

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
April 18, 2022 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda

- II. Approval of Minutes
 - a. January
 - b. March

- III. Reports
 - a. Staff introduction
 - b. Budget
 - c. Friends
 - d. Director
 - i. Strategic planning update
 - e. Staff reports – questions

- IV. Policy Review
 - a. Proctoring policy
 - b. Volunteer policy

- V. New Business

Adjourn

Next meeting date: May 16, 2022, 6:30pm

North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: January 24, 2022 6:30 P.M.

PRESENT: Chris Mangrich, Heidi Wood, Jessica Beck, Laura Hefley, Mike Healy, Scott Clemons, Library Director Jennie Garner, Youth and Teen Services Librarian Erin Silva

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) December meeting minutes motion to approve by L. Hefley; second S. Clemons; approved by voice vote
- 4) Reports
 - a) Staff Introduction
 - i) Youth and Teen Services Librarian Erin Silva
 - (1) Looking for youth 4th, 5th, 6th graders to start a Junior Optimist Club earlier March
 - (2) Presents Book Challenges Advocacy Training
 - (a) Trustees are defenders of intellectual freedom and champion “the right of every individual to both seek and receive information from all points of view without restriction.”
 - (b) Collection Policy guidelines reiterate principles of intellectual freedom and access to children is the responsibility of their parents or guardians
 - (c) Iowa law protects libraries in keeping a child’s checkout history confidential
 - (d) Public libraries exempted from Iowa’s obscenity laws
 - (e) Online resource National Coalition Against Censorship (nccac.org)
 - b) Budget
 - i) Upfront costs gently skew percentages away from averages. On track
 - c) Director
 - i) Staff evaluations complete
 - ii) JEDI committee launched
 - iii) Strategic planning interviews scheduled
 - iv) Masking flow chart and procedure implemented to address non-compliance with city-wide masking policy
 - v) Social Work Practicum Student Amy Blessing compiled older resident survey
 - vi) Will participate in crisis management panel discussion

- vii) Will participate in Institute of Museum and Library Services in Washington, D.C.
- 5) Policy Review
 - a) Service Policy
 - i) Strike requirement for government issued photo ID
 - ii) Replace pronouns with gender neutral alternatives
 - iii) Will replace 'parents' with guardians/caregivers where appropriate
 - iv) Motion to approve by M. Healy; second H. Wood; approved by voice vote
 - b) Child & Vulnerable Adults Safety Policy
 - i) Language updated
 - ii) Motion to approve by L. Hefley; second M. Healy; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business
 - a) Personnel Policy Statement
 - i) The North Liberty Library staff follows the personnel policy for the City of North Liberty as approved by North Liberty City Council.
 - ii) Motion to approve by H. Wood; second L. Hefley; approved by voice vote

Adjourn

Motion to adjourn by L. Hefley; second H. Wood

NEXT MEETING DATE: March 14, 2022 (date updated on 2/16/2022)

Meeting minutes recorded by S. Clemons

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: March 14, 2022 6:30 P.M.

PRESENT: Laura Hefley presiding, Scott Clemons, Jessica Beck (Dialed in), Mike Healy, Chris Mangrich, Heidi Wood, Library Director Jennie Garner, Adult Services Librarian Amy Golly

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) January meeting minutes approval tabled until April.
- 4) Reports
 - a) Staff Introduction
 - i) Amy Golly presents IDEA staff committee - Inclusion, Diversity, Equity, Accessibility.
 - ii) Started meeting in February.
 - iii) Mission, "This committee tackles DEI efforts by empowering community members to voice thoughts and needs to make the library a safe and inclusive space for all".
 - iv) Start by analyzing recent patron library survey results.
(1) 100 responses working toward 200.
 - v) Committee makeup – Five full time staff, one part time staff, and City of North Liberty's Outreach & Equity Coordinator.
 - vi) M. Healy asks as the committee begins are there specific populations of focus? Committee targeting areas where North Liberty has historically low reach.
 - vii) H. Wood asks will committee be guided solely by survey results? Committee feels they can add to the restorative justice framework being constructed in coordination with the Rec Center. Where restorative justice stands as an alternative to punishment.
 - b) Budget
 - i) Good shape
 - c) Friends
 - i) Meeting quarterly.
 - ii) Book sale planning.
 - d) Director
 - i) Strategic Planning

