

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
October 21, 2024
6:30 pm Board Meeting

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. September
- IV. Staff Introduction
- V. Reports
 - a. Budget
 - b. Friends
 - c. Director
 - d. Staff reports – questions
- VI. Policy Review
 - a. Meeting Room Use Policy
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: November 18, 2024, 6:30 pm

**North Liberty Library
Minutes of the Meeting of the Board of Trustees
September 16, 2024**

Trustees Present: Scott Clemons, Angela Fogt, Brandy Greene, Scott Kramer

Other Attendees: Jennie Garner (Director); Melanie Harrison (Marketing & Engagement Coordinator)

Absent: Jamie Helmick

Vacant: Johnson County At-Large Trustee

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the “Library”) was called to order September 16, 2024, at approximately 6:30 pm by Scott Clemons, President.

2. Quorum; Agenda

The President recognized the Trustees present and established that there was the required quorum to proceed with business. There were no additions or changes to the agenda as presented.

3. Public Comment

None

4. Approval of the Minutes

The August minutes were reviewed. Upon a motion duly made, seconded, and unanimously carried, the minutes of the meeting were approved.

5. Presentation to the Board

Melanie Harrison, Marketing and Engagement Coordinator, presented to the Board on the Library’s current marketing and engagement activities. This included a discussion of the website, Tiny Art Show, and upcoming Costume Closet and Kids Vote event.

6. Reports

a. Budget

Director Jennie Garner walked through the current Expense Budget Performance Report for the fiscal year through August 30, 2024. The present financial condition of the Library remains strong and expenses align with expectations.

b. Director

Director Jennie Garner provided an update on the Library's general operations and activities that included:

- The Library is in the process of finalizing its responses to the 2024 State Library of Iowa Survey.
- The Library has filled two part-time positions to help maintain desired staffing levels.
- The Library purchased cooling towels to help patrons and staff.
- The Library is exploring opportunities for enhanced coordination with the other libraries in Johnson and Linn Counties. Recent efforts include an all-director meeting in September and a proposed staff training day on February 20 with Shola Richards as a guest trainer.
- Carpets have been cleaned and the Library is considering a more regular cleaning rotation.
- The Library is assessing its current technology available to patrons. It is replacing laptops as needed and making other updates to ensure that other Library technology resources (e.g., ipads and website) are working as intended.
- The Library Director will be representing the Library at a number of conferences and meetings in the coming months.

c. Friends

The Friends of the North Liberty Library are working on a puzzle-related competition and fundraiser.

d. Staff Reports

There were no questions relating to the written staff reports that were provided to the Board in the meeting packet.

7. Policy Review

The Board reviewed the Library's current Collection Development Policy. There were no recommended changes from staff. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the continued use of the Collection Development Policy in its current form for an additional one-year term.

8. Old Business.

None.

9. New Business

Director Jennie Garner provided an update on the Johnson County At-Large Position on the Board of Trustees. Jack Abel was removed from that position by the mayor for a failure to attend meetings. The Board and City will move forward with identifying and appointing an individual to fill that role.

10. Adjournment

The meeting was adjourned at 7:10 pm by the President.

The next meeting of the Board of Trustees will be held on October 21, 2024 at 6:30 pm in the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary

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	68,628.31	.00	194,217.74	558,839.26	26	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	5,007.03	.00	17,202.96	80,400.04	18	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	5,503.06	.00	15,783.50	49,219.50	24	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	6,834.82	.00	19,421.47	55,366.53	26	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	8,693.14	.00	26,061.31	93,944.69	22	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	\$94,666.36	\$0.00	\$272,686.98	\$841,770.02	24%	\$950,857.14
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	498.27	.00	747.78	1,852.22	29	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	725.44	.00	3,034.47	11,965.53	20	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	110.00	.00	308.00	2,317.00	12	2,478.00
6230	Training	13,000.00	.00	13,000.00	627.27	.00	3,892.16	9,107.84	30	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	\$1,960.98	\$0.00	\$7,982.41	\$27,171.59	23%	\$29,860.47
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.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	4,871.65	.00	12,465.11	32,534.89	28	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	.00	.00	2,584.52	12,415.48	17	8,640.95
6371 - Utilities Totals		\$60,000.00	\$0.00	\$60,000.00	\$4,871.65	\$0.00	\$15,049.63	\$44,950.37	25%	\$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	135.00	395.00	25	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	229.23	.00	677.49	2,222.51	23	2,282.78
6374	Software Maintenance Fees	15,500.00	.00	15,500.00	.00	.00	13,543.57	1,956.43	87	15,368.39
<i>Repair, Maintenance, Utilities Totals</i>		\$80,930.00	\$0.00	\$80,930.00	\$5,145.88	\$0.00	\$29,575.64	\$51,354.36	37%	\$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	3,836.14	.00	9,067.24	12,547.76	42	19,699.78
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	112.00	.00	112.00	638.00	15	1,981.00
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	133.92	.00	1,211.60	3,088.40	28	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	478.94	.00	1,118.06	2,481.94	31	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	1,569.96	.00	5,023.66	14,476.34	26	14,859.97
<i>Contractual Services Totals</i>		\$59,965.00	\$0.00	\$59,965.00	\$6,130.96	\$0.00	\$16,532.56	\$43,432.44	28%	\$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	3,593.63	.00	17,657.79	42,342.21	29	53,692.73
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	434.75	.00	2,077.33	4,672.67	31	8,313.28
6502-04	Library Materials Supplies	7,900.00	.00	7,900.00	.00	.00	311.11	7,588.89	4	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	653.50	.00	1,779.47	10,820.53	14	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	360.00	.00	755.63	3,244.37	19	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	\$5,041.88	\$0.00	\$22,581.33	\$110,968.67	17%	\$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	(170.20)	.00	(160.71)	4,160.71	-4	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	.00	.00	42.93	607.07	7	184.51
6513	Cleaning Supplies	2,000.00	.00	2,000.00	494.85	.00	1,419.79	580.21	71	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	6.30	(3,167.68)	3,541.62	13,626.06	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	1,114.10	.00	2,481.46	7,318.54	25	16,404.70
<i>Commodities Totals</i>		\$168,650.00	\$0.00	\$168,650.00	\$6,486.93	(\$3,167.68)	\$29,931.13	\$141,886.55	16%	\$165,318.20
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	3,521.75	(3,521.75)	+++	10,669.55
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,521.75	(\$3,521.75)	+++	\$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	\$114,391.11	(\$3,167.68)	\$360,230.47	\$1,102,093.21	24%	\$1,281,109.00
Department 4010 - Library Services Totals		(\$1,459,156.00)	\$0.00	(\$1,459,156.00)	(\$114,391.11)	\$3,167.68	(\$360,230.47)	(\$1,102,093.21)	24%	(\$1,281,109.00)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	2,290.58	3,500.00	12,274.17	114,225.83	12	95,678.78
<i>Repair, Maintenance, Utilities Totals</i>		\$130,000.00	\$0.00	\$130,000.00	\$2,290.58	\$3,500.00	\$12,274.17	\$114,225.83	12%	\$95,678.78

Expense Budget Performance Report

Fiscal Year to Date 09/30/24

Include Rollup Account and Rollup to Base Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 4060 - Community Center										
EXPENSE										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	.00	.00	20,906.25	65,093.75	24	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	11,905.00	6,595.00	12,095.00	15,643.00	54	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$11,905.00	\$6,595.00	\$33,001.25	\$80,736.75	33%	\$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	\$14,195.58	\$10,095.00	\$45,275.42	\$226,962.58	20%	\$203,049.09
Department 4060 - Community Center Totals		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$14,195.58)	(\$10,095.00)	(\$45,275.42)	(\$226,962.58)	20%	(\$203,049.09)
Fund 001 - General Fund Totals		\$1,741,489.00	\$0.00	\$1,741,489.00	\$128,586.69	\$6,927.32	\$405,505.89	\$1,329,055.79		\$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	194.86	.00	316.58	(316.58)	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$194.86	\$0.00	\$316.58	(\$316.58)	+++	\$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

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 003 - Library Capital										
Department 4010 - Library Services										
EXPENSE										
<i>Transfer</i>										
6910	Transfer									
6910-01	Transfer General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910-05	Transfer Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfer Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfer Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$194.86	\$0.00	\$316.58	(\$316.58)	+++	\$8,713.42
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	(\$194.86)	\$0.00	(\$316.58)	\$316.58	+++	(\$8,713.42)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$194.86	\$0.00	\$316.58	(\$316.58)		\$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	11,204.22	.00	11,204.22	70,795.78	14	28,099.86
6750 - Buildings Totals		\$82,000.00	\$0.00	\$82,000.00	\$11,204.22	\$0.00	\$11,204.22	\$70,795.78	14%	\$28,099.86
<i>Capital Outlay Totals</i>		<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$82,000.00</i>	<i>\$11,204.22</i>	<i>\$0.00</i>	<i>\$11,204.22</i>	<i>\$70,795.78</i>	<i>14%</i>	<i>\$28,099.86</i>
EXPENSE TOTALS		\$82,000.00	\$0.00	\$82,000.00	\$11,204.22	\$0.00	\$11,204.22	\$70,795.78	14%	\$28,099.86
Department 4060 - Community Center Totals		(\$82,000.00)	\$0.00	(\$82,000.00)	(\$11,204.22)	\$0.00	(\$11,204.22)	(\$70,795.78)	14%	(\$28,099.86)
Fund 004 - Recreation Capital Totals		\$82,000.00	\$0.00	\$82,000.00	\$11,204.22	\$0.00	\$11,204.22	\$70,795.78		\$28,099.86
Grand Totals		\$1,823,489.00	\$0.00	\$1,823,489.00	\$139,985.77	\$6,927.32	\$417,026.69	\$1,399,534.99		\$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Oct 21, 2024

