

North Liberty Library Board of Trustees Meeting  
City Council Chambers, 1 Quail Creek Drive, North Liberty  
September 18, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
  - a. August
- IV. Board Training/Staff Introductions
  - a. Marketing and Engagement
- V. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff reports – questions
- VI. Policy Review
  - a. Collection Development Policy
  - b. Statement of Concern Form
- VII. Old Business
- VIII. New Business

Adjourn

Next meeting date: October 16, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting  
City Council Chambers

DATE: August 21, 2023, 6:30 P.M.

PRESENT: Jamie Helmick, Scott Clemens, Brady Bird, Laura Hefley, Jack Abels, Library Director Jennie Garner

ABSENT: Lindsey Bland

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) June meeting minutes motion to approve by Brady B; second Laura H; approved by voice vote
- 4) New Board Member Introduction
  - a) City - Jamie Helmick; County - Jack Abels
- 5) Reports
  - a) Budget
    - i) Gave back to general fund at FY end.
    - ii) Contractual items all paid up front skews numbers to start FY.
    - iii) May see increase in maintenance costs as facility is aging.
  - b) Friends
  - c) Director
    - i) Youth and teen services position filled by previous assistant, new assistant hired.
    - ii) 1 of 4 new part time hires has left, hiring 2 new to fill.
    - iii) 1 new Kirkwood intern, Kirkwood to pay salary.
    - iv) Mural complete, reception took place last week.
    - v) Library Freedom Project Sept 9.
    - vi) Jennie conferences - NYC, Wichita, Washington
  - d) Staff Introduction
  - e) Staff Reports - Questions
    - i) None
- 6) Election of Officers
  - a) Jack A as president - 1st Jack A; 2nd Laura H.
  - b) Scott C as VP - 1st Laura H; 2nd Jack A.
  - c) Brady B as secretary - 1st Brady B; 2nd Jack A.
    - i) Motion to approve whole slate by Laura H; 2nd Jamie H. Approved by voice vote.
- 7) Old Business
  - a) None
- 8) New Business
  - a) Trustee orientation held prior to meeting today.
  - b) Discussion on increasing unincorporated county usage.

c) Discussion on “elevator pitch” committee for trustees.

Adjourn

Motion to adjourn by Laura H; second Jamie H

NEXT MEETING DATE: September 18, 2023

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	680,976.00	.00	680,976.00	51,826.56	.00	104,560.90	576,415.10	15	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	9,891.15	.00	15,714.40	79,260.60	17	69,062.28
6040	Overtime Pay	1,000.00	.00	1,000.00	225.73	.00	225.73	774.27	23	195.71
6110	FICA/Medicare	59,285.00	.00	59,285.00	4,921.02	.00	9,272.68	50,012.32	16	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	5,840.76	.00	11,029.00	58,695.00	16	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	552.45	.00	1,092.18	123,727.82	1	92,833.37
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,187.00
<i>Personnel Services Totals</i>		<b>\$1,033,780.00</b>	<b>\$0.00</b>	<b>\$1,033,780.00</b>	<b>\$73,257.67</b>	<b>\$0.00</b>	<b>\$141,894.89</b>	<b>\$891,885.11</b>	<b>14%</b>	<b>\$934,901.17</b>
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	104.34	.00	243.97	2,356.03	9	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	58.00	.00	116.00	14,884.00	1	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	55.00	.00	329.00	2,171.00	13	2,647.00
6230	Training	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	12,769.69
6250	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	5,250.00
<i>Personnel Services Non-position Control Totals</i>		<b>\$38,350.00</b>	<b>\$0.00</b>	<b>\$38,350.00</b>	<b>\$217.34</b>	<b>\$0.00</b>	<b>\$688.97</b>	<b>\$37,661.03</b>	<b>2%</b>	<b>\$50,312.12</b>
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.00	4.93	1,995.07	0	155.78
6340	Office Equipment Repair	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6371 Utilities</b>										
6371-01	Utilities Electric	44,000.00	.00	44,000.00	5,395.50	.00	5,395.50	38,604.50	12	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	573.51	.00	1,373.11	5,626.89	20	14,472.24
<b>6371 - Utilities Totals</b>		<b>\$51,000.00</b>	<b>\$0.00</b>	<b>\$51,000.00</b>	<b>\$5,969.01</b>	<b>\$0.00</b>	<b>\$6,768.61</b>	<b>\$44,231.39</b>	<b>13%</b>	<b>\$59,960.60</b>
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	90.00	335.00	21	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	191.29	.00	382.58	2,517.42	13	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	12,331.65	.00	12,331.65	2,918.35	81	15,560.10
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$71,575.00</b>	<b>\$0.00</b>	<b>\$71,575.00</b>	<b>\$18,536.95</b>	<b>\$0.00</b>	<b>\$19,577.77</b>	<b>\$51,997.23</b>	<b>27%</b>	<b>\$78,495.82</b>
<i>Contractual Services</i>										
6408	Insurance/General	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	12,079.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	1,596.78	.00	3,246.78	18,368.22	15	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	182.30	.00	372.30	377.70	50	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	205.54	.00	665.23	3,634.77	15	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	.00	.00	943.73	1,556.27	38	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	360.65	.00	660.94	2,339.06	22	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	.00	.00	1,495.20	17,504.80	8	18,925.19
<i>Contractual Services Totals</i>		<b>\$59,165.00</b>	<b>\$0.00</b>	<b>\$59,165.00</b>	<b>\$2,345.27</b>	<b>\$0.00</b>	<b>\$7,384.18</b>	<b>\$51,780.82</b>	<b>12%</b>	<b>\$60,633.60</b>

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
EXPENSE										
<i>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
6502-01	Library Materials Volunteer	.00	.00	.00	.00	.00	.00	.00	+++	.00
6502-02	Library Materials Books	56,000.00	.00	56,000.00	2,395.58	.00	8,208.01	47,791.99	15	56,096.66
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	.00	.00	603.59	6,146.41	9	6,646.42
6502-04	Library Materials Supplies	7,600.00	.00	7,600.00	261.58	.00	306.57	7,293.43	4	8,060.99
6502-05	Library Materials Audio	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	4,055.48
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	209.01	.00	686.48	11,913.52	5	10,466.90
6502-07	Library Materials Miscellaneous	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6502-08	Library Materials Magazines & Papers	3,750.00	.00	3,750.00	.00	.00	221.76	3,528.24	6	5,180.66
6502-09	Library Materials E-books	38,000.00	.00	38,000.00	.00	.00	1,560.00	36,440.00	4	36,000.00
<b>6502 - Library Materials Totals</b>		<b>\$129,950.00</b>	<b>\$0.00</b>	<b>\$129,950.00</b>	<b>\$2,866.17</b>	<b>\$0.00</b>	<b>\$11,586.41</b>	<b>\$118,363.59</b>	<b>9%</b>	<b>\$126,507.11</b>
6506	Office Supplies	4,000.00	.00	4,000.00	557.16	.00	688.28	3,311.72	17	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	4.13	.00	8.26	791.74	1	1,515.89
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	.00	650.00	0	691.26
6513	Cleaning Supplies	2,000.00	.00	2,000.00	426.00	.00	426.00	1,574.00	21	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	186.73	.00	1,167.21	12,682.79	8	15,982.66
6521	Software	1,850.00	.00	1,850.00	776.00	.00	859.45	990.55	46	2,688.89
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	4,977.98
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,300.00	.00	9,300.00	360.12	.00	1,312.73	7,987.27	14	11,019.31
<i>Commodities Totals</i>		<b>\$164,400.00</b>	<b>\$0.00</b>	<b>\$164,400.00</b>	<b>\$5,176.31</b>	<b>\$0.00</b>	<b>\$16,048.34</b>	<b>\$148,351.66</b>	<b>10%</b>	<b>\$168,602.76</b>
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	105,000.00
<b>6910 - Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$105,000.00</b>
<i>Transfer Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$105,000.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,367,270.00</b>	<b>\$0.00</b>	<b>\$1,367,270.00</b>	<b>\$99,533.54</b>	<b>\$0.00</b>	<b>\$185,594.15</b>	<b>\$1,181,675.85</b>	<b>14%</b>	<b>\$1,397,945.47</b>
Department <b>4010 - Library Services Totals</b>		<b>(\$1,367,270.00)</b>	<b>\$0.00</b>	<b>(\$1,367,270.00)</b>	<b>(\$99,533.54)</b>	<b>\$0.00</b>	<b>(\$185,594.15)</b>	<b>(\$1,181,675.85)</b>	<b>14%</b>	<b>(\$1,397,945.47)</b>
Department <b>4060 - Community Center</b>										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	611.06	(25,020.00)	14,586.91	138,433.09	-8	103,043.97
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$128,000.00</b>	<b>\$0.00</b>	<b>\$128,000.00</b>	<b>\$611.06</b>	<b>(\$25,020.00)</b>	<b>\$14,586.91</b>	<b>\$138,433.09</b>	<b>-8%</b>	<b>\$103,043.97</b>

# Expense Budget Performance Report

Fiscal Year to Date 08/31/23

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
<b>Fund 001 - General Fund</b>										
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,637.00	.00	7,066.00	78,934.00	8	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	381.00	10,508.56	3,253.00	29,238.44	32	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$7,018.00	\$10,508.56	\$10,319.00	\$108,172.44	16%	\$35,088.97
<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>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	35,000.00
<b>6910 - Transfer Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$35,000.00
<i>Transfer Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$35,000.00
<b>EXPENSE TOTALS</b>		\$257,000.00	\$0.00	\$257,000.00	\$7,629.06	(\$14,511.44)	\$24,905.91	\$246,605.53	4%	\$173,132.94
Department <b>4060 - Community Center Totals</b>		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$7,629.06)	\$14,511.44	(\$24,905.91)	(\$246,605.53)	4%	(\$173,132.94)
Fund <b>001 - General Fund Totals</b>		\$1,624,270.00	\$0.00	\$1,624,270.00	\$107,162.60	(\$14,511.44)	\$210,500.06	\$1,428,281.38		\$1,571,078.41
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<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>										
<b>6502</b>	<b>Library Materials</b>									
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6502 - Library Materials Totals</b>		\$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	+++	34,411.00
6532	Program Materials	.00	.00	.00	5,495.72	.00	7,530.46	(7,530.46)	+++	908.84
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$5,495.72	\$0.00	\$7,530.46	(\$7,530.46)	+++	\$35,319.84
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	70,300.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$70,300.00

# Expense Budget Performance Report

Fiscal Year to Date 08/31/23

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
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
EXPENSE										
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
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
<b>6910 - Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<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>
<b>EXPENSE TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,495.72</b>	<b>\$0.00</b>	<b>\$7,530.46</b>	<b>(\$7,530.46)</b>	<b>+++</b>	<b>\$105,619.84</b>
Department <b>4010 - Library Services Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,495.72)</b>	<b>\$0.00</b>	<b>(\$7,530.46)</b>	<b>\$7,530.46</b>	<b>+++</b>	<b>(\$105,619.84)</b>
Fund <b>003 - Library Capital Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,495.72</b>	<b>\$0.00</b>	<b>\$7,530.46</b>	<b>(\$7,530.46)</b>		<b>\$105,619.84</b>
<b>Fund 004 - Recreation Capital</b>										
Department <b>4060 - Community Center</b>										
EXPENSE										
<i>Capital Outlay</i>										
<b>6750</b>	<b>Buildings</b>									
6750-01	Buildings Community Center	135,000.00	.00	135,000.00	.00	.00	.00	135,000.00	0	511,640.66
<b>6750 - Buildings Totals</b>		<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>0%</b>	<b>\$511,640.66</b>
<i>Capital Outlay Totals</i>		<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$135,000.00</i>	<i>0%</i>	<i>\$511,640.66</i>
<b>EXPENSE TOTALS</b>		<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>0%</b>	<b>\$511,640.66</b>
Department <b>4060 - Community Center Totals</b>		<b>(\$135,000.00)</b>	<b>\$0.00</b>	<b>(\$135,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$135,000.00)</b>	<b>0%</b>	<b>(\$511,640.66)</b>
Fund <b>004 - Recreation Capital Totals</b>		<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>		<b>\$511,640.66</b>
<b>Grand Totals</b>		<b>\$1,759,270.00</b>	<b>\$0.00</b>	<b>\$1,759,270.00</b>	<b>\$112,658.32</b>	<b>(\$14,511.44)</b>	<b>\$218,030.52</b>	<b>\$1,555,750.92</b>		<b>\$2,188,338.91</b>

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**Sept 18, 2023**

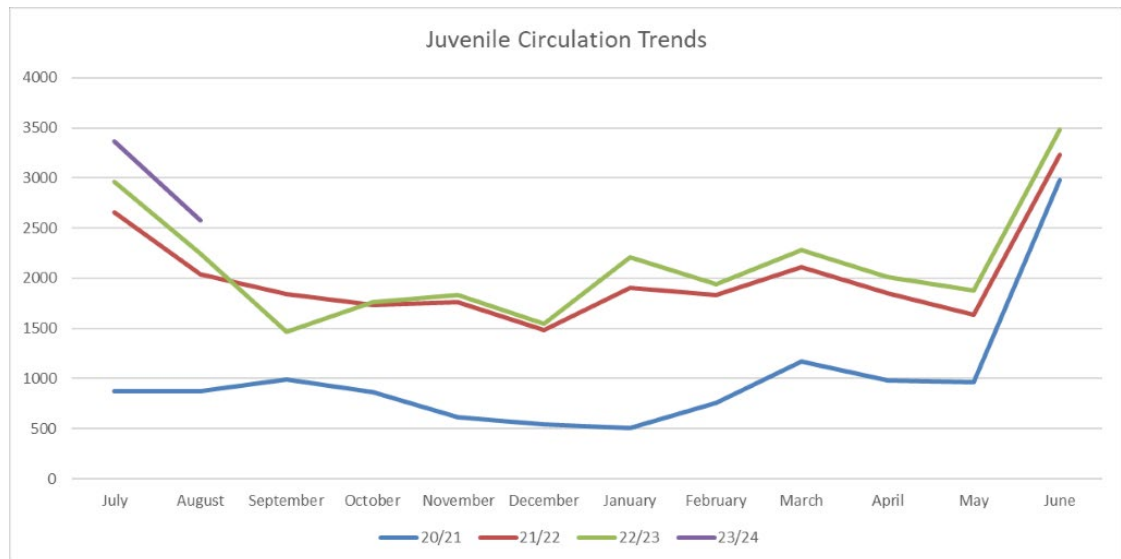
- I. Financial Update
  - A. Personnel: 14 percent
  - B. Personnel Services (non-position): 2 percent
  - C. Repair, maintenance, utilities: 27 percent
  - D. Contractual Services: 12 percent
  - E. Commodities (materials and services): 10 percent
  - F. Total Library Services: 14 percent
  - G. Average this time of year: 16 percent
- II. Library Operations and staffing Update
  - A. In process of hiring two new Library Assistant I staff
  - B. Demco, our meeting room software vendor, is discontinuing that platform, SPACES
    - 1. We'll start querying other libraries for info on what they use
    - 2. Will seek out any vendors at the ARSL conference this week to preview
- III. Community Update
  - A. Two staff participated in [Library Freedom Project](#) meetings, Sept 8-9 in Iowa City
    - 1. Emily & Kayla (see Family Services Report for more info)
    - 2. I was unable to attend as I had a COVID exposure two days prior
  - B. Request to reschedule board meeting for October to the next week, Oct. 23
- IV. Professional Activities
  - A. Institute of Museums and Library Services (IMLS) Convening on Early Literacy
    - 1. Discussion on library services and impact on reading and literacy
    - 2. Ideas generated for a project I'm hoping to help lead connecting urban and rural libraries
  - B. Attending the Association for Rural & Small Libraries Conference in Wichita, KS, Sept 20-23
  - C. Attending the ARSL Executive Board Retreat in Seattle, Oct. 5-6
  - D. Iowa Library Association Conference is Oct 11-13
- V. Staff Reports
  - A. Assistant Director – no report this month
  - B. Public Services
    - 1. Management challenges providing growth for me as a leader
    - 2. Lighthouse in the Lighthouse planning for the November event is in full swing
    - 3. Emceed the Immigrant Entrepreneurs Summit
    - 4. Looking forward to more chair yoga teaching with the 55+ crew soon
  - C. Family Services
    - 1. 8/11 Swim storytime (Kayla lead) - 183 ppl



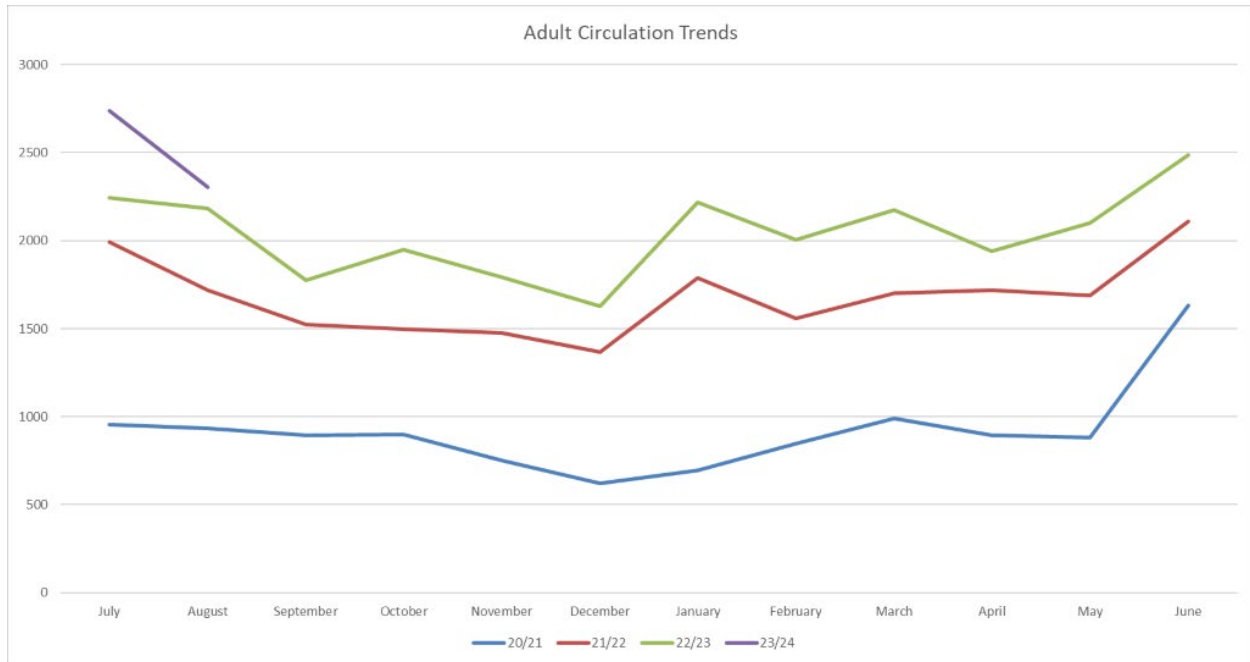
2. 8/11 Big Bubbles Program (Corrie lead) - 250 ppl at summer lunch and 80 ppl at 6:30pm program
  3. 8/30 DoodleBugs - 16 ppl
  4. 9/8-9/9 Library Freedom Project
    - a. Friday evening planning session, convening Saturday  
Discussed what LFP is, mission to restructure & execute library services
    - b. Biggest take aways  
The absolute danger to intellectual and personal freedoms & liberties that are happening right now  
Need for increased awareness, mobilization and organization among libraries and librarians to counter attacks on freedoms & civil liberties
    - c. Bring parents into public library to help educate about what is happening not only in school and academic libraries, and how that is and will affect public libraries
- D. Youth & Teen Services
1. Summer reading overview
    - a. We had 788 people register for the Summer Reading Program with 555 completions. (70% of people that registered completed) We gave away 632 prizes, which included books, Find Your Voice t-shirts, and raffle prizes.
    - b. Over the summer, we provided 346 programs serving 8,091 people of all ages
    - c. The t(w)een scratch ticket program had 200 tickets handed out, 60 prizes (book, small prize, gift cards), and 57 who attended the pool part.
  2. For August 2023, the youth collection is at 34.5% diverse with the books added this past month at 56.2%
  3. August Program Stats:
    - a. JUMPS for JOI: 10
    - b. Super Tuesdays: 58 & 64
    - c. Recsters: 49
    - d. Frog Hollow Outreach: 21 & 33
    - e. Question of the Week: 94
    - f. Snack: 503

Total: 832 attendance at 42 programs
- E. Marketing & Engagement
1. It's Library Card Sign-Up Month
    - a. The library had a booth at the Community Centers Open House on September 14.
    - b. Library booth at North Liberty Community Pantry's Taste, Tour and Tribute on September 20.
    - c. Elemental Movie Night on Friday, September 29 in the library to wrap up the month.
    - d. Derek with assistance from Melanie and a couple of other staff members created a Library Card Sign-up Month promo [Library Card Sign-Up Month 2023](#)
  2. Costume Closet

- a. FREE shopping on Sunday, October 1, 1-4 PM.
  - b. Adults will be able to select 1 costume per child (limit of two) while supplies last.
  - c. Collecting costume donations for ages birth-12 through Friday, September 29.
  - d. Any remaining costumes will be donated to the NLCP's Community Closet.
3. City Slate – IA vs. ISU Community Watch Party
- a. Nick and Melanie assisted in the planning and enjoyed a beautiful day at Colony Acres
  - b. Successful event with nearly 1300 attendees
4. Tonies – Worked with Emily/Andrew to promote two donated Tonies that were added to our Library of Things.
5. Pollinator Garden –
- a. We released our first Swallowtail butterfly found and raised from our garden.
  - b. A patron brought in a monarch chrysalis they found that emerged almost instantly and was released in our garden.
  - c. Our zinnia bed was also home to a rabbit nest with 6 baby bunnies. We love watching families enjoy the gardens.
- F. Adult Services
1. We have a lot of programs set for September, October, and November including book discussions, quilling (rolling strips of paper into artistic designs), crafting book pages into wreaths, and, of course, painting along with Bob Ross. If you're a craft person, please join us!
- G. Collection Development
1. We had pretty standard drops in circulation in August from the highs of June and July. This is Juvenile over the past three years, and we are coming out of a very high circulating summer.



2. Adult circulation also dropped, but we're still above last year.



3. Our totals for the summer, June 1 through August 31

- Total physical item circulation - 29,852
  - Average of 2,487 physical items checked out each week.
- Total digital item circulation – 11,951
  - Average of 996 digital items checked out each week.
- Total physical items added to the collection – 1,085
  - Average of 90 new items added each week.
- Total new patrons registered – 553
  - Average of 46 new patrons a week.

## COLLECTION DEVELOPMENT POLICY

### I. Purpose Statement

The North Liberty Library is committed to providing a broad collection to best support the community's information and leisure needs. The collection development policy is in place to guide librarians in selecting materials and to inform the public about the principles of intellectual freedom and collection development decisions. The Library Board recognizes that the diversity of the collection may not align with every individual's point of view. The Library follows accepted principles of intellectual freedom and will not remove materials solely because individuals or groups may find them objectionable.

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

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

### I. Guidelines

- A. Collection development will support priorities of the library's strategic plan.
- B. Materials are selected to support and align with the library's mission statement and chosen roles for service.
- C. Selection is not meant to duplicate the resources of larger research institutions.
- D. Generally, collections are broad, current and popular rather than archival or comprehensive.
- E. Selection of materials is intended to meet popular demand, particularly concerning books on bestseller lists for which there is persistent local demand.
- F. The Library subscribes to the principles of the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA).
- G. Every effort will be made to represent a variety of points of view.
- H. professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- I. including materials in the collection does not constitute endorsement of their contents by the staff of the library or the City of North Liberty.
- J. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

### II. Access

- A. Selection of materials is not restricted by the possibility that children may obtain materials their parents or legal guardians may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in

all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.

- B. While an individual or group is free to reject material, no library staff person shall restrict access to or censor materials for the rest of the community.
- C. Concerns about library resources should be addressed through the Statements of Concern Policy. (add link)

### III. Selection Responsibility

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

### IV. Collection Maintenance

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

### V. Gifts & Donations

- A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the library's collection must meet the same selection criteria as purchased materials. The library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.
- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the library's budget. Gifts may be given to be used at the discretion of the Library Administration for programs and services currently in greatest need. While gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts that may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.
- C. Gifts are tax-deductible but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- D. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, and DVDs.

Donations of magazine subscriptions can be designated by either the donor or the library staff.

- E. Materials with the following conditions will not be accepted:
1. Moldy/musty with strong odor or water damage
  2. Dirty (greasy, food stained, insect infested, etc.)
  3. Marked by pens, pencils, crayons or highlighters
  4. Physically damaged (i.e. broken bindings, loose/torn pages, or damaged covers/cases)
  5. The library is unable to accept:
  6. Textbooks/Medical books
  7. Condensed Books (for example, *Readers Digest* Condensed Books) or abridged audiobooks.
  8. Nonfiction titles over five-years-old
  9. VHS tapes, audio tapes, or music CDs
  10. Materials weeded from other libraries
  11. Single or back donated issues of magazines (these may be put in the magazine give away)

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

The North Liberty Library adheres to the Association for Rural & Small Libraries' Access to Information Statement and the 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:**

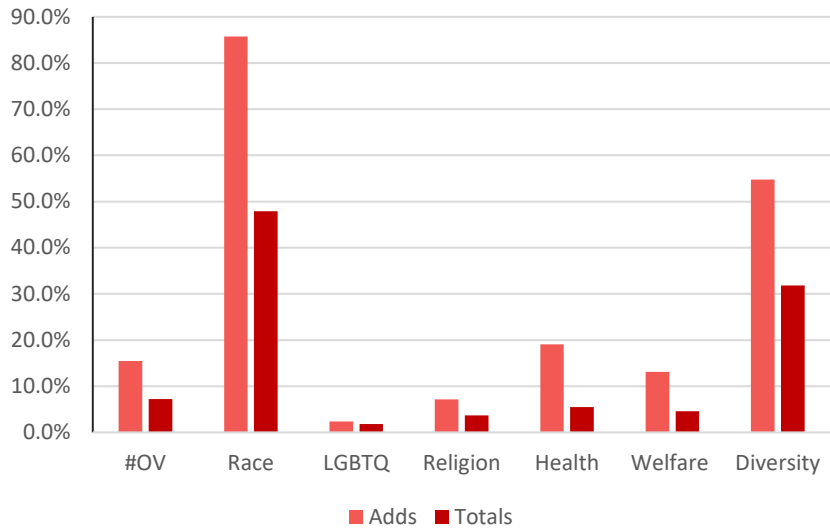
- Prior to submitting this form, individuals' should discuss or submit concerns about resources in writing to the Library Director in accordance with Library procedure.
- Only one resource may be listed per form.
- This form is available to individual residents of North Liberty and rural Johnson County.
- 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, June 2023**

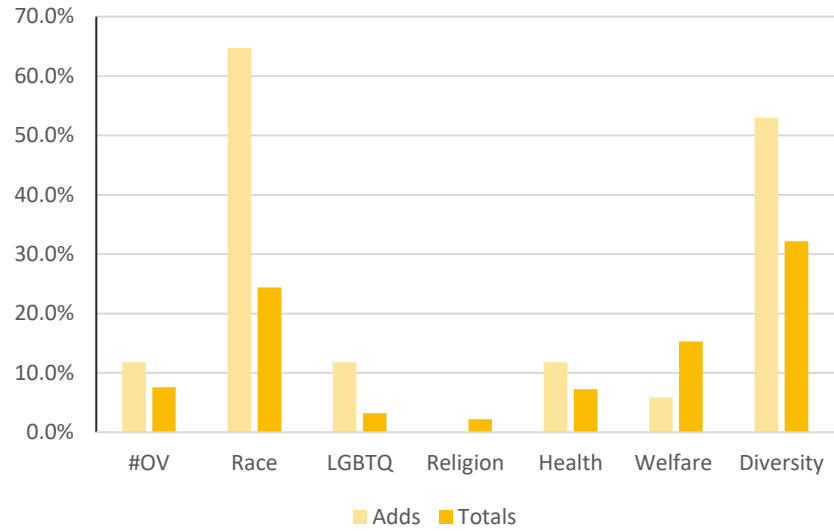


# Youth Diversity Analysis: August 2023

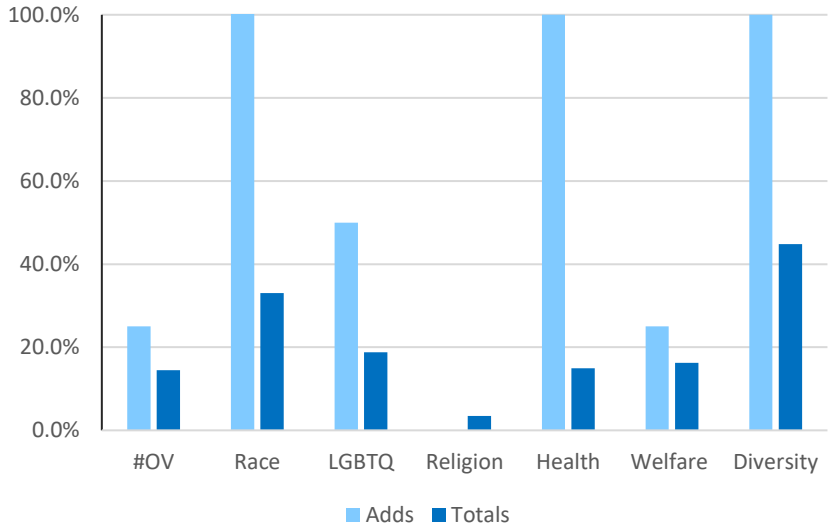
## Primary Diversity



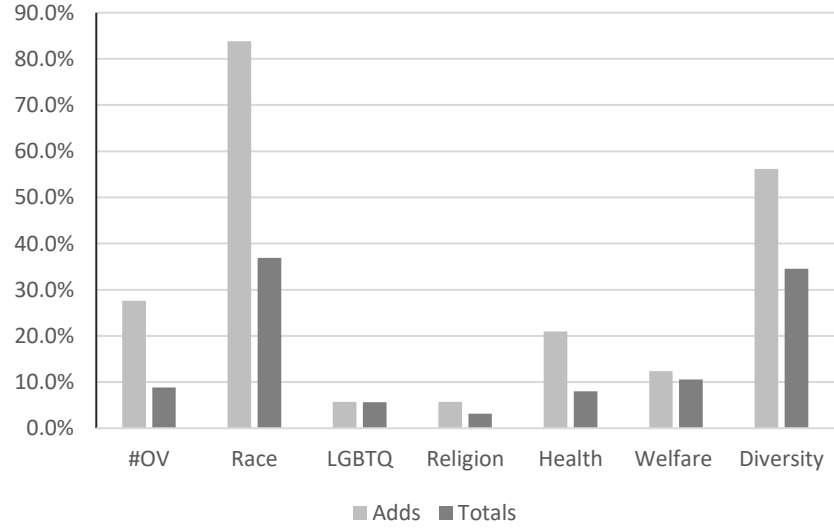
## Juvenile Diversity



## Teen Diversity



## Collection Diversity



## Youth Diversity Analysis: August 2023

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
<b>#OV</b>	558	26	435	2	484	1	1477	29
%	7.2%	15.5%	7.6%	11.8%	14.5%	25.0%	8.8%	27.6%
<b>Race</b>	3692	72	1394	11	1103	5	6189	88
%	47.9%	85.7%	24.4%	64.7%	33.0%	125.0%	36.9%	83.8%
<b>LGBTQ</b>	137	2	184	2	628	2	949	6
%	1.8%	2.4%	3.2%	11.8%	18.8%	50.0%	5.7%	5.7%
<b>Religion</b>	283	6	127	0	115	0	525	6
%	3.7%	7.1%	2.2%	0.0%	3.4%	0.0%	3.1%	5.7%
<b>Health</b>	422	16	416	2	500	4	1338	22
%	5.5%	19.0%	7.3%	11.8%	15.0%	100.0%	8.0%	21.0%
<b>Welfare</b>	353	11	873	1	542	1	1768	13
%	4.6%	13.1%	15.3%	5.9%	16.2%	25.0%	10.5%	12.4%
<b>Diversity</b>	2454	46	1839	9	1497	4	5790	59
%	31.8%	54.8%	32.2%	52.9%	44.8%	100.0%	34.5%	56.2%
Count	7706	84	5718	17	3339	4	16763	105



TO: Johnson County Board of Supervisors  
FROM: Jennifer Jordebek, Assistant Library Director  
DATE: September 6, 2023  
SUBJECT: Monthly Library Report

## Library News

Summer reading has wrapped up and was a wonderful success. Our community enjoyed and participated in a variety of activities and programs for all ages. Below are a few interesting collection statistics between June 1 - August 31:

- \* Staff registered and welcomed 553 new patrons or 46 people a week
- \* Staff processed and added 1,085 materials to the collection
- \* Circulation for physical items was 29,852 or 2,487 items per week
- \* Circulation for our digital collection was 11,951 items or 996 items per week

Our new Youth & Teen Services Librarian is Kayla, who was previously our Assistant Youth & Teen Services Librarian. We have recently welcomed Zoe to the assistant position, vacated by Kayla's promotion.

The library is partnering with Kirkwood Community College and IowaWORKS to host an intern, Sydney. This experience will provide Sydney an opportunity to develop introductory work skills in the field of librarianship.

Displayed on an outside wall of the library and adjacent to the Community Center's playground, is a new portable mural by Johamy Narvaez and local youth artists. It was unveiled on August 17 at a reception for the artists. The project was a partnership between the North Liberty Library and United Action for Youth. Financial support was provided by a Community Foundation of Johnson County grant, the North Liberty Optimist Club and the Friends of the North Liberty Library.

The Friends Book Sale this summer was very profitable. They raised \$1,530 and will host a second book sale September 21-23 during library hours.

The library recently updated our Quick Print stations. This will provide our patrons with an enhanced experience and improved on demand printing. Promotional materials for this service are posted throughout the library.

September kicks off Library Card Sign-Up Month. Upcoming events include a *One Community, One Book* discussion, an ELEMENTAL Movie Night, and two City Slate events including an Iowa vs. ISU Watch Party and Neighbors & Flavors program. During the month of September, the library is hosting a costume drive to collect gently used Halloween attire for ages birth to 12. The public will be able to shop the *free* Costume Closet on October 1 in the library.

Scroll down for additional highlights.

**Johnson County Libraries Booth  
at the Johnson County Fair**



**People viewed the stars inside the planetarium during the Ad Astra Mobile Planetarium program**

**Portable Mural celebrates community and creativity with artist Johamy Narvaez and local youth artists**



**The library held its first professionals' mixer in partnership with the Immigrant Entrepreneurs Summit**

**Blackout Poetry Winner, Deena Adult Summer Reading Program**



**Staff, Kayla and Zoe, at the Play Garden outside the library, which has been a popular addition to our outside space this summer**

