

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

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and enter the meeting ID 833 9458 1692 and meeting password 4722540. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

Call to Order

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

Adjourn

Next meeting date: December 20, 2021, 6:30pm

North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: October 18, 2021 6:30 P.M.

PRESENT: Heidi Wood, Laura Hefley, Jessica Beck, Chris Mangrich, Mike Healy, Scott Clemons, Library Director Jennie Garner, Marketing & Engagement Coordinator
Melanie Harrison, Library Services & Marketing Assistant Dani Grandinetti

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) September meeting minutes motion to approve by S. Clemons; second M. Healy; approved by voice vote
- 4) Reports
 - a) Staff Introduction
 - i) Melanie Harrison, Marketing & Engagement Coordinator
 - (1) Offering Iowa Libraries Adventure Pass
 - (2) Updating e-newsletter and website
 - ii) Dani Grandinetti, Library Services & Marketing Assistant
 - (1) PowerPoint presentation highlighting community engagement
 - b) Budget
 - i) Personnel numbers not available, cannot report
 - ii) On track otherwise
 - c) Director
 - i) Fully staffed
 - ii) Presenting with Emily and Kellee at ARSL on JEDI (justice, equity, diversity and inclusion - belonging, too) policy commitment
 - iii) Staff in-service 11/12
 - iv) Budget FY23 due shortly
 - (1) Capital project acoustic tile
 - (2) Capital project circulation desk
 - v) Reviewing Integrated Library Software applications as end of current contract time period approaches
 - vi) Vice President-Elect 2022 ASRL
 - vii) Attended ILA Conference
 - d) Staff Reports – Questions
 - i) Assistant Library Director Jennifer Jordebrek

- (1) Invited to work with U of I research project focusing on libraries and communities.
 - ii) Public Services Librarian Kellee Forkenbrock
 - (1) Leading small group writing and submitting grant proposals
- e) Friends
 - i) No meeting
- 5) Policy Review
 - a) Meeting Rooms Use Policy
 - i) Added language to assert library is not neutral with respect to social justice, but positively affirm that all people are treated fairly and equally
 - ii) Motion to approve by H. Wood; second L. Hefley; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business
 - a) None

Adjourn

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

NEXT MEETING DATE: November 15, 2021

Meeting minutes recorded by S. Clemons

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										
Department 4010 - Library Services										
EXPENSE										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	615,704.00	.00	615,704.00	.00	.00	.00	615,704.00	0	535,290.72
6020	Part Time Wages	69,418.00	.00	69,418.00	.00	.00	.00	69,418.00	0	107,759.79
6040	Overtime Pay	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6110	FICA/Medicare	49,839.00	.00	49,839.00	.00	.00	.00	49,839.00	0	47,432.71
6130	IPERS	61,501.00	.00	61,501.00	.00	.00	.00	61,501.00	0	59,972.18
6150	Group Insurance	103,047.00	.00	103,047.00	.00	.00	.00	103,047.00	0	98,835.67
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	5,995.00
<i>Personnel Services Totals</i>		\$903,259.00	\$0.00	\$903,259.00	\$0.00	\$0.00	\$0.00	\$903,259.00	0%	\$855,286.07
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	833.89
6340	Office Equipment Repair	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371 Utilities										
6371-01	Utilities Electric	44,000.00	.00	44,000.00	.00	.00	21,138.33	22,861.67	48	28,188.01
6371-02	Utilities Gas	7,000.00	.00	7,000.00	956.83	.00	4,149.54	2,850.46	59	6,369.29
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$956.83	\$0.00	\$25,287.87	\$25,712.13	50%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	140.00	285.00	33	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	149.57	.00	598.28	1,201.72	33	1,812.57
6374	Software Maintenance Fees	11,500.00	.00	11,500.00	.00	.00	11,435.22	64.78	99	10,652.53
<i>Repair, Maintenance, Utilities Totals</i>		\$66,725.00	\$0.00	\$66,725.00	\$1,141.40	\$0.00	\$37,461.37	\$29,263.63	56%	\$48,241.29
<i>Contractual Services</i>										
6408	Insurance/General	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	6,026.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	1,595.00	.00	6,438.56	15,176.44	30	16,131.04
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	.00	.00	178.00	572.00	24	516.18
6414	Printing/Advertising/Publications	3,900.00	.00	3,900.00	249.44	.00	1,279.71	2,620.29	33	3,056.23
6419	Software Support	5,000.00	.00	5,000.00	6.30	.00	2,536.11	2,463.89	51	10,525.63
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	227.80	.00	911.20	2,088.80	30	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	25.18	(1,125.00)	6,776.31	10,348.69	35	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$0.00	\$54,765.00	\$2,103.72	(\$1,125.00)	\$18,119.89	\$37,770.11	31%	\$54,914.10
<i>Commodities</i>										
6502 Library Materials										
6502-01	Library Materials Volunteer	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
6502-02	Library Materials Books	52,000.00	.00	52,000.00	3,933.42	(2,812.37)	21,198.33	33,614.04	35	41,575.81
6502-03	Library Materials SRP	6,000.00	.00	6,000.00	.00	.00	378.74	5,621.26	6	9,361.23
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	819.52	.00	1,417.37	6,982.63	17	5,488.21
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	245.88	.00	245.88	4,254.12	5	3,520.34
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	746.84	.00	2,992.15	9,607.85	24	10,512.64

