

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 youtube.com/c/northliberty. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and enter the meeting ID 873 2305 9555 and meeting password 2764277. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org

North Liberty Community Library Board of Trustees Meeting
March 15, 2021 • 6:30 pm

Call to Order

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

Adjourn

Next meeting date: April 19, 2021 • 6:30pm

North Liberty Board of Trustees Meeting
Virtual Meeting

DATE: January 18, 2021

PRESENT: Jessica Beck, Heidi Wood, Laura Hefley, Mike Healy, Scott Clemons, Chris Mangrich, Library Director Jennie Garner, Assistant Library Director Jennifer Jordebrek

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) December meeting minutes motion to approve by M. Healy; second L. Hefley; approved by voice vote
- 4) Reports
 - a) Staff Introduction
 - i) Assistant Library Director Jennifer Jordebrek
 - (1) Participated in 21-Day Equity Challenge
 - (a) Self-guided program
 - (b) equitychallenge.org
 - (c) Library staff continues to elevate diversity, equity, and inclusion into the collection, programming, services, and accessibility through awareness enhanced by continuing education like the 21-Day Equity Challenge
 - b) Budget
 - i) Total Library Services at 46.39% of budget. 50% is average for this time of year
 - c) Director
 - i) Staffing Update
 - (1) Staff on-site
 - (2) No covid-19 transmission among staff
 - ii) Service Plan
 - (1) Opening for browsing soon
 - (2) Hoping to expand evening hours in February
 - (3) Outside lockers popular with patrons
 - iii) Annual Contribution Letter
 - (1) Combining Friends and Endowment in letter
 - (2) 850 letters
 - d) Staff Reports

- i) Kellee Forkenbrock grant proposal accepted by American Library Association for community conversion Lighthouse in the Library
 - ii) Marked increase in new library cards - 500 new patrons since March
- 5) Policy Review
 - a) Service Policy
 - i) Revision – adding there can be designated spaces for specific audiences in policy
 - ii) Motion to approve by M. Healy; second J. Beck; approved by voice vote
 - b) Child Safety Policy
 - i) Spelling corrections noted
 - ii) Motion to approve by J. Beck; second L. Hefley; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business
 - a) Laura Hefley presented highlights from webinar Proactive Advocacy and Communication for Library Trustees and Staff
 - i) Community Focus
 - (1) Finding ways library can serve the community
 - (a) Read minutes of city council or school board meetings for ideas on need
 - ii) Build Foundations
 - (1) Craft stories how library serves the community
 - (2) Be ready and tell those stories
 - (3) Practice, practice, practice

Adjourn

Motion to adjourn by L. Hefley; second J. Beck

NEXT MEETING DATE: March 15, 2021

Meeting minutes recorded by S. Clemons

**FY21 Financial Report
feb21**

Budget Line	Account #	Actual	Monthly Expenditures	YTD Expenditures	% of budget spent
Regular Salaries & Wages	010-6-4010-1-6010	611,020.00	49,278.17	363,237.52	59.45%
Part-time & Temp Wages	010-6-4010-1-6020	93,591.00	8,310.96	67,283.05	71.89%
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	4,259.52	31,747.55	62.40%
IPERS	010-6-4010-1-6130	62,784.00	5,336.98	40,488.86	64.49%
Group Insurance	010-6-4010-1-6150	108,891.00	8,236.66	65,588.95	60.23%
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	29.43	1.13%
Group Insurance Deductible	010-6-4010-1-6183	15,000.00	54.00	11,423.88	76.16%
Dues/Memberships/Subscriptions	010-6-4010-1-6210	2,000.00	213.88	1,855.88	92.79%
Training & Conferences	010-6-4010-1-6240	10,500.00	965.00	1,005.10	9.57%
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	76,655.17	582,845.22	60.64%
Building Maintenance	010-6-4010-2-6310	35,440.00	0.00	592.10	1.67%
Office Equipment Repair	010-6-4010-2-6340	0.00	0.00	0.00	
Electric Utility	010-6-4010-2-6371	42,000.00	0.00	22,195.80	52.85%
Dumpster Pickup	010-6-4010-2-6372	425.00	35.00	245.00	57.65%
Cleaning Services Contract	010-6-4010-2-6373	20,585.00	1,490.00	11,181.04	54.32%
Gas Utility	010-6-4010-2-6390	7,000.00	1,094.71	3,342.33	47.75%
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	378.68	50.49%
Adveristing & Publications	010-6-4010-2-6414	3,750.00	9.55	1,257.10	33.52%
Office Equip. Maint. Contracts	010-6-4010-2-6422	3,000.00	220.08	1,790.64	59.69%
Telephone	010-6-4010-2-6425	1,800.00	149.57	1,197.61	66.53%
Database Subscriptions	010-6-4010-2-6431	13,000.00	0.00	13,171.10	101.32%
Credit Card Fees	010-6-4010-2-6439	0.00	0.00	0.00	
Software Support	010-6-4010-2-6491	10,240.00	984.92	9,644.43	94.18%
Library Books	010-6-4010-2-6502	28,230.00	2,732.70	29,831.04	105.67%
Office Supplies	010-6-4010-2-6506	5,000.00	97.66	2,505.98	50.12%
Postage & Shipping	010-6-4010-2-6508	1,800.00	0.00	945.82	52.55%
Cleaning Supplies	010-6-4010-2-6511	1,500.00	0.00	651.33	43.42%
Building Maintenance Supplies	010-6-4010-2-6514	600.00	61.90	107.81	17.97%
Furniture & Fixtures	010-6-4010-2-6517	1,000.00	0.00	1,625.00	162.50%
Computers & Technology	010-6-4010-2-6518	9,000.00	0.00	578.09	6.42%
Program Materials	010-6-4010-2-6537	8,000.00	34.45	2,997.62	37.47%
Misc Ground Maintenance Supplies	010-6-4010-2-6538	0.00	0.00	0.00	

**FY21 Financial Report
feb21**

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	(73.08)	3,823.15	47.79%
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	247.38	5,150.55	42.92%
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	3,557.33	101.64%
Software	010-6-4010-2-6545	1,600.00	152.94	868.15	54.26%
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	7,237.78	156,737.80	58.99%
Capital Equipment	010-6-4010-3-6726	0.00	0.00	0.00	
Total Library Services		1,226,835.00	83,892.95	739,583.02	60.28%

Library Director Report
North Liberty Community Library Board of Trustees Meeting
March 15, 2021

- I. FY21 Financial update
 - i. Personnel Services: 60.64 percent
 - ii. Services & Commodities: 58.99 percent
 - iii. Total Library Services for: 60.28 percent
 - iv. Average this time of year: 66.67 percent
 - v. New financial software, New World ERP, that all city staff will be using to manage departmental budgets launching March 15
- II. Library operations update
 - A. Staffing update
 - i. Information Technology Coordinator – Chris Nelson started March 1
 - a. Working on meeting all department heads and getting to know the lay of the land
 - b. From City of Cedar Rapids
 - ii. Eliminated the Technology Services Librarian position and created new full-time position, Library Services & Marketing Assistant
 - a. With IT Coordinator on staff and housed at the library, do not feel we need Tech Services
 - b. The new position will support marketing as it continues to expand and support programming staff
 - B. Update on reopening/Interim Service Plan
 - i. No plans to reopen until all staff have had the opportunity to receive vaccines
 - ii. No timeline for municipal or library employees
 - C. Community update
 - i. Annual contribution letter
 - a. This has gone very well
 - b. Both Friends and the endowment have received donations
 - ii. Local Libraries Lit collaboration with ICPL, CPL and UI Libraries
 - a. Saeed Jones – guest author on April 1
 - b. Fund-raising and community engagement series
 - iii. Pearson School Assessment donated two diversity kits for circulation
 - a. Celebration and Appreciation
 - D. Professional Update
 - i. Presented on policies for Wild Wisconsin online conference at the end of January
 - ii. Virtual Legislative Day – March 10
- III. Staff reports
 - A. Assistant Director
 - i. Participated in a variety of on-line conferences and training (ILOC Libraries are for Everyone!, Equity-Based Library Policies Workshop, City training – LGBTQ 101,

- ARSL Rural Library Network Webinar, Wild Wisconsin Winter Web Conference, LLAMA Talk: Diversity & Inclusion in Your Staff, NWERP -City financial software)
- ii. Spoke to Library Board in January about the 21 Day Equity Challenge
- iii. Completed staff annual reviews
- iv. Recorded monthly book club talk for adults with Adult Services Librarian (LTOM)

B. Public Services

- i. Currently interviewing candidates for Library Assistant I position; hoping to have a decision by mid-March
- ii. Began Civil Legal Justice facilitator training
- iii. The first Lighthouse in the Library event is slated for Thursday, April 15th at 6pm. For more information and to register, click [HERE](#).
- iv. Recorded two Stork Storytime podcasts in February
- v. BYOBook Club met on Feb. 18th to discuss the Good Lord Bird by James McBride
- vi. Concluded Libraries Transforming Communities (LTC) facilitator training

C. Adult Services

- i. North Liberty Library will be taking appointments for folks who need equipment and assistance completing the application for Iowa Rent and Utility Assistance through the Iowa Finance Authority's website. The application is set to be released sometime in March.
- ii. SRP outreach events in NL neighborhoods will begin in May and continue through July.
- iii. Continuing ARSL and ILA committee work
- iv. Senior virtual programming continuing weekly
- v. Continuing education: LTC Facilitation training, PLA Leadership Lab: Embedding EDI in Library Leaders, & LGBTQ+ 101 (One Iowa)

D. Marketing Coordinator

- i. I have been busy building content for the blog: <https://northlibertylibrary.org/blog/>
- ii. cloudLibrary is here! Download the mobile app from your app store and use your NLL patron number to track checkouts, manage multiple accounts, track holds, renew currently borrowed materials, and receive due date reminder notifications. Plus, mobile checkout eliminates the need to visit the self-checkout kiosk or information desk to borrow items and additional access to eBooks and audio available to North Liberty residents
- iii. Check out our March newsletter to find out what's new at the library and be sure subscribe in the upper left hand corner: <https://mailchi.mp/2e0abb336eb8/march-into-spring-with-your-library>
- iv. Likes, shares and interaction with library posts on social media helps our voice be heard, consider giving the library a follow and sharing applicable content with your friends and the community. Find us on Facebook, Twitter, Pinterest, Instagram, and SoundCloud using @NLibertyLibrary
- v. March Book Madness – Battle of 2020 Picture Book Favorites going on now. Help your favorites move to the next round by voting each week. Vote for Elite 8 bracket: <https://forms.gle/VYxLzdXUG48tgFhw9>

E. Youth and Teen Services

- i. We have a very exciting summer reading program in the works, utilizing North Liberty's Neighborhood Ambassador program. All programming staff have been

using a lot of brainpower discussing this collaboration and working with Jillian from Communications to get this off the ground. Details will be revealed as we get closer to May/June

- ii. Erin worked with our Big Brothers, Big Sisters NEST group for a chair yoga and mindfulness activity, as well as going to Solon Middle School to do the same activity with the group there. It was fun to be around 7th and 8th graders for a limited time 😊
- iii. We lined up a social work undergrad to work with us this summer.

F. Family Services

- i. Storytime
 - a. Zoom & Outreach staying steady
- ii. Your Library At Home
 - a. March Family – DIY puff paint
 - b. March bonus – Sugar cone bird feeders
- iii. Additional Programing
 - a. ICM Eye See 'Em – “I Spy” box, placement on the playground
- iv. April 10th
 - a. JoCo Social Services Walk Through Resource Fair (Community Partnership for Protecting Children/Prevent Child Abuse Johnson County)
 - b. Will have booth with Rec center
- v. April 10-16th
 - a. Week Of The Young Child collaborating with ICPL & CVPL for craft & zoom storytime
- vi. Starting planning for SRP
 - a. Partnering with Neighborhood Ambassadors for engagement, promotion and programs
- vii. Starting planning for Juneteenth

G. Collection Development

- i. Below is a table showing averages of the services people are using the library for currently. The average of in-person browsing has gone way up, but we only began taking browsing appointments again in the last week of January.

	Kiosk Avg	Computer Avg	Notary Avg	Browse Avg	Room Use	Locker Avg
2021	3.77	3.04	1.38	7.45	1.5	1.6
Qtr1	3.77	3.04	1.38	7.45	1.5	1.6
Jan	4.38	2.71	1.33	2.41	1.5	1.67
Monday	6.75	2.75		2.75		1.67
Tuesday	4.5	3	1	2.25		1
Wednesday	3	1.75	1	1.75	1	1.33
Thursday	3.75	4.5	2	4	2	2
Friday	5.25	2.25	1.5	2		2.25
Saturday	3	2		1.75		1
Feb	2.91	2.77	1.5	102.82	1	1.67
Monday	3.33	3.67		10.33		1
Tuesday	3	3		9		3
Wednesday	2	3.67		10	1	
Thursday	4.5	2.5	2	8		1
Friday	2.25	2.75	1	13	1	1
Saturday	2.25	1.5		14.25		1

Averages of curbside services. Gathering books for patrons to pick up curbside has dropped some as more people are making appointments to browse the shelves. Services that are more outside oriented, like using the laptop in your car in the parking lot or the seeds to plant, have dropped way off in the colder months.

	Avg Hop	Avg Print Jobs	Avg Laptops	Avg Masks	Avg Seeds	Avg Library Cards	Avg Program Kits
2020	11.17	2.61	1.4	4.6	1.25	1.88	5.36
2021	11.36	2.85				1.53	1.55
Qtr1	11.36	2.85				1.53	1.55
Jan	11.59	2.94				1.375	1.5
Monday	21	2.5				1.5	
Tuesday	10.25	1.67				1	1
Wednesday	14.5	4.5				1.5	
Thursday	13.75	4.33					1
Friday	9.6	2.67				2	3
Saturday	5.4	2.5				1	1
Feb	10.86	2.86				1.5	1.33
Monday	13.33	5.5					
Tuesday	12.5	3				1	1
Wednesday	10.33	2.67					2
Thursday	9.25	1.5				2	1
Friday	14.5	3					1.5
Saturday	5.75	1.5				1.33	1

Average circulation of materials daily, which are much higher in February than they were in January.

Row Labels	Average Circs
2020	79.3
2021	82
Qtr1	82
Jan	69.77
Monday	140.5
Tuesday	80
Wednesday	100.75
Thursday	113.5
Friday	54.8
Saturday	30
Feb	95.61
Monday	104.5
Tuesday	117.25
Wednesday	117.5
Thursday	96
Friday	125
Saturday	109

Respectfully Submitted, Jennie Garner, Library Director

MISSION STATEMENT

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

Library Service Program

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

Reviewed/Approved by the Library Board of Trustees, March 2020



TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: March 3, 2021
SUBJECT: Monthly Library Report

Library News

As the weather warms, patrons are seeking more appointments for library services. While we would love to be fully open, we know that waiting until the vaccine is more readily available and our staff has been vaccinated is the prudent and safe option. In the meantime, we continue to try to make the library as accessible as possible and provide an array of services.

To that end, the North Liberty Library has extended our hours on Tuesdays and Thursdays until 7pm to increase appointment availability.

We launched a new eBook and eAudio resource on March 1 called cloudLibrary to supplement the eContent we offer through Digital Johnson County (Overdrive). The cloudLibrary includes an app that patrons can add to their smart phones or other devices. The app allows patrons to search the new eBook and eAudio collection, check their library account, and check out physical materials directly through the app by scanning the barcodes. Further, the app integrates the library's Twitter feed and will have the library calendar available in addition to allowing the library to send messages to patrons through the app.

A freelance reporter contacted me a few months ago with an interview request for an article she was writing about rural and small library services and that article was recently published in the Journal of Library Administration. Click [here](#) to read the article, titled "Innovative Lessons from Our Small and Rural Public Libraries.

Our Adult Services Librarian, Amy, is working to offer help to people with Iowa Rent and Utility Application Assistance. She will be taking appointments to meet with people in person (masked and distanced) to provide this support. In addition, she has been collaborating with the Johnson County Affordable Housing Coalition to find ways to help people with language barriers navigate applications for rent and utility assistance. We are hoping the library can facilitate translation services through the new Great Neighborhoods Language Ambassadors by offering appointments at the library.

Last month I mentioned that the library would be circulating [Diversity Kits](#) (click on the link to read more) provided by Pearson School Assessment. Below is a photo of those kits. We've very pleased to be able to provide these educational tools to residents who want to explore and celebrate diversity and inclusion.



Diversity Kits Now Available for Checkout!

Donated and made possible by **Pearson School Assessment**

