

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, May 21, 2018

NOTE: The training portion of this meeting will not be televised

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
- IV. Reports
 - a. Staff introduction – Emily
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
- VI. Old Business
- VII. New Business
 - a. Director evaluations

Recess

- VIII. Other Business
 - a. Board training
 - i. Creating a Culture of Learning, 1hr., 23min.
 - ii. <http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/conted-ials/archives-webinar/board2018-culture>

Adjourn

Next meeting date: June 18, 2018, 6:30pm

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

Meeting called to order at 6:30 PM

Present: Bud Forbes, Jessica Beck; Marcia Ziemer; Chris Mangrich; Doug Neale

Library Director: Jennie Garner

Not present: John Henk

I. Additions/Changes to the Agenda: Add March minutes approval (January was mistakenly entered as month to approve)

II. Public Comment: none

III. Approval of Minutes

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

IV. Reports

- a. Staff Introduction---Andrew Frisbee, Collection Development Librarian. Andrew has been at the NLCL for 12 years. He has been in the current position for 2 years. Andrew is currently working with Roy Kenagy, a library consultant. They have created an ongoing database (now 15 months in operation) which provides a monthly snapshot of library usage, based upon groups composed of at least 400 items (to provide statistical significance). This new approach is beginning to provide results which allow the library to be more responsive to circulation needs and activities. This impacts what types of books to order and to better match what people want to read. Andrew is also working with Emily to create curriculum kits, which will allow quick access for the librarians to have readily available collections for group activities (i.e. Storytime). The goal is to create 51 kits with a total of 1300 books.
- b. Budget---All categories are running under average (average is 75% for this time of year):
 - a. Personnel Services: 71.17 %
 - b. Service and Commodities: 68.59 %
 - c. Total Library Service: 70.86 %
- c. Friends--- No meeting

North Liberty Community Library Board of Trustees Meeting
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d. Director

The Director and staff participated in the Employee Engagement Exercise with the City Administrator and received positive feedback on library initiatives.

Jennifer, Elaine and Director Garner are registered for ARSL in Springfield.

Endowment contribution letter sent at end of March and was mailed to nearly 700 households with about 45 returned with incorrect addresses.

Director Garner participated in the City of Literature Annual Meeting by helping organize volunteers for airport transportation arrivals and departures for all guests. She attended the opening reception at Old Capital Museum, hosted dinner for a group, and attended some informational sessions at University of Iowa and Writers' House. This conference had attendees from 23 cities worldwide.

Databases: Adding AtoZ World Travel and statistics for RBDigital online magazines slowly increasing

Library's social media accounts are available and Board members who have social media can follow us on Facebook, Twitter, and Instagram. Matilda, our new guinea pig, has her own Instagram account - @nlpetsread and has been a real hit.

- e. Staff reports---Discussion of the renaming of programs and the changes made:
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)

V. Policy Review

- a. Proctoring Policy
- b. Volunteer Policy

Both of these policies were reviewed by the Board.

Marcia Ziemer moved to approve and Chris Mangrich seconded. Both policies approved.

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

VI. Old Business

a. Mission Statement

Jessica Beck moved to approve the new Mission Statement and Marcia Ziemer seconded. The new Mission Statement was approved.

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

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

VII. New Business ---none

VIII. Other Business

a. Board training ---no contributions made for this meeting

Board members were made aware that they need to bring training reviews to future meetings if they have not fulfilled their required 3 to 5 hours of training.

Adjourn

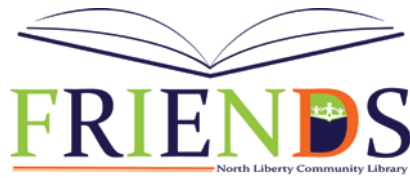
Motion to adjourn by Jessica Beck and seconded by Chris Mangrich. The meeting was adjourned at 7:15 PM.

