

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
January 20, 2020 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. December
- IV. Reports
 - a. Staff Introduction
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
 - a. Service Policy
 - b. Child Safety Policy
- VI. Old Business
 - a. Sex Offender Policy

VII. New Business

Adjourn

Next meeting date: March 16, 2020, 6:30pm

North Liberty Community Library Board of Trustee Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
December 16, 2019

Meeting called to Order @ 6:30 pm.

Present: Jessica Beck, Laura Hefley, Scott Clemons, Mike Healy, Heidi Wood, Chris Mangrich

Library Director: Jennie Garner

1. Addition/Changes to Agenda: None.
2. Public Comment: None
3. Approval of Minutes: Approved
4. Staff Introductions: Jennifer Jordebrek - Assistant Library Director
Jennifer reported on her many duties as assistant Library Director, From scheduling wk. hours and rotation management, making outlook calendars, assigning color coding for staff on these calendars. Additionally, giving us an overview with her successful Stork Storytime Program and it's amazing growth. Increased listening of podcasts and rebranding of the program.
5. Directors Report:
 1. Budget: Salaries & total libraries service are on par.
 2. Friends: Cookie Walk sales of \$1000 in 3 hours reported.
Friends are working on ideas for fund raisers for 2020.
 3. Considering cameras for the Teen Lounge.
 4. Getting bids on ongoing flooring concerns of the trouble spot in the library.
 5. Jennie reported on continued staff training, with the community center and within the library itself.
Also reporting on the Library Place Training, she attended in New York and our library being the first in the state to be a designation. Plans, timelines and fund raisers are in the early stages.
 6. Student AIM cards were distributed to about 15,00 local students.
 7. Finally, the library is considering early access, expanded hours & elimination of fines, and translations of the community survey into multiple languages.
6. New Business: None.
7. Old Business: None.
8. Policy Review: Library Access for Sex Offenders Against Minors Policy:
Reviewed, checked for verbiage and passed.
9. Adjourned @ 7:10 pm. Next meeting: January 20, 2020

**financial report FY20
Dec19**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	575,620.00	49,041.88	282,034.43	49.00%
Part-time & Temp Wages	010-6-4010-1-6020	79,679.00	9,554.47	39,599.21	49.70%
Overtime pay	010-6-4010-1-6040	500.00	67.64	225.09	45.02%
FICA/Medicare	010-6-4010-1-6110	48,038.00	4,342.70	23,820.60	49.59%
IPERS	010-6-4010-1-6130	59,278.00	5,454.24	29,809.78	50.29%
Group Insurance	010-6-4010-1-6150	104,010.00	8,467.15	44,306.48	42.60%
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	34.44	1,141.76	43.91%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	0.00	7,804.59	78.05%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	140.76	433.00	24.06%
Training & Conferences	010-6-4010-1-6240	10,000.00	635.62	14,638.84	146.39%
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	0.00	0.00%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		894,625.00	77,457.38	443,813.78	49.61%
Building Maintenance	010-6-4010-2-6310	1,500.00	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	26,241.53	62.48%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	210.00	49.41%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,360.00	8,160.00	50.00%
Gas Utility	010-6-4010-2-6390	7,000.00	0.00	1,709.29	24.42%
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	750.00	0.00	666.80	88.91%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	36.53	1,624.89	46.43%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	0.00	1,633.50	54.45%
Telephone	010-6-4010-2-6425	1,500.00	151.19	905.41	60.36%
Database Subscriptions	010-6-4010-2-6431	12,500.00	0.00	6,947.38	55.58%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	560.85	3,341.93	66.84%
Library Books	010-6-4010-2-6502	46,000.00	2,982.52	22,879.43	49.74%
Office Supplies	010-6-4010-2-6506	5,000.00	113.25	993.11	19.86%
Postage & Shipping	010-6-4010-2-6508	1,800.00	19.74	611.33	33.96%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	0.00	1,060.27	70.68%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	7.99	51.48	8.58%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	132.34	132.34	13.23%
Computers & Technology	010-6-4010-2-6518	8,000.00	0.00	2,914.35	36.43%
Program Materials	010-6-4010-2-6537	8,000.00	486.86	4,061.38	50.77%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20
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Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	1,032.53	20.65%
Library Supplies	010-6-4010-2-6540	7,000.00	186.71	3,099.00	44.27%
Audio Books	010-6-4010-2-6541	3,000.00	528.94	2,180.29	72.68%
DVDs/Videos	010-6-4010-2-6542	11,000.00	415.52	5,260.18	47.82%
Misc Collection	010-6-4010-2-6543	250.00	0.00	0.00	0.00%
Newspapers/Periodicals	010-6-4010-2-6544	3,500.00	0.00	1,874.68	53.56%
Software	010-6-4010-2-6545	750.00	0.00	340.65	45.42%
E-Books	010-6-4010-2-6546	25,000.00	0.00	25,000.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	0.00	10,994.61	
Total Services & Commodities		233,895.00	7,017.44	133,926.36	57.26%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,128,520.00	84,474.82	577,740.14	51.19%

