

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
June 17, 2019 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. May
- IV. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff reports – questions
- V. Policy Review
  - a. Internet & Technology Policy
- VI. Old Business
- VII. New Business
  - a. No July meeting
  - b. Elect officers in August – Jessi to lead meeting
- VIII. Other Business

Adjourn

North Liberty Community Library Board of Trustee Meeting

City Council Chambers, 1 Quail Creek Drive

North Liberty, Iowa

May 20, 2019

Meeting Called to Order @ 6:30pm. by Jessica Beck.

Present: Heidi Wood, Jessica Beck, Laura Hefley, Chris Mangrich, Malinda Allen, Marcia Zeimer

Library Director: Jennie Garner

1. Additions/Changes to Agenda: None
2. Public Comment: None
3. Approval of Minutes: Approved
4. Staff Introductions: Emily- Family Services Librarian

Emily gave us an overview of a typical week of the F.S. Librarian from 3 Storytime's, to outreach programs as many as 10, throughout the week. Serving babies thru toddler, preschool and entire families.

Videos were shown of both programs within the library and at outreach programs.

A slide was also presented of the statistics of the number of patrons served.

5. Directors Report:
  1. Jennie reported that the budget was on target @ 83% for this time of the year.
  2. Library Asst.1- Nessa Vahedian Khezerlou & Library Asst.2- Lisa Collier are both leaving In July & Sept. respectively. 50 applicants are currently being screened.
  3. Friends – Received \$2000 for the Endowment Fund last month.
  4. The Flamingo Fund raiser was sold out with a few extra dates added.
  5. Murals for the library are being discussed with the Big Picture Gallery and reading nooks & theater type seating are also in the plans with the IA. Prison Industry. Retro fitting the cake pan shelving for DVD's & other library kits are being looked into.
  6. Professional Development- This month discussion was of Personal Protection Equip. Monthly staff training continues as well.
  7. The Kanopy program has doubled to 78 views this past month.
  8. Student Aim Cards for 14,000 local students will launch in Aug.
  9. Table/Table donations have been greatly received for afternoon youth snacks.
6. New Business: Library Board Self Evaluation results reviewed & discussed.
7. Old Business: Library Board By-Laws reviewed & discussed. Approved.

Volunteer Policy – Approved as written.

Library Access for Sex Offenders Against Minors Policy.

Reviewed & Approved with possible rewording of signature space.

