

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
October 18, 2021 6:30 pm

Call to Order

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

Adjourn

Next meeting date: November 15. 2021, 6:30pm

Expense Budget Performance Report

Fiscal Year to Date 09/30/21

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 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	64,537.84
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
6182	Mileage	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	158.51
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	54.00	.00	162.00	14,838.00	1	18,453.98
6210	Dues/Memberships Subscriptions	2,250.00	.00	2,250.00	80.00	.00	467.00	1,783.00	21	2,175.88
6230	Training	10,500.00	.00	10,500.00	1,067.50	.00	2,747.50	7,752.50	26	3,273.79
6250	Tuition Reimbursement	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00
<i>Personnel Services Totals</i>		\$944,109.00	\$0.00	\$944,109.00	\$1,201.50	\$0.00	\$3,376.50	\$940,732.50	0%	\$883,913.89
<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	5,955.11	.00	21,138.33	22,861.67	48	28,188.01
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,032.43	.00	3,192.71	3,807.29	46	6,369.29
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$6,987.54	\$0.00	\$24,331.04	\$26,668.96	48%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	105.00	320.00	25	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	149.57	.00	448.71	1,351.29	25	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	\$7,172.11	\$0.00	\$36,319.97	\$30,405.03	54%	\$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	1,650.00	.00	4,843.56	16,771.44	22	16,131.04
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	112.00	.00	178.00	572.00	24	516.18
6414	Printing/Advertising/Publications	3,900.00	.00	3,900.00	361.78	.00	1,030.27	2,869.73	26	3,056.23
6419	Software Support	5,000.00	.00	5,000.00	1,123.76	.00	2,529.81	2,470.19	51	10,525.63
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	227.80	.00	683.40	2,316.60	23	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	2,709.13	(1,125.00)	6,751.13	10,373.87	35	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$0.00	\$54,765.00	\$6,184.47	(\$1,125.00)	\$16,016.17	\$39,873.83	27%	\$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

Expense Budget Performance Report

Fiscal Year to Date 09/30/21

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 4010 - Library Services										
EXPENSE										
<i>Commodities</i>										
6502	Library Materials									
6502-02	Library Materials Books	52,000.00	.00	52,000.00	4,934.54	(2,812.37)	17,264.91	37,547.46	28	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	17.19	.00	597.85	7,802.15	7	5,488.21
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	3,520.34
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	955.58	.00	2,245.31	10,354.69	18	10,512.64
6502-07	Library Materials Miscellaneous	250.00	.00	250.00	19.96	.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	.00	.00	24,000.00	10,000.00	71	27,268.87
6502 - Library Materials Totals		\$121,600.00	\$0.00	\$121,600.00	\$5,927.27	(\$1,603.25)	\$44,816.24	\$78,387.01	36%	\$101,768.03
6506	Office Supplies	5,000.00	.00	5,000.00	363.20	.00	895.89	4,104.11	18	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	7.49	.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	267.05	.00	662.50	1,187.50	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	1,099.69	.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	298.45	.00	1,221.25	7,378.75	14	7,578.47
<i>Commodities Totals</i>		\$152,950.00	\$0.00	\$152,950.00	\$7,963.15	(\$1,603.25)	\$48,857.03	\$105,696.22	31%	\$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	\$22,521.23	(\$2,728.25)	\$104,569.67	\$1,116,707.58	8%	\$1,115,938.21
Department 4010 - Library Services Totals		(\$1,218,549.00)	\$0.00	(\$1,218,549.00)	(\$22,521.23)	\$2,728.25	(\$104,569.67)	(\$1,116,707.58)	8%	(\$1,115,938.21)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	1,463.46	(15,470.00)	22,453.85	103,016.15	6	54,148.67
<i>Repair, Maintenance, Utilities Totals</i>		\$110,000.00	\$0.00	\$110,000.00	\$1,463.46	(\$15,470.00)	\$22,453.85	\$103,016.15	6%	\$54,148.67
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	90,000.00	.00	90,000.00	6,019.92	.00	18,059.72	71,940.28	20	72,393.72

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Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6499	Misc Contractual	32,000.00	.00	32,000.00	318.32	.00	2,938.22	29,061.78	9	16,569.13
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$6,338.24	\$0.00	\$20,997.94	\$101,002.06	17%	\$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	39,287.27
6910 - Transfer Totals		\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0%	\$39,287.27
<i>Transfer Totals</i>		\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0%	\$39,287.27
EXPENSE TOTALS		\$279,000.00	\$0.00	\$279,000.00	\$7,801.70	(\$15,470.00)	\$43,451.79	\$251,018.21	10%	\$197,862.79
Department 4060 - Community Center Totals		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$7,801.70)	\$15,470.00	(\$43,451.79)	(\$251,018.21)	10%	(\$197,862.79)
Fund 001 - General Fund Totals		\$1,497,549.00	\$0.00	\$1,497,549.00	\$30,322.93	(\$18,198.25)	\$148,021.46	\$1,367,725.79		\$1,313,801.00
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<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	+++	.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	6,885.30	(6,254.50)	6,885.30	(630.80)	+++	.00
6532	Program Materials	.00	.00	.00	497.70	7,212.96	2,655.11	(9,868.07)	+++	1,930.92
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$7,383.00	\$958.46	\$9,540.41	(\$10,498.87)	+++	\$1,930.92
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	2,295.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,295.00

Expense Budget Performance Report

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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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$7,383.00	\$958.46	\$9,540.41	(\$10,498.87)	+++	\$4,225.92
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	(\$7,383.00)	(\$958.46)	(\$9,540.41)	\$10,498.87	+++	(\$4,225.92)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$7,383.00	\$958.46	\$9,540.41	(\$10,498.87)		\$4,225.92
Grand Totals		\$1,497,549.00	\$0.00	\$1,497,549.00	\$37,705.93	(\$17,239.79)	\$157,561.87	\$1,357,226.92		\$1,318,026.92

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Oct. 2021

- I. Financial update
 - i. Repair, Maintenance, utilities: 54 percent
 - ii. Contractual services: 27 percent
 - iii. Commodities (Materials & Services): 31 percent
 - iv. Average this time of year: 25 percent
- II. Library operations update
 - A. Operational updates
 - i. Three new staff onboarded in September
 - ii. Inclusion in policy
 - 1. Presenting at ARSL
 - 2. Will be establishing a JEDI committee (Justice, Equity, Diversity, Inclusion)
 - 3. Reviewing policy through this lens
 - 4. Policy Statement
 - iii. Staff in-service
 - 1. Closing Library Friday, Nov. 12
 - 2. Nick Shimmin, West Branch Library, will talk about motivation (self and others)
 - 3. United Action for Youth will do presentation 10am-12pm
 - 4. Jillian Rutledge, Waterloo Public Library, will present on creating a culture of equity, diversity, inclusion, and belonging
 - iv. FY23 Budget timeline underway
 - 1. Potential capital projects
 - a) Acoustical panels for main hallway
 - b) New circulation desk
 - v. Integrated Library Software (ILS)
 - 1. In fifth year with Polaris
 - 2. Reviewing Insignia Software
 - a) Former ILS for North Liberty Library
- III. Community update
 - A. We are hosting our first youth artist
 - i. Liona Rocca from Solon
- IV. Professional Activities
 - i. Won ARSL election – Vice President/President Elect of ARSL for 2022
 - ii. ILA Conference, Oct. 5-7, highlights
 - 1. Author Doug Griffiths, *13 Ways to Kill Your Community*, presented keynote Thursday
 - 2. Bailee Hutchinson, incoming President elect for ARSL, was Friday keynote and spoke on “Other Duties as Assigned”
 - 3. Attended sessions on Library Board engagement, Minute Management through Celebration, Diversity Unconference

V. Staff reports

A. Assistant Director

- i. Participated in a variety of continuing education, meetings and workshops:
 - 1. Workplace Violence Prevention – NL City training
 - 2. Addressing Staff Trauma/Workplace Stress Diffusion - ILA LLAMA subdivision
 - 3. Seven Strategies for Thriving in Times of Chaos – Learning Revolution webinar
 - 4. Implementing Trauma Informed Principles in Your Library - State Library Learning Circuit
 - 5. Demystifying Advocacy – ARSL Roundtable
 - 6. HelpNow by Brainfuse Front Line Staff Training webinar – State Library
 - 7. Libraries & Resilient Communities Gathering – potential joint research project with The University of Iowa where they will be focusing on public libraries and how they support their communities during difficult times

B. Public Services

- i. Hosted the Iowa City Area Business Partnership PM Referral meeting on 10/6; included attached presentation about the library and its services
- ii. Participated on hiring committee for the Outreach and Equity Coordinator interviews
- iii. Held PT staff meeting on 9/25; minutes attached
- iv. Onboarded 3 new part-time staff members (Len Riker, Caroline Nims, and Emma Martin)
- v. Established Grant Writing Committee with Darra Stuart and Amy Blessing, meeting biweekly to review grant opportunities and submissions

C. Adult Services

- i. Local Libraries LIT was awarded \$4,965 from the Community Foundation of Johnson County for the next virtual author series. This project is a partnership between Johnson County libraries as a way to spark conversation around important topics in our communities. November 9 – Sloane Crosley will be our first speaker!
- ii. Amy Blessing – a MSW practicum student from Ulowa – is collecting responses to a survey of older adults (50+) in our community that attend at least one program, utilize our outreach services, or visit the library.
- iii. ILA Conference was good – presented on a panel and held unconference session with CDI committee. I really enjoyed the opening keynote speaker's thoughts on 'killing your community'

D. Information Technology Coordinator

- i. No report this month

E. Marketing Coordinator

- i. We have craft kits for pick up.
- ii. Kits are available first come first serve without reservation. October's are themed for Halloween- skeletons and coffins; limit two per family.
- iii. Social Media: We are building up our TikTok content to boost engagement, including reposting staff takeovers on TikTok.
- iv. Check out our October news at <https://bit.ly/2X7dclD>
- v. We are prepping for Trunk or Treat.
 - 1. Location is along North Ridge Trail (between Cherry St. and Penn St. where the Fairy Doors are). Instead of literal trunks, each organization brings a substitute trunk (for example, a box or other container).

F. Family Services

- i. Storytime

1. In-person, outdoor storytime going well; brought inside a few times b/c weather
 2. Outreach
 - a) 8 care centers, 11 storytimes
 - ii. Pied Piper program (Orchestra Iowa) returning, Saturday 10/16
 - iii. Additional Programming
 - iv. Attending ARSL conference in Reno NV 20-23
 1. Presenting with Jennie & Kellee on equitable policies (Policies of Yes!)
 - v. Prelude to the Moonlight Walk
 - a) Storywalk of *Creepy Carrots*, two live performances
 - b) Putting storywalk up around Liberty Centre through the month of Oct
 - vi. Truck or Treat
 1. Going to be along the trail east of NLCC (Trunk or Trail)
 2. Going to be Jasper Rabbits and Creepy Carrots
 - vii. Permanent storywalk posts have been ordered, on track to be delivered first week of Nov
 1. Will go in at Liberty Centre late spring/early summer
 2. Veridian sponsored
 - viii. Working on Spring Slate with Rec & Communications
- G. Youth & Teen Services
- i. Visit to Holiday Lodge with Antelope Lending Library went well. We talked to several residents and made some connections. Our next visit is Nov. 5th ~ Jillian from communications would like to come as well.
 - ii. Erin attended the annual Iowa Library Association conference. Very nice to see people in person, even if masked.
 - iii. Erin has been elected as the Midwest Regional representative for ARSL, which is very exciting.
 - iv. We had several kids show up to our program with Matilda last week, where they got to hold her and create pet guinea pig rocks.
 - v. Diversity audit: we are at about 35% and 34% diverse for Juvenile and Teen collections. Of the books added this past month, 37% and 72% are diverse. The primary audit is ¾ of the way done.
 - vi. Kayla continues to develop the Niche Academy page for the library
- H. Collection Development
- i. See next document (charts) in packet

Respectfully Submitted, Jennie Garner, Library Director

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.
- 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. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- B. 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.
- C. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space.
- D. Groups may request a large trash receptacle from library staff if needed.
- E. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles behind the recreation department before leaving.
- F. Music or other audio should be limited in volume as to not disturb other library users.
- G. Clean tables and floor as needed.
- H. Meetings will not generally be scheduled before or after library hours. 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 aim 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:

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.

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

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 of meeting rooms is the responsibility of the user. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space
- E. Groups may request a large trash receptacle from library staff if needed

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- F. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles behind the recreation department before leaving
- G. Music or other audio should be limited in volume as to not disturb other library users.
- H. Clean tables and floor as needed
- I. Meetings will not generally be scheduled before or after library hours
- J. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- K. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- L. 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:

Use of library meeting rooms will not be permitted by groups that practice, profess, or include in their policy (official or unofficial) discrimination against any person on the basis of sex, race, religion, sexual orientation, or ethnicity; nor shall access be permitted to any group affiliated with organizations which practice, profess or have as policy such discrimination.

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.

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



WELCOME



AGENDA

- i. Who We Are
- ii. Who We Serve
- iii. What We Offer
- iv. How We Collaborate

WHO WE ARE

MISSION

- A place to be, connect, enrich, create, thrive.

HISTORY

- Established in 1984
- Became part of the North Liberty Community Center in 1994
- In 2014 the library expanded from 6500 sq. ft. to 18K sq. ft.



WHO WE SERVE

SERVICE POPULATION

- 18K+ Citizens
- Primarily families, retirees, and local professionals

SCHOOLS

- ICCSD, CCA, and surrounding areas

LOCAL BUSINESSES & ORGANIZATIONS

- North Liberty Community Pantry
- United Action for Youth
- Table 2 Table



WHAT WE OFFER

LIFELONG LEARNING PROGRAMS

- Children and Family
- Tweens and Teens
- Adult
- Podcasts

LITERACY EVENTS

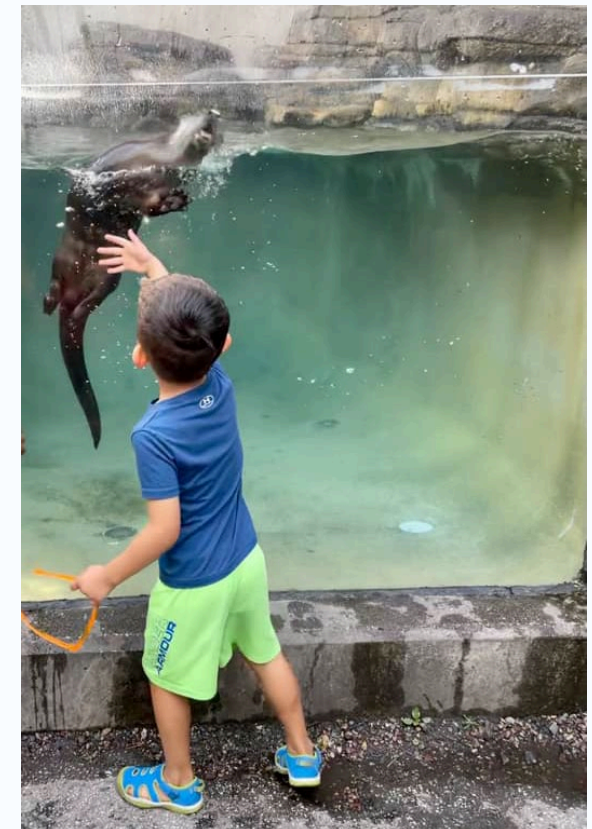
- 1000 Books Before Kindergarten
- Seasonal Reading Challenges
- Book Clubs
- Author Events



WHAT WE OFFER

ADDITIONAL SERVICES

- Notary Services
- Tax Forms
- Government Application Assistance
- Adventure Pass Program



WHAT WE OFFER

ONLINE RESOURCES

- Overdrive & cloudLibrary
- Kanopy
- Brainfuse VetNow /HelpNow
- Mango Languages
- The New York Times
- Driving Tests



WHAT WE OFFER

RESOURCES FOR PROFESSIONALS

- Events for Jobseekers
- Professional Databases
 - Brainfuse JobNow
 - Glassdoor
 - Value Line
- Meeting Rooms
- Technical Equipment
- Printing and Scanning Services

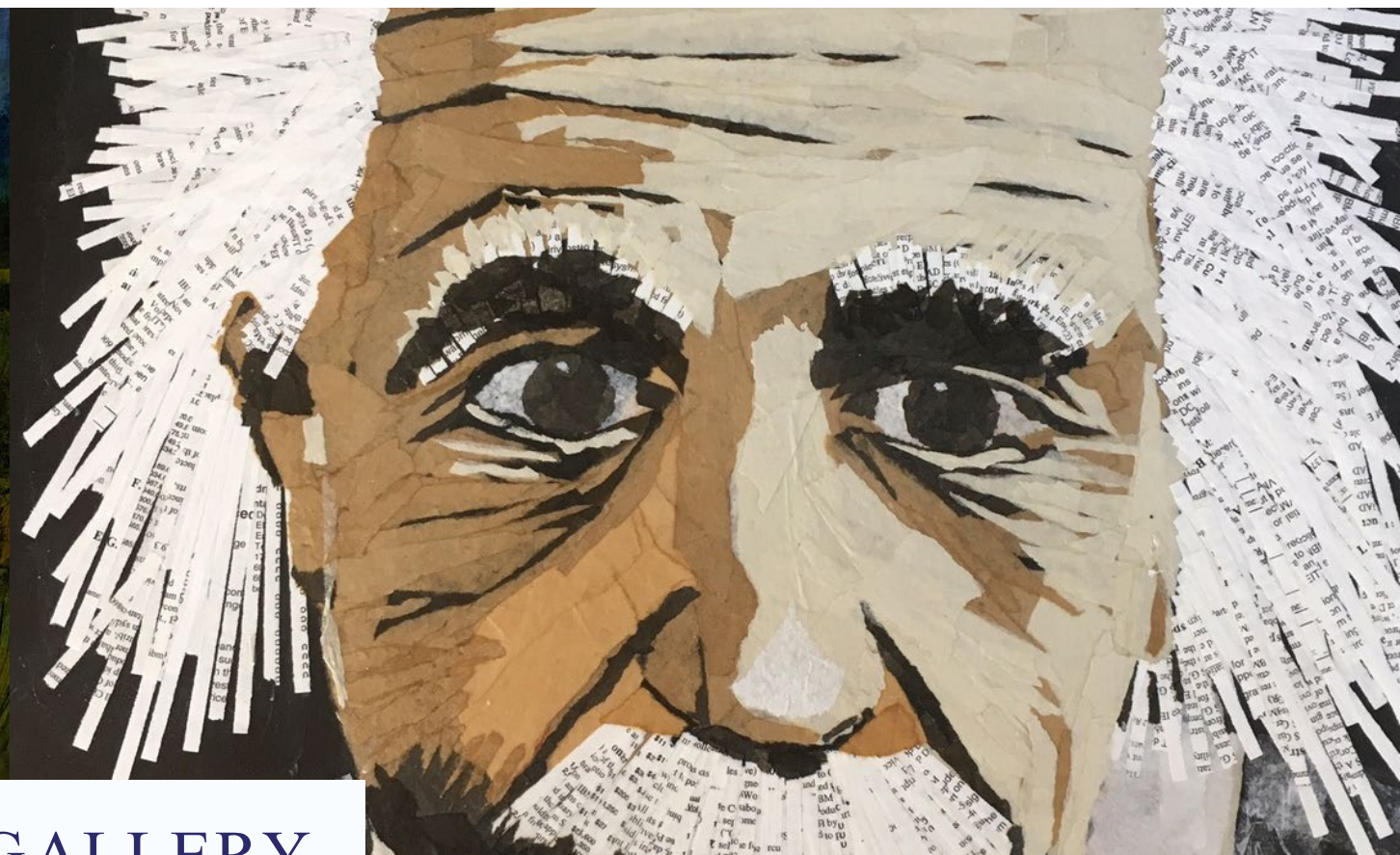
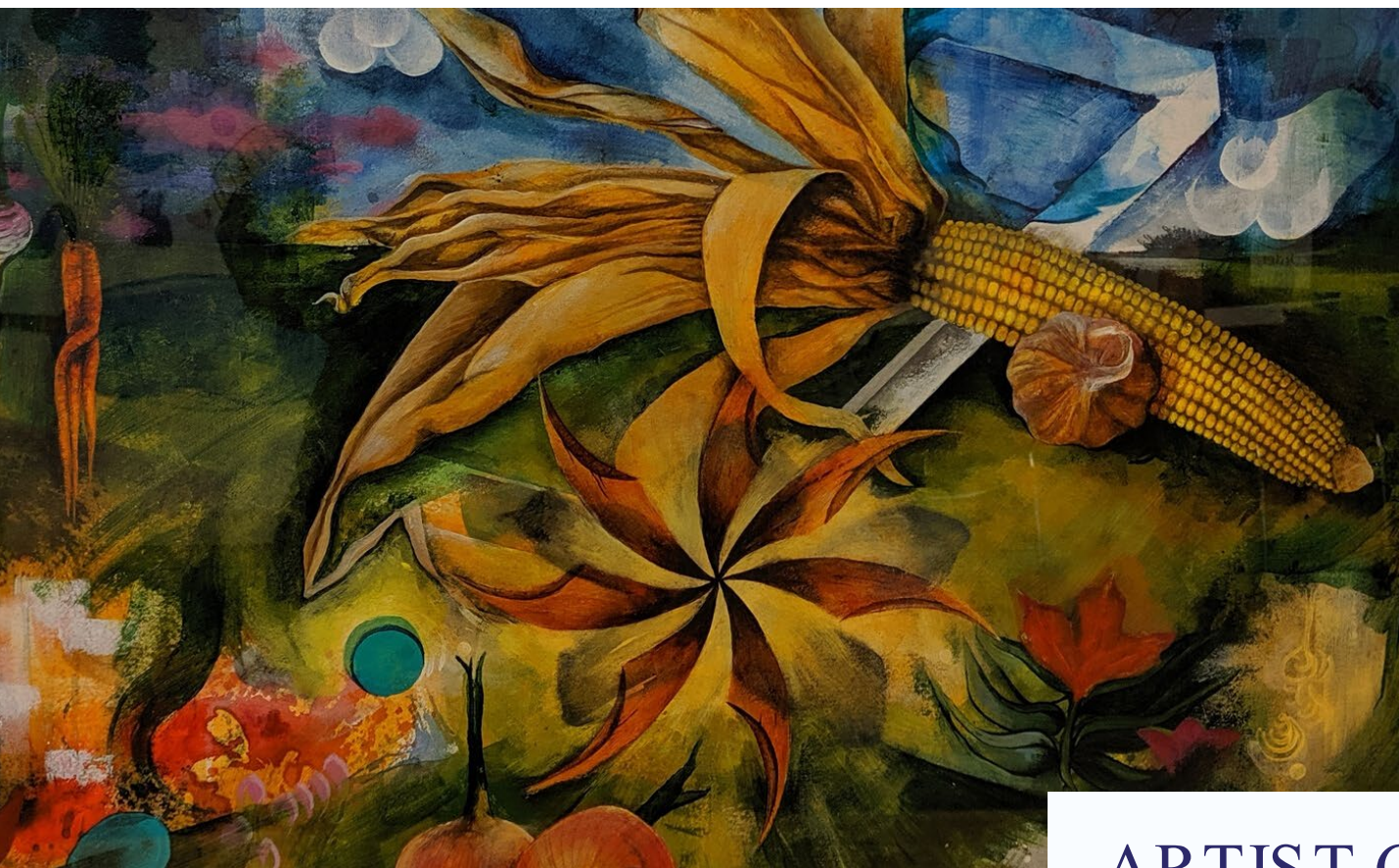


PROFESSIONAL PARTNERSHIPS

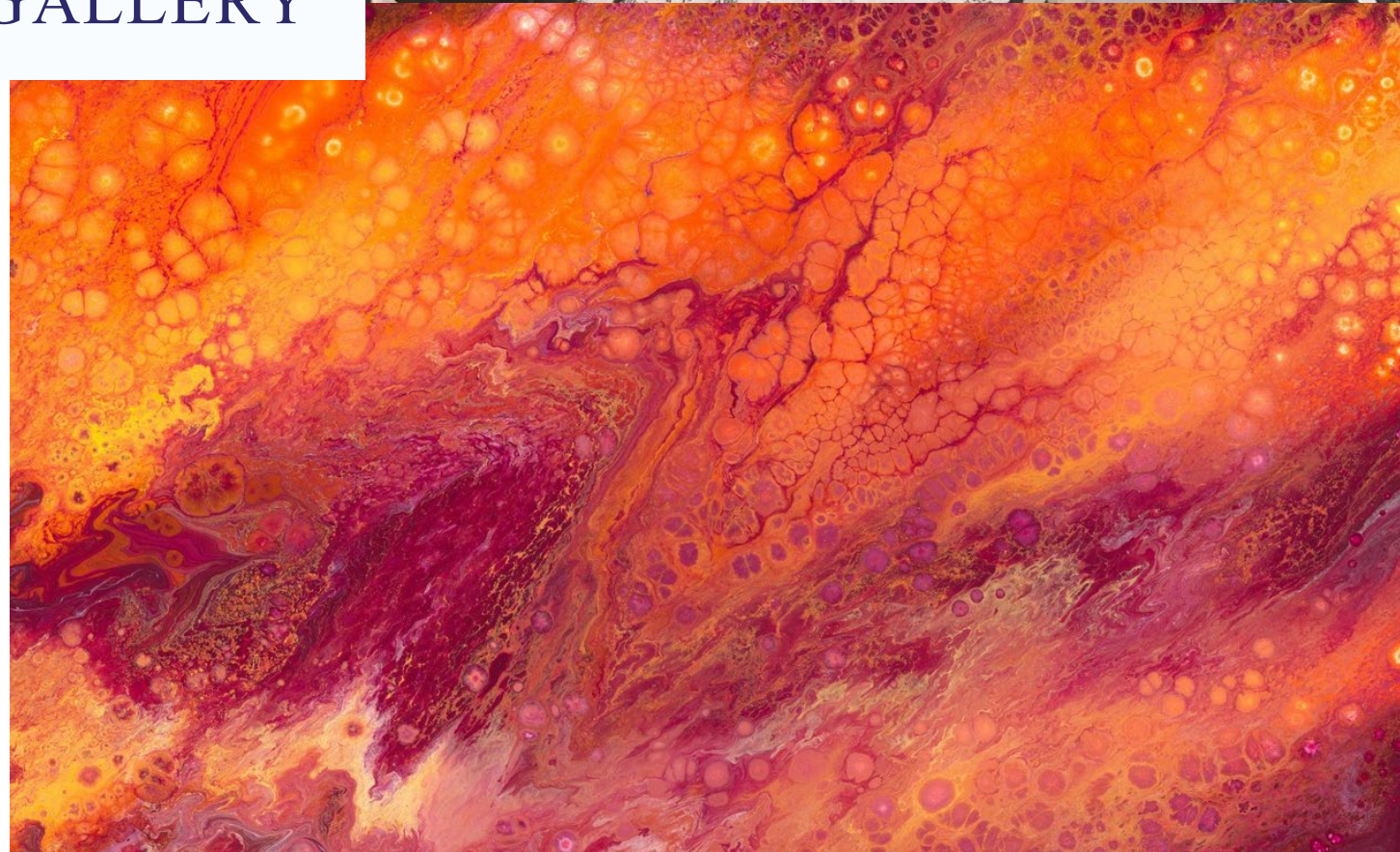
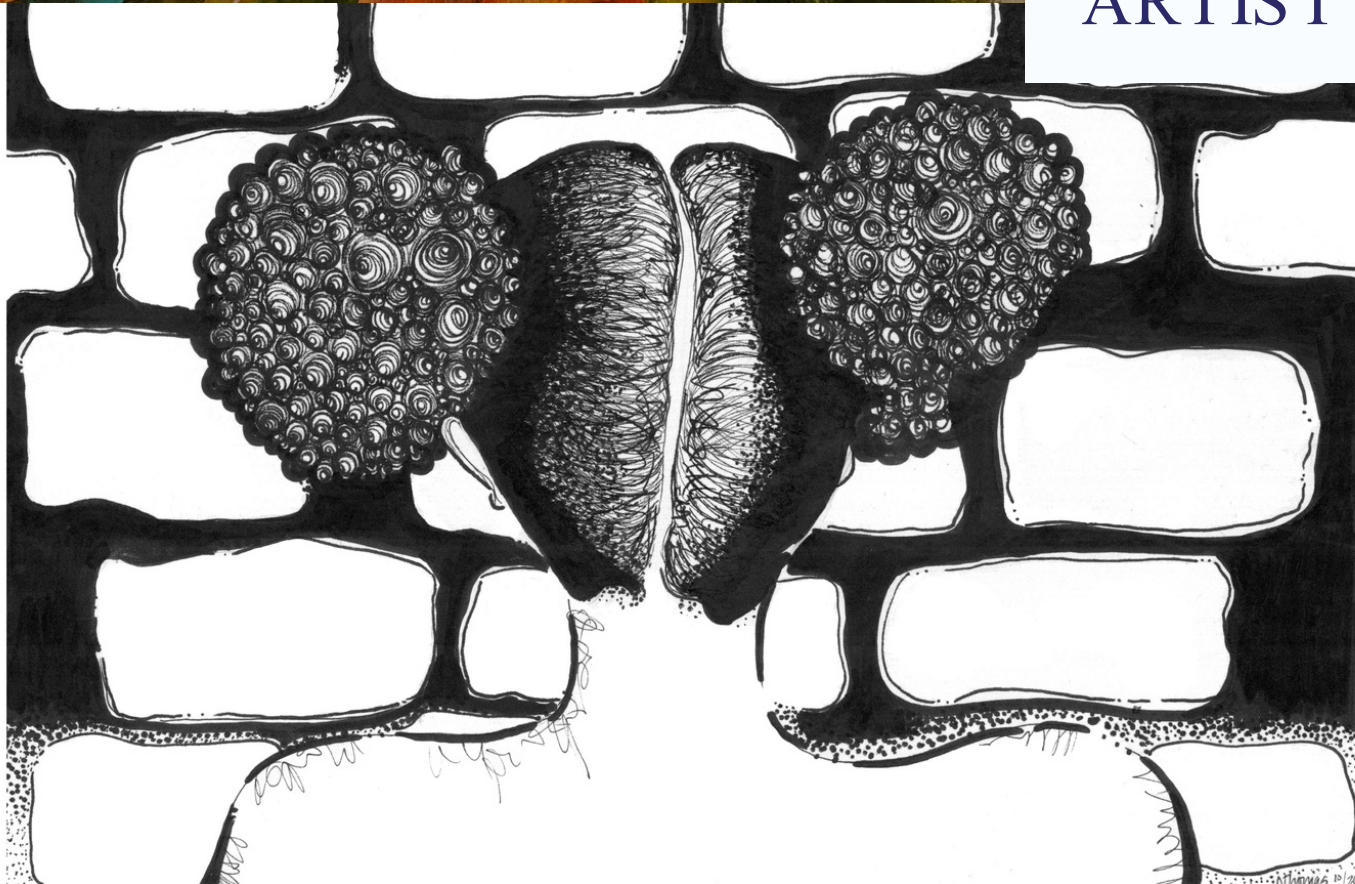
EXAMPLES OF PARTNERSHIPS

- True Value
- Forever Green Landscaping & Greenhouse
- Prairie Lights
- Hy-Vee on Crosspark Road
- Bliss Yoga Studio/Tippi Toes
- Cedar Rapids Museum of Art
- The Iowa Children's Museum
- Lending Institutions
- Mercy Iowa City





ARTIST GALLERY



Kelle Forkenbrock
kforkenbrock@northlibertyiowa.org
(319)626-5701
NORTHLIBERTYLIBRARY.ORG

<https://youtu.be/bxAvxT24svU>

QUESTIONS?

Juvenile and Teen Diversity Analysis

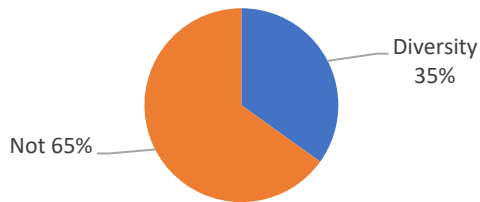
August -September 2021

Juvenile Current Total

#OwnVoices 6.2% (214) 3477

Categories	Total	%
Race/Ethnicity	761	21.9%
LGBTQIA+	99	2.8%
Religion	84	2.4%
Health	307	8.8%
Economic Welfare	732	21.1%

Book Diversity 3477

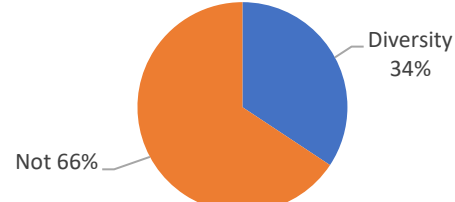


Teen Current Total

3130

Categories	Total	%
Race/Ethnicity	588	18.8%
LGBTQIA+	345	11.0%
Religion	71	2.3%
Health	371	11.9%
Economic Welfare	431	13.8%

Book Diversity 3130

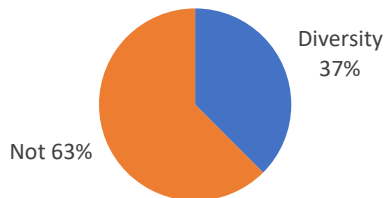


Additions

#OwnVoices 10.2% (5)

Categories	Total	%
Race/Ethnicity	31	48.4%
LGBTQIA+	7	10.9%
Religion	2	3.1%
Health	4	6.3%
Economic Welfare	12	18.8%

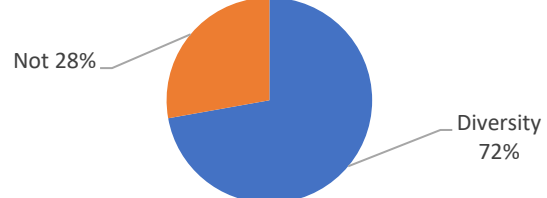
Book Diversity 49



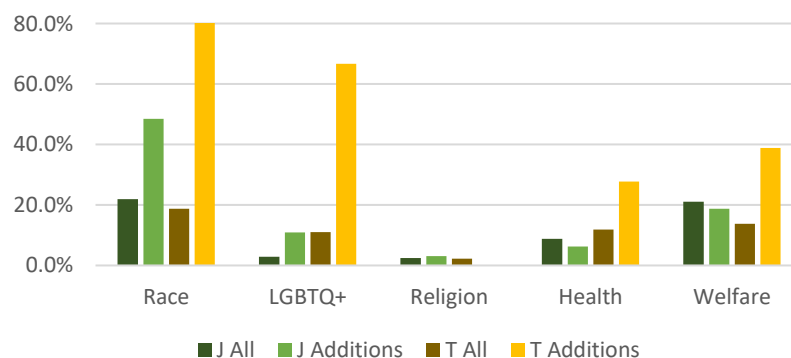
Additions

Categories	Total	%
Race/Ethnicity	42	116.7%
LGBTQIA+	24	66.7%
Religion	0	0.0%
Health	10	27.8%
Economic Welfare	14	38.9%

Book Diversity 14



Diversity Comparison





TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: Oct 5, 2021
SUBJECT: Monthly Library Report

Library News

We had 95 people register for new library cards in September for National Library Card Month. People had fun with the different activities we offered both for new library card signups and to thank existing patrons.

We've noticed circulation and patron traffic is picking up some though we still aren't at the level of traffic we are used to seeing. (Statistics below)

We are hosting our first youth artist, Liona Rocca, a Solon resident and high school student. Her work will be displayed on our artist wall in October and we're thrilled to showcase this artist's first public exhibit. I hope you'll stop by the library to view her work.

Social work is quickly becoming a field that is integral to the work we do in libraries. In fact, libraries across the United States are beginning to hire social workers as staff members. The North Liberty Library began hosting social work practicum students from the University of Iowa in 2019 and are fortunate to be hosting our third student this school year. The past two students worked on projects related to youth services and helped us develop trauma-informed service approaches, researched demographics to help us reach underserved populations in the North Liberty area, and researched a Mayor's Youth Council initiative. Our current student, Amy, is very interested in adult services and grant writing. Amy, along with our Public Services Librarian, Kellee, and one of our part-time assistants, Darra, have formed a committee for grant writing to help supplement some of our larger service goals including offering hot spots for check out, adding other technology for patron use, creating programs centering on women's suffrage, and other exciting projects. We'll look forward to hearing from grantors and announcing any awards we receive soon.

Next Reads is the library's second podcast that our Youth & Teen Services Librarian, Erin, is launching in November. Erin will read the first chapter of juvenile or teen books and talk about the book in the podcast. I'll share a link as soon as the first one is available. Additionally, Kellee continues to bring diversity and uniqueness to the *Love, Light, and Lit* Podcast. Kellee recently connected with Shamichael Hallman, Senior Manager of the Memphis Public Library and founder of the new initiative Libraries as Bridges. Click [here](#) for this episode, *Reimagining the Civic Commons*. Mr. Hallman has also done a [TED Talk](#) on his project at TEDx Memphis, *Reimagining the Public Library to Reconnect the Community*.

Mr. Hallman's project is all about connection, which is an area of interest to me as a library director and one that I presented about for the American Library Association's Rural Libraries Summit this year as part of a talk on libraries and resilience. It also relates to a new research project that I have just started to be involved in with some researchers at the University of Iowa, including a retired Iowa City Public Librarian who is an adjunct instructor at the UI School of Library Science. The research project is called Libraries and Resilience in Communities

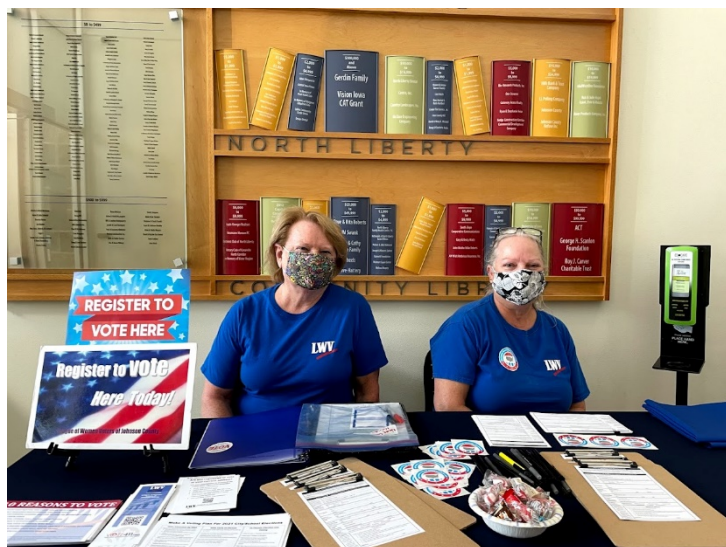
(LARC). They have invited several librarians to the table as part of this project. I look forward to keeping you all up to speed on the process.

The library is contracting with the Antelope Lending Library to provide bookmobile services at Holiday Mobile Home Court on the first Friday of each month during the school year. We're excited to offer this outreach program and hope to expand it next year to host two stops. One of our librarians will be on the bookmobile with Antelope staff each month.

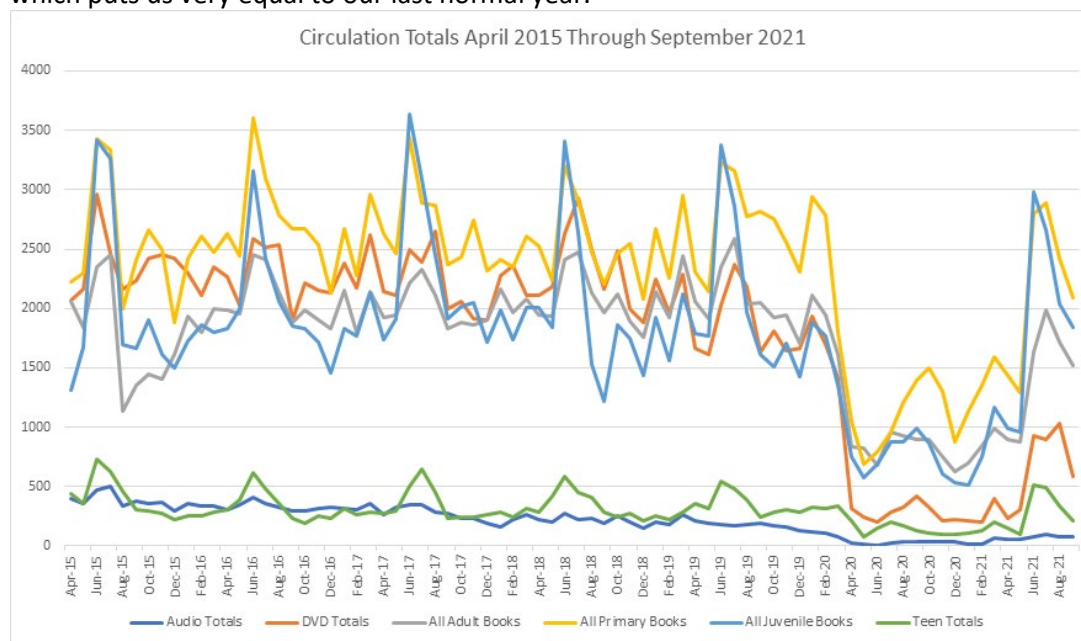
Assistant Youth & Teen Librarian, Kayla, set to help with the Antelope Library's first stop at Holiday Mobile Home Court:



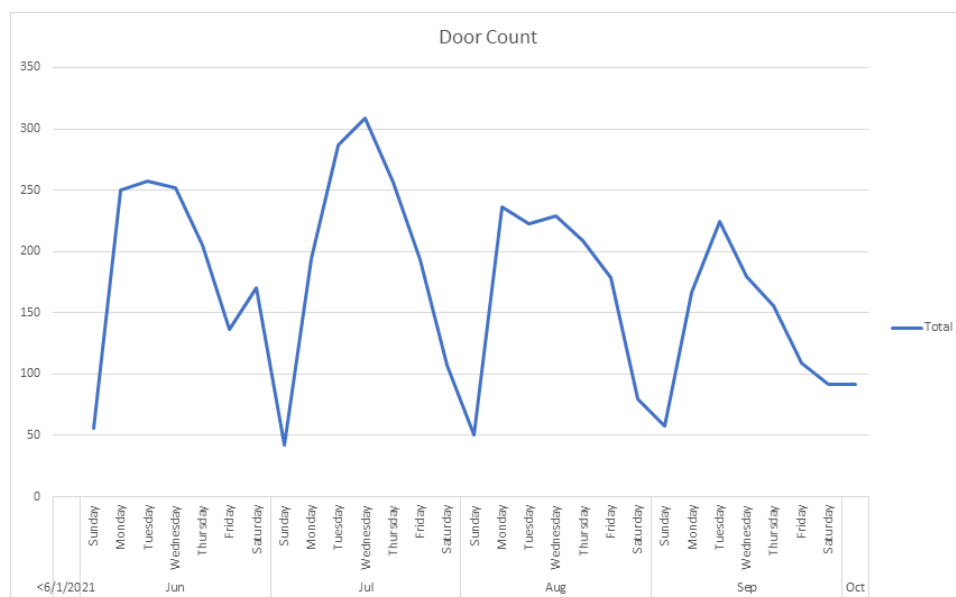
The library will also host satellite voting on Saturday October 30, from 10am-4pm. The League of Women Voters hosted a voter registration event at the library in September:



Below are totals for circulation trends by age group, including audiobooks and DVDs, over the past six years. Note visible ebbs and flows in circulation, with spikes in the summers and a typically drops some right after school starts. The spike this past summer was 12% lower than that of 2019, but there has been some variability from summer to summer. From July through September 2021, we have circulated 50% of what we circulated from all of fiscal year 20/21, so we're on target to circulate more than 4 times than we did last year, which puts us very equal to our last normal year.



Here is door count info for the last few months. Quite different from our 800+ daily patron count that we're used to in summer months but happy to see steady and increasing traffic again. (there are a couple of weeks missing that our IT Coordinator is investigating).



[Scroll for September program highlights.](#)



The library marketing team does such a great job. Some of their work: Staff checking out our podcasts; Hobbit Day event, with Adult Services Librarian, Amy, and Matilda ;and sharing our social media.



Outdoor events are a popular way for parents and caregivers to enjoy library programming in a safe environment.

Above: The Iowa Children's Museum hosts storytime with play.

Below: Little Miss Ann, a musical performer from Chicago, gets the kids 'Involved in music.

