

North Liberty Community Library Board of Trustees Meeting  
May 17, 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 7142 5351 and meeting password 9562213. 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. April
- IV. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff Introduction
  - e. Staff Reports – Questions
- V. Policy Review
  - a. Board Self-Evaluation
  - b. Library Board By-Laws
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: June 21, 2021 at 6:30 p.m.

North Liberty Board of Trustees Meeting  
Virtual Meeting

DATE: April 19, 2021 6:30 P.M.

PRESENT: Heidi Wood, Chris Mangrich, Laura Hefley, Mike Healy, Scott Clemons, Jessica Beck, Library Director Jennie Garner, Collection Development Librarian Andrew Frisbie

ABSENT:

Call to Order (L. Hefley)

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) S. Clemons to remove 'Participated in' from (1)(a)
  - b) March meeting minutes as amended above motion to approve by M. Healy; second S. Clemons; approved by voice vote
- 4) Reports
  - a) Staff Introduction
    - i) Collection Development Librarian Andrew Frisbie
      - (1) Checkouts over last 12 months
        - (a) Increase in primary content – perhaps due to curated selections
      - (2) Circulation numbers follow COVID restrictions and lag last year by about 40%
      - (3) cloudLibrary phone app card/account management with digital content launch 3/1
        - (a) Similar to Digital Johnson County/Overdrive, but content shared with new set of subscriber libraries
      - (4) Increase in Kanopy viewership invoices covered by decrease in DVD purchases
      - (5) Demand Modeling
        - (a) Using patron usage statistics to inform collection development.
        - (b) Target – Reader Availability between .70 and .90 within each rhizome (category) where availability is determined by idleness on shelf, circulations, current status, and other statistics.
        - (c) State reporting shows consistent management of collection over last year
  - b) Budget
    - i) At 67.59% against 75% average
    - ii) Going forward financial information presented to Trustees with new software reporting

- c) Director
  - i) Three new library assistants started – fully staffed
  - ii) A collaborative position, “Outreach & Equity Coordinator” under Communications Department hoped to be hired later this year
  - iii) Reopening plan should complement area libraries and Recreation Center with hours posted online
  - iv) Lighthouse in Library event was very well received
  - v) Endowment over \$54,000
  - vi) Rotary Club Coralville-North Corridor president considering a grant project focusing on our Family Place Libraries initiative programming
- 5) Policy Review
  - a) Motion to approve Proctoring Policy by L. Hefley; second J. Beck; approved by voice vote
  - b) Motion to approve Volunteer Policy by M. Healy; second L. Hefley; approved by voice vote
- 6) Old Business
  - a) None
- 7) New Business
  - a) None

Adjourn

Motion to adjourn by L. Hefley

NEXT MEETING DATE: May 17, 2021 at 6:30 P.M.

*Meeting minutes recorded by S. Clemons*

# Expense Budget Performance Report

Fiscal Year to Date 04/07/21

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	611,020.00	.00	611,020.00	.00	.00	409,756.66	201,263.34	67	548,892.52
6020	Part Time Wages	93,591.00	.00	93,591.00	.00	.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	.00	.00	35,758.05	15,120.95	70	47,256.52
6130	IPERS	62,784.00	.00	62,784.00	.00	.00	45,054.52	17,729.48	72	59,709.10
6150	Group Insurance	108,891.00	.00	108,891.00	.00	.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	154.76	.00	13,959.32	1,040.68	93	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	.00	.00	1,190.48	9,309.52	11	16,680.00
6250	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Personnel Services Totals</i>		\$961,015.00	\$0.00	\$961,015.00	\$154.76	\$0.00	\$656,501.35	\$304,513.65	68%	\$881,517.83
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	35,440.00	.00	35,440.00	.00	.00	592.10	34,847.90	2	56.78
6340	Office Equipment Repair	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6371 Utilities</b>										
6371-01	Utilities Electric	42,000.00	.00	42,000.00	.00	.00	24,076.96	17,923.04	57	43,560.78
6371-02	Utilities Gas	7,000.00	.00	7,000.00	.00	.00	4,604.40	2,395.60	66	3,726.36
<b>6371 - Utilities Totals</b>		\$49,000.00	\$0.00	\$49,000.00	\$0.00	\$0.00	\$28,681.36	\$20,318.64	59%	\$47,287.14
6372	Dumpster Pickup	425.00	.00	425.00	.00	.00	280.00	145.00	66	420.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	.00	.00	1,350.06	449.94	75	1,782.51
6374	Software Maintenance Fees	10,000.00	.00	10,000.00	.00	.00	10,652.53	(652.53)	107	11,232.75
<i>Repair, Maintenance, Utilities Totals</i>		\$96,665.00	\$0.00	\$96,665.00	\$0.00	\$0.00	\$41,556.05	\$55,108.95	43%	\$60,779.18
<i>Contractual Services</i>										
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	.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	.00	.00	1,355.79	2,394.21	36	3,567.70
6419	Software Support	10,240.00	.00	10,240.00	.00	.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	.00	.00	15,171.10	(2,171.10)	117	11,437.82
<i>Contractual Services Totals</i>		\$54,325.00	\$0.00	\$54,325.00	\$0.00	\$0.00	\$41,431.28	\$12,893.72	76%	\$42,256.81
<i>Commodities</i>										
<b>6502 Library Materials</b>										
6502-01	Library Materials Volunteer	100.00	.00	100.00	.00	.00	.00	100.00	0	.00

