

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

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment/Board Training
- III. Approval of Minutes
  - a. November
- IV. Staff Introduction
- V. Reports
  - a. Budget
  - b. Friends
  - c. Director
  - d. Staff reports – questions
- VI. Policy Review
  - a. Library Access for Sex Offenders Against Minors
  - b. Library Conduct Policy Review
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: January 15, 2024, 6:30 pm

North Liberty Library Board of Trustees Meeting  
City Council Chambers

DATE: November 20, 2023 6:30 P.M.

PRESENT: Lindsay Bland, Scott Clemons, Laura Hefley, Jamie Helmick, and Jennie Garner

ABSENT: Jack Abels and Brady Bird

Call to Order

- 1) Additions/Changes to the Agenda
  - a) None
- 2) Public Comment
  - a) None
- 3) Approval of the Minutes
  - a) October meeting minutes were approved.
- 4) Reports
  - a) Budget
  - b) Friends
  - c) Director
  - d) Staff Introduction: Kellee Forkenbrock  
Spoke about how our library and local business go hand in hand.
  - e) Staff Reports - Questions
- 5) Policy Reviews: Library Conduct Policy and Art Display Policy
  - a) Library Conduct Policy has been tabled until December's board meeting to approve. As more edits were made to policy, the decision to hold off on final vote was decided.  
Motion to approve Art Display Policy passed.
- 6) Old Business
  - a) None
- 7) New Business
  - a) None

Adjourn

Meeting adjourned

December 18, 2023:

*Meeting minutes recorded by Laura Hefley*

# Expense Budget Performance Report

Fiscal Year to Date 11/30/23

Include Rollup Account and Rollup to Base Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<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	52,783.10	.00	271,805.26	409,170.74	40	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	6,106.99	.00	35,061.09	59,913.91	37	69,062.28
6040	Overtime Pay	1,000.00	.00	1,000.00	85.14	.00	310.87	689.13	31	195.71
6110	FICA/Medicare	59,285.00	.00	59,285.00	4,389.83	.00	23,304.58	35,980.42	39	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	5,491.59	.00	28,403.33	41,320.67	41	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	8,014.78	.00	10,275.66	114,544.34	8	119,382.77
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>\$76,871.43</b>	<b>\$0.00</b>	<b>\$369,160.79</b>	<b>\$664,619.21</b>	<b>36%</b>	<b>\$961,450.57</b>
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	377.61	.00	927.60	1,672.40	36	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	116.00	.00	885.72	14,114.28	6	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	100.00	.00	702.00	1,798.00	28	2,647.00
6230	Training	13,000.00	.00	13,000.00	1,126.54	.00	3,877.37	9,122.63	30	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>\$1,720.15</b>	<b>\$0.00</b>	<b>\$6,392.69</b>	<b>\$31,957.31</b>	<b>17%</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	.00	.00	19,132.29	24,867.71	43	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,096.36	.00	3,198.63	3,801.37	46	14,472.24
<b>6371 - Utilities Totals</b>		<b>\$51,000.00</b>	<b>\$0.00</b>	<b>\$51,000.00</b>	<b>\$1,096.36</b>	<b>\$0.00</b>	<b>\$22,330.92</b>	<b>\$28,669.08</b>	<b>44%</b>	<b>\$59,960.60</b>
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	225.00	200.00	53	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	192.32	.00	957.67	1,942.33	33	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	.00	.00	14,253.39	996.61	93	15,560.10
<i>Repair, Maintenance, Utilities Totals</i>		<b>\$71,575.00</b>	<b>\$0.00</b>	<b>\$71,575.00</b>	<b>\$1,333.68</b>	<b>\$0.00</b>	<b>\$37,771.91</b>	<b>\$33,803.09</b>	<b>53%</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	1,650.00	.00	8,141.78	13,473.22	38	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	184.00	.00	764.30	(14.30)	102	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	410.15	.00	1,719.36	2,580.64	40	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	63.00	.00	1,056.73	1,443.27	42	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	370.08	.00	1,631.60	1,368.40	54	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	1,840.00	.00	4,662.54	14,337.46	25	18,925.19
<i>Contractual Services Totals</i>		<b>\$59,165.00</b>	<b>\$0.00</b>	<b>\$59,165.00</b>	<b>\$4,517.23</b>	<b>\$0.00</b>	<b>\$17,976.31</b>	<b>\$41,188.69</b>	<b>30%</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	5,406.14	.00	24,691.90	31,308.10	44	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	708.60	.00	2,139.60	5,460.40	28	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	650.47	.00	2,920.73	9,679.27	23	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
	<b>6502 - Library Materials Totals</b>	<b>\$129,950.00</b>	<b>\$0.00</b>	<b>\$129,950.00</b>	<b>\$6,765.21</b>	<b>\$0.00</b>	<b>\$60,737.98</b>	<b>\$69,212.02</b>	<b>47%</b>	<b>\$126,507.11</b>
6506	Office Supplies	4,000.00	.00	4,000.00	932.24	.00	2,520.69	1,479.31	63	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	336.43	.00	357.27	442.73	45	1,515.89
6509	Building Maintenance Supplies	650.00	.00	650.00	8.25	.00	8.25	641.75	1	691.26
6513	Cleaning Supplies	2,000.00	.00	2,000.00	596.40	.00	1,444.03	555.97	72	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	92.91	.00	3,960.30	9,889.70	29	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	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	1,546.86	.00	4,529.08	4,770.92	49	11,019.31
	<i>Commodities Totals</i>	<b>\$164,400.00</b>	<b>\$0.00</b>	<b>\$164,400.00</b>	<b>\$10,278.30</b>	<b>\$0.00</b>	<b>\$74,669.02</b>	<b>\$89,730.98</b>	<b>45%</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>\$94,720.79</b>	<b>\$0.00</b>	<b>\$505,970.72</b>	<b>\$861,299.28</b>	<b>37%</b>	<b>\$1,424,494.87</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>(\$94,720.79)</b>	<b>\$0.00</b>	<b>(\$505,970.72)</b>	<b>(\$861,299.28)</b>	<b>37%</b>	<b>(\$1,424,494.87)</b>
Department <b>4060 - Community Center</b>										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	8,148.29	(35,610.73)	49,948.53	113,662.20	11	103,043.97
	<i>Repair, Maintenance, Utilities Totals</i>	<b>\$128,000.00</b>	<b>\$0.00</b>	<b>\$128,000.00</b>	<b>\$8,148.29</b>	<b>(\$35,610.73)</b>	<b>\$49,948.53</b>	<b>\$113,662.20</b>	<b>11%</b>	<b>\$103,043.97</b>

# Expense Budget Performance Report

Fiscal Year to Date 11/30/23

Include Rollup Account and Rollup to Base Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<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	5,957.00	26,977.00	53,066.00	38	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	95.00	3,918.26	19,917.50	19,164.24	55	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$6,732.00	\$9,875.26	\$46,894.50	\$72,230.24	44%	\$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	\$14,880.29	(\$25,735.47)	\$96,843.03	\$185,892.44	28%	\$173,132.94
Department <b>4060 - Community Center Totals</b>		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$14,880.29)	\$25,735.47	(\$96,843.03)	(\$185,892.44)	28%	(\$173,132.94)
Fund <b>001 - General Fund Totals</b>		\$1,624,270.00	\$0.00	\$1,624,270.00	\$109,601.08	(\$25,735.47)	\$602,813.75	\$1,047,191.72		\$1,597,627.81
<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	.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
<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>\$0.00</b>	<b>\$0.00</b>	<b>\$7,525.96</b>	<b>(\$7,525.96)</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>\$0.00</b>	<b>\$0.00</b>	<b>(\$7,525.96)</b>	<b>\$7,525.96</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>\$0.00</b>	<b>\$0.00</b>	<b>\$7,525.96</b>	<b>(\$7,525.96)</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	1,304.80	.00	1,304.80	133,695.20	1	511,640.66
<b>6750 - Buildings Totals</b>		<b>\$135,000.00</b>	<b>\$0.00</b>	<b>\$135,000.00</b>	<b>\$1,304.80</b>	<b>\$0.00</b>	<b>\$1,304.80</b>	<b>\$133,695.20</b>	<b>1%</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>\$1,304.80</i>	<i>\$0.00</i>	<i>\$1,304.80</i>	<i>\$133,695.20</i>	<i>1%</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>\$1,304.80</b>	<b>\$0.00</b>	<b>\$1,304.80</b>	<b>\$133,695.20</b>	<b>1%</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>(\$1,304.80)</b>	<b>\$0.00</b>	<b>(\$1,304.80)</b>	<b>(\$133,695.20)</b>	<b>1%</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>\$1,304.80</b>	<b>\$0.00</b>	<b>\$1,304.80</b>	<b>\$133,695.20</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>\$110,905.88</b>	<b>(\$25,735.47)</b>	<b>\$611,644.51</b>	<b>\$1,173,360.96</b>		<b>\$2,214,888.31</b>

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

- I. Financial Update
  - A. Personnel: 36 percent
  - B. Personnel Services (non-position): 17 percent
  - C. Repair, maintenance, utilities: 53 percent
  - D. Contractual Services: 30 percent
  - E. Commodities (materials and services): 45 percent
  - F. Total Library Services: 37 percent
  - G. Average this time of year: 42 percent
- II. Library Operations and staffing update
  - A. FY25 budget proposal update
  - B. Staffing update
    - 1. Parttime staff person leaving for another job opportunity in January
    - 2. Filled the 29-hour/week permanent parttime position internally
      - a. Morgan Simpson, one of the LAI staff will move to this role
      - b. Formerly held by Corrie Brase who will take a role as fulltime Assistant Adult Services Librarian beginning in January
  - C. January board meeting – falls on a city holiday
    - 1. Community Relations staff not available to cover
    - 2. Recommend a shift to Jan 22
  - D. Discussion to discontinue Statement of Concern
    - 1. Add general compliment/concern form
  - E. Meeting room software discontinuing
    - 1. Identified LocalHop as likely replacement
    - 2. Hoping to have in place by January
  - F. Community and programs update
  - G. Legislative reception, Nov 30
    - 1. 24 attended including four local legislators and several city leaders
    - 2. Engaging presentation and discussion
  - H. Submitted resignation from the Iowa Library Association board
    - 1. Effective Dec 31, 2023
    - 2. Will stay involved as past chair of Leadership Committee and member of the Governmental Affairs Committee to focus on Advocacy
- V. Staff Reports
  - A. Assistant Director
    - 1. Hosted December ILA Library Leadership & Management Roundtable on the topic of Recruiting & Retaining Neurodivergent Employees

2. Assisted in reviewing software to replace Demco SPACES currently used for meeting room registration
  3. Renewed Library Endorsement with the State Library through 2026
- B. Public Services
1. Submitted ALA/Libraries Transform Communities grant application for hearing loops ([LINK](#))
  2. Recorded podcast episode with Donna Hallett ([LINK](#))
  3. Joined ALA's Business Reference and Services Section's (BRASS) Mentoring Program as a mentee ([LINK](#))
  4. Established plans for the library's Spring 2024 practicum student
  5. Scheduled staff evaluations for our Library Assistants
  6. Accepted board member positions for two organizations:
    - a. Entrepreneurship and Libraries Conference ([LINK](#))
    - b. University of Iowa's Women Alumni Network ([LINK](#))
- C. Family Services
1. DoodleBugs
    - a. 24 attendees
  2. City Slate planning meetings, vetting & finalizing 2024 slate schedule
  3. Playful Parenting wrapped up
    - a. Early afternoon time didn't work well
      - i. 13 families signed up, never had more than 5 show up
      - ii. Feedback listed timing as difficult to manage
    - b. Looking to do evening/weekend morning in late winter 2024
  4. Tippi Toes
    - a. Zoe covered, 41 attendees
  5. IDEA committee helped to bring Basics of Being training
    - a. Collaboration with City of North Liberty and UI
- D. Youth & Teen Services
1. The Affordable Housing Coalition (AHC) Lego program to highlight specific housing units was a success! We had 52 kids during the 2 hours, and it was chaotic fun. They entered the drawing, and their adults had the opportunity to learn about affordable housing. It was great to form a closer partnership with the AHC.
  2. The Kirkwood STEAM Institute was amazing. We taught 230 7<sup>th</sup> graders across Johnson County about the North Liberty Library, libraries in general, and our relationship with STEAM. We've already have teens from that program come to the library asking questions about our Cubelets and Matilda!
  3. Pizza & Politicians invited teens to ask insightful questions, meet their representatives, and of course eat pizza. There was great interaction and fun had by all.
  4. We handed out 390 snacks in November
  5. Programs Total: 827 attendance at 53 programs
- E. Marketing & Engagement
1. **Staff Favorites** – We're featuring staff favorites from 2023 on social media through December and with a compilation blog post at the end of the month.
  2. **Happy Birthday (Taylor's Version)** - We're celebrating Taylor's birthday on Dec. 13 with a dance party, bracelet making, photo ops, sweet treats, and more.
  3. **Upside Down Tree** – Our upside down tree is back this year and always receives



lots of attention.

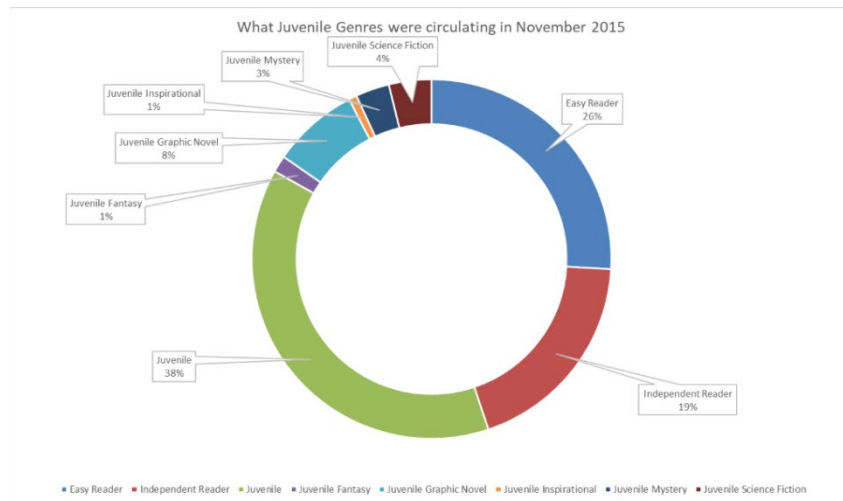
4. **Breakfast with Santa** – Mixed pancake batter and served breakfast with North Liberty Lions at Breakfast with Santa.

F. Adult Services

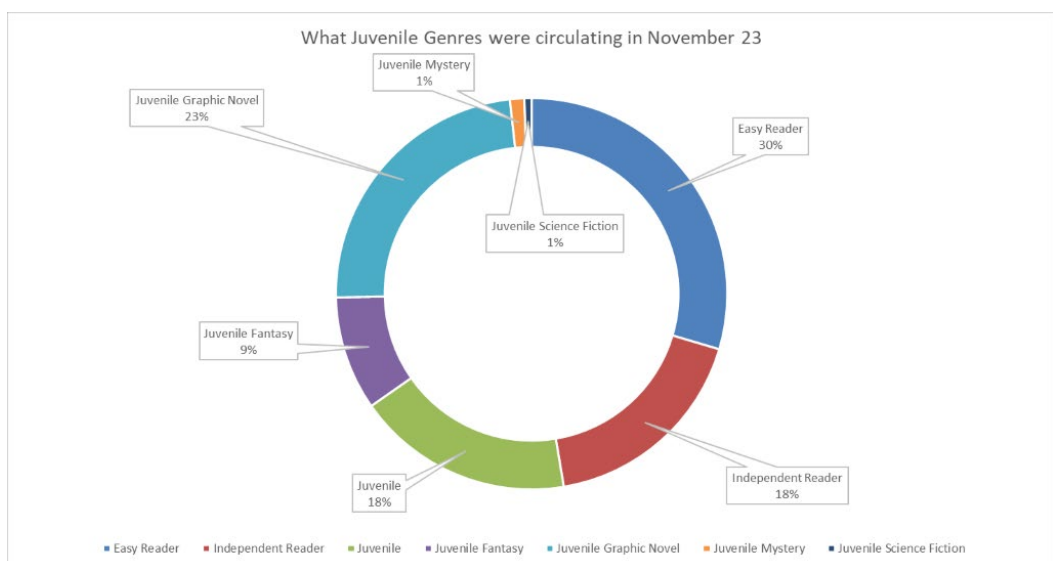
1. We are continuing with fall events with the book wreaths happening (or having just happened) on November 3<sup>rd</sup> and then quilling on November 14<sup>th</sup>.
2. As I mentioned at the board meeting, I believe that these programs are great opportunities to try something new and cool and also to meet other people in the community. We've had several repeat attendees at the last couple events and have started to get to know one another. We still have a few more in December
3. We'll start back up in March to avoid weather and holiday issues.

G. Collection Development

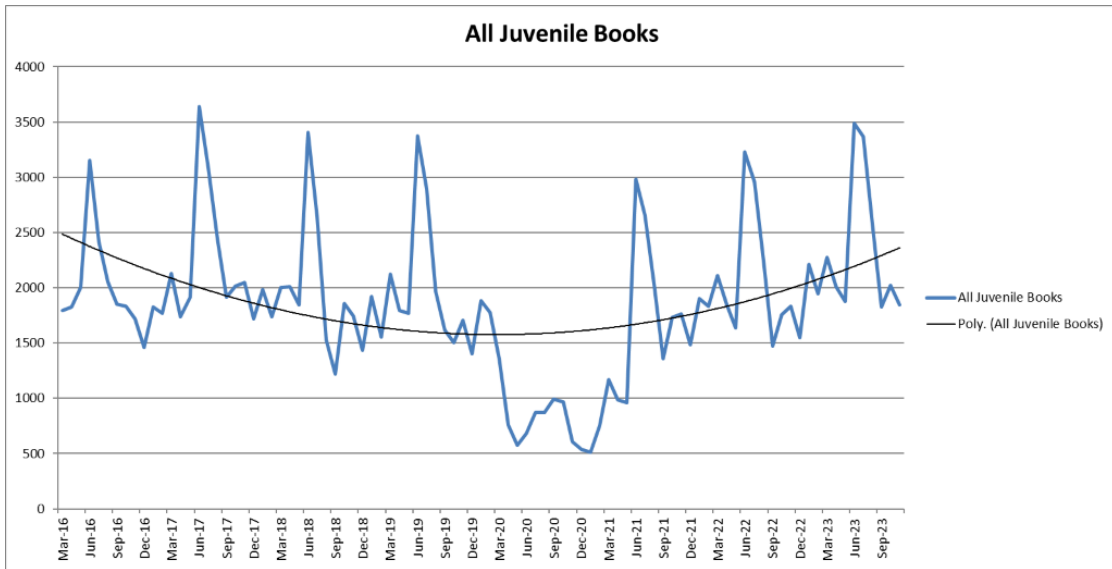
1. Last month I compared the genres circulating for adults in 2015 versus now. I thought I would do that with the Juvenile. Here is the Juvenile by genre in November 2015.



2. Here is the Juvenile by genre in November 2023.



3. Circulating trends have changed a lot in the last eight years. We no longer have the Juvenile Inspirational, those materials were rolled into Juvenile in October 2018. There has also been a huge increase in circulation of both Juvenile Fantasy and Juvenile Graphic Novels, while Mystery and Science Fiction have strongly declined. Overall, Juvenile circulation has remained strong, with the surges in the summers making for some weird patterns and the crater that was 2020.



## **LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY**

City of North Liberty, Iowa

### **I. Purpose**

The City of North Liberty has adopted this policy to ensure compliance with the provisions of Chapter 692A of the Code of Iowa. Chapter 692, in part, places certain legal restrictions on persons who have been convicted of a sex offense against a minor, or who are required to register as sex offenders in another jurisdiction for an offense involving a minor, including specific restrictions on access to public libraries. For more information, please visit [www.iowasexoffender.gov](http://www.iowasexoffender.gov).

### **II. Definitions**

- A. Board. The term "Board" shall refer to the North Liberty Library Board of Trustees.
- B. Library. The term "Library" shall refer to the North Liberty Library.
- C. Library Grounds. The term "Library Grounds" shall refer to the real property situated at 520 West Cherry Street in North Liberty, and which is depicted as Lot 4 of the North Liberty Commercial Park and recorded in Plat Book 32, Page 242, of the Records of the Johnson County Recorder's Office.
- D. Offender. The term "Offender", unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28), or an individual required to register as a sex offender in another jurisdiction for an offense involving a minor.

### **III. Policy Statement**

Pursuant to Iowa Code Section 692A.113(1)(f), an Offender may not be present upon Library Grounds without the written permission of the Board. In addition, an Offender may not "loiter", as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

### **IV. Applicability**

This policy applies only to a person satisfying the definition of Offender as set forth in Paragraph II-D above. All others are allowed access to the North Liberty Library under the same terms and conditions as the general public.

### **V. Application for Use Procedure**

- A. An Offender who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102(1)(a) may petition the Board for permission to be present upon the grounds of the Library. Any such person (hereinafter, an "Applicant") may contact the Library Director, or their designee, by telephone at 319-626-5701 for more information and an application form.
- B. No Offender shall be granted written permission to be present upon Library Grounds who is classified as a Tier II Offender or Tier III Offender under the provisions of Iowa Code Section 692A.102(1)(b) or (1)(c), respectively, or who has been convicted of an aggravated offense against a minor, as defined in Iowa Code Section 692A.101(2)(a).
- C. Upon receipt by the Library Director of a completed application for permission to be present upon Library Grounds, the Library Director shall present such application to the

Board at the Board's next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:

- i. The offense for which the Applicant has been convicted;
  - ii. The Applicant's likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person's residence;
  - iii. Information obtained from the Applicant's parole or probation officer, if the applicant is on parole or probation;
  - iv. The Applicant's intended use of the Library; and
  - v. Any other information the Board deems relevant.
- D. The Board's meetings are open to the public. Any Applicant may speak before the Board in favor of their application. The Board may reasonably request additional information from any Applicant, whether or not that person is present at the Board's meeting.
- E. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board's first regular meeting following such request.
- F. If the Board approves the application of an Applicant to be present upon Library Grounds, the Library Director shall notify the Applicant and their parole/probation officer via U.S. Mail.

#### **VI. Terms & Conditions/Restrictions**

- A. An Applicant who is granted written permission pursuant to this policy to be present upon the Library Grounds (hereinafter, a "Permittee") shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in Paragraph VI.B below.
- B. A Permittee may be subject to Library use restrictions, including, but not limited to:
- i. Time of day restrictions;
  - ii. Computer use restrictions;
  - iii. Study room use restrictions; and
  - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A Permittee will receive written notification of any restrictions on their use of Library facilities or services.
- D. Upon application of a Permittee or the Library Director, Library use restrictions imposed upon a Permittee may be amended, at the sole discretion of the Board.

#### **VII. Revocation of Permission/Removal from Library Grounds**

- A. Should the Library Director or Board discover that a Permittee provided false information on their application, such permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of the revocation as soon as practicable in person or via telephone, and by regular U.S. Mail.
- B. Should a Permittee be found to have violated any terms, conditions or restrictions described in section VI above, such individual's permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters upon Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.

- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

**VIII. Access to Library Materials**

- A. Any Offender, regardless of whether or not such person has been granted written permission to be present upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, an Offender who has not been granted written permission to be present upon Library Grounds must contact the Library Director, or their designee, at 319-626-5701, and designate another who may check out materials on behalf of the Offender. Any person so designated must either not be subject to this policy or must have been granted written permission to be present upon Library Grounds pursuant to this policy.
- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as described in Section VI, above.

## Appendix B – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Any other names you have used:

Address:

Phone:

Specific Offense(s):

Tier One Offender \_\_\_\_\_ Tier Two Offender \_\_\_\_\_ Tier Three Offender \_\_\_\_\_

Date(s) of all related conviction(s):

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes \_\_\_\_\_ No \_\_\_\_\_

Terms of parole/probation, if applicable:

NOTE: The library's goal is to provide access to information and library materials to all individuals. In the case that we are unable to approve your application, you may still register online for a library card and opt to designate a proxy to come to the library to pick out library materials on your behalf or you may call or email the library to request materials and designate a proxy to pick up those materials. You may also use reference services by phone or email.

Application must be completed in full for consideration. Successful applicants providing false information will have permission to be on Library premises rescinded.

***Reviewed/Approved by the Library Board of Trustees, December 2022***

## 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:

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

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Hygiene or other scents (perfumes, etc.) so strong as to constitute a nuisance¶

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	<ul style="list-style-type: none"> <li>• <a href="#">Exhibiting/viewing obscene materials that could be observed by a minor (Iowa Code 728.2)</a></li> <li>• Smoking in the library or within 30 feet of the library, community center, or Ranshaw House</li> </ul>
<b>FAILING TO FOLLOW STAFF REQUESTS</b>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> <li>• When asked to stop a prohibited behavior, failing to do so</li> <li>• When requested to leave for violations of library policy</li> </ul>

**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.



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

## Library News

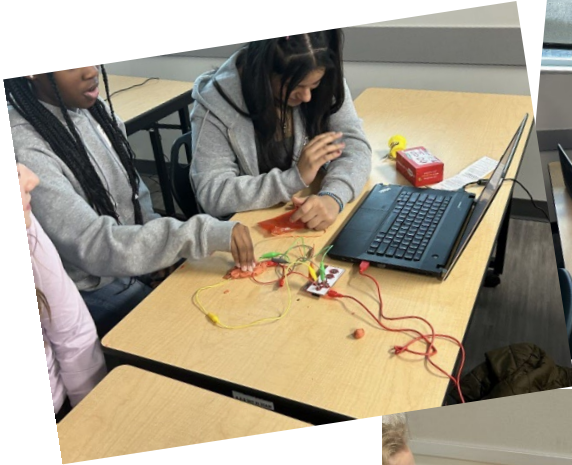
North Liberty Library hosted the Public Libraries of Johnson County **Annual Legislative Reception** on Nov 30. It was a pleasure to have over 20 leaders attend the event for a presentation by Sam Helmick, the 2023 President of the Iowa Library Association and staff member of the Iowa City Public Library. Sam's gave an engaging, energetic presentation titled [From Literacy to Liberation: Empowering Community through Free Libraries..](#)



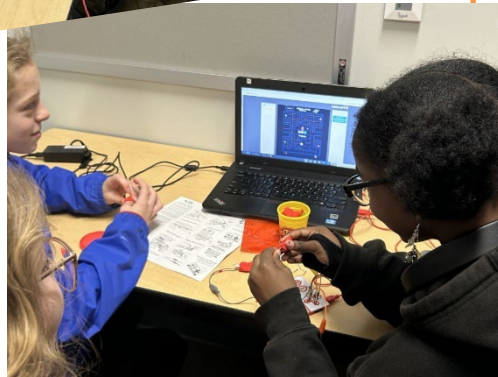
Library programs provide opportunities to combine community engagement and literacy components. November youth and teen programming was a ton of fun at the library. We had 827 youth attend 53 programs at the library. Here are a few highlights:



**The Affordable Housing Coalition (AHC) Lego program** to highlight specific housing units was a success! We had 52 kids during the 2 hour program for chaotic fun. They entered the drawing and their adults had the opportunity to learn about affordable housing. This program was a fantastic partnership with AHC.



The **Kirkwood STEAM Institute** was amazing. We taught 230 7<sup>th</sup> graders across Johnson County about the North Liberty Library, libraries in general, and our relationship with STEAM. We've already had teens from that program come to the library asking questions about our Cubelets and Matilda!



**Pizza & Politicians**, a longtime NLL tradition, invited teens to ask insightful questions, meet their representatives, and of course eat pizza. There was great interaction and fun had by all.



Civic Commons – being a safe and welcoming space where all people belong – is identified as one of the values in our [2023-2025 Strategic Plan](#). To that end, one of the goals of our adult program offerings is to provide space for adults to make social connections, which we know to be beneficial to individual health and improves community resilience. Libraries are well-positioned, according to the [Surgeon General's 2023 Advisory on Our Epidemic of Loneliness and Isolation](#), to aid in strengthen social infrastructure. This goal has been affirmed with full rooms at programs, including as Quilling, Book Wreaths, Squeegee Art, for adults this month:

