

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
March 14, 2022 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. January
- IV. Reports
 - a. Staff Introduction
 - b. Budget
 - c. Friends
 - d. Director
 - e. Staff reports – questions
- V. Policy Review
 - a. Planning for results
 - b. Mission statement
 - c. Hotspot circulation
- VI. Old Business
- VII. New Business

Adjourn

Next meeting date: April 18, 2022, 6:30pm

North Liberty Library Board of Trustees Meeting
Virtual Meeting

DATE: December 20, 2021 6:30 P.M.

PRESENT: Jessica Beck, Laura Hefley, Scott Clemons, Mike Healy, Library Director
Jennie Garner, Social Work Practicum Student Amy Blessing

ABSENT: Chris Mangrich, Heidi Wood

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Reports
 - a) Staff Introduction
 - i) Amy Blessing, University of Iowa Master of Social Work student
 - (1) Current Projects
 - (a) Social Service Spotlights interviews with agencies providing services posted to social media sites
 - (b) Surveyed older adults. Spring surveys will focus on both underserved populations and people leaving incarceration
 - (c) Grant writing. Awarded grant from Foundation for Rural Service for older adult technology. Other grants in progress
 - (2) Spring Projects
 - (a) Ear Hustle Podcast; Inside Out Reentry simulation; implement older adult technology programming with grant; collaborations with area organizations; and grant writing
 - b) Budget
 - i) Personnel data starting to come through
 - ii) Budget looking good
 - c) Friends
 - i) Cookie Walk successful
 - ii) SCHEELS donation made
 - d) Director
 - i) New city holiday - Martin Luther King Jr. Day. Library will be closed
 - ii) JEDI (justice, equity, diversity and inclusion) committee launches
 - iii) Strategic Planning launching
 - (1) Asking for extension considering COVID impact
 - iv) Holiday Closures upcoming
 - v) Third LARC meeting hosted at North Liberty where potential funding of \$50,000 may be available to local libraries

- vi) Libraries as Bridges initiative. Will serve as Collaborator to assist in creating toolkit
 - vii) Policies of Yes to be presented twice in January
- e) Staff Reports - Questions
- 4) Approval of the Minutes
 - a) November meeting minutes motion to approve by L. Hefley; second M. Healy; approved by voice vote
- 5) Policy Review
 - a) Sex Offender Policy
 - i) Motion to approve by M. Healy; second L. Hefley; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business
 - a) J. Garner reports that the basketball tournament in the Rec Center were associated with many people refusing to wear masks. For upcoming tournament events library doors will remain closed to Rec Center for safety

Adjourn

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

NEXT MEETING DATE: January 24, 2022, 18:30 (Rescheduled due to Martin Luther King Jr. Day)

Meeting minutes recorded by S. Clemons

Expense Budget Performance Report

Fiscal Year to Date 02/28/22

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	58,144.79	.00	192,181.64	423,522.36	31	535,290.72
6020	Part Time Wages	69,418.00	.00	69,418.00	5,267.60	.00	33,795.66	35,622.34	49	107,759.79
6040	Overtime Pay	750.00	.00	750.00	141.74	.00	175.79	574.21	23	.00
6110	FICA/Medicare	49,839.00	.00	49,839.00	4,702.33	.00	16,689.57	33,149.43	33	47,432.71
6130	IPERS	61,501.00	.00	61,501.00	5,879.98	.00	20,869.28	40,631.72	34	59,972.18
6150	Group Insurance	103,047.00	.00	103,047.00	9,507.73	.00	44,386.49	58,660.51	43	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	\$83,644.17	\$0.00	\$308,098.43	\$595,160.57	34%	\$855,286.07
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	77.94	.00	548.32	2,051.68	21	158.51
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	89.00	.00	11,585.08	3,414.92	77	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	1,063.73	.00	7,568.02	2,931.98	72	3,273.79
6250	Tuition Reimbursement	10,500.00	.00	10,500.00	2,201.00	.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	\$3,431.67	\$0.00	\$23,671.52	\$17,178.48	58%	\$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	2,301.77	.00	34,221.02	9,778.98	78	28,188.01
6371-02	Utilities Gas	7,000.00	.00	7,000.00	2,551.65	.00	11,322.03	(4,322.03)	162	6,369.29
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$4,853.42	\$0.00	\$45,543.05	\$5,456.95	89%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	245.00	180.00	58	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	146.33	.00	1,190.08	609.92	66	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	\$5,034.75	\$0.00	\$58,676.45	\$8,048.55	88%	\$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	1,596.78	.00	12,663.52	8,951.48	59	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	273.79	.00	2,399.56	1,500.44	62	3,056.23
6419	Software Support	5,000.00	.00	5,000.00	6.30	.00	4,754.00	246.00	95	10,525.63
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	.00	.00	1,746.28	1,253.72	58	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	2,300.00	(1,125.00)	10,166.31	6,958.69	57	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$0.00	\$54,765.00	\$4,176.87	(\$1,125.00)	\$31,907.67	\$23,982.33	56%	\$54,914.10

