North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
August 19, 2024
5:30 pm Board Orientation/Refresher
6:30 pm Board Meeting

Call to Order

I.   Additions/Changes to the Agenda

II.   Public Comment

III.   Approval of Minutes
        a.   June

IV.   New Board Member Introduction

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

VI.   Election of Officers 2024 - 2025

VII.   Old Business

VIII.   New Business

IX.   Adjourn

Next meeting date: September 16, 2024, 6:30 pm

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: June 17, 2024 6:30 P.M.

PRESENT: Laura Hefley, Jamie Helmick, Brady Bird, Angie Fogt, Scott Clemons, 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) April 2024 and May 2024 meeting minutes motion to approve by Jamie H; second Brady B; approved by voice vote
4) Reports
    a) Budget
        i) Excess, no issues with returned funding in past.
        ii) Transform communities grant - surplus put toward back door conversion to accessible and walk-off carpet.
            (1) Wheel chair, magnifier, additional accessibility.
    b) Friends
    c) Director
        i) Still filling part time positions due to new hire resigning.
        ii) decreased presence at Johnson County Fair, one day only.
        iii) League of cities presentation with Marion and IC directors, same presentation for ILA.
    d) Staff Reports - Questions
5) Policy Review
    a) Internet and Technology Policy
    b) Motion to approve by Brady B; second Jamie H; approved by voice vote
6) Old Business
    a) None
7) New Business
    a) None

Adjourn

Motion to adjourn by Angie F; second Jamie H

NEXT MEETING DATE: August 19, 2024 6:30 P.M.

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	753,057.00	.00	753,057.00	66,454.95	.00	66,454.95	686,602.05	9	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	5,962.90	.00	5,962.90	91,640.10	6	78,836.02
6040	Overtime Pay	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	271.22
6110	FICA/Medicare	65,003.00	.00	65,003.00	5,409.93	.00	5,409.93	59,593.07	8	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	6,596.42	.00	6,596.42	68,191.58	9	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	8,675.03	.00	8,675.03	111,330.97	7	69,567.02
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	94.00
	Personnel Services Totals	$1,114,457.00	$0.00	$1,114,457.00	$93,099.23	$0.00	$93,099.23	$1,021,357.77	8%	$950,857.14
Personnel Services Non-position Control										
6182	Mileage	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	1,057.31	.00	1,057.31	13,942.69	7	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	123.00	.00	123.00	2,502.00	5	2,478.00
6230	Training	13,000.00	.00	13,000.00	2,186.39	.00	2,186.39	10,813.61	17	9,638.89
6250	Tuition Reimbursement	1,929.00	.00	1,929.00	.00	.00	.00	1,929.00	0	.00
	Personnel Services Non-position Control Totals	$35,154.00	$0.00	$35,154.00	$3,366.70	$0.00	$3,366.70	$31,787.30	10%	$29,860.47
Repair, Maintenance, Utilities										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	76.34
6340	Office Equipment Repair	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	**Utilities**									
6371-01	Utilities Electric	45,000.00	.00	45,000.00	3,505.80	.00	3,505.80	41,494.20	8	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	922.71	.00	922.71	14,077.29	6	8,640.95
	6371 - Utilities Totals	$60,000.00	$0.00	$60,000.00	$4,428.51	$0.00	$4,428.51	$55,571.49	7%	$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	45.00	485.00	8	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	187.63	.00	187.63	2,712.37	6	2,282.78
6374	Software Maintenance Fees	15,500.00	.00	15,500.00	12,948.22	.00	12,948.22	2,551.78	84	15,368.39
	Repair, Maintenance, Utilities Totals	$80,930.00	$0.00	$80,930.00	$17,609.36	$0.00	$17,609.36	$63,320.64	22%	$59,892.91
Contractual Services										
6408	Insurance/General	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	14,067.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	.00	.00	.00	21,615.00	0	19,699.78
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	.00	.00	.00	750.00	0	1,981.00
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	632.27	.00	632.27	3,667.73	15	5,321.32
6419	Software Support	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	4,504.20
6422	Office Equipment Maintenance Contracts	3,600.00	.00	3,600.00	319.56	.00	319.56	3,280.44	9	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	1,560.00	.00	1,560.00	17,940.00	8	14,859.97
	Contractual Services Totals	$59,965.00	$0.00	$59,965.00	$2,511.83	$0.00	$2,511.83	$57,453.17	4%	$64,510.73

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	60,000.00	.00	60,000.00	8,945.32	.00	8,945.32	51,054.68	15	53,692.73
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	725.26	.00	725.26	6,024.74	11	8,313.28
6502-04	Library Materials Supplies	7,900.00	.00	7,900.00	171.79	.00	171.79	7,728.21	2	5,373.10
6502-05	Library Materials Audio	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,509.74
6502-06	Library Materials DVDs	12,600.00	.00	12,600.00	796.96	.00	796.96	11,803.04	6	12,171.67
6502-07	Library Materials Miscellaneous	800.00	.00	800.00	.00	.00	.00	800.00	0	.00
6502-08	Library Materials Magazines & Papers	4,000.00	.00	4,000.00	366.32	.00	366.32	3,633.68	9	4,290.07
6502-09	Library Materials E-books	39,500.00	.00	39,500.00	.00	.00	.00	39,500.00	0	38,199.55
	6502 - Library Materials Totals	$133,550.00	$0.00	$133,550.00	$11,005.65	$0.00	$11,005.65	$122,544.35	8%	$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	24.71	.00	24.71	775.29	3	742.40
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	.00	650.00	0	184.51
6513	Cleaning Supplies	2,000.00	.00	2,000.00	389.48	.00	389.48	1,610.52	19	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	3,535.32	(3,167.68)	3,535.32	13,632.36	3	14,768.67
6521	Software	1,850.00	.00	1,850.00	.00	.00	.00	1,850.00	0	1,233.01
6525	Furniture & Fixtures (Non Capital)	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	932.70
6527	Employee Recognition	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	9,800.00	.00	9,800.00	1,092.86	.00	1,092.86	8,707.14	11	16,404.70
	Commodities Totals	$168,650.00	$0.00	$168,650.00	$16,048.02	($3,167.68)	$16,048.02	$155,769.66	8%	$165,318.20
Capital Outlay										
6770	Library Capital	.00	.00	.00	3,389.87	.00	3,389.87	(3,389.87)	+++	10,669.55
	Capital Outlay Totals	$0.00	$0.00	$0.00	$3,389.87	$0.00	$3,389.87	($3,389.87)	+++	$10,669.55
Transfer										
6910	**Transfer**									
6910-03	Transfer Capital Reserve	.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	$1,459,156.00	$0.00	$1,459,156.00	$136,025.01	($3,167.68)	$136,025.01	$1,326,298.67	9%	$1,281,109.00
	Department **4010 - Library Services** Totals	($1,459,156.00)	$0.00	($1,459,156.00)	($136,025.01)	$3,167.68	($136,025.01)	($1,326,298.67)	9%	($1,281,109.00)
Department **4060 - Community Center**										
EXPENSE										
Repair, Maintenance, Utilities										
6310	Building Maintenance	130,000.00	.00	130,000.00	4,638.88	3,753.00	4,638.88	121,608.12	6	95,678.78
	Repair, Maintenance, Utilities Totals	$130,000.00	$0.00	$130,000.00	$4,638.88	$3,753.00	$4,638.88	$121,608.12	6%	$95,678.78

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 **4060 - Community Center**										
EXPENSE										
Contractual Services										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,968.75	.00	6,968.75	79,031.25	8	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	95.00	.00	95.00	34,238.00	0	27,977.31
	Contractual Services Totals	$120,333.00	$0.00	$120,333.00	$7,063.75	$0.00	$7,063.75	$113,269.25	6%	$107,370.31
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	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	.00
	6910 - Transfer Totals	$32,000.00	$0.00	$32,000.00	$0.00	$0.00	$0.00	$32,000.00	0%	$0.00
	Transfer Totals	$32,000.00	$0.00	$32,000.00	$0.00	$0.00	$0.00	$32,000.00	0%	$0.00
	EXPENSE TOTALS	$282,333.00	$0.00	$282,333.00	$11,702.63	$3,753.00	$11,702.63	$266,877.37	5%	$203,049.09
Department **4060 - Community Center** Totals		($282,333.00)	$0.00	($282,333.00)	($11,702.63)	($3,753.00)	($11,702.63)	($266,877.37)	5%	($203,049.09)
Fund **001 - General Fund** Totals		$1,741,489.00	$0.00	$1,741,489.00	$147,727.64	$585.32	$147,727.64	$1,593,176.04		$1,484,158.09
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	+++	.00
6532	Program Materials	.00	.00	.00	.00	.00	.00	.00	+++	7,939.96
	Commodities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$7,939.96
Capital Outlay										
6750	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	773.46
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$773.46

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	$0.00	$0.00	+++	$8,713.42
	Department **4010 - Library Services** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($8,713.42)
	Fund **003 - Library Capital** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$8,713.42
Fund **004 - Recreation Capital**										
Department **4060 - Community Center**										
EXPENSE										
Capital Outlay										
6750	**Buildings**									
6750-01	Buildings Community Center	82,000.00	.00	82,000.00	.00	.00	.00	82,000.00	0	28,099.86
	6750 - Buildings Totals	$82,000.00	$0.00	$82,000.00	$0.00	$0.00	$0.00	$82,000.00	0%	$28,099.86
	Capital Outlay Totals	$82,000.00	$0.00	$82,000.00	$0.00	$0.00	$0.00	$82,000.00	0%	$28,099.86
	EXPENSE TOTALS	$82,000.00	$0.00	$82,000.00	$0.00	$0.00	$0.00	$82,000.00	0%	$28,099.86
	Department **4060 - Community Center** Totals	($82,000.00)	$0.00	($82,000.00)	$0.00	$0.00	$0.00	($82,000.00)	0%	($28,099.86)
	Fund **004 - Recreation Capital** Totals	$82,000.00	$0.00	$82,000.00	$0.00	$0.00	$0.00	$82,000.00		$28,099.86
	Grand Totals	$1,823,489.00	$0.00	$1,823,489.00	$147,727.64	$585.32	$147,727.64	$1,675,176.04		$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Aug 19, 2024

I. Financial Update
   A. Personnel: 8 percent
   B. Personnel Services (non-position): 10 percent
   C. Repair, maintenance, utilities: 22 percent
   D. Contractual Services: 4 percent
   E. Commodities (materials and services): 8 percent
   F. Total Library Services: 9 percent
   G. Average this time of year: 8 percent

II. Library Operations Update
   A. Staffing update
       1. 1:1 Quarterly Check-ins with all full-time staff in August
       2. Two positions open
           a. Library assistant I
           b. Library page
   B. Operations
       1. Staff Committee to review/redraft the NLL Mission Statement starting this fall
       2. Working with Shive Hattery on potential bathroom renovation
           a. Proposal for gender neutral restrooms with communal sink area
               (1) Safety
               (2) Accessibility
               (3) Johnson County Trans Advisory Committee recommendations
           b. Library grants team is identifying potential grants to supplement or cover costs
       3. Furnishings for youth area
           a. Will remove amphitheater seating from southeast corner
               (1) Windows and walls being damaged
               (2) Unsafe seating
   C. Grants update
       1. Libraries Transform Communities (LTC) Accessibility Grant
           a. Handicap door installation to north recreation entrance
           b. Walk-off carpet installed at main library entrance and north and south rec entrances
           c. Purchased a wheelchair and vision assistive devices (reading glasses, magnifying sheets, large print/high contrast keyboards for eight public computers)
   D. Policy Update
       1. Mission Statement
           a. Committee of five staff working on this
   E. Professional Development
       1. Association for Rural & Small Libraries – Sept 10-13
           a. Springfield, MA

b. Presenting Intellectual Freedom: Choose Your Own Adventure, with Iowa City Librarian, Sam Helmick

c. ARSL Leadership Institute 2.0 – Advisor and instructor support

1. Iowa League of Cities, Sept 18-19

 a. Sioux City

 b. Presenting Public Libraries: Catalysts for Civic Renewal, with Sam Helmick and Marion PL Library Director, Bill Carroll

2. Library Freedom Project Boot Camp, Sept. 20-23

 a. Newark, NJ

 b. Discussions around topics including intellectual freedom, privacy, and information democracy

3. Working group for Library Cardholder Access with Brooklyn Public Library based on [BPL study](#)

 a. Panelist for Public Library Association webinar on cardholder access on Sept 26

 b. Will discuss NLL policies and work to remove barriers to access

5. Iowa Library Association Leadership Institute

D. Staff Reports

1. Assistant Director

 a. Supported needs of the SL&F program (pick up food, set up/clean up, and serving meals)

 b. Continued work on summer scheduling while integrating the newest PT staff and began work on fall scheduling. I've been working hard to accommodate class scheduling needs as this fall, approximately 42% of our staff will be students in high school and post-secondary (including undergraduate and masters) level programs. Libraries are huge advocates of lifelong learning and we're happy our staff reflect this.

2. Public Services

 a. Completed my *Strategies for Supervising Part-Time Employees* coursework (see more details under the Strategic Plan updates)

 b. Progressed in planning of September 24th's *Small Biz in Small Libraries* event (in partnership with Community CPA)

 c. Recorded new Love, light, & Lit: The Podcast episode (Wellness for Educators featuring Tamela Funchess) [[LINK](#)]

 d. Presentation proposal accepted for the Iowa Library Association's annual conference, scheduled for October 2024

 e. Submitted presentation proposal for the University of Wisconsin-Madison's Lead The Way Conference scheduled for April 2025 [[LINK](#)]

3. Family Services

 a. 7/5 Tippi Toes, Zoey covered – 58 ppl attended

 b. 7/12 Swim Storytime

  (1) City Slate program, pool staff counted 295 ppl attended the free swim

  (2) Approx 117 at 2 storytimes (9:30 & 10:30)

 c. 7/12 New StoryWalk, Black Gold by [Laura Obuobi](#)

 d. 7/26 Tippi Toes – 39 ppl attended

 e. 7/26 Ranshaw House Concert, Youth night – 70 ppl attended

  f. 7/29 DoodleBugs, Dani covered – 35 ppl attended

  g. Children's Area Art Design

    (1) Starting to research additional/redesign of children's area (learning center & east side of library)

    (2) Major goals:

      (a) Mural in learning center

      (b) Inclusion of quite space to nursing room

      (c) Style consistency from LC into library floor

4. Youth & Teen Services

  a. For 2024, the youth collection is at 36.1% diverse with the books added this past month at 43.1%

  b. Program attendance

    Movie Mondays: 80

    Super Tuesday: 401

    Tweendom: 31

    Teen Tuesday: 25

    Frog Hollow Front: 129

    Frog Hollow Penn: 55

    Recsters: 178

    Learning Grove: 94

    Montessori: 91

    Raptology: 84

    Tween After Hours: 29

    Question of the Week: 99

    Snack: 689

    Total: 1,985 attendance at 73 programs

5. Marketing & Engagement

  a. Library Card Sign up Month – September

    (1) ALA theme is Transformers: LIBRARIES – MORE THAN MEETS THE EYE...

