

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
6:30pm, March 19, 2018

Call to Order

I. Additions/Changes to the Agenda

II. Public Comment

III. Approval of Minutes

a. January

IV. Reports

a. Staff introduction – Elaine

b. Budget

c. Friends

d. Director

e. Staff reports – questions

V. Policy Review

a. Planning for Results review

<https://tinyurl.com/y7sbubp7>

VI. Old Business

VII. New Business

VIII. Other Business

Adjourn

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

Meeting called to order at 6:30 PM

Attendance: Bud Forbes, President; Jessica Beck; John Henk; Marcia Ziemer;  
Chris Mangrich; and Doug Neale

Library Director; Jennie Garner

I. Additions/Changes to the Agenda: none

II. Public Comment: none

III. Approval of Minutes

December: Marcia Ziemer moved and John Henk seconded. Approved.

IV. Reports

- a. Staff introduction – Caroline, Youth and Teen Library Asst; NLCL Outreach Program at Liberty High School at a Volunteer Fair held over the lunch hour. Student staff member Shane participated to encourage fellow students to engage library in volunteer opportunities. Caroline is exploring the creation of a new group that would include teens to 30 year. She is working on drop in and pop up programs. Caroline will be graduating this semester as well.
- b. Budget— Budget is on track for time period, only part time expenses higher than forecasted due to added coverage times.
- c. Friends---Friends are assisting with support of library staff conference fees (RIPL). Friends' assistance continues to greatly enhance the mission of the library.
- d. Director---One of the part time staff will be leaving and the position is already posted to be filled soon. Evaluations of staff members are completed and are being shared with library staff at this time. Library In-Service Training was held on January 11, 2018. Caroline led with Behavior Basics, the NL Police Department provided safety training, and Erin led with a "Circle" activity. Polaris software was updated during the day and the following Sunday and was coordinated by Janet. Director Garner is encouraging all Board members to support the Library Endowment prior to sending out the appeals letter (later in February).

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Our new Board member, Chris Mangrich, attended the Legislative Event held on January 3<sup>rd</sup>. As a note, Bob Dvorsky, long time state legislative representative and strong advocate of library support, has announced his upcoming retirement.

e. Staff reports – questions

Board member Ziemer reflected on the proposed gardening project led by Elaine.

V. Policy Review

a. Mission Statement –

Board member Ziemer will take the lead and review “link” that explores mission statement design. She will reach out to Board members and library staff who want to participate (possibly in early March).

b. Service Policy –

Motion to approve by Ziemer, seconded by Henk. Approved. This policy revision includes patron Bill of Rights and child safety. It also sets out to allow a “child card” whereby younger children may request and receive a library card.

VI. Old Business --- none

VII. New Business –

- a. Board Training in future will include individual Board member reviews of training found “on-line” or other relevant library information updates (conferences, meetings, etc.).

VIII. Other Business --

- a. Next library board meeting will be held March. It will need to be confirmed that March 19<sup>th</sup> will be the date (third Monday of the month).

Adjourn

Motion by Henk; seconded by Ziemer. Meeting adjourned at 7:17 PM

**financial report FY18  
feb18**

<b>Budget Line</b>	<b>Account #</b>	<b>Actual</b>	<b>Monthly Expenditures</b>	<b>YTD Expenditures</b>	<b>% of budget spent</b>
Regular Salaries & Wages	010-6-4010-1-6010	489,427.20	36,552.84	305,669.71	62.45%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	5,870.70	52,272.91	76.52%
Overtime pay	010-6-4010-1-6040	500.00	0.00	570.49	114.10%
FICA/Medicare	010-6-4010-1-6110	41,219.00	3,136.32	26,825.74	65.08%
IPERS	010-6-4010-1-6130	48,116.00	3,789.34	31,641.77	65.76%
Group Insurance	010-6-4010-1-6150	95,635.00	7,199.03	55,819.65	58.37%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	2.00	0.07%
Mileage	010-6-4010-1-6182	2,400.00	0.00	845.92	35.25%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	747.96	6,775.81	67.76%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,500.00	320.00	793.48	52.90%
Training & Conferences	010-6-4010-1-6240	8,500.00	1,242.21	7,491.71	88.14%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	300.00	0.00	28.99	9.66%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
<b>Total Personnel Services</b>		<b>768,914.20</b>	<b>58,858.40</b>	<b>488,738.18</b>	<b>63.56%</b>
Building Maintenance	010-6-4010-2-6310	1,800.00	0.00	396.48	22.03%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	2,971.40	30,021.67	71.48%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	280.00	53.33%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,132.30	10,238.32	62.73%
Gas Utility	010-6-4010-2-6390	14,000.00	1,391.34	4,650.84	33.22%
Insurance/General	010-6-4010-2-6408	2,500.00	0.00	0.00	0.00%
Legal fees	010-6-4010-2-6411	0.00	0.00	0.00	
Immunization & Testing	010-6-4010-2-6412	600.00	43.00	467.70	77.95%
Adveristing & Publications	010-6-4010-2-6414	2,500.00	330.88	2,548.36	101.93%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	249.76	2,158.01	53.95%
Telephone	010-6-4010-2-6425	1,500.00	87.25	989.66	65.98%
Database Subscriptions	010-6-4010-2-6431	11,000.00	650.00	8,034.26	73.04%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	164.72	2,103.34	
Library Books	010-6-4010-2-6502	45,000.00	3,864.45	28,568.54	63.49%
Office Supplies	010-6-4010-2-6506	5,000.00	249.20	1,470.42	29.41%
Postage & Shipping	010-6-4010-2-6508	2,500.00	125.86	931.14	37.25%
Cleaning Supplies	010-6-4010-2-6511	500.00	521.38	970.10	194.02%
Building Maintenance Supplies	010-6-4010-2-6514	1,000.00	0.00	257.04	25.70%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	0.00	700.99	70.10%
Computers & Technology	010-6-4010-2-6518	8,000.00	78.97	3,245.42	40.57%
Program Materials	010-6-4010-2-6537	7,000.00	198.08	4,270.12	61.00%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18  
feb18**

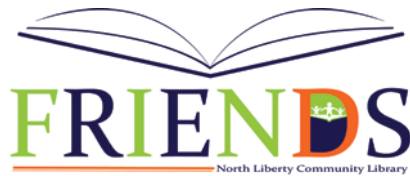
Summer Reading Program	010-6-4010-2-6539	5,000.00	999.71	1,709.85	34.20%
Library Supplies	010-6-4010-2-6540	7,000.00	2,024.22	5,526.66	78.95%
Audio Books	010-6-4010-2-6541	3,500.00	458.38	1,062.29	30.35%
DVDs/Videos	010-6-4010-2-6542	10,000.00	736.98	6,153.46	61.53%
Misc Collection	010-6-4010-2-6543	200.00	0.00	98.98	49.49%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	0.00	2,096.32	49.33%
Software	010-6-4010-2-6545	750.00	178.62	598.50	79.80%
E-Books	010-6-4010-2-6546	22,000.00	0.00	22,000.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	0.00	9,482.87	94.83%
<b>Total Services &amp; Commodities</b>		<b>234,445.00</b>	<b>16,491.50</b>	<b>151,031.34</b>	<b>64.42%</b>
Capital Equipment	010-6-4010-3-6726	10,200.00	0.00	10,212.00	100.12%
<b>Total Library Services</b>		<b>1,013,559.20</b>	<b>75,349.90</b>	<b>649,981.52</b>	<b>64.13%</b>

