

North Liberty Community Library Board of Trustees Meeting  
April 19, 2021 6:30 p.m.

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 [youtube.com/c/northliberty](https://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 869 7490 3921 and meeting password 0342233. Meetings are rebroadcast on cable and available on-demand on [northlibertyiowa.org](http://northlibertyiowa.org).

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. March
- IV. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff Introduction
  - e. Staff Reports – Questions
- V. Policy Review
  - a. Proctoring Policy
  - b. Volunteer Policy
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: May 17, 2021 at 6:30 p.m.

North Liberty Board of Trustees Meeting  
Virtual Meeting

DATE: March 15, 2021

PRESENT: Jessica Beck, Scott Clemons, Mike Healy, Laura Hefley, Chris Mangrich,  
Library Director Jennie Garner, Adult Services Librarian Amy Golly

ABSENT: Heidi Wood

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None Participated in
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) January meeting minutes motion to approve by M. Healy; second J. Beck;  
approved by voice vote
- 4) Reports
  - a) Staff Introduction
    - i) Amy Golly
      - (1) Participated in In Conversation: Learning and Advocating
        - (a) Serving with patrons rather than leading or following
        - (b) M. Healy expressed concern that advocating for inclusion may be viewed as endorsement - a function inappropriate for a public institution like the library.
          - (i) Fine line being welcoming to everyone.
          - (ii) Librarians as facilitators being neutral is difficult in not taking a stance, but job is to offer viewpoints and be inclusive of all.
  - b) Budget
    - i) Rounding out lining up with averages
    - ii) Amendments to budget forthcoming
    - iii) New city-wide financial software launching
  - c) Director
    - i) Staffing update
      - (1) New shared IT Technology Coordinator started
      - (2) Eliminated Technology Services Librarian and hiring new Library Services & Marketing Assistant position
    - ii) No timeline for modifying service hours
    - iii) Annual contribution letter eliciting donations for both Friends and Endowment.
    - iv) Lighthouse at the Library series kickoff 4/15/2021
      - (1) First topic: access and equity of health and wellness services
    - v) Local Libraries LIT program Saeed Jones 4/1/2021

- vi) Pearson School Assessment donated two diversity kits
  - vii) cloudLibrary mobile app virtual library card, account management, and eBooks launched
  - viii) Amy implementing Rent & Utility Assistance Program
- 5) Policy Review
- a) Planning for Results
    - i) Rework based upon Bettendorf model
  - b) Mission Statement
    - i) Goal to incorporate 'Learning' and DEI into reworked statement

Adjourn

Motion to adjourn by J. Beck; second M. Healy

NEXT MEETING DATE: April 19, 2021 6:30pm

*Meeting minutes recorded by S. Clemons*

**FY21 Financial Report**  
**mar21**

<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	001-4010-6010	611,020.00	46,519.14	409,756.66	67.06%
Part-time & Temp Wages	001-4010-6020	93,591.00	7,744.91	75,027.96	80.17%
Overtime pay	001-4010-6040	750.00	0.00	0.00	0.00%
FICA/Medicare	001-4010-6110	50,879.00	4,010.50	35,758.05	70.28%
IPERS	001-4010-6130	62,784.00	4,565.66	45,054.52	71.76%
Group Insurance	001-4010-6150	108,891.00	8,095.10	73,684.05	67.67%
Workers' Compensation	001-4010-6160	3,000.00	0.00	185.00	6.17%
Mileage	001-4010-6182	2,600.00	0.00	29.43	1.13%
Group Insurance Deductible	001-4010-6183	15,000.00	48.00	12,456.87	83.05%
Dues/Memberships/Subscriptions	001-4010-6210	2,000.00	0.00	1,855.88	92.79%
Training & Conferences	001-4010-6230	10,500.00	185.38	1,190.48	11.34%
Tuition Reimbursement	001-4010-6250	0.00	0.00	0.00	
<b>Total Personnel Services</b>		<b>961,015.00</b>	<b>71,168.69</b>	<b>654,998.90</b>	<b>68.16%</b>
Building Maintenance	001-4010-6310	35,440.00	0.00	592.10	1.67%
Office Equipment Repair	001-4010-6340	0.00	0.00	0.00	
Electric Utility	001-4010-6371-01	42,000.00	1,881.16	24,076.96	57.33%
Gas Utility	001-4010-6371-02	7,000.00	1,262.07	4,604.40	65.78%
Dumpster Pickup	001-4010-6372	425.00	35.00	280.00	65.88%
Telephone & Cell Phone	001-4010-6373	1,800.00	152.45	1,350.06	75.00%
Software Maintenance Fees	001-4010-6374	10,000.00	0.00	10,652.53	106.53%
Cleaning Services Contract	001-4010-6409	20,585.00	1,650.00	12,831.04	62.33%
Insurance/General	001-4010-6408	3,000.00	0.00	0.00	0.00%
Legal fees	001-4010-6411	0.00	0.00	0.00	
Immunization & Testing	001-4010-6412	750.00	0.00	378.68	50.49%
Adveristing & Publications	001-4010-6414	3,750.00	98.69	1,355.79	36.15%
Software Support	001-4010-6419	10,240.00	259.60	9,904.03	96.72%
Office Equip. Maint. Contracts	001-4010-6422	3,000.00	0.00	1,790.64	59.69%
Database Subscriptions	001-4010-6431	13,000.00	2,000.00	15,171.10	116.70%
Volunteer Training & Programs	001-4010-6502-01	100.00	0.00	0.00	0.00%
Library Books	001-4010-6502-02	28,230.00	3,672.43	33,503.47	118.68%
Summer Reading Program	001-4010-6502-03	5,000.00	0.00	697.57	13.95%
Library Supplies	001-4010-6502-04	8,000.00	528.60	4,351.75	54.40%
Audio Books	001-4010-6502-05	3,000.00	2,020.34	3,520.34	117.34%
DVDs/Videos	001-4010-6502-06	12,000.00	383.39	5,533.94	46.12%
Misc Collection	001-4010-6502-07	250.00	0.00	0.00	0.00%
Newspapers/Periodicals	001-4010-6502-08	3,500.00	0.00	3,557.33	101.64%
E-Books	001-4010-6502-09	26,250.00	1,018.87	27,268.87	103.88%
Office Supplies	001-4010-6506	5,000.00	26.63	2,532.61	50.65%
Postage & Shipping	001-4010-6508	1,800.00	110.00	1,055.82	58.66%