Expense Budget Performance Report

Fiscal Year to Date 02/28/22

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									
6502-01	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	9,300.72	977.86	43,481.63	7,540.51	85	41,575.81
6502-03	Library Materials SRP	6,000.00	.00	6,000.00	298.50	.00	677.24	5,322.76	11	9,361.23
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	.00	.00	2,984.42	5,415.58	36	5,488.21
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	.00	.00	4,114.23	385.77	91	3,520.34
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	777.24	.00	5,427.89	7,172.11	43	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	410.32	1,209.12	3,912.24	(1,371.36)	137	4,040.93
6502-09	Library Materials E-books	34,000.00	.00	34,000.00	.00	.00	30,125.37	3,874.63	89	27,268.87
6502 - Library Materials Totals		\$121,600.00	\$0.00	\$121,600.00	\$10,786.78	\$2,186.98	\$90,852.95	\$28,560.07	77%	\$101,768.03
6506	Office Supplies	5,000.00	.00	5,000.00	154.60	.00	1,817.40	3,182.60	36	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	7.26	.00	402.14	1,097.86	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	8,053.12	.00	16,331.85	(6,331.85)	163	9,566.70
6521	Software	1,750.00	.00	1,750.00	347.13	.00	508.88	1,241.12	29	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	808.53	.00	6,691.69	1,908.31	78	7,578.47
<i>Commodities Totals</i>		\$152,950.00	\$0.00	\$152,950.00	\$20,157.42	\$2,186.98	\$118,562.85	\$32,200.17	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	\$116,444.88	\$1,061.98	\$540,916.92	\$676,570.10	44%	\$1,111,372.55
Department 4010 - Library Services Totals		(\$1,218,549.00)	\$0.00	(\$1,218,549.00)	(\$116,444.88)	(\$1,061.98)	(\$540,916.92)	(\$676,570.10)	44%	(\$1,111,372.55)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	3,552.81	68,919.00	58,877.11	(17,796.11)	116	54,148.67
<i>Repair, Maintenance, Utilities Totals</i>		\$110,000.00	\$0.00	\$110,000.00	\$3,552.81	\$68,919.00	\$58,877.11	(\$17,796.11)	116%	\$54,148.67

Expense Budget Performance Report

Fiscal Year to Date 02/28/22

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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	57,279.97	32,720.03	64	72,393.72
6499	Misc Contractual	32,000.00	.00	32,000.00	493.32	5,452.00	16,579.38	9,968.62	69	16,569.13
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$6,513.24	\$5,452.00	\$73,859.35	\$42,688.65	65%	\$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	\$10,066.05	\$74,371.00	\$132,736.46	\$71,892.54	74%	\$195,575.52
Department 4060 - Community Center Totals		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$10,066.05)	(\$74,371.00)	(\$132,736.46)	(\$71,892.54)	74%	(\$195,575.52)
Fund 001 - General Fund Totals		\$1,497,549.00	\$0.00	\$1,497,549.00	\$126,510.93	\$75,432.98	\$673,653.38	\$748,462.64		\$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	6,254.50	6,885.30	(13,139.80)	+++	.00
6532	Program Materials	.00	.00	.00	157.50	.00	10,236.07	(10,236.07)	+++	1,930.92
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$157.50	\$6,254.50	\$17,121.37	(\$23,375.87)	+++	\$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

