

North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
March 18, 2024, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. New board member welcome
- IV. Approval of Minutes
 - a. January
- V. Staff Introduction/Training
- VI. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. reports – questions
- VII. Policy Review
 - a. Library Strategic Plan
 - b. Mission Statement
- VIII. Old Business
- IX. New Business
- X. Adjourn

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

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: January 22, 2024 6:30 P.M.

PRESENT: Scott Clemons, Brady Bird, Laura Hefley, Jamie Helmick, Lindsay Bland, Library Director Jennie Garner

ABSENT: Jack Abels

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) December 2023 meeting minutes motion to approve by Laura H; second Jamie H; approved by voice vote
- 4) Reports
 - a) Budget
 - i) Under by 7% - personel lower than usual
 - ii) County usage is up, 4% to 8% in past 5 years, increasing financial support from county.
 - iii) Tuition reimbursement on hold due to budget, no current usage.
 - iv) 2 part time positions open, over 20 applications
 - b) Friends
 - i) No update
 - c) Director
 - i) Offer to coauthor op-ed for Register on book banning.
 - ii) Miami conference with 35 large library leaders
 - d) Staff Introduction - Kayla H, youth and teen librarian
 - i) Junior Optimist Club update - grades 4-8
 - ii) Programming updates
 - iii) Youth Volunteer Program grades 6-12, not a waiting list.
 - e) Staff Reports - Questions
- 5) Policy Review
 - a) Library Child Safety and Vulnerable Adults
 - b) Service
 - i) discontinuing hotspots, too much time keeping tabs on them. 10 purchased, lost, replaced, then lost again.
 - c) Motion to approve both policies by Brady B; second Laura H; approved by voice vote.
 - d) Statement of concern discussion
 - i) General comment card proposed by Jennie G, will have to be removed from a number of other policies.
- 6) Old Business
 - a) None
- 7) New Business

a) None

Adjourn

Motion to adjourn by Laura H

NEXT MEETING DATE: March 18, 2024 6:30 P.M.

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	55,959.09	.00	498,022.43	182,953.57	73	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	4,815.38	.00	56,549.89	38,425.11	60	69,062.28
6040	Overtime Pay	1,000.00	.00	1,000.00	.00	.00	271.22	728.78	27	195.71
6110	FICA/Medicare	59,285.00	.00	59,285.00	4,519.14	.00	41,749.72	17,535.28	70	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	.00	.00	45,900.91	23,823.09	66	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	8,310.80	.00	43,172.90	81,647.10	35	128,232.57
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	\$73,604.41	\$0.00	\$685,667.07	\$348,112.93	66%	\$970,300.37
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	.00	.00	1,803.57	796.43	69	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	.00	.00	1,001.72	13,998.28	7	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	.00	.00	1,740.00	760.00	70	2,647.00
6230	Training	13,000.00	.00	13,000.00	.00	.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	\$0.00	\$0.00	\$8,532.90	\$29,817.10	22%	\$50,312.12
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.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	.00	.00	29,333.33	14,666.67	67	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	.00	.00	5,433.61	1,566.39	78	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$0.00	\$0.00	\$34,766.94	\$16,233.06	68%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	.00	.00	360.00	65.00	85	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	.00	.00	1,534.65	1,365.35	53	2,289.34
6374	Software Maintenance Fees	15,250.00	.00	15,250.00	.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	\$0.00	\$0.00	\$51,277.32	\$20,297.68	72%	\$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	.00	.00	12,767.78	8,847.22	59	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	815.80	(65.80)	109	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	.00	.00	2,409.73	1,890.27	56	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	.00	.00	1,419.43	1,080.57	57	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	.00	.00	2,724.46	275.54	91	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	.00	.00	7,111.97	11,888.03	37	18,925.19
<i>Contractual Services Totals</i>		\$59,165.00	\$0.00	\$59,165.00	\$0.00	\$0.00	\$27,249.17	\$31,915.83	46%	\$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	.00	4,020.37	39,134.33	12,845.30	77	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	.00	.00	3,609.92	3,990.08	47	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	.00	.00	3,992.15	8,607.85	32	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	\$0.00	\$4,020.37	\$77,722.15	\$48,207.48	63%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	.00	.00	3,465.33	534.67	87	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	.00	.00	706.57	93.43	88	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	.00	.00	1,780.31	219.69	89	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	.00	.00	7,442.03	6,407.97	54	15,982.66
6521	Software	1,850.00	.00	1,850.00	.00	.00	1,110.98	739.02	60	2,688.89
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	356.96	1,643.04	18	4,977.98
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,300.00	.00	9,300.00	.00	.00	6,513.70	2,786.30	70	11,019.31
<i>Commodities Totals</i>		\$164,400.00	\$0.00	\$164,400.00	\$0.00	\$4,020.37	\$99,106.28	\$61,273.35	63%	\$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	\$73,604.41	\$4,020.37	\$871,832.74	\$491,416.89	64%	\$1,433,344.67
Department 4010 - Library Services Totals		(\$1,367,270.00)	\$0.00	(\$1,367,270.00)	(\$73,604.41)	(\$4,020.37)	(\$871,832.74)	(\$491,416.89)	64%	(\$1,433,344.67)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	.00	(36,863.73)	62,902.71	101,961.02	20	103,043.97
<i>Repair, Maintenance, Utilities Totals</i>		\$128,000.00	\$0.00	\$128,000.00	\$0.00	(36,863.73)	\$62,902.71	\$101,961.02	20%	\$103,043.97

