

North Liberty Community Library Board of Trustees Meeting  
June 21, 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 824 4429 6011 and meeting password 7743708. 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. May
- IV. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff Introduction
  - e. Staff Reports – Questions
- V. Policy Review
  - a. Internet & Technology Policy
- 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: May 17, 2021 6:30 P.M.

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

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) April meeting minutes motion to approve by J. Beck; second L. Hefley; approved by voice vote
- 4) Reports
  - a) Budget
    - i) Briefing of new financial reporting
    - ii) Total library services running under historical average
    - iii) Surplus funds to be spent on Family Place Libraries equipment, computers, video camera, and CloudLibrary e-content
  - b) Friends
    - i) Met in person 5/14
    - ii) May request Family Place Library funding and for extra attendee at Association for Rural & Small Libraries (ARSL) conference
  - c) Director
    - i) Preparing for phased reopening 6/1 coordinating with city and referencing CDC guidance
    - ii) Non-competitive grant proposal (approx. \$5000) to American Rescue Plan Act for outdoor solar powered charging station benches with Wi-Fi
    - iii) Presented information to Rotary Club Coralville-North Corridor president and club about the president's grant project (approx. \$4000) focusing the in-library Family Place Libraries activities
    - iv) Additional funding for the in-library Family Place Libraries activities from the endowment fund with goal of Fall 2021 for programming to kick-off
    - v) Presenting at American Library Association's (ALA) Rural, Native, and Tribal Libraries of All Kinds Committee's (RNTLOAK) inaugural 2021 Rural Libraries Summit
- 5) Policy Review
  - a) Board Self-Evaluation
    - i) Last evaluation 2018

- ii) Will defer self-evaluations
- b) Library Board By-Laws
  - i) Motion to approve by L. Hefley; second J. Beck; approved by voice vote
- 6) Old Business
  - a) None
- 7) New Business
  - a) None

Adjourn

Motion to adjourn by M. Healy; second L. Hefley

NEXT MEETING DATE: June 21, 2021 at 6:30 P.M.

*Meeting minutes recorded by S. Clemons*

# Expense Budget Performance Report

Fiscal Year to Date 05/31/21

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
<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	5,995.00	(2,995.00)	200	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	54.00	.00	14,446.67	553.33	96	19,863.64
6210	Dues/Memberships Subscriptions	2,000.00	.00	2,000.00	95.00	.00	1,950.88	49.12	98	1,617.89
6230	Training	10,500.00	.00	10,500.00	.00	.00	1,230.48	9,269.52	12	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	\$149.00	\$0.00	\$662,933.70	\$298,081.30	69%	\$881,517.83
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	35,440.00	.00	35,440.00	241.79	.00	833.89	34,606.11	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	2,258.61	.00	28,188.01	13,811.99	67	43,560.78
6371-02	Utilities Gas	7,000.00	.00	7,000.00	.00	.00	5,416.01	1,583.99	77	3,726.36
<b>6371 - Utilities Totals</b>		\$49,000.00	\$0.00	\$49,000.00	\$2,258.61	\$0.00	\$33,604.02	\$15,395.98	69%	\$47,287.14
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	350.00	75.00	82	420.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	156.47	.00	1,661.70	138.30	92	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	\$2,691.87	\$0.00	\$47,102.14	\$49,562.86	49%	\$60,779.18
<i>Contractual Services</i>										
6408	Insurance/General	3,000.00	.00	3,000.00	.00	.00	6,026.00	(3,026.00)	201	4,463.00
6409	Janitorial/Cleaning Services Contract	20,585.00	.00	20,585.00	1,650.00	.00	16,131.04	4,453.96	78	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	492.18	257.82	66	666.80
6414	Printing/Advertising/Publications	3,750.00	.00	3,750.00	449.57	.00	2,609.21	1,140.79	70	3,567.70
6419	Software Support	10,240.00	.00	10,240.00	609.00	.00	10,519.33	(279.33)	103	4,506.75
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	220.08	.00	2,603.64	396.36	87	3,193.49
6431	Database Subscriptions	13,000.00	1,600.00	14,600.00	.00	1,125.00	15,827.58	(2,352.58)	116	11,437.82
<i>Contractual Services Totals</i>		\$54,325.00	\$1,600.00	\$55,925.00	\$2,928.65	\$1,125.00	\$54,208.98	\$591.02	99%	\$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

