

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
October 23, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. President's comments on recent book ban affecting the state.
- III. Public Comment
- IV. Approval of Minutes
 - a. September
- V. Staff Introduction/Training
- VI. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VII. Policy Review
 - a. Meeting Room Use Policy
 - b. Collection Development Policy
 - c. Statement of Concern Form
- VIII. Old Business
- IX. New Business
- X. Adjourn

Next meeting date: November 21, 2023, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: September 18, 2023 6:30 P.M.

PRESENT: Scott Clemons, Jack Abels, Brady Bird, Laura Hefley, Lindsay Bland, Library Director Jennie Garner

ABSENT: Jamie Helmick

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) August meeting minutes motion to approve by Laura H; second Lindsay B; approved by voice vote
- 4) Reports
 - a) Budget
 - i) Total at 14%, average is 16%
 - ii) PT staff high due to transitions and FT absences.
 - b) Friends
 - i) Book sale 9/20-9/23.
 - c) Director
 - i) ASRL conference; Kellee, Nick, Jennie leaving 9/19.
 - ii) Library freedom project; Kayla, Emily, Jamie H attended.
 - iii) Change to Oct 23 for next meeting.
 - iv) IMLS conference - bring libraries back to literacy and learning.
 - v) Costume exchange starting soon.
 - d) Staff Introduction - Melanie Harrison, Library marketing and engagement.
 - i) Support for Library - social media engagement, newsletter, visit in person.
 - ii) Different forms of engagement working for different demographics.
 - iii) Collaboration with other departments within city beneficial.
 - iv) Emails collected with new library card holders - automatically signed up for newsletter. No current plan for previous card holders.
 - e) Staff Reports - Questions
- 5) Policy Review
 - a) Collection Development
 - i) Grammatical changes - capitalization of "Library" based on whether it's specific to NLL or not.
 - b) Statement of Concern
 - i) Dependent child representation added, group removed.
 - c) Motion to approve both policies by Brady B; second Lindsay B; approved by voice vote
- 6) Old Business
 - a) None
- 7) New Business

a) Recognize 4 youth artists who worked on the mural.

Adjourn

Motion to adjourn by Brady B; second Laura H

NEXT MEETING DATE: October 23, 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	680,976.00	.00	680,976.00	50,656.05	.00	155,216.95	525,759.05	23	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	6,147.54	.00	21,861.94	73,113.06	23	69,062.28
6040	Overtime Pay	1,000.00	.00	1,000.00	.00	.00	225.73	774.27	23	195.71
6110	FICA/Medicare	59,285.00	.00	59,285.00	4,340.26	.00	13,612.94	45,672.06	23	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	5,259.46	.00	16,288.46	53,435.54	23	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	584.35	.00	1,676.53	123,143.47	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>		\$1,033,780.00	\$0.00	\$1,033,780.00	\$66,987.66	\$0.00	\$208,882.55	\$824,897.45	20%	\$934,901.17
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	67.60	.00	311.57	2,288.43	12	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	58.00	.00	174.00	14,826.00	1	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	273.00	.00	602.00	1,898.00	24	2,647.00
6230	Training	13,000.00	.00	13,000.00	1,085.68	.00	1,085.68	11,914.32	8	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>		\$38,350.00	\$0.00	\$38,350.00	\$1,484.28	\$0.00	\$2,173.25	\$36,176.75	6%	\$50,312.12
<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
6371 - Utilities										
6371-01	Utilities Electric	44,000.00	.00	44,000.00	10,901.41	.00	16,296.91	27,703.09	37	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	481.08	.00	1,854.19	5,145.81	26	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$11,382.49	\$0.00	\$18,151.10	\$32,848.90	36%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	135.00	290.00	32	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	191.37	.00	573.95	2,326.05	20	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	567.00	.00	12,898.65	2,351.35	85	15,560.10
<i>Repair, Maintenance, Utilities Totals</i>		\$71,575.00	\$0.00	\$71,575.00	\$12,185.86	\$0.00	\$31,763.63	\$39,811.37	44%	\$78,495.82
<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	1,650.00	.00	4,896.78	16,718.22	23	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	208.00	.00	580.30	169.70	77	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	323.13	.00	988.36	3,311.64	23	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	300.29	.00	961.23	2,038.77	32	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	1,327.34	.00	2,822.54	16,177.46	15	18,925.19
<i>Contractual Services Totals</i>		\$59,165.00	\$0.00	\$59,165.00	\$3,808.76	\$0.00	\$11,192.94	\$47,972.06	19%	\$60,633.60