**FY21 Financial Report  
mar21**

Building Maintenance Supplies	001-4010-6509	600.00	0.00	107.81	17.97%
Cleaning Supplies	001-4010-6513	1,500.00	124.26	775.59	51.71%
Computers & Technology	001-4010-6517	9,000.00	0.00	578.09	6.42%
Software	001-4010-6521	1,600.00	0.00	868.15	54.26%
Furniture & Fixtures	001-4010-6525	1,000.00	0.00	1,625.00	162.50%
Employee Recognition	001-4010-6527	0.00	0.00	0.00	
Program Materials	001-4010-6532	8,000.00	2,263.03	5,260.65	65.76%
<b>Total Services &amp; Commodities</b>		<b>265,820.00</b>	<b>17,486.52</b>	<b>174,224.32</b>	<b>65.54%</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>88,655.21</b>	<b>829,223.22</b>	<b>67.59%</b>

## Budget Performance Report

Fiscal Year to Date 03/31/21

Include Rollup Account and Rollup to Base Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 4010 - Library Services										
6010	Regular Salaries and Wages	611,020.00	.00	611,020.00	46,519.14	.00	409,756.66	201,263.34	67	548,892.52
6020	Part Time Wages	93,591.00	.00	93,591.00	7,744.91	.00	75,027.96	18,563.04	80	90,893.33
6040	Overtime Pay	750.00	.00	750.00	.00	.00	.00	750.00	0	225.09
6110	FICA/Medicare	50,879.00	.00	50,879.00	4,010.50	.00	35,758.05	15,120.95	70	47,256.52
6130	IPERS	62,784.00	.00	62,784.00	4,565.66	.00	45,054.52	17,729.48	72	59,709.10
6150	Group Insurance	108,891.00	.00	108,891.00	8,095.10	.00	73,684.05	35,206.95	68	93,346.62
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	185.00	2,815.00	6	1,387.00
6182	Mileage	2,600.00	.00	2,600.00	.00	.00	29.43	2,570.57	1	1,646.12
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	48.00	.00	12,456.87	2,543.13	83	19,863.64
6210	Dues/Memberships Subscriptions	2,000.00	.00	2,000.00	.00	.00	1,855.88	144.12	93	1,617.89
6230	Training	10,500.00	.00	10,500.00	185.38	.00	1,190.48	9,309.52	11	16,680.00
6250	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	Insurance/General	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	4,463.00
6409	Janitorial/Cleaning Services Contract	20,585.00	.00	20,585.00	1,650.00	.00	12,831.04	7,753.96	62	14,421.25
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	.00	.00	378.68	371.32	50	666.80
6414	Printing/Advertising/Publications	3,750.00	.00	3,750.00	98.69	.00	1,355.79	2,394.21	36	3,567.70
6419	Software Support	10,240.00	.00	10,240.00	259.60	.00	9,904.03	335.97	97	4,506.75
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	.00	.00	1,790.64	1,209.36	60	3,193.49
6431	Database Subscriptions	13,000.00	.00	13,000.00	2,000.00	.00	15,171.10	(2,171.10)	117	11,437.82
<b>6502 Library Materials</b>										
6502-01	Library Materials Volunteer	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
6502-02	Library Materials Books	28,230.00	.00	28,230.00	3,672.43	.00	33,503.47	(5,273.47)	119	44,461.50
6502-03	Library Materials SRP	5,000.00	.00	5,000.00	.00	.00	697.57	4,302.43	14	6,096.37
6502-04	Library Materials Supplies	8,000.00	.00	8,000.00	528.60	.00	4,351.75	3,648.25	54	6,477.18
6502-05	Library Materials Audio	3,000.00	.00	3,000.00	2,020.34	.00	3,520.34	(520.34)	117	2,180.29
6502-06	Library Materials DVDs	12,000.00	.00	12,000.00	383.39	.00	5,533.94	6,466.06	46	9,207.65
6502-07	Library Materials Miscellaneous	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
6502-08	Library Materials Magazines & Papers	3,500.00	.00	3,500.00	.00	.00	3,557.33	(57.33)	102	2,804.66
6502-09	Library Materials E-books	26,250.00	.00	26,250.00	1,018.87	.00	27,268.87	(1,018.87)	104	25,000.00
<b>6502 - Library Materials Totals</b>		<b>\$86,330.00</b>	<b>\$0.00</b>	<b>\$86,330.00</b>	<b>\$7,623.63</b>	<b>\$0.00</b>	<b>\$78,433.27</b>	<b>\$7,896.73</b>	<b>91%</b>	<b>\$96,227.65</b>
6506	Office Supplies	5,000.00	.00	5,000.00	26.63	.00	2,532.61	2,467.39	51	4,525.85
6508	Postage & Shipping	1,800.00	.00	1,800.00	110.00	.00	1,055.82	744.18	59	722.37
6509	Building Maintenance Supplies	600.00	.00	600.00	.00	.00	107.81	492.19	18	91.16
6513	Cleaning Supplies	1,500.00	.00	1,500.00	124.26	.00	775.59	724.41	52	1,531.57
6517	Computers & Technology	9,000.00	.00	9,000.00	.00	.00	578.09	8,421.91	6	8,716.98
6521	Software	1,600.00	.00	1,600.00	.00	.00	868.15	731.85	54	862.01
6525	Furniture & Fixtures (Non Capital)	1,000.00	.00	1,000.00	.00	.00	1,625.00	(625.00)	162	673.92

