

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
May 15, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. North Liberty Library Board of Trustees By-Laws
 - b. Statements of Concern
- VII. Reflections on Library Board of Trustees Self-Assessment
- VIII. Old Business
- IX. New Business
- X. Adjourn

Next meeting date: June 19, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: April 17, 2022 6:30 P.M.

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

ABSENT: Scott Clemons

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) March meeting minutes motion to approve by Laura H; second Chris M; approved by voice vote
- 4) Staff Introduction - Andrew Frisbie, Collection Development Librarian
 - a) Collection Development Overview
 - i) ~70 books/week to stay on budget of \$56,000 this year, usually \$900-\$1,000.
 - ii) Uses review and library journals to decide what to purchase and in what order.
 - (1) Additional resources/magazines for future release dates.
 - (2) Number of copies printed represents publisher's confidence in material.
 - (3) Less time on the shelf = more demand.
 - iii) InterLibrary Loan - multiple requests lead to purchase.
 - iv) Open Access Library - Courier transports materials being returned to other libraries.
 - v) Ebooks - consortium with Coralville and Iowa City
 - (1) Iowa City does bulk of purchasing. Visibility into what other cities are buying.
 - (2) Try for no more than 4 holds per item.
- 5) Reports
 - a) Budget
 - i) Average 75%, currently at 70%
 - ii) Expenses coming up - carpet cleaning, new self-check kiosks
 - b) Friends
 - c) Director
 - i) Floor installation started today (April 17)
 - ii) Potential delay with casework acoustic panel installation.
 - iii) Fully staffed, but 3 part-time positions will need to be filled due to staff graduating from library school will be moving on.
 - iv) Naloxone training - will include other city departments.
 - v) Hosted ILA spring leadership symposium

- vi) Mural project to include 4-6 local youths, will wrap around the corner of building by playground.
- d) Staff Reports - Questions
 - i) Easter Egging moved due to severe weather.
 - ii) Tiny Art Show on display through April. Over 300 picked up and 150 returned.
- 6) Policy Review
 - a) Volunteer Policy
 - i) Verbiage changed to make more friendly, shuffled order to streamline, remove repetition.
 - b) Proctoring Policy
 - i) Less of a need for proctoring now due to online testing and distance learning standards.
 - c) Motion to approve both policies by Brady B; second Chris M; approved by voice vote.
- 7) Old Business
 - a) Collection Development Review Policy review
 - i) Add language about North Liberty and Johnson county residents.
 - b) Statement of Concern about Library Resources review
 - c) No vote needed for either item.
- 8) New Business
 - a) None