- (1) Meeting April 8 to review and aligning objectives and goals.
- ii) Door count up, but middle grade youth still low count.
- iii) Circulation bouncing back.
- iv) Facility Assessment for the Rec Center/Library building in progress
 - (1) Maintenance costs increasing.
- v) Social Work Practicum Student Amy Blessing Ear Hustle podcast kicks off.
- vi) Attended Institute of Museum and Library Services (IMLS) Meeting, Washington, D.C.
 - (1) Served on three panels.
- vii) Attended Iowa Library Association Legislative Day.
- viii) Will present "Policies of Yes" Bundaberg (Queensland) Public Library, Australia.
- ix) Legislative Agenda Talking Points
 - (1) Increase budget.
 - (2) Teacher librarians as essential staff and protect master's degree requirement.
 - (3) Hometown governance keeping local control.
 - (4) Protect intellectual freedom.
- e) Staff Reports - Questions
- 5) Policy Review
 - a) Planning for Results and Mission Statement tabled for now.
 - b) Hot Spot policy
 - i) Working toward completion of policy statement.
 - ii) Five hot spots ready for circulation.
 - (1) Coordinating funding for twenty more and first year of service.
- 6) Old Business
 - a) None
- 7) New Business
 - a) None

Adjourn

Motion to adjourn by M. Healy; second C. Mangrich; approved by voice vote

NEXT MEETING DATE: April 18, 2022

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	47,430.79	.00	323,215.16	292,488.84	52	535,290.72
6020	Part Time Wages	69,418.00	.00	69,418.00	4,357.26	.00	60,653.49	8,764.51	87	107,759.79
6040	Overtime Pay	750.00	.00	750.00	.00	.00	175.79	574.21	23	.00
6110	FICA/Medicare	49,839.00	.00	49,839.00	3,794.74	.00	28,299.49	21,539.51	57	47,432.71
6130	IPERS	61,501.00	.00	61,501.00	4,776.53	.00	35,345.98	26,155.02	57	59,972.18
6150	Group Insurance	103,047.00	.00	103,047.00	10,149.89	.00	72,112.45	30,934.55	70	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	\$70,509.21	\$0.00	\$519,802.36	\$383,456.64	58%	\$855,286.07
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	278.93	.00	827.25	1,772.75	32	158.51
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	89.00	.00	11,674.08	3,325.92	78	18,453.98
6210	Dues/Memberships Subscriptions	2,250.00	.00	2,250.00	.00	.00	1,769.10	480.90	79	2,175.88
6230	Training	10,500.00	.00	10,500.00	1,760.34	.00	9,328.36	1,171.64	89	3,273.79
6250	Tuition Reimbursement	10,500.00	.00	10,500.00	.00	.00	2,201.00	8,299.00	21	.00
<i>Personnel Services Non-position Control Totals</i>		\$40,850.00	\$0.00	\$40,850.00	\$2,128.27	\$0.00	\$25,799.79	\$15,050.21	63%	\$24,062.16
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.00	120.00	1,880.00	6	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	34,221.02	9,778.98	78	28,188.01
6371-02	Utilities Gas	7,000.00	.00	7,000.00	2,231.23	.00	13,553.26	(6,553.26)	194	6,369.29
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$2,231.23	\$0.00	\$47,774.28	\$3,225.72	94%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	280.00	145.00	66	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	146.33	.00	1,336.41	463.59	74	1,812.57
6374	Software Maintenance Fees	11,500.00	.00	11,500.00	.00	.00	11,578.32	(78.32)	101	10,652.53
<i>Repair, Maintenance, Utilities Totals</i>		\$66,725.00	\$0.00	\$66,725.00	\$2,412.56	\$0.00	\$61,089.01	\$5,635.99	92%	\$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	1,593.10	.00	14,256.62	7,358.38	66	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	205.53	.00	2,605.09	1,294.91	67	3,056.23
6419	Software Support	5,000.00	.00	5,000.00	.00	.00	4,754.00	246.00	95	10,525.63
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	597.47	.00	2,343.75	656.25	78	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	743.60	(1,125.00)	10,909.91	6,215.09	61	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$0.00	\$54,765.00	\$3,139.70	(\$1,125.00)	\$35,047.37	\$20,842.63	62%	\$54,914.10

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									
6502-01	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	107.48	(3,776.60)	43,589.11	12,187.49	77	41,575.81
6502-03	Library Materials SRP	6,000.00	.00	6,000.00	.00	.00	677.24	5,322.76	11	9,361.23
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	763.48	.00	3,747.90	4,652.10	45	5,488.21
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	697.76	.00	4,811.99	(311.99)	107	3,520.34
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	628.09	.00	6,055.98	6,544.02	48	10,512.64
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	.00	3,912.24	(162.24)	104	4,040.93
6502-09	Library Materials E-books	34,000.00	.00	34,000.00	370.26	.00	30,495.63	3,504.37	90	27,268.87
	6502 - Library Materials Totals	\$121,600.00	\$0.00	\$121,600.00	\$2,567.07	(\$3,776.60)	\$93,420.02	\$31,956.58	74%	\$101,768.03
6506	Office Supplies	5,000.00	.00	5,000.00	367.90	.00	2,185.30	2,814.70	44	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	3.63	.00	405.77	1,094.23	27	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	.00	.00	1,070.36	779.64	58	852.47
6517	Computers & Technology	10,000.00	.00	10,000.00	1,498.93	.00	17,830.78	(7,830.78)	178	9,566.70
6521	Software	1,750.00	.00	1,750.00	88.68	.00	597.56	1,152.44	34	1,529.90
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	879.19	1,120.81	44	1,625.00
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	8,600.00	.00	8,600.00	1,123.18	.00	7,814.87	785.13	91	7,578.47
	<i>Commodities Totals</i>	\$152,950.00	\$0.00	\$152,950.00	\$5,649.39	(\$3,776.60)	\$124,212.24	\$32,514.36	79%	\$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	\$1,218,549.00	\$0.00	\$1,218,549.00	\$83,839.13	(\$4,901.60)	\$765,950.77	\$457,499.83	62%	\$1,111,372.55
	Department 4010 - Library Services Totals	(\$1,218,549.00)	\$0.00	(\$1,218,549.00)	(\$83,839.13)	\$4,901.60	(\$765,950.77)	(\$457,499.83)	62%	(\$1,111,372.55)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	764.79	68,919.00	59,641.90	(18,560.90)	117	54,148.67
	<i>Repair, Maintenance, Utilities Totals</i>	\$110,000.00	\$0.00	\$110,000.00	\$764.79	\$68,919.00	\$59,641.90	(\$18,560.90)	117%	\$54,148.67