**financial report FY18**  
**jan18**

<b>Budget Line</b>	<b>Account #</b>	<b>Actual</b>	<b>Monthly Expenditures</b>	<b>YTD Expenditures</b>	<b>% of budget spent</b>
Regular Salaries & Wages	010-6-4010-1-6010	489,427.20	42,522.41	269,116.87	54.99%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	7,407.06	46,402.21	67.92%
Overtime pay	010-6-4010-1-6040	500.00	0.00	570.49	114.10%
FICA/Medicare	010-6-4010-1-6110	41,219.00	3,710.49	23,689.42	57.47%
IPERS	010-6-4010-1-6130	48,116.00	4,402.41	27,852.43	57.89%
Group Insurance	010-6-4010-1-6150	95,635.00	7,199.03	48,620.62	50.84%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	2.00	0.07%
Mileage	010-6-4010-1-6182	2,400.00	124.66	845.92	35.25%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	633.09	6,027.85	60.28%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,500.00	112.00	473.48	31.57%
Training & Conferences	010-6-4010-1-6240	8,500.00	430.00	6,249.50	73.52%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	300.00	0.00	28.99	9.66%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
<b>Total Personnel Services</b>		<b>768,914.20</b>	<b>66,541.15</b>	<b>429,879.78</b>	<b>55.91%</b>
Building Maintenance	010-6-4010-2-6310	1,800.00	0.00	396.48	22.03%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	5,362.64	27,050.27	64.41%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	245.00	46.67%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,224.01	9,106.02	55.80%
Gas Utility	010-6-4010-2-6390	14,000.00	0.00	3,259.50	23.28%
Insurance/General	010-6-4010-2-6408	2,500.00	0.00	0.00	0.00%
Legal fees	010-6-4010-2-6411	0.00	0.00	0.00	
Immunization & Testing	010-6-4010-2-6412	600.00	0.00	424.70	70.78%
Adveristing & Publications	010-6-4010-2-6414	2,500.00	802.13	2,217.48	88.70%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	263.42	1,908.25	47.71%
Telephone	010-6-4010-2-6425	1,500.00	166.21	902.41	60.16%
Database Subscriptions	010-6-4010-2-6431	11,000.00	0.00	7,384.26	67.13%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	108.00	1,938.62	38.77%
Library Books	010-6-4010-2-6502	45,000.00	4,311.75	24,901.92	55.34%
Office Supplies	010-6-4010-2-6506	5,000.00	114.77	1,221.22	24.42%
Postage & Shipping	010-6-4010-2-6508	2,500.00	51.73	805.28	32.21%
Cleaning Supplies	010-6-4010-2-6511	500.00	0.00	448.72	89.74%
Building Maintenance Supplies	010-6-4010-2-6514	1,000.00	0.00	257.04	25.70%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	0.00	700.99	70.10%
Computers & Technology	010-6-4010-2-6518	8,000.00	2,080.00	3,166.45	39.58%
Program Materials	010-6-4010-2-6537	7,000.00	937.62	3,874.21	55.35%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18  
jan18**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	710.14	14.20%
Library Supplies	010-6-4010-2-6540	7,000.00	833.11	3,502.44	50.03%
Audio Books	010-6-4010-2-6541	3,500.00	439.22	603.91	17.25%
DVDs/Videos	010-6-4010-2-6542	10,000.00	535.28	5,416.48	54.16%
Cake Pans	010-6-4010-2-6543	200.00	0.00	98.98	49.49%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	0.00	2,096.32	49.33%
Software	010-6-4010-2-6545	750.00	0.00	419.88	55.98%
E-Books	010-6-4010-2-6546	22,000.00	0.00	22,000.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	0.00	9,482.87	94.83%
<b>Total Services &amp; Commodities</b>		<b>234,445.00</b>	<b>17,264.89</b>	<b>134,539.84</b>	<b>57.39%</b>
Capital Equipment	010-6-4010-3-6726	10,200.00	0.00	10,212.00	100.12%
<b>Total Library Services</b>		<b>1,013,559.20</b>	<b>83,806.04</b>	<b>574,631.62</b>	<b>56.69%</b>



Meeting Agenda  
February 14<sup>th</sup>, 2018

Attendees: Donna, Rose, Judi, Diane, Linda, and Jeanne

1. Approval of January Meeting Minutes

Motion to Approve – Diane

Second – Judi

2. Financial Report

Checking balance - \$

CD balance - \$ 6,174.38

3. New Business

- Contribution Letters – Mar/April (Jennie)
- Friends Awareness Display (Rose and Diane getting supplies for display and will meet w/Melanie next week. Judi to print pics from Facebook, Donna to get Waffle Iron and Popcorn bags w/label)

4. Funding Requests

- RIPL – Atlanta/cost is \$1200 - **Approved**
- Library seasonal summer staff person to work 10-12 hours per week. The estimated cost for this is about \$1500 for eight weeks (June/July). (Jennie will add to budget in 2019. Unable to get approved by the City for this year)- ***Vote on with everyone in next meeting.***
- Summer Reading Book Gift – any needed cost for 2018? Erin will need \$150 - **Approved**

5. Fund-raising Events

- Book Sale – Get Realtors and Moving Companies involved (Regina) Supply a brochure handout w/info on books of interest and good conditioned.

