

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
January 22, 2024, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. December
- IV. Staff Introduction/Training
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. reports – questions
- VI. Policy Review
 - a. Library Child Safety and Vulnerable Adults
 - b. Service
 - c. Statement of Concern discussion
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: March 18, 2024, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

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

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

ABSENT: Jamie Helmick, Lindsay Bland

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) November 2023 meeting minutes motion to approve by Laura H; second Scott C; approved by voice vote.
- 4) Staff Introduction - Guest Speaker Sam Helmick, Iowa City Public Library
 - a) Empowering our communities through free libraries and literacy.
 - i) "The best way to advocate for your library is to use it."
 - ii) Iowa - t-2nd most library-averse bills.
- 5) Reports
 - a) Budget
 - i) Proposed flat budget due to necessary cuts.
 - b) Friends
 - c) Director
 - i) potentially getting rid of reconsideration process
 - (1) switch to comment card or similar means of voicing opinion regarding library collection.
 - ii) resigning from ILA board, now on government affairs committee and leadership committee.
 - iii) March 5 - Des Moines at Capitol
 - iv) 29 hours to fill, internally filled by library assistants.
 - d) Staff Introduction
 - e) Staff Reports - Questions
- 6) Policy Review
 - a) Library Access for Sex Offenders Against Minors
 - b) Library Conduct Review Policy
 - i) change to language regarding viewing pornography, removed language on body odor.
 - c) Motion to approve changes to both policies by Brady B; second Laura H; approved by voice vote
 - d) Board approved moving January meetings to 4th Monday each year due to MLK Jr Day.
- 7) Old Business
 - a) None
- 8) New Business
 - a) None

Adjourn

Motion to adjourn by Brady B; second Laura H

NEXT MEETING DATE: Monday, January 22, 2024

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	52,783.08	.00	324,588.34	356,387.66	48	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	6,127.27	.00	41,188.36	53,786.64	43	69,062.28
6040	Overtime Pay	1,000.00	.00	1,000.00	(63.04)	.00	247.83	752.17	25	195.71
6110	FICA/Medicare	59,285.00	.00	59,285.00	4,380.02	.00	27,684.60	31,600.40	47	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	.00	.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	18,290.44	106,529.56	15	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>		\$1,033,780.00	\$0.00	\$1,033,780.00	\$71,242.11	\$0.00	\$440,402.90	\$593,377.10	43%	\$961,450.57
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	700.97	.00	1,628.57	971.43	63	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	.00	.00	885.72	14,114.28	6	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	178.00	.00	880.00	1,620.00	35	2,647.00
6230	Training	13,000.00	.00	13,000.00	110.24	.00	3,987.61	9,012.39	31	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	\$989.21	\$0.00	\$7,381.90	\$30,968.10	19%	\$50,312.12
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	18.41	.00	23.34	1,976.66	1	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	2,853.14	.00	21,985.43	22,014.57	50	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	.00	.00	3,198.63	3,801.37	46	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$2,853.14	\$0.00	\$25,184.06	\$25,815.94	49%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	270.00	155.00	64	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	150.89	.00	1,108.56	1,791.44	38	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	339.00	.00	14,592.39	657.61	96	15,560.10
<i>Repair, Maintenance, Utilities Totals</i>		\$71,575.00	\$0.00	\$71,575.00	\$3,406.44	\$0.00	\$41,178.35	\$30,396.65	58%	\$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	1,485.00	.00	9,626.78	11,988.22	45	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	51.50	.00	815.80	(65.80)	109	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	258.27	.00	1,977.63	2,322.37	46	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	.00	.00	1,056.73	1,443.27	42	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	319.56	.00	1,951.16	1,048.84	65	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	146.43	.00	4,808.97	14,191.03	25	18,925.19
<i>Contractual Services Totals</i>		\$59,165.00	\$0.00	\$59,165.00	\$2,260.76	\$0.00	\$20,237.07	\$38,927.93	34%	\$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	5,610.75	.00	30,302.65	25,697.35	54	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	607.13	.00	2,746.73	4,853.27	36	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	618.83	.00	3,539.56	9,060.44	28	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	\$6,836.71	\$0.00	\$67,574.69	\$62,375.31	52%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	239.79	.00	2,760.48	1,239.52	69	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	338.15	.00	695.42	104.58	87	1,515.89
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	8.25	641.75	1	691.26
6513	Cleaning Supplies	2,000.00	.00	2,000.00	121.00	.00	1,565.03	434.97	78	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	6.30	1,072.78	3,966.60	8,810.62	36	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	830.20	.00	5,359.28	3,940.72	58	11,019.31
	<i>Commodities Totals</i>	\$164,400.00	\$0.00	\$164,400.00	\$8,372.15	\$1,072.78	\$83,041.17	\$80,286.05	51%	\$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	\$86,270.67	\$1,072.78	\$592,241.39	\$773,955.83	43%	\$1,424,494.87
	Department 4010 - Library Services Totals	(\$1,367,270.00)	\$0.00	(\$1,367,270.00)	(\$86,270.67)	(\$1,072.78)	(\$592,241.39)	(\$773,955.83)	43%	(\$1,424,494.87)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	2,009.10	(35,610.73)	51,957.63	111,653.10	13	103,043.97
	<i>Repair, Maintenance, Utilities Totals</i>	\$128,000.00	\$0.00	\$128,000.00	\$2,009.10	(\$35,610.73)	\$51,957.63	\$111,653.10	13%	\$103,043.97

