

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
November 20, 2023, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. October
- IV. Staff Introductions
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Library Conduct Policy
 - b. Art Display Policy
- VII. Board Training
- VIII. Old Business
- IX. New Business

Adjourn

Next meeting date: December 20th, 2023, 6:30 pm

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	63,805.21	.00	219,022.16	461,953.84	32	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	7,092.16	.00	28,954.10	66,020.90	30	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	5,301.81	.00	18,914.75	40,370.25	32	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	6,623.28	.00	22,911.74	46,812.26	33	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	584.35	.00	2,260.88	122,559.12	2	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	\$83,406.81	\$0.00	\$292,289.36	\$741,490.64	28%	\$934,901.17
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	238.42	.00	549.99	2,050.01	21	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	.00	.00	174.00	14,826.00	1	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	.00	.00	602.00	1,898.00	24	2,647.00
6230	Training	13,000.00	.00	13,000.00	1,665.15	.00	2,750.83	10,249.17	21	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	\$1,903.57	\$0.00	\$4,076.82	\$34,273.18	11%	\$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	2,835.38	.00	19,132.29	24,867.71	43	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	248.08	.00	2,102.27	4,897.73	30	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$3,083.46	\$0.00	\$21,234.56	\$29,765.44	42%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	180.00	245.00	42	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	191.40	.00	765.35	2,134.65	26	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	1,354.74	.00	14,253.39	996.61	93	15,560.10
<i>Repair, Maintenance, Utilities Totals</i>		\$71,575.00	\$0.00	\$71,575.00	\$4,674.60	\$0.00	\$36,438.23	\$35,136.77	51%	\$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	1,595.00	.00	6,491.78	15,123.22	30	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	.00	.00	580.30	169.70	77	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	320.85	.00	1,309.21	2,990.79	30	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	50.00	.00	993.73	1,506.27	40	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	300.29	.00	1,261.52	1,738.48	42	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	.00	.00	2,822.54	16,177.46	15	18,925.19
<i>Contractual Services Totals</i>		\$59,165.00	\$0.00	\$59,165.00	\$2,266.14	\$0.00	\$13,459.08	\$45,705.92	23%	\$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	3,983.48	.00	19,285.76	36,714.24	34	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	864.21	.00	1,431.00	6,169.00	19	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	495.72	.00	2,270.26	10,329.74	18	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	822.16	2,927.84	22	5,180.66
6502-09	Library Materials E-books	38,000.00	.00	38,000.00	.00	.00	29,560.00	8,440.00	78	36,000.00
6502 - Library Materials Totals		\$129,950.00	\$0.00	\$129,950.00	\$5,343.41	\$0.00	\$53,972.77	\$75,977.23	42%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	177.11	.00	1,588.45	2,411.55	40	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	4.43	.00	20.84	779.16	3	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	.00	.00	847.63	1,152.37	42	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	2,164.10	.00	3,867.39	9,982.61	28	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	251.97	.00	251.97	1,748.03	13	4,977.98
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,300.00	.00	9,300.00	881.00	.00	2,982.22	6,317.78	32	11,019.31
<i>Commodities Totals</i>		\$164,400.00	\$0.00	\$164,400.00	\$8,822.02	\$0.00	\$64,390.72	\$100,009.28	39%	\$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	\$101,073.14	\$0.00	\$410,654.21	\$956,615.79	30%	\$1,397,945.47
Department 4010 - Library Services Totals		(\$1,367,270.00)	\$0.00	(\$1,367,270.00)	(\$101,073.14)	\$0.00	(\$410,654.21)	(\$956,615.79)	30%	(\$1,397,945.47)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	21,317.90	(39,692.00)	41,800.24	125,891.76	2	103,043.97
<i>Repair, Maintenance, Utilities Totals</i>		\$128,000.00	\$0.00	\$128,000.00	\$21,317.90	(\$39,692.00)	\$41,800.24	\$125,891.76	2%	\$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	20,340.00	65,660.00	24	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	3,649.00	3,918.26	19,822.50	19,259.24	55	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$10,286.00	\$3,918.26	\$40,162.50	\$84,919.24	34%	\$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	\$31,603.90	(\$35,773.74)	\$81,962.74	\$210,811.00	18%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$31,603.90)	\$35,773.74	(\$81,962.74)	(\$210,811.00)	18%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$0.00	\$1,624,270.00	\$132,677.04	(\$35,773.74)	\$492,616.95	\$1,167,426.79		\$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	.00	.00	7,525.96	(7,525.96)	+++	908.84
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$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>		<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		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,525.96	(\$7,525.96)	+++	\$105,619.84
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,525.96)	\$7,525.96	+++	(\$105,619.84)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$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	1,368.80	.00	133,631.20	1	511,640.66
6750 - Buildings Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$1,368.80	\$0.00	\$133,631.20	1%	\$511,640.66
<i>Capital Outlay Totals</i>		<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$1,368.80</i>	<i>\$0.00</i>	<i>\$133,631.20</i>	<i>1%</i>	<i>\$511,640.66</i>
EXPENSE TOTALS		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$1,368.80	\$0.00	\$133,631.20	1%	\$511,640.66
Department 4060 - Community Center Totals		(\$135,000.00)	\$0.00	(\$135,000.00)	\$0.00	(\$1,368.80)	\$0.00	(\$133,631.20)	1%	(\$511,640.66)
Fund 004 - Recreation Capital Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$1,368.80	\$0.00	\$133,631.20		\$511,640.66
Grand Totals		\$1,759,270.00	\$0.00	\$1,759,270.00	\$132,677.04	(\$34,404.94)	\$500,142.91	\$1,293,532.03		\$2,188,338.91

