

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
May 18, 2020, 6:30 pm

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and to enter the meeting ID 831 0217 6341 and six-digit meeting password 021834. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

Call to Order

I. Additions/Changes to the Agenda

II. Approval of Minutes

a. April

III. Reports

- a. Staff introduction
- b. Budget
- c. Friends
- d. Director
- e. Staff reports – questions

IV. Policy Review

a. Board By-Laws

V. New Business

Adjourn

Next meeting date: June 15, 2020, 6:30pm

North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: April 20, 2020 at 6:30 p.m.

PRESENT: Chris Mangrich, Laura Hefley, Jessica Beck, Mike Healy, Scott Clemons, Heidi Wood, Library Director Jennie Garner, Collection Development Librarian Andrew Frisbie

ABSENT: none

Call to Order

- I. Additions/Changes to the Agenda
 - a. None
- II. Approval of Minutes
 - a. January 2020 meeting minutes approved
 - b. No meeting held in March 2020 due to coronavirus restrictions
- III. Reports
 - a. Staff Introduction: Collection Development Librarian Andrew Frisbie
 - i. Statistics provided, including circulation, ebooks, audiobooks, and Kanopy use
 - ii. Discussed updates to library collection and projects underway during library closure to the public in order to continue serving the community
 - b. Budget
 - i. Total Personnel Services: 73.27%
 - ii. Total Services & Commodities: 76.46%
 - iii. Total Library Services: 73.93%
 - iv. Average for this time of year: 75%
 - v. FY21 budget passed
 - c. Friends
 - i. No recent meeting or report
 - d. Director
 - i. Staffing update provided
 - ii. Family Place launch on hold, tentatively set for September 2020
 - iii. NLL has been highlighted in recent media coverage
 - iv. Library hop, curbside services, and online programming that is currently offered while library closed to public due to coronavirus restrictions were reviewed
 - v. Emergency childcare program at community center explained
 - vi. Extended library hours will be initiated once the library is able to reopen to the public
 - vii. Flamingo flocking program planned for May

- viii. Summer programming will likely be online instead of physically occurring in the library
 - e. Staff Reports
 - i. No questions from board members
- IV. Policy Review
 - a. Planning for Results
 - i. Will be updated in the future
 - b. Mission Statement
 - i. Will be reviewed/revised once strategic planning/planning for results completed
 - c. Proctoring policy
 - i. Approved
 - d. Volunteer policy
 - i. Approved
- V. New Business
 - a. None

Adjourn

MEETING ADJOURNMENT

NEXT MEETING May 18, 2020 at 6:30 p.m.

Meeting minutes recorded by Heidi Wood

**financial report FY20
apr20**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	575,620.00	42,117.48	457,733.15	79.52%
Part-time & Temp Wages	010-6-4010-1-6020	80,679.00	7,652.23	73,563.28	91.18%
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	3,657.00	39,256.68	81.72%
IPERS	010-6-4010-1-6130	59,278.00	4,690.71	49,482.82	83.48%
Group Insurance	010-6-4010-1-6150	104,010.00	8,220.50	76,873.74	73.91%
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	1,521.84	58.53%
Group Insurance Deductible	010-6-4010-1-6183	10,000.00	0.00	16,841.18	168.41%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	1,800.00	95.00	1,459.00	81.06%
Training & Conferences	010-6-4010-1-6240	22,770.00	133.30	16,838.40	73.95%
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		908,395.00	66,566.22	733,795.18	80.78%
Building Maintenance	010-6-4010-2-6310	1,500.00	50.00	50.00	3.33%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	2,876.16	37,623.59	89.58%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	350.00	82.35%
Cleaning Services Contract	010-6-4010-2-6373	16,320.00	1,209.75	13,285.83	81.41%
Gas Utility	010-6-4010-2-6390	7,000.00	272.24	3,317.63	47.39%
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	666.80	88.91%
Adveristing & Publications	010-6-4010-2-6414	3,500.00	88.71	3,284.80	93.85%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	213.07	2,760.34	92.01%
Telephone	010-6-4010-2-6425	1,500.00	142.51	1,495.02	99.67%
Database Subscriptions	010-6-4010-2-6431	12,500.00	0.00	10,034.82	80.28%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	5,000.00	0.00	4,469.10	
Library Books	010-6-4010-2-6502	46,000.00	2,721.58	37,259.65	81.00%
Office Supplies	010-6-4010-2-6506	5,000.00	220.84	2,043.07	40.86%
Postage & Shipping	010-6-4010-2-6508	1,800.00	6.32	707.65	39.31%
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	0.00	91.16	15.19%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	103.87	673.92	67.39%
Computers & Technology	010-6-4010-2-6518	11,800.00	600.68	7,599.86	64.41%
Program Materials	010-6-4010-2-6537	8,000.00	249.89	6,445.90	80.57%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**financial report FY20
apr20**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	1,435.21	28.70%
Library Supplies	010-6-4010-2-6540	7,000.00	41.99	6,149.28	87.85%
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	203.87	8,151.65	74.11%
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	436.57	2,804.66	80.13%
Software	010-6-4010-2-6545	750.00	0.00	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%
Total Services & Commodities		237,695.00	9,473.05	191,217.45	80.45%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,146,090.00	76,039.27	925,012.63	80.71%