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										
Department 4010 - Library Services										
EXPENSE										
<i>Commodities</i>										
6502	Library Materials									
6502-07	Library Materials Miscellaneous	250.00	.00	250.00	.00	.00	129.93	120.07	52	.00
6502-08	Library Materials Magazines & Papers	3,750.00	.00	3,750.00	.00	1,209.12	199.50	2,341.38	38	4,040.93
6502-09	Library Materials E-books	34,000.00	.00	34,000.00	982.69	.00	24,982.69	9,017.31	73	27,268.87
	6502 - Library Materials Totals	\$121,600.00	\$0.00	\$121,600.00	\$6,728.35	(\$1,603.25)	\$51,544.59	\$71,658.66	41%	\$101,768.03
6506	Office Supplies	5,000.00	.00	5,000.00	244.32	.00	1,140.21	3,859.79	23	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	.00	.00	65.24	1,434.76	4	1,072.12
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	8.39	641.61	1	1,660.74
6513	Cleaning Supplies	1,850.00	.00	1,850.00	8.10	.00	670.60	1,179.40	36	852.47
6517	Computers & Technology	10,000.00	.00	10,000.00	.00	.00	87.83	9,912.17	1	9,566.70
6521	Software	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	1,529.90
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	1,099.69	900.31	55	1,625.00
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	8,600.00	.00	8,600.00	621.13	.00	1,842.38	6,757.62	21	7,578.47
	<i>Commodities Totals</i>	\$152,950.00	\$0.00	\$152,950.00	\$7,601.90	(\$1,603.25)	\$56,458.93	\$98,094.32	36%	\$128,868.93
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfer</i>										
6910	Transfer									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfer Totals	\$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
	EXPENSE TOTALS	\$1,177,699.00	\$0.00	\$1,177,699.00	\$10,847.02	(\$2,728.25)	\$112,040.19	\$1,068,387.06	9%	\$1,087,310.39
	Department 4010 - Library Services Totals	(\$1,177,699.00)	\$0.00	(\$1,177,699.00)	(\$10,847.02)	\$2,728.25	(\$112,040.19)	(\$1,068,387.06)	9%	(\$1,087,310.39)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	763.18	99,059.00	23,217.03	(12,276.03)	111	54,148.67
	<i>Repair, Maintenance, Utilities Totals</i>	\$110,000.00	\$0.00	\$110,000.00	\$763.18	\$99,059.00	\$23,217.03	(\$12,276.03)	111%	\$54,148.67
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	90,000.00	.00	90,000.00	15,140.57	.00	33,200.29	56,799.71	37	72,393.72
6499	Misc Contractual	32,000.00	.00	32,000.00	598.32	5,452.00	3,536.54	23,011.46	28	16,569.13
	<i>Contractual Services Totals</i>	\$122,000.00	\$0.00	\$122,000.00	\$15,738.89	\$5,452.00	\$36,736.83	\$79,811.17	35%	\$88,962.85
<i>Capital Outlay</i>										
6799	Other Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	15,464.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,464.00