Adjourn

Motion to adjourn by Laura H; second Chris M

NEXT MEETING DATE: May 15, 2023, 6:30 pm

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	.00	.00	535,946.53	113,105.47	83	565,092.65
6020	Part Time Wages	104,470.00	.00	104,470.00	.00	.00	56,211.42	48,258.58	54	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	.00	.00	43,718.99	13,854.01	76	49,403.15
6130	IPERS	62,498.00	.00	62,498.00	.00	.00	60,593.33	1,904.67	97	61,751.84
6150	Group Insurance	110,961.00	.00	110,961.00	.00	.00	91,606.91	19,354.09	83	113,597.90
6160	Workers Compensation	6,894.00	.00	6,894.00	1,187.00	.00	1,187.00	5,707.00	17	1,784.00
<i>Personnel Services Totals</i>		\$992,448.00	\$0.00	\$992,448.00	\$1,187.00	\$0.00	\$789,459.89	\$202,988.11	80%	\$893,076.47
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	156.05	.00	1,714.59	885.41	66	1,507.68
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	.00	.00	13,722.85	1,277.15	91	23,291.00
6210	Dues/Memberships Subscriptions	2,350.00	.00	2,350.00	251.00	.00	2,321.00	29.00	99	2,305.10
6230	Training	11,500.00	.00	11,500.00	78.85	.00	9,818.38	1,681.62	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	\$485.90	\$0.00	\$27,576.82	\$12,173.18	69%	\$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	2,484.27	.00	37,934.07	6,065.93	86	47,150.53
6371-02	Utilities Gas	7,000.00	.00	7,000.00	851.52	.00	13,230.23	(6,230.23)	189	17,901.93
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$3,335.79	\$0.00	\$51,164.30	(\$164.30)	100%	\$65,052.46
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	440.00	(15.00)	104	392.50
6373	Telephone & Cell Phone Communications	1,800.00	.00	1,800.00	191.28	.00	1,906.78	(106.78)	106	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	\$3,572.07	\$0.00	\$68,925.28	(\$2,200.28)	103%	\$80,215.28
<i>Contractual Services</i>										
6408	Insurance/General	6,930.00	.00	6,930.00	12,079.00	.00	12,079.00	(5,149.00)	174	8,224.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	1,593.00	.00	16,065.77	5,549.23	74	19,153.40
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	38.00	.00	309.80	440.20	41	345.00
6414	Printing/Advertising/Publications	4,000.00	.00	4,000.00	72.52	.00	3,068.30	931.70	77	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	3,055.82	(55.82)	102	3,436.03
6431	Database Subscriptions	21,000.00	.00	21,000.00	.00	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	\$14,082.81	\$4,500.00	\$49,287.85	\$6,007.15	90%	\$58,634.27

Expense Budget Performance Report

Fiscal Year to Date 04/30/23

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 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	4,421.77	.00	46,898.59	7,101.41	87	56,989.45
6502-03	Library Materials SRP	6,500.00	.00	6,500.00	2,477.96	.00	3,569.48	2,930.52	55	5,688.66
6502-04	Library Materials Supplies	8,400.00	.00	8,400.00	2,941.75	.00	7,144.49	1,255.51	85	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	243.16	.00	5,522.53	7,077.47	44	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	\$10,084.64	\$0.00	\$96,970.68	\$29,129.32	77%	\$122,825.68
6506	Office Supplies	5,000.00	.00	5,000.00	80.02	.00	1,854.77	3,145.23	37	3,682.80
6508	Postage & Shipping	1,250.00	.00	1,250.00	.00	.00	1,506.97	(256.97)	121	416.66
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	114.68	535.32	18	15.27
6513	Cleaning Supplies	2,000.00	.00	2,000.00	100.00	.00	1,705.92	294.08	85	1,822.50
6517	Computers & Technology	10,000.00	.00	10,000.00	207.50	4,606.00	8,057.17	(2,663.17)	127	18,675.78
6521	Software	1,750.00	.00	1,750.00	6.30	.00	2,688.89	(938.89)	154	1,178.14
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	944.00	.00	2,484.00	(484.00)	124	2,002.60
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,000.00	.00	9,000.00	677.78	.00	9,038.11	(38.11)	100	10,961.45
<i>Commodities Totals</i>		\$157,750.00	\$0.00	\$157,750.00	\$12,100.24	\$4,606.00	\$124,421.19	\$28,722.81	82%	\$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	\$31,428.02	\$9,106.00	\$1,094,082.03	\$318,279.97	78%	\$1,241,296.35
Department 4010 - Library Services Totals		(\$1,421,468.00)	\$0.00	(\$1,421,468.00)	(\$31,428.02)	(\$9,106.00)	(\$1,094,082.03)	(\$318,279.97)	78%	(\$1,241,296.35)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	115,000.00	.00	115,000.00	1,368.96	(15,809.00)	101,742.24	29,066.76	75	130,914.52
<i>Repair, Maintenance, Utilities Totals</i>		\$115,000.00	\$0.00	\$115,000.00	\$1,368.96	(\$15,809.00)	\$101,742.24	\$29,066.76	75%	\$130,914.52

Expense Budget Performance Report

Fiscal Year to Date 04/30/23

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	318.32	5,957.00	24,031.50	2,011.50	94	42,603.76
<i>Contractual Services Totals</i>		\$122,000.00	\$0.00	\$122,000.00	\$318.32	(\$364.00)	\$33,681.54	\$88,682.46	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	\$1,687.28	(\$16,173.00)	\$135,423.78	\$152,749.22	44%	\$302,819.27
Department 4060 - Community Center Totals		(\$272,000.00)	\$0.00	(\$272,000.00)	(\$1,687.28)	\$16,173.00	(\$135,423.78)	(\$152,749.22)	44%	(\$302,819.27)
Fund 001 - General Fund Totals		\$1,693,468.00	\$0.00	\$1,693,468.00	\$33,115.30	(\$7,067.00)	\$1,229,505.81	\$471,029.19		\$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	\$33,115.30	(\$7,067.00)	\$1,741,840.35	\$798,694.65		\$1,572,156.13

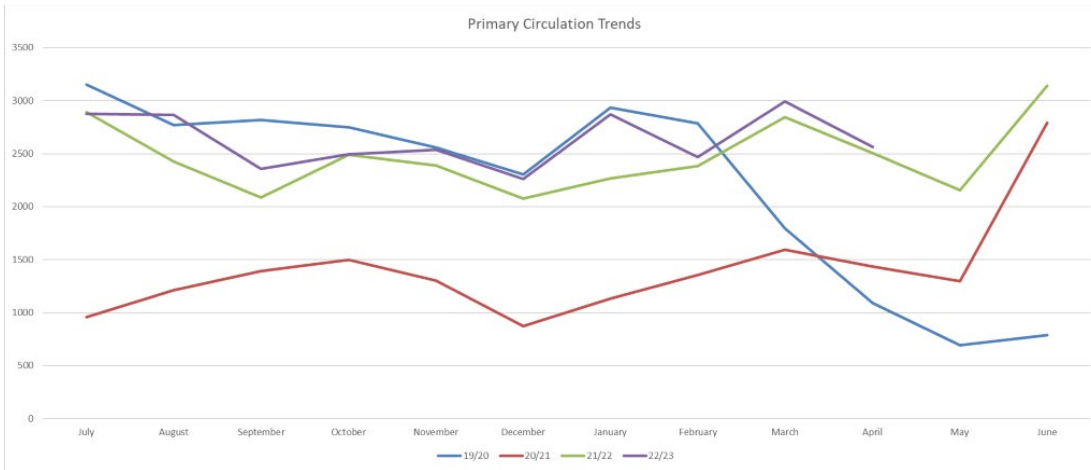
Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 15, 2023

- I. Financial Update
 - A. Personnel: 80 percent
 - B. Personnel Services (non-position): 69 percent
 - C. Repair, maintenance, utilities: 103 percent
 - D. Contractual Services: 90 percent
 - E. Commodities (materials and services): 82 percent
 - F. Total Library Services: 78 percent
 - G. Average this time of year: 83 percent
- II. Library Operations Update
 - A. Circulation desk and acoustic panel update
 - 1. Installation complete
 - 2. Chip in laminate at desk – contractor is working to get this repaired/replaced
 - 3. Waiting on the mobile desk units
 - a. Sales rep reported that they were to be finished at factory first week in May
 - b. Waiting for contact from them to arrange delivery
 - 4. Looking to replace the self-check and print release stations with smaller tables/kiosks
 - B. Statements of Concerns Policy proposal
 - 1. Removes this from Collection Development policy
 - 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
 - 4. Statement of Concern about Library Resources form suggested revisions to align with this policy
 - C. Received a \$20,000 grant from the American Library Association Libraries Transforming Communities Grant for handicap accessible restroom doors that was submitted by Dani, our Marketing Assistant
- III. Community Update
 - A. Started discussions about helping the local history group archive their photographs and historical papers
 - 1. If this project takes off, it could extend to photographing 3-D items as well
 - 2. Need to research logistics and determine if it's feasible
 - B. Social Workers in Eastern Iowa Public Libraries
 - 1. Wrap up event
 - 2. Dr. Ibram X Kendi presentation moderated by Kellee and had over 60

attendees

- C. Donation and censorship
- IV. Staff Updates
 - A. Have three part-time staff positions open to replace three staff moving out of town over the summer months
 - B. Over 30 applications
- V. Professional Activities
 - A. Public Libraries of Johnson County meeting
 - 1. Discussed sunsetting audio CD collections
 - a. No planned date yet but this will probably happen at NLL in next couple of years
 - i. The collection doesn't circulate a great deal
 - ii. They are publishing less of audiobooks on CD now
 - 2. Libraries at the Johnson County Fair, July 23 – 26
 - a. This year, instead of being there all the fair days, we will have a presence on kids' day (Tuesday, July 24)
 - b. Iowa City Public will bring the book mobile and our libraries will have a welcome table with bookmarks and cloth bags as giveaways
- VI. Staff Reports
 - A. Assistant Director
 - 1. Submitted ILA Conference session proposals for both a pre-conference and breakout session on parliamentary topics on behalf of LLAMA subcommittee
 - 2. Participated in the ILA Leadership Spring Symposium
 - B. Public Services
 - 1. New artist in wall
 - 2. Event facilitation skills in use more than ever now
 - 3. New grant writing resource available
 - 4. Received Entrepreneurship Librarian Certification
 - 5. Graduating with MLIS
 - C. Family Services
 - 1. Playful Parenting is wrapping up the first weekend in May
 - a. 15 families signed up for Wednesday mornings, only 8 signed up for Saturday mornings; the next Saturday session I will plan in the colder months
 - 2. Pied Piper came both April & May
 - a. Are looking into a further partnership with them for a Music Together program
 - 3. Kites for Kids
 - a. Even though weather was challenging, about 50 families, 75 people attended
 - 4. Joined ILA youth services Bridge to Reading Committee
 - a. 10 books have been selected
 - b. Made activity sheets for 2 books

- c. Prepping kits for library; 1 for storytime/outreach centers & 1 for inhouse checkout
- D. Youth & Teen Services
 - 1. For April 2023, the youth collection is at 35.5% diverse with the books added this past month at 57%.
 - 2. Program Stats:
 - a. K-3 Planting with Frogs: 18
 - b. T(w)een Post-it Note: 13
 - c. Tween Lock-In: 38
 - d. Liberty pop-up: 4
 - e. Korra: 7
 - f. JOI: 13 & 13
 - g. Question of the Week: 134
 - h. Snack: 343
 - i. **Total: 583**
- E. Marketing & Engagement
 - 1. Flock the Library Endowment Fundraiser is going on now! Through May folks can purchase a flamingo for \$20 and add it to the library flock.
 - a. My goal is to raise \$1000, to reach that goal we need to sell 50 flamingos.
 - b. Jennie set up a Paypal/Venmo for Friends so we can now more easily accept non-cash or check payments.
 - c. Help us reach our goal and consider sharing any Flock the Library content you come across on your socials.
 - 2. Garden Beds
 - a. new steel garden beds have been purchased and will replace the existing beds that are falling apart.
 - b. Once those are placed, we will replant annuals from Butterfly Garden and plant additional pollinator attracting and cuttable flowers.
 - 3. SRP Promotional items and log are nearing completion and ready for Kick-Off the week of May 22.
- F. Adult Services
- G. IT Coordinator
 - 1. Reconfigured the circulation desks and adult computer table to accommodate constructions of new front desk. Move of adult computer table was actually very easy thanks to wireless configuration implemented last year.
 - 2. New youth services desk tech set up was completed with no major issues. Everything necessary from a tech standpoint was set up successfully in the new setup.
- H. Collection Development
 - 1. This chart shows where we are at for Primary circulation over the past four years. I expect we'll continue to drop off through May and then surge back in June as the summer reading program begins.



3. This chart depicts our circulation through April is compared to last year. Audiobooks is the only category that is well behind last year, and we're seeing increases in all the others. We are well-recovered from the pandemic at this point, but where things are circulating has changed slightly. Romance is circulating much better than before. That is likely due to changes in our demographics and a lot of huge titles have been coming out in Romance.

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Totals	Last Year Totals	%	Months	% through this year
Audio Total	77	60	56	73	44	47	56	33	61	57	564	832	67.9	10	83.33
DVD Total	968	911	567	729	656	615	837	720	753	544	7300	8628	84.6	10	83.33
Total Adult Books	2242	2185	1775	1949	1794	1626	2218	2007	2175	1941	19912	20143	98.9	10	83.33
Total Primary Books	2876	2864	2538	2496	2539	2264	2872	2471	2993	2562	26475	29659	89.2	10	83.33
Total Juvenile	2959	2244	1470	1757	1830	1549	2209	1944	2277	2011	20250	23598	85.8	10	83.33
Total Teen Fiction	529	370	260	233	222	215	311	235	281	273	2929	3122	93.8	10	83.33

This chart is from the demand model work, and it shows the demand for each adult fiction collection over the past six years, basically to see if demand has recovered from the pandemic. The smaller genres have definitely recovered more quickly than standard fiction. I think folks branched out from their regular reading habits over the past few years and liked what they found in the smaller genres.

Respectfully Submitted, Jennie Garner, Library Director

LIBRARY BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for

which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.

STATEMENTS OF CONCERN POLICY

I. Purpose Statement

Library resources 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. Following accepted principles of intellectual freedom, resources are offered in a range of formats featuring subjects and topics to represent a broad range of human experience.

The role of the North Liberty Library (NLL) is to provide opportunities that allow individuals to access and freely examine subjects to form their own decisions. While patrons are free to reject for themselves what they do not approve of, they may not exercise this right of censorship to restrict the freedom of access to others.

Patrons are encouraged to contact the library director to arrange to discuss concerns or issues with library resources. Should that discussion prove unfeasible or fail to satisfactorily address the patron's concerns, they may complete and submit a "Statement of Concern about Library Resources" form. Patron concerns will be dealt with promptly and courteously as detailed in the following process:

- Statement of Concern about Library Resources forms are available online or by request at the library to all North Liberty and rural Johnson County residents.
- After receipt of a "Statement of Concern about Library Resources" form, a committee will be formed consisting of a least two board members, the director, and one library professional whose job description includes responsibilities relevant to the patron's concern.
- The committee will review the resource in question, consider the patron statement, and send a recommended response to the NLL Board of Trustees.
- The NLL Board will approve or reject the committee's recommendation at the next regularly scheduled board meeting.

NOTE: Board meetings are conducted in open session and "Statement of Concern about Library Resources" forms will be made public.

- The decision of the NLL Board is final.
- Once reviewed, a resource will not be revisited for review for ten (10) years.
- The director will respond to the patron in writing to explain the board's decision.

NOTE:

The NLL Board of Trustees, director, and staff are aware that community members may take issue with the inclusion of specific items, programs, or practices, and welcomes the expression of concern by patrons. The Library recognizes that not all library resources will be of interest or suitable for all users. Library holdings, programs, and sponsorship/partnership with other organizations and presenters, 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 based on 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 based on race, sex, sexual orientation, gender identity, national origin, religion, or disability.

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 accepted 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

Format of resource on which you are commenting:

Book _____ DVD _____ Magazine _____ Electronic Resource _____
Program _____ Other _____

Title of resource on which you are commenting:

Have you read library policies related to your concern _____ Yes _____ No

Have you reviewed the entire resource? _____ Yes _____ No

What brought this resource to your attention?