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>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
6502-02	Library Materials Books	28,230.00	1,439.00	29,669.00	3,850.16	12,333.80	41,512.01	(24,176.81)	181	44,461.50
6502-03	Library Materials SRP	5,000.00	250.00	5,250.00	2,628.16	5,032.12	3,540.40	(3,322.52)	163	6,096.37
6502-04	Library Materials Supplies	8,000.00	.00	8,000.00	517.41	.00	5,218.81	2,781.19	65	6,477.18
6502-05	Library Materials Audio	3,000.00	2,000.00	5,000.00	.00	.00	3,520.34	1,479.66	70	2,180.29
6502-06	Library Materials DVDs	12,000.00	.00	12,000.00	323.68	.00	10,195.34	1,804.66	85	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	483.60	.00	4,040.93	(540.93)	115	2,804.66
6502-09	Library Materials E-books	26,250.00	1,000.00	27,250.00	.00	.00	27,268.87	(18.87)	100	25,000.00
<b>6502 - Library Materials Totals</b>		<b>\$86,330.00</b>	<b>\$4,689.00</b>	<b>\$91,019.00</b>	<b>\$7,803.01</b>	<b>\$17,365.92</b>	<b>\$95,296.70</b>	<b>(\$21,643.62)</b>	<b>124%</b>	<b>\$96,227.65</b>
6506	Office Supplies	5,000.00	.00	5,000.00	30.00	.00	2,788.90	2,211.10	56	4,525.85
6508	Postage & Shipping	1,800.00	.00	1,800.00	13.55	.00	1,069.37	730.63	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	76.88	.00	852.47	647.53	57	1,531.57
6517	Computers & Technology	9,000.00	.00	9,000.00	1,149.69	3,610.00	2,993.60	2,396.40	73	8,716.98
6521	Software	1,600.00	.00	1,600.00	654.78	.00	1,529.90	70.10	96	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	2,006.00	10,006.00	872.01	.00	5,969.95	4,036.05	60	6,578.34
<i>Commodities Totals</i>		<b>\$114,830.00</b>	<b>\$6,695.00</b>	<b>\$121,525.00</b>	<b>\$10,599.92</b>	<b>\$20,975.92</b>	<b>\$112,233.70</b>	<b>(\$11,684.62)</b>	<b>110%</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>\$8,295.00</b>	<b>\$1,235,130.00</b>	<b>\$16,369.44</b>	<b>\$22,100.92</b>	<b>\$876,478.52</b>	<b>\$336,550.56</b>	<b>73%</b>	<b>\$1,104,483.67</b>
Department <b>4010 - Library Services Totals</b>		<b>(\$1,226,835.00)</b>	<b>(\$8,295.00)</b>	<b>(\$1,235,130.00)</b>	<b>(\$16,369.44)</b>	<b>(\$22,100.92)</b>	<b>(\$876,478.52)</b>	<b>(\$336,550.56)</b>	<b>73%</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	27,365.29	15,470.00	53,236.98	37,293.02	65	55,729.99
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$106,000.00</b>	<b>\$0.00</b>	<b>\$106,000.00</b>	<b>\$27,365.29</b>	<b>\$15,470.00</b>	<b>\$53,236.98</b>	<b>\$37,293.02</b>	<b>65%</b>	<b>\$55,729.99</b>
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	5,787.75	.00	66,605.97	19,394.03	77	68,088.00