Expense Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Base Account

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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	\$157.50	\$6,254.50	\$22,661.37	(\$28,915.87)	+++	\$4,225.92
	Department 4010 - Library Services Totals	\$0.00	\$0.00	\$0.00	(\$157.50)	(\$6,254.50)	(\$22,661.37)	\$28,915.87	+++	(\$4,225.92)
	Fund 003 - Library Capital Totals	\$0.00	\$0.00	\$0.00	\$157.50	\$6,254.50	\$22,661.37	(\$28,915.87)		\$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>	\$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	\$1,544,549.00	\$0.00	\$1,544,549.00	\$126,668.43	\$80,445.86	\$697,994.55	\$766,108.59		\$1,391,046.42

Library Director Report
North Liberty Community Library Board of Trustees Meeting
March 14, 2022

- I. Financial update
 - A. Repair, Maintenance, utilities: 88 percent
 - B. Contractual services: 56 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 will meet with consultant April 8 to review interview results and demographic data which will be applied to development of goals and objectives
 - b. Using ALA Libraries Transform [Trends](#) to set our top areas of priority
 - B. Visits to the library (Door count charts included in this report) are steadily rising and circulation (see Collection Development report below) is also on track with pre-pandemic years
 - C. Mask policy
 - i. City has lifted mask requirements in the building
 - ii. Most staff have opted to continue wearing masks when at the circulation desk or out in the library serving patrons
 - D. North Liberty Community Center Facility Assessment and Plan
 - i. Shive Hattery, the city's engineering firm, is conducting a Facility Condition Assessment to create a plan with recommendations for maintenance and future of the NLCC
 - ii. Kick off meeting and tour was held on March 3
 - iii. Initial summary included in packet
- II. Community update
 - A. Melanie completed the design for the [annual community report](#) (included in packet)
 - B. Met individually with RDg Consultants as follow up to work on City's Comprehensive Plan
 - C. Amy Blessing, our social work grad practicum student, is hosting a series of Ear Hustle Podcast Discussions to raise awareness of the social injustices surrounding the carceral system
 - i. Poster included for those interested in attending or learning more
 - ii. March 16, 23, and 30 at 6:30pm via Zoom
- III. Professional Activities
 - A. IMLS Meeting, Empowering Citizens, Empowering Readers Convening on March 1 - 2, 2022, in Washington DC was exceptional
 - i. Approximately 100 attendees for 1.5 day convening on literacy
 - ii. I served on one of three panels
 - iii. Update to be provided during meeting
 - B. Attended Iowa Library Association Legislative Day on March 8

- C. I was contacted by a library in Bundaberg (Queensland), Australia about potentially presenting a similar session to the *Policies of Yes*, that we presented in Reno last fall. A librarian heard the Library Leadership Podcast that I was a guest on recently.

IV. Staff reports

A. Assistant Director

- i. Worked with the Director to complete full time staff evaluations
- ii. Helped to deliver the Lighthouse in the Library Panel Discussion: New Year, New Career
- iii. Joined a Food Literacy & Libraries Team
- iv. Training/Workshops:
 - a. Question Persuade Refer (QPR) Training & Community Services
 - b. Trauma-Informed Librarianship: Building Communities of Care
 - c. ILOC 2022 | Make Room for Yes: Overcome Challenges & Take Advantage of New Opportunities
 - d. We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After
 - e. CBJ's 2022 Health Care Summit
 - f. ARSL February Roundtable: Food Insecurity in Your Community
 - g. Libraries and Social Workers: What a Collaboration Could Look Like in Your Library
 - h. Big Talk for Small Libraries 2022

B. Public Services

- i. Launched Women's History Month [art exhibit](#)
- ii. Released latest episode of Love, Light, & Lit: The Podcast, featuring City of NL's Micah Ariel James
- iii. Drafted procedures for mask mandate communication between staff and patrons
- iv. Planning with the University of Iowa for the next Lighthouse in the Library event (scheduled for May 14th)