Expense Budget Performance Report

Fiscal Year to Date 03/31/24

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	.00	.00	59,482.00	26,518.00	69	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	.00	3,918.26	22,857.50	16,224.24	62	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$0.00	\$3,918.26	\$82,339.50	\$42,742.24	67%	\$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	\$0.00	(\$32,945.47)	\$145,242.21	\$144,703.26	44%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	\$0.00	(\$257,000.00)	\$0.00	\$32,945.47	(\$145,242.21)	(\$144,703.26)	44%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$0.00	\$1,624,270.00	\$73,604.41	(\$28,925.10)	\$1,017,074.95	\$636,120.15		\$1,606,477.61
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	.00	28,099.86	106,900.14	21	511,640.66
6750 - Buildings Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$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>\$0.00</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	\$0.00	\$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)	\$0.00	\$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	\$0.00	\$0.00	\$28,099.86	\$106,900.14		\$511,640.66
Grand Totals		\$1,759,270.00	\$0.00	\$1,759,270.00	\$73,604.41	(\$28,925.10)	\$1,052,700.77	\$735,494.33		\$2,223,738.11

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Mar 18, 2024

- I. Financial Update
 - A. Personnel: 66 percent
 - B. Personnel Services (non-position): 22 percent
 - C. Repair, maintenance, utilities: 72 percent
 - D. Contractual Services: 46 percent
 - E. Commodities (materials and services): 63 percent
 - F. Total Library Services: 64 percent
 - G. Average this time of year: 66 percent
- II. Library Operations and staffing update
 - A. Staffing update
 - 1. Two part-time library assistant positions filled
 - a. Both have library experience
 - B. Professional Development
 - 1. Upcoming Public Library Association Conference
 - a. Columbus, OH
 - b. April 2-6
 - 2. Presented Patron-Friendly Library Policies to Buffalo River Regional Libraries, TN on Feb. 28
 - 3. Attended [Knight Foundation Library Leaders Gathering](#)
 - C. Advocacy update
 - 1. Traveled to Iowa Capitol for Library Legislative Day March 5
 - a. More than 150 library workers, trustees, and other advocates attended
 - D. Library Contribution Drive update
 - 1. \$250 in donations to endowment
 - 2. Encourage board members to contribute, if possible, to have full board participation
 - 3. Total to date \$1500 (Friends and Endowment)
 - E. Grants update
 - 1. Received \$10,000 to install hearing loops in the library meeting rooms from American Library Association Libraries Transform Communities (ALA LTC) grant
 - a. Third grant from ALA LTC for \$33,000 total since 2021
 - F. Library In-Service
 - 1. April 19
 - 2. All library staff are encouraged to attend, rec staff are invited
 - 3. Library board members are welcome, need RSVP by April 10
 - 4. Agenda

- a. Working with Neurodivergent Individuals and People in Mental Health Crisis, presented by Kellee & Dani, 8:30am – 9:45am
- b. United Action for Youth – Building and keeping relationships with teens/youth, 10am-12pm
- c. Lunch provided by library followed by a brief staff meeting, 12-1:30pm
- d. Freedom to Read presentation – Sam Helmick, ICPL, 1:30-2:30pm
- e. Clean up main areas of workroom
- f. Open work time for staff

III. Staff Reports

A. Assistant Director

1. Participated in Community Center workshop – Basics of Being (Part 2 & 3) that focused on defensive reactions and the concept of Third Thinking
2. Participated in virtual ILOC 2024 "Libraries are Forever" training
3. Received 32 applications for Library Assistant I position – hired 2 staff that will share hours to help cover library needs and still be able to accommodate PT staff leave requests
4. Continued work on Summer Lunch & Fun planning – reaching out to local restaurants to partner in providing meals

B. Public Services

1. Onboarded two new employees for the open Library Assistant positions
2. Began plans with Jonathan Moore (Rec) on Wellness Book Club, slated to launch in June
3. Awarded \$10K from ALA's Libraries Transforming Communities (LTC) grant for hearing loops ([LINK](#))
4. Library featured on the Hiring Librarians blog ([LINK](#))
5. New LLL Podcast episode with LaNisha Cassell, Executive Director of the African American Museum of Iowa ([LINK](#))

C. Family Services

1. 1/20 Dash's Birthday party
 - a. Coordinated lending Chase, Rubble, Yogi & Olaf to attend
2. 1/29 & 3/4 Community Center Workshops with UI MCI
3. 2/8 Pied Piper- Percussion
 - a. 25 ppl attended
4. Feb Bridge to Reading Picture book award
 - a. Narrowed down books from 70ish-30
 - b. Read aloud w/group to narrow down to 10
5. Creating storytime guides for 2 books for kits
 - a. State library & at NLL
6. 2/26 DoodleBugs
 - a. 27 ppl attended
7. Collaborative Programming with City Slate & Rec Staff:
 - a. Operation Leprechaun (scavenger hunt March)
 - b. Community Center Open House (April)
 - c. Wrapping annual Kites for Kids event into the open house
8. SRP kickoff (May)
9. Street Dance (Aug)

