

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
May 20, 2024, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Program Policy
 - b. North Liberty Library Board of Trustees By-Laws
 - c. Personnel Policy Statement
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: June 19, 2023, 6:30 pm

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 4010 - Library Services										
EXPENSE										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	680,976.00	.00	680,976.00	65,485.89	.00	563,508.32	117,467.68	83	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	9,138.14	.00	65,688.03	29,286.97	69	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	5,578.68	.00	47,328.40	11,956.60	80	53,034.47
6130	IPERS	69,724.00	.00	69,724.00	6,867.66	.00	58,450.17	11,273.83	84	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	8,310.80	.00	51,483.70	73,336.30	41	128,232.57
6160	Workers Compensation	3,000.00	.00	3,000.00	94.00	.00	94.00	2,906.00	3	1,187.00
<i>Personnel Services Totals</i>		\$1,033,780.00	\$0.00	\$1,033,780.00	\$95,475.17	\$0.00	\$786,823.84	\$246,956.16	76%	\$970,300.37
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	71.22	.00	2,051.67	548.33	79	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	71.00	.00	1,130.72	13,869.28	8	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	247.00	.00	2,231.00	269.00	89	2,647.00
6230	Training	13,000.00	.00	13,000.00	1,969.38	.00	6,685.89	6,314.11	51	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	\$2,358.60	\$0.00	\$12,099.28	\$26,250.72	32%	\$50,312.12
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.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	2,511.22	.00	31,844.55	12,155.45	72	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	100.28	.00	6,564.63	435.37	94	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$2,611.50	\$0.00	\$38,409.18	\$12,590.82	75%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	45.00	.00	450.00	(25.00)	106	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	41.43	.00	1,726.97	1,173.03	60	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	\$2,697.93	\$0.00	\$55,216.88	\$16,358.12	77%	\$78,495.82
<i>Contractual Services</i>										
6408	Insurance/General	8,000.00	.00	8,000.00	14,067.00	.00	14,067.00	(6,067.00)	176	12,079.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	1,650.00	.00	16,014.78	5,600.22	74	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	851.80	(101.80)	114	361.30
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	625.30	.00	3,419.89	880.11	80	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	.00	.00	1,599.43	900.57	64	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	639.12	.00	3,363.58	(363.58)	112	3,696.21
6431	Database Subscriptions	19,000.00	.00	19,000.00	.00	.00	8,742.97	10,257.03	46	18,925.19
<i>Contractual Services Totals</i>		\$59,165.00	\$0.00	\$59,165.00	\$16,981.42	\$0.00	\$48,059.45	\$11,105.55	81%	\$60,633.60

Expense Budget Performance Report

Fiscal Year to Date 04/30/24

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 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	4,000.32	.00	48,145.15	7,854.85	86	56,096.66
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	3,800.00	.00	4,635.90	2,114.10	69	6,646.42
6502-04	Library Materials Supplies	7,600.00	.00	7,600.00	612.57	.00	4,222.49	3,377.51	56	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	457.04	.00	4,504.05	8,095.95	36	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	58.62	.00	880.78	2,869.22	23	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	\$8,928.55	\$0.00	\$91,948.37	\$38,001.63	71%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	53.91	.00	3,579.65	420.35	89	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	.00	.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	.00	.00	2,108.96	(108.96)	105	2,197.47
6517	Computers & Technology	13,850.00	.00	13,850.00	2,128.75	.00	9,577.08	4,272.92	69	15,982.66
6521	Software	1,850.00	.00	1,850.00	.00	.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	2,423.74	.00	10,520.19	(1,220.19)	113	11,019.31
<i>Commodities Totals</i>		\$164,400.00	\$0.00	\$164,400.00	\$13,534.95	\$0.00	\$120,047.15	\$44,352.85	73%	\$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	\$131,048.07	\$0.00	\$1,022,246.60	\$345,023.40	75%	\$1,433,344.67
Department 4010 - Library Services Totals		(\$1,367,270.00)	\$0.00	(\$1,367,270.00)	(\$131,048.07)	\$0.00	(\$1,022,246.60)	(\$345,023.40)	75%	(\$1,433,344.67)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	.00	128,000.00	1,635.28	(24,027.73)	72,651.52	79,376.21	38	103,043.97
<i>Repair, Maintenance, Utilities Totals</i>		\$128,000.00	\$0.00	\$128,000.00	\$1,635.28	(\$24,027.73)	\$72,651.52	\$79,376.21	38%	\$103,043.97