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

- I. Financial report and end of month update
 - A. Personnel Services: 80.78 percent
 - B. Services & Commodities: 80.45 percent
 - C. Total Library Services for: 80.71 percent
 - D. Average this time of year: 83.33 percent
- II. In the news
 - i. The library was featured in Press Citizen:
 - a. <https://www.press-citizen.com/story/news/2020/05/11/north-liberty-library-zooms-guinea-pig-feedings-indoor-fort-stories-patrons/3107107001/>
 - b. Received request from a librarian in Italy to use the Gazette publication picture of Andrew with cake pans for an article in an Italian magazine
 - c. Interview with a freelance reporter on rural library response to the pandemic that will be featured by the Rural Assembly, a nonprofit rural policy organization
- III. Library operations update
 - A. Staffing update
 - i. Lora Wegener to move out of state in July
 - a. Will open a library assistant position up to 15 hours
 - ii. Library Assistant I up to 10 hours with FY21 budget also will advertised soon
 - B. Building update
 - i. Painting projects
 - a. Restrooms
 - b. Meeting and study rooms
 - ii. Carpeting project
 - a. Andrew leading the moving of all materials
 - b. Kellee, Lora and other staff helped with furniture shift
 - c. Two phases on May 20-21 and May 26-27
 - d. Iowa Prison Industries will disassemble and move shelves beginning May 19, returning on May 22 and May 28 to reassemble and complete
 - C. Professional activity
 - i. Asked to present on library policy in an online conference, Library 2.0 on June 17
 - ii. ARSL proposal Around the Library in 80 Years accepted
 - a. Acted as co-facilitator with incoming ARSL President Kathy Zappitello from Ohio for a Zoom Roundtable for about 65 ARSL members nationwide on April 23 in discussion on response to pandemic
 - b. Presenting panel style with three colleagues from Idaho, Arkansas, and Indiana

- c. May be a virtual conference
 - D. Coronavirus response
 - i. Phased reopening
 - a. Interim Service Plan
 - 1. Mask requirements for building staff and patrons
 - b. No dates included – fluid plan
 - c. Emergency childcare program ending with end of school year calendar
 - d. Building will host summer day camp through the Recsters BASP
 - e. Amy and Kellee have worked on FAQ for patrons and training for staff on CARES Act and unemployment assistance
 - ii. Staffing plan continues
 - a. Working in teams for less contact
 - b. Work from home
 - c. Two part-time staff have been added, working solo in building after hours and weekends
 - iii. Curbside service
 - a. Using tables near entrance now to encourage no contact
 - b. Reactivated holds
 - 1. 265 holds reactivated with 60+ ready at that time
 - iv. New mask service
 - a. Patrons contacted us looking for masks
 - b. Put a social media call out requesting donations
 - 1. Got an immediate response from someone
 - c. Once we've collected some will distribute with literature about the use of masks and guidelines
 - 1. Great opportunity to provide information and combat misinformation
 - 2. Encourages community to wear masks
- IV. Staff reports
 - A. Assistant Director
 - i. Participated in professional development webinars
 - ii. Stork Storytime (SS) updates:
 - a. Talks podcast – Will move forward recording via zoom
 - b. Expo – Originally planned for Sunday, August 30, decided to transition to a virtual event and have begun working through details of what this will look like.
 - B. Public Services
 - i. Love, Light, & Lit averaging 8 viewers per week. Topics covered in May included Mental Health Awareness Month, meditation, yoga, and National Stroke Awareness Month.
 - ii. Stork Storytime podcasts will be scheduled for June and July.