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Jan 20, 2020

- I. Financial report and end of month update
 - A. Personnel Services: 49.61 percent
 - B. Services & Commodities: 57.26 percent
 - C. Total Library Services for: 51.19 percent
 - D. Average this time of year: 50.00 percent

- II. Administrative Update
 - A. FY21 budget proposal
 - i. Budget meeting – Jan 21 Council work session
 - B. Policy edits
 - i. Note that there are three versions of Service Policy due to substantial changes
 - a. Original
 - b. Suggested changed tracked
 - c. New version with tracking approved
 - ii. Two versions of Sex Offender Policy
 - a. Original
 - b. City attorney revisions
 - C. Annual report
 - i. Included in your packet under city council report
 - ii. Marketing intern and Marketing Coordinator created
 - D. Community Center collaboration
 - i. Update – Administrative follow-up meetings to establish community center core values and a service model for the building
 - ii. Programmers collaborating for joint programs
 - E. Monthly staff training
 - i. Diversity Training – Race: The Power of Illusion
 - a. Five library staff attended
 - ii. January 28 – Mobile Crisis and library collaboration
 - F. Family Place Update
 - i. Emily pulling together order for equipment/toys for initiative
 - ii. Target start date is May
 - iii. Article in Press Citizen
 - iv. Funding possibilities

- III. Library operations update
 - A. Early access/expanded hours
 - i. Refresher: 8am daily, expands hours to 67 from 64
 - ii. Set to launch March 23
 - B. Elimination of fines

- i. Will launch with expanded hours
 - ii. Working on logistics and preparation
 - C. Student AIM Cards – one-month review
 - i. 175 students have been in to use their cards
 - ii. 435 check outs
- IV. Social work intern is working on a community survey
 - A. Friends will pay for French and Spanish translation
 - B. Strategies to distribute survey
 - i. Give survey to ELL teachers at Penn, Grant, and Garner elementary schools for 50 families
 - ii. Go to the Food Pantry for pop-up library
 - iii. Ask people who come into the library to fill survey out, specifically focusing on people of color, men, and older adults
 - iv. Reaching out to ELL Program Coordinator for the Iowa City School District, to ask about distributing the survey to the other schools in North Liberty (Van Allen, North Central JH, and Liberty HS)
 - v. Surveying people at grocery stores (with permission) to try to get more responses is an additional option being considered
- V. Staff updates – new format
 - A. Rather than individual reports, each full-time staff member has provided an update to share in the director's report
 - B. Assistant Director
 - i. Stork Storytime (SS) Talks podcast (<https://soundcloud.com/nlibertylibrary>)
 - a. Developed and recorded January episode "Learn About Literacy: B is for Book" with guest Tracy Clair from the Ely Public Library. The topic was the vocabulary early literacy skill.
 - ii. Updated staff desk and work schedules for the 2020 year
 - C. Adult Services
 - i. The inaugural community event embody | embrace will take place Saturday, January 25, day-long beginning at 12pm with food, art, and conversation.
 - ii. Snow White Mystery and Cider tasting. Jan 31
 - D. Family Services
 - i. Dec. 18 – Duke Otherwise performed Ebenezer Duke (a retelling of the Christmas Carole)
 - a. A few regular tweens from the library came and it was fun to see them be part of the performance and equally amazing that they were able to tear themselves away from the computer for a full hour.
 - 1. Here is the video for viewing.
 - ii. Noon Year's Eve party went well
 - a. Attendance was 349, up about 70 people from last year
 - b. Princesses were a big draw

- c. I have formulated ideas for fine tuning the prep for the party (set up, net hanging, additional activities, etc.) for next year; making program notes like this proves to be very helpful for me to continue to improve family programming.
 - 1. Here is the video for that program.
- d. Thanks to the Derek and Joel from the Communications Department for the wonderful videos
- e. On the horizon, I am very excited about the prep for the Family Place cornerstone program, termed “Parent Child Workshop”, we changed it to “Playful Parenting Group”. I have been sifting through lists of toys to order as well as scoring the building for storage areas

E. Youth & Teen Services

- i. Working on the dates for the next Youth Impact Initiative
 - a. Third round of the program, which is a life-skills class for 4th - 8th graders. They learn internet safety, babysitting skills, CPR, and fire safety
- ii. I will also be presenting to the Optimist club in North Liberty on February 27th.
 - a. Topic: the library’s work to build intentional relationships with the kids and teens. They’ve given me funds to supplement attendance to the National Kids Yoga Conference in April in Washington DC.

F. Technology Services

- i. Computer use is really growing.
 - a. Time report regarding computer use in December 2019
 - 1. Laptops: 1,605 mins (10 computers)
 - 2. Job: 2,725 mins (2 computers)
 - 3. Sit Down: 10.460 mins (2 computers)
 - 4. Quick: 627 mins (4 computers)
 - 5. Teen: 924 mins (4 computers)
 - 6. Kids: 21,775 mins (4 computers)
 - 7. Total: 38,116 minutes

G. Collection Development

- i. We are at the halfway point for the fiscal year. In comparison to the same period for last year (July through December), we are in general up in circulation:
 - a. Adult – No change
 - b. Primary – Up 11.4%
 - c. Juvenile – Up 6.3%
 - d. Teen – Up 6.6%

H. Public Services

- i. Art wall agreements are out to three artists for the 2020-21 season. We hope to add at least two more artists to round out the year
- ii. PT staff is up to date on trauma-informed approach training
- iii. Updated Account Reconciliation policy is in effect; so far, we have five patrons on repayment plans

Respectfully Submitted, Jennie Garner, Library Director

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 affirm the rights of all people to free and equal access to information. The North Liberty Community Library is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy is set forth to outline use of the library, including library card registration, 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* 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)."

(<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>)

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.

IV. Registration

- A. Citizens of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. Library cards are valid for three years, and may be 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, 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.
- F. Parent or guardian permission must be provided for children who are unable to provide accurate registration information.
- G. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
- 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.
- I. A photo will be taken of each new patron to accompany their record for identification purposes.
- 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. 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, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.
- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLCL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.

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 are available for adult patrons 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. Guest passes to access library computer stations are 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 is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available for use in meeting rooms and may be checked out at the Information Desk.
- F. Card-holders are responsible for repair or replacement costs due to negligent damage to library equipment.

VIII. Notices & Displays

- A. 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 overdue for two weeks past the due date.
- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. There are no fees for items returned within 14 days of the established due date.
- D. Items returned 15 or more days overdue are subject to a \$2 fee/item.
- 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.
- 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 \$5 processing fee per item.
- 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. 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 may be billed replacement and 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 or the parent or legal guardian for minor children.
- 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 \$5 processing fee applies for each unreturned item.
- E. Minor children may also opt to read at the library for one hour per \$10.00 in fines owed.
- F. Patrons may set up a monthly payment plan with administration through the library's reconciliation program as needed.

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- 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.