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 4010 - Library Services										
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	8,000.00	.00	8,000.00	2,263.03	.00	5,260.65	2,739.35	66	6,578.34
Department 4010 - Library Services Totals		\$1,130,170.00	\$0.00	\$1,130,170.00	\$85,324.53	\$0.00	\$787,667.17	\$342,502.83	70%	\$1,043,704.49
EXPENSE TOTALS		\$1,130,170.00	\$0.00	\$1,130,170.00	\$85,324.53	\$0.00	\$787,667.17	\$342,502.83	70%	\$1,043,704.49
Fund 001 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,130,170.00	.00	1,130,170.00	85,324.53	.00	787,667.17	342,502.83	70%	1,043,704.49
Fund 001 - General Fund Totals		(\$1,130,170.00)	\$0.00	(\$1,130,170.00)	(\$85,324.53)	\$0.00	(\$787,667.17)	(\$342,502.83)		(\$1,043,704.49)
Fund 003 - Library Capital										
EXPENSE										
Department 4010 - Library Services										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6424	Consultant/Professional Fees	.00	.00	.00	.00	.00	.00	.00	+++	6,000.00
6502 Library Materials										
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
6502 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6508	Postage & Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6517	Computers & Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
6525	Furniture & Fixtures (Non Capital)	.00	.00	.00	.00	.00	.00	.00	+++	799.81
6532	Program Materials	.00	.00	.00	.00	.00	251.91	(251.91)	+++	8,373.34
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251.91	(\$251.91)	+++	\$15,173.15
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251.91	(\$251.91)	+++	\$15,173.15
Fund 003 - Library Capital Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	251.91	(251.91)	+++	15,173.15
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$251.91)	\$251.91		(\$15,173.15)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,130,170.00	.00	1,130,170.00	85,324.53	.00	787,919.08	342,250.92	70%	1,058,877.64
Grand Totals		(\$1,130,170.00)	\$0.00	(\$1,130,170.00)	(\$85,324.53)	\$0.00	(\$787,919.08)	(\$342,250.92)		(\$1,058,877.64)

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**April 19, 2021**

- I. FY21 Financial update
  - i. Personnel Services: 68.16 percent
  - ii. Services & Commodities: 65.54 percent
  - iii. Total Library Services for: 67.59 percent
  - iv. Average this time of year: 75 percent
  - v. New World ERP financial software launched
    - a. Reports comparison
- II. Library operations update
  - A. Staffing update
    - i. Three new library assistants on-boarded which brings the library to fully-staffed
    - ii. Outreach and Equity Coordinator position memo
      - a. Memo and description included in packet
      - b. FY22 Budget
  - B. Update on reopening/Interim Service Plan
    - i. Will resume regular operating hours June 1 barring any significant increases in COVID cases in Johnson County
      - a. Alphagraphics to install new hours on windows
      - b. Expanded hours 8am opening on weekdays
    - ii. Expanding capacity – considering 30 patrons at a time
    - iii. Doors will be unlocked and capacity monitored for safety
    - iv. No longer quarantining materials returns based on CDC reports. Read more in this [NYT article](#)
  - C. Community update
    - i. Lighthouse in the Library, the program developed by Public Services Librarian, Kellee Forkenbrock, was featured on the front page of the NL Leader. Link in Public Services update below
      - a. First event hosted over 30 people via Zoom
      - b. Purchased Zoom with webinar capability for this series with grant funds
      - c. Topic: Equity in health and wellness in North Liberty
  - D. Professional Update
    - i. Presenting on pandemic planning and libraries with WebJunction staff for national webinar on April 29
  - E. Endowment
    - i. The endowment is over \$54,000 now
    - ii. Started with \$11,000 in 2016
    - iii. \$1270 raised from contribution drive
- III. Staff reports
  - A. Assistant Director



