

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
April 17, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. March
- IV. Staff Introduction
 - a. Collection Development overview
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Volunteer Policy
 - b. Proctoring Policy
- VII. Old Business
 - a. Collection Development Policy review
 - b. Statement of Concern about Library Resources review
- VIII. New Business
- IX. Adjourn

Next meeting date: May 15, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: March 20, 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) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) January 2022 meeting minutes motion to approve by Laura H; second Jessica B; approved by voice vote
- 4) Training
 - a) Open discussion of Webinar
 - i) Only one previous challenge to material at NLL due to inaccurate portrayal of a group; the material was removed.
 - ii) Although questions have been brought up regarding material, no formal removal requests made in 25+ years.
 - iii) Statement of concern exists at NLL.
 - (1) Conversation to be had with city attorney regarding limit to multiple challenges to same material.
 - iv) NLL will report challenges to state and ALA for statistical purposes.
- 5) Reports
 - a) Budget
 - i) Efficient hours have led to personnel budget success. Will see a spike in hours during the summer.
 - b) Friends
 - i) Book sale shelves have been repurposed. Friends have 2 book sales upcoming.
 - ii) Read banned books t-shirts bought for staff.
 - c) Director
 - i) 40 applicants for posted position, closer to 60-70 pre-pandemic.
 - ii) NLL signed initiative Unite Against Banned Books.
 - iii) 2 capitol trips to attend legislative sessions.
 - iv) Attended library advocacy day, most of library association's concerns were not supported by legislation.
 - v) Library closed 1 day in April for staff in service/training.
 - d) Staff Introduction - None
 - e) Staff Reports - No questions
 - i) One Note is to be used for staff updates to Director.
 - ii) Tiny art show items being submitted.
- 6) Policy Review

- a) Strategic Plan
 - i) Municipal signage - slower process. Working with city planner.
- b) Mission Statement
 - i) Add learning and literacy component.
- c) Programs Policy
 - i) Staff created framework, gave to Director, then passed to City Attorney. Wording changes suggested, "Library" capitalized as appropriate, note that we don't condone discrimination.
 - ii) Motion to approve by Chris M; second Brady B; approved by voice vote
- 7) Old Business
 - a) None
- 8) New Business
 - a) None

Adjourn

Motion to adjourn by Jessica B; second Chris M

NEXT MEETING DATE: April 17, 2023, 6:30 P.M.

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	56,419.35	.00	489,238.98	159,813.02	75	565,092.65
6020	Part Time Wages	104,470.00	.00	104,470.00	5,289.12	.00	50,257.39	54,212.61	48	100,962.27
6040	Overtime Pay	1,000.00	.00	1,000.00	.00	.00	195.71	804.29	20	484.66
6110	FICA/Medicare	57,573.00	.00	57,573.00	4,576.15	.00	39,834.91	17,738.09	69	49,403.15
6130	IPERS	62,498.00	.00	62,498.00	.00	.00	50,485.67	12,012.33	81	61,751.84
6150	Group Insurance	110,961.00	.00	110,961.00	571.23	.00	91,035.68	19,925.32	82	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	\$66,855.85	\$0.00	\$721,048.34	\$271,399.66	73%	\$893,076.47
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	213.13	.00	1,558.54	1,041.46	60	1,507.68
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	70.50	.00	9,359.64	5,640.36	62	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	3.00	.00	9,739.53	1,760.47	85	15,435.67
6250	Tuition Reimbursement	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0	5,250.00
<i>Personnel Services Non-position Control Totals</i>		\$39,750.00	\$0.00	\$39,750.00	\$286.63	\$0.00	\$22,727.71	\$17,022.29	57%	\$47,789.45
<i>Repair, Maintenance, Utilities</i>										
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	2,267.56	.00	35,449.80	8,550.20	81	47,150.53
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,627.87	.00	12,378.71	(5,378.71)	177	17,901.93
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$3,895.43	\$0.00	\$47,828.51	\$3,171.49	94%	\$65,052.46
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	395.00	30.00	93	392.50
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	191.31	.00	1,715.50	84.50	95	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	\$4,131.74	\$0.00	\$65,353.21	\$1,371.79	98%	\$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	1,597.00	.00	14,472.77	7,142.23	67	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	316.60	.00	2,995.78	1,004.22	75	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	300.29	.00	2,755.53	244.47	92	3,436.03
6431	Database Subscriptions	21,000.00	.00	21,000.00	778.05	4,500.00	12,862.68	3,637.32	83	16,641.82
<i>Contractual Services Totals</i>		\$59,795.00	\$0.00	\$59,795.00	\$2,991.94	\$4,500.00	\$35,205.04	\$20,089.96	66%	\$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	4,829.87	.00	42,476.82	11,523.18	79	56,989.45
6502-03	Library Materials SRP	6,500.00	.00	6,500.00	.00	.00	1,091.52	5,408.48	17	5,688.66
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	.00	.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	407.31	.00	5,279.37	7,320.63	42	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	3,835.59	(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	\$5,237.18	\$0.00	\$86,886.04	\$39,213.96	69%	\$122,825.68
6506	Office Supplies	5,000.00	.00	5,000.00	133.21	.00	1,774.75	3,225.25	35	3,682.80
6508	Postage & Shipping	1,250.00	.00	1,250.00	63.00	.00	1,506.97	(256.97)	121	416.66
6509	Building Maintenance Supplies	650.00	.00	650.00	89.50	.00	114.68	535.32	18	15.27
6513	Cleaning Supplies	2,000.00	.00	2,000.00	254.44	.00	1,605.92	394.08	80	1,822.50
6517	Computers & Technology	10,000.00	.00	10,000.00	244.98	.00	7,849.67	2,150.33	78	18,675.78
6521	Software	1,750.00	.00	1,750.00	180.00	.00	2,682.59	(932.59)	153	1,178.14
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.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	1,550.63	.00	8,360.33	639.67	93	10,961.45
	<i>Commodities Totals</i>	\$157,750.00	\$0.00	\$157,750.00	\$7,752.94	\$0.00	\$112,320.95	\$45,429.05	71%	\$161,580.88
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	34,411.00	(34,411.00)	+++	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,411.00	(\$34,411.00)	+++	\$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	\$82,019.10	\$4,500.00	\$991,066.25	\$425,901.75	70%	\$1,241,296.35
	Department 4010 - Library Services Totals	(\$1,421,468.00)	\$0.00	(\$1,421,468.00)	(\$82,019.10)	(\$4,500.00)	(\$991,066.25)	(\$425,901.75)	70%	(\$1,241,296.35)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	115,000.00	.00	115,000.00	2,089.02	(29,019.00)	100,373.28	43,645.72	62	130,914.52
	<i>Repair, Maintenance, Utilities Totals</i>	\$115,000.00	\$0.00	\$115,000.00	\$2,089.02	(\$29,019.00)	\$100,373.28	\$43,645.72	62%	\$130,914.52

Expense Budget Performance Report

Fiscal Year to Date 03/31/23

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										
<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	4,630.32	5,957.00	23,713.18	2,329.82	93	42,603.76
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$4,630.32	(\$364.00)	\$33,363.22	\$89,000.78	27%	\$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	\$6,719.34	(\$29,383.00)	\$133,736.50	\$167,646.50	38%	\$302,819.27
Department 4060 - Community Center Totals		(\$272,000.00)	\$0.00	(\$272,000.00)	(\$6,719.34)	\$29,383.00	(\$133,736.50)	(\$167,646.50)	38%	(\$302,819.27)
Fund 001 - General Fund Totals		\$1,693,468.00	\$0.00	\$1,693,468.00	\$88,738.44	(\$24,883.00)	\$1,124,802.75	\$593,548.25		\$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	511,640.66	223,359.34	70	1,679.80
6750 - Buildings Totals		\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$0.00	\$511,640.66	\$223,359.34	70%	\$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>\$511,640.66</i>	<i>\$223,359.34</i>	<i>70%</i>	<i>\$1,679.80</i>
EXPENSE TOTALS		\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$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)	\$0.00	\$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	\$0.00	\$0.00	\$511,640.66	\$223,359.34		\$1,679.80
Grand Totals		\$2,533,468.00	\$0.00	\$2,533,468.00	\$88,738.44	(\$24,883.00)	\$1,637,137.29	\$921,213.71		\$1,572,156.13

Library Director Report
North Liberty Community Library Board of Trustees Meeting
April 17, 2023

- I. Financial Update
 - A. Personnel: 73 percent
 - B. Personnel Services (non-position): 57 percent
 - C. Repair, maintenance, utilities: 98 percent
 - D. Contractual Services: 66 percent
 - E. Commodities (materials and services): 71 percent
 - F. Total Library Services: 70 percent
 - G. Average this time of year:
- II. Library Operations Update
 - A. Circulation desk update
 - 1. Flooring installed
 - 2. Waiting on acoustical panels and casework
 - 3. Casework install is scheduled to begin week of April 17
 - B. FY24 Budget has been approved
 - 1. Assistant Adult Services role will shift to full-time
 - a. That position will take an active part in learning planning/implementation this year and then assume summer lunch coordinator role in 2024
 - C. Collection Development Policy considerations
 - 1. Discontinuing Statement of Concern about Library Materials form and adding verbiage similar to Iowa City Public Library
 - 2. Limiting the form to North Liberty and rural county residents
 - 3. Limiting consideration of requests for a specific work for a set number of years
- III. Staff Updates
 - A. In-service training
 - 1. Colors Training with Consultant Terry Whitson
 - 2. Naloxone training
 - a. Library will have Naloxone available to staff as a preventative measure
 - b. Getting as many staff trained as possible to administer in the event of an overdose in the facility
- IV. Professional Activities
 - A. ARSL Board Retreat
 - 1. In Wichita

2. Strategic planning and discussion about initiatives related to libraries' impact on resilience in communities
- B. Iowa Library Association Spring Leadership Symposium
 1. Planned as co-chair for Leadership Development
 2. All day hybrid workshop
 - a. Morning presentation by Iowa Librarian titled Leading Where You Are: Dialogue, Design, and Disruption
 - b. Afternoon panel titled Intentional Community Building: Internally & Externally moderated by Kellee Forkenbrock, Public Services Librarian
 3. Seventy registered
 4. Flyer included in packet
- V. Community Update
 1. Mural project planning is underway
 - a. Selected and met with artist, Johamy Narvaez, West Branch
 - b. We have 4-6 youth 6th grade to senior in high school who will help design and paint the mural
 - d. Inclusion and self-expression identified as themes for design
 - e. Northwest corner of library (wraparound) as potential install location
- V. Staff Reports
 - A. Assistant Director
 1. Completed Adult Services Librarian interviews and received an accepted offer
 2. Held first quarterly LLAMA Roundtable
 3. Attended ILA Advocacy Day at State Capital on March 7
 - B. Public Services
 1. New artists' work installed on Art Wall: Kimberlee Rocca and Gabrielle Williams
 2. New LITL event, *So You Want to Be a Homeowner*, in the works
 3. Library's first professionals' mixer (part of strategic plan action items) is being planned
 - C. Family Services
 1. Family Focus Group 03/28
 - a. 14 adult participants
 - b. 4 families took advantage of free childcare to attend
 - c. Food provided
 - d. Next focus group is 55+ in April
 - e. Youth & Teen has moved to June
 2. Early Childhood Iowa site visits, great connection with larger early childhood community and services
 - a. HACAP child care centers

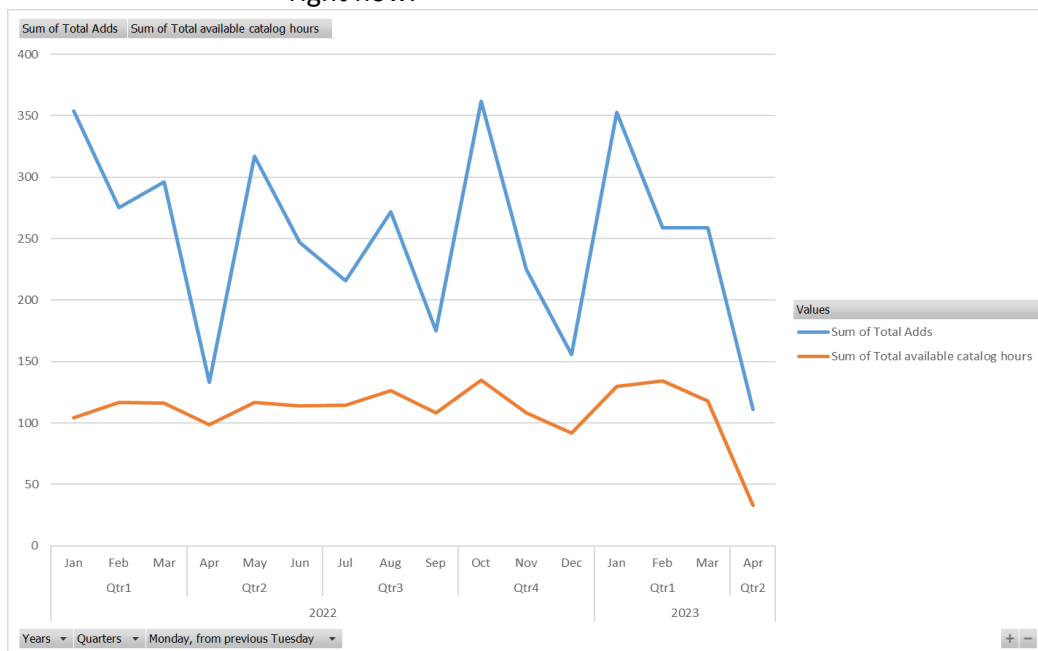
- b. Neighborhood Centers of JoCo Family Support Worker (FSW) staff meeting
 - c. Childcare Nurse Consultant overview
 - d. Hope to also attend United Action for Youth FSW meeting
 - 3. Playful Parenting
 - a. Wed & Saturday @ 10am
 - b. Good crowd, but less than in the Fall
 - c. Might try to do sessions in the colder months since interest seemed to be higher in colder months
 - 4. Egging event
 - a. Due to tornados egging program did not happen on 3/31, instead we “egged” houses over 2 nights the next week
 - b. Fun program
 - c. Nice comments from participants
 - d. Good reminder to always plan a rain date.
- D. Youth & Teen Services
 - 1. For March 2023, the youth collection is at 35.3% diverse with the books added this past month at 67.6%.
 - 2. March stats:
 - a. Super Tuesday – 11
 - b. Korra reading dog - 14
 - c. Question of the Week – 135
 - d. Snack – 425
 - e. All of the Teen Lit Crates were checked out
 - f. Other youth programs – 72

PARTICIPATION TOTAL: 657
- E. Marketing & Engagement
 - 1. **Tiny Art Show** has been a success. We had 150 canvases returned and were thrilled to receive artwork from all ages including teens and adults. The Tiny Art Show will be on display in the library through April.
 - 2. Dani and I gave the **Seed Library** a makeover. The over sized top was taken off and with help from the Street Department we had an oak project board cut down to size and then painted green. Dani beautifully painted fruits, veggies, herbs, and flowers on the drawers. It looks fantastic.
 - 3. **Leafcutter Bees** have been ordered for the 2023 season and should arrive early June. As the weather gets warmer we will plant zinnia and pollinator attracting flower seeds and work with Forever Green to replace annuals and perennials in the **Butterfly Garden**.
 - 4. Flock the Library our new twist on the **Flamingo Flocking Fundraiser** will take place in the library during May. Folks will purchase a flat/stock paper flamingo for \$20 that they can write their name on and have them displayed in the library. We hope to sell 50 flamingos and raise \$1000 for the library endowment fund. For every \$100 raised one of the plastic flamingos will be added to a flamingo flock on display in the library.

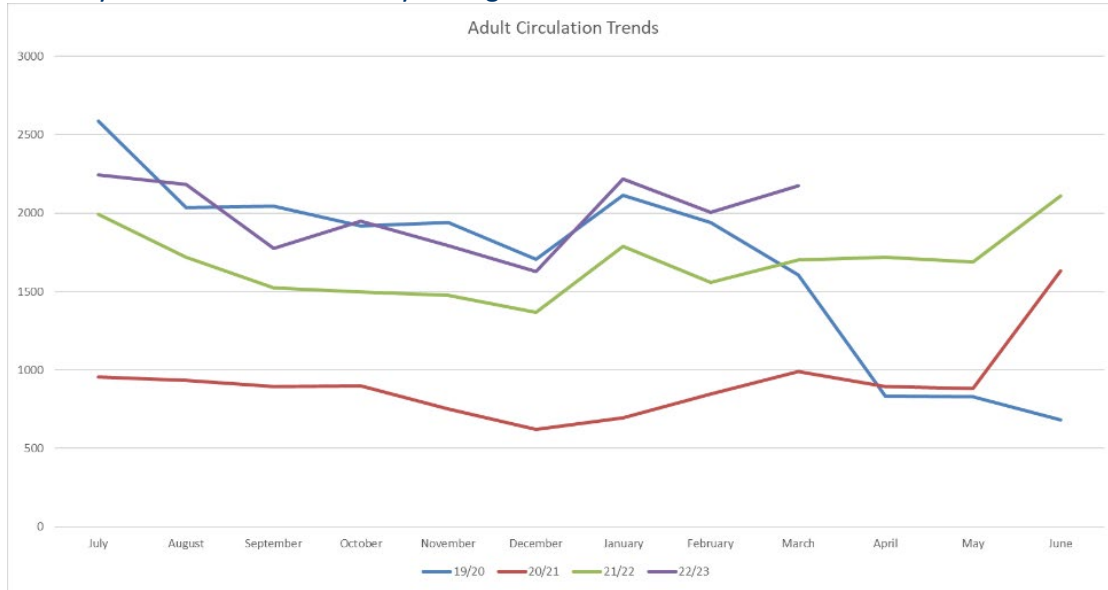
5. **National Library Week is April 23-29**
 - a. Monday is **Right to Read Day** and we will share the ALA 2022 Most Banned/Challenged Book List.
 - b. Tuesday is **Library Workers Day** so we will highlight library staff on social.
 - c. Wednesday is **Library Outreach Day** so we will feature our outreach projects to centers, schools, pantry and senior living facilities.
 - d. Thursday is **Take Action for Libraries** and I plan to encourage all staff to wear their Read Banned Books shirts that Friends purchased for us.
6. Dani submitted a grant application to get funding for [Kulture City](#) for the Community Center to be a sensory friendly building
7. Dani submitted a grant for handicap accessible entrances for restroom doors
8. Completed Seed library redesign and relocated to adult magazine area

F. Collection Development

1. As an experiment and because of a question that was posed to me (how many items are added each month), I decided to chart out how many items are added each month along with how many hours I have available to add items minus holidays, time off, and meetings. There is a correlation between hours available and how many items have been added. I hope to tease this out further by looking at specific genres to see when adds/releases are more common for each genre. April looks like a precipitous drop off because there is only one week's worth of data on there right now.



2. Below are the trends in Adult circulation over the past four years. Our circulation for this year continues to be very strong.



Respectfully Submitted,

Jennie Garner, Library Director

VOLUNTEER POLICY

I. Purpose

Volunteers perform a wide variety of tasks that are vital to the library. The following policy is designed to promote a maximum degree of excellence in the library's volunteer program. The North Liberty Library's volunteers are an important extension of the library's staff. Volunteers perform a service of their own free will and contribute time, energy and talents directly or on behalf of the North Liberty Library. They are not paid by library funds.

II. Utilization of Volunteers

- A. In order to achieve the vision and mission statement of the North Liberty Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. Volunteers are recognized as contributors to the goals and services of the Library.
- B. After fulfilling library procedures, the library staff accepts and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

III. Guidelines for Volunteers

- A. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
- B. Volunteers must be approved by library staff prior to performance of assigned tasks.
- C. Volunteers will receive regular training from designated library staff.
- D. Volunteers may start service in 6th grade with parental permission.
- E. All volunteers will wear a volunteer badge while performing volunteer work at the library.
- F. Reasonable special accommodations may be made upon request.
- G. A background check may be required on adult volunteers based on requirements of the City of North Liberty personnel policy.
- H. Procedures and requirements for the volunteer will vary with age of volunteer.
- I. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.
- J. Volunteers may be used to support staff in offering current library services.
- K. Volunteers may not be used to establish and maintain new library services.
- L. Volunteers will not be used to replace or reduce the number of paid staff.
- M. Volunteers will be covered with respect to liability insurance in relation to their duties at the library.
- N. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
- O. The library staff will, upon request, provide letters of reference for a volunteer, if deemed appropriate.
- P. Volunteers will show respect to patrons, other volunteers and staff.
- Q. Volunteers are expected to adhere to all library policies and procedures during their shifts.
- R. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
- S. The North Liberty Library reserves the right to terminate the services of the volunteer.

VOLUNTEER POLICY

I. Purpose

The North Liberty Library views the active participation of citizens, of a variety of ages, as a valuable resource to the library in order to further the organizational vision and mission. The volunteer program is designed to promote inclusivity and equity while providing a positive experience for volunteers and enhancing excellence in library services.

II. Utilization of Volunteers

- A. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.
- B. Volunteers perform a variety of vital tasks as an important extension of the library staff and are recognized as contributors to the goals and services of the library.
- C. In the fulfillment of library operations, the library staff welcomes and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities.
- D. Efforts are made to place volunteers based on their interests, availability, and skills. Placement is dependent on current library needs and may not always be possible.
- E. Volunteers contribute time, energy, and talents directly to or on behalf of the Library of their own free will; they are not paid by library funds.

III. Guidelines for Volunteers

- A. Volunteers may start service in 6th grade with parental permission.
- B. Each volunteer must complete a volunteer application. All personal information collected is for internal use only.
- C. Volunteers must be approved by library staff prior to performance of assigned tasks.
- D. Volunteers will receive applicable training from designated library staff.
- E. All volunteers will wear a volunteer badge while performing volunteer work at the library.
- F. Reasonable accommodations may be made upon request.
- G. A background check may be required for adult volunteers based on requirements of the City of North Liberty personnel policy.
- H. Procedures and requirements for the volunteer will vary with age of volunteer.
- I. Volunteers may be used to support staff in offering current library services and will not be used to replace or reduce the number of paid staff or to establish new library services.
- J. Volunteers will be covered with liability insurance in relation to duties performed at the library.
- K. Volunteers are responsible for maintaining confidentiality of all library information.
- L. Volunteers are expected to exhibit respect when working with the public, other volunteers, and staff.
- M. Volunteers are responsible for adhering to all Library and City policies and procedures during their shifts.
- N. The North Liberty Library reserves the right to terminate the services of the volunteer.
- O. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.

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

PROCTORING POLICY

I. Purpose Statement

To meet the needs of students and institutions of higher learning, the North Liberty Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

II. Responsibilities of Student

- A. The student will initiate contact with library staff to proctor the exam.
- B. The student is responsible for making arrangements to take the exam including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- C. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website.
- D. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- E. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- F. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- G. The student is responsible for the return postage and envelope for any exam that needs to be mailed. The library does not have fax capability.
- H. The finished exam will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

III. Responsibilities of Library Staff

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. Specific librarians will not be assigned to proctor specific exams.
- C. The proctor may observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- D. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.
- E. The librarian will not sign the name of another librarian on the proctoring form or the exam. Unless prior arrangements have been made and it is possible with scheduling, the NLL will not proctor an exam for which the signature of only one designated person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff reserve the right to refuse proctoring services.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.
- J. The library does not keep copies of completed exams.

PROCTORING POLICY

I. Purpose Statement

The North Liberty Library is committed to supporting literacy and lifelong learning goals for all individuals. The library provides proctoring services to aid patrons and educational institutions. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

II. Responsibilities of Student

- A. The student is responsible for initiating contact with library staff regarding proctored exams and for making necessary arrangements including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test.
- B. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website or requesting staff assistance to schedule the space.
- C. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- D. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- E. Exams may be scheduled during open library hours and must end no less than 30 minutes before the closing of the library.
- F. The student should arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor, if required.
- G. The student is responsible for supplying an envelope and cost of return postage if the exam must be mailed. The library does not have fax capability.
- H. Completed exams will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

III. Responsibilities of Library Staff

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. Proctoring services at the library include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student.
- C. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. The Library is unable to assign specific librarians to proctor exams. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.
- D. The proctor may observe the student while performing other tasks and assisting other patrons. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- E. Unless prior arrangements have been made and it is possible with scheduling, the library is unable to proctor an exam for which the signature of a designated staff person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff reserve the right to refuse proctoring services.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.
- J. The library does not keep copies of completed exams.

COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

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

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

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

II. Materials Selection Guidelines

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

III. Access

- A. Selection of materials is not restricted by the possibility that children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.

- B. While an individual or group is free to reject material, no library staff person shall restrict access to or censor materials for the rest of the community.

IV. Selection Responsibility

- A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.
- B. Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

V. Collection Maintenance

- A. To ensure that the library's collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.
- B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Liberty Library may be sold in library book sales or recycled.

VI. Procedure for submitting a Statement of Concern about Library Resources

The Library Board recognizes that the diversity of the collection may not align with everyone's point of view and could result in concerns. While it is our wish to discuss the concern with the patron and resolve the matter, the following procedure has been developed to hear those concerns in a formal session if needed:

1. The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the concern, will send a written response to the concerned party within ten (10) days of receipt.
2. If the concerned party wishes to carry his/her objections further, a Statement of Concern about Library Resources Form may be filled out and signed. The party making the complaint must be eligible to receive a North Liberty Library card and is encouraged to read, listened to, or watched the entire material in question.
3. The written concern will be taken to the Library Board of Trustees at their regularly scheduled meeting. The concerned party may appear before the Board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. Items will not be removed while under review. If the decision taken by the Board of Trustees is to refuse the Statement of Concern, the concerned party may then direct their appeal to the district court system.

VI. Gifts & Donations

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

Appendix A
Statement of Concern about Library Resources Form
North Liberty Library

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

Name _____ Date _____

Address _____ City _____

Phone _____ Email _____

Individual represents _____ Self _____ Dependent Child

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

Format of resource on which you are commenting:

Book _____ DVD _____ Magazine _____ Electronic Resource _____

Other _____

Title of material on which you are commenting:

Have you read the library's collection development policy? _____ Yes _____ No

Have you read/viewed the entire resource? _____ Yes _____ No

Have you read reviews of this resource? _____ Yes _____ No

What brought this title to your attention?

What about this material makes you feel unsafe?

Are there specific areas (pages, chapters) or themes the you find objectionable? Why?

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

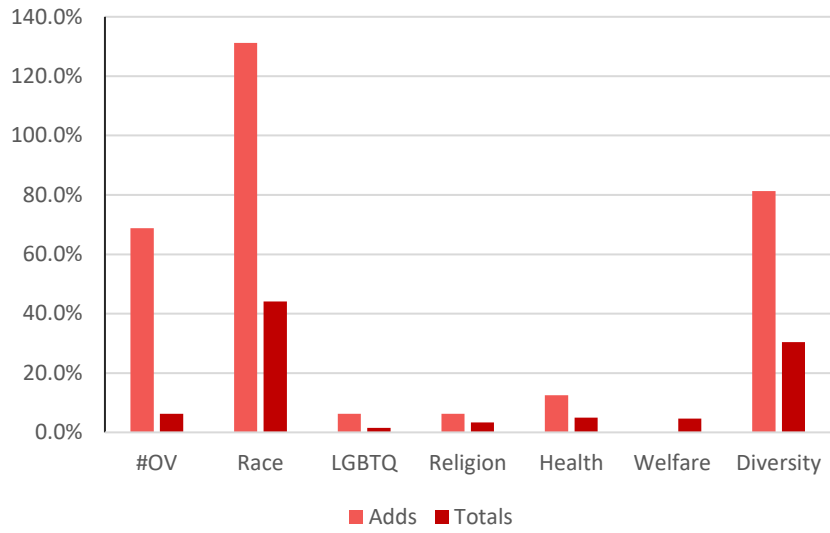
Additional Comments

The North Liberty Library Director and the Board of Trustees welcome feedback from customers. Concerns will be handled promptly and courteously.

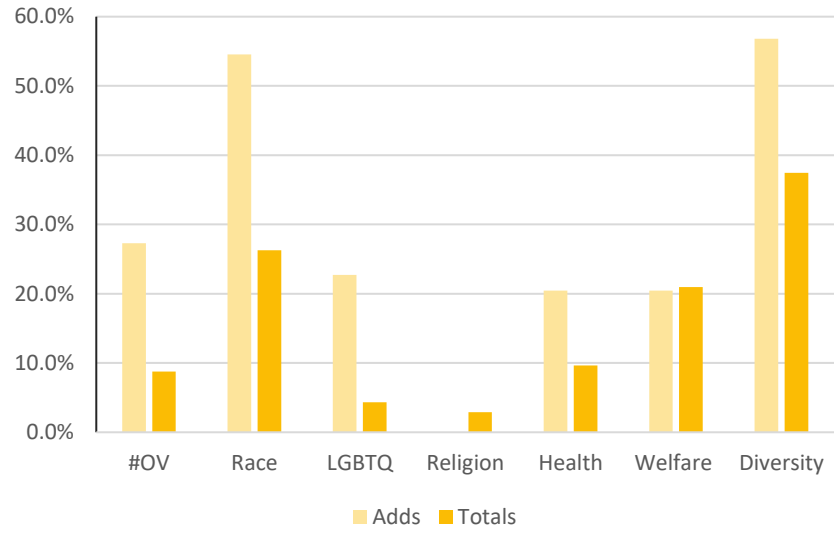
Approved by the Library Board of Trustees, September 2022

Youth Diversity Analysis: March 2023

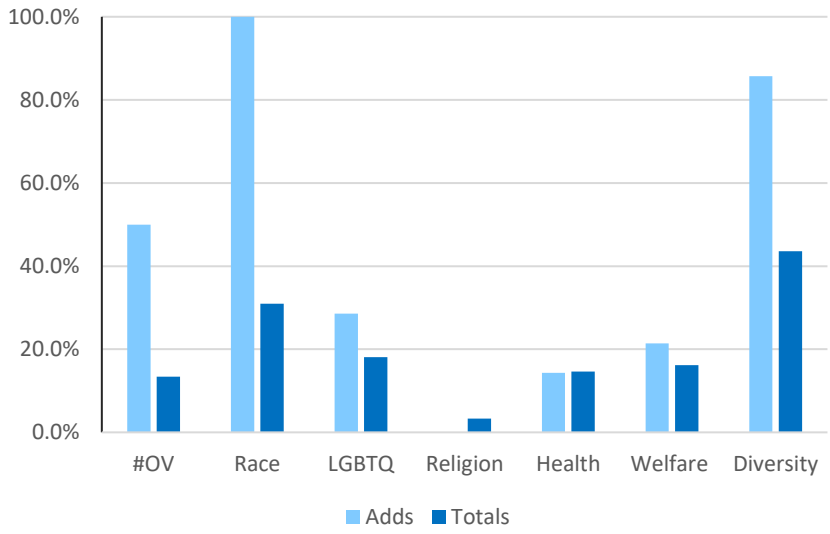
Primary Diversity



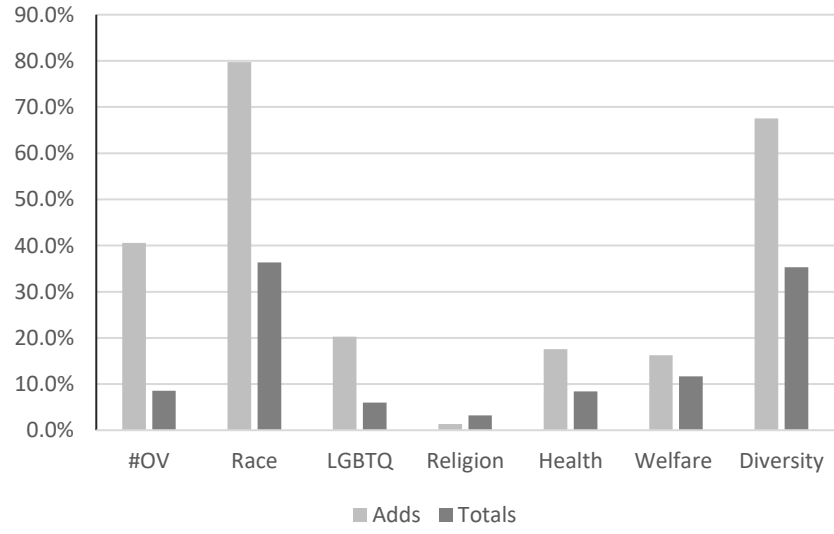
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: March 2023

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	459	11	349	12	433	7	1241	30
%	6.2%	68.8%	8.8%	27.3%	13.4%	50.0%	8.5%	40.5%
Race	3250	21	1044	24	1002	14	5296	59
%	44.1%	131.3%	26.3%	54.5%	30.9%	100.0%	36.3%	79.7%
LGBTQ	114	1	172	10	586	4	872	15
%	1.5%	6.3%	4.3%	22.7%	18.1%	28.6%	6.0%	20.3%
Religion	249	1	115	0	108	0	472	1
%	3.4%	6.3%	2.9%	0.0%	3.3%	0.0%	3.2%	1.4%
Health	368	2	383	9	474	2	1225	13
%	5.0%	12.5%	9.6%	20.5%	14.6%	14.3%	8.4%	17.6%
Welfare	346	0	833	9	524	3	1703	12
%	4.7%	0.0%	21.0%	20.5%	16.2%	21.4%	11.7%	16.2%
Diversity	2243	13	1488	25	1412	12	5143	50
%	30.5%	81.3%	37.5%	56.8%	43.6%	85.7%	35.3%	67.6%
Count	7364	16	3972	44	3238	14	14574	74



TO: Ryan Heiar, City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: April 3, 2023
SUBJECT: Monthly Library Report

Library News

Our old circulation desk has been removed as construction begins to refloor the front area of the library and install a new circulation desk, with a May 12 completion date. Staff is working at temporary workstations for check out and we've had to make some adjustments with public computers and our copy machine. The goal with these renovations is to create a more approachable, accessible service point with added flexibility for staff to shift desks around creating programming space and multiple points of service as needed. The new desking also offers ergonomic support with the ability to raise two of the service desks to standing for staff who may need that adjustment at times. I've shared the renderings of the desk in a past update and am including in this report as well. We'll have some fun colors added both with the desk and with acoustical panels that will be installed in the main hallway.

The library gave out the last of the usable COVID tests we had at the end of January. Total distributed between October 2021 and January 2023 was 3300. The last boxes of tests that we had expired and were taken to the State Hygienic Lab for proper disposal last month.

The library received a grant from the Community Foundation of Johnson County for a public art project and that grant was supplemented by a generous contribution from the North Liberty Optimist Club. In partnership with United Action for Youth, we have found a muralist, Johamy Narvaez, who will work with youth in the community to create a mobile mural depicting inclusivity and self-expression that will first be installed on the exterior of the library. We've begun initial planning and hope that the artwork will take place toward the end of summer. The artist's website can be viewed [here](#).

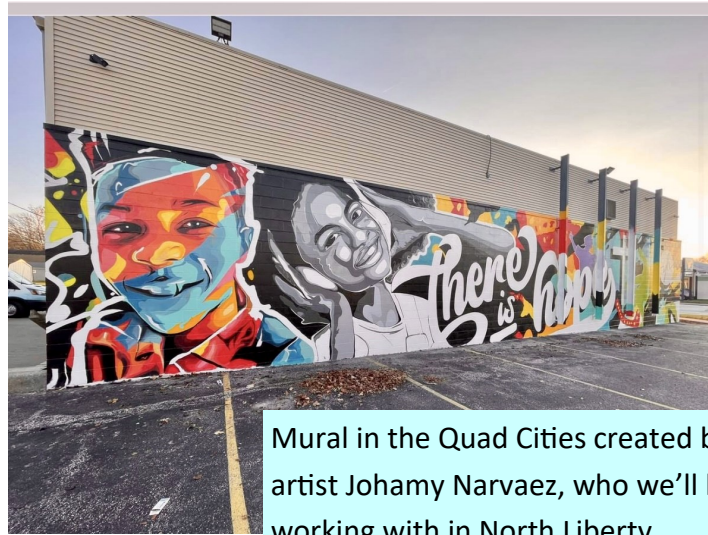
Speaking of art, the library currently has canvases on display from artists of all ages in the community. We are hosting a "Tiny Art Show". Over 150 people submitted artwork that will be displayed through the month of April. People really had a fun time with this interactive program.

We are pleased to welcome a new Adult Services Librarian. Nick Shimmin, who joined our team last week. Nick worked as director at the West Branch Public Library since 2007 and brings a great deal of experience to the position.

Scroll for program highlights and renderings of the new circulation desk.



Flooring and circulation desk project in the library has generated a lot of enthusiasm. The new desk-ing and acoustic panels will add some bright colors to the library.



Mural in the Quad Cities created by artist Johamy Narvaez, who we'll be working with in North Liberty.



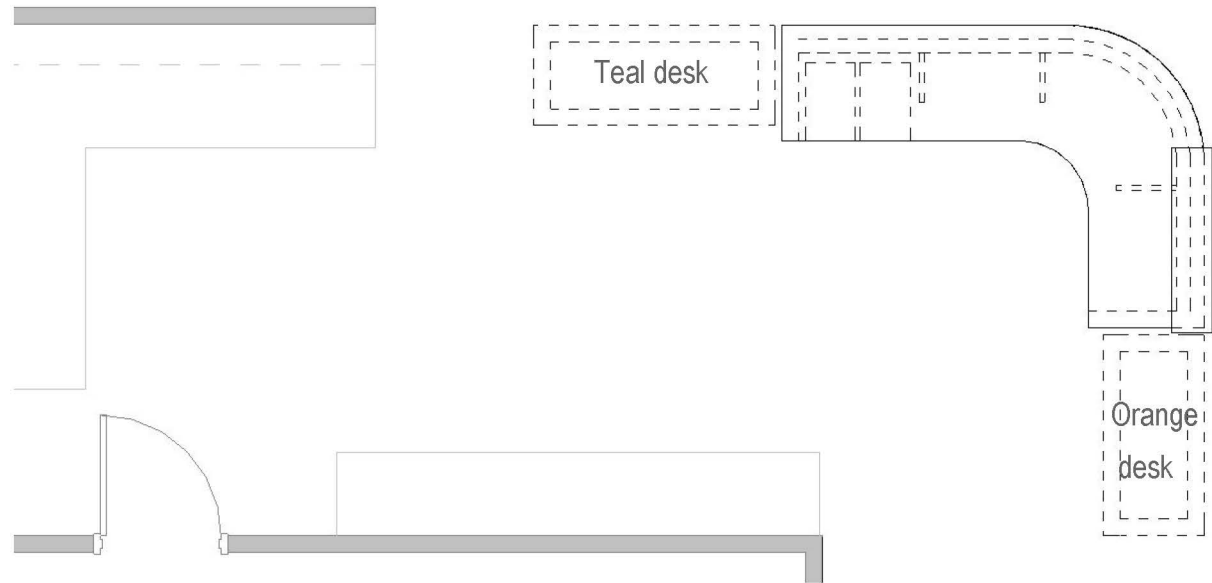
Stop by the library to take a look at the Tiny Art Exhibit this month. Here are a few examples from our creative community members



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

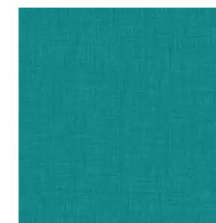
Mobile Desk Finishes:



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:

