

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
September 19, 2022, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. August
- IV. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- V. Policy Review
 - a. Collection Development Policy
 - b. Reconsideration of Library Materials
- VI. Old Business
- VII. New Business
 - a. Intellectual Freedom
 1. Training
 2. Supporting Documents

Adjourn

Next meeting date: October 17, 2022, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: August 15, 2022 6:30 P.M.

PRESENT: Jessica Beck, Laura Hefley, Scott Clemons, Brady Bird, Chris Mangrich, Lindsay Bland, Library Director Jennie Garner

ABSENT:

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) June meeting minutes motion to approve by L. Hefley; second C. Mangrich; approved by voice vote
- 4) Reports
 - a) Budget
 - i) Contractual Services ahead of average because of upfront payment. Utilities up on increased cost
 - b) Friends
 - i) Will fund Ann Patchett virtual guest to Local Libraries LIT (Listen, Initiate, Talk) event
 - ii) J. Beck asks about Waffle Breakfast fund raiser. No plans for one
 - c) Staff Introduction - Library Director Jennie Garner
 - d) Director
 - i) Kick off two capital improvement projects
 - (1) New information desk – smaller and mobile
 - (2) Noise cancelling acoustic panel
 - ii) Collaborative grant proposal for public art mural with United Action for Youth
 - e) Staff Reports – Questions
 - i) B. Bird ask about Integration in Motion
 - (1) Programming for adults with intellectual disabilities
- 5) Old Business
 - a) None
- 6) New Business
 - a) Election of Officers
 - i) Motion to elect slate of candidates: S. Clemons Trustee President; C. Mangrich Trustee Vice President; and B. Bird Trustee Secretary made by L. Hefley; second C. Mangrich; approved by voice vote

Adjourn

Motion to adjourn by L. Hefley; second C. Mangrich

NEXT MEETING DATE: September 19, 2022

Meeting minutes recorded by S. Clemons

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|--|---------------------|-------------------|---------------------|----------------------------|-------------------|---------------------|---------------------------|---------------|---------------------|
| Fund 001 - General Fund | | | | | | | | | | |
| Department 4010 - Library Services | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Personnel Services</i> | | | | | | | | | | |
| 6010 | Regular Salaries and Wages | 649,052.00 | .00 | 649,052.00 | 59,323.06 | .00 | 108,814.20 | 540,237.80 | 17 | 565,092.65 |
| 6020 | Part Time Wages | 104,470.00 | .00 | 104,470.00 | 7,053.65 | .00 | 11,920.89 | 92,549.11 | 11 | 100,962.27 |
| 6040 | Overtime Pay | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 69.86 | 930.14 | 7 | 484.66 |
| 6110 | FICA/Medicare | 57,573.00 | .00 | 57,573.00 | 4,910.74 | .00 | 8,907.53 | 48,665.47 | 15 | 49,403.15 |
| 6130 | IPERS | 62,498.00 | .00 | 62,498.00 | 6,171.21 | .00 | 11,257.79 | 51,240.21 | 18 | 55,786.50 |
| 6150 | Group Insurance | 110,961.00 | .00 | 110,961.00 | 10,125.69 | .00 | 20,251.43 | 90,709.57 | 18 | 112,452.15 |
| 6160 | Workers Compensation | 6,894.00 | .00 | 6,894.00 | .00 | .00 | .00 | 6,894.00 | 0 | 1,784.00 |
| <i>Personnel Services Totals</i> | | \$992,448.00 | \$0.00 | \$992,448.00 | \$87,584.35 | \$0.00 | \$161,221.70 | \$831,226.30 | 16% | \$885,965.38 |
| <i>Personnel Services Non-position Control</i> | | | | | | | | | | |
| 6182 | Mileage | 2,600.00 | .00 | 2,600.00 | 166.07 | .00 | 166.07 | 2,433.93 | 6 | 1,507.68 |
| 6183 | Group Insurance Deductible | 15,000.00 | .00 | 15,000.00 | 178.00 | .00 | 267.00 | 14,733.00 | 2 | 23,291.00 |
| 6210 | Dues/Memberships Subscriptions | 2,350.00 | .00 | 2,350.00 | .00 | .00 | 321.00 | 2,029.00 | 14 | 2,305.10 |
| 6230 | Training | 11,500.00 | .00 | 11,500.00 | 3,460.91 | .00 | 3,460.91 | 8,039.09 | 30 | 15,435.67 |
| 6250 | Tuition Reimbursement | 8,300.00 | .00 | 8,300.00 | .00 | .00 | .00 | 8,300.00 | 0 | 5,250.00 |
| <i>Personnel Services Non-position Control Totals</i> | | \$39,750.00 | \$0.00 | \$39,750.00 | \$3,804.98 | \$0.00 | \$4,214.98 | \$35,535.02 | 11% | \$47,789.45 |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 1,048.00 |
| 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 | 6,494.09 | .00 | 13,421.71 | 30,578.29 | 31 | 47,150.53 |
| 6371-02 | Utilities Gas | 7,000.00 | .00 | 7,000.00 | 1,069.94 | .00 | 2,770.39 | 4,229.61 | 40 | 17,901.93 |
| 6371 - Utilities Totals | | \$51,000.00 | \$0.00 | \$51,000.00 | \$7,564.03 | \$0.00 | \$16,192.10 | \$34,807.90 | 32% | \$65,052.46 |
| 6372 | Dumpster Pickup | 425.00 | .00 | 425.00 | 45.00 | .00 | 80.00 | 345.00 | 19 | 392.50 |
| 6373 | Telephone & Cell Phone Communications | 1,800.00 | .00 | 1,800.00 | 233.11 | .00 | 383.28 | 1,416.72 | 21 | 1,881.45 |
| 6374 | Software Maintenance Fees | 11,500.00 | .00 | 11,500.00 | 15,284.42 | .00 | 15,284.42 | (3,784.42) | 133 | 11,840.87 |
| <i>Repair, Maintenance, Utilities Totals</i> | | \$66,725.00 | \$0.00 | \$66,725.00 | \$23,126.56 | \$0.00 | \$31,939.80 | \$34,785.20 | 48% | \$80,215.28 |
| <i>Contractual Services</i> | | | | | | | | | | |
| 6408 | Insurance/General | 6,930.00 | .00 | 6,930.00 | .00 | .00 | .00 | 6,930.00 | 0 | 8,224.00 |
| 6409 | Janitorial/Cleaning Services Contract | 21,615.00 | .00 | 21,615.00 | 1,596.77 | .00 | 3,246.77 | 18,368.23 | 15 | 19,153.40 |
| 6411 | Legal Fees | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6412 | Immunization and Testing | 750.00 | .00 | 750.00 | .00 | .00 | .00 | 750.00 | 0 | 345.00 |
| 6414 | Printing/Advertising/Publications | 4,000.00 | .00 | 4,000.00 | 948.13 | .00 | 1,187.30 | 2,812.70 | 30 | 3,993.51 |
| 6419 | Software Support | 2,500.00 | .00 | 2,500.00 | .00 | .00 | .00 | 2,500.00 | 0 | 6,840.51 |
| 6422 | Office Equipment Maintenance Contracts | 3,000.00 | .00 | 3,000.00 | 282.28 | .00 | 564.56 | 2,435.44 | 19 | 3,436.03 |
| 6431 | Database Subscriptions | 21,000.00 | .00 | 21,000.00 | 4,674.00 | 6,060.00 | 6,191.00 | 8,749.00 | 58 | 16,641.82 |
| <i>Contractual Services Totals</i> | | \$59,795.00 | \$0.00 | \$59,795.00 | \$7,501.18 | \$6,060.00 | \$11,189.63 | \$42,545.37 | 29% | \$58,634.27 |

| 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 | 54,000.00 | .00 | 54,000.00 | 7,369.13 | .00 | 7,369.13 | 46,630.87 | 14 | 56,989.45 |
| 6502-03 | Library Materials SRP | 6,500.00 | .00 | 6,500.00 | 613.19 | .00 | 941.52 | 5,558.48 | 14 | 5,688.66 |
| 6502-04 | Library Materials Supplies | 8,400.00 | .00 | 8,400.00 | 285.45 | .00 | 642.61 | 7,757.39 | 8 | 5,554.25 |
| 6502-05 | Library Materials Audio | 4,500.00 | .00 | 4,500.00 | .00 | .00 | .00 | 4,500.00 | 0 | 4,811.99 |
| 6502-06 | Library Materials DVDs | 12,600.00 | .00 | 12,600.00 | 432.39 | .00 | 828.20 | 11,771.80 | 7 | 10,989.93 |
| 6502-07 | Library Materials Miscellaneous | 250.00 | .00 | 250.00 | .00 | .00 | .00 | 250.00 | 0 | 129.93 |
| 6502-08 | Library Materials Magazines & Papers | 3,750.00 | .00 | 3,750.00 | 84.00 | .00 | 258.95 | 3,491.05 | 7 | 4,785.84 |
| 6502-09 | Library Materials E-books | 36,000.00 | .00 | 36,000.00 | .00 | 30,000.00 | .00 | 6,000.00 | 83 | 33,875.63 |
| | 6502 - Library Materials Totals | \$126,100.00 | \$0.00 | \$126,100.00 | \$8,784.16 | \$30,000.00 | \$10,040.41 | \$86,059.59 | 32% | \$122,825.68 |
| 6506 | Office Supplies | 5,000.00 | .00 | 5,000.00 | 23.99 | .00 | 148.73 | 4,851.27 | 3 | 3,682.80 |
| 6508 | Postage & Shipping | 1,250.00 | .00 | 1,250.00 | .00 | .00 | .00 | 1,250.00 | 0 | 416.66 |
| 6509 | Building Maintenance Supplies | 650.00 | .00 | 650.00 | .00 | .00 | .00 | 650.00 | 0 | 15.27 |
| 6513 | Cleaning Supplies | 2,000.00 | .00 | 2,000.00 | 220.70 | .00 | 391.57 | 1,608.43 | 20 | 1,822.50 |
| 6517 | Computers & Technology | 10,000.00 | .00 | 10,000.00 | 207.50 | .00 | 687.70 | 9,312.30 | 7 | 18,675.78 |
| 6521 | Software | 1,750.00 | .00 | 1,750.00 | .00 | .00 | .00 | 1,750.00 | 0 | 1,178.14 |
| 6525 | Furniture & Fixtures (Non Capital) | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 2,002.60 |
| 6527 | Employee Recognition | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6532 | Program Materials | 9,000.00 | .00 | 9,000.00 | 1,721.84 | .00 | 1,896.45 | 7,103.55 | 21 | 10,961.45 |
| | <i>Commodities Totals</i> | \$157,750.00 | \$0.00 | \$157,750.00 | \$10,958.19 | \$30,000.00 | \$13,164.86 | \$114,585.14 | 27% | \$161,580.88 |
| <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 | 105,000.00 | .00 | 105,000.00 | .00 | .00 | .00 | 105,000.00 | 0 | .00 |
| | 6910 - Transfer Totals | \$105,000.00 | \$0.00 | \$105,000.00 | \$0.00 | \$0.00 | \$0.00 | \$105,000.00 | 0% | \$0.00 |
| | <i>Transfer Totals</i> | \$105,000.00 | \$0.00 | \$105,000.00 | \$0.00 | \$0.00 | \$0.00 | \$105,000.00 | 0% | \$0.00 |
| | EXPENSE TOTALS | \$1,421,468.00 | \$0.00 | \$1,421,468.00 | \$132,975.26 | \$36,060.00 | \$221,730.97 | \$1,163,677.03 | 18% | \$1,234,185.26 |
| | Department 4010 - Library Services Totals | (\$1,421,468.00) | \$0.00 | (\$1,421,468.00) | (\$132,975.26) | (\$36,060.00) | (\$221,730.97) | (\$1,163,677.03) | 18% | (\$1,234,185.26) |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 115,000.00 | .00 | 115,000.00 | 936.08 | (40,829.00) | 42,881.12 | 112,947.88 | 2 | 130,914.52 |
| | <i>Repair, Maintenance, Utilities Totals</i> | \$115,000.00 | \$0.00 | \$115,000.00 | \$936.08 | (\$40,829.00) | \$42,881.12 | \$112,947.88 | 2% | \$130,914.52 |

Expense Budget Performance Report

Fiscal Year to Date 08/31/22

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 | 3,329.04 | (6,321.00) | 9,650.04 | 86,670.96 | 4 | 82,300.99 |
| 6499 | Misc Contractual | 32,000.00 | .00 | 32,000.00 | 429.98 | 5,957.00 | 2,009.98 | 24,033.02 | 25 | 42,603.76 |
| <i>Contractual Services Totals</i> | | \$122,000.00 | \$0.00 | \$122,000.00 | \$3,759.02 | (\$364.00) | \$11,660.02 | \$110,703.98 | 9% | \$124,904.75 |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 6799 | Other Capital Outlay | .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 | 35,000.00 | .00 | 35,000.00 | .00 | .00 | .00 | 35,000.00 | 0 | 47,000.00 |
| 6910 - Transfer Totals | | \$35,000.00 | \$0.00 | \$35,000.00 | \$0.00 | \$0.00 | \$0.00 | \$35,000.00 | 0% | \$47,000.00 |
| <i>Transfer Totals</i> | | \$35,000.00 | \$0.00 | \$35,000.00 | \$0.00 | \$0.00 | \$0.00 | \$35,000.00 | 0% | \$47,000.00 |
| EXPENSE TOTALS | | \$272,000.00 | \$0.00 | \$272,000.00 | \$4,695.10 | (\$41,193.00) | \$54,541.14 | \$258,651.86 | 5% | \$302,819.27 |
| Department 4060 - Community Center Totals | | (\$272,000.00) | \$0.00 | (\$272,000.00) | (\$4,695.10) | \$41,193.00 | (\$54,541.14) | (\$258,651.86) | 5% | (\$302,819.27) |
| Fund 001 - General Fund Totals | | \$1,693,468.00 | \$0.00 | \$1,693,468.00 | \$137,670.36 | (\$5,133.00) | \$276,272.11 | \$1,422,328.89 | | \$1,537,004.53 |
| 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 | .00 | .00 | +++ | 6,885.30 |
| 6532 | Program Materials | .00 | .00 | .00 | 693.88 | .00 | 693.88 | (693.88) | +++ | 13,935.41 |
| <i>Commodities Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$693.88 | \$0.00 | \$693.88 | (\$693.88) | +++ | \$20,820.71 |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 6750 | Buildings | 105,000.00 | .00 | 105,000.00 | .00 | .00 | .00 | 105,000.00 | 0 | 5,540.00 |
| <i>Capital Outlay Totals</i> | | \$105,000.00 | \$0.00 | \$105,000.00 | \$0.00 | \$0.00 | \$0.00 | \$105,000.00 | 0% | \$5,540.00 |

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|----------------------------|-----------------------|-------------------|-----------------------|----------------------------|---------------------|---------------------|---------------------------|---------------|-----------------------|
| Fund 003 - Library Capital | | | | | | | | | | |
| Department 4010 - Library Services | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Transfer</i> | | | | | | | | | | |
| 6910 | Transfer | | | | | | | | | |
| 6910-01 | Transfer General Fund | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910-03 | Transfer Capital Reserve | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910-05 | Transfer Capital Projects | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910 - Transfer Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| <i>Transfer Totals</i> | | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>+++</i> | <i>\$0.00</i> |
| EXPENSE TOTALS | | \$105,000.00 | \$0.00 | \$105,000.00 | \$693.88 | \$0.00 | \$693.88 | \$104,306.12 | 1% | \$26,360.71 |
| Department 4010 - Library Services Totals | | (\$105,000.00) | \$0.00 | (\$105,000.00) | (\$693.88) | \$0.00 | (\$693.88) | (\$104,306.12) | 1% | (\$26,360.71) |
| Fund 003 - Library Capital Totals | | \$105,000.00 | \$0.00 | \$105,000.00 | \$693.88 | \$0.00 | \$693.88 | \$104,306.12 | | \$26,360.71 |
| Fund 004 - Recreation Capital | | | | | | | | | | |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 6750 | Buildings | | | | | | | | | |
| 6750-01 | Buildings Community Center | 735,000.00 | .00 | 735,000.00 | .00 | .00 | .00 | 735,000.00 | 0 | 1,679.80 |
| 6750 - Buildings Totals | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$0.00 | \$0.00 | \$735,000.00 | 0% | \$1,679.80 |
| <i>Capital Outlay Totals</i> | | <i>\$735,000.00</i> | <i>\$0.00</i> | <i>\$735,000.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$735,000.00</i> | <i>0%</i> | <i>\$1,679.80</i> |
| EXPENSE TOTALS | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$0.00 | \$0.00 | \$735,000.00 | 0% | \$1,679.80 |
| Department 4060 - Community Center Totals | | (\$735,000.00) | \$0.00 | (\$735,000.00) | \$0.00 | \$0.00 | \$0.00 | (\$735,000.00) | 0% | (\$1,679.80) |
| Fund 004 - Recreation Capital Totals | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$0.00 | \$0.00 | \$735,000.00 | | \$1,679.80 |
| Grand Totals | | \$2,533,468.00 | \$0.00 | \$2,533,468.00 | \$138,364.24 | (\$5,133.00) | \$276,965.99 | \$2,261,635.01 | | \$1,565,045.04 |

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Sept 19, 2022

- I. Financial Update
 - A. Personnel: 16 percent
 - B. Personnel Services (non-position): 13 percent
 - C. Repair, maintenance, utilities: 48 percent
 - D. Contractual Services: 29 percent
 - E. Commodities (materials and services): 27 percent
 - F. Total Library Services: 18 Percent
 - G. Average this time of year: 17 percent
- II. Library Operations Update
 - A. Staffing update
 - 1. Library is fully staffed
 - i. Filled vacations for two part-time Library Assistant I positions in August
 - ii. Both new employees have library experience
 - iii. Start onboarding this month
 - B. Building maintenance
 - 1. Update - capital improvement projects slated for FY23
 - 2. Carpet and furniture cleaning scheduled
 - 3. Having four chairs reupholstered
 - 4. New sound system in meeting rooms
 - C. [Library Podcasts](#) available on SoundCloud – 6254 listens in FY22
 - 1. Last Tuesday Book Talks ([latest episode](#))
 - 2. Love, Light, & Lit ([latest episode](#))
 - 3. Next Reads ([latest episode](#))
 - 4. Storywalk (copyright limits to one episode when a book is in the storywalk)
 - D. Professional Activities
 - 1. Attended REopening Archives, Libraries, and Museums (REALM) Symposium
 - i. Two days (3.5 hour sessions each day), by invitation (150 people)
 - ii. Presented for a REALM event on resilience in 2021 and provided a [Perspectives from the Field](#) video used prior to this event and as part of their planning
 - iii. REALM was a research project conducted by OCLC, the Institute of Museum and Library Services, and Battelle since April 2020
 - a. For example, tested how long the virus lasted on materials – drove how we quarantined/sanitized materials during pandemic

- iv. Now, REALM is gathering insights and resources to help archives, libraries, and museums prepare for, navigate through, and recover from public health crises
- v. Spoke at a virtual meeting for a Federal Depository Library Program (FDLP) working group
 - a. challenges facing rural and small libraries regarding access to information
 - b. Considering having NLL join as an all-digital FDL.

III. Staff Reports

A. Assistant Director

- 1. Developed content for the next ILA Library Leadership & Management Association (LLAMA) quarterly roundtable (topics include When2Meet, self-care and leadership tools)
- 2. Participated in interviewing and hiring 2 Library Assistant I positions to fill open LA positions – now fully staff
- 3. Participated in Good Morning ILA roundtable
- 4. Updated work and desk schedules to accommodate PT staff leaving and long-term absences and to provide coverage during multiple fall conferences

B. Adult Services

- 1. Will be hosting One-on-One tech assistance appointments at Keystone for a few days in October/November 2022 as the last piece of the Foundation for Rural Service grant.
- 2. October 27 – Ann Patchett virtual author event hosted by Johnson County IA public libraries, Kirkwood CC Libraries, and University of Iowa Library
- 3. Starting new movie series for adults – Wild West Wednesdays September 7 at 1pm is first show time

C. Public Services

- 1. Public Services
- 2. Next Lighthouse event slated for mid-late October; will be a panel format discussion about the intersections between law enforcement and social justice
- 3. Monthly PT training sessions to begin in September during staff meetings; topics will include intellectual freedom, customer service best practices, and AV training
- 4. Participating in RWI Welcoming Event on Sunday 9/18 at Ranshaw House; will represent the library by facilitating demos of Unite for Literacy bilingual app
- 5. Reviewing reconsideration policies and documentation

D. Family Services

- 1. Storytime
 - i. Outdoor & Saturday storytimes going well
 - ii. DoodleBugs with CR museum of Art starting back in-person
- 2. Additional Programming
 - i. Permanent story walk, sponsored by Veridian, is installed
 - a. Hosting a celebration on Wednesday 9/28 at 10:30am
 - b. Plan to swap out books every 2 months

- c. Hope to provide inclusive experience by providing audio of story in English, Spanish and French and Braille
 - ii. Family Place, corner stone program, Playful Parenting Group, planned to start in November
 - a. 11/7-12/12 (skipping Thanksgiving week). Monday evenings @ 6pm & Friday mornings @ 10:30am in place of regular scheduled ST
 - iii. Star Party (in partnership with TAKO), moved from 9/24 to 10/01.
 - a. Library's contribution Indigenous storyteller, Dawson Davenport (paid for by City Slate).
- E. Youth & Teen Services
- 1. Program numbers
 - a. Super Tues: 75
 - b. JOI Club: 10
 - c. Question of the Week: 157
 - d. Snack: 320
 - e. Recsters: 72
 - f. Frog Hollow: 121
 - g. Insect Zoo: 239
 - h. Pokémon Terrarium (Youth & Adults): 77
 - 2. Final Summer Reading Program Numbers
 - a. Total Registered: 723
 - b. Total Finished: 329 (45.5%)
 - a. 84 adults completed the program, which I believe is the highest total we've had in the 6 years I've been here.
 - b. Raised \$1,645 for our non-profits this year.
 - i. UAY - \$475
 - ii. Houses into Homes - \$600
 - iii. Table to Table - \$570
 - 3. Collection audit diversity report – included in packet
 - a. For August 2022, the youth collection is at **34.2%** diverse with the books added this past month at **48.2%**.
- F. Marketing and Engagement Coordinator
- 1. September is Library Card Sign-Up Month.
 - a. Fun promo that communications help us with <https://youtu.be/r8iHJQn-uHQ>
 - b. Starting next Tuesday, we will have BINGO for adults through Beanstack with different library resources and activities to explore. When 4 items are completed, they can visit the library to get a small prize.
 - c. Free library card replacements all month long.
 - 2. Adventure Pass: Since our Adventure Pass renewals in May we've had 89 pass reservations made and each pass is good for up to 4 individuals so roughly 350 folks have benefited from the program.
 - 3. Currently developing the marketing promo kit for the next Local Libraries LIT author event featuring Ann Patchett on Thursday, October 27 at 6:30 p.m.

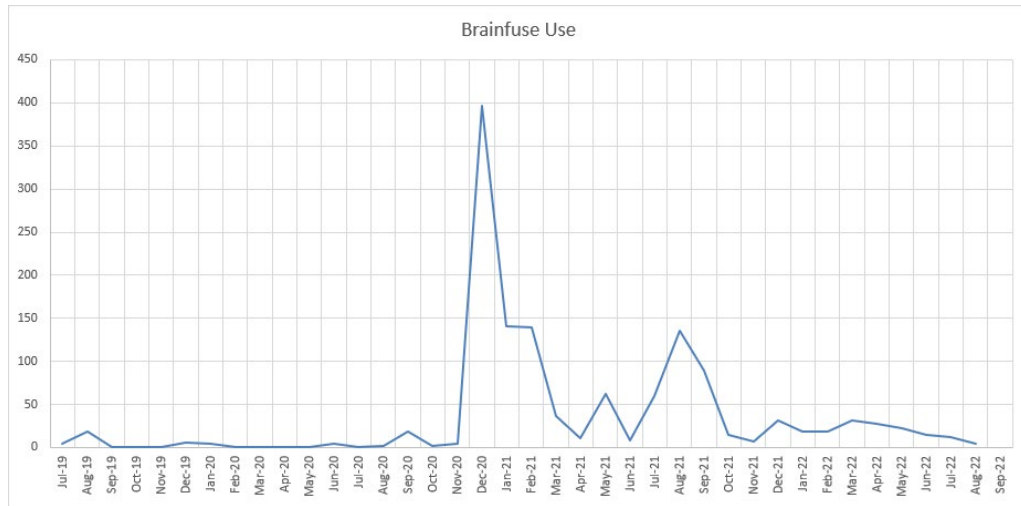
4. Booked Up Crafts – second Wednesday night monthly 6-8 p.m. The August project was book page/scrapbook paper magnets, and September will be Shrinky dink book cover charms.
5. Working with Emily to plan/promote the Storywalk Unveiling on September 28 during Preschool Storytime.
6. Hoping to launch the new MyLibro library app in September. We ran into a couple of technical delays but we're getting close.
7. We hope you'll take time to explore LinkedIn Learning
 - a. <https://www.linkedin.com/learning-login/go/northlibertylibrary>
 - b. LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos.

G. IT Coordinator

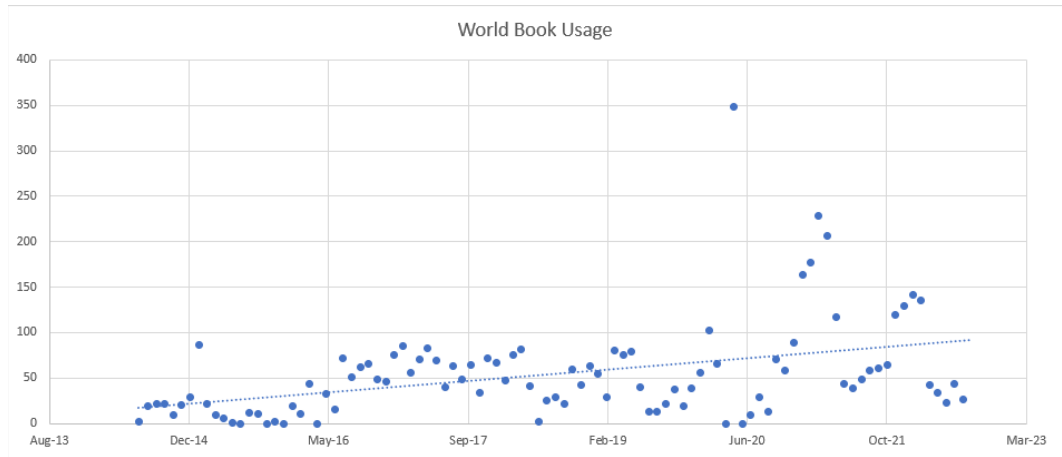
1. New Annex Intranet site created for staff
2. Meeting Room AV Equipment has been replaced and simplified resolving sound issues
3. iPad are now on different wireless network that eliminates frequent connectivity issues

H. Collection Development

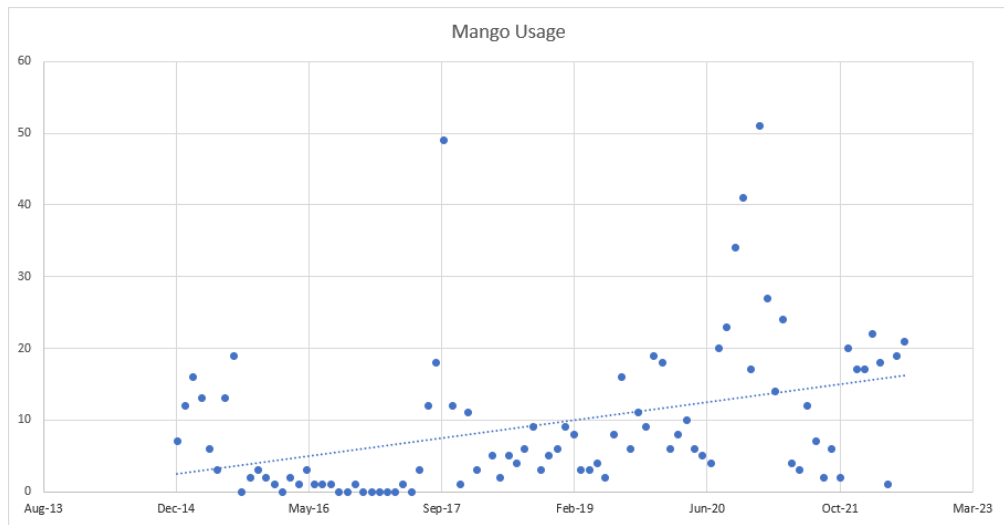
1. Brainfuse usage saw a big spike while everyone was at home and has trailed off some since then. It does get used during the school year. This is online tutoring in multiple subjects, writing assistance like proof-reading, and there are test prep options as well, so it makes sense that it doesn't get much use when school isn't in session.



- I. This is the usage for World Book online. We've had this service for much longer, so I have way more numbers for the graph. It is also very cyclical, with higher use during the school year, and it had a big spike during 2020.



- J. This is the usage for Mango Language Learning, which teaches different languages. It has also seen increased usage, but I can't see a regular pattern. There appears to be more usage in late winter/early spring, probably as people prepare for travelling over the summer.



Respectfully Submitted, Jennie Garner, Library Director

COLLECTION DEVELOPMENT POLICY

Purpose Statement

The collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions.

Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in an effort to increase both the quality, accessibility, and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of North Liberty and area residents of all ages and abilities for information, education, culture and recreation. The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand. Collection development will support the priorities of the goals in the library's strategic plan.

Material Selection Guidelines

- A. Must align with the library's mission statement and chosen roles for service.
- B. Must be of reasonable cost to acquire and/or maintain the material within the library's operational budget.
- C. Merits of a work must be in relation to the needs and interests of the community.
- D. Must not attempt to duplicate the resources of larger research institutions.
- E. May meet the popular demand, particularly concerning books on bestseller lists for which there is persistent local demand.
- F. Must meet the basic principles of the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA).
- G. Every effort will be made to represent a variety of points of view.
- H. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- I. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the City of North Liberty.
- J. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

Access

- A. Selection of materials is not restricted by the possibility that children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.
- B. While an individual or group is free to reject material, no library staff person shall restrict access to or censor materials for the rest of the community.

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Selection Responsibility

A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.

B. Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

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I. Collection Maintenance

A. To ensure that the library's collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.

B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Liberty Library may be sold in library book sales or recycled.

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II. Reconsideration of Materials Procedure

A. The Library Board recognizes that the diversity of the collection may offend some patrons that will result in complaints. While it is our wish to discuss the complaint with the patron and resolve the matter, the following procedure has been developed to hear those complaints in a formal session if needed:

1. The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the complaint, will send a written response to the complainant within ten (10) days of receipt.

2. If the complainant wishes to carry his/her objections further, a Reconsideration of Library Materials Request Form will be filled out and signed. The party making the complaint must be eligible to receive a North Liberty Library card and have read, listened to, or watched the entire material in question.

3. The written complaint will be taken to the Library Board of Trustees at their regularly scheduled meeting. The complainant may appear before the Board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. If the decision taken by the Board of Trustees is to refuse the reconsideration request, the complainant may then direct their appeal to the district court system.

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III. Gifts & Donations

A. Gifts are vital to the establishment and growth of the Library. The Library retains unconditional ownership of any accepted gift. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased

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materials. The Library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.

- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the Library's budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need. While gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts that may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.
- C. Gifts are tax-deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- D. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, and DVDs. Donations of magazine subscriptions can be designated by either the donor or the library staff.
- E. Materials with the following conditions will not be accepted:
 - Moldy/musty with strong odor or water damage
 - Dirty (greasy, food stained, insect infested, etc.)
 - Marked by pens, pencils, crayons or highlighters
 - Physically damaged (i.e. broken bindings, loose/torn pages, or damaged covers/cases)
- F. The library is unable to accept:
 - Textbooks/Medical books
 - Condensed Books (for example, *Readers Digest* Condensed Books) or abridged audiobooks.
 - Nonfiction titles over five-years-old
 - VHS tapes, audio tapes, or music CDs
 - Materials weeded from other libraries
 - Single or back donated issues of magazines (these may be put in the magazine give away)

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Appendix A
Reconsideration of Materials Request Form
North Liberty Library

The North Liberty Library adheres to the Association for Rural & Small Libraries' Access to Information Statement and the principles of intellectual freedom outlined in the American Library Association *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*.

Name _____ Date _____
Address _____ City _____
Phone _____ Email _____
Individual represents Self Dependent Child

If you represent an organization, please provide the name of the organization

Format of resource on which you are commenting:

Book DVD Magazine Electronic Resource
 Other

Title (add format) of material on which you are commenting:

Have you read the library's collection development policy? Yes No
Did you read, view, listen to and/or use the entire resource? Yes No
Have you read/viewed the entire resource? Yes No
Have you read reviews of this resource? Yes No

What brought this title to your attention?

What is your primary concern about this material?

Are there specific areas (pages, chapters) or themes the you find objectionable? (please use notes on other side as needed for additional comments)

Are there alternate resource(s) you would suggest that would provide additional information and/or other viewpoints on this topic?

Approved by the Library Board of Trustees, September 2021

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