North Liberty Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
April 15, 2024, 6:30 pm

Call to Order

I.   Additions/Changes to the Agenda

II.   Public Comment

III.   Approval of Minutes
     a.   January
     b.   March

IV.   Staff Introduction/Training

V.   Reports
     a.   Budget
     b.   Friends
     c.   Director
     d.   reports – questions

VI.   Policy Review
     a.   Volunteer Policy
     b.   Proctoring Policy

VII.   Old Business

VIII.   New Business

IX.   Adjourn

Next meeting date: May 20, 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

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: March 18, 2024 6:30 P.M.
PRESENT: Jack Abels, Brady Bird, Scott Clemons, Angie Fogt, Library Director Jennie Garner
ABSENT: Laura Hefley, Jamie Helmick
Call to Order

1) Additions/Changes to the Agenda
    a) None
2) Public Comment
    a) None
3) New Board Member - Angie F, filling Lindsay B's vacant seat.
4) Approval of the Minutes
    a) No quorum, will approve next month.
5) Reports
    a) Budget - slightly below average
        i)   personnel at average
        ii) 2 new part time, both with library experience
    b) Friends
        i)   Funding Jennie G's trip to ALA conference in June.
    c) Director
        i)   PLA in Ohio, booth but not presenting for ASRL.
        ii) library contribution drive update, call for 100% giving board.
    d) Staff Introduction; Corrie - assistant adult services librarian and Nick - adult
       services librarian
            (1) Overview on 55+ programs and resources.
    e) Staff Reports - Questions
6) Policy Review
    a) Library Strategic Plan - many changes made but not to be voted on.
    b) Mission Statement - wanting to add Literacy to the language, additional changes
       to come.
    c) No vote needed.
7) Old Business
    a) Statement of Concern
        i)   removal recommended by Jennie G, replaced by dropdown "feedback"
             option on online comment card.
        ii) Motion to remove Statement of Concern made by Brady B, 2nd Scott C.
             Approved by voice vote.
    b) Collection Development Updates
        i)   Motion to approve updates made by Angie F, 2nd Brady B. Approved by
             voice vote.
8) New Business
    a) None
Motion to adjourn by Scott C
NEXT MEETING DATE: April 15, 2024, 6:30pm

Meeting minutes recorded by Brady Bird

North Liberty
IOWA Connected to What Matters

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									
	Personnel Services									
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	5,681.60	.00	51,582.51	18,141.49	74	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
	Personnel Services Totals	$1,033,780.00	$0.00	$1,033,780.00	$79,286.01	$0.00	$691,348.67	$342,431.33	67%	$970,300.37
	Personnel Services Non-position Control									
6182	Mileage	2,600.00	.00	2,600.00	176.88	.00	1,980.45	619.55	76	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	58.00	.00	1,059.72	13,940.28	7	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	244.00	.00	1,984.00	516.00	79	2,647.00
6230	Training	13,000.00	.00	13,000.00	728.90	.00	4,716.51	8,283.49	36	12,769.69
6250	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	5,250.00
	Personnel Services Non-position Control Totals	$38,350.00	$0.00	$38,350.00	$1,207.78	$0.00	$9,740.68	$28,609.32	25%	$50,312.12
	Repair, Maintenance, Utilities									
6310	Building Maintenance	2,000.00	.00	2,000.00	15.00	.00	38.34	1,961.66	2	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	1,030.74	.00	6,464.35	535.65	92	14,472.24
	6371 - Utilities Totals	$51,000.00	$0.00	$51,000.00	$1,030.74	$0.00	$35,797.68	$15,202.32	70%	$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	405.00	20.00	95	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	150.89	.00	1,685.54	1,214.46	58	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
	Repair, Maintenance, Utilities Totals	$71,575.00	$0.00	$71,575.00	$1,241.63	$0.00	$52,518.95	$19,056.05	73%	$78,495.82
	Contractual Services									
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	1,597.00	.00	14,364.78	7,250.22	66	19,312.77
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	36.00	.00	851.80	(101.80)	114	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	384.86	.00	2,794.59	1,505.41	65	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	180.00	.00	1,599.43	900.57	64	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	1,631.00	.00	8,742.97	10,257.03	46	18,925.19
	Contractual Services Totals	$59,165.00	$0.00	$59,165.00	$3,828.86	$0.00	$31,078.03	$28,086.97	53%	$60,633.60

