

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
6:30pm, June 18, 2018

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. May
- IV. Reports
  - a. Staff introduction – Janet
  - b. Budget
  - c. Friends
  - d. Director
  - e. Staff reports – questions
- V. Policy Review
  - a. Board By-Laws
  - b. Internet & Technology Policy
- VI. Old Business
- VII. New Business
- VIII. Other Business
  - a. Board training – orientation in August

Adjourn

Next meeting date: August 20, 2018, 6:30pm

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

Meeting called to order at 6:32 PM

Attendance: Jessica Beck; John Henk; Marcia Ziemer; Chris Mangrich; and Doug Neale  
Not in Attendance: Bud Forbes, President  
Library Director; Jennie Garner

I. Additions/Changes to the Agenda:

- a. Discussion of training assignment “A Culture of Learning” from the State Library Board rather than viewing the Webinar during

II. Public Comment: none

III. Approval of Minutes

April: Jessica Beck moved and Chris Mangrich seconded. Approved.

IV. Reports

- b. Staff introduction –Emily, Family Services Librarian. Her responsibility is primarily with 5 year olds and below age group. Emily is developing a series of Storytime “Kits” that should be completed around the first of the year. These will be themed books, activities, stories that can be checked out by anyone, but especially designed for use by parents, daycare centers, etc. Her hope is to initially create five kits and expand this to over fifty. Other staff librarians (Andrew and Erin) are working with Emily to create this special project for the library. Emily is also working to redesign the Children’s area of the library by making the available space more useful to better serve with activities, stories, and songs (use of large wooden blocks (for example). Emily is also planning to bring Alister Heim, a children’s book author, as a guest speaker. Prairie Lights has been very helpful in supporting the library with authors. It should be noted that one of the Planning for Results is to have this type of engagement with the community. On May 30<sup>th</sup>, Hills Bank again sponsors the kickoff for the Summer Reading Program, with greatly expanded venues for the participants. Last year, over 300 attended, so much more effort has been made to make the time really enjoyable and more efficient in getting reading logs established. The event will start at 6:00 PM and end at 7:30 PM with the Community Center as a backup location in the event of rain.

North Liberty Community Library Board of Trustees Meeting  
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c. Budget— Financial Report and Update as of April 30, 2018

Personnel Services: 79.95

Services & Commodities: 74.74 percent

Total Library Services for: 78.94 D. Average this time of year: 83

There will likely be a percentage increase in the future due to the need to purchase five new computers for use throughout the library. In addition, the library was able to utilize former City Council I-pads to help with replacement costs for those needed units. The Library Director has been having the staff librarians work with their own budgets to better understand the budget process.

d. Friends--- 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).

Fund-raising Events

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

Book Sale Set up June 5<sup>th</sup>

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

e. Director---

Training---All full-time staff have completed scenario training

Presented by NLPD officer Chuck Tygart and the city's Special Projects Coordinator Angela McConville. We were beta site for training and it was very useful and successful.

Policy update---Child Safety policy: Addition of vulnerable adults

Budget Amendment---\$1289 amended in April

Endowment donations--- \$3600 to date

Director (continued)

Employee Update--- Interviewing a Public Services Librarian.  
(This position is reinstating the Circulation Services position  
formerly filled by Emily Tabor).

Hiring for two permanent part-time Library Assistant positions  
Jennifer Jordebrek and Caroline Allen will interview.  
Current employee Shane Snapp is moving into the PT  
Seasonal Library Assistant position.  
Soli Page, current library assistant, will serve as sub but has  
taken a full time job.

F. Strategic Plan

Updated information on using Planning for Results

Example: Bettendorf Public Library Strategic

Plan [http://www.bettendorflibrary.com/documents/Annual\\_Report/BPLI  
C S trategic Plan 2016.pdf](http://www.bettendorflibrary.com/documents/Annual_Report/BPLI_C_S_trategic_Plan_2016.pdf)

G. Library Video

Produced by Ben Statler, owner of North Bend Studios

[https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-  
%20Video.mp4?dl=0](https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-%20Video.mp4?dl=0)

V. Policy Review

LIBRARY CHILD SAFETY AND VULNERABLE  
ADULTS– POLICY

Small corrections to section A and D needed. Motion to approve by  
Jessica Beck and seconded by Chris Mangrich. Motion approved.

