

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
October 21, 2019 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. September
- IV. Reports
 - a. Staff Introduction- Melanie
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
 - a. Meeting Rooms Policy
- VI. Old Business
- VII. New Business
- VIII. Other Business

Adjourn

Next meeting date: November 18. 2019, 6:30pm

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

DATE: September 16, 2019 at 6:30 pm

PRESENT: Chris Mangrich, Laura Hefley, Jessica Beck, Heidi Wood, Library Director
Jennie Garner

ABSENT: Randy Langer, Mike Healy

CALL TO ORDER

1. Additions/Changes to the Agenda
 - a. None
2. Public Comment
 - a. None
3. Approval of Minutes
 - a. August 2019 meeting minutes approved
4. Reports
 - a. Staff Introductions
 - i. Kristen Conrad, University of Iowa Master of Social Work Candidate, completing practicum at North Liberty Community Library until May 2020
 - ii. Erin Silva presented 'Play in Libraries'; reviewed Family Place Library designation requirements
 - b. Budget
 - i. Reviewed; multiple front-end bills have led to slightly above average of 17% usual spending for this time of year; overall doing well
 - c. Friends Report
 - i. Preparing for waffle breakfast on 10/5/2019
 - ii. Collaborating with North Liberty Rec Center for upcoming Haunted Happenings
 - d. Director Report
 - i. Interviewing for part-time library associate; Trenton Delp will transition to sub status
 - ii. Employee reporting options reviewed; all full-time staff will provide reports for future board of trustee meetings
 - iii. Ongoing evaluation of options for bubbling floor; reviewing meeting room window covering options
 - iv. New art exhibit showcasing K-8th grade artists through Big Picture Gallery; art show to come
 - e. Staff Reports

- i. Stork Storytime trademarking underway; rebranding may be necessary
 - ii. Jennifer and Erin recently presented at Association for Rural and Small Libraries Conference
 - iii. Iowa Library Association conference October 2-4, 2019
 - iv. Family Place Libraries Training Institute November 18-21, 2019
- 5. Policy Review
 - a. Collection Development Policy
 - i. Approved
 - b. Reconsideration of Library Materials
 - i. Approved
- 6. Old Business
 - a. None
- 7. New Business
 - a. None
- 8. Other Business
 - a. None

MEETING ADJOURNMENT

NEXT MEETING: October 21, 2019 at 6:30 p.m.

Meeting minutes recorded by Heidi Wood

**financial report FY20
sep19**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	575,620.00	53,339.88	146,044.46	25.37%
Part-time & Temp Wages	010-6-4010-1-6020	79,679.00	5,431.88	20,946.50	26.29%
Overtime pay	010-6-4010-1-6040	500.00	0.00	0.00	0.00%
FICA/Medicare	010-6-4010-1-6110	48,038.00	4,364.49	12,380.78	25.77%
IPERS	010-6-4010-1-6130	59,278.00	5,438.71	15,444.34	26.05%
Group Insurance	010-6-4010-1-6150	104,010.00	7,193.65	21,516.49	20.69%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	0.00	0.00%
Mileage	010-6-4010-1-6182	2,600.00	0.00	246.16	9.47%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	48.00	3,487.69	34.88%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	80.00	158.00	8.78%
Training & Conferences	010-6-4010-1-6240	10,000.00	482.40	3,493.19	34.93%
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	0.00	0.00%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		894,625.00	76,379.01	223,717.61	25.01%
Building Maintenance	010-6-4010-2-6310	1,500.00	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	0.00	15,063.41	35.87%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	105.00	24.71%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,360.00	4,080.00	25.00%
Gas Utility	010-6-4010-2-6390	7,000.00	0.00	941.37	13.45%
Insurance/General	010-6-4010-2-6408	3,000.00	0.00	0.00	0.00%
Legal fees	010-6-4010-2-6411	0.00	0.00	0.00	
Immunization & Testing	010-6-4010-2-6412	750.00	0.00	260.90	34.79%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	40.42	805.03	23.00%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	277.23	703.37	23.45%
Telephone	010-6-4010-2-6425	1,500.00	150.89	451.84	30.12%
Database Subscriptions	010-6-4010-2-6431	12,500.00	3,207.38	3,207.38	25.66%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	581.55	2,072.49	41.45%
Library Books	010-6-4010-2-6502	46,000.00	4,439.59	12,363.66	26.88%
Office Supplies	010-6-4010-2-6506	5,000.00	199.88	417.95	8.36%
Postage & Shipping	010-6-4010-2-6508	1,800.00	45.15	172.50	9.58%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	53.76	758.50	50.57%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	0.00	37.33	6.22%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	0.00	0.00	0.00%
Computers & Technology	010-6-4010-2-6518	8,000.00	2,050.48	2,119.35	26.49%
Program Materials	010-6-4010-2-6537	8,000.00	536.03	1,683.88	21.05%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20
sep19**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	908.53	18.17%
Library Supplies	010-6-4010-2-6540	7,000.00	2,155.27	2,580.45	36.86%
Audio Books	010-6-4010-2-6541	3,000.00	0.00	1,040.00	34.67%
DVDs/Videos	010-6-4010-2-6542	11,000.00	1,128.74	3,015.17	27.41%
Misc Collection	010-6-4010-2-6543	250.00	0.00	0.00	0.00%
Newspapers/Periodicals	010-6-4010-2-6544	3,500.00	0.00	29.95	0.86%
Software	010-6-4010-2-6545	750.00	340.65	340.65	45.42%
E-Books	010-6-4010-2-6546	25,000.00	0.00	25,000.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	10,145.27	10,154.85	101.55%
Total Services & Commodities		233,895.00	26,747.29	88,313.56	37.76%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,128,520.00	103,126.30	312,031.17	27.65%

