

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
January 23, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. November
 - b. December
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Library Child Safety and Vulnerable Adults
 - b. Service
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: March 20, 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

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: December 19, 2022 6:30 P.M.

PRESENT: Scott Clemens, Chris Mangrich, Jessica Beck, Brady Bird, and Library Director Jennie Garner

ABSENT: Lindsey Bland, Laura Hefley

Call to Order

- 1) Additions/Changes to the Agenda
 - a) Examples of programs policies from other libraries.
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) November 2022 meeting minutes could not be approved; only three board members present at November meeting in attendance, approval deferred until January 2023.
- 4) Reports
 - a) Staff Introduction - Kellie Forkenbrock and Jennifer Jordebek
 - b) Staff Reports - Part-Time Staff Hiring and On-Boarding Process
 - i) Job description review - removing of gender-coded language.
 - ii) Typically 25-30 applicants by deadline, sorted down to top 5-7 applicants.
 - iii) Pre-screen interview call - ensure specifics of job posting are clear with applicant (i.e. evenings/weekends, long-term part-time, location).
 - iv) Panel interview, virtual or in-person - pre-determining who asks and answers each question.
 - v) References - "would you hire/work with again? Why or why not?"
 - vi) Offer - if accepted, on-boarding begins
 - vii) On-boarding - 2 weeks including background check and drug screening, one-on-one training, building tour, online interactive training manual, front desk shadowing.
 - viii) Scheduling - considerations for other jobs or school.
 - (1) Work, program, and desk schedules through Paycore.
 - c) Budget - 41%, average is 42% this time of year.
 - i) Personnel on par with budget.
 - ii) 5 more hotspots ordered with grant money, will make 10 in place total.
 - d) Friends
 - e) Director
 - i) Community report - starting to approach pre-pandemic numbers.
 - ii) Legislative Recap - city councilors invited for first time, a few attended including one from NL.
 - iii) Budget meeting today - very promising, lean request. Asked for funding to increase one employee to full-time, adding funds for total of 16-20 hotspots, training budget allowing for multiple positions to attend out of state conferences.

- iv) Idea committee - focus groups in spring 2023, targeting groups that typically don't use the library and its services.
- v) 2-day rural libraries summit - panel member, invited based on LinkedIn activity.
- vi) Attending conference in New Orleans, paid for by ARSL as representation for the organization
- vii) Contribution Drive 2022 with Friends of the Library - used AlphaGraphics for mailers. Multiple large donations so far.

5) Policy Review

- a) We do not have a program policy at this point. Recommendation by Jennie Garner to add policy to protect programs.
 - i) Used models from around Iowa and US, especially Ames, IA.
 - ii) Policy review for approval by January 2023.
 - iii) Statement of Concern about Library Resource.
 - (1) Adding section to lay out what happens after a request is submitted.
 - iv) No vote needed.
- b) Library access for sex offenders.
 - i) Changed to gender neutral language.
 - ii) City attorney involved in language as it is a legal document.
 - iii) Motion to approve policy by Chris Mangrich, second by Brady Bird. Approved by voice vote.
- c) Appendix B - Library use application for Sex Offender Against Minors.
 - i) Removal of questions regarding aliases, occupation, or intended use of library services and/or materials - not asked of anyone else. Not trying to deny access, wording changed to be more friendly and ensure the process is meant to allow access.
 - ii) Motion to approve Appendix B by Jessica Beck, second by Chris Mangrich. Approved by voice vote.

6) Old Business

- a) None

7) New Business

- a) None

Adjourn

Motion to adjourn by Brady Bird, second by Chris Mangrich.

NEXT MEETING DATE: Monday, January 23, 2023 due to Martin Luther King Jr Day.