- i. Participated in the interviewing and hiring process for Library Assistant I (part time) staff: Autumn Bigelow, Alex Choquemamani, and Carla Bigelow, who is job sharing with another employee wanting less hours
  - ii. Participated in the interviewing and hiring process for Library Services & Marketing Assistant (full time): Dani Grandinetti
  - iii. Began developing summer staffing schedules in anticipation of expanding hours of service June 1
  - iv. Participated in Lighthouse in the Library (LITL) committee meetings
- B. Public Services
  - i. Onboarded three new Library Assistants
  - ii. Continued planning and media push for Lighthouse in the Library virtual event happening on Thursday 4/15
    - a. Dry run of the event with planning committee to rule out any technical issues
    - b. Convened with panelists to answer any last-minute questions about the event
    - c. NoJoCo/North Liberty Leader front page [article](#)
    - d. ARSL [newsletter](#)
  - iii. Recorded five Love, Light, and Lit segments on FB Live; topics included:
    - a. Faith and Mental Health (with guest Dr. Karen Stallings)
    - b. Chair Yoga
    - c. Optimism Month
    - d. National Library Week
    - e. National Poetry Month
  - iv. Recorded two Stork Storytime podcast episodes
    - a. Destigmatizing HIV: Click [here](#) to listen
    - b. Ride The Waves: Click [here](#) to listen
  - v. Completed OCLC's Civil Justice Training workshop series and served on focus group to provide feedback
  - vi. Began IA Learns' Staff Endorsement Training
  - vii. Conducted PT Staff meeting on 3/27
- C. Adult Services
  - i. Past event & services/activity notes
    - a. Saeed Jones – about 60 registrations for Local Libraries LIT event
    - b. Exploring options for very low-cost senior exercise classes in collaboration with Rec & Heritage AAA
    - c. Started helping patrons w/Iowa Rent and Utility Assistance Application which will continue indefinitely
    - d. Friday weekly programs (55+ Connections) – continue to have steady attendance
  - ii. Upcoming events of note
    - a. April 20<sup>th</sup>: Mechanic Shop Femme – Be Prepared for Car Ownership class
      - 1. Collaboration w/ICPL and Coralville PL
      - 2. Class for teens and adults about saving money and taking care of a first car
    - b. April 29<sup>th</sup>: Roxane Gay Local Libraries LIT
    - c. April 30<sup>th</sup>: Butterfly Garden live planting @ the library w/Forever Green
    - d. May (several dates): Library pop-ups in parks and at senior living facilities
    - e. May 12<sup>th</sup>: Johnson County Livable Community Housing Action – Summer Forum presentation

- iii. SRP June 14 – July 31 some adult/multigenerational programs will include:
  - a. Space/light programs
  - b. Sidewalk chalking/decorating
  - c. Geocaching
- iv. State and national committee work
  - a. ILA CDI (Committee for Diversity and Inclusion)
  - b. Queer in the Corn Belt zine for 2022
  - c. Monthly roundtables & discussions for librarians
- v. ILA Conference Planning Committee (co-chair)
  - a. Exhibitor and Sponsorship Subcommittee
- vi. ARSL Membership Committee (co-chair)
  - a. Restructure & membership survey

#### D. Marketing Coordinator

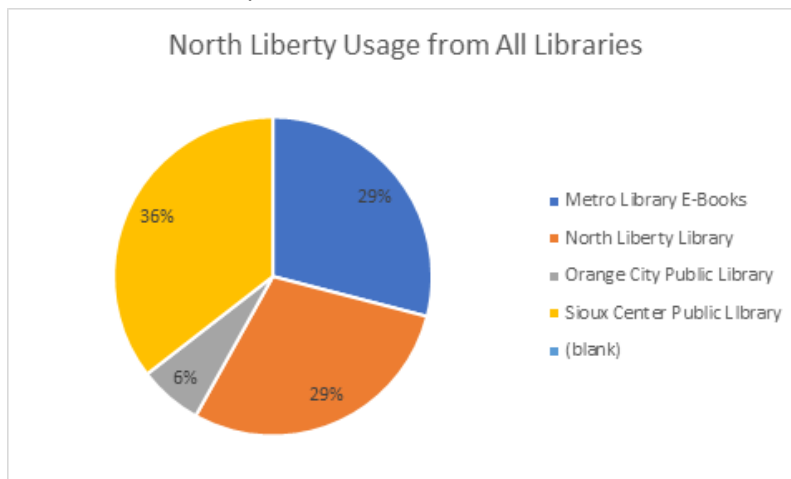
- i. Excited to have Dani Grandinetti join the team full time with 10 weekly hours dedicated to marketing. Woohoo!
- ii. We have added TikTok to our list of social networks. We are still building our content library but had a blast creating a video for our recent egging event
- iii. Spring has brought a flurry of events and new partnerships with our libraries in Iowa City & Coralville. I wouldn't be a marketer if I didn't promote upcoming events...help us spread the word by sharing with folks who you think might be interested and signing up yourselves
- iv. Be Prepared for Car Ownership – Car Ownership class for Teens and Young Adults with Chaya Milchtein of Mechanic Shop Femme on Tuesday, April 20 at 6:30 p.m.  
<https://www.icpl.org/events/35769/be-prepared-car-ownership-class-teens-and-young-adults>
- v. Local Libraries LIT – welcoming Roxane Gay virtually on Thursday, April 30 at 6:30 p.m.  
<https://icplff.ejoinme.org/MyPages/LocalLibrariesLITRoxaneGay/tabid/1224789/Default.aspx>
- vi. The flock is coming! Preparations for our annual flamingo flocking fundraiser for the library endowment are underway. Stay tuned for complete details and call for volunteers