Expense Budget Performance Report

Fiscal Year to Date 10/31/21

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										
Department 4060 - Community Center										
EXPENSE										
<i>Transfer</i>										
6910	Transfer									
6910-03	Transfer Capital Reserve	47,000.00	.00	47,000.00	.00	.00	.00	47,000.00	0	37,000.00
6910 - Transfer Totals		\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0%	\$37,000.00
<i>Transfer Totals</i>		<i>\$47,000.00</i>	<i>\$0.00</i>	<i>\$47,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$47,000.00</i>	<i>0%</i>	<i>\$37,000.00</i>
EXPENSE TOTALS		\$279,000.00	\$0.00	\$279,000.00	\$16,502.07	\$104,511.00	\$59,953.86	\$114,535.14	59%	\$195,575.52
Department 4060 - Community Center Totals		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$16,502.07)	(\$104,511.00)	(\$59,953.86)	(\$114,535.14)	59%	(\$195,575.52)
Fund 001 - General Fund Totals		\$1,456,699.00	\$0.00	\$1,456,699.00	\$27,349.09	\$101,782.75	\$171,994.05	\$1,182,922.20		\$1,282,885.91
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<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	+++	.00
<i>Contractual Services 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>
<i>Commodities</i>										
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	6,254.50	6,885.30	(13,139.80)	+++	.00
6532	Program Materials	.00	.00	.00	7,212.96	.00	9,868.07	(9,868.07)	+++	1,930.92
<i>Commodities Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$7,212.96</i>	<i>\$6,254.50</i>	<i>\$16,753.37</i>	<i>(\$23,007.87)</i>	<i>+++</i>	<i>\$1,930.92</i>
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	5,540.00	.00	(5,540.00)	+++	2,295.00
<i>Capital Outlay Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,540.00</i>	<i>\$0.00</i>	<i>(\$5,540.00)</i>	<i>+++</i>	<i>\$2,295.00</i>
<i>Transfer</i>										
6910	Transfer									
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
6910 - Transfer Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<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>
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$7,212.96	\$11,794.50	\$16,753.37	(\$28,547.87)	+++	\$4,225.92
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	(\$7,212.96)	(\$11,794.50)	(\$16,753.37)	\$28,547.87	+++	(\$4,225.92)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$7,212.96	\$11,794.50	\$16,753.37	(\$28,547.87)		\$4,225.92

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 004 - Recreation Capital										
Department 4060 - Community Center										
EXPENSE										
<i>Capital Outlay</i>										
6750	Buildings									
6750-01	Buildings Community Center	47,000.00	.00	47,000.00	.00	(1,241.62)	1,679.80	46,561.82	1	79,872.43
	6750 - Buildings Totals	\$47,000.00	\$0.00	\$47,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$46,561.82	1%	\$79,872.43
	<i>Capital Outlay Totals</i>	\$47,000.00	\$0.00	\$47,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$46,561.82	1%	\$79,872.43
	EXPENSE TOTALS	\$47,000.00	\$0.00	\$47,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$46,561.82	1%	\$79,872.43
	Department 4060 - Community Center Totals	(\$47,000.00)	\$0.00	(\$47,000.00)	\$0.00	\$1,241.62	(\$1,679.80)	(\$46,561.82)	1%	(\$79,872.43)
	Fund 004 - Recreation Capital Totals	\$47,000.00	\$0.00	\$47,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$46,561.82		\$79,872.43
	Grand Totals	\$1,503,699.00	\$0.00	\$1,503,699.00	\$34,562.05	\$112,335.63	\$190,427.22	\$1,200,936.15		\$1,366,984.26

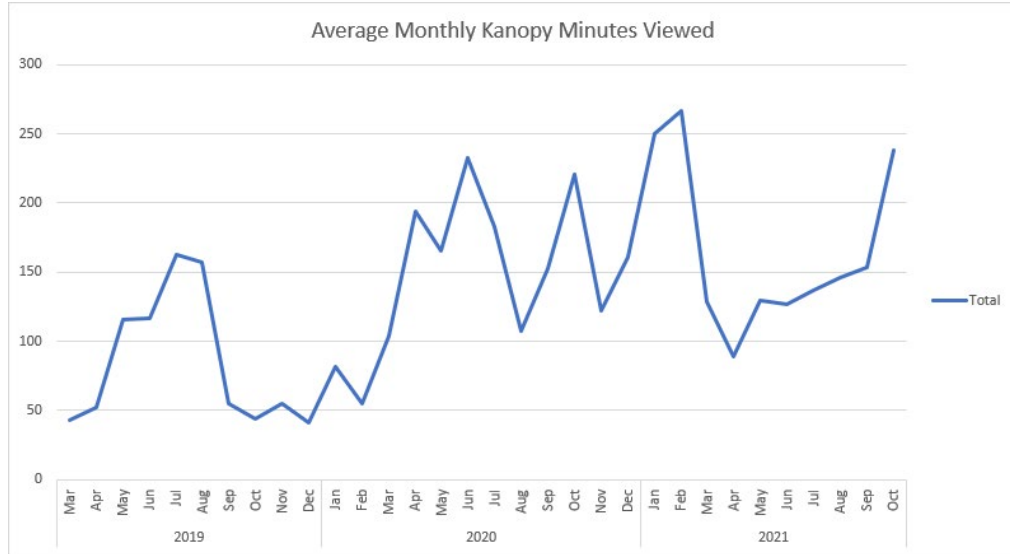
Library Director Report
North Liberty Community Library Board of Trustees Meeting
Nov 15, 2021

