

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

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. November
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Library Access for Sex Offenders Against Minors
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: January 16, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: November 21, 2022, 6:30 P.M.

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

ABSENT: Brady Bird

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) September meeting minutes approved.
 - b) October meeting minutes – training; no approval needed as voting items were tabled
 - c) Budget
 - i) Currently 33% overall; on target for this time of year.
 - d) Friends
 - i) No Report
 - e) Director
 - 1) hot spots are a hot commodity. Library is hoping to purchase 11 more through TechSoup and potentially add another five before end of FY23.
 - 2) State Library of Iowa Annual Report, the annual report was finalized last month
 - 3) Marketing is working on the community report
 - 4) Public Libraries of Johnson County Legislative Reception, Dec 5 at 5:30pm at the Iowa City Public Library. All board members encouraged to attend.
 - 5) Art Project funding - \$11,000 total, Partial Grant from Community Foundation of Johnson County - \$4000, Friends' contribution - \$5000, and Optimist Club funding - \$2000
 - 6) Building Maintenance: Acoustical Panels and new information desk planned with engineers
 - 8) Shelving restructured and shifted to children's area from adult magazine area.
 - 9) FY24 Budget: Library is requesting for full-time status for their Adult Services Asst/LAII position.
Training increased, quite a few staff were able to attend meetings out of State.
- f) Staff Introduction, None
- g) Staff Reports - Questions

- 4) Policy Review (All policies approved for another year and edits will be adopted to documents)
 - a) Meeting Room Use and Art Display, as library is always striving to incorporate statements of inclusivity. Edits will be made to document to include “all people.”
 - b) Procedure for Public Comments adopted, It is important to have guidelines set in place for when we have members of the public attending our meeting. In order to attend to business efficiently and fairly with full participation from everyone.
- 5) Old Business
 - a) None
- 6) New Business
 - a) None

Adjourn

Meeting adjourned

NEXT MEETING DATE: December 19, 2022

Meeting minutes recorded by Laura Hefley

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	59,663.20	.00	270,675.67	378,376.33	42	565,092.65
6020	Part Time Wages	104,470.00	.00	104,470.00	6,665.02	.00	28,454.80	76,015.20	27	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	4,907.07	.00	22,053.71	35,519.29	38	49,403.15
6130	IPERS	62,498.00	.00	62,498.00	12,082.60	.00	33,631.20	28,866.80	54	61,751.84
6150	Group Insurance	110,961.00	.00	110,961.00	19,453.33	.00	60,008.54	50,952.46	54	113,597.90
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	\$102,771.22	\$0.00	\$414,893.78	\$577,554.22	42%	\$893,076.47
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	245.32	.00	714.72	1,885.28	27	1,507.68
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	.00	.00	4,445.15	10,554.85	30	23,291.00
6210	Dues/Memberships Subscriptions	2,350.00	.00	2,350.00	179.00	.00	1,315.00	1,035.00	56	2,305.10
6230	Training	11,500.00	.00	11,500.00	1,328.12	.00	7,686.53	3,813.47	67	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	\$1,752.44	\$0.00	\$14,161.40	\$25,588.60	36%	\$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	2,940.74	.00	26,099.67	17,900.33	59	47,150.53
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,001.02	.00	5,831.73	1,168.27	83	17,901.93
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$3,941.76	\$0.00	\$31,931.40	\$19,068.60	63%	\$65,052.46
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	215.00	210.00	51	392.50
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	148.17	.00	912.53	887.47	51	1,881.45
6374	Software Maintenance Fees	11,500.00	.00	11,500.00	.00	.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	\$4,134.93	\$0.00	\$48,343.35	\$18,381.65	72%	\$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	1,650.00	.00	8,141.77	13,473.23	38	19,153.40
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	68.00	.00	171.20	578.80	23	345.00
6414	Printing/Advertising/Publications	4,000.00	.00	4,000.00	646.15	.00	2,151.69	1,848.31	54	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	351.15	.00	1,521.58	1,478.42	51	3,436.03
6431	Database Subscriptions	21,000.00	.00	21,000.00	.00	4,500.00	9,015.13	7,484.87	64	16,641.82
<i>Contractual Services Totals</i>		\$59,795.00	\$0.00	\$59,795.00	\$2,715.30	\$4,500.00	\$21,001.37	\$34,293.63	43%	\$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	4,738.58	.00	22,689.49	31,310.51	42	56,989.45
6502-03	Library Materials SRP	6,500.00	.00	6,500.00	.00	.00	941.52	5,558.48	14	5,688.66
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	1,136.66	.00	2,826.43	5,573.57	34	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	276.25	.00	2,793.20	9,806.80	22	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	.00	.00	3,251.45	498.55	87	4,785.84
6502-09	Library Materials E-books	36,000.00	.00	36,000.00	.00	.00	30,000.00	6,000.00	83	33,875.63
	6502 - Library Materials Totals	\$126,100.00	\$0.00	\$126,100.00	\$6,151.49	\$0.00	\$62,502.09	\$63,597.91	50%	\$122,825.68
6506	Office Supplies	5,000.00	.00	5,000.00	367.36	.00	960.68	4,039.32	19	3,682.80
6508	Postage & Shipping	1,250.00	.00	1,250.00	319.27	.00	334.44	915.56	27	416.66
6509	Building Maintenance Supplies	650.00	.00	650.00	17.16	.00	17.16	632.84	3	15.27
6513	Cleaning Supplies	2,000.00	.00	2,000.00	177.58	.00	783.18	1,216.82	39	1,822.50
6517	Computers & Technology	10,000.00	.00	10,000.00	6.30	4,212.00	1,654.53	4,133.47	59	18,675.78
6521	Software	1,750.00	.00	1,750.00	.00	.00	1,271.04	478.96	73	1,178.14
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	900.00	1,100.00	45	2,002.60
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,000.00	.00	9,000.00	731.40	.00	3,746.18	5,253.82	42	10,961.45
	<i>Commodities Totals</i>	\$157,750.00	\$0.00	\$157,750.00	\$7,770.56	\$4,212.00	\$72,169.30	\$81,368.70	48%	\$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	\$119,144.45	\$8,712.00	\$570,569.20	\$842,186.80	41%	\$1,241,296.35
	Department 4010 - Library Services Totals	(\$1,421,468.00)	\$0.00	(\$1,421,468.00)	(\$119,144.45)	(\$8,712.00)	(\$570,569.20)	(\$842,186.80)	41%	(\$1,241,296.35)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	115,000.00	.00	115,000.00	4,344.49	(27,650.20)	92,658.59	49,991.61	57	130,914.52
	<i>Repair, Maintenance, Utilities Totals</i>	\$115,000.00	\$0.00	\$115,000.00	\$4,344.49	(\$27,650.20)	\$92,658.59	\$49,991.61	57%	\$130,914.52