VI. Old Business --- none

VII. New Business –

Director Evaluation by library board was discussed and will be tabled until the June meeting. Since the library director receives an evaluation each year by the City Manager, this appears to be a redundant action by the library board. This practice is not required by the State Library Board but the library by laws will need to be reviewed before voting to change this item.

VIII. Other Business --

a. Board training

“Creating a Culture of Learning” Webinar was discussed since a majority of the board members had previously viewed it before the meeting.

<http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/contedials/archives-webinar/board2018-culture>

Topics of discussion included:

1. Creation of Library Board recruitment flyer
2. Keep record of each library board member’s training time in the library board minutes
3. Schedule training time with a “year-at-a-glance” annual calendar so that board members will anticipate and plan on upcoming training times
4. Have staff librarians discuss areas of work in a format that will bring their work into focus for the board members. An example would provide actual data base graphics or a brief video that would allow the board members to “see” the material rather than merely tell them that it is available.

- b. Board evaluations will be on the schedule for June.

Adjourn

Motion by John Henk; seconded by Jessica Beck. Meeting adjourned at 7:40 PM

**financial report FY18  
may18**

<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	36,552.80	421,297.75	86.08%
Part-time & Temp Wages	010-6-4010-1-6020	68,317.00	5,751.38	71,192.09	104.21%
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	3,108.43	36,753.81	89.17%
IPERS	010-6-4010-1-6130	48,116.00	3,742.75	43,519.61	90.45%
Group Insurance	010-6-4010-1-6150	95,635.00	7,198.84	77,416.17	80.95%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	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	73.00	9,613.44	96.13%
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	315.17	8,841.07	104.01%
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>56,742.37</b>	<b>672,899.89</b>	<b>87.51%</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	2,872.20	35,824.01	85.30%
Dumpster Pickup	010-6-4010-2-6372	525.00	35.00	385.00	73.33%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,350.00	14,191.90	86.96%
Gas Utility	010-6-4010-2-6390	14,000.00	419.90	6,399.53	45.71%
Insurance/General	010-6-4010-2-6408	2,500.00	0.00	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	283.68	3,390.18	135.61%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	232.76	2,892.26	72.31%
Telephone	010-6-4010-2-6425	1,500.00	118.74	1,323.33	88.22%
Database Subscriptions	010-6-4010-2-6431	11,000.00	0.00	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	703.80	3,190.26	63.81%
Library Books	010-6-4010-2-6502	45,278.00	5,051.84	40,261.00	88.92%
Office Supplies	010-6-4010-2-6506	5,000.00	992.50	3,101.88	62.04%
Postage & Shipping	010-6-4010-2-6508	2,500.00	159.06	1,606.38	64.26%
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	2.79	659.49	65.95%
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	2,674.73	6,520.15	81.50%
Program Materials	010-6-4010-2-6537	7,323.00	349.86	6,375.48	87.06%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY18  
may18**

Summer Reading Program	010-6-4010-2-6539	5,500.00	1,653.30	3,428.15	62.33%
Library Supplies	010-6-4010-2-6540	7,132.00	516.93	6,709.80	94.08%
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	1,396.11	8,643.76	86.44%
Misc Collection	010-6-4010-2-6543	200.00	163.88	262.86	131.43%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	0.00	2,512.96	59.13%
Software	010-6-4010-2-6545	750.00	0.00	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%
<b>Total Services &amp; Commodities</b>		<b>235,734.00</b>	<b>18,977.08</b>	<b>195,170.79</b>	<b>82.79%</b>
Capital Equipment	010-6-4010-3-6726	10,200.00		10,212.00	100.12%
<b>Total Library Services</b>		<b>1,014,848.20</b>	<b>75,719.45</b>	<b>878,282.68</b>	<b>86.54%</b>