#### E. Youth and Teen Services

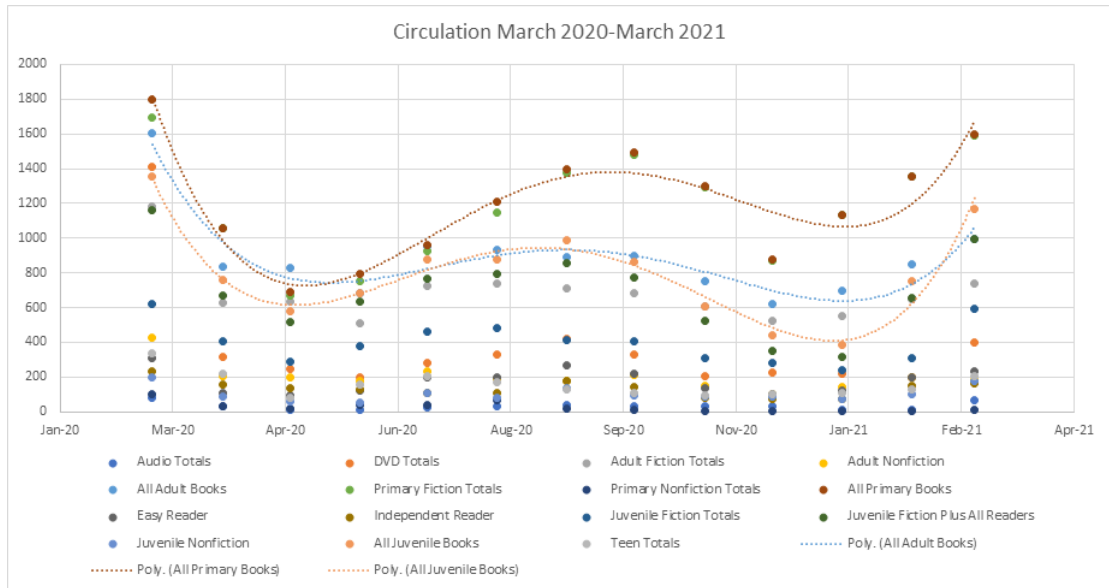
- i. Kayla is finished with the audit of the Juvenile fiction section of the library (!) and the Primary section is about 1/3 of the way through.
- ii. Planning continues for summer – we have 6 pop-up programs planned for May and June with the neighborhood ambassadors, plus outdoor movies, a storywalk, and Kayla and I will be planning some programs with the Recsters.
- iii. I will be assisting Tracey Mulcahey in hiring a coordinator for the Summer Lunch and Fun program.
- iv. PLA training for implementing Equity, Diversion, and Inclusion and Social Justice concepts into larger library work is completed. Amy and I both completed this training.
- v. We hosted a workshop for parents and teens titled “How to pay for college without going broke” – presented by My College Planning Team via Zoom. 49 people registered, 29 people attended
- vi. We have lined up another school of social work undergrad to work with us this summer, so now we have two

#### F. Family Services

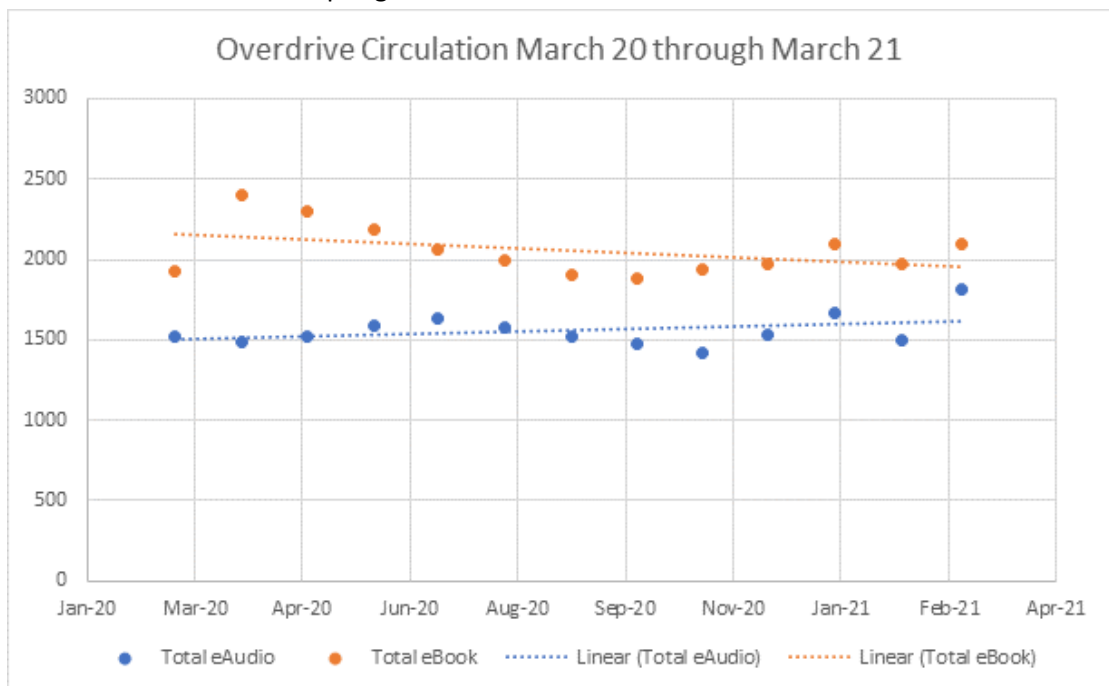
- i. Storytime
    - a. Zoom steady
    - b. Lost an outreach sight due to childcare center closing
  - ii. Your Library At Home
    - a. April Bonus Egging”
    - b. Hid 15 eggs at 40 houses around town,
    - c. One goodie bag to each child in the home
  - iii. April Family
    - a. Coffee Filter Art
    - b. First TikTok video as demo for craft
  - iv. Additional Programming
    - a. April 10th
      - 1. Cares Fair was canceled due to weather, passing along our crafts to next weekend’s event if Tiffin
  - v. SRP/Summer Slate
    - a. 4-5 pop-up libraries in city parks
    - b. 3 storywalks
    - c. Geocaching
    - d. Possible outdoor storytimes
  - vi. Juneteenth Planning Joined committee for in-person (COVID safe) outdoor program in celebration of Juneteenth (6/19)
- G. Collection Development
- i. CloudLibrary has circulated 31 titles during the first six weeks we’ve had it. We share the collection with three other Iowa systems, Orange City, Sioux Center, and the Cedar Rapids Metro network libraries.
    - a. Here is the breakdown of which library is providing materials used by our patrons.