- I. Financial Update
 - A. Personnel: 24 percent
 - B. Personnel Services (non-position): 23 percent
 - C. Repair, maintenance, utilities: 37 percent
 - D. Contractual Services: 28 percent
 - E. Commodities (materials and services): 16 percent
 - F. Total Library Services: 24 percent
 - G. Average this time of year: 25 percent
- II. Library Operations Update
 - A. Staffing
 - 1. Library Assistant onboarding completed
 - 2. Library Page hire tabled until later in year or early 2025
 - B. Hearing Loop installation in meeting rooms
 - 1. End of October
 - 2. Funded by ALA Libraries Transforming Communities Grant - \$10,000
 - C. Active Shooter training on August 30
 - 1. Identified exits and areas to find safety
 - 2. Practiced drills
 - 3. Identified areas for building improvement
 - a. Added all phone pages to phones
 - b. Walkie talkies for info desk staff and all full-time staff
 - c. Will begin locking workroom door for keycard access only
 - d. Coordinated citywide efforts for other needs such as a building overhead announcement system
 - D. Human Resources Director for the City of North Liberty retiring at end of year
 - 1. Served on interview committee
 - E. Professional activity
 - 1. ARSL presentation on Intellectual Freedom
 - a. Forty-five attendees
 - b. Feedback was very positive including two responses that it was their favorite session at Conference
 - 2. League of Cities presentation Libraries as Catalysts for Civic Renewal
 - a. About 70 attendees
 - b. Seemed to be good response and Q&A (have not received formal feedback)
 - 3. Hosted the State Library of Iowa and 40+ Iowa librarians for a Learning Circuit day of training on practical uses for AI and ethics/implications of AI in library work
 - 4. Iowa Library Association (ILA) presentation Libraries as Catalysts for Civic Renewal
 - a. About 65 attendees
 - b. Great conversation and feedback

5. Honored with 2024 Distinguished Leadership Award at ILA Conference
 - a. Recognizes an ILA member with outstanding accomplishments in leadership
6. Presented for the Public Library Association (PLA) for a virtual, interactive series called *Hot Takes* Oct 15
 - a. Panel to answer questions operations related to youth services
 - b. Specifically providing small and rural perspective
7. North Liberty Library is featured (and mentioned in the Amazon description) in a new book by Shamicheal Hallman released Oct 8 titled [Meet Me at the Library: A Place to Foster Social Connection and Promote Democracy](#)
 - a. Would the board be interested in having the library obtain copies for an all board read and discussion?
8. The Library is hosting Ben Greene for a staff training on Trans Inclusive Practices on Nov. 18 at 6pm
 - a. Board meeting night
 - b. Do we want to hold meeting after so board members might attend?
9. Linn/Johnson County library staff training day in Cedar Rapids
 - a. Feb 20, 2025
 - b. Author and speaker Shola Richards will present in the morning
 - (1) Board members will be receiving an invitation to attend
 - c. Staff will return to the CR library for lunch and a day of learning

III. Staff Reports

A. Assistant Director

1. Participated in virtual ARSL Conference
2. Attended State Library Learning Circuit: Trending Technology and the Future of Your Library and learned about AI
3. Joined a Reflective Practice Group for administrators, which is part of the Social Work in Iowa Grant Project (will now be called the Trauma Informed Library Practices initiative)

B. Public Services

1. Met with Maddi Brenner (Business Librarian @ UI's Tippie School) to plan Small Business Research Workshop event, planned for January 2025
2. Presenting at the Iowa Library Association Conference. The topic is Private Sector Lessons for Public Libraries, a three-step process that puts common sense business practices into librarianship in a way that cultivates connection and outreach.