Meeting minutes recorded by Brady Bird

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	51,355.67	.00	322,031.34	327,020.66	50	565,092.65
6020	Part Time Wages	104,470.00	.00	104,470.00	5,314.43	.00	33,769.23	70,700.77	32	100,962.27
6040	Overtime Pay	1,000.00	.00	1,000.00	21.00	.00	90.86	909.14	9	484.66
6110	FICA/Medicare	57,573.00	.00	57,573.00	4,169.88	.00	26,223.59	31,349.41	46	49,403.15
6130	IPERS	62,498.00	.00	62,498.00	5,344.07	.00	38,975.27	23,522.73	62	61,751.84
6150	Group Insurance	110,961.00	.00	110,961.00	10,151.97	.00	70,160.51	40,800.49	63	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	\$76,357.02	\$0.00	\$491,250.80	\$501,197.20	49%	\$893,076.47
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	71.50	.00	786.22	1,813.78	30	1,507.68
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	89.00	.00	4,534.15	10,465.85	30	23,291.00
6210	Dues/Memberships Subscriptions	2,350.00	.00	2,350.00	50.00	.00	1,365.00	985.00	58	2,305.10
6230	Training	11,500.00	.00	11,500.00	1,550.00	.00	9,236.53	2,263.47	80	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	\$1,760.50	\$0.00	\$15,921.90	\$23,828.10	40%	\$47,789.45
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	129.78	.00	129.78	1,870.22	6	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	2,450.95	.00	28,550.62	15,449.38	65	47,150.53
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,144.47	.00	6,976.20	23.80	100	17,901.93
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$3,595.42	\$0.00	\$35,526.82	\$15,473.18	70%	\$65,052.46
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	260.00	165.00	61	392.50
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	230.84	.00	1,143.37	656.63	64	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	\$4,001.04	\$0.00	\$52,344.39	\$14,380.61	78%	\$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	1,595.00	.00	9,736.77	11,878.23	45	19,153.40
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	100.60	.00	271.80	478.20	36	345.00
6414	Printing/Advertising/Publications	4,000.00	.00	4,000.00	46.82	.00	2,198.51	1,801.49	55	3,993.51
6419	Software Support	2,500.00	.00	2,500.00	1,209.43	.00	1,209.43	1,290.57	48	6,840.51
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	300.29	.00	1,821.87	1,178.13	61	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	\$3,252.14	\$4,500.00	\$24,253.51	\$31,041.49	48%	\$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	4,264.33	.00	26,953.82	27,046.18	50	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	.00	.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	283.30	.00	3,076.50	9,523.50	24	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	\$4,547.63	\$0.00	\$67,049.72	\$59,050.28	53%	\$122,825.68
6506	Office Supplies	5,000.00	.00	5,000.00	230.80	.00	1,191.48	3,808.52	24	3,682.80
6508	Postage & Shipping	1,250.00	.00	1,250.00	.00	.00	334.44	915.56	27	416.66
6509	Building Maintenance Supplies	650.00	.00	650.00	8.02	.00	25.18	624.82	4	15.27
6513	Cleaning Supplies	2,000.00	.00	2,000.00	336.79	.00	1,119.97	880.03	56	1,822.50
6517	Computers & Technology	10,000.00	.00	10,000.00	4,425.80	.00	6,080.33	3,919.67	61	18,675.78
6521	Software	1,750.00	.00	1,750.00	101.76	.00	1,372.80	377.20	78	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	1,089.83	.00	4,836.01	4,163.99	54	10,961.45
	<i>Commodities Totals</i>	\$157,750.00	\$0.00	\$157,750.00	\$10,740.63	\$0.00	\$82,909.93	\$74,840.07	53%	\$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	\$96,111.33	\$4,500.00	\$666,680.53	\$750,287.47	47%	\$1,241,296.35
	Department 4010 - Library Services Totals	(\$1,421,468.00)	\$0.00	(\$1,421,468.00)	(\$96,111.33)	(\$4,500.00)	(\$666,680.53)	(\$750,287.47)	47%	(\$1,241,296.35)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	115,000.00	.00	115,000.00	2,739.95	(27,539.00)	95,398.54	47,140.46	59	130,914.52
	<i>Repair, Maintenance, Utilities Totals</i>	\$115,000.00	\$0.00	\$115,000.00	\$2,739.95	(\$27,539.00)	\$95,398.54	\$47,140.46	59%	\$130,914.52

