

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, April 9, 2018

Call to Order

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

Adjourn

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, March 19, 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: Add "Mission Statement" progress report to Other Business. Add board training to other business.

II. Public Comment: none

III. Approval of Minutes

January: Marcia Ziemer moved and Jessica Beck seconded. Approved.

IV. Reports

- a. Staff Introduction---Elaine Hayes, Adult Services Librarian
Elaine is responsible for all adult programming. With spring approaching, she is getting ready for the planting season by replenishing the seed library and trying to utilize a second large planting box (built by city staff). She will be working to get the seed card catalogue set up to improve availability. There has been an increase in attendance for the Monday Social Hour (now including all ages). Integration in Motion, a craft and game program for special needs adults, has seen a good attendance and the games are bringing out the competitive nature of many. Library Pop-Ups are bringing new people into the library and is becoming a very successful service of the library.
- b. Budget---All categories are running slightly under average (average is 66.67 % for this time of year):
 - a. Personnel Services: 63.56 %
 - b. Service and Commodities: 64.42 %
 - c. Total Library Service: 64.13 %

It is anticipated slight increases may occur due to new database collections (New York Times and Digital Johnson County).

- c. Friends---Friends are continuing to support NLCL financial needs by providing Summer Reading Book Gifts and by helping with seminar costs for library staff (RIPL Conference in Atlanta). They are creating a Friends Awareness Display in the library to provide Friends information to the community.

- d. Director---A part time Library assistant, Isolda Page, has been hired. Library will be a beta-site for training with some library staff for role playing difficult staff situations was held. This will be rolled out to entire library staff in future. The Endowment letter will be distributed this month. Five of the Library Board members have contributed, lending additional support to the letter. The Director will serve on the City of Literature committee and plan for the upcoming meeting. The patron copy machine will be replaced and will be leased rather than purchased. The staff area copier will have a needed software upgrade. The Director has recently hosted a U of I Public Libraries Class and has served on a panel to present interview and resume techniques. She has also presented a Webinar for the State Library on writing effective job descriptions.

- e. Staff reports---no questions by the library Board

V. Policy Review

- a. Planning for Results

A review of the progress made to this living document was made using the link (<https://tinyurl.com/v7sbubp7>).

VI. Old Business---none

VII. New Business---none

VIII. Other Business---Mission statement

Board member Ziemer along with several library staff members met and developed a new mission statement for the library, using stories collected from participating members as their guide. The final review will be shared with the entire Board at a future meeting.

Board training – board members Chris Mangrich and Doug Neale discussed webinars they each attended. Chris attend Rural Library Trustee: Roles, Responsibilities and Relationships. She discussed being more active in the community as an important board role. She mentioned that she recently started volunteering in other places in the community, including the food pantry. Doug attended Values of Personal Relationships in Advocacy. He discussed how the keynote, Lance Werner talked about building personal relationships to create an advocacy network. He reflected that someone with a more extroverted personality may find this an easier task than someone who is more introverted.

Adjourn

Motion to adjourn by John Henk and seconded by Marsha Ziemer. The meeting was adjourned at 7:11 PM.

**financial report FY18
mar18**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	489,427.20	36,552.83	342,222.54	69.92%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	5,879.94	58,152.85	85.12%
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	3,137.01	29,962.75	72.69%
IPERS	010-6-4010-1-6130	48,116.00	3,740.54	35,382.31	73.54%
Group Insurance	010-6-4010-1-6150	95,635.00	7,198.84	63,018.49	65.89%
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	719.13	1,565.05	65.21%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	697.34	7,473.15	74.73%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,500.00	144.94	938.42	62.56%
Training & Conferences	010-6-4010-1-6240	8,500.00	410.78	7,902.49	92.97%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	300.00	0.00	28.99	9.66%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		768,914.20	58,481.35	547,219.53	71.17%
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	0.00	30,021.67	71.48%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	315.00	60.00%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,253.58	11,491.90	70.42%
Gas Utility	010-6-4010-2-6390	14,000.00	750.46	5,401.30	38.58%
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	467.70	77.95%
Adveristing & Publications	010-6-4010-2-6414	2,500.00	0.00	2,548.36	101.93%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	246.65	2,404.66	60.12%
Telephone	010-6-4010-2-6425	1,500.00	88.12	1,077.78	71.85%
Database Subscriptions	010-6-4010-2-6431	11,000.00	573.80	8,608.06	78.26%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	60.90	2,164.24	43.28%
Library Books	010-6-4010-2-6502	45,000.00	2,693.88	31,262.42	69.47%
Office Supplies	010-6-4010-2-6506	5,000.00	627.71	2,098.13	41.96%
Postage & Shipping	010-6-4010-2-6508	2,500.00	74.30	1,005.44	40.22%
Cleaning Supplies	010-6-4010-2-6511	500.00	0.00	970.10	194.02%
Building Maintenance Supplies	010-6-4010-2-6514	1,000.00	87.50	344.54	34.45%
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	600.00	3,845.42	48.07%
Program Materials	010-6-4010-2-6537	7,000.00	1,042.65	5,247.77	74.97%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18
mar18**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	1,774.85	35.50%
Library Supplies	010-6-4010-2-6540	7,000.00	591.22	6,117.88	87.40%
Audio Books	010-6-4010-2-6541	3,500.00	360.42	1,422.71	40.65%
DVDs/Videos	010-6-4010-2-6542	10,000.00	679.76	6,833.22	68.33%
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	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%
Total Services & Commodities		234,445.00	9,765.95	160,797.29	68.59%
Capital Equipment	010-6-4010-3-6726	10,200.00	0.00	10,212.00	100.12%
Total Library Services		1,013,559.20	68,247.30	718,228.82	70.86%

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: 71.17 percent
 - B. Services & Commodities: 68.59 percent
 - C. Total Library Services for: 70.86 percent
 - D. Average this time of year: 75 percent

- II. Administrative Update
 - A. Employee Engagement Exercise with City Admin
 - B. Training
 - i. Jennifer and I are registered for ARSL in Springfield
 - ii. Not sure if any other staff are attending at this point
 - C. Endowment contribution letter sent at end of March
 - i. Mailed to nearly 700 households
 - ii. Had about 45 returned with incorrect address
 - D. City of Literature hosting Annual meeting
 - i. Helped organize volunteers for airport transportation arrivals and departures for all guests
 - ii. Attended opening reception at Old Capital Museum
 - iii. Hosted dinner for a group
 - iv. Attended some informational sessions at University of Iowa and Writers' House
 - E. Databases
 - i. Adding AtoZ World Travel
 - ii. Statistics for our RBDigital online magazines slowly increasing
 - F. Library's social media accounts
 - i. Board members who have social media can follow us on Facebook, Twitter, and Instagram
 - ii. Matilda, our new guinea pig, has her own Instagram account - @nlpetsread

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
April 2018

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

- Womb Literacy rebranding
 - We have been working with the communications department the past few months to rebrand our womb literacy initiative
 - The content and details of the programs are remaining the same; it's mainly the titles and logos of the programs that are being updated
 - Going forward, instead of the term "Womb Literacy" we will use "Stork Storytime." The individual programs are listed below with their new names:
 - Stork Storytime EXPO* (was the baby fair)
 - Stork Storytime TALKS* (was the podcasts)
 - Stork Storytime READS* (was the reading programs at the library and pantry)
 - We combined the reading programs at the pantry (was Read to the Bump) and library (was 100 Books before Birth) so they have the same name (READS) and are consistent with each other to help avoid confusion
 - The library website pages have been updated
 - We will create a PSA to share this information with the community and news outlets
 - Our flyers and program materials are in the process of being updated
 - I am working on developing a Stork Storytime Toolkit that will enable other libraries to implement this programming without having to recreate the content
- Participated in an Iowa City recycling open house with the ICPL (March 7)
 - Highlighted ways the library recycles and reuses via our programs, Seed Library, Digital Johnson County, etc
- Worked on mission statement committee to draft revised mission statement (March 8)
- Participated in Book Madness 2018 (similar to March Madness) at Kirkwood Elementary (March 22) and Grant Wood Elementary (March 29)
- Developed and recorded a Stork Storytime podcast to post in April
 - Topic was "Autism" with the Iowa City Autism Community

Submitted by,

Jennifer Jordebrek
Assistant Director

Family Services Board Report
North Liberty Community Library
April 2018

- Family:
 - 3/23 Family Yoga
 - 8 people attended
- Baby & Tots:
 - 3/28 Egg Hunt
 - 300 people attended
 - About 600 eggs hidden
 - About 140 snack packs given out
- BYOB:
 - 3/23
 - Read *Who Fears Death*
 - Ate @ Red Vespa (Solon)
 - 8 people attended
 - April meeting we will read *Underground Railroad* by Colon Whitehead and eating at Kava House in Swisher.
- 1000 Books Before Kindergarten
 - 136 registered
 - 11 families completed

Emily

Technical Services Board Report
North Liberty Community Library
March 2018

Computer Replacement

- Several computers are up for replacement with new ones
- We will be ordering two new computers for circulation. The current computers were purchased prior to the expansion so are more than five years old.
 - The monitors will be put on a swivel arm so if we need to show the patrons the screen for circulation or reference questions, we can turn the monitor toward them

Janet D Lubben
Technology Services Librarian

Youth & Teen Services Board Report

North Liberty Community Library

April (through 4/4) 2018

Family (overlap with Emily)

- 3/28 Egg Hunt
 - 300ish people in attendance
 - 600ish eggs hidden
 - 140 snack packs given out

Kids

- Super Tuesdays - Average of 10 kids per weekly program
- Minecraft - happens next week (4/11)

Tweens

- Thursday programs
- Average of 5 kids per weekly program

Outreach: Booktalks to Garner 6th graders (50); Van Allen and Penn Preschool (avg 22 kids per visit, am and pm)

Question of the Week: avg of 30 kids participated

Teens

- Maker Monday
 - avg 3 teens participated
- Teen Tuesday/Teen Talk
 - avg 3 teens participated
- After Hours - no after hours this period
- Gulp Fiction Book Club (overlap with Elaine)
 - 1-9-18 *Subtle Art of not giving a f*ck* - 6 people attended
 - 2/13/18 *We were eight years in power* - 3 people attended
 - 3/13/18 *Ready Player One* - 4 people attended

* Adulting 101 (overlap with Elaine)

4/2 - Mug Meals - 4 people attended

Respectfully submitted,

Erin Silva

Youth and Teen Services Librarian

Adult Services Board Report

April 2018

1. The Last Tuesday of the Month Book Club is reading *Boys in the Bunkhouse, Boys in the Bunkhouse*, by Dan Barry, for our April meeting. It is this year's All Iowa Reads selection.
2. TV Trivia Night was March 30th. We had 8 in attendance and they had a great time answering TV trivia questions from the 80s, 90s, and 2000s.
3. We had our first "Adulting 101" program on April 2nd. The focus was making mug meals – meals you make in a mug in the microwave. We had 5 in attendance. We made peanut noodles and a apple caramel cake. It was fun and delicious.
4. The second raised bed is now in place on the north side of the library, close to the first raised bed. All we need now is some spring weather!

Respectfully submitted,

Elaine Hayes

Adult Services Librarian

PROCTORING POLICY

I. Purpose

To meet the needs of students and institutions of higher learning, the North Liberty Community Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

II. Responsibilities of Student

- A. The student will initiate contact with library staff to proctor the exam.
- B. The student is responsible for making arrangements to take the exam including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- C. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website.
- D. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- E. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- F. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- G. The student is responsible for the return postage and envelope for any exam that needs to be mailed. The library does not have fax capability.
- H. The finished exam will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

III. Responsibilities of the Library and staff

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. Specific librarians will not be assigned to proctor specific exams.
- C. The proctor may observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- D. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.

- E. The librarian will not sign the name of another librarian on the proctoring form or the exam. Unless prior arrangements have been made and it is possible with scheduling, the NLCL will not proctor an exam for which the signature of only one designated person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff may refuse to proctor an exam that is too burdensome or exacting in its demands.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.
- J. The library does not keep copies of completed exams.

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.
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. ~~Discriminatory or racist incidents will not be tolerated.~~ 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.

Your Library: A place to be, connect, enrich, create, thrive.

First why is this **THE** perfect message? Because the library is the only place in town that does all of this where it's ongoing from birth to those final stages of life.

Some notes about the thoughts that went into these choices and the final product:

- A place to be – this relates to not only the space, but that we offer a friendly environment, a community spot; a place for community, individual and group work
- Connect – whether it's intergenerational, with peers, job seekers, gain knowledge or information, share ideas, build relationships
- Enrich – literacy and reading, life-long learning, skill development
- Create – stories, art, knitting, develop plans, take action
- Thrive – grow, learn, life-long skills, core needs