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	.00	.00	.00	.00	.00	.00	.00	+++	.00
6502-02	Library Materials Books	56,000.00	.00	56,000.00	7,094.27	.00	15,302.28	40,697.72	27	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	260.22	.00	566.79	7,033.21	7	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	1,088.06	.00	1,774.54	10,825.46	14	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	600.40	.00	822.16	2,927.84	22	5,180.66
6502-09	Library Materials E-books	38,000.00	.00	38,000.00	28,000.00	.00	29,560.00	8,440.00	78	36,000.00
	6502 - Library Materials Totals	\$129,950.00	\$0.00	\$129,950.00	\$37,042.95	\$0.00	\$48,629.36	\$81,320.64	37%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	723.06	.00	1,411.34	2,588.66	35	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	8.15	.00	16.41	783.59	2	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	421.63	.00	847.63	1,152.37	42	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	536.08	.00	1,703.29	12,146.71	12	15,982.66
6521	Software	1,850.00	.00	1,850.00	.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	788.49	.00	2,101.22	7,198.78	23	11,019.31
	<i>Commodities Totals</i>	\$164,400.00	\$0.00	\$164,400.00	\$39,520.36	\$0.00	\$55,568.70	\$108,831.30	34%	\$168,602.76
<i>Capital Outlay</i>										
6770	Library Capital	.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	.00	.00	.00	.00	.00	.00	.00	+++	105,000.00
	6910 - Transfer Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$105,000.00
	<i>Transfer Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$105,000.00
	EXPENSE TOTALS	\$1,367,270.00	\$0.00	\$1,367,270.00	\$123,986.92	\$0.00	\$309,581.07	\$1,057,688.93	23%	\$1,397,945.47
	Department 4010 - Library Services Totals	(\$1,367,270.00)	\$0.00	(\$1,367,270.00)	(\$123,986.92)	\$0.00	(\$309,581.07)	(\$1,057,688.93)	23%	(\$1,397,945.47)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	5,895.43	(25,020.00)	20,482.34	132,537.66	-4	103,043.97
	<i>Repair, Maintenance, Utilities Totals</i>	\$128,000.00	\$0.00	\$128,000.00	\$5,895.43	(\$25,020.00)	\$20,482.34	\$132,537.66	-4%	\$103,043.97

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Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,637.00	.00	13,703.00	72,297.00	16	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	12,920.50	(1,301.44)	16,173.50	28,127.94	35	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$19,557.50	(\$1,301.44)	\$29,876.50	\$100,424.94	22%	\$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>										
6910	Transfer									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	35,000.00
6910 - Transfer Totals		\$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
EXPENSE TOTALS		\$257,000.00	\$0.00	\$257,000.00	\$25,452.93	(\$26,321.44)	\$50,358.84	\$232,962.60	9%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$25,452.93)	\$26,321.44	(\$50,358.84)	(\$232,962.60)	9%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$0.00	\$1,624,270.00	\$149,439.85	(\$26,321.44)	\$359,939.91	\$1,290,651.53		\$1,571,078.41
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	+++	34,411.00
6532	Program Materials	.00	.00	.00	(4.50)	.00	7,525.96	(7,525.96)	+++	908.84
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	(\$4.50)	\$0.00	\$7,525.96	(\$7,525.96)	+++	\$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

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		\$0.00	\$0.00	\$0.00	(\$4.50)	\$0.00	\$7,525.96	(\$7,525.96)	+++	\$105,619.84
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	\$4.50	\$0.00	(\$7,525.96)	\$7,525.96	+++	(\$105,619.84)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	(\$4.50)	\$0.00	\$7,525.96	(\$7,525.96)		\$105,619.84
Fund 004 - Recreation Capital										
Department 4060 - Community Center										
EXPENSE										
<i>Capital Outlay</i>										
6750	Buildings									
6750-01	Buildings Community Center	135,000.00	.00	135,000.00	.00	.00	.00	135,000.00	0	511,640.66
6750 - Buildings Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00	0%	\$511,640.66
<i>Capital Outlay Totals</i>		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00	0%	\$511,640.66
EXPENSE TOTALS		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00	0%	\$511,640.66
Department 4060 - Community Center Totals		(\$135,000.00)	\$0.00	(\$135,000.00)	\$0.00	\$0.00	\$0.00	(\$135,000.00)	0%	(\$511,640.66)
Fund 004 - Recreation Capital Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00		\$511,640.66
Grand Totals		\$1,759,270.00	\$0.00	\$1,759,270.00	\$149,435.35	(\$26,321.44)	\$367,465.87	\$1,418,125.57		\$2,188,338.91