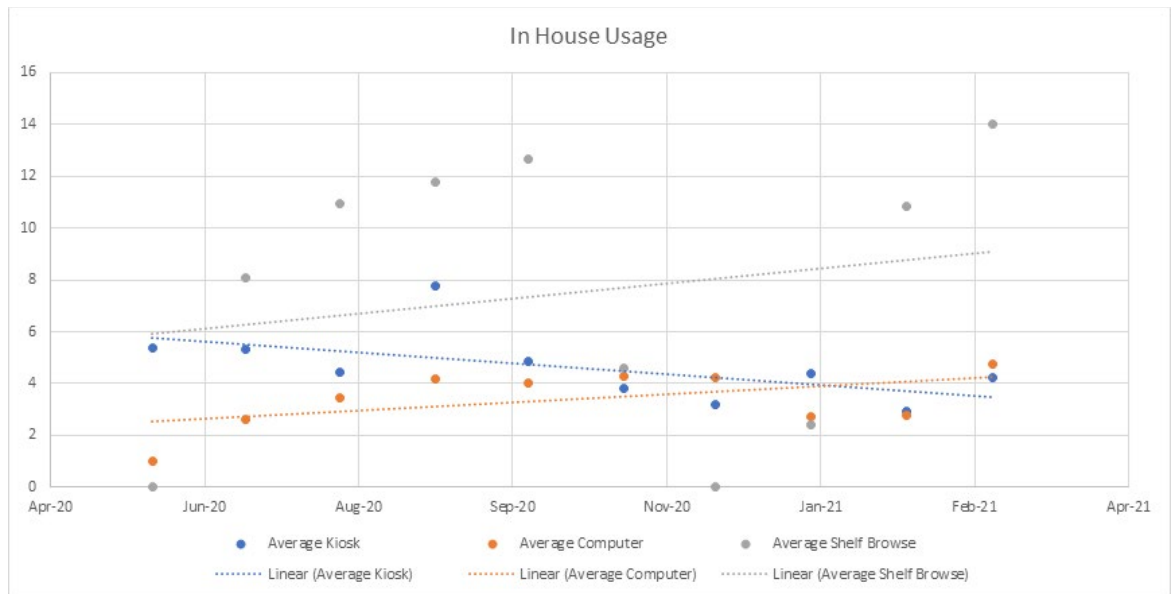
- ii. Here are circulations over the past year. We are retaining the typical ebbs and flows, with increases in circulation over the summer and at spring break time. We are circulating about 40% of items as we were over the same time the previous year.



- iii. Overdrive circulation has remained relatively stable aside from the huge rush of checkouts last spring



- iv. In house services continue to be well used. This is usage of the DOT Kiosk, computers, and in person browsing appointments. Computer usage has increased while demand for the kiosk has begun to drop off.



Respectfully Submitted, Jennie Garner, Library Director



To **Library Board of Trustees**  
CC **Library Director Jennie Garner**  
From **Communications Director Nick Bergus**  
Date **April 15, 2021**  
Re **Outreach & Equity Coordinator**

---

North Liberty's Community Center is a unique and vibrant community hub. Even through the pandemic, library, recreation and communications staff have provided a wealth of programming, services, support and enrichment to the community.

Later this year, we hope to hire a new position, titled Outreach & Equity Coordinator, within the Communications Department but working closely and collaboratively with Recreation Department and Library staff and tasked with further improving the Community Center as a welcoming space for members of the community.

The full job description is attached, but this memo outlines how this position was developed and what improvements this role is expected to bring to the North Liberty Community Center.

Community Center department directors first discussed the benefits of a role dedicated to enhancing collaboration at the facility in 2019, noting that there were programs that either didn't fit cleanly into a singular department or that could benefit from breaking out of their departments. Senior programming, for example, could better serve community members if it was supported and communicated holistically to its audience rather than as programs from separate departments. Additionally, a role that collaborated across departments could enhance our communications efforts by helping identify and prioritize the wealth of offerings and proactively identifying information gaps.

