

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
May 16, 2022 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda

- II. Approval of Minutes
 - a. April

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

- IV. Policy Review
 - a. Library Board of Trustees By-Laws

- V. New Business
 - a. Board member [self-assessment](#)

Adjourn

Next meeting date: June 20, 2022, 6:30pm

Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 16, 2022

- I. Financial update
 - A. Personnel: 66 percent (may not reflect YTD as all payroll is not inputted)
 - B. Personnel services (non-position): 64 percent
 - C. Repair, Maintenance, utilities: 98 percent
 - D. Contractual services: 68 percent
 - E. Commodities (Materials & Services): 85 percent
 - F. Average this time of year: 92 percent
- II. Board self-assessment
 - A. Opportunity to review your own individual investment
 - B. Consider areas of interest
 - C. Committee ideas
 - i. Art
 - ii. Ad hoc
- III. Library operations update
 - A. Hotspot guidelines and circulation (include in packet)
 - ii. Service policy update (include in packet)
 - iii. All were checked out within a week
 - A. Strategic Plan (include in packet)
 - i. Principles-Values
 - ii. Goals and actions
- iv. Staff reports
 - A. Assistant Director
 - i. Participated in COSLA Case Study interview
 - ii. Participated in library Strategic Planning process
 - iii. Participated in ALICE training for Community Center building
 - iv. Continued work on desk and work schedules for summer months
 - v. Plan to return to full staffing capacity nights and weekends
 - vi. Continue meeting and planning with Food Literacy & Libraries Team for the May 12 “Gather at the Virtual Table: Community Conversations on Food and Librarianship” summit
 - vii. Attended LARC meetings
 - B. Public Services
 - i. Lighthouse in the Library’s “What’s Your CQ?” happening next Thursday 5/12: <https://northlibertylibrary.org/lighthouse-in-the-library-whats-your-cq/>
 - ii. Presented at EBSCO’s Entrepreneurial Webinar series on 4/12: https://www.ebsco.com/blogs/ebscopost/1998978/libraries-and-entrepreneurship-webinar-recap-librarians-path-partnership?utm_medium=social&utm_source=facebook&utm_campaign=pl_lsd_eli_w_ebinar-series_post-blog_20220425

- iii. Latest episode of LLL: The Podcast launched on 4/27:
https://soundcloud.com/nlibertylibrary/love-light-lit-first-and-only?utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing
 - iv. Preparing submission for third round of ECF funding: <https://www.fcc.gov/emergency-connectivity-fund>
 - v. Hosted BYOB on 4/21
 - vi. Setting up initial interviews for the open Library Assistant I position
- C. Adult Services
- i. 55+ Connections Lunch – activities and presenters resuming May 6 after meal
 - ii. Older Adult Tech Classes at NLLC start this week – 5-week course
 - iii. Having to trim down number of Outreach visits this summer due to staff time and less volunteers to assist
- D. Marketing and Engagement Coordinator
- i. Our Annual Flamingo Flocking Fundraiser is underway and as of right now we have less than 7 dates still available. I have every confidence that the event will sell out and make \$1200 for the North Liberty Library Endowment Fund.
 - ii. Check out our May 2022 newsletter <https://mailchi.mp/18ee1fdc481e/what-the-flock-its-may> and if you haven't already, be sure to subscribe in the upper left-hand corner.
 - iii. The Adventure Pass program has been renewed for 2022-23 year and with guidance from community survey will include: The African American Museum of Iowa, Black Park Zoo (2 memberships), The Science Center of Iowa (2 memberships), and new this year The History Center and the Greater Des Moines Botanical Center. Due to a significant price increase we did not renew the membership to Reiman Gardens.
 - iv. We have activated the iPhone we use for Marketing purposes to now have a phone line. Not only can we use the phone as a hotspot when we are working outside events but we will now have a contact number (other than a personal staff number) we can provide folks when we are working city/library events outside of the building.
 - v. Additional and ongoing projects: City Slate event planning (Free Comic Book Day, Remarkable Rigs, Playground Crawl, Concert Series and Let Love Fly), Service Agency Spotlights featuring the North Liberty Community Pantry and Free Medical Clinic coming up in May, Booked Up Craft Kit and will release Summer Reading Program info and registration in the weeks to come.
- E. Family Services
- i. Storytime
 - a. Staying steady
 - b. Starting back up Saturday family storytime June 4th
 - c. Outreach continuing really well
 - ii. Additional Programming
 - a. Planning on bringing early literacy activities centers back out in the first week of June
 - b. Including new additions purchased through Rotary grant for Family Place
 - c. Pied Piper
 - 1. Saturday April 16th @ 10:30 am, woodwinds
 - 2. 20 ppl attended
 - 3. Saturday May 14th @ 10:30am, brass section of orchestra (will be able to retain Saturday time slot until July)
 - d. University of Iowa Steel Drum band