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Oct 23, 2023

- I. Financial Update
 - A. Personnel: 20 percent
 - B. Personnel Services (non-position): 6 percent
 - C. Repair, maintenance, utilities: 44 percent
 - D. Contractual Services: 19 percent
 - E. Commodities (materials and services): 37 percent
 - F. Total Library Services: 23 percent
 - G. Average this time of year: 25 percent
- II. Library Operations and staffing update
 - A. Have accepted offers for part-time staff
 - 1. Two (2) Library Assistant I positions
 - 2. One (1) Library Assistant II
 - B. Library carpet and upholstery cleaning will take place in November
 - C. Meeting with Iowa City and Coralville library directors this week
 - 1. Discuss a unified approach and potential response to the release of the [books removed](#) from the Iowa City Community School District libraries and SF496 impacts
- III. Community and programs update
 - A. Adult Services Librarian. Nick Shimmin, wrote and was awarded a grant to pay a facilitator to offer conversational English classes at the library
 - B. Friends of the Library agreed to sponsor a bookshelf at the Ranshaw House to provide books to teens participating in city programming and United Action for Youth
 - 2. Starting with \$500
 - 3. Collection Development Librarian, Andrew, will curate a collection of banned books for the shelves
 - 4. No check out, books may be borrowed on the honor system
 - D. [KCRG story on the NLL mural](#) featured the artist and NLL Public Services Librarian
 - E. Hosting two University of Iowa School of Library and Information Science practicum students in spring
- IV. Professional Activities
 - A. Association for Rural & Small Libraries Conference in Wichita, KS, Sept 20-23
 - 1. Advocacy meeting with EveryLibrary
 - B. Iowa Library Association Conference, Oct 11-13
 - C. Will be attending a conference in Des Moines called [Policy Wise](#) offered by Common Good Iowa

V. Staff Reports

A. Assistant Director

1. Participated in the ARSL Virtual Conference
2. Participated in the State Library Learning Circuit training at the Coralville Public Library
3. Continued work as Chair for the ILA LLAMA subdivision: conference session "Goldilocks at Your Meetings – Just the Right Amount of Procedures" was accepted on parliamentary procedures presented by Laura Meade.

B. Public Services

1. Finalizing co-chair duties for upcoming Entrepreneurship & Libraries Fall 2023 Conference: <https://entrelib.org/fall-2023/>
2. Recorded latest LLL podcast episode with guest Lesline Pittman: [Love, Light & Lit: The Busy Yogi - Adding Mindfulness to Family Madness by North Liberty Library](#)
3. The art wall exhibition schedule for 2024 is officially filled and contracts will go out this month. Artists to be featured next year include Brad Jenewein, Patricia Shahrivar, Denise Murphy, Melissa Collins, and Raymond Couch
4. Participating in the Data Storytelling Toolkit for Libraries (DSTL) focus group

C. Family Services

1. 9/19 & 9/26 JoCo Youth Service Planning session, 8:30-10:30am
Participated in 2 joint planning sessions for youth social services in Johnson County, many of the groups I have joined were at the table (Early Childhood Iowa (board member), Community Partnerships for Projecting Children & Disproportionate Minority Contact committee) along with others to talk about the restructuring at the state level the state level
2. 9/25 DoodleBugs
Switched DoodleBugs from Wednesday to Mondays to try to increase attendance
9 ppl attended, similar to Wednesday number but hoping once change settles in attendance will increase
3. 10/7 Good Neighbor storytime in Harvest Estates
27 ppl attended
4. 10/7 Represented ILA's Intellectual Freedom Committee at Beaverdale Banned Books festival in DSM
5. Also partnered with ACLU of Iowa to do trivia as part of festival - 16 attended
6. In Oct I have started to do outreach storytimes to preschool classes in 3 of the 5 elementaries in NL – AM/PM class 2x per month at Garner, Van Allen & Penn

D. Youth & Teen Services

1. For September 2023, the youth collection is at 34.7% diverse with the books added this past month at 47.6% (see monthly analysis in packet)
2. September Program Stats Total: 511 attendance at 41 programs
JUMPS for JOI: 10
Super Tuesdays: 7
Tweendom: 0
Teen Tuesday: 5
Liberty Pop-up: 14 & 7
Teen Lit Crate: 10

Korra: 9
 Question of the Week: 103
 Snack: 346

E. Marketing & Engagement

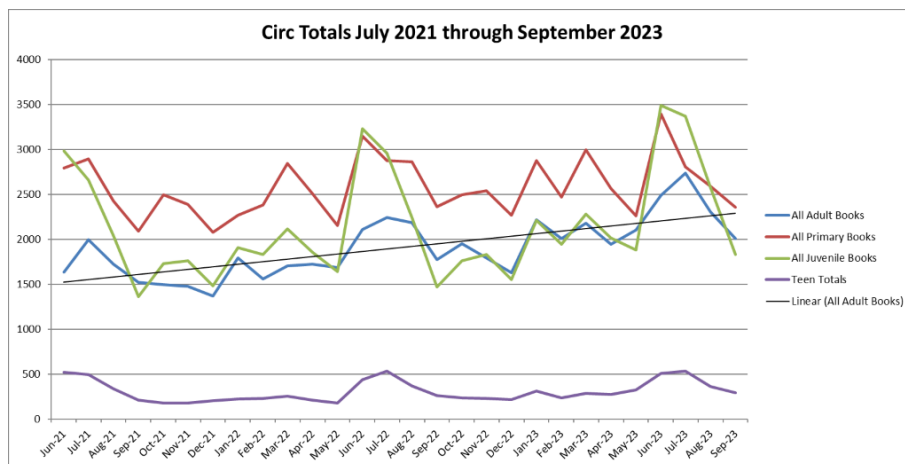
1. **IA vs ISU Watch Party** – was a success and so much fun!
2. **Costume Closet** – Was awesome. We ended up with over 180 fantastic costume donations, around 90 shoppers selected costumes at the event on Oct. 1 and the rest went to the pantry for the clothing closet there.
3. **Library Card Sign-Up Month** - we celebrated with booths at the Community Center Open House and at the North Liberty Community Pantry – Taste & Tour event, and wrapped up the month with a special movie night featuring Elemental.
4. **Pollinator Gardens** – The play garden has been a huge hit, we found and released a Swallowtail caterpillar (my first time raising one) and released it as a butterfly, a patron brought us a monarch butterfly about to emerge from it's chrysalis so we got to release him. We also had a mama rabbit make a nest in the zinnia garden so kids loved checking in on the baby bunnies.
5. Dani will be facilitating a library accessibility event as part of he LTCAccess Grant in November.
6. Moonlight walk will be Friday the 20th, and staff costume theme is witches.

F. Adult Services

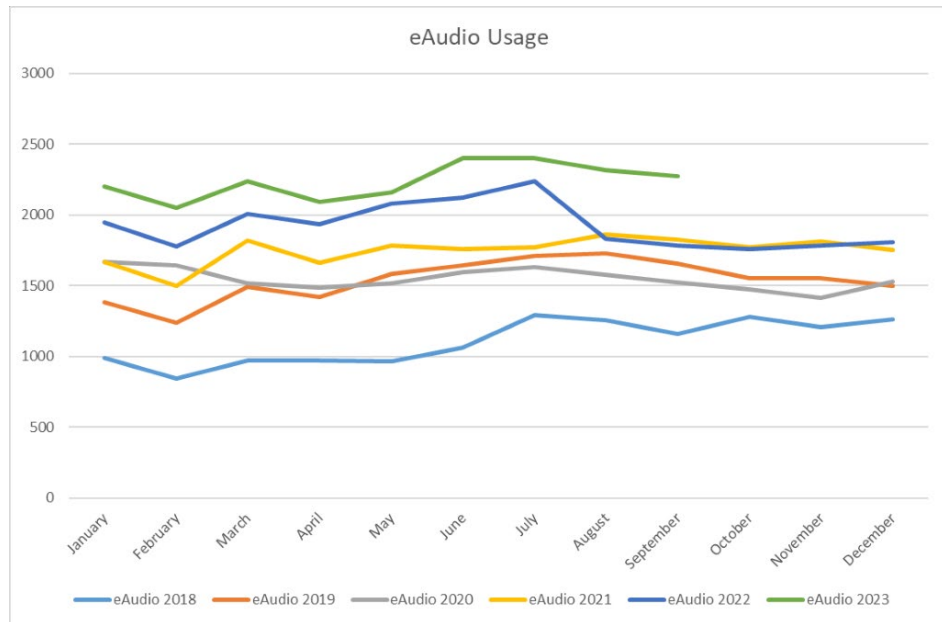
1. We have a number of programs for the next month.
 - a. On the 23rd, we'll be running a repeat of Squeegie Art which was a popular request.
 - b. Hosting a book wreath making event on November 3rd.
 - c. The Wreath event is another Friday evening geared towards providing a social atmosphere aimed towards the 20-50 age range.
 - d. Making book wreaths is a fun, but repetitive craft that allows for discussion among the [participants](#).

G. Collection Development

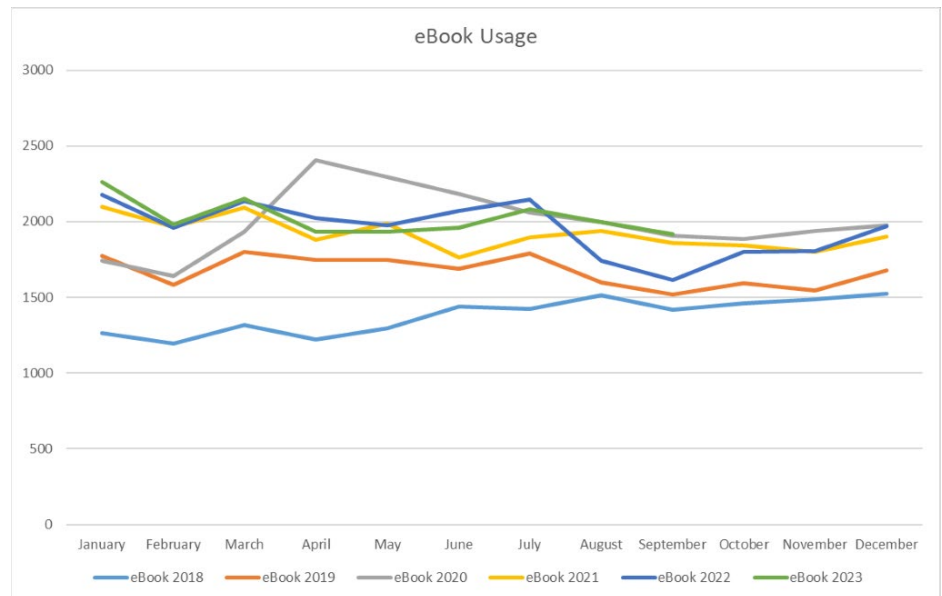
1. Trends for the four main age groups over the past two years plus a couple of months. September decrease felt large, but comparatively light compared to the last two September drops with the overall trend for each age group climbing