Expense Budget Performance Report

Fiscal Year to Date 12/31/22

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	.00	(6,321.00)	9,650.04	86,670.96	4	82,300.99
6499	Misc Contractual	32,000.00	.00	32,000.00	3,160.22	5,957.00	16,042.06	10,000.94	69	42,603.76
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$3,160.22	(\$364.00)	\$25,692.10	\$96,671.90	21%	\$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	\$5,900.17	(\$27,903.00)	\$121,090.64	\$178,812.36	34%	\$302,819.27
Department 4060 - Community Center Totals		(\$272,000.00)	\$0.00	(\$272,000.00)	(\$5,900.17)	\$27,903.00	(\$121,090.64)	(\$178,812.36)	34%	(\$302,819.27)
Fund 001 - General Fund Totals		\$1,693,468.00	\$0.00	\$1,693,468.00	\$102,011.50	(\$23,403.00)	\$787,771.17	\$929,099.83		\$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	.00	.00	465,849.50	269,150.50	63	1,679.80
6750 - Buildings Totals		\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$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>\$0.00</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	\$0.00	\$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)	\$0.00	\$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	\$0.00	\$0.00	\$465,849.50	\$269,150.50		\$1,679.80
Grand Totals		\$2,533,468.00	\$0.00	\$2,533,468.00	\$102,011.50	(\$23,403.00)	\$1,254,314.55	\$1,302,556.45		\$1,572,156.13

Library Director Report
North Liberty Community Library Board of Trustees Meeting
January 23, 2023

- I. Financial Update
 - A. Personnel: 49 percent
 - B. Personnel Services (non-position): 40 percent
 - C. Repair, maintenance, utilities: 78 percent
 - D. Contractual Services: 48 percent
 - E. Commodities (materials and services): 53 percent
 - F. Total Library Services: 47 percent
 - G. Average this time of year: 50 percent
- II. Library Operations Update
 - A. Building Updates
 - 1. Information desk and acoustical panels have bid update
 - B. FY24 Budget update
 - 1. Budget meeting with City Council Jan. 17
- III. Professional Activities
 - A. Attending LibLearnX (formerly ALA Midwinter Conference) in New Orleans this month
 - 1. Out of office Jan 26-31
 - B. Accepted an invitation to serve on Inside Out Re-entry Community board
- IV. Board training opportunity
 - A. *Trustee on the Front Lines: Intellectual Freedom in Public Libraries and Your Role*
 - 1. Presented by Anne Mangano, Iowa City Public Library
 - 2. If recorded, I propose we watch as group at March meeting for a training event
- V. Contribution Drive 2022
 - A. Most donors choosing to donate to Friends of the Library (more immediate needs)
 - 1. About \$1000 to date
 - B. Approximately \$400 to Endowment (sustainable funding)
- VI. Program Policy
 - A. Programming staff are discussing
 - B. Will have a draft to submit by March meeting
- VII. Staff Reports
 - A. Assistant Director
 - 1. Participated in City training
 - a. CPR/AED/First Aid recertification
 - b. NL Better Neighbors – LGBTQ 201
 - 2. Participated in LLAMA quarterly Round Table – Succession Planning
 - 3. Presented training “Behind the Scenes: Our Hiring Process” with co-worker for Library Board
 - 4. Completed beginning of 2023 work and desk schedules for staff
 - B. Adult Services

1. Adult Services is working to expand programming to our older adults, particularly those who are unable to get to the library by hosting more programs at the North Liberty Living Center. We are starting out with offering an art program in February. Our goal is to offer an event (in addition to our biweekly library pop-ups) each quarter at this time.
 2. We are planning out a “subscription” book service for adults and hope to launch it before summer. Collection Development and Adult Services is working on this together.
- B. Public Services
1. Joined planning committee for [Entrepreneurship & Libraries](#) (ELC) Pitch Perfect workshop & competition in February and May 2023, respectively
 2. Chosen to participate in hiring/training roundtable for [ConnectedLibFEST](#) in March 2023
 3. Attended Rural Library Network E-Summit in December
 4. Recorded December and January podcasts
 5. Worked with Big Brothers Big Sisters of Johnson County on their 30 Brothers in 30 Days campaign
 6. Spoke on the State Library of Iowa’s Kernals podcast
 7. Presented at NLL Board Meeting with Jen Jordebrek re: library’s hiring/training practices
 8. Conducted monthly PT staff meeting
- C. Family Services
1. Programming
 - a. Noon Year’s Eve – 389 ppl attended
 - i. 12/28, 80/90’s neon theme
 - ii. Mascots, bedazzling & paper chain snowmen craft, balloon drop, snacks and cassette tape take home craft for adults
 - b. Doodlebugs (CR Museum of Art preschool art program)
 - i. Starting again at a designated storytime, Wednesdays 1x per month, 1/25 first session
 - c. New StoryWalk books in collaboration with Beat the Bitter
 - d. Partnering with African American Museum to hand out MLK bags, provided by museum
 - i. Since we are closed MLK day going to hand them out at storytimes and other programming events the following week
 2. Committees/Associations
 - a. IDEA committee
 - i. Dates for focus groups: February 28th (Families)
 - ii. March 4th (Youth and Teens)
 - iii. April 20th or 30th (Older Adults)
- D. Youth & Teen Services
1. For December 2022, the youth collection is at 34.8% diverse with the books added this past month at 60.6%.
 2. Program numbers
 - a. T(w)een Zombie Snowman Cookies: 16
 - i. JOI Club: 6
 - ii. Read with Korra: 10
 - iii. Question of the Week: 46

- iv. Snack: 325
 - v. Total: 403
- 4. Winter Reading Program is happening until the end of the month. I encourage you all to participate (or at least check out the Beanstack site). 35 people have registered and 16 have completed.
- 5. Next month we are having Ambassadors from the I'm Glad You Stayed Project come to talk about mental health and what they do.
- E. Marketing & Engagement Coordinator
 - 1. Current projects:
 - a. Melanie is currently working on Local Libraries Lit promotional materials for the spring lineup. Kevin Wilson will be the first author event on February 8 at 7 PM. https://bit.ly/LLL_KevinWilson
 - b. We are about to begin work on SRP promo and log design
 - c. Melanie is working with IDEA committee to plan and draft/design focus group invitations.
 - 2. The Cedar Rapids Gazette is continuing their support for libraries in the Corridor with their Love My Library initiative. They promote libraries in the corridor as a collective and highlight broad topics that fit all library sizes in our area (access, summer reading, resources such as HelpNow since it's provided by state library for all libraries, etc.). They are providing our libraries \$160,000 between ad and promotional dollars and unlimited access to The Gazette online in each of our buildings.
 - 3. Since our official launch we've had several people connect with the library on the myLIBRO app.
- F. Collection Development
 - 1. Working on logistics to create space for the Library of Things and researching what other libraries collect for their Library of Things to consider for NLL.
 - a. Collect things that are of incidental use and one-time projects.
 - b. Goal to have space ready by March and begin building collection
 - 2. Collaborating with Adult Services to create Subscription Boxes
 - a. Learned about this at Back in Circulation Conference (2022)
 - b. Already have teen subscription boxes
 - c. Looking into inexpensive, durable bags to house the kits for storage and easier return (current boxes take up space and don't fit in drop box to return when library isn't open)
 - 3. Multilingual Materials
 - a. Doing some reconfiguring of shelves in library and planning to highlight specific youth titles as well as the multilingual books.
 - b. Labelling the newly arrived picture books Primary / Multilingual / Author for all languages and books in braille.
 - c. Shelving will hopefully be moved over the next couple of months and then the collection can be more visible and start growing.
 - 4. Subject Headings
 - a. Attending webinars to investigate resources to refine our subject headings in the catalog so that patrons can more intuitively find materials that they are looking for.

- b. Also putting the subject headings of the books on display in our New Year's resolutions display.
- c. Plan to include the subject headings that we used to find the books to put on the display so that patrons know what to search for if they want more than what is on the display and hopefully demystify what is going on in that catalog and let people know what search terms to use to find what they are looking for.

Respectfully Submitted, Jennie Garner, Library Director

LIBRARY CHILD SAFETY AND VULNERABLE ADULTS POLICY

I. Purpose Statement

The North Liberty Library is a public building and individuals of all ages are welcome. The library strives to be a place of belonging for all and the safety and welfare of children and vulnerable adults at the library is of utmost importance. Vulnerable adults and young children should be supervised by age appropriate, responsible parties at all times. Guardians and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Staff will intervene only when children or vulnerable adults are left unattended and if issues relating to safety and well-being or disruptive behaviors occur. Library staff will follow established procedures for the protection of the involved party or parties and to maintain an environment free from disruption in accordance with the Library Conduct Policy.

Commented [ET1]: Replace 'juveniles' with children

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II. Unattended Children/Vulnerable Adults in the Library

- A. An unattended child is a minor of any age whose behavior requires them to be accompanied by a guardian or caregiver. A vulnerable adult is a person over the age of 18-years-old who is unable or unwilling to care for themselves.
- B. The library does not have staff, training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults.
- C. The library staff is further not available to act as caregivers for unattended children and vulnerable adults and is unable to assume responsibility from the guardians or caregivers for providing for the welfare of persons in their care.
- D. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers or for any consequences related to parents or caregivers forfeiting their responsibilities.
- E. Library staff may refer to social services or law enforcement those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside acceptable behavior in the library. Please refer to the Library Conduct Policy for more information regarding acceptable behavior.

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III. Guardian/Caregiver Responsibilities

- A. Guardians/caregivers should remain with persons in their care at all times and are responsible for the care of those persons while in the Community Center and on the premises. This expectation refers to entire facility, including Library, Recreation and Aquatic Center.
- B. Guardians/caregivers are asked to model and encourage positive behavior by persons under their care in the library and in all areas of the facility and to cooperate with building staff in instances that persons in their care are disruptive, interfere or endanger others, or cause damage to property.
- C. Guardians and caregivers with children who are mature enough to be left alone at the library are responsible for setting reasonable time limits for their children's visits to the library and providing a means of transportation home from the library by the time the library closes.
- D. Please refer to the Recreation Center Child Safety Policy for requirements to use the Recreation and Aquatic Centers.

IV. Staff Guidelines

- A. Staff will attempt to contact the guardian, or caregiver to address concerns of lost, unattended, or scared children, vulnerable adults, or the aforementioned persons with conduct issues.
- B. An incident report will be filled out, given to appropriate Community Center personnel, and kept on record.
- C. Library staff may not take children or vulnerable adults out of the building, unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.
- D. For safety reasons, appropriate social service agency may be contacted to take custody of any child or vulnerable adult left unattended in the library for a period exceeding 15 minutes during open hours or after closing time if attempts to contact the guardians or caregivers are unsuccessful.

Reviewed/Approved by the Library Board of Trustees, January 2023,

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SERVICE POLICY

I. Purpose Statement

The purpose of the Service Policy is to affirm the rights of all people to free and equal access to information. The North Liberty Library (NLL) is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy outlines use of the library, services, and operations. The NLL supports the American Library Association's *Library Bill of Rights* which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views (Article V)." (<https://tinyurl.com/y5ydf64c>)

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II. Library Hours

- A. The Library will have regular business hours posted.
- B. The Library will close for legal, City holidays, occasional library staff training or City events, and inclement weather, in compliance with City policy.

III. Confidentiality of Patrons

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.
- C. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
- D. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

IV. Registration

- A. Residents of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. People residing in North Liberty or rural Johnson County may apply online for an eCard that specifically allows use of library databases and electronic collections, including eBooks and eAudios.
- C. Library cards are valid for three years and renewable upon patron request at expiration.
- D. Library cards are issued to individuals. Family cards are not available.
- E. Institutional cards may be created for childcare centers, residential centers, and other educational entities and must include management or administrative contact information.
- F. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.
- G. Legal guardian permission must be provided for children who are unable to provide accurate registration information.
- H. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
- I. A \$2.00 replacement fee is assessed for lost cards and a \$.50 fee for barcode replacement on Recreation Center passes. Patrons may check out without their card by confirming current

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Commented [JG1]: With the reconciliation agreement if needed for lost material costs and now being fine free, I recommend that we remove this statement regarding checkout limits from the policy as a way to further remove barriers to service.

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registration information. Patrons may also check out using the library app on their device.

V. Use of Library Space

A. Designated library spaces designed for specific audiences or purposes may have limited access and use. The Director is authorized to develop guidelines pertaining to the use of designated spaces in the library and may adjust those guidelines as deemed appropriate. All such designated space policies will be displayed within the designated areas.

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VI. Use of Library Materials

A. Check out loan periods:

- a. DVDs and Cake Pans have a one (1) week checkout period.
- b. Television series DVDs have a two (2) week checkout period.
- c. Books, magazines, audiobooks, and interlibrary loans (ILL) have a three (3) week checkout period.
- d. Mobile hotspots have a one (1) week checkout and are limited to one device per household. Renewals may be limited due to high demand. Mobile hotspot service is provided by cell phone providers and Internet Service relies on cell tower technology for coverage. Internet access and speed may vary based on location of use.
- e. Miscellaneous collection items such as bike locks, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.