8. Adjourned @7:30pm. By Marcia Zeimer.

9. Next Meeting -June 17, 2019.

**financial report FY19  
may19**

<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	517,170.00	77,219.62	505,817.90	97.80%
Part-time & Temp Wages	010-6-4010-1-6020	84,737.00	13,189.42	79,283.17	93.56%
Overtime pay	010-6-4010-1-6040	500.00	0.00	438.06	87.61%
FICA/Medicare	010-6-4010-1-6110	45,123.00	6,664.00	43,614.13	96.66%
IPERS	010-6-4010-1-6130	55,841.00	8,321.02	54,063.41	96.82%
Group Insurance	010-6-4010-1-6150	93,393.00	13,421.96	81,405.22	87.16%
Workers' Compensation	010-6-4010-1-6160	3,000.00	1,225.00	1,225.00	40.83%
Mileage	010-6-4010-1-6182	2,600.00	126.23	2,787.12	107.20%
Group Insurance Deductible	010-6-4010-1-6183	17,691.00	876.45	16,767.76	94.78%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	147.00	2,861.00	158.94%
Training & Conferences	010-6-4010-1-6240	10,076.00	1,050.25	8,615.94	85.51%
Tuition Reimbursement	010-6-4010-1-6250	0.00	0.00	0.00	
Volunteer Training & Programs	010-6-4010-1-6252	100.00	0.00	86.99	86.99%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
<b>Total Personnel Services</b>		<b>832,031.00</b>	<b>122,240.95</b>	<b>796,965.70</b>	<b>95.79%</b>
Building Maintenance	010-6-4010-2-6310	1,800.00	0.00	0.00	0.00%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	2,468.57	37,108.67	88.35%
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	1,316.13	14,187.98	86.94%
Gas Utility	010-6-4010-2-6390	14,000.00	317.72	5,286.04	37.76%
Insurance/General	010-6-4010-2-6408	3,000.00	4,512.00	4,512.00	150.40%
Legal fees	010-6-4010-2-6411	0.00	0.00	0.00	
Immunization & Testing	010-6-4010-2-6412	600.00	36.50	1,029.00	171.50%
Adveristing & Publications	010-6-4010-2-6414	3,000.00	88.02	2,638.49	87.95%
Office Equip. Maint. Contracts	010-6-4010-2-6422	4,000.00	918.21	2,947.56	73.69%
Telephone	010-6-4010-2-6425	2,000.00	147.90	1,710.99	85.55%
Database Subscriptions	010-6-4010-2-6431	11,000.00	0.00	8,138.09	73.98%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	105.00	3,950.77	79.02%
Library Books	010-6-4010-2-6502	46,315.00	3,797.31	43,275.71	93.44%
Office Supplies	010-6-4010-2-6506	5,000.00	373.90	3,759.16	75.18%
Postage & Shipping	010-6-4010-2-6508	2,200.00	69.50	1,467.33	66.70%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	0.00	1,284.79	85.65%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	283.03	772.99	128.83%
Furniture & Fixtures	010-6-4010-2-6517	4,000.00	0.00	4,161.10	104.03%
Computers & Technology	010-6-4010-2-6518	8,000.00	0.00	6,573.82	82.17%
Program Materials	010-6-4010-2-6537	9,915.00	307.21	6,211.07	62.64%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY19  
may19**

Summer Reading Program	010-6-4010-2-6539	6,600.00	500.00	2,077.12	31.47%
Library Supplies	010-6-4010-2-6540	7,062.00	222.19	7,344.14	104.00%
Audio Books	010-6-4010-2-6541	3,500.00	216.68	1,502.33	42.92%
DVDs/Videos	010-6-4010-2-6542	11,000.00	1,018.75	9,039.49	82.18%
Misc Collection	010-6-4010-2-6543	200.00	0.00	0.00	0.00%
Newspapers/Periodicals	010-6-4010-2-6544	4,250.00	566.04	3,234.02	76.09%
Software	010-6-4010-2-6545	750.00	0.00	1,264.88	168.65%
E-Books	010-6-4010-2-6546	25,000.00	0.00	22,433.92	89.74%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	1,055.97	11,917.22	119.17%
<b>Total Services &amp; Commodities</b>		<b>249,137.00</b>	<b>18,355.63</b>	<b>208,213.68</b>	<b>83.57%</b>
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
<b>Total Library Services</b>		<b>1,081,168.00</b>	<b>140,596.58</b>	<b>1,005,179.38</b>	<b>92.97%</b>

## Meeting Minutes May 8, 2019

Attendees: Justin Flick, Jennie Garner, Donna Hallett,, Liz Loney, Regina Mass, Diane McGraw, Rose Rogers, Jeanne Stoakes

Absent: Judi Moore, Ruth Hurlburt, Linda Westergaard, Heather Healy, Gayle Woodward

Approval of Meeting Minutes    Motion to Approve – Regina                      Second – Liz

### 1.        Financial Report

Checking balance - \$14,799.90                      CD balance – \$6,298.78

New balance sheet passed out by Justin

Jenny reported that we get a monthly donation from GoDaddy thanks to a donor who works there.

### 2.        New Business

Jenny brought up the possibility of combining the Friends and Endowment monies. We are already on the endowment as the city requested. IF COMBINED – contribution letters would go out to ONE LARGE GROUP instead of being split. The Endowment is managed by the Johnson County Foundation for a 1% fee. Funds up to 5% can be pulled out yearly.

Donations and fund raised would come to the Friends and whatever is over the amount we choose to keep in reserve would be placed in the endowment.

Jenny requests that we think about this option and ask any questions we may have. She will check on the procedure we would follow if we combine. More discussion slated for later meeting.