What about this resource makes you feel unsafe?

Are there specific areas 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

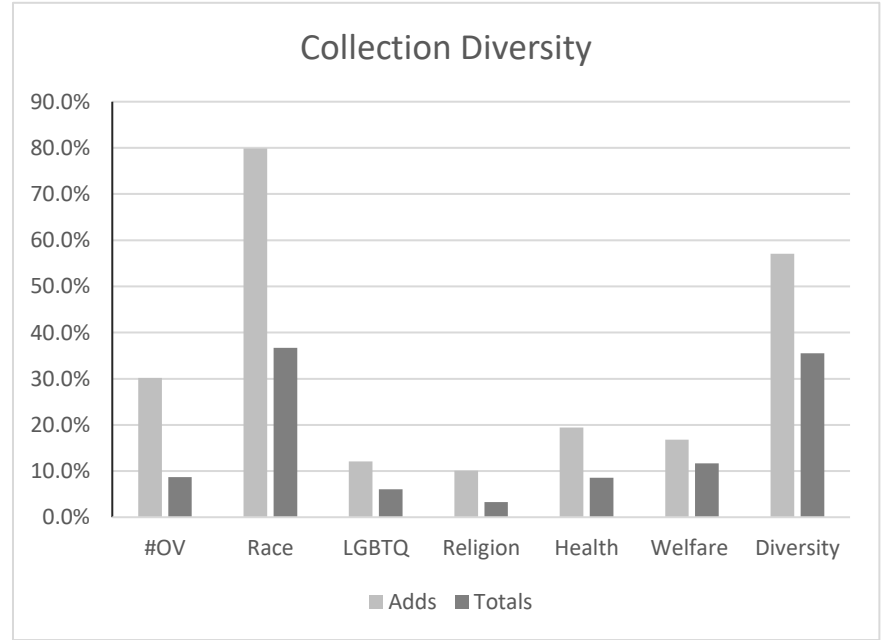
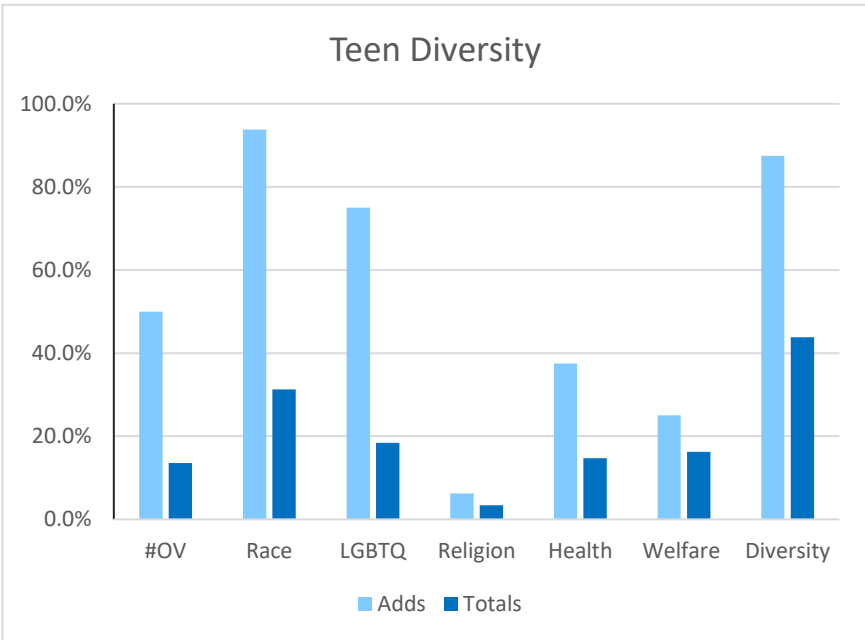
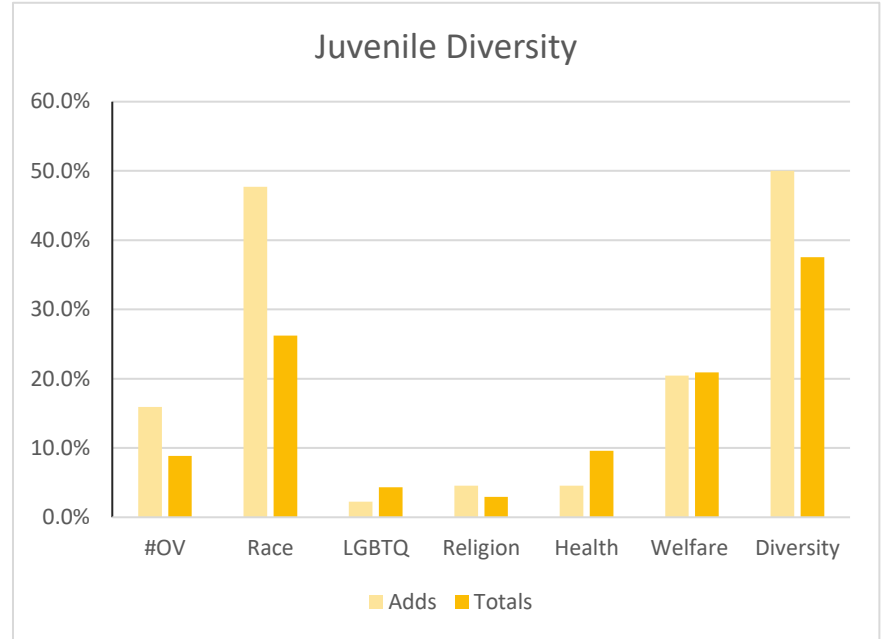
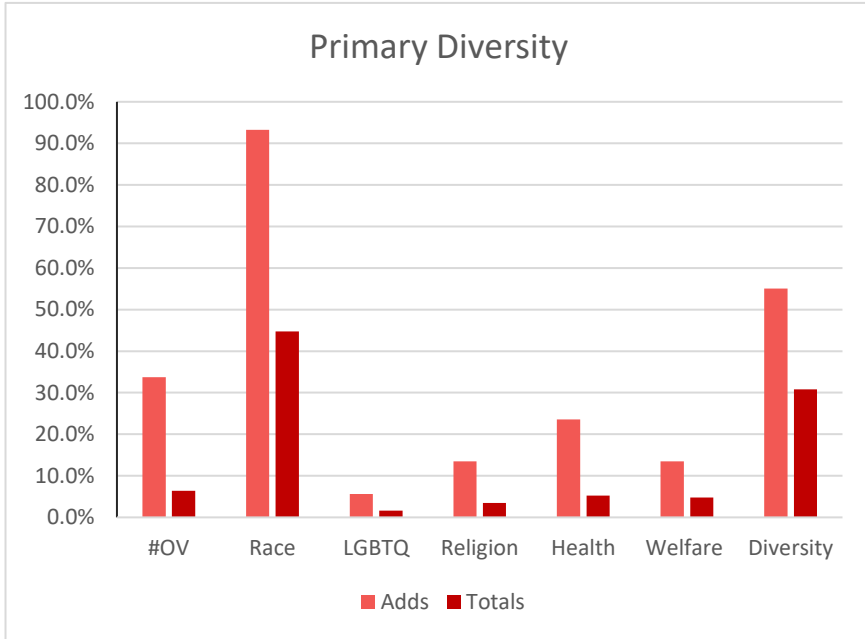
The North Liberty Library Director and the Board of Trustees welcome feedback from patrons. Concerns will be handled promptly and courteously.