IV. Registration

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- G. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
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- C. All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLCL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
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- B. ~~Guest passes to access library computer stations are available at the Information Desk.~~
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- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. ~~The North Liberty Community Library does not collect overdue fines. There are no fees for items returned within 14 days of the established due date.~~
- D. ~~Items not returned 15 or more days for more than eight weeks overdue are subject to the replacement cost of the material(s), a \$2 fee/item.~~
- 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.~~
- 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 \$5 processing fee per item.~~
- G. ~~Parents or legal guardians are responsible for all assessed library replacement fees for minor children according to Iowa Code section 613.16(<https://www.legis.iowa.gov/docs/code/613.16.pdf>).~~

~~H.G.~~ 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 may be billed replacement ~~and processing fees.~~
Fees.

VIII. Reconciliation & Suspension of Library Accounts

~~A.~~ Library ~~services, including material check out and use of library equipment and services, are will~~
be suspended when patrons have items overdue for two weeks past the due date. for account
balances exceeding \$10.00.

~~B.~~ Patron accounts will return to good standing upon return of all overdue items.

~~A.~~

~~B.C.~~ Lost material/replacement charges are the responsibility of the card-holder whose account bears the overdue items or the parent or legal guardian for minor children.

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

~~D.~~ Payment is required for ~~R~~replacement costs for unreturned ~~or~~ long overdue library materials (past 8 weeks) and damaged library materials ~~equipment require cash payment or a~~
replacement copy of the same title/material type may be substituted for payment, unless
other arrangements are made with library administration. In addition, a \$5 processing fee
applies for each unreturned item.

~~E.~~ Minor children may also opt to read at the library for one hour per \$10.00 in fines owed.

~~F.D.~~ Patrons may set up a monthly payment plan with ~~administration library staff~~ through the library’s reconciliation program as needed to pay for replacement cost of lost/unreturned
items. . Patrons who meet the terms of the respective reconciliation plan may continue to
check out two (2) items at a time during the reconciliation agreement time period until the
account has returned to good standing.

IX. Equipment Use

~~A.~~ Laptops with wireless Internet and printing are available for adult patrons 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.~~ Guest passes to access library computer stations are 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 is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available for use in meeting rooms and may be checked out at the Information Desk.

~~F.~~ ~~Card holders~~ Patrons are responsible for repair or replacement costs due to negligent damage to library equipment.

X. Notices & Displays

~~A.~~ 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

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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.

Reviewed/Approved by the Library Board of Trustees, January 2019

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 affirm the rights of all people to free and equal access to information. The North Liberty Library (NLL) is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy is set forth to outline use of the library, including library card registration, 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* 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)."

(<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>)

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.

IV. Registration

- A. Citizens of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. Library cards are valid for three years, and may be 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, 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.
- F. Parent or guardian permission must be provided for children who are unable to provide accurate registration information.
- G. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
- 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.
- I. A photo will be taken of each new patron to accompany their record for identification purposes.
- 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. 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, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.
- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.

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. Overdue & Lost Materials

- A. Patrons are asked to return items by the due date or to renew those items before or on the due date.
- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. The North Liberty Library does not collect overdue fines. Items not returned for more than eight weeks are subject to the replacement cost of the material(s).
- D. 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.
- E. Replacement cost for items more than eight (8) weeks past the due date will be billed to the library patron who has the items checked out.
- F. Parents or legal guardians are responsible for all assessed library replacement fees for minor children according to Iowa Code section 613.16(<https://www.legis.iowa.gov/docs/code/613.16.pdf>).
- G. 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 may be billed replacement Fees.

VIII. Reconciliation & Suspension of Library Accounts

- A. Library material check out will be suspended when patrons have items overdue for two weeks past the due date.
- B. Patron accounts will return to good standing upon return of all overdue items.
- C. Lost material/replacement charges are the responsibility of the card-holder whose account bears the overdue items or the parent or legal guardian for minor children.
- D. Payment is required for replacement costs for unreturned long overdue (past 8 weeks) and damaged library materials or replacement copy of the same title/material type may be substituted for payment. Patrons may set up a monthly payment plan with library staff through the library's reconciliation program as needed to pay for replacement cost of lost/unreturned items. . Patrons who meet the terms of the respective reconciliation plan may continue to check out two (2) items at a time during the reconciliation agreement time period until the account has returned to good standing.