- iii. Hop Procedures updated and Quarantine Holds Procedures drafted for extended closure.
 - iv. Drafted patron FAQ for CARES Act
 - v. PT Staff Meetings happening bi-weekly. Next one scheduled for May 21.
- C. Technology Services
- i. The Wi-Fi has been pretty busy on the south and west side of the building
 - a. Wifi use is about 275 since we closed
 - 1. Could include some staff use in the building as they record programs, etc.
 - b. Wireless routers were “opened up” to strengthen the signal
 - c. A router was moved closer to the west side doors so people could get a stronger signal
 - ii. I’m making another round of patron calls
 - a. The most popular response was I was calling to invite them back to the library. Sadly, I had to explain I was just checking in on them. They appreciated the library checking up on them
- D. Marketing and Event Coordinator
- i. Flamingo Flocking endowment fundraiser is going great and is sold out
 - a. \$1000 in contributions for Endowment
 - b. #WhatTheFlock
 - ii. Working on updated materials with new logo/branding for library.
 - a. New pens have been ordered
 - b. New patron bookmarks to be ordered
 - c. New hours sign for rec side entrance and early bird hours
 - d. Next up will be magnets with updated hours
 - iii. Also preparing summer reading materials
 - iv. May Newsletter: <https://mailchi.mp/58cef0c0d84f/whattheflock-other-shenanigans>
- E. Adult Services
- i. Online book discussion – Currently Reading met April 1 and 8th (will continue weekly) each session brought 4 participants
 - ii. Researching and compiling lists of agencies and partners for oral storytelling archive
 - iii. Facebook Live events – LEGO Building challenge, Kanopy video, DIY Dog Toy
 - iv. Library Hop – collab w/Kellee on updating policies/procedures
- F. Youth and Teen Services
- i. Kayla is plowing through the diversity audit we began when we closed. This will help us to see how are books are reflecting our teen patrons
 - ii. My Kids First presentation on the work we’ve done with our social work student went very well, and my proposal to ARSL on the same topic was accepted. Not sure if that conference will be in person or online.
 - iii. We have our plan for summer reading - we will be distributing activity kits to the community either through the summer lunch sites or curbside pickup. Patrons can log their reading online through Beanstack (we will have a paper log as well, but folks should still use the online format), and we plan to give completion pins or "badges" and a book when people have completed.

G. Youth and Teen Services Assistant

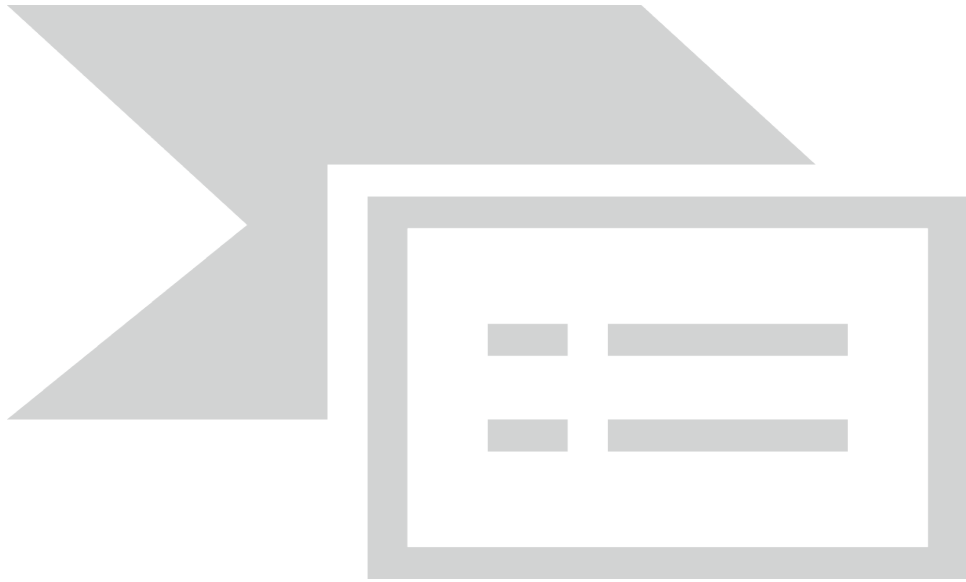
- i. Continuing to work on auditing the teen section for diversity
 - a. Over 1,600 books audited
- ii. Live streaming programs and story times Friday at 10:30 on social media
- iii. SRP plans:
- iv. Weekly grab-and-go activity kits for Littles, K-3, t(w)eens, and adults. These will be available to pick-up at summer lunch locations and at the library through Library Hop.
- v. Daily activity video showing the age-group kit in action (Ex. Monday: Littles, Tuesday: K-3, ect.

