

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 873 3423 9655 and six-digit meeting password 914030. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

North Liberty Community Library Board of Trustees Meeting
August 17, 2020 6:30 pm

Call to Order

I. Additions/Changes to the Agenda

II. Approval of Minutes

a. June

III. Reports

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

IV. Old Business

V. New Business

- a. Discussion re: United for Libraries keynote with Simon Sinek- Laura

Adjourn

Next meeting date: September 21, 2020, 6:30pm

North Liberty Library (NLL) Board of Trustees Meeting
Virtual Meeting

DATE: June 15, 2020 at 6:30 p.m.

PRESENT: Chris Mangrich, Laura Hefley, Jessica Beck, Mike Healy, Scott Clemons, Heidi Wood, Library Director Jennie Garner, Technology Services Librarian Janet Lubben

ABSENT: None

Call to Order

- 1) Additions/Changes to the Agenda
 - a) Next meeting date updated to August 17, 2020 at 6:30 p.m.
- 2) Approval of Minutes
 - a) May 2020 meeting minutes approved
- 3) Reports
 - a. Staff Introduction
 - i) Technology Services Librarian Janet Lubben provided an update for electronic resource and WiFi use over the past month, as well as future projects she is planning
 - b) Budget Through Mid-June 2020
 - i) Total Personnel Services: 96.84%
 - ii) Total Services & Commodities: 91.23%
 - iii) Total Library Services: 95.68%
 - iv) Average for this time of year: 92%
 - c) Friends
 - i) No report
 - d) Director
 - i) Staffing Update: hiring process is currently underway for two library assistant I positions
 - ii) Building Update: painting and carpeting projects are finished
 - iii) Coronavirus Response: staff are scheduled to all return to library week of June 22; reopening plan will continue to progress with target soft opening date of July 6th. Safety measure implementation discussed. In addition to phased reopening, library hop curbside service will continue for the foreseeable future.
 - iv) Projects and Events: Mask service to distribute face masks to those in need, professional activities team members are contributing to, diversity and equity project, and statement on social and race equity were highlighted.
 - e) Staff Reports
 - i) Highlights of ongoing projects and team members' areas of focus provided
- 4) Policy Review
 - a. Internet and Technology Policy

- i) Approved
- 5) New Business
 - a) None

Adjourn

Next meeting date: August 17, 2020, 6:30pm

Meeting minutes recorded by Heidi Wood

**FY21 Financial Report
jul20**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	611,020.00	87,413.35	87,413.35	14.31%
Part-time & Temp Wages	010-6-4010-1-6020	93,591.00	16,728.13	16,728.13	17.87%
Overtime pay	010-6-4010-1-6040	750.00	0.00	0.00	0.00%
FICA/Medicare	010-6-4010-1-6110	50,879.00	7,670.84	7,670.84	15.08%
IPERS	010-6-4010-1-6130	62,784.00	9,815.86	9,815.86	15.63%
Group Insurance	010-6-4010-1-6150	108,891.00	16,182.80	16,182.80	14.86%
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	0.00	0.00%
Group Insurance Deductible	010-6-4010-1-6183	15,000.00	54.00	54.00	0.36%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	2,000.00	49.00	49.00	2.45%
Training & Conferences	010-6-4010-1-6240	10,500.00	880.00	880.00	-8.38%
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		961,115.00	137,033.98	137,033.98	14.26%
Building Maintenance	010-6-4010-2-6310	35,440.00	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	6,949.57	6,949.57	16.55%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	35.00	8.24%
Cleaning Services Contract	010-6-4010-2-6373	20,585.00	0.00	0.00	0.00%
Gas Utility	010-6-4010-2-6390	7,000.00	109.80	109.80	1.57%
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	33.00	33.00	4.40%
Adveristing & Publications	010-6-4010-2-6414	3,750.00	48.51	48.51	1.29%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	250.08	250.08	8.34%
Telephone	010-6-4010-2-6425	1,800.00	148.46	148.46	8.25%
Database Subscriptions	010-6-4010-2-6431	13,000.00	1,560.00	1,560.00	12.00%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	10,240.00	1,136.96	1,136.96	11.10%
Library Books	010-6-4010-2-6502	28,230.00	2,634.99	2,634.99	9.33%
Office Supplies	010-6-4010-2-6506	5,000.00	250.21	250.21	5.00%
Postage & Shipping	010-6-4010-2-6508	1,800.00	0.00	0.00	0.00%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	82.15	82.15	5.48%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	0.00	0.00	0.00%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	372.00	372.00	37.20%
Computers & Technology	010-6-4010-2-6518	9,000.00	0.00	0.00	0.00%
Program Materials	010-6-4010-2-6537	8,000.00	500.13	500.13	6.25%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**FY21 Financial Report
jul20**

Summer Reading Program	010-6-4010-2-6539	5,000.00	518.69	518.69	10.37%
Library Supplies	010-6-4010-2-6540	8,000.00	227.87	227.87	2.85%
Audio Books	010-6-4010-2-6541	3,000.00	1,500.00	1,500.00	50.00%
DVDs/Videos	010-6-4010-2-6542	12,000.00	445.50	445.50	3.71%
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	0.00	0.00%
Software	010-6-4010-2-6545	1,600.00	0.00	0.00	0.00%
E-Books	010-6-4010-2-6546	26,250.00	26,250.00	26,250.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	10,652.53	10,652.53	106.53%
Total Services & Commodities		265,720.00	53,705.45	53,705.45	20.21%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,226,835.00	190,739.43	190,739.43	15.55%

Library Director Report
North Liberty Community Library Board of Trustees Meeting
August 17, 2020

- I. Financial report FY20 Yearend update
 - i. Personnel Services: 97.04 percent
 - ii. Services & Commodities: 93.80 percent
 - iii. Total Library Services for: 96.37 percent
- II. FY21 Financial update to date
 - i. Personnel Services: 14.26 percent
 - ii. Services & Commodities: 20.21 percent
 - iii. Total Library Services for: 15.55 percent
 - iv. Average this time of year: 8.33 percent
 - v. NOTES
 - a. Two payrolls to date – June and July
 - b. eBooks total budget and half of audio budget encumbered with Overdrive for eBooks and eAudios
 - c. Polaris software annual support paid in full
- III. Library operations update
 - A. Staffing update
 - i. Hired Daniielle (Dani) Grandinetti
 - a. Dani has gone through on-boarding process
 - b. Will need some additional training when we are able to reopen
 - ii. Technology Services changes
 - a. Janet has shifted roles to Technology Services Assistant Librarian
 - 1. Continues to offer IT support to patrons
 - 2. Will serve as full-time building supervisor later in evening during weekdays
 - b. Aligns with hiring of city IT Coordinator
 - 1. The hire for this position will likely be located in library
 - B. Update on reopening/Interim Service Plan
 - i. Opened by appointment July 6
 - a. Limited hours, limited capacity, limit time in building
 - 1. Services include browsing and checkout, kiosk use, notary services, and computer access
 - b. Continue to encourage curbside or “grab and go” with one family member getting materials for all
 - C. Professional activity
 - a. Presenting at ARSL 2020 Conference virtually as part of panel
 - 1. Topic positive leadership to support staff in delivering services and programs
 - b. Worked on composition of vision document for Project Better Together (Johnson County)

- c. Servicing second term as President for the Iowa City UNESCO City of Literature

IV. Staff reports

A. Assistant Director

- i. Stork Storytime (SS) updates:
- ii. Continued work on virtual EXPO
 - a. 25 registered vendors with live panel discussion on August 30
- iii. Transitioned development and recording of TALKS episodes to Kellee F.
 - a. Began utilizing zoom platform to record so guest options have expanded to outside our community
- iv. Worked through staff scheduling to accommodate reopening roles (conciierge and desk)

B. Public Services

- i. Trained PT staff for reopening, including conciierge procedures and safety measures/precautions with patrons
- ii. Recorded new Stork Storytime podcast with guest Kay Harvey (Kindred Spirits Family Birth Partners)
- iii. New artist featured on Library's art wall – Emily Magnuson
- iv. Implemented onboarding and training for newest Library Assistant II, Dani Grandinetti
- v. Began updating desk binder for library operations
- vi. Drafted and implemented auxiliary task list for additional support from PT staff
- vii. Published August events in North Johnson County paper

C. Adult Services

- i. Working to complete social justice discussion guides around current and relevant issues for future use by patrons
- ii. Collaborating with the City Communications department to gather information on local social justice organizations and resources for the public to reference and utilize
- iii. Planning meetings for embody | embrace 2021 (set for September 2021)
- iv. History of the Book - Zoom program had a turnout of 14

D. Marketing Coordinator

- i. We will continue to operate on a month to month basis for program/marketing efforts. NL Communications created an insert for community center that went out in the July NOJOCO
- ii. Working with Amy on Library Card Sign-up Month plans for September. This years' theme is Libraries Are WONDERful featuring Wonder Woman
- iii. Printing signs in English and Spanish from Libraries Transform Toolkit
- iv. Planning to put some marketing dollars into boosting social posts to reach potential new members
- v. If communications staff has availability to assist we hope to create a simple promo video otherwise we will use Toy Story themed video they created last year for us
- vi. Continued efforts to update library branding as needed. Signs, promotional items, bookmarks, etc.

- vii. Have been working on the library Pinterest page to update and create new content to share. Check it out: <https://www.pinterest.com/NLibertyLibrary/>
 - viii. If you haven't already, sign up for our monthly newsletter visit www.northlibertylibrary.org and scroll all the way to the bottom of the page to subscribe.
- E. Youth and Teen Services
- i. 82 people enrolled so far in our summer reading program
 - ii. Packets are getting prepped and ready to go. Last week we distributed at Garner, Liberty, 8 Point Trail, and North Bend Elementary. Kits can also be picked up through our hop service at the library
 - iii. I've also been helping the Summer Lunch and Fun program get regrouped and going after the two people they hired quit last week
- F. Youth and Teen Services Asst
- i. Made over 5,500 kits (25 different crafts) for adults, t(w)eens, and kids to distribute during summer lunch and handed out over 4,500 of them.
 - ii. Finished analyzing teen collection audit (about 30% diverse)

SRP Kit Numbers				
	Family/All	T(w)een	Adult	
Craft	Made	Given	%	Leftovers
Time Capsules	390	333	85.4%	57
T-Shirt Totes	50	43	86.0%	7
Magic Wands	400	348	87.0%	52
Dragon Eggs	150	150	100.0%	0
Stress Balls	50	50	100.0%	0
T-Shirt Capes	470	418	88.9%	52
Wizard Hats	100	72	72.0%	28
Herb Starters	50	50	100.0%	0
Pan Flutes	350	265	75.7%	85
Greek Pots	150	121	80.7%	29
Macrame	50	39	78.0%	11
Bike Decorate	372	321	86.3%	51
Book Prompts	50	38	76.0%	12
Chalk Trolls	500	404	80.8%	96
Yarn Wrap	140	133	95.0%	7
Bookmarks	50	50	100.0%	0
Fairy Houses	632	500	79.1%	132
Cork Magnet	50	50	100.0%	0
Family Trees	300	241	80.3%	59
Heart Banner	50	47	94.0%	3
3 Pigs	400	349	87.3%	51
Marbled Votive	50	43	86.0%	7
Dragon Puppets	504	311	61.7%	193

Finger Snakes	150	84	56.0%	66
Mandala Rock	50	45	90.0%	5
Total	5508	4505	81.8%	1003

G. Family Services July/August Programming Update

- i. SPR kit hand out continued through August
- ii. Macaroni Soup with Miss Carole
 - a. Wednesday 17th @ 10:30am (6 ppl)
 - b. Saturday 20th @ 10:30am (reply of previous show; 3 ppl)
- iii. Great American Campout Storytime
 - a. Saturday 20th @ 7:00pm (17 ppl)
- iv. Special Guest Storytime (10 ppl)
 - a. Wednesday 24th @ 10:30am
 - b. Ann Langenfeld (former) principal at Grant Elementary
- v. Special Guest Storytime (10 ppl)
 - a. Thursday 9th @ 10:30am
 - b. Mary Priske, Teacher Librarian at Penn Elementary
- vi. Tippi Toes
 - a. Thursday 16th @ 6:30pm (10 ppl)
 - b. Friday 17th @ 10:30am (11 ppl)
- vii. Special Guest Storytime (7 ppl)
 - a. Wednesday 22nd @ 10:30am
 - b. Miranda Kral, Teacher Librarian at North Bend Elementary
- viii. Special Guest Storytime (9 ppl)
 - a. Wednesday Thursday 29th @ 10:30am
 - b. Ken Turnis, Principal at Grant Elementary
- ix. DoodleBugs: Shake It Up!
 - a. Friday 31st (31ppl)

H. Collection Development

- a. Monthly circulation has increased since we have opened by appointment.

Row Labels	Sum of Circs
Mar	772
Apr	2204
May	1938
Jun	2014
Jul	2731
Grand Total	9659

- b. Mondays are definitely the busiest for how many checkouts we do. Tuesday through Thursday are pretty even and there is a drop off on Fridays.

Row Labels	Average of Shelf Browse	Average of Kiosk	Average of Computer (Adult)	Average of Notary
Monday	9.5	6.2	2.2	1
Tuesday	8	5.25	3.5	
Wednesday	4	5.6	3	1
Thursday	11.3	5.8	1.75	
Friday	7.7	4.2	1.75	
Grand Total	8.19	5.42	2.28	1

- c. Information on in-house services since July 6.
1. Thursdays have the highest average of how many are shelf browsing. Just four weeks in trends may not be fully set yet. Kiosk and computer use mirrors circulation, high on Monday and diminishing over the week

Row Labels	Average of Hop	Average of Print Jobs	Average of Laptops	Average of Masks	Average of Library Cards	Average of Program Kits
Sunday	1.42	1.5				
Monday	19.67	2.44	1.6	2.33	1.25	6
Tuesday	15.33	2.7	2	1.5	1.5	7
Wednesday	14.56	1.86	1.25	5.4	17	6
Thursday	16.59	3.36	1.75	7.29	1	8.33
Friday	13.77	2.29	1.6	3.2		7.67
Saturday	1.12	0				
Grand Total	11.9	2.45	1.64	4.73	2.8	7

Respectfully Submitted, Jennie Garner, Library Director



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

At a glance

Computer/Wireless Usage	290
Database Use	4091
Circulation	2821
Library Hop (Curbside)	293

In-house transactions

	Kiosk	Computer (Adult)	Notary	Shelf Browse
Jun 24-30	27	3	1	n/a
Jul	122	50	4	162
Grand Total	149	53	5	162

Library News

We continue to welcome a limited number of people into the library for grab and go collection browsing, kiosk use, computer use, and notary services. Patrons are very appreciative to be able to come to the library again and everyone is happy to mask up and do their part for the safety of all.

Library staff members have been going out weekly to four summer lunch distribution sites in North Liberty to hand out summer reading program kits. The programming team has put together over 5000 kits (25 different crafts) since the beginning of June and has distributed over 4500 kits to preschool and elementary age kids, tweens and teens, and adults. As with many areas of our work these days, programming looks quite different from our usual delivery of service. We're very pleased with the positive response to the kits.

While we aren't able to offer our regular services, the community garden is flourishing and we've been happy to share the bounty of fresh vegetables with a few of our patrons visiting the building and with the North Liberty Pantry (scroll for photos). We also had a staff person bring in some monarch caterpillars and have been sharing their transformation online. You can watch a time lapse of a caterpillar to a chrysalis here:

<https://www.facebook.com/NLibertyLibrary/videos/343276073343412>. We've also posted

videos of some of monarch releases on our Facebook page. If you don't follow us, you can find us on Facebook (@NLibertyLibrary).

We are pleased to expand curbside services with the upcoming addition of outdoor lockers near the library entrance to allow for afterhours curbside pickup. These lockers will have mechanical locks installed that can be changed daily to provide patrons a code to pick up materials when we aren't open.

July Highlights



The library's featured local artist this month is Emily Magnuson. The art wall in the library's main hallway is generally viewed by a few hundred people daily on visits at the library. We'll showcase this artist's work on social media this month instead. The pottery and painted silk pieces are stunning.

Scroll down for more program highlights.



The library has offered some fun science through views of the transformation of caterpillar to butterfly in our butterfly terrarium. To watch the release of some of the monarchs click [here](#).



Bounty from the community garden outside the library.

