

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](mailto:tmulcahey@northlibertyiowa.org).

This meeting may be accessed live by the public on the internet at [northlibertyiowa.org/live](http://northlibertyiowa.org/live), on Facebook at [facebook.com/northliberty](https://facebook.com/northliberty) or on YouTube at [www.youtube.com/channel/UCrCw6ipAPjJnd-olpRgPJcg](https://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 828 7861 6654 and seven-digit meeting password 3400191. Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](http://northlibertyiowa.org).

North Liberty Community Library Board of Trustees Meeting  
November 16, 2020 6:30 p.m.

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. October
- IV. Reports
  - a. Staff Introduction
  - b. Budget
  - c. Friends
  - d. Director
  - e. Staff reports – questions
- V. Policy Review
  - a. Library Conduct Policy
  - b. Art Display Policy
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: December 21, 2020 at 6:30 p.m.

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

DATE: October 19, 2020, 6:30 PM

PRESENT: Jessica Beck, Scott Clemons, Mike Healy, Laura Hefley, Chris Mangrich, Heidi Wood. Library Director Jennie Garner, Library Engagement and Marketing Coordinator Melanie Harrison

ABSENT: None

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of Minutes
  - a) September meeting minutes motion to approve J. Beck; second L. Hefley; approved voice vote
- 4) Reports
  - a) Staff Introduction
    - a.i) Melanie Harrison, the Library Engagement and Marketing Coordinator
      - (a.i.1) Kids Vote event began with Satellite Voting 10/17
      - (a.i.2) Updates to home web page
      - (a.i.3) Considering Bibliotheca CloudLibrary
      - (a.i.4) Aerogarden display
      - (a.i.5) Halloween Costume photo contest
    - b) Budget
      - b.i) Overall 25.19% is within expected range for Total Library Services
      - b.ii) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) payments are expected
    - c) Friends
      - c.i) Met 10/6
      - c.ii) Planning "Make Memories at Home" Cookie Kit event where Friends will assemble kits based upon pre-orders.
    - d) Director
      - d.i) Staffing Update
        - (d.i.1) Randall Schroeder Library Assistant I – Lisa Collier's position – 10/20 start
        - (d.i.2) Title change for Melanie Harrison to Library Engagement and Marketing Coordinator aligns with City's Jillian Miller
        - (d.i.3) Outdoor lockers for touch-less checkout soon to be installed
        - (d.i.4) Hours may extend in November later closing 19:00
        - (d.i.5) Nurturing Every Student Together Safely (NESTS) hosting begins 10/28

- (d.i.6) Presented at Association for Rural & Small Libraries (ARSL) 2020 conference
  - (d.i.6.a) Record number of staff (7) attended virtual conference
- (d.i.7) Updated materials quarantine process improves work flow
- d.ii) Staff reports – questions
  - (d.ii.1) None
- 5) Policy Review
  - a) Meeting Rooms Terms of Use
    - a.i) Minor punctuation edits in advance
    - a.ii) Motion to approve L. Hefley; second J. Beck; approved voice vote
- 6) Old business
  - a) None
- 7) New business
  - a) None