Meeting Agenda  
June 13<sup>th</sup>, 2018

Attendees:

Approval of May Meeting Minutes

Motion to Approve – Rose Rogers  
Second – Linda Westergaard

1. Financial Report

Checking balance - \$9710.95

CD balance - \$ 6,192.50

2. New Business

- Contributions - \$3580
- Friends Awareness Display (Rose & Judi) – Melanie set up the display for book sale. Looks great.
- Friends By-Laws (Jennie) – need to make some changes. First, we according to by-laws we should have a Vice President and secretary so we should have officer elections next month to add those in – please consider taking on one of these roles. Second, by-laws have term limits on officers. Recommend removing limits. Third, we should be offering an annual meeting. It was discussed that perhaps we could have a celebratory party and annual report meeting and invite our contributors to attend. Will discuss at August meeting.

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).
- RIPL funding for Jennifer to attend conference.
- Checks for these donations should come after July 1 so they are applied to the FY19 budget.

5. Fund-raising Events

- Book Sale – RECAP – Jennie estimates we made about **\$1760** on book sale materials (plus sold 11 book bags) so far. Total deposits (contributions, book sale and bags - \$2966). Justin can make corrections if needed
- THANK YOU to all who helped out at our Book Sale!!!



- Canvas Bag Sales – have sold eleven so far (\$132)

6. Miscellaneous

- n/a

7. Next meeting: August 8, 12pm (NO JULY MEETING)

Library Director Report  
North Liberty Community Library Board of Trustees Meeting  
June 18, 2018

- I. Financial Report and Update as of June 12, 2018:
  - A. Personnel Services: 94.79
  - B. Services & Commodities: 88.35
  - C. Total Library Services for: 93.35
  - D. Average this time of year: 92 percent
  
- II. Administrative Update
  - A. Three new employees all started in June and have been training
    - i. Mitch DeFauw is in place as Public Services Librarian
    - ii. Hanna Martin and Julia Wehr are new library assistants
  - B. Community Survey (included in packet)
    - i. Released on City Website, library website, social media
    - ii. Set up iPad to take in library and printed paper copies
    - iii. Will mail to area residents on request
    - iv. Link: <https://www.northlibertyiowa.org/2018/06/11/help-make-the-library-better-with-a-quick-survey/>
  - C. Another great library video produced by our Communications team
    - i. <https://vimeo.com/273898907>
    - ii. This was sent out earlier, so just sharing again for anyone who may have missed
  - D. Children's and Teen area redesign
    - i. Finding that space is being used very differently than when we first expanded
    - ii. Adding additional kids' activities and baby play area
    - iii. Added new comfy seating for tweens near Youth & Teen Services desk
    - iv. Ordered new chairs and tables for teen lounge
    - v. Adding new chairs throughout kids/teen area
    - vi. Seeking quotes for face out picture book shelving
  - E. New collection items
    - i. Adding giant sized books for checkout
    - ii. Book club kits
    - iii. Curriculum kits and story time kits
    - iv. Will look at shelving for east wall in FY19 to see how we can showcase all these non-traditional circulating items
  - F. Cake pans and additional DVD shelving
    - i. As cake pans are circulating less, we will be weeding the collection a great deal
    - ii. Looking to add new shelving units in the cake pan area for overflow of DVDs and will just have one wall for cake pans
  - G. New signage
    - i. Getting quotes for new signage for mobile book carts

- ii. Shifting the teen sign over to improve security camera view and better mark teen area

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report  
North Liberty Community Library  
June 2018