PLEASE NOTE:

- Only one resource may be listed per form.
- This form is available to residents of North Liberty and rural Johnson County.
- Once a resource has been reviewed, the decision of the Library Board of Trustees is final and a resource will not be reviewed again for ten (10) years following a decision by the Board.

Approved by the Library Board of Trustees, May 2023

Youth Diversity Analysis: April 2023



Youth Diversity Analysis: April 2023

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	476	30	355	7	441	8	1272	45
%	6.4%	33.7%	8.9%	15.9%	13.6%	50.0%	8.7%	30.2%
Race	3330	83	1049	21	1017	15	5396	119
%	44.7%	93.3%	26.2%	47.7%	31.3%	93.8%	36.7%	79.9%
LGBTQ	119	5	173	1	598	12	890	18
%	1.6%	5.6%	4.3%	2.3%	18.4%	75.0%	6.1%	12.1%
Religion	261	12	117	2	109	1	487	15
%	3.5%	13.5%	2.9%	4.5%	3.4%	6.3%	3.3%	10.1%
Health	389	21	384	2	479	6	1252	29
%	5.2%	23.6%	9.6%	4.5%	14.7%	37.5%	8.5%	19.5%
Welfare	355	12	836	9	528	4	1719	25
%	4.8%	13.5%	20.9%	20.5%	16.2%	25.0%	11.7%	16.8%
Diversity	2291	49	1501	22	1425	14	5217	85
%	30.8%	55.1%	37.5%	50.0%	43.8%	87.5%	35.5%	57.0%
Count	7443	89	4000	44	3251	16	14694	149



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

Library News

If you haven't visited the library recently, please stop by and check out the beautiful new information desk and acoustic panels that are now installed about two weeks ahead of schedule. It's remarkable the difference the panels make to tamp down the noise level in the library's main hallway. And as another city staff member commented, "they look like art". Now we're just waiting on the brightly colored desks to arrive, hopefully next week, to complete the project.

This month we are hosting our Flamingo Flocking fund-raiser for the endowment. There's a twist on that fund-raiser this year. The flamingos are in the library instead of in people's yards. Donors can give \$20 in their own name or in someone's honor during the month of May. They then get a paper flamingo to stick to the meeting room windows. For every five flamingos, we'll add another plastic flamingo to our flock on display and folks can watch the flock grow. The flocking in the community is tons of fun but it's become a pretty heavy lift for staff and volunteers to set them up and move them every single night in May.

We are so excited to announce that we have received a \$20,000.00 grant from Libraries Transform Communities (LTC) through the American Library Association to install handicap accessible buttons on our restroom doors in the library. This is the second LTC grant we've gotten in recent years. The first grant allowed us to launch our Lighthouse in the Library community engagement series that is ongoing.

We've refreshed our seed library to provide free seeds to the community for anyone who'd like to garden. We moved it to the adult reading area so that it's more visible and one of our staff members used their artistic talents to add some art to the drawers. Feel free to stop by and look through seed options if you garden or want to start planting.

We hosted Dr. Ibram X Kendi for a wonderful virtual event in April thanks to the Social Workers in Eastern Iowa Libraries project and the work of North Liberty Library's social work intern to pull that event together. Dr. Kendi was a little late getting started but had a fantastic interview with our public services librarian, Kellee. I hope some of you were able to attend.

Fourteen of the staff attended an in-service training day on April 28 featuring Colors training and discussion on how we can best work with different personalities as a team and with our public. In the afternoon we had Naloxone training so that staff is able to administer Naloxone in the event that there is ever an overdose in the community center. We hope we'll never need to use it but we want to be prepared to assist if needed. We'll have doses on hand in our first aid kit going forward.

Scroll for program highlights.



Staff is slowly settling in to the new circulation space and waiting for the bright new desks that will flank the main stationary unit.



Acoustic panels add some flare and lower the echo in the hallway. The current local artist's work on display is pictured in lower right corner.



Free seeds available through the Seed Library



We've started offering Tween Hours in the Teen Lounge. They spent some time in the lounge this month playing board games.