

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 854 3156 8289 and nine-digit meeting password 412073301. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

North Liberty Community Library Board of Trustees Meeting
October 19, 2020, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. September
- IV. Reports
 - a. Staff Introduction
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
 - a. Meeting Rooms Terms of Use
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: November 16, 2020, 6:30pm

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

DATE: September 21, 2020 at 6:30 p.m.

PRESENT: Laura Hefley, Jessica Beck, Mike Healy, Scott Clemons, Heidi Wood,
Library Director Jennie Garner, Assistant Youth and Teen Services Librarian Kayla
Hodgson

ABSENT: Chris Mangrich

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of Minutes
 - a) August 2020 meeting minutes approved
- 4) Reports
 - a. Staff Introduction
 - i) Assistant Youth and Teen Services Librarian Kayla Hodgson discussed findings from her Teen Collection Diversity Audit Analysis and goal to continue building a diverse collection over time
 - b) Budget FY21
 - i) Total Personnel Services: 14.55%
 - ii) Total Services & Commodities: 28.02%
 - iii) Total Library Services: 17.47%
 - iv) Average for this time of year: 16.67%
 - c) Friends
 - i) No report
 - d) Director
 - i) Staffing Update:
 - (1) Danielle (Dani) Grandinetti has started in her new role
 - (2) Janet Lubben has shifted roles to Technology Services Assistant Librarian
 - (3) Hiring for Lisa Collier's Library Assistant I position underway, as she has shifted to sub status
 - ii) Reopening/Interim Service Plan Update:
 - (1) Lockers will soon be installed for afterhours curbside pickup
 - (2) Wi-Fi access outside of the building has been updated for stronger and larger reaching area of parking lot
 - iii) Projects and Events:
 - (1) Neighborhood NESTS collaboration to provide virtual learning support for students and parents
 - (2) Satellite voting site October 17-18, 2020

- (3) Derecho Services
 - (a) Offered charging station at outdoor patio
 - (b) Workspace was available for those without power/internet
- (4) Professional Activity
 - (a) Update provided for most recent scholarly activity
- e) Staff Reports
 - i) Highlights of ongoing projects and team members' areas of focus provided
- 5) Policy Review
 - a. Collection Development Policy
 - i) Approved
- 6) Old Business
 - a) Board of Trustees voted in for 2020-2021
 - i) President: Heidi Wood
 - ii) Vice President: Laura Hefley
 - iii) Secretary: Scott Clemons
- 7) New Business
 - a) None

Adjourn

Next meeting date: November 16, 2020, 6:30pm

Meeting minutes recorded by Heidi Wood

FY21 Financial Report
sep20

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	611,020.00	49,772.18	137,185.53	22.45%
Part-time & Temp Wages	010-6-4010-1-6020	93,591.00	10,808.26	27,536.39	29.42%
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	4,484.60	12,155.44	23.89%
IPERS	010-6-4010-1-6130	62,784.00	5,711.23	15,527.09	24.73%
Group Insurance	010-6-4010-1-6150	108,891.00	8,222.85	24,405.65	22.41%
Workers' Compensation	010-6-4010-1-6160	3,000.00	0.00	185.00	6.17%
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	3,730.14	24.87%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	2,000.00	499.00	626.00	31.30%
Training & Conferences	010-6-4010-1-6240	10,500.00	45.00	(721.00)	-6.87%
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	79,597.12	220,630.24	22.96%
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	3,831.41	10,780.98	25.67%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	105.00	24.71%
Cleaning Services Contract	010-6-4010-2-6373	20,585.00	1,650.00	3,474.27	16.88%
Gas Utility	010-6-4010-2-6390	7,000.00	59.90	245.53	3.51%
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	94.60	12.61%
Adveristing & Publications	010-6-4010-2-6414	3,750.00	41.11	159.17	4.24%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	220.08	690.24	23.01%
Telephone	010-6-4010-2-6425	1,800.00	150.48	449.96	25.00%
Database Subscriptions	010-6-4010-2-6431	13,000.00	1,203.93	4,306.21	33.12%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	10,240.00	387.18	7,133.70	69.67%
Library Books	010-6-4010-2-6502	28,230.00	3,210.22	11,288.57	39.99%
Office Supplies	010-6-4010-2-6506	5,000.00	511.46	1,508.90	30.18%
Postage & Shipping	010-6-4010-2-6508	1,800.00	20.40	28.72	1.60%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	139.65	221.80	14.79%
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	32.67	904.67	90.47%
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	591.97	1,314.59	16.43%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**FY21 Financial Report
sep20**

Summer Reading Program	010-6-4010-2-6539	5,000.00	50.00	697.57	13.95%
Library Supplies	010-6-4010-2-6540	8,000.00	864.78	2,902.16	36.28%
Audio Books	010-6-4010-2-6541	3,000.00	0.00	1,500.00	50.00%
DVDs/Videos	010-6-4010-2-6542	12,000.00	284.10	1,623.33	13.53%
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	1,418.20	40.52%
Software	010-6-4010-2-6545	1,600.00	724.20	715.21	44.70%
E-Books	010-6-4010-2-6546	26,250.00	0.00	26,250.00	100.00%
Software Maintenance Fees	010-6-4010-2-6547	10,000.00	0.00	10,652.53	106.53%
Total Services & Commodities		265,720.00	14,008.54	88,465.91	33.29%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,226,835.00	93,605.66	309,096.15	25.19%

Friends of the North Liberty Library

Meeting October 6, 2020 at Centennial Park

Present: Donna, Rose, Jeanne, Linda, Judy, Diane, Heather, Jennie

1. Jennie shared more details about and plans for the tutoring resource that the Friends will be funding.
2. A Cookie Kit fundraising project was decided on that will involve accepting pre-orders from the public for the kits, the Friends will assemble the kits, and purchasers will pick them up at the library. These will be marketed as an activity to "Make Memories at Home," winter break activities, etc. We may also have a hot cocoa kit.

ACTION ITEM

- Find potential recipes for cookie kits
 - Email to the group or to Heather or add to the Cookie Recipe document in Google Drive https://docs.google.com/document/d/1ujQ3voWmF_ihOApwGnLqODeR722Axyw_T8hpVMDctsg/edit?usp=sharing
 - Due by Oct 14
- Consider ideas for decorating/designing kit bags

GENERAL PROJECT TIMELINE

- Soon – Decide on cookie recipes
- Late October – Social media marketing
- Nov 1 to Nov 15 – Pre-orders (likely placed and paid for via EventBrite)
 - Purchasing of ingredients as it makes sense
- After pre-orders, complete ingredient purchasing & schedule kit assembly
- Dec 7 – Due date for kit assembly
- Dec 8-12 – People pickup kits (exact dates and arrangements TBD)

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Oct. 19, 2020

- I. FY21 Financial update
 - i. Personnel Services: percent
 - ii. Services & Commodities: percent
 - iii. Total Library Services for: percent
 - iv. Average this time of year: percent
- II. Library operations update
 - A. Staffing update
 - i. Accepted offer – Randall Schroeder for Library Assistant I
 - a. No start date yet
 - ii. Melanie Harrison is getting a new title
 - a. Library Engagement & Marketing Coordinator
 - a. More accurate reflection of her job functions encompassing community engagement with library, social media, and displays/signage
 - b. Formerly Marketing and Events Coordinator
 - B. Update on reopening/Interim Service Plan
 - i. Lockers
 - ii. Potentially expanding hours in November
 - C. Neighborhood NESTS Update
 - i. Big Brothers/Big Sisters NEST to start Wednesday, Oct. 21, 3:30-6:30pm
 - ii. Erin is researching hosting a NEST at library or at another city facility and potentially a second in coordination with the Recsters BASP
 - D. Professional activity
 - i. ARSL 2020 Conference (virtual)
 - a. Presented with panel for American Library Association (ALA) – Community Support during COVID with emphasis on Friends of the Library groups
 - b. Attended some great sessions
 - c. Recorded so watching more throughout the month
 - E. Satellite voting Oct. 17-18
 - F. Materials quarantine
 - i. Shifting to a 24-hour quarantine
 - ii. Based on information from Oregon Health Authority and feedback from State Library of Iowa
- III. Staff reports
 - A. Assistant Director
 - i. Participated in virtual ARSL Conference
 - ii. Interviewed candidates for open Library Assistant I position
 - iii. Updated staff scheduling through end of the year

B. Public Services

- i. Attended ASRL conference
- ii. Began information gathering for the ALA/ARSL grant application
- iii. Drafted safety protocols for the June 2021 embody|embrace event
- iv. Conducted interviews and selected new hire for Library Assistant I position
- v. Reviewed and updated job description
- vi. Recorded live sessions of Love, Light, and Lit; topics included Library Card Sign Up, cholesterol education, Latino Heritage Month, World Day of Bullying Prevention, and gratitude meditation

C. Adult Services

- i. September Adult Activity kits – all given out
- ii. ARSL Sep 28-Oct 2
- iii. First social justice self-paced course, “Walking on Eggshells, Stepping on Toes” closed for registration after only 14 days. Filling 20 spaces
- iv. Visiting the Beyond - Tuesday Oct 6 program attendance – had 24 attendees
- v. Attended “Laughter as Therapy” webinar and will be doing an info and demo session with an Iowa City Area Seniors group via Zoom in November

D. Marketing Coordinator

- i. Kids Vote event coming up October 17 – November 3.
 - a. Elephant and Piggie will battle it out for role of Library President and Mother Bruce and Penelope will compete for VP
 - b. Let the readers choose their leaders! Kids will be able to cast their vote in the library (during satellite voting) or online at
 - c. Emily will announce the winners during storytime on Friday, Nov. 6
- ii. Some subtle changes have been made under the *References* tab to include a page of *Resources for Kids*
- iii. We have pulled some of our kid oriented databases to the top of this page and below have added links to wonderful external sites with FREE content for kids including Duolingo, Khan Academy Kids and Code.org.
 - a. The library is getting a homework help database through Brainfuse that will soon be added to this list
- iv. One of my long term goals is to create an app for the library and during ARSL conference recently I learned about cloudLibrary a digital content platform from bibliotheca. I am meeting with a rep to find out more about this and see if this will be a fit for North Liberty. <https://www.bibliotheca.com/cloudlibrary/>
- v. Through ARSL I also learned about AeroGarden which is a tool used to grow fresh herbs, veggies and flowers indoors, all year. This will be to share with the community and see what we can grow over the winter months. We will also use this to grow lettuce for Matilda.
- vi. Since we aren't hosting our annual Trunk or Treat we are asking the community to submit Halloween costume photos (pet, kids, family...) to nlibertylibrary@gmail.com to be entered in our drawing for great prizes from local businesses
 - a. Mini session from Paige Prior Photography
 - b. Pumpkin Decorating Kit from Colony Pumpkin Patch
 - c. Pet treats for our furry friends from Leash on Life

E. Youth and Teen Services

- i. I presented at the ARSL annual conference (virtually) as well as attending the conference
- ii. Increased Social Media presence for teens on Snapchat and Instagram
- iii. 35 people register for September's "Your Library at Home" Kits (14 kids, 11 t(w)eens, & 10 adults)
- iv. I will also be the point person for getting NESTs started in North Liberty. (Nurturing Every Student Together Safely) - In order to address gaps in the ICCSD Return to Learn plan a group of nonprofits quickly came together to leverage their strengths and coordinate a successful start to the school year for vulnerable and at risk youth. In partnership with nonprofits, the business community, government organizations, the school district, and our faith community, ***Neighborhood NESTS serve as a safe space with trusted adults, where children and young adults can gather for academic success and emotional wellbeing this school year.***

We are waiting to see exactly what is needed from the Student-Family Advocates, and then I will set up the sites and structure with the help of the NEST network.

F. Youth and Teen Services Asst.

- i. Increased Social Media presence for teens on Snapchat and Instagram
- ii. 35 people register for September's "Your Library at Home" Kits (14 kids, 11 t(w)eens, & 10 adults)

G. Family Services

- i. Monthly Programs
 - a. Outreach
 - b. Going well, two centers per week, normally 10 kids in 3 classes (1 center has 2 classes attend)
- ii. Storytime
 - a. Every Friday @ 10:30 on Zoom
 - b. Attendance still low
 - c. Continuing weekly LIVE on FB to promote the storytime on Zoom
 - a. Highlight a database/program
 - b. Storytime w/o book (quick songs, finger play, game)
 - d. 10/2nd (3ppl)
 - e. 10/9th (5ppl)
- iii. Your Library at Home, October
 - a. Bouncy Balls
 - b. 27 reserved (mistake on google doc limiter, was able to accommodate extra request with leftover supplies)
 - c. All picked up
- iv. Additional programs
 - a. DoodleBugs
 - b. 10/25 (8 ppl)
 - c. 10/26 (0 ppl)
- v. Unite for Literacy
 - a. A few more bridge partners made

- b. Getting dashboard for statics in the next month
 - c. Continuing to reach out to community members working with non-English/bilingual speaking communities.
 - vi. Conferences
 - a. ARSL
 - b. Colorado Libraries for Early Literacy (CLEL)
 - c. Great conferences, good sessions on virtual programming and outreach
 - d. Still watching through sessions
- IV. Tech Services Asst
 - i. In my new position, I get the opportunity to work with the entire staff at the circdesk. It's fascinating to see how many different styles of work there are. It makes me feel more connected to the team.
 - ii. I like the willingness of staff to jump in and help on the desk whether its pulling books, walking a patron to the books they need or answering the phone. Everyone wants to help.
 - iii. With working so many hours on the desk, I get to work with a lot of people which is very rewarding.
 - iv. Pulling books for patrons, I get to see what books we have. I'm not a reader but it is nice to be able to tell people what we have that they might like.
 - v. I think it is just cool to greet patrons with a smile (wearing a mask=don't see me smile but I am!) and when they leave, smile at them and say "See you next time!"
- B. Collection Development
 - i. See "At a Glance" in this month's NL City Council update
 - a. Have been working on best practices for purchasing and weeding the collection

Respectfully Submitted, Jennie Garner, Library Director

MEETING ROOM USE POLICY

I. Purpose Statement

Meeting rooms of the North Liberty Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Room Use Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged
- I. An individual or group may have up to three reservations scheduled at a time
- J. Refreshments are welcome. Cleaning equipment is provided for user(s) in white cupboards located in Meeting Rooms A & D
- K. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- L. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- M. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

III. User Responsibilities

- A. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- B. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- C. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space
- D. Groups may request a large trash receptacle from library staff if needed
- E. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles behind the recreation department before leaving
- F. Music or other audio should be limited in volume as to not disturb other library users
- G. Clean tables and floor as needed

- H. Meetings will not generally be scheduled before or after library hours. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- I. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- J. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

IV. Non-Qualifying Meeting Room Uses

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Weddings, showers, reunions or individual/private parties, banquets
- C. Commercial use where personal or business profits are the chief aim of the meeting
- D. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

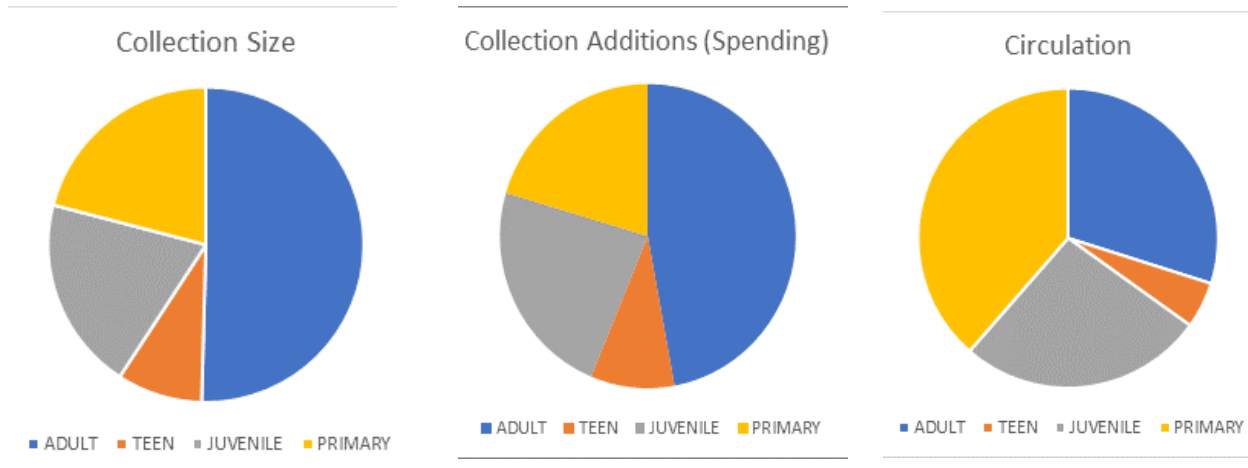
The library director shall have final authority regarding use of library meeting rooms.

Reviewed/Approved by the Library Board of Trustees, October 2019



TO: Ryan Heiar and City Council
FROM: Jennie Garner, Library Director
DATE: Oct 5, 2020
SUBJECT: Monthly Library Report

At a glance



Andrew, our collection development librarian, has been analyzing our collection and looking at the comparison between the size of the collection, and overall purchasing of different age groups of material, and items checked out. It's pretty evenly matched. It should be noted that children's books cost an average of \$2.00 less per item than adult materials so while we still see a need to focus on purchasing more in the younger picture book category, we feel overall we are fairly balanced.

In addition, Erin and Kayla, youth services staff, have been conducting a diversity audit of the youth collection. Kayla started with the teen materials (physically assessing over 4000 items) using several specific criteria from what is depicted on the cover to subject matter. A diversity audit is basically an inventory of the collection to determine the amount of diversity within the titles. It's a way to analyze collection data to make sure that we include a wide variety of points of view, experiences and representations within a collection. Our goal as a library is to not only reflect our community but also to provide other views of the world. This project has been in the works for several months and with the pandemic closure, Kayla was able to devote more time than she normally would have to complete the teen area audit in two months when it likely would have taken 4-6 months otherwise. Plans are also in place to begin an audit of the adult collection. We will be publicizing some of the findings in a blog that I will share with all of you as soon as we are able.

Library News

We have also just completed the State Library of Iowa Annual Survey. You can review the results of that here: <https://tinyurl.com/yxflufvo>. It's noteworthy that these statistics reflect three quarters of our year rather than a full-year because we were

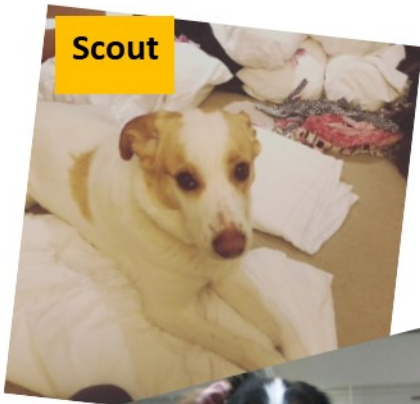
closed to the public from March 17 to July 6 and only able to offer limited curbside services safely. As staff has reflected on the pandemic, as with many industries, we realize that we've had to pivot and reinvent much of the library service model and alter our program delivery in order to meet the needs of our community and keep both staff and patrons safe and we are continuing to do just that.

With that in mind, North Liberty Library will be launching a new service in November called HelpNow, which is part of one of our current databases, BrainFuse. HelpNow offers live one-on-one online tutoring seven days a week, a writing lab for tutoring and paper review, standardized test prep, lessons and free practice tests, and an adult learning center. With the current state of the world and online learning as a reality, we're excited to be able to offer this educational resource to support both youth and parents in the learning process.

The library is sponsoring a storywalk at Liberty Centre Pond this month. If you have an opportunity to stroll the pond, you can follow the story, *Fright Club*.

Finally, because it's really difficult to take photos of virtual programming, I decided to share a picture of our Library Entertainment Services Librarian, Matilda – follow her on Instagram @NLPetsread – with her friend, Mongo, who lives at the Clear Creek Amana Middle School with his teacher librarian, Liz (who also works at North Liberty Library). And who doesn't like pictures of pets? So I've included some shots of the NLL staff's pets also.

Scroll to the next page...



Scout



Beto

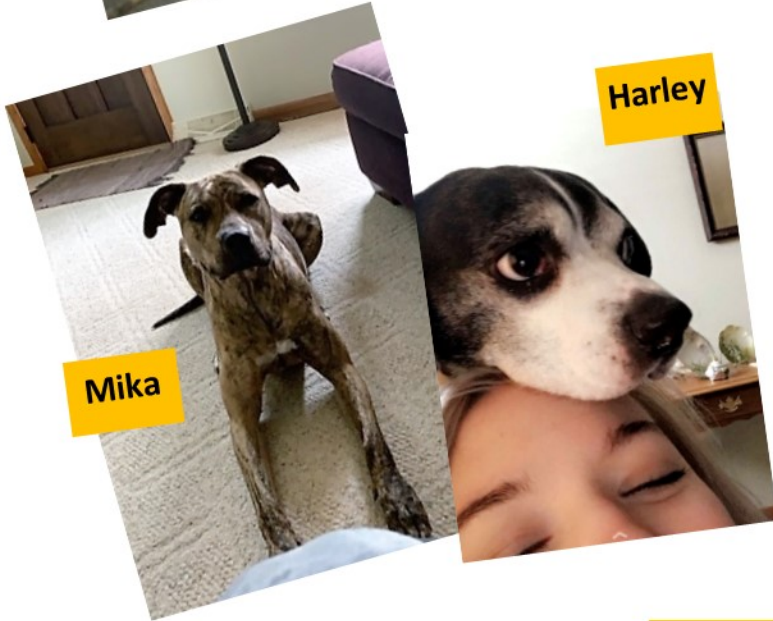


Bambi



Valli

Chimi



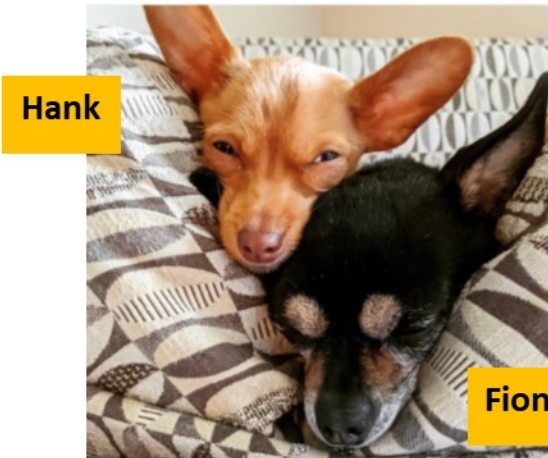
Harley

Mika

npetsread North Liberty Library



Matilada



Hank

Fiona

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Bug