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Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	.00	.00	66,039.60	19,960.40	77	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	95.00	918.26	23,872.50	18,209.24	58	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$95.00	\$918.26	\$89,912.10	\$38,169.64	70%	\$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	\$1,730.28	(\$23,109.47)	\$162,563.62	\$117,545.85	54%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	\$0.00	(\$257,000.00)	(\$1,730.28)	\$23,109.47	(\$162,563.62)	(\$117,545.85)	54%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$0.00	\$1,624,270.00	\$132,778.35	(\$23,109.47)	\$1,184,810.22	\$462,569.25		\$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	(87,154.00)	28,099.86	194,054.14	-44	511,640.66
6750 - Buildings Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	(\$87,154.00)	\$28,099.86	\$194,054.14	-44%	\$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>(\$87,154.00)</i>	<i>\$28,099.86</i>	<i>\$194,054.14</i>	<i>-44%</i>	<i>\$511,640.66</i>
EXPENSE TOTALS		\$135,000.00	\$0.00	\$135,000.00	\$0.00	(\$87,154.00)	\$28,099.86	\$194,054.14	-44%	\$511,640.66
Department 4060 - Community Center Totals		(\$135,000.00)	\$0.00	(\$135,000.00)	\$0.00	\$87,154.00	(\$28,099.86)	(\$194,054.14)	-44%	(\$511,640.66)
Fund 004 - Recreation Capital Totals		\$135,000.00	\$0.00	\$135,000.00	\$0.00	(\$87,154.00)	\$28,099.86	\$194,054.14		\$511,640.66
Grand Totals		\$1,759,270.00	\$0.00	\$1,759,270.00	\$132,778.35	(\$110,263.47)	\$1,220,436.04	\$649,097.43		\$2,223,738.11

Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 20, 2024

- I. Financial Update
 - A. Personnel: 76 percent
 - B. Personnel Services (non-position): 32 percent
 - C. Repair, maintenance, utilities: 77 percent
 - D. Contractual Services: 81 percent
 - E. Commodities (materials and services): 73 percent
 - F. Total Library Services: 75 percent
 - G. Average this time of year: 83 percent
- II. Library Operations Update
 - A. Staffing update
 - 1. Have hired four new library assistants
 - 2. Filling three vacancies and adding one more for scheduling flexibility
 - B. Grants update – Libraries Transform Communities Accessibility Grant
 - 1. Handicap door install on restrooms is complete
 - 2. Hearing Loops install for meeting rooms will take place in fall, FY25 budget
 - B. Library In-Service, April 19
 - 1. Working with Neurodivergent Individuals and People in Mental Health Crisis, Kellee Forkenbrock and Dani Grandinetti
 - 2. Building and Keeping Relationships with Teens & Youth, United Action for Youth staff
 - 3. Intellectual Freedom discussion, Sam Helmick, Iowa City Public Library, and Jennie Garner
 - C. Professional Development
 - 1. Attended Association for Rural & Small Libraries (ARSL) executive board retreat, May 13-14, Springfield, MA
 - 2. American Library Association Conference, June 27-July 2
 - a. Presenting a session titled Bridgebuilding: Fostering Community Engagement, Dialogue, and Interactions in Libraries with Shamichael Hallman, Urban Library Council, and Tara Susman-Peña, International Research & Exchanges Board
 - 3. Kellee and I presented two times on inclusive policy development for the Nebraska Library Association on May 2 (York, NE) and May 6 (online)
 - 4. Spoke to attendees at 55+ Lunch Connections on April 28 about library services
 - D. Community Engagement
 - 1. Invited to serve on Johnson County Transgender Advisory Committee
 - 2. Interviewed on book bans and censorship with a Solon High School senior
 - F. Staff Reports
 - 1. Assistant Director