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

- Stork Storytime
  - Salem Public Library (Salem, Virginia) contacted us – would like to implement the READS program at their library in September
  - Continued work on Stork Storytime Toolkit (which will enable other libraries to implement programs without having to develop content)
  - Continued work on Stork Storytime EXPO
    - Mercy Hospital Iowa City will be the sponsor again this year
    - Current vendors registered include 14 non-profit organizations and 6 businesses (which gives us \$300 for the READS program)
    - Registered vendors can be viewed from our website by clicking on the Adult/Stork Storytime EXPO tab and scrolling down
    - Child screenings include vision, dental, car seat checks, and speech/language/hearing
    - The Stitching Around and Prairie Yarn Over groups will provide handmade items (hats, booties, or blankets) again this year for attendees
  - Developed and recorded a Stork Storytime podcast to post in June (May 21)
    - Topic was “Surviving Summer While Pregnant” with North Liberty Pharmacy
- Interviewed and hired 3 new library staff
  - 1 Public Services Librarian at 29 hours, Mitch DeFauw
  - 2 Library Assistants at 15 hours, Julia Wehr and Hanna Martin

Submitted by,

Jennifer Jordebrek  
Assistant Director

## Adult Services Board Report

June 2018

1. SRP has begun! Prizes for adult this year are a choice of a book and then either a canvas book bag or a tshirt, both with the “Libraries Rock” theme on them.
2. Adults need to read/listen to 6 books, come to programs, or a combination of the two that adds up to 6.
3. Two SRP programs next week: A program about the Fossil Gorge and a concert from local band Dogs on Skis. Marcos Grilled Cheese will be here during the concert selling delicious sandwiches.
4. The Last Tuesday of the Month Book Club read *A Wrinkle in Time*, by Madeleine L’Engle, for our May discussion. June’s book is *Gypsy: a Memoir*, by Gypsy Rose Lee.
5. The garden is planted so we’re just keeping things watered and hoping for a good garden season.

Respectfully submitted,

Elaine Hayes

Adult Services Librarian

Family Services Board Report  
North Liberty Community Library  
June 2018

- Family:
  - 6/2/18 Tea Party
    - Elephant and Piggie (book characters created by Mo Williems) theme
    - 39 people attended
  - 5/30 Summer Reading Program Kickoff
    - 450 people attended
- Baby & Tots:
  - 5/18 Tippie Toes
    - 51 people attended
  - 5/23 Tippie Toes
    - 54 people attended
  - 6/1 Craft: paper plate beach ball
    - 51 people attended
- BYOB:
  - 5/25
    - Read *Lincoln in the Bardo* by Saunders
    - Ate at Jimmy Jacks (NL)
    - 5 people attended
  - June meeting we will read *Boy on the Bridge* by M.R. Carey and eating at Zombie Burger at the Coral Ridge Mall
- 1000 Books Before Kindergarten
  - 147 enrolled
  - 16 completed
- Maternity Leave:
  - My last day will be June 22<sup>nd</sup>, maternity leave starting on Monday June 25<sup>th</sup>. I will return to work Tuesday, September 4<sup>th</sup>. I am anticipating our new addition but am already planning for and looking forward to my return to work!

Emily

## **Youth & Teen Services Board Report**

North Liberty Community Library

June (5/16 through 6/12) 2018

Family (crossover with Emily)

- 6/2/18 Elephant and Piggie Tea Party
- 39 people attended

Summer Reading Program Kick-off

- 5/30/18 - 450 people attended. I just had a 5<sup>th</sup> grader tell me how much fun she had at the kick-off

SRP

- 6/5/18 - We did passive programming this week, and had about 30 participants for K-6<sup>th</sup> grades
- 6/12/18 - Rock and Roll bingo - 85 kids attended

Question of the Week: avg 17 participants weekly

Teens SRP

- 6/7/18 - Guitar Pick making - 6 teens attended
- 6/12/18 - Gulp Fiction - 5 people attended

Caroline helped bring in Bliss Yoga on 5/26/18 as part of her crossover with Elaine - 5 people attended.

We're looking forward to the rest of Summer Reading Programming.

Respectfully submitted,

Erin Silva

Youth and Teen Services Librarian



Technical Services Board Report  
North Liberty Community Library  
June 2018

Circdesk Changes

- New desktops will be installed at circdesks
- The monitors will be mounted on an arm so the screen can swing around to show patrons what the staff person is looking at (patron account, Digital Johnson county, etc.)

New Children's Catalog

- A laptop has been purchased to add a 3<sup>rd</sup> catalog in the library
- All that is needed is to find software or configuration that only allows our catalog to be accessed

Launchpads

- 4 launchpads were purchased for patron use
- They have kids games and stories pre-loaded on them
- They are comparable to our AWE stations
- For now they will be for in-house use only

Janet D Lubben  
*Technology Services Librarian*

# **BOARD OF TRUSTEES BY-LAWS**

## **Article I. Name**

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

## **Article II. Members**

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

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

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

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

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

## **Article III. Officers**

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

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

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

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

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

#### **Article IV. Meetings**

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

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

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

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

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

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

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

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

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

#### **Article V. Committees**

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

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

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

## **Article VI. General**

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

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

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

## **INTERNET & TECHNOLOGY POLICY**

### **I. Purpose Statement**

The Internet is an unregulated global computer network. The North Liberty Community Library provides public access to the Internet in order to augment the community's educational resources. The Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following policy approved by the Library Board of Trustees:

### **II. Responsibilities of Patrons**

- A. Patrons have access to technology and electronic devices for use in the library. In order to use the library computers and other devices, patrons may not have outstanding overdue materials. Out of town guests or temporary users may present a valid photo ID to obtain a guest pass.
- B. The North Liberty Community Library (NLCL) assumes no responsibility for the quality, accuracy or currency of Internet resources.
- C. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. Parents or legal guardians are responsible for deciding what resources are appropriate for their children. Users may not incur any costs to the NLCL through access to fee-for-service information providers, shopping online or any other Internet use.
- D. Users should safely share personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for security of personal information shared on or with non-library sites.
- E. The Internet is not a secure, private environment. Customers handling financial transactions or other confidential activities do so at their own risk. Electronic communication is not absolutely secure and is subject to outside intervention. It may also be subject to monitoring by library technology staff in the usual performance of their duties.
- F. The NLCL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- G. Patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. All library computers are restarted after each individual use. Upon restart, any data saved on the computers is deleted and the computers revert to default library settings.

### **III. Time Limits**

- A. Computers are available for one session daily up to 60 minutes.

- B. Patrons may request an extension of computer time based on availability and computer battery life.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

#### **IV. Staff Assistance**

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer classes offered by NLCL staff.
- B. Due to liability, the staff does not repair personal computers or devices. Nor does the staff check personal systems for viruses, malware or other damages to the computer or device.

#### **V. Ethical use**

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of the Internet/Computer Policy will result in the suspension or loss of Internet/Computer privileges and may lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

#### **VI. Wireless Access at the Library**

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

## INTERNET & TECHNOLOGY POLICY

### I. Purpose Statement

The Internet is an unregulated global computer network. The North Liberty Community Library (NLCL) provides public access to the Internet in order to augment the community's educational resources for library visitors of any age. The Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following policy approved by the Library Board of Trustees:

### II. Responsibilities of Patrons

- A. Patrons have access to technology and electronic devices for use in the library. In order to use the library computers and other devices, patrons may not have outstanding overdue materials. Guests wishing to use a laptop may present a valid photo ID to obtain a guest pass. Out of town guests or temporary users may present a valid photo ID to obtain a guest pass.
- B. The ~~North Liberty Community Library (NLCL)~~ assumes no responsibility for the quality, accuracy or currency of Internet resources.
- C. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of parents to guide their children in the selection of resources compatible with the values and beliefs of their family. The library cannot act in loco parentis and urges parents to work with their own children in their use of Internet resources.
- ~~C-D.~~ Parents or legal guardians are responsible for deciding what resources are appropriate for their children. Users may not incur any costs to the NLCL through access to fee-for-service information providers, shopping online or any other Internet use.
- ~~D-E.~~ Users should safely share personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for security of personal information shared on or with non-library sites.
- F. The Internet is not a secure, private environment. Customers handling financial transactions or other confidential activities do so at their own risk. Electronic communication is not absolutely secure and is subject to outside intervention. It may also be subject to monitoring by library technology staff in the usual performance of their duties.
- ~~E-G.~~ The Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.

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F.H. The NLCL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.

G.I. Patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. All library computers are restarted after each individual use. Upon restart, any data saved on the computers is deleted and the computers revert to default library settings.

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### III. Time Limits

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



## North Liberty Community Library – Survey

Please take a moment to answer this anonymous survey. We are seeking input from library and non-library users to assist us in providing high levels of service to all members of the community and in the ongoing development of our strategic plan.

1. Do you have a North Liberty Library card?

Yes

No

2. On average, how often do you visit the library?

Daily

Weekly

Monthly

Less than once  
a month

Never

3. On average, how often do you visit the library's website or Facebook page?

Daily

Weekly

Monthly

Less than once  
a month

Never

4. Do you use Digital Johnson County (shared with Iowa City and Coralville Public Libraries) electronic resources?  
Select all that apply.

ebooks

eaudios

Downloadable  
Magazines

Value  
Line

New York  
Times online

Never  
Use

5. How satisfied are you with the following aspects of the library?

	Very satisfied	Satisfied	Unsatisfied	Very unsatisfied	Don't use/Not applicable
Staff friendliness and assistance					
Book collection					
DVD collection					
Books on CD					
Magazines and newspapers					
Programs for children/families					
Programs for teens					
Programs for adults					
Online services (website, catalog, databases)					
Requesting materials from other libraries (interlibrary loan)					
Printing and copying services					
Computers					
Internet/wifi access					
Facilities/furniture					
Hours of operation					
Parking					
Meeting rooms/study rooms					

6. How important is each of the following to you?

	Very important	Important	Somewhat important	Not important	Don't know/not applicable
Borrowing materials (books, DVDS, audiobooks, etc.)					
Help with finding information or materials					
Children's/family programs					
Teen programs					
Adult programs					
Meeting rooms/study rooms					
Help using library technology/computers					
Computers and Internet access					
Requesting materials from other libraries					
Online services (website, catalog, databases, etc.)					
Photocopier and print services					
Seating/study table space					
Children's Activity area					
Lactation Room for nursing/feeding infants.					

7. How do you typically find out about library services or programs? Check all that apply.

- Library website
- Social Media (Facebook/Twitter/Instagram)
- Library program brochure
- Signs or flyers in the library
- Newspaper/other local media
- City website
- Word of mouth
- Library staff
- Don't know/not applicable

8. If the library has not met your needs, please tell us why? What barriers or challenges have you encountered while using the library, if any?

**Please tell us about yourself so that we may better serve you. Please check only one answer for each of the following questions.**

9. How old are you?

- 12 or under
- 13-18
- 19-24
- 25-49
- 50-64
- 65 or older
- Prefer not to say

10 What gender best describes how you identify?

- Male
- Female
- Prefer not to say
- Other

Please specify other here (optional):

11. What is the primary language spoken in your home?

12. Which of the following categories best describes your current status?

Student

At home spouse, parent, or caregiver

Employed full-time outside the home

Self-employed

Not employed, looking for work

Not employed, not looking for work

Retired

13. In what community do you reside?

Please specify other

14. Did we miss anything? Please add additional comments here:

Thank you for your time! If you have questions about this survey or about the library, please contact the library director at [jgarner@northlibertyiowa.org](mailto:jgarner@northlibertyiowa.org) or call the library at 319-626-5778.

Experience *Your* Library



NORTH LIBERTY  
**Community  
Library**

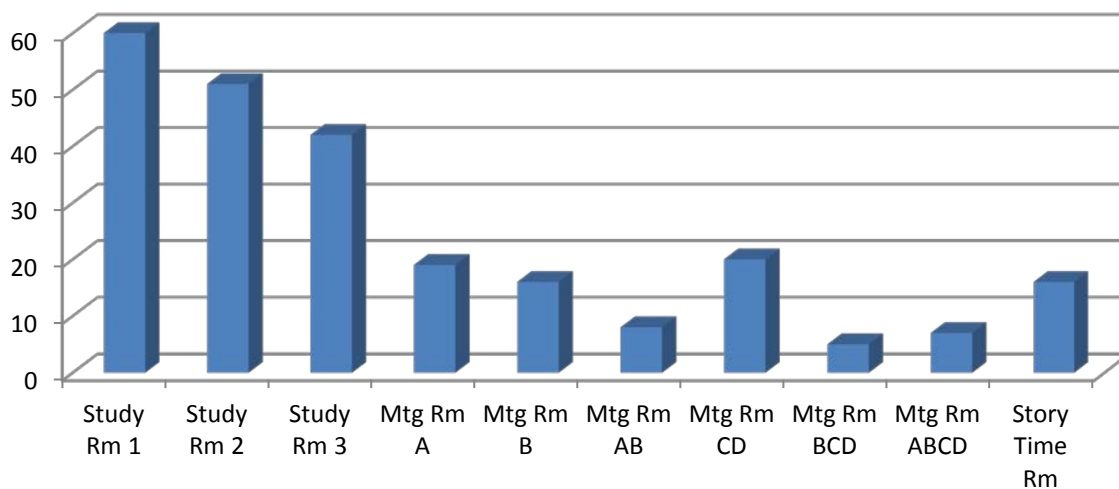


TO: City Administrator and City Council  
FROM: Jennie Garner, Library Director  
DATE: June 7, 2018  
SUBJECT: Library Monthly Report

#### At a Glance

Computer Usage	2408
Database Use	3515
Meeting Room Use	841
Door Count	16,850

#### May 2018 Room Reservations



\*This chart shows reservation counts: Meeting rooms were used 244 times by 841 people in May.

#### Library News

Our tagline, Experience *Your* Library was created to impart to both library staff and community members that our goal is to be a welcoming place for all who come through our doors.

Our tagline and our mission statement are intended to drive how we, as a staff, operate to best serve our growing community and we are truly pleased to share with all of you our new mission statement (developed by a committee of library staff, a city staff person and a board member):

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

And apparently many community members agree as we greeted over 4700 visitors to the library in the first six days of June!

#### **Upcoming Community Survey**

The library board of trustees is seeking input from the community through a short survey that will be distributed online beginning June 11 and will also be available in the library to take on one of the library computers or on paper. We are also happy to mail forms to people at request if a community member doesn't have access to the Internet or would prefer a paper copy. Please watch for the survey on the city's website, our website, and social media. Input from patrons and non-users is vital to assist us in continuing to offer high quality service and make additions or improvements as needed.

### **Program Highlights**

"Libraries Rock" is this year's summer reading theme. From rock concerts to geology, fitness programs to juggling and unicycling, there are so many ways to rock out at the library! The library brochure is chock full of fantastic programs. Be sure to check out the library's website or grab a brochure at the library.

We started summer off right with about 75 kids and parents who came to a story time held with author Alastair Heim in late May. Heim is the author of four children's picture books. He read his books and was a big hit with the kids and adults alike. The *North Liberty Leader* featured a great front page story on the event (June 6 edition). Staff is so pleased to be developing relationships with more authors who are willing to offer events at the library.

The library's summer reading program kickoff was enjoyed by 400+ community members at Hills Bank's Zeller St location.

And coming up....Music fans, don't miss out! Join us for an outdoor concert with local iconic band Dogs On Skis, June 21 at 6pm. Some of us may have waited in line to watch them perform way back in good old college days!

### **May moments captured**

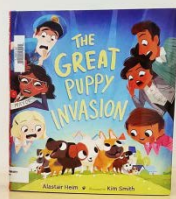
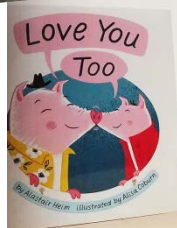
In May, adult program attendees created painted decorative signs, visited with a local author who lives with brain injury, and learned about "adulting" (making mug meals).



Library staff hosted a booth alongside other city staff to help cheer on runners in the Run Crandic race with a bubble machine and materials for family and supporters to make posters.



Alastair Heim, author visit and book signing. Matilda (Entertainment Services Librarian and guinea pig) enjoys his books too!



Some of our regular teens enjoy breaking in their newly created space. They even posed for us!