# Expense Budget Performance Report

Fiscal Year to Date 05/31/21

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
<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	313.98	.00	15,900.81	13,099.19	55	19,068.30
<i>Contractual Services Totals</i>		\$115,000.00	\$0.00	\$115,000.00	\$6,101.73	\$0.00	\$82,506.78	\$32,493.22	72%	\$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	\$33,467.02	\$15,470.00	\$190,495.03	\$84,034.97	71%	\$558,886.29
Department <b>4060 - Community Center Totals</b>		(\$290,000.00)	\$0.00	(\$290,000.00)	(\$33,467.02)	(\$15,470.00)	(\$190,495.03)	(\$84,034.97)	71%	(\$558,886.29)
Fund <b>001 - General Fund Totals</b>		\$1,516,835.00	\$8,295.00	\$1,525,130.00	\$49,836.46	\$37,570.92	\$1,066,973.55	\$420,585.53		\$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	4,900.00	4,900.00	162.00	378.76	781.01	3,740.23	24	8,373.34
<i>Commodities Totals</i>		\$0.00	\$4,900.00	\$4,900.00	\$162.00	\$378.76	\$781.01	\$3,740.23	24%	\$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

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 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<i>Transfer</i>										
<b>6910 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>	<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>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$4,900.00</b>	<b>\$4,900.00</b>	<b>\$162.00</b>	<b>\$378.76</b>	<b>\$3,076.01</b>	<b>\$1,445.23</b>	<b>71%</b>	<b>\$55,331.75</b>
	Department 4010 - Library Services Totals	\$0.00	(\$4,900.00)	(\$4,900.00)	(\$162.00)	(\$378.76)	(\$3,076.01)	(\$1,445.23)	71%	(\$55,331.75)
	Fund 003 - Library Capital Totals	\$0.00	\$4,900.00	\$4,900.00	\$162.00	\$378.76	\$3,076.01	\$1,445.23		\$55,331.75
	<b>Grand Totals</b>	<b>\$1,516,835.00</b>	<b>\$13,195.00</b>	<b>\$1,530,030.00</b>	<b>\$49,998.46</b>	<b>\$37,949.68</b>	<b>\$1,070,049.56</b>	<b>\$422,030.76</b>		<b>\$1,718,701.71</b>

## Friends of the North Liberty Community Library

Meeting Minutes: Friday, May 10<sup>th</sup>, 2021

Attendees: Donna, Sam, Rose, Judi, Heather, Diane, Linda, Jennie

Absent: Justin and Jeanne

Financial Report – not available

Checking balance - \$19,354.03 as of Feb 2020

CD balance – \$6,574.51

New Business

CD Matures June 24, 2021 –Email will be sent by Donna with current rates and terms to the group and decide new term.

Funding Requests

Family in Place – Rotary Club gave a \$3700 Grant. Asking Friends for \$2000 contribution for the program.

October Conference - In Reno Nevada. Library will be sending 4 Staff members to conference. Will need help with costs of trip. Jennie will let us as it gets closer.

Fund-raising Events

Book Sale – Canceled for June 2021 event

Cookie Walk – Plan for December 4<sup>th</sup>, 2021

Miscellaneous

N/A

Next meeting: Friday, September 10<sup>th</sup> at 4pm/Tin Roost



**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**June 21, 2021**

- I. FY21 Financial update
  - i. Total Library Services: 78 percent
    - a. Does not include personnel since March
  - ii. Average this time of year: 92 percent
- II. Library operations update
  - A. Library In-Service, May 24
    - i. Lisa Leuck, consultant and librarian, presented on self-care
    - ii. Very well-received
  - B. City boards and commissions start in-person starting in July
    - i. Library board does not meet in July
    - ii. Plan to meet in person on August
    - iii. Need one additional board member – advertising second round
  - C. Opening the library further by July 1
    - i. Meeting rooms will open for reservation
    - ii. Furnishings will be placed back out for people to linger and visit
    - iii. In-person programming will remain outside only to potentially resume indoors beginning mid-August
  - D. Masked Unless You're Vaxxed
  - E. Updated people counting System
    - i. Traf-sys Occupancy software
    - ii. Included in the packet is some graphs of the first week's traffic
- III. Community update
  - A. Patrons are very happy to be able to come back in the library
  - B. Artist Cassandra Ahmad-McKibbin donating art she made for library
    - i. Cassandra is displaying her work with another artist in the library in July
- IV. Professional Activities
  - A. Presented May 25 for the Rural Libraries Summit
    - i. American Library Association one-day conference
    - ii. Title: Beyond the Messy Reality of 2020: Why Libraries Thrive in Uncertain Times
    - iii. Over 100 attendees
  - B. ARSL Conference – Oct 19-23, Reno, NV
    - i. Airplane tickets are booked for four staff
    - ii. Hotel reservations made
- V. Staff reports
  - A. Assistant Director
    - i. Researched and began meeting with vendors for installation of assisted hearing technology in meeting rooms
      - a. Considerations include: hearing loops, IR system (infrared light) or Wi-Fi audio
    - ii. Continued working through staff work and desk schedules and reopening plans