- I. Financial update
 - A. Repair, Maintenance, utilities: 56 percent
 - B. Contractual services: 31 percent
 - C. Commodities (Materials & Services): 36 percent
 - D. Average this time of year: 42 percent
- II. Library operations update
 - A. Operational updates
 - i. JEDI Committee
 - a. Charges to include policy review, audit of operations, programs, displays, services, booklists, etc.
 - b. Look at hiring process and use of neutral language
 - c. Suggesting resources and training
 - d. Creating a list of agencies and resources to assist patrons such as interpreters
 - ii. Staff in-service
 - a. Closing Library Friday, Nov. 12
 - b. Nick Shimmin, West Branch Library, will talk about motivation (self and others)
 - c. United Action for Youth will do presentation 10am-12pm
 - d. Jillian Rutledge, Waterloo Public Library, will present on creating a culture of equity, diversity, inclusion, and belonging
 - iii. FY23 Budget proposal submitted
 - a. Cost of potential capital projects
 - a. Acoustical panels for main hallway - \$35,000.00
 - b. Renovated circulation desk - \$105,000.00
- II. Community update
 - A. Received NL Community Fund Grant for \$5250 for iPads
 - B. Endowment fund continues to grow
 - i. Just received a \$100 donation
 - ii. Fund is just over \$62,500.00 in five years (started with \$11,000.00 balance)
 - C. Attended second meeting with University of Iowa Research group Libraries and Resilient Communities
 - i. Potential funding for local libraries to be involved in research
- III. Professional Activities
 - A. Won election for Iowa Library Association Executive Board seat
 - B. ARSL conference highlights
 - i. Great keynotes including Qian Julie Wang, author of *Beautiful Country*
 - ii. Attended session on Everyday Advocacy
 - a. Suggest that front line staff are key to this
 - b. Should know key points and messaging to patrons

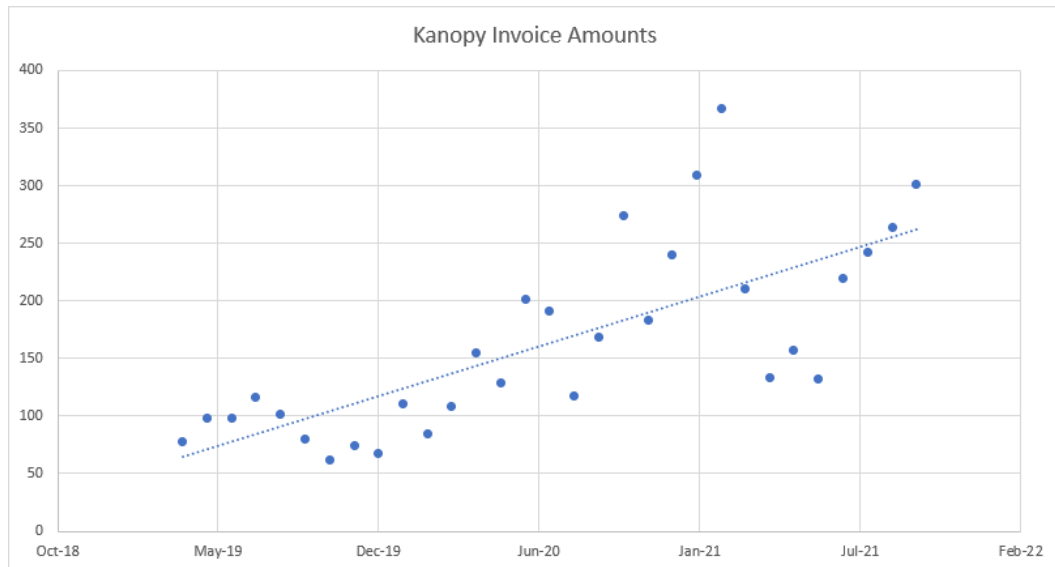
- iii. Inclusion in hiring with Director of Estes Park, CO library
 - 1. Recruiting for equity and ideas for welcoming new staff/onboarding for retention
 - 2. Using staff meetings as training opportunities
 - iv. Policies of Yes, session presented by Emily, Kellee and me
 - 1. Had 74 people attend
 - 2. Great feedback and response
 - 3. Have been asked to present for Central Kansas Library System in January
- IV. Staff reports
- A. Assistant Director
 - i. Attended ILA Conference (October 7-8, Des Moines)
 - ii. Attended ARSL Conference (October 19-22, Sparks, NV)
 - iii. Participated in initial planning for round 3 of Lighthouse in the Library (LITL) program
 - iv. Completed staff schedule through remaining 2021
 - v. Participated in ILA's (Iowa Library Association) LLAMA (Library Leadership & Management Association) Annual meeting
 - 1. Held Secretary position for LLAMA Exec Board for 2021
 - 2. Will be Chair-elect for 2022
 - B. Public Services
 - i. Attended ARSL Conference in Reno; great takeaways about extending library outreach, improving customer/patron service, and implementing digital preservation techniques
 - ii. Hosted First Friday Coffee Connections on Friday 11/5 in partnership with the Iowa City Area Business Partnership; total of 28 attendees
 - iii. Gave Micah James (new Outreach & Equity Coordinator) a tour of the library and exchanged ideas about possible collaborations with the library
 - iv. Awarded \$5250 grant from Community Foundation of Johnson County to fund new iPads for patron use
 - v. Next Lighthouse in the Library event scheduled for Saturday, Jan. 15, 2022; topic is workforce challenges in NL
 - C. Adult Services
 - i. Local Libraries LIT (Johnson County libraries collaboration) virtually hosted NYT contributor and narrative nonfiction author Sloane Crosley last night - 115 registered with 45 attendees
 - ii. I'm hosting a roundtable discussion on restorative justice for ILA Committee for Diversity and Inclusion (CDI) next month
 - iii. We'll be returning to NLCP for pop up libraries in December! Very excited to return
 - D. Marketing Coordinator
 - i. The transition from Trunk or Treat to Trick or Treat Trail went great this year. We plan to continue using the trail for this event in future years and have plans to grow the event as a combined effort with the rec center
 - ii. Dani and I are currently working on a rough Marketing outline for 2022 that includes special projects and our social media plan
 - iii. Our BookedUp Craft Kits are plugging along. For November Dani put together a decoupage gourde/pumpkin kit using old book/magazine pages and we are creating a winter snow globe ornament for December
 - 1. These kits are super limited with only 20 available