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Nov 20, 2023

- I. Financial Update
 - A. Personnel: 28 percent
 - B. Personnel Services (non-position): 11 percent
 - C. Repair, maintenance, utilities: 51 percent
 - D. Contractual Services: 23 percent
 - E. Commodities (materials and services): 39 percent
 - 1. eBooks – 78 percent incumbered
 - F. Total Library Services: 30 percent
 - G. Average this time of year: 33 percent
- II. Library Operations and staffing update
 - A. FY25 budget proposal
 - B. Statement of Concern discussion
 - C. 1:1 meetings completed with all full-time staff
 - D. Meeting room software discontinuing
 - 1. Adult Services Librarian, Nick, has agreed to lead the review of other products that we could shift to in 2024
- III. Community and programs update
 - A. Legislative reception, Nov 30
 - 1. Speakers: Sam Helmick, Iowa City Public, and Liz Petersen, Springmier Library (Tiffin)
 - B. Potential opportunity to co-write Op-Ed for Iowa with EveryLibrary
 - C. Annual contribution letter will go out in December
 - 1. Melanie is working on the community report insert
- IV. Professional Activities
 - A. ILA Management Team Onboarding
 - B. ILA Annual Planning Meeting in Cherokee
 - C. PolicyWise Conference with Common Good Iowa, Des Moines
 - D. Invited to attend Library Leaders Conference
 - 1. Knight Foundation hosting (all expenses paid by host)
 - 2. Miami, February 2024
- V. Staff Reports
 - A. Assistant Director
 - 1. Began scheduling for the remainder of 2023 with the onboarding of our newest PT staff
 - 2. Attended ILA Conference in Dubuque and held annual ILA LLAMA sub-committee meeting

- B. Public Services
 - 1. Three new library assistants onboarded
 - 2. Latest Lighthouse event: Suspended panel event ([LINK](#) - 11/9)
 - 3. Lots of connection and collaboration on recent panels (ELC, State Library of Iowa, Greater IC)
 - a. Co-facilitated the Youth Community Learning Program in partnership with Greater IC (10/19)
 - b. Co-chaired & co-hosted the Entrepreneurship & Libraries Conference (11/1)
 - c. Participated on an ARSL panel recapping the annual conference (10/24)
 - d. Recorded Kernels podcast with State Library of Iowa ([LINK](#))
- C. Family Services
 - 1. Storywalk
 - a. Sept –Nov All Are Welcome
 - i. 26 Sound cloud plays
 - b. Next book is Frybread, Nov-Jan
 - 2. Music Together (10/12)
 - a. Kayla covered, 36ppl attended
 - 3. Moonlight walk (10/13)
 - a. Rescheduled because of weather
 - i. 10/20 Moonlight walk) with 300 people attended morning session; +1500 for evening session, Melanie & Corrie covered
 - 4. Pied Piper (10/19)
 - a. Zoe Covered, 40 ppl attended
 - 5. Tween Lock-In (10/20)
 - i. Assisted Kayla - Over 40 tweens came
 - 6. DoodleBugs (10/30) - 37 ppl attended
 - 7. Playful Parenting (11/2-12/9) - 13 families signed up
 - i. 21 first session (music & movement)/16 second session
 - ii. 11/10 West Music, Sing Play Learn Today! - 66ppl attended
- D. Youth & Teen Services
 - 1. Program statistics for October
 - a. JUMPS for JOI: 17
 - b. Super Tuesdays: 12
 - c. Tweendom: 11
 - d. Teen Tuesday: 3
 - e. Liberty Pop-up: 32
 - f. Van Allen Outreach: 111
 - g. Papercraft Zoo: 17
 - h. No School Day Movie: 33
 - i. Fall Tween Lock-in: 43
 - j. Question of the Week: 143
 - k. Snack: 400

Total: 822 attendees at 53 programs
- E. Marketing & Engagement
 - 1. **MyLibro** - We wrapped up our first official year with myLibro in October and had our best usage month to date. It was a rocky start with access for some

users, particularly iPhones, but myLibro has corrected the issue, so hopefully usage the trend continues upward.



2. **Newsletter** – After suggestion from the board we took the plunge and imported over 3000 emails to our distribution list. Our open rate is typically above average so I was a little worried how the import might impact our stats but we still managed a 51% open-rate on this campaign. Woot.

Library Newsletter (November 2023)

Switch report ▾

Overview Activity ▾ Click Performance Content Optimizer Social E-commerce Inbox Analytics360

4,292 Recipients Have feedback? [How can Mailchimp improve your reporting?](#)

Audience: City of North Liberty (Segment: Library) Delivered: Fri, Nov 3, 2023 4:00 PM

Subject: \$\$\$ Enjoy Amazing Savings from YOUR Library! View email · Download · Print · Share

2,193 Opened	169 Clicked	70 Bounced	11 Unsubscribed
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Successful deliveries	4,222 98.4%	Clicks per unique opens	7.7%
Total opens	2,981	Total clicks	304
Last opened	11/9/23 9:13AM	Last clicked	11/9/23 8:29AM
Forwarded	0	Abuse reports	1

3. **Projects**
 - a. FY23 Community Report
 - b. Winter Reading Challenge – documents/log
 - c. Propagation Library – Transforming a small wall in the magazine area into a plant share and propagation library where patrons can donate loose cuttings and small potted plants to share.
 - d. Sitting on the City Slate Planning Committee for 2024.

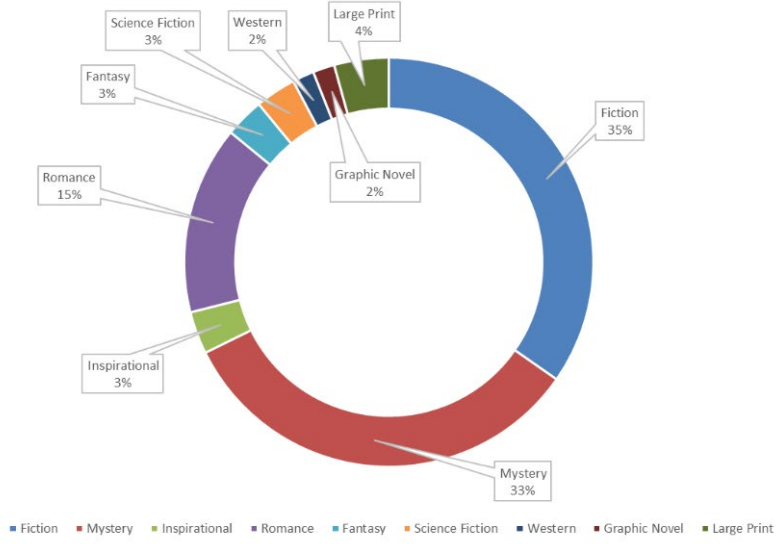
F. Adult Services

- 1.