Expense Budget Performance Report

Fiscal Year to Date 11/30/22

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	(6,321.00)	9,650.04	86,670.96	4	82,300.99
6499	Misc Contractual	32,000.00	.00	32,000.00	9,885.22	5,957.00	12,881.84	13,161.16	59	42,603.76
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$9,885.22	(\$364.00)	\$22,531.88	\$99,832.12	18%	\$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	\$14,229.71	(\$28,014.20)	\$115,190.47	\$184,823.73	32%	\$302,819.27
Department 4060 - Community Center Totals		(\$272,000.00)	\$0.00	(\$272,000.00)	(\$14,229.71)	\$28,014.20	(\$115,190.47)	(\$184,823.73)	32%	(\$302,819.27)
Fund 001 - General Fund Totals		\$1,693,468.00	\$0.00	\$1,693,468.00	\$133,374.16	(\$19,302.20)	\$685,759.67	\$1,027,010.53		\$1,544,115.62
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	.00	.00	693.88	(693.88)	+++	13,935.41
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$693.88	\$104,306.12	1%	\$26,360.71
Department 4010 - Library Services Totals		(\$105,000.00)	\$0.00	(\$105,000.00)	\$0.00	\$0.00	(\$693.88)	(\$104,306.12)	1%	(\$26,360.71)
Fund 003 - Library Capital Totals		\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$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	48,355.00	.00	465,849.50	269,150.50	63	1,679.80
6750 - Buildings Totals		\$735,000.00	\$0.00	\$735,000.00	\$48,355.00	\$0.00	\$465,849.50	\$269,150.50	63%	\$1,679.80
<i>Capital Outlay Totals</i>		<i>\$735,000.00</i>	<i>\$0.00</i>	<i>\$735,000.00</i>	<i>\$48,355.00</i>	<i>\$0.00</i>	<i>\$465,849.50</i>	<i>\$269,150.50</i>	<i>63%</i>	<i>\$1,679.80</i>
EXPENSE TOTALS		\$735,000.00	\$0.00	\$735,000.00	\$48,355.00	\$0.00	\$465,849.50	\$269,150.50	63%	\$1,679.80
Department 4060 - Community Center Totals		(\$735,000.00)	\$0.00	(\$735,000.00)	(\$48,355.00)	\$0.00	(\$465,849.50)	(\$269,150.50)	63%	(\$1,679.80)
Fund 004 - Recreation Capital Totals		\$735,000.00	\$0.00	\$735,000.00	\$48,355.00	\$0.00	\$465,849.50	\$269,150.50		\$1,679.80
Grand Totals		\$2,533,468.00	\$0.00	\$2,533,468.00	\$181,729.16	(\$19,302.20)	\$1,152,303.05	\$1,400,467.15		\$1,572,156.13

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

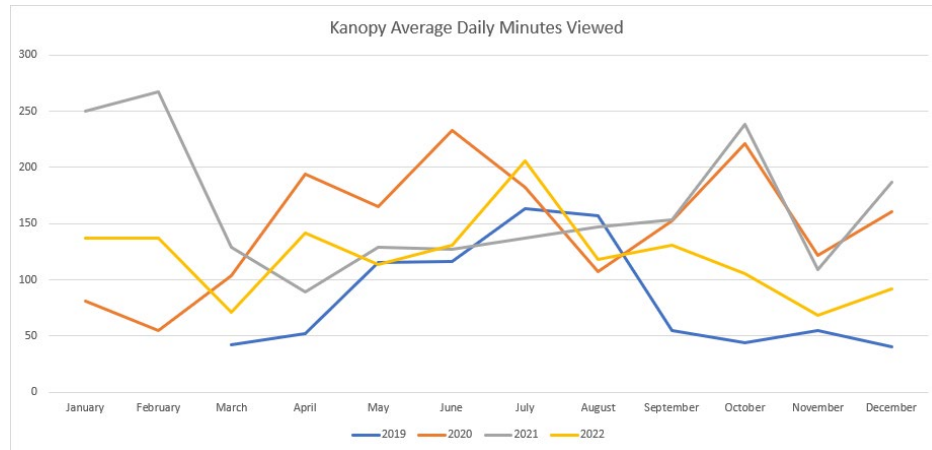
- I. Financial Update
 - A. Personnel: 42 percent
 - B. Personnel Services (non-position): 36 percent
 - C. Repair, maintenance, utilities: 72 percent
 - D. Contractual Services: 43 percent
 - E. Commodities (materials and services): 48 percent
 - F. Total Library Services: 41 Percent
 - G. Average this time of year: 42 percent
- II. Library Operations Update
 - A. Annual Community Report now online (in packet)
 - B. Legislative Reception Recap
 - 1. Board president Clemons attended
 - 2. Mostly board members and a few councilors
 - 3. Got a lot of interest in topic and ICPL staff created syntheses report (included)
 - B. FY24 Budget
 - 1. Budget meeting Monday, Dec. 19
 - C. IDEA Committee Focus Groups
 - 1. Consultant Laura Grey, with Restorative Community Partners, will work with the committee and representative staff from Rec Center to facilitate three focus groups at targeted groups within our community in spring (see Family Services Report for more information)
 - 2. Proposed to City Admin to split cost and this was approved
- III. Professional Activities
 - A. Rural Libraries Summit
 - 1. Attended this two-day summit
 - 2. Was asked to moderate an Advocacy Affinity Group discussion
 - B. Attending LibLearnX (formerly ALA Midwinter Conference) – New Orleans in January
 - 1. ARSL is paying for my attendance as 2023 ARSL President representing the organization
- IV. Contribution Drive 2022
 - A. Over 900 letters sent out Dec. 12
 - B. First year using Alphagraphics to do the mailing – split cost 50/50 with Friends of the Library
 - C. Received a \$500 and a \$5000 private donation to the Library in December
 - D. Friends of the Library received a \$3000 check from Scheels as part of their annual Community Giving Campaign
- V. Program Policy
 - A. NLL doesn't currently have a program policy

- B. Recommend adding this policy
 - C. Samples included in the packet
 - D. Consider renaming the *Request for Reconsideration of Library Materials to Statement of Concern about Library Resource*
 - 1. Add section to end of the document about steps to addressing (see Ames PL example)
 - E. Recommend changing *Public Comment* to *Public Participation Procedures*
- VI. Staff Reports
- A. Assistant Director
 - 1. Participated in City training
 - a. Opioid Crisis, Naloxone & Stigma Reduction
 - b. Stop the Bleed
 - 2. Participated in 2022 Social Responsibilities RoundTable (SRRT) Summit
 - 3. Began developing work and desk schedules for 2023
 - B. Adult Services
 - 1. Squeegee Art at the end of November was a hit with 21 people in attendance. In the future, we will be continuing with art events that are more experimental in nature and allow for creative license rather than specific projects that we design for people. We'll be utilizing a volunteer (local artist) who is very interested and invested in continuing this work with the library.
 - 2. IDEA Committee is working very hard to get be ready for focus groups to take place in Feb, March, and April with facilitator Laura Gray.
 - 3. Local Libraries LIT – the collaboration with Johnson County area libraries is continuing in Spring 2023 and we are in the midst of scheduling those events. The group was awarded a \$7550 grant from CFJC.
 - C. Public Services
 - 1. Held PT staff meeting on 11/19
 - a. Main topics: Storytime training, holiday hours, 2023 meeting schedule
 - 2. Submitted grant application for Kulture City staff training
 - 3. Confirmed 2023 BYOBook Club reading schedule
 - 4. Two new artists installed in gallery: Doris Montag and John Demory
 - 5. Two new podcast episodes premiered: Aprille Clarke and LaNisha Cassell
 - D. Family Services
 - 1. Storytime
 - a. We replaced Friday storytime with the PPG, switched Wednesday to a more toddler/preschool story for parents to bring toddlers to. Friday ST will start again at the beginning of the year.
 - 2. Family Place, Playful Parenting Group (PPG)
 - a. First session went great
 - b. Had about 30% of people not attend
 - c. Keeping numbers under 30 works better for space
 - d. Next session will be Wednesday & Saturday mornings in April
 - e. Already had people asking for registration information
 - f. Hoping focus groups can help target hidden populations to attend
 - 3. Additional Programming
 - a. 12/9 Iowa Gymnest