Youth Diversity Analysis: April 2024

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	684	27	517	3	590	15	1791	45
%	8.5%	30.7%	8.3%	11.1%	16.6%	60.0%	10.0%	32.1%
Race	4065	41	1667	4	1308	24	7040	69
%	50.5%	46.6%	26.7%	14.8%	36.9%	96.0%	39.5%	49.3%
LGBTQ	153	5	207	0	833	14	1193	19
%	1.9%	5.7%	3.3%	0.0%	23.5%	56.0%	6.7%	13.6%
Religion	302	4	145	0	137	3	584	7
%	3.8%	4.5%	2.3%	0.0%	3.9%	12.0%	3.3%	5.0%
Health	474	7	464	2	549	2	1487	11
%	5.9%	8.0%	7.4%	7.4%	15.5%	8.0%	8.3%	7.9%
Welfare	379	3	926	1	635	6	1940	10
%	4.7%	3.4%	14.8%	3.7%	17.9%	24.0%	10.9%	7.1%
Diversity	2641	34	2078	6	1714	22	6433	62
%	32.8%	38.6%	33.3%	22.2%	48.3%	88.0%	36.1%	44.3%
Count	8053	88	6240	27	3547	25	17840	140

- a. Participated in Staff In-service day training on April 19
 - b. Interviewed candidates (from 38 applications) for open LA I position(s): hired 3 people with expected start dates in mid-May
- B. Public Services
 - 1. After reviewing 35 applications and interviewing 9 candidates, the open Library Assistant positions have been filled by three experienced library professionals.
 - 2. Recorded new episode of Love, Light, & Lit ([LINK](#))
 - 3. New artist installed in gallery ([LINK](#))
 - 4. Co-hosted the Innovation in Education Awards for the second year in a row ([LINK](#))
 - 5. Decided on a book for the Youth Wellness Book Club pilot project I'm working on with Jonathan Moore (Rec)
- C. Family Services
 - 1. 4/11 Pied Piper (woodwinds)
 - a. 33 ppl attended
 - 2. 4/19 Library in-service
 - a. Presentations on working with people who are neurodivergent, working & connecting with teens in the library and intellectual freedom
 - 3. 4/25 Volunteer at Kirkwood's Financial Literacy Fair
 - a. 8 grader's visit and learn about budgeting based on career chosen throughout their year
 - 4. 4/25 Participated in City's self defense training
 - a. Learned how to spot dangerous situations and deescalate with words, body language and directions
 - 5. 4/29 DoodleBugs
 - a. 26 ppl attended
 - 6. 5/9 Pied Piper (brass)
 - a. 46 ppl attended
 - 7. 4/26 West Music, Sing & Play & Learn Today!
 - a. 41 ppl attended
- D. Youth & Teen Services
 - 1. For 2024, the youth collection is at 36% diverse with the books added this past month at 35%.
 - 2. **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. Flock the Library Our annual flocking fundraiser for the North Liberty Library Endowment Fund is going on now. For every donation \$20 and over a paper flamingo will be added to our window flock. Donations can be made in the library with

cash/check or via Venmo @FriendsNLLibrary and for every \$100 raised a pink plastic flamingo will flock to the library.

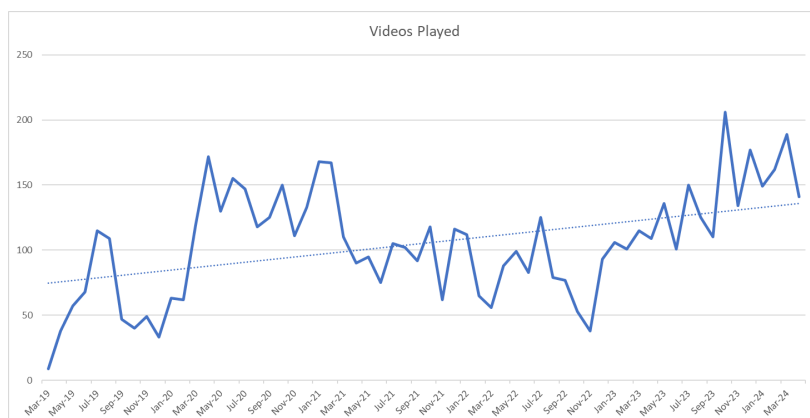
2. Displays There are a number of informative displays in the library in collaboration with community partners, including one on either side of the fireplace for Mental Health Awareness and one for Substance Use Prevention.

F. Adult Services

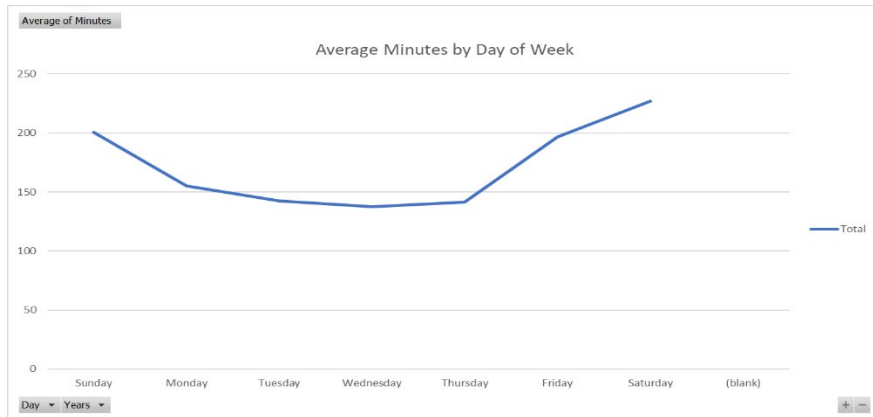
1. I would like to invite the board to our pilot event for Living Room Conversations, focusing on the topic of Trust in Elections. It is being held the evening of May 16th at 6pm in the Library Meeting Rooms. Registration is required at <https://northliberty-ia.whofi.com/calendar/event/5256027?method=embed> due to space issues and to know how much food to get for it. We are beginning this series of events with the intent of providing conversation and educational opportunities about various civic issues. Given that it's an election year and likely to be contentious, regardless of the winner, I thought we'd just start right off with talking about elections. We decided on this format since it involves direct participation from those in attendance rather than being a speaker and encourages personalization of issues regardless of personal political leanings. Details about the actual event, if you'd like to read more in-depth, are available at <https://livingroomconversations.org/trust-in-elections-2/>.
2. Summer Reading for adults will also be starting again in June (along with youth, of course). We're going to try a similar approach to it for adults this year which is offering a prize on completion of the program and entry into a selection of grand prize drawings.
3. Due to focuses on family programs, the likelihood of adults spending time outside, and loss of staff time, we don't have many large adult-level events planned for the summer. However, those we do have happen in June. On June 6th, we'll be doing Paper Making which is a fun way to artistically recycle old paper scraps. On June 27th, we'll be having a reading party which is an hour where people read books of their choice together followed by the social aspect of discussing what they read and what they enjoy about reading (with snacks and refreshments, of course).
4. The book bike will be making more of a presence this summer. We're already starting out with the playground crawl and Remarkable Rigs in May and hope to use it at summer lunch regularly.

G. Collection Services

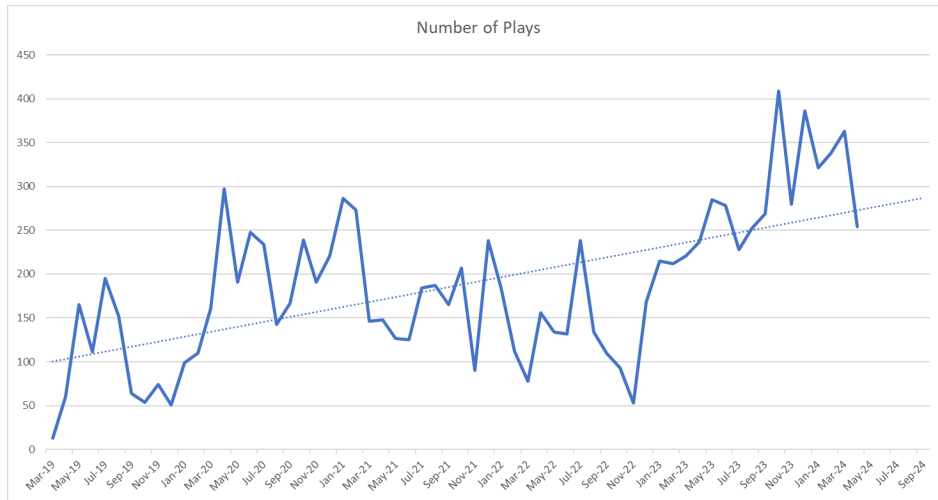
1. I discovered additional data is available in Kanopy. I can actually see how many individual films are watched and how many plays there are for each. It took some time to gather all of the back data but moving forward it will be really easy to maintain and see any changes in trends. Previously, I had been tracking by how many minutes were viewed each day. I remain interested in which days have the most traction. It isn't surprising that it's the weekends that have the most views.



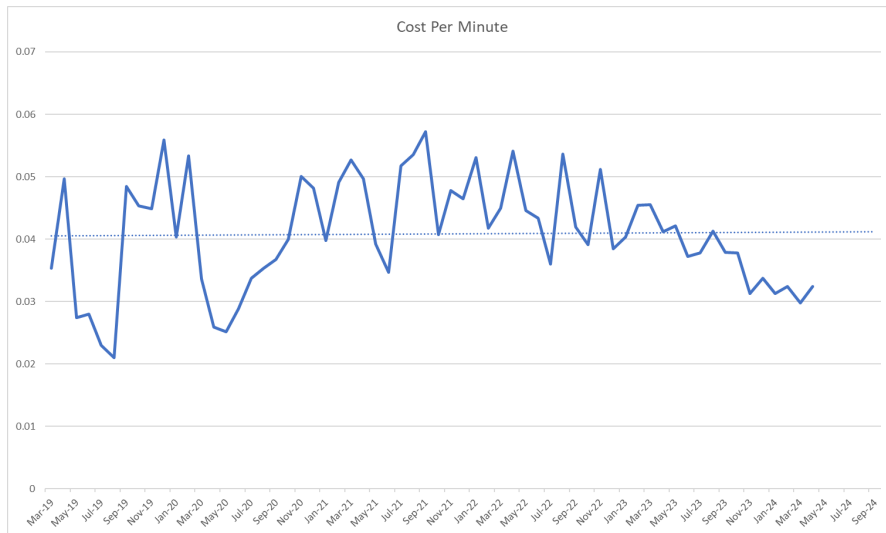
- This is the total number of different videos played each month. Kids stuff, which is mostly animated versions of books, are definitely the most popular and get the most plays. We saw a surge in usage during 2020 which tapered off, but it has definitely continued to grow.



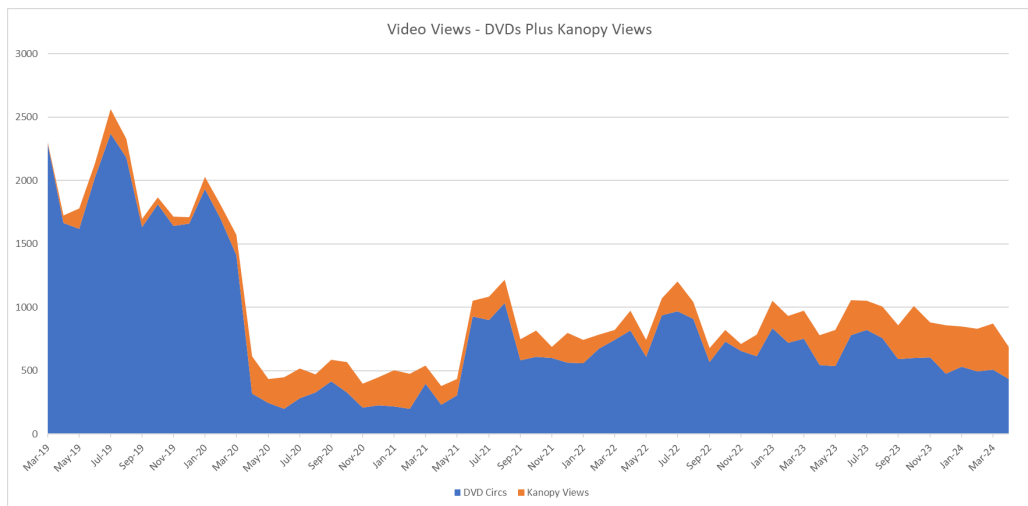
- This is the number of plays, that is how many times a patron hits play on a video. It's similar to the trends in the number of videos viewed, but because several of the kid friendly stuff are watched multiple times over the month, it doesn't line up exactly.



- Kanopy is a cost-per-view model, so we pay every time a patrons watches something. During 2020, they made all of their kids stuff free, but they have gone back to charging for those. Most are \$2 per view, but some of the Great Courses materials that are multi-part are \$5, but patrons have multiple days to watch them. I was curious how the number of plays mapped to how much we're paying. This charts how much we are paying per minute for patrons' Kanopy access. In early 2020, you can see we were paying a lot less because the kids stuff was free. It is trailing off over the past six months because people are watching stuff to the end, so that \$2 is going further. (See chart on next page.)



5. This is a chart with DVD checkouts with individual video views on Kanopy. I'm curious if digital offerings like Kanopy are making up for the drop in DVD circulation. Kanopy is definitely making up for the drop, but we aren't reaching how our circulation of DVDs were five years ago. There are lots of things that are exclusive to different streaming platforms that we cannot buy on disc and aren't available through Kanopy. Those tend to be the DVDs that we get requests for, the ones that don't exist. I think what libraries can offer in the way of video views has changed and patrons are still getting adjusted to that.



Respectfully Submitted,

Jennie Garner, Library Director

PROGRAMS POLICY

I. **Purpose Statement**

Library programs are planned public activities that are initiated or presented in partnership by the library and take place onsite and in other locations in the community. Programs may be presented with staff, volunteers, partner organizations and/or paid presenters.

Library programs are curated to connect members of our community with a variety of ideas and perspectives and to support our mission and values by complementing and furthering the goals of our strategic plan. Programs highlight collections, promote services, and share knowledge and expertise covering subjects and topics that represent a broad range of human experience.

II. **Guidelines for Selection and Presentation of Library Programs**

- A. Programs will be developed to eliminate racial, social, accessibility and equity barriers in library programming by facilitating connections with underserved areas of the community and implementing diversity, equity, and inclusion strategies.
- B. All programs must be open to the public. Reasonable attempts will be made to accommodate all who wish to attend a program.
 1. When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration
 2. Attendance may be limited when the number of participants reaches the room capacity established by the North Liberty Fire Department
 3. Programs designed for a general audience have no age restrictions. Programs designed for specific audiences may have attendance restrictions or requirements based on age
 4. It is the sole responsibility of parents or legal guardians to guide their children's use of the Library and its resources and services
- C. No Library program shall be purely commercial or for the solicitation of business. No expectation of making a purchase from a presenter shall be implied in any library program.
 1. A businessperson or other professional expert may present a program, however, the information presented may not promote their specific business interest or solicit future business without prior approval by library administration
 2. Fundraising and sales are permitted only when the event/program benefits the library with prior administration approval
- D. The Library generally offers programming free of charge. When the cost of a program exceeds the Library's programming budget, a program may charge a nominal fee to supplement the cost of speakers and/or materials
- E. The Library reserves the right to use video or photographs taken of the program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.
- F. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series and does not proscribe or cancel a program because an individual or group may find the content objectionable.
- G. Concerns about library sponsored programs may be addressed through our Statement of Concern about Library Resources form

NOTE:

The Library recognizes that not all programs will be of interest or suitable for all users. Library sponsorship/partnership with other organizations or presenters does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the City of North Liberty.

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

LIBRARY BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one (1) member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for

which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

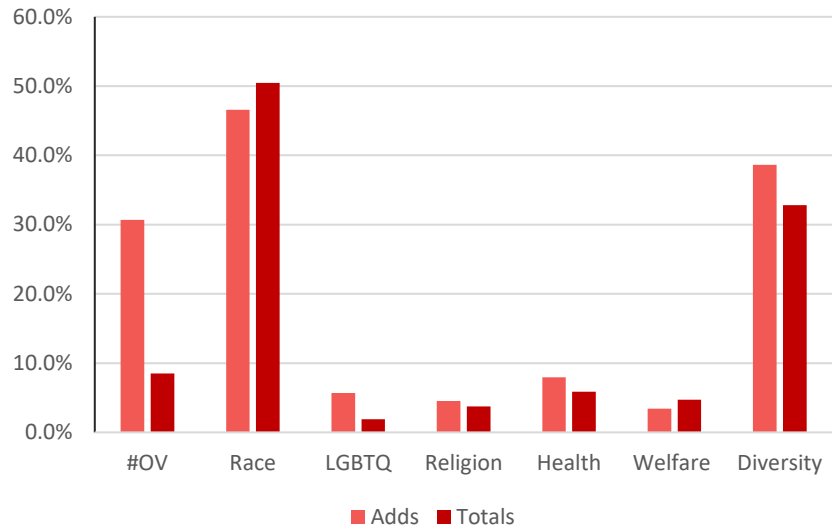
Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.

**North Liberty Library
Personnel Policy Statement**

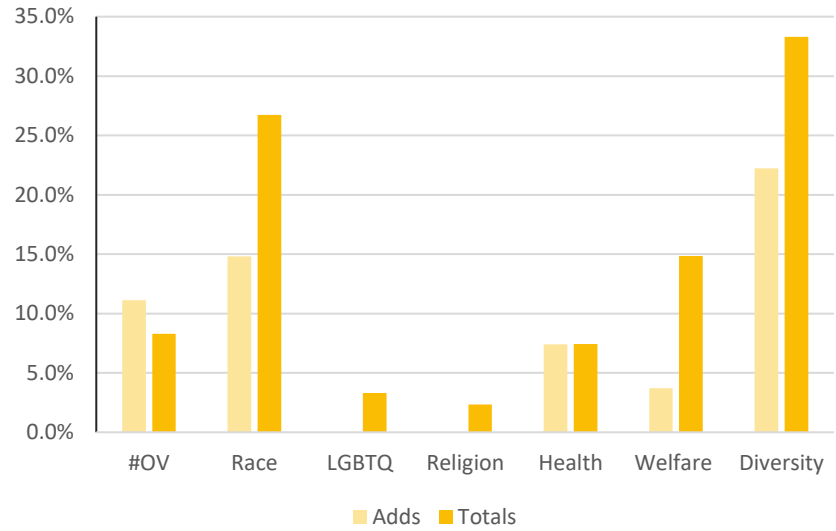
The North Liberty Library staff follows the personnel policy for the City of North Liberty as approved by North Liberty City Council.

Youth Diversity Analysis: April 2024

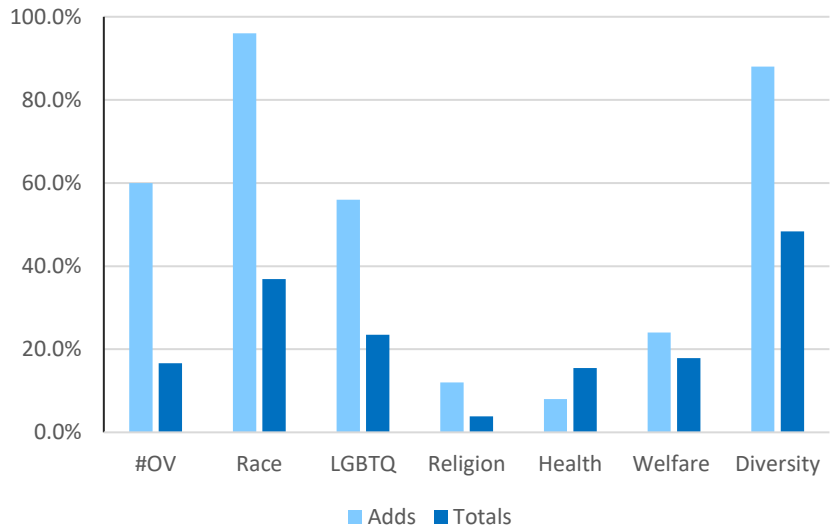
Primary Diversity



Juvenile Diversity



Teen Diversity



Collection Diversity

