North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
March 20, 2023, 6:30 pm

Call to Order

I.   Additions/Changes to the Agenda

II. Public Comment

III. Approval of Minutes
    a.   January

IV. Training
    a.   Open discussion of Webinar

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

VI. Policy Review
    a.   Strategic Plan
    b.   Mission Statement
    c.   Programs Policy

VII. Old Business

VIII. New Business

IX. Adjourn

Next meeting date: April 17, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers
DATE: January 23, 2023 6:30 P.M.
PRESENT: Scott Clemons, Chris Mangrich, Laura Hefley, Lindsay Bland, Jessica Beck, Brady Bird, and Library Director Jennie Garner
ABSENT: None
Call to Order
1) Additions/Changes to the Agenda
    a) No staff introduction.
2) Public Comment
    a) None
3) Approval of the Minutes
    a) November 2022 meeting minutes motion to approve by Laura H; second Jessica B; approved by voice vote.
    b) December 2022 meeting minutes motion to approve by Jessica B; second Laura H; approved by voice vote.
4) Reports
    a) Budget
        i) Part-time below budget last year. With increase in library traffic, increasing to four staff on Saturdays.
        ii) 47% budget, 50% is average this time of year.
    b) Friends
        i) No meeting until March.
    c) Director
        i) No questions directed toward library budget from city council at budget meeting.
        ii) Wait until mid-year for potential increase in part-time employees.
        iii) Only one on-time bid for acoustic panels, came in under budget. Allowed for purchase of third desk in children's area.
        iv) Training opportunity - March meeting
        v) Currently no programming policy, being discussed and will have a draft ready for Jennie G soon.
        vi) Potential grant for refrigerator/freezer for perishables.
    d) Staff Introduction - None
    e) Staff Reports
        i) MLK handout packets were all gone right away, very good response.
        ii) I'm Glad You've Stayed ambassadors to talk mental health at library in February. Requests for more mental health services and programs at NLL.
        iii) 400 attended NYE event. Two members of Children's Museum leadership attended in costume.
5) Policy Review
    a) Library Child Safety and Vulnerable Adults - grammatical errors corrected.

     b) Service - eCard program being launched, established little to no replacement fees (considered cost of doing business), tweaking language for equity and access.
        i) Motion to approve both policies by Brady B; second Chris M; approved by voice vote
6) Old Business
     a) None
7) New Business
     a) None

Adjourn
Motion to adjourn by Laura H; second Chris M
NEXT MEETING DATE: March 20, 2023, 6:30pm
Meeting minutes recorded by Brady Bird