### 3.        Funding Requests

No action at this time

### 4.        Fund-raising Events

**Annual meeting** – thanks to all for helping/attending. Next year, the annual meeting can be smaller – basically a party for the Friends board. (Jenny)

### **Book sale – (Rose & Ruth)**

Set up Wednesday June 5<sup>th</sup> at 3 PM.

Sale Thursday, Friday, Saturday. If we can't cover a shift the library will accept sale money. Jenny will create a shift sign up sheet for board members. Two people if possible for each shift, as many as possible for clean up around 2 or 3 on Saturday.

Andrew will make signs for tables – fiction, non-fiction, children's, etc

Melanie will make Book Sale signs for display in the library.

Donna will get the book sale on the Hills Bank message board.

Cash box will be in Friends' cupboard if you are working.

Books from current sale shelf will be added to our tables, choose new ones for that shelf when sale is over.

Friends bookbags – sell for \$15 Thurs & Fri, filled with books. Sell for \$10 w/books on Saturday.

University of Iowa donated a lot of cloth bags we can give to customers.

5. Miscellaneous

Regina suggested that we tie in to Panda Express with our book sale. She will check out options. We would give out flyers and Panda Express would donate part of their sales on given day/time.

6. Next meeting July 10 (skip June meeting)

Library Director Report  
North Liberty Community Library Board of Trustees Meeting  
June 17, 2019

- I. Financial report and end of month update:
  - A. Personnel Services: 95.79 percent
  - B. Services & Commodities: 83.57 percent
  - C. Total Library Services for: 92.97. percent
  - D. Average this time of year: 92 percent
  
- II. Administrative Update
  - A. Staff Update
    - i. Library staffing
      - 1. Library Assistant II – 25 hours/week
        - a. Hired Kellee Forkenbach
        - b. Start date June 17
      - 2. Library Assistant I – 15 hours/week
        - a. Lisa Collier has decided to remain at the library so not hiring for this position
      - 3. Received about 80 applications for these two positions
    - ii. Endowment update
      - 1. Flamingo Flocking raised over \$1000.00
  - B. Building/maintenance updates
    - i. Big Picture Gallery will be doing a mural on Teen Lounge wall
    - ii. Art hanging system is here – waiting for maintenance staff to put it up
  - C. Community update
    - i. Kanopy - views continue to increase
  
- III. Library board update
  - A. Six applicants
  - B. Mayor made appointments
    - i. Randy Langner
    - ii. Mike Healy
  - C. Appointments will be official at June 26 Council Meeting
  - D. Orientation and board meeting for August
    - i. Propose 5:30pm start time
    - ii. Library will provide light dinner during orientation

Respectfully Submitted, Jennie Garner, Library Director



Assistant Director Library Board Report  
North Liberty Community Library  
June 2019

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

- Stork Storytime (SS) updates:
  - Assisted at the “Let’s Dish: Bad Moms Live” Podcast program at Tin Roost
    - Published in May
    - Local moms discussed mom guilt
    - First live episode for the podcast
  - Developed and recorded Talks episode
    - “Welcome to Stork Storytime” that summarized updates to initiative since rebranding occurred
    - Was published beginning of June
    - As of June 7, 2019, we’ve had a total of 2,297 plays for all of our (29) episodes
    - In just the last month (May 8-June 6), we’ve had 484 plays
  - Submitted a proposal for the Awesome Foundation Live Pitch @ 2019 ALA Conference
    - The Awesome Foundation DC and Awesome Foundation Innovation in Libraries are co-hosting a live pitch during the conference on June 22
    - Awarding 3 grants (up to \$1,000 each) to library-focused small projects that could help communities, demonstrate new ideas, or improve tools/services
    - We are 1 of 6 proposals selected to pitch an idea
    - My proposal was funding for the storkstorytime.org website build that would provide expecting families an accessible, one-stop resource for prenatal learning with a specific emphasis on literacies. The website would also serve as a forum and idea exchange for librarians and allied professionals interested in pre-natal literacies and development.
    - Our practicum student, Paul Bethke, worked on the statement of work and project definition documents for the website
    - The visual design and site development are the next steps but require funding and programming expertise
  
- Attended Public Library Johnson County meeting

Submitted by,

Jennifer Jordebek  
Assistant Director

# Adult Services Board Report

## June Overview

At the end of May, we had our first Engage Book Club (for adults with disabilities), and it was a lot of fun and I'm looking forward to continuing the program with this regular group of patrons. Our regular meeting of Integration in Motion had a very large turnout of 26 to hear about owls as Raptology from UI came to give a presentation. And we've started a trial program called Jigsaw & Jazz Thursdays through the summer.

