

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
June 17, 2024
6:30 pm Board Meeting

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. April
 - b. May
- IV. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- V. Policy Review
 - a. Internet & Technology Policy
- VI. Old Business
- VII. New Business
- VIII. Adjourn

Reminder: no board meeting in July

Next meeting date: August 19, 2024, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: April 15, 2024 6:30 P.M.

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

ABSENT: Jamie Helmick

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) January meeting minutes motion to approve by Brady B; second Laura H; approved by voice vote
 - b) March meeting minutes motion to approve by Scott C; second Brady B; approved by voice vote
- 4) Staff Introduction/Training
 - a) Andrew F - Collection Development Librarian
 - i) Comparisons from FY 2022, NL against similar sized libraries across state.
- 5) Reports
 - a) Budget
 - i) 65% (average 75%)
 - ii) Money coming back into the budget following amendments and grants.
 - b) Friends
 - i) Book sale second week in June, volunteer opportunities.
 - ii) Banned book library card sale.
 - c) Director
 - i) Friday April 19 inservice, library closed
 - ii) Brooklyn public library - access for all children to their digital library.
 - iii) PLA conference - more representation for small and rural libraries.
 - d) Staff Reports - Questions
- 6) Policy Review
 - a) Volunteer Policy
 - i) children volunteer capped
 - ii) 24-30 regular volunteers
 - b) Proctoring Policy
 - c) Motion to approve both policies by Angie F; second Laura H; approved by voice vote.
- 7) Old Business
 - a) None
- 8) New Business
 - a) None

Adjourn

Motion to adjourn by Brady B; second Laura H

NEXT MEETING DATE: May 20, 2024 6:30 P.M. at new City Hall

Meeting minutes recorded by Brady Bird

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: May 20, 2022 6:30 P.M.

PRESENT: Scott Clemons, Laura Hefley, Angie Fogt, Brady Bird, Library Director Jennie Garner

ABSENT: Jack Abels, Jamie Helmick

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) Deferring approval of April 2024 minutes to June meeting.
- 4) Staff Introduction: Emily - Family Services Librarian
 - a) Family Place Library Recertification.
 - i) only Family Place Library in the state.
 - ii) Goal to find a consistent time that can be well-attended, be a turn-key activity with less time and energy needed for individual events.
- 5) Reports
 - a) Budget
 - i) Amendments added to packet, not in budget report.
 - ii) City Slate divided between departments, less of an expense on library budget.
 - b) Friends
 - c) Director
 - i) 4 new library assistants hired.
 - ii) Handicap Accessible doors on restrooms installed, seeking approval to use remaining funds to equip back door at Rec Center.
 - d) Staff Reports - Questions
- 6) Policy Review
 - a) Program Policy - no changes recommended.
 - b) North Liberty Library Board of Trustees Bylaws - recommended to review annually without being an action item. Recommendation by Angie F to add values statement to bylaws rather than specifically stating gender equity.
 - c) Personnel Policy Statement
 - d) Motion to approve Program Policy and Personnel Policy Statement in their current form by Angie F; second Brady B; approved by voice vote
- 7) Old Business
 - a) None
- 8) New Business
 - a) None