IX. Equipment Use

- A. Laptops with wireless Internet and printing are available for adult patrons 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. Guest passes to access library computer stations are 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 is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available for use in meeting rooms and may be checked out at the Information Desk.
- F. Patrons are responsible for repair or replacement costs due to negligent damage to library equipment.

X. Notices & Displays

- A. 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 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.

LIBRARY CHILD SAFETY AND VULNERABLE ADULTS POLICY

I. Purpose Statement

The North Liberty Community Library welcomes all ages and strives to provide an environment ~~/place and space~~ for all to enjoy. The ~~library is a public building open to all and the~~ safety and welfare of children and vulnerable adults at the library is of utmost importance. ~~however, the library is a public building open to all.~~ Vulnerable adults and young children should be supervised by age appropriate, responsible parties ~~at all times~~. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established ~~library~~ procedure for the protection of the involved party and to maintain an environment free from disruption in accordance with the Library Conduct Policy.

II. Unattended Children/Vulnerable Adults in the Library

- A. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18-years-old who is unable or unwilling to care for themselves.
- B. The library does not have staff, staff training, or State Certification to act as a child care facility or in lieu of trained staff or family for vulnerable adults.
- C. The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
- D. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
- E. Library staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
- F. Library staff may refer to the police those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside that of acceptable behavior in the library.
- G. Please refer to the Library Conduct Policy for more information ~~and procedures for addressing issues with unattended children and vulnerable adults regarding acceptable behavior.~~ (or remove point G altogether)

III. Parent/Caregiver Responsibilities

- A. Parents/caregivers should remain with persons in their care ~~at all times~~ and ~~be~~ responsible for the care of those persons ~~while~~ inside the ~~entire~~ Community Center building and on the premises. (NOTE: This expectation is ~~refers to for the~~ entire facility.)
- B. Parents/caregivers should encourage positive behavior by persons under their care while in the library ~~and all areas of the facility.~~
- C. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to property.
- D. Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes.
- E. Please refer to the Recreation Center Child Safety Policy ~~(insert hyperlink if their policy is posted online)~~ for requirements to use the Recreation and Aquatic Centers.

IV. Staff Guidelines

- A. Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children ~~or~~ vulnerable adults, or ~~those the aforementioned persons~~ with conduct issues.

- ~~B. If the parent or responsible guardian cannot be found in the building or by phone, the proper authorities will be notified after a period of 15 minutes.~~
- ~~C.B.~~ An incident report will be filled out, given to appropriate Community Center personnel, and kept on record.
- ~~D.C.~~ Library staff may not take children or vulnerable adults out of the building, unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.
- ~~E.D.~~ For safety reasons, appropriate law enforcement authorities will be contacted to take custody ~~For the safety of any child or vulnerable adult left unattended in the library for a period exceeding 15 minutes in the library during open hours or after closing time at closing if attempts to contact the parent, legal guardian, or custodian are unsuccessful. ,appropriate law enforcement authorities will be contacted to take custody after a time period of 15 minutes following closing if attempts to contact the parent, legal guardian, or custodian are unsuccessful.~~

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.

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.

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 of the Code of Iowa. Chapter 692, in part, places certain legal restrictions on persons who have been convicted of a sex offense against a minor, or who are required to register as sex offenders in another jurisdiction for an offense involving a minor, including specific restrictions on access to public libraries. ~~regarding restrictions on public library access.~~ For more information on Senate File 340 and the Iowa Sex Offender Registry, please visit www.iowasexoffender.com/gov.

II. 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. Library Grounds. 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.
- D. Offender. The term “Offender”, unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28), or an individual required to register as a sex offender in another jurisdiction for an offense involving a minor.

III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), an Offender may not be present upon Library Grounds without the written permission of the Board. In addition, an Offender 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.

~~II.~~ IV. Applicability

This policy applies only to a person ~~convicted of a sex offense against a minor as defined in Iowa Code Section 692A.101(28)~~ satisfying the definition of Offender as set forth in Paragraph II-D above. 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

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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. ~~Library Grounds.~~ The term “Library Grounds” shall refer to the real property within the following boundaries:

i. ~~Eastern boundary shall be a line extending roughly North and South from and parallel to the main entry doors to the North Liberty Community Library from the rest of the Community Center. Such boundary shall begin at a line extended from and parallel to the South edge of the sidewalk between the building and the North Community Center parking lot area and shall end at the North edge of the sidewalk between the building and the South Community Center parking lot area;~~

ii. ~~The Northern boundary shall be the South edge of the sidewalk between the building and the North Community Center parking lot area;~~

iii. ~~The Western boundary shall be the East edge of the sidewalk between the building and the West Community Center parking lot area;~~

iv. ~~The Southern Boundary shall be the North edge of the sidewalk between the building and the South Community Center parking lot area;~~

v. ~~Any other room, structure or area within the North Liberty Community Center or at any other location during the time such room, structure or area is in use by the North Liberty Community Library for Library programs;~~

vi. ~~Person.~~ The term “person”, unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28).

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V. Application for Use Procedure

A. ~~An Offender who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102(1)(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~~ be present upon the grounds of the Library. Any such person (hereinafter, an “Applicant”) 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-Offender~~ shall be granted written permission to ~~be upon~~ be present upon Library Grounds ~~if he or she who has been convicted of a sex offense against a minor and~~ is classified as a Tier II ~~Offender~~ or Tier III Offender under the provisions of Iowa Code Section 692A.102(1)(b) or (1)(c), respectively, ~~or who has been convicted of an aggravated offense against a minor, as defined in Iowa Code Section 692A.101(2)(a).~~

~~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.C.~~ Upon receipt by the Library Director of a completed application for permission to ~~be upon be present 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~~ Applicant has been convicted;
- ii. The ~~Applicant~~ 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 ~~Applicant~~ person's parole or probation officer, if the ~~applicant~~ person is on parole or probation;
- iv. The ~~person's~~ Applicant's intended use of the Library; and
- v. Any other information the Board deems relevant.

~~E.D.~~ The Board's meetings are open to the public. Any ~~applicant~~ Applicant may speak before the Board in favor of his or her application. The Board may reasonably request additional information from any ~~applicant~~ Applicant, whether or not that person is present at the Board's meeting.

~~F.E.~~ 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.F.~~ If the Board ~~grants permission to~~ approves the application of an Applicant person to be ~~present~~ upon Library Grounds, the Library Director shall notify ~~such the person~~ Applicant and his or her ~~and the~~ parole/probation officer ~~for such person~~ via U.S. Mail.

VI. Terms & Conditions/Restrictions

~~A. An Applicant person~~ who is granted written permission pursuant to this policy to ~~be upon be present upon~~ the

A. Library Grounds (hereinafter, a "Permittee") shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in ~~paragraph~~ Paragraph VI.B below.

~~B. A person~~ A Permittee 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~~ A Permittee will receive written notification of any restrictions on his or her use of Library facilities or services.

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- D. Upon application of an ~~an Permittee person who is granted written permission~~ or the Library Director, Library use restrictions imposed upon a ~~person-Permittee~~ 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-a Permittee~~ provided false information on his or her application, such ~~person's~~ permission to be present upon Library Grounds shall be immediately revoked and the ~~person-individual~~ shall be notified of ~~such the~~ revocation as soon as ~~possible-practicable~~ in person or via telephone, and by regular U.S. Mail.
- B. Should a ~~Permittee person ever~~ be found to have violated ~~the any-general~~ terms, ~~of conditions of the Library or any special-restrictions~~ described in section VI above on use established by the Board for such person, such ~~person's-individual's~~ permission to be present upon Library Grounds shall be immediately revoked and the ~~individual-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-person~~ whose permission has been revoked under this section and who remains on or enters upon 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~~ Offender, regardless of ~~classification or~~ whether or not such person has been granted written permission to ~~be upon-be present upon~~ Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, an ~~Offender-person~~ who has not been granted written permission to ~~be upon-be present 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 ~~the Offendersuch person.~~ Any person so designated must either not be subject to this policy or must have been granted written permission to ~~be upon-be present 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 ~~stateddescribed~~ in the TERMS AND CONDITIONS/RESTRICTIONS Paragraph B-Section VI, above.

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

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TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: Jan 8, 2020
SUBJECT: Monthly Library Report

At a Glance

Computer Usage	2343
Database Use	10,622
Meeting Room Use	805
Door Count	11,365

Library News

Included in this month's update is our FY19 Community Report designed by our Marketing Coordinator and our marketing intern.

KCRG covered a wonderful story in December about the work we do here at the North Liberty Library – and libraries everywhere – building relationships and helping connect people to needed resources. If you missed it, you can view it [here](#). We were surprised and thrilled that the story was picked up by other news agencies in Iowa. Mr. Odom stopped by the library this week on his winter break and reported to us that he's been busy working as a substitute teacher every day.

In line with the city's branding initiative, the library unveiled a fresh look for the website incorporating the new logo: www.northlibertylibrary.org.

Throughout the month of January, the library is welcoming visitors with a cup (or two) of coffee and partnering with local businesses for the Friday Coffee Break program. Every Friday, enjoy free coffee donated by favorite local coffee houses and participate in rotating interactive activities such as community puzzle building.

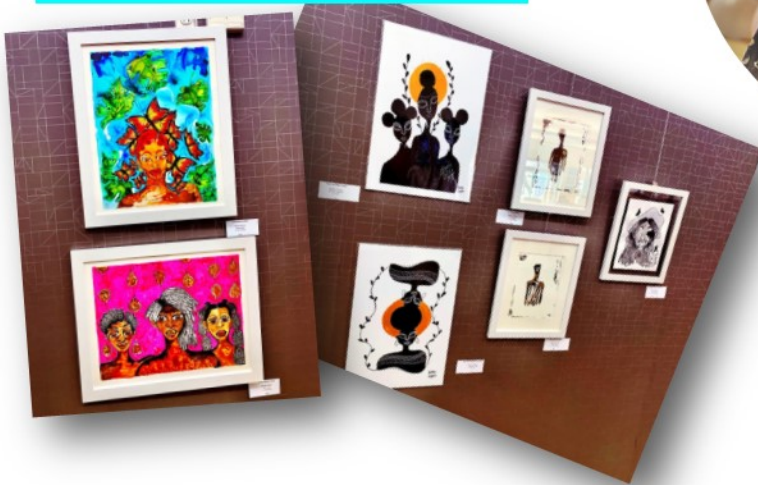
In this new year and decade, the library is honored to be part of the committee bringing embody | embrace, an inaugural annual event that celebrates and honors black history and culture, to our community. This year's theme is a celebration of black hair – its history, significance and beauty. Join us on Saturday, January 25, from 12-9pm, for a day filled with guest speakers, hair workshops and a spoken word event. Under the guidance of local black owned businesses, black artists, area non-profits, and dedicated resident volunteers the City of North Liberty is proud to host a day of education and empowerment. In addition, stop by the library this month to view the artwork of the embody | embrace featured artist, Naimah Thomas.

Our annual Noon Year's Eve party on Dec. 30 was a huge success with over 350 kiddos and their adults. Watch the fantastic [video](#) produced by our Communications team and check out pics and other program highlights below.

The Noon Year's Eve Bash is always a big family programming draw. We are fortunate to be part of the Community Center enabling us to accommodate large scale programs in the gymnasiums and Gerdin Conference Center.



Featured artwork of Naimah Thomas installed in the library's new art display space



Audience participation and laughter were keys to the fun-filled Ebenezer Duke performance in December.



Large motor skills, movement, and music are incorporated into much of our tot programming —all a big part of early learning. The Iowa Gymnast and West Music help support our regular tot programming at the library.





North Liberty Library

2018-2019 by the numbers

