

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
September 16, 2024, 6:30 pm

- I. Call to Order
- II. Additions/Changes to the Agenda
- III. Public Comment
- IV. Approval of Minutes
 - a. August
- V. Board Training/Staff Introductions
 - a. Marketing and Engagement
- VI. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VII. Policy Review
 - a. Collection Development Policy
- VIII. Old Business
- IX. New Business
 - a. Update on County Board position

Adjourn

Next meeting date: October 16, 2023, 6:30 pm

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 4010 - Library Services										
EXPENSE										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	753,057.00	.00	753,057.00	59,134.48	.00	125,589.43	627,467.57	17	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	6,233.03	.00	12,195.93	85,407.07	12	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	4,870.51	.00	10,280.44	54,722.56	16	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	5,990.23	.00	12,586.65	62,201.35	17	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	8,693.14	.00	17,368.17	102,637.83	14	69,567.02
6160	Workers Compensation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	94.00
<i>Personnel Services Totals</i>		\$1,114,457.00	\$0.00	\$1,114,457.00	\$84,921.39	\$0.00	\$178,020.62	\$936,436.38	16%	\$950,857.14
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	249.51	.00	249.51	2,350.49	10	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	789.37	.00	1,846.68	13,153.32	12	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	.00	.00	123.00	2,502.00	5	2,478.00
6230	Training	13,000.00	.00	13,000.00	.00	.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
<i>Personnel Services Non-position Control Totals</i>		\$35,154.00	\$0.00	\$35,154.00	\$1,038.88	\$0.00	\$4,405.58	\$30,748.42	13%	\$29,860.47
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	169.95	.00	169.95	1,830.05	8	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	4,087.66	.00	7,593.46	37,406.54	17	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	834.45	.00	1,757.16	13,242.84	12	8,640.95
6371 - Utilities Totals		\$60,000.00	\$0.00	\$60,000.00	\$4,922.11	\$0.00	\$9,350.62	\$50,649.38	16%	\$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	90.00	440.00	17	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	219.20	.00	406.83	2,493.17	14	2,282.78
6374	Software Maintenance Fees	15,500.00	.00	15,500.00	.00	.00	12,948.22	2,551.78	84	15,368.39
<i>Repair, Maintenance, Utilities Totals</i>		\$80,930.00	\$0.00	\$80,930.00	\$5,356.26	\$0.00	\$22,965.62	\$57,964.38	28%	\$59,892.91
<i>Contractual Services</i>										
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	9.99	.00	642.26	3,657.74	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	.00	.00	319.56	3,280.44	9	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	1,893.70	.00	3,453.70	16,046.30	18	14,859.97
<i>Contractual Services Totals</i>		\$59,965.00	\$0.00	\$59,965.00	\$1,903.69	\$0.00	\$4,415.52	\$55,549.48	7%	\$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										
<i>Commodities</i>										
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	.00	.00	8,945.32	51,054.68	15	53,692.73
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	601.99	.00	1,327.25	5,422.75	20	8,313.28
6502-04	Library Materials Supplies	7,900.00	.00	7,900.00	.00	.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	316.42	.00	1,113.38	11,486.62	9	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	.00	.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	\$918.41	\$0.00	\$11,924.06	\$121,625.94	9%	\$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	9.49	.00	9.49	3,990.51	0	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	.00	.00	24.71	775.29	3	742.40
6509	Building Maintenance Supplies	650.00	.00	650.00	26.99	.00	26.99	623.01	4	184.51
6513	Cleaning Supplies	2,000.00	.00	2,000.00	46.95	.00	436.43	1,563.57	22	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	.00	(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	141.64	.00	1,234.50	8,565.50	13	16,404.70
<i>Commodities Totals</i>		\$168,650.00	\$0.00	\$168,650.00	\$1,143.48	(\$3,167.68)	\$17,191.50	\$154,626.18	8%	\$165,318.20
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	3,389.87	(3,389.87)	+++	10,669.55
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,389.87	(\$3,389.87)	+++	\$10,669.55
<i>Transfer</i>										
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
<i>Transfer Totals</i>		\$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	\$94,363.70	(\$3,167.68)	\$230,388.71	\$1,231,934.97	16%	\$1,281,109.00
Department 4010 - Library Services Totals		(\$1,459,156.00)	\$0.00	(\$1,459,156.00)	(\$94,363.70)	\$3,167.68	(\$230,388.71)	(\$1,231,934.97)	16%	(\$1,281,109.00)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	5,344.71	.00	9,983.59	120,016.41	8	95,678.78
<i>Repair, Maintenance, Utilities Totals</i>		\$130,000.00	\$0.00	\$130,000.00	\$5,344.71	\$0.00	\$9,983.59	\$120,016.41	8%	\$95,678.78

