

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
December 16, 2019 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. November
- IV. Reports
 - a. Staff Introduction
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
 - a. Sex Offender Library Use Policy
 - i. Library Use Application for Sex Offender Against Minors
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: January 20, 2020, 6:30pm

North Liberty Community Library Board of Trustee Meeting

City Council Chambers, 1 Quail Creek Drive, North Liberty

November 18, 2019

Meeting called to Order @ 6:30 pm.

Present: Jessica Beck, Laura Hefley, Scott Clemons, Mike Healy, Chris Mangrich

Assistant Library Director: Jennifer Jordebrek

Absent: Heidi Wood, Library Director-Jennie Garner

1. Addition/Changes to Agenda: None.

2. Public Comment: None.

3. Approval of Minutes: Approved.

4. Staff Introductions: Kellee Forkenbrock- Public Service Librarian

Kellee, introduced herself and explained her vast Job experience.

Her experience as a published author, and her goals as the Public Services Librarian. Some of her present concerns are checking the accounts of patrons who are not currently able to use the library because of excessive fines or lost items and working with those Patrons to enable them to use the library once again. She also wishes to continue with Book Clubs and work as the Art Wall Curator.

5. Director Report: In lieu of Jennies absence the Board reviewed the Directors Reports of Budget, Friends, Staff updates Staff reports & addressed concerns & questions to Jennifer.

The only question of concern was a slight increase in the budget, and this was addressed.

Jennifer, also addressed continued staff training, possible increase in staff hours for part time staff. As well as encouraging Board members who bake, to

bake for the upcoming Cookie Walk Fund raiser on
December 7th.

6. New Business: None.

7. Old Business: None

8. Policy Review:

1. Art Display Policy: Reviewed & Approved.

2. Library Conduct Policy: Reviewed & Approved.

(With slight language change to line # 14.)

9. Adjourned @ 6:50pm.

10. Next Meeting: December 16, 2019.

**financial report FY20
nov19**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	575,620.00	42,117.49	232,992.55	40.48%
Part-time & Temp Wages	010-6-4010-1-6020	79,679.00	4,781.92	30,044.74	37.71%
Overtime pay	010-6-4010-1-6040	500.00	41.99	157.45	31.49%
FICA/Medicare	010-6-4010-1-6110	48,038.00	3,459.77	19,477.90	40.55%
IPERS	010-6-4010-1-6130	59,278.00	4,362.66	24,355.54	41.09%
Group Insurance	010-6-4010-1-6150	104,010.00	7,161.42	35,839.33	34.46%
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	367.72	1,110.32	42.70%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	48.00	6,859.26	68.59%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	288.76	573.76	31.88%
Training & Conferences	010-6-4010-1-6240	10,000.00	7,390.44	14,003.22	140.03%
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%
Employee Recognition	010-6-4010-1-6253	0.00	0.00	0.00	
Total Personnel Services		894,625.00	70,020.17	365,414.07	40.85%
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	5,837.40	26,241.53	62.48%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	175.00	41.18%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,360.00	6,800.00	41.67%
Gas Utility	010-6-4010-2-6390	7,000.00	508.97	1,709.29	24.42%
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	324.20	666.80	88.91%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	402.50	1,588.36	45.38%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	717.06	1,633.50	54.45%
Telephone	010-6-4010-2-6425	1,500.00	151.19	754.22	50.28%
Database Subscriptions	010-6-4010-2-6431	12,500.00	0.00	6,767.38	54.14%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	351.44	2,961.08	59.22%
Library Books	010-6-4010-2-6502	46,000.00	3,853.34	19,896.91	43.25%
Office Supplies	010-6-4010-2-6506	5,000.00	324.85	879.86	17.60%
Postage & Shipping	010-6-4010-2-6508	1,800.00	341.02	591.59	32.87%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	150.51	1,060.27	70.68%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	6.16	43.49	7.25%
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	795.00	2,914.35	36.43%
Program Materials	010-6-4010-2-6537	8,000.00	1,749.27	3,574.52	44.68%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20
nov19**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	1,032.53	20.65%
Library Supplies	010-6-4010-2-6540	7,000.00	134.62	2,912.29	41.60%
Audio Books	010-6-4010-2-6541	3,000.00	611.35	1,651.35	55.05%
DVDs/Videos	010-6-4010-2-6542	11,000.00	1,006.50	4,844.66	44.04%
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	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	0.00	10,994.61	109.95%
Total Services & Commodities		233,895.00	18,660.38	126,908.92	54.26%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,128,520.00	88,680.55	492,322.99	43.63%