During City Council-driven listening posts surrounding social justice and racial equity in 2020, we heard from community members a desire for proactive outreach and improved access at the Community Center. That fall, staff revisited the opportunities such a role could offer by approaching program and service collaboration through a lens of equity.

This role acknowledges the unique community asset the North Liberty Community Center is and seeks to further build its value by improving equity and access to the city's most public facility; strengthening programs by enhancing collaboration throughout the Community Center; and meeting increased communication needs as the community – and Community Center use – grows.

The Outreach & Equity Coordinator is expected to be an on-going resource for the Community Center. In the future, when the Communications Department would be expected to move to a newly built City Hall, the Outreach & Equity Coordinator would remain housed at the Community Center.



# Outreach & Equity Coordinator

Department **Communications**  
Supervisor **Communications Director**  
Pay Grade **19**  
FLSA Status **Exempt**  
Last Revised **April 2021**

## Overview

Under general direction of the Communications Director, and in close collaboration with Community Center staff, this position is responsible for developing, executing, and supporting engagement and programs for targeted populations such as seniors, low-income households, non-native English speakers and communities of color; performing outreach to these populations; and developing and implementing equity initiatives at the Community Center. This position will coordinate outreach across Community Center departments and develop and implement ways to make Community Center access more equitable and inclusive. This position helps social service agencies better serve residents in and of North Liberty through support and partnerships, works with other Communications Department staff to prioritize and produce communication originating from the Community Center, and helps with general functions of the Communications Department.

## Essential Functions & Duties

- Prioritize and promote programs in collaboration with Community Center staff.
  - Coordinate promotion for Community Center programs.
  - Proactively identify communication needs and work with Community Center staff to address them.
  - Promote the facility as a welcoming, inclusive community hub.
- Responsible for programs and engagement for targeted populations, such as seniors, low-income families, non-English speakers and people of color.
  - Identify populations and develop engagement opportunities and programming.
  - Develop new and support existing teen and senior programming.
  - Promote Community Center programs to targeted populations.
  - Strengthen existing offerings in coordination and collaboration with Community Center staff.
- Responsible for initiating and facilitating the City Council's proposed Youth Council.
- Collaborate with library and recreation staff to create and execute inter-departmental programming.
- Collaborate with social service and city-led services such as Summer Lunch & Fun to entice, enhance and promote their work in North Liberty.
- Interact with and serve as a liaison to community organizations, agencies, affiliate groups and residents as an ambassador for, and on behalf of, the City.
- Leverage Neighborhood Ambassadors to identify needs and achieve goals.

- Responsible for promoting equitable outreach and engagement.
  - Research, implement and model best practices for diversity, equity and inclusion initiatives.
  - Support other Community Center departments with equity decision-making and policy development and implementation.
- Strive to constantly improve the quality of image and reputation of the City and the Community Center.
- Assist in building and maintaining the City of North Liberty's inclusivity.
- Other duties as assigned by the Communications Director.

## Qualifications

At least four years work experience in related field required or a Bachelor's degree and at least two years' work experience in equity and inclusion, programs for targeted populations or a related field. Must have a positive, empathetic, and personable attitude, and a willingness to work with the general public and build relationships on a daily basis. Organizational and collaborative skills are essential. General computer skills in a Windows environment required; familiarity with Microsoft Office products is required. Knowledge of municipal government structure, non-profit communications, and basic digital communications skills are preferred. Basic proficiency, or ability to learn, Adobe Creative Cloud tools is preferred. Proficiency in Spanish, French, Arabic or Mandarin preferred.

## Physical, Mental and Environmental Requirements

Must have reliable transportation. Must be functionally literate in written and spoken English. Must be physically mobile and able to lift and carry equipment up to 25 pounds. Endurance of noise associated with various indoor and outdoor conditions required. Night and weekend work will be required.

**This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.**



## PROCTORING POLICY

### **I. Purpose Statement**

To meet the needs of students and institutions of higher learning, the North Liberty Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

### **II. Responsibilities of Student**

- A. The student will initiate contact with library staff to proctor the exam.
- B. The student is responsible for making arrangements to take the exam including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- C. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website.
- D. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- E. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- F. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- G. The student is responsible for the return postage and envelope for any exam that needs to be mailed. The library does not have fax capability.
- H. The finished exam will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

### **III. Responsibilities of Library Staff**

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. Specific librarians will not be assigned to proctor specific exams.
- C. The proctor may observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- D. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.
- E. The librarian will not sign the name of another librarian on the proctoring form or the exam. Unless prior arrangements have been made and it is possible with scheduling, the NLL will not proctor an exam for which the signature of only one designated person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff reserve the right to refuse proctoring services.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.

J. The library does not keep copies of completed exams.

## **VOLUNTEER POLICY**

### **I. Purpose**

The following policy is designed to promote a maximum degree of excellence in the library's volunteer program. The North Liberty Library's volunteers are an important extension of the library's staff. Volunteers perform a wide variety of tasks that are vital to the institution.

### **II. Definition of Volunteer**

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the North Liberty Library and is not paid by Library funds.