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- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding interlibrary loans (ILL), may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.

H. Institutional library cards are only for use by the entity and its clients. Employees of institutions may register for a library account for personal use.

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VII. Reserve Material

- A. Library material may be reserved in-person, by phone, by email, or on the library's website.
- B. Patrons will be notified by preferred contact method when a reserved item is available.
- C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

VIII. Overdue & Lost Materials

- A. Patrons are asked to return items by the due date or to renew those items before or on the due date.
- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. The NLL does not collect overdue fines. Items not returned for more than eight weeks are subject to the replacement cost of the material(s).
- D. Mobile hotspots are equipped with location tracking and will automatically be turned off once a device becomes overdue.

E. Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.

F. Library patrons may be billed the replacement cost for items not returned for more than eight (8) weeks past the due date.

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G. Parents or legal guardians are responsible for all assessed library replacement fees for minor children according to Iowa Code section 613.16 <https://www.legis.iowa.gov/docs/code/613.16.pdf>.

H. Items that patrons "claim return" will be searched for in the library for 60 days and then will be considered lost and the card-holder may be billed replacement fees.

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IX. Reconciliation & Suspension of Library Accounts

A. Library material check out may be suspended when patrons have items overdue more than eight weeks past the due date.

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B. Patron accounts will return to good standing upon return of all overdue items.

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C. Lost material/replacement charges are the responsibility of the cardholder whose account bears the overdue items or the legal guardian for minor children.

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D. Patrons are responsible for replacement costs for unreturned long overdue (past 8 weeks) and damaged library materials. A replacement copy of the same title/material type may be substituted for payment. Patrons may set up a monthly payment plan with library staff through the library's reconciliation program as needed to pay for replacement cost of lost/unreturned items. Patrons who meet the terms of the respective reconciliation plan may continue use library services during the reconciliation agreement time period until the account has returned to good standing.

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X. Equipment Use

A. Laptops with wireless Internet and printing are available for adult patrons free of charge on a first-come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.

B. Guest passes to access library computer stations are available at the Information Desk.

C. Library users may copy/print up to \$3 free per day. Thereafter, copying and printing charges are \$.10 per page for black and white copies and \$.50 per page for color copies single or double-sided. There is no fee for scanning a document to email.

D. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.

E. An overhead projector is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available at the Information Desk.

F. Patrons are responsible for equipment repair or replacement costs due to negligent damage.

XI. Notices & Displays

A. Display space and notice posting is available to educational, cultural, and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. Notices and posters for designated public display are reviewed and posted by staff.

B. Objections to notices or displays may be brought before the North Liberty Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.

C. All notices posted in the library become property of the library and may be removed and discarded at any time.

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TO: Johnson County Supervisors
FROM: Jennie Garner, Library Director
DATE: Jan 3, 2023
SUBJECT: Monthly Library Report

Library News

I've mentioned that our foot traffic continues to rise with folks coming back after the pandemic. We have seen a steady increase in new patron library cards and online card registration.

This month, we are launching an eCard option for North Liberty and rural Johnson County residents. The eCard allows patrons access to all of our databases and our eContent (audios and books) without coming to the library to get a physical card. We know there are some patrons who would like to access the library's electronic resources but don't currently plan to use in-house library services or the physical collection. The eCard service saves patrons time, and the library also won't be handing out library cards that may not be used. When patrons register, they'll get welcome email letting them know about the eCard option and telling them about services that they may not be aware we offer. They will still have access to all of our library services and programs if they later opt to visit the library but it's great to be able to offer the electronic service as well.

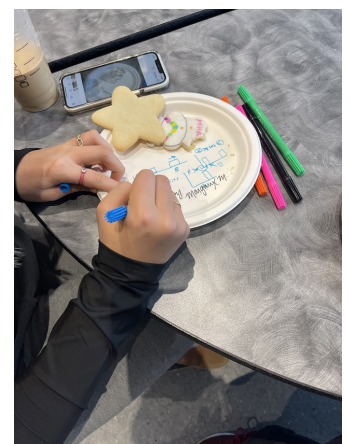
In line with the foot traffic bouncing back, our Noon Year's Eve party that the library hosted as part of the City Slate was a smashing success with over 400 attending. Telling when we compare with the 2021 attendance, which was just over 100 people.

The Friends held their annual cookie walk at the beginning of December in conjunction with the Breakfast with Santa in the Community Center. They had nearly 80 dozen cookies and sold out of cookies in three hours. This continues to be a great fund-raising and awareness raising event for the Friends of the Library. We are so appreciative of their ongoing support. KCRG ran a short piece on the event, which can be found [here](#).

Scroll for program highlights.



Littles and their adults at the new Playful Parenting Workshops. These workshops run five weeks and will be held multiple times throughout the year giving caregivers and parents opportunities to see how their children learn through play and interact with local experts who can connect them with services they may need if they identify areas where children are possibly behind their peers in areas such as language, motor skills, literacy, growth, etc.. Parents are encouraged to play and interact with their kids during the hour long workshops.



Youth and Teen Services staff had fun visiting students at Liberty High before winter break to do some Zombie Snowmen Cookie decorating.



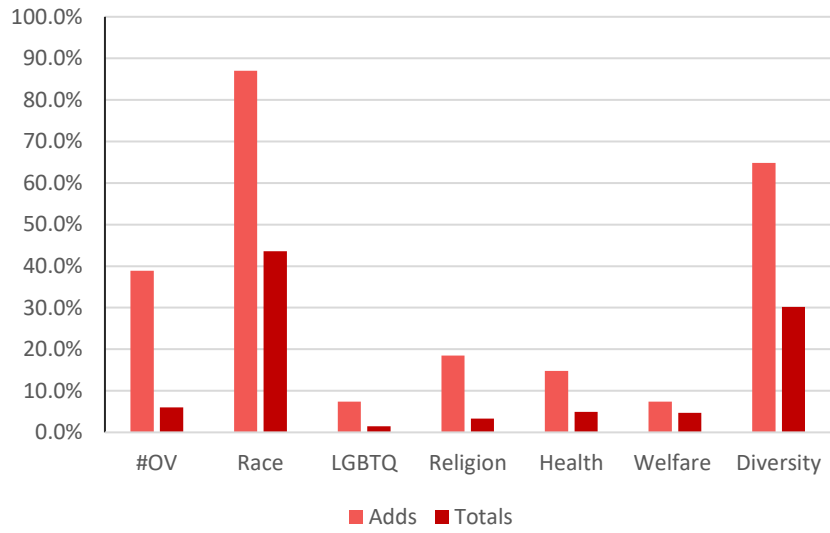
Packed house for the library's annual Noon Year's Eve event—more event pics below.



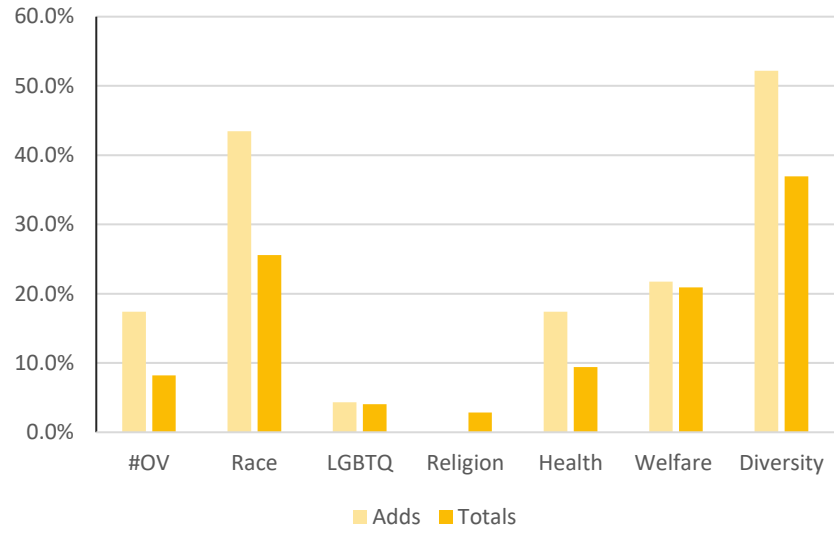
People turn out not only to buy cookies at the Annual Cookie Walk but many of our community members also donate baked goods to the cause.