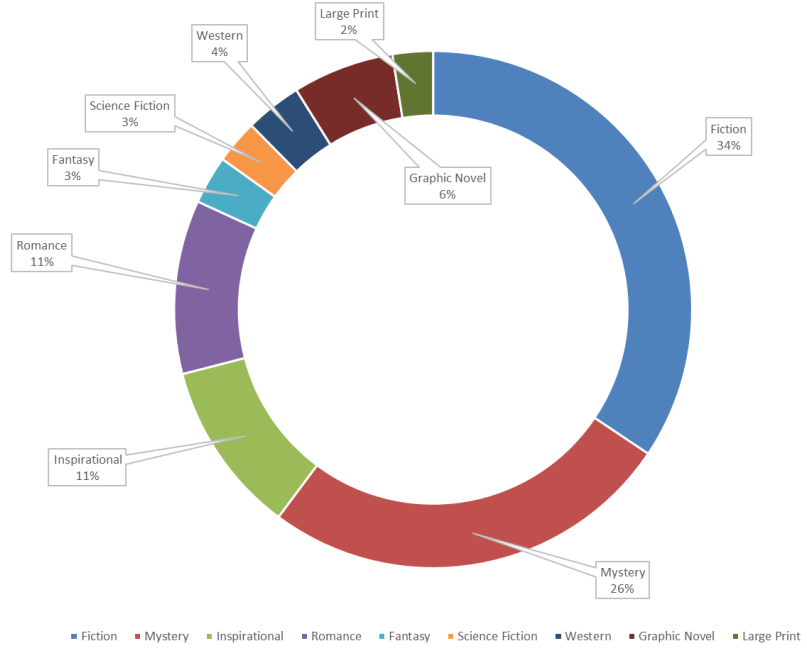
G. Collection Development

1. Last month I did some new charts that compared overall circulation between now and 2016 when I started tracking all of the statistics. This month I am going to show the changes in circulation in the adult fiction genres.

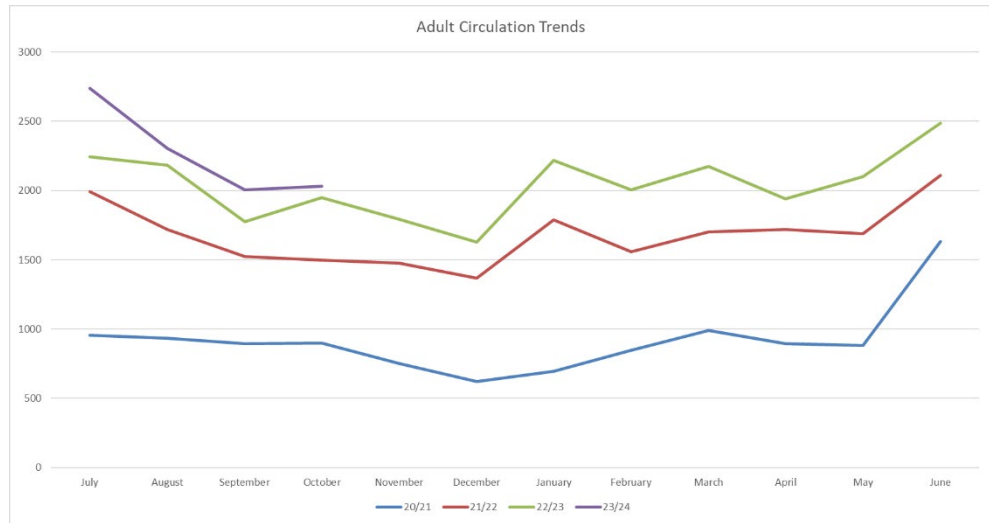
What Adult Fiction Genres were being checked out October 2023



What Adult Fiction Genres were being checked out October 2016

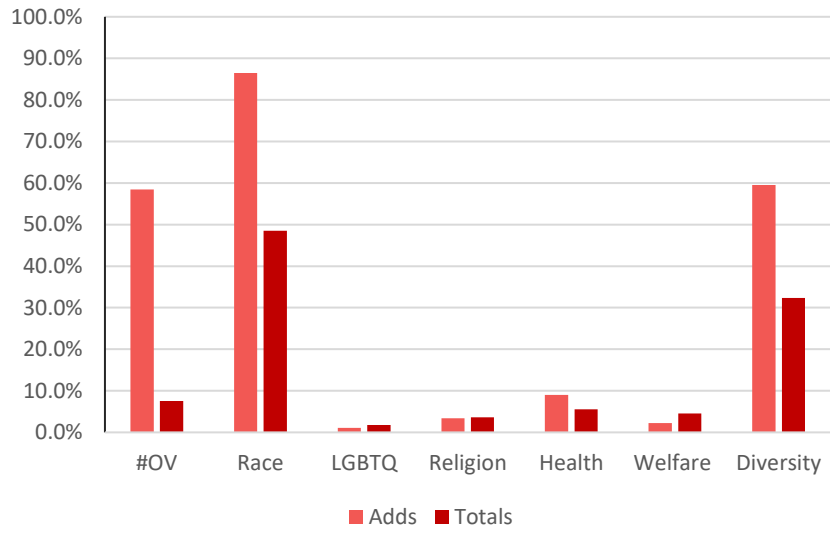


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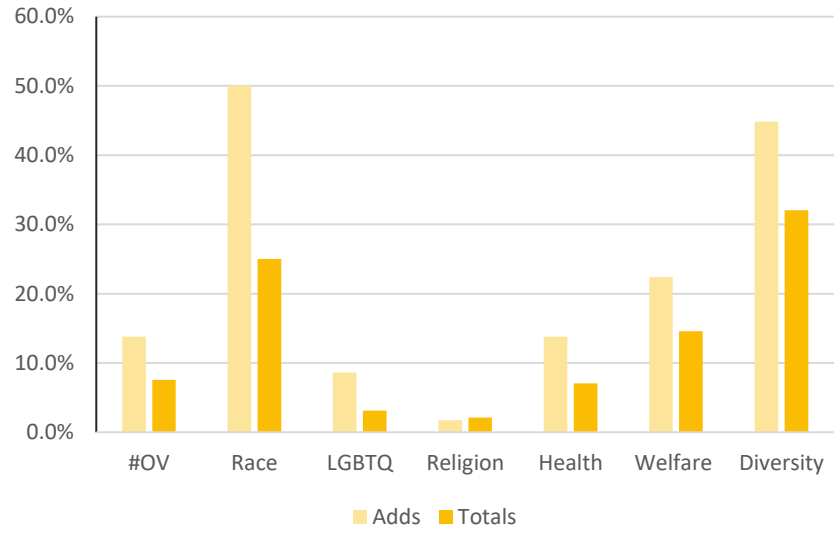


Youth Diversity Analysis: October 2023

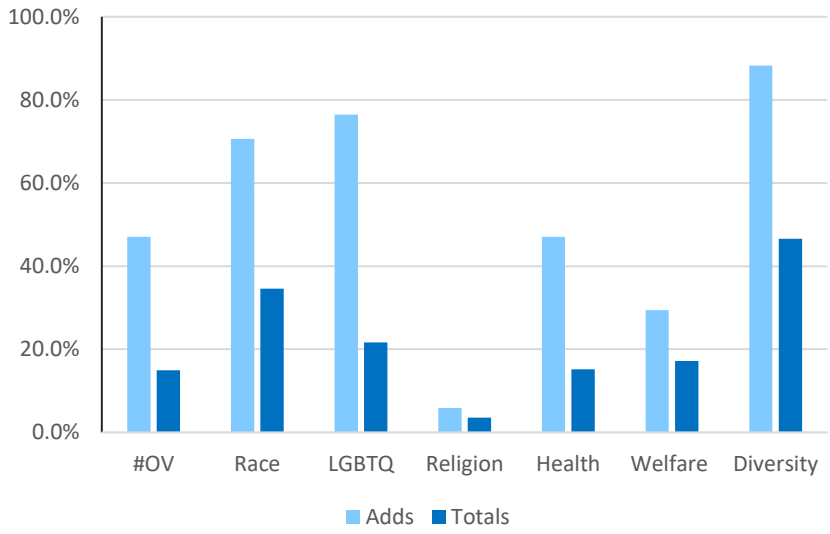
Primary Diversity



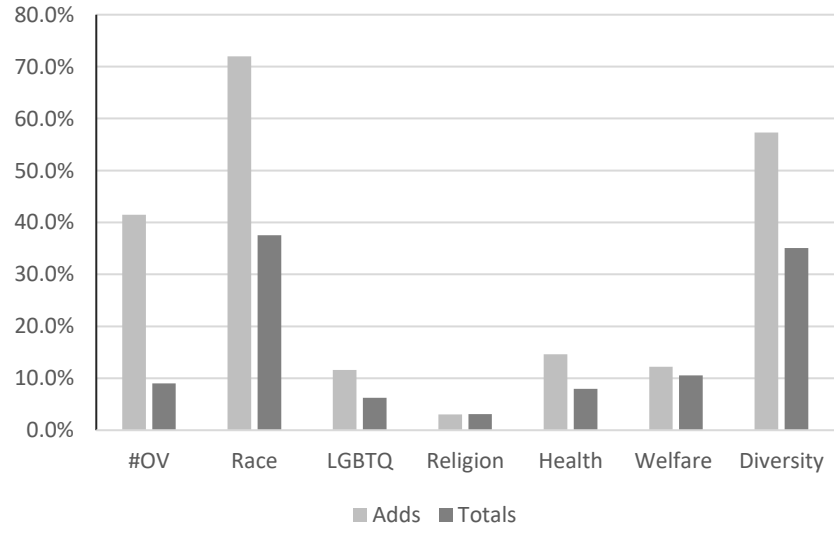
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: October 2023

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	592	52	458	8	519	8	1569	68
%	7.5%	58.4%	7.6%	13.8%	15.0%	47.1%	9.0%	41.5%
Race	3811	77	1518	29	1200	12	6529	118
%	48.5%	86.5%	25.0%	50.0%	34.6%	70.6%	37.5%	72.0%
LGBTQ	141	1	189	5	751	13	1081	19
%	1.8%	1.1%	3.1%	8.6%	21.6%	76.5%	6.2%	11.6%
Religion	287	3	129	1	122	1	538	5
%	3.7%	3.4%	2.1%	1.7%	3.5%	5.9%	3.1%	3.0%
Health	434	8	429	8	527	8	1390	24
%	5.5%	9.0%	7.1%	13.8%	15.2%	47.1%	8.0%	14.6%
Welfare	356	2	885	13	595	5	1836	20
%	4.5%	2.2%	14.6%	22.4%	17.2%	29.4%	10.6%	12.2%
Diversity	2542	53	1945	26	1615	15	6102	94
%	32.3%	59.6%	32.1%	44.8%	46.6%	88.2%	35.1%	57.3%
Count	7859	89	6065	58	3469	17	17393	164

LIBRARY CONDUCT POLICY

I. Purpose Statement

The North Liberty Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs and services. Because libraries are public places designed to serve people of all ages with a wide range of interests, this policy defines expectations for behavior.

II. Responsibilities

- A. The Conduct Policy applies everywhere the Library provides service: on all Library property, in the community, through our website or social media, and by phone, chat, or email.
- B. Library patrons are expected to:
Be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; comply with requests from library staff
- C. Library staff will intervene to stop prohibited activities and behaviors.

The following observable behaviors and activities run counter to the Conduct Policy:

UNSAFE or DISTURBING	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures disruptive verbal or physical behavior • Using electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing • <u>Sales and solicitation</u>
INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Activities inconsistent with typical library uses • Actions that may result in damage to library property or the property of others • Locating signs, posters, bills or other advertising devices on public property or within public easements or street right-of-way without approval
ILLEGAL ACTIVITIES	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening, harassing, or assaulting staff or others • Sexual misconduct or harassment • Illegal use of or selling drugs; possession of open container and/or consumption of alcohol • Theft • Viewing or printing child pornography <u>or viewing pornography in a manner such that it is visible to minors in the library.</u>

Deleted: <#>Hygiene or other scents (perfumes, etc.) so strong as to constitute a nuisance¶

	<ul style="list-style-type: none"> Smoking in the library or within 30 feet of the library, community center, or Ranshaw House
FAILING TO FOLLOW STAFF REQUESTS	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> When asked to stop a prohibited behavior, failing to do so When requested to leave for violations of library policy

III. Child Safety

The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children at all times while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when concerns regarding safety, disruptive behavior, or well-being occur.

Patrons should refer to the [Library's Child Safety Policy](#) for more information and to the North Liberty Recreation Center Child Safety Policy (Appendix D) regarding building use, as the policies differ between the Library and Recreation Center.

ART DISPLAY POLICY

I. Purpose Statement

The Library hosts art display areas to provide a space for self-expression and an opportunity for visitors to view public art. Display facilities are available for public and library use. Exhibits using the display space shall further one or more of these purposes:

- To display high quality original art by artists from Iowa and surrounding areas
- To highlight a theme related to library services, collections, or programs
- To build inclusion, diversity, equity, and access into our community
- To bring together library materials from subject areas related to a theme of current interest
- To inform patrons of current issues, events or other subjects of public interest

II. Display Guidelines

- A. The Library administration will designate space(s) for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.
- B. Submissions for displays of original art will be accepted by a designated staff member or committee. The designee or selection committee reserves the right to refuse exhibits which do not further the library's mission or strategic plan.
- C. All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).
- D. All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.
- E. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
- F. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.
- G. The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.
- H. A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's staff designee or the art selection committee.
- I. The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

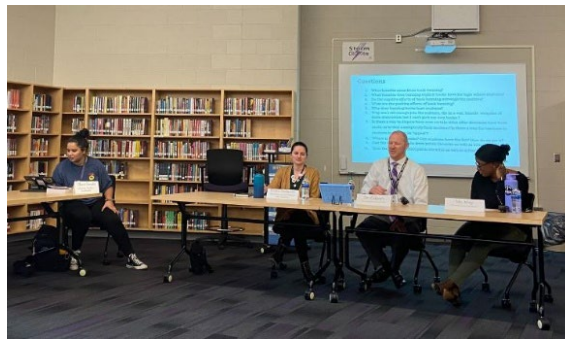


TO: Johnson County Board of Supervisors
FROM: Jennie Garner, Library Director
DATE: Nov 1, 2023
SUBJECT: Monthly Library Report

Library News

The library was awarded a \$1200 Theisen's More for Your Community grant to offer a series of conversational English classes for language learners. This has been a consistent request from our community. Our adult services librarian, Nick, wrote the following on the grant application: Through Census Data, over 8,600 people in our report speaking English "less than very well," making communication with others - including employers, doctors, government officials, and teachers - difficult and less effective. One of the most effective ways to learn a language is to be immersed in it, gaining experience through use. To provide this, the library will contract with a teacher/host to provide 10 months of weekly conversational meetings to practice speaking and hearing English. While the primary goal is language education, providing for this need also helps ensure attendees can navigate other needs such as food, shelter, safety, and health.

Outreach, education, and community engagement are big parts of library work. Youth Services Librarian, Kayla, was invited to sit on a Banned Books panel at Liberty High School last month and had the opportunity to answer questions and engage with about 20 teens about intellectual freedom and censorship.



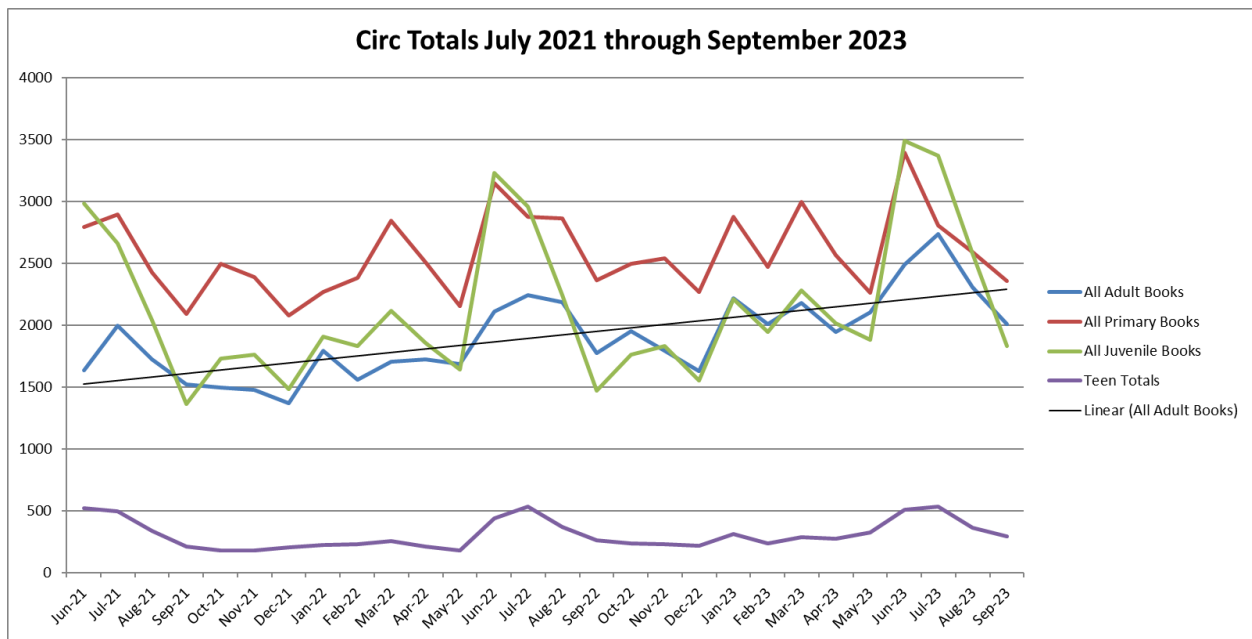
The Gazette spotlighted a Music Together early literacy program we hosted in October at the library and got some great [photos](#). Early literacy builds school readiness and child development.

NOTE: The Public Libraries of Johnson County are hosting our **Annual Legislative Reception** on November 30 at 5:30pm. We'd love to invite all of you to join us to learn more about library services and issues impacting libraries. You'll be getting an email invitation. We hope to see you there!

Circulation in comparison with the last four years is doing well and basically on trend for recovery to pre-pandemic numbers. It's interesting that we don't see huge surges of circulation in the fall when there are a lot of new books being published by established authors. Surges in adult circulation tend to be in January when there are New Years Resolutions, cabin fever, and holiday stress being over driving people to the library along with summer surges. Charts below show uses of specific genres in the collection.

Also interesting is that use of the physical collection continues to increase steadily and we've seen slight decreases in eBooks and eAudios which have been growing rapidly in the last decade.

This chart shows trends in circulation of our physical collection for the four main age groups. Our typical slowing of circulation in September when school and activities ramp up is not as pronounced as in previous years.



Scroll for more program highlights.



Library staff helped with the Annual Moonlight Walk City Slate event (formerly :Library hosted Trunk of Treat)



Over 40 T(w)eens had the library to themselves for a T(w)een Lockin in October. Games, snacks, and community.

Below: Iowa Weather cooperated for Spooky Rockets, an outdoor T(w)ween program.



Library Director Report
North Liberty Community Library Board of Trustees Meeting
Nov 20, 2023

- I. Financial Update
 - A. Personnel: 28 percent
 - B. Personnel Services (non-position): 11 percent
 - C. Repair, maintenance, utilities: 51 percent
 - D. Contractual Services: 23 percent
 - E. Commodities (materials and services): 39 percent
 - 1. eBooks – 78 percent incumbered
 - F. Total Library Services: 30 percent
 - G. Average this time of year: 33 percent
- II. Library Operations and staffing update
 - A. FY25 budget proposal
 - B. Statement of Concern discussion
 - C. 1:1 meetings completed with all full-time staff
 - D. Meeting room software discontinuing
 - 1. Adult Services Librarian, Nick, has agreed to lead the review of other products that we could shift to in 2024
- III. Community and programs update
 - A. Legislative reception, Nov 30
 - 1. Speakers: Sam Helmick, Iowa City Public, and Liz Petersen, Springmier Library (Tiffin)
 - B. Potential opportunity to co-write Op-Ed for Iowa with EveryLibrary
 - C. Annual contribution letter will go out in December
 - 1. Melanie is working on the community report insert
- IV. Professional Activities
 - A. ILA Management Team Onboarding
 - B. ILA Annual Planning Meeting in Cherokee
 - C. PolicyWise Conference with Common Good Iowa, Des Moines
 - D. Invited to attend Library Leaders Conference
 - 1. Knight Foundation hosting (all expenses paid by host)
 - 2. Miami, February 2024
- V. Staff Reports
 - A. Assistant Director
 - 1. Began scheduling for the remainder of 2023 with the onboarding of our newest PT staff
 - 2. Attended ILA Conference in Dubuque and held annual ILA LLAMA sub-committee meeting

- B. Public Services
 - 1. Three new library assistants onboarded
 - 2. Latest Lighthouse event: Suspended panel event ([LINK](#) - 11/9)
 - 3. Lots of connection and collaboration on recent panels (ELC, State Library of Iowa, Greater IC)
 - a. Co-facilitated the Youth Community Learning Program in partnership with Greater IC (10/19)
 - b. Co-chaired & co-hosted the Entrepreneurship & Libraries Conference (11/1)
 - c. Participated on an ARSL panel recapping the annual conference (10/24)
 - d. Recorded Kernels podcast with State Library of Iowa ([LINK](#))
- C. Family Services
 - 1. Storywalk
 - a. Sept –Nov All Are Welcome
 - i. 26 Sound cloud plays
 - b. Next book is Frybread, Nov-Jan
 - 2. Music Together (10/12)
 - a. Kayla covered, 36ppl attended
 - 3. Moonlight walk (10/13)
 - a. Rescheduled because of weather
 - i. 10/20 Moonlight walk) with 300 people attended morning session; +1500 for evening session, Melanie & Corrie covered
 - 4. Pied Piper (10/19)
 - a. Zoe Covered, 40 ppl attended
 - 5. Tween Lock-In (10/20)
 - i. Assisted Kayla - Over 40 tweens came
 - 6. DoodleBugs (10/30) - 37 ppl attended
 - 7. Playful Parenting (11/2-12/9) - 13 families signed up
 - i. 21 first session (music & movement)/16 second session
 - ii. 11/10 West Music, Sing Play Learn Today! - 66ppl attended
- D. Youth & Teen Services
 - 1. Program statistics for October
 - a. JUMPS for JOI: 17
 - b. Super Tuesdays: 12
 - c. Tweendom: 11
 - d. Teen Tuesday: 3
 - e. Liberty Pop-up: 32
 - f. Van Allen Outreach: 111
 - g. Papercraft Zoo: 17
 - h. No School Day Movie: 33
 - i. Fall Tween Lock-in: 43
 - j. Question of the Week: 143
 - k. Snack: 400

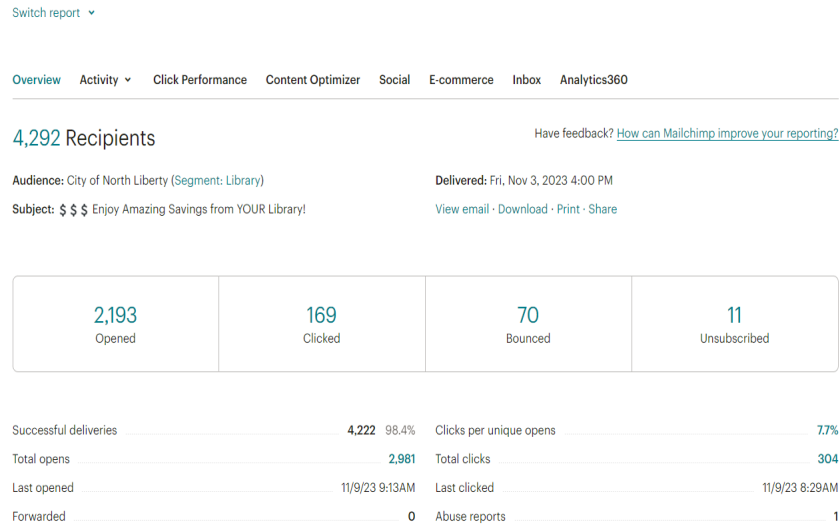
Total: 822 attendees at 53 programs
- E. Marketing & Engagement
 - 1. **MyLibro** - We wrapped up our first official year with myLibro in October and had our best usage month to date. It was a rocky start with access for some

users, particularly iPhones, but myLibro has corrected the issue, so hopefully usage the trend continues upward.