C. Adult Services

- i. March 21: first 5-week technology outreach classes (grant funded). My rough timeline:
 - a. Jefferson Point – March/April
 - b. NL Living Center – May/June
 - c. Keystone at Forevergreen – July/August
 - d. Restart cycle based on need/interest/time
- ii. March 10: Planning for Peace of Mind – collaboration w/Ulowa College of Law students/professor.
- iii. Making contacts with Ulowa business librarian and Regional Director of SBDC Paul Heath to offer small business workshops this summer

D. Marketing Coordinator

- i. This year for Book Madness we are hosting an adult The Battle of Book Club Favorites (Dani can you add the starting date below)
 - a. We will use this as an opportunity to highlight our collection of Book Club Kit
 - b. The Booked-Up Craft Kit for March is Basketball themed
 - c. Voting will begin: March 14th
- ii. **National Library Week** is April 3-9
 - a. Theme: Connect with Your Library

- b. Working on a possible drawing for folks who visit the library during that week, etc.
 - c. Social posts shared around the National Days celebrated during the week
 - Monday, April 4: State of America's Libraries Report released, including Top Ten Frequently Challenged Books of 2021.
 - d. Tuesday, April 5: **National Library Workers Day**
 - e. Wednesday, April 6: **National Library Outreach Day** a day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are.
 - f. Thursday, April 7: **Take Action for Libraries Day**, a day to rally advocates to support libraries.
 - iii. Plans for our annual Flamingo Flocking FUNdraiser for the Friends of the North Liberty Library Endowment Fund happening in May have begun.
 - iv. New Library Cards have shipped and should arrive early next week ☺
 - v. 2021 Community Report is complete <https://bit.ly/3hFlrVi>
- E. Family Services
 - i. Storytime
 - a. Staying steady
 - b. Outreach continuing really well
 - ii. **Additional** Programming
 - a. February 19th SnowBall
 - 96 ppl attended, fake snow ball fight, Dash from the Heartlanders came, cookie decorating, hot coco to go
 - April 1st Egging. Drawing 50 families to win their house being egged (empty eggs to hunt in yard, treat egg at door with pool pass, carrot seeds, succulent and candy). Community center staff with do egging that night.
 - April 2nd Kites for Kids at Liberty High
 - April 9th Shed (Antler) Hunt (collaborating with the Rec) at Creekside Commons; library doing craft
 - April 10th Underwater egg hunt (collaborating with the Rec) at NL pool; library doing craft
 - iii. Conference
 - a. Attending YS POP CON (formally Kids First), Iowa's conference for youth services on April 4th & 5th. Might talk on a panel about Family Place.
 - iv. Committees
 - a. Participated in JoCo Early Childhood Iowa's board re-designation meeting, the board received designation from the state
- F. Youth & Teen Services
 - i. We have had the new reading therapy dog Korra in twice. She is a sweet little dog and LOVES kids.
 - ii. We launched our first Teen Lit Crate (TLC) – participants answer questions through a google form, and Kayla and I pull books based on the responses. Our February theme was Chinese New Year, and participants received some chocolate coins, popcorn, a

tiger's eye worry stone, and Chinese New Year themed buttons. We had 9 teens register (and a limit of 10 boxes). We plan to do this every other month, so our next sign-up and

- iii. Program numbers (January and Feb)
 - a. Super Tuesday: 6
 - b. Tweendom: 5
 - c. Teens: 5
 - d. Reading therapy dog Korra: 11
 - e. Teen Lit Crate: 9
 - f. Question of the Week: 97
 - g. Snack: 245

G. IT Coordinator

- i. First round of new computers have been deployed. I've even worked out most of the bugs (knock on wood)
- ii. New iPads are deployed
- iii. A New hidden Wi-Fi network has been deployed to correct issue with checking out laptops not working through CASSIE.

H. Collection Development

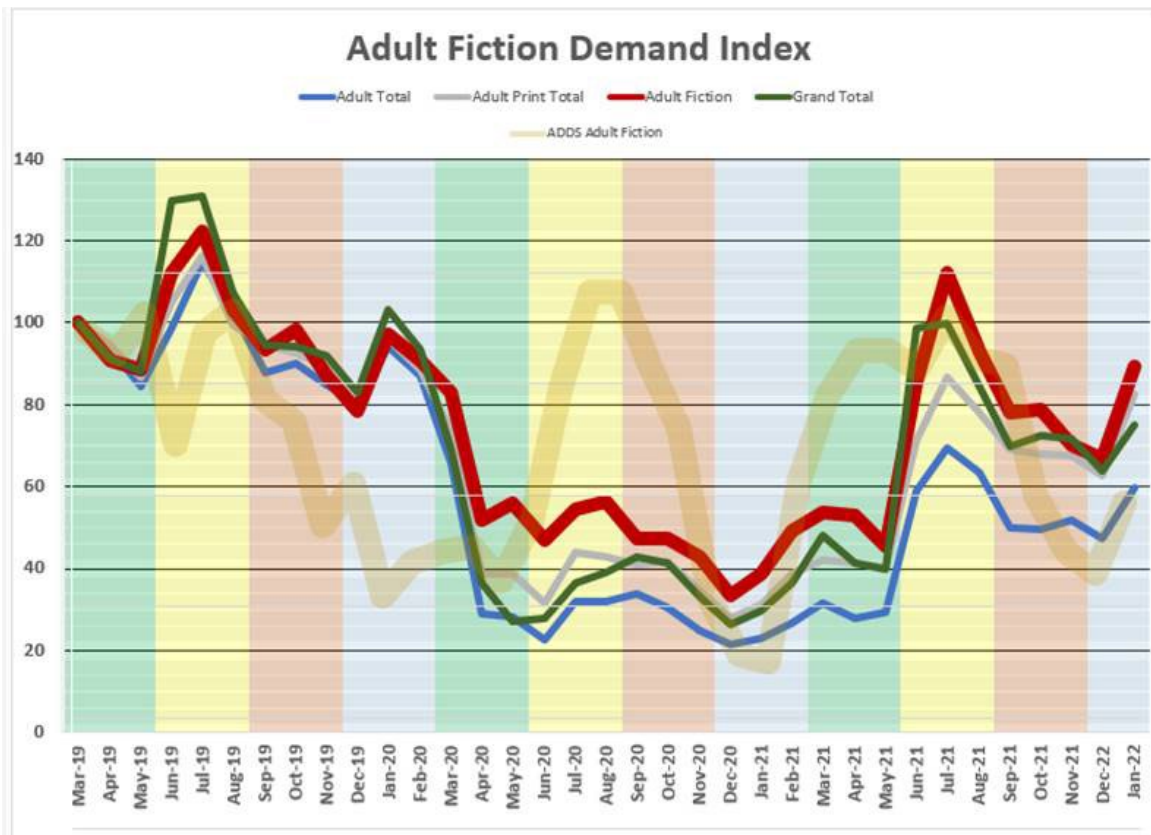
- i. Below are circulation totals for the year through February. At 66% of the way through the year, I would like to see checkouts at about 66% of our circulation compared to last year. Compared to last year, we are doing very well, but last year was hard to compare, so I have the previous year's totals for comparison also. Compared to the last normal year, we're on target with adult, over on kids and primary, and a little under with the teens. Audio and DVDs are down compared to two years ago, but way up from last year. Part of that may be that new releases for DVDs slowed down as not a lot was being released, but things have picked up and I recently went through and replaced a bunch of missing or well-worn DVDs.

	Totals as of Feb 2022(66 percent through year)	FY21 Totals	% difference	Totals from FY20	% comparison of use to date FY22 to FY20
Audio Total	544	481	113	1366	39.82
DVD Total	5516	4071	135	17103	32.25
Total Adult Books	12926	10992	118	20241	63.86
Total Primary Books	19011	16850	113	26443	71.89
Total Juvenile, Plus Early Readers	14763	12116	122	18123	81.46
Total Teen Fiction	2042	2009	102	3432	59.50

- ii. This is one of the reports I get from our Demand Model. It determines how much demand there is for a title based on how much time it sits on our shelf vs. how much time it is in a patron's hands, and then tells me the number of copies we could have to meet the demand. For example, in the chart below, we have three copies of *The Judge's List* by John Grisham, but it predicts if we had seven they would all circulate and meet the demand our community has for that title. Lists like these are helping make purchase decisions, and sometimes pointing out books that are constantly circulating but aren't being placed on hold, which is how I would most easily determine when to get multiple copies previously.

