

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
June 19, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
 - b. May
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Statements of Concern
 - b. Internet and Technology
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: August 21, 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

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: May 15, 2023 6:30 P.M.

PRESENT: Laura Hefley, Scott Clemens, Brady Bird, Library Director Jennie Garner

ABSENT: Lindsey Bland, Jessica Beck, Chris Mangrich

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) Defer to June as quorum was not met.
- 4) Reports
 - a) Budget
 - i) Under budget so far, but summer programs include a lot of expenses.
 - b) Friends
 - i) Meet before book sale next month. June 7 through weekend.
 - c) Director
 - i) Circulation desk is in and organized. Self check in will be in soon, downsized.
 - ii) Proposed new policy - statement of concern from group message board model. Takes the concern away from the collections policy. Limited to 1 review for a material every 10 years.
 - iii) \$20,000 grant from ALA for restroom ADA doors.
 - iv) Archival project being considered for local history group.
 - v) Over 40 applicants, including multiple high school students, for 3 part time positions. Kellee and Andrew performing interviews.
 - vi) Less presence at county fair. Going to be present on Kids Day only.
 - d) Staff Introduction - Emily, Family Services Librarian
 - i) JoCo Empowerment/Early Childhood Iowa Board member - 11 member board, diverse demographics with various professional backgrounds. Falls under umbrella of Johnson County Board of Supervisors.
 - ii) 3 local result areas - secure and nurturing early educational environments, safe and stable nurturing families and homes, children health and ready to achieve in school.
 - iii) Recent legislation has shifted the state program to the department of health and human services - may impact funding as it was $\frac{2}{3}$ funded by department of education previously. Current budget \$1.1 million.
 - iv) Partnerships initially needed the most attention, both formal and informal.
 - v) Early education work group, and liaison for parent education work group.
 - vi) Executive committee - treasurer.
 - e) Staff Reports - Questions
 - i) Flock the Library - over \$500
 - ii) New garden beds.

- 5) Policy Review
 - a) Unable to approve due to quorum not being met.
 - b) "Resources" rather than "Materials". Note moved to the end of the Policy.
- 6) Old Business
 - a) None
- 7) New Business
 - a) None

Adjourn

Motion to adjourn by Brady Bird

NEXT MEETING DATE: June 19, 2023 6:30pm

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 | 1,158.00 | 650,210.00 | 59,175.81 | .00 | 595,122.34 | 55,087.66 | 92 | 565,092.65 |
| 6020 | Part Time Wages | 104,470.00 | .00 | 104,470.00 | 7,428.20 | .00 | 63,639.62 | 40,830.38 | 61 | 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 | 4,952.57 | .00 | 48,671.56 | 8,901.44 | 85 | 49,403.15 |
| 6130 | IPERS | 62,498.00 | .00 | 62,498.00 | 6,282.12 | .00 | 66,875.45 | (4,377.45) | 107 | 61,751.84 |
| 6150 | Group Insurance | 110,961.00 | .00 | 110,961.00 | 613.23 | .00 | 92,220.14 | 18,740.86 | 83 | 113,597.90 |
| 6160 | Workers Compensation | 6,894.00 | .00 | 6,894.00 | .00 | .00 | 1,187.00 | 5,707.00 | 17 | 1,784.00 |
| <i>Personnel Services Totals</i> | | \$992,448.00 | \$1,158.00 | \$993,606.00 | \$78,451.93 | \$0.00 | \$867,911.82 | \$125,694.18 | 87% | \$893,076.47 |
| <i>Personnel Services Non-position Control</i> | | | | | | | | | | |
| 6182 | Mileage | 2,600.00 | .00 | 2,600.00 | 231.49 | .00 | 1,946.08 | 653.92 | 75 | 1,507.68 |
| 6183 | Group Insurance Deductible | 15,000.00 | .00 | 15,000.00 | 1,564.73 | .00 | 21,064.86 | (6,064.86) | 140 | 23,291.00 |
| 6210 | Dues/Memberships Subscriptions | 2,350.00 | .00 | 2,350.00 | 326.00 | .00 | 2,647.00 | (297.00) | 113 | 2,305.10 |
| 6230 | Training | 11,500.00 | 100.00 | 11,600.00 | 1,951.31 | .00 | 11,769.69 | (169.69) | 101 | 15,435.67 |
| 6250 | Tuition Reimbursement | 8,300.00 | .00 | 8,300.00 | 5,250.00 | .00 | 5,250.00 | 3,050.00 | 63 | 5,250.00 |
| <i>Personnel Services Non-position Control Totals</i> | | \$39,750.00 | \$100.00 | \$39,850.00 | \$9,323.53 | \$0.00 | \$42,677.63 | (\$2,827.63) | 107% | \$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 | 2,760.24 | .00 | 40,694.31 | 3,305.69 | 92 | 47,150.53 |
| 6371-02 | Utilities Gas | 7,000.00 | .00 | 7,000.00 | 619.79 | .00 | 13,850.02 | (6,850.02) | 198 | 17,901.93 |
| 6371 - Utilities Totals | | \$51,000.00 | \$0.00 | \$51,000.00 | \$3,380.03 | \$0.00 | \$54,544.33 | (\$3,544.33) | 107% | \$65,052.46 |
| 6372 | Dumpster Pickup | 425.00 | .00 | 425.00 | 45.00 | .00 | 485.00 | (60.00) | 114 | 392.50 |
| 6373 | Telephone & Cell Phone Communications | 1,800.00 | .00 | 1,800.00 | 191.28 | .00 | 2,098.06 | (298.06) | 117 | 1,881.45 |
| 6374 | Software Maintenance Fees | 11,500.00 | .00 | 11,500.00 | 275.68 | .00 | 15,560.10 | (4,060.10) | 135 | 11,840.87 |
| <i>Repair, Maintenance, Utilities Totals</i> | | \$66,725.00 | \$0.00 | \$66,725.00 | \$3,891.99 | \$0.00 | \$72,817.27 | (\$6,092.27) | 109% | \$80,215.28 |
| <i>Contractual Services</i> | | | | | | | | | | |
| 6408 | Insurance/General | 6,930.00 | 5,149.00 | 12,079.00 | .00 | .00 | 12,079.00 | .00 | 100 | 8,224.00 |
| 6409 | Janitorial/Cleaning Services Contract | 21,615.00 | .00 | 21,615.00 | 1,650.00 | .00 | 17,715.77 | 3,899.23 | 82 | 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 | 309.80 | 440.20 | 41 | 345.00 |
| 6414 | Printing/Advertising/Publications | 4,000.00 | .00 | 4,000.00 | 450.03 | .00 | 3,518.33 | 481.67 | 88 | 3,993.51 |
| 6419 | Software Support | 2,500.00 | .00 | 2,500.00 | 326.10 | .00 | 2,172.58 | 327.42 | 87 | 6,840.51 |
| 6422 | Office Equipment Maintenance Contracts | 3,000.00 | .00 | 3,000.00 | 340.10 | .00 | 3,395.92 | (395.92) | 113 | 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 | \$5,149.00 | \$64,944.00 | \$2,766.23 | \$4,500.00 | \$52,054.08 | \$8,389.92 | 87% | \$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 | 5,103.99 | .00 | 52,002.58 | 1,997.42 | 96 | 56,989.45 |
| 6502-03 | Library Materials SRP | 6,500.00 | .00 | 6,500.00 | 2,036.80 | .00 | 5,606.28 | 893.72 | 86 | 5,688.66 |
| 6502-04 | Library Materials Supplies | 8,400.00 | 5,319.08 | 13,719.08 | 502.36 | .00 | 7,646.85 | 6,072.23 | 56 | 5,554.25 |
| 6502-05 | Library Materials Audio | 4,500.00 | .00 | 4,500.00 | 55.48 | .00 | 55.48 | 4,444.52 | 1 | 4,811.99 |
| 6502-06 | Library Materials DVDs | 12,600.00 | .00 | 12,600.00 | .00 | .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 | 553.07 | .00 | 4,388.66 | (638.66) | 117 | 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 | \$5,319.08 | \$131,419.08 | \$8,251.70 | \$0.00 | \$105,222.38 | \$26,196.70 | 80% | \$122,825.68 |
| 6506 | Office Supplies | 5,000.00 | .00 | 5,000.00 | 477.77 | .00 | 2,332.54 | 2,667.46 | 47 | 3,682.80 |
| 6508 | Postage & Shipping | 1,250.00 | .00 | 1,250.00 | 4.13 | .00 | 1,511.10 | (261.10) | 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 | 330.05 | .00 | 2,035.97 | (35.97) | 102 | 1,822.50 |
| 6517 | Computers & Technology | 10,000.00 | 720.00 | 10,720.00 | 7,717.99 | .00 | 15,775.16 | (5,055.16) | 147 | 18,675.78 |
| 6521 | Software | 1,750.00 | .00 | 1,750.00 | .00 | .00 | 2,688.89 | (938.89) | 154 | 1,178.14 |
| 6525 | Furniture & Fixtures (Non Capital) | 2,000.00 | .00 | 2,000.00 | 1,329.68 | 1,164.30 | 3,813.68 | (2,977.98) | 249 | 2,002.60 |
| 6527 | Employee Recognition | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6532 | Program Materials | 9,000.00 | 1,943.88 | 10,943.88 | 1,263.13 | .00 | 10,301.24 | 642.64 | 94 | 10,961.45 |
| | <i>Commodities Totals</i> | \$157,750.00 | \$7,982.96 | \$165,732.96 | \$19,374.45 | \$1,164.30 | \$143,795.64 | \$20,773.02 | 87% | \$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 | \$14,389.96 | \$1,435,857.96 | \$113,808.13 | \$5,664.30 | \$1,213,667.44 | \$216,526.22 | 85% | \$1,241,296.35 |
| | Department 4010 - Library Services Totals | (\$1,421,468.00) | (\$14,389.96) | (\$1,435,857.96) | (\$113,808.13) | (\$5,664.30) | (\$1,213,667.44) | (\$216,526.22) | 85% | (\$1,241,296.35) |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 115,000.00 | 20,000.00 | 135,000.00 | 499.16 | 116.00 | 102,241.40 | 32,642.60 | 76 | 130,914.52 |
| | <i>Repair, Maintenance, Utilities Totals</i> | \$115,000.00 | \$20,000.00 | \$135,000.00 | \$499.16 | \$116.00 | \$102,241.40 | \$32,642.60 | 76% | \$130,914.52 |

Expense Budget Performance Report

Fiscal Year to Date 05/31/23

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 | 3,000.00 | 35,000.00 | 322.64 | 7,258.44 | 24,354.14 | 3,387.42 | 90 | 42,603.76 |
| <i>Contractual Services Totals</i> | | \$122,000.00 | \$3,000.00 | \$125,000.00 | \$322.64 | \$937.44 | \$34,004.18 | \$90,058.38 | 28% | \$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 | \$23,000.00 | \$295,000.00 | \$821.80 | \$1,053.44 | \$136,245.58 | \$157,700.98 | 47% | \$302,819.27 |
| Department 4060 - Community Center Totals | | (\$272,000.00) | (\$23,000.00) | (\$295,000.00) | (\$821.80) | (\$1,053.44) | (\$136,245.58) | (\$157,700.98) | 47% | (\$302,819.27) |
| Fund 001 - General Fund Totals | | \$1,693,468.00 | \$37,389.96 | \$1,730,857.96 | \$114,629.93 | \$6,717.74 | \$1,349,913.02 | \$374,227.20 | | \$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 | 773.03 | 773.03 | .00 | .00 | 693.88 | 79.15 | 90 | 13,935.41 |
| <i>Commodities Totals</i> | | \$0.00 | \$773.03 | \$773.03 | \$0.00 | \$0.00 | \$693.88 | \$79.15 | 90% | \$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> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| EXPENSE TOTALS | | \$105,000.00 | \$773.03 | \$105,773.03 | \$0.00 | \$0.00 | \$693.88 | \$105,079.15 | 1% | \$26,360.71 |
| Department 4010 - Library Services Totals | | (\$105,000.00) | (\$773.03) | (\$105,773.03) | \$0.00 | \$0.00 | (\$693.88) | (\$105,079.15) | 1% | (\$26,360.71) |
| Fund 003 - Library Capital Totals | | \$105,000.00 | \$773.03 | \$105,773.03 | \$0.00 | \$0.00 | \$693.88 | \$105,079.15 | | \$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> | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$0.00 | \$511,640.66 | \$223,359.34 | 70% | \$1,679.80 |
| 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 | \$38,162.99 | \$2,571,630.99 | \$114,629.93 | \$6,717.74 | \$1,862,247.56 | \$702,665.69 | | \$1,572,156.13 |

| 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 | 1,158.00 | 650,210.00 | 51,248.38 | .00 | 646,370.72 | 3,839.28 | 99 | 565,092.65 |
| 6020 | Part Time Wages | 104,470.00 | .00 | 104,470.00 | 5,422.66 | .00 | 69,062.28 | 35,407.72 | 66 | 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 | 4,190.77 | .00 | 52,862.33 | 4,710.67 | 92 | 49,403.15 |
| 6130 | IPERS | 62,498.00 | .00 | 62,498.00 | .00 | .00 | 66,875.45 | (4,377.45) | 107 | 61,751.84 |
| 6150 | Group Insurance | 110,961.00 | .00 | 110,961.00 | 613.23 | .00 | 92,833.37 | 18,127.63 | 84 | 113,597.90 |
| 6160 | Workers Compensation | 6,894.00 | .00 | 6,894.00 | .00 | .00 | 1,187.00 | 5,707.00 | 17 | 1,784.00 |
| <i>Personnel Services Totals</i> | | \$992,448.00 | \$1,158.00 | \$993,606.00 | \$61,475.04 | \$0.00 | \$929,386.86 | \$64,219.14 | 94% | \$893,076.47 |
| <i>Personnel Services Non-position Control</i> | | | | | | | | | | |
| 6182 | Mileage | 2,600.00 | .00 | 2,600.00 | 119.49 | .00 | 2,065.57 | 534.43 | 79 | 1,507.68 |
| 6183 | Group Insurance Deductible | 15,000.00 | .00 | 15,000.00 | 222.15 | .00 | 23,370.43 | (8,370.43) | 156 | 23,291.00 |
| 6210 | Dues/Memberships Subscriptions | 2,350.00 | .00 | 2,350.00 | .00 | .00 | 2,647.00 | (297.00) | 113 | 2,305.10 |
| 6230 | Training | 11,500.00 | 100.00 | 11,600.00 | .00 | .00 | 11,769.69 | (169.69) | 101 | 15,435.67 |
| 6250 | Tuition Reimbursement | 8,300.00 | .00 | 8,300.00 | .00 | .00 | 5,250.00 | 3,050.00 | 63 | 5,250.00 |
| <i>Personnel Services Non-position Control Totals</i> | | \$39,750.00 | \$100.00 | \$39,850.00 | \$341.64 | \$0.00 | \$45,102.69 | (\$5,252.69) | 113% | \$47,789.45 |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 2,000.00 | .00 | 2,000.00 | 26.00 | .00 | 155.78 | 1,844.22 | 8 | 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 | .00 | .00 | 40,694.31 | 3,305.69 | 92 | 47,150.53 |
| 6371-02 | Utilities Gas | 7,000.00 | .00 | 7,000.00 | 622.22 | .00 | 14,472.24 | (7,472.24) | 207 | 17,901.93 |
| 6371 - Utilities Totals | | \$51,000.00 | \$0.00 | \$51,000.00 | \$622.22 | \$0.00 | \$55,166.55 | (\$4,166.55) | 108% | \$65,052.46 |
| 6372 | Dumpster Pickup | 425.00 | .00 | 425.00 | 45.00 | .00 | 530.00 | (105.00) | 125 | 392.50 |
| 6373 | Telephone & Cell Phone Communications | 1,800.00 | .00 | 1,800.00 | 149.97 | .00 | 2,248.03 | (448.03) | 125 | 1,881.45 |
| 6374 | Software Maintenance Fees | 11,500.00 | .00 | 11,500.00 | .00 | .00 | 15,560.10 | (4,060.10) | 135 | 11,840.87 |
| <i>Repair, Maintenance, Utilities Totals</i> | | \$66,725.00 | \$0.00 | \$66,725.00 | \$843.19 | \$0.00 | \$73,660.46 | (\$6,935.46) | 110% | \$80,215.28 |
| <i>Contractual Services</i> | | | | | | | | | | |
| 6408 | Insurance/General | 6,930.00 | 5,149.00 | 12,079.00 | .00 | .00 | 12,079.00 | .00 | 100 | 8,224.00 |
| 6409 | Janitorial/Cleaning Services Contract | 21,615.00 | .00 | 21,615.00 | 1,597.00 | .00 | 19,312.77 | 2,302.23 | 89 | 19,153.40 |
| 6411 | Legal Fees | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6412 | Immunization and Testing | 750.00 | .00 | 750.00 | 51.50 | .00 | 361.30 | 388.70 | 48 | 345.00 |
| 6414 | Printing/Advertising/Publications | 4,000.00 | .00 | 4,000.00 | 186.19 | .00 | 3,704.52 | 295.48 | 93 | 3,993.51 |
| 6419 | Software Support | 2,500.00 | .00 | 2,500.00 | .00 | .00 | 2,172.58 | 327.42 | 87 | 6,840.51 |
| 6422 | Office Equipment Maintenance Contracts | 3,000.00 | .00 | 3,000.00 | .00 | .00 | 3,395.92 | (395.92) | 113 | 3,436.03 |
| 6431 | Database Subscriptions | 21,000.00 | .00 | 21,000.00 | 1,562.51 | 4,500.00 | 14,425.19 | 2,074.81 | 90 | 16,641.82 |
| <i>Contractual Services Totals</i> | | \$59,795.00 | \$5,149.00 | \$64,944.00 | \$3,397.20 | \$4,500.00 | \$55,451.28 | \$4,992.72 | 92% | \$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 | 4,094.08 | .00 | 56,096.66 | (2,096.66) | 104 | 56,989.45 |
| 6502-03 | Library Materials SRP | 6,500.00 | .00 | 6,500.00 | 1,040.14 | .00 | 6,646.42 | (146.42) | 102 | 5,688.66 |
| 6502-04 | Library Materials Supplies | 8,400.00 | 5,319.08 | 13,719.08 | .00 | .00 | 7,646.85 | 6,072.23 | 56 | 5,554.25 |
| 6502-05 | Library Materials Audio | 4,500.00 | .00 | 4,500.00 | 4,000.00 | .00 | 4,055.48 | 444.52 | 90 | 4,811.99 |
| 6502-06 | Library Materials DVDs | 12,600.00 | .00 | 12,600.00 | 665.95 | .00 | 6,188.48 | 6,411.52 | 49 | 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 | 402.00 | .00 | 4,790.66 | (1,040.66) | 128 | 4,785.84 |
| 6502-09 | Library Materials E-books | 36,000.00 | .00 | 36,000.00 | 6,000.00 | .00 | 36,000.00 | .00 | 100 | 33,875.63 |
| | 6502 - Library Materials Totals | \$126,100.00 | \$5,319.08 | \$131,419.08 | \$16,202.17 | \$0.00 | \$121,424.55 | \$9,994.53 | 92% | \$122,825.68 |
| 6506 | Office Supplies | 5,000.00 | .00 | 5,000.00 | 232.45 | .00 | 2,564.99 | 2,435.01 | 51 | 3,682.80 |
| 6508 | Postage & Shipping | 1,250.00 | .00 | 1,250.00 | .00 | .00 | 1,511.10 | (261.10) | 121 | 416.66 |
| 6509 | Building Maintenance Supplies | 650.00 | .00 | 650.00 | 282.58 | .00 | 397.26 | 252.74 | 61 | 15.27 |
| 6513 | Cleaning Supplies | 2,000.00 | .00 | 2,000.00 | .00 | .00 | 2,035.97 | (35.97) | 102 | 1,822.50 |
| 6517 | Computers & Technology | 10,000.00 | 720.00 | 10,720.00 | .00 | .00 | 15,775.16 | (5,055.16) | 147 | 18,675.78 |
| 6521 | Software | 1,750.00 | .00 | 1,750.00 | .00 | .00 | 2,688.89 | (938.89) | 154 | 1,178.14 |
| 6525 | Furniture & Fixtures (Non Capital) | 2,000.00 | .00 | 2,000.00 | 1,164.30 | .00 | 4,977.98 | (2,977.98) | 249 | 2,002.60 |
| 6527 | Employee Recognition | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6532 | Program Materials | 9,000.00 | 1,943.88 | 10,943.88 | .00 | .00 | 10,301.24 | 642.64 | 94 | 10,961.45 |
| | <i>Commodities Totals</i> | \$157,750.00 | \$7,982.96 | \$165,732.96 | \$17,881.50 | \$0.00 | \$161,677.14 | \$4,055.82 | 98% | \$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 | \$14,389.96 | \$1,435,857.96 | \$83,938.57 | \$4,500.00 | \$1,299,689.43 | \$131,668.53 | 91% | \$1,241,296.35 |
| | Department 4010 - Library Services Totals | (\$1,421,468.00) | (\$14,389.96) | (\$1,435,857.96) | (\$83,938.57) | (\$4,500.00) | (\$1,299,689.43) | (\$131,668.53) | 91% | (\$1,241,296.35) |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 115,000.00 | 20,000.00 | 135,000.00 | 677.23 | 116.00 | 102,918.63 | 31,965.37 | 76 | 130,914.52 |
| | <i>Repair, Maintenance, Utilities Totals</i> | \$115,000.00 | \$20,000.00 | \$135,000.00 | \$677.23 | \$116.00 | \$102,918.63 | \$31,965.37 | 76% | \$130,914.52 |

Expense Budget Performance Report

Fiscal Year to Date 06/14/23

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 | 3,000.00 | 35,000.00 | 1,084.79 | 1,301.44 | 25,438.93 | 8,259.63 | 76 | 42,603.76 |
| <i>Contractual Services Totals</i> | | \$122,000.00 | \$3,000.00 | \$125,000.00 | \$1,084.79 | (\$5,019.56) | \$35,088.97 | \$94,930.59 | 24% | \$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 | \$23,000.00 | \$295,000.00 | \$1,762.02 | (\$4,903.56) | \$138,007.60 | \$161,895.96 | 45% | \$302,819.27 |
| Department 4060 - Community Center Totals | | (\$272,000.00) | (\$23,000.00) | (\$295,000.00) | (\$1,762.02) | \$4,903.56 | (\$138,007.60) | (\$161,895.96) | 45% | (\$302,819.27) |
| Fund 001 - General Fund Totals | | \$1,693,468.00 | \$37,389.96 | \$1,730,857.96 | \$85,700.59 | (\$403.56) | \$1,437,697.03 | \$293,564.49 | | \$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 | 773.03 | 773.03 | 59.39 | .00 | 753.27 | 19.76 | 97 | 13,935.41 |
| <i>Commodities Totals</i> | | \$0.00 | \$773.03 | \$773.03 | \$59.39 | \$0.00 | \$753.27 | \$19.76 | 97% | \$20,820.71 |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 6750 | Buildings | 105,000.00 | .00 | 105,000.00 | 70,300.00 | .00 | 70,300.00 | 34,700.00 | 67 | 5,540.00 |
| <i>Capital Outlay Totals</i> | | \$105,000.00 | \$0.00 | \$105,000.00 | \$70,300.00 | \$0.00 | \$70,300.00 | \$34,700.00 | 67% | \$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 | \$773.03 | \$105,773.03 | \$70,359.39 | \$0.00 | \$71,053.27 | \$34,719.76 | 67% | \$26,360.71 |
| Department 4010 - Library Services Totals | | (\$105,000.00) | (\$773.03) | (\$105,773.03) | (\$70,359.39) | \$0.00 | (\$71,053.27) | (\$34,719.76) | 67% | (\$26,360.71) |
| Fund 003 - Library Capital Totals | | \$105,000.00 | \$773.03 | \$105,773.03 | \$70,359.39 | \$0.00 | \$71,053.27 | \$34,719.76 | | \$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 | 87,154.00 | 511,640.66 | 136,205.34 | 81 | 1,679.80 |
| 6750 - Buildings Totals | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$87,154.00 | \$511,640.66 | \$136,205.34 | 81% | \$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>\$87,154.00</i> | <i>\$511,640.66</i> | <i>\$136,205.34</i> | <i>81%</i> | <i>\$1,679.80</i> |
| EXPENSE TOTALS | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$87,154.00 | \$511,640.66 | \$136,205.34 | 81% | \$1,679.80 |
| Department 4060 - Community Center Totals | | (\$735,000.00) | \$0.00 | (\$735,000.00) | \$0.00 | (\$87,154.00) | (\$511,640.66) | (\$136,205.34) | 81% | (\$1,679.80) |
| Fund 004 - Recreation Capital Totals | | \$735,000.00 | \$0.00 | \$735,000.00 | \$0.00 | \$87,154.00 | \$511,640.66 | \$136,205.34 | | \$1,679.80 |
| Grand Totals | | \$2,533,468.00 | \$38,162.99 | \$2,571,630.99 | \$156,059.98 | \$86,750.44 | \$2,020,390.96 | \$464,489.59 | | \$1,572,156.13 |

Library Director Report
North Liberty Community Library Board of Trustees Meeting
June 19, 2023

- I. Financial Update
 - A. Personnel: 87 percent
 - B. Personnel Services (non-position): 107 percent
 - C. Repair, maintenance, utilities: 109 percent
 - D. Contractual Services: 87 percent
 - E. Commodities (materials and services): 87 percent
 - F. Total Library Services: 85 percent
 - G. Average this time of year: 91 percent
- II. Library Operations Update
 - A. Circulation desk renovation update
 - 1. The mobile desks are scheduled to arrive at end of June
 - 2. We've also added two new height-adjustable tables replacing the large kiosk units we had for the self-check and print release stations
 - B. Statement of Concerns Procedure proposal
 - 1. Removes this entirely from Collection Development and program policies
 - 2. Procedure will be included as part of onboarding and ongoing staff training
 - C. Received a \$1500 Johnson County Quality of Life grant submitted by Dani
 - 1. Will help the NL Community Center become sensory inclusive certified through [Kulture City](#), joining over 550 locations nationwide
 - 2. Certification requires training for both library and rec staff and continuous training and materials are provided
 - 3. Helps address barriers to service as outlined in the Strategic Plan
- III. Community Update
 - A. Flamingo flocking in the library raised over \$1000 for the endowment
 - B. Library was featured in an [article](#) in *Barn Raiser* online magazine centering on small and rural libraries and our services/access.
 - C. Artist and teens will begin the mural project in July
 - D. Friends are purchasing a book bike for the library from West Branch Public Library
 - E. Library table at Juneteenth Health, Education, & Resource Fair in Iowa City
- IV. Staff Updates
 - A. Have four accepted offers for library assistant positions and will begin scheduling/onboarding the week of June 18
 - 1. Opened the post for a second round to try to get one more part-time staff person and have over 20 applications at the time of this report with four days left until the application deadline
 - B. Position open for full-time Youth & Teen Services Librarian

1. Erin Silva will be moving out of state so she's leaving us as of June 20
2. Over 20 applications for this position with more than a week until the submission period closes (June 28)

V. Professional Activities

- A. Traveling to Chicago for the American Library Association Conference, 6/21 – 6/27
- B. Helped moderate the ILA Library Leadership (LLAMA) Round Table discussion on Book challenges

VI. Staff Reports

A. Assistant Director

1. Developed content for June 1 LLAMA Roundtable with topic of book banning and censorship
2. Participated on Speakers Subcommittee for ILA Conference sessions
3. Completed June summer scheduling (factoring in for multiple staff leaving or extended leave and increased SRP programming)

B. Public Services

1. New artists on display wall
2. Professionals Mixer is in full planning stages
3. Mural project timeline in place

C. Family Services

1. 5/16 Steel Drum Band – 63 ppl attend
2. 5/20 Kayla and I worked the Playground Crawl, gave out t-shirts and did coffee filter & maker craft – 218 ppl attended at the park the library staffed; 500 overall
3. 5/23 & 5/24 Music Together (Orchestra Iowa)
4. 5/24 SRP Kickoff – 480 ppl attended
5. 6/9 Juneteenth Storytime – 51 ppl attended
 - a. Theater Artist performed, had snacks, give aways, and coloring pages
6. 6/8 & 6/10 Music for Tots program
 - a. Tested a 2:30pm Saturday program

D. Youth & Teen Services

1. Summer Reading has begun – 177 kids have signed up through Beanstack (although the actual number will be higher since kids use the paper logs) 73 adults have signed up on Beanstack
2. For May 2023, the youth collection is at 35.9% diverse with the books added this past month at 58.9%.
3. This will be my last board report as I am leaving my position on June 20th and moving to Columbia, Missouri. Thank you all for being positive and supportive board members.
4. Program statistics – 1,753 Total attendees
K-3 April Showers Bring May Flowers: 13
Teen Lit Crate May the 4th be with you: 12
Korra: 6
SRP kickoff: 480
Playground Crawl: 500
JOI meetings: 10 & 8
Question of the Week: 181

Snack: 543

E. Marketing & Engagement

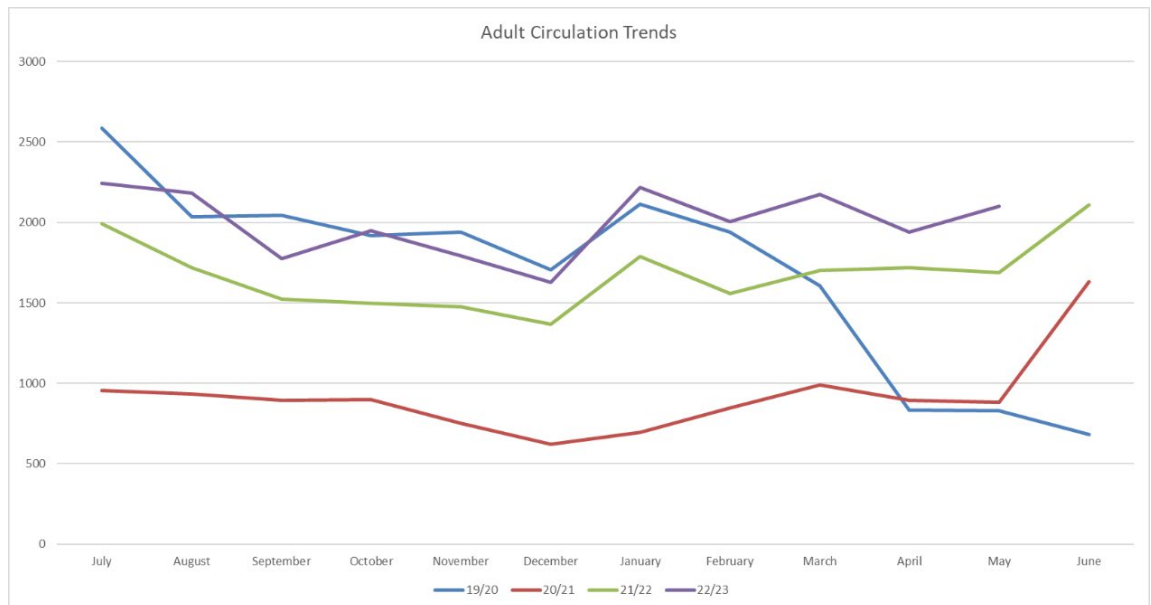
1. Flock the Library was a success. We surpassed our \$1000 goal raising over \$1100
2. Leafcutter Bees have arrived and are busy making their home in the Pollinator Garden. Learn about these gentle super pollinators on our blog.
3. We are currently a collection location for the North Liberty Community Pantry's annual winterwear drive.
4. Next on the TO DO list:
 - a. Finally design the retractable banner/sign
 - b. Adventure Pass renewals and updated promotional materials
 - c. Design and order filler posters for the Storywalk
 - d. Design and order large window coverings for windows above the main entrance
 - e. Work with Nick S on designing a wrap for the book bike

F. Adult Services

1. Through a variety of connections, we helped a local family with water utility assistance. They were without water service for several weeks but we finally located funding and they had their water reconnected.
2. Two events for adults in June, please join us
 - a. Intro to Podcasting on June 22nd at 6:30
 - b. Make Your Voice Heard: Engaging with Elected Officials on Reproductive Rights with the ACLU of Iowa on June 29th at 6:30pm

H. Collection Development

1. Adult circulation remains very high, almost 10% over last year with one month left to go in the fiscal year. June is always our highest circulating month. There is usually more of a dip in May as families are getting ready for summer and end of school year activities dominate calendars, so fewer books circulate. For Juvenile and Primary there was a bit of a dip, but adult was up from last month in May which is unusual.



2. Below is the most recent batch of data from the demand-model work with the consultant. We are at 10% of our targets on the juvenile collection, which does have the primary picture books rolled into the estimates. Graphic novel as a genre for kids has exploded over the past three years and there is a high demand for the books and publishers are putting out more and varied titles, so we went over our targets in that area. That is the main reason Juvenile Fiction is under target, because a lot of the demand has shifted to graphic novels. Juvenile Science Fiction has also fallen off in terms of titles being published, so it harder to get the number of new titles we have been targeting.

| Summary FY22-23 Adds to Date | | | | | |
|-------------------------------|----------------|--------------|--------|---------|----------|
| Persons/Formats/Rhizomes | Monthly Target | Adds to date | | | |
| | | Actual | Target | ariance | % Target |
| JUVENILE GRAPHIC NOVEL | | | | | |
| Juvenile Graphic Novel | 7 | 139 | 73 | 66 | 189% |
| JUVENILE PRINT | 122 | 1,293 | 1,293 | 0 | 100% |
| Easy Reader | 8 | 87 | 88 | -1 | 99% |
| Independent Reader | 7 | 105 | 73 | 32 | 143% |
| Juvenile Fantasy | 8 | 93 | 88 | 5 | 105% |
| Juvenile Fiction | 19 | 145 | 203 | -58 | 71% |
| Juvenile Humanities | 3 | 61 | 28 | 33 | 218% |
| Juvenile Mystery | 2 | 16 | 24 | -8 | 65% |
| Juvenile Science Fiction | 2 | 7 | 24 | -17 | 29% |
| Juvenile STEM | 10 | 94 | 102 | -8 | 92% |
| Primary Fiction | 63 | 685 | 660 | 25 | 104% |

INTERNET & TECHNOLOGY POLICY


I. Purpose Statement

The North Liberty Library (NLL) is committed to digital equity. The library provides public access to computers, tablets, Internet and other devices in order to augment the community's educational and informational resources for library visitors of all ages.

II. Responsibilities of Patrons

- A. The public has access to technology and electronic devices - some devices are for in-library use only while other devices may be checked out. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
- B. The library cannot act in place of a guardians/caregiver and urges guardians/caregivers to work with their own children in their use of Internet resources. Guardians/caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
- C. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- D. The library cannot guarantee the accuracy and/or authenticity of information discovered online and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- E. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- F. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- G. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

III. Time Limits

- A. Computers and other devices are available for one session daily up to 60 minutes. 
- B. Patrons may request an extension of computer time based on availability and computer battery life.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

IV. Staff Assistance

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLL staff.
- B. Due to liability, the staff does not repair personal computers or devices and is unable to check personal systems for viruses, malware or other damages to the computer or device.

V. Ethical Use

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of this policy may result in the suspension or loss of Internet/computer privileges and/or lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

VI. Wireless Access at the Library

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

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:

- Prior to submitting this form, individuals' should discuss or submit concerns about resources in writing to the Library Director in accordance with Library procedure.
- Only one resource may be listed per form.
- This form is available to individual 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



TO: Johnson County Board of Supervisors
FROM: Jennie Garner, Library Director
DATE: June 6, 2023
SUBJECT: Monthly Library Report

Library News

The Flamingo Flocking fund-raiser raised over \$1000 for the library's Endowment. We are pleased that the endowment has continued to grow in the eight years since it was started with \$11,000 to over \$60,000.

We are thrilled to have received a Johnson County Quality of Life grant for \$1500.00 in May that will help the North Liberty Community Center become sensory inclusive certified through [Kulture City](#). The certification requires that both library and recreation staff take the training and then we're provided with continuous training and materials. Being certified allows us to better serve everyone with sensory needs including military vets living with PTSD, adult with dementia, and others. This helps address barriers to accessibility and creates a more accepting and inclusive space. We'll be joining over 550 locations nationwide through the Kulture City certification program.

We've have some big staff changes taking place. Several of our talented part-time team are moving out of town for other opportunities and grad school so we've been busy interviewing candidates to fill those positions. We'll be hiring five total part-time staff and getting them trained in the next few weeks while juggling a busy summer schedule. Our amazing Youth & Teen Services Librarian, Erin, is also leaving us this month. She will be moving out of state so we have that position posted and will be working to get that filled. We wish Erin well in her new endeavors even while we are very sad to see her go.

Summer reading is underway. The kickoff party held at the end of May drew 400 attendees. Summer is always busy at the library and this year is no exception. We'll offer programming throughout the summer most days of the week. The library also took a more active role in oversight of the summer lunch program this year with the youth services staff collaborating with Micah, the Outreach and Equity Coordinator for North Liberty. One of our staff, Corrie, who is assistant adult services librarian, is training this year to assume a more permanent role to coordinate the summer lunch program going forward.

North Liberty Library was featured in a new online publication this month. I had the opportunity to interview for the piece along with a colleague, Tyler Hahn, from Cherokee Public Library for this [article](#) in *Barn Raiser* centering on small and rural libraries' services and access.

The Friends Book Sale starts today. You can support the Friends of the Library by stopping in and purchasing some books. This is always a good fund-raiser for the Friends and they are expanding this year to host a second book sale in the fall.

Pollinators, flower picking, and Play are all part of the enjoyment with the community garden outside the library this summer. We purchased new steel beds as the old wooden ones were beginning to rot.

- One garden has bee balm, milkweed, and pollinator attracting flowers as it has the past couple of years.
- The middle bed, hasn't been planted yet, but will have a variety of cutting flowers that attract pollinators but folks are welcome to pick once in bloom. This garden will also have the Leafcutter Bee house. These bees are super pollinators and are considered very gentle. We shouldn't have trouble with folks getting stung but do encourage anyone who is allergic to bees to act with caution. *More info about the bees can be found on our blog linked above.
- The newest garden bed, closest to the playground has been designated as a Play Garden. Kids can play dig and enjoy as they wish. There are dino "fossils" and gemstones buried in the soil and wood chips. Kids and families have already been making great use of the new attraction.



Scroll for program highlights.



Banned books staff tees thanks to the generosity of Friends of the Library.



A blustery April day for the Kites for Kids program didn't deter crowds from coming out (right).



Playful Parenting workshops continue to be very popular. Families are encouraged to play together and learn (left)



Puzzles are set out in the library for community puzzling. This patron is one of our regulars.

Families enjoyed a performance by the University of Iowa Steel Drum Bank





Foam party, ball pits, balloon chase, ice cream, crafts, and all the fun kicking off the summer reading program on the Ranshaw House lawn, Check out the smiles!