6. Miscellaneous

- T-shirt orders- Getting Pricing from SYNcere Printing (Juan)/ Rage Graphic (Matt) NO response
- Need sizes for Justin, Ruth & Russ

7. Next meeting: March 14<sup>th</sup>, 2018



Library Director Report  
North Liberty Community Library Board of Trustees Meeting  
March 19, 2018

- I. Financial Report and Update as of Feb. 28, 2018
  - A. Personnel Services: 63.56 percent
  - B. Services & Commodities: 64.42 percent
  - C. Total Library Services for: 64.13 percent
  - D. Average this time of year: 66.67 percent
  
- II. Administrative Update
  - A. Employee update
    - i. PT library assistant position filled
      - 1. Hired Isolda (Soli) Page as for library assistant position
    - ii. Completed all staff evaluations
    - iii. Will begin advertising 29 hour Circulation Services (position title TBD) in April to begin in June
    - iv. Friends approved to pay for a seasonal employee to work 10 hours/week in June and July so will also be advertising for that position
  - B. Training
    - i. Working with the city's special projects coordinator, Angie McConville, and Chuck Tygart from NLPD to do some role playing scenarios for staff training on difficult situations in the library
    - ii. All FT staff will participate in April and date to be determined for PT staff
  - C. Community Survey
    - i. Plan to release electronically in May
    - ii. Will provide paper copies in the library
  - D. Endowment contribution letter was delayed, will go out this month
    - i. Four board members have contributed to endowment to date
  - E. Was asked to run for Iowa Library Association President
    - i. Deferred due to other commitments
  - F. City of Literature hosting Annual meeting
    - i. Will have several countries represented
    - ii. Working on planning committee for this week long event
  - G. Copy machine lease
    - i. Patron copy machine is owned and service contract up in May
    - ii. Staff machine is due for upgrade
    - iii. Will be getting quotes for the patron machine and a quote for the upgrade on our existing lease
  - H. Professional presentation
    - i. Hosted the University of Iowa Public Libraries Class on March 6

- ii. Served on a panel regarding interviewing and resume for UI Library School students on March 5
- iii. Presented webinar on writing job descriptions with consultant from the State Library of Iowa on March 15
- I. Databases and Digital Johnson County
  - i. DJC added the New York Times
    - 1. Available under the reference tab on our website
      - a. Residents access with a library card externally
      - b. Any patron can access internally
  - ii. Reviewing a travel database called AtoZ World Travel
    - 1. Inexpensive at \$270 annually
    - 2. Over 200 cities worldwide with great travel information including simple language tutorials, security and safety for travel, attractions, and much more

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report  
North Liberty Community Library  
March 2018

The following are updates on the projects I have been focusing on during January and February:

- Participated in the staff in-service day training (January 11)
- Completed staff yearly evaluations
- Interviewed, hired and trained Isolda Page for the Part time library assistant position
- Participated in “Festival of Dangerous Ideas” training at the Marion PL (February 2)
- Developed and recorded a Stork Storytime podcast to post in March
  - Topic was “Car Seat Safety” with the Safe Kids Johnson County organization
- Participated in mock interviews with students at the University of Iowa (February 14)

Submitted by,

Jennifer Jordebrek  
Assistant Director

## Adult Services Board Report

March 2018

1. I've seen a steady increase in Last Tuesday of the Month Book Club participation. Since October, we've been averaging 10 people at each meeting. Before that, we were averaging about 6 per meeting. It's exciting to see the interest in our book clubs! Our March book is *A Gentleman in Moscow*, by Amor Towles.
2. Attendance at Integration in Motion is averaging about 9 each week. People are really enjoying the game days, and we have some ruthless Sorry! players!
3. I submitted a grant proposal to Hy-Vee for their Community Garden grant. Now I'm just waiting to hear from them.
4. We had 16 in attendance at the History of Civil Rights in Iowa and the U.S. program on January 25<sup>th</sup>. It was a fantastic program.
5. The Cook the Book program, on February 20<sup>th</sup>, was a little different this time. People signed up to bring a favorite recipe of theirs, and then the evening of the event they brought the cooked recipe and a copy of the recipe, and I made small cookbooks to give to the participants. It was fun and delicious as always.
6. Doris Montag presented her historical display program "The Chicken and the Egg" on March 1. We had 9 in attendance, and the program was extremely entertaining and educational. Doris is a wonderful speaker and I hope to have her back again. Her collection is currently in our display cabinet.
7. March 29<sup>th</sup> is TV trivia night. I'm putting together trivia quizzes with questions on 80s, 90s, and 2000s TV shows. We'll be using the Kahoot platform, which is what I used last year for the first trivia night. This summer I plan to have a music trivia night to go along with the Libraries Rock SRP theme.
8. Attendance at Social Hour seems to be picking up as well. The average attendance on a Monday morning is 8-10.
9. Pop Up Library attendance is consistent with check outs increasing at the Pop Up Pantry. Check outs at the Living Center are consistent, and I have my "regulars."