C. Family Services

1. Early Childhood Iowa board started work groups again in September, I participate in both the Parent Ed & Early Ed groups
2. Association for Library Services to Children ([ALSC](#)) Institute in Denver 9/19-9/22
 - a. 3-day conference with small group learning sessions
 - b. Multiple programming ideas & goal to become more involved in ALSC committees
3. 9/30 Doodle Bugs – 20 ppl attended
4. October beginning preschool Storytime outreach at ICCSD
 - a. 2x per month @ Grant & Penn
 - b. 1x per month @ Garner & Van Allen

5. 10/10 Pied Piper – 37 ppl attended
 6. 10/11 Halloween Trail
 - a. City Slate program
 - b. 2 sessions @ 10-11am (486 ppl) & 6:30-8:30pm (1470 ppl)
 - c. Library staff costumes were Kids Vote theme (program)
- D. Youth & Teen Services
1. For September 2024, the youth collection is at 36.2% diverse with the books added this past month at 60.5%
 2. September Program Stats:
 - Super Tuesday Ag: 21
 - Tweendom Bottle Rockets: 11
 - Teen Tuesday Board Games: 4
 - Liberty Club Fair: 53
 - JUMPS for JOI: 8
 - STEM in Action with Dasia Taylor: 14
 - Liberty STEM Outreach: 27
 - Question of the Week: 77
 - Snack: 226
 - Total: 441 attendance at 43 programs
- E. Marketing & Engagement
1. Costume Closet
 - a. Collected 500+ costumes this year (180 in 2023). Thanks in part to a patron who used to host a similar program and gave us 12 huge bags full.
 - b. 275 costumes were given away during our weekend long event.
 - c. 200 costumes were given to the North Liberty Community Closet.
 - d. A collection of various sizes was kept for our 2025 Costume Closet.
 2. Library Card Sign-up Month
 - a. Movie Night on the Plaza at City Hall – Inside Out 2
 - b. Health & Wellness Fair
 3. Current Projects
 - a. Halloween Trail – October 11
 - b. Kids Vote – November 2
 - c. FY24 Community Impact Report
- F. Adult Services
1. Join us on October 25th for the Harvest Puzzle Hustle, a puzzle competition and fundraiser for the Friends of the NL Library. The cost is \$60 per team for a team of 4 (\$15 per person). Teams will be given the same 500 piece puzzle and prizes given to those teams who can complete the puzzle in the shortest time. We will also be conducting a pay-what-you-want puzzle sale at the event and the days following. If you'd like to have a team, registration is available at <https://www.eventbrite.com/e/harvest-puzzle-hustle-fundraiser-tickets-1012788737377>. It would be wonderful if you would consider sharing the event through your social media avenues once we have the marketing ready.
 2. The library currently has displayed the Authentic Selves exhibit which is a traveling exhibit from

the Family Diversity Project. The exhibit comes with a set of high-quality portraits of trans and nonbinary people along with members of their family. Each portrait comes with interview text from the people in the picture (or, in one case, other family members not pictured). The exhibit's goal is to help counter myths and stereotypes of trans and nonbinary members of our community and provide a welcoming and safe place everyone. It looks to affirm and appreciate diversity, to prevent bullying, and to increase empathy/connection. Personally, each of the stories I read were fascinating and I hope you might stop by and take a look.

3. The Conversational English Group is currently transitioning into an ESL class. Many of the participants have been so early in their process to learn English that it has been partially instruction-based already.
4. The Good Neighbor Book Club is taking off well. We have 16 people who are registered and we rarely have people drop which is uncommon for an extended program. We have about half new members and half returning from last spring. People seem to be excited to continue discussions and I think it's been really positive so far. The beginning of the book is a bit dry, providing a foundation for the following sections, so I think conversation will improve as we go. There's already discussion of having a final meetup off-site at some point.

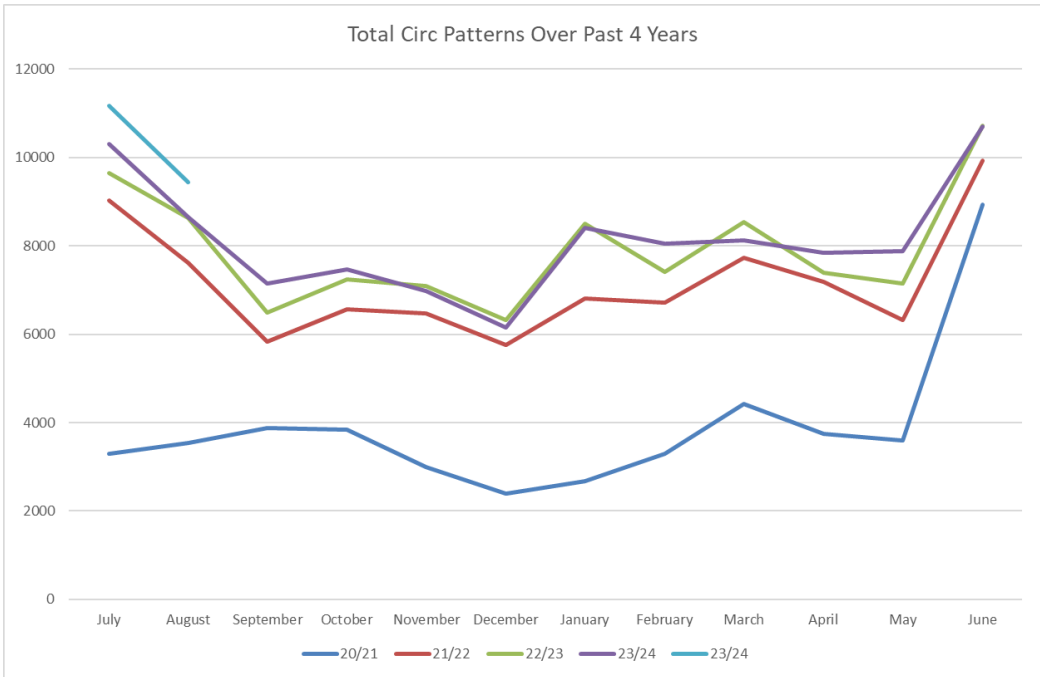
G. Collection Development

1. Graph #1: These are the total circulations we have of physical material from the library. We are entering into the fall which is definitely our slowest time circulation-wise. We are above where we have been at this point over the past four years.
2. Graph #2: Primary circulation has been pretty close over the past four years.
3. Graph #3: Juvenile is up. As I've said before, I think that our population is aging up a little, so there is more interest in Juvenile books as kids age out of the picture books.

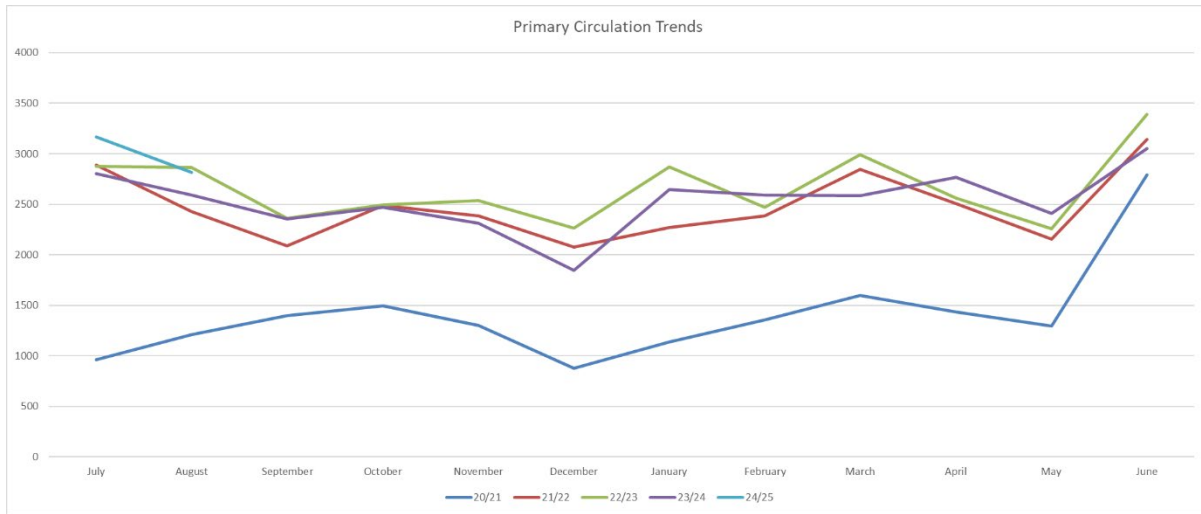
(See graphs below)