- iii. Participated in staff in-service day training
- B. Public Services
  - i. Launched first meeting with the LITL Committee for the August event
  - ii. Revamped *Stork Storytime* podcast into *Love, Light, & Lit: The Podcast*, an extension of the weekly web series (new logo below)



- iii. Updated procedures and internal manuals to reflect reopening status
- iv. Booked two new artists (Cassandra McKibben and Scott Droessler) for dual art wall exhibit, beginning 6/29
- C. Adult Services
  - i. Continuing to add outreach at senior living centers (Keystone & North Liberty Living Center)
  - ii. embody | embrace attendance: 35 in person attendees + 30 meal kits distributed (30 families of various sizes)
  - iii. Adult volunteers are back in the library!
  - iv. Bimonthly Library Pop Ups are resuming 6/9 at North Liberty Living Center (senior living community)
  - v. Homebound deliveries have resumed
  - vi. Iowa Rent and Utility Assistance continues - helping folks reapply each month
  - vii. Working on the LITL committee as Logistics Coordinator for August event
- D. Information Technology Coordinator
  - i. Implemented new Door Counting system that allows for live patron count, System is live on Main entrance and will be live on Rec Center Entrance by months end
  - ii. Purchased and began rollout of computer updates to staff workstations including newer, larger monitors, Memory upgrades, and conversions to solid state drives.
  - iii. Patched up and updated security in first wave of Patron computers for general use.
- E. Marketing Coordinator
  - i. Adventure Pass Program is LIVE! Learn more and reserve tickets now by visiting our webpage <https://northlibertylibrary.org/adventure-pass/>
  - ii. Web Updates – Dani and I have begun making subtle content changes to the website. We have shifted age groups and large ongoing projects into one tab “Programs” and have added the “room reservation” link to the tab bar. Our goal is to make information as easy to find as possible to locate.
    - a. We plan to have Maudience make a few changes specifically to the blog to make it easier to share those posts and view.
    - b. We hope to build in funds in the next couple of years for a full website overhaul/update.
  - iii. The library is currently accepting fall and winter wear for the North Liberty Community Pantry. The box is located next to Matilda if you have new or gently used items for any age to donate.
  - iv. We are hosting a virtual booth during the Iowa City Area Juneteenth Celebration on Wednesday, June 16. [www.johnsoncountyiowa.gov/juneteenth](http://www.johnsoncountyiowa.gov/juneteenth)

