

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
November 25, 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. Library Conduct Policy
 - b. Art Display Policy
 - c. Service Policy
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: December 16, 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	57,584.56	.00	251,802.30	501,254.70	33	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	5,565.63	.00	22,768.59	74,834.41	23	78,836.02
6040	Overtime Pay	1,000.00	.00	1,000.00	31.40	.00	31.40	968.60	3	271.22
6110	FICA/Medicare	65,003.00	.00	65,003.00	4,754.71	.00	20,654.54	44,348.46	32	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	5,862.97	.00	25,284.44	49,503.56	34	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	8,693.14	.00	34,754.45	85,251.55	29	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	\$82,492.41	\$0.00	\$355,295.72	\$759,161.28	32%	\$950,857.14
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	225.32	.00	973.10	1,626.90	37	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	1,453.62	.00	4,564.04	10,435.96	30	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	.00	.00	308.00	2,317.00	12	2,478.00
6230	Training	13,000.00	.00	13,000.00	1,006.14	.00	4,898.30	8,101.70	38	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	\$2,685.08	\$0.00	\$10,743.44	\$24,410.56	31%	\$29,860.47
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	329.47	.00	499.42	1,500.58	25	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	4,465.54	.00	16,930.65	28,069.35	38	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	451.50	.00	3,036.02	11,963.98	20	8,640.95
6371 - Utilities Totals		\$60,000.00	\$0.00	\$60,000.00	\$4,917.04	\$0.00	\$19,966.67	\$40,033.33	33%	\$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	180.00	350.00	34	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	178.70	.00	856.19	2,043.81	30	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	\$5,470.21	\$0.00	\$35,045.85	\$45,884.15	43%	\$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	3,487.40	.00	12,554.64	9,060.36	58	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	112.00	638.00	15	1,981.00
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	376.56	.00	1,588.16	2,711.84	37	5,321.32
6419	Software Support	2,200.00	.00	2,200.00	1,243.40	.00	1,243.40	956.60	57	4,504.20
6422	Office Equipment Maintenance Contracts	3,600.00	.00	3