

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
November 18, 2019 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. October
- IV. Reports
  - a. Staff Introduction- Kellee Forkenbrock
  - b. Budget
  - c. Friends
  - d. Director
  - e. Staff reports – questions
- V. Policy Review
  - a. Art Display Policy
  - b. Library Conduct Policy
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: December 16. 2019, 6:30pm

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

DATE: October 21, 2019 at 6:30 p.m.

PRESENT: Chris Mangrich, Laura Hefley, Jessica Beck, Mike Healy, Scott Clemons, Heidi Wood, Library Director Jennie Garner

ABSENT: none

CALL TO ORDER

- I. Additions/Changes to the Agenda
  - a. New Board of Trustees member Scott Clemons welcomed. He will assume position vacated by Randy Langner due to move outside of North Liberty. Scott is a longtime library volunteer.
- II. Public Comment
  - a. None
- III. Approval of Minutes
  - a. September 2019 meeting minutes approved
- IV. Reports
  - a. Staff Introductions
    - i. Melanie Harrison, Marketing & Events Coordinator, provided overview of her role with the North Liberty Community Library
  - b. Budget
    - i. Total Personnel Services: 25.01% of budget spent YTD
    - ii. Total Services & Commodities: 37.76% of budget spent YTD
    - iii. Total Library Services: 27.65% of budget spent YTD
    - iv. Average for this time of year: 25.00%
  - c. Friends Report
    - i. Discussion of combining Friends and Endowment donation letters into one letter to be sent annually
    - ii. Funding requests for family certification training approved
    - iii. Waffle Breakfast in October had lower attendance and profit; discussion to suspend event for future years
    - iv. Upcoming events include Ghost Walk (10/11/2019), Trunk or Treat (10/25/2019), Cookie Walk (12/8/2019)

**financial report FY20  
oct19**

<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	575,620.00	44,830.60	190,875.06	33.16%
Part-time & Temp Wages	010-6-4010-1-6020	79,679.00	4,316.32	25,262.82	31.71%
Overtime pay	010-6-4010-1-6040	500.00	115.46	115.46	23.09%
FICA/Medicare	010-6-4010-1-6110	48,038.00	3,637.35	16,018.13	33.34%
IPERS	010-6-4010-1-6130	59,278.00	4,548.54	19,992.88	33.73%
Group Insurance	010-6-4010-1-6150	104,010.00	7,161.42	28,677.91	27.57%
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	496.44	742.60	28.56%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	48.00	4,806.95	48.07%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	127.00	285.00	15.83%
Training & Conferences	010-6-4010-1-6240	10,000.00	3,119.59	6,612.78	66.13%
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	
<b>Total Personnel Services</b>		<b>894,625.00</b>	<b>68,400.72</b>	<b>293,389.59</b>	<b>32.79%</b>
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	5,340.72	20,404.13	48.58%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	140.00	32.94%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,360.00	5,440.00	33.33%
Gas Utility	010-6-4010-2-6390	7,000.00	258.95	1,200.32	17.15%
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	81.70	342.60	45.68%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	380.83	1,185.86	33.88%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	213.07	916.44	30.55%
Telephone	010-6-4010-2-6425	1,500.00	151.19	603.03	40.20%
Database Subscriptions	010-6-4010-2-6431	12,500.00	3,560.00	4,790.75	38.33%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	537.15	4,586.27	
Library Books	010-6-4010-2-6502	46,000.00	3,679.91	16,043.57	34.88%
Office Supplies	010-6-4010-2-6506	5,000.00	137.06	555.01	11.10%
Postage & Shipping	010-6-4010-2-6508	1,800.00	78.07	250.57	13.92%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	151.26	909.76	60.65%
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	0.00	2,119.35	26.49%
Program Materials	010-6-4010-2-6537	8,000.00	141.37	1,825.25	22.82%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20  
oct19**

Summer Reading Program	010-6-4010-2-6539	5,000.00	124.00	1,032.53	20.65%
Library Supplies	010-6-4010-2-6540	7,000.00	197.22	2,777.67	39.68%
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	822.99	3,838.16	34.89%
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	1,844.73	1,874.68	53.56%
Software	010-6-4010-2-6545	750.00	0.00	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	839.76	10,994.61	109.95%
<b>Total Services &amp; Commodities</b>		<b>233,895.00</b>	<b>19,934.98</b>	<b>108,248.54</b>	<b>46.28%</b>
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
<b>Total Library Services</b>		<b>1,128,520.00</b>	<b>88,335.70</b>	<b>401,638.13</b>	<b>35.59%</b>



Library Director Report  
North Liberty Community Library Board of Trustees Meeting  
Nov. 18, 2019

- I. Financial report and end of month update
  - A. Personnel Services: 32.79 percent
  - B. Services & Commodities: 46.28 percent
  - C. Total Library Services for: 35.59 percent
  - D. Average this time of year: 33.00 percent
  
- II. Administrative Update
  - A. FY21 budget proposal submitted Nov. 15
    - i. Highlights
      - a. New cameras for teen lounge and kids' computer stations
      - b. Increase staff hours for Adolphson to 29 from 25
      - c. Add one library assistant I up to 15 hours
      - d. Update wireless hardware and 5-year subscription
      - e. Cleaning Contract increase
        - a. Galaxy is going on their fifth year cleaning the building and has only increased one other time
        - b. This new proposal allows for six days/week during warmer months and seven days/week during snowy months
        - c. It also ensures 3.5 hours per day to clean and maintain the building
  - B. Staffing Update
    - i. Library Assistant II (25-hours/week) filled
      - a. Melanie Adolphson
    - ii. This position will direct report to Adult Services and support that position
      - a. Was reporting to Collection Services but all library assistants include job duty of processing library materials
      - b. This is strategic move with increase in adult programming
  - C. Training
    - i. Nov. 14 – Community Center Staff Retreat
      - a. Colors and ACES training
    - ii. Monthly staff trainings
      - a. Complexities of Domestic Violence and how staff can offer assistance
      - b. Very well received by staff
      - c. Eleven library staff and five city staff attended
  
- III. New library mail delivery system
  - A. Iowa Shares from State Library of Iowa
  - B. Free statewide mail delivery

- C. Will eliminate need for current interlibrary loan charge
  - i. Update Service Policy for to reflect this
  - ii. Recommendation in packet

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report  
North Liberty Community Library  
November 2019

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

- Stork Storytime (SS) updates:
  - Added the Talks podcast RSS feed to additional podcast directories to increase exposure: Spotify, Google Play Music, TuneIn, Digital Podcast, iPodder, Stitcher and Blubrry. We were already listed on iTunes.
  - These additional sites have put us at 3,205 plays as of Nov 11, 2019
  - The Continuing Education Coordinator for the Southwest Florida Library Network (SWFLN) asked me to present a webinar on the Stork Storytime initiative to their cooperative members. SWFLN is one of five regional, multitype library cooperatives that promotes resource sharing among libraries and provides invaluable training opportunities to library staff. The library will receive \$500 toward Stork Storytime funding upon completion of this one hour webinar.
  
- Coordinated training for new library assistant I – Liz Petersen
  
- Training sessions I have participated in:
  - State Library Learning Circuit – Understanding Audiences for Community Engagement & Support
  - DVIP (Domestic Violence Intervention Program)
  - IAShared delivery service webinar

I recently helped a patron who wanted to use our Locally Grown Lactation Room for the first time. She shared that earlier in the morning she had taken her child to daycare for the first time and was grateful to have this option available to the public. To date, we have had 230 total checkouts of the lactation room.

Submitted by,

Jennifer Jordebek  
Assistant Director



# Adult Services Board Report

## Past Programs & November Overview

The library hosted a showing and discussion of the Better Angels documentary on October 15<sup>th</sup> which was well received. That same night the League of Women Voters had a table in the lobby. There was a bit of discussion afterwards about reactions to the film and their own feelings on division in politics. I've also begun an inquiry about hosting a Skills Training through Better Angels.

Morbid Curiosities: An Evening with Edgar Allan Poe brought in a nice crowd and we had a local college student who took photos, and wrote a mock newspaper piece about it for a course. She was really impressed and had a lot of questions about the library's programming.

The LTOM book group is selecting their top choices for 2020 from a list of 15 potentials I've given them.

November 5<sup>th</sup> the library was lucky enough to host Diane Arthur for an Acrylic Pour on canvas class. It was a hit with all 18 attendees. Set up and clean up was a bit of a hassle, but we've learned better for the next class. We discussed doing a multi-generational program with the tweens/teens and an adult summer 2020.

## Other Updates

I have been selected as a judge for the Midwest Book Award, these duties will be performed outside of my library time for the most part.

The ILA Committee for Diversity and Inclusion meets monthly, and at our last meeting we discussed what the committee's goals for the next year will be. We are looking to hold some 'off conference' continuing education opportunities in regional areas of Iowa directed at folks who can't attend state conferences or travel far.

Family Services Board Report  
North Liberty Community Library  
November 2019

- Family:
  - 10/17 Tippi Toes
    - 4 people attended
  - 10/23 Yoga
    - 7 people attended
  - 10/24 Orchestra Iowa Pied Piper
    - Strings
    - 29 people attended
  - 10/25 Trunk or Treat
    - Hocus Pocus themed costumes
    - 600 people attended
  - 11/2 Crafting Saturdays
    - Polka Dot Thank You cards
      - Kayla
    - 18 people attended
  - 11/2 Family Pizza Build with Z'Catering
    - 84 people attended
  - 11/12 West Music
    - 52 people attended
- Baby & Tot
  - 10/23 DoodleBugs
    - 18 people attended
  - 9/27 Gymnest
    - 73 people attended
  - 11/1 Crafting Friday
    - Polka Dot Thank You cards
    - 19 people attended
- 1000 Books Before Kindergarten
  - 10/14:
    - 255 enrolled
    - 39 completed

## Youth & Teen Services Board Report

North Liberty Community Library

Nov. 2019 (Oct. 14<sup>th</sup> – Nov. 11<sup>th</sup>)

### Family (overlap with Emily)

- Yoga - 7 (We had an infant and a teen join us this time!)
- Trunk or Treat – our best guess is around 600. We had a volunteer help with counting and we're pretty sure he forgot half way through.

### Kids (K-6<sup>th</sup>)

- Super Tuesdays (rotating activities each week) - avg. of 7 kids in attendance
- Tweendom (every other Thursday) - avg. of 10 kids in attendance

### Special Programs

- Saturday Cinema – 5 attendees
- Darrin Crow presented a “spooky, silly” storytelling program – 27 attendees
- We had a Day of the Dead celebration – 19 attendees
- Mini terrarium program – 22 attendees

### 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
- We've also added in the preschools at Grant and Van Allen – Grant has an am and pm preschool and a 3 year old preschool that just meets in the morning. Van Allen also has an am and pm program.

Question of the Week: avg. of 30 kids answer the question each week

### Snack

- We gave an average of 13 kids a snack every day this past month
- Tom White has started bringing fresh fruit for the weekends

### Teens

- Pizza and Politicians: We had 53 attendees. All participants had a great time
- Origami 101 – 5 attendees
- After Hours – only 3 teens came, but they had fun and want to do it again and invite their friends.

We are hard at work on the next brochure. We've planned another winter reading program, visits from the African American Museum and Blank Park Zoo, as well as some special programming for Beat the Bitter.

Respectfully submitted,  
Erin Silva  
Youth and Teen Services Librarian

**North Liberty Community Library**  
**Art Display Policy**

I. Statement of purpose:

The Library hosts art display areas to provide a space for self-expression and an opportunity for patrons to view public art. Display facilities are available for public and library use. Exhibits using the display space shall further one or more of these purposes:

- To display high quality original art by Iowa artists
- To highlight a theme related to library services, collections, or programs
- To bring together library materials from subject areas related to a theme of current interest
- To inform patrons of current issues, events or other subjects of public interest

The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.

The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

Displays of original art will be accepted by a staff committee. The Art Selection Committee reserves the right to refuse exhibits which, in its opinion, do not further the library's mission or strategic plan.

The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.

The Library will designate spaces for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.

All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).

A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's Art Selection Committee.

## LIBRARY CONDUCT POLICY

### I. Purpose Statement

All patrons have the right to use the library undisturbed and library employees and volunteers have the right to work without undue interference. Library staff will follow established library procedure for the protection of all library patrons in order to maintain an environment free from disruption and in accordance with this Library Conduct Policy. In an effort to provide a safe, welcoming atmosphere for all, the Library Board has approved the following conduct policy:

### II. Patron Responsibilities

- A. Library patrons are expected to be engaged in the productive use of the library's resources and space. All library users, employees, and volunteers should be free of any threat of harm, invasion of property, or gross indignity.
- B. These guidelines are not to be considered a rigid policy, as each incident will have its own unique set of circumstances requiring judgement and flexibility.
- C. No person shall engage in any conduct which disturbs or interferes with others' use of the library, including but not restricted to the following:
  1. Willfully annoying, harassing or threatening another person by staring, following, photographing, or stalking.
  2. Interfering with staff members' or volunteers' performance of duties on Library property. This includes: engaging in conversation or behavior that monopolizes the attention of a staff member or volunteer for an inappropriate period of time; making inappropriate personal comments, sexual advances, verbally or physically harassing; or refusing to comply with staff requests.
  3. Behaving in a disorderly, loud or disruptive manner.
  4. Interfering with another person's passage within the library or on library grounds.
  5. Consuming, using or possessing alcoholic beverages or controlled substances on library grounds, or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
  6. Defacing or destroying library property.
  7. Remaining in the library outside regular business hours.
  8. Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
  9. Soliciting funds, or panhandling.
  10. Playing audio equipment at a volume level that is disturbing to other users or library staff.
  11. Using skates, a skateboard or other sporting equipment in the library.
  12. Campaigning, petitioning, interviewing or surveying patrons, staff, or volunteers in a manner that is disruptive to library activities.
  13. Willfully exposing patrons, staff, or volunteers to offensive images or language.
  14. Engaging in lengthy conversations (including cell phone conversations) ~~in areas intended for quiet study. [what areas are intended for quiet study? are they designated as such?]~~ that may disturb other patrons' use of the library.
  15. Interfering with the maintenance of a clean, pleasant and safe library facility.

### **III. Child Safety**

- A. The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles are left unattended or concerns regarding safety, disruptive behavior, or well-being occur.

Patrons should refer to the [Library's Child Safety Policy](#) [hyperlink] for more information and to the North Liberty Recreation Center Child Safety Policy (Appendix D) regarding building use, as the policies differ between the Library and Recreation Center.