North Liberty IOWA — *Connected to What Matters*

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										
Personnel Services										
6010	Regular Salaries and Wages	649,052.00	.00	649,052.00	51,125.08	.00	432,819.63	216,232.37	67	565,092.65
6020	Part Time Wages	104,470.00	.00	104,470.00	5,605.33	.00	44,968.27	59,501.73	43	100,962.27
6040	Overtime Pay	1,000.00	.00	1,000.00	57.60	.00	195.71	804.29	20	484.66
6110	FICA/Medicare	57,573.00	.00	57,573.00	4,206.44	.00	35,258.76	22,314.24	61	49,403.15
6130	IPERS	62,498.00	.00	62,498.00	5,353.23	.00	50,485.67	12,012.33	81	61,751.84
6150	Group Insurance	110,961.00	.00	110,961.00	10,151.97	.00	90,464.45	20,496.55	82	113,597.90
6160	Workers Compensation	6,894.00	.00	6,894.00	.00	.00	.00	6,894.00	0	1,784.00
	Personnel Services Totals	$992,448.00	$0.00	$992,448.00	$76,499.65	$0.00	$654,192.49	$338,255.51	66%	$893,076.47
Personnel Services Non-position Control										
6182	Mileage	2,600.00	.00	2,600.00	356.83	.00	1,345.41	1,254.59	52	1,507.68
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	77.00	.00	6,244.63	8,755.37	42	23,291.00
6210	Dues/Memberships Subscriptions	2,350.00	.00	2,350.00	.00	.00	2,070.00	280.00	88	2,305.10
6230	Training	11,500.00	.00	11,500.00	500.00	.00	9,736.53	1,763.47	85	15,435.67
6250	Tuition Reimbursement	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0	5,250.00
	Personnel Services Non-position Control Totals	$39,750.00	$0.00	$39,750.00	$933.83	$0.00	$19,396.57	$20,353.43	49%	$47,789.45
Repair, Maintenance, Utilities										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.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	2,144.21	.00	33,182.24	10,817.76	75	47,150.53
6371-02	Utilities Gas	7,000.00	.00	7,000.00	2,522.99	.00	10,750.84	(3,750.84)	154	17,901.93
	6371 - Utilities Totals	$51,000.00	$0.00	$51,000.00	$4,667.20	$0.00	$43,933.08	$7,066.92	86%	$65,052.46
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	350.00	75.00	82	392.50
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	191.31	.00	1,524.19	275.81	85	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
	Repair, Maintenance, Utilities Totals	$66,725.00	$0.00	$66,725.00	$4,903.51	$0.00	$61,221.47	$5,503.53	92%	$80,215.28
Contractual Services										
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	12,875.77	8,739.23	60	19,153.40
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	.00	.00	271.80	478.20	36	345.00
6414	Printing/Advertising/Publications	4,000.00	.00	4,000.00	284.29	.00	2,679.18	1,320.82	67	3,993.51
6419	Software Support	2,500.00	.00	2,500.00	.00	.00	1,846.48	653.52	74	6,840.51
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	333.08	.00	2,455.24	544.76	82	3,436.03
6431	Database Subscriptions	21,000.00	.00	21,000.00	2,369.50	4,500.00	12,084.63	4,415.37	79	16,641.82
	Contractual Services Totals	$59,795.00	$0.00	$59,795.00	$4,581.87	$4,500.00	$32,213.10	$23,081.90	61%	$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										
Commodities										
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	5,251.86	.00	37,646.95	16,353.05	70	56,989.45
6502-03	Library Materials SRP	6,500.00	.00	6,500.00	150.00	.00	1,091.52	5,408.48	17	5,688.66
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	412.84	.00	4,202.74	4,197.26	50	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	634.36	.00	4,872.06	7,727.94	39	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	55.00	.00	3,835.59	(85.59)	102	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	$6,504.06	$0.00	$81,648.86	$44,451.14	65%	$122,825.68
6506	Office Supplies	5,000.00	.00	5,000.00	450.06	.00	1,641.54	3,358.46	33	3,682.80
6508	Postage & Shipping	1,250.00	.00	1,250.00	.00	.00	1,443.97	(193.97)	116	416.66
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	25.18	624.82	4	15.27
6513	Cleaning Supplies	2,000.00	.00	2,000.00	231.51	.00	1,351.48	648.52	68	1,822.50
6517	Computers & Technology	10,000.00	.00	10,000.00	384.42	.00	7,604.69	2,395.31	76	18,675.78
6521	Software	1,750.00	.00	1,750.00	1,129.79	.00	2,502.59	(752.59)	143	1,178.14
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	640.00	.00	1,540.00	460.00	77	2,002.60
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,000.00	.00	9,000.00	419.92	.00	6,809.70	2,190.30	76	10,961.45
	Commodities Totals	$157,750.00	$0.00	$157,750.00	$9,759.76	$0.00	$104,568.01	$53,181.99	66%	$161,580.88
Capital Outlay										
6770	Library Capital	.00	.00	.00	34,411.00	.00	34,411.00	(34,411.00)	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$34,411.00	$0.00	$34,411.00	($34,411.00)	+++	$0.00
Transfer										
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
	Transfer Totals	$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	$131,089.62	$4,500.00	$906,002.64	$510,965.36	64%	$1,241,296.35
Department **4010 - Library Services** Totals		($1,421,468.00)	$0.00	($1,421,468.00)	($131,089.62)	($4,500.00)	($906,002.64)	($510,965.36)	64%	($1,241,296.35)
Department **4060 - Community Center**										
EXPENSE										
Repair, Maintenance, Utilities										
6310	Building Maintenance	115,000.00	.00	115,000.00	1,830.55	(29,019.00)	98,284.26	45,734.74	60	130,914.52
	Repair, Maintenance, Utilities Totals	$115,000.00	$0.00	$115,000.00	$1,830.55	($29,019.00)	$98,284.26	$45,734.74	60%	$130,914.52

![North Liberty IOWA - Connected to What Matters]