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Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,968.75	.00	13,937.50	72,062.50	16	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	95.00	6,595.00	190.00	27,548.00	20	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$7,063.75	\$6,595.00	\$14,127.50	\$99,610.50	17%	\$107,370.31
<i>Capital Outlay</i>										
6799	Other Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfer</i>										
6910	Transfer									
6910-03	Transfer Capital Reserve	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
<i>Transfer Totals</i>		\$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	\$12,408.46	\$6,595.00	\$24,111.09	\$251,626.91	11%	\$203,049.09
Department 4060 - Community Center Totals		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$12,408.46)	(\$6,595.00)	(\$24,111.09)	(\$251,626.91)	11%	(\$203,049.09)
Fund 001 - General Fund Totals		\$1,741,489.00	\$0.00	\$1,741,489.00	\$106,772.16	\$3,427.32	\$254,499.80	\$1,483,561.88		\$1,484,158.09
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<i>Personnel Services Non-position Control</i>										
6230	Training	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Personnel Services Non-position Control Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6424	Consultant/Professional Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6502	Library Materials									
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
6502 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6508	Postage & Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6517	Computers & Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
6525	Furniture & Fixtures (Non Capital)	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	.00	.00	.00	.00	.00	.00	.00	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$7,939.96
<i>Capital Outlay</i>										
6750	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	773.46
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$773.46

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Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<i>Transfer</i>										
6910	Transfer									
6910-01	Transfer General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-05	Transfer Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfer Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfer Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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										
<i>Capital Outlay</i>										
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
<i>Capital Outlay Totals</i>		<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$82,000.00</i>	<i>0%</i>	<i>\$28,099.86</i>
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	\$106,772.16	\$3,427.32	\$254,499.80	\$1,565,561.88		\$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Sept 16, 2024

- I. Financial Update
 - A. Personnel: 16 percent
 - B. Personnel Services (non-position): 13 percent
 - C. Repair, maintenance, utilities: 28 percent
 - D. Contractual Services: 7 percent
 - E. Commodities (materials and services): 8 percent
 - F. Total Library Services: 16 percent
 - G. Average this time of year: 16.67 percent
- II. Library Operations Update
 - A. Finalizing FY24 State Library of Iowa Annual Survey
 - 1. In collaboration with Andrew, Collection Development Librarian
 - 2. Melanie, Marketing Coordinator, will use that data to create the Community Report
 - B. Staffing update
 - 1. Two positions filled
 - a. Library assistant I
 - b. Library page
 - C. Purchased cooling towels for patrons and staff
 - 1. We had some patrons in crisis this summer and it would have been helpful to be able to offer a cooling towel
 - 2. Staff who are outside for programming can also take one to help keep cool
 - D. Linn and Johnson County Library Directors meeting in Marion, Sept 16
 - 1. Planning for Feb 20 staff training day for country libraries
 - 2. Keynote in morning: [Shola Richards](#) on workplace culture
 - 3. Afternoon at Cedar Rapids Public Library for all staff training
 - E. Public Libraries of Johnson County
 - 1. August meeting – did strategic planning with Becky Heil, State Library of Iowa
 - 2. Purpose to have a collective voice and further market our county libraries
 - F. Building maintenance
 - 1. Carpets have been cleaned
 - 2. Upholstery will be cleaned next quarter
 - 3. Company is providing a maintenance quote for more regular cleaning on a rotation
 - G. Technology update
 - 1. Replacing laptops for in-library patron use
 - 2. Updating iPads
 - 3. Updating website
 - H. Professional Development
 - 1. Association for Rural & Small Libraries – Sept 10-13
 - a. Report on conference
 - 2. Iowa League of Cities, Sept 18-19