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<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
6502-02	Library Materials Books	28,230.00	.00	28,230.00	.00	3,986.58	33,503.47	(9,260.05)	133	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	.00	.00	4,351.75	3,648.25	54	6,477.18
6502-05	Library Materials Audio	3,000.00	.00	3,000.00	.00	.00	3,520.34	(520.34)	117	2,180.29
6502-06	Library Materials DVDs	12,000.00	.00	12,000.00	.00	.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	.00	.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>\$0.00</b>	<b>\$3,986.58</b>	<b>\$78,433.27</b>	<b>\$3,910.15</b>	<b>95%</b>	<b>\$96,227.65</b>
6506	Office Supplies	5,000.00	.00	5,000.00	.00	.00	2,532.61	2,467.39	51	4,525.85
6508	Postage & Shipping	1,800.00	.00	1,800.00	.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	.00	.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
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	8,000.00	.00	8,000.00	.00	.00	5,260.65	2,739.35	66	6,578.34
<i>Commodities Totals</i>		<b>\$114,830.00</b>	<b>\$0.00</b>	<b>\$114,830.00</b>	<b>\$0.00</b>	<b>\$3,986.58</b>	<b>\$91,236.99</b>	<b>\$19,606.43</b>	<b>83%</b>	<b>\$119,929.85</b>
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6910 - Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfer Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,226,835.00</b>	<b>\$0.00</b>	<b>\$1,226,835.00</b>	<b>\$154.76</b>	<b>\$3,986.58</b>	<b>\$830,725.67</b>	<b>\$392,122.75</b>	<b>68%</b>	<b>\$1,104,483.67</b>
Department <b>4010 - Library Services Totals</b>		<b>(\$1,226,835.00)</b>	<b>\$0.00</b>	<b>(\$1,226,835.00)</b>	<b>(\$154.76)</b>	<b>(\$3,986.58)</b>	<b>(\$830,725.67)</b>	<b>(\$392,122.75)</b>	<b>68%</b>	<b>(\$1,104,483.67)</b>
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	106,000.00	.00	106,000.00	.00	.00	24,491.12	81,508.88	23	55,729.99
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$106,000.00</b>	<b>\$0.00</b>	<b>\$106,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,491.12</b>	<b>\$81,508.88</b>	<b>23%</b>	<b>\$55,729.99</b>
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	.00	.00	53,272.47	32,727.53	62	68,088.00