Meeting Minutes Oct. 9, 2019

Attendees: Justin Flick, Jennie Garner, Donna Hallett, Liz Loney, Diane McGraw, Judi M Moore, Rose Rogers, Jeanne Stokes, Linda Westergaard

Absent: Heather Healy, Ruth E Hurlburt, Gayle Woodward

Approval of Meeting Minutes Motion to Approve – Diane Second – Judi

1. Financial Report

Checking balance - 16,218.81 CD balance – \$ 6,334.18

Discussion of renewing the cd – probably for 20 months, only \$3000 left in cd, balance moved to checking.

Jennie pointed out that we get a monthly donation from Go Daddy.

Donation received in memory of Shirley Burger \$365

2. New Business

Discussion of combining Friends with the Endowment – would allow Jennie to send only 1 donation letter.

Could provide space on the letter to mark donation used for Friends OR Endowment OR as needed/general (we decide). Jennie will work on rewriting the donation letter.

Melanie uses a program called Canva to produce fliers etc. Friends will request a free upgrade with our 503b status. Melanie will do the paperwork.

3. Funding Requests

\$6000 for family certification training – additional funds needed for transportation (flights/rental car)

Judi made a motion to change amount to \$7500, Linda seconded, motion passed.

Donna will give Jennie a check.

4. Fund-raising Events

Waffle Breakfast October – profit low, attendance down 25-30%, storm did not help, workers not happy.

Discussion about not continuing the waffle breakfast – possibly replacing it with a “family” event of some sort – no firm decision made. We have a date for next year but have not signed a contract.

Ghost Walk October 11th, 2019 from 6:30-8:30pm Liberty Pond

Co Leads on Event – Judi and Liz – set up at 5:45

Glow Jewelry Station – need lights, Rose, Linda, Diane will work the event with Judi & Liz.

Judi turned in a bill to be reimbursed for the glow jewelry – under budget.

Trunk or Treat October 25th from 10:30-11:30 NL Library

Library needs volunteers for the AM to help manage crowd/Melanie will send email

Cookie Walk December 8th, 2019 from 8:00-11:00am NL Library

Co Leads on Event – Jeanne and Linda

5. Miscellaneous

Google Doc- Heather will set up and send link to group (use for minutes and check lists)

December meeting will be Wednesday Dec. 11 at 4 PM at Tin Roost.

Next meeting: November 13th, 2019

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Oct. 21, 2019

- I. Financial report and end of month update
 - A. Personnel Services: 25.01 percent
 - B. Services & Commodities: 37.76 percent
 - C. Total Library Services for: 27.65 percent
 - D. Average this time of year: 25.00 percent

- II. Administrative Update
 - A. Staffing Update
 - 1. Library Assistant I – 10-hours/week
 - a. Hired Liz Petersen to fill and shifted Trenton Delp to sub status
 - 2. Public Services position opened – Heidi Hartke no longer at library
 - a. Hired internally – Kellee Forkenbrock who was a Library Assistant II
 - 3. Library Assistant Ii (25-hours/week) to be filled
 - 4. Quarterly staff check-ins in process currently
 - a. Discussion questions
 - B. Building/maintenance updates
 - i. Window treatments
 - 1. One bid came in very high
 - 2. Will be seeking other options
 - C. City of North Liberty rebrand
 - i. City has a new logo and tagline
 - ii. Departments are being asked to make change for shared rebrand
 - iii. Library will begin implementing this change with new business cards, etc., as the logo is rolled out
 - D. Training
 - i. Iowa Library Association
 - 1. Presentation at ILA had 110 attendees and was well-received
 - 2. I attended many really good sessions
 - a. Full day preconference on diversity and dialogue
 - b. Keynote: Jaime Casap, Chief Education Evangelist at Google, spoke about The Problem-Solving Generation
 - c. Other sessions:
 - i. Modeling Respect Outside the Box
 - ii. What is community, really?
 - iii. Fostering Early Language and Literacy
 - iv. Circulation Growth through Collection Loss
 - v. Culture of Poverty and the Shushing Librarian

- ii. Family Place Libraries Training Institute
 - 1. Friends contributed \$7500.00 to training and travel
- iii. Community Engagement Class – University of Iowa
 - 1. Hosted on Oct. 16
- iv. Nov. 14 – Community Center Staff Retreat
 - 1. Morning – Colors Training
 - 2. Afternoon – ACES (Adverse Childhood Experiences) Training
- v. Monthly staff trainings
 - 1. First one in October: Complexities of Domestic Violence and how staff can offer assistance
 - a. Scott Stevens, Iowa City Police Officer, and representative from Domestic Violence Intervention Program
 - 2. Future topics:
 - a. Kristin Conrad, Social Work Practicum Student, is working on Trauma Informed Training
 - b. Modeling Respect with Marion Public Library Staff

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
October 2019

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

- Stork Storytime (SS) updates:
 - Talks podcast (<https://soundcloud.com/nlibertylibrary/learn-about-literacy-now-i-know-my-abcs>)
 - Developed and recorded September episode “Learn About Literacy: Now I Know My ABCs” with the Hiawatha Public Library
 - Currently at 2,927 plays overall for our 33 tracks (episodes) and expect to reach 3,000 by end of the year
 - Presented and attended ARSL Conference in Burlington, Vermont (Sept 4-7)
- Participated in the Public Reading of War & Peace during the Iowa City Book Festival

This is the first year we solicited feedback from our vendors for the Stork Storytime Expo. Below are some comments:

- “It was great to network with other vendors and meeting new people”
- “I don't think I saw anything for pediatric mental health, but I think this would be a really good addition”
- “A local business might offer a large giveaway attendees could win, like a stroller or savings bond”
- “Continue as you have, the information and welcome pack for vendors was excellent”
- “A nice turnout for everyone- enjoyed seeing some old friends and connecting with new contacts on top of getting our information out to the people that came through”

Submitted by,

Jennifer Jordebek
Assistant Director

Adult Services Board Report

Past Programs & October Overview

Every Tuesday from 4-6pm during October, the library is hosting a table at the Crosspark Road Hy-Vee. We're signing folks up for library cards, and highlighting a new theme which Julie, the store's dietician, compliments with an activity or tasting.

I attended and presented at the ILA/NLA/NSLA Joint Conference in Omaha, NE. I presented on mentoring in the library profession, and facilitated/coached participants through a Diversity and Inclusion Unconference session hosted by the ILA Committee for Diversity and Inclusion on which I serve. The conference was a great opportunity to connect with librarians outside Iowa and learn from each other.

Jerry Barlow – Celtic guitarist and storyteller was fantastic, he engaged the crowd, kept them laughing, and everyone had a good time.

The annual Author Fair was busy. We had 13 authors attend and about 40 visitors who spoke with our authors. We had one author who is actually a spoken word poet, and he recently published his work in book so as part of the allotted time I worked into the schedule for readings, he performed a piece. It was phenomenal.

Updates for Future Planning & Programming

January 25 2020 will be the inaugural event recognizing black American experiences from our community. This is a collaborative event across departments, the African American Museum of Iowa in Cedar Rapids, I Heart Black Business in Iowa City, and incorporating community members from all over the corridor. The volunteer committee and City liaisons (Angela M, Matt M, and myself) that has pulled this together, has been hard at work: brainstorming and bringing all their skills to the table. This year's all day event will be focused on black hair.

There will be a professor from the University of Iowa speaking to the history of this topic, workshops where hair professionals will demo and talk about a variety of topics from basic hair care to wig styles and care. One of the committee members for this event is working to get the main speaker event and workshops accredited classes for foster parents through DHS.

G!World Leadership Council will be taking on a podcast project to share personal stories about their experiences. The City has received \$300 from GreenState Credit Union to partially fund the stipend for an artist installation during the month of January. We are also working on final arrangements on a spoken word event at a local establishment with a free youth lock in so parents can attend the poetry event without having to pay for or worry about child care.

Technical Services Board Report
North Liberty Community Library
October 2019

Tis the Season for Help

- I have had 6 one-on-ones this month (it's only half over!) and have 2 more scheduled for this week
- Patrons wanted help with Overdrive, watching movies on their laptop, help with a word document
- They always comment how nice it is to have personal help with their technology issues

Janet D Lubben
Technology Services Librarian

Family Services Board Report
North Liberty Community Library
October 2019

- Family:
 - 9/17 Tippi Toes
 - 47 people attended
 - 9/19 PLAYvolution
 - <https://playvolution.org/>
 - Puzzle tournament
 - Games for families
 - 25 people attended
 - 9/21 Goat Storytime
 - Goat canceled due to weather, went ahead with storytime and craft
 - Kayla covered
 - 47 people attended
 - 10/5 Crafting Saturdays
 - Paper plate spiders
 - Kayla
 - 31 people attended
 - 10/12 University of Iowa Chemistry program
 - 26 people attended
- Baby & Tot
 - 9/18 Tippi Toes
 - 45 people attended
 - 9/20 Tippi Toes
 - 71 people attended
 - 9/25 DoodleBugs
 - Erin covered
 - 24 people attended
 - 9/27 Gymnest
 - 73 people attended
 - 10/4 Crafting Friday
 - Paper plate spiders
 - 29 people attended
- 1000 Books Before Kindergarten
 - 10/14:
 - 254 enrolled
 - 39 completed

Youth & Teen Services Board Report

North Liberty Community Library

Oct. 2019 (Sept 10th - Oct. 14th)

Family (overlap with Emily and Amy)

- Jigsaw Tournament, part of Playvolution events) - 9/19/19, 25 people attended
- We had giant Jenga, Connect 4, and puzzles in the meeting rooms

Kids (K-6th)

- Super Tuesdays (rotating activities each week) - avg. of 8 kids in attendance
- Tweendom (every other Thursday) - avg. of 9 kids in attendance

Special Programs

- Vesta the Fox came with Amber Oldfield (conservationist) on 9/12/19, 90 people attended! Families really like animals...
- National Mississippi River Museum & Aquarium brought their touch tank with sting rays on 9/15/19
 - We did one hour for the IC Autism Community - 39 attended
 - We did an additional program for the community at large - 71 people attended
- Library wide Scavenger Hunt for library card sign-up month - 91 people completed the hunt

Outreach

- Garner prek, first visit of the year - 19/20 in the am/pm classes
- Penn prek, first visit of the year - 19/10 in the am/pm classes

Question of the Week: avg. of 40 kids answer the question each week

Snack

- We give an average of 16 a snack for this past month

Teens

- Acting workshop on 9/10/19 - 6 people attended
- Break-out box 10/2/19 - 0 people attended
- Volunteers - we currently have 7 teens who've committed to regularly volunteering M-Saturday. They each are here for 1-2 hours.

Kayla was able to attend the Iowa Library Association conference this year.

Respectfully submitted,

Erin Silva

Youth and Teen Services Librarian

MEETING ROOM USE POLICY

I. Purpose Statement:

Meeting rooms of the North Liberty Community Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting room use guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library
- B. Meeting rooms are primarily for nonprofit use
- C. Programs and promotion of library services or by the City of North ~~Library-Liberty~~ for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- D. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- E. No solicitation for future sales is permitted without prior approval by library Administration
- ~~F. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes~~
- ~~G.F.~~ Reservations may start no less than 30 minutes before the library's closing time
- ~~H.G.~~ Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged
- ~~I.H.~~ An individual or group may have up to three reservations scheduled at a time
- ~~J.I.~~ Refreshments are welcome. Cleaning equipment is provided for user(s) in white cupboards located in Meeting Rooms A & D.
- ~~K.J.~~ Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- ~~K.~~ The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- ~~L. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based-fee-based meeting space available for for-profit purposes~~

III. User Responsibility:

- A. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- B. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- C. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space
- D. Groups may request a large trash receptacle from library staff if needed
- E. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles behind the recreation department before leaving

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**Meeting Room Use Policy
North Liberty Community Library**

D.F. Music or other audio should be limited in volume as to not disturb other library users

E.G. Clean tables and floor as needed

F.H. Meetings will not generally be scheduled before or after **library** hours. Group representatives may not enter **library** buildings or other meeting rooms, nor will deliveries be accepted, before ~~the normal-regular~~ library hours

G.I. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)

H.J. Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-qualifying meeting room uses:

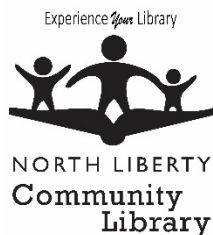
- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Weddings, showers, reunions or individual/private parties
- C. Banquets
- D. Commercial use where personal or business profits are the chief aim of the meeting
- E. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

Terms of use may not apply to **library** or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The **library** **D**irector shall have final authority regarding use of **library** meeting rooms.



TO: Johnson County Supervisors
 FROM: Jennie Garner, Library Director
 DATE: Oct. 1, 2019
 SUBJECT: Library Monthly Report

At a Glance

Computer Usage	1472
Database Use	9315
Meeting Room Use	965
Door Count	14,073

Summer reading program numbers:

PreK - 485 registered, 433 completed, 21 finished halfway = 89% completion rate

Babies and Tots - 122 registered, 73 completed, 13 finished halfway = 60% completion rate

K-3rd - 394 registered, 213 completed, 69 finished halfway = 54% completion rate

Tweens - 184 registered, 85 completed, 29 finished halfway = 46% completion rate

Teens - 90 registered, 36 completed, 21 finished halfway = 40% completion rate

Adults - 223, 105 completed = 47% completion rate

Daycare outreach participants - 437

TOTALS:

1498 people registered (0-99), 995 completed, 153 completed halfway = 66% completion rate

Library News

If you haven't taken an opportunity to listen to the Stork Storytime TALKS Podcast, we hope you do sometime soon. We've had 2891 total plays since launching the podcast. The latest episode, *Now I Know My ABCs*, features a discussion about letter knowledge with one of our colleague at the Hiawatha Public Library, with vocals by one of our library staff member's kiddos, Nash. We had over 50 listens on the latest podcast in three days after it was produced. The TALKS podcast is available on SoundCloud (the orange cloud icon on our website) at <https://soundcloud.com/nlibertylibrary>.

We have subscribed to a new online service called Princh that allows patrons to print from their own electronic devices so that people can print directly from a tablet, laptop, or cell phone. We're really pleased to offer this service to our patrons as this is a question we get regularly.

And patrons still use our computers in house regularly. Here are some interesting stats we gathered for Sept. 1-26:

Computer type	Average computer session time (minutes)	Total minutes used by patrons
Laptops	70	2386
Career stations	37	2580
Teen computers	40	5963
Kids computers	46	11,313
Quick 15-min stations	9	572
Sit down stations	43	9686

Scroll for program highlights

The library hosted several Iowa authors for the annual author fair. Authors offered readings and sold books to visitors.



Celtic guitarist and storyteller Jeffy Barlow performs musical renditions of history, legend and humor for adult patrons



Families met Vesta, the fox, learned her story, and learned about other animals native to Iowa, and about being a wildlife rehabilitator with Amber Oldfield.



The library hosted the National Mississippi River Museum and Aquarium. Kids had an opportunity to pet sting rays in their tanks and learn more about marine life.