Expense Budget Performance Report
Fiscal Year to Date 02/28/23
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										
Contractual Services										
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	1,190.32	8,552.00	19,082.86	4,365.14	86	42,603.76
	Contractual Services Totals	$122,000.00	$0.00	$122,000.00	$1,190.32	$2,231.00	$28,732.90	$91,036.10	25%	$124,904.75
Capital Outlay										
6799	Other Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfer										
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
	Transfer Totals	$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	$3,020.87	($26,788.00)	$127,017.16	$171,770.84	37%	$302,819.27
	Department **4060 - Community Center** Totals	($272,000.00)	$0.00	($272,000.00)	($3,020.87)	$26,788.00	($127,017.16)	($171,770.84)	37%	($302,819.27)
	Fund **001 - General Fund** Totals	$1,693,468.00	$0.00	$1,693,468.00	$134,110.49	($22,288.00)	$1,033,019.80	$682,736.20		$1,544,115.62
Fund 003 - Library Capital										
Department **4010 - Library Services**										
EXPENSE										
Personnel Services Non-position Control										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Personnel Services Non-position Control Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6424	Consultant/Professional Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
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
	Commodities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$693.88	($693.88)	+++	$20,820.71
Capital Outlay										
6750	Buildings	105,000.00	.00	105,000.00	.00	.00	.00	105,000.00	0	5,540.00
	Capital Outlay Totals	$105,000.00	$0.00	$105,000.00	$0.00	$0.00	$0.00	$105,000.00	0%	$5,540.00

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Fund **003 - Library Capital**											
Department **4010 - Library Services**											
EXPENSE											
Transfer											
6910	**Transfer**										
6910-01	Transfer General Fund		.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-03	Transfer Capital Reserve		.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-05	Transfer Capital Projects		.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfer Totals		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfer Totals		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	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											
Capital Outlay											
6750	**Buildings**										
6750-01	Buildings Community Center		735,000.00	.00	735,000.00	16,778.16	.00	511,640.66	223,359.34	70	1,679.80
	6750 - Buildings Totals		$735,000.00	$0.00	$735,000.00	$16,778.16	$0.00	$511,640.66	$223,359.34	70%	$1,679.80
	Capital Outlay Totals		$735,000.00	$0.00	$735,000.00	$16,778.16	$0.00	$511,640.66	$223,359.34	70%	$1,679.80
	EXPENSE TOTALS		$735,000.00	$0.00	$735,000.00	$16,778.16	$0.00	$511,640.66	$223,359.34	70%	$1,679.80
	Department **4060 - Community Center** Totals		($735,000.00)	$0.00	($735,000.00)	($16,778.16)	$0.00	($511,640.66)	($223,359.34)	70%	($1,679.80)
	Fund **004 - Recreation Capital** Totals		$735,000.00	$0.00	$735,000.00	$16,778.16	$0.00	$511,640.66	$223,359.34		$1,679.80
	Grand Totals		$2,533,468.00	$0.00	$2,533,468.00	$150,888.65	($22,288.00)	$1,545,354.34	$1,010,401.66		$1,572,156.13

Library Director Report
North Liberty Community Library Board of Trustees Meeting
March 20, 2023

I.   Financial Update
    A.   Personnel: 66 percent
    B.   Personnel Services (non-position): 49 percent
    C.   Repair, maintenance, utilities: 92 percent
    D.   Contractual Services: 61 percent
    E.   Commodities (materials and services): 66 percent
    F.   Total Library Services: 64 percent
    G.   Average this time of year: 66 percent

II. Library Operations Update
    A.   Staffing update
        1.   Adult Services Librarian, Amy Golly, resigned their position for a new opportunity
        2.   Interview process completed
            a.   40 applicants
            b.   Offer accepted
                i.   Nick Shimmin (West Branch Public Library)
        3.   Friends purchased "Read Banned Books" tshirts for all staff
        4.   Joined Unite Against Book Bans as organization
            1.   National initiative to empower readers to stand against censorship

III. Professional Activities
    A.   Traveled to the State Capitol two times to do advocacy work speaking out against censorship and for the freedom to read in February and again on March 7 for the annual Library Advocacy Day
        1.   75 librarians spoke with 50 legislators
        2.   Concerns include:
            a.   Requires students to obtain written parental consent to check out a book that has been removed from any school district in Iowa.
            b.   Allows school districts to place anyone who has served as a public librarian into the role of teacher librarian in a district with no additional training.
            c.   Eliminates the local library property tax levy of 6-3/4 to 27 cents in favor of consolidating all city and county property tax levies
            d.   Eliminates the Master's degree requirement for K-12 Teacher Librarians.
            e.   Restricts city and county property tax revenues in a way that could cause cuts in service for Iowa's libraries.
            f.   eliminates the Commission on Libraries' ability to appoint a State Librarian and instead having the position appointed by the Governor

VII. Staff Reports
    A.   Assistant Director

1. Began term as Chair for the Library Leadership and Management Association (LLAMA) Committee of ILA
   a. Held planning meetings with LLAMA Exec. Board
   b. Planned and delivered first Roundtable "Community of Practice" on March 2
2. Completed full time staff reviews for 2022 with Director
3. Completed scheduling for Jan-March and adjusted as needed to provide coverage due to staff resignation
4. Participated in the State Library's ILOC webinar "Productive Partnerships: Community Betterment Beyond Statistics"
5. Participated in the Nebraska Library Commission webinar "Big Talk From Small Libraries 2023"

6. Conducted interviews for Adult Services Librarian position

B. Public Services
   1. Finalized plans for upcoming IDEA Focus Groups
   2. Began planning the next Lighthouse event, titled 'So You Wanna Be A Homeowner?' and scheduled for June 2023
   3. Covering Social Hour prep until new Adult Services Librarian is hired
   4. Started Entrepreneur Librarian Certification classes through Libraries as Launchpads/Creative Startups

C. Family Services
   1. Programming
      a. Partnering with African American Museum
         i. In addition to MLK bags to hand out, presented a storytime about Rainbow of Faces on Feb 15th during regular Wednesday ST
         ii. DoodleBugs has been going well, continuing to grow the program (had to cancel 1 session due weather)
         iii. Pied Piper, Orchestra Iowa, upcoming on 3/10 (had to cancel 1 session due weather)
         iv. Playful Parenting session on Wednesday & Saturdays for 5 weeks, starting April 5th
         v. Working on Slate programs for summer
      b. Committees/Associations
         i. IDEA
            a). Reassessing youth & teen due to low applications
            b). Might try different format or collaborations with local organizations
            c). Family focus group will be on 4/28
         ii. Early Childhood Iowa
            a). Attending Legislative forum on 3/10
         iii. ILA
            b). IFC committee working on conference presentations & webinars to educate librarians on book challenges

     c).   Bridge to Reading Picture book award – selected & voted on top 10 nominees for 2023 award

D. Youth & Teen Services

  1. For January 2023, the youth collection is at 34.9% diverse with the books added this past month at 55.4%.

  2. For February 2023, the youth collection is at 35.1% diverse with the books added this past month at 51.5%

  3. Program numbers

    a. Korra: 10

    b. Liberty Pop-up: 7 & 5

    c. Super Tuesday String Art: 4

    d. Super Tuesday Meta Warrick Fuller: 21

    e. T(w)een Light-up Snowmen: 5

    f. JOI Club: 26 & 32

    g. Mental Health Matters with the I'm Glad You Stayed Project: 0 [disappointing since teens seem to want mental health programs]

    h. Question of the Week: 77 & 108

    i. Snack: 374 & 379

E. Marketing & Engagement Coordinator

  1. Tiny Art Show – Folks can pick up 3x3 canvases in the library while supplies last and return their mini masterpiece by March 20 to be included in our Tiny Art Show that will be on display in the library during the month of April.

  2. Dani just completed a grant proposal to Libraries Transforming Communities' (LTCAccess) for automatic restroom doors to increase accessibility in the library.

  3. The Flamingo Flocking Fundraiser is going to look different this year. It's one of my favorite fundraisers but also requires a lot coordination and hours to pull off. This year instead of taking the flamingos out around town we're going to ask folks to Flock the Library. We will have 7.25" flamingos available for $20 decorate and/or write their names on hang on library windows. Funds raised will continue benefit the North Liberty Library Endowment Fund.

  4. MyLibro usage statistics since launch last fall. We currently have 119 active users; our continued goal will be to make existing and new patrons are aware of the app and grow usage.

F.   Collection Development
1.   Here is a chart I keep comparing circulation totals for this year in comparison to last year. I like seeing how close we are to meeting the previous year's totals in each of the main categories. We are 8 months through the year, two thirds of the way through, so being at around 67% of last year's circs I'm happy with. We are well over in most categories, with Juvenile being at 67% and audios being lower, but we know that folks are getting their audios through Digital Johnson County.

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Totals	Last Year Total	Percentage	Months	% through the year
Audio Total	77	60	56	73	44	47	56	33	446	832	53.6	8	66.67
DVD Total	968	911	567	729	656	615	837	720	6003	8628	69.58	8	66.67
Total Adult Books	2242	2185	1775	1949	1794	1626	2218	2007	15796	20143	78.42	8	66.67
Total Primary Books	2876	2864	2538	2496	2539	2264	2872	2471	20920	29659	70.54	8	66.67
Total Juvenile, Plus Readers	2959	2244	1470	1757	1830	1549	2209	1944	15962	23598	67.64	8	66.67
Total Teen Fiction	529	370	260	233	222	215	311	235	2375	3122	76.07	8	66.67

2.   Seeing how well physical items were circulating for us in January, I looked at the Overdrive numbers which always see a spike in January. I think people are getting new devices and trying out new routines/resolutions that typically means more use in Overdrive circs. This is December 2021 through February 2023, so fourteen months of numbers. The jump in use in January this year was very good, at or above where we

were in the middle of summer which is also a high circulating time for us, and you can see the drop in February is pretty common as well.

Overdrive Use
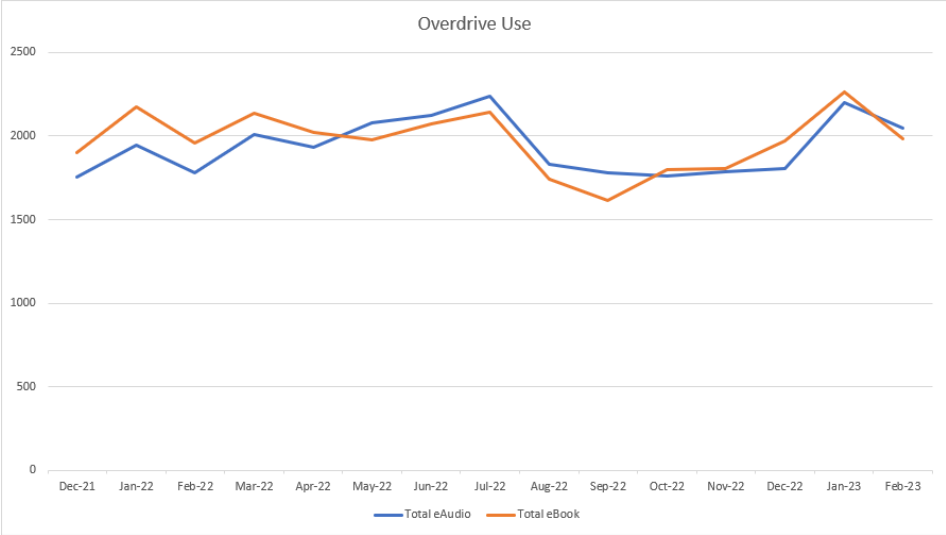
3. I'm also hoping to highlight stats on some of our databases each month. This month I'm showing Mango Language Learning. This is the past four years of Mango use. I think the FY 21/22 line is the most indicative of trends. There is fairly low usage in the fall, but it picks up in late winter and spring as people set resolutions to learn a new language and prep for trips in the spring and summer. January 2023 was our highest usage in a month since we started offering the service in 2015 so hopefully it continues to grow in use. February did see a big drop off but our usage is still trending up.

Mango Usage
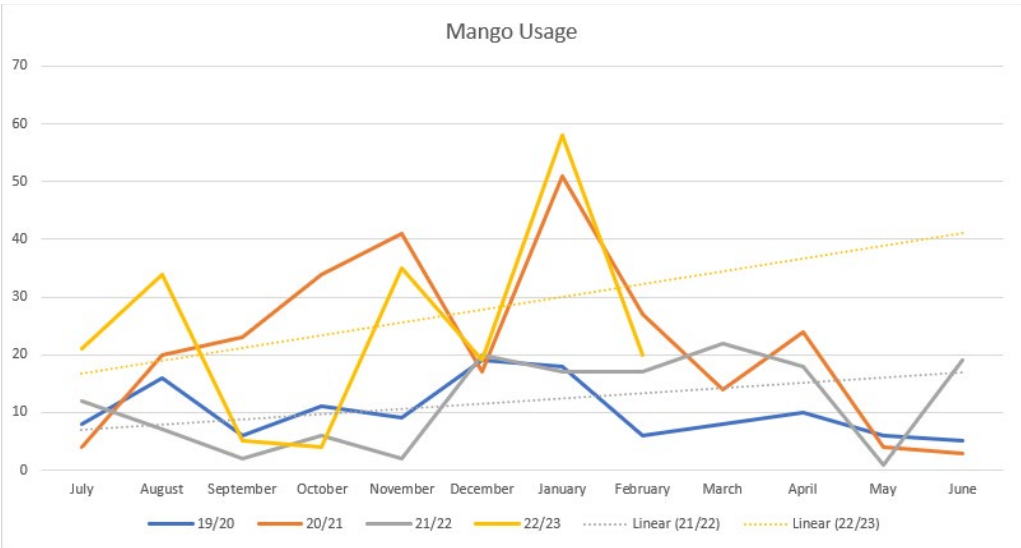
Respectfully Submitted, Jennie Garner, Library Director

North Liberty
LIBRARY

STRATEGIC PLAN
FY23-FY25

FY23-FY25: Goals and Objectives

The Process

Staff, volunteers, and board members teamed up in an inclusive and open process to develop our service priorities and create a flexible path to achieving them. The plan was developed based on information gathered by library staff including:
- community surveys
- patron feedback and word of mouth reports
- a summary of stakeholder interviews conducted by a consultant from the State Library of Iowa

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

Mission

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

Defining Principles
Access

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

Diversity

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

Service

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

Values

Civic Commons

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

Literacy

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

Social Responsibility

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

Definitions:

Actions: single items under each goal

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

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

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

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

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

Social Responsibility

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

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

Goal 2: The library acts as a community outpost

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

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

Actions
1. Seek partnerships/grants to initially fund position, Q3 FY23 **Alternative steps: Request to increase a PT position to full-time. This staff person currently in this position is planning to enroll in social work-related courses at Kirkwood in fall 2023**
2. Gather data and propose budget to City Administration for permanent paid position, funded for FY26
Target group: unserved/underserved populations, individuals in need of social services
Measure: position approved and hired
Responsibility: Director

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

Actions
1. Host an in-person town hall/information gathering at the library with outside moderator, Q2 FY23
2. Conduct regular patron surveys, currently conducting, next set for Q3 FY24 **creating focus groups, hope to expand groups once first are done ET**
Target group: underrepresented ages/groups/communities
Measures: patrons/community members feel a greater sense of ownership with library staff
Responsibility: Program Staff
3. Outreach to schools dispersing information and gathering information and gathering informal knowledge, Q2 FY22 (depending on schools allowing outside visitors)
Target group: elementary, junior high and high school students in North Liberty
Measures: increased usage of materials, increased attendance at programs
Responsibility: Youth & Teen Services staff – need to check on numbers with Andew (3/23)
4. Relaunch Youth Impact initiative with a series of life skills classes, Q3 FY23
Target group: tweens/teens in grades 5th-8th grades
Measures: number of kids signed up, number of kids on waitlist, follow-survey about the experience
Responsibility: Youth & Teen Services Staff

Literacy

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

Actions
1. Expand non-book materials, Q4 FY24
2. Current library of things materials are all out and in one location, Q1 FY23 Shift planned to empty shelves in Cake Pan area that will be the Library of Things area ; signage to be changed
3. Offer laptops with hotspots for checkout, Q4 FY23
4. Create a loanable technology program featuring Raspberry Pi's
5. Add adult subscription boxes (modeled after teen subscription boxes) Plans for subscription kits begun (Collection Development and Adult Services), bags that the kits will be circulated in have been selected
Target Group: Patrons with specific interests/needs, underserved/unserved patrons
Measures: materials are cataloged and displayed, circulation statistics, survey of interest

Responsibility: Collection Development Librarian

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

Actions
1. Provide opportunities for individuals to get involved in community service events and volunteering – JOI (junior optimists club) started in March of 2022
2. Create programs for individuals to share their expertise
3. Establish Community Navigators' program (health and wellness, community)
Target Group: All Citizen
Timeframe: Consistent schedule created by Q1 FY24
Measures: statistics/number of people served by the project, projects and programs that are established
Responsibility: Youth & Teen and Adult Services

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

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

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

Actions
1. Add Spanish language materials (multiple formats) for all ages, Q2 FY23
Additional Spanish language picture books have been coming in, plans for the Multilingual section in the new (reused) display shelving in the kids area are in place

2. Begin to investigate additional languages, Q1 FY24
Target group: non-English speakers and multilingual persons
Measure: increased requests for these materials, increase in multilingual users, circulation statistics
Responsibility: Collection Development Librarian

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

Actions
1. Utilize model developed with consultant for ensuring high demand titles are readily available at the library Ongoing
2. Refine subject headings in library OPAC using statistical analysis and research New thesauruses identified that have refined minority group subject headings; LGBTQ+ changes have begun.
Target group: patrons of all ages and with varying interests
Timeframe: Q1 FY23 (started FY22, ongoing)
Measures: number of titles with diverse search terms increases, increased circulation statistics, time/fulfillment of requests/holds meets set criteria
Responsibility: Collection Development Librarian

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

Actions
1. Set up Family Place Library equipment for regular use in children's area and learning center, Q4 FY22 **completed ET**
2. Launch Family Place Playful Parenting Group with community experts in place, Q2 FY23 **first sessions completed, second session planned for spring 2023 ET**
Target group: children age 0-5, unserved populations with young children
Measures: oversight of use of equipment, increase in BIPOC/BIYOC patrons, expanded partnerships, informal feedback
Responsibility: Family Services Librarian

Civic Commons and Place

Goal 1: People are able to find the library

Actions
1. Ensure placement of universal signs from all directions, immediate, Q4 FY22 Discussions are underway with city leadership as this has become a citywide project.

2. Enhance presentation of east and west entrance for visibility, Q3 FY24
New information desk construction will start this spring; adding color with acoustical panels
3. Increase visibility of kids' area (art on clouds), Q4 FY25
Target Group: Area residents and visitors
Measures: Tasks completed, increased use, word of mouth
Responsibility: Administration

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

Actions
1. Develop a marketing toolkit and procedures for promotions and cross promotion of programs and service, Q3 FY23 (ongoing)
2. Create a marketing plan to increase patron participation/use of library, Q2 FY23
3. Launch patron of the month program to highlight use, Q1 FY24
4. Highlight technology resources available at the library for patron use Done monthly on social media, in newsletter, and with signage in the library and incorporate into other programs such as SRP as fits
Target Group: library staff and all community members (patrons and underserved)
Measures: increased patron use, increase in library card registrations, increase programming attendance
Responsibility: Programming/Marketing

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

Actions
1. Establish co-working space and schedule in library, Q4 FY23 Planning to begin in July 2023 for a Aug/Sept 2023 launch. KF
2. Host emerging professionals networking mixers, Q3 FY23 Planning to begin in July 2023 for a Sept/Oct 2023 launch. KF
Target group: Working professionals/remote workers, any user needing meeting space
Measures: User feedback (formal and informal), attendance and statistics from use of space, presenter feedback, meeting room update completed
Responsibility: Public Services Librarian

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

Actions
1. Improve meeting room experience with updated A/V, Q4 FY23

Bluetooth speaker installed, additional BT speakers purchased and will be available for checkout.
2. Continue to use available technology to offer hybrid programs, ongoing
3. Develop programming to offer patrons opportunities for self-expression and creativity (Biblioboard), Q2 FY23 and ongoing Biblioboard launched in July 2022.
4. Offer in-library technology skills classes, Q4 FY23
5. Purchase a Farmbot for the library or a gardening 3D printer, Q1 FY24
6. Pursue Kulture City Certification for Community Center to be sensory inclusive, Q1 FY25 - funded and all staff trained – (grant applied for and denied 1/23)
Target Group: All library cardholders, area residents and visitors, persons with sensory or sensitivity needs
Measures: Tasks completed, word of mouth, feedback from meeting room users, attendance at classes, noted reduction in tech questions and/or staff time in supporting technology needs of patrons, increased partnerships with Food Pantry, schools, daycares, interest groups, increased use of seed library and kits
Responsibility: Programmers/Admin