- a. Sioux City
 - b. Presenting Public Libraries: Catalysts for Civic Renewal, with Sam Helmick (Iowa City) and Tyler Haha (Cherokee)
- 3. Library Freedom Project Boot Camp, Sept. 20-23
 - a. Newark, NJ
 - b. Discussions around topics including intellectual freedom, privacy, and information democracy
- 4. Iowa Library Association, Oct 10-11
 - a. Des Moines
 - b. Presenting Public Libraries: Catalysts for Civic Renewal, with Sam Helmick (Iowa City) and Bill Carroll (Marion)
 - c. From library perspective – the importance of cultivating relationships and collaboration with city leaders and departments
- 5. Association for Rural & Small Libraries board retreat, Oct 21-23
 - a. Seattle, WA
 - b. My last meeting as a board member and past president
- D. Staff Reports
 - 1. Assistant Director
 - a.
 - 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. 8/12 Agricultural Storytime, 16 ppl attended
 - b. 8/15 Learning Grove outreach
 - i. Water balloons, assisted Kayla
 - c. 8/16 Big Bang Bubbles
 - i. @12:30 celebrate Summer Lunch and Fun last day, 241 people participated
 - ii. @ 6:30 pm, 128 ppl attended
 - d. 8/17 Street Dance, Over 4000 people attended
 - i. I coordinated food trucks, handed out 21 & over wrist bands, and helped with clean-up
 - e. 8/23 Tippi Toes, 39 ppl attended
 - f. 8/27 City Slate Planning Meeting

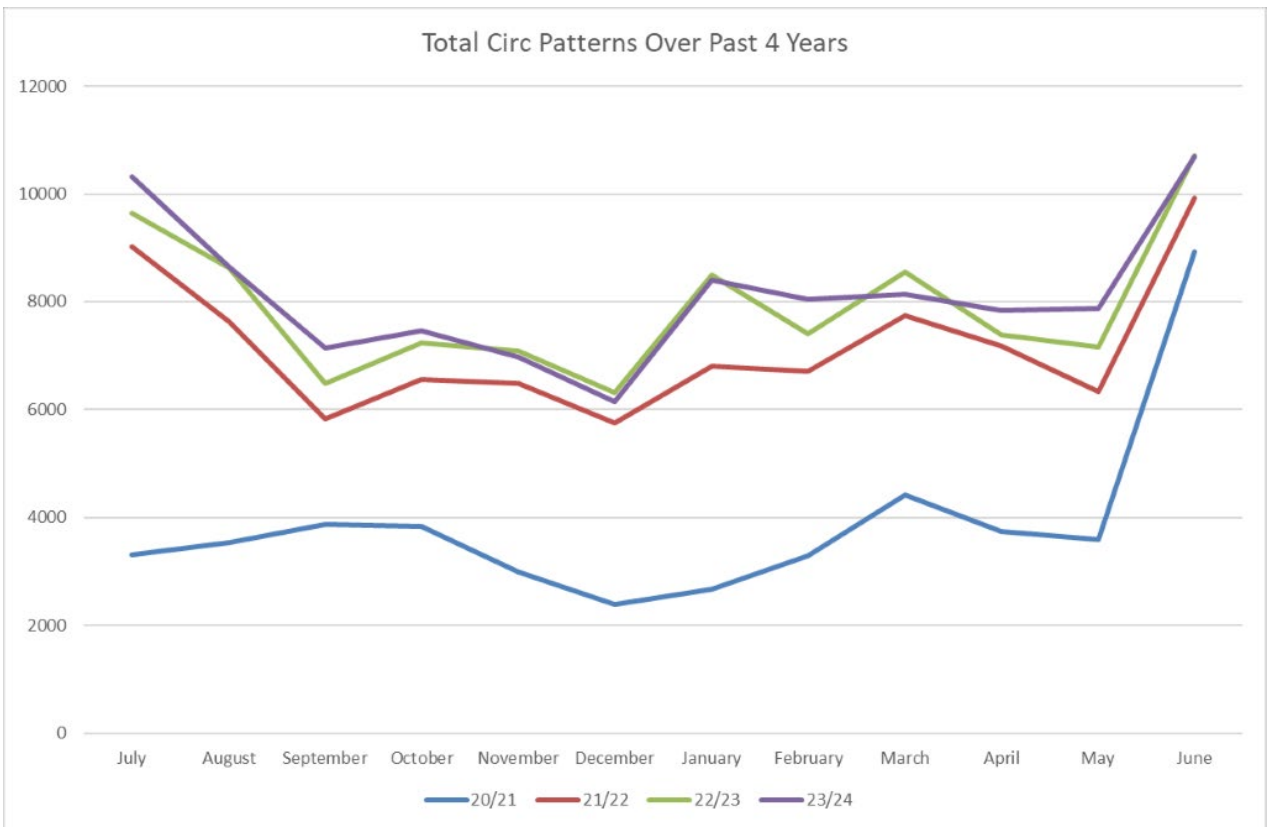
- f. 7/29 DoodleBugs, Dani covered – 35 ppl attended
 - g. Children's Area Art Design
 - (1) Starting to research additional/redesign of children's area (learning center & east side of library)
 - (2) Major goals:
 - (a) Mural in learning center
 - (b) Inclusion of quite space to nursing room
 - (c) 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 <small>Adding Up Selected Challenges</small> 110 + 23.6%	New Registrations <small>Adding Up Selected Challenges</small> 161 + 13.38%	Challenge Completions <small>Adding Up Selected Challenges</small> 103 + 45.07%
Completed Activities <small>Adding Up Selected Challenges</small> 661 + 455.46%	Rewards Redeemed <small>Adding Up Selected Challenges</small> 229 + 349.02%	Badges Earned <small>Adding Up Selected Challenges</small> 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.



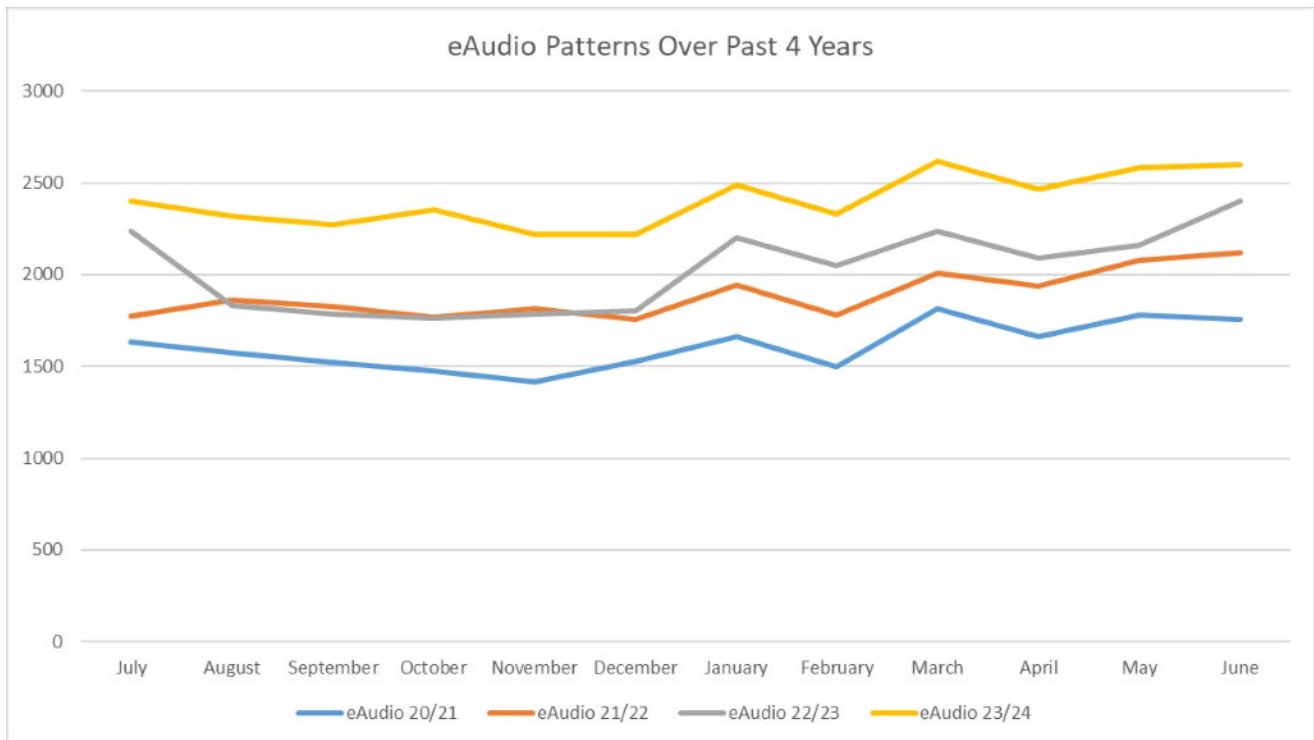
- b. Our total circulation in the major categories over the course of the year. I like keeping an ongoing look at how our totals are comparing to the previous year. I was concerned about the drop in Primary, where we are at 94.7% of last years totals. However, there has been a big jump in the Juvenile. 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.

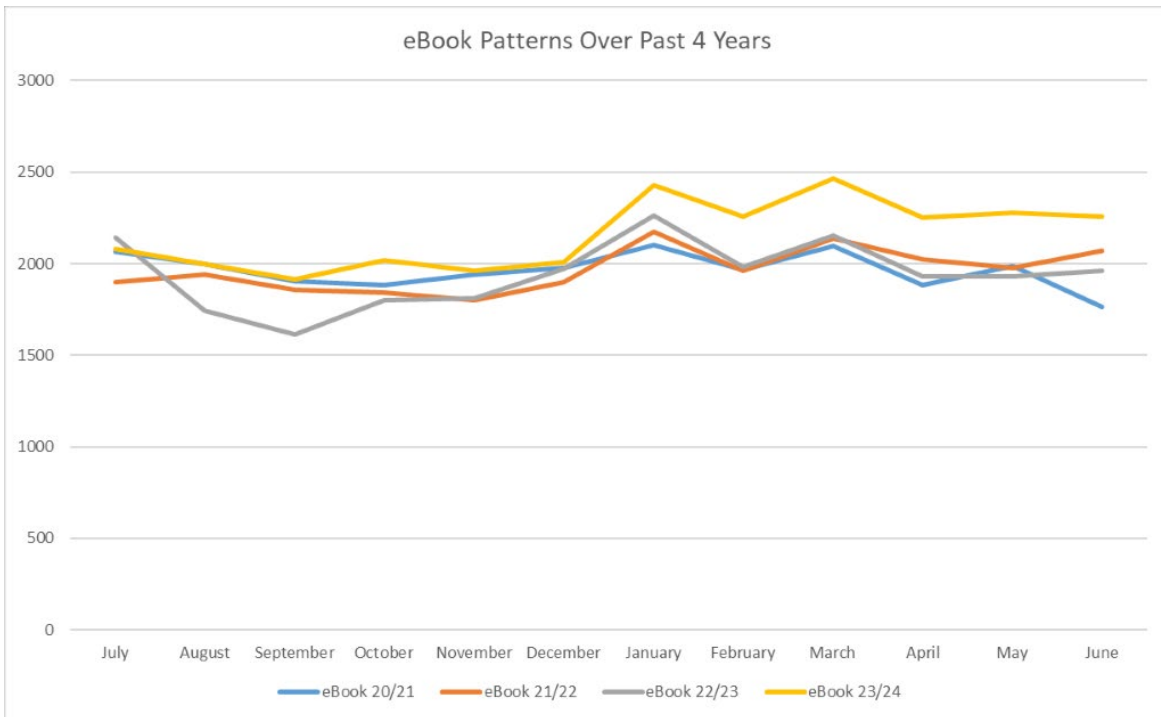
There was also a bit of a spike in physical audio usage from one person. I don't have a firm timeline, but the physical audios are on their way out and will be off the shelf before much longer as we need the space to expand adult Fiction and Mystery. Iowa City has plans for all physical audio books to 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

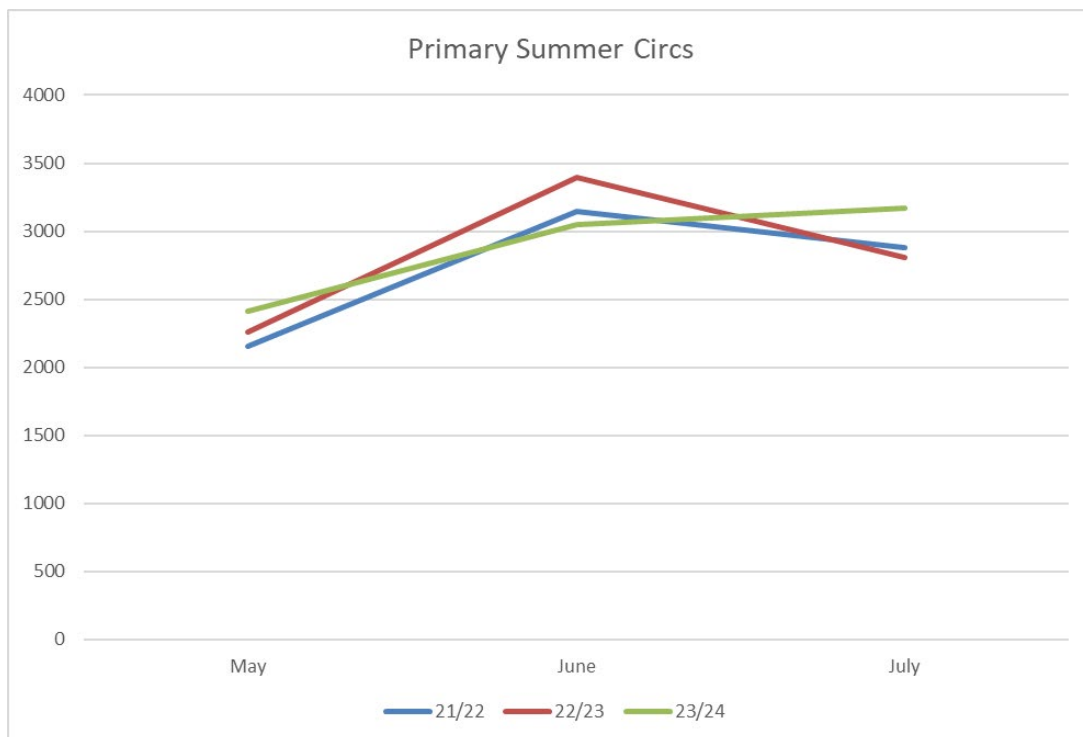
- c. eAudio trends tend to be more steady, with the only real spikes in activity in January and March when people are on breaks from school, but use increases each year



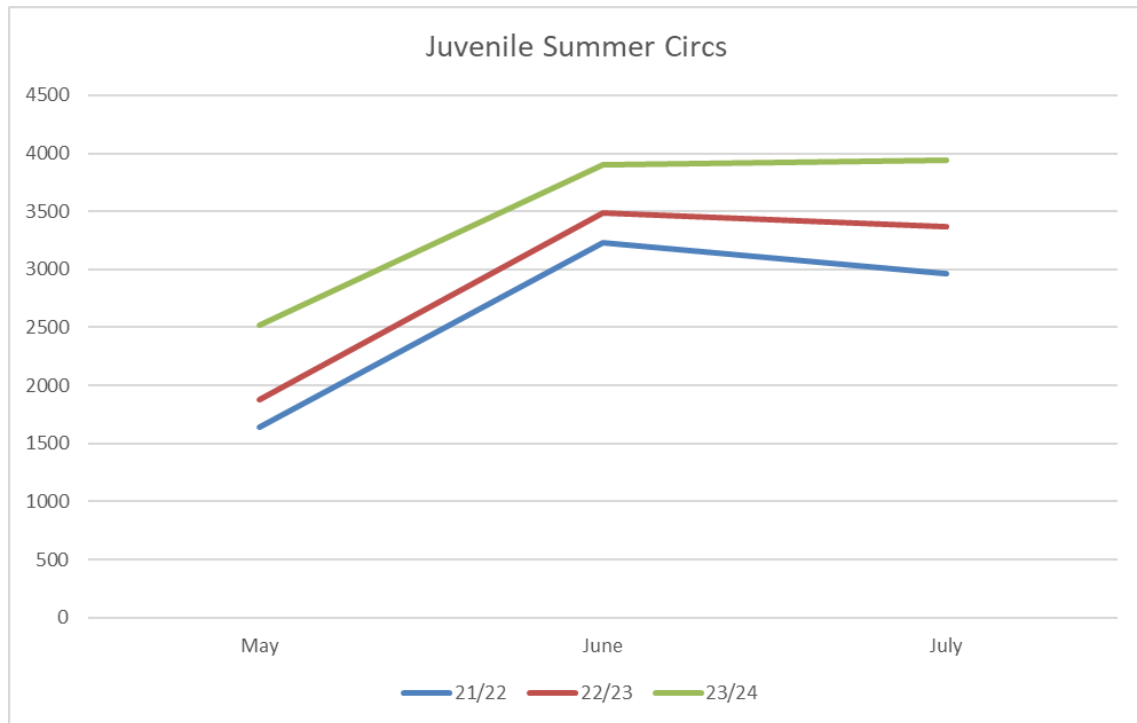
- d. eBook patterns are a little more closely grouped with increased activity in the late winter and early spring, but dropping off in the summer. It continues to grow but not as steadily as eAudios. I think our patrons like listening to digital books over reading them.



- 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.



- 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.



Respectfully submitted,
Jennie Garner, Library Director

COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

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

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

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

II. Materials Selection Guidelines

- A. The Library recognizes that any given item or subject may offend some people and because the Library follows the accepted principles of intellectual freedom and the right to access information, we will not remove specific titles solely because individuals or groups may find them objectionable.
- B. The library subscribes to the principles embodied in the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA).
- C. Selection of books and/or materials is based on interest, information, and enlightenment of all people of the communities served and to represent a wide variety of viewpoints. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- D. Items must align with the Library's mission statement and chosen roles for service.
- E. Selection considerations include cost, space limitations, availability from approved vendors, current holdings and demand.
- F. Selection will not attempt to duplicate the resources of larger research institutions. Merits of a work must be in relation to the needs and interests of the community.
- G. As a general rule, the library will acquire only works of interest to the layperson.
- H. Items considered for selection are evaluated as a whole, not based on a particular section or sections.
- I. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- J. When possible, digital materials are selected in accordance with this policy. Digital materials may, however, be provided as shared content with partner

libraries. As such, titles in these collections may be selected by other library partners and may not conform to this policy's guidelines.

- K. Purchasing materials for the collection does not include endorsement of their contents by the staff of the Library or the City of North Liberty.
- L. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

III. Access

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

IV. Selection Responsibility

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

V. Collection Maintenance

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

VI. Gifts & Donations

- A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the library collection must meet the same selection criteria as purchased materials. The library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.

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