# Expense Budget Performance Report

Fiscal Year to Date 04/07/21

Include Rollup Account and Rollup to Base Account

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<b>Fund 001 - General Fund</b>										
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Contractual Services</i>										
6499	Misc Contractual	29,000.00	.00	29,000.00	.00	.00	15,252.56	13,747.44	53	19,068.30
<i>Contractual Services Totals</i>		\$115,000.00	\$0.00	\$115,000.00	\$0.00	\$0.00	\$68,525.03	\$46,474.97	60%	\$87,156.30
<i>Capital Outlay</i>										
6799	Other Capital Outlay	32,000.00	.00	32,000.00	.00	.00	15,464.00	16,536.00	48	.00
<i>Capital Outlay Totals</i>		\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$15,464.00	\$16,536.00	48%	\$0.00
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	37,000.00	.00	37,000.00	.00	.00	39,287.27	(2,287.27)	106	416,000.00
<b>6910 - Transfer Totals</b>		\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$39,287.27	(\$2,287.27)	106%	\$416,000.00
<i>Transfer Totals</i>		\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$39,287.27	(\$2,287.27)	106%	\$416,000.00
<b>EXPENSE TOTALS</b>		\$290,000.00	\$0.00	\$290,000.00	\$0.00	\$0.00	\$147,767.42	\$142,232.58	51%	\$558,886.29
Department <b>4060 - Community Center Totals</b>		(\$290,000.00)	\$0.00	(\$290,000.00)	\$0.00	\$0.00	(\$147,767.42)	(\$142,232.58)	51%	(\$558,886.29)
Fund <b>001 - General Fund Totals</b>		\$1,516,835.00	\$0.00	\$1,516,835.00	\$154.76	\$3,986.58	\$978,493.09	\$534,355.33		\$1,663,369.96
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Personnel Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
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
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6,000.00
<i>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6502 - Library Materials Totals</b>		\$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
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251.91	(\$251.91)	+++	\$9,173.15
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	.00	2,295.00	(2,295.00)	+++	40,158.60
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00	(\$2,295.00)	+++	\$40,158.60

# Expense Budget Performance Report

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Include Rollup Account and Rollup to Base Account

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Fund <b>003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
	EXPENSE									
	<i>Transfer</i>									
<b>6910</b>	<b>Transfer</b>									
6910-01	Transfer General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-05	Transfer Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6910 - Transfer Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfer Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<b>EXPENSE TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,546.91	(\$2,546.91)	+++	\$55,331.75
Department <b>4010 - Library Services Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,546.91)	\$2,546.91	+++	(\$55,331.75)
Fund <b>003 - Library Capital Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,546.91	(\$2,546.91)		\$55,331.75
<b>Grand Totals</b>		\$1,516,835.00	\$0.00	\$1,516,835.00	\$154.76	\$3,986.58	\$981,040.00	\$531,808.42		\$1,718,701.71

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**May 17, 2021**

- I. FY21 Financial update
  - i. Total Library Services: 72 percent
  - ii. Average this time of year: 83 percent
  - iii. NWERP Financial Software
    - a. Financial processes are already in the system but payroll has not been converted yet so payroll doesn't show up in reporting
  - iv. Surplus funds in budget
    - a. Plan to purchase some Family Place parent-child workshop equipment
    - b. New computers to replace some very old public computers (6-9 years)
    - c. Meeting Owl Camera from Owl Labs
      - 1. 360-degree camera for meetings to use in hybrid program model
        - i. In person and zoom options
    - d. e-Content for CloudLibrary to build core collection and ComisPlus database (online comics)
- II. Library operations update
  - A. Preparing for June 1 phased reopening
  - B. Open for more appointments/capacity this month
    - i. Had 193 people in the library in first 8 days in May.
  - C. American Rescue Plan Act grants for libraries through State Library of Iowa
    - i. Non-competitive grant process up to \$5000.00
    - ii. Will seek funds for solar powered charging benches for outside library
- III. Community update
  - A. Coralville-North Corridor Rotary president reached out to support a grant for Family Place
    - i. Seeking funds to purchase all of the equipment and collections for the in-library Family Place activities
  - B. Plan to draw on the endowment for remaining funding needed for Family Place
- IV. Professional Activities
  - i. Presenting on May 25 for American Library Association Rural Libraries Summit on the resilience of libraries
- V. Staff reports
  - A. Assistant Director
    - i. Attended webinars: State of the Individual – 'Return to Normal is a Misnomer' and 'Libraries and COVID-19: Information, Resources and Tools'
    - ii. Continued working through staff work and desk schedules and reopening plans
    - iii. Participated in Lighthouse in the Library (LITL) program
  - B. Public Services
    - i. Launched first event of the Lighthouse in the Library conversation series on April 15
    - ii. Met with BYOB Book Club on April 13 to discuss I'm Not Dying With You Tonight
    - iii. Met with two artists to schedule art wall space this summer