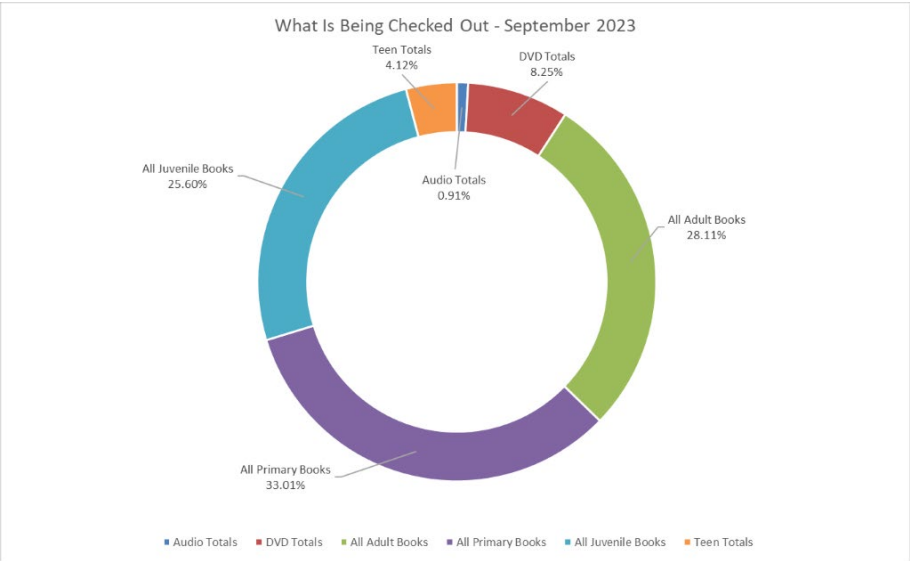
2. There isn't as strong a drop off in our eAudiobook use, but there was last year. We remain very steady in eAudio use which is comparable to the previous years, not counting 2022. eAudio is steadily climbing, and I don't see a particularly strong surge in 2020.



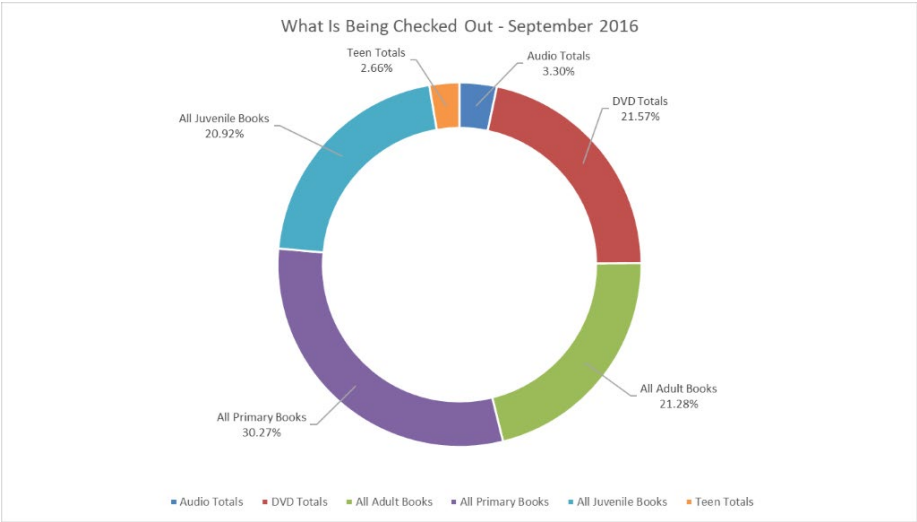
3. eBook does have a bit more of a drop. I think of that as the eAudios are being used by commuters and people who are listening year round, the eBooks see a surge of use at break time, and are more folks reading when they have that time off. eBooks definitely had a strong surge in 2020, but the three years since have been pretty equal to each other and remain pretty even year to year. We definitely have a stronger digital usage in the audios.



4. Showing a different chart type as well. We could break it down into genres.

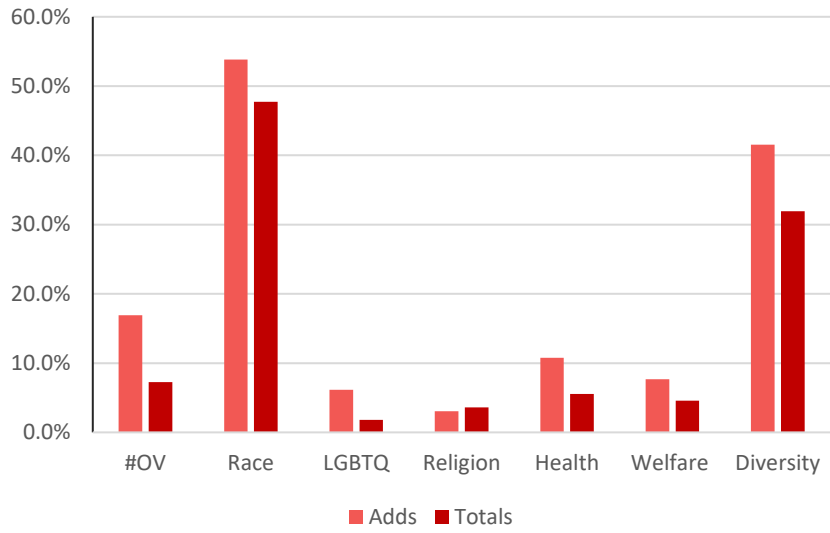


5. And then for fun, here is September 2016. Media was a quarter of our circulation at that time, now it's under 10%.

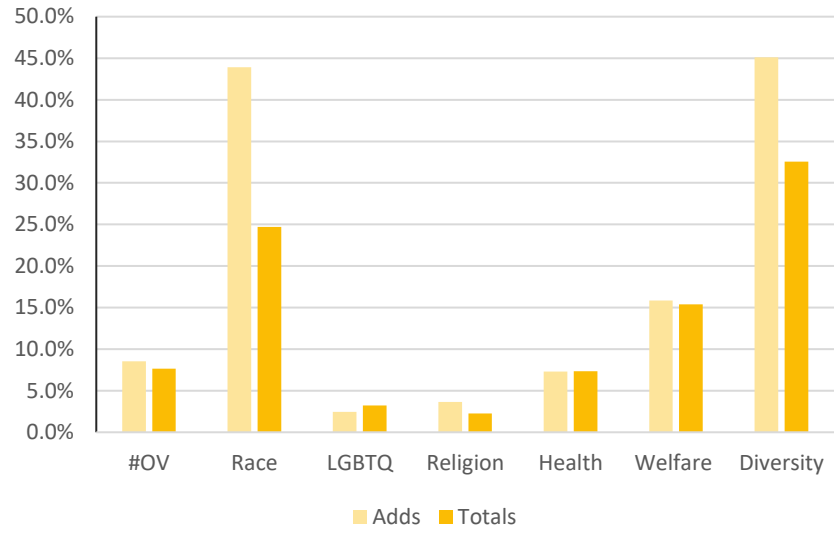


Youth Diversity Analysis: September 2023

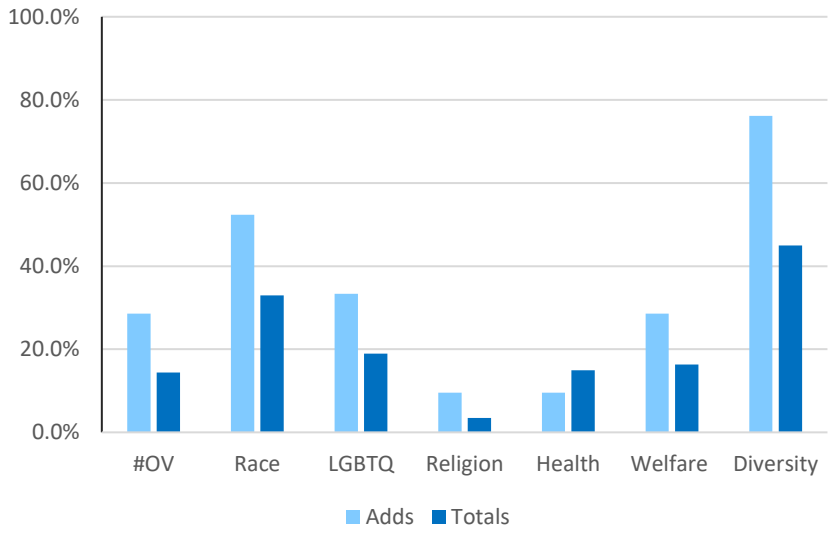
Primary Diversity



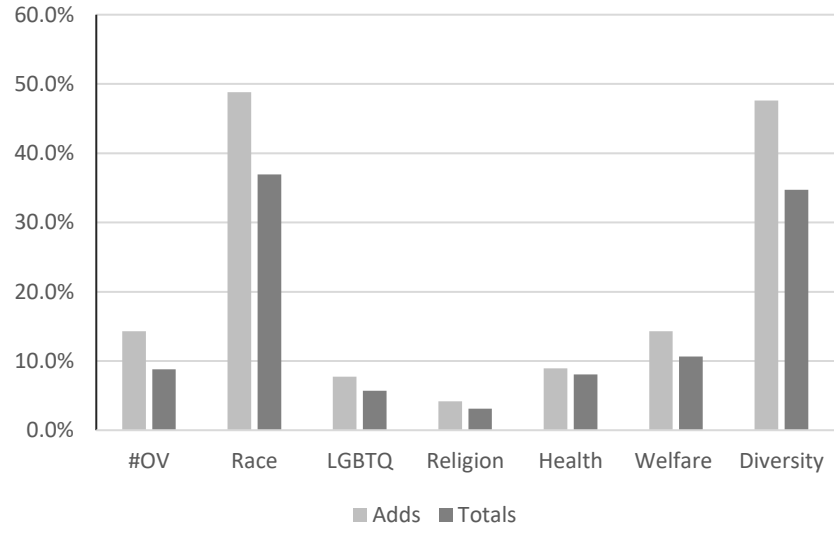
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: September 2023

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	560	11	437	7	480	6	1477	24
%	7.3%	16.9%	7.6%	8.5%	14.4%	28.6%	8.8%	14.3%
Race	3673	35	1413	36	1102	11	6188	82
%	47.7%	53.8%	24.7%	43.9%	33.0%	52.4%	36.9%	48.8%
LGBTQ	139	4	184	2	633	7	956	13
%	1.8%	6.2%	3.2%	2.4%	19.0%	33.3%	5.7%	7.7%
Religion	279	2	130	3	116	2	525	7
%	3.6%	3.1%	2.3%	3.7%	3.5%	9.5%	3.1%	4.2%
Health	426	7	420	6	500	2	1346	15
%	5.5%	10.8%	7.3%	7.3%	15.0%	9.5%	8.0%	8.9%
Welfare	354	5	881	13	546	6	1781	24
%	4.6%	7.7%	15.4%	15.9%	16.3%	28.6%	10.6%	14.3%
Diversity	2457	27	1861	37	1503	16	5821	80
%	31.9%	41.5%	32.5%	45.1%	45.0%	76.2%	34.7%	47.6%
Count	7698	65	5719	82	3340	21	16757	168

MEETING ROOM USE POLICY

I. Purpose Statement

Meeting rooms of the North Liberty Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

II. Meeting Room Use Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious. Exceptions may be made for meetings that may have a positive impact on economic development in North Liberty. Examples of qualifying use include educational, civic, cultural, governmental, informational, and political committee meetings
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged; extensions may be permitted upon request if space is available
- I. An individual or group may have up to three reservations scheduled at a time
- J. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- K. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- L. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

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III. User Responsibilities

- A. Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library sponsorship, unless pre-arranged as a co-sponsored event with the library
- B. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- C. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- D. Set up and arrangement of chairs and tables and tear down to leave the room in its standard arrangement (see image on meeting room doors) are the responsibility of the user

- E. Refreshments are welcome. After a meeting, the user should clean tables and floor as needed and dispose of any trash containing food or beverage products in the outdoor trash receptacles behind the recreation department before leaving. Groups may request a large trash receptacle from library staff if needed. Food waste should not be left in meeting room trash bins
- F. Users should check out with library staff to secure the space
- G. Music or other audio should be limited in volume as to not disturb other library users
- H. Meetings will not generally be scheduled before or after library hours
- I. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- J. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- K. Individual placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

IV. Non-qualifying Meeting Room Uses

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Private parties such as weddings, showers, birthdays, reunions, or other private events
- C. Commercial use where personal or business profits are the chief aim of the meeting
- D. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

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Please note:

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

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

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The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The library director or designee shall have final authority regarding use of library meeting rooms.

COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

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

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

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

II. Materials Selection Guidelines

- A. Must align with the Library's mission statement and chosen roles for service.
- B. Must be of reasonable cost to acquire and/or maintain the material within the library operational budget.

C. ~~Selection will~~ not attempt to duplicate the resources of larger research institutions.

D. ~~Selection of books and/or materials shall be made on the basis of the interest, information, and enlightenment of all people of the communities served. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.~~

E. Must meet the basic principles of the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA).

F. Every effort will be made to represent a variety of ~~view~~points.

G. ~~Merits of a work must be in relation to the needs and interests of the community.~~

H. ~~As a general rule, the library will acquire only works of interest to the layperson.~~

I. ~~Items considered for selection are evaluated as a whole, not on the basis of a particular section or sections.~~

J. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.

K. ~~When possible, digital materials are selected in accordance with this policy. Digital materials may, however, be provided as shared content with partner libraries. As such, titles in these collections may be selected by other library partners and may not conform to this policy's guidelines.~~

L. Purchasing materials for the collection does not include endorsement of their contents by the staff of the Library or the City of North Liberty.

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Must

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M. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

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III. 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, library staff members will not restrict access to or censor materials for the rest of the community.

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IV. Selection Responsibility

A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.

B. Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

V. Collection Maintenance

A. To ensure that the library collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.

B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Liberty Library may be sold in library book sales or recycled.

VI. 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 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 budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need. While gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use

monetary gifts that may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.

- C. Gifts are tax-deductible but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- D. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, and DVDs. Donations of magazine subscriptions can be designated by either the donor or the library staff. Materials not added to the collection may be accepted on behalf of the Friends of the North Liberty Library to be used for annual book sales, proceeds of which help supplement the library's operational budget.
- E. Materials with the following conditions will not be accepted:
 - i. Moldy/musty with strong odor or water damage
 - ii. Dirty (greasy, food stained, insect infested, etc.)
 - iii. Marked by pens, pencils, crayons or highlighters
 - iv. Physically damaged (i.e. broken bindings, loose/torn pages, or damaged covers/cases)
- F. The library is unable to accept:
 - i. Textbooks/Medical books
 - ii. Condensed Books (i.e. Readers Digest Condensed Books, abridged audio)
 - iii. Nonfiction titles over five-years-old
 - iv. VHS tapes, audio tapes, or music CDs
 - v. Materials weeded from other libraries
 - vi. Single or back donated issues of magazines

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

The North Liberty Library (NLL) subscribes to the Association for Rural & Small Libraries' *Access to Information Statement* and 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*. These documents are affirmed by the NLL Board and are considered fundamental to library policy. Therefore, the Library will not remove specific titles solely because individuals may find content objectionable.

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 that 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 individuals who are residents of North Liberty and rural Johnson County. This form is not for use by non-residents or groups.
- 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.



TO: Ryan Heiar and North Liberty City Council
FROM: Jennie Garner, Library Director
DATE: Oct 3, 2023
SUBJECT: Monthly Library Report

Library News

If you haven't had an opportunity to stop by to see the new mural on the north wall of the library (overlooking the playground), we invite you to come spend some time with it. It's a colorful piece filled with imagination. Our library board will recognize the four youth artists at the next library board meeting on Oct 23. KCRG spotlighted the mural in a recent [news story](#).

Two library staff and a library board member participated in a [Library Freedom Project](#) (LFP) Convening on Sept 8-9 held in Iowa City. LFP provides librarians and stakeholders with skill building focused on privacy, intellectual freedom, and information democracy.

We are very excited to share that one of our Junior Optimist International Club (JUMPS for JOI) members, Bradley Kerr, was recently elected Lieutenant Governor (East) for Iowa District JOI. The library took an active role in launching the local JOI Club three years ago at the request of the North Liberty Optimist Club and is overseen by Kayla, our Youth & Teen Services Librarian. Kayla and Bradley will attend the Iowa District Optimists Conference in Des Moines later this month to take part in the JOI activities at that event.

I had the honor of traveling to New York City in September to represent North Liberty and small/rural libraries as the Association for Small & Rural Libraries 2023 President at the Civic Engagement & Children's Reading Convening hosted by the Institute of Museum and Library Services (IMLS). The convening attendees discussed research on children's motivation to read and the role public libraries play in promoting literacy, particularly as it relates to hard-to-reach populations and other socioeconomic factors where the presence of a library may have influence. Attendees included library leaders and practitioners, literacy professionals, and researchers with discussions centering on reading motivation, opportunities for libraries to improve literacy programming, and libraries' impact on literacy related to socioeconomics and presence of in communities.

Our first [Popup Costume Closet](#) – Costume exchange – was a huge success with over 175 costumes donated and tons of folks lined up to "shop". Click on the link to see a bit of footage from the event.

We just completed the Annual Library Report for the State Library of Iowa, and our marketing team is working on the community report we publish each year. Some highlights:

- The North Liberty Library is open 67 hours per week with 12.83 FTEs? Just for comparison, Iowa City Public Library is also open 67 hours per week and Coralville is open 54.
- Checkouts for our physical collection are beginning to reach pre-pandemic numbers and increased by over 9000 this year from 2022 numbers for a total of 95,971 items checked out to patrons.
- Total circulation including electronic materials and resource use was 169,017 this year (17,000 more than 2022). FY23 Annual Door count was 94,347 (pre-pandemic numbers were well over 100,000 so we're not quite back to those numbers).
- Nearly 2000 more patrons registered for library cards this year. More to come once we complete the community report.
- Our website had over 93,000 visits up from 69,183 in FY22
- We hosted 32,316 people at programs in the library and the community in FY23 (Nearly double FY22)



One of our wonderful patrons entered a poetry contest with a poem about books to win NLL some Tonies for check out. They are very popular and in demand!

Scroll for more program highlights.



Bubble fun to send off summer lunch



We've installed a new feature story in the StoryWalk® *All are Welcome* by Michael Hall. Folks are able to scan the QR code on the title frame to hear the story read aloud while they walk.



Youth Services staff delivered blankets to Lantern Park Care Facility. The blankets were made by teens at the library as a summer service project.