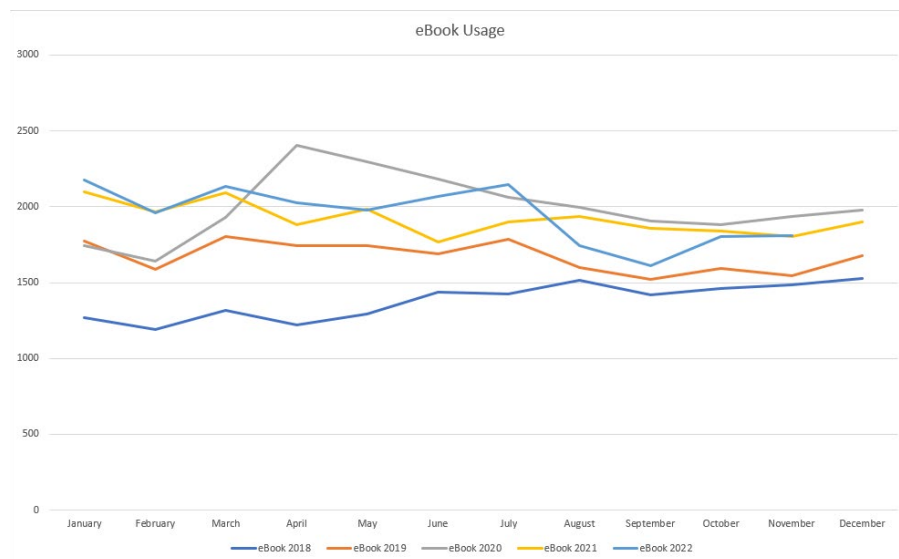
- b. Kayla facilitated, 42 people attended
 - 4. Noon Year's Eve
 - a. 12/28, 80/90's neon theme
 - b. Mascots, bedazzling & paper chain snowmen craft, balloon drop, snacks and cassette tape take home craft for adults
 - 5. Committees/Associations
 - a. Early Childhood Iowa
 - i. Due to restructuring ECI was moved under the umbrella of Health & Human Services
 - ii. Possibly effecting funding
 - iii. Possibly effecting local boards anatomy
 - iv. JoCo ECI has asked board members to be ready and willing to be vocal advocates to retain funding sources as well as local anatomy
 - 6. IDEA committee
 - a. Cultural Celebration display in Library
 - i. Highlighting 6 different cultural holidays that happened around winter/fall time of year
 - ii. Books, treat, coloring sheets, crossword puzzles
 - b. Working with Laura Grey to facilitate focus groups concentrating on how to better reach and serve underserved/hidden communities
 - c. Collaborating with the Rec Center
- E. Youth & Teen Services
 - 1. For November 2022, the youth collection is at 34.7% diverse with the books added this past month at 44.9%.
 - 2. Program numbers
 - a. Teen Lit Crate: 10
 - b. IC Fencing Center: 20
 - c. Movie Day: 16
 - d. Tweendom Stranger Things: 12
 - e. Teen Service Project: 8
 - f. Teen Lock-in: 37
 - g. JOI Club: 24
 - h. Korra: 10
 - i. Question of the Week: 59
 - j. Snack: 310
 - k. STEAM Institute: 224
 - l. Total: 750
- F. Marketing & Engagement Coordinator
 - 1. Working on myLIBRO promo now that the app is up and running. Download now from your app store and use your 14 character patron ID and password (last name all lower case) to get started.
 - 2. Preparing promo for Winter Reading Program that starts on Dec. 21 via Beanstack: <https://northlibertyiowa.beanstack.org/reader365>
 - 3. Wrapping up the year with social posts featuring staff top picks from 2022. Those posts should start rolling out this weekend.
 - 4. Next up: Design large retractable banner and plan for January.

G. Collection Development

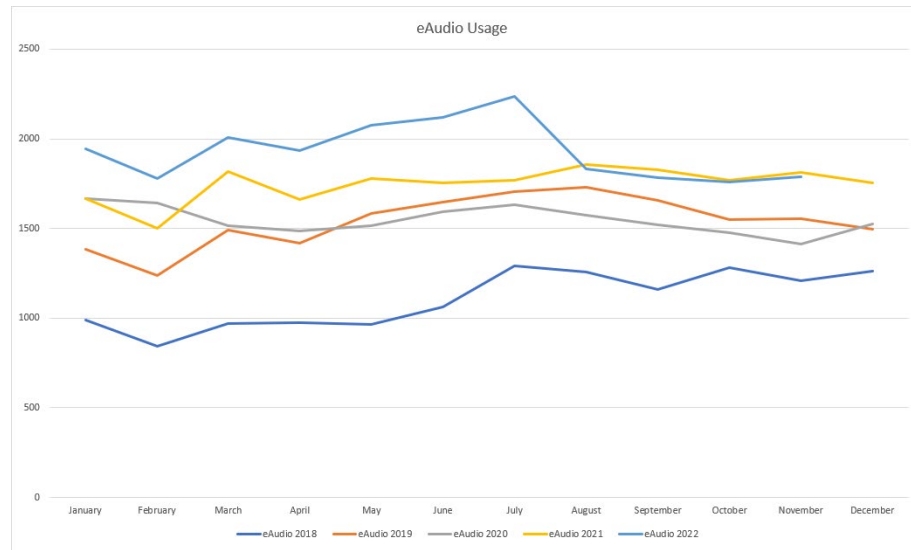
1. Kanopy is our video streaming platform. It is a cost-per-circ model for us, with patrons getting five video views each day with each view costing us \$2. We are coming up on four years with the service and there are some trends that have become visible over that period. The service gets used mostly when school is out, with spikes over the summer and in December. October has a pretty consistent spike. I think Kanopy does a pretty good job of advertising their horror movie offerings during October that probably leads to this. I am just looking at minutes viewed, not what exactly is being viewed by our patrons.



2. eBook usage continues to grow, with minor surges in use again at non-school times, summer and in December/January after everyone has new devices to test out Libby on. The spikes aren't as strong, but people have more time to read during traditional break times.



3. eAudios tend to have some usage patterns, but because lots of folks listen to audios on their commute, growth has been mostly linear.

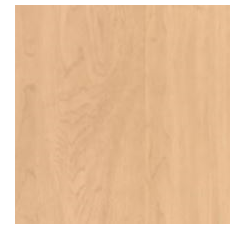
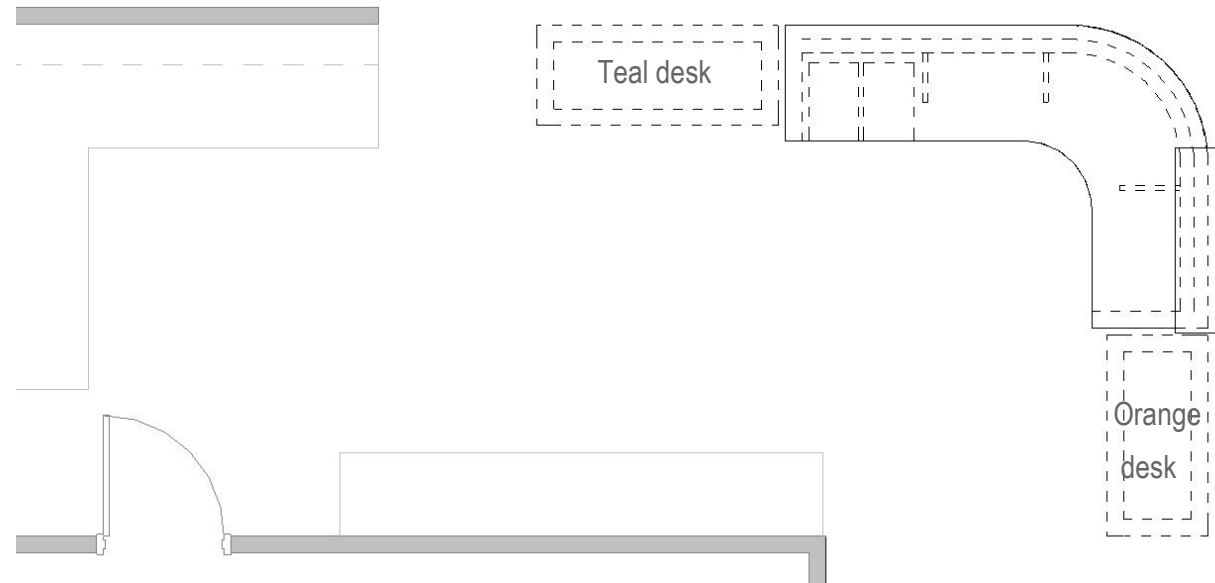


Respectfully Submitted, Jennie Garner, Library Director

North Liberty Library — Circulation Desk



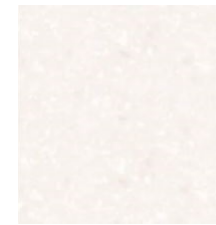
Custom Fixed Circulation Desk with two 3Branch Mobile and Height Adjustable Desks



Existing Casework

Fixed Circulation Desk—Corner Piece
 - Heights: 30" & 42" transaction top
 - Depth: 2' 10 1/2"
 - Countertop: Corian

Fixed Circulation Desk Finishes:

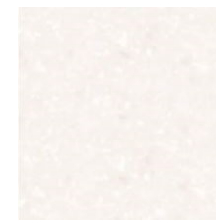


Corian
 Antarctica
 Solid Surface Countertop



Wilsonart
 High Line 7970
 Laminate Front Panel

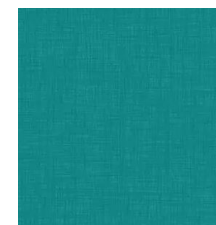
Mobile Desk Finishes:



Corian
 Antarctica
 Solid Surface Countertop



Wilsonart
 Marmalade Y0338
 Laminate Front Panel



Wilsonart
 Waterspout Y0476
 Laminate Front Panel



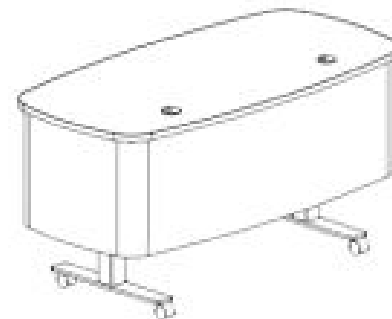
Silver
 Base



Existing LVP (reuse in library)

Mobile Height Adjustable Desk with Electric Motor & Memory Keypad

- Heights: 29 1/4" to 42"
- Desk Sizes:
 - 60" wide x 30" depth —> Orange desk
 - 72" wide x 30" depth —> Teal desk
- Desk Interior: Wilsonart Fashion Grey D381
- Base: Casters
- Countertop: Corian
- Desk includes 2 grommets and a magnetic wire management channel
- Additional Accessories:
 - Levelers
 - Power Strip
 - Wire Management Tray
 - Monitor Mount
 - Pencil Drawer



North Liberty Library — Acoustics Option 1



Conwed Wall Panels, DesignTex Panel Fabric

- Panel Sizes:

4' x 8' 6"

4' x 6' 6"

1'4" x 8' 6"

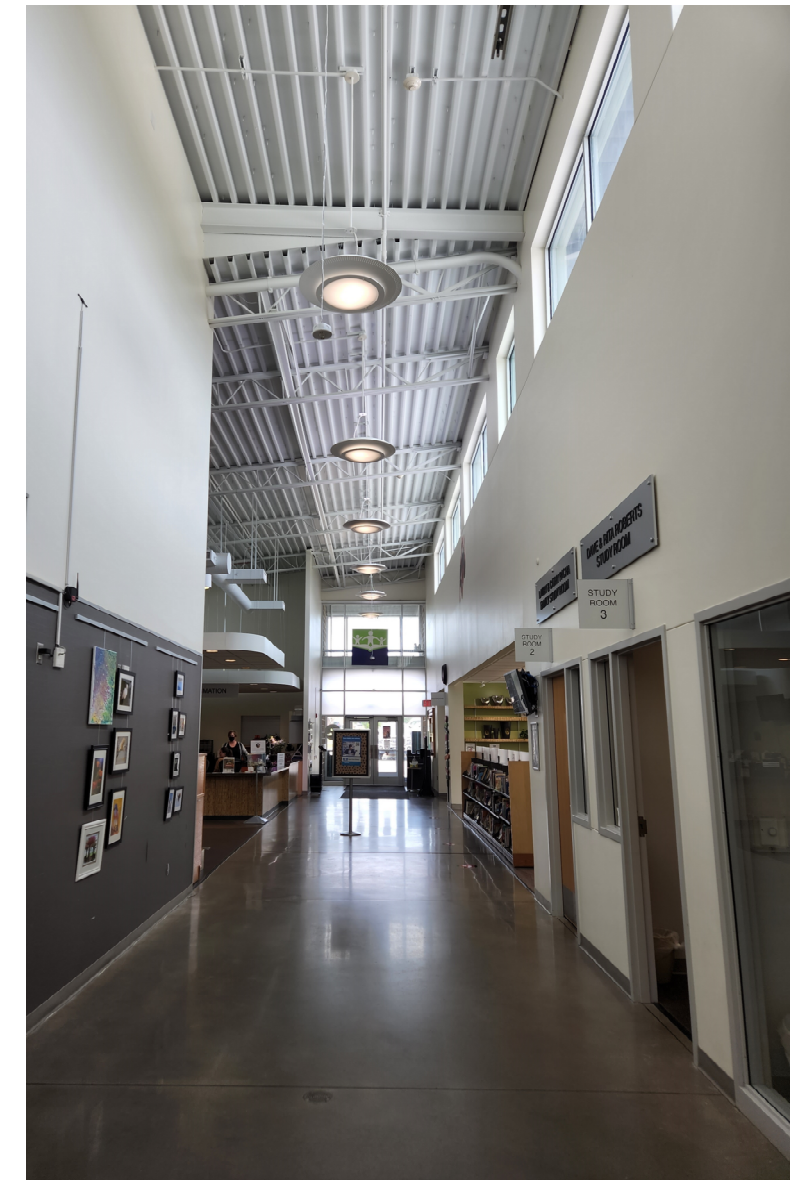
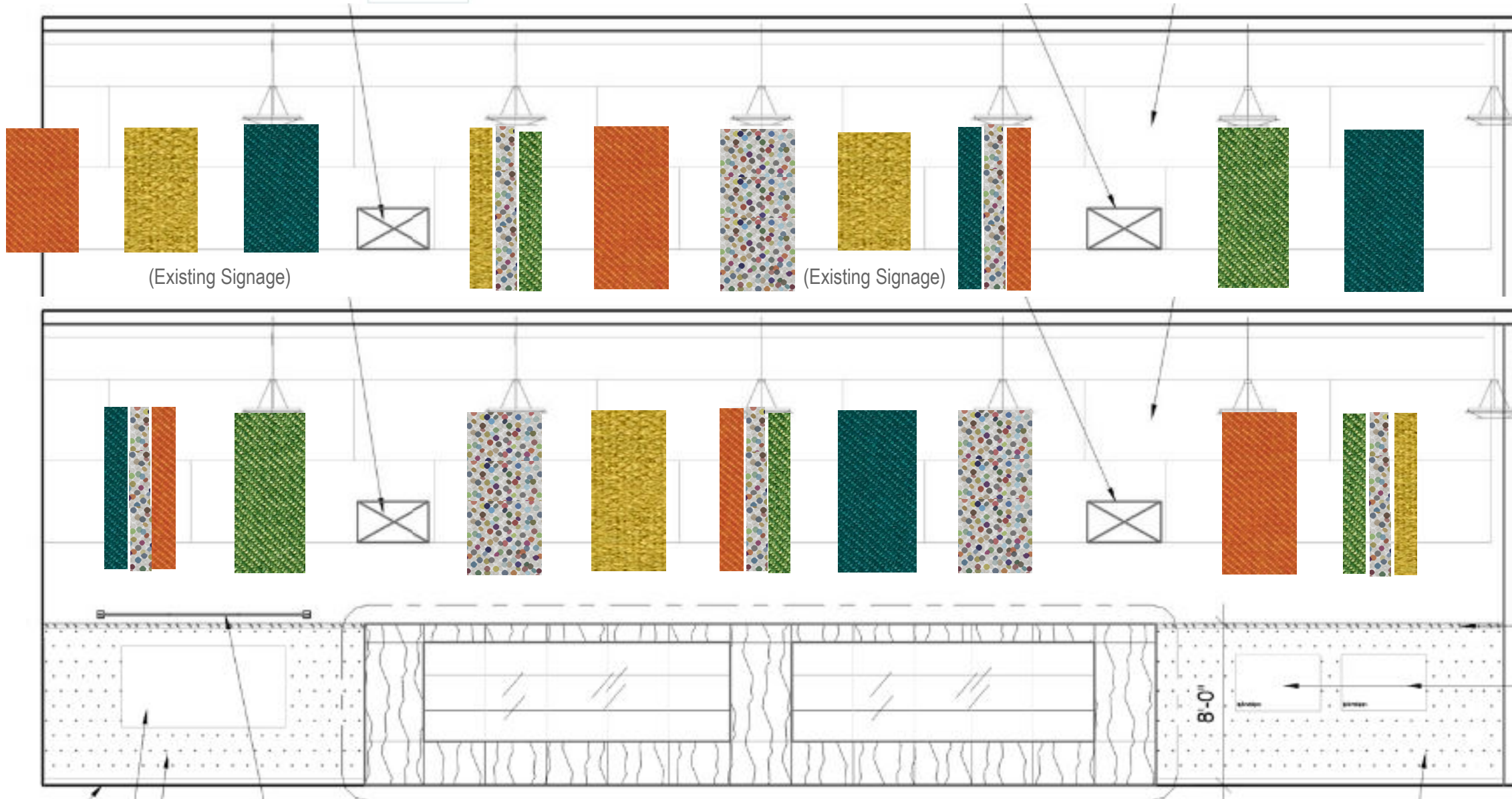
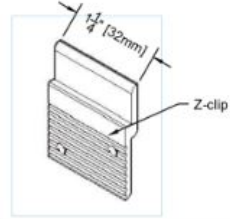
- Panel Depth: 2"

- Panel Total Square Feet: 618

- NRC Rating: 1.0

- Fire Rating*: ASTM E84, Class 1A

Z Clip installation:





The Annual Community Report gives us an opportunity to reflect on the library’s successes and challenges in the past fiscal year and we also use the stories and data to help us chart the future. Early in 2022, North Liberty Library staff, with the library board and a volunteer social work intern, developed the [North Liberty Library 2023-2025 Strategic Plan](#). Using that data, in addition to patron feedback, stakeholder interviews conducted by a consultant from the State Library of Iowa, and community surveys, we applied professional knowledge and best practices to identify the following 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.

These values are the foundation on which we formulated the library’s goals and built the Strategic Plan – one that is both reflective of and connects with our community.

This past year has been one of reclamation as thousands of patrons, both new and familiar, have made their way to the library and staff has strived to develop innovative services and programs to meet our community’s increasing needs and create a place of belonging for all.

JENNIE GARNER
LIBRARY DIRECTOR

Serving the Community

JULY 2021 - JUNE 2022

6,288
PODCAST PLAYS



1,794
SNACKS
DISTRIBUTED

2850
COVID TEST KITS
DISTRIBUTED

3,380
HOURS OF
OPERATION



200
ACTIVITY KITS

9,179
PEOPLE ATTENDED
OUTREACH PROGRAMS

17,996
PEOPLE
ATTENDED



67,279
LIBRARY VISITS

51,815
MINUTES VIEWED
ON KANOPY

30,552
REGISTERED
BORROWERS



1,211
LIBRARY
PROGRAMS

64
HOT SPOT CHECKOUTS
ACROSS 5 DEVICES
MAR-JUNE 2022

552
PEOPLE UTILIZED
ADVENTURE PASSES

19,448
PHONE CALLS

413
ITEMS LOANED TO
OTHER LIBRARIES

49,849
PHYSICAL ITEMS
IN COLLECTION



86,927
WEBSITE
PAGEVIEWS

<http://>



86,837
PHYSICAL MATERIAL
CHECKOUTS



20,859
IN HOUSE
WIFI ACCESS



65,671
DIGITAL
CHECKOUTS

16,517
ONLINE RESOURCE
ACCESS



9,256
COMPUTER
SESSIONS



**North
Liberty**
LIBRARY



152,033
TOTAL
COLLECTION USE

Program Highlights

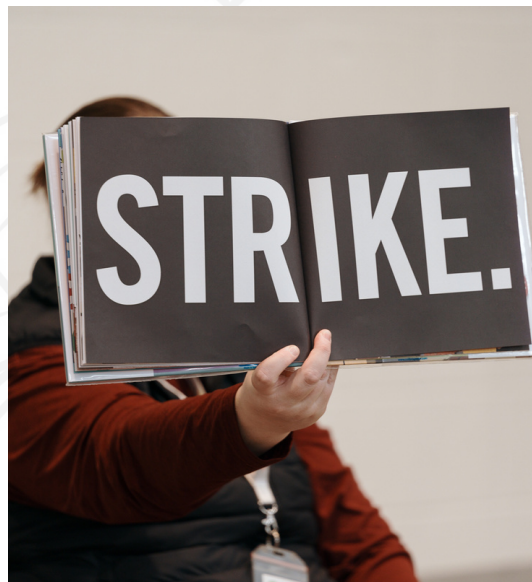
- Readers raised \$1,695 for local nonprofits. Sponsors donated \$5 to local nonprofits for each person who completed the Summer Reading Program.
- City Slate, a year-long collaboration between City departments, launched in 2022 with the goal of providing our community with 30 free large-scale events.
- In partnership with the North Liberty Optimists we formed the Junior Optimist International or JOI Club. This group of young people work to improve our community by completing fun projects and service activities.

Awarded \$17,979 in Grant Funding

- A \$5000 grant from the American Rescue Plan Act allowed us to purchase outdoor solar powered charging station benches with Wi-Fi.
- \$3552 from the Rotary Club of Coralville North Corridor funded Family Place Equipment for the Learning Center.
- Other grant projects: A \$7766 grant purchased iPads and hotspots for training 55+ patrons, and \$1410 was received for national conference attendance.

Social Responsibility Activities

- Hosted our first Social Work Interns through a partnership with The University of Iowa School of Social Work.
- Continued to connect people with economic and social well-being resources such as Iowa Rent & Utility Assistance, HACAP, and completing job applications.
- Formed an Inclusion, Diversity, Equity and Access (IDEA) Committee as part of our ongoing work to create a natural sense of belonging in the library.



LEGISLATIVE RECEPTION

Legislators, City Council and County Board Members, Public Library Board Trustees, and library workers gathered on Monday, December 5, 2022 in the Iowa City Public Library's Digital Media Lab over light refreshments and a presentation about Intellectual Freedom and the Right to Read.

FREEDOM TO READ

Angie Pilkington (ICPL), Erin Silva (NLL), and Sara Glenn (CPL) shared the record statistics of increased challenges to books, programs, and displays in Iowa libraries and around the nation.

The response spectrum for intellectual freedom challenges ranges from active and attentive listening of patron concerns, to formally reviewing materials in the library collection with a committee of community members and Board Trustees. Staff are trained in legal code and library policy which guide matters on patron privacy, intellectual freedom, and access to all.

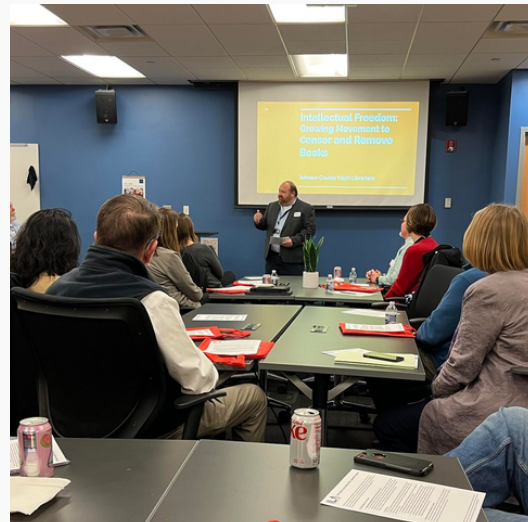
Echoing Director Carman's welcoming words, each speaker imparted their availability to support leaders seeking more information on book bans and thanked attendees for their support in library access, funding, and certification.

UNITED AGAINST BOOK BANS

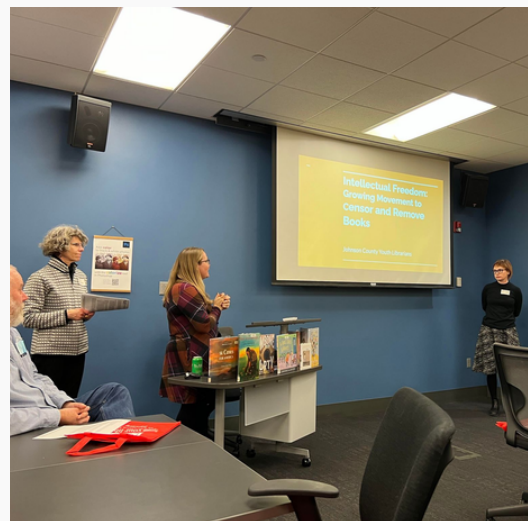
Jennie (NLL), Alison (CPL), Liz (SPL), and Elsworth (ICLP) addressed Public Libraries of Johnson County (PLJC) practices and collaborations in response to calls seeking to ban or restrict access to services, books, and programs. Each Director referred to their respective policies and procedures. They shared Iowa's historical connection to the Library Bill of Rights which was drafted in Des Moines in 1938 before it was adopted nationally by the American Library Association (ALA).

As 75% of Americans recently surveyed do not favor book bans, the ALA Office for Intellectual Freedom has launched a pledge campaign on this common value: **#UnitedAgainstBookBans**.

All leaders and community stakeholders are encouraged to review and take the pledge to show solidarity in access, literacy, and learning. You can visit <https://uniteagainstbookbans.org/> to learn more about this initiative.



Director Carman Welcomed Attendees



PLJC Childrens Staff Present on Access



Attendees Enjoyed Digital Media Lab Access

LEGISLATIVE RECEPTION

IOWA LIBRARY ASSOCIATION

Sam Helmick (ICPL) presented the Iowa Library Association's (ILA) 2023 Legislative Agenda. As their current President, they spoke to the shifts in advocacy needs from local leaders and community stakeholders. ILA Legislative Agenda highlights include:

SUPPORTING LIBRARIES IN SAFEGUARDING INTELLECTUAL FREEDOM

There were a dozen bills in the previous Iowa Legislative season which threatened access to library materials, Library Board autonomy to represent their communities as appointed, and partnerships between school and public libraries.

Nationally, 2022 book challenge reports exceed the 2021 record. There have been 781 attempts to ban or restrict library resources reported between January 1 - October 31, 2022.

1,835 unique titles were targeted between January 1 - October 31, 2022. Most titles feature BIPOC and LGBTQIA+ characters and have ranged from Dr. Seuss to Flowers for Algernon, to 14 Cows for America.

EBOOK & DIGITAL RESOURCE PRICING

Fair access and pricing for digital content to libraries is an essential matter. Barriers created due to this issue hit hardest on those who face technology or financial challenges. The state's smallest and rural libraries are the most burdened.

Currently, libraries face many challenges to meet the ebook needs of Iowans:

- Some publishers do not allow libraries to purchase licenses to some or all of their digital works.
- Some publishers embargo the sale of new ebooks to libraries.
- Many major publishers set library pricing as much as **6 times (or more)** the cost to consumers for ebooks.

Many State Library Associations are seeking legislative support to ensure libraries are adequately funded and to claim space at the negotiation table for libraries to best steward their resources and advocate patron consumer rights.



Director Garner Answers Questions



ILA President Helmick Fields Questions



Audience Discuss Intellectual Freedom

LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY

City of North Liberty, Iowa

I. Purpose

The City of North Liberty has adopted this policy to ensure compliance with the provisions of Chapter 692A of the Code of Iowa. Chapter 692, in part, places certain legal restrictions on persons who have been convicted of a sex offense against a minor, or who are required to register as sex offenders in another jurisdiction for an offense involving a minor, including specific restrictions on access to public libraries. For more information, please visit www.iowasexoffender.gov.

II. Definitions

- A. Board. The term "Board" shall refer to the North Liberty Library Board of Trustees.
- B. Library. The term "Library" shall refer to the North Liberty Library.
- C. Library Grounds. The term "Library Grounds" shall refer to the real property situated at 520 West Cherry Street in North Liberty, and which is depicted as Lot 4 of the North Liberty Commercial Park and recorded in Plat Book 32, Page 242, of the Records of the Johnson County Recorder's Office.
- D. Offender. The term "Offender", unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28), or an individual required to register as a sex offender in another jurisdiction for an offense involving a minor.

III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), an Offender may not be present upon Library Grounds without the written permission of the Board. In addition, an Offender may not "loiter", as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

IV. Applicability

This policy applies only to a person satisfying the definition of Offender as set forth in Paragraph II-D above. All others are allowed access to the North Liberty Library under the same terms and conditions as the general public.

V. Application for Use Procedure

- A. An Offender who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102(1)(a) may petition the Board for permission to be present upon the grounds of the Library. Any such person (hereinafter, an "Applicant") may contact the Library Director, or ~~their~~ designee, by telephone at 319-626-5701 for more information and an application form.
- B. No Offender shall be granted written permission to be present upon Library Grounds who is classified as a Tier II Offender or Tier III Offender under the provisions of Iowa Code Section 692A.102(1)(b) or (1)(c), respectively, or who has been convicted of an aggravated offense against a minor, as defined in Iowa Code Section 692A.101(2)(a).
- C. Upon receipt by the Library Director of a completed application for permission to be present upon Library Grounds, the Library Director shall present such application to the

Deleted: his/her

Board at the Board's next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:

- i. The offense for which the Applicant has been convicted;
 - ii. The Applicant's likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person's residence;
 - iii. Information obtained from the Applicant's parole or probation officer, if the applicant is on parole or probation;
 - iv. The Applicant's intended use of the Library; and
 - v. Any other information the Board deems relevant.
- D. The Board's meetings are open to the public. Any Applicant may speak before the Board in favor of their application. The Board may reasonably request additional information from any Applicant, whether or not that person is present at the Board's meeting.
- E. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board's first regular meeting following such request.
- F. If the Board approves the application of an Applicant to be present upon Library Grounds, the Library Director shall notify the Applicant and their parole/probation officer via U.S. Mail.

Deleted: his or her

Deleted: his or her

VI. Terms & Conditions/Restrictions

- A. An Applicant who is granted written permission pursuant to this policy to be present upon the Library Grounds (hereinafter, a "Permittee") shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in Paragraph VI.B below.
- B. A Permittee may be subject to Library use restrictions, including, but not limited to:
- i. Time of day restrictions;
 - ii. Computer use restrictions;
 - iii. Study room use restrictions; and
 - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A Permittee will receive written notification of any restrictions on their use of Library facilities or services.
- D. Upon application of a Permittee or the Library Director, Library use restrictions imposed upon a Permittee may be amended, at the sole discretion of the Board.

Deleted: his or her

VII. Revocation of Permission/Removal from Library Grounds

- A. Should the Library Director or Board discover that a Permittee provided false information on their application, such permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of the revocation as soon as practicable in person or via telephone, and by regular U.S. Mail.
- B. Should a Permittee be found to have violated any terms, conditions or restrictions described in section VI above, such individual's permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters upon Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.

Deleted: his or her

- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

VIII. Access to Library Materials

- A. Any Offender, regardless of whether or not such person has been granted written permission to be present upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, an Offender who has not been granted written permission to be present upon Library Grounds must contact the Library Director, or their designee, at 319-626-5701, and designate another who may check out materials on behalf of the Offender. Any person so designated must either not be subject to this policy or must have been granted written permission to be present upon Library Grounds pursuant to this policy.
- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as described in Section VI, above.

Deleted: his/her

Approved by the Library Board of Trustees, December ~~2021~~ 2022

Deleted: 2021

Appendix B – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Aliases:

Address:

Phone:

Occupation:

Specific Offense:

Tier One Offender _____ Tier Two Offender _____ Tier Three Offender _____

Date(s) of any and all such conviction(s):

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes _____ No _____

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on North Liberty Library premises. What is your intended use of Library services and/or materials?

NOTE: Incomplete applications will be automatically denied; successful applicants providing false information will have permission to be on Library premises rescinded.

Reviewed/Approved by the Library Board of Trustees, December 2021

Appendix B – Library Use Application for Sex Offender Against Minors

Name:

Formatted: Space Before: 0 pt

Birthdate:

Any other names you have used:

Deleted: Aliases

Address:

Formatted: Right: 3.29", Space Before: 0 pt

Phone:

Deleted: ¶

Specific Offense:

Deleted: Occupation:¶

Tier One Offender _____ Tier Two Offender _____ Tier Three Offender _____

¶
¶

Date(s) of all related conviction(s):

Deleted: ¶

Deleted: any and all such

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes _____ No _____

Terms of parole/probation, if applicable:

Deleted: ¶

Deleted: What is your intended use of the library?¶

NOTE: Our goal is to provide access to information and library materials to all individuals. In the case that we are unable to approve your application, you may still register online for a library card and opt to designate a proxy to come to the library to pick out library materials on your behalf or you may call or email the library to request materials and designate a proxy to pick up those materials. You may also use reference services by phone or email.

Application must be completed in full for consider. Successful applicants providing false information will have permission to be on Library premises rescinded.

Deleted: ¶

Deleted: ¶

Deleted: NOTE: Incomplete applications will be automatically denied; s

Reviewed/Approved by the Library Board of Trustees, December 2021

PROGRAMS POLICY

Ames Public Library offers programs to further its mission, “Ames Public Library; We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, lectures, performances, storytimes, tours, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster Cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

PROGRAMMING PARTNERSHIP

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role

includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

CONTENT

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

CHARGES, SALES, AND FUNDRAISING

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

ATTENDANCE

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.
- It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

EVALUATION

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

EXPRESSIONS OF CONCERN

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Expressions of Concern Policy](#).

REFERENCES

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: “Library-initiated Programs as a Resource,” “Access to Library Resources and Services for Minors” and “Freedom to View Statement.”

702 Library Programming Policy

See also related policies: Confidentiality (802), Recording and Streaming (703), Outreach (706), Meeting Room and Lobby Use (806) and Copyright (814).

- 702.1 The purpose of Library programs at the Iowa City Public Library and in the community is to fulfill the Library's mission. Programs will include, lectures, discussions, classes, workshops, presentations, and performances that promote life-long learning and Library use; enhance cultural and leisure activities; champion the principle of intellectual freedom; benefit the community; and foster an enduring connection to the Library. Programs will be developed to eliminate racial, social, accessibility and equity barriers in library programming by facilitating connections with underserved areas of the community and implementing diversity, equity and inclusion strategies.
- 702.2 Library programs for children are a priority and focus on stimulating development of the intellectual and social abilities of young children. Children's programming emphasizes literature, language, reading, creativity, and the encouragement of effective social skills. Programming may also incorporate STEAM (science, technology, engineering, arts and math) activities. Programming is offered on a frequent and regular basis for in-house, outreach, and streaming to the Library Channel and web audiences.
- 702.3 Library programs for teens focus on literature, language, reading, technology, current interests, and creativity. The Library will plan unique programs to augment and enhance community events and to attract new audiences.
- 702.4 Library programs for adults focus on promoting reading and life-long learning; informing the community about Library collections and services; improving information and digital literacy; preserving and teaching local history and genealogy; and covering issues of current local and global interest. The Library plans unique programs to augment and enhance community events and to attract new audiences.
- 702.5 Library programs do not duplicate programs offered within the community unless they support the Library's strategic plan, there is sufficient local interest, or library resources are available to support duplication.
- 702.6 All Library programs may appear streaming on The Library Channel, Library website, the Internet, and other media.
- 702.7 The Library does not proscribe or cancel a program solely because an individual or group may find the content objectionable.
- 702.8 The Library co-sponsors programs with other City departments, governmental agencies, community organizations, and businesses when they are compatible with the Library's program goals and priorities. Co-sponsored programs must include participation by Library staff to plan program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners, as well as available library resources. Programs are designed to be informative learning opportunities, not a vehicle for commercial ventures.

Adopted: 5/25/78

Revised: 1/14/02

Revised: 3/25/21

Revised: 1/23/86

Revised: 5/26/05

Revised: 4/27/89

Revised: 5/22/08

Revised: 11/19/92

Revised: 4/27/11

Revised: 4/25/96

Reviewed: 4/24/14

Revised: 3/4/99

Revised: 3/23/17

Program Policy

The Oakland City – Columbia Township Public Library develops, implements, partners, and sponsors programs of all kinds designed to meet the educations, information, and/or recreational needs and interests of the community. In the development of programming for its patrons, the Library covers subjects and topics that represent the broad range of human experience. Because the library strives to cover a broad range of topics, it is recognized that not all programs will be suitable for the unique tastes of all users. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Oakland City – Columbia Township Public Library.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- Presenter background/qualifications/reputation
- Available programming space
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

Requests from individuals to present library programs are welcomed and will be considered using the above criteria. The Library Director reserves the right to determine which programs will receive final approval from an outside presenter.

The Library may seek to form partnerships with various community groups and institutions in the development and implementation of a variety of diverse programs.

Any library sponsored program may not be purely commercial or for the solicitation of business. No expectation of making a purchase from a presenter should be implied in any library program. A presenter may either bring business cards to dispense or in limited cases with approval of the Director bring items for sale providing attendees are not required to purchase anything to attend the program. Program presenters are responsible for handling all sales.

Programs and events are normally held free of charge, however, in rare occurrences where a program would require a large expense the library may charge a nominal fee to assist with covering the cost of speakers and/or materials. Donations for any programs to help cover the cost of speakers and materials will be accepted.

Programs and events sponsored by the Library are open for attendance by all individuals without regards to residence. Priority registration may be given to residents when seating is expected to be limited. When safety, limited seating, program success, or limited supplies are a concern, the library will utilize an advanced registration process to limit attendance. In cases where there was no advanced registration process in place, the library will utilize a first come, first served basis at the door.

Parental involvement, participation, and attendance are encouraged at all events and programs geared towards younger people. In some cases, the nature and success of a program may require that attendance or participation is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance be limited because the content of the program may be controversial.

The Library Director has the discretion to cancel or reschedule programs as necessary.

The Library reserves the right to use video or photographs taken of the program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

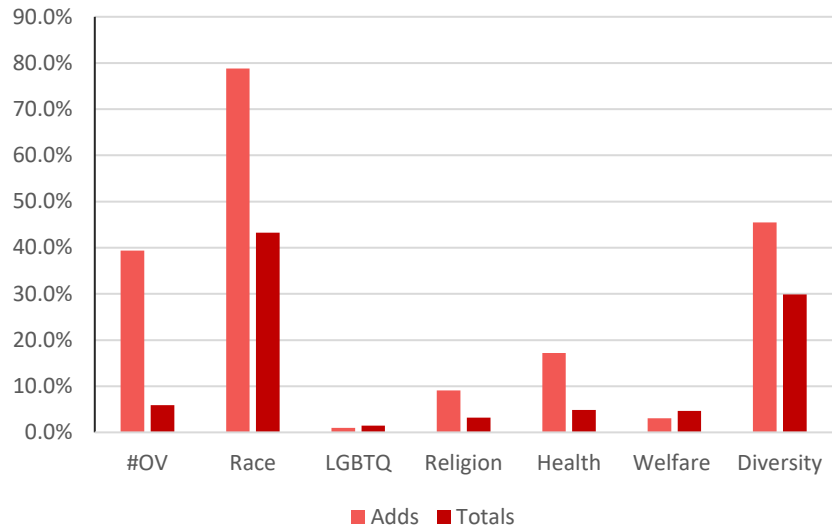
The Library handles concerns, questions, and/or complaints about programs according to the same written policies and procedures that govern reconsideration of other library resources and materials.

This policy does not apply to any fund-raising events or donor recognition events the library may host.

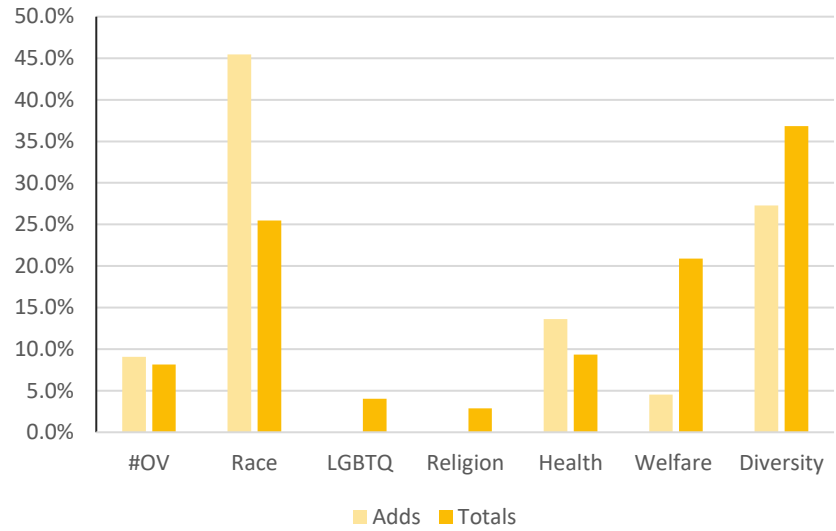
Approved at the March 9, 2022 Board of Trustees Meeting

Youth Diversity Analysis: Nov 2022

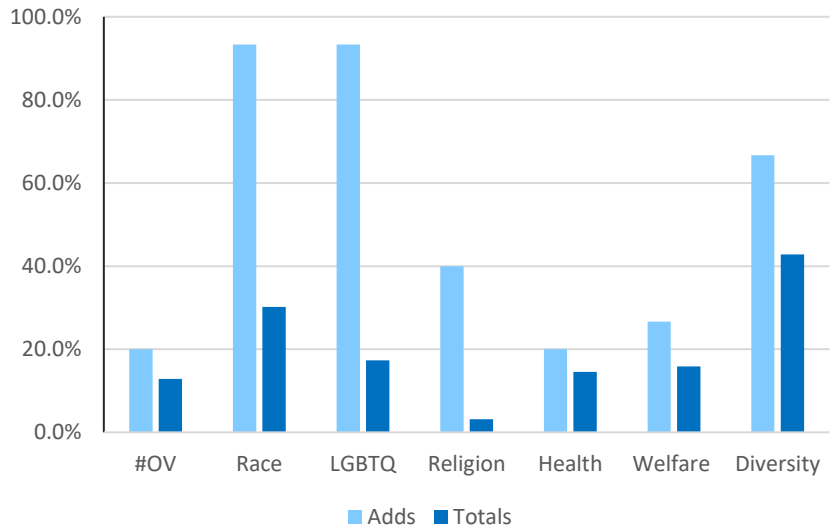
Primary Diversity



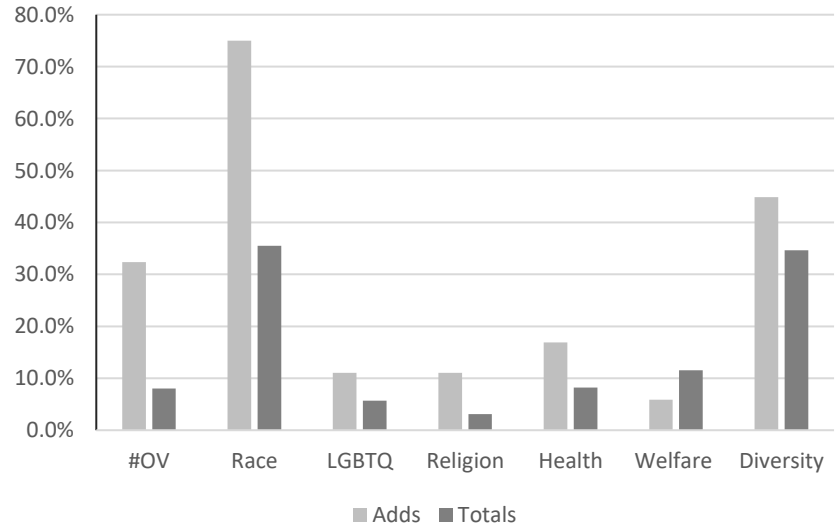
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: Nov 2022

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	425	39	317	2	412	3	1154	44
%	5.9%	39.4%	8.2%	9.1%	12.9%	20.0%	8.1%	32.4%
Race	3129	78	989	10	966	14	5084	102
%	43.2%	78.8%	25.5%	45.5%	30.2%	93.3%	35.5%	75.0%
LGBTQ	105	1	157	0	556	14	818	15
%	1.5%	1.0%	4.0%	0.0%	17.4%	93.3%	5.7%	11.0%
Religion	232	9	112	0	100	6	444	15
%	3.2%	9.1%	2.9%	0.0%	3.1%	40.0%	3.1%	11.0%
Health	350	17	363	3	466	3	1179	23
%	4.8%	17.2%	9.4%	13.6%	14.6%	20.0%	8.2%	16.9%
Welfare	338	3	811	1	508	4	1657	8
%	4.7%	3.0%	20.9%	4.5%	15.9%	26.7%	11.6%	5.9%
Diversity	2164	45	1429	6	1371	10	4964	61
%	29.9%	45.5%	36.8%	27.3%	42.8%	66.7%	34.7%	44.9%
Count	7237	99	3881	22	3202	15	14320	136