Adjourn

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

*Meeting minutes recorded by S. Clemons*

**FY21 Financial Report  
oct20**

<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	611,020.00	42,498.56	179,684.09	29.41%
Part-time & Temp Wages	010-6-4010-1-6020	93,591.00	7,736.42	35,272.81	37.69%
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	3,693.17	15,248.61	29.97%
IPERS	010-6-4010-1-6130	62,784.00	4,734.64	20,261.73	32.27%
Group Insurance	010-6-4010-1-6150	108,891.00	8,236.66	32,642.31	29.98%
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	29.43	29.43	1.13%
Group Insurance Deductible	010-6-4010-1-6183	15,000.00	54.00	5,506.07	36.71%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	2,000.00	0.00	626.00	31.30%
Training & Conferences	010-6-4010-1-6240	10,500.00	245.00	476.00	-4.53%
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>961,115.00</b>	<b>67,227.88</b>	<b>288,980.05</b>	<b>30.07%</b>
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	5,602.59	16,383.57	39.01%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	140.00	32.94%
Cleaning Services Contract	010-6-4010-2-6373	20,585.00	1,540.00	5,014.27	
Gas Utility	010-6-4010-2-6390	7,000.00	532.22	777.75	11.11%
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	312.65	471.82	12.58%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	220.08	910.32	30.34%
Telephone	010-6-4010-2-6425	1,800.00	148.46	598.42	33.25%
Database Subscriptions	010-6-4010-2-6431	13,000.00	1,929.90	6,236.11	47.97%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	10,240.00	989.38	8,123.08	
Library Books	010-6-4010-2-6502	28,230.00	4,762.61	16,051.18	56.86%
Office Supplies	010-6-4010-2-6506	5,000.00	65.92	1,574.82	31.50%
Postage & Shipping	010-6-4010-2-6508	1,800.00	108.41	137.13	7.62%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	77.40	299.20	19.95%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	0.00	32.67	5.45%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	753.00	1,625.00	162.50%
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	409.78	1,724.37	21.55%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**FY21 Financial Report  
oct20**

Summer Reading Program	010-6-4010-2-6539	5,000.00	0.00	697.57	13.95%
Library Supplies	010-6-4010-2-6540	8,000.00	12.49	2,914.65	36.43%
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	2,594.88	4,218.21	35.15%
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	0.00	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		10,652.53	106.53%
<b>Total Services &amp; Commodities</b>		<b>265,720.00</b>	<b>20,094.77</b>	<b>108,560.68</b>	<b>40.86%</b>
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
<b>Total Library Services</b>		<b>1,226,835.00</b>	<b>87,322.65</b>	<b>397,540.73</b>	<b>32.40%</b>

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**Nov. 16, 2020**

- I. FY21 Financial update
  - i. Personnel Services: 30.07 percent
  - ii. Services & Commodities: 40.86 percent
  - iii. Total Library Services for: 32.40 percent
  - iv. Average this time of year: 33.33 percent
- II. Library operations update
  - A. Staffing update
    - i. Staff are shifting to teams again due to rising COVID cases in county
      - a. Two teams of seven staff alternating weekdays and one team of three part-time staff to cover Saturdays
      - b. Will reevaluate at the end of November
  - B. Update on reopening/Interim Service Plan
    - i. Expanding Saturday hours 10am to 3pm beginning November 21
    - ii. Suspending browsing in the library to limit contact
    - iii. Will continue to offer DOT kiosk use, individual computer access in two meeting rooms, and notary services
      - a. These services have less contact
      - b. Patrons are in one room/space so easier to sanitize after use
    - iv. As it gets colder we are concerned about not being able to offer computer use in the building but we're going to try for the time being
    - v. Lockers are now installed and patron feedback has been positive
  - C. Neighborhood NESTS Update
    - i. Big Brothers/Big Sisters NEST is going well
    - ii. They also suspended the NEST for the next two weeks due to COVID cases
    - iii. Erin is seeking funding for the other NEST that will be held at Lion Heart Childcare if she is able to secure funds
  - D. Professional activity
    - i. I have been asked to act in an advisory capacity for a national IMLS grant
      - a. Libraries as Second Responders
        - a. Grant is designed to build training modules and micro-learning videos to support libraries toward better serving the most vulnerable Covid impacted communities
    - ii. Several staff completed the United Way 21 Day Equity Challenge
      - a. Amy set up weekly discussions regarding the topics about which we were reading and watching videos
    - iii. Participated in beta group for Libraries Transforming Communities Grant program
      - a. Facilitation Training for four weeks
  - E. Election

- i. Library opened doors to allow access
  - ii. Required masks for those using the library to get to polls
  - iii. Gave away 37 cloth masks
- III. Staff reports
  - A. Assistant Director
    - i. Participated in the 21-Day Equity Challenge
    - ii. Updated desk and work schedules to accommodate newest staff member'
    - iii. Updated desk and work schedules for updated staffing team plan
  - B. Public Services
    - i. Completed training and onboarding for new employee
    - ii. Continued ALA Grant Preparation
      - a. Sent out Letters of Support to five community leaders
      - b. Finalized proposal language
      - c. Attended supplemental training related to the grant
    - iii. Began *Whole Person Librarianship* weekly training
    - iv. Recorded *Love, Light, and Lit* segments; topics included meditation, breast cancer awareness, work/life balance, novel writing basics, and smoke cessation
    - v. Sent out 2021 title selections to BYOBook Club members for voting
    - vi. Drafted After Hours procedures (lockers for item pickups after closing)
    - vii.
  - C. Adult Services
    - i. Laughter as Therapy presentation – delivered for the first time to the senior group
    - ii. Started LTC Facilitation Skills for Small and Rural Libraries modules and coaching
    - iii. LTOM Podcasts - <https://soundcloud.com/nlibertylibrary/sets> newest one will be published Nov 24
    - iv. Completed the United Way 21 Day Equity Challenge
    - v. I'll be attending the 2020 Entrepreneurship & Libraries Conference 11/12 - 11/13
  - D. Marketing Coordinator
    - i. Working on the blog. Plan to start posting kit information and library updates at first starting in January.
      - a. The first post was about our Teen Diversity Audit <https://northlibertylibrary.org/teen-diversity-audit/>
      - b. Still have some formatting to figure out and set it up to feed to the homepage on our website (where our facebook feed currently is).
    - ii. Working with Emily to grow our virtual storytime audience and have created a private group (that anyone can join) where she will have storytime, share new books and interact with families who might not be able to make weekly Zoom. The group is not public so that she can read entire books. [https://www.facebook.com/groups/NLreads/?source\\_id=124593347609](https://www.facebook.com/groups/NLreads/?source_id=124593347609)
    - iii. Working with Communications and program staff on promotions on new HelpNow database and homework help
      - a. Check out the AMAZING video that Derek in communications created [Here](#).
    - iv. Friends are having a Cookie Kit fundraiser in place of their annual cookie walk so I am preparing promotional materials for that

- v. We just completed our first Kids Vote where kids voted for our Library Book Character President and VP – Piggie (Mo Willems) is our Book Character President and Penelope (Ryan T Higgins) is our VP. The won against Elephant (presidential candidate) and Mother Bruce (VP candidate). We had a great response to this and plan to do again in the future.

E. Youth and Teen Services

- i. NEST funding was approved (\$4000 from City, with money also from JoCo foundation); waiting to see if the North Liberty Optimist club will also contribute. This money will be used to support students in the Hybrid learning model who need additional support during “at home” days. They must be below 200% of the federal poverty line. We are still trying to figure out ways to keep supporting these kids once the money runs out, so if anyone has idea, send them my way.
- ii. Pizza and Politicians, 11/11: great discussion with 8 politicians, 15 teens and a teacher from ICCSD
- iii. Kits: In addition to the weekly activity kits we are giving to patrons, we’re also making some extra (10) to give to the Big Brothers Big Sisters group. October kits: 78 kits made (27 Family, 11 T(w)een, 10 Adult, 20 Bonus kits
- iv. Started a diversity audit of the Primary section picture books. Part-timers are working on this in their spare time.

F. Family Services

- i. Monthly Programs
  - a. Outreach is 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. Started private FB group (on Library's page) for storytime
- iii. Your Library at Home
  - a. Grow Your Own Crystals
- iv. Additional programs
  - a. DoodleBugs, 10/24 (14ppl)
- v. Tippi Toes
  - a. 10/17 (Saturday, 20 ppl)
  - b. 10/19 (Monday morning, not regular programming day, still had a good number come)
- vi. Bridge to Reading Picture Book Award
  - a. 2020/21 nominees are out
  - b. reaching out to centers if they want to continue participation
  - c. library will build and check out kit of 10 books, teachers read to classrooms, kids vote, library enters votes

G. Tech Services Asst

- i. I set up a second patron wired computer in meeting room B
- ii. Conducted three one-on-ones, difficult to get them to stay the 6 feet away!

H. Collection Development

i. **Average daily checkouts in October:**

**Oct 2020                      109.5925926**

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Monday                                      170.5

Tuesday	101.25
Wednesday	103
Thursday	100.8
Friday	153.4
Saturday	37.8

**ii. To compare with October 2019:**

**Oct 2019                    245.9354839**

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Sunday	222
Monday	147.75
Tuesday	309.5
Wednesday	294
Thursday	341
Friday	192.8
Saturday	192

- iii. We are at 45% of last October's circulation. Tuesdays, Wednesdays, and Thursdays were previously our big circulating days, and those are the days with storytimes and after school programs. Currently, Mondays and Fridays are our days with most circulation, as people getting into the new week or prepping for the weekend.
- iv. See separate file for more statistics

Respectfully Submitted, Jennie Garner, Library Director

- Average use of curbside services through October:

	Average Hop	Average Print Job	Average Laptop	Average Masks	Average Library Cards	Average Program Kits
<b>Oct</b>	<b>10.85185185</b>	<b>2.409090909</b>	<b>1</b>	<b>2.75</b>	<b>1.4</b>	<b>3</b>
Monday	18.5	2.666666667		4	2	4
Tuesday	13	3	1	4	1	
Wednesday	10	3.666666667			1	2
Thursday	9.4	1.5				
Friday	14.4	2.25	1	2		
Saturday	1.6	1.75		1	2	

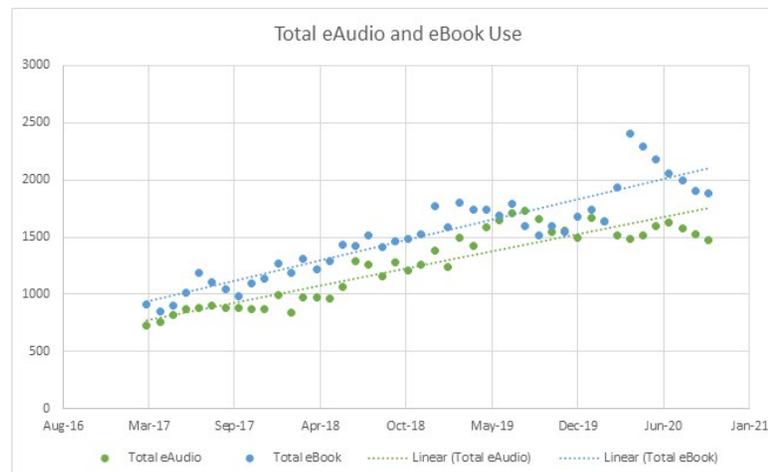
○

- Average use of in house services in October:

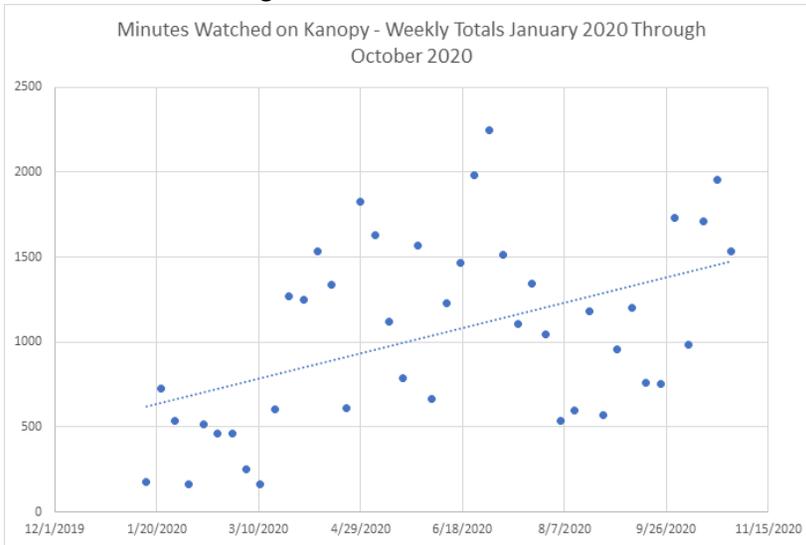
	Average Kiosk	Average Computer	Average Notary	Average Shelf Browse
<b>Oct</b>	<b>4.846153846</b>	<b>4</b>	<b>1.5</b>	<b>12.65384615</b>
Monday	6	3.75	1	11.25
Tuesday	4	5.25		10.75
Wednesday	2.25	4.5	1	14.75
Thursday	5.2	4	1.333333333	10.6
Friday	7.2	4.4	2.5	16.2
Saturday	3.75	2		12

- Overdrive use remains high:

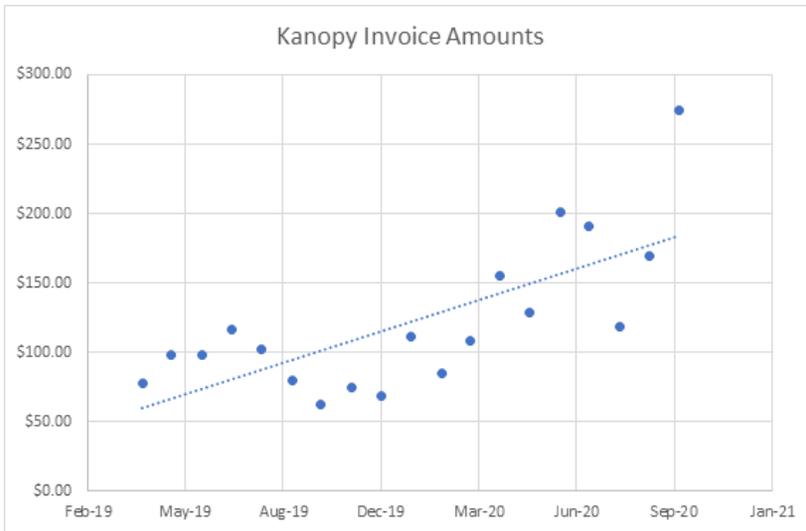
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- Kanopy use also continues to grow:



- Kanopy had made many of their titles free to watch for many months and as that has scaled back, what we are paying for is increasing slightly:



## LIBRARY CONDUCT POLICY

### I. Purpose Statement

All patrons have the right to use the library undisturbed and library employees and volunteers have the right to work without undue interference. Library staff will follow established library procedure for the protection of all library patrons in order to maintain an environment free from disruption and in accordance with this Library Conduct Policy. In an effort to provide a safe, welcoming atmosphere for all, the Library Board has approved the following conduct policy:

### II. Patron Responsibilities

- A. Library patrons are expected to be engaged in the productive use of the library's resources and space. All library users, employees, and volunteers should be free of any threat of harm, invasion of property, or gross indignity.
- B. These guidelines are not to be considered a rigid policy, as each incident will have its own unique set of circumstances requiring judgement and flexibility.
- C. No person shall engage in any conduct which disturbs or interferes with others' use of the library, including but not restricted to the following:
  1. Willfully annoying, harassing or threatening another person by staring, following, photographing, or stalking.
  2. Interfering with staff members' or volunteers' performance of duties on Library property. This includes: engaging in conversation or behavior that monopolizes the attention of a staff member or volunteer for an inappropriate period of time; making inappropriate personal comments, sexual advances, verbally or physically harassing; or refusing to comply with staff requests.
  3. Behaving in a disorderly, loud or disruptive manner.
  4. Interfering with another person's passage within the library or on library grounds.
  5. Consuming, using or possessing alcoholic beverages or controlled substances on library grounds, or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
  6. Defacing or destroying library property.
  7. Remaining in the library outside regular business hours.
  8. Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
  9. Soliciting funds, or panhandling.
  10. Playing audio equipment at a volume level that is disturbing to other users or library staff.
  11. Using skates, a skateboard or other sporting equipment in the library.
  12. Campaigning, petitioning, interviewing or surveying patrons, staff, or volunteers in a manner that is disruptive to library activities.
  13. Willfully exposing patrons, staff, or volunteers to offensive images or language.
  14. Engaging in lengthy conversations (including cell phone conversations) that may disturb other patrons' use of the library.
  15. Interfering with the maintenance of a clean, pleasant and safe library facility.

### III. Child Safety

- A. The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene

only when juveniles are left unattended or concerns regarding safety, disruptive behavior, or well-being occur.

Patrons should refer to the [Library's Child Safety Policy](#) for more information and to the North Liberty Recreation Center Child Safety Policy (Appendix D) regarding building use, as the policies differ between the Library and Recreation Center.

## ART DISPLAY POLICY

### I. Purpose Statement

The Library hosts art display areas to provide a space for self-expression and an opportunity for patrons to view public art. Display facilities are available for public and library use. Exhibits using the display space shall further one or more of these purposes:

- To display high quality original art by artists from Iowa and surrounding areas
- To highlight a theme related to library services, collections, or programs
- To bring together library materials from subject areas related to a theme of current interest
- To inform patrons of current issues, events or other subjects of public interest

### II. Display Guidelines

- A. The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.
- B. All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.
- C. The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.
- D. Displays of original art will be accepted by a staff committee. The Art Selection Committee reserves the right to refuse exhibits which, in its opinion, do not further the library's mission or strategic plan.
- E. The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.
- F. The Library will designate spaces for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.
- G. All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).
- H. A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's Art Selection Committee.

*Reviewed/Approved by the Library Board of Trustees, November 2019*



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

## **Library News**

We opened our doors fully for the first time earlier this week to offer access to the polling site in the Community Center gymnasiums from 7am-8pm. There were some reservations as we continue to see high COVID rates in Johnson County but it was also fantastic to have the public in the library, even if just for a short walk through the hallways. Every person who came in wore a mask, which reflects how caring our community is. We also placed cloth masks on a table by the entrance and gave away over 30 masks that day.



The library has expanded services to include outdoor lockers for patrons to pick up materials after hours. The lockers have an electronic lock with a one-time code that is erased after each use. Thanks for our maintenance and parks staff for prepping and installing these. This is another service we anticipate continuing when we are fully operational in the future. Patrons have already begun using these and feedback has been positive.

Erin, our Youth and Teen Services Librarian, has been working with local leaders to seek a way for the library to help form a NEST in North Liberty to help our students who may need additional support. She is still working on funding but we're hopeful that we'll be able to find a model that works. The rec staff has said they will be able to help supply transportation for kiddos if we can get it all ironed out. More to come on that.

In addition, we are partnering with Big Brothers Big Sisters of Johnson County to host a Neighborhood NEST program on Wednesdays each week in the library for about 10 kids and volunteers. This NEST is scheduled to go until the end of May.

As mentioned earlier, the library launched a new service (the first week in November) called HelpNow that 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 staff continues to work hard to find ways to engage the public online and safely. This month we had a call for patrons to post Halloween photos and I've included a few of the submissions (scroll for highlights). Of course, Matilda needed a costume as well. The gingerbread haunted houses were one of the kits that we had available through curbside pickup in the month of October. Each month we are offering craft kits for families and different age groups to take home. These have proven to be very popular.