#### F. Youth and Teen Services

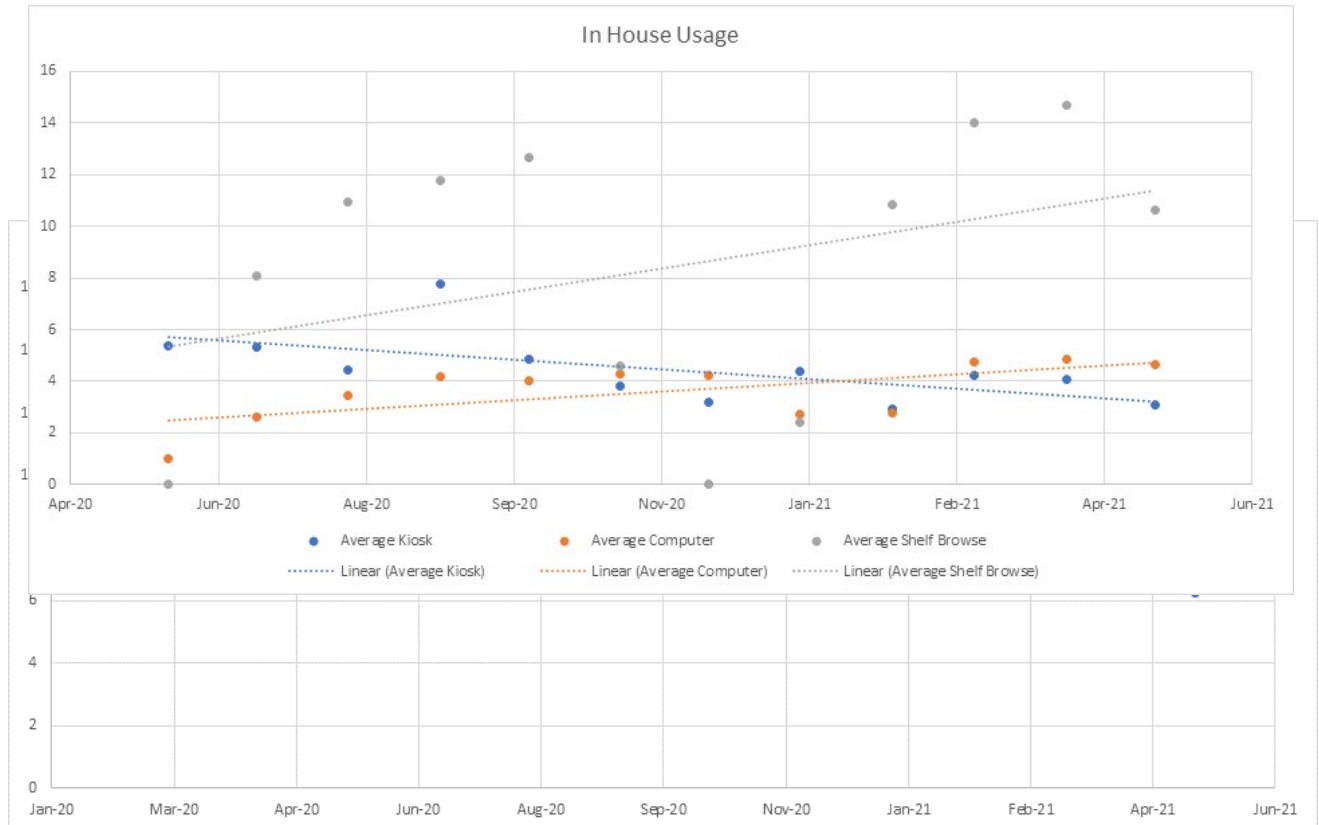
- i. Zoe Lynch, our social work intern, began her summer with us. Her main focus is researching different “Mayor’s Youth Empowerment Programs” and making recommendation with Nick Bergus for the new communications person who should eventually implement that sort of program.
- ii. Pop-ups for summer reading promotion are almost over – Amy and I will be at Centennial Park on Saturday for the last one. If you haven’t signed up to participate in the summer reading program, please do! Everyone who completes will have \$5 donated in their name to a non-profit that serves North Liberty (and they get to choose which where you’d like the donation to go!)
- iii. We have 291 people signed up thus far.
- iv. We had our first program – 16 kids, 2 adults on Wednesday 6/9. Montessori Children’s Garden are bringing their kids over Wednesday mornings for some library time and an activity with Erin. As previously mentioned, Kayla and I are also doing programs for the Recsters; additionally, we will be going to both Frog Hollow campuses on Friday’s and helping with the Summer Lunch program on Thursdays.
- v. O have been working with the NEST program to provide scholarships for families wanting summer enrichment for their kids. They must meet the low-income requirements.
- vi. The diversity audit continues, with about 50% of the picture books audited (teen and juvenile sections completed)

#### G. Family Services

- i. Storytime
  - a. In-person, outdoor storytime (starting 6/14)
    1. Tuesday (baby/toddler) & Wednesday (toddler/preschool)
    2. Keeping FB group, dropping zoom but going to add hybrid option with Owl equipment (TBD)
- ii. Outreach
  - a. 3 care centers, 4 storytimes started 6/7
- iii. Additional Programming
  - a. Juneteenth, helping with free meal/tee-shirt/book/blood drive/vaccine clinic on Saturday 6/19 at River Crossing park in IC.
- iv. Committees/Boards
  - a. Early Childhood Iowa board
    1. Just allocated funds for JoCo early childhood programs, happens once a year.
- v. [Project Ready](#)
- vi. SRP/Summer Slate
  - a. First movie was canceled due to weather (joys of outdoor programming)
  - b. Next movie *Akeelah and the Bee*, June 6/25
- vii. Popup storytime at Penn Meadows Park
  - a. 38 ppl attended, storytime, SRP sign-up, book/crafts give away.
  - b. 2<sup>nd</sup> storywalk up at Liberty Centre [Blue](#) by Laura Vaccaro Seegar

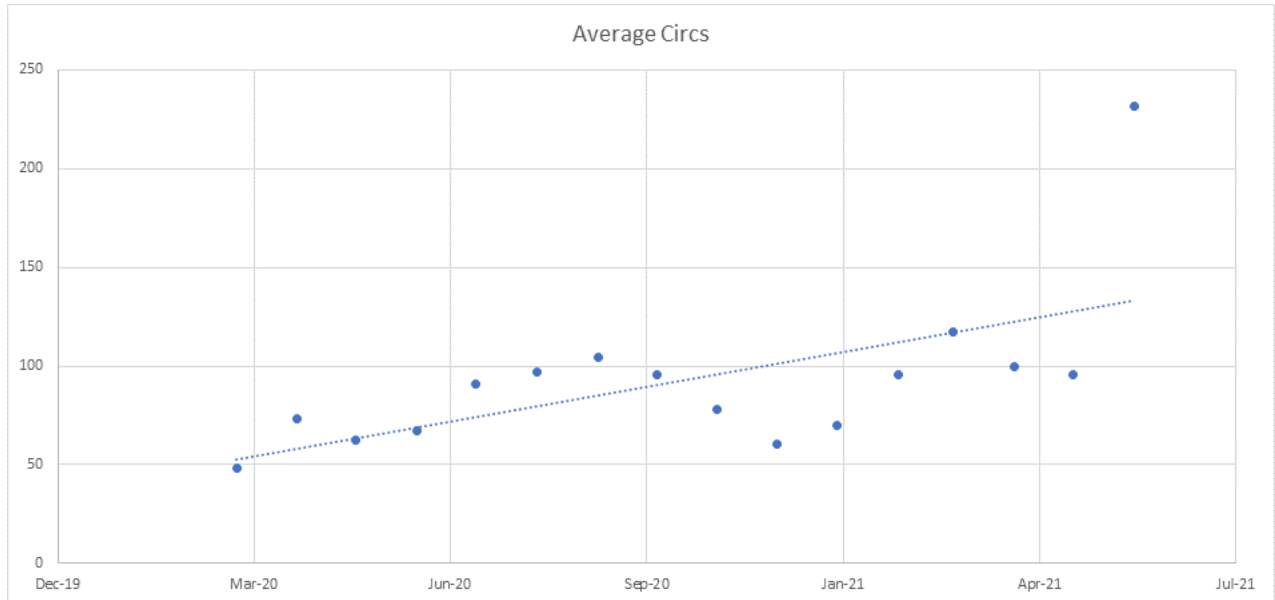
#### H. Collection Development

This chart shows the average daily uses of in person services from June 2020 through May 2021, when we started letting people in by appointment through resuming normal business hours and doors unlocked. Browsing appointments were the most popular appointment offered. Even with the fact that we stopped doing browsing appointments in November and December, the average increased overall. Kiosk and computer use varied slightly, but remained pretty steady over the period.



The chart below reflects the average curbside requests from March 2020 through the end of May 2021. Popularity of curbside requests fluctuated, hitting highs over last summer, but also dropping off as school resumed in September, rebounding as cold weather kicked in. Requests were trending down over the past few months, so transition to people just coming in to get their items I think will go smoothly.

While requests for items by phone or email has been dropping off, circulation is trending upwards. These are the daily average circs from March 2020 through June 7, 2021. In just the first week of being open fully, we are already circulating almost three times what we were in May. Obviously, there is a newness factor with the doors being newly open, but I imagine our circulation will continue to recover as we are open our regular hours and without appointments.



Respectfully Submitted, Jennie Garner, Library Director

## INTERNET & TECHNOLOGY POLICY

### I. Purpose Statement

The North Liberty Library (NLL) provides public access to computers and to the Internet in order to augment the community's educational and informational resources for library visitors of all ages.

### II. Responsibilities of Patrons

A. Library cardholders have access to technology and electronic devices for use in the library.

Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of parents to guide their children in the selection of resources compatible with their family's values and beliefs.

The library cannot act in loco parentis and urges parents to work with their own children in their use of Internet resources.

- B. Patrons should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- C. The library cannot guarantee the accuracy and/or authenticity of information discovered online and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- D. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- E. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- F. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

### III. Time Limits

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability and computer battery life.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

### IV. Staff Assistance

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLL staff.

Commented [JJ1]: Change wording to the public has access... or patrons have access...

Deleted: of their

Deleted: <#>¶  
<#>family.

- B. Due to liability, the staff does not repair personal computers or devices. Nor does the staff check personal systems for viruses, malware or other damages to the computer or device.

**V. Ethical Use**

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of the Internet/computer policy will result in the suspension or loss of Internet/computer privileges and may lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

**VI. Wireless Access at the Library**

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

# Juvenile and Teen Diversity Analysis

Jan 2020 - March 31, 2021

## Juvenile Current Total

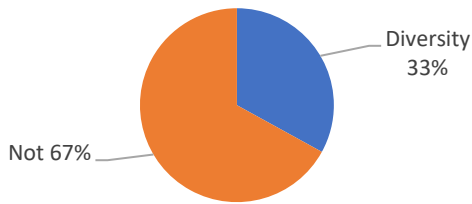
#OwnVoices 5.5% (195)

Categories	Total	%
Race/Ethnicity	608	17.1%
LGBTQIA+	182	5.1%
Religion	65	1.8%
Health	291	8.2%
Economic Welfare	741	20.8%

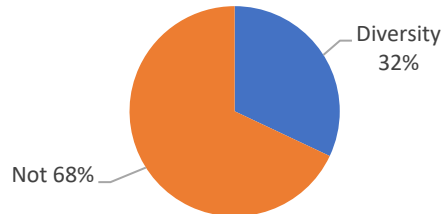
## Teen Current Total

Categories	Total	%
Race/Ethnicity	439	15.0%
LGBTQIA+	246	8.4%
Religion	62	2.1%
Health	322	11.0%
Economic Welfare	375	12.8%

Book Diversity 3560



Book Diversity 2921



## Additions

#OwnVoices 14.3% (67)

Categories	Total	%
Race/Ethnicity	209	44.5%
LGBTQIA+	27	5.7%
Religion	21	4.5%
Health	55	11.7%
Economic Welfare	104	22.1%

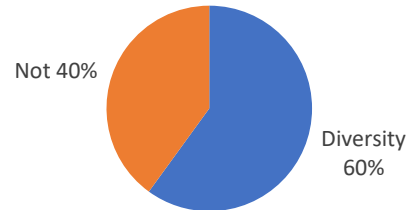
## Additions

Categories	Total	%
Race/Ethnicity	242	61.4%
LGBTQIA+	129	32.7%
Religion	26	6.6%
Health	40	10.2%
Economic Welfare	101	25.6%