- iv. Completed first part of Staff Endorsement Training
- v. Began policy and procedure audit in anticipation for June reopening phase
- vi. Revamping Stork Storytime podcast into Love, Light, & Lit: The Podcast
  - a. Logo in progress
  - b. Episodes scheduled through September
- vii. Conducted part-time staff meeting on April 24
- C. Adult Services
  - i. Roxane Gay April 29 – 172 attendees from NL, CPL, ICPL, Ulowa
  - ii. Starting outreach to senior centers again today
  - iii. Presentation May 12 – Johnson County Livable Community – Resources to Combat Social Isolation
- D. Information Technology Coordinator
  - i. Restored service to the Library Entrance Door Counters and enhanced to allow tracking in 15-minute increments (formerly was day to day counts)
  - ii. In-housed the workstation and user set up for the Polaris Library System, allowing for quicker staff onboarding
  - iii. Completed computer asset inventory and began work on PC Lifecycle plan, including making recommendations for Library Staff computer upgrades
  - iv. Created Scan to Computer system to assist Adult Services with Iowa Rent and Utility Assistance Applications
  - v. Continuing to work on identifying other Metrics to build out Data Analytics on Library Technology Resource usage
  - vi. Preparing other technology items for June reopening
- E. Marketing Coordinator
  - i. Adventure Pass – Coming mid-May! We are wrapping up final details and hope to launch Adventure Pass project the week of May 17.
    - a. North Liberty residents will be able to use their NL library card to reserve tickets to Iowa attractions including the African American Museum of Iowa, Black Park Zoo, Reiman Gardens, and the Science Center of Iowa.
    - b. Visit <https://northlibertylibrary.org/adventure-pass/> for complete details.
    - c. This project is part of North Liberty's Summer Slate and made possible by support from Veridian Credit Union, Eastern Iowa Airport, GreenState Credit Union, South Slope, Hills Bank, and Shive Hattery Architecture & Engineering.
  - ii. Flamingo Flocking Endowment FUNdraiser – the flock is making their annual trek around North Liberty. Support the library and select the next "victim" by reserving the flock at <https://www.eventbrite.com/e/flamingo-flocking-fundraiser-tickets-151983513781>
  - iii. With support from Forever Green one of our raised bed gardens has been transformed into a butterfly oasis. Lucy of Forever Green did a fantastic presentation for 55+ Connections on butterfly gardening which can also be found on our blog at <https://northlibertylibrary.org/butterfly-garden/>
  - iv. Otherwise, just busy gearing up for the Summer Reading Program and moving into the next phase of re-opening.
- F. Youth and Teen Services
  - i. One of our social work students decided to go a different direction, so we are now back to only hosting one student for the summer.
  - ii. We will be having a Workforce Development student from City High join us for the summer. Her name is Zulybel Rodriguez and she should start the week of June 14<sup>th</sup>

- iii. We have scheduled our in-person, outside programs with the Recsters, and added in some Tuesday programs for the T(w)eens, including two virtual author visits with the All Iowa Reads authors for tweens and teens
- G. Family Services
  - i. Storytime
    - a. Zoom/FB LIVE staying steady
  - ii. Summer outdoor storytime
    - a. Dates/Times TDB
  - iii. Additional Programming
    - a. Lighthouse in The Library, first event was successful; tech side worked great
  - iv. Rotary Grant for some of Family Place
  - v. Committees/Boards
    - a. Early Childhood Iowa board
      - 1. Virtual site visits for Organizations funded by ECI
        - i. [4Cs](#), [NCJC](#), [Home Ties](#), [HACAP](#)
      - b. [Project Ready](#)
  - vi. SRP/Summer Slate
    - a. First pop-up at Mega Kits event May 16<sup>th</sup>
    - b. 1<sup>st</sup> storywalk up at Community Center, [Black Is A Rainbow Color](#)
  - vii. Coordinating with Coralville & Solon PL for other storywalk opportunities (reading the rainbow)
  - viii.
- H. Collection Development
  - i. We have a new collection of 21 early literacy games that will be available for check out beginning June 1. These are self-contained kits with the game board, pieces, and a book all in one package. They are for parents to play with young children to foster early literacy skills, identifying shapes, colors, and the like. Each game has an English version and a Spanish version, except one that we just have an English version for. These will check out for three weeks.
  - ii. Also, to be available June 1 is a circulating mobile photo studio called a light box. This is a small, collapsible photo studio for home businesses to take well-lit photos with a neutral backdrop of their products that they can post on their online storefronts or websites. This product was donated to us by the Iowa Small Business Development Center. The plan is to circulate it for one week, but we may make it longer if folks are needing more time with it.

Respectfully Submitted, Jennie Garner, Library Director

## LIBRARY BOARD OF TRUSTEES BY-LAWS

### Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

### Article II. Members

**Section 1.** There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

**Section 2.** Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

**Section 3.** One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

**Section 4.** Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

**Section 5.** Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

### Article III. Officers

**Section 1.** The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

**Section 3.** The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 4.** The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

#### Article IV. Meetings

**Section 1.** The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

**Section 2.** The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

**Section 3.** Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

**Section 4.** The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

**Section 5.** Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

**Section 6.** A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

**Section 7.** Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

**Section 8.** The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

**Section 9.** Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

#### Article V. Committees

**Section 1.** The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for

which it was appointed and after the final report is made to the Board.

**Section 2.** All committees shall make a progress report to the Library Board at each of its meetings.

**Section 3.** No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act

#### Article VI. General

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

**Section 2.** The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

**Section 3.** If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.



TO: City Administrator and City Council  
FROM: Jennie Garner, Library Director  
DATE: May 4, 2021  
SUBJECT: Monthly Library Report

### **Library News**

The library team has been hard at work adapting much of our program offerings to have multi-generational appeal, seeking ways to engage the community, and continuing to reinvent and reimagine programming and services as we navigate our new reality.

We hosted the first Lighthouse in the Library (LITL) in April and had about 25 people attended via a Zoom Webinar format. LITL is a new series of community conversations that the library will be hosting quarterly in a townhall-style setting. For this debut event, the topic included questions about how North Liberty businesses and organizations can better provide equitable health and wellness opportunities and times when individuals might have to go outside of North Liberty for healthcare access. Panelists were Kaila Rome, director at the North Liberty Community Pantry; Sam Jarvis, community health division manager at Johnson County Public Health; Shelly Simpson, recreation director with the City of North Liberty; and Shara Power owner at Bliss Yoga. LITL was made possible with grant funding for a program called Libraries Transform Communities from the American Library Association. We invite you all to join us in August for the next LITL, a conversation about education and what things will look like as students head back to school in the fall. The tentative plan is to host a hybrid meeting with both in-person and online options.

This month is the ever popular Flamingo Flocking fund-raising event for the Friends of the North Liberty Library Endowment. North Liberty residents have been reaching out to ask about this tradition for a couple of months and dates are filling fast. This year, we are releasing a little more slowly as typically all dates in May fill up in the first few days and we're hoping to give folks an opportunity to register later in the month. For those of you who may not be familiar with this event, people in the community can donate to the endowment and have a friend or family member's yard flocked with a couple dozen pink flamingos.

Beginning this week, the library has expanded services to include more appointments and a slightly higher capacity for patrons coming in. Staff noted that we were having increased requests for study space with finals coming up so we have also opened up time slots for study room use to ensure we are meeting patron needs as best as possible.

We have been in discussions with the Johnson County Auditor's office for the library to be a site for satellite voting for the County Board of Supervisors seat that needs to be filled following Janelle Rettig's resignation from the board. We look forward to being able to offer the library as a polling place again.

The library marketing staff has also delved into new social media with a TikTok account. You can follow us at @nlibertylibrary. Click [here \(or right click and open hyperlink\)](#) for a fun example of a video staff made last week.

On March 31, programmers hosted a virtual program for teens and adults called Paying for College without Going Broke that was very popular with 26 attendees. Then, in April we held Mechanic Shop Femme, with automotive educator and freelance writer Chaya Milchtein, from the Chicago area, had 23 teens and adults attend.

We are finding some positives that have come out of the pandemic – one of those is that with virtual programs, we can bring in guest presenters, authors, and performers from around the country to provide a broader scope to our patrons that we likely couldn't offer in person with travel costs, etc.

Finally, a huge thanks for Forever Green for donating plants and helping the library start a butterfly garden in one of our raised beds. The other bed will be plants for a salsa garden. We already have several community volunteers who've signed up to help maintain the gardens.

Scroll down for highlights.



April Highlights



Unicorn and T-Rex TikTok



Our own life-sized butterfly planting the garden with Forever Green staff

**WHAT YOU'RE FIND INSIDE**

**MAINTENANCE TABLE**  
What preventative maintenance you need to do and when

**WHAT THAT BUTTON DOES**  
Buttons, lights, how the car works

**WARRANTY INFORMATION**  
What the brand covers and what it doesn't

Chaya Milchtein she/her's screen

Chaya Milchtein presenting on car maintenance



Some 2020 flamingo flocking fans