H. Family Services

- i. Good response from both patrons and guests for zoom programs.
 - a. Offered a Forts & Stories program with about 30 attendees (which I hope to do again)
 - b. Guest: Miss Iowa 2019, Emily Tinsman, presented two musical storytimes (we got a little guy from Cedar Falls that made his own crown to wear; his mom doesn't know how he found our program, he attend both sessions and was one of the most attentive participants!).
 - c. In May we are looking forward to having a local author, a local dance studio come and are working on more presenters.
 - d. I continue to do a storytime LIVE every week and have started to reach out to daycare centers about zoom storytimes, I really hope we can work it out.
- ii. Of course summer reading program looks a lot different this year.
 - a. There is one presenter who is doing a virtual show for us in June
 - b. Working on scheduling local presenters as well.
 - c. Aside from that I am teaming up with Erin to work on weekly kits for families to do. The kits have a craft and an activity sheet that includes ideas for other related activities (books to read, other crafts, a treat/meal to make together).
 - d. Each week we are going to do a virtual presentation of one of us doing the craft (not sure if it is going to be through FB LIVE or a sign up zoom). We are working on how to distribute the kits and our plan so far is to hook up with a summer lunch program and catch people at that time.

I. Collection Development

- i. Total of 2289 items checked out during the month of April
 - a. Roughly 30% of a normal month for us
- ii. The majority of circulating items is Primary and Juvenile books, at almost 60% of the month's total circulations.
- iii. The next largest portion is Adult Fiction (all genres together) at almost 17%.
- iv. The other collections are 6% and below each.



Respectfully Submitted, Jennie Garner, Library Director

BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act.

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.



As City facilities prepare to reopen, the following is offered to provide the safest transition possible for City staff and our residents. The City will continue to monitor local, state and federal guidance as the opening process goes forward. It is important to remember that reopening will be on a dial, not a switch. Opening processes will happen incrementally, and can be dialed up or back accordingly.

Each Department Head knows their facilities and staff best. Department Heads will be tasked with an assessment of risks prior to reopening. This risk assessment could include the following:

- Identification of hazards. Think critically about potential exposures. Identify hazards like breakrooms and other areas where staff or the public might congregate. Consider what risks your staff might be exposed to while performing their jobs.
- Determine which of your staff are at risk of exposure.
- Review the risk with the likelihood of occurrence. What would happen if this risk occurs?

Suggested steps to mitigate risks include:

- Staff is to stay home if they are sick. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
- Employees with exposure should wear a face mask at all times in the workplace until 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Daily health screenings of employees will continue.
- Ensuring staff has proper personal protective equipment.
- Install physical barriers.
- Provide communication of expectations to the public and vendors.
- Maintaining nimbleness and adaptability.
- Encouraging social distancing.
 - Avoiding gatherings of 10 or more people
 - Instructing workers to maintain at least 6 feet of distance from other people
 - Hosting meetings virtually when possible
 - Limiting the number of people on the jobs site to essential personnel only
 - Encouraging or requiring staff to work from home when possible
 - Discouraging people from shaking hands
 - Stagger breaks. Don't congregate in break rooms. Don't share food or utensils.

- Promote hygiene.
 - Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
 - Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
 - Post handwashing signs in restrooms.

- Routine cleaning and disinfection should be performed.
 - Cleaning and disinfecting all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, doorknobs, tables, light switches, desks, phones, toilets, faucets and sinks, and touch screens.
 - Discouraging workers from using other workers' phones, desks, offices, or other tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
 - Providing disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
 - Develop a plan for cleaning. Identify all items and spaces that need to be cleaned. Determine what needs to be disinfected. Provide the equipment for cleaning, disinfection and proper PPE.
 - Implement the cleaning plan. Clean visibly dirty surfaces with soap and water. Use an EPA approved disinfectant against COVID-19. Follow label directions.
 - Maintain and revise the routine cleaning and disinfection plan.
 - For additional guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

- Department Head or Supervisor discussion should be made before allowing different department staff to work together just to make sure that each department is following proper safety precautions set in place by that department or City-wide policy.

- Facility Visitor forms should be completed and filed for contact information and tracking purposes as deemed necessary. This form and process are subject to change as the situation evolves. This will only apply to non-City staff entering facility buildings.

- Limit public access to facilities as much as possible. Public use should result in cleaning/sanitization after the visit.

- Provide signage for the community at the public entrance to facilities with social distance and hygiene reminders.

North Liberty Library Return to Work/Phased Re-Opening Plan

Phase 1 –

- Library: Closed to public
- Staffing: Limit of one staff person in the building at a time.
 - In the case of a stay at home order, consider full work from home plan for all staff with one staff person assigned at a time to work in library to process materials returns each day and discontinue curbside services; consider materials by mail program is feasible with staffing
- Duties: Regular duties performed to continue operations with added duties to ensure delivery of curbside (unless discontinued) and virtual services during closure.
- Disinfecting/mitigation: Work areas wiped down daily (first thing in the morning and between use). Staff are provided PPE (masks and gloves) which are required for curbside; mask use is voluntary otherwise
- Patron services: online library card registration and mailing library materials to patrons. Social media and website to market resources and services. Phone and curbside pickup: Monday-Friday, 8am-5pm
- Programs: Online video and live programming only (could continue with full work from home plan) including summer reading program with options for participation that does not require Internet access (SRP packets to be distributed via pickup or mail and through partnerships with other programs/organizations)
- Returns: PPE (gloves) to process returns, disinfecting materials and check-in, shelving/quarantine

Phase 2 –

- Library: Closed to public
- Staffing: Staggered full-time staff schedules to limit contact and allow for social distancing. Two teams of six (five full-time and one part-time support staff person) will alternate work in building and work from home. One person in work areas at a time. All other part-time staff home with average pay participating in weekly staff meeting, continuing education, and other projects by request from full-time staff.
 - Introduce full staff back into the library if it becomes feasible/safe to provide manpower to prepare library for reopening.
- Duties: Regular duties performed to continue operations with added duties to ensure delivery of curbside and virtual services during closure
- Disinfecting/mitigation: Work areas wiped down daily (first thing in the morning and between use). Staff is provided PPE (masks and gloves) which are required for curbside; mask use is voluntary otherwise
- Patron services: online library card registration and mailing library materials to patrons. Social media and website to market resources and services. Phone and curbside pickup: Monday-Friday, 8am-5pm
- Programs: Online video and live programming only, including summer reading programs

- Returns: PPE (gloves) to process returns, disinfecting materials and check-in, shelving/quarantine

Phase 3 –

- Library: Open to public with distancing restrictions such as limited or no seating and time limits for computer use. Doors between library and recreation center remain closed to limit patrons' movement between departments. Build in approximately one week for staff to get the library set for operations prior to opening
- Hours: limited hours of service with potential for some evening and weekend hours (if able to bring additional part-time staff back in to operate evenings when safe)
 - Special access hours for seniors and patrons with compromised immunity
- Staffing: Library may be fully staffed with staggered hours to limit contact and allow for continued social distancing. Teams of four to six to alternate work in building and cover open hours. One person in work areas at a time
 - Alternately, if necessary, continue with staggered full-time staff schedules to limit contact and allow for greater social distancing. Two teams of six (five full-time and one part-time support staff person) will alternate work in building and work from home. One person in work areas at a time. All other part-time staff home with average pay participating in weekly staff meeting, continuing education, and other projects by request from full-time staff
 - In this case, introduce staff back into the library if it becomes feasible/safe to provide manpower to prepare library for reopening.
 - Install sneeze guards at circulation desk stations prior to opening
- Duties: Regular duties performed to continue operations with added duties to ensure delivery of curbside and virtual services during closure.
- Disinfecting/mitigation: Work areas wiped down daily (first thing in the morning and between use). Sanitation practices on public computers between use. Staff is provided PPE (masks and gloves) which are required for curbside; mask use is voluntary otherwise. Consider providing masks upon request for patrons
- Patron services: Limited curbside pickup with scheduled pickups during specified times and potentially longer waiting periods to allow staff to assume regular work duties without increased demands (to include materials, laptops, printing). Encourage patrons to call/email material requests ahead of time with staff packaging materials to limit in-library use. Tape lines for checkout stations and in seating areas
 - If necessary, implement ticketing system to meet occupancy guidelines; limit patrons to 30-minute maximum in library; 30-minute maximum on computers if patrons are waiting to enter. Place cones or marks on sidewalk to space out people in line, or issue numbers to call people in from cars when it is their turn to enter
 - Consider reservation system for computer access longer than 1 hour (tests, tax filing, job applications)
- Furniture/Computers: Remove two computers from each computer bank for social distancing and limit one person for computer. Close or limit seating areas by removing some furniture (chairs/tables) for distance seating. Laptops and iPads

available for in-house checkout, one-hour time limit (30-minute time limit if others are waiting) with no renewal of time

- Study/Meeting rooms: no reservations for group meetings, limit study room use to one person at a time with disinfecting practices between use. Meeting rooms may be set up for potential computer use overflow
- Phone and curbside pickup: to match hours of operation with potential to shift to 1-2 hours a day for scheduled pickup times to remove burden from staff
- Programs: Online video and live programming only, including summer reading programs with options for participation that does not require Internet access (SRP packets to be distributed via pickup or mail and through partnerships with other programs/organizations)
 - No Friends meetings or book sale
- Returns: PPE (gloves) required to process returns, disinfecting materials and checkin, shelving/quarantine

Phase 4 –

- Library: Open to the public – continue with initiatives in Stage 3 with milder social distancing restrictions. Doors between library and recreation center remain closed to limit patrons' movement between departments
 - Additional precautions - Consider limiting open hours to conduct proper cleaning/sanitation practices if required
- Hours: Resume regular hours of operation after all staff have been working a regular schedule for one week
 - First week prior to open – collections work caught-up (processing checks/corrections, shelving); circulation updated; files/work transferred back to office work stations as needed; office work routines restored; security services restored; interlibrary loan restored for other libraries and materials holds/reserve services continue
 - Consider continuing to offer special access hours for seniors and patrons with compromised immunity to a set period
- Staffing: Staff resumes regularly scheduled hours in the library and prepares the library for full reopening
- Duties: Regular duties performed for full operations
- Disinfecting/mitigation: Continue with contract cleaning company assuming disinfecting and sanitizing regimen with disinfectant available in work areas for staff to continue practicing disinfecting between shifts. Continued sanitation practices on public computers between patron use. Staff is provided PPE (masks and gloves) which are required for curbside; mask use is voluntary otherwise
- Patron services: Most patron services resume. Phone and curbside pickup to match hours of operation with continuation of curbside pickup on a limited basis of 1-2 hours a day for scheduled pickup times during specified times and potentially longer waiting periods to allow staff to assume regular work duties without increased demands. Discontinue laptop and printing pickup service. Maintain encouraged social distancing with marked areas

- Furniture/Computers: Reintroduce all computer stations with added sneeze guards where possible and limit one person per computer. Laptops are always available for in-house checkout to allow for voluntary social distancing to continue
- Study/Meeting rooms: Resume reservations for group meetings (with gathering limits if required) and open study rooms to their capacity (2-4 people)
- Programs: Begin to add in-library programs (registration to limit group sizes). Online video and live programming will likely continue in some form. The library already practices offering multiple time slots for popular programs to limit crowds
- Returns: PPE (gloves) available to process returns, disinfecting materials and check-in, shelving/quarantine

Phase 5 –

- LIBRARY: OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled



TO: City Administrator and City Council
 FROM: Jennie Garner, Library Director
 DATE: May 5, 2020
 SUBJECT: Monthly Library Report

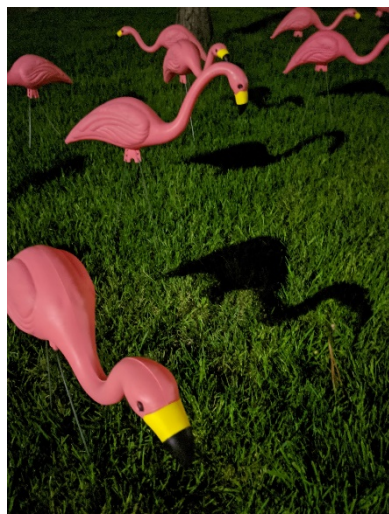
At a Glance

With our doors closed and no meeting room use, I thought I'd share our database and electronic resource statistics.

	Mar	Apr	
Ebsco - Novelist	3	8	This is a readers advisory database mainly used by staff
Consumer Reports	35	26	
Tumble Books	50	246	A children's read aloud database. We highlighted this with quarantine
Digital J-Co (ebooks)	1932	2405	
Digital J-Co (audio)	1516	1486	
New York Times	7421		We get these stats from NYT and typically a month behind so no stats to report for April yet
RB Digital	100	113	Full-text magazines. Use is growing.
Value Line	251	168	Financial database
Mango	8	10	Language learning database
Sesame Street	33	20	
Kanopy	167	297	Streaming movies - this has picked up a lot with pandemic. This company offered free access during pandemic for kids' movies and select adult movies.

NOTE: The most significant usage increases since the closure have been use of our electronic materials that are offered. While our e-Audios have remained fairly steady, e-Books have increased substantially. Consortium wide (Coralville, North Liberty, and Iowa City) there has been a 20 percent increase in unique users, a 40 percent increase in total checkouts, and an almost 70 percent increase in total holds.

Library News



They're back! The Flamingo Flock has been sighted around North Liberty this month and the dates are filling fast. This is an awareness and fund-raiser for the library's endowment at the Community Foundation of Johnson County. The reception last year was so wonderful and this year has been equally so. It's fun to be able to offer this event during the pandemic and bring some joy to people's lawns and social media feeds.

The flock descended on one of our daily Zoom staff meetings and Derek, from our communications team, caught some footage to create the promo video for us again. 😊 You can view the fun [here](#).

The Library Hop, our curbside service, continues to be very popular. Since We had initially suspended all holds on materials as we felt this would be an added challenge but those were resumed holds last week and had 265 active holds to work on getting into patrons' hands. The laptop checkout service we are providing has increased in popularity since we published a social media post about it. We have had about eight users for this service in the few weeks we've offered it; we did not track printing requests but generally have 3 or more requests for printing a week. We have had over 500 curbside pickups as of April 30 since we started offering on March 23.

Total circulation since we closed has been 2790 items and 1727 renewed items. We've averaged nearly 90 checkouts per day (operating Monday-Friday 8am-5pm). Mondays are the busiest with an average of 120 checkouts. Our children's picture books make up about 29 percent of these checkouts, which is different as we typically have very high circulation of picture books. We've also had 74 new patrons register for library cards since the closure on March 16.

The staff has been very busy and very creative working to provide activities and service to our patrons during this strange time. Facebook has been our most used social media for programming and connecting with the community.

Facebook Stats for April 7-May 4

Post engagement: 6,244 (up 28% from March)

1.7K minutes viewed of videos (up from 1K from March)

17 new page likes and 23 new page follows

Our posts reach about 11,850 (an 18% increase)

We are soooo close to reaching 3000 total page likes! If you haven't liked our Facebook page, I hope you'll join us.

Tune in to all of our social media to see all of the programming and services. Recently, three of our programming staff made forts at home and offered a Zoom Story Time to about 30 patrons who attended from home. Emily, our family services librarian shared some pictures. Here is one of those pics with Emily's family in their fort Zooming in:



Be well and stay safe.