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Dec. 16, 2019

- I. Financial report and end of month update
 - A. Personnel Services: 40.85 percent
 - B. Services & Commodities: 54.26 percent
 - C. Total Library Services for: 43.63 percent
 - D. Average this time of year: 42.00 percent

- II. Administrative Update
 - A. FY21 budget proposal
 - i. Includes flooring project to replace flooring east of pillars
 - B. Training
 - i. Nov. 14 – Community Center Staff Retreat
 - a. Update
 - b. Administrative follow-up plan
 - ii. Monthly staff training
 - a. UAY training on working with youth for part-time staff – takeaways from staff:
 - 1. Tone of training: “We aren’t here to change the youth; we’re here to change your behavior and interactions”
 - 2. The moderators confronted whiteness and privilege
 - 3. The phrase “I’m going to choose to be flexible with you” is so good
 - 4. The idea that we are here to reinforce positivity about young people was a good reminder
 - 5. The Stop-Chill-Choose method – we should absolutely adopt that as a part of our behavior procedures
 - b. Social work practicum student created behavior flow chart (included in Dropbox) for staff to use to help step through our policy when we have conduct issues with patrons
 - c. January – Mobile Crisis Outreach Director will speak on secondary trauma, how to use self-care, and how the library can partner with Mobile Crisis
 - iii. Family Place Training Update
 - a. Action plan and timeline
 - b. Fund-raising

- III. Library operations update
 - A. Early access/expanded hours
 - i. Monday, Wednesday, and Friday from 8-9am
 - ii. Expands hours to 67 from 64
 - B. Elimination of fines
 - C. Quick cards with limited access

- i. Under consideration – would like to discuss with staff
- IV. Social work intern is working on a community survey
 - A. Discussing whether to translate into multiple languages
 - B. Looking at how to distribute this to reach nonusers
 - i. Face-to-face surveys
 - ii. Potential partnership with Johnson County Public Health
- V. Update on Student AIM initiative
 - A. 15,000 new cardholders
 - B. Overview of parameters for access

Respectfully Submitted, Jennie Garner, Library Director

Assistant Director Library Board Report
North Liberty Community Library
December 2019

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

- Stork Storytime (SS) updates:
 - Talks podcast (<https://soundcloud.com/nlibertylibrary>)
 - Developed and recorded November episode “Let’s Dish: Not Your 9 to 5” with guest Nicole Agee from KCRG. Topic was navigating parenting and having a non-typical work hour job.
 - Developed and recorded December episode “Hear From an Expert: Sneezes, Sniffles and Achoos” with guest Dr. Lisa Johnson from North Liberty Family Health Centre. Topic was dealing with the flu and colds as a newborn or child or during pregnancy

- Staff training
 - Assisted in transition of Kellee Forkenbrock to Public Services from Lib. Ast. 2
 - Assisted in training of Melanie Adolphson (Lib. Ast. 2)
 - Transitioned training tasks back to Public Services position and worked with Kellee on vision for training manual and staff onboarding

- Training sessions I have participated in this past month include:
 - RIPL Virtual Office Hours
 - IAShares delivery service
 - All city staff retreat
 - Guest panelist on Library Horizons ARSL 2019 webinar (shared information on sessions from the ARSL conference for people who could not attend)

- Participated in November board meeting in lieu of director

Many staff members have invested a lot of time helping a patron over the past year with tasks relating to completing his substitute teaching certification. This patron recently has accomplished his goal and was willing to share how the library assisted him. KCRG news story link available at:

<https://www.kcrg.com/content/news/North-Liberty-man-spends-months-at-a-library-computer-accomplishing-goal-of-becoming-a-substitute-teacher-565998631.html>

Respectfully submitted,
Jennifer Jordebek
Assistant Director

Family Services Board Report
North Liberty Community Library
December 2019

- Family:
 - 11/15 Toy Story 4 Interactive movie
 - 41 people attended
 - Made 3 toy story crafts
 - Popcorn bar
 - 11/20 Iowa Children's Museum
 - Shadow storytime
 - 26 people attended
 - Kayla covered
 - 11/23 City Circle Presents Annie Storytime
 - 90 people attended
 - Read a *Annie* story and the cast from the show sang 3 songs during the book
 - 12/02 Little Miss Ann
 - 9 people attended
 - 12/4 Yoga Storytime
 - 10 people attended
 - Gratefulness theme
 - 12/7 Crafting Saturdays
 - Paper cup lanterns
 - Kayla
 - 16 people attended
 - 11/12 Cedar Rapids PJ storytime
 - 12 people attended
- Baby & Tot
 - 11/27 DoodleBugs
 - 21 people attended
 - Erin covered
 - 12/3 Music Together
 - 46 people attended
 - 12/6 Crafting Friday
 - Paper cup lanterns
 - 21 people attended
 - 12/11 Gymnest Tumbling Tots
 - 32 people attended
- 1000 Books Before Kindergarten
 - 12/10:
 - 257 enrolled
 - 41 completed

Youth & Teen Services Board Report

North Liberty Community Library

Dec. 2019 (Nov. 11th – Dec. 10th)

Family (overlap with Emily)

- Yoga - 10 attendees
- Interactive Movie - Toy Story 4
 - 41 people attended

Kids (K-6th)

- Super Tuesdays (rotating activities each week) - avg. of 7 kids in attendance
- Tweendom (every other Thursday) - avg. of 8 kids in attendance

Special Programs

- Saturday Cinema – 10 attendees

Outreach

- Garner PreK - 19 kids on average between the am/pm classes
- Penn PreK - 17 kids on average between the am/pm classes
- Garner PreK - 19 kids on average between the am/pm classes
- Grant 4yo PreK - 14 kids on average between the am/pm classes
- Grant 3yo class - 14 kids on average

Question of the Week: avg. of 35 kids answer the question each week

Snack

- We gave an average of 15 kids a snack every day this past month
- Tom White continues bringing fresh fruit for the weekends

Teens

- 3 attended for Origami 101
- Kayla and Kristin conducted a teen survey for the month of November. The majority of respondents were 7th and 8th graders. They would like more movie nights, gaming programs, crafting, and break-out boxes. We will be incorporating more of those activities as we are able. We are also working on some updated signage for the Teen room. Kayla and I also attended the Mental Health First Aid training, which was very useful.

In other news, the student AIM cards will be live next week. This is a project among NL, ICPL, and Coralville Public Library. Any student in the Iowa City school district (excluding the private schools) will be able to check out 3 library materials, regardless of if they have a library card with us. There will be no fines or fees associated with these accounts. Janet has worked hard on

getting all ~15,000 records into Polaris, with no major hassle. We are very excited to be part of this project.

Respectfully submitted,
Erin Silva
Youth and Teen Services Librarian

Adult Services Board Report

Amy Golly

Past Programs & December Overview

We had a DIY Plumbing event during which we partnered with our local True Value experts, Doug and Ryan, to address basic plumbing needs of the average home owner and issues they would be able to fix and some tips on winterizing their home. It was a great success at drawing in folks I haven't seen at adult programs before.

In collaboration with the Rec Center, we've started a new American Majhong playing group. A library patron has stepped up to lead the group and teach new players the game.

This month we'll host three days of a gift wrapping room for patrons to wrap gifts distraction free and with materials the library provides.

Friday, December 13th I'm hosting trivia at Senior Dining. I plan to do this 3 time a year for the seniors. Hopefully this will help create more opportunities for cross City department collaboration.

Other Updates

The Community Center building staff, and a few of the City Admin staff attended a full day of training devoted to improving working relationships by better understanding each other's working habits, preferences, and how we may view different conversations and interactions. We also learned about ACES (Adverse Childhood Experiences) and looked at how that informs people's lives – including those people we work with daily.

In an effort to improve the experience of volunteers by offering meaningful work, I'm creating tracts that focus on specialized tasks: photography/videography, shelving & materials, special event help, outreach, volunteer gardener, and summer reading sign up volunteer.

Technical Services Board Report
North Liberty Community Library
December 2019

What would you recommend?

- A big part of helping patrons is my opinion on what tech item they should get
- I ask a bunch of questions and get a feeling of what they should look for
- I keep up with trends and what the hot tech items are by reading articles online, emails from technology professionals and newsletters I subscribe to

Only 14,000+

- In preparing for the AIM student cards I uploaded a file with all the student info
- I didn't want any possible glitches with Polaris, our library software, so I did it on Sunday after close
- I had been told it could take up to 2 hours. It took 50 minutes!
- There were no hiccups and the errors were all duplicate patron but there weren't many of those
- I have to fix a couple of fields but am happy with how smooth it is going

Janet D Lubben
Technology Services Librarian

LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY

City of North Liberty, Iowa

I. Purpose

The Iowa Legislature passed, and the Governor signed, Senate File 340, which went into effect on July 1, 2009. Senate File 340 is a complete overhaul of Chapter 692A of the Code of Iowa, dealing with the registration of persons convicted of crimes designated as sex offenses. Senate File 340 includes new restrictions related to the use of public libraries on persons convicted of crimes designated as sex offenses against minors. The City of North Liberty has adopted this policy to ensure compliance with the new provisions of Chapter 692A regarding restrictions on public library access. For more information on Senate File 340 and the Iowa Sex Offender Registry, please visit www.iowasexoffender.com.

II. Application

This policy applies only to a person convicted of a sex offense against a minor as defined in Iowa Code Section 692A.101(28). All others are allowed access to the North Liberty Community Library under the same terms and conditions as the general public.

III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), a person who has been convicted of a sex offense against a minor may not be present upon Library Grounds without the written permission of the Board. In addition, a person who has been convicted of a sex offense against a minor may not "loiter", as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

IV. Definitions

- A. Board. The term "Board" shall refer to the North Liberty Community Library Board of Trustees.
- B. Library. The term "Library" shall refer to the North Liberty Community Library.
- C. The term "Library Grounds" shall refer to the real property situated at 520 West Cherry Street in North Liberty, and which is depicted as Lot 4 of the North Liberty Commercial Park and recorded in Plat Book 32, Page 242, of the Records of the Johnson County Recorder's Office.

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V. Application for Use Procedure

- A. A person convicted of a sex offense against a minor who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102 may petition the Board for permission to be upon the grounds of the Library. Any such person may contact the Library Director, or his/her designee, by telephone at 319-626-5701 for more information and an application form.
- B. No person shall be granted written permission to be upon Library Grounds if he or she has been convicted of a sex offense against a minor and is classified as a Tier II or Tier III Offender under the provisions of Iowa Code Section 692A.102.
- C. No person shall be granted written permission to be upon Library Grounds if the person is subject to this Policy and has been convicted of an aggravated offense, as defined in

Iowa Code Section 692A.101(1)(a), regardless of the age of the victim of the aggravated offense and regardless of the person's Tier classification.

- D. Upon receipt by the Library Director of a completed application for permission to be upon Library Grounds, the Library Director shall present such application to the Board at the Board's next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:
 - i. The offense for which the person has been convicted;
 - ii. The person's likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person's residence;
 - iii. Information obtained from the person's parole or probation officer, if the person is on parole or probation;
 - iv. The person's intended use of the Library; and
 - v. Any other information the Board deems relevant.
- E. The Board's meetings are open to the public. Any applicant may speak before the Board in favor of his or her application. The Board may reasonably request additional information from any applicant, whether or not that person is present at the Board's meeting.
- F. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board's first regular meeting following such request.
- G. If the Board grants permission to a person to be upon Library Grounds, the Library Director shall notify such person and the parole/probation officer for such person via U.S. Mail.

VI. Terms & Conditions/Restrictions

- A. A person who is granted permission pursuant to this policy to be upon the Library Grounds shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in paragraph B.
- B. A person who receives written permission to be upon the Library Grounds may be subject to Library use restrictions, including, but not limited to:
 - i. Time of day restrictions;
 - ii. Computer use restrictions;
 - iii. Study room use restrictions; and
 - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A person who has been granted written permission to be upon Library Grounds will receive written notification of any restrictions on his or her use of Library facilities or services.
- D. Upon application of a person who is granted written permission or the Library Director, Library use restrictions imposed upon a person may be amended, at the sole discretion of the Board.

VII. Revocation of Permission/Removal from Library Grounds

- A. Should the Library Director or Board discover, after the Board has granted a person permission to be upon Library Grounds, that the person provided false information on his or her application, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- B. Should a person ever be found to have violated the general terms of conditions of the Library or any special restrictions on use established by the Board for such person, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.
- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

VIII. Access to Library Materials

- A. Any person who has been convicted of a sex offense against a minor, regardless of classification or whether or not such person has been granted written permission to be upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, a person who has not been granted written permission to be upon Library Grounds must contact the Library Director, or his/her designee, at 319-626-5701, and designate another who may check out materials on behalf of such person. Any person so designated must either not be subject to this policy or must have been granted written permission to be upon Library Grounds pursuant to this policy.
- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as stated in the TERMS AND CONDITIONS/RESTRICTIONS Paragraph B.

Appendix C – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Aliases:

Address:

Phone:

Occupation:

Specific Offense:

Tier One Offender _____ Tier Two Offender _____ Tier Three Offender _____

Date(s) of any and all such conviction(s):

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes _____ No _____

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on North Liberty Community Library premises. What is your intended use of Library services and/or materials?

NOTE: Incomplete applications will be automatically denied; successful applicants providing false information will have permission to be on Library premises rescinded.

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