2. They cannot be reserved and are only promoted within the library
 - iv. It's time to get new library cards so I am in the process of designing some with our new logo
 - v. We had a demo of LinkedIn Learning (formerly Lynda) – LinkedIn Learning provides video courses taught by industry experts in software, creative, and business skills. Courses fall into 3 categories: business, creative, and technology
 1. Some features include that it's linked to your library card number but otherwise completely anonymous
 2. You can set weekly training goals for yourself
 3. Printable certificate of completion documents available
 4. Mobile friendly
 5. Beginner to advanced trainings available based on selected pat
 6. Can complete courses in bit size chunks – launches where you left off in a course.
- E. Family Services
- i. Storytime
 1. Brought inside due to weather, drop in attendance but have had multiple people thanking for continuing in person
 - ii. Additional Programming
 1. Presentation at ARSL went great
 - a. KS library system asked to present at their virtual conference in Jan
 - b. Conference over all really good
 2. Prelude to the Moonlight Walk & Trunk or Treat on the Trail (Trail Trick or Treat) were well attended, count for T/T was 350-400ppl
 - a. Working toward expanding and partnering with Rec on this event for next year
 3. Local Author of cook book, Gabbie Williams coming Nov 20th
 - a. Cooking demo from her cook book and giving first 25 who register kits to make at home
 4. Coordinating on 2022 Slate programming with Community Center staff
 - i. Committees/Boards
 1. Asked to be on committee for reviewing applications for funds through the Early Childhood Board (ECI)
 - a. Looking at current application and how can be easier/more accessible for applicants
- B. Youth & Teen Services
- i. Question of the week started back up with over 60 participants during the month
 - ii. The second visit to Holiday Lodge with Antelope Lending Library went well. I talked to some residents and Jillian and Micah joined and had some great suggestions
 - iii. 25 people attended the Webb-O-Lantern and More Event and asked great questions. Pumpkins were donated by Colony Pumpkin Patch with telescope templates for a fun take-home craft. Ashkbiz Danehkar, a NASA Subject Matter Expert, gave an informative presentation about the launch of the James Webb Space Telescope
 - iv. 41 people, including the Recsters BASP, attended the Iowa Raptor project program. Iowa Birds of Prey is a traveling raptor program, by the University of Iowa Raptor Project. Four education birds also joined this educational program
- C. Collection Development