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

Actions
1. Provide space for charging devices in adult area and youth & teen area(s), Q2 FY23 Research on both portable and static placement charging solutions being performed. Portable solution likely cost prohibitive.
2. Encourage people to unplug from devices by offering activities that balance opportunities to unplug with tech needs, Q4 FY23
Target Group: Adults, teens, and youth in the library
Measures: Charging options installed, monitor use and increased non-tech activities available, observation
Responsibility: Adult and Youth & Teen Services

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

Actions
1. Further boost outdoor wi-fi and install solar charging benches for public use, Q2 FY23 Solar benches installed
2. Create and utilize outdoor gathering spaces, Q3 FY23 research and planning, Q2 FY25 completion of spaces

Target Group: adults, people with devices
Measures: wi-fi stats increase, number of programs offered, attendance statistics
Responsibility: Adult Services/IT

<div align="center">**MISSION STATEMENT**</div>

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

Library Service Program
The North Liberty Library is open seven days a week, for a total of 67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

Notes:

Find ways to create a mission that has values of Diversity, Equity, Inclusion and Belonging

Learning/literacy component - Kellee

Reviewed/Approved by the Library Board of Trustees, March 2020

PROGRAMS POLICY

I.   Purpose Statement

Library programs are intended to connect members of our community with a variety of ideas and perspectives and to support our mission and values by complementing and furthering the goals of our strategic plan and other library services. Programs highlight collections, promote services, and share knowledge and expertise covering subjects and topics that represent the broad range of human experience.

II.   Guidelines for Selection and Presentation of Library Programs
   A. Library programs are planned public activities that are initiated or presented in partnership by the library and take place onsite and in other locations in the community. Programs may be presented with staff, volunteers, partner organizations and/or paid presenters.
   B. 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.
   C. All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

   1. 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
   2. Attendance may be limited when the number of participants reaches the room capacity established by the North Liberty Fire Department
   3. Programs designed for a general audience have no age restrictions. Programs designed for specific audiences may have attendance restrictions or requirements based on age
   4. It is the sole responsibility of parents or legal guardians to guide their children's use of the library and its resources and services
   D. No library program shall be purely commercial or for the solicitation of business. No expectation of making a purchase from a presenter shall be implied in any library program.
   1. A businessperson or other professional expert may present a program, however, the information presented may not promote their specific business interest or solicit future business without prior approval by library administration
   2. Fundraising and sales are permitted only when the event/program benefits the library with prior administration approval
   E. The library generally offers programming free of charge. On occasion, a program may charge a nominal fee to supplement the cost of speakers and/or materials
   F. 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.
   G. The library is not obligated to represent multiple and/or opposing viewpoints within any one program or series and does not proscribe or cancel a program solely because an individual or group may find the content objectionable.
   H. Concerns about library sponsored programs may be addressed through our Statement of Concern about Library Resources form

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

NOTE:

The library recognizes that not all programs will be of interest or suitable for all users. Library sponsorship/partnership with other organizations or presenters ~~of a program~~ does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the City of North Liberty.

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

TO: Johnson County Board of Supervisors
FROM: Jennie Garner, Library Director
DATE: March 8, 2023
SUBJECT: Monthly Library Report

Library News
With much going on at the state level, we spent three days advocating for the freedom to read, teacher librarians, and other topics at the Capitol over the last month.

The kids also did some grassroots protesting with a walk out across Iowa on behalf of their peers and LGBTQ+ rights. Many students from North Liberty spent time in the library that day and at our neighboring libraries in Coralville and Iowa City. We are so pleased that they consider the library a safe and welcoming space. Several were also happy to have their picture taken.

On March 7, 75 librarians traveled to Des Moines to meet with lawmakers in the law library for our annual library advocacy reception. We met with over 50 legislators and talked about important issues.

Library staff has been happy to see our visitor numbers begin to return to pre-pandemic numbers. Interesting, our circulation statistics have bounced back quicker than our patrons. We're still not quite there but we are definitely seeing an upswing in patrons coming to the library again. In the first two months of 2023, staff gave out over 650 after school snacks to youth.

Below is a highlight of one of our databases, Mango Languages. This chart shows usage trends for the last four years. You can see that as people begin the year with new devices or make resolutions to learn a new language and prep for spring and summer travel, we see upticks. January 2023 was our highest month yest since we started offering the database.