1. Tuesday May 17th at 6:30pm

iii. Committees

- a. ILA Intellectual Freedom Committee
- b. Helped other members prepare session focusing on teacher librarians and how censorship impacts students for conference in May

iv. Starting American Sign Language self-guided course through PLA in May

F. Youth & Teen Services

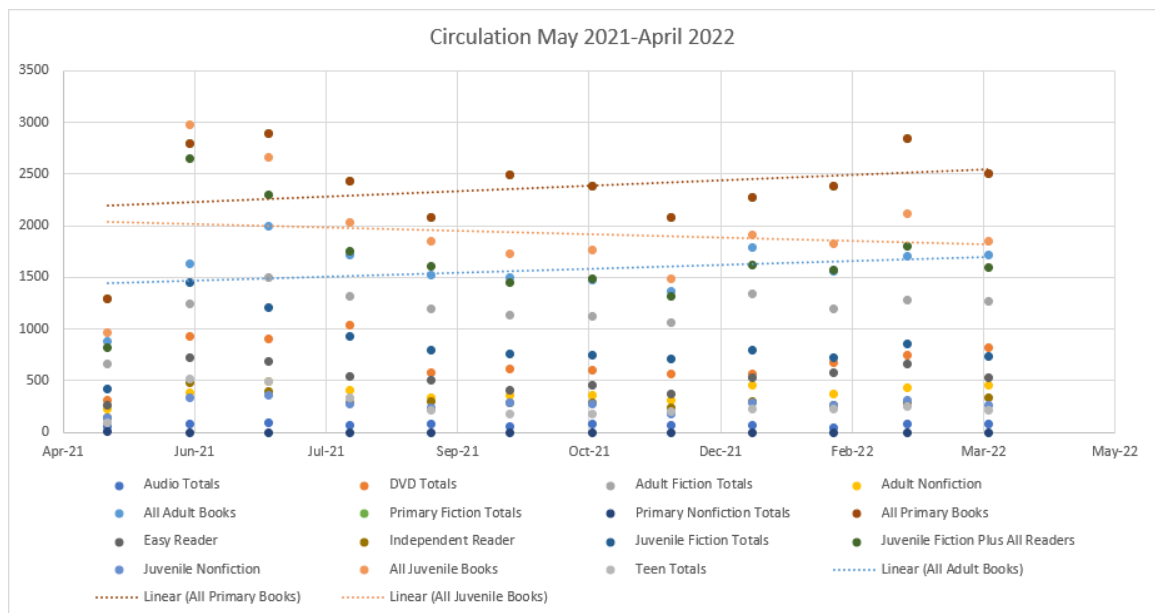
i. For April 2022, the youth collection is at **32.5%** diverse with the books added this past month at **31.7%**

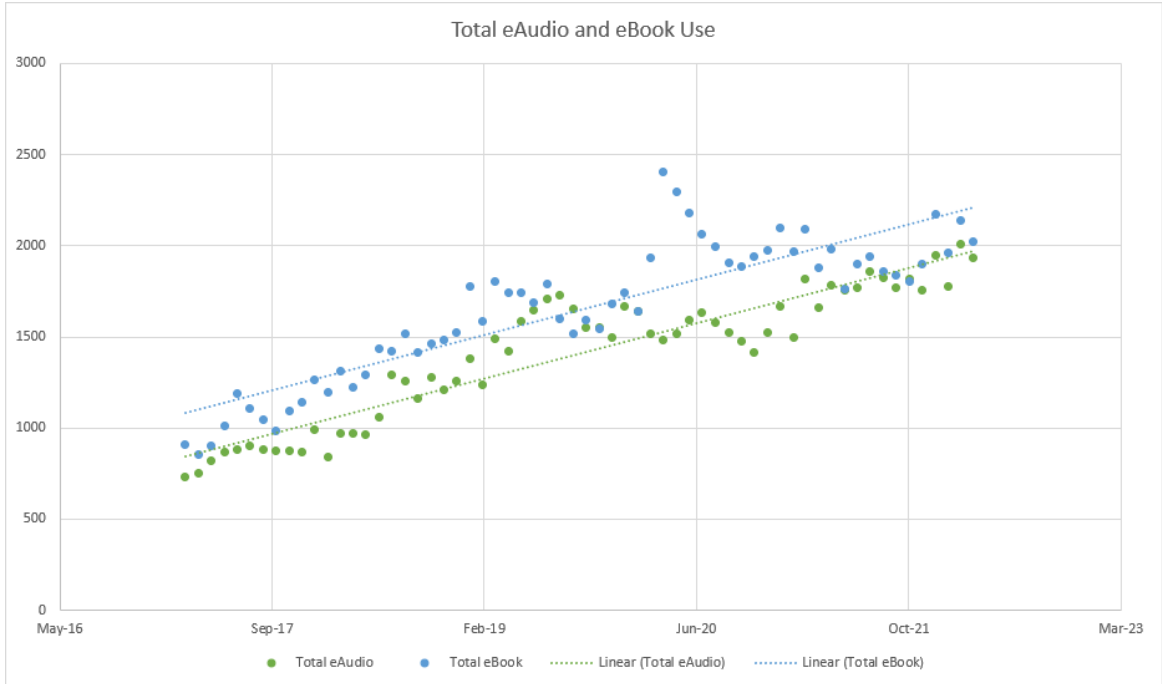
ii. Program numbers (April 14th-May 2nd)

- a. Super Tuesday: 5
- b. Tween/Teen blackout poetry: 0
- c. JOI Club: 7
- d. Question of the Week: 53
- e. Snack: 202
- f. Been a slow month, but we are gearing up for Free Comic Book Day on May 7th and finalizing Summer Reading.

G. Collection Development:

a. Some statistics for your review:





Respectfully Submitted, Jennie Garner, Library Director

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	48,719.75	.00	371,934.91	243,769.09	60	535,290.72
6020	Part Time Wages	69,418.00	.00	69,418.00	4,272.01	.00	64,925.50	4,492.50	94	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	3,886.84	.00	32,186.33	17,652.67	65	47,432.71
6130	IPERS	61,501.00	.00	61,501.00	4,893.10	.00	40,239.08	21,261.92	65	59,972.18
6150	Group Insurance	103,047.00	.00	103,047.00	10,137.85	.00	82,250.30	20,796.70	80	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	\$71,909.55	\$0.00	\$591,711.91	\$311,547.09	66%	\$855,286.07
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	212.35	.00	1,039.60	1,560.40	40	158.51
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	89.00	.00	11,763.08	3,236.92	78	18,453.98
6210	Dues/Memberships Subscriptions	2,250.00	.00	2,250.00	5.00	.00	1,774.10	475.90	79	2,175.88
6230	Training	10,500.00	.00	10,500.00	.00	.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	\$306.35	\$0.00	\$26,106.14	\$14,743.86	64%	\$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	2,506.57	.00	36,727.59	7,272.41	83	28,188.01
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,583.67	.00	15,136.93	(8,136.93)	216	6,369.29
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$4,090.24	\$0.00	\$51,864.52	(\$864.52)	102%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	.00	.00	280.00	145.00	66	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	145.65	.00	1,482.06	317.94	82	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	\$4,235.89	\$0.00	\$65,324.90	\$1,400.10	98%	\$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	15,906.62	5,708.38	74	16,131.04
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	44.00	.00	222.00	528.00	30	516.18
6414	Printing/Advertising/Publications	3,900.00	.00	3,900.00	161.99	.00	2,767.08	1,132.92	71	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	.00	.00	2,343.75	656.25	78	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	1,231.91	(1,125.00)	12,141.82	4,983.18	69	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$0.00	\$54,765.00	\$3,087.90	(\$1,125.00)	\$38,135.27	\$17,754.73	68%	\$54,914.10

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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	4,317.07	500.47	47,906.18	3,593.35	93	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	23.40	.00	3,771.30	4,628.70	45	5,488.21
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	.00	.00	4,811.99	(311.99)	107	3,520.34
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	293.14	.00	6,349.12	6,250.88	50	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	.00	.00	30,495.63	3,504.37	90	27,268.87
6502 - Library Materials Totals		\$121,600.00	\$0.00	\$121,600.00	\$4,633.61	\$500.47	\$98,053.63	\$23,045.90	81%	\$101,768.03
6506	Office Supplies	5,000.00	.00	5,000.00	32.98	.00	2,218.28	2,781.72	44	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	.00	.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	301.86	.00	1,372.22	477.78	74	852.47
6517	Computers & Technology	10,000.00	.00	10,000.00	222.50	.00	18,053.28	(8,053.28)	181	9,566.70
6521	Software	1,750.00	.00	1,750.00	.00	.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	128.15	.00	7,943.02	656.98	92	7,578.47
<i>Commodities Totals</i>		\$152,950.00	\$0.00	\$152,950.00	\$5,319.10	\$500.47	\$129,531.34	\$22,918.19	85%	\$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	\$84,858.79	(\$624.53)	\$850,809.56	\$368,363.97	70%	\$1,111,372.55
Department 4010 - Library Services Totals		(\$1,218,549.00)	\$0.00	(\$1,218,549.00)	(\$84,858.79)	\$624.53	(\$850,809.56)	(\$368,363.97)	70%	(\$1,111,372.55)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	1,797.95	68,919.00	61,439.85	(20,358.85)	119	54,148.67
<i>Repair, Maintenance, Utilities Totals</i>		\$110,000.00	\$0.00	\$110,000.00	\$1,797.95	\$68,919.00	\$61,439.85	(\$20,358.85)	119%	\$54,148.67

Expense Budget Performance Report

Fiscal Year to Date 04/30/22

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 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	90,000.00	.00	90,000.00	.00	.00	63,299.89	26,700.11	70	72,393.72
6499	Misc Contractual	32,000.00	.00	32,000.00	11,631.18	5,452.00	37,952.18	(11,404.18)	136	16,569.13
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$11,631.18	\$5,452.00	\$101,252.07	\$15,295.93	87%	\$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	\$13,429.13	\$74,371.00	\$162,691.92	\$41,937.08	85%	\$195,575.52
Department 4060 - Community Center Totals		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$13,429.13)	(\$74,371.00)	(\$162,691.92)	(\$41,937.08)	85%	(\$195,575.52)
Fund 001 - General Fund Totals		\$1,497,549.00	\$0.00	\$1,497,549.00	\$98,287.92	\$73,746.47	\$1,013,501.48	\$410,301.05		\$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	2,785.30	236.55	13,171.03	(13,407.58)	+++	1,930.92
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$2,785.30	\$236.55	\$20,056.33	(\$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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$2,785.30	\$236.55	\$25,596.33	(\$25,832.88)	+++	\$4,225.92
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	(\$2,785.30)	(\$236.55)	(\$25,596.33)	\$25,832.88	+++	(\$4,225.92)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$2,785.30	\$236.55	\$25,596.33	(\$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>		\$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	\$101,073.22	\$72,741.40	\$1,040,777.61	\$431,029.99		\$1,391,046.42



North Liberty
LIBRARY

STRATEGIC PLAN

FY23-FY25

FY23-FY25: Goals and Objectives

The Process

Staff, volunteers, and board members teamed up in an inclusive and open process to develop our service priorities and create a flexible path to achieving them. The plan was developed based on information gathered by library staff including:

- community surveys
- patron feedback and word of mouth reports
- a summary of stakeholder interviews conducted by a consultant from the State Library of Iowa

Applying professional knowledge and best practices, library staff worked with the library board and a volunteer social work intern to identify themes and trends based on that information to chart the library's future.

Mission

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

Defining Principles

Access

We provide information and resources equally and equitably to all individuals through a variety of delivery methods.

Diversity

We value a diverse world and strive to both mirror and reflect that diversity by providing a full range of resources and services to the communities we serve.

Service

We provide service with empathy, compassion, and excellence. We continually seek to enhance our professional knowledge and skills through learning opportunities for all library staff. So that we might give our best to the community, library staff are supported so they might achieve a work-life balance that looks like success for their individual lives.

Values

Civic Commons

Our library is a safe and welcoming space where all people belong, whether to meet and interact with others or to experience whatever they are seeking when they visit. We know that investing in our civic assets (libraries, parks, plazas, and trails) creates opportunities for connecting people of all backgrounds, cultivates trust and counters the trends of social and economic fragmentation in cities and neighborhoods.

Literacy

We believe in providing avenues for patrons to improve their literacy skills in order to meet their personal goals and fulfill their roles as caregivers, citizens, and workers which in turn creates an informed citizenry. By providing free and equal access to information for all people in the communities we serve, we uphold the first amendment right of free expression.

Social Responsibility

Libraries are fundamental to democratic societies with broad social responsibilities to support efforts to inform and educate people on these critical issues of society, to encourage people to examine the many views on and the facts regarding each problem, and to assist in bettering or solving these problems. Our library is an essential public good.

Definitions:

Actions: single items under each goal

Goal: Specific target or end-result desired to support a value/strategic priority – purposeful, actionable, measurable

Measure(s): how will library staff determine success of the plan and be clear that a goal or specific action is accomplished or underway

Responsibility: one person/group (programmers, admins, collection development, etc.) who will take lead on an activity to ensure it's updated and completed

Target group: refers broadly to specific audiences this goal is meant to reach/serve, however, it should be noted that all citizens may be served by any goals in this plan that meets their individual interests and needs

Timeframe: Q1 = Jul-Sep, Q2 = Oct-Dec, Q3 = Jan – Mar, Q4 = Apr – Jun ; FY = fiscal year

Social Responsibility

Goal 1: Members of the community and staff have opportunities & platforms for EDI issues to be acknowledged (internally and externally)

Actions
1. Join and participate in the Change Network, Q1 FY25
2. Host minority-owned business spotlights, Q4 FY23
3. Increase/expand partnerships with organizations to provide services for individuals who have limited access to the library, immediate and ongoing, Q1 FY23 and ongoing
4. Increase services to incarcerated/returning citizens and families, Q2 FY23
Target Group: marginalized and oppressed individuals and communities
Measures: staff is actively centering on underrepresented individual and consciously decentering dominant cultures and groups, program statistics, informal feedback
Responsibility: IDEA (Inclusion, Diversity, Equity, and Access) Committee Chair and members

Goal 2: The library acts as a community outpost

Action
1. Create basic needs kits (hygiene necessities) based throughout the community and provide oversight of upkeep, Q1 FY24 stocked and open for use
Target group: Area teens and adults in need of supplies
Measures: in place and utilized, requests being generated for additional materials
Responsibility: Teen and adult services

Goal 3: The library has a full-time social worker on staff

Actions
1. Seek partnerships/grants to initially fund position, Q3 FY23
2. Gather data and propose budget to City Administration for permanent paid position, funded for FY26
Target group: unserved/underserved populations, individuals in need of social services
Measure: position approved and hired
Responsibility: Director

Goal 4: Citizens are aware and informed about available library services

Actions
1. Host an in-person town hall/information gathering at the library with outside moderator, Q2 FY23
2. Conduct regular patron surveys, currently conducting, next set for Q3 FY24
Target group: underrepresented ages/groups/communities
Measures: patrons/community members feel a greater sense of ownership with library staff

Responsibility: Program Staff
3. Outreach to schools dispersing information and gathering information and gathering informal knowledge, Q2 FY22 (depending on schools allowing outside visitors)
Target group: elementary, junior high and high school students in North Liberty
Measures: increased usage of materials, increased attendance at programs
Responsibility: Youth & Teen Services staff
4. Relaunch Youth Impact initiative with a series of life skills classes, Q3 FY23
Target group: tweens/teens in grades 5th-8th grades
Measures: number of kids signed up, number of kids on waitlist, follow-survey about the experience
Responsibility: Youth & Teen Services Staff

Literacy

Goal 1: Community members have access to a variety of unique library materials featuring interactive activities and 3D object through a library of things collection

Actions
1. Expand non-book materials, Q4 FY24
2. Current library of things materials are all out and in one location, Q1 FY23
3. Offer laptops with hotspots for checkout, Q4 FY23
4. Create a loanable technology program featuring Raspberry Pi's
5. Add adult subscription boxes (modeled after teen subscription boxes)
Target Group: Patrons with specific interests/needs, underserved/unserved patrons
Measures: materials are cataloged and displayed, circulation statistics, survey of interest
Responsibility: Collection Development Librarian

Goal 2: The community views library as a center for service opportunities

Actions
1. Provide opportunities for individuals to get involved in community service events and volunteering
2. Create programs for individuals to share their expertise
3. Establish Community Navigators' program (health and wellness, community)

Target Group: All Citizen
Timeframe: Consistent schedule created by Q1 FY24
Measures: statistics/number of people served by the project, projects and programs that are established
Responsibility: Youth & Teen and Adult Services

Goal 3: Newcomers, special populations, and unserved/underserved populations feel a sense of welcome and belonging at the library

Actions
1. Return of programming for people with disabilities (Autism Browsing night, Integration in Motion) that was halted with pandemic, timeline dependent on groups' guidelines and willingness/ability to attend
2. Launch language practice programs
3. Establish Community Navigators' program (health and wellness, welcome)
Target Group: All ages, new residents
Timeframe: Q3 FY22 (New Year kickoff)
Measures: building social capital, branching out of skills (learned and used) in library outside of programming, stories/word-of-mouth, statistics
Responsibility: Programming/Marketing

Goal 4: Non-English speakers and multilingual individuals find what they need at the library

Actions
1. Add Spanish language materials (multiple formats) for all ages, Q2 FY23
2. Begin to investigate additional languages, Q1 FY24
Target group: non-English speakers and multilingual persons
Measure: increased requests for these materials, increase in multilingual users, circulation statistics
Responsibility: Collection Development Librarian

Goal 5: The library makes it easy for people to find what they want

Actions
1. Utilize model developed with consultant for ensuring high demand titles are readily available at the library
2. Refine subject headings in library OPAC using statistical analysis and research
Target group: patrons of all ages and with varying interests

Timeframe: Q1 FY23 (started FY22, ongoing)
Measures: number of titles with diverse search terms increases, increased circulation statistics, time/fulfillment of requests/holds meets set criteria
Responsibility: Collection Development Librarian

Goal 6: The library is a community center for literacy, early childhood development, care-giver education and family support

Actions
1. Set up Family Place Library equipment for regular use in children’s area and learning center, Q4 FY22
2. Launch Family Place Playful Parenting Group with community experts in place, Q2 FY23
Target group: children age 0-5, unserved populations with young children
Measures: oversight of use of equipment, increase in BIPOC/BIYOC patrons, expanded partnerships, informal feedback
Responsibility: Family Services Librarian

Civic Commons and Place

Goal 1: People are able to find the library

Actions
1. Ensure placement of universal signs from all directions, immediate, Q4 FY22
2. Enhance presentation of east and west entrance for visibility, Q3 FY24
3. Increase visibility of kids’ area (art on clouds), Q4 FY25
Target Group: Area residents and visitors
Measures: Tasks completed, increased use, word of mouth
Responsibility: Administration

Goal 2: All library staff and our community member are aware of library services

Actions
1. Develop a marketing toolkit and procedures for promotions and cross promotion of programs and service, Q3 FY23 (ongoing)
2. Create a marketing plan to increase patron participation/use of library, Q2 FY23
3. Launch patron of the month program to highlight use, Q1 FY24
4. Highlight technology resources available at the library for patron use

Target Group: library staff and all community members (patrons and underserved)
Measures: increased patron use, increase in library card registrations, increase programming attendance
Responsibility: Programming/Marketing

Goal 3: Working professionals use the library as a collaborative meeting space

Actions
1. Establish co-working space and schedule in library, Q4 FY23
2. Host emerging professionals networking mixers, Q3 FY23
Target group: Working professionals/remote workers, any user needing meeting space
Measures: User feedback (formal and informal), attendance and statistics from use of space, presenter feedback, meeting room update completed
Responsibility: Public Services Librarian

Goal 4: All people are able to meet, learn, collaborate and create at the library

Actions
1. Improve meeting room experience with updated A/V, Q4 FY23
2. Continue to use available technology to offer hybrid programs, ongoing
3. Develop programming to offer patrons opportunities for self-expression and creativity (Biblioboard), Q2 FY23 and ongoing
4. Offer in-library technology skills classes, Q4 FY23
5. Purchase a Farmbot for the library or a gardening 3D printer, Q1 FY24
6. Pursue Kulture City Certification for Community Center to be sensory inclusive, Q1 FY25 - funded and all staff trained
Target Group: All library cardholders, area residents and visitors, persons with sensory or sensitivity needs
Measures: Tasks completed, word of mouth, feedback from meeting room users, attendance at classes, noted reduction in tech questions and/or staff time in supporting technology needs of patrons, increased partnerships with Food Pantry, schools, daycares, interest groups, increased use of seed library and kits
Responsibility: Programmers/Admin

Goal 5: The library is a space to plug-in and unplug

Actions
1. Provide space for charging devices in adult area and youth & teen area(s), Q2 FY23

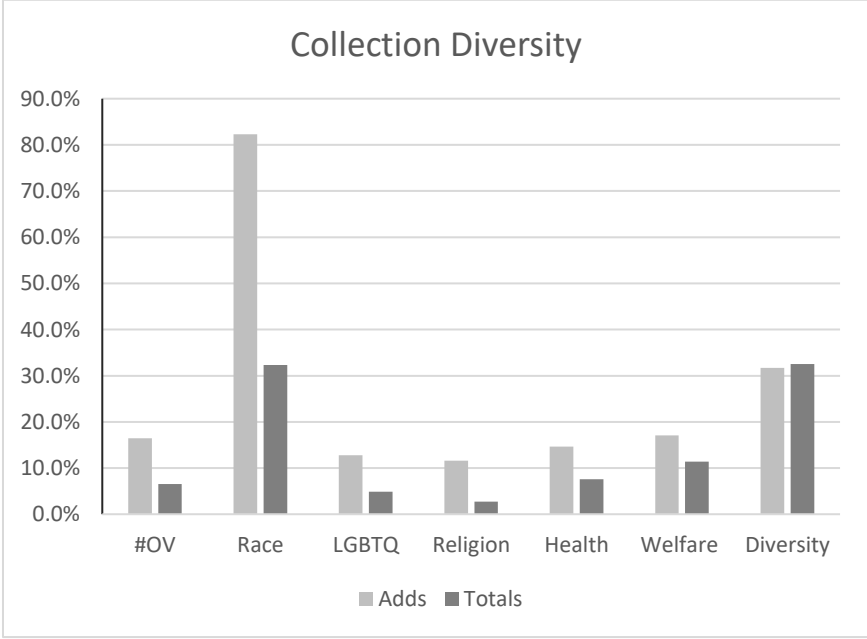
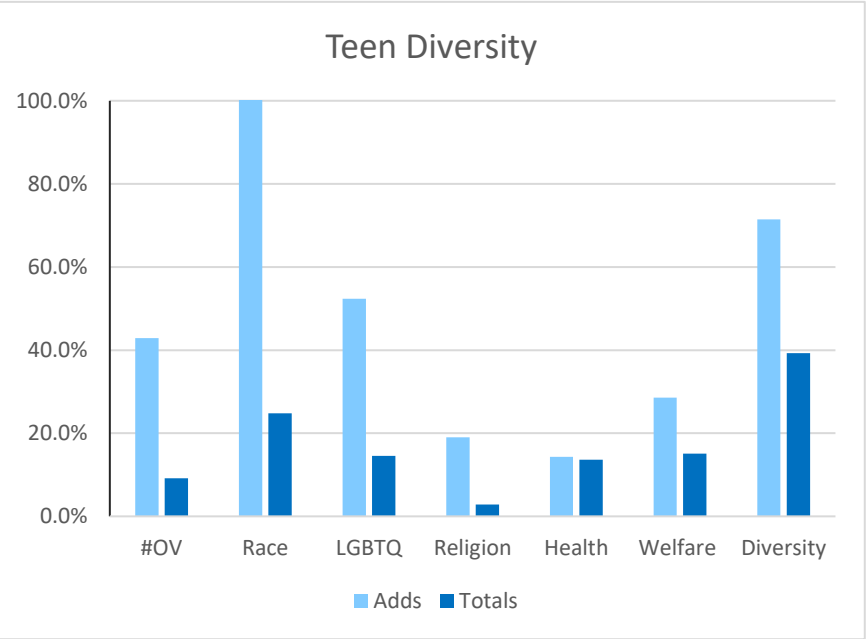
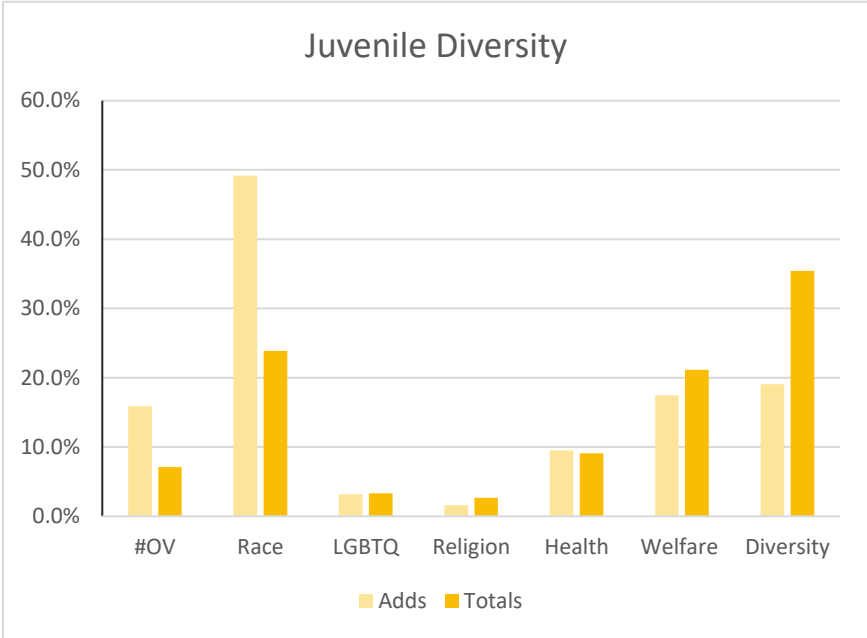
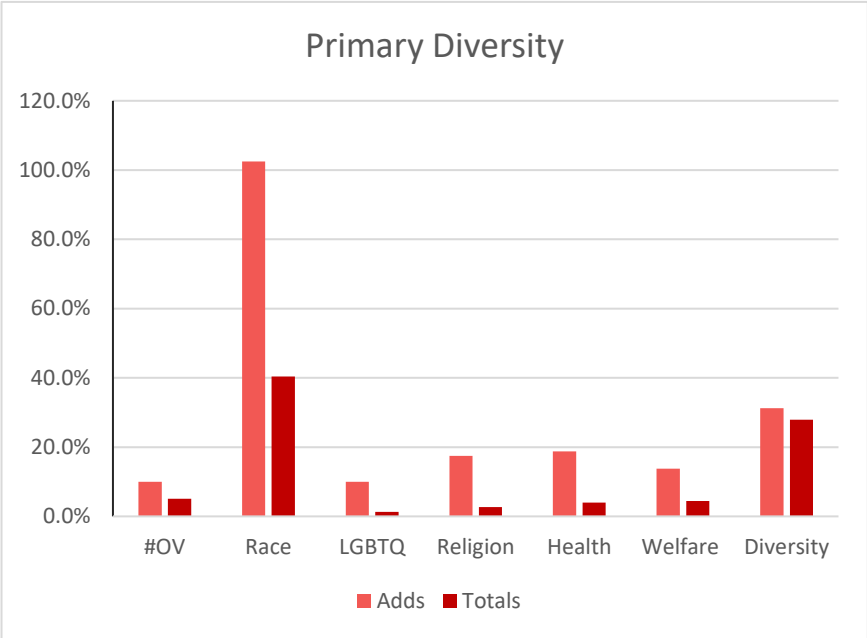
2. Encourage people to unplug from devices by offering activities that balance opportunities to unplug with tech needs, Q4 FY23
Target Group: Adults, teens, and youth in the library
Measures: Charging options installed, monitor use and increased non-tech activities available, observation
Responsibility: Adult and Youth & Teen Services

Goal 6: The library offers a space for people to gather, experience nature, and be active outdoors

Actions
1. Further boost outdoor wi-fi and install solar charging benches for public use, Q2 FY23
2. Create and utilize outdoor gathering spaces, Q3 FY23 research and planning, Q2 FY25 completion of spaces
Target Group: adults, people with devices
Measures: wi-fi stats increase, number of programs offered, attendance statistics
Responsibility: Adult Services/IT

Youth Diversity Analysis

April 2022



Youth Diversity Analysis

April 2022

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	350	8	264	10	288	9	902	27
%	5.1%	10.0%	7.1%	15.9%	9.1%	42.9%	6.6%	16.5%
Race	2776	82	888	31	782	22	4446	135
%	40.4%	102.5%	23.9%	49.2%	24.8%	104.8%	32.4%	82.3%
LGBTQ	87	8	123	2	460	11	670	21
%	1.3%	10.0%	3.3%	3.2%	14.6%	52.4%	4.9%	12.8%
Religion	185	14	99	1	90	4	374	19
%	2.7%	17.5%	2.7%	1.6%	2.9%	19.0%	2.7%	11.6%
Health	272	15	338	6	431	3	1041	24
%	4.0%	18.8%	9.1%	9.5%	13.7%	14.3%	7.6%	14.6%
Welfare	307	11	786	11	475	6	1568	28
%	4.5%	13.8%	21.1%	17.5%	15.1%	28.6%	11.4%	17.1%
Diversity	1916	25	1317	12	1239	15	4472	52
%	27.9%	31.3%	35.4%	19.0%	39.3%	71.4%	32.5%	31.7%
Count	6871	80	3718	63	3154	21	13743	164

LIBRARY BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and “other.”

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert’s Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for

which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.

Individual Self-Assessment: Purpose of self-assessment is not to be judgmental or focus only on weaknesses and negative aspects but to identify areas for growth/understanding and a way to loosely measure that growth.

Leadership Self-Assessment

	Considerations	4 Very Good	3 Good	2 Fair	1 Poor	Not Applicable
1	I have full and common understanding of the roles and responsibilities of my board position					
2	I have full and common understanding of the roles and responsibilities of my committee chair position					
3	I understand the organization's mission, vision, and values					
4	I follow clear goals and actions resulting from relevant and realistic strategic planning					
5	I participate in policy-related decisions which effectively guide operational activities of leadership and staff					
6	I receive regular reports on finances, budgets, initiatives, programs, and other important matters					
7	I help set fundraising goals and am actively involved in fundraising					
8	I am actively involved in volunteer recruitment					
9	I attend most or all board meetings prepared to report on my focus areas and offer input on other areas					
10	I regularly monitor progress toward strategic goals and organizational performance					
11	I have been satisfied with my overall board performance so far					
12	I have been satisfied with my overall board participation so far					
13	I feel involved and interested in the board's work					
14	I feel I bring necessary skills and experience to the board					

Additional Comments:

NLL Board Assessment

	Considerations	4 Very Good	3 Good	2 Fair	1 Poor	Not Applicable
1	Board has full and common understanding of the roles and responsibilities of all board members and the board as a whole					
2	Board members understand the organization's mission, vision, and values					
3	Structural pattern is clear (board, officers, committees, staff)					
4	Board has clear goals and actions resulting from relevant and realistic strategic planning					
5	Board attends to policy-related decisions which effectively guide operational activities of volunteers and staff					
6	Board receives regular reports on finances, budgets, initiatives, programs, and other important matters					
7	Board helps set fundraising goals and is actively involved in fundraising					
8	Board effectively represents ARSL to the members and other library organizations					
9	Board meetings are focused, and progress is consistently made on important organizational matters					
10	Board regularly monitors and evaluates progress toward strategic goals and performance					
11	Board regularly evaluates and communicates with staff					
12	Board has approved comprehensive policies which have been reviewed by a qualified professional					
13	Each member of the board feels involved and interested in the board's work					
14	All necessary skills, stakeholders, and diversity are represented on the board					

Additional comments:

Please list the three to five points on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.

1.

2.

3.

4.

5.