Expense Budget Performance Report

Fiscal Year to Date 12/31/23

Include Rollup Account and Rollup to Base Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	13,274.00	5,957.00	40,251.00	39,792.00	54	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	95.00	3,918.26	20,012.50	19,069.24	56	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$13,369.00	\$9,875.26	\$60,263.50	\$58,861.24	54%	\$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	\$15,378.10	(\$25,735.47)	\$112,221.13	\$170,514.34	34%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$15,378.10)	\$25,735.47	(\$112,221.13)	(\$170,514.34)	34%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$0.00	\$1,624,270.00	\$101,648.77	(\$24,662.69)	\$704,462.52	\$944,470.17		\$1,597,627.81
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	26,795.06	.00	28,099.86	106,900.14	21	511,640.66
6750 - Buildings Totals		\$135,000.00	\$0.00	\$135,000.00	\$26,795.06	\$0.00	\$28,099.86	\$106,900.14	21%	\$511,640.66
<i>Capital Outlay Totals</i>		<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$135,000.00</i>	<i>\$26,795.06</i>	<i>\$0.00</i>	<i>\$28,099.86</i>	<i>\$106,900.14</i>	<i>21%</i>	<i>\$511,640.66</i>
EXPENSE TOTALS		\$135,000.00	\$0.00	\$135,000.00	\$26,795.06	\$0.00	\$28,099.86	\$106,900.14	21%	\$511,640.66
Department 4060 - Community Center Totals		(\$135,000.00)	\$0.00	(\$135,000.00)	(\$26,795.06)	\$0.00	(\$28,099.86)	(\$106,900.14)	21%	(\$511,640.66)
Fund 004 - Recreation Capital Totals		\$135,000.00	\$0.00	\$135,000.00	\$26,795.06	\$0.00	\$28,099.86	\$106,900.14		\$511,640.66
Grand Totals		\$1,759,270.00	\$0.00	\$1,759,270.00	\$128,443.83	(\$24,662.69)	\$740,088.34	\$1,043,844.35		\$2,214,888.31

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Jan 22, 2024

- I. Financial Update
 - A. Personnel: 43 percent
 - B. Personnel Services (non-position): 19 percent
 - C. Repair, maintenance, utilities: 58 percent
 - D. Contractual Services: 34 percent
 - E. Commodities (materials and services): 51 percent
 - F. Total Library Services: 43 percent
 - G. Average this time of year: 50 percent
- II. Library Operations and staffing update
 - A. FY25 budget proposal update
 - 1. Department heads were asked to make some reductions to FY25 requests
 - 2. Reviewed income from Johnson County which allowed library to maintain request
 - 3. I was able to find an additional \$11,500 to reduce from the FY25 library request to help out with shortfalls
 - 4. Budget meeting held Jan. 16
 - B. Board position opening posted
 - 1. Have received two applications as of 1/17
 - C. Library Endowment
 - 1. Balance \$63,394
 - 2. Annual appeal letter prepared
 - D. Staffing update
 - 1. Part-time opening
 - a. Job posting is up
 - b. Accepting applications through Jan 24
 - c. More than a dozen applicants in first week
 - E. Discussion to discontinue Statement of Concern
 - 1. Add general compliment/concern form
 - 2. Recommending that the board consider taking this step at March board meeting
 - F. Professional Development
 - 1. Attending [Knight Foundation Library Leaders Gathering](#)
 - a. Miami, Feb 19-20, 2024
 - G. Policy Review Schedule recommendations
 - 1. Recommend tabling Child Safety Policy review and shifting that review to May