**financial report FY18
apr18**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	489,427.20	42,522.41	384,744.95	78.61%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	7,287.86	65,440.71	95.79%
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	3,682.63	33,645.38	81.63%
IPERS	010-6-4010-1-6130	48,116.00	4,394.55	39,776.86	82.67%
Group Insurance	010-6-4010-1-6150	95,635.00	7,198.84	70,217.33	73.42%
Workers' Compensation	010-6-4010-1-6160	3,000.00	1,161.00	1,163.00	38.77%
Mileage	010-6-4010-1-6182	2,400.00	0.00	1,565.05	65.21%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	236.62	8,124.68	81.25%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,500.00	0.00	938.42	62.56%
Training & Conferences	010-6-4010-1-6240	8,500.00	623.41	8,525.90	100.30%
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	67,107.32	614,741.76	79.95%
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	2,930.14	32,951.81	78.46%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	350.00	66.67%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,350.00	12,841.90	78.69%
Gas Utility	010-6-4010-2-6390	14,000.00	578.33	5,979.63	42.71%
Insurance/General	010-6-4010-2-6408	2,500.00	2,450.00	2,450.00	98.00%
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	558.14	3,106.50	124.26%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	254.84	2,659.50	66.49%
Telephone	010-6-4010-2-6425	1,500.00	126.81	1,204.59	80.31%
Database Subscriptions	010-6-4010-2-6431	11,000.00	365.00	8,973.06	81.57%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	322.22	2,486.46	
Library Books	010-6-4010-2-6502	45,278.00	3,946.74	35,209.16	77.76%
Office Supplies	010-6-4010-2-6506	5,000.00	11.25	2,109.38	42.19%
Postage & Shipping	010-6-4010-2-6508	2,500.00	124.63	1,447.32	57.89%
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	312.16	656.70	65.67%
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	0.00	3,845.42	48.07%
Program Materials	010-6-4010-2-6537	7,323.00	777.85	6,025.62	82.28%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18
apr18**

Summer Reading Program	010-6-4010-2-6539	5,500.00	0.00	1,774.85	32.27%
Library Supplies	010-6-4010-2-6540	7,132.00	74.99	6,192.87	86.83%
Audio Books	010-6-4010-2-6541	3,556.00	0.00	1,422.71	40.01%
DVDs/Videos	010-6-4010-2-6542	10,000.00	414.43	7,247.65	72.48%
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	416.64	2,512.96	59.13%
Software	010-6-4010-2-6545	750.00	30.00	628.50	83.80%
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		235,734.00	15,079.17	176,193.71	74.74%
Capital Equipment	010-6-4010-3-6726	10,200.00		10,212.00	100.12%
Total Library Services		1,014,848.20	82,186.49	801,147.47	78.94%



Meeting Agenda
May 9th, 2018

Attendees: Jeanne, Regina, Judi, Ruth, Linda, Justin, Jennie, Donna, Diane

Approval of March Meeting Minutes

Motion to Approve – Diane

Second – Jeanne

1. Financial Report

Checking balance - \$7981.21

CD balance - \$ 6,192.50

2. New Business

- Contribution Letters – Thank you's signed/Donations are coming in.
- Friends Awareness Display (Rose & Diane) Still to come...

3. Funding Requests

- 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).

5. Fund-raising Events

- Book Sale – June 6th 4-8pm / Thur June 7th – Sat June 9th (City Wide Garage Sale Weekend)

Book Sale Set up June 5th

Book Sale Volunteers - Jeanne, Ruth, Rose, Russ, Linda, Judi, Regina, and Justin

Sign up on Doodle Poll (Jennie to send out)

- Friends Canvas Book Bag – Sell for \$10 each (ordered)

Giveaway / Sign up to win- Canvas Bag w/family pass to pool, Heyns or Dairy Queen ice cream shop

Display in Friends Awareness Display/Hills Bank

6. Miscellaneous

- T-shirt – Did everyone get their shirts?

Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 21, 2018

- I. Financial Report and Update as of April 30, 2018
 - A. Personnel Services: 79.95
 - B. Services & Commodities: 74.74
 - C. Total Library Services for: 78.94
 - D. Average this time of year: 83 percent

- II. Administrative Update
 - A. Training
 - i. All full-time staff have completed scenario training
 - ii. Presented by NLPD officer Chuck Tygart and the city's Special Projects Coordinator Angela McConville
 - iii. We were beta site for training and it was very successful and useful
 - B. Policy update
 - i. Child Safety policy
 - 1. Addition of vulnerable adults
 - C. Budget Amendment
 - i. \$1289 amended in April
 - D. Endowment donations
 - i. \$3600 to date
 - E. Employee Update
 - i. In process of interviewing a Public Services Librarian
 - 1. This position is reinstating the Circulation Services position formerly performed by Emily Tabor
 - ii. Hiring for two permanent part-time Library Assistant positions
 - 1. Jennifer Jordebek and Caroline Allen will interview
 - 2. Current employee Shane Snapp is moving into the PT Seasonal Library Assistant position
 - 3. Soli Page, current library assistant, will serve as sub but has taken a full time job
 - F. Strategic Plan
 - i. Updated information on using Planning for Results
 - ii. Example: Bettendorf Public Library Strategic Plan
 - 1. http://www.bettendorflibrary.com/documents/Annual_Report/BPLIC_Strategic_Plan_2016.pdf
 - G. Library Video
 - i. Produced by Ben Statler, owner of North Bend Studios
 - 1. <https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-%20Video.mp4?dl=0>

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
May 2018

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

- Stork Storytime
 - Met with Marion Public Library to discuss consideration of a fall rollout of Stork Storytime READS at their library (April 10)
 - Continued work on Stork Storytime EXPO
 - Developed and recorded a Stork Storytime podcast to post in May (April 23)
 - Topic was “Newborn Screening” with the Iowa Newborn Screening Program

- Volunteered to do airport runs for guests of the annual City of Literature meeting (April 1 and 2)

- Guest on KCJJ live podcast at Mirabitos (April 6)

- Participated in role playing scenarios training (April 23)

- Participated in Employee Day of Service (April 26)

Submitted by,

Jennifer Jordebek
Assistant Director

Family Services Board Report
North Liberty Community Library
May 2018

- Family:
 - 4/13 Movie
 - Leap
 - 36 people attended
 - 4/14 Week Of The Young Child (WOTYC)
 - Day of celebration at the Iowa Children's Museum
 - Partnered with Iowa City and Coralville libraries, had craft table set up at the event from 10am-4pm
 - About 510 people stopped by our table and had someone in their family do the craft
 - 4/19 Yoga
 - 4 people attended
 - 4/21 Grannie Annie
 - Made beaded windchimes
 - 34 people attended
 - 4/29 Tippie Toes
 - 34 people attended
 - 4/13 Movie
 - Lego Ninjago
 - 29 people attended
- Baby & Tots:
 - 4/6 Craft: bottle painting
 - 54 people attended
 - 4/18 Music Together program
 - 73 people attended
 - 4/25 Tippie Toes
 - 69 people attended
 - 4/27 Tippie Toes
 - 31 people attended
 - 5/4 Craft: thumbprint hyacinth
 - 59 people attended
- BYOB:
 - 4/27
 - Read *Underground Railroad* by Colon Whitehead
 - Ate at Kava House in (Swisher)
 - 7 people attended
 - May meeting we will read *Lincoln in the Bardo* by George Saunders and eating at Jimmy Jacks
- 1000 Books Before Kindergarten
 - 141 enrolled

Emily

Technical Services Board Report
North Liberty Community Library
May 2018

iPad Recycling

- 3 of our iPads have died over the last few months leaving us with only 2 iPads left
- We were going to purchase 6 but got 6 iPads from the City instead (saving a couple thousand dollars)
- New cases were purchased as well - the kids thought we got new iPads!

Self-Checkout

- After a long time not operational, the self-checkout is finally back up and running
- There has only been a few blips (error messages)
- The patrons are very happy it's back!

Patron Laptops

- 4 laptops will be added to the laptops patrons use
- They are a part of the replacement cycle for computers

Janet D Lubben
Technology Services Librarian

Youth & Teen Services Board Report

North Liberty Community Library

May (4/4 through 5/15) 2018

Kids

- Super Tuesday - avg. of 11 (last Super Tuesday until SRP)
- Tweens - avg of 9 (one more Tweendom until SRP)
- Minecraft (last one for a while) - 2

Outreach: Last booktalk for the Garner 6th graders (~50 kids); Van Allen and Penn Preschool (avg 25 kids per visit, am and pm)

Free Comic Book Day - We had 50 people come through for drop in activities. We partnered with Geek City Comics and Games and had a raffle for people who visited both places. It was a lot of fun, and I plan to continue this next year.

Question of the Week: avg 40 participants weekly

Teens

- Maker Monday - 4/16/18 6 participants
- Teen Tuesday/Teen Talk - 0
- After Hours: 0
- Gulp Fiction: no program in April

We are readying for SRP, so we will not have programs the last two weeks of May

Respectfully submitted,

Erin Silva

Adult Services Board Report

May 2018

1. The Last Tuesday of the Month Book Club discussed this year's All Iowa Reads – *The Boys in the Bunkhouse*, by Dan Barry – for our April discussion. We had 11 in attendance and it was a fantastic discussion. For May, we are reading and discussing *A Wrinkle in Time*, by Madeleine L'Engle.

2. Bridgid Ruden spoke on May 1. She talked about her brain injury and recovery after a bicycle accident. It was a very inspiring presentation and we had 18 in attendance.

3. On May 15th at 6:30pm, we are having a presentation about Gun safety and keeping kids safe. This is a very timely topic and sure to be very informative. Chantelle Navarro from KCRG came to interview Jennie and me about the program!

4. Author Linda McCann will be speaking about the Civilian Conservation Corps on Friday, May 18th. Linda is an Iowa author and an excellent speaker. She will also be selling her books. The program is at 1:30pm.

5. Sunday, May 20th is our 2nd annual Volunteer Fair. Caroline and I have organized this together. We have a good variety of non-profits coming: Ronald McDonald House, ARC, Aging Services, and Bur Oak to name a few.

6. Attendance at Integration in Motion continues to be consistent. Checkouts at the pop up Living Center are also pretty consistent, but checkouts at the pop up pantry are growing. The attendance at Monday morning Social Hour continues to grow!

7. Erin and I will be planting the raised beds in the next week. Lots of tomatoes, peppers, herbs, cucumbers, and eggplant will be planted this year.

Respectfully submitted,

Elaine Hayes

Adult Services Librarian

LIBRARY CHILD SAFETY AND VULNERABLE ADULTS- POLICY

I. Purpose Statement

The North Liberty Community Library welcomes all ages and ~~wants~~ strives to provide an environment/place for all to enjoy. 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 ~~y~~Young children should be supervised by age appropriate, responsible parties. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of ~~their children while the children~~ 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 ~~problems/issues relating to~~ of safety, disruptive behavior, or well-being occurs. Library staff will follow established library procedure for the protection of the juvenile-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 ~~their children~~.
- 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.

III. Parent/Caregiver Responsibilities

- A. ~~Remain~~ Parents/caregivers should remain with ~~their young children~~ persons in their care and be responsible for the care of ~~their children~~ those persons inside the entire Community Center building and on the premises. (NOTE: This expectation is for the entire facility.)
- ~~B. Parents 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.~~
- ~~C. Parents/caregivers should e~~Encourage positive behavior by ~~their juveniles~~ persons under their care while in the library.
- ~~D. C. Parents/caregivers should C~~cooperate with the library staff if ~~their juveniles~~ persons in their care are disruptive or if they interfere or endanger others or cause damage to property.
- ~~D. Refer to the Recreation Center Child Safety Policy for requirements to use the Recreation and Aquatic Centers. 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 for requirements to use the Recreation and Aquatic Centers.~~
- ~~E.~~

IV. Staff Guidelines

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~~A. Staff will use these guidelines for addressing lost/unattended children or those with conduct issues on a case-by-case basis~~

~~A. Staff will use the the following guidelines to address lost or unattended children or vulnerable adults or those with conduct issues on a case-by-case basis:-~~

~~B. Staff will attempt to locate/contact the child's parent, guardian, or caregiver in the Community Center when addressing concerns of lost, unattended, or scared children or vulnerable adults, or those with conduct issues.~~

~~C. 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.~~

~~D. Staff will not take children out of the building unless parents are located within sight of the facility.~~

~~E-D. An incident report will be filled out, given to all proper appropriate Community Center personnel, and kept on record.~~

~~E. Staff may not take children or vulnerable adults out of the building unless parents are located within sight of the facility nor is library staff permitted to transport Library employees are not permitted to transport children or vulnerable adults away from Library facilities.~~

~~F. For the safety of a child or vulnerable adult left unattended in the library at closing, appropriate law enforcement authorities will be contacted to take custody of the child after a time period of 15 minutes following closing if attempts to contact the parent, legal guardian, or custodian.~~

~~G. Staff will wait 15 minutes after closing before this measure is taken.~~

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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 for all to enjoy. The safety and welfare of children and vulnerable adults at the library is of upmost importance, however, the library is a public building open to all. Vulnerable adults and young children should be supervised by age appropriate, responsible parties. 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.

III. Parent/Caregiver Responsibilities

- A. Parents/caregivers should remain with persons in their care and be responsible for the care of those persons inside the entire Community Center building and on the premises. (NOTE: This expectation is for the entire facility.)
- B. Parents/caregivers should encourage positive behavior by persons in their care while in the library.
- 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 for requirements to use the Recreation and Aquatic Centers.

IV. Staff Guidelines

- A. Staff will use the following guidelines for addressing lost or unattended children or vulnerable adults or those with conduct issues on a case-by-case basis: Staff will attempt to contact the parent, guardian, or caregiver when addressing concerns of lost, unattended, or scared children or vulnerable adults, or those 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. An incident report will be filled out, given to appropriate Community Center personnel, and kept on record.
- D. Staff may not take children or vulnerable adults out of the building unless parents are located within sight of the facility nor is library staff permitted to transport are not permitted to transport children or vulnerable adults away from Library facilities.
- E. For the safety of a child or vulnerable adult left unattended in the library at closing time, 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.



TO: City Administrator and City Council
 FROM: Jennie Garner, Library Director
 DATE: May 2, 2018
 SUBJECT: Library Monthly Report

At a Glance

Computer Usage 2741
 Database Use 3669
 Meeting Room Use 1166
 Door Count 15,871

Kiosk Transactions for April 2018				
Kiosk Location	Completed Transactions	Attempted but customer is not eligible*	Transaction cancelled by the customer	Kiosk Usage
1 - West Des Moines Library	248	198	94	540
10 - North Liberty Lib Kiosk 10	115	58	45	218
11 - Iowa City Lib Kiosk 11	75	59	46	180
12 - Waterloo Lib Kiosk 12	25	35	15	75
13 - Cedar Falls Lib Kiosk 13	132	68	47	247
14 - Burlington Lib Kiosk 14	20	24	18	62
17 - Bettendorf Lib Kiosk 17	84	66	35	185
26 - Cedar Rapids DL - Kiosk 26	140	133	69	342
3 - Ames Lib Kiosk 3	71	53	22	146
4 - Des Moines DT Lib Kiosk 4	129	184	51	364
6 - Altoona Lib Kiosk 6	91	107	41	239
7 - Davenport Public Library Kiosk 7	9	39	11	59
8 - Marion Lib Kiosk 8	157	128	77	362

We receive monthly reports on the DMV Kiosk use at the library and it's always amazing how heavily it's used at North Liberty.

Library News

The owner of North Bend Studios, Ben Statler, who is a local photographer and videographer, recently donated his talent and time to create a wonderful video for the library that just captures the heart of what we do. If you haven't had an opportunity to see it yet, here's a link: <https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-%20Video.mp4?dl=0>.

The library just released our 15th podcast on Newborn Screening. The library's monthly podcast, Stork Storytime TALKS, are recorded interviews with experts in the community on a variety of topics of interest to new or expecting families. You can listen to them by going to

our website (www.northlibertylibrary.org) and clicking on the orange cloud in the upper right corner.

On May 20, we'll host our second annual volunteer fair for area non-profits seeking new volunteers. Community members are invited to join us and find out what opportunities are available to give back to our community.

Then later this month, we'll welcome children's author Alastair Heim. Heim will present storytime on Saturday, May 26 at 11am and do a book signing in partnership with the Iowa City UNESCO City of Literature. Heim is the author of the picture books *Love You, Too* (2016), *No Tooting at Tea* (2017), *The Great Puppy Invasion* (2017) and *Hello, Door* (2018). Prairie Lights will be on hand to sell books at the event.

And library staff is gearing up for another busy and exciting summer chock full of programming and events. The summer reading program kickoff will be held at Hills Bank & Trust on the corner of Ranshaw Way (Hwy 965) and Zeller St. on May 30 from 6-7:30pm. We had over 300 attend last year and we're expecting a large crowd again this year. The programs this summer are truly amazing, including jugglers, unicyclists, polka dancers, and acrobats. We'll have also art events, yoga, author visits and an outdoor concert featuring Dogs on Skis on June 21.

Scroll to the next page for some program highlights!

April program highlights



Preucil School of Music with parachute activities, Tippy Toes Dance and wind chime making for families with Grannie Annie (one of our staff member's very crafty mom who offers programs for us).

Just a note: We are fortunate to have many wonderful partners from the business community for library programs. The photos above are from programs featuring Preucil School of Music for Music Together and Tippy Toes Dance. Many others also support us by offering free, fun programs including West Music, Iowa City Gym-Nest, Debut Dance, and Fawn Boston-Kemple who does kids' Zumba for us.

Check out our summer brochure on our website to get an idea of some of the partnerships and collaborations that help us offer fantastic programs to area residents of all ages.