

North Liberty Community Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
June 20, 2022 6:30 pm

Call to Order

I. Additions/Changes to the Agenda

II. Approval of Minutes

a. May

III. Reports

- a. Budget
- b. Friends
- c. Director
- d. Staff reports – questions

IV. Policy Review

a. Internet & Technology Policy

V. New Business

Adjourn

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

# Expense Budget Performance Report

Fiscal Year to Date 06/14/22

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	615,704.00	.00	615,704.00	48,719.84	.00	477,510.57	138,193.43	78	535,290.72
6020	Part Time Wages	69,418.00	.00	69,418.00	4,108.44	.00	74,348.67	(4,930.67)	107	107,759.79
6040	Overtime Pay	750.00	.00	750.00	.00	.00	450.61	299.39	60	.00
6110	FICA/Medicare	49,839.00	.00	49,839.00	3,874.33	.00	40,670.68	9,168.32	82	47,432.71
6130	IPERS	61,501.00	.00	61,501.00	.00	.00	46,070.66	15,430.34	75	59,972.18
6150	Group Insurance	103,047.00	.00	103,047.00	10,114.28	.00	102,705.41	341.59	100	98,835.67
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	1,784.00	1,216.00	59	5,995.00
<i>Personnel Services Totals</i>		\$903,259.00	\$0.00	\$903,259.00	\$66,816.89	\$0.00	\$743,540.60	\$159,718.40	82%	\$855,286.07
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	86.58	.00	1,343.51	1,256.49	52	158.51
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	89.00	.00	12,365.68	2,634.32	82	18,453.98
6210	Dues/Memberships Subscriptions	2,250.00	562.62	2,812.62	.00	.00	2,305.10	507.52	82	2,175.88
6230	Training	10,500.00	1,972.40	12,472.40	.00	.00	12,926.17	(453.77)	104	3,273.79
6250	Tuition Reimbursement	10,500.00	.00	10,500.00	3,049.00	.00	5,250.00	5,250.00	50	.00
<i>Personnel Services Non-position Control Totals</i>		\$40,850.00	\$2,535.02	\$43,385.02	\$3,224.58	\$0.00	\$34,190.46	\$9,194.56	79%	\$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
<b>6371</b>	<b>Utilities</b>									
6371-01	Utilities Electric	44,000.00	.00	44,000.00	.00	.00	41,995.94	2,004.06	95	28,188.01
6371-02	Utilities Gas	7,000.00	10,000.00	17,000.00	1,066.78	.00	17,901.93	(901.93)	105	6,369.29
<b>6371 - Utilities Totals</b>		\$51,000.00	\$10,000.00	\$61,000.00	\$1,066.78	\$0.00	\$59,897.87	\$1,102.13	98%	\$34,557.30
6372	Dumpster Pickup	425.00	.00	425.00	35.00	.00	385.00	40.00	91	385.00
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	212.35	.00	1,840.06	(40.06)	102	1,812.57
6374	Software Maintenance Fees	11,500.00	.00	11,500.00	262.55	.00	11,840.87	(340.87)	103	10,652.53
<i>Repair, Maintenance, Utilities Totals</i>		\$66,725.00	\$10,000.00	\$76,725.00	\$1,576.68	\$0.00	\$74,083.80	\$2,641.20	97%	\$48,241.29
<i>Contractual Services</i>										
6408	Insurance/General	4,500.00	3,724.00	8,224.00	.00	.00	8,224.00	.00	100	6,026.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	1,596.78	.00	19,153.40	2,461.60	89	16,131.04
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	20.00	.00	277.00	473.00	37	516.18
6414	Printing/Advertising/Publications	3,900.00	.00	3,900.00	99.53	.00	3,293.00	607.00	84	3,056.23
6419	Software Support	5,000.00	.00	5,000.00	2,073.91	.00	6,827.91	(1,827.91)	137	10,525.63
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	.00	.00	3,153.75	(153.75)	105	2,831.44
6431	Database Subscriptions	16,000.00	.00	16,000.00	.00	(1,125.00)	12,141.82	4,983.18	69	15,827.58
<i>Contractual Services Totals</i>		\$54,765.00	\$3,724.00	\$58,489.00	\$3,790.22	(\$1,125.00)	\$53,070.88	\$6,543.12	89%	\$54,914.10

# Expense Budget Performance Report

Fiscal Year to Date 06/14/22

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
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	270.57	52,270.57	4,759.40	(3,776.60)	56,949.95	(902.78)	102	41,575.81
6502-03	Library Materials SRP	6,000.00	.00	6,000.00	953.07	(199.10)	3,052.19	3,146.91	48	9,361.23
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	40.35	.00	4,559.52	3,840.48	54	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	3,165.69	.00	10,516.29	2,083.71	83	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	390.00	.00	4,785.84	(1,035.84)	128	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
<b>6502 - Library Materials Totals</b>		<b>\$121,600.00</b>	<b>\$270.57</b>	<b>\$121,870.57</b>	<b>\$9,308.51</b>	<b>(\$3,975.70)</b>	<b>\$115,301.34</b>	<b>\$10,544.93</b>	<b>91%</b>	<b>\$101,768.03</b>
6506	Office Supplies	5,000.00	.00	5,000.00	882.93	.00	3,208.10	1,791.90	64	3,215.50
6508	Postage & Shipping	1,500.00	.00	1,500.00	.00	.00	413.63	1,086.37	28	1,072.12
6509	Building Maintenance Supplies	650.00	.00	650.00	6.88	.00	15.27	634.73	2	1,660.74
6513	Cleaning Supplies	1,850.00	.00	1,850.00	.00	.00	1,822.50	27.50	99	852.47
6517	Computers & Technology	10,000.00	5,250.00	15,250.00	.00	.00	18,468.28	(3,218.28)	121	9,566.70
6521	Software	1,750.00	.00	1,750.00	.00	.00	1,178.14	571.86	67	1,529.90
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	1,123.41	.00	2,002.60	(2.60)	100	1,625.00
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	8,600.00	2,250.00	10,850.00	1,633.03	(1,223.05)	10,869.32	1,203.73	89	7,578.47
<i>Commodities Totals</i>		<b>\$152,950.00</b>	<b>\$7,770.57</b>	<b>\$160,720.57</b>	<b>\$12,954.76</b>	<b>(\$5,198.75)</b>	<b>\$153,279.18</b>	<b>\$12,640.14</b>	<b>92%</b>	<b>\$128,868.93</b>
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6910 - Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfer Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,218,549.00</b>	<b>\$24,029.59</b>	<b>\$1,242,578.59</b>	<b>\$88,363.13</b>	<b>(\$6,323.75)</b>	<b>\$1,058,164.92</b>	<b>\$190,737.42</b>	<b>85%</b>	<b>\$1,111,372.55</b>
Department <b>4010 - Library Services Totals</b>		<b>(\$1,218,549.00)</b>	<b>(\$24,029.59)</b>	<b>(\$1,242,578.59)</b>	<b>(\$88,363.13)</b>	<b>\$6,323.75</b>	<b>(\$1,058,164.92)</b>	<b>(\$190,737.42)</b>	<b>85%</b>	<b>(\$1,111,372.55)</b>
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	110,000.00	.00	110,000.00	1,109.33	25,359.00	130,357.44	(45,716.44)	142	54,148.67
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$110,000.00</b>	<b>\$0.00</b>	<b>\$110,000.00</b>	<b>\$1,109.33</b>	<b>\$25,359.00</b>	<b>\$130,357.44</b>	<b>(\$45,716.44)</b>	<b>142%</b>	<b>\$54,148.67</b>

# Expense Budget Performance Report

Fiscal Year to Date 06/14/22

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
<b>Fund 001 - General Fund</b>										
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	90,000.00	.00	90,000.00	.00	.00	76,281.07	13,718.93	85	72,393.72
6499	Misc Contractual	32,000.00	.00	32,000.00	360.22	5,452.00	42,603.76	(16,055.76)	150	16,569.13
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$360.22	\$5,452.00	\$118,884.83	(\$2,336.83)	102%	\$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>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	47,000.00	.00	47,000.00	.00	.00	.00	47,000.00	0	37,000.00
<b>6910 - Transfer Totals</b>		\$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
<b>EXPENSE TOTALS</b>		\$279,000.00	\$0.00	\$279,000.00	\$1,469.55	\$30,811.00	\$249,242.27	(\$1,053.27)	100%	\$195,575.52
Department <b>4060 - Community Center Totals</b>		(\$279,000.00)	\$0.00	(\$279,000.00)	(\$1,469.55)	(\$30,811.00)	(\$249,242.27)	\$1,053.27	100%	(\$195,575.52)
Fund <b>001 - General Fund Totals</b>		\$1,497,549.00	\$24,029.59	\$1,521,578.59	\$89,832.68	\$24,487.25	\$1,307,407.19	\$189,684.15		\$1,306,948.07
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<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>										
<b>6502</b>	<b>Library Materials</b>									
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6502 - Library Materials Totals</b>		\$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	12,000.00	12,000.00	.00	.00	6,885.30	5,114.70	57	.00
6532	Program Materials	.00	14,000.00	14,000.00	.00	.00	13,575.36	424.64	97	1,930.92
<i>Commodities Totals</i>		\$0.00	\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$20,460.66	\$5,539.34	79%	\$1,930.92
<i>Capital Outlay</i>										
6750	Buildings	.00	6,750.00	6,750.00	.00	.00	5,540.00	1,210.00	82	2,295.00
<i>Capital Outlay Totals</i>		\$0.00	\$6,750.00	\$6,750.00	\$0.00	\$0.00	\$5,540.00	\$1,210.00	82%	\$2,295.00

# Expense Budget Performance Report

Fiscal Year to Date 06/14/22

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 003 - Library Capital										
Department 4010 - Library Services										
	EXPENSE									
	Transfer									
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
	<b>6910 - Transfer Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Transfer Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<b>EXPENSE TOTALS</b>	\$0.00	\$32,750.00	\$32,750.00	\$0.00	\$0.00	\$26,000.66	\$6,749.34	79%	\$4,225.92
	Department 4010 - Library Services Totals	\$0.00	(\$32,750.00)	(\$32,750.00)	\$0.00	\$0.00	(\$26,000.66)	(\$6,749.34)	79%	(\$4,225.92)
	Fund 003 - Library Capital Totals	\$0.00	\$32,750.00	\$32,750.00	\$0.00	\$0.00	\$26,000.66	\$6,749.34		\$4,225.92
Fund 004 - Recreation Capital										
Department 4060 - Community Center										
	EXPENSE									
	Capital Outlay									
6750	Buildings									
6750-01	Buildings Community Center	47,000.00	500,000.00	547,000.00	.00	(1,241.62)	1,679.80	546,561.82	0	79,872.43
	<b>6750 - Buildings Totals</b>	\$47,000.00	\$500,000.00	\$547,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$546,561.82	0%	\$79,872.43
	Capital Outlay Totals	\$47,000.00	\$500,000.00	\$547,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$546,561.82	0%	\$79,872.43
	<b>EXPENSE TOTALS</b>	\$47,000.00	\$500,000.00	\$547,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$546,561.82	0%	\$79,872.43
	Department 4060 - Community Center Totals	(\$47,000.00)	(\$500,000.00)	(\$547,000.00)	\$0.00	\$1,241.62	(\$1,679.80)	(\$546,561.82)	0%	(\$79,872.43)
	Fund 004 - Recreation Capital Totals	\$47,000.00	\$500,000.00	\$547,000.00	\$0.00	(\$1,241.62)	\$1,679.80	\$546,561.82		\$79,872.43
	<b>Grand Totals</b>	\$1,544,549.00	\$556,779.59	\$2,101,328.59	\$89,832.68	\$23,245.63	\$1,335,087.65	\$742,995.31		\$1,391,046.42

North Liberty Library Board of Trustees Meeting  
City Council Chambers

DATE: May 16, 2022 6:30 P.M.

PRESENT: Mike Healy, Jessica Beck, Scott Clemons, Laura Hefley, Library Director  
Jennie Garner, Family Services Librarian Emily O'Sheridan-Tabor

ABSENT: Chris Mangrich, Heidi Wood

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) April meeting minutes motion to approve by M. Healy; second L. Hefley; approved by voice vote
- 4) Reports
  - a) Staff Introduction
    - i) Emily O'Sheridan-Tabor presents on the importance of diversity in the Primary Fiction (picture books) collection
  - b) Budget
    - i) YTD transactions on track
    - ii) Amendments processed
  - c) Friends
    - i) Did not meet. Preparing for book sale
  - d) Director
    - i) Wi-fi hotspots are in circulation
    - ii) Fiscal Year 2023 – 2025 Strategic Plan
      - (1) Defining Principles for the plan – Access, Diversity, and Service
      - (2) Values – Civic Commons, Literacy, Social Responsibility
      - (3) Working/living document to be amended and updated while implementing goals
      - (4) M. Healy asks about large number of goals. Goals spread over many staff and some are very small. How is progress being communicated?  
Strategic Plan is standing agenda item of staff meetings
      - (5) J. Beck asks about farm.bot, an open source precision agriculture robot farming machine and KultureCity Certification for sensory inclusiveness.
  - e) Staff Reports
- 5) Policy Review
  - a) Library Board of Trustees By-Laws
    - i) Motion to approve by L. Hefley; second M. Healy; approved by voice vote
- 6) Old Business

- a) None
- 7) New Business
  - a) Board member self-assessment
    - i) Table discussion until June meeting

Adjourn

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

NEXT MEETING DATE: June 20, 2022

*Meeting minutes recorded by S. Clemons*

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**June 20, 2022**

- I. Financial update
  - A. Personnel: 82 percent (may not reflect total as all payroll is not inputted)
  - B. Personnel services (non-position): 79 percent
  - C. Repair, Maintenance, utilities: 97 percent
  - D. Contractual services: 89 percent
  - E. Commodities (Materials & Services): 92 percent
  - F. Average this time of year: 92 percent
- II. Library operations update
  - A. State Library Accreditation
    - i. Renewed accreditation through June 2025
    - ii. Tier 3 (highest funding tier)
    - iii. District consultant commended the Strategic Plan as one of best she has seen
  - B. Launching three new databases/community engagement tools
    - i. Biblioboard – allows for content creation from community members, eBook self-publishing, archiving
    - ii. LinkedIn (formerly Lynda) – career and adult online learning tool
    - iii. myLIBRO – new library app that integrates all of our eContent and materials
  - C. Revising donation acceptance process
    - i. Taking up a lot of space and staff time
    - ii. Andrew is working on a handout to give people
    - iii. Donations are very personal but there are just some items we can't accept
- III. Professional Activities
  - A. Board term expired for Iowa City UNESCO City of Literature
    - i. I did not renew
    - ii. City Administrator appointed Kellee Forkenbrock to fill that seat representing City of North Liberty
  - B. North Liberty Police will provide basic safety training for staff to address privacy and prevention of violence/harassment at June staff meeting (to be recorded for all staff to view)
- IV. Staff reports
  - A. Assistant Director
    - i. Conducted interviews and hired Library Assistant I position(s) – Bethany Cannon and Claire Grinstead
    - ii. Participated in Public Libraries of Johnson County meeting
    - iii. Recorded LTOM podcast for “Adventurer’s Son” by Roman Dial
    - iv. Participated in ‘Gather at the Virtual Table: Community Conversations on Food and Librarianship’ summit (May 12)
    - v. Participated in ‘Social Workers in Eastern Iowa Public Libraries’ visit
  - B. Public Services



- i. Began plans for next LITL event, slated for Fall 2022
- ii. Onboarding two new Library Assistants (Bethany Connon and Claire Grinstead)
- iii. Preparing to attend ALA during the last week of June
- iv. Appointed to the City of Lit Board, effective July 1st

C. Adult Services

- i. Let Love Fly (City Slate event w/library presence and collaboration in creation) – we counted over 400 people stopped at our booth
- ii. New Ulowa student intern (nonprofit leadership and philanthropy) has started and is working on.
  - a. IDEA Committee
  - b. Research on and setting foundations for an Art Committee in the City of North Liberty
- iii. 128 adult readers registered for SRP
- iv. Working to increase registrations with social media and announcement of adult prize drawings.

D. Marketing and Engagement Coordinator

- i. 2022-23 Adventure Pass program has been renewed with destinations including: Blank Park Zoo, Science Center of Iowa, Greater Des Moines Botanical Center, The History Center and the African American Museum of Iowa (until early Aug. when they close for remodel).
- ii. We've migrated the Library Newsletter to the city Mailchimp account which is a paid subscription and provides a few more perks. Folks who subscribe to specific information from the city can now select the library as one of those options.
- iii. The week of June 13 we featured Stories from Ukraine a video series on display in partnership with the Iowa City UNESCO City of Lit and area libraries. The videos were created between June 2016 and October 2018 and cover all 16 historic regions of Ukraine. The organization, Ukraïner, sought to capture stories from the farthest corners of Ukraine and to tell them to those who have moved from rural to urban regions or who have emigrated from the county.
- iv. We are preparing to launch 3 new resources: MyLibro (new library app), Biblioboard and LinkedIn Learning (formerly Lynda).
- v. Booked Up Craft events for July & August will be our first in-person program where supplies will be set out for folks to make in the library. July's project will be a wooden sign and August's DIY magnets.

E. Family Services

- i. Storytime
  - a. Starting to do outdoor storytimes
  - b. First Saturday storytime had 17, second had 13
  - c. Outreach continuing to go really well
  - d. Swim storytime, in partnership with free swim event, 1 a month for June, July & August
- ii. Additional Programming
  - a. Early literacy activities centers, including extended area in the Learning Center
  - b. Lots of use and comments about having toys back out
  - c. Music4Tots demo class, this time had storytime and demo music class directly After
  - d. Friday June 10th, 55 ppl

- e. Saturday Saturday June 11th, 37ppl
- f. Juneteenth, Saturday June 18th at Mercer park
- g. Helping host a booth for Early Childhood Iowa and going to pass out books for library as well.

iii. Committees

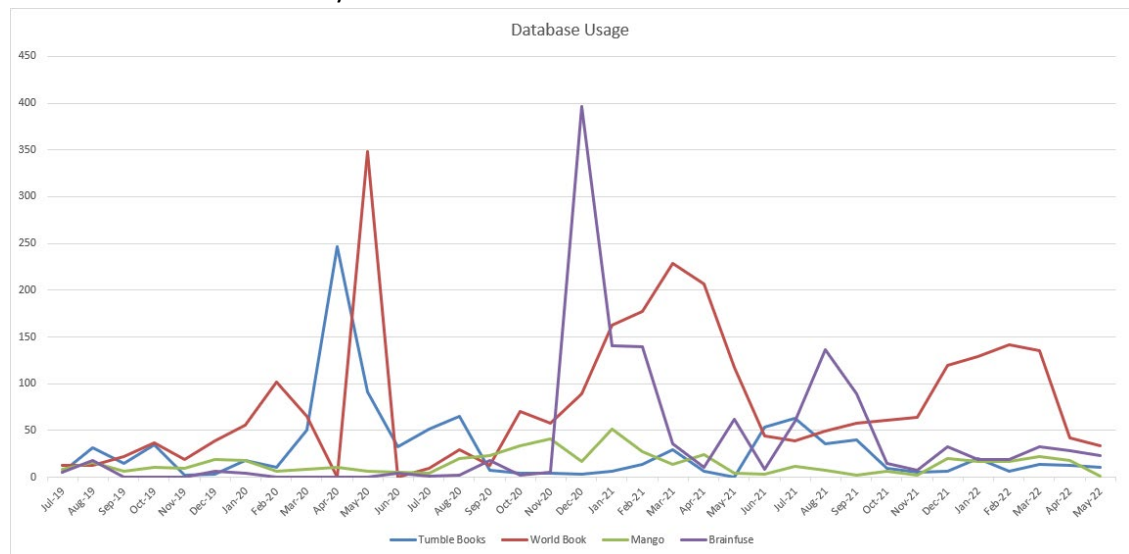
- a. ILA Intellectual Freedom Committee
- b. Looking at breakout session for the Iowa Librarian Association conference in the fall, going to be in Coralville this year.
- c. Started ASL for storytime, done with 1/6 models
- d. Using sign for welcome song in storytimes

F. Youth & Teen Services

- i. For May2022, the youth collection is at 32.8% diverse with the books added this past month at 55.3%.
- ii. Program numbers (May3rd – June13th)
  - h. Super Tues: 17
  - i. Tweendom: 9
  - j. JOI Club: 9 & 8
  - k. Korra: 5
  - l. Question of the Week: 66
  - m. Snack: 197
  - n. Free Comic Book Day: 155
  - o. Petri Dish Art (Youth & Adults): 16
- iii. Summer reading sign up and program have begun!

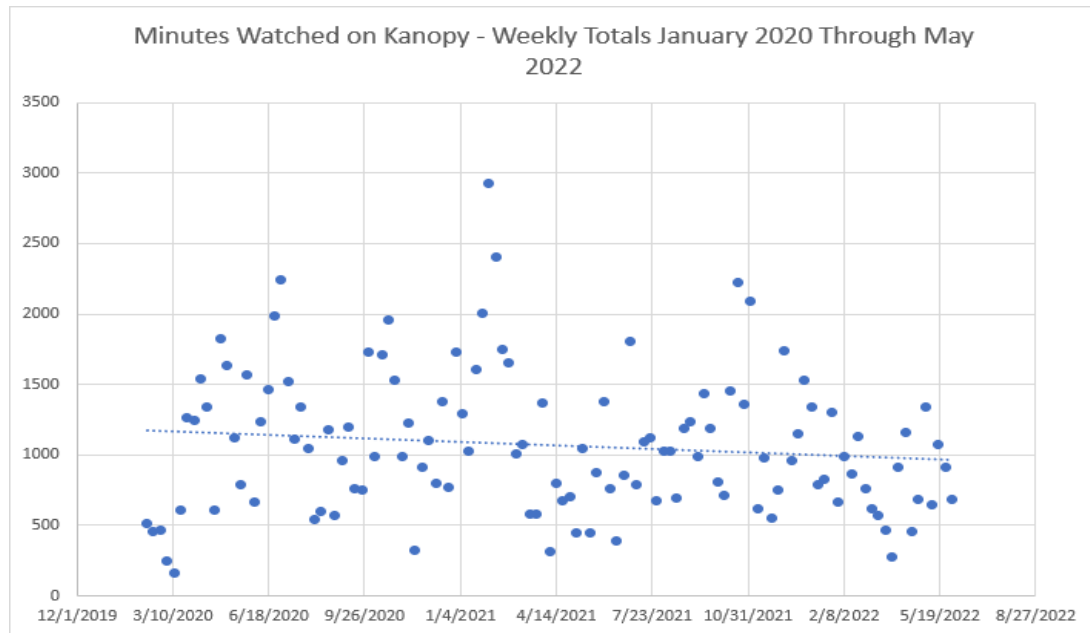
G. Collection Development:

- i. Here is the usage of our databases over the past three years. There aren't super noticeable trends, save for decreased use in the summer, so we are coming into the less used stretch of the year for our databases.



- ii. Here are our weekly viewed minutes on Kanopy. These are trending slightly down, but that may be a byproduct of the minutes having surged while everyone was at home, and

it having normalized since. Our highest time so far has been January 2021, so when it was cold out and people were staying home. Kanopy use tends to drop some in the summer, so I'm not expecting huge usage over the next couple of months.



- iii. Our physical circulation is up quite a bit from last year, but it was an off year so it's not a fair comparison. I am comparing this years' circulation with two years ago, and both Primary and Juvenile are way up, with us at or above the previous stable year. June tends to be our highest circulating month, especially in those to areas, so the physical collection has been moving very well. Audiobooks and DVDs don't circulate the way they did two years ago.

	Totals	Last Year Total	Percentage	Totals from FY 19/20	Percentage
Audio Total	758	481	157.59	1366	55.50
DVD Total	7689	4071	188.87	17103	44.96
Total Adult Books	18035	10992	164.07	20241	89.10
Total Primary Books	26516	16850	157.36	26443	100.28
Total Juvenile, Plus Readers	20368	12116	168.11	18123	112.39
Total Teen Fiction	2682	2009	133.50	3432	78.15

Respectfully Submitted, Jennie Garner, Library Director

## **INTERNET & TECHNOLOGY POLICY**

### **I. Purpose Statement**

The North Liberty Library (NLL) provides public access to computers and to the Internet in order to augment the community's educational and informational resources for library visitors of all ages.

### **II. Responsibilities of Patrons**

- A. The public has access to technology and electronic devices for use in the library. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of parents to guide their children in the selection of resources compatible with their family's values and beliefs. The library cannot act in loco parentis and urges parents to work with their own children in their use of Internet resources.
- B. Patrons should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- C. The library cannot guarantee the accuracy and/or authenticity of information discovered online and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- D. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- E. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- F. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

### **III. Time Limits**

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability and computer battery life.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

### **IV. Staff Assistance**

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLL staff.

- B. Due to liability, the staff does not repair personal computers or devices and is unable to check personal systems for viruses, malware or other damages to the computer or device.

**V. Ethical Use**

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of this policy may result in the suspension or loss of Internet/computer privileges and/or lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

**VI. Wireless Access at the Library**

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

## **INTERNET & TECHNOLOGY POLICY**

### **I. Purpose Statement**

The North Liberty Library (NLL) is committed to digital equity. The library provides public access to computers, tablets, Internet and other devices in order to augment the community's educational and informational resources for library visitors of all ages.

### **II. Responsibilities of Patrons**

- A. The public has access to technology and electronic devices - some devices are for in-library use only while other devices may be checked out. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.  
The library cannot act in place of a guardians/caregiver and urges guardians/caregivers to work with their own children in their use of Internet resources.
- B. Guardians/caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- C. The library cannot guarantee the accuracy and/or authenticity of information discovered online and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- D. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- E. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- F. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

### **III. Time Limits**

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability and computer battery life.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

### **IV. Staff Assistance**

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual

training or attend free technology-related computer assistance offered by NLL staff.



- B. Due to liability, the staff does not repair personal computers or devices and is unable to check personal systems for viruses, malware or other damages to the computer or device.

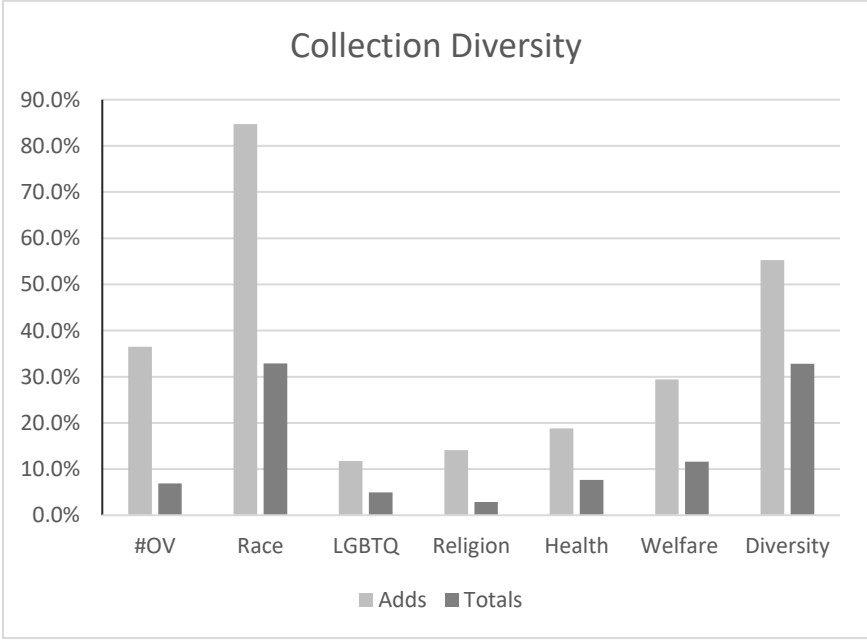
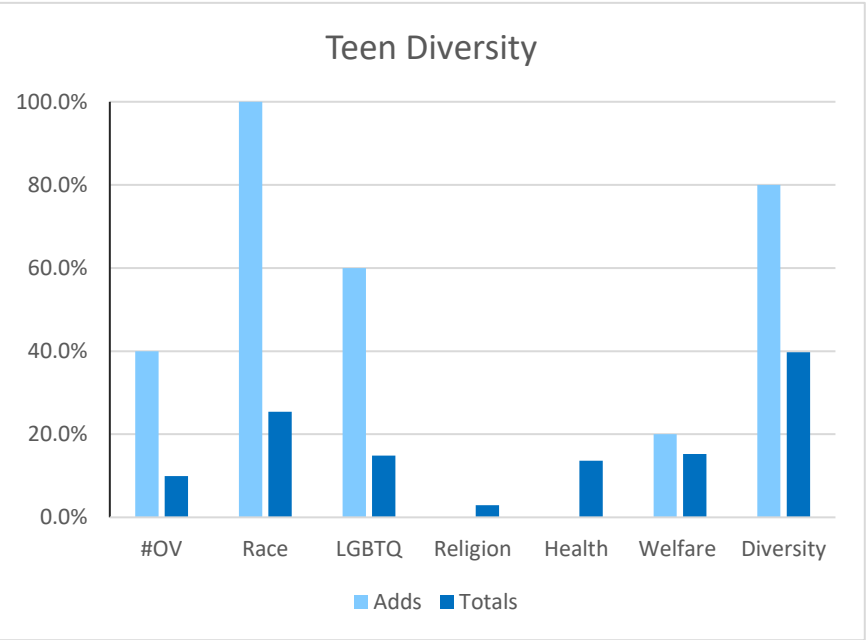
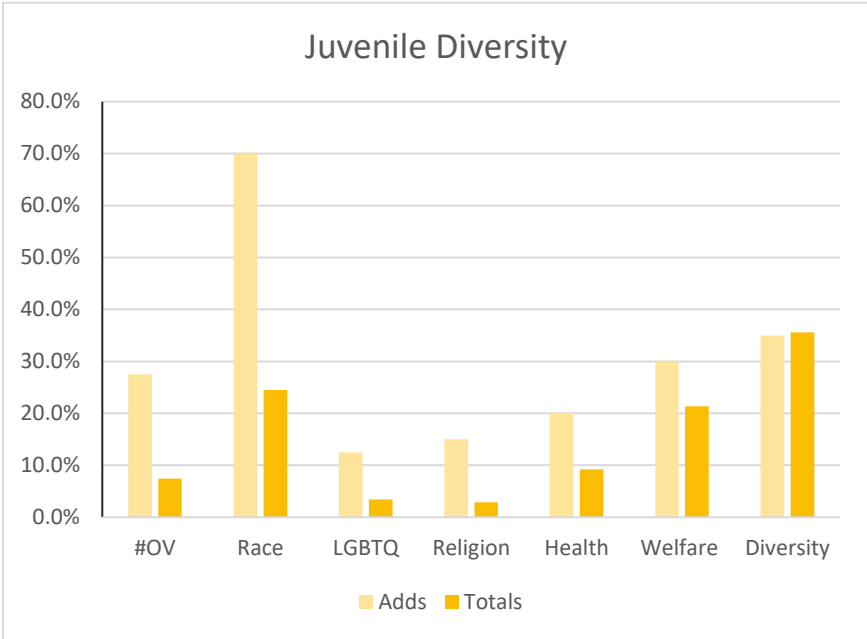
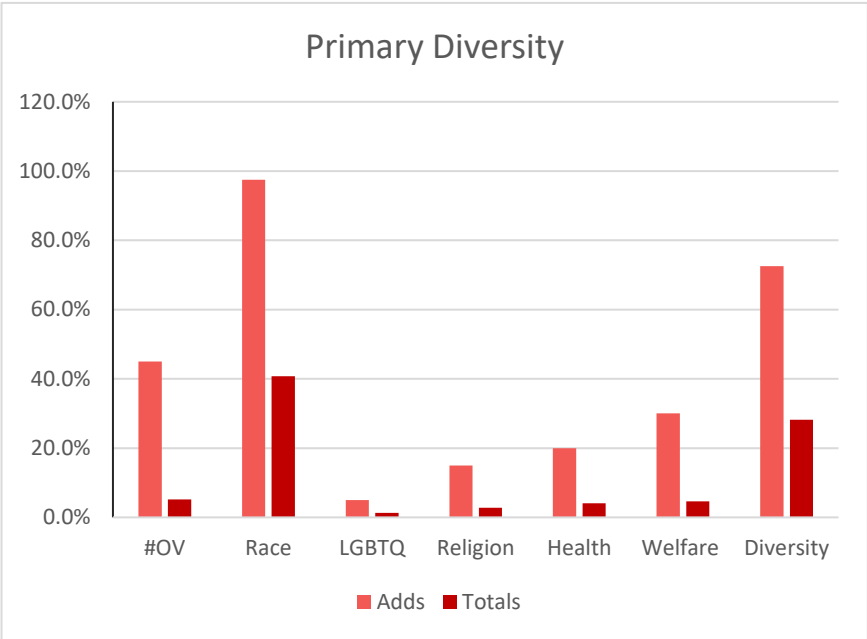
**V. Ethical Use**

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of this policy may result in the suspension or loss of Internet/computer privileges and/or lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

**VI. Wireless Access at the Library**

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

Youth Diversity Analysis: May 2022



## Youth Diversity Analysis: May 2022

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
<b>#OV</b>	360	18	278	11	313	2	951	31
%	5.2%	45.0%	7.4%	27.5%	9.9%	40.0%	6.9%	36.5%
<b>Race</b>	2815	39	919	28	801	5	4535	72
%	40.8%	97.5%	24.5%	70.0%	25.4%	100.0%	32.9%	84.7%
<b>LGBTQ</b>	89	2	128	5	469	3	686	10
%	1.3%	5.0%	3.4%	12.5%	14.9%	60.0%	5.0%	11.8%
<b>Religion</b>	191	6	108	6	93	0	392	12
%	2.8%	15.0%	2.9%	15.0%	3.0%	0.0%	2.8%	14.1%
<b>Health</b>	279	8	346	8	430	0	1055	16
%	4.0%	20.0%	9.2%	20.0%	13.7%	0.0%	7.6%	18.8%
<b>Welfare</b>	318	12	801	12	480	1	1599	25
%	4.6%	30.0%	21.4%	30.0%	15.2%	20.0%	11.6%	29.4%
<b>Diversity</b>	1943	29	1334	14	1252	4	4529	47
%	28.2%	72.5%	35.6%	35.0%	39.7%	80.0%	32.8%	55.3%
Count	6900	40	3748	40	3150	5	13798	85



TO: City Administrator and City Council  
FROM: Jennie Garner, Library Director  
DATE: June 9, 2022  
SUBJECT: Monthly Library Report

### **Library News**

I mentioned last month that library staff and a board member have been working on a new strategic plan. That plan has been submitted to the State Library to complete the North Liberty Library's state accreditation renewal. It's most definitely a working document and we're very proud of it. I've included the full plan at the end of this report.

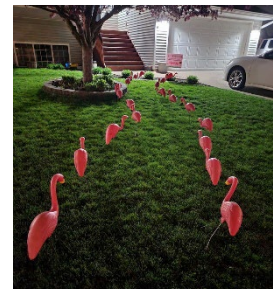
As you'll see from the strategic plan, much of our work centers on creating a place of inclusion and belonging to welcome all community members. Our goal with our collection and embedded in our programming is to provide windows and mirrors for patrons in which they can see reflections of themselves but also experience a broader view of the world far-reaching our small Iowa community.

The Library staff hosted a popular button-making booth at the Let Love Fly Giant Kite event. People could choose from buttons with their pronouns on them or color their own. It's truly gratifying to see our community come together in inclusivity. Additionally, the staff was involved in the Playground Crawl held in May. The City Slate is such a wonderful opportunity for city staff to collaborate and raise visibility.



As you likely remember, the North Liberty Library received the Family Place Libraries designation in late 2019 and our launch was set for spring 2020. As with so many activities, the pandemic meant a delay to that launch. Today, we've have completed the set up for our open play space in the Gerdin Learning Center where parents and our youngest patrons can spend time whenever the library is open.

Another successful Flamingo Flocking in May added over \$1000 to the North Liberty Library Friends Endowment with the Johnson County Foundation. This event has become a favorite; we now have patrons asking about it in early spring every year.



**Keep scrolling for program highlights and the NLL Strategic Plan**





Adults and teens had an opportunity to make resin art suncatchers in the library



The tweens had a blast making slime with Dani and Kayla

150 patrons showed up for the Free Comic Book Day event at the library