2. Remove Board By-Laws from review schedule

V. Staff Reports

A. Assistant Director

1. Participated in Community Center workshop – Basics of Being
2. Held last ILA LLAMA meeting to assist transition for 2024 exec board members
3. Completed staff evaluations

B. Public Services

1. Staff transitions in effect
2. New practicum student on board
3. Praying for more time in February

C. Family Services

1. DoodleBugs
 - a. 26 attendees
2. 01/02 StoryWalk swap
 - a. Bus Stop, part of Beat the Bitter
3. 01/04 After New Year's Ever Party
 - a. 250 people attended

D. Youth & Teen Services

1. Birthday Party (Taylor's version) was a huge success with 244 attendees! They made bracelets, ate cookies, and jammed to Taylor Swift.
2. The JOI kids planned a donation drive for the pantry and donated 32 birthday bags.
3. The Winter Reading Program started this month.
 - a. 71 registrants and 9 completions as of 01/02/24.
4. Youth Services team reached out to all the schools in the area and are planning more outreaches with the Teacher Librarians.
5. Programs Total: 827 attendance at 53 programs
6. For December 2023, the youth collection is at 35.5% diverse with the books added this past month at 61%.

E. Marketing & Engagement

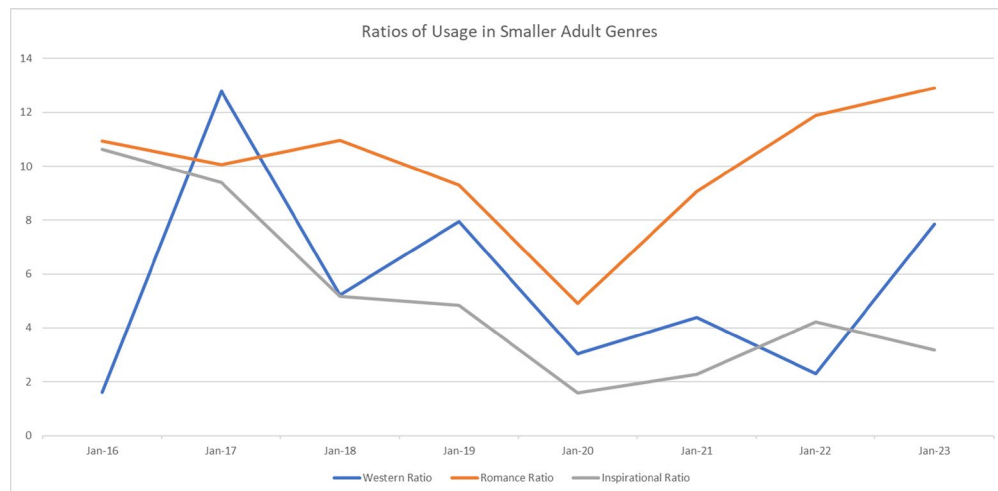
1. **Assistant Marketing Librarian, Dani, and I outlined our 2024 plans**
 - a. Book Madness – Favorite picture books vs. Top adult fiction, think Kids vs. Adults
 - b. Tiny Art Show – Air clay (disperse in March/display in April)
 - c. National Library Week (April 7-13)
 - d. Flock the Library – Annual Endowment Fundraiser (May)
 - e. Summer Reading Program (June-August)
 - f. Library Card Sign-up Month (September)
 - g. Banned Book Week (Oct. 1-7)
 - h. Book Character Elections (late Oct/early Nov.) complete with absentee voting and an in-person voting event with costumed character visit tentatively on Nov. 5
2. **Happy Birthday (Taylor's Version)** was fantastic, we had over 240 people attend.
3. **myLibro** we have seen great increase in use of myLibro app over the past 3 months since they corrected an issue with certain iPhones. (add visual)