Respectfully submitted,

Elaine Hayes

Adult Services Librarian

Family Services Board Report  
North Liberty Community Library  
February/March 2018

- Family:
  - 1/12 Family Movie
    - Emoji Movie
    - 32 attended
  - 1/18 Family Yoga
    - 21 people attended
  - 2/9 ISU insect zoo
    - 185 people attended
  - 3/3 Family Yoga (in place of Saturday Storytime)
    - 33 people attended
  - 3/9 Family Fort Night
    - Maureen Korte storyteller
    - 34 people attended
- Baby & Tots:
  - 1/12 Suzuki Music class
    - 68 attended
  - 1/17 West Music
    - 54 attended
  - 1/19 Tippie Toes
    - 68 attended
  - 1/25 Tippie Toes
    - 47 attended
  - Iowa City Children's Museum
    - Dino Storytime and craft
    - 80 attended
  - Crafting Fridays:
    - 2/2 Bubble Painting
      - 90 people attended
    - 3/2 Shamrock Suncatchers
      - 75 people attended
  - 1000 Books Before Kindergarten
    - 133 people registered
    - 13 people completed
- BYOB:
  - 1/26
    - Read "*The Passage*"
    - Ate @ Beer Burger.
    - 7 people attended
  - No February meeting. March meeting we will read "*Who Fears Death*" by Nnedi Okorafor and eating at Red Vespa in Solon.
- SRP
  - Kick-off, Wednesday May 30<sup>th</sup> 6-7:30 @ Hills Bank on Zeller

- Working with Hills Bank to increase activities to reflect increased attendance
  - Adding Kona Ice (snow cones)
  - Rock painting craft
  - Additional bouncy house (have two instead one)
  - They will provide more food and drink
  - Rain-out location of Rec Center gym

Emily

Technical Services Board Report  
North Liberty Community Library  
March 2018

#### New York Times

- Part of Digital Johnson County
- Outside the library patrons must enter their library card. In the library you can logon without a library card
- Patrons must create a login or login with Facebook or Google
- After 72 hours you need to redeem another code to gain access
- There are also Apps you can get like the NYT Cooking and NYT Crossword

#### AWE Station

- The Iowa City Library had a few AWE computers to get rid of and we got 2 of them
- We have 3 now (one of AWE computer broke a few weeks ago)
- There are over 50 educational games pre-loaded on each machine
- The average number of games played in a month is 300+

Janet D Lubben  
*Technology Services Librarian*

## Youth & Teen Services Board Report

North Liberty Community Library

Jan/Feb/March (through 3/12) 2018

### Family (overlap with Emily)

- 1/12 Family Movie
  - Emoji Movie
  - 32 people attended
- 2/3 Iowa State Insect Zoo
  - 185 people attended
  - Part of Beat the Bitter

February movie (Cars 3) was cancelled due to weather

- 3/9 Fort Night
  - 34 people attended
  - Storyteller Maureen Korte

### Kids

- Super Tuesdays - Average of 12 kids per weekly program
- Minecraft - avg. 13 kids

### Tweens

- Thursday programs
- Average of 5 kids per weekly program
  
- 2/16 Autism Browsing Night
  - 26 in attendance
  - 2 crafts
- 3/2 Autism Movie Night
  - Coco
  - 34 people attended
  
- Inaugural Winter Reading Program - 27 kids participate, 26 finished
  - Finishers watched Lego Ninjago movie as their prize
  - 34 people attended the movie and fancy popcorn bar (very well received - parents loved it)

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

Question of the Week: avg of 28 kids participated



## Teens

- Maker Monday
  - avg 3 teens participated
- Teen Tuesday/Teen Talk
  - avg 3 teens participated
- After Hours - 4 teens (no after hours in February)
- Liberty High Volunteer Fair - 1/12; Caroline and I participated in Liberty High's first volunteer fair. We spoke to about 75 kids about joining TAG and volunteer opportunities.

FYI - Emily and I had to put Ramona to sleep. We have her ashes, and when the new garden bed is delivered, we will bury her ashes in the new bed and call it "Ramona's Garden". If you haven't met our newest staff member Matilda, please stop by. She is a funny little thing!

Respectfully submitted,  
Erin Silva  
Youth and Teen Services Librarian