

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
March 16, 2020 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. January
- IV. Reports
  - a. Staff Introduction
  - b. Budget
  - c. Friends
  - d. Director
  - e. Staff reports – questions
- V. Policy Review
  - a. Planning for results
  - b. Mission statement
- VI. New Business

Adjourn

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

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

DATE: January 20, 2020 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. Staff Introduction and Friends report removed from meeting agenda
- II. Public Comment
  - a. None
- III. Approval of Minutes
  - a. December 2019 meeting minutes approved
- IV. Reports
  - a. Budget (% of budget spent)
    - i. Total Personnel Services: 49.61%
    - ii. Total Services & Commodities: 57.26%
    - iii. Total Library Services: 51.19%
    - iv. Average for this time of year: 50.00%
  - b. Director Report
    - i. FY21 budget proposal submitted for 1/21/2020 Council work session
      1. Proposed budget similar to FY2020
      2. Includes request for one additional part-time staff position
    - ii. Annual report for City Council report created by Marketing Intern and Marketing Coordinator
    - iii. Community Center collaboration
      1. Community Center training completed. Administrative follow-up meetings now occurring to establish Community Center core values and service model for building
      2. Collaboration between Rec and Library teams increasing for joint programming
    - iv. Monthly staff training

1. Diversity Training – Race: The Power of Illusion completed
  2. Mobile Crisis and Library collaboration training scheduled for 1/28/2020
  - v. Family Place Library designation
    1. Preparations for May 2020 rollout are occurring, including ordering equipment/toys, article in the Press Citizen, and funding opportunities review
  - vi. Library operations update
    1. Expanded hours set to launch 3/23/2020
    2. Elimination of fines for overdue materials also scheduled for March 2020; replacement fees for lost or damaged materials will remain in place
    3. Student AIM Cards
      - a. Positive response and use by students observed over the first month
  - vii. Community survey
    1. Preparation and conduction by social work intern
    2. Strategizing how to reach individuals who do not currently utilize library and its resources
  - c. Staff Reports
    - i. Reviewed prior to meeting with opportunity for questions/clarifications during meeting
- V. Policy Review
- a. Service Policy
    - i. Approved with minor edits
  - b. Child Safety Policy
    - i. Approved
- VI. Old Business
- a. Sex Offender Policy
    - i. Extensively revised by City Attorney
    - ii. Revised policy approved
- VII. New Business
- a. None

MEETING ADJOURNMENT: 7:03 p.m.

NEXT MEETING: March 16, 2020 at 6:30 p.m.

*Meeting minutes recorded by Heidi Wood*

**financial report FY20  
feb20**

<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	0.00	366,573.78	63.68%
Part-time & Temp Wages	010-6-4010-1-6020	79,679.00	0.00	55,840.01	70.08%
Overtime pay	010-6-4010-1-6040	500.00	0.00	225.09	45.02%
FICA/Medicare	010-6-4010-1-6110	48,038.00	0.00	31,226.79	65.00%
IPERS	010-6-4010-1-6130	59,278.00	0.00	39,219.40	66.16%
Group Insurance	010-6-4010-1-6150	104,010.00	0.00	60,403.46	58.07%
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	1,276.52	49.10%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	0.00	9,211.69	92.12%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	0.00	1,276.52	70.92%
Training & Conferences	010-6-4010-1-6240	10,000.00	2,041.15	16,691.14	166.91%
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>2,041.15</b>	<b>581,944.40</b>	<b>65.05%</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	2,864.09	34,747.43	82.73%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	280.00	65.88%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,451.62	10,627.81	65.12%
Gas Utility	010-6-4010-2-6390	7,000.00	516.69	2,652.24	37.89%
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	(36.00)	666.80	88.91%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	494.56	3,086.17	88.18%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	213.07	2,327.03	77.57%
Telephone	010-6-4010-2-6425	1,500.00	149.20	1,203.31	80.22%
Database Subscriptions	010-6-4010-2-6431	12,500.00	1,044.75	9,008.93	72.07%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	837.80	4,469.10	89.38%
Library Books	010-6-4010-2-6502	46,000.00	4,329.56	31,208.91	67.85%
Office Supplies	010-6-4010-2-6506	5,000.00	115.09	1,430.62	28.61%
Postage & Shipping	010-6-4010-2-6508	1,800.00	0.00	646.33	35.91%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	0.00	1,531.57	102.10%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	34.98	86.46	14.41%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	353.59	485.93	48.59%
Computers & Technology	010-6-4010-2-6518	8,000.00	115.90	5,880.20	73.50%
Program Materials	010-6-4010-2-6537	8,000.00	634.10	6,036.59	75.46%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20  
feb20**

Summer Reading Program	010-6-4010-2-6539	5,000.00	311.99	1,344.52	26.89%
Library Supplies	010-6-4010-2-6540	7,000.00	373.23	5,852.97	83.61%
Audio Books	010-6-4010-2-6541	3,000.00	0.00	2,180.29	72.68%
DVDs/Videos	010-6-4010-2-6542	11,000.00	603.11	7,306.80	66.43%
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	374.01	2,368.09	67.66%
Software	010-6-4010-2-6545	750.00	390.40	811.04	108.14%
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%
<b>Total Services &amp; Commodities</b>		<b>233,895.00</b>	<b>15,206.74</b>	<b>172,233.75</b>	<b>73.64%</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>17,247.89</b>	<b>754,178.15</b>	<b>66.83%</b>

## Friends of the North Liberty Community Library

Meeting Minutes: March 11, 2020

Attendees: Jennie Garner, Donna Hallett, Heather Healy, Diane McGraw, Judi M Moore, Rose Rogers, Jeanne Stoakes, Linda Westergaard

Absent: Justin Flick, Liz Loney

Approval of Meeting Minutes    Motion to Approve – Heather    Second – Linda

1. Financial Report    Checking balance \$14,861.10.    CD balance \$6413.47

### 2. New Business

Frequency of meetings – change from monthly to quarterly, keep 2<sup>nd</sup> Wednesday of month

Jeanne reported on the volunteer fair – steady traffic, positive comments.

3. Funding Requests    None at this time

### 4. Fund-raising Events

Discussion regarding new event in place of Waffle Breakfast – might be OK with just the 2 big events & not adding a new event, tabled till next year.

City moved Garage Sales so they will NOT be on our Book Sale weekend. We'll monitor impact.

Book Sale: setup 3 – 5 Thursday June 4, open 6-8 Thurs, all day Friday June 5, 8 to 3 Saturday June 6. Must be cleaned up & out of rooms by 5 PM Saturday.

Jennie updated us on the contribution drive letter – probably mailed in April.

### 5. Miscellaneous

Friends Flyer – Jennie will re-word & Melanie will update. Erase Waffle Breakfast. Add “**Donate and/or** buy books, at our Annual Book Sale **in June**”. Change Cookie walk each Dec to **in Dec**. Try to make it clear that joining Friends means being a volunteer, not attending board meetings.

Fiscal year – discussion on switching accounting to fiscal year to match library, verbal approval given.

Changes to By Laws agreed upon, Diane will update:

Article IV ; Officers : The officers shall be elected at the first meeting of the calendar year. (changed from January meeting)

Article V : Meetings : Section 1 : Regular meetings shall be scheduled each year. (deleted annual meeting)

Article VII : General : Section 1 : adding “or by electronic vote”. (tally will be kept of electronic vote)

**Election of Officers:**

President Donna  
Vice-President Diane  
Treasurer Justin  
Secretary Heather

**Event Co-Chairs for coming year:**

June 4 – 6 Book Sale Judi & Rose  
October 16 Ghost Walk Liz  
December 5 Cookie Walk Linda & Jeanne  
(Justin in charge of MUSIC)

Dates for Ghost Walk & Cookie Walk are tentative subject to verification from Matt Meseck at Rec Center – we will match their dates. Not on their official schedule yet.

5. Next meeting: **NO meeting in April**, next meeting May 13 at noon.

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**March 20, 2020**

- I. Financial report and end of month update
  - A. Personnel Services: 65.05 percent
  - B. Services & Commodities: 73.64 percent
  - C. Total Library Services for: 66.83 percent
  - D. Average this time of year: 67.00 percent
- II. Administrative Update
  - A. FY21 Budget is passed
  - B. Staff update
    - i. Lora Wegner is graduating in May and will be moving out of staff
    - ii. That will leave a library assistant I position open and plan to fill in May
  - C. Family Place Update
    - i. We will hold off the launch on this until September to be better prepared and ensure funding
- III. Library operations update
  - A. Early access/expanded hours and fine elimination
    - i. Launches March 23
  - B. Coronavirus response
    - i. The library has postponed some large scale events in order to ensure a good attendance and safety of staff and public
    - ii. We are suspending outreach programming to outside agencies – many of these agencies have already opted to not invite enrichment programs into their venues
    - iii. We are offering information on remote services we provide for those who wish to follow recommendations for social distancing including submitting and paying for printing from home, using wireless 24/7 from our parking lot, placing holds on materials, requesting up to six items for curbside or quick pick up, e-books and e-audios, databases and other electronic resources
    - iv. The city has a link on their webpage to keep people updated on changes in service and programming
- IV. Planning for Results
  - A. New edition is coming out through the Public Library Association
  - B. We will be planning to work with a state consultant, Becky Heil, to refresh/update our strategic plan this fall
- V. Staff updates
  - A. Assistant Director
    - i. Stork Storytime (SS) updates:
      - a. Talks podcast (<https://soundcloud.com/nlibertylibrary>)



- b. Developed and recorded February episode “Let’s Dish: A Heart Warrior’s Story” with Monica who shared her son Wyatt’s journey in receiving a new heart.
    - c. Developed and recorded March episode “Let’s Dish: Managing Diabetes and Pregnancy” with Kristin who shared her story of having Type 1 diabetes and being pregnant.
    - d. Began planning for 6<sup>th</sup> annual Expo – Sunday August 30 from 1-3pm
    - e. Developed webinar to present in March for the Southwest Florida Library Network (SWFLN)
    - f. Received Year Two funding (\$3,000) from Mercy Iowa City
  - ii. Completed yearly staff reviews
- B. Adult Services
  - i. Amy Golly will be reporting in person at the meeting
- C. Family Services
  - i. Beat the Bitter events
    - a. Iowa Children’s Museum family activity night. 25 people attended, there were blocks to build forts for snowball fight (& indoor snowballs), an experiment with melting snow and a snow related craft
    - b. Glow Party, 109 people attended. Downstairs in Rec center, black lights, glow in the dark body paint, tape and glow sticks. Cookies donated by locate baker, Vanilla Beans and Daydreams (with glow in the frosting)
  - ii. Winter reading family pool party (prize for completing program), 17 people came
  - iii. Johnson County Public Health came and did 3 storytimes for Dental Health Month (Tues, babies; Wed, pre-k; Saturday, family)
  - iv. Family storytime/craft program, 29 people attended. This was held in place of a program Hy-Vee was slated to do, but had to cancel. Had storytime, made two crafts and gave a snack.
- D. Youth & Teen Services
  - i. The Volunteer Fair was Sunday March 1st with 48 attendees and 9 non-profit organizations. It was a success that brought together adults and teens to volunteer opportunities. We are already planning a volunteer fair for next year.
  - ii. Presented for the North Liberty Optimists on Feb. 27<sup>th</sup>
    - a. Some of them were very surprised at how much social work we end up doing with the kids.
  - iii. My conference proposal for Kids First was accepted - will present to youth librarians in Iowa about how to find and use a social work student in a library setting.
  - iv. I also submitted proposal for this to the upcoming Iowa Library Association conference and the Association for Rural and Small Libraries conference
  - v. Working with the Antelope Lending Library, a non-profit bookmobile to partner on visits to Golf View Mobile Homes and Sugar Creek Lane for dual library

services. Antelope also contracts with Coralville Public Library to serve a mobile home court that the CPL targeted as underserved.

- vi. UAY is partnering with us –dedicated UAY staff person on Thursday afternoons at the community center. She will be getting to know our regular kids, and we will be working on a podcast/video series about what it means to be a tween/teen in Johnson County. Our work will culminate with some sort of celebration event in June.

E. Technology Services

- i. Aureon & South Slope Grant
  - a. Rewarded a grant to purchase more iPads
  - b. \$500 from Aureon and matching \$500 from South Slope
  - c. We went from 11 iPads to 15 iPads
- ii. Adding timer software to iPads to limit use and conserve battery life

F. Public Services

- i. New artist exhibited in Display Case (Cory Christiansen); he'll be up through April 19th
- ii. Documented Lost Card and Early Access procedures
- iii. Began planning for Stork Storytime podcasts; July episode guest confirmed (Aradia Wyndham, Iowa City Babywearers)

G. Marketing and Event Coordinator

- i. Book Madness: Battle of the Ages
  - a. Brackets are Classics (before 2000 vs. New Favorites (after 2000)
  - b. Everyone is encouraged to vote and there is a display in the library

H. Window Perf

- i. Adding artwork to the four west windows that look into the staff workroom
- ii. For visual appeal addition to the front of the library

I. We will again offer the Flamingo Flocking in May

- i. Communications will create promo video and we are adding a second flock and Flock Insurance this year. Community members can make a \$20 donation to ensure that their home doesn't receive the flock.
- ii. Will be looking for volunteers to help with flocking this year. (Heidi and Jessi were fabulous helpers last year...wink, wink ☺)
- iii. Flocking will take place Sunday nights-Thursdays so homeowners will enjoy Monday-Friday
- iv. I am planning to do as much of the flocking as needed but hope to find 3-5 people willing to take a night each week in May.
- v. Logo/Library Rebranding Project
  - a. Slowly updating library marketing materials with new Library/City of NL branding
  - b. We will continue to use printed items such as library cards until we need to re-order

J. Collection Development

- i. January circulation statistics. This report also compared recorded high and low temperatures to gauge if extreme cold kept people away from the library. By and large, it appears materials checkout was not affected by the weather. The drop is more noticeable when school was back in session.

- ii. This chart reflects what days we are busier in terms of checkouts. Earlier in the week, Mondays, Tuesdays, and Wednesdays see more circulation of materials.
- iii. Digital circulation is pretty steady every day with a slight increase on Sundays. One idea is that guessing that is when people are downloading what they are going to read or listen to in preparation for the week.



Respectfully Submitted, Jennie Garner, Library Director

Create Young Readers		Key staff	Start Date	End	
Summary of this service response					
<b>GOAL 1 Children will develop an appreciation for reading which will help them prepare to succeed in school</b>					
Objective 1	Continue Redesign of children's area to encourage early childhood development and literacy activities				
	Work with local artists to add art/mural to east wall in children's area				SEE EXPRESS CREATIVITY FOR PROGRESS & DATES
	install carpet children's area	Admin, Family Services, Y&T	Fall 2017		COMPLETE JG
Objective 2	STEM & STEAM Storytime activities for early learning				
	Research and develop activities and crafts to add to each of our five weekly storytimes on a monthly basis	Family Services, Y&T	Fall 2017/Spring 2018	inprocess	inprocess, have done some crafts and movies after storytime, need to continue to implement. ET. Reviewing if
Objective 3	Host regular author visits to encourage love of books and early literacy skills				
	Identify popular authors to host 2-4 times per year	Family Services, Y&T	Spring 2018		author(s)visit for SRP 2018 - ES. Had successful local author panel for SRP
	Develop contact/relationships with authors	Family Services, Y&T	Spring 2018		author(s)visit for SRP 2018 - ES; We continue to develop our relationship
	Secure funding for author visits through community partners and library sponsors	Family Services, Y&T, with Admin support	Summer 2018		in the fall of 2020 - ES updated, but ET gets the credit 3/6/20
Objective 4	Implement additional Outreach programs to further the library's reach and community contact				
	Research reading dogs/buddies (adult volunteers to read to pre-K and elementary students) add at least one reading support program	Family Services, Y&T, Adult Services	Fall 2017		an organizational change but still not enough volunteers for regular
<b>GOAL 2 Caregivers learn the importance of early literacy and techniques to foster a love of reading</b>					
Objective 1	Develop kits for checkout				
	Storytime kits for caregivers	Family Services, Y&T, Collection Development	Fall 2017		in process - storytime kits are set to be modified from curriculum kits and begin
	Curriculum kits, Total of 52 themed	Family Services, Y&T, Collection Development	Fall 2017	Summer/Fall 2018	materials. First 1/3 of kits targeted for
	Autism AD related materials for checkout. eg vests, fidgets, sensory materials	Family Services, Y&T, Collection Development		complete	4 kits are now available for check-out as of Jan. 2019 Added one more
	Brain Boxes - number as space allows	Family Services, Y&T, Collection Development	Spring 2018	complete	
Objective 2	Stork Storytime Expansion to develop reading habits				
	Launch 100 Books Before Birth - develop collection and implement second annual waddle walk fundraiser	Assistant Library Director, Collection Development	Fall 2017	Ongoing	forgo WW this year; perhaps bi-annual event JJ. Stagnant but rebranding so will update summer 2018 JJ.
	Expand Read to the Bump to Shelter House, Crisis Center, OBGYN offices	Assistant Library Director, Collection Development	Fall 2019	Ongoing	Have not expanded pgm at this point, looking at rebranding. JJ Waiting on rebranding process. JJ. Rebranding
	Develop expecting parents social group	Assistant Library Director	Fall 2018	Ongoing	On-going, exploring it being led by community and not staff JJ. No
<b>GOAL 3 Every North Liberty household is encouraged to have reading materials to support lifelong reading.</b>					
Objective 1	Develop and create sustainable partnerships with area schools				
	Daycares, Elementary, Middle/Junior High, High School	Family Services, Youth & Teen Services	Fall 2017	ongoing	Ongoing - Met with new NCJH librarian in January 2019; started bi-weekly booktalks at Liberty in Dec. 2018.
Objective 2	Increase Teen/Tween Involvement in Library				
	Redesign TAG and recruit members	Youth & Teen Services, Assistant Youth & Teen Services	Spring 2019	ongoing	In progress -- working w/ more teen volunteers to use as TAG members. - In progress -- using surveys to solicit
	Solicit feedback for collection and programming	Youth & Teen Services, Assistant Youth & Teen Services	Spring 2018	inprocess	feedback from teens - CA 3/8/18 Added summer slide hour - CA 3/8/18
	Add 2-3 programs to brochure based on feedback	Youth & Teen Services, Assistant Youth & Teen Services	Spring 2019	ongoing	Our current brochure offers teen
Objective 3	Improve collections & circulation in all areas				





Express Creativity/Stimulate Imagination		Key Staff	Target date	Status/Progress/Issues
Summary of this service response				
Goal 1 The library is a place to express creativity				
Objective 1 Expose the community to public art and provide opportunities for people to make art in the library				
		Add artwork to the clouds (fixtures) in the kids' area	Family Services, Y&T Services, Marketing, Admin	Fall 2019 ET
		Create space and policy for artists to exhibit their work	Public Services	Ongoing February 2021
		Offer programs to help budding artists	Family Services, Y&T Services, Adult Services	Fall 2019 Becky from Big Picture will be installing her
		Apply to get traveling displays as space allows	Marketing, Adult Services	Fall 2020 MH
		Offer programming/opportunities for patrons of all ages to create art quarterly	Family, Y&T, Adult Services	Fall 2020 Family: on going: Library hosting monthly craft program based on picture books during Super
		Get funding and install Lego and magnet walls	Family, Y&T Services	Fall 2020 maybe we don't need this - ES 3/6/20
		Work with local artists to add mural/art to east wall in children's area	Admin, Family Services, Y&T	Spring 2020 2019; also considering ceiling clouds for art - Erin approached Becky at Big Picture Gallery & Studio
Objective 2 Create digital art display space				
		Install 60 inch monitor for digital art	Family Services, Y&T Services, Adult Services, Tech, Marketing	Fall 2019 JDL
Objective 3 Cultivate school collaboration				
		Invite art teachers, English teachers and teacher librarians to meet regularly	Y&T Services	Spring 2018 Some success with outreach at Liberty High fall 2018/spring 2019
		Establish teen events with staff from Liberty High and North Central Junior High, offering resources in extension to schools	Y&T Services	Fall 2018 Continued success with Pizza and Politicians
		Work with art teachers to coordinate exhibits each semester of student art work and provide space for teen artists.	Y&T Services	Spring 2019 no progress
Objective 4 Create Community Garden				
		Develop raised bed garden and recruit volunteers to sustain	Adult, Y&T Services	Spring 2017 COMPLETE. To expand in 2018 to two beds. second raised bed has been built, waiting to hear about
Objective 5 Develop writing programs and establish partnerships with local literary organizations, publishers, and writers				
		Establish stronger partnership with the City of Literature	Adult, Y&T Services	Fall 2017 Continuing to help plan 1 Book 2 Book. Volunteering with City of Lit 2018 & 2019 AG.
		Implement and host first annual author fair	Adult, Y&T Services	Fall 2017 Held September 2017. Held 2nd author fair Fall
Goal 2 Patrons find what they want at the library				
Objective 1 Expand use of digital signage for marketing library and city events in collaboration with Communications Dpt				
		Install digital signage in two areas in library	Tech services, Marketing, admin support	Fall 2017 COMPLETE - MH
		Install digital monitor for meeting room schedule	Tech services, admin support	Fall 2017 in process
Objective 2 Expand the library collection beyond the traditional materials				
		Explore option options for special/non-traditional collections and determine budget and space needs	Adult Services, Collection Development, Admin	Fall 2018 Bike locks added summer 2017; added story time kits, book club kits. working on tie/scarf check out
		Acquire tools, gardening implements, and other materials for collection as community garden develops	Adult Services, Collection Development, Y&T	Fall 2019 waiting to hear about 2018 garden grant. esh; did not get grant for 2018. On hold - space

Objective 3		Expand digital collections for patron access			
		Investigate streaming options and costs to determine budget for streaming services (music and video)	Collection Development, Admin	Fall 2018	and lack of high demand titles mean we may pass for now. updated 3/2018. Kanopy to be launched
		Launch music and video streaming services	Collection Development	Fall 2019	in process
Objective 4		Create service driven collection development plan			
		Create online request form on library website for material requests work with consultant (ROY Kenagy) to create collection development plan to ensure appropriate number of titles are on the shelf and increase circulation	Collection Development, Marketing	Fall 2017	COMPLETE - MH
					Still working with Roy, we have a meeting set for early December 2017 to make the collection development plan (December 2017 meeting
		Pursue/explore expansion of Digital Johnson County and additional shared digital collections with DJC partners	Collection Development, Admin	Spring 2018	Expand as budget allows by spring 2020 (New York Times added March 2018 to DJC AF)
		Patrons find what they want with minimal wait time	Collection Development	Spring 2019	in process (Multiple copies of high demand
		County or regionally shared catalog is on horizon	Collection Development, Admin	Spring 2020	?
Objective 5		Display free/low cost community events and services to patrons			
		Update Bulletin Board on weekly basis	Public Services	Spring 2020	In Process



## MISSION STATEMENT

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

A staff person recommended an addition to the Mission Statement regarding adding something about our family-friendly atmosphere. She said she believes that's what sets us apart from other libraries in JoCo and any mention of it in the statement would send a stronger community message.

### **Library Service Program**

The North Liberty Library is open seven days a week, for a total of ~~64~~67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.



TO: City Administrator and City Council  
FROM: Jennie Garner, Library Director  
DATE: March 4, 2020  
SUBJECT: Monthly Library Report

### **At a Glance**

Computer Usage	2713
Database Use	12,182
Meeting Room Use	1212
Door Count	15,032

### **Library News**

Additional early hours launch this month on March 23 and eliminate library fines for overdue items. The *Press Citizen* covered the announcement with a nice piece, although the reporter didn't note that the early access hours are actually Monday through Friday (not Monday through Thursday). Read that article [here](#).

Thanks to a local business, about 18 job seekers were able to get headshots to include with their resumes this month. The library hosted local photographer Jeanna from Portraits by Jeanna for the second year for job seekers to get headshots taken. This year we filled all of the available photo appointments. This is a great service to be able to offer patrons.

The library hosted a volunteer fair featuring several local groups who utilize volunteers on March 1 and nearly 50 people came in to learn about the various opportunities.



Our latest TALKS podcast: Let's Dish, Managing Diabetes and Pregnancy is now available. Providing information to new and expecting parents when it's convenient, the podcast continues to grow in popularity.

Take a listen here: <https://soundcloud.com/nlibertylibrary>

**Scroll for program highlights.**

Crafting program with the African American Museum of Iowa



Orchestra Iowa performance at the library.

Some of the organizations at the volunteer fair