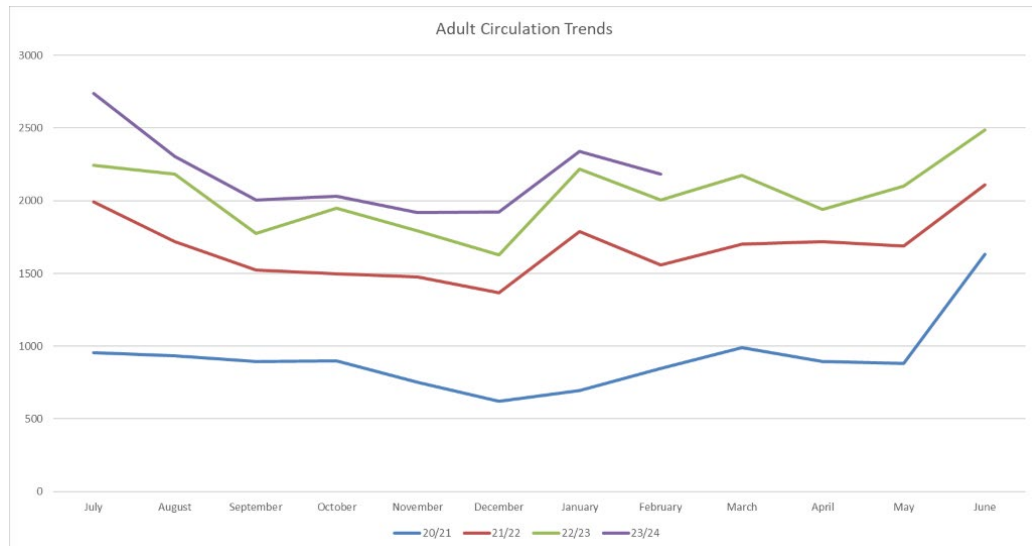
D. Youth & Teen Services

1. Supervised our practicum student, Michelle, who is halfway done. She's completed a Nonfiction collection project with Andrew and is working on our Mac and Murder program.
 2. Our JUMPS for JOI group held a successful appreciation event for the adult Optimist group, ran a Chuck-a-Puck table fundraiser at a Heartlanders game, and have the Iowa JOI District Convention coming up.
 3. Zoe and I are presenting "Strengthening Communities through Collaborative Partnerships, Youth Development, and Volunteer Engagement" at POP YS Con in April and running a survey of our youth volunteers for the presentation.
 4. We are officially Sensory Certified with KultureCity!
 5. For 2024, the youth collection is at 35.9% diverse with the books added this past month at 63.5%.
 6. Program statistics
 - a. Super Tuesday: 13
 - b. Tweendom: 8
 - c. Korra: 15
 - d. JUMPS for JOI: 11
 - e. Cold Blooded Redhead: 270
 - f. Teen Lit Crate: 10
 - g. JOI Optimist Appreciation Day: 17
 - h. Liberty Pop-up: 26
 - i. Question of the Week: 54
 - j. Snack: 313
 - k. **Total:** 737 attendances at 44 programs
- E. Marketing & Engagement
1. **Pilot Program** Dani is participating in a pilot program for the State Library of Iowa "Building Public Library Capacity for Serving High-Needs Patrons"
 2. **Tiny Art Show** is back!
 - a. We will have workshops with the Cedar Rapids Museum of Art (CRMA) and Big Picture where folks can create their tiny masterpieces.
 - b. Tiny Art Show will take place in the library during the month of April, with a Tiny Art Show Open House
 - c. This year folks can also elect to also have their artwork included in a Tiny Art Show at the CRMA in August.
 3. **Super Tuesday** Dani and I got to fill in during Super Tuesday in February and made DIY Lava Lamps with attendees.
 4. **Booked Up Craft Kits** Valentine edition
 5. **Book Madness** is happening all month at the library
- F. Adult Services
1. Monday evenings from 6-7pm are the Conversational English Group meetings. It seems to have been well received by the participants and our host has been great. From encouragement of the participants, she has offered to start adding some English lesson to the group. She taught ELL in Ukraine so already has experience and materials to start that.

2. We have just started the Tuesday morning 55+ gathering which will be running every Tuesday morning. We will be doing a craft next week, 3/12, puzzles on 3/19, and a book discussion of *Finlay Donovan is Killing It* on 3/26.
3. The Good Neighbor Book Club will begin meeting in April at the Ranshaw House and focus on building bridges across ideological divides. Discussion will center around the book *I Never Thought of It That Way* by Monica Guzman. Space is limited due to number of books available and the size of the Ranshaw House and registration will open soon. The first meeting will be a welcome meeting with a light dinner provided. It sounds likely that we will have a virtual meeting with the author on the 3rd or 4th session of the discussion.
4. Last, we will have a program on March 29th at 7pm on making Infinity Cards which are hard to describe but are nothing short of amazing. They are basically like an infinity cube, one with connections that allow continuous rotation, but in greeting card form. Registration will be limited due to materials and our host's availability.

G. Collection Services

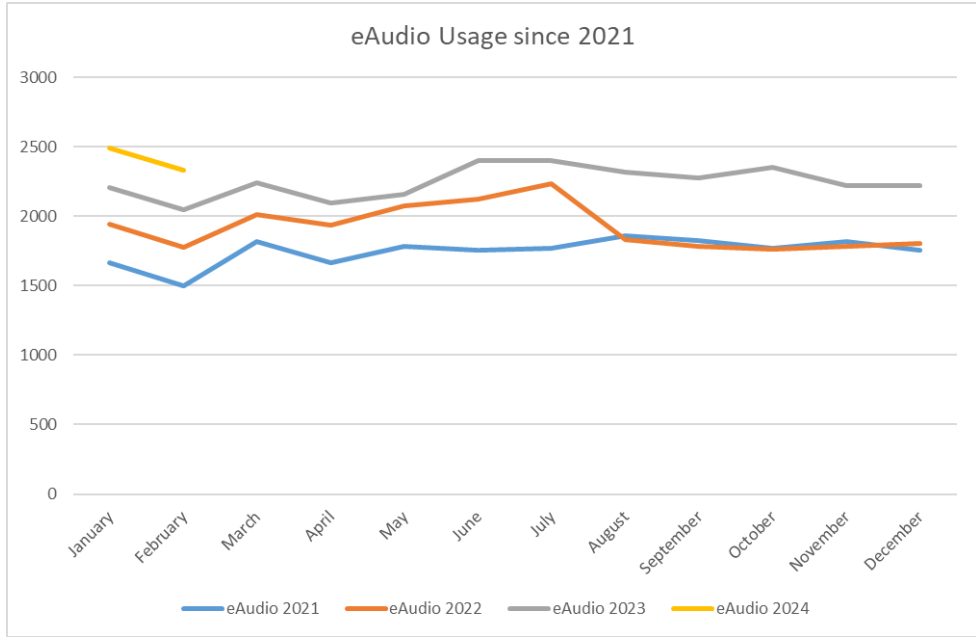
1. Adult circulation is up and following the trends of December and February being low months and January with a big spike that we've seen over the past three years.



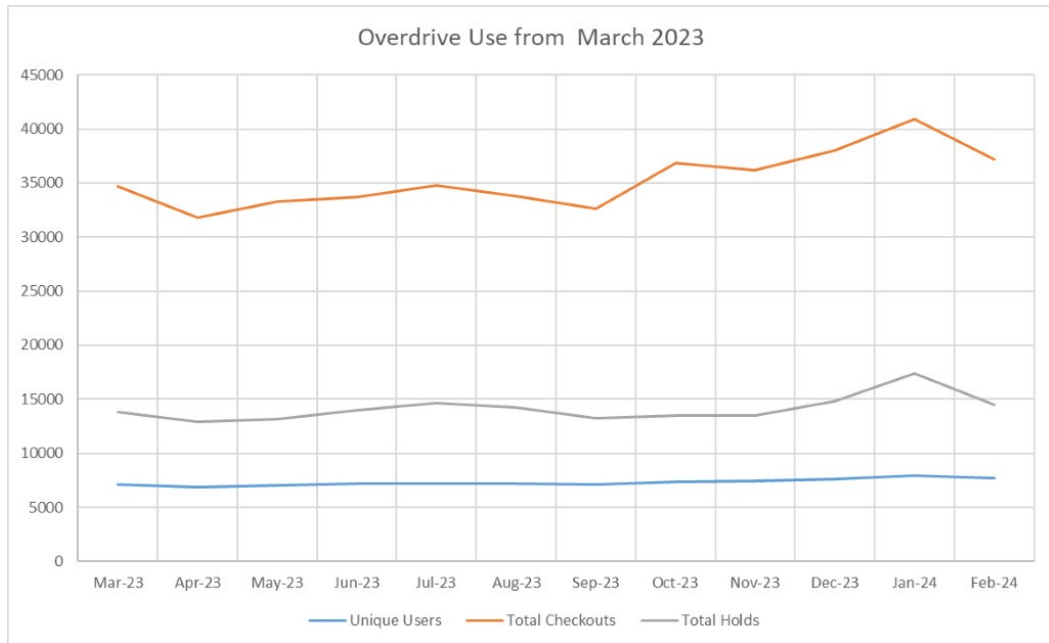
2. We are 2/3 of the way through the year. I always keep a running total of monthly circs in comparison to the previous year. If we are at or above the previous year by percentage, I'm happy. Basically, I would expect to be at 66% of the circulation from last year. We are well above in the Adult and Juvenile, right at for Teen, and a little below on Primary. I have been brainstorming with Emily about potential ways to boost circulation in the Primary section.

	Totals	FY23 Total	Percentage	Months	% through year
Total Adult Books	17440	24497	71.20	8	66.67
Total Primary Books	19624	32129	61.12	8	66.67
Total Juvenile, Plus Readers	18170	25555	71.10	8	66.67
Total Teen Fiction	2581	3762	68.61	8	66.67

3. eAudio usage continues to climb. Fall of 2022 was the only time we had a drop in circulation that lasted for multiple months.

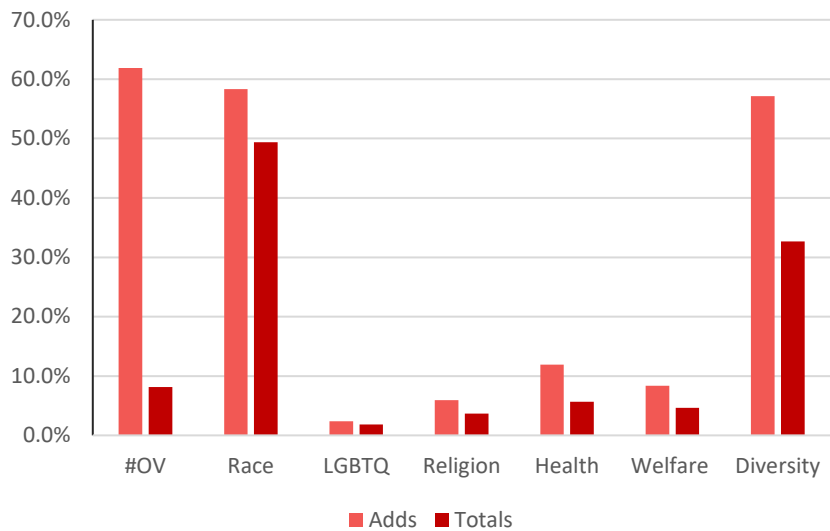


4. What is interesting is that there hasn't been a staggering increase in unique users of Digital Johnson County, just more use from the users we already have. I've spoken in the past about the seasonal spike we see in January and March followed by a drop off as we get into summer, and we're definitely seeing that currently. The three member libraries do meet to discuss best practices for ordering additional copies, titles, and what formats and lending models that are best.

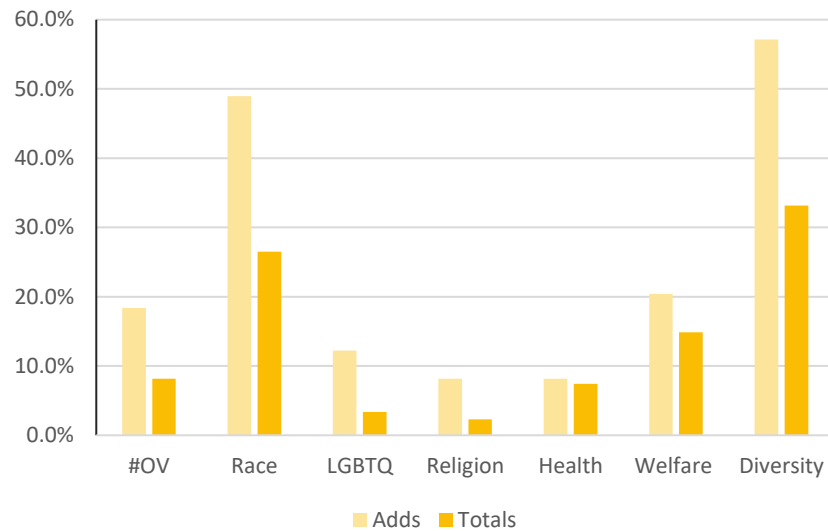


Youth Diversity Analysis: February 2024

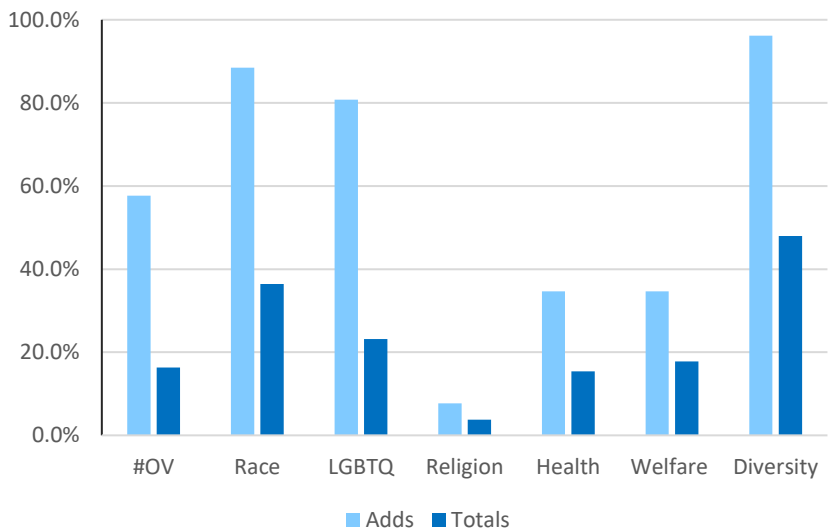
Primary Diversity



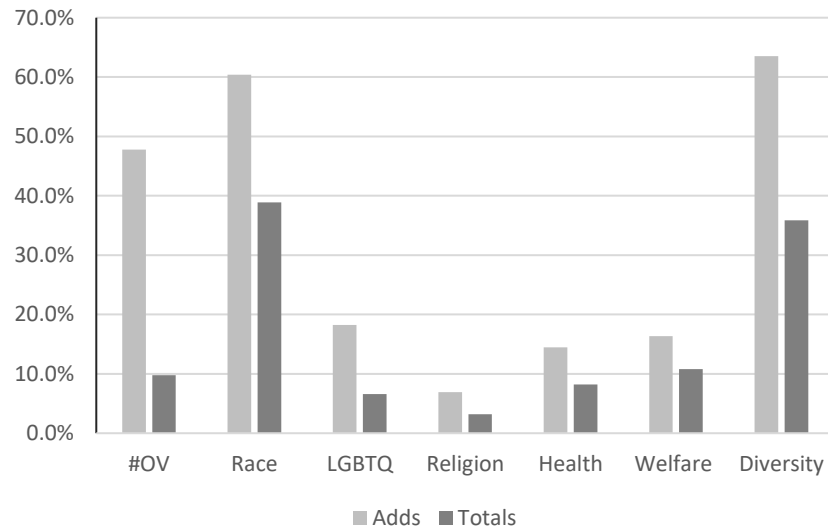
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: February 2024

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	659	52	504	9	572	15	1735	76
%	8.1%	61.9%	8.1%	18.4%	16.3%	57.7%	9.8%	47.8%
Race	3992	49	1641	24	1280	23	6913	96
%	49.4%	58.3%	26.5%	49.0%	36.5%	88.5%	38.9%	60.4%
LGBTQ	147	2	207	6	814	21	1168	29
%	1.8%	2.4%	3.3%	12.2%	23.2%	80.8%	6.6%	18.2%
Religion	297	5	141	4	133	2	571	11
%	3.7%	6.0%	2.3%	8.2%	3.8%	7.7%	3.2%	6.9%
Health	460	10	460	4	542	9	1462	23
%	5.7%	11.9%	7.4%	8.2%	15.4%	34.6%	8.2%	14.5%
Welfare	375	7	918	10	624	9	1917	26
%	4.6%	8.3%	14.8%	20.4%	17.8%	34.6%	10.8%	16.4%
Diversity	2642	48	2050	28	1684	25	6376	101
%	32.7%	57.1%	33.1%	57.1%	48.0%	96.2%	35.9%	63.5%
Count	8087	84	6186	49	3511	26	17784	159



North Liberty
LIBRARY

STRATEGIC PLAN

FY23-FY25

FY23-FY25: Goals and Objectives

The Process

Staff, volunteers, and board members teamed up in an inclusive and open process to develop our service priorities and create a flexible path to achieving them. The plan was developed based on information gathered by library staff including:

- community surveys
- patron feedback and word of mouth reports
- a summary of stakeholder interviews conducted by a consultant from the State Library of Iowa

Applying professional knowledge and best practices, library staff worked with the library board and a volunteer social work intern to identify themes and trends based on that information to chart the library's future.

Mission

Your Library: A place to be, connect, enrich, create, thrive.

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.

Values

Civic Commons

Our library is a safe and welcoming space where all people belong, whether to meet and interact with others or to experience whatever they are seeking when they visit. We know that investing in our civic assets (libraries, parks, plazas, and trails) creates opportunities for connecting people of all backgrounds, cultivates trust and counters the trends of social and economic fragmentation in cities and neighborhoods.

Literacy

We believe in providing avenues for patrons to improve their literacy skills in order to meet their personal goals and fulfill their roles as caregivers, citizens, and workers which in turn creates an informed citizenry. By providing free and equal access to information for all people in the communities we serve, we uphold the first amendment right of free expression.

Social Responsibility

Libraries are fundamental to democratic societies with broad social responsibilities to support efforts to inform and educate people on these critical issues of society, to encourage people to examine the many views on and the facts regarding each problem, and to assist in bettering or solving these problems. Our library is an essential public good.

Definitions:

Actions: single items under each goal

Goal: Specific target or end-result desired to support a value/strategic priority – purposeful, actionable, measurable

Measure(s): how will library staff determine success of the plan and be clear that a goal or specific action is accomplished or underway

Responsibility: one person/group (programmers, admins, collection development, etc.) who will take lead on an activity to ensure it's updated and completed

Target group: refers broadly to specific audiences this goal is meant to reach/serve, however, it should be noted that all citizens may be served by any goals in this plan that meets their individual interests and needs

Timeframe: Q1 = Jul-Sep, Q2 = Oct-Dec, Q3 = Jan – Mar, Q4 = Apr – Jun ; FY = fiscal year

Social Responsibility

Goal 1: Members of the community and staff have opportunities & platforms for EDI issues to be acknowledged (internally and externally)

Actions
1. Join and participate in the Change Network, Q1 FY25
2. Host minority-owned business spotlights, Q4 FY23
3. Increase/expand partnerships with organizations to provide services for individuals who have limited access to the library, immediate and ongoing, Q1 FY23 and ongoing Creating focus groups to target underserved groups and how to better provide services ET. Family & 55+ focus groups successfully completed. ET 5/23, Teen focus group is completed & report from Laura Grey is finalized. ET 7/23
4. Increase services to incarcerated/returning citizens and families, Q2 FY23 Nick looking to interact more with InsideOut in 2024 along with ICPL and Coralville PL. -NS Reach out to JJYD (Laurie Nash) about assisting at risk youth or previously/currently detained youth. ZM/KH Focus for this has shifted to encompass services to low income and other marginalized members of the community.
Target Group: marginalized and oppressed individuals and communities
Measures: staff is actively centering on underrepresented individual and consciously decentering dominant cultures and groups, program statistics, informal feedback
Responsibility: IDEA (Inclusion, Diversity, Equity, and Access) Committee Chair and members

Goal 2: The library acts as a community outpost

Action
1. Create basic needs kits (hygiene necessities) based throughout the community and provide oversight of upkeep, Q1 FY24 stocked and open for use Pilot program planned for beginning in Community Center in conjunction with Rec Center and Pantry in early 2024 – NS/KH
Target group: Area teens and adults in need of supplies
Measures: in place and utilized, requests being generated for additional materials
Responsibility: Teen and adult services

Goal 3: The library has a full-time social worker on staff

Actions
1. Seek partnerships/grants to initially fund position, Q3 FY23 3/11/2024 - Administration and staff have determined that ensuring multiple staff are trained and prepared to connect patrons with needed services and help patrons fill out necessary assistance applications is advisable rather than relying on one staff person.
2. Gather data and propose budget to City Administration for permanent paid position, funded for FY26 - no longer a goal
Target group: unserved/underserved populations, individuals in need of social services

Measure: position approved and hired
Responsibility: Director Decision has been made the abandon this as a goal. At this time, the library will focus on goals surrounding library operations, services, and programs and library staffing needs. Efforts will instead focus on ensuring multiple staff are trained and able to assist patrons with connecting to social service needs. 3/2024

Goal 4: Citizens are aware and informed about available library services

Actions	
1. Host an in-person town hall/information gathering at the library with outside moderator, Q2 FY23	
2. Conduct regular patron surveys, currently conducting, next set for Q3 FY24 creating focus groups, hope to expand groups once first are done ET. Focus groups are done, final report has been given. ET 7/23	
Target group: underrepresented ages/groups/communities	
Measures: patrons/community members feel a greater sense of ownership with library staff	
Responsibility: Program Staff	
3. Outreach to schools dispersing information and gathering information and gathering informal knowledge, Q2 FY22 and ongoing Weekly Maker Space at Liberty High started 8/22 KH STEAM Institute with Kirkwood yearly in November – started 2022 KH Elementary school visits about AIM cards – 10/23 KH Added 3 schools, 2 classes each (total of 6 sessions) preschool storytime outreaches ET 10/23	
Target group: elementary, junior high and high school students in North Liberty	
Measures: increased usage of materials, increased attendance at programs Have seen an increase in attendance at programs KH	
Responsibility: Youth & Teen Services staff	
4. Relaunch Youth Impact initiative with a series of life skills classes, Q3 FY24 Program series scheduled for Fall 2024, met with Anne Aguirre and setting-up committee 3/1/24 KH	
Target group: tweens/teens in grades 5th-8th grades	
Measures: number of kids signed up, number of kids on waitlist, follow-survey about the experience	
Responsibility: Youth & Teen Services Staff	

Literacy

Goal 1: Community members have access to a variety of unique library materials featuring interactive activities and 3D object through a library of things collection

Actions

<p>1. Expand non-book materials, Q4 FY24 2 Tonies added to collection ET 12/12/23; puzzles added Puzzles continue to be added, CPR kit added, other non-book materials being research (looking at other libraries' offerings as a guide) - 3/11/24</p>
<p>2. Current library of things materials are all out and in one location, Q1 FY23 Shift planned to empty shelves in Cake Pan area that will be the Library of Things area; signage to be changed Shift of DVDs complete, space for Library of Things in Cake Pan area finished. 3/11/24 Cake pans will move to a three week checkout period so all "things" will have the same checkout period. 3/11/24</p>
<p>3. Offer laptops with hotspots for checkout, Q4 FY23 This program is not sustainable – hotspots are discontinued.</p>
<p>4. Create a loanable technology program featuring Raspberry Pi's - on hold, not sure of feasibility of this program.</p>
<p>5. Add adult subscription boxes (modeled after teen subscription boxes) Adult Sub Boxes have begun as of 12/1/2023</p>
<p>Target Group: Patrons with specific interests/needs, underserved/unserved patrons</p>
<p>Measures: materials are cataloged and displayed, circulation statistics, survey of interest</p>
<p>Responsibility: Collection Development Librarian</p>

Goal 2: The community views library as a center for service opportunities

Actions
<p>1. Provide opportunities for individuals to get involved in community service events and volunteering – JOI (junior optimists club) started in March of 2022; expand number of Y/T volunteers for summer (June-August 2023) KH</p>
<p>2. Create programs for individuals to share their expertise Adult services hosts art programs with a local artist. 3/2024</p>
<p>3. Establish Community Navigators' program (health and wellness, community)</p>
<p>Target Group: All individuals</p>
<p>Timeframe: Consistent schedule created by Q1 FY24</p>
<p>Measures: statistics/number of people served by the project, projects and programs that are established</p>
<p>Responsibility: Youth & Teen and Adult Services</p>

Goal 3: Newcomers, special populations, and unserved/underserved populations feel a sense of welcome and belonging at the library

Actions

<p>1. Return of programming for people with disabilities (Autism Browsing night, Integration in Motion) that was halted with pandemic, timeline dependent on groups' guidelines and willingness/ability to attend</p> <p>The LTC grant award from the ALA for automatic restroom doors will help ensure that we have an accessible facility alongside our programming. DG</p> <p>Gathering quotes for install for the automatic accessible door buttons. 3/2024</p> <p>Integration in Motion was reintroduced and had little to no attendance. Discontinued for time being.</p>
<p>2. Launch language practice programs</p> <p>Conversational English Classes began in 2/24 NS</p>
<p>3. Establish Community Navigators' program (health and wellness, welcome)</p>
<p>Target Group: All ages, new residents</p>
<p>Timeframe: Q3 FY22 (New Year kickoff)</p>
<p>Measures: building social capital, branching out of skills (learned and used) in library outside of programming, stories/word-of-mouth, statistics</p>
<p>Responsibility: Programming/Marketing</p>

Goal 4: Non-English speakers and multilingual individuals find what they need at the library

<p>Actions</p>
<p>1. Add Spanish language materials (multiple formats) for all ages, Q2 FY23</p> <p>Additional Spanish language picture books have been coming in, plans for the Multilingual section in the new (reused) display shelving in the kids' area are in place AF</p>
<p>2. Begin to investigate additional languages, Q1 FY24</p> <p>Target group: non-English speakers and multilingual persons</p>
<p>Measure: increased requests for these materials, increase in multilingual users, circulation statistics</p>
<p>Responsibility: Collection Development Librarian</p>

Goal 5: The library makes it easy for people to find what they want

<p>Actions</p>
<p>1. Utilize model developed with consultant for ensuring high demand titles are readily available at the library</p> <p>Ongoing – 3/11/24</p>
<p>2. Refine subject headings in library OPAC using statistical analysis and research</p> <p>New thesauruses identified that have refined minority group subject headings; LGBTQ+ changes have begun.</p> <p>Ongoing – 3/11/24</p>
<p>Target group: patrons of all ages and with varying interests</p>


Timeframe: Q1 FY23 (started FY22, ongoing)
Measures: number of titles with diverse search terms increases, increased circulation statistics, time/fulfillment of requests/holds meets set criteria
Responsibility: Collection Development Librarian

Goal 6: The library is a community center for literacy, early childhood development, care-giver education and family support

Actions
1. Set up Family Place Library equipment for regular use in children’s area and learning center, Q4 FY22 completed ET
2. Launch Family Place Playful Parenting Group with community experts in place, Q2 FY23 first sessions completed, second session planned for spring 2023 ET. Second session completed. ET 5/23. Third session completed 12/23
Target group: children ages 0-5, unserved populations with young children
Measures: oversight of use of equipment, increase in BIPOC/BIYOC patrons, expanded partnerships, informal feedback
Responsibility: Family Services Librarian

Civic Commons and Place

Goal 1: People are able to find the library

Actions
1. Ensure placement of universal signs from all directions, immediate, Q4 FY22 Discussions are underway with city leadership as this has become a citywide project.
2. Enhance presentation of east and west entrance for visibility, Q3 FY24 COMPLETED new information desk and acoustical panels installed June 2024
3. Increase visibility of kids’ area (art on clouds), Q4 FY25 – will be looking at potential mural for learning central with Family Services librarian rather than art on clouds. 
Target Group: Area residents and visitors
Measures: Tasks completed, increased use, word of mouth
Responsibility: Administration

Goal 2: All library staff and our community member are aware of library services

Actions
1. Develop a marketing toolkit and procedures for promotions and cross promotion of programs and service, Q3 FY23 (ongoing) COMPLETE Marketing Guide & Schedule drafted January 2023

2. Create a marketing plan to increase patron participation/use of library, Q2 FY23 New/updated marketing plan created and implemented winter 2023/24. DG 3/13/24
3. Launch patron of the month program to highlight use, Q1 FY24 In lieu of highlighting a “Patron of the Month” I have been sharing photos of individual patrons using the library in different ways. Ex. Bill with the finished Hardy Boys puzzle, and Lilly Smith working on the Blackout Poetry Challenge.
4. Highlight technology resources available at the library for patron use Done monthly on social media, in newsletter, and with signage in the library and incorporate into other programs such as SRP as fits
Target Group: library staff and all community members (patrons and underserved)
Measures: increased patron use, increase in library card registrations, increase programming attendance
Responsibility: Programming/Marketing

Goal 3: Working professionals use the library as a collaborative meeting space

Actions
1. Establish co-working space and schedule in library, Q4 FY23 Planning to begin in July 2023 for a Aug/Sept 2023 launch. KF
2. Host emerging professionals networking mixers, Q3 FY23 Hosted Business Across Borders event in July 2023, First Fridays Coffee Connections in March 2024, and 1 Million Cups event in April 2024. KF
Target group: Working professionals/remote workers, any user needing meeting space
Measures: User feedback (formal and informal), attendance and statistics from use of space, presenter feedback, meeting room update completed
Responsibility: Public Services Librarian

Goal 4: All people are able to meet, learn, collaborate and create at the library

Actions
1. Improve meeting room experience with updated A/V, Q4 FY23 Bluetooth speaker installed, additional BT speakers purchased and will be available for checkout. Grant submitted 6/23 for Hearing Loop for hearing assistance – grant awarded spring 2024.
2. Continue to use available technology to offer hybrid programs, ongoing
3. Develop programming to offer patrons opportunities for self-expression and creativity (Biblioboard), Q2 FY23 and ongoing Biblioboard launched in July 2022 – discontinued due to low use and cost. Art programming has been increased and is extremely popular – includes adult art programs, Tiny Art Show (year 2).

4. Offer in-library technology skills classes, Q4 FY23
Adult Services Librarian will begin offering tech help sessions beginning 02/24 -NS
5. Purchase a Farmbot for the library or a gardening 3D printer, Q1 FY24
6. Pursue Kulture City Certification for Community Center to be sensory inclusive, Q1 FY25
Sensory Certified and all library staff trained, signs up, bags available for borrowing, starting promotion 3/1/24 KH
Target Group: All library cardholders, area residents and visitors, persons with sensory or sensitivity needs
Measures: Tasks completed, word of mouth, feedback from meeting room users, attendance at classes, noted reduction in tech questions and/or staff time in supporting technology needs of patrons, increased partnerships with Food Pantry, schools, childcare centers, interest groups, increased use of seed library and kits
Responsibility: Programmers/Admin

Goal 5: The library is a space to plug-in and unplug

Actions
1. Provide space for charging devices in adult area and youth & teen area(s), Q2 FY23
Research on both portable and static placement charging solutions being performed. Portable solution likely cost prohibitive. Anticipating information from CPL about their charging stations. KH/ZM
Have been approved for funding by friends. In talks to add 2-3 charging devices. 3/13 ZM/NS/KH
2. Encourage people to unplug from devices by offering activities that balance opportunities to unplug with tech needs, Q4 FY23 – Have a sign near the charging station with options for passive activities that can be done while phones are charging. ZM/KH
Target Group: Adults, teens, and youth in the library
Measures: Charging options installed, monitor use and increased non-tech activities available, observation
Responsibility: Adult and Youth & Teen Services

Goal 6: The library offers a space for people to gather, experience nature, and be active outdoors

Actions
1. Further boost outdoor wi-fi and install solar charging benches for public use, Q2 FY23

Solar benches installed 2022 AG

2. Create and utilize outdoor gathering spaces, Q3 FY23 research and planning, Q2 FY25 completion of spaces

Grant application submitted for outdoor musical instruments to be installed near NLCC Playground Q3 FY24

Target Group: adults, people with devices

Measures: wi-fi stats increase, number of programs offered, attendance statistics

Responsibility: Adult Services/IT

MISSION STATEMENT

Your Library: A place to be, connect, enrich, create, thrive.

Library Service Program

The North Liberty Library is open seven days a week, for a total of 67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

Notes:

Find ways to create a mission that has values of Diversity, Equity, Inclusion and Belonging

Learning/literacy component - Kellee

Reviewed/Approved by the Library Board of Trustees, March 2020

COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

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

Collection development is the ongoing process for adding materials to the collection, retaining materials already in the collection, withdrawing materials from the collection, and choosing materials for library programs, promotions and professional development in an effort to increase both the quality, accessibility, and quantity of the entire collection.

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

II. Materials Selection Guidelines

A. The Library recognizes that any given item or subject may offend some people and because the Library follows the accepted principles of intellectual freedom and the right to access information, we will not remove specific titles solely because individuals or groups may find them objectionable.

B. The library subscribes to the principles embodied in the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA).

C. Selection of books and/or materials is based on interest, information, and enlightenment of all people of the communities served and to represent a wide variety of viewpoints. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

D. Items must align with the Library's mission statement and chosen roles for service.

E. Selection considerations include cost, space limitations, availability from approved vendors, current holdings and demand.

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

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

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

H. Items considered for selection are evaluated as a whole, not based on a particular section or sections.

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

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Deleted: <#>Selection of books and/or materials shall be made based on the interest, information, and enlightenment of all people of the communities served. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.¶
Must meet the basic principles of the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA). ¶
Every effort will be made to represent a variety of viewpoints.¶

- J. **When possible, digital materials are selected in accordance with this policy. Digital materials may, however, be provided as shared content with partner libraries. As such, titles in these collections may be selected by other library partners and may not conform to this policy's guidelines.**
- K. **Purchasing materials for the collection does not include endorsement of their contents by the staff of the Library or the City of North Liberty.**
- L. **Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.**

III. Access

- A. **Selection of materials is not restricted by the possibility that children may obtain materials their parents or legal guardians may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.**
- B. **While an individual or group is free to reject material, library staff members will not restrict access to or censor materials for the rest of the community.**

IV. Selection Responsibility

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

V. Collection Maintenance

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

VI. Gifts & Donations

- A. **Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the library collection must meet the same selection criteria as purchased materials. The library staff further reserves the**

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right to decline gifts and to decide when a gift added to the collection will be withdrawn.

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

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Approved by the Library Board of Trustees, October 2023

Revised, March 2024

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.