2. **Newsletter** – After suggestion from the board we took the plunge and imported over 3000 emails to our distribution list. Our open rate is typically above average so I was a little worried how the import might impact our stats but we still managed a 51% open-rate on this campaign. Woot.

Library Newsletter (November 2023)



3. Projects

- a. FY23 Community Report
- b. Winter Reading Challenge – documents/log
- c. Propagation Library – Transforming a small wall in the magazine area into a plant share and propagation library where patrons can donate loose cuttings and small potted plants to share.
- d. Sitting on the City Slate Planning Committee for 2024.

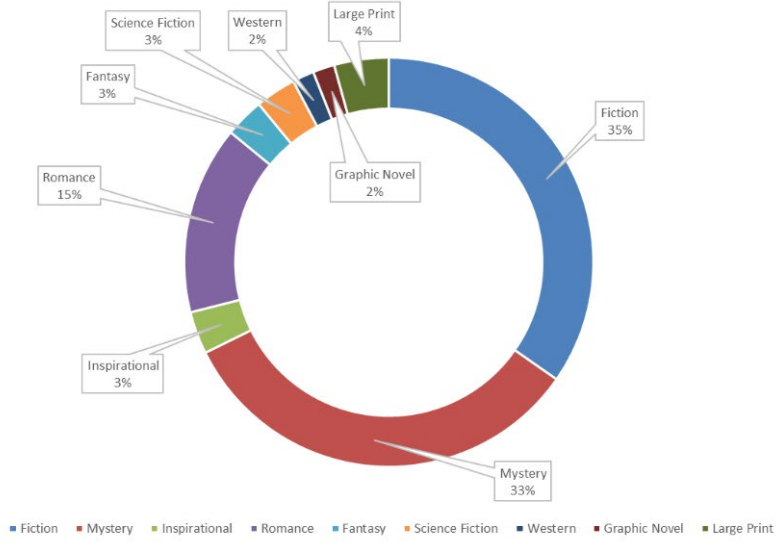
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1.

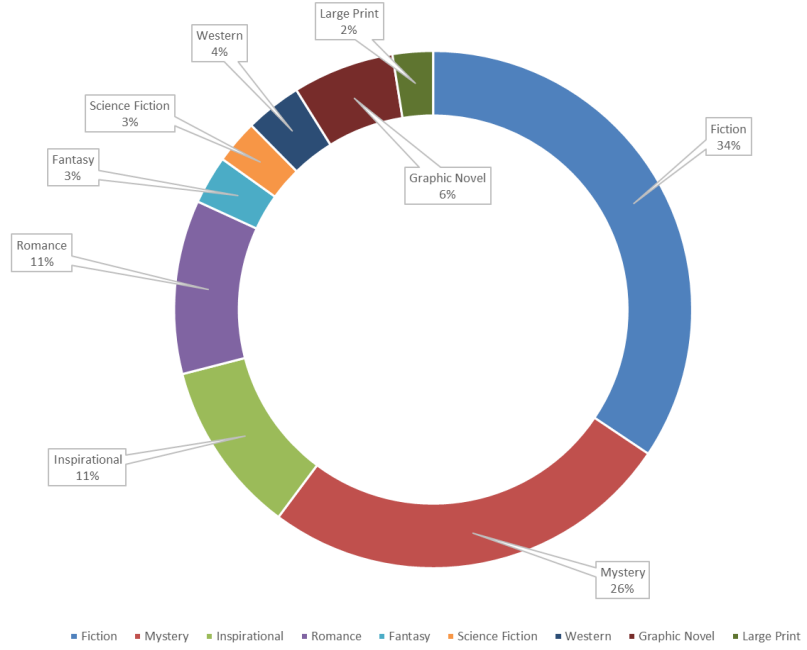
G. Collection Development

1. Last month I did some new charts that compared overall circulation between now and 2016 when I started tracking all of the statistics. This month I am going to show the changes in circulation in the adult fiction genres.