Persons	Rhizome	Node	Author TITLE	Mean Months in System	Checkouts	# Copies	Average Days in System	# Copies .68 Demand
Adult	Adult Fiction	FICTION	Grisham, John THE JUDGE'S LIST	3.7	22	3	110	7.20
Adult	Adult Fiction	FICTION	Sparks, Nicholas THE WISH	4.0	16	2	132	4.76
Adult	Adult Fiction	FICTION	Towles, Amor THE LINCOLN HIGHWAY	4.0	13	2	124	4.25
Adult	Adult Fiction	FICTION	Escandon, Maria Amparo L.A. WEATHER	3.5	10	2	114	3.72
Adult	Adult Fiction	FICTION	Archer, Jeffrey OVER MY DEAD BODY	3.0	8	1	97	3.56
Adult	Adult Fiction	FICTION	Albom, Mitch THE STRANGER IN THE LIFEBOAT	3.0	7	1	88	3.47
Adult	Adult Fiction	FICTION	Krupitsky, Naomi THE FAMILY	3.0	6	1	84	3.21
Adult	Adult Fiction	FICTION	Kinsella, Sophie THE PARTY CRASHER	4.0	8	1	118	3.10
Adult	Adult Fiction	FICTION	Rooney, Sally BEAUTIFUL WORLD, WHERE ARE YOU	5.0	10	1	152	3.04
Adult	Adult Fiction	FICTION	Doerr, Anthony CLOUD CUCKOO LAND	5.0	9	1	144	2.94
Adult	Adult Fiction	FICTION	Strout, Elizabeth OH WILLIAM!	4.0	7	1	113	2.92
Adult	Adult Fiction	FICTION	Erdich, Louise THE SENTENCE	3.0	5	1	84	2.85
Adult	Adult Fiction	FICTION	Follett, Ken NEVER	3.0	5	1	84	2.85
Adult	Adult Fiction	FICTION	Winman, Sarah STILL LIFE	3.0	5	1	84	2.85
Adult	Adult Fiction	FICTION	Le Carre, John SILVERVIEW	4.0	7	1	118	2.84
Adult	Adult Fiction	FICTION	Michaels, Fern 19 YELLOW MOON ROAD	5.0	9	1	152	2.84
Adult	Adult Fiction	FICTION	Morris, Heather THREE SISTERS	3.0	6	1	104	2.79
Adult	Adult Fiction	FICTION	Ludlum, Robert THE BOURNE TREACHERY	5.0	9	1	160	2.74
Adult	Adult Fiction	FICTION	Larkin, Allie THE PEOPLE WE KEEP	6.0	10	1	181	2.71
Adult	Adult Fiction	FICTION	Adlakha, Sarah SHE WOULDN'T CHANGE A THING	4.0	7	1	130	2.67
Adult	Adult Fiction	FICTION	Adams, Sara Nisha THE READING LIST	6.0	9	1	169	2.65
Adult	Adult Fiction	FICTION	Cabot, Meg NO WORDS	4.0	6	1	113	2.65
Adult	Adult Fiction	FICTION	Airgood, Ellen TIN CAMP ROAD	5.0	8	1	160	2.55

- iii. This final chart (next page) is also from the Demand Model. It shows of much demand there is for all of adult fiction (the red line) and shows how many books were added each month (the tan line). So, there was a big spike in new titles in summer of 2020, but the demand wasn't there because of COVID. In the more normal stretches, like in 2019 and more recently in 2021, you can see that as new titles are added, demand goes up. We are going to be doing this for all of the nonfiction as well to see if as we purchase for those smaller collections, how much of an impact it might have. This will be helpful as we start planning for how many titles we'll be purchasing for each of the rhizomes in the next fiscal year.



Respectfully Submitted, Jennie Garner, Library Director

MISSION STATEMENT

Your Library: A place to be, connect, enrich, create, thrive.

Library Service Program

The North Liberty Library is open seven days a week, for a total of 67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

Notes:

Find ways to create a mission that has values of Diversity, Equity, Inclusion and Belonging

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



TO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: March 4, 2022
SUBJECT: Monthly Library Report

Library News

As mentioned, March 1-2, I had the opportunity to travel to Washington DC to take part in a two-day convening to discuss the impact of literacy and reading on social well-being and civic engagement, hosted by the Institute of Museum and Library Services (IMLS). It was an extraordinary experience with presenters including Robert Putnam (author of *Bowling Alone* and *Upswing: How America Came Together a Century Ago and How We Can Do It Again*) with his co-author of *Upswing*, Shaylyn Romney-Garrett; author Maryanne Wolf who wrote *Reader, Come Home: The Reading Brain in a Digital World*; Tony Ageh, Chief Digital Officer of the New York Public Library; British Roberts, Executive Director, Barbara Bush Foundation for Family Literacy; and others. It was an extremely rewarding experience to exchange ideas and be at the table to discuss how libraries operate today and our future. I'll keep you all up-to-date as this work progresses.

The library will soon be circulating five hot spots to the public and we are working to add to that number soon. Hot spots are much needed to bridge the digital divide in our community and allow folks to have Internet access from home. This is crucial as we try to make up for learning loss created by the pandemic and online school the last couple of years. Many children, particularly our youngest kiddos, are far behind in their learning. We're hoping the library can help bridge these gaps in some part.

Our Public Services Librarian, Kellee, has collaborated with local women artists and the African American Museum to create a display for Women's History Month. Information on the artists can be found [here](#). We will also host our fourth community engagement event for Lighthouse in the Library, on May 14, in partnership with the University of Iowa office of Diversity, Equity, and Inclusion, on cultural competency. This event will be slightly different from our previous event as it will be limited to 30 attendees and won't be recorded due to the instructional nature.

We also recently released produced our latest Love, Light and Lit Podcast featuring an important conversation with Kellee and the City's Program and Equity Coordinator, Micah. Listen to this episode on how we can practice inclusion everyday: [latest episode](#).

Our Collection Development Librarian, Andrew, shared the following statistics regarding library materials circulation beginning to increase (recover) after the pandemic. Chart below shows circulation totals for this fiscal year through February. At 66% of the way through the year, we hope to be at about 66 percent of our circulation compared to last year and we are doing very well. Since last year was not the best year to compare, Andrew also compiled the previous year's totals. When we compare to that year prior to the pandemic, we're on target with adult checkouts, increased in youth and picture books, and are slightly under with teen collection. Audiobooks and DVDs are decreased compared to two years ago, but way up from last

year. Part of that may be that new releases for DVDs slowed down as not a lot was being released, but things have picked up and Andrew recently several missing or well-worn DVDs.

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Total Juvenile, Plus Early Readers	14763	12116	122	18123	81.46
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An ARPA grant we were awarded from the State Library of Iowa enabled the library to purchase two brightly colored solar charging benches to be located by the Community Center playground.



Monday Morning Social Sour is back in full-swing. The library provides coffee every Monday for attendees. This group has grown over the years. They have not only become fast friends but have even created their own armchair travel programs—sharing travel slides and experiences.



Library Night at the Heartlanders: North Liberty Library hosted a table at the Feb 26 Heartlanders game as part of One Book Two Book festival (and will go again on March 12th). This event kicked off a book drive in conjunction with Miss Iowa whose Social Impact Initiative is Read to Succeed: Promoting Literacy in Grades K-3. The book drive will end on the 12th of March – Books, which will be donated to Houses into Homes and DVIP, can be dropped off at the Heartlanders team store, as well as North Liberty Library. The writing samples from the kid writer winners from One Book Two Book were displayed, as well as information about our library. And Erin was asked if she'd like to ride the Zamboni. 😊

Scroll for more Program Highlights



Erin and Kayla, our Youth Services team (both certified in youth yoga) lead a Dragons Love Tacos Yoga for 46 attendees during the One Book, Two Book City of Literature Book Festival in February, with special guest, the Taco Dragon!



More than 100 attended the library's Snow Ball as part of the 2022 City Slate events. Storytime, snacks, and an indoor snowball fight were enjoyed by all.