### **III. Utilization of Volunteers**

- A. In order to achieve the vision and mission statement of the North Liberty Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. Volunteers are recognized as contributors to the goals and services of the Library.
- B. After fulfilling library procedures, the library staff accepts and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

### **IV. Guidelines for Volunteers**

- A. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
- B. Volunteers must be approved by library staff prior to performance of assigned tasks.
- C. Volunteers will receive regular training from designated library staff.
- D. Volunteers may start service in 6th grade with parental permission.
- E. All volunteers will wear a volunteer badge while performing volunteer work at NLCL.
- F. Reasonable special accommodations may be made upon request.
- G. A background check may be required on adult volunteers based on requirements of the City of North Liberty personnel policy.
- H. Procedures and requirements for the volunteer will vary with age of volunteer.
- I. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.
- J. Volunteers may be used to support staff in offering current library services.
- K. Volunteers may not be used to establish and maintain new library services.
- L. Volunteers will not be used to replace or reduce the number of paid staff.
- M. Volunteers will be covered with respect to liability insurance in relation to their duties at the library.
- N. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
- O. The library staff will, upon request, provide letters of reference for a volunteer, if deemed appropriate.
- P. Volunteers will show respect to patrons, other volunteers and staff.
- Q. Volunteers are expected to adhere to all library policies and procedures during their shifts.
- R. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
- S. The North Liberty Library reserves the right to terminate the services of the volunteer, if merited.

***Reviewed/Approved by the Library Board of Trustees, April 2020***



mikeTO: City Administrator and City Council  
FROM: Jennie Garner, Library Director  
DATE: April 8, 2021  
SUBJECT: Monthly Library Report

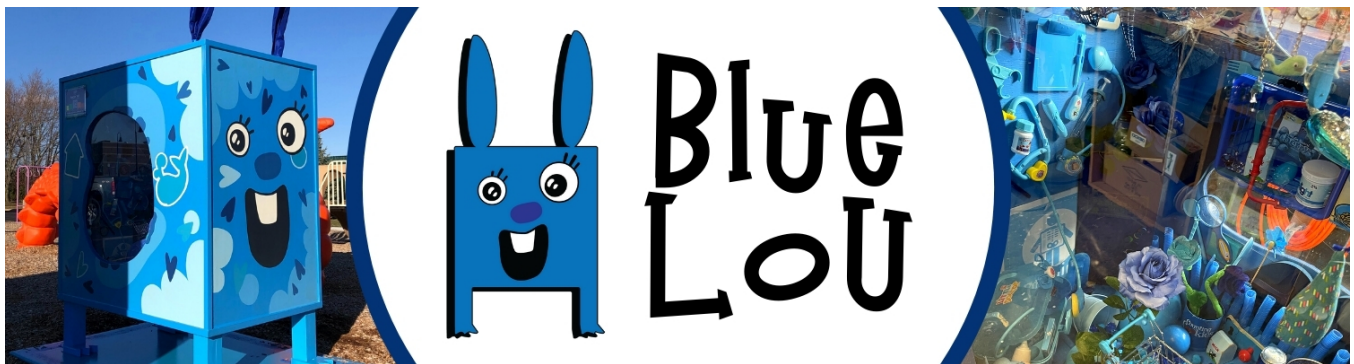
### **Library News**

I'm happy to announce that the library will resume our regular operating hours on June 1. We will still be open by appointment and are optimistic about expanding the number of patrons who are able to browse and use library services at that time as long as the virus positivity rates make that it safe for us to do so. Staff is very anxious to provide more services and we miss the public very much. We are working through logistics and having conversations with area librarians to ensure we create the safest possible experience for both community and staff.

While we're still operating by appointment, we have found that more people are getting out and are doing our best to accommodate and welcome walk-ins at the library as well. With that in mind, we are looking at a service model where we are able to maintain a limited capacity but hopefully have the doors unlocked during open hours.

The program staff is busy planning a wonderful summer reading program including community outreach with pop-up library visits in neighborhoods throughout North Liberty and outdoor programs.

If you haven't been by the library lately we have a fun addition to the playground, we are hosting a monster. Blue Lou is part of an area-wide public art and eye spy experience called Eye See 'Em. through the Iowa Children's museum. It's been fun to see kids and their adults looking for objects found in Blue Lou's belly. Families can walk to the nearest monster (Iowa City Ped Mall, Coral Ridge Mall and North Liberty Liberty Library) or do a driving tour to see all three. The art installments are constructed from reused materials and found objects (toys, tools, trinkets). More information can be found at [theicm.org/eyespy](http://theicm.org/eyespy).



It's been a busy month at the library with new (masked) faces being added to the staff. We welcomed a new Information Technology Coordinator, Chris Nelson, in March. Chris' office is in the library but he is acting in this role for the whole city as well as working some hours directly for the library. We are very happy to have him working with us and he's already been a great support for library staff as he tackles familiarizing himself with all of the city's operations. We also hired a full-time staff person, Dani

Grandinetti to fill a new position: Library Services and Marketing Assistant. Dani has been working as a part-time library assistant for our library for several months prior to taking this new role. We've filled her part-time hours and those of another part-timer who recently retired as well. Training looks different in this strange time, but our Public Services Librarian, Kellee, has done a wonderful job developing an on-boarding system for new staff and our newest employees are acclimating quickly.

Lastly, wanted to share an article that was shared on our statewide library listserv. As you likely know, historically, we've faced other pandemics. This article looks at the experience of libraries during the influenza pandemic: [\*\*The Fight Against Enzy: US Libraries During the Influenza Epidemic of 1918\*\*](#). Thought I'd share for those of you who might be history buffs.