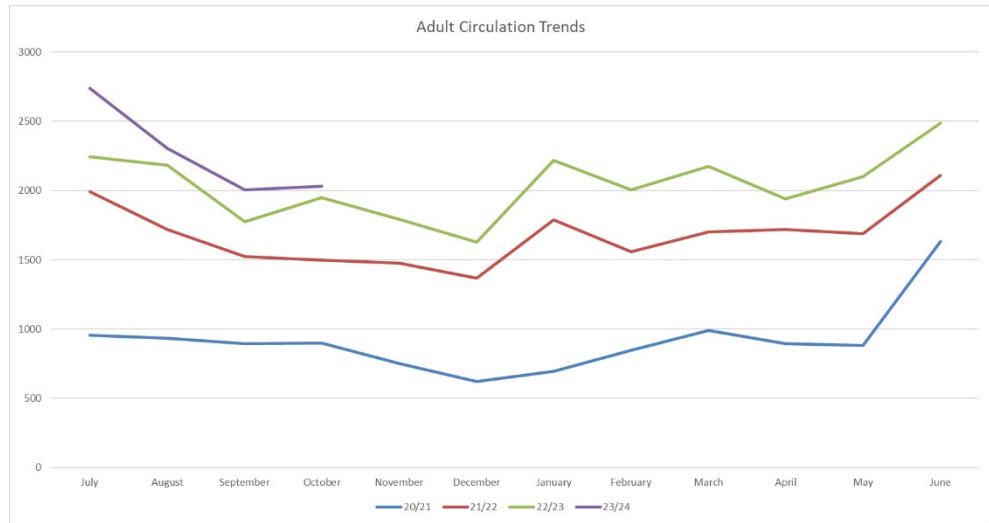
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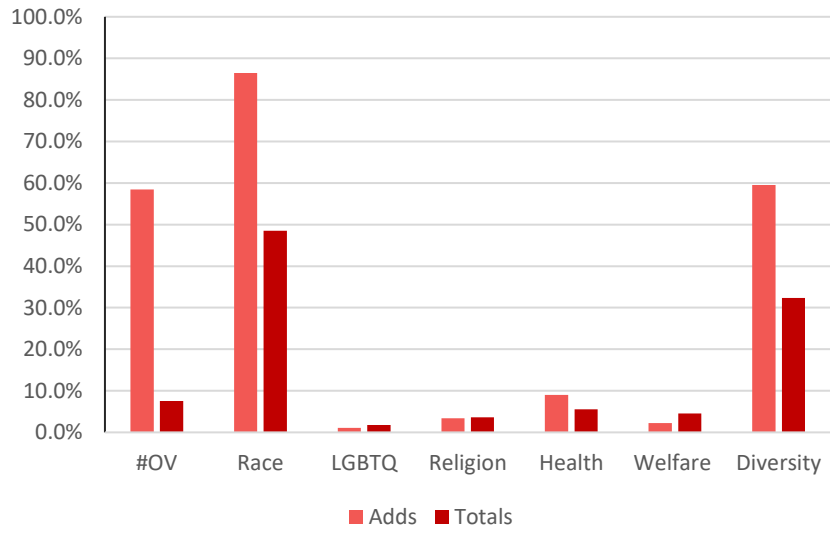


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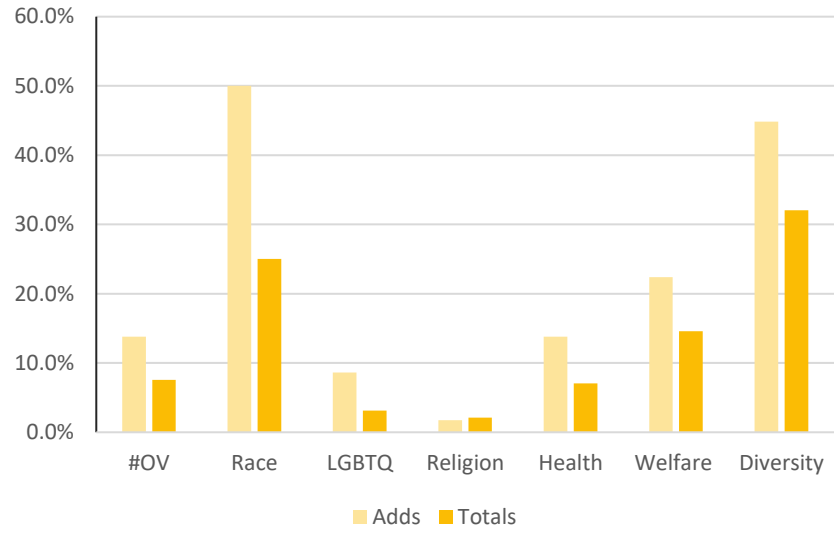


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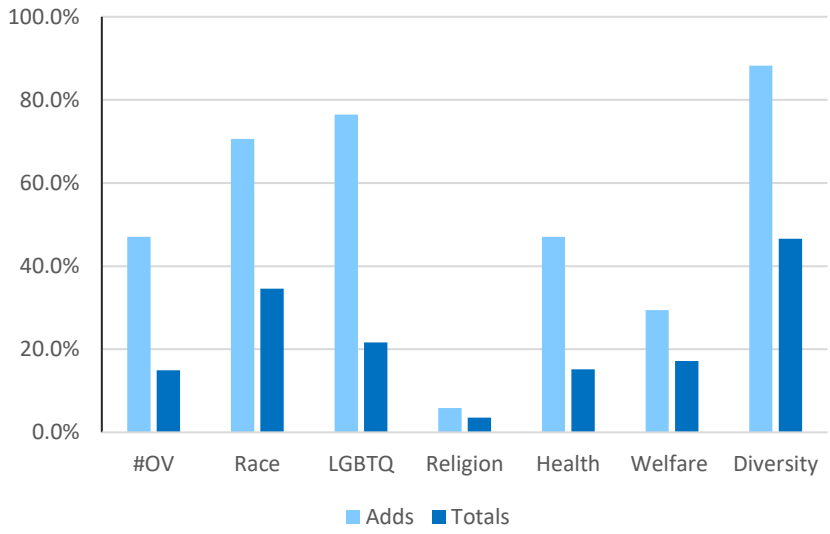
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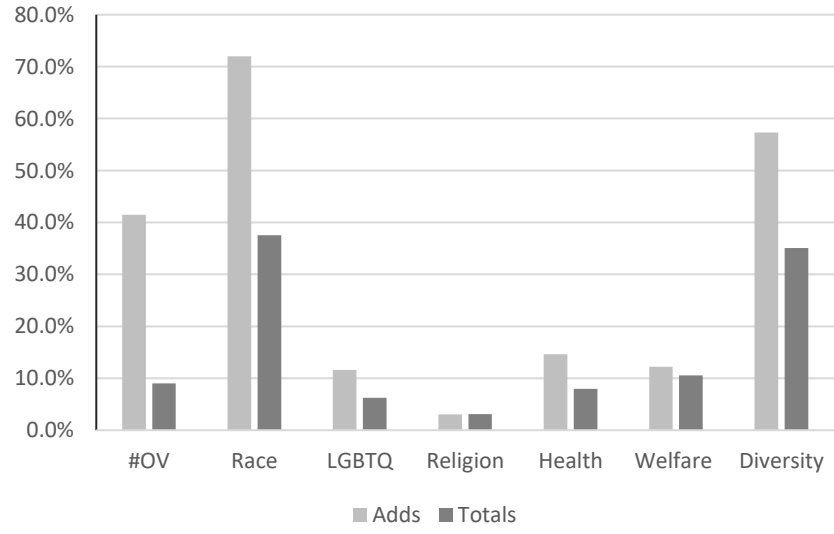
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