F. Adult Services

1. The Sunday book discussion is continuing with the same time frame but switching to a broader scope than middle grades and Young Adult. The first book is *Mountain in the Sea* this coming Sunday, January 21st at 1:30pm.
2. I was accepted to speak at the ILOC Conference on January 25th on fostering community connections through library events. I'll be speaking at 3pm that afternoon.
3. We had a family in need of water assistance around the holidays and we were successful in finding money for their water payment. We exhausted pretty much every avenue we could and finally got money from DVIP.
4. I'm happy with our hiring for the conversational English Class. I think that the person will be a great host, having spent time herself in a language learning capacity.

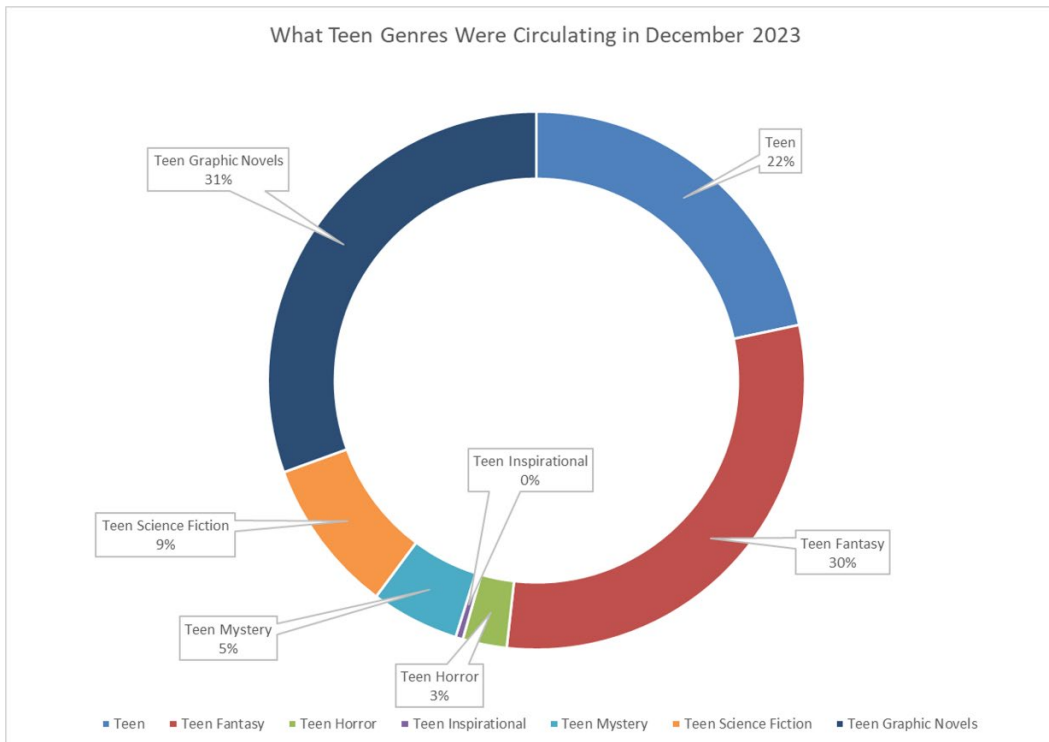
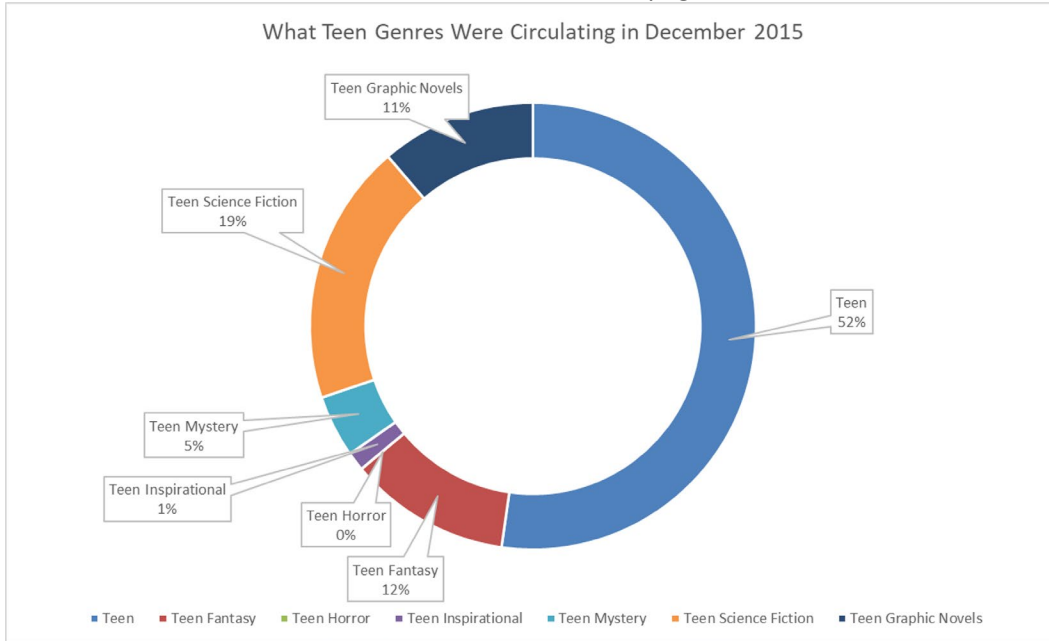
G. Collection Services

1. I've been looking at the size of certain collections compared to shelf space. Some of the older, larger collections that don't get used as much will have a larger reduction across our book collections. The chart below shows the ratio of number of books circulating to number of books in the collection. Romance continues to grow in popularity and Inspirational use is decreasing. This has given me reason to consider winnowing Inspirational down from the relatively large shelving footprint it takes up. Inspirational currently takes up 56 shelves, in comparison to Western, which has 15.



1. I'm continuing to look at how circulation trends have changed in the age categories over the past eight years, currently reviewing the Teen Genres. The main change between 2015 and 2023 in Teen is general Teen Fiction is no longer the main genre being read. There have been big increases in Teen Fantasy and Teen Graphic Novel. I have read about the overall decrease in readership of teen collections, and how a lot of readership was never actually teens, rather adults in their mid-twenties. Publishers have realized they were missing that age group, deemed New Adult, and have since started publishing for that audience. Most of those titles we catalog as Romance, so

that is why our Romance has seen a steady increase in readership as Teen has sort of leveled off. See charts on next page.



LIBRARY CHILD SAFETY AND VULNERABLE ADULTS POLICY

I. Purpose Statement

The North Liberty Library is a public building and individuals of all ages are welcome. The library strives to be a place of belonging for all and the safety and welfare of children and vulnerable adults at the library is of utmost importance. Vulnerable adults and young children should be supervised by age appropriate, responsible parties at all times. Guardians and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Staff will intervene only when children or vulnerable adults are left unattended and if issues relating to safety and well-being or disruptive behaviors occur. Library staff will follow established procedures for the protection of the involved party or parties and to maintain an environment free from disruption in accordance with the Library Conduct Policy.

II. Unattended Children/Vulnerable Adults in the Library

- A. An unattended child is a minor of any age whose behavior requires them to be accompanied by a guardian or caregiver. A vulnerable adult is a person over the age of 18-years-old who is unable or unwilling to care for themselves.
- B. The library does not have staff, training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults.
- C. The library staff is further not available to act as caregivers for unattended children and vulnerable adults and is unable to assume responsibility from the guardians or caregivers for providing for the welfare of persons in their care.
- D. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers or for any consequences related to parents or caregivers forfeiting their responsibilities.
- E. Library staff may refer to social services or law enforcement those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside acceptable behavior in the library. Please refer to the Library Conduct Policy for more information regarding acceptable behavior.

III. Guardian/Caregiver Responsibilities

- A. Guardians/caregivers are responsible for the care of those persons while in the Community Center and on the premises and should remain with persons in their care at all times. This expectation refers to entire facility, including Library, Recreation and Aquatic Center.
- B. Guardians/caregivers are asked to model and encourage positive behavior by persons under their care in the library and in all areas of the facility and to cooperate with building staff in instances that persons in their care are disruptive, interfere or endanger others, or cause damage to property.
- C. Guardians and caregivers with children who are mature enough to be left alone at the library are responsible for setting reasonable time limits for their children's visits to the library and providing a means of transportation home from the library by the time the library closes.
- D. Please refer to the Recreation Center Child Safety Policy for requirements to use the Recreation and Aquatic Centers.

Deleted: should always remain with persons in their care and

IV. Staff Guidelines

- A. Staff will attempt to contact the guardian, or caregiver to address conduct issues or concerns such as lost, unattended, or scared children, vulnerable adults.
- B. An incident report will be filled out, given to appropriate Community Center personnel, and kept on record.
- C. Library staff may not take children or vulnerable adults out of the building, unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.
- D. For safety reasons, appropriate social service agency may be contacted to take custody of any child or vulnerable adult left unattended in the library for a period exceeding 15 minutes during open hours or after closing time if attempts to contact the guardians or caregivers are unsuccessful.

Reviewed/Approved by the Library Board of Trustees, January 2023

SERVICE POLICY

I. Purpose Statement

The purpose of the Service Policy is to affirm the rights of all people to free and equal access to information. The North Liberty Library (NLL) is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy outlines use of the library, services, and operations. The NLL supports the American Library Association's *Library Bill of Rights* which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views (Article V)." (<https://tinyurl.com/y5ydf64c>)

II. Library Hours

- A. The library will have regular business hours posted.
- B. The library will close for legal, City holidays, occasional library staff training or City events, and inclement weather, in compliance with City policy.

III. Confidentiality of Patrons

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation, and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.
- C. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records and will respond to the request according to advice of counsel.
- D. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

IV. Registration

- A. Residents of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. People residing in North Liberty or rural Johnson County may apply online for an eCard that specifically allows use of library databases and electronic collections, including eBooks and eAudios.
- C. Library cards are valid for three years and renewable upon patron request at expiration.
- D. Library cards are issued to individuals. Family cards are not available.
- E. Institutional cards may be created for childcare centers, residential centers, and other educational entities and must include management or administrative contact information.
- F. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.
- G. Legal guardian permission must be provided for children who are unable to provide accurate registration information.
- H. The staff will collect contact information for library use only and patrons will be contacted by

- I. their preferred means (text or e-mail).
- J. A \$2.00 replacement fee is assessed for lost cards and a \$.50 fee for barcode replacement on Recreation Center passes. Patrons may check out without their card by confirming current registration information. Patrons may also check out using the library app on their device.

V. Use of Library Space

- A. Designated library spaces designed for specific audiences or purposes may have limited access and use. The Director is authorized to develop guidelines pertaining to the use of designated spaces in the library and may adjust those guidelines as deemed appropriate. All such designated space policies will be displayed within the designated areas.

VI. Use of Library Materials

- A. Check out loan periods:
 - 1. DVDs and Cake Pans have a one (1) week checkout period.
 - 2. Television series DVDs have a two (2) week checkout period.
 - 3. Books, magazines, audiobooks, and interlibrary loans (ILL) have a three (3) week checkout period.
 - 4. Miscellaneous collection items such as bike locks, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.
- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding interlibrary loans (ILL), may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.
- H. Institutional library cards are only for use by the entity and its clients. Employees of institutions may register for a library account for personal use.

Deleted: <#>Mobile hotspots have a one (1) week checkout and are limited to one device per household. Renewals may be limited due to high demand. Mobile hotspot service is provided by cell phone providers and Internet Service relies on cell tower technology for coverage. Internet access and speed may vary based on location of use.¶

VII. Reserving Library Materials

- A. Library material may be reserved in-person, by phone, by email, or on the library's website.
- B. Patrons will be notified by preferred contact method when a reserved item is available.
- C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

VIII. Overdue & Lost Library Materials

- A. Patrons are asked to return items by the due date or to renew those items before or on

the due date.

- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. The NLL does not collect overdue fines. Items not returned for more than eight weeks are subject to the replacement cost of the material(s).
- D. Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.
- E. Library patrons may be billed the replacement cost for items not returned for more than eight (8) weeks past the due date.
- F. Parents or legal guardians are responsible for all assessed library replacement fees for minor children according to Iowa Code section 613.16 <https://www.legis.iowa.gov/docs/code/613.16.pdf>.
- G. Items that patrons "claim return" will be searched for in the library for 60 days and then will be considered lost and the cardholder may be billed replacement fees.

Deleted: <#>Mobile hotspots are equipped with location tracking and will automatically be turned off once a device becomes overdue. ¶

Deleted: card-holder

IX. Reconciliation & Suspension of Library Accounts

- A. Library material check out may be suspended when patrons have items overdue more than eight weeks past the due date.
- B. Patron accounts will return to good standing upon return of all overdue items.
- C. Lost material/replacement charges are the responsibility of the cardholder whose account bears the overdue items or the legal guardian for minor children.
- D. Patrons are responsible for replacement costs for unreturned long overdue (past 8 weeks) and damaged library materials. A replacement copy of the same title/material type may be substituted for payment. Patrons may set up a monthly payment plan with library staff through the library's reconciliation program as needed to pay for replacement cost of lost/unreturned items. Patrons who meet the terms of the respective reconciliation plan may continue use library services during the reconciliation agreement period until the account has returned to good standing.

Deleted: time

X. Equipment Use

- A. Laptops with wireless Internet and printing are available for adult patrons free of charge on a first-come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.
- B. Guest passes to access library computer stations are available at the Information Desk.
- C. Library users may copy/print up to \$3 free per day. Thereafter, copying and printing charges are \$.10 per page for black and white copies and \$.50 per page for color copies single or double-sided. There is no fee for scanning a document to email.
- D. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.
- E. An overhead projector is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available at the Information Desk.
- F. Patrons are responsible for equipment repair or replacement costs due to negligent damage.

XI. Notices & Displays

- A. Display space and notice posting is available to educational, cultural, and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. Notices and posters for designated public display are reviewed

and posted by staff.

- B. Objections to notices or displays may be brought before the North Liberty Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.
- C. All notices posted in the library become property of the library and may be removed and discarded at any time.

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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: Jan 4, 2023
SUBJECT: Monthly Library Report

Library News

December is typically a quieter month at the library for programming as we regroup and prep for the new year.. **Taylor Swift's Birthday Bash** was an exception to that! Over 250 Swifties joined in to celebrate with us at this family event. One of our older adults suggested we hold a Frank Sinatra event next year and we discovered that his birthday is the day before Taylor's so you never know what fun we might have with that!



Taylor Swift's Birthday – Dec 12 is TS's bday and an impromptu celebration drew a crowd of all ages to the library. The event was loads of fun, creating some controlled chaos for a couple hours in the library.

This month, we're excited to have **Corrie, the Adult Services Assistant Librarian**, assume a full-time role at the library. Corrie collaborates with Nick, Adult Services Librarian, on all aspects of adult programs and services. Additionally, Corrie oversees the Summer Lunch and Fun

Crafting builds community – Library staff finds that simple craft programs are a draw for all ages. From snowflakes to quilling, it's great to see the connections and smiles.



The **Winter Reading Challenge** is underway, running Dec 18, 2023-Jan 31, 2024. The theme is *Where We Come From*, based on a picture book by a group of authors of the same title. Reading is about exploring and expressing our unique stories and those of others who aren't like us. We're challenging folks to read at least 500 minutes and complete activities during the month. Sign up is for individuals or families may sign up to read together.



Libraries play key role in helping address challenges faced by cities, such as growing social isolation, incidents of intolerance, and economic segregation. As we move into a new year, I wanted to share again the Defining Principles that were developed as part of the Library's [Strategic Plan](#). These principles, along with our identified values – Civic Commons, Literacy, and Social Responsibility – are at the top of the library team's minds each day as we provide public service and as we continue to work to meet the goals outlined in the plan.

Defining Principles

Access

We provide information and resources equally and equitably to all individuals through a variety of delivery methods.

Diversity

We value a diverse world and strive to both mirror and reflect that diversity by providing a full range of resources and services to the communities we serve.

Service

We provide service with empathy, compassion, and excellence. We continually seek to enhance our professional knowledge and skills through learning opportunities for all library staff. So that we might give our best to the community, library staff are supported so they might achieve a work-life balance that looks like success for their individual lives.

Wishing you all a joyful and successful 2024!