Youth Diversity Analysis: Dec 2022

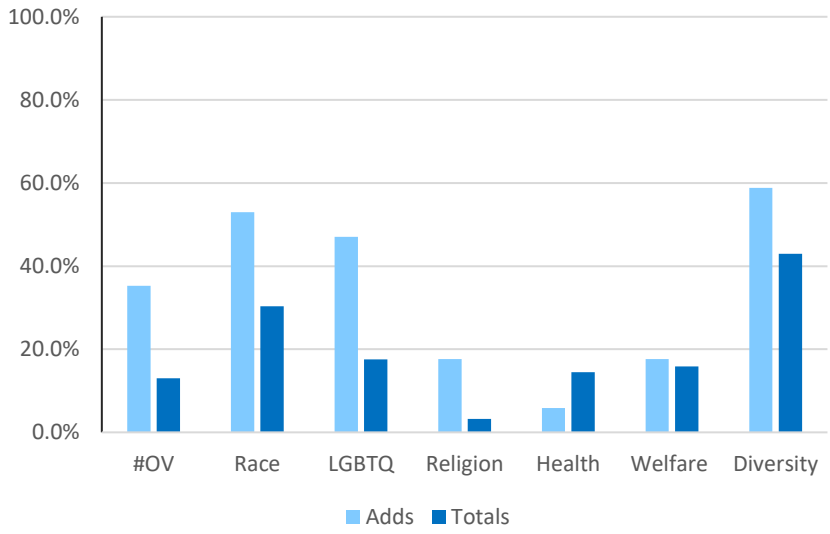
Primary Diversity



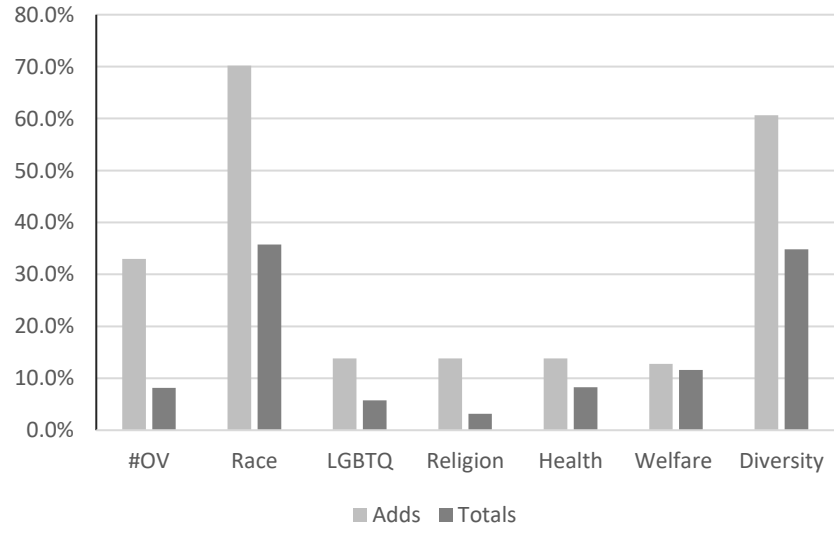
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: Dec 2022

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	437	21	321	4	418	6	1176	31
%	6.0%	38.9%	8.2%	17.4%	13.0%	35.3%	8.2%	33.0%
Race	3175	47	999	10	976	9	5150	66
%	43.6%	87.0%	25.6%	43.5%	30.3%	52.9%	35.7%	70.2%
LGBTQ	109	4	158	1	564	8	831	13
%	1.5%	7.4%	4.0%	4.3%	17.5%	47.1%	5.8%	13.8%
Religion	242	10	112	0	103	3	457	13
%	3.3%	18.5%	2.9%	0.0%	3.2%	17.6%	3.2%	13.8%
Health	358	8	367	4	467	1	1192	13
%	4.9%	14.8%	9.4%	17.4%	14.5%	5.9%	8.3%	13.8%
Welfare	342	4	816	5	511	3	1669	12
%	4.7%	7.4%	20.9%	21.7%	15.9%	17.6%	11.6%	12.8%
Diversity	2198	35	1441	12	1382	10	5021	57
%	30.2%	64.8%	36.9%	52.2%	42.9%	58.8%	34.8%	60.6%
Count	7287	54	3902	23	3219	17	14408	94