Respectfully Submitted,
 Jennie Garner, Library Director

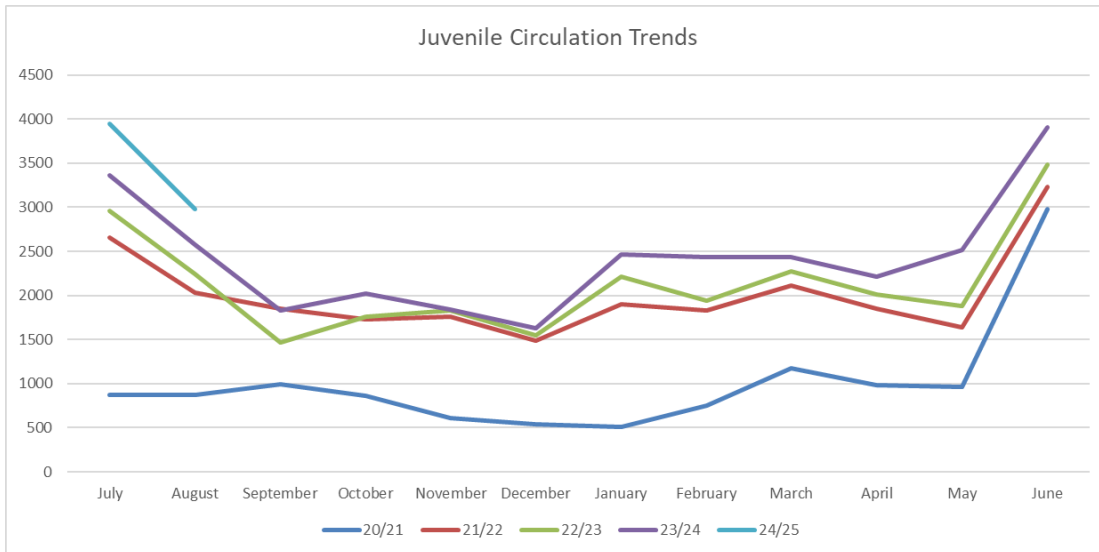
Graph 1



Graph 2



Graph 3





TO: Ryan Heiar, City Administrator, and City Council
FROM: Jennie Garner, Library Director
DATE: Oct 2, 2024
SUBJECT: Monthly Library Report

Library News

The library is currently displaying poetry written by local students on the meeting room windows in collaboration with the City of Literature. It's always a delight to read a few when you walk down the main hallway. Additionally, we are currently hosting the Authentic Selves Exhibit for the month of October.

Exhibit info:

Authentic Selves is an exhibition that features photographs and interviews with individuals of all ages who identify as trans, nonbinary, and gender fluid, along with some of their family members. Through first-person accounts and beautiful images, this exhibition aims to challenge myths and stereotypes about trans and nonbinary people.

The exhibition delves into the many aspects of gender identity and variance by sharing these important stories. It celebrates a range of views, opinions, and experiences that are unique and empowering to trans and nonbinary individuals. By encouraging people of all ages to affirm and appreciate diversity, Authentic Selves contributes to the process of dismantling prejudice and intolerance.

As a remarkable tool designed to prevent bullying and increase empathy and connection, Authentic Selves aspires to make the world a safer place for all people.



The library hosted more than 40 librarians, including four of our staff, for the State Library Learning Circuit. We spent the day learning about uses for artificial intelligence (AI) along with ethics and challenges for librarians surrounding AI. There are many ways library workers use AI to assist in doing their work, such as drafting policy and creating marketing tools. We also discussed copyright, privacy, and ethical implications that come with more people using AI. As with other technology, libraries will need to be prepared to educate our patrons on practical uses and how to use the tools available, such as selecting the appropriate tool and writing effective prompts. While most of us have been using AI tools for years without even being aware; it's growing in popularity and changing rapidly with more and more tools available all the time.

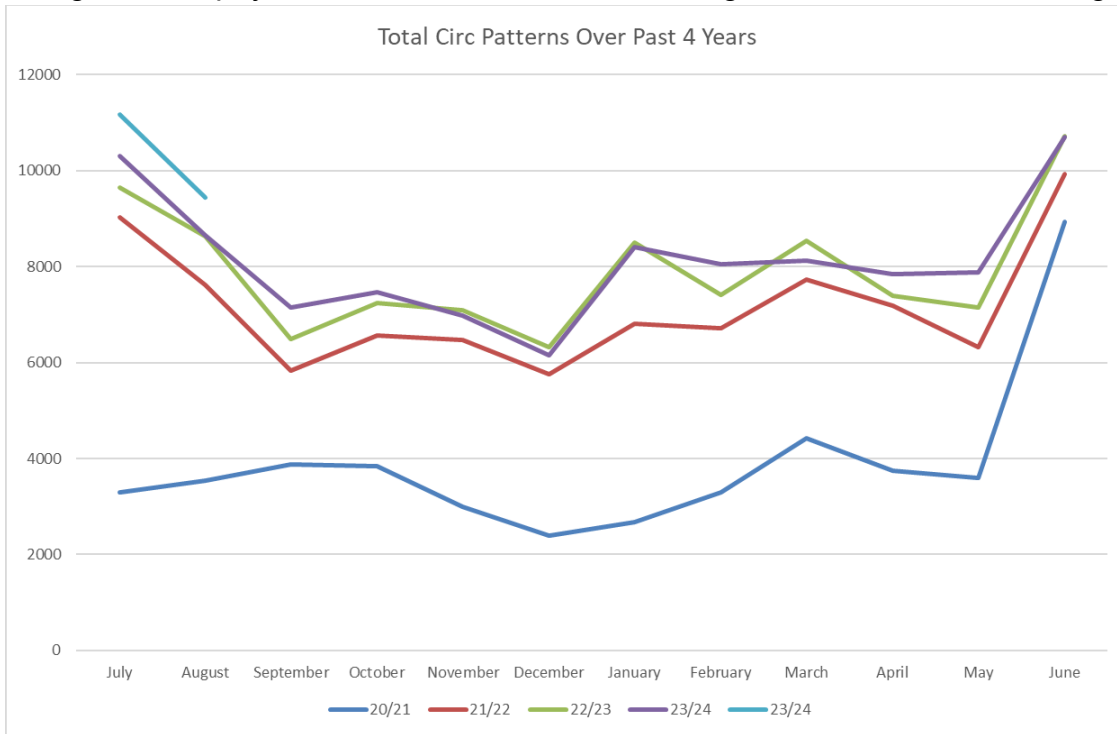


I had the honor of co-presenting at the 2024 League of Cities Conference in Sioux City in September with Sam Helmick (Iowa City Public Library) and Tyler Hahn (Cherokee Public Library) for a session. The session, titled *Public Libraries: Catalysts for Civic Renewal*, was attended by about 45-50 municipal representative. We discussed collaborating across departments, building sustainable relationships, and advocacy work locally to nationally. We'll present on the same topic, encouraging librarians to work with their city colleagues and leaders, at the Iowa Library Association Conference on Oct. 11.

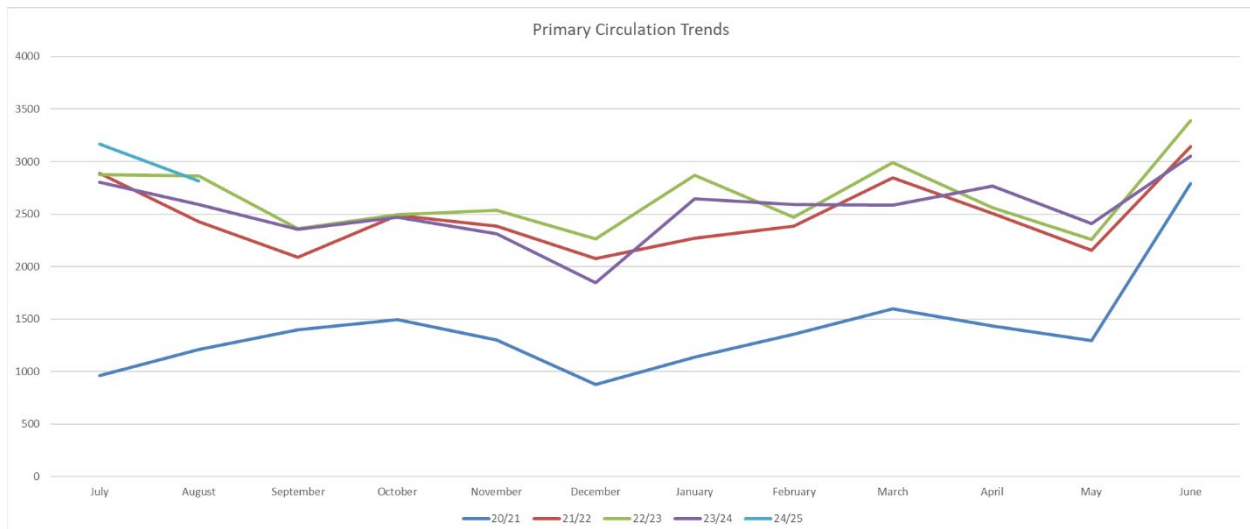
I also had the pleasure of co-presenting with Sam Helmick at the Association for Rural & Small Libraries conference in September in Springfield, MA. We spoke about intellectual freedom and access to information to about 80 librarians from all over the country in a session called *Intellectual Freedom: Choose Your Own Adventure*, using an interactive slide presentation, which was a lot of fun and a great way to have attendee participation.

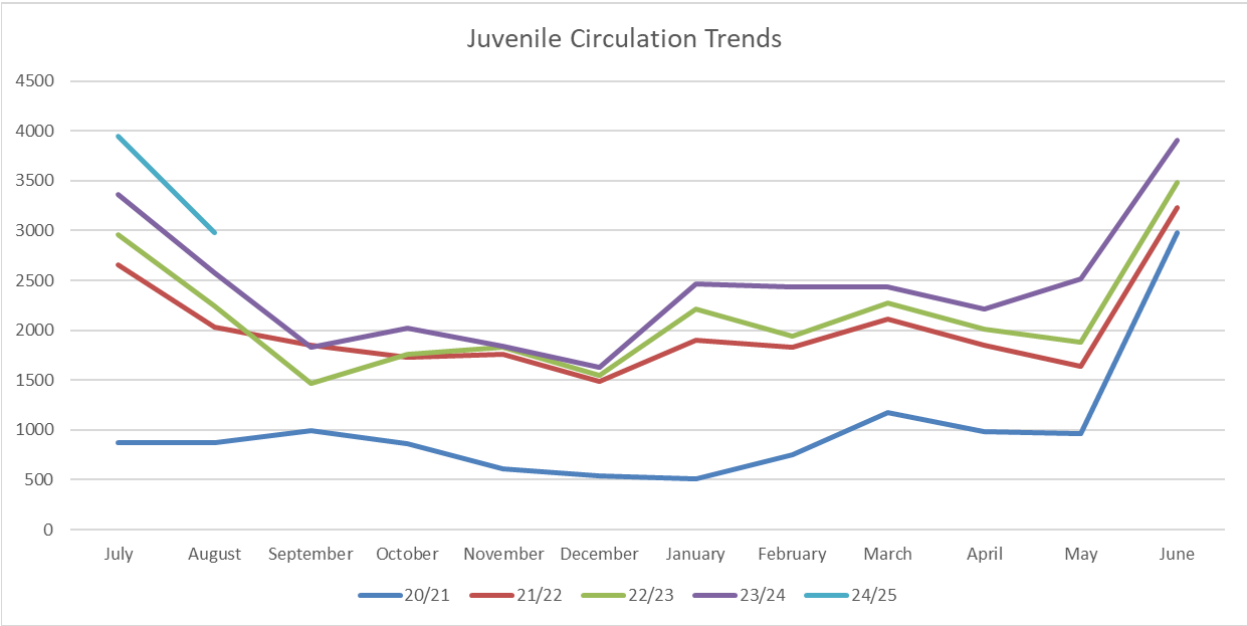
Finally, check out this *Black Iowa News* [article](#) by NLL Public Services Librarian, Kellee, on tactics to avoid election stress published this week.

The graph below shows total circulation of physical material from the library. We are entering the fall (and a new fiscal year, depicted in light blue) which is definitely our slowest time circulation-wise. We are pleased that we continue to see increases and that our circulation is above what it has been at this time of year over the past four years, with 2020 -21 being significantly lower with the epidemic. Many libraries are trending down in physical materials circulation so it's great to see our stats rising.



Interestingly, our primary (picture books) have remained more constant and even dropped a bit in FY25, whereas our juvenile materials (beginning readers and chapter books) is growing. Andrew, our Collection Development Librarian, and I have discussed and hypothesize that as our population of babies is growing up, we see more checkouts from middle-grade readers, which has in the past been a lower circulating collection. (Scroll for Juvenile graph)





Scroll for more highlights



The Bad Art program in September was a ton of fun. People paired up to draw purposely bad portraits of each other. The smiles tell the story. Adults love arts and crafts too!



We celebrated National Library Card Signup Month in September with a Library booth and Book Bike at the Movie on the Plaza.





Behind The Scenes: The Training & Scheduling Process

Jennifer Jordebrek, Assistant Director





Agenda

- Staffing
- Training
- Scheduling
- Questions?

Staffing

- Library Staff
 - Full time
 - Part time
- Additional Team Members
 - Volunteers
 - Practicum Students
 - Matilda



Training

- On-Boarding
 - Staff Training Manual
 - Shadowing
 - Niche Academy
 - One-on-one meetings
- On-Going
 - TargetSolutions
 - Niche Academy
 - Conferences
 - Webinars

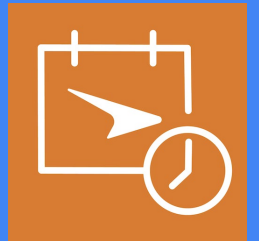


Staff Onboarding

Category

Scheduling

- Scheduling
 - Work and program schedules
 - Paycor software
 - Desk schedules
 - Outlook calendar
- Considerations
 - Work life balance
 - Outside obligations
 - Library needs





Questions?

Jennifer Jordebek

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