Adjourn

Motion to adjourn by Laura H

NEXT MEETING DATE: June 17, 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	55,959.11	.00	619,467.43	61,508.57	91	646,370.72
6020	Part Time Wages	94,975.00	.00	94,975.00	4,286.01	.00	69,974.04	25,000.96	74	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	4,478.67	.00	51,807.07	7,477.93	87	53,034.47
6130	IPERS	69,724.00	3,000.00	72,724.00	.00	.00	58,450.17	14,273.83	80	72,217.62
6150	Group Insurance	124,820.00	.00	124,820.00	8,310.80	.00	59,794.50	65,025.50	48	128,232.57
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	94.00	2,906.00	3	1,187.00
<i>Personnel Services Totals</i>		\$1,033,780.00	\$3,000.00	\$1,036,780.00	\$73,034.59	\$0.00	\$859,858.43	\$176,921.57	83%	\$970,300.37
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	85.23	.00	2,136.90	463.10	82	2,112.66
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	1,009.62	.00	13,598.13	1,401.87	91	27,532.77
6210	Dues/Memberships Subscriptions	2,500.00	.00	2,500.00	.00	.00	2,231.00	269.00	89	2,647.00
6230	Training	13,000.00	.00	13,000.00	2,546.50	.00	9,232.39	3,767.61	71	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	\$3,641.35	\$0.00	\$27,198.42	\$11,151.58	71%	\$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	.00	.00	31,844.55	12,155.45	72	45,488.36
6371-02	Utilities Gas	7,000.00	.00	7,000.00	1,447.15	.00	8,011.78	(1,011.78)	114	14,472.24
6371 - Utilities Totals		\$51,000.00	\$0.00	\$51,000.00	\$1,447.15	\$0.00	\$39,856.33	\$11,143.67	78%	\$59,960.60
6372	Dumpster Pickup	425.00	.00	425.00	.00	.00	450.00	(25.00)	106	530.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	303.87	.00	2,030.84	869.16	70	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	\$1,751.02	\$0.00	\$56,967.90	\$14,607.10	80%	\$78,495.82
<i>Contractual Services</i>										
6408	Insurance/General	8,000.00	.00	8,000.00	.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	17,664.78	3,950.22	82	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	382.73	.00	3,802.62	497.38	88	4,086.55
6419	Software Support	2,500.00	.00	2,500.00	1,476.26	.00	3,075.69	(575.69)	123	2,172.58
6422	Office Equipment Maintenance Contracts	3,000.00	.00	3,000.00	394.32	.00	3,757.90	(757.90)	125	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	\$3,903.31	\$0.00	\$51,962.76	\$7,202.24	88%	\$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										
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	454.00	56,454.00	4,642.32	.00	52,787.47	3,666.53	94	56,096.66
6502-03	Library Materials SRP	6,750.00	1,911.00	8,661.00	509.98	.00	5,145.88	3,515.12	59	6,646.42
6502-04	Library Materials Supplies	7,600.00	3,000.00	10,600.00	60.94	.00	4,283.43	6,316.57	40	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	330.34	.00	4,834.39	7,765.61	38	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	115.00	3,865.00	664.93	.00	1,545.71	2,319.29	40	5,180.66
6502-09	Library Materials E-books	38,000.00	200.00	38,200.00	.00	.00	29,560.00	8,640.00	77	36,000.00
6502 - Library Materials Totals		\$129,950.00	\$5,680.00	\$135,630.00	\$6,208.51	\$0.00	\$98,156.88	\$37,473.12	72%	\$126,507.11
6506	Office Supplies	4,000.00	.00	4,000.00	392.72	.00	3,972.37	27.63	99	3,022.19
6508	Postage & Shipping	800.00	.00	800.00	14.56	.00	729.24	70.76	91	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	400.75	.00	2,509.71	(509.71)	125	2,197.47
6517	Computers & Technology	13,850.00	5,747.00	19,597.00	5,172.69	.00	14,749.77	4,847.23	75	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	575.74	.00	932.70	1,067.30	47	4,977.98
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,300.00	5,559.00	14,859.00	4,053.27	.00	14,573.46	285.54	98	11,019.31
<i>Commodities Totals</i>		\$164,400.00	\$16,986.00	\$181,386.00	\$16,818.24	\$0.00	\$136,865.39	\$44,520.61	75%	\$168,602.76
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	10,336.06	.00	10,336.06	(10,336.06)	+++	.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$10,336.06	\$0.00	\$10,336.06	(\$10,336.06)	+++	\$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	\$19,986.00	\$1,387,256.00	\$109,484.57	\$0.00	\$1,143,188.96	\$244,067.04	82%	\$1,433,344.67
Department 4010 - Library Services Totals		(\$1,367,270.00)	(\$19,986.00)	(\$1,387,256.00)	(\$109,484.57)	\$0.00	(\$1,143,188.96)	(\$244,067.04)	82%	(\$1,433,344.67)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	128,000.00	20,000.00	148,000.00	13,076.00	(29,407.73)	85,727.52	91,680.21	38	103,043.97
<i>Repair, Maintenance, Utilities Totals</i>		\$128,000.00	\$20,000.00	\$148,000.00	\$13,076.00	(\$29,407.73)	\$85,727.52	\$91,680.21	38%	\$103,043.97

Expense Budget Performance Report

Fiscal Year to Date 05/30/24

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 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	13,353.40	.00	79,393.00	6,607.00	92	9,650.04
6499	Misc Contractual	43,000.00	.00	43,000.00	4,009.81	918.26	27,882.31	14,199.43	67	25,438.93
<i>Contractual Services Totals</i>		\$129,000.00	\$0.00	\$129,000.00	\$17,363.21	\$918.26	\$107,275.31	\$20,806.43	84%	\$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	\$20,000.00	\$277,000.00	\$30,439.21	(\$28,489.47)	\$193,002.83	\$112,486.64	59%	\$173,132.94
Department 4060 - Community Center Totals		(\$257,000.00)	(\$20,000.00)	(\$277,000.00)	(\$30,439.21)	\$28,489.47	(\$193,002.83)	(\$112,486.64)	59%	(\$173,132.94)
Fund 001 - General Fund Totals		\$1,624,270.00	\$39,986.00	\$1,664,256.00	\$139,923.78	(\$28,489.47)	\$1,336,191.79	\$356,553.68		\$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	19,000.00	19,000.00	180.00	.00	7,705.96	11,294.04	41	908.84
<i>Commodities Totals</i>		\$0.00	\$19,000.00	\$19,000.00	\$180.00	\$0.00	\$7,705.96	\$11,294.04	41%	\$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	\$19,000.00	\$19,000.00	\$180.00	\$0.00	\$7,705.96	\$11,294.04	41%	\$105,619.84
Department 4010 - Library Services Totals		\$0.00	(\$19,000.00)	(\$19,000.00)	(\$180.00)	\$0.00	(\$7,705.96)	(\$11,294.04)	41%	(\$105,619.84)
Fund 003 - Library Capital Totals		\$0.00	\$19,000.00	\$19,000.00	\$180.00	\$0.00	\$7,705.96	\$11,294.04		\$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	\$58,986.00	\$1,818,256.00	\$140,103.78	(\$115,643.47)	\$1,371,997.61	\$561,901.86		\$2,223,738.11

Library Director Report
North Liberty Community Library Board of Trustees Meeting
June 17, 2024

- I. Financial Update
 - A. Personnel: 83 percent
 - B. Personnel Services (non-position): 71 percent
 - C. Repair, maintenance, utilities: 80 percent
 - D. Contractual Services: 88 percent
 - E. Commodities (materials and services): 75 percent
 - F. Total Library Services: 82 percent
 - G. Average this time of year: 82 percent
- II. Library Operations Update
 - A. [FY23 Iowa Public Library Statistics](#) released from State Library of Iowa
 - 1. Andrew's report provides some data he pulled from the statistics
 - 2. Included in the packet is the presentation he created for the City Council with the new FY23 stats
 - B. Staffing update
 - 1. One of new hires resigned – conflicts with other job
 - 2. Fully staffed with one of our former library assistants returning as temp this summer
 - C. Year-end budget updates
 - 1. Encumbering funds for Digital Johnson County
 - a. Overdrive
 - b. Kanopy
 - D. Grants update – Libraries Transform Communities (LTC) Accessibility Grant – fund balance of over \$8000.00
 - 1. Handicap restroom door install was lower cost than anticipated so we submitted addendum to the project and requested an extension to complete
 - 2. Addendum requests
 - a. Handicap door installation to north recreation entrance
 - b. Walk-off carpet at main library entrance and north and south rec entrances
 - c. Purchasing a wheelchair and vision assistive devices (reading glasses, magnifying sheets, large print keyboards)
 - D. Community Engagement/Outreach
 - 1. Summer lunch started June 7 with about 200 attendees
 - 2. Juneteenth
 - a. Joining ICPL for presence in downtown resource fair hosted by county
 - 3. Johnson County Fair – Public Libraries of Johnson County booth on Kids' Day, 7/23
 - a. Giveaway will be stickers and tokens to redeem at each library
 - E. Professional Development
 - 1. Attended Director's Round Table meeting
 - a. State Library of Iowa sponsored
 - b. Center Point Public Library

2. Public Libraries of Johnson County quarterly meeting
 - a. Planning Johnson Co Fair Booth for July 2
 3. Linn and Johnson County meeting
 - a. Cedar Rapids hosted
 - b. Discussed shared training opportunity for all staff
 - c. Plan to meet quarterly
 4. Presentation proposal for Association for Rural & Small Libraries selected
 - a. Presenting Choose Your Own Adventure: Intellectual Freedom Edition
 - b. Collaborative intellectual freedom scenarios to practice
 - c. My role will be policy creation and development to support frontline staff facing materials challenges/questions
 5. Working group for Library Cardholder Access with Brooklyn Public Library based on [BPL study](#)
 - a. Discussions of best practices for cardholder access at public libraries
 - b. Will serve as panelist for Public Library Association webinar on cardholder access if topic accepted
- D. Staff Reports
1. Assistant Director
 - a. Participated in 2024 ILA Fall Conference proposal selection review process as part of the ILA Speakers Sub-committee
 - b. Continued work on summer scheduling to ensure adequate staffing levels in the library in coordination with all the outreach and programming library staff are doing during the summer reading program
 2. Public Services
 - a. Almost done fully onboarding our four new hires
 - b. Gave opening speech for the City Hall ribbon cutting on May 14th
 - c. Met with Maddi Brenner (UI Libraries) to discuss potential collab on entrepreneurial-related events
 - d. Connected colleagues with contacts from the weekly 1 Million Cups.
 - e. New members added to the BYOB group
 3. Family Services
 - a. 5/11 [Playground Crawl](#), Kayla & I were at Beaver Kreek Park with large lawn games, 518 ppl visited Beaver Kreek
 - b. 5/14 University of Iowa Steel Drum Band performance, 62 ppl attended
 - c. 5/22 Summer Reading Program Kickoff, 414 ppl attended, participated in foam pit, giant dual water slide, bounce house, activities with City Slate sponsors, and Kona Ice
 - d. 5/31 Lifeguard storytime, 41 ppl attended
 - e. 6/3 Agriculture Storytime- Very Hungry Iowa Caterpillar, Johnson Co Farm Bureau offered book and craft related to learning about agriculture in Iowa, 26 ppl attended
 4. Youth & Teen Services
 - a. May 2024 – the youth collection is at 36.1% diverse with the books added this past month at 33.9%.
 - b. **May Program Stats:**
Super Tuesday: 11

Tweendom: 3
Teen Tuesday: 5
Korra: 22
Cactus Day: 44
JUMPS for JOI: 5
Pokemon Terrariums: 51 & 54
Liberty Pop-up: 11 & 76
Question of the Week: 94
Snack: 423
Beltane Baskets: 311
Total: 1,110 attended at 46 programs

5. Marketing & Engagement

- a. Read! Return! Repeat! Check out the [great video](#) Derek from Community Relations put together with our support Summer Reading Program
 - i. As part of our green theme this summer we decided to do water bottles as the prize giveaway and folks will have the opportunity to collect stickers for their bottle by attending events like Let Love Fly and Camp North Liberty, by visiting the Storywalk, and for completing SRP
- b. Book Bike
 - i. We worked with PIP to complete the design and installation of the
 - ii. Book Bike artwork and Nick debuted the bike at Remarkable Rigs
- c. Pollinator & Play Garner
 - i. Play Garden is set up in the first raised bed.
 - ii. The middle garden is half chaos planted flowers that are good for
 - iii. cutting and half edible flowers such as pansies, chamomile, and lavender
 - iv. The third garden continues to house our native pollinator attracting plants and our Leafcutter bee house (bees coming the week of June 17)

6. Adult Services

- a. 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.
- b. Due to focuses on family programs, the likelihood of adults spending time outside, and loss of staff time, we don't offer many large adult-level events planned for the summer. Those we do have are 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 doing 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).
- c. 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.
- d. Wanted to share a nice story of helping someone with their iPad. A woman at the one of the facilities where we do outreach who asked Corrie about some notices she was getting on her iPad. Corrie and I worked with her to help her understand that there were ads popping up from an app she was using. I also helped her set up FB Messenger to connect with her daughter and granddaughter so that they could call through that app if needed and video call when they wanted. Her granddaughter sent her a heart emoji and it bloomed this big swarm of hearts on her screen and the woman's face lit up. It was heartwarming. It was nice to connect her with her family. We helped with

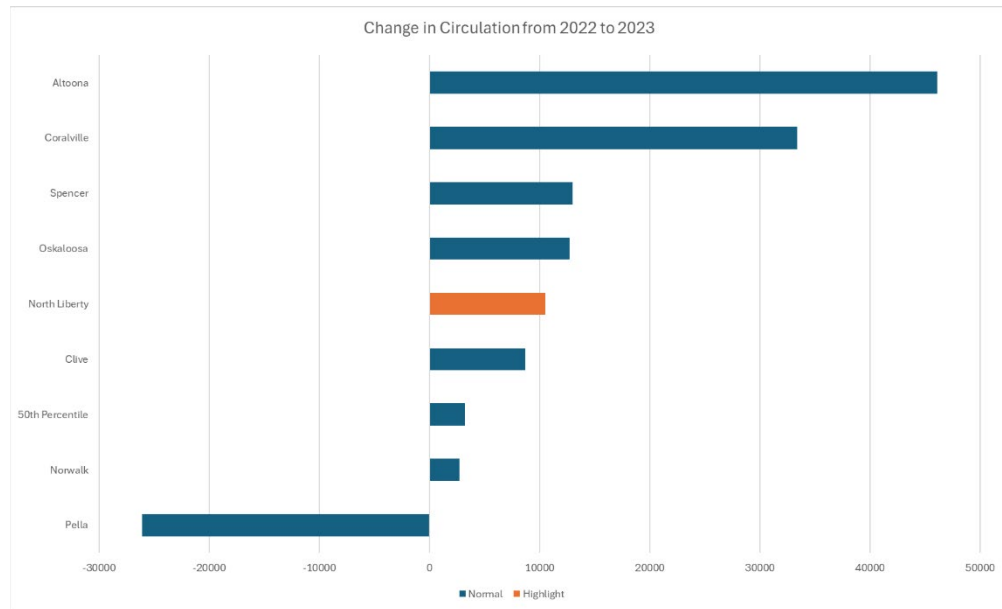
steps to get her an account and ensure it was private, and then instructions on how to use the app itself.

7. Collection Services

- a. The final version of the fiscal year 2023 library report from the State Library was released recently and I went through and compared us to like sized cities just to see how we continue to compare. I also looked at changes since last year. I considered going back a further year, but I think that year could still be impacted by the pandemic. Moving forward, I hope to go through this report and see how our trends compare with other libraries.

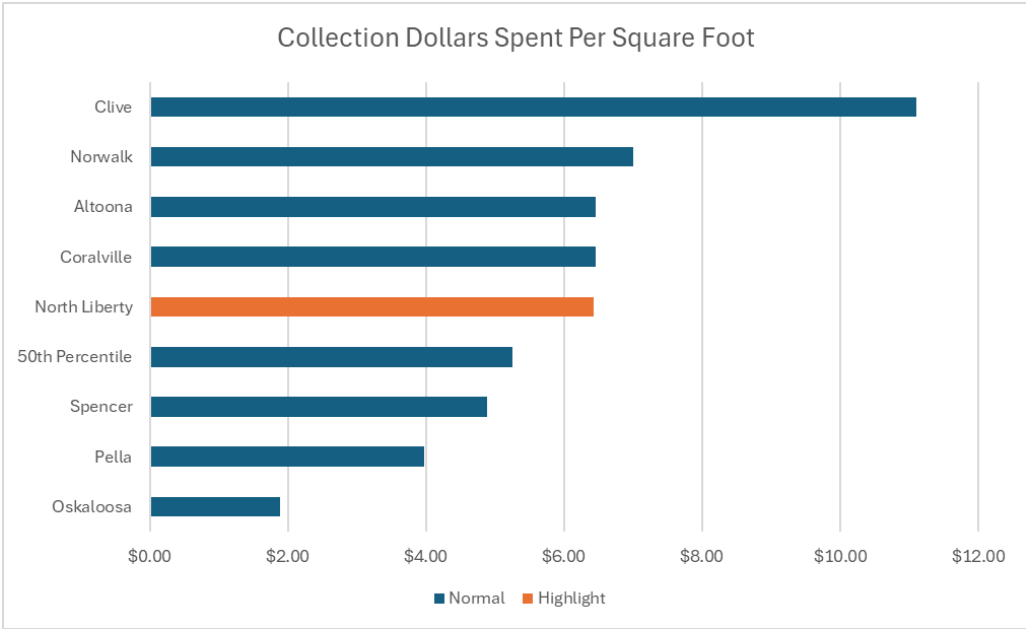
On all of these charts, North Liberty's numbers are in orange.

First is just overall change in total circulation over the past year. We didn't have a huge surge in circulation, but we didn't drop and we're going better than the 50th percentile.

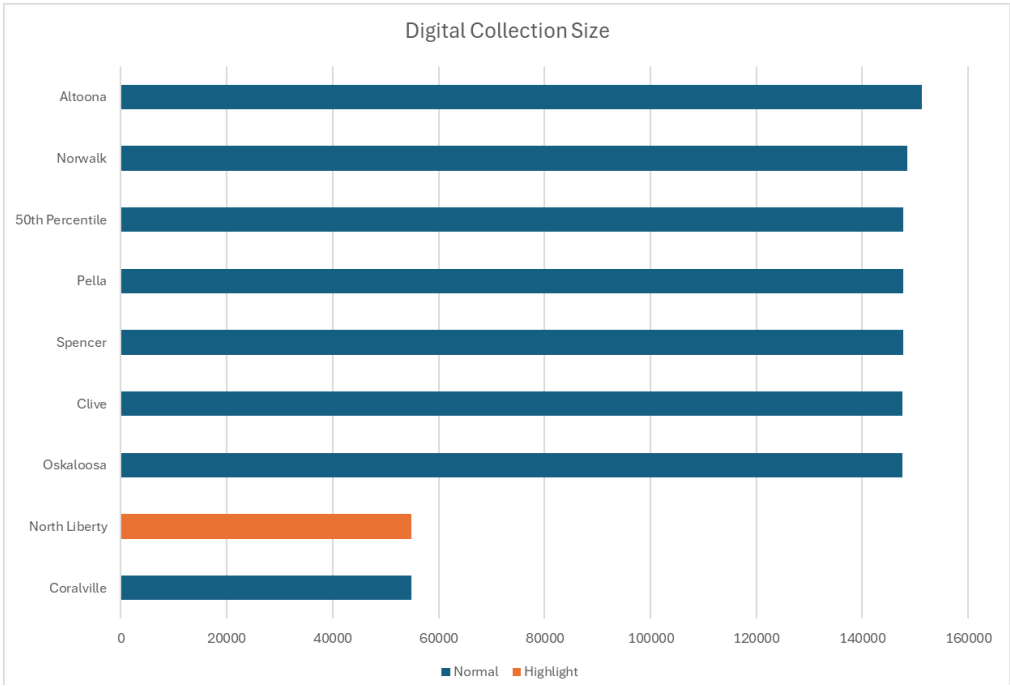


- b. I also looked at our collection spending per square foot of our buildings. I do find this interesting that while Coralville is considerably bigger than we are, they spend about the same amount per square foot.

I would love to parse out how much of that square footage is for shelving, but that question isn't asked and I can imagine would be hard to figure out. All of the libraries would be grouped a little more closely together as we can only spend what we have the space to fill, and aside from some outliers, we are all close in spending per square foot.



c. On the state report, the bulk of the state lists the same number of digital items in their collection as the rest of the state libraries all share their Overdrive collection while we share ours with only Iowa City and Coralville. Ours is significantly smaller than the rest of the state, but we have a much smaller population pool utilizing that collection and that provides better access, and generally shorter wait times for reserved items.



Respectfully Submitted, Jennie Garner, Library Director

INTERNET & TECHNOLOGY POLICY

I. Purpose Statement

The North Liberty Library (NLL) is committed to digital equity. The library provides public access to computers, tablets, Internet and other devices in order to augment the community's educational and informational resources for library visitors of all ages.

II. Responsibilities of Patrons

- A. The public has access to technology and electronic devices - some devices are for in-library use only while other devices may be checked out. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
- B. The library cannot act in place of guardian/caregiver and urges guardians/caregivers to work with their own children in their use of Internet resources. Guardians/caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
- C. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- D. The library cannot guarantee the accuracy and/or authenticity of information discovered online, and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- E. Users may not incur any costs to the NLL through access to fee-for-service information providers, shopping online or any other Internet use.
- F. The NLL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- G. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

III. Time Limits

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability.
- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

III. Staff Assistance

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLL staff.
- B. Due to liability, the staff does not repair personal computers or devices and is unable to check personal systems for viruses, malware or other damages to the computer or device.

IV. Ethical Use

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of this policy may result in the suspension or loss of Internet/computer privileges and/or lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

V. Wireless Access at the Library

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.