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>Contractual Services</i>										
6432	Building Maintenance Contracts	90,000.00	.00	90,000.00	6,019.92	.00	63,299.89	26,700.11	70	72,393.72
6499	Misc Contractual	32,000.00	.00	32,000.00	9,741.62	5,452.00	26,321.00	227.00	99	16,569.13
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$15,761.54	\$5,452.00	\$89,620.89	\$26,927.11	78%	\$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
<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>		\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0%	\$37,000.00
EXPENSE TOTALS		\$279,000.00	\$0.00	\$279,000.00	\$16,526.33	\$74,371.00	\$149,262.79	\$55,366.21	80%	\$195,575.52
Department 4060 - Community Center Totals		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$16,526.33)	(\$74,371.00)	(\$149,262.79)	(\$55,366.21)	80%	(\$195,575.52)
Fund 001 - General Fund Totals		\$1,497,549.00	\$0.00	\$1,497,549.00	\$100,365.46	\$69,469.40	\$915,213.56	\$512,866.04		\$1,306,948.07
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<i>Personnel Services Non-position Control</i>										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Personnel Services Non-position Control 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	+++	.00
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<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	.00	6,885.30	(6,885.30)	+++	.00
6532	Program Materials	.00	.00	.00	149.66	3,021.85	10,385.73	(13,407.58)	+++	1,930.92
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$149.66	\$3,021.85	\$17,271.03	(\$20,292.88)	+++	\$1,930.92
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	.00	5,540.00	(5,540.00)	+++	2,295.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,540.00	(\$5,540.00)	+++	\$2,295.00

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
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<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	\$149.66	\$3,021.85	\$22,811.03	(\$25,832.88)	+++	\$4,225.92
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	(\$149.66)	(\$3,021.85)	(\$22,811.03)	\$25,832.88	+++	(\$4,225.92)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$149.66	\$3,021.85	\$22,811.03	(\$25,832.88)		\$4,225.92
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>		<i>\$47,000.00</i>	<i>\$0.00</i>	<i>\$47,000.00</i>	<i>\$0.00</i>	<i>(\$1,241.62)</i>	<i>\$1,679.80</i>	<i>\$46,561.82</i>	<i>1%</i>	<i>\$79,872.43</i>
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		\$1,544,549.00	\$0.00	\$1,544,549.00	\$100,515.12	\$71,249.63	\$939,704.39	\$533,594.98		\$1,391,046.42

Library Director Report
North Liberty Community Library Board of Trustees Meeting
April 18, 2022

- I. Financial update
 - A. Repair, Maintenance, utilities: 92 percent
 - B. Contractual services: 62 percent
 - C. Commodities (Materials & Services): 79 percent
 - D. Average this time of year: 75 percent
- II. Library operations update
 - A. Operational updates
 - i. Strategic Planning
 - a. Staff and board member, Scott Clemons, met with consultant Becky Heil on April 8 and began development of goals and actions
 - ii. Staffing
 - a. Have two library assistant I positions open due to resignations for other opportunities/lack of availability
 - b. City administration approved a wage increase for LA I and LA II positions effective June 1 to \$14/hour for LA I and \$15.90 for LA \$15.14 with plans to increase these by \$1 in FY24
 - c. Other permanent LA II part-time position that works as assistant to Adult Services will increase to \$15.90/hour in June
 - B. Budget Amendment request submitted
 - i. Included in packet
 - ii. Total amendments requested: \$16,903.47
 - iii. Note: we have been awarded \$17,568.95 in grant funding for FY22
- II. Professional Activities
 - A. Attended Public Library Association Conference
 - i. Practical social work application for public libraries pre-conference
 - ii. Sessions included:
 - a. Working with people (and families) who are incarcerated or de-carcerated citizens
 - b. Cultivating a learning culture for staff
 - c. Programming and marketing to increase circulation
 - d. Digital broadband equity
 - e. Finding Joy – joy as an essential service
 - f. Welcoming everyone – inclusive and equitable policy
 - g. Libraries and social-well-being
 - B. Attended Association for Rural & Small Libraries Board Retreat
 - i. Columbus, OH on April 10-12
 - ii. Participated in Strategic Planning for ARSL
- III. Staff reports

- A. Assistant Director
 - i. Participated in quarterly LLAMA roundtable: Engaging Current and Potential Members
 - ii. Attended PLA Conference (Portland, OR)
 - iii. Interviewed and hired Library Assistant I – Amanda Choi
 - iv. Attended Libraries and Resilient Communities (LARC) Team meeting
- B. Public Services
 - i. Hired new LA1, Amanda Choi
 - ii. Recorded April and May episodes of Love, Light, & Lit: the Podcast
 - iii. Attended Breaking Barriers symposium, hosted by the Black Caucus of the American Library Association (BCALA) & received free admission to the ALA Conference in June
 - iv. Attended IC Areas Biz Partnership Ambassador training
 - v. Continued plans for upcoming Lighthouse in the Library event, scheduled for May 12th
 - vi. Installed new artist in library's corridor (Sara Rieger)
 - vii. Participated in library's strategic planning workshop
- C. Adult Services
 - i. Reviewing NLL patron survey information with IDEA Committee next week. Should provide valuable insights for our work as well as community needs for general programs/services.
 - ii. Attended PLA in March virtually through a grant from the NNLM.
 - iii. Been connecting with more community orgs for partnerships and exploring funding for new and existing programs and services through the library.
- D. Marketing and Engagement Coordinator
 - i. The Flamingo Flocking Fundraiser for the endowment is back May and we need Flock Wrangler Assistants. If you are available and willing to get in on the fun please follow the link for additional information and to [signup](#)
 - ii. Our Booked-Up Craft Kit for April was a [Wooden Tassel Bookmark Kit](#)
 - iii. Book Madness Battle of Book Club Favorites wrapped up with *Little Fires Everywhere* by Celeste Ng being voted the most favorite book club read.
 - iv. April 3-9 was National Library Week.
 - a. To celebrate libraries and our patrons we currently have an iPad Giveaway going on. Any patron who visits the library through April 17 can enter their name in the drawing. Giveaway made possible by the Friends of the North Liberty Library.
 - b. Last Friday we had coffee from Scooters and cookies out for patrons.
 - v. Additional projects include, City Slate event planning, SRP promo, Social Services Spotlights with Amy Blessing, Wifi Hotspot promo, artist showcase brochures, Adventure Pass renewals for 2022.
- E. IT Coordinator
 - i. Adult Table and Kids Table computers have been upgraded
 - ii. New additional laptops for checkout have been added
 - iii. CASSIE check out functionality has been updated to allow staff to manage laptops that are checked out remotely
 - iv. Patron printer functionality has been restored
- F. Family Services

- i. Storytime
 - a. Steady attendance
 - b. Outreach continuing really well
- ii. Additional Programming
 - a. April 1st Egging was very fun (check out NL city page for pictures!)
50 houses egged, 189 families signed up so hoping to grow next year
 - b. April 2nd Kites for Kids at Liberty High
Rainy, wet and cold day but it happened! 500 people from 150 families attended
 - c. April 9th Shed (Antler) Hunt (collaborating with the Rec) at Creekside Commons
Nature wind chimes & sun catchers, went well, waiting on DNR/Rec for numbers
 - d. April 10th Underwater egg hunt (collaborating with the Rec) at NL pool
 - e. Rock painting & tissue paper sun catcher, 70 registrations attended along with parents (about 150 ppl in 2 sessions).
- iii. Committees
 - a. Reviewing applications for ECI board, proposals for early childhood education & care in JoCo
 - b. went on 2 sites visits (two HACAP daycares) and going to do 2 more next week
 - c. Participated in JoCo Early Childhood Iowa's board re-designation meeting, the board received designation from the state
- iv. Family Place
 - a. \$3552 donation from Rotary allowed us to purchase the items for the expansion of the library floor
 - b. Keeping an eye on COVID numbers but hoping to put back out toys in the next few months and start Playful Parenting Group in the fall
- v. Conference
 - a. Attended YS POP CON (formally Kids First), Iowa's conference for youth services on April 4th & 5th. Might talk on a panel about Family Place.
- G. Youth & Teen Services
 - i. Attended first ARSL board retreat in Columbus, OH
 - ii. For March 2022, the youth collection is at 28.7% diverse with the books added this past month at 58.8%.
 - iii. Program numbers (March/part of April)
 - a. Super Tuesday Legos: 31
 - b. Spring Break Movie: 14
 - c. Cold-Blooded Redhead: 122
 - d. T(w)een Cookie Decorating: 14
 - e. JOI (Junior Optimist) Club: 11 & 10
 - f. Korra the Reading Dog: 16 (March and April)
 - g. Antelope Lending Library: 5
 - h. Question of the Week: 55
 - i. Snack: 201
- H. Collection Development
 - i. Andrew will present at the meeting

Respectfully Submitted, Jennie Garner, Library Director

PROCTORING POLICY

I. Purpose Statement

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

II. Responsibilities of Student

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

III. Responsibilities of Library Staff

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

VOLUNTEER POLICY

I. Purpose

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

II. Definition of Volunteer

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

III. Utilization of Volunteers

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

IV. Guidelines for Volunteers

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

Reviewed/Approved by the Library Board of Trustees, April 2021



TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: April 7, 2022
SUBJECT: Monthly Library Report

Library News

The library is adding a new community engagement tool and we're excited to launch it in the next few weeks. It's called Biblioboard and has been a longtime goal of ours for offer to our citizens. The platform will allow authors to publish their own ebooks (design the cover and appearance) and make those available to our patrons. Additionally, it provides space for us to create community collections and collaboration and opportunities for archiving digital creative content – artwork for local artists, music and video options, and more. I'll share more on this as it unfolds.

Library staff (and some board members) will spend the day tomorrow (April 8) immersed in strategic planning. We are excited to update our plan, which is out of date and has been on hold as I wanted to wait until we returned to regular operations after the pandemic to launch a new plan. I know some libraries took time during the pandemic to create plans but I truly felt that our experience during the pandemic could skew some of our ideas and that by waiting, we can take what we learned from our adapted services and changes made and build on it to help map our future path.

The library hosted an adult program in March called Planning for Peace of Mind: Powers of Attorney & Living Wills. Presented by University of Iowa professor Len Sandler and some clinical law students, they covered a variety of topics regarding estate planning, including power of attorney, advance directive, living will and provide a resource guide, forms and other materials for all attendees. The meeting rooms were filled to capacity with over 40 people in attendance.

Additionally, our current social work practicum student hosted a three-part podcast discussion series in March to talk about specific episodes of the Ear Hustle Podcast. Ear Hustle launched in 2017 as the first podcast created and produced in prison, featuring stories of the daily realities of life inside California's San Quentin State Prison, shared by those living it and stories of post-incarceration. We had ____ people attend and the last two episodes were recorded. The link to the recording is available by request. If you are interested in viewing/listening, please contact me at jgarner@northlibertyiowa.org and I'd be happy to send information and the link.

As part of the city's bi-monthly management meetings, I recently had the honor of hosting City of North Liberty department heads at the library to showcase just what we do every day here at the library. I recruited some of the library staff and some colleagues across the US to share some of their thoughts and our fabulous communications staff person, Derek, helped pull it all together. Watch that video [here](#). The last slide of my presentation featured this fun promo (we don't really have Tinder 😊) created by our marketing folks and this list:



- 1 library**
- 2 information desks**
- 4 podcasts**
- 14 digital subscription services**
- 19 staff (plus IT Chris and one guinea pig)**
- 67 service hours a week and online 24/7**
- 80+ community partners**
- 47,506+ downloadable e-Books and e-Audios**
- 48,138+ physical items**
- = Priceless Experiences**

If you don't follow us on social media, we have a presence on all of these platforms and those are linked on our website:



Scroll for more Program Highlights

Super Tuesday Lego Fun – Super Tuesdays are weekly programs held weekly during the school year as part of our out of school activities.



This March kids' program featuring the Cold-Blooded Redhead and their reptiles was very popular.



Cookie-decorating with our youth and teen services staff and library science practicum student. Because who doesn't love a good cookie?