    (2) Photo op throughout the month for folks to take Awkward Photos with our giant library card

    (3) Special afterhours movie night in the library featuring Bumblebee on September 13

  b. Costume Closet

    (1) Collecting gently used costumes throughout the month of September

    (2) Free Costume Closet will be open to the public on September 28-29

  c. Youth Votes (Civics program) – November

    (1) Bluey vs. Taylor Swift

    (2) Voting event with special guests on November 2

    (3) Absentee Voting

  d. Swag – New pens – Always fun to get new branded items.

  e. Tiny Art was displayed at the Cedar Rapids Museum of Art through their Family FREE Day on August 10

  f. Library Board Photo - Marketing will be at the September board meeting. We always try to get a photo of the board so come prepared for a group photo

6. Adult Services

 a. Summer Reading is going through July for all ages including adults with completion prizes and grand prized drawings at the end.

 b. The week of July 8th, we're running oral history recording sessions. We are aiming to preserve the stories of people who make up the community of North Liberty. Everyone who lives and works in the community makes up a piece of the whole so everyone's story is worth preserving. Additionally, this is a great way to preserve someone's voice, whether young or old. Slots are available for sign-up at https://calendly.com/nshimmin/oral-history-interview?month=2024-07 or people can just contact me at nshimmin@northlibertyiowa if those times don't work.

 c. September starts up a lot of programming for adults. In the order of occurrence:

 d. On the 17th, we'll have a daytime event for National Voter Registration Day. I will probably have some quick snacks (chocolates) and coffee for people who visit and registration stickers for whoever registers.

 e. There are two entrepreneur events that I've been working on in coordination with Kellee which will happen on September 18th and then September 24th, both at 6pm. The event on the 18th is a presentation and discussion on how to turn a hobby or interest into a money-making endeavor – either a side hustle or full-time job – and the latter on the 24th is on the direct process of beginning your own business including possible sources for initial funding. Registration is not required for the first event on the 18th. Registration is available for the second event on the 24th at https://northliberty-ia.whofi.com/calendar/event/5307096?method=embed

 f. The Good Neighbor Book Club will begin meeting again on September 19th. It will meet weekly for 6 weeks on Thursdays, 6pm at the Ranshaw House and will discuss The Righteous Mind by Jonathan Haidt. While called a book club, the ideal focus is looking at how forge connections across political and ideological divides through the lens of the book being discussed. It is run through a combined effort of the Neighborhood Ambassadors program and the NLL. The event is already half full without any significant advertising. Registration is available at https://northliberty-ia.whofi.com/calendar/event/5287008?method=embed

 g. Deb, our sewing instructor, will be running another session of Beginning Machine Sewing this fall also beginning on September 19th. Deb is a stellar sewing instructor and has had consistent attendance over the past two years. Class size is very small and registration is required: https://northliberty-ia.whofi.com/calendar/event/5289312?method=embed

 h. We currently only have one art program scheduled for the fall which is 7p on Friday, September 20th called Bad Art Portraits which is a fun art program designed purely to have people create fun, but bad, art portraits of one another. Corrie is organizing this one.

 i. Last in schedule is our in-library book club which will meet on Sunday, September 22nd at 1:30pm to discuss NK Jemisin's How Long 'til Black Future Month?, a collection of fantasy and science fiction short stories from the award winning author. Jemisin is known for the being the first author to win the Hugo award for 3 consecutive years and for winning those years for every book in a trilogy. While growing up primarily in New York and Alabama, Jemisin was born in Iowa City while her parents attended the university.

 j. There were good increases in the adult side of the SRP over last year. The increases below are compared to last year's numbers (e.g., we had 23.6% more active readers this year compared to last). This is just for the adult program. Giving away the water bottles did hike up the stats a bit on the activities, rewards, and challenge completions.

Active Readers		New Registrations		Challenge Completions	
		Adding Up Selected Challenges		Adding Up Selected Challenges	
110	+ 23.6%	161	+ 13.38%	103	+ 45.07%

.

Completed Activities		Rewards Redeemed		Badges Earned	
Adding Up Selected Challenges		Adding Up Selected Challenges		Adding Up Selected Challenges	
661	+ 455.46%	229	+ 349.02%	565	+ 98.25%

7. Collection Development
   a. Circulation patterns over the past four years. This is total circulation for all physical items in the collection. 20/21 we were still in recovery from pandemic closures, but we have recovered nicely now. Our trends this year are pretty close to those from last year, but we did remain relatively more static during the spring without a big jump in March, but no drops in April or May.

Total Circ Patterns Over Past 4 Years
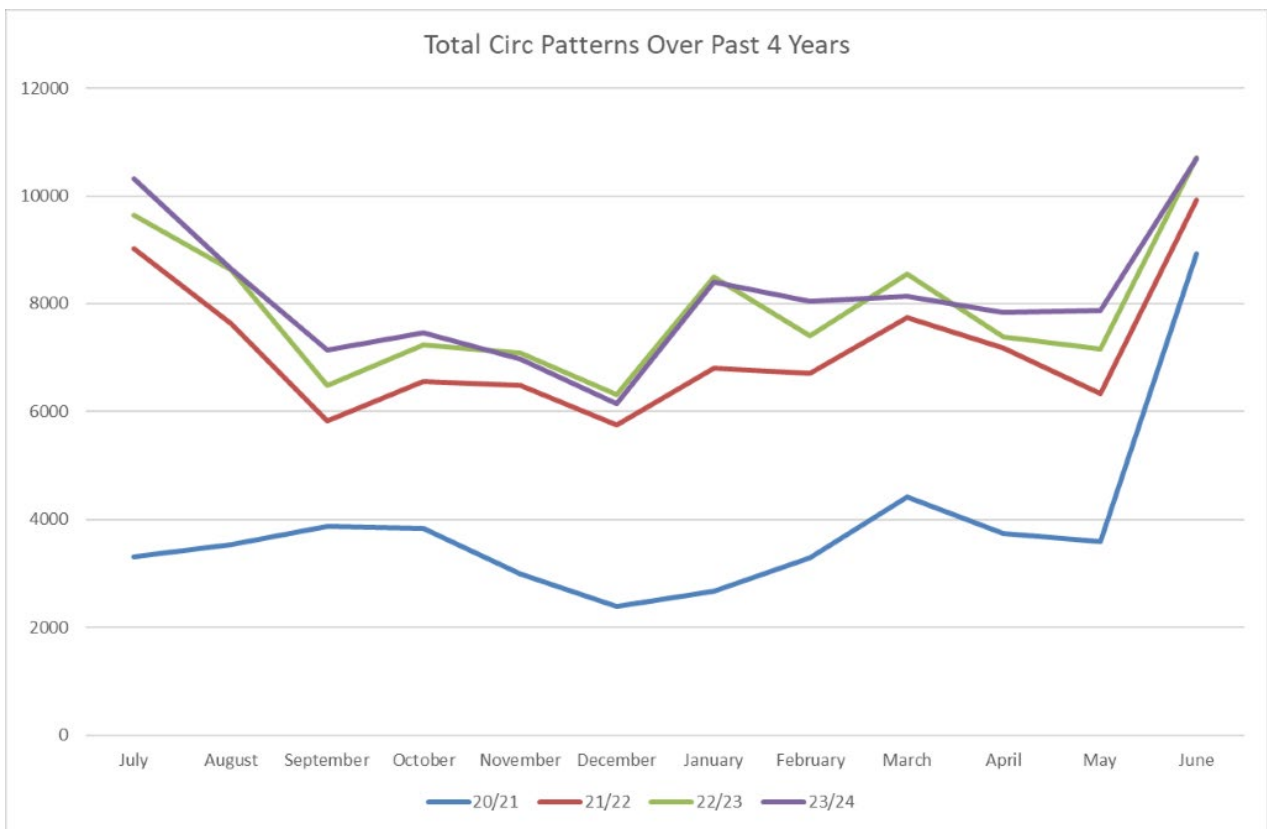
   b. Our total circulation in the major categories over the course of the year. I like keeping an ongoing look at how our totals are comparing to the previous year. I was concerned about the drop in Primary, where we are at 94.7% of last years totals. However, there has been a big jump in the Juvenile. I think our population of littles is aging up and moving on to older

titles. I think those younger patrons are still being served, but they are getting older and using a different collection.
There was also a bit of a spike in physical audio usage from one person. I don't have a firm timeline, but the physical audios are on their way out and will be off the shelf before much longer as we need the space to expand adult Fiction and Mystery. Iowa City has plans for all physical audio books to be weeded by the end of 2024, so I think most folks who use physical audiobooks are aware that they are on their way out.

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Totals	Last Year Total	Percentage
Audio Total	50	61	65	67	42	55	75	59	50	32	179	96	831	674	123.29
DVD Total	823	755	589	601	603	474	530	493	507	434	520	796	7125	8617	82.69
Total Adult Books	2737	2305	2007	2033	1918	1921	2338	2181	2248	2081	1976	2365	26110	24497	106.58
Total Primary Books	2805	2592	2357	2472	2310	1849	2646	2593	2587	2764	2410	3050	30435	32129	94.73
Total Juvenile, Plus Readers	3368	2576	1828	2020	1844	1631	2464	2439	2433	2211	2517	3903	29234	25555	114.40
Total Teen Fiction	531	359	294	278	254	226	353	286	306	319	272	487	3965	3762	105.40
													97700	95234	102.59

c. eAudio trends tend to be more steady, with the only real spikes in activity in January and March when people are on breaks from school, but use increases each yea

eAudio Patterns Over Past 4 Years
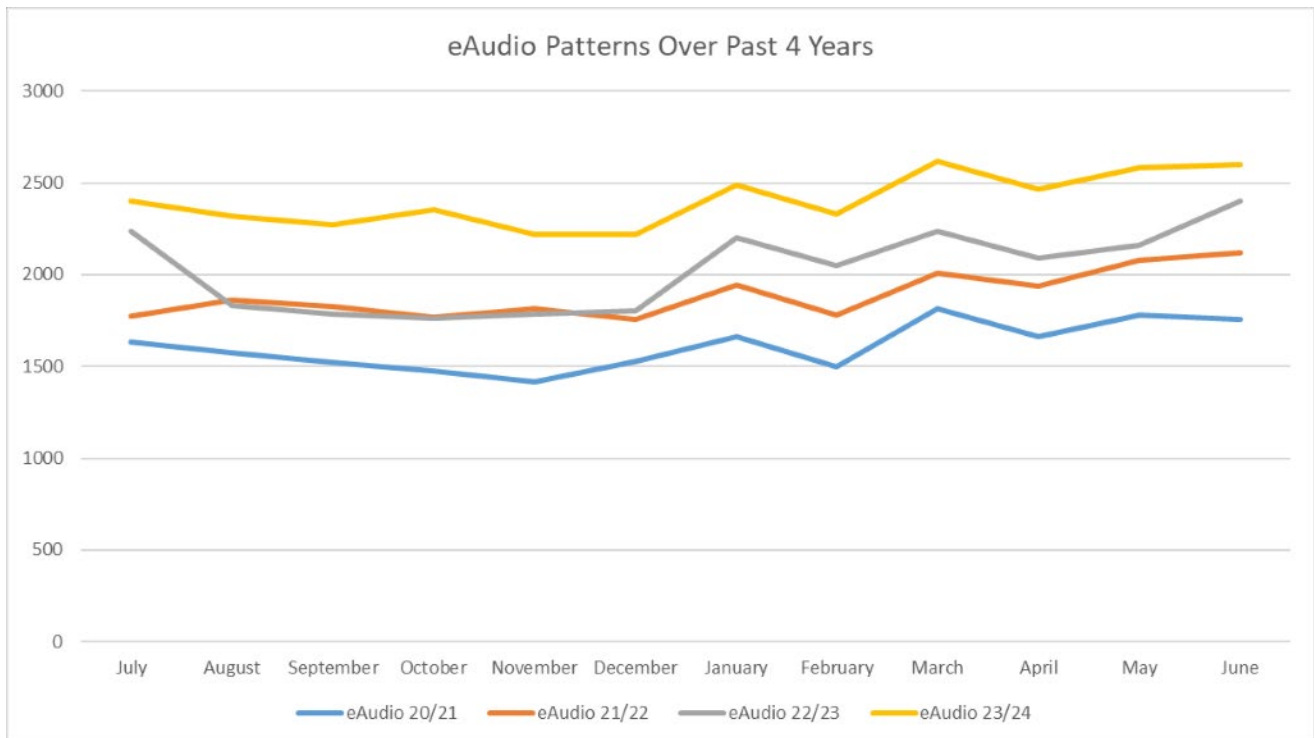
d. eBook patterns are a little more closely grouped with increased activity in the late winter and early spring, but dropping off in the summer. It continues to grow but not as steadily as eAudios. I think our patrons like listening to digital books over reading them.

eBook Patterns Over Past 4 Years

eBook 20/21 · eBook 21/22 · eBook 22/23 · eBook 23/24
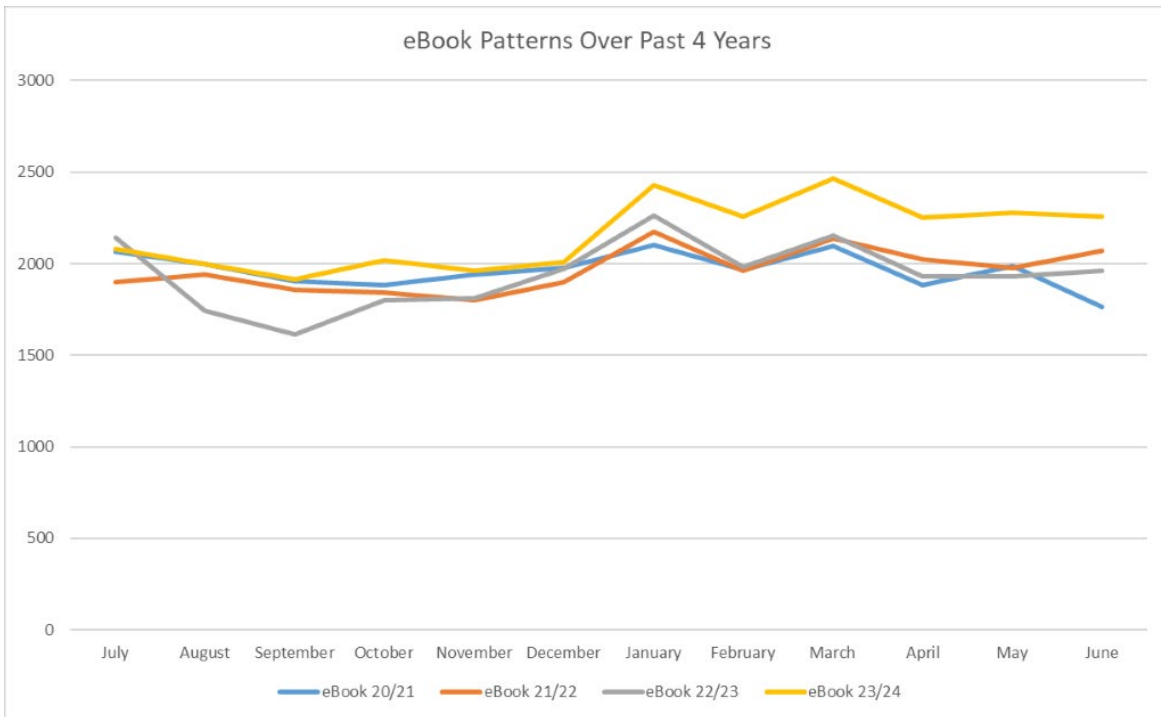
e. Below is a bit of a weird chart covering just May, June, and July, but typically June is very high with July dropping off. In this chart for the past three summers of circulations in the primary collection, that pattern is very much there. This year, we remained lower in circulation in June than over the past two years, but we went up in July, which is nice to see. Families are coming in consistently over the summer instead of just checking out a massive haul in June and then not really coming back.

Primary Summer Circs

21/22 · 22/23 · 23/24
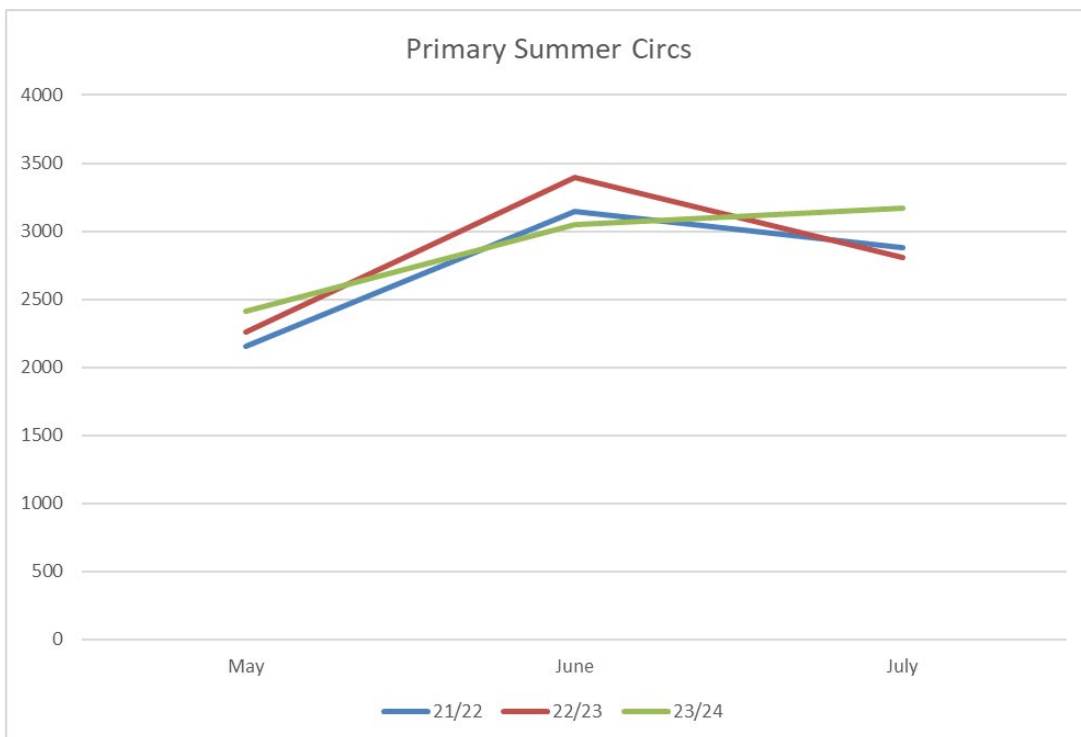
f. Here is the same time period over the same three years but with the Juvenile collection. Again, there wasn't a drop in July, it went up a little fraction, but didn't drop the way it has in the past. I think I've mentioned in the past that I've seen a drop in Primary circulation but an increase in Juvenile as kids are aging up and remaining in the area and continuing to use the library. It's clear here with a 53% increase in May 2022 to May 2024 which remained consistent across the summer.

Juvenile Summer Circs
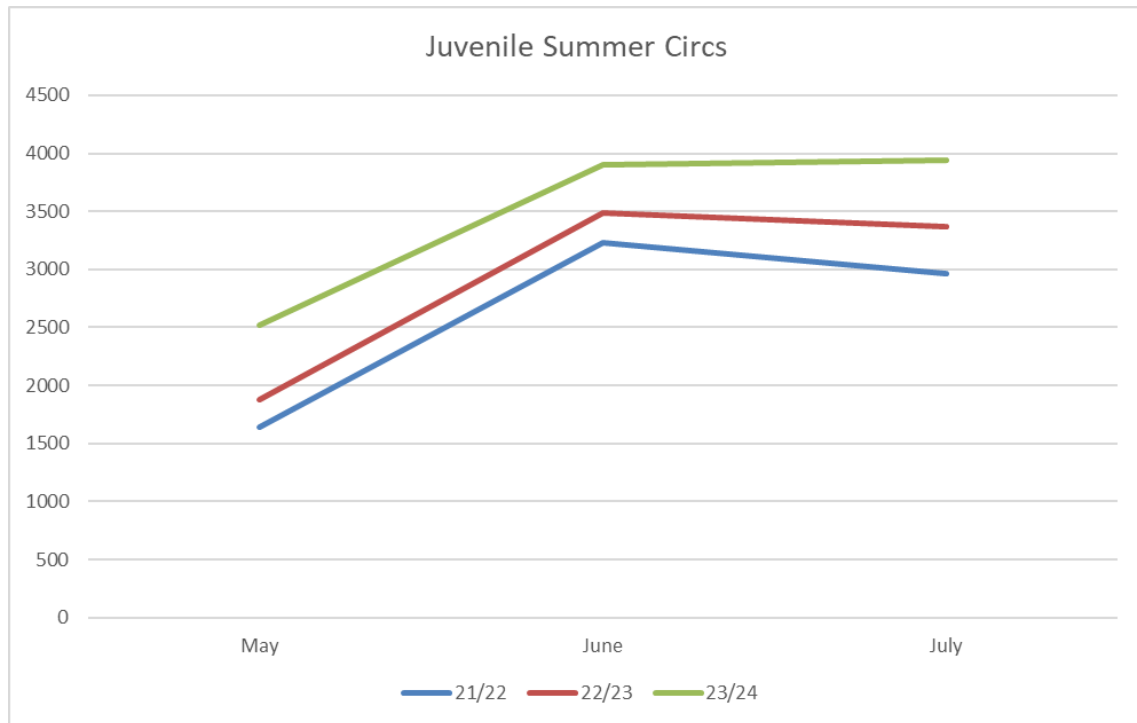
Respectfully submitted,
Jennie Garner, Library Director

TO: Ryan Heiar, City Administrator, and City Council
FROM: Jennie Garner, Library Director
DATE: Aug. 7, 2024
SUBJECT: Monthly Library Report

Library News

Libraries are hubs for lifelong learning, advocating and providing opportunities for all ages to explore interests and expand their worlds. We are incredibly fortunate to have a dedicated staff who are truly invested in their roles We strive to offer flexible schedules to ensure they feel empowered to carry out their work and in their educational pursuits. It's significant that this fall, 42 percent of our staff (eight staff members) are enrolled in school, from our two high school student staff members to the undergraduate and graduate-level pursuits of both full and part-time staff. Additionally, members of our team take part in online learning. Many also serve on a variety of local and national boards/committees and are invited to give presentations at professional events both locally and nationally. The benefits of a positive workplace where staff feel supported in their professional and personal growth is reflected in the exceptional service they offer to our community and in the high level of output we see each day in their work.

The summer reading program was a huge success. The programming staff is shifting into recovery mode, while still providing another week of the Summer Lunch & Fun (offered through Aug 16) and all the while, prepping for the fall program line up. Data gathering from the program will happen this month so you'll see those statistics and highlights in September. The theme was Read.Return.Repeat. and all ages enjoyed the refillable water bottles and collecting stickers (to put on the bottles) earned by completing activities throughout the summer.

The accessibility projects related to our award for the $20,000 from the American Library Association Libraries Transforming Communities grant are all completed. Along with the new handicap accessible restroom doors, we were able to add walk off carpet for those who may have mobility issues to all three building entrances (library and recreation) and several aids for vision. We added various strengths of reading glasses, large print keyboards, and magnifying lamps and sheets for reading small print for patrons as well. These items are available for patrons to use in our magazine area anytime without checkout requirements.

The graph on the next page shows NLL circulation patterns – total circulation for physical items in the collection – over the past four years. In 2020-2021 we had the pandemic closure and then recovery from the pandemic. As you can see, we have recovered nicely. Many libraries are seeing downward trends in physical checkouts but North Liberty Library has seen a fairly steady circulation growth and consistent patterns the last couple of years. This might be attributed to the interests of our community combined with our collection development practices including patron driven requests and carrying multiple copies of the most popular books.

Total Circ Patterns Over Past 4 Years

Legend: 20/21, 21/22, 22/23, 23/24
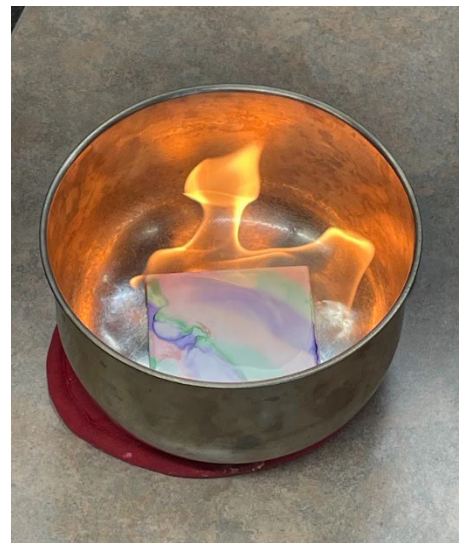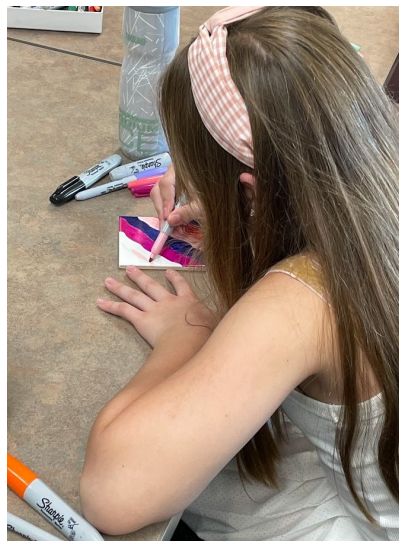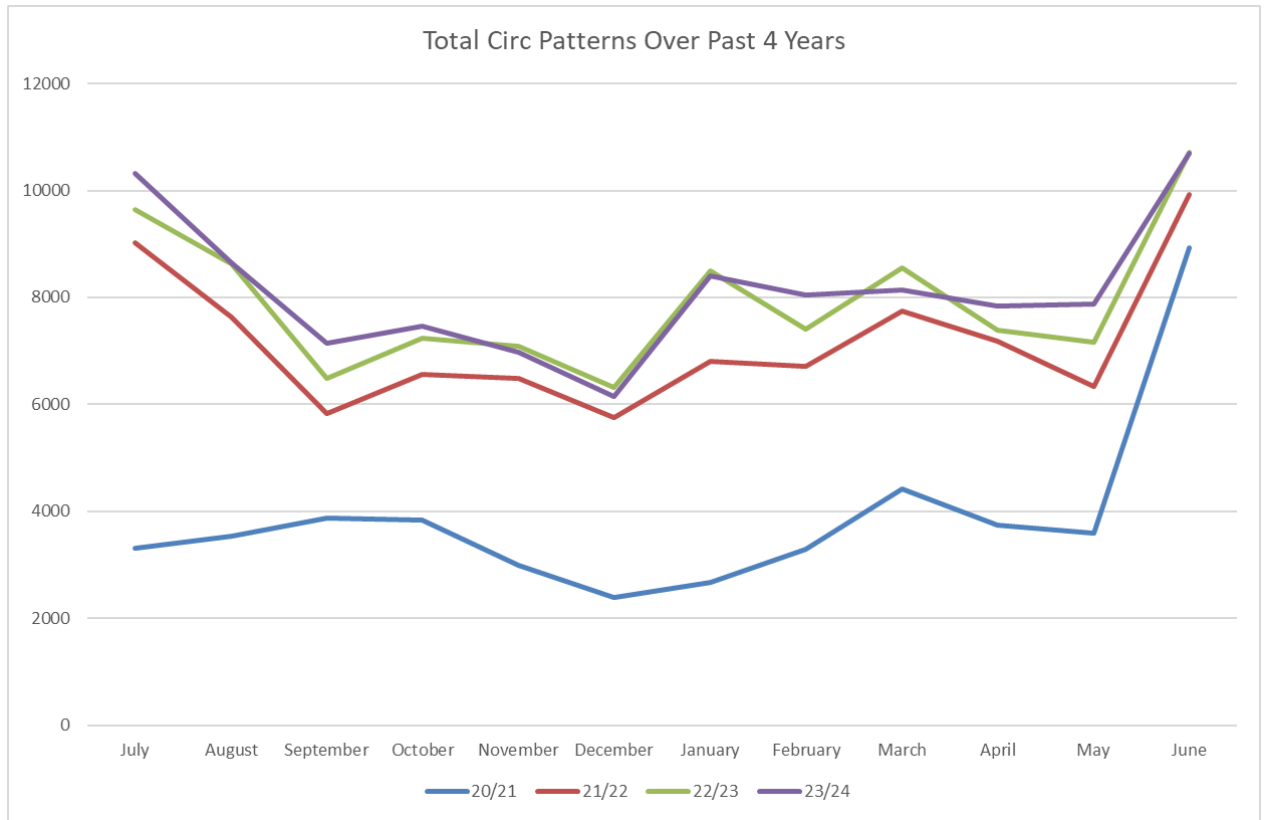
Teen STEAM program making coasters with fire – art and science

Scroll for more program highlights

Top: Doodlebugs partner program this summer

Middle row: Summerween—carving melons and scavenger hunts

Bottom: North Liberty Library Tiny Art Show participants had their art displayed this month at the Cedar Rapids Museum of Art

ORDINANCE NO. 14-09

AN ORDINANCE AMENDING CHAPTER 22 OF THE NORTH LIBERTY CODE OF ORDINANCES BY CHANGING THE LENGTH OF TERMS, POWERS AND DUTIES, AND ANNUAL REPORT REQUIREMENTS FOR LIBRARY BOARD TRUSTEES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

SECTION 1. AMENDMENT. Chapter 22, "Public Library," of the North Liberty Code of Ordinances (2014) is hereby amended by repealing and adopting in lieu thereof Subsections 22.06(1), 22.07(5), 22.07(6), and Section 22.11 to read as follows:

22.06   TERMS AND COMPENSATION.

1.   Terms of Office. All appointments to the Board shall be for staggered terms of three years, except to fill vacancies. Each term shall commence on July 1.

22.07   POWERS AND DUTIES.

5.   To provide oversight of the Library Director, who is responsible for making purchases of library materials, equipment and supplies within the budgetary limits and policies established by the City Council;

6.   To review the annual budget for the operation of the library and provide advice concerning the same to the Library Director prior to it being presented to the City Council; and

22.11   ANNUAL REPORT. The Library Director shall make an annual report to the City Council. Further reports and information will be provided to the City Council through monthly library updates and upon request of the City Council.

SECTION 2. REPEALER.   All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY.   If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on September 9, 2014.
Second reading on September 23, 2014.
Third and final reading on _____, 2014.

CITY OF NORTH LIBERTY: ATTEST:

_____   _____
GERALD L. KUHL, MAYOR   TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 14-09 in the North Liberty *Leader* on the _____ day of _____, 2014.

_____
TRACEY MULCAHEY, CITY CLERK

North Liberty Community Library Board of Trustees
520 W. Cherry Street
PO Box 320
North Liberty, IA
www.northlibertylibrary.org
319.626.5701

Library Administration	
Jennie Garner Library Director 319.626.5778 jgarner@northlibertyiowa.org	Jennifer Jordebrek Assistant Library Director 319.626.5731 jjordebrek@northlibertyiowa.org

Founding Document	
Code of Ordinances of the City of North Liberty, Iowa, Chapter 22, Public Library	https://codelibrary.amlegal.com/codes/northliberty/latest/northliberty_ia/0-0-0-1

Guiding Principles	
The Freedom to Read	https://www.ala.org/advocacy/intfreedom/freedomreadstatement
American Library Association (ALA) Library Bill of Rights	https://www.ala.org/advocacy/intfreedom/librarybill
Association for Rural & Small Libraries (ARSL) Access to Information Statement	https://drive.google.com/file/d/1SJx9HGMvgTAcAtacXv1Nc2KBT_RqkofO/view
ARSL Adocacy Center	https://www.arsl.org/advocacy-center

Important Links	
Trustees Handbook (2021): This resource is a must read but please be aware that it is geared toward governing library boards	https://www.statelibraryofiowa.org/ld/t-z/Trustees/trusteehandbook2014full

Important Links	
rather than advisory boards	
Roberts Rules of Order: The Board follows a loose adaptation in conducting its meetings	www.robertsrules.org
Dropbox: Board packets are distributed electronically and are available at meetings via city-provided iPads	www.dropbox.com/home
Public Library Accreditation and Standards – identifies the standards public libraries must meet in order to be accredited.	https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand

COMMUNITY IMPACT REPORT
JULY 2022 - JUNE 2023

North
Liberty
LIBRARY

Public libraries are one of the few places in civil society where information is readily available at no cost to anyone who might seek it out. People with different backgrounds, passions, and interests are welcome to take part in a living democratic culture at their local library.

At North Liberty Library, the staff makes it our practice to ensure free people read freely and that access to information is provided with as few barriers as possible. To that end, we identified the defining principles at the center of the library's 2023-2025 Strategic Plan:

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

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

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

As our 2024 story unfolds, we thank you for being part of our continued success and share with you the FY23 highlights reflected in this report. From successful grant awards to community programming and events, your library is a place of belonging where all are welcome and where all voices are valued.

Jennie Garner

JENNIE GARNER
LIBRARY DIRECTOR

173,017
LIBRARY
VISITS

32,316
PEOPLE
ATTENDED

169,017
TOTAL
COLLECTION USE

32,020
REGISTERED
BORROWERS

1,480
LIBRARY
PROGRAMS

51,403
PHYSICAL ITEMS
IN COLLECTION

1,682
NEW LIBRARY
CARDS ISSUED

13
LOCAL ARTISTS
FEATURED

95,971
PHYSICAL MATERIAL
CHECKOUTS

3,380
HOURS OF
OPERATION

4,508
SNACKS
DISTRIBUTED

52,981
E-CONTENT ITEMS
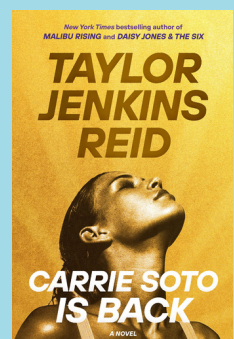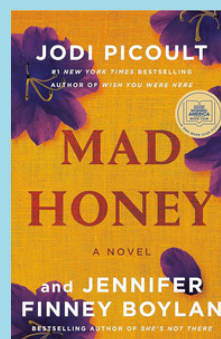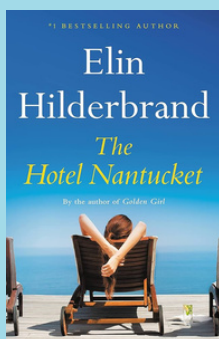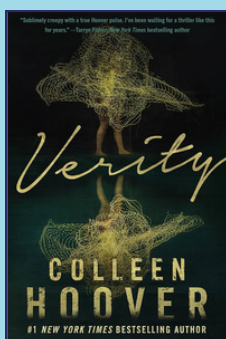IN COLLECTION

9,256
COMPUTER
SESSIONS

564
PEOPLE UTILIZED
IOWA LIBRARIES
ADVENTURE PASS

73,046
E-CONTENT
CHECKOUTS

TOP 5 MOST CHECKED OUT BOOKS

2023 Highlights

- Play Garden added to our outdoor garden space. Filled with dirt, trucks, shovels, fossils, and gemstones this raised bed garden bed encourages kids of all ages to get their hands dirty and explore nature.
- Updated information desk and acoustic panels. The colorful new panels along the main hall and bright, adjustable height desks are eye-catching and provide staff ergonomic comfort for sitting or standing.
- The library in collaboration with Community Relations took over North Liberty's Summer Lunch & Fun. This program coordinates weekly meals and activities for children in the community. Over 285 volunteers and 13 community partners helped make the program a success and served 5486 youth free lunch from June to August (FY23-FY24).

Awarded $32,443 in Grant Funding including

- A $20,000 Libraries Transforming Communities (LTC): Small and Rural Communities grant to improve public accessibility in the library.
- A $4000 grant from the Community Foundation of Johnson County to fund our public outdoor art project.

Social Responsibility

- Inclusion, Diversity, Equity, and Access (IDEA) - Worked with an outside facilitator to host three focus groups to gather information on how we can better serve identified populations in our community.
- Hosted our first Drag Storytime with over 130 people attending for an inclusive dance party and literacy fun.

CHAPTER 22

PUBLIC LIBRARY

22.01 PURPOSE.

The purpose of this chapter is to provide for the establishment of a free public library for the City, to provide for the appointment of a City Library Board of Trustees, and to specify the Board's powers and duties.

22.02 ESTABLISHED.

There is established a free public library for the City, to be known as the North Liberty Community Library.

22.03 LIBRARY BOARD OF TRUSTEES.

The Board of Trustees of the North Liberty Community Library shall have charge, control and supervision of the library and its appurtenances, fixtures and rooms, subject to approval of the City Council.

22.04 COMPOSITION AND APPOINTMENT OF BOARD.

The Board of Trustees of the Community Library shall consist of five resident members and one nonresident member, as hereinafter provided. All resident trustees are to be appointed by the Mayor, subject to the approval of the Council. The nonresident member is to be appointed by the Mayor, subject to the approval of the Johnson County Board of Supervisors.

22.05 QUALIFICATIONS OF TRUSTEES.

All the members of the Board shall be legal residents of the City, except for the nonresident member who shall be a resident of Johnson County but not of the City. All shall be at least eighteen years of age.

(Ord. 12-04 - Aug. 12 Supp.)

22.06 TERMS AND COMPENSATION.

1. Terms of Office. All appointments to the Board shall be for staggered terms of three years, except to fill vacancies. Each term shall commence on July 1.

(Ord. 14-09 - Nov. 14 Supp.)

2. Vacancies. The position of any resident trustee shall be vacated if such member moves permanently from the City. The position of a nonresident trustee shall be vacated if such member moves permanently from the County or into the City. The position of any trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or the County. Vacancies in the Board shall be filled in the same manner as an original appointment, except that the new trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services but may receive reimbursement for expenses incurred in the performance of their duties.

22.07 POWERS AND DUTIES.

The Board shall have and exercise the following powers and duties:

1. To meet and elect from its members a president, a vice president, a secretary, and such other officers as it deems necessary;

2. To direct and control all of the affairs of the library, subject to the approval of the City Council;

3. To recommend to the City Administrator the employment of a Library Director; provided, however, said appointment shall not be made until such time as the City Council has sufficient finances to properly fund the position. The Library Director shall be compensated in accordance with established City policies. In the event the Director fails to follow the proper guidelines and procedures, the Board may recommend to the City Administrator his or her removal or such other action as is necessary to ensure that the City has a most efficient, capable, and loyal library staff;

4. To provide advice and recommendations to the City Administrator concerning library employee matters, while recognizing that as a department head of the City, the Library Director reports directly to and is supervised by the City Administrator and, further, that the library and its employees are a department of the City;

5. To provide oversight of the Library Director, who is responsible for making purchases of library materials, equipment and supplies within the budgetary limits and policies established by the City Council;

(Ord. 14-09 - Nov. 14 Supp.)

6.   To review the annual budget for the operation of the library and provide advice concerning the same to the Library Director prior to it being presented to the City Council; and

7.   To keep a record of proceedings and furnish a copy of minutes of the meeting to the City Clerk after any Board meeting.

22.08 NONRESIDENT USE.

The Board may authorize the use of the library by nonresidents by establishment of a contractual arrangement, fees or other methods of recovering the cost thereof, all as approved by the City Council.

22.09 AGREEMENTS FOR THE USE OF OTHER LIBRARIES AND FACILITIES.

1.   Agreements. The Board may recommend to the City Council that contractual arrangements be made with other boards of trustees of public libraries and any local school district, private or semi-private organization, institution of higher learning, township, county, or county library district for the use of the library for their respective residents.

2.   Termination of Agreement. Any agreement entered into shall have a clause providing for the mutual termination of that agreement.

3.   Advise and Consent. The Board, if it contemplates that it would be beneficial to the City to enter into such agreement, shall so advise the City Council of any proposals that said Board feels would be beneficial to the community.

22.10 LIBRARY ACCOUNT.

All money appropriated by the Council from the general fund for the operation and maintenance of the library shall be set aside in a separate account for the benefit of the library. No expenditures shall be made without warrants being properly issued in accordance with the City's Purchasing Policy.

22.11 ANNUAL REPORT.

The Library Director shall make an annual report to the City Council. Further reports and information will be provided to the City Council through monthly library updates and upon request of the City Council.

North Liberty Library

LIBRARY

STRATEGIC PLAN

FY23-FY25

FY23-FY25: Goals and Objectives

The Process

Staff, volunteers, and board members teamed up in an inclusive and open process to develop our service priorities and create a flexible path to achieving them. The plan was developed based on information gathered by library staff including:
- community surveys
- patron feedback and word of mouth reports
- a summary of stakeholder interviews conducted by a consultant from the State Library of Iowa

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

Mission

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

Defining Principles
Access

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

Diversity

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

Service

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

Values

Civic Commons

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

Literacy

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

Social Responsibility

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

Definitions:

Actions: single items under each goal

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

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

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

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

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

Social Responsibility

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

Actions
1. Join and participate in the Change Network, Q1 FY25
2. Host minority-owned business spotlights, Q4 FY23
3. Increase/expand partnerships with organizations to provide services for individuals who have limited access to the library, immediate and ongoing, Q1 FY23 and ongoing
4. Increase services to incarcerated/returning citizens and families, Q2 FY23
Target Group: marginalized and oppressed individuals and communities
Measures: staff is actively centering on underrepresented individual and consciously decentering dominant cultures and groups, program statistics, informal feedback
Responsibility: IDEA (Inclusion, Diversity, Equity, and Access) Committee Chair and members

Goal 2: The library acts as a community outpost

Action
1. Create basic needs kits (hygiene necessities) based throughout the community and provide oversight of upkeep, Q1 FY24 stocked and open for use
Target group: Area teens and adults in need of supplies
Measures: in place and utilized, requests being generated for additional materials
Responsibility: Teen and adult services

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

Actions
1. Seek partnerships/grants to initially fund position, Q3 FY23
2. Gather data and propose budget to City Administration for permanent paid position, funded for FY26
Target group: unserved/underserved populations, individuals in need of social services
Measure: position approved and hired
Responsibility: Director

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

Actions
1. Host an in-person town hall/information gathering at the library with outside moderator, Q2 FY23
2. Conduct regular patron surveys, currently conducting, next set for Q3 FY24
Target group: underrepresented ages/groups/communities
Measures: patrons/community members feel a greater sense of ownership with library staff

Responsibility: Program Staff
3. Outreach to schools dispersing information and gathering information and gathering informal knowledge, Q2 FY22 (depending on schools allowing outside visitors)
Target group: elementary, junior high and high school students in North Liberty
Measures: increased usage of materials, increased attendance at programs
Responsibility: Youth & Teen Services staff
4. Relaunch Youth Impact initiative with a series of life skills classes, Q3 FY23
Target group: tweens/teens in grades 5th-8th grades
Measures: number of kids signed up, number of kids on waitlist, follow-survey about the experience
Responsibility: Youth & Teen Services Staff

Literacy

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

Actions
1. Expand non-book materials, Q4 FY24
2. Current library of things materials are all out and in one location, Q1 FY23
3. Offer laptops with hotspots for checkout, Q4 FY23
4. Create a loanable technology program featuring Raspberry Pi's
5. Add adult subscription boxes (modeled after teen subscription boxes)
Target Group: Patrons with specific interests/needs, underserved/unserved patrons
Measures: materials are cataloged and displayed, circulation statistics, survey of interest
Responsibility: Collection Development Librarian

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

Actions
1. Provide opportunities for individuals to get involved in community service events and volunteering
2. Create programs for individuals to share their expertise
3. Establish Community Navigators' program (health and wellness, community)

Target Group: All Citizen
Timeframe: Consistent schedule created by Q1 FY24
Measures: statistics/number of people served by the project, projects and programs that are established
Responsibility: Youth & Teen and Adult Services

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

Actions
1. Return of programming for people with disabilities (Autism Browsing night, Integration in Motion) that was halted with pandemic, timeline dependent on groups' guidelines and willingness/ability to attend
2. Launch language practice programs
3. Establish Community Navigators' program (health and wellness, welcome)
Target Group: All ages, new residents
Timeframe: Q3 FY22 (New Year kickoff)
Measures: building social capital, branching out of skills (learned and used) in library outside of programming, stories/word-of-mouth, statistics
Responsibility: Programming/Marketing

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

Actions
1. Add Spanish language materials (multiple formats) for all ages, Q2 FY23
2. Begin to investigate additional languages, Q1 FY24
Target group: non-English speakers and multilingual persons
Measure: increased requests for these materials, increase in multilingual users, circulation statistics
Responsibility: Collection Development Librarian

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

Actions
1. Utilize model developed with consultant for ensuring high demand titles are readily available at the library
2. Refine subject headings in library OPAC using statistical analysis and research
Target group: patrons of all ages and with varying interests

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

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

Actions
1. Set up Family Place Library equipment for regular use in children's area and learning center, Q4 FY22
2. Launch Family Place Playful Parenting Group with community experts in place, Q2 FY23
Target group: children age 0-5, unserved populations with young children
Measures: oversight of use of equipment, increase in BIPOC/BIYOC patrons, expanded partnerships, informal feedback
Responsibility: Family Services Librarian

Civic Commons and Place

Goal 1: People are able to find the library

Actions
1. Ensure placement of universal signs from all directions, immediate, Q4 FY22
2. Enhance presentation of east and west entrance for visibility, Q3 FY24
3. Increase visibility of kids' area (art on clouds), Q4 FY25
Target Group: Area residents and visitors
Measures: Tasks completed, increased use, word of mouth
Responsibility: Administration

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

Actions
1. Develop a marketing toolkit and procedures for promotions and cross promotion of programs and service, Q3 FY23 (ongoing)
2. Create a marketing plan to increase patron participation/use of library, Q2 FY23
3. Launch patron of the month program to highlight use, Q1 FY24
4. Highlight technology resources available at the library for patron use

Target Group: library staff and all community members (patrons and underserved)
Measures: increased patron use, increase in library card registrations, increase programming attendance
Responsibility: Programming/Marketing

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

Actions
1. Establish co-working space and schedule in library, Q4 FY23
2. Host emerging professionals networking mixers, Q3 FY23
Target group: Working professionals/remote workers, any user needing meeting space
Measures: User feedback (formal and informal), attendance and statistics from use of space, presenter feedback, meeting room update completed
Responsibility: Public Services Librarian

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

Actions
1. Improve meeting room experience with updated A/V, Q4 FY23
2. Continue to use available technology to offer hybrid programs, ongoing
3. Develop programming to offer patrons opportunities for self-expression and creativity (Biblioboard), Q2 FY23 and ongoing
4. Offer in-library technology skills classes, Q4 FY23
5. Purchase a Farmbot for the library or a gardening 3D printer, Q1 FY24
6. Pursue Kulture City Certification for Community Center to be sensory inclusive, Q1 FY25 - funded and all staff trained
Target Group: All library cardholders, area residents and visitors, persons with sensory or sensitivity needs
Measures: Tasks completed, word of mouth, feedback from meeting room users, attendance at classes, noted reduction in tech questions and/or staff time in supporting technology needs of patrons, increased partnerships with Food Pantry, schools, daycares, interest groups, increased use of seed library and kits
Responsibility: Programmers/Admin

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

Actions
1. Provide space for charging devices in adult area and youth & teen area(s), Q2 FY23

2. Encourage people to unplug from devices by offering activities that balance opportunities to unplug with tech needs, Q4 FY23
Target Group: Adults, teens, and youth in the library
Measures: Charging options installed, monitor use and increased non-tech activities available, observation
Responsibility: Adult and Youth & Teen Services

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

Actions
1. Further boost outdoor wi-fi and install solar charging benches for public use, Q2 FY23
2. Create and utilize outdoor gathering spaces, Q3 FY23 research and planning, Q2 FY25 completion of spaces
Target Group: adults, people with devices
Measures: wi-fi stats increase, number of programs offered, attendance statistics
Responsibility: Adult Services/IT

TO: Johnson County Board of Supervisors
FROM: Jennie Garner, Library Director
DATE: July 5, 2024
SUBJECT: Monthly Library Report

Library News

With summer in full swing, the library is seeing an average of 800-900 visitors a day during the week and over 60 visitors per hour during weekend hours. This is the first summer with three service desks at the Information Desk that was redesigned in June last year and that's been serving us well.

One of our former regular library teens, Dasia Taylor, (read more about Dasia's work here) presented a STEM workshop for families this month. Dasia has this to say about the workshop on LinkedIn:

> Just wrapped up my latest STEM Workshop, but this with a heartwarming twist— it was my first parent-child workshop!
>
> Growing up in a single-parent household, I know firsthand the incredible impact of parental support (see my mom and I together, circa 2007). Seeing parents dive into STEM activities alongside their children was truly inspiring. Here's to nurturing the next generation of curious minds together.

It's truly gratifying and delightful to see a teen who "grew up" hanging out in the library come back to do this collaboration with us.   (Photos in program highlights)

Library programs are fun! They are also so much more. They are about building bridges – making connections, combatting the loneliness epidemic, introducing people to the broader world, teaching new skills (which staff often learn in order to teach, such as paper making and crochet that were offered in June). You'll see some of these highlighted in the photos below.

I had the honor of being invited to speak at a session on the subject of bridgebuilding at the American Library Association (ALA) Annual Conference San Diego this week. Our session was called "Bridgebuilding: Fostering Community Engagement, Dialogue, and Interactions in Libraries," with Shamichael Hallman, a dear friend and colleague from Urban Library Council, and Tara Sussman Peña, senior technical expert at IREX (International Research and Exchanges Board). We were delighted to host an overflow crowd of over 230 attendees for the program and ALA highlighted our presentation in their Conference news, publication, *The Daily Scoop.* Read more here.

Scroll for program highlights.

June Program Highlights

Crochet Summer—teens learning to crochet

Family STEM Program with Dasia Taylor

Library Director

Department: Library
Supervisor: City Administrator
Pay Grade: 23
FLSA Status: Exempt
Last Revised: May 2022

Overview

Under general direction of the City Administrator, the Library Director actively supports and upholds the City's mission and vision. The Library Director oversees the day-to-day operations of the library and manages all operations and activities of the library within the policies, procedures and practices established by the City of North Liberty and the Library Board of Trustees. The Director is responsible for overseeing the supervision, training, and work of the library staff in carrying out assigned duties and library operations. This position includes a high level of community activism as a representative of the City of North Liberty and may require working a variety of hours. All library employees are expected to approach work with the public and for the library through a lens of empathy and equity; to apply compassion, empathy, inclusivity, and equity to all areas of their work; and to demonstrate cultural humility.

Essential Functions & Duties

- Manage library operations within the framework of the City of North Liberty and Library Board plans, policies and budget.

- Evaluate library services and make recommendations for improvements; work with community leaders, school officials and civic organizations to develop programs and partnerships.

- Work with appropriate staff and professionals to implement and monitor the long-range plans for library development.

- Develop and foster partnerships and positive relationships with area agencies, businesses and organizations and work with appropriate committees within the City of North Liberty and community.

- Work directly with other City departments to provide information and assistance when appropriate to foster the mission and goals of the City.

- Supervise the day-to day operations, service objectives and marketing of library programs.

- Administer library policies, oversee the maintenance of a policy handbook and recommend new policies and revision of policies as necessary.

- Prepare and sustain the library budget; monitor and approve expenditures.

- Monitor maintenance of library facilities and equipment and work in conjunction with other Community Center leaders on building maintenance issues.

- Oversee the preparation of appropriate reports for the Iowa Library Services and local service organizations.

- Oversee/participate in the hiring, evaluating and discipline of library staff.

- Supervise the training and performance of library staff and provide regular feedback and guidance regarding job performance; provide positive leadership, management and mentoring to all library staff.

- Maintain and report accurate library budget records, including expenditures and revenue, to the Library Board of Trustees in compliance with City budget practices.

- Responsible for creation, implementation, updating and reporting progress of the library's strategic plan.

- Read widely in local and professional literature to evaluate innovations and contemporary trends in community, subject area, and librarianship. Maintain certification and skills by participating in continuing education opportunities.

- Provide regular reports on library operations and activities to the City Administrator, City Council, Library Board and County Board of Supervisors.

- Inform the Library Board of Trustees of progress, plans and problems involving the library.

- Supply resources and information, including examples of library service, trends and operation to the Library Board; counsel the board as to the impact of its decisions.

- Assist in orientation of new trustees and deliver ongoing training for board members to meet State Library of Iowa accreditation standards.

- Participate in area, state and national library associations and activities.

- Cooperate with and support the Friends of the Library.

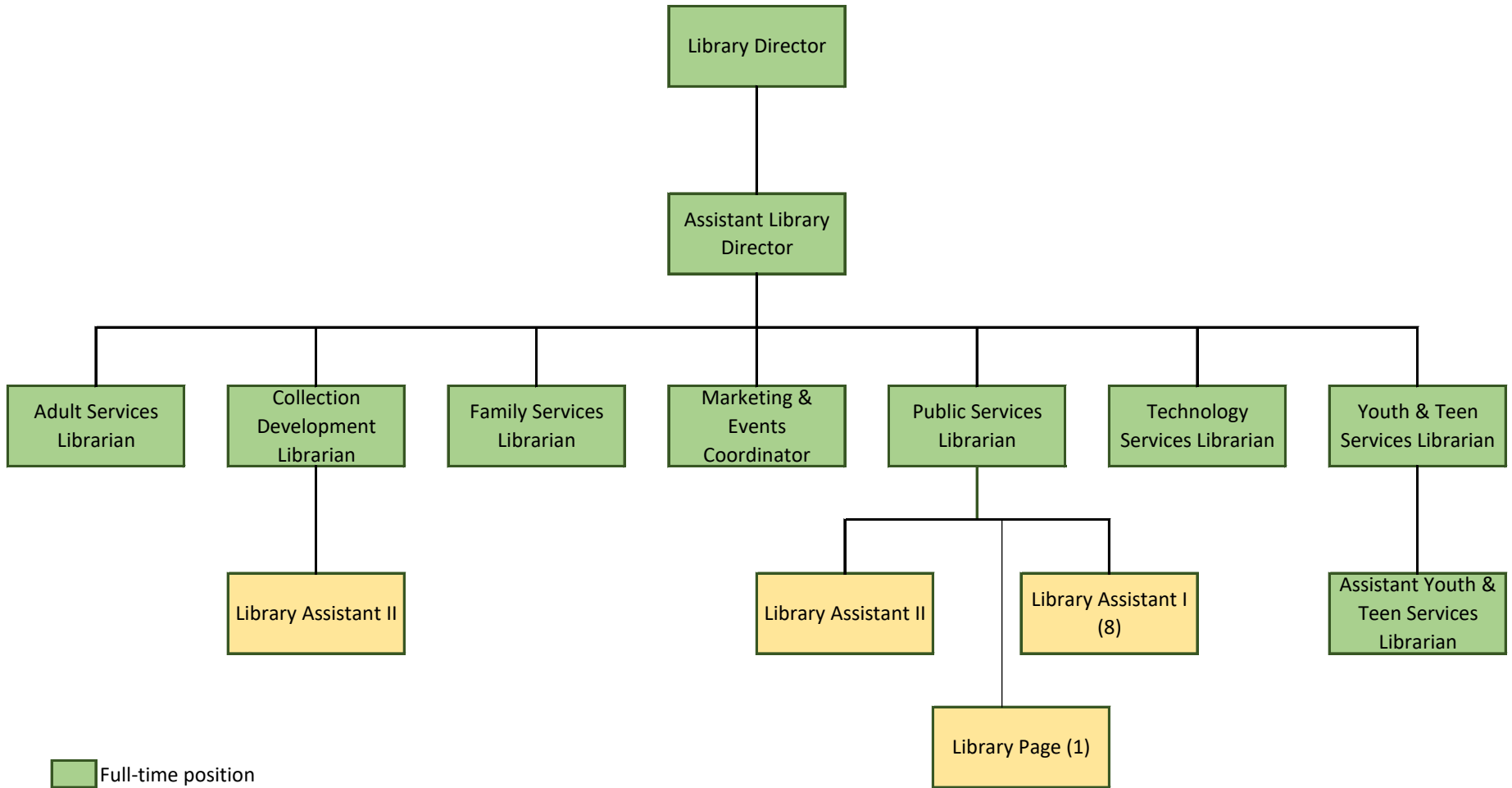- Other duties as assigned by the City Administrator.

Qualifications

Bachelor's degree in a applicable field is required and a minimum of five years of experience in a library management position. A Master's degree in Library Science strongly preferred. Must hold current Iowa Public Library Certification or possess the ability to obtain within 18 months of employment. Must be well-versed in public speaking and working with a variety of community organizations. Must have experience working and interacting with the general public and must be self-motivated, organized and outgoing.   Must possess knowledge of current library trends in all areas of library operation including technology and library automation; must have the ability to establish and maintain effective working relationship with a variety of groups and individuals; must have the ability to organize, assign and supervise the work of staff and volunteers; must have the ability to evaluate library services and interpret library policies in order to make recommendations for changes.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, fingering, crawling, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.

North Liberty Community Library
Organizational Chart

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                          ┌─────────────────┐
                          │ Library Director│
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                          │Assistant Library│
                          │    Director     │
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│Services││Develop. ││Services││ &Events││Services││Services ││ Teen   │
│Librarian││Librarian││Librarian││Coord.  ││Librarian││Librarian││Services│
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          │ Library │                  │ Library │         │Assistant│
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          │   II    │                  │   II    │         │  Teen   │
          └─────────┘                  └─────────┘         │Services │
                                                           │Librarian│
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Library Director	
Assistant Library Director	
Adult Services Librarian	
Collection Development Librarian	Library Assistant II
Family Services Librarian	
Marketing & Events Coordinator	
Public Services Librarian	Library Assistant II / Library Assistant I (8) / Library Page (1)
Technology Services Librarian	
Youth & Teen Services Librarian	Assistant Youth & Teen Services Librarian

- Full-time position (green)
- Part-time position (yellow)

North Liberty Community Library
LIBRARY ADVISORY BOARD

Job Description

Importance of the Position
The Library Advisory Board as advisors and advocates for the North Liberty Community Library (NLCL) on matters pertaining to library operations and services. The advisory board works in cooperation with the library director. The library board provides oversight of the Library Director, who is responsible for making purchases of library materials, equipment and supplies within the budgetary limits and policies established by the City Council and reviews the annual budget for the operation of the library and provide advice concerning the same to the Library Director prior to it being presented to the City Council.

Appointment
Five board members are appointed by the City of North Liberty City Council. One board member is a rural resident appointed by the Johnson County Board of Supervisors. All members serve a three-year term. Members may be reappointed for one additional consecutive term.

Responsibilities
- Attend regular board meetings, take part in training opportunities in an effort to understand the functions of the NLCL, as well as current trends and challenges facing libraries.

- Read materials and board packets in advance, ask questions, make informed recommendations, and seek clarification.

- Disclose potential conflicts of interest.

- Become familiar with the legal and regulatory environment that governs the library and the Library Advisory Board operations, Americans with Disabilities Act (ADA), confidentiality laws, Freedom to Read, and Library Bill of Rights.

- Gain familiarity with the budget.

- Volunteer at library sponsored events including the Public Libraries or Johnson County Fair booth, Stork Storytime Expo, and other large library programs.

- Participate in the long-range planning process for the library to ensure that the needs of all segments of the community are assessed and considered.

- Act as an advocate for legislation and funding which will help to meet the identified needs of the community and the library.

- Advocate for the library by attending the annual Public Libraries of Johnson County Legislative reception (usually held in December) and by contacting legislators and other governing officials as needed.

- Assist in the recruitment of new Library Advisory Board members and provide existing board members with opportunities to grow as leaders.

- Support the mission of the library: *Your Library: A place to be, connect, enrich, create, thrive.*

Training Provided

- Library Advisory Board orientation documents with ongoing updates

- Tour of the library and overview by appointment

- Personal meeting with the director and library staff by appointment

- Staff introductions and prepared training at regular library board meetings

Time Commitment

- Monthly meetings, training, and volunteer opportunities at library events

- Reading and preparation for meetings

North Liberty
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 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 l. 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 Community Library Board of Trustees Overview

Mission Statement

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

The North Liberty Community Library (NLCL) Board of Trustees is an advisory board made up of six voting members, one of whom is a Johnson County resident recommended by the Johnson County Board of Supervisors. Officers include a President and a Secretary elected in August. The board reviews policy and provides advice and guidance on library operations and programs. The Library Director provides monthly reports, including operational updates and financial/budget updates. Select staff members also provide monthly reports.

North Liberty Community Library Board of Trustees meetings are held at 6:30PM on the third Monday of the month in the City of North Liberty's council chambers, 1 Quail Creek Drive (intersection of Highway 965 & Hawkeye Drive), North Liberty. There is no meeting in February or July.

NLCL Board members represent the community and act as advocates for the library. In order to be familiar with staff and library services and to make informed decisions, board members are encouraged to use the library regularly and be familiar with programming. Moreover, attending programs and volunteering at library events is advised so that board members can better advocate and knowledgably discuss the library with community members to further foster the library's mission.

Taking advantage of free online training on library issues is also a good way to keep abreast of trends and help inform board members regarding library operations and management. All members of the library board must participate in regular training in order for the library to be fully accredited by the State Library of Iowa.

Staff members regularly attend Board meetings to provide updates, present topics for continuing education, and offer input regarding policies relevant to respective job positions. The library operates with a range of full-time staff members dedicated to different program and service areas along with several part-time support staff working between 10-29 hours/week.

About the Library

The North Liberty Community Library first opened in December 1986 in a small room of the building that currently houses the North Liberty Fire Station. Within a decade, North Liberty's population outgrew the 1400 square foot library and the city council approved plans for the North Liberty Community Center, which opened in 1997 and included a 6500 square foot library. This Library completed an expansion/renovation in fall 2013 to its current 17,900 square foot space.

The Community Center now houses the expanded library, along with three other City departments, including the aquatic center (indoor/outdoor pools), recreation center (gymnasiums, children's play area, track, weight area, and meeting and conference rooms), and the

Communications Department.

As a city department, the Library operates on a fiscal year (July 1 – June 30) and receives most of its funding from the City of North Liberty, with a contracted amount of funding from Johnson County for providing services to county residents. The State of Iowa provides a small amount of direct state aid for library services that the library receives through an accreditation program. In addition, a percentage of funding is derived from grants and private donations. Local organizations and businesses also provide monetary and in-kind support, both solicited and unsolicited. The Library is fortunate to have a volunteer group that offer financial and other volunteer support: The Friends of the Library. In addition to the Friends group, the library has an endowment, The Friends of the North Liberty Library Endowment, through the Johnson County Foundation that was established in 2016. Board members are encouraged to make annual donations to the endowment in an amount that is personally significant as part of the advocacy effort.

The library staff continually seeks community partners from schools, local organizations, businesses, and other area libraries. North Liberty Community Library staff members are encouraged to be active in professional organizations and take on leadership roles in organizations such as the Iowa Library Association and the Association for Rural and Small Libraries. They are further encouraged to serve on local boards that benefit the interests of the library such as the City of Literature, North Liberty Unity Coalition, United Way, One Book Two Book Festival, Lions Club, Optimist Club, Noon Pilot Club, Coralville-North Corridor Rotary Club, and more.

Chapter 2.32

PUBLIC LIBRARY

Sections:

2.32.010   Purpose.   The purpose of this chapter is to provide for the establishment of a free public library for the city and for the creation and appointment of a city library board of trustees, and to specify the board's powers and duties.   (Ord. 86-1 §1, 1986).

2.32.020   Established.   There is established a free public library for the city, to be known as the North Liberty Community Library.   (Ord. 86-1 §2, 1986).

2.32.030   Library board of trustees created.   There is created a board of trustees of the North Liberty Community Library.   (Ord. 86-1 §3, 1986).

2.32.040   Composition--Appointment of board.   The board of trustees of the community library shall consist of five resident members and one nonresident member, as hereinafter provided for.   All resident board members are to be appointed by the mayor with the approval of the council.   If the library is receiving funds from a county-wide public library service on a contract basis, there may be one nonresident trustee board member who shall be appointed by the mayor with the approval of the county board of supervisors.   (Ord. 86-1 §4, 1986).

2.32.050   Qualifications of trustees.   All the members of the board shall be bona fide citizens and residents of the city, except for the nonresident member.   All shall be over the age of eighteen.   (Ord. 86-1 §5, 1986).

2.32.060   Organization of the board--Term and compensation.
A.   Terms of Office.   All appointments of the board shall be for four years except to fill vacancies.   Each term shall commence on January 1st.   Of the first five members appointed

from the city, two shall be appointed for two years and three shall be appointed for four years; thereafter, all appointments shall be for a period of four years. When a nonresident member, is appointed under the provisions as hereinbefore provided, the initial appointment shall be for a period to correspond with the members who have been appointed initially on a two-year basis, and thereafter, said nonresident member shall be appointed for a four year term in order that the members appointment shall expire on the same date as two members of the board.

    B. Vacancies. The position of any trustee shall be vacant if he moves permanently from the city (or county in the case of a nonresident council member); or if he is absent from six consecutive regular meetings of the board, except in the case of sickness of temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council (or the board of supervisors in the case of the nonresident member), and the new trustee shall fill out the unexpired term for which the appointment is made.

    C. Compensation. Trustees shall receive no compensation for their services.

    D. Powers and Duties. The board shall have and exercise the following powers and duties:

       1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary;

       2. To have charge, control and supervision of the community library, its appurtenances, fixtures and rooms containing the same subject to the approval of the city council;

       3. To direct and control all of the affairs of the library subject to the approval of the city council;

       4. To establish a system of volunteers to assist in the library operations and to designate a volunteer to serve as the librarian until such time as the city has sufficient funds to pay for a librarian;

       5. To recommend to the city council the employment of a librarian and such other personnel as are necessary for the proper management of the library; provided however, said appointments shall not be made until such time as the city council has sufficient finances to properly fund the personnel in the library. Said personnel, if hired, shall be compensated according to established city policies. In the event any employee involved in the library administration fails to follow the proper guidelines and procedures, the board may recommend their removal or such other action as is necessary to insure that the city has a most efficient, capable and loyal employee;

6. To select or authorize the librarian, in the event there is a librarian, to make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within the budgetary limits established by the city council;

7. To prepare and present to the city council an annual budget for the operation of the said library;

8. To keep a record of proceedings and furnish a copy of minutes of the meeting to the city clerk within two weeks after any said meeting;

9. To facilitate the acceptance of gifts, to the city for the benefit of the library;

10. To enter into arrangements with the historical associations, if such one exists, subject to the approval of the city council, and to provide space, when available for the use of said historical association. (Ord. 86-1 §6, 1986).

2.32.070 Nonresident use. The board may authorize the use of the library by nonresidents, by establishment of a contractual arrangement, fees or other methods of recovering the cost thereof, all as approved by the city council in any one or more of the following ways:

A. By lending the books or other materials of the library to nonresidents of the city, or upon payment of a special nonresident library fee;

B. By establishing depositories of library books or other materials to be loaned to nonresidents;

C. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board. (Ord. 86-1 §7, 1986).

2.32.080 Agreements for the use of other facilities. A. Agreements. The board may recommend that contractual arrangements be made with other boards of trustees of public libraries and any local school corporation, private or semi-private organization, institutuion of higher learning, township or county, with the trustees of any county library district, for the use of the library for their respective residents.

B. Termination of Said Agreement. Any agreement entered into shall have a clause providing for the mutual termination of said agreement.

C. Advise and Consent. The board if it contemplates that it would be beneficial to the city to enter into such agreement, shall so advise the city council of any proposals, that said board fees would be beneficial to the community. (Ord. 86-1 §8, 1986).

2.32.090   Library account.   All money appropriated by the council from the general fund for the operation and maintenance of the library shall be set aside in a separate account for the benefit of the library.   No expenditures shall be made without warrants being properly issued by the city clerk of North Liberty.   In the event, that all of the funds appropriated for the operation and maintenance of the library are not expended in a given fiscal year, the city clerk is directed to add any of such funds to the library reserve fund.   (Ord. 86-1 §9, 1986).

2.32.100   Annual report.   The board shall make a report to the city council immediately after the close of the municipal fiscal year.   This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the council.   (Ord. 86-1 §10, 1986).

Chapter 2.36

CEMETERY BOARD

Sections:

2.36.010   Purpose.
2.36.020   Established.
2.36.030   Members--Appointment.
2.36.040   Members--Term.
2.36.050   Powers and duties.
2.36.060   Compensation.
2.36.070   Election of officers.
2.36.080   Meetings.

2.36.010   Purpose.   The purpose of this chapter is to establish a joint cemetery board with Penn Township for the purpose of maintaining two cemeteries in the township, Ridgewood Cemetery in Section 1, and the historical cemetery situated in Section 17 (also known as the Alt Cemetery), pursuant to the authority vested in Section 359.36, Code of Iowa, and Chapter 28E, Code of Iowa, for the purpose of maintaining, improving, and supporting said township cemeteries.   (Ord. 88-8 §1(1), 1988).

2.36.020   Established.   There is established a cemetery board for the city.   (Ord. 88-8 §1(2), 1988).

Library Board Policy Review Schedule and Activity Timeline

Policy	Staff intro	Month
Service Policy	Youth & Teen Services	January
Child Safety Policy		January
No board meeting		February
Strategic Plan Review	Adult Services	March
Mission Statement		March
Proctoring Policy	Collection Services	April
Volunteer Policy		April
Programs Policy	Family Services	May
Personnel Policy Statement	(Approved Jan22)	May
Library Board Bylaws		May
Internet & Technology Policy		June
No board meeting		July
New board member orientation	**Library Director/State Library**	August
Collection Development Policy	Marketing Coordinator/Svcs	September
Meeting Room Use Policy	Assistant Director	October
Art Display Policy	Public Services	November
Library Conduct Policy		November
Sex Offender Library Use Policy		December

Library Policy is normally created, revised, or reconsidered in response to changing conditions, new programs, public issues, or new legal requirements. Such policy issues come to the Board of Library Trustees for consideration as a result of staff, Trustee, or public initiative.

Policies can become dated even without events that would raise the need to revise or reconsider them. Given the importance of maintaining a body of policy that is current, it is beneficial to have a process to systematically identify policies that are in need of substantive revision or reconsideration.

The Board of Trustees delegates to the Library Director the establishment of policy review procedures.

Click here to view the North Liberty Library Policy Manual.

North Liberty Community Library
FY23 Iowa Public Library General Information Survey

Section A - General Information

(Reporting period July 1, 2022 to June 30, 2023 - unless otherwise specified)
Due October 31, 2023
Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer Yes to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	NORTH LIBERTY COMMUNITY LIBRARY
A02	Library District	SE=Southeast
A03	Street Address	520 W CHERRY ST
A04	City	NORTH LIBERTY
A05	Zip	52317

Mailing Address

A06	Mailing Address	PO BOX 320
A07	City	NORTH LIBERTY
A08	Zip	52317

Other Contact Information

A09	County	JOHNSON
A10	Phone	(319) 626-5701
A11	Has any information in questions A1 to A10 changed in the past year? YES, answer YES on the pulldown menu and enter a correction in a note. NO - answer NO on the pulldown menu and continue with question A14.	No
A12	City population (2020 decennial population)	20,479
A13	Library Size Code	F
A14	Library Director/Administrator Name	Jennie Garner

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2023.

B01	Total number of paid librarians	11
B02	Total number of all paid librarian hours worked per week	429.00
B03	Paid librarians FTE	10.73
B04	Total number of all other paid staff	7

B05	Total number of all other paid staff hours worked per week	84.00
B06	All other paid staff FTE	2.10
B07	Total number of paid staff	18
B08	Total paid staff FTE	12.83

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	8
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	320.00
B11	Total FTE librarians with ALA accredited masters of library science degree	8.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	04/01/2014

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2023.

B13	Hourly salary of the director	$56.93
B14	Hourly salary of assistant director	$45.60
B15	Hourly average salary of department heads	$29.62
B16	Hourly salary of the children's librarians	$24.87
B17	Hourly average salary of library clerks	$15.70
B18	Hourly average salary of shelvers or pages	$14.17
B19	Hourly average salary of janitorial or building maintenance employees	$0.00

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY23 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY23 (July 1, 2022 - June 30, 2023).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY23
YES - check the box and click the SAVE button to display questions C01 - C06.
NO - Skip to section D.   Yes

Capital Income

C01	Capital funds from local government (city, county)	$105,000
C02	Capital funds from state sources	$0
C03	Capital funds from federal sources	$0
C04	Capital funds from private sources	$0
C05	Total capital income	$105,000

Capital Expenditures

C06	Total capital expenditures	$105,000

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY23 (JULY 1, 2022 - JUNE 30, 2023).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

D01	City income received from the city's general fund (exclude income from special levies)	$1,435,858
D02	City income received from special levies	$0
D03	County income received from all counties	$54,484
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	$0
D05	Other governmental income received	$0
D06	Total local government operating income received	$1,490,342
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	$12,644
D08	Other income received from the State of Iowa	$0
D09	Total state government operating income received	$12,644
D10	Total federal government income received	$0

Non-Governmental Operating Income

D11	Total non-governmental grants received	$32,443

D12	Endowments and gifts received (only report if money was spent in FY23)	$6,486
D13	Fines and/or fees received	$343
D14	Other income received	$254
D15	Total non-governmental operating income received	$39,526

Total Operating Income

D16	Total operating income received	$1,542,512

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY23 (July 1, 2022 - June 30, 2023), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	$682,263
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be $0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	$269,585
D19	Total staff expenditures	$951,848
D20	Print physical collection expenditures	$56,489
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$431

D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	$10,467
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	$0
D24	Total physical non-print collection expenditures	$10,898
D25	Total physical collection expenditures	$67,387
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$0
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	$10,971
D28	Total e-book collection expenditures	$10,971
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$0
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	$17,868
D31	Total downloadable audio collection expenditures	$17,868
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	$0
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	$18,925
D34	Total downloadable and Electronic Information collection expenditures	$47,764
D35	Total collection expenditures	$115,151

| D36 | All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) | $330,946 |
| D37 | Total of all operating expenditures | $1,397,945 |

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2022). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E28. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through purchase or donation.
NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through weeding, loss, or other cause.
NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2023).

E01	Printed books (# of items), held at start of year	42,194
E02	Printed books (# of items), added during year	3,799
E03	Printed books (# of items), withdrawn during year	2,402
E04	Printed books (# of items), held at end of year	43,591
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	0
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	34,610
E07	Total e-books held at end of year	34,610
E08	Total books (print and e-books), held at end of year.	78,201
E09	Audio materials (# of physical items), held at start of year	2,352
E10	Audio materials (# of physical items), added during year	5
E11	Audio materials (# of physical items), withdrawn during year	12
E12	Audio materials (# of physical items), held at end of year	2,345
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	0

E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	20,281
E15	Total downloadable audio materials, held at end of year	20,281
E16	Total audio materials (physical and downloadable), held at end of year.	22,626
E17	Video materials (# of physical items), held at start of year	5,155
E18	Video materials (# of physical items), added during year	278
E19	Video materials (# of physical items), withdrawn during year	109
E20	Video materials (# of physical items), held at end of year	5,324
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0
E22	Total video materials (physical and downloadable), held at end of year	5,324
E23	Other library materials (# of physical items), held at start of year	148
E24	Other library materials (# of physical items), added during year	0
E25	Other library materials (# of physical items), withdrawn during year	5
E26	Other library materials (# of physical items), held at end of year	143
E27	Total physical items, held at start of year	49,849
E28	Total physical items, added during year	4,082
E29	Total physical items, withdrawn during year	2,528
E30	Total physical items, held at end of year	51,403
E31	Total downloadable items, held at end of year	54,891
E32	Total physical and downloadable items, held at end of year	106,294

Licensed Databases
Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted.
https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecres

E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	6
E34	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2
E35	Total licensed databases	8

Section F - Circulation and Use Counts

Circulation

Report circulation for FY23 (July 1, 2022 to June 30, 2023). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

F01	Adult books	24,497
F02	Young adult books	3,762
F03	Children's books	57,684
F04	Video recordings (physical formats)	8,617
F05	Audio recordings (physical formats)	674
F06	Serials (physical formats)	370
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	367
F08	Total PHYSICAL circulation by material type	95,971

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09	Circulation of physical items to the rural population of your own county:	8,573
F10	Total physical circulation of all materials cataloged as "children's"	61,141

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	0

F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21.	24,345
F13	Total use of e-books	24,345
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21.	0
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0
F16	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	23,301
F17	Total use of downloadable audio recordings	23,301
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0
F19	All other electronic serials - Include RB Digital or similar	1,555
F20	Total use of electronic serials	1,555
F21	Total use of downloadable materials	49,201

Successful Retrieval of Electronic Information (Database Use)

F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	313
F23	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	23,532
F24	Total successful retrieval of Electronic Information.	23,845

Circulation and Use Totals

F25   Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).   145,172

F26   Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)   73,046

F27   Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26).   169,017

ILL and Other Use Counts

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

F28   ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.   343

F29   ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.   0

F30   Total Interlibrary Loan received from other libraries   343

F31   ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.   450

F32   ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.   0

F33   Total Interlibrary Loan provided to other libraries   450

Other Use Counts

F34   Current total number of registered users as of June 30, 2023   32,020

F35   Door count annually   94,347

F36   Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F37.   CT - Annual Count

F37	Total number of reference transactions annually	19,760
F38	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below. If unsure, leave blank and skip to F39.	ES - Annual Estimate Based on Typical Week(s)
F39	Number of Internet computers for public use	25
F40	Number of uses of public Internet computers ANNUALLY (You may count a typical week and multiply by 52)	6,568
F41	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F42.	CT - Annual Count
F42	Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library.	31,520
F43	Number of wireless sessions annually - for libraries without the statewide WhoFi service.	N/A
F44	Total number of wireless sessions annually	31,520
F45	Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F46.	CT - Annual Count
F46	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	0
F47	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	93,413
F48	Total website visits annually	93,413

| F49 | Does the library check out WIFI hotspots for use outside the library? (YES/NO) | Yes |
| F50 | As of June 30, 2023, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) | No |

Section G - Programs and Content Recordings

Intro and Children 0-5

LIBRARY PROGRAMS
Live Program Sessions
A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G115 to G123
- Recorded presentations of program content. Report these on questions G109 to G114.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view tor list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.
- WhoFi/Non-WhoFi - we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

Children Ages 0-5

G01	Total number of live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	225
G02	Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi	0
G03	Total number of live, in-person, onsite library programs for children ages 0-5	225
G04	Total number of people attending live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	6,079
G05	Total number of people attending live, in-person, onsite library programs for children ages 0-5 non-WhoFi	0
G06	Total number of people attending live, in-person, onsite library programs for children ages 0-5	6,079
G07	Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	495
G08	Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI	0
G09	Total number of live, in-person, offsite library programs for children ages 0-5	495
G10	Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	8,356
G11	Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi	0
G12	Total number of people attending live, in-person, offsite library programs for children ages 0-5	8,356

G13	Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G14	Total number of live, virtual library programs for children ages 0-5 non-WhoFi	0
G15	Total number of live, virtual library programs for children ages 0-5	0
G16	Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G17	Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi	0
G18	Total number of people attending live, virtual library program for children ages 0-5	0
G19	Total number of library programs for children ages 0-5	720
G20	Total number of people attending library programs for children ages 0-5	14,435

Children 6-11

Children Ages 6-11

G21	Total number of live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	389
G22	Total number of live, in-person, onsite library programs for children ages 6-11 non-WhoFi	0
G23	Total number of live, in person, onsite library programs for children ages 6-11	389
G24	Total number of people attending live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	5,890
G25	Total number of people attending live, in-person, onsite library programs for children ages 6-11 non-WhoFi	0

G26	Total number of people attending live, in-person, onsite library programs for children ages 6-11	5,890
G27	Total number of live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	26
G28	Total number of live, in-person, offsite library programs for children ages 6-11 non-WhoFi	46
G29	Total number of live, in-person, offsite library programs for children ages 6-11	72
G30	Total number of people attending live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	1,548
G31	Total number of people attending live, in-person, offsite library programs for children ages 6-11 non-WhoFi	5,486
G32	Total number of people attending live, in-person, offsite library programs for children ages 6-11	7,034
G33	Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G34	Total number of live, virtual library programs for children ages 6-11 non-WhoFi	0
G35	Total number of live, virtual library programs for children ages 6-11	0
G36	Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G37	Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi	0
G38	Total number of people attending live, virtual library programs for children ages 6-11	0
G39	Total number of library programs for children ages 6-11	461

| G40 | Total number of people attending library program for children ages 6-11 | 12,924 |

Young Adults

Young Adults Ages 12-18

G41	Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	40
G42	Total number of live, in-person, onsite library programs for young adults non-WhoFi	0
G43	Total number of live, in person, onsite library program for young adults	40
G44	Total number of people attending live, in-person, onside library programs for young adults from WhoFi. Prefilled and locked by the State Library.	527
G45	Total number of people attending live, in-person, onsite library programs for young adults non-WhoFi	0
G46	Total number of people attending live, in-person, onsite library programs for young adults	527

G47	Total number of live, in-person, offsite library programs for young adults prefilled from WhoFi. Prefilled and locked by the State Library.	8
G48	Total number of live, in-person, offsite library programs for young adults non-Who-fi	0
G49	Total number of live, in-person, offsite library programs for young adults	8
G50	Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	240
G51	Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi	0

| G52 | Total number of people attending live, in-person, offsite library programs for young adults | 240 |

G53	Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G54	Total number of live, virtual library programs for young adults non-WhoFi	0
G55	Total number of live, virtual library programs for young adults	0
G56	Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G57	Total number of people attending live, virtual library programs for young adults non-WhoFi	0
G58	Total number of people attending live, virtual library program for young adults	0

| G59 | Total number of library programs for young adults | 48 |
| G60 | Total number of people attending library program for young adults | 767 |

Adult

Adults Aged 19 or Older

G61	Total number of live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	165
G62	Total number of live, in-person, onsite library programs for adults non-WhoFi	0
G63	Total number of live, in person, onsite library program for adults	165
G64	Total number of people attending live, in-person, onside library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	1,668

G65	Total number of people attending live, in-person, onsite library programs for adults non-WhoFi	0
G66	Total number of people attending live, in-person, onsite library programs for adults	1,668
G67	Total number of live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	52
G68	Total number of live, in-person, offsite library programs for adults non-WhoFI	0
G69	Total number of live, in-person, offsite library programs for adults	52
G70	Total number of people attending live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	365
G71	Total number of people attending live, in-person, offsite library programs for adults non-WhoFi	0
G72	Total number of people attending live, in-person, offsite library programs for adults	365
G73	Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G74	Total number of live, virtual library programs for adults non-WhoFi	0
G75	Total number of live, virtual library programs for adults	0
G76	Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G77	Total number of people attending live, virtual library programs for adults non-WhoFi	0
G78	Total number of people attending live, virtual library program for adults	0
G79	Total number of library programs for adults	217

| G80 | Total number of people attending library program for adults | 2,033 |

General Interest

General Interest - For All Ages

G81	Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library.	23
G82	Total number of live, in-person, onsite general interest library programs non-WhoFi	0
G83	Total number of live, in person, onsite general interest library programs	23
G84	Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	1,375
G85	Total number of people attending live, in-person, onsite general interest library programs non-WhoFi	0
G86	Total number of people attending live, in-person, onsite general interest library programs	1,375
G87	Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	11
G88	Total number of live, in-person, offsite general interest library programs non-WhoFI	0
G89	Total number of live, in-person, offsite general interest library programs	11
G90	Total number of people attending live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	782
G91	Total number of people attending live, in-person, offsite general interest library programs non-WhoFi	0

G92	Total number of people attending live, in-person, offsite general interest library programs	782
G93	Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G94	Total number of live, virtual, general interest library programs non-WhoFi	0
G95	Total number of live, virtual, general interest, library programs	0
G96	Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G97	Total number of people attending live, virtual, general interest programs non-WhoFi	0
G98	Total number of people attending live, general interest, virtual library programs	0
G99	Total number of live general interest library programs	34
G100	Total number of people attending live general interest library programs	2,157
G101	Total number of live, in-person, onsite library programs	842
G102	Total number of live, in-person, offsite library programs	638
G103	Total number of live, virtual library programs	0
G104	Total number of people attending live, in-person, onsite library programs	15,539
G105	Total number of people attending live, in-person, offsite library programs	16,777
G106	Total number of people attending live, virtual library programs	0
G107	Total number of live library programs	1,480
G108	Total number of people attending live library programs	32,316

Content Recordings and Patron Directed Activities

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G18, G29, G55, G78, or G95.

G109	Total number of program content recordings from WhoFi. Prefilled and locked by the State Library	1
G110	Total number of program content recordings non-WhoFi	0
G111	Total number of program content recordings	1
G112	Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library	190
G113	Total number of views of program content recordings non-WhoFi	0
G114	Total number of views of program content recordings	190

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G115	Total number of make and take kits provided	74
G116	Total number of coloring sheets provided	130
G117	Total number of scavenger hunt participants	0
G118	Total number of trivia contest participants	0
G119	Total use of library's maker space service	N/A
G120	Total use of STEAM/STEM services	N/A
G121	Total number of story-walk participants	319
G122	Total number of reading log participants	712

G123 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count.		Black Out Poetry
Name of activity only, do not include a use count.		Question of the Week
Name of activity only, do not include a use count.		LLL Podcast
Name of activity only, do not include a use count.		Next Reads Podcast

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY23, report 32 on line H02.

H01	Total number of hours open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only. Report actual number of hours open rather than scheduled hours open.	3,380
H02	Total number of weeks open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52
H03	Square footage of main library. Prefilled and locked by the State Library.	17,900

Section H Totals

H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	3,380
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	17,900

Signature Page

IMPORTANT - PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.
Signature Page

State Library Resources for Iowa Libraries

www.statelibraryofiowa.org

Support to Libraries

Library Support Network staff, located in Des Moines and six District Offices, work to make library service in Iowa the best it can be by offering services and programs for libraries.

[Endorsement Programs for Iowa Public Librarians](#)

The State Library sponsors endorsement programs for Iowa library directors and staff. The programs are intended to:

- Improve library service in Iowa by developing the skills of public library directors and staff
- Provide recognition for public librarians
- Enhance the public image of librarians and libraries
- Provide guidelines that public library boards may use in developing staff hiring policies

[Consulting and Training Opportunities](#)

Funding
The [Enrich Iowa Programs](#) include:

Direct State Aid: for public libraries is intended to improve library services and reduce inequities among communities.

Open Access: for public and academic libraries enables eligible Iowans to check out physical materials from over 600 participating libraries, thereby providing them with direct access to more materials and information resources.

Interlibrary Loan Reimbursement: provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

Accreditation
New Edition of In Service to Iowa, Public Library Standards
[In Service to Iowa, 6th edition](#)
The manual for The State Library's Standards and Accreditation Program. It documents the condition of public library service in Iowa, determines the formula for State Aid funding, and meets statutory requirements.

The link above and image at right opens the the electronic PDF version of the manual. In Service to Iowa is no longer printed in paper format. It is available as a PDF only. This document may be updated on a frequent basis, and was updated on 8/17/2017

North Liberty Library Board of Trustees Orientation

Jennie Garner

Library Director

Standard 8: (Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.

Standard 14: (Tier 1) The library director conducts an orientation program for new board members.

INFORMATION · CONSULTATION · DESTINATION

STATE LIBRARY OF IOWA

IN SERVICE TO IOWA

PUBLIC LIBRARY STANDARDS

SIXTH EDITION • 2016

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Primary Responsibilities of the Library Board

- Community (and beyond) advocacy for library support
- Promote library services and programs
- Budget review
- Assist in policy development
- Evaluate Service and provide feedback
- Plan for the Library's Future

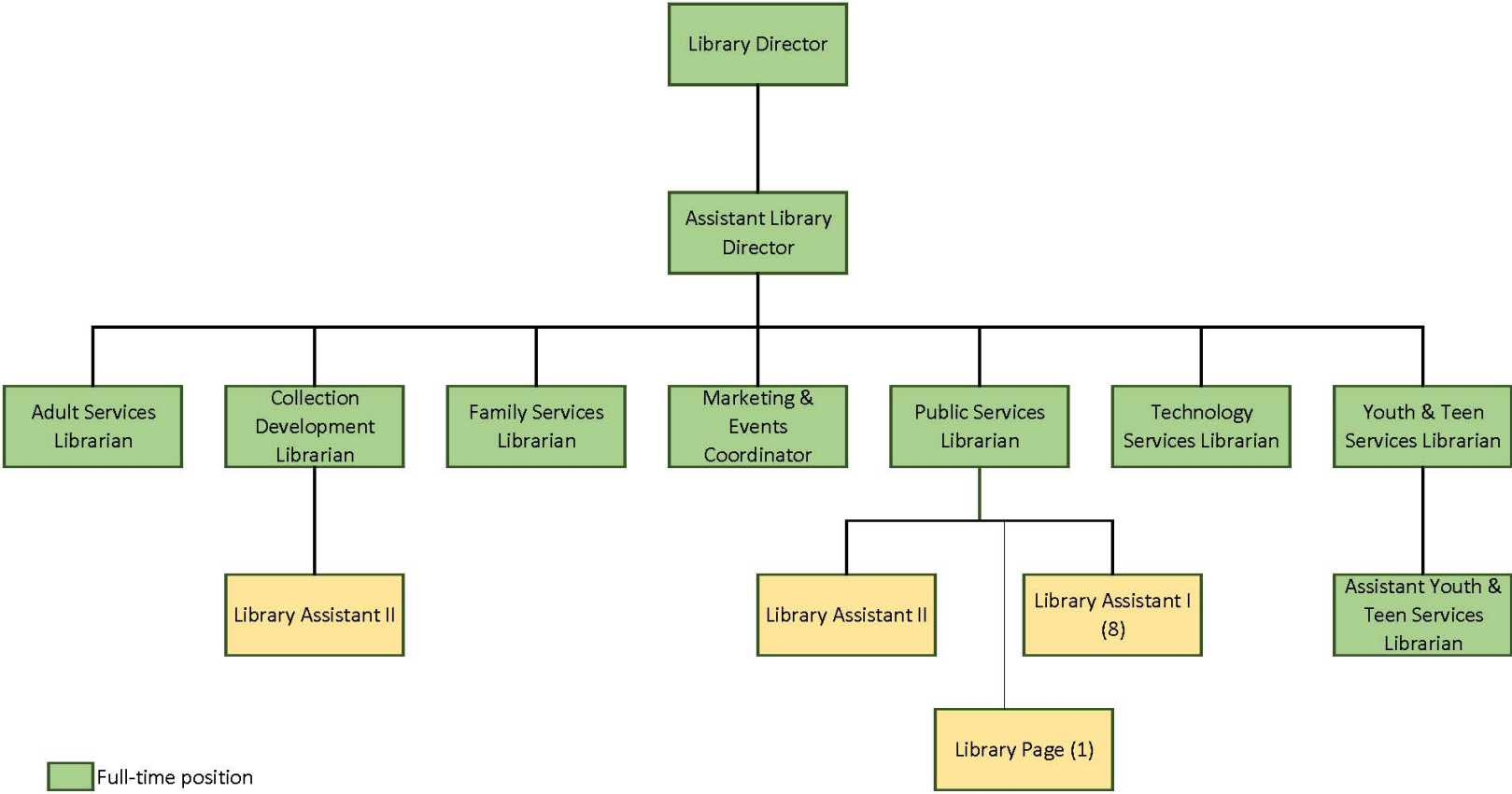| Categories	Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
ADVOCACY	Keeps the library board informed of library activities, needs and concerns. Supports goals of City.	Stays informed about library activities, needs and concerns.	Includes the library in planning and budgeting for capital improvement projects.	Stays informed about library activities, needs and concerns.
BUDGETING	Prepares a draft budget request.	Supports and advocates for the budget request when presented to the city.	Determines and appropriates city funding to the library budget.	Reviews budget request to be presented to city council.
FINANCIAL REPORTS	Provides library board with monthly financial reports.	Reviews monthly financial reports.		Assists library director with financial reporting as needed.
COMMUNICATION	Informs city council, mayor, and city staff about library activities, needs and concerns.	Stays informed, advocates in community, and potentially to city council, mayor, city administration about library activities needs and concerns.	Stays informed about library activities, needs and concerns.	Communicates process and practice behind budget amendments.

Board Meetings

- Prepare for and attend all meetings

- Take part in discussions

- Cooperate with fellow board members

- Understand the basics of parliamentary procedure and basic state laws
  that govern public meetings

- Practice the art of listening and compron

- Work toward consensus

- Focus deliberations on the mission of the

- Publicly support board decisions

Board Commitment

At the North Liberty Library we commit to treating every individual with dignity, and respect. We strive to create a safe, inviting environment where inclusion and belonging are a natural part of the culture. These values are reflected in our policies and in our service.

North Liberty Community Library
Organizational Chart

Library Director

Assistant Library Director

Adult Services Librarian

Collection Development Librarian

Family Services Librarian

Marketing & Events Coordinator

Public Services Librarian

Technology Services Librarian

Youth & Teen Services Librarian

Library Assistant II

Library Assistant II

Library Assistant I (8)

Assistant Youth & Teen Services Librarian

Library Page (1)

Full-time position

Part-time position

Why have policies?

- Protect staff and public
  - Primary tool for staff to do their jobs effectively and allow staff decision-making power
  - Offers the public a set of expectations for the library and ensures that they are treated equitably
- Customer service
- Public education
- Cover legal and ethical issues
- Lend credibility to organization
- State Library standards may have policy implications
- Mechanism for administration and staff to translate library priorities into action
- Support for staff and board in the event of legal action
- Create a space for belonging for everyone

Board's Role

- Understand big picture implications
- Ensure legal and ethical compliance
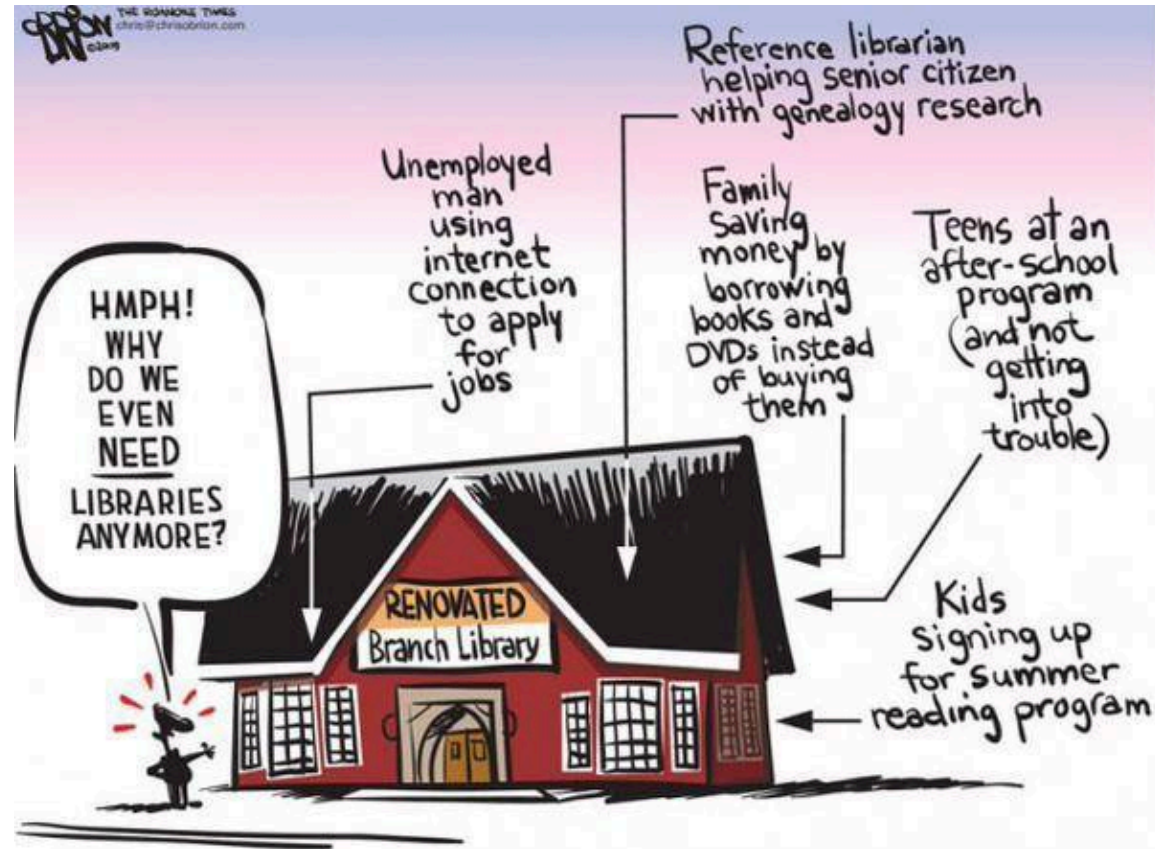- Approve policy statement and regulations

Director's Role

- Bring policy review to board and act as technical advisor
- Draft new policies and address new issues
- Share with staff and ensure policies are understood and upheld.

Get to Know Your Library and Its Impact in Your Community

LIBRARIES TRANSFORMING COMMUNITIES