's intended use of the Library; and
 - v. Any other information the Board deems relevant.
- E. The Board's meetings are open to the public. Any applicant may speak before the Board in favor of his or her application. The Board may reasonably request additional information from any applicant, whether or not that person is present at the Board's meeting.
- F. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board's first regular meeting following such request.
- G. If the Board grants permission to a person to be upon Library Grounds, the Library Director shall notify such person and the parole/probation officer for such person via U.S. Mail.

VI. Terms & Conditions/Restrictions

- A. A person who is granted permission pursuant to this policy to be upon the Library Grounds shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in paragraph B.
- B. A person who receives written permission to be upon the Library Grounds may be subject to Library use restrictions, including, but not limited to:
 - i. Time of day restrictions;
 - ii. Computer use restrictions;
 - iii. Study room use restrictions; and
 - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A person who has been granted written permission to be upon Library Grounds will receive written notification of any restrictions on his or her use of Library facilities or services.
- D. Upon application of a person who is granted written permission or the Library Director, Library use restrictions imposed upon a person may be amended, at the sole discretion of the Board.

VII. Revocation of Permission/Removal from Library Grounds

- A. Should the Library Director or Board discover, after the Board has granted a person permission to be upon Library Grounds, that the person provided false information on his or her application, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- B. Should a person ever be found to have violated the general terms of conditions of the Library or any special restrictions on use established by the Board for such person, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.
- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

VIII. Access to Library Materials

- A. Any person who has been convicted of a sex offense against a minor, regardless of classification or whether or not such person has been granted written permission to be upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, a person who has not been granted written permission to be upon Library Grounds must contact the Library Director, or his/her designee, at 319-626-5701, and designate another who may check out materials on behalf of such person. Any person so designated must either not be subject to this policy or must have been granted written permission to be upon Library Grounds pursuant to this policy.
- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as stated in the TERMS AND CONDITIONS/RESTRICTIONS Paragraph B.

Appendix C – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Aliases:

Address:

Phone:

Occupation:

Specific Offense:

Tier One Offender _____ Tier Two Offender _____ Tier Three Offender _____

Date(s) of any and all such conviction(s):

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes _____ No _____

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on North Liberty Community Library premises. What is your intended use of Library services and/or materials?

NOTE: Incomplete applications will be denied; successful applicants providing false information will have permission to be on Library premises rescinded.

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