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Fund **001 - General Fund**										
Department **4010 - Library Services**										
EXPENSE										
Commodities										
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	5,010.50	.00	44,144.83	11,855.17	79	56,096.66
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	232.31	.00	835.90	5,914.10	12	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	54.86	.00	4,047.01	8,552.99	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	$5,297.67	$0.00	$83,019.82	$46,930.18	64%	$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	60.41	.00	3,525.74	474.26	88	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	8.11	.00	714.68	85.32	89	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	328.65	.00	2,108.96	(108.96)	105	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	6.30	.00	7,448.33	6,401.67	54	15,982.66
6521	Software	1,850.00	.00	1,850.00	122.03	.00	1,233.01	616.99	67	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	1,582.75	.00	8,096.45	1,203.55	87	11,019.31
	Commodities Totals	$164,400.00	$0.00	$164,400.00	$7,405.92	$0.00	$106,512.20	$57,887.80	65%	$168,602.76
Capital Outlay										
6770	Library Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfer										
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
	Transfer Totals	$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	$92,970.20	$0.00	$891,198.53	$476,071.47	65%	$1,433,344.67
Department **4010 - Library Services** Totals		($1,367,270.00)	$0.00	($1,367,270.00)	($92,970.20)	$0.00	($891,198.53)	($476,071.47)	65%	($1,433,344.67)
Department **4060 - Community Center**										
EXPENSE										
Repair, Maintenance, Utilities										
6310	Building Maintenance	128,000.00	.00	128,000.00	8,113.53	(26,133.73)	71,016.24	83,117.49	35	103,043.97
	Repair, Maintenance, Utilities Totals	$128,000.00	$0.00	$128,000.00	$8,113.53	($26,133.73)	$71,016.24	$83,117.49	35%	$103,043.97

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Fund 001 - General Fund										
Department **4060 - Community Center**										
EXPENSE										
Contractual Services										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,557.60	.00	66,039.60	19,960.40	77	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	920.00	3,918.26	23,777.50	15,304.24	64	25,438.93
	Contractual Services Totals	$129,000.00	$0.00	$129,000.00	$7,477.60	$3,918.26	$89,817.10	$35,264.64	73%	$35,088.97
Capital Outlay										
6799	Other Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfer										
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
	Transfer Totals	$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	$15,591.13	($22,215.47)	$160,833.34	$118,382.13	54%	$173,132.94
Department **4060 - Community Center** Totals		($257,000.00)	$0.00	($257,000.00)	($15,591.13)	$22,215.47	($160,833.34)	($118,382.13)	54%	($173,132.94)
Fund **001 - General Fund** Totals		$1,624,270.00	$0.00	$1,624,270.00	$108,561.33	($22,215.47)	$1,052,031.87	$594,453.60		$1,606,477.61
Fund 003 - Library Capital										
Department **4010 - Library Services**										
EXPENSE										
Personnel Services Non-position Control										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Personnel Services Non-position Control Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6424	Consultant/Professional Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
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
	Commodities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$7,525.96	($7,525.96)	+++	$35,319.84
Capital Outlay										
6750	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	70,300.00
	Capital Outlay Totals	$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										
Transfer										
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
	Transfer Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	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										
Capital Outlay										
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
	Capital Outlay Totals	$135,000.00	$0.00	$135,000.00	$0.00	$0.00	$28,099.86	$106,900.14	21%	$511,640.66
	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	$108,561.33	($22,215.47)	$1,087,657.69	$693,827.78		$2,223,738.11

Library Director Report
North Liberty Community Library Board of Trustees Meeting
April 15, 2024

I.   Financial Update
    A.   Personnel: 67 percent
    B.   Personnel Services (non-position): 25 percent
    C.   Repair, maintenance, utilities: 73 percent
    D.   Contractual Services: 53 percent
    E.   Commodities (materials and services): 65 percent
    F.   Total Library Services: 65 percent
    G.   Average this time of year: 75 percent

II. Library Operations and staffing update
    A.   Staffing update
        1.   Hiring three positions
        2.   20 applications, several with library experience
    B.   Professional Development
        1.   Public Library Association Conference
            a.   Indie Lib event
            b.   OCLC Lunch – research update
            c.   Several sessions on censorship and libraries as cornerstones of democracy
        2.   Presenting in-person and online for Nebraska Libraries
    C.   Grants update – Libraries Transform Communities Accessibility Grant
        1.   Selected Ace Electric and Walsh Door for accessible restroom door project
        2.   Completion in May
    D.   Library In-Service
        1.   Library closed April 19 for training
    E.   Community Center building is Sensory Certified through KultureCity
        1.   Youth services Librarian Kayla led this initiative
        2.   Grant funded – Johnson Co Quality of Life grant
        3.   Sensory kits for guest use, sensory friendly signage designating headphone zones, and designated quiet areas.
    F.   One Year One Fear podcast
        1.   Apple: https://apple.co/3XkvdPV
        2.   Spotify: https://spoti.fi/3INVhP7

III. Staff Reports
    A.   Assistant Director
        1.   Continued work on Summer Lunch & Fun planning
        2.   Interviewed candidates for open LA I position(s)
    B.   Public Services

1. Began LTC Grant training on March 5th. Includes 4 webinars in preparation for community conversation evet re: hearing loop installation.
2. Submitted proposal to present at this year's ILA Conference.
3. Taught chair yoga during 55+ Connections lunch
4. Recorded latest episode of *Love, Light, & Lit: The Podcast* ([link](#))

C. Family Services
1. Early Childhood Iowa Board
   a. Renewing current provider contracts to renew in May
2. Created two storytime sheets for Bridge To Reading nominees books
3. 3/19 Miss Carole's Macaroni Soup (children's concert)
   a. 35ppl attended
4. New Storywalk up in April, the 2023 Bridge to Reading winner, *Bathe the Cat*
5. 4/3 Community Center Open House
   a. Showcase of the services and recourses available at the CC
   b. Helped organize, plan and execute with city slate, worked library table, coordinated partnership with JoCo with Kites for Kids event, and refreshments for event
   b. 218 ppl attended

D. Youth & Teen Services
1. Had first Street Outreach Program pop-up with UAY in our library and they made good connections.
2. Mac& Murder was a success! We had 34 teens causing chaos. They solved the mystery (that Matilda was murdering the books), made beautifully terrifying ransom notes, played games, and ate mac & cheese.
3. We brought Pokémon Terrariums to Liberty Time this month with great success. There was 34 teens in attendance, many we hadn't seen before, making their own Pokémon habitat in a Pokeball.
4. For 2024, the youth collection is at 36% diverse with the books added this past month at 35%.
5. **March Program Stats:**
   Super Tuesday: 16
   Tweendom: 10
   Teen Tuesday: 4
   Teen Lock-In Mac & Murder: 34
   Korra: 10
   JUMPS for JOI: 11
   Liberty Pop-up: 34
   Question of the Week: 58
   Snack: 424
   Total: 601 attendance at 45 programs

E. Marketing & Engagement
1. Tiny Art Show
   a. We hosted two Tiny Art Workshops one with the Cedar Rapids Museum of Art and another with Big Picture Gallery & Studio. Both went great. Corrie also hosted a third event during one of the monthly 55+ Connections – Tuesday Gathering.
   b. All 3x3 canvases were given away and roughly 150 were returned to be included in the Tiny Art Show on display in the library through April.

2. Book Madness Winner was *Hair Love* by Matthew A Cherry
3. Adventure Pass It's time for renewals. Thanks to Friends supporting this program we are going to be able to add an additional 3 passes to our offerings this year: the Quad Cities Fun Bundle (which includes Niabi Zoo, Putnam Museum, and Quad City Botanical Center), the Grout Museum District and the Figge Art Museum.
4. MyLibro Library app saw huge usage increase in March (see chart)
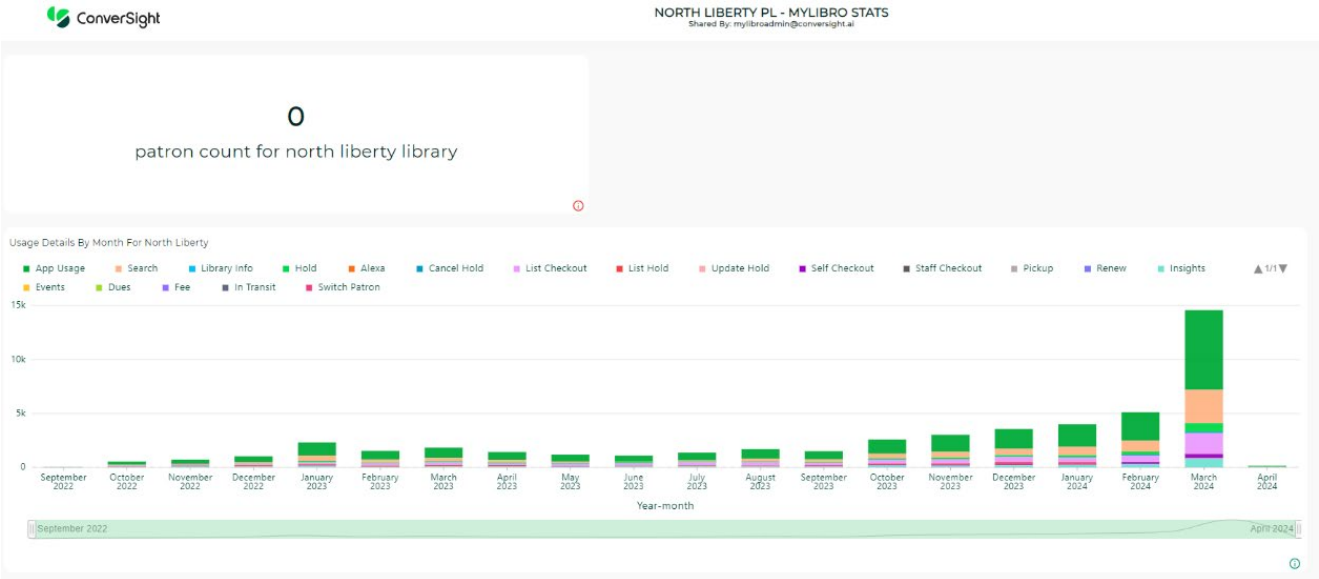
F. Adult Services
1. Adult Services has a big set of events and updates set for the upcoming month. First, we received a grant from the NNLM All of Us Program Center to improve the audio/visual equipment for the meeting rooms, primarily centered around improving the Senior events to improve their health and wellbeing. They also agreed to pay for the senior's meals during lunch during April for a full total of $4,000.
2. For events, we continue with the Conversational English Group (6pm Mondays) and Tuesday Senior Gathering (10:30am Tuesdays). Both are small but in the process of getting established.
3. The Good Neighbor Book Club started this past Thursday and will run every Thursday evening through April. There are a few spots open due to cancelations so if anyone is interested, please contact me at the library (nshimmin@northlibertyiowa.org or 319-626-5781). While it is called a book club in the title, my thoughts on its intention is more of a community discussion on how to co-exist across political and belief systems with our friends and family using the book, I Never Thought of It That Way, as a structure for the discussion.
4. Corrie has the Bridgerton Gala this Friday evening (4/12) . I'm doing an in-the-park D&D event called Dungeons and Donuts on April 21 at 10am in the Liberty Centre Pond Gazebo. All levels of experience are welcome. Dice and donuts provided! Both of these events are geared toward social gatherings and bringing people together, specifically in a 25-40 age range.
5. Lastly, the book bike will re-emerge from hibernation soon. I intended to break it out this Thursday (4/11) at the community pantry, but I may get rained out. We're looking

to bring it to a couple city slate events in May including the playground crawl and Remarkable Rigs. I'd expect it to make an appearance at Let Love Fly as well.

G.   Collection Services

    1.   Board training – link to [Board Presentation April 15 2024.pptx](Board%20Presentation%20April%2015%202024.pptx)

        a.   How NLL compares in circulation to other similarly sized libraries in a similar geographic situation, smaller bedroom community attached to a larger city.

        b.   Pulled 50th percentile as the median of all of the data points for F sized libraries, so there is a bit of metric to compare the other libraries to.

        c.   Our Population is the top end for F sized libraries.

Population chart
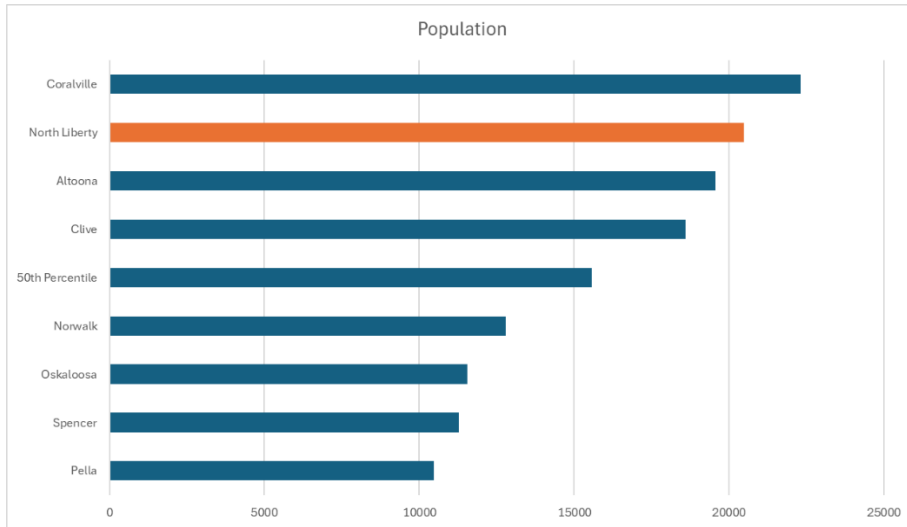
        c.   Below is a comparison of square footage of similar sized libraries. NLL is just below the 50th percentile. For population so close to Coralville's, we are definitely smaller in square footage. Framing how we circulate based on our square footage is important to consider, as we have a smaller collection than maybe our population would imply.

Square Footage chart
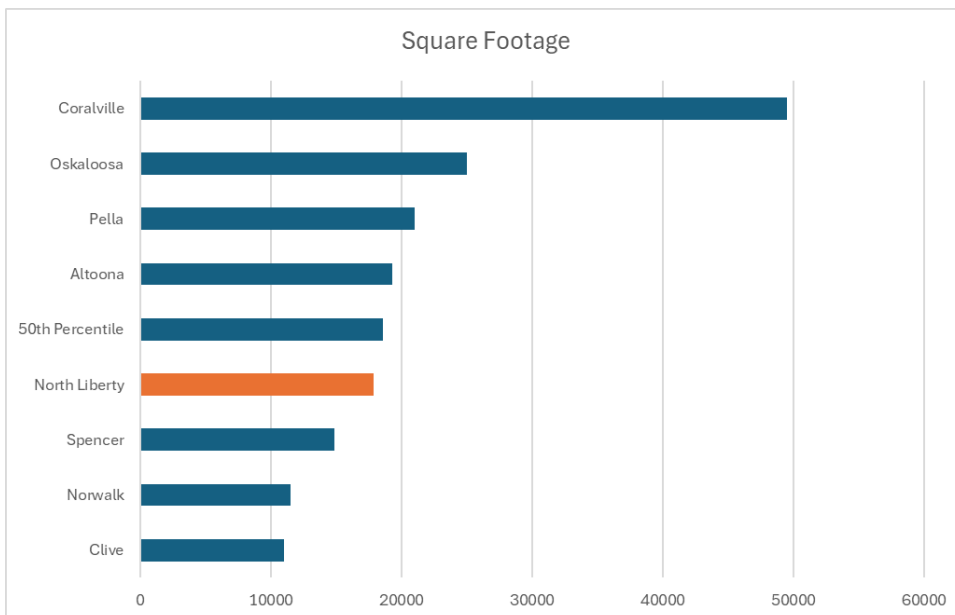
VOLUNTEER POLICY

I. **Purpose**

The North Liberty Library views the active participation of citizens, of a variety of ages, as a valuable resource to the library in order to further the organizational vision and mission. The volunteer program is designed to promote inclusivity and equity while providing a positive experience for volunteers and enhancing excellence in library services.

II. **Utilization of Volunteers**

A. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

B. Volunteers perform a variety of vital tasks as an important extension of the library staff and are recognized as contributors to the goals and services of the library.

C. In the fulfillment of library operations, the library staff welcomes and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities.

D. Efforts are made to place volunteers based on their interests, availability, and skills. Placement is dependent on current library needs and may not always be possible.

E. Volunteers contribute time, energy, and talents directly to or on behalf of the Library of their own free will; they are not paid by library funds.

III. **Guidelines for Volunteers**

A. Volunteers may start service in 6th grade with parental permission.

B. Each volunteer must complete a volunteer application. All personal information collected is for internal use only.

C. Volunteers must be approved by library staff prior to performance of assigned tasks.

D. Volunteers will receive applicable training from designated library staff.

E. All volunteers will wear a volunteer badge while performing volunteer work at the library.

F. Reasonable accommodation may be made upon request.

G. A background check may be required for adult volunteers based on requirements of the City of North Liberty personnel policy.

H. Procedures and requirements for the volunteer will vary with the age of the volunteers.

I. Volunteers may be used to support staff in offering current library services and will not be used to replace or reduce the number of paid staff or to establish new library services.

J. Volunteers will be covered with liability insurance in relation to duties performed at the library.

K. Volunteers are responsible for maintaining confidentiality of all library information.

L. Volunteers are expected to exhibit respect when working with the public, other volunteers, and staff.

M. Volunteers are responsible for adhering to all Library and City policies and procedures during their shifts.

N. The North Liberty Library reserves the right to terminate the services of the volunteer.

O. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.

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

PROCTORING POLICY

I.   **Purpose Statement**

The North Liberty Library is committed to supporting literacy and lifelong learning goals for all individuals. The library provides proctoring services to aid patrons and educational institutions. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

II.   **Responsibilities of Student**

A. The student is responsible for initiating contact with library staff regarding proctored exams and for making necessary arrangements including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test.

B. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website or requesting staff assistance to schedule the space.

C. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.

D. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.

E. Exams may be scheduled during open library hours and must end no less than 30 minutes before the closing of the library.

F. The student should arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor, if required.

G. The student is responsible for supplying an envelope and cost of return postage if the exam must be mailed. The library does not have fax capability.

H. Completed exams will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

III.   **Responsibilities of Library Staff**

A. The library staff will provide the student and institution with copies of this policy upon request.

B. Proctoring services at the library include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam, in self-addressed stamped envelope provided by the student.

C. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. The Library is unable to assign specific librarians to proctor exams. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.

D. The proctor may observe the student while performing other tasks and assisting other patrons. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.

E. Unless prior arrangements have been made and it is possible with scheduling, the library is unable to proctor an exam for which the signature of a designated staff person is required.

F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.

G. Library staff reserve the right to refuse proctoring services.

H. The library is not responsible for technical problems of the institution's website or e-mail.

I. The library is not responsible for exams that are lost by the postal system or electronically.

J. The library does not keep copies of completed exams.