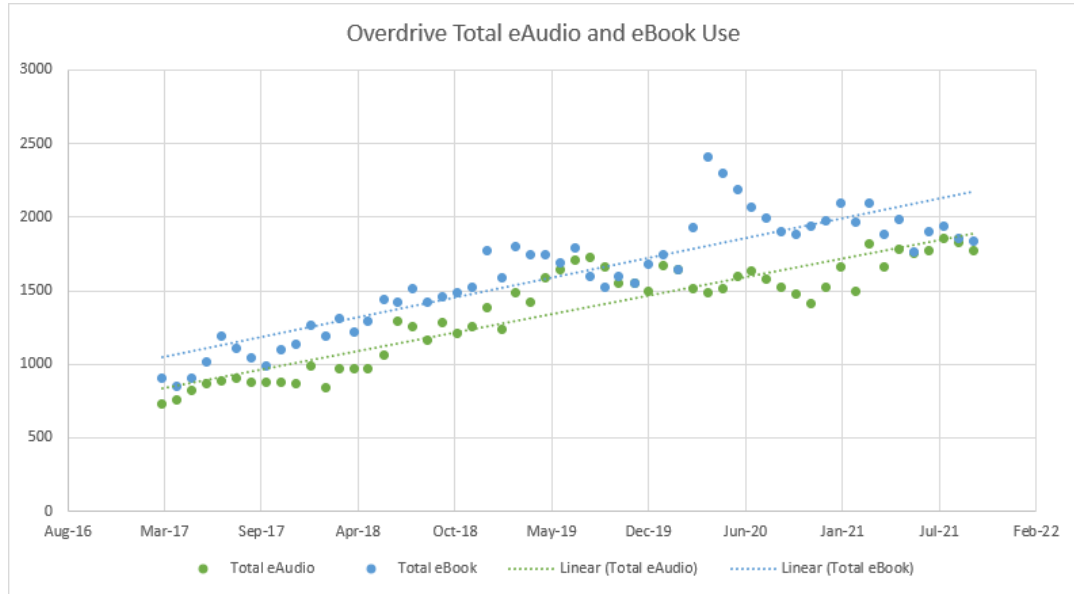
- i. Below is the average number of minutes watched on Kanopy streaming service. Long term patterns haven't really emerged yet. The first year we were high when kids were out of school and low in winter. Rose with many staying at home then fluctuated, dropping off during the summer and it looks like it's climbing again as winter sets in



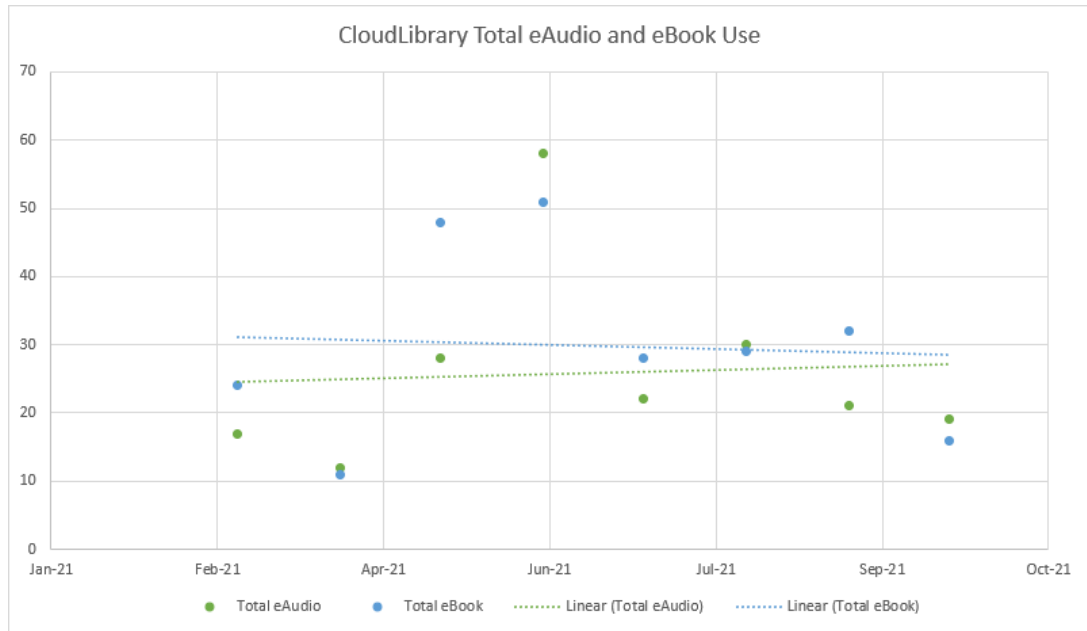
- ii. Kanopy is a cost per circ service and our monthly invoices have been climbing as more people discover the service.



- iii. Overdrive still well used. At close of 2019, I had been predicting that eAudios would overtake eBooks on our digital circulations. In March 2020, everyone decided to read digital books instead of listening to them. Now monthly circs of eBooks dropping and eAudios climbing and it looks like eAudios will become more used for us.



- iv. We also have digital materials on CloudLibrary. We have not yet had it a full year and it is hard to see trends with so little data yet, but it looks like eAudios are becoming the preferred format on that platform as well.



Respectfully Submitted, Jennie Garner, Library Director

ART DISPLAY POLICY

I. Purpose Statement

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

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

Deleted: patrons

II. Display Guidelines

A. The Library administration will designate space(s) for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.

B. Submissions for displays of original art will be accepted by a designated staff member or committee. The designee or selection committee reserves the right to refuse exhibits which do not further the library's mission or strategic plan.

C. All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).

D. All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.

E. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.

F. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

G. The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.

H. A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's staff designee or the art selection committee.

I. The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

Moved down [1]: <#>The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.¶

Moved (insertion) [3]

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Deleted: , in its opinion,

Moved (insertion) [4]

Moved up [2]: <#>Displays of original art will be accepted by a staff committee. The Art Selection Committee reserves the right to refuse exhibits which, in its opinion, do not further the library's mission or strategic plan.¶

Moved up [3]: <#>The Library will designate spaces for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.¶

Moved up [4]: <#>All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).¶

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

LIBRARY CONDUCT POLICY

I. Purpose Statement

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

II. Patron Responsibilities

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

III. Child Safety

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

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

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

LIBRARY CONDUCT POLICY

I. Purpose Statement

The North Liberty Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs and services. Because libraries are public places designed to serve people of all ages with a wide range of interests, this policy defines expectations for behavior.

II. Responsibilities

- A. The Conduct Policy applies everywhere the Library provides service: on all Library property, in the community, through our website or social media, and by phone, chat, or email.
- B. Library patrons are expected to:
 - Be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; comply with requests from library staff
- C. Library staff will intervene to stop prohibited activities and behaviors.

The following observable behaviors and activities run counter to the Conduct Policy:

UNSAFE or DISTURBING	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures • Loud talking or disruptive physical behavior • Using electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing • Bodily hygiene or scent so strong as to constitute a nuisance • Sales and solicitation • Bringing animals other than service animals into the library
INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Activities inconsistent with normal library uses • Actions that may result in damage to library property or the property of others • Locating signs, posters, bills or other advertising devices on public property or within public easements or street right-of-way without approval
ILLEGAL ACTIVITIES	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening, harassing, or assaulting staff or others • Sexual misconduct or harassment • Illegal use of or selling drugs; possession of open container and/or consumption of alcohol • Theft • Viewing or printing child pornography • Smoking in the library or within 30 feet of the library

4. FAILING TO FOLLOW STAFF REQUESTS	<i>Examples (including but not limited to):</i> <ul style="list-style-type: none"> • When asked to stop a prohibited behavior, failing to do so • When requested to leave for violations of library policy
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III. Child Safety

The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children at all times while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles are left unattended or concerns regarding safety, disruptive behavior, or well-being occur.

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

MEETING ROOM USE POLICY

I. Purpose Statement

Meeting rooms of the North Liberty Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Room Use Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious. Exceptions may be made for meetings that may have a positive impact on economic development in North Liberty
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged
- I. An individual or group may have up to three reservations scheduled at a time
- J. Refreshments are welcome. Cleaning equipment is provided for user(s) in white cupboards located in Meeting Rooms A & D
- K. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- L. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- M. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

III. User Responsibilities

- A. Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the library
- B. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- C. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- D. Set up and tear down are the responsibility of the user.
- E. After a meeting, the user should leave the room in its standard arrangement, clean tables and floor as needed, and dispose of any trash containing food or beverage products in the outdoor trash receptacles behind the recreation department before leaving (Groups may request a

- large trash receptacle from library staff if needed), and check out with library staff to secure the space
- F. Music or other audio should be limited in volume as to not disturb other library users.
 - G. Meetings will not generally be scheduled before or after library hours
 - H. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
 - I. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
 - J. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-Qualifying Meeting Room Uses

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Weddings, showers, reunions or individual/private parties, banquets
- C. Commercial use where personal or business profits are the chief aid of the meeting
- D. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The library director or designee shall have final authority regarding use of library meeting rooms.



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

Library News

We recently received a grant from the North Liberty Community Fund through the Community Foundation of Johnson County. The \$5200 grant will allow the library to purchase 15 iPads for library users to check out. We're very excited to begin offering this service and honored that the library was awarded these grant funds. We are waiting news about other grants will aid us in adding hotspots for patrons to take home to help people connect if they don't have Internet access at home.

As the weather gets colder, we're shifting some programming to inside and using our meeting rooms to hold storytimes and other programs but we still wanted to host our big annual Trunk or Treat event. It looked a bit different this year in order to keep things safer and a little more spread out we did Trick or Treat Trail along the trail just east of the Community Center. (see photos in program highlights). We had approximately 160 kiddos and their adults (guesstimate of about 400 people all told). The feedback for the walkabout was very positive despite a really chilly, gray fall day. The Children's Museum brought games and the Rec Center staff offered a less scary version of their Haunted Happenings in the Gerdin Conference Center after the trail walk.

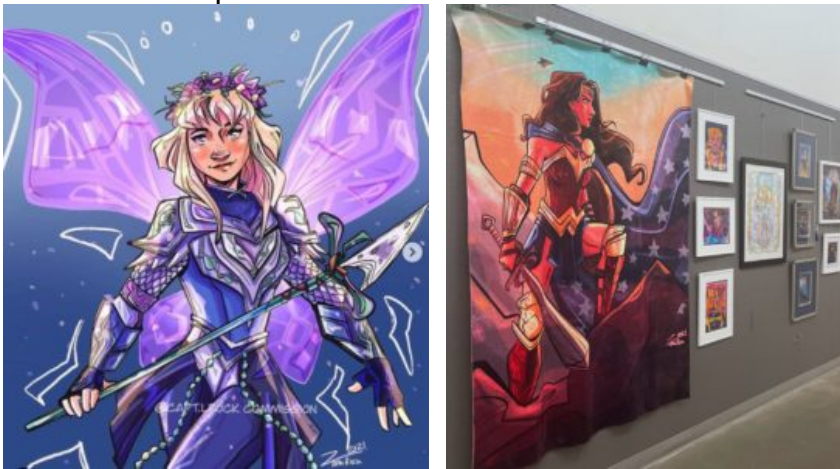
One of our interactive programs this month was for patrons to make a piece of art that created part of a larger mural. called *The Flower Carrier*, modeled after Diego Rivera, a well-known Mexican muralist. His interest in the rights and well-being of indigenous people and poor workers in Mexico is often reflected in his works. Patrons could take a square and draw a piece of the mural. Some chose to create very literal renditions while others took a lot of creative liberties (note Harry Potter art in the upper right corner)! The result was a great piece of collaborative art that is currently being displayed in the library. Below is a picture of the mural we used and the design made by patrons of all ages:



The library once again hosted satellite voting on Oct. 30 and had over 400 people come in to vote that day.

I mentioned our current artist, Liona Rocca, on our art wall display last month. Her art has received rave reviews. Her mother told one of our staff that she received a commission and sold some of her prints from our display. This is thrilling news. Liona, a junior at Solon High School, writes: "I have found a love of calling out the inner hero in people through my comic style portraiture in digital art, water color, and mixed media. I spend hours sketching, practicing compositions, body poses and working with color theory principles to create original characters from every day photos."

Here are a couple shots of her work:



Space makes for great events! The Webb-O-Lantern and More Event on Oct 28 was open to 3rd graders to adults and drew 25 inquisitive people. Ashkbiz Danehkar, a NASA Subject Matter Expert from the University of Michigan, gave an informative virtual presentation about the launch of the James Webb Space Telescope. Everyone who attended took home a pumpkin, donated by Colony Pumpkin Patch, and telescope templates for carving as a fun take-home craft. Activity books, stickers, and pictures of the telescope were given out as well.

I was recently elected Vice President/President Elect of the Association for Rural & Small Libraries and feel so privileged to take a leadership role in this dynamic, growing and represent North Liberty on a national level in the process. Additionally, I was elected for a term to the Iowa Library Association Executive Board. I'm honored to serve both of these outstanding professional library associations.



Just a fun picture of our October book display created by our talented team.

Scroll for October Program Highlights

Raptor Center Program at the library



**CREEPY
CARROTS**

Library staff

Weiner mobiles, Creepy Carrots (see the book!), tunnels of terror, haunted happenings, fire trucks, police cars, and goats. Who could ask for more for a day of Trick or Treat Fun.