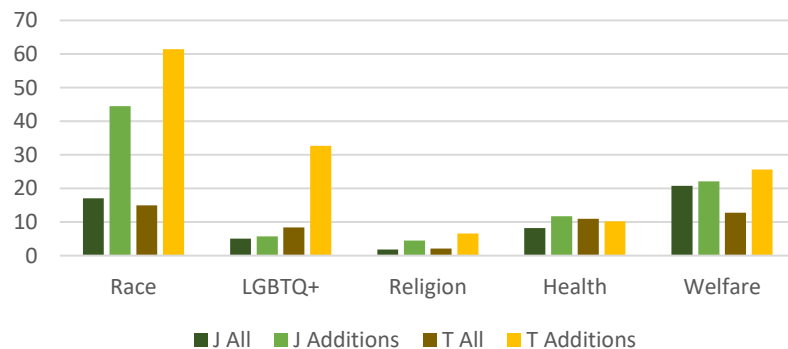
Book Diversity 470



Book Diversity 394



## Diversity Comparison







TO: Johnson County Board of Supervisors  
FROM: Jennie Garner, Library Director  
DATE: June 3, 2021  
SUBJECT: Monthly Library Report

## **Library News**

Library doors are now unlocked and we are back to full hours of operation after more than a year of offering services by appointment only. This week we've seen a steady stream of smiling faces as we welcomed patrons back in and enjoyed the sounds of happy voices and kids throughout the library. While capacity is still limited, so far we have not reached that limit. Study rooms have been a big demand and we are happy to be able to offer that quiet space for folks who need a spot to study or work.

Our IT Coordinator, Chris Nelson, helped with an upgrade to our door counter that is much more accurate and allows us to utilize software to monitor occupancy from all staff computers. He also was able to set up the software to show occupancy on our website (scroll all the way down to see a preview) and on an iPad posted at the entrance of the library. This gives people a way to know how full the library is if they have some anxiety about returning to such a public setting.

Right before the pandemic, we had planned to expand our hours to open at 8am on all weekdays so we were thrilled to be able to start that June 1. The library is now open to serve patrons a total of 67 hours per week.

The programming staff has been enjoying getting back to programming in person. While we aren't offering indoor programming this summer, we are involved in numerous programs through the [Summer Slate](#) and beginning to offer outreach programs to daycares and senior facilities again.

Our Public Services Librarian, Kellee, has restructured the library's podcast to be an extension to the weekly live program she implemented called Love, Light, & Lit. The podcast has the same name, Love, Light & Lit: The Podcast. Checkout this month's [podcast](#) on Chiropractic Care for Children.

The team is hard at work preparing for the second annual [embody|embrace](#), celebrating culture and diversity. This year's theme features ethnic foods and cultures. We hope you'll be able to join us on for the kickoff events on June 5.

We've all learned so much across industries about adapting and resilience this past year. Library staff anticipates that we'll continue to open the library to more services and expand the capacity over the coming months but we also know that we'll continue to offer some of the services that we developed during the pandemic such as after hours lockers for curbside pick up and some virtual programming or hybrid models that will allow patrons to tap into programs in person or online.

The library is participating in a new program called Iowa Library Adventure pass offering free passes to special attractions in the state for families (four tickets for two adults and two kids, additional tickets may be purchased by families). The attractions families have access to are the African American

Museum, Blank Park Zoo, Reiman Gardens, and the Science Center of Iowa. We're happy to provide this opportunity for families who may otherwise not have access. Families may check out each pass one time per year.

We've also kicked off the summer reading program. Participants who log 36 reading or activity sessions to complete the program and earn the donation for their selected nonprofit. Activities can include attending events such as Little Miss Ann, a Movie on the Lawn, visiting a StoryWalk® or the North Liberty's Fairy Trail or going on a bike ride.

Let the summer fun begin!