June will be the last month for our adult movie nights. The June 25<sup>th</sup> author visit from Amor Towles has to be rescheduled for September due to a conflict with the author's schedule.

We had a good turnout from Library Trustees and FRIENDS volunteers as well as some new volunteers from the community for helping sign up patrons for SRP. Big thanks!

## Updates for Future Planning & Programming

I'm looking at creating a robust voter education page/web for our patrons – collecting online resources and locating them in one place.

Family Services Board Report  
North Liberty Community Library  
June 2019

- Family:
  - 5/29 SPR Kickoff (Erin & Kayla covered)
    - 400 People attended
  - 6/6 Family Yoga
    - 6 People attended
- Baby & Tot
  - 5/29 DoodleBugs (Heidi covered)
    - 68 people attended
  - 6/5 West Music
    - 55 people attended
  - 6/7 Crafting Friday
    - Marbled planets
    - 62 People attended
  - 6/12 Iowa Children Museum
    - Universe of Stories Program
    - 78 People attended
- 1000 Books Before Kindergarten
  - 222 enrolled
  - 36 completed
- Other:
  - Bad Moms Live Event
    - Stork Storytime Pod cast, live addition
    - Moderator for panel of local moms talking about mom stuff
    - Tin Roost
    - 59 People attended

## Youth & Teen Services Board Report

North Liberty Community Library

June 2019 (May 13<sup>th</sup> - June 10<sup>th</sup>)

### Family (Overlap with Emily)

- SRP Kickoff - 400 people attended (5/29)
- Family yoga - 6 people attended (6/6)

### Kids

- Super Tuesdays – avg 11 per week (no program on 6/4)
- Rotating schedule for the month - Games, Book + Art, Crazy 8s math club, Lego day

### Tweens

- Avg. of 5 kids per week (no program 5/30 or 6/6)
- Raptology - 15 kids attended (6/10 - Raptology Birds of Prey)

### Special Programs

- Gulp Fiction Book Club - currently on hiatus
- SRP Friday Flicks - 71 kids (Escape from Planet Earth, 6/7)

### Outreach:

- Van Allen PreK - avg. 29 kids (2 classrooms, am/pm); Penn PreK - avg. 23 kids (am/pm)

Question of the Week: avg. 49 of kids participating in a 4 week span

### Snack:

- We served an average of 20 kids a day between 5/6 and 6/7. That averages out to 98 kids per week. It's summer, so more kids 😊

### Teens

- Cookie decorating with the Knight Riders - 12 kids attended (6/6)

Respectfully submitted,

Erin Silva

Youth and Teen Services Librarian



**Technical Services Board Report**  
**North Liberty Community Library**  
**June 2019**

EZ Solutions

- There is a new Computer fixit/IT management business in town
- They offer a multitude of services from basic to high end tech
- I have patrons needing computer support so it is nice to hand them their card and support a local business
- Key feature they offer: they will come to your house which is what patrons have asked me to do a lot

Janet D Lubben  
*Technology Services Librarian*

## **INTERNET & TECHNOLOGY POLICY**

### **I. Purpose Statement**

The North Liberty Community Library (NLCL) provides public access to the Internet in order to augment the community's educational and information resources for library visitors of any age.

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

- A. Patrons have access to technology and electronic devices for use in the library. Guests wishing to use a laptop may present a valid photo ID to obtain a guest pass. The Internet is an unregulated global computer network. The library assumes no responsibility for the quality, accuracy or currency of Internet resources.
- B. 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. 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 Internet is an unregulated global computer network. 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.
- G. 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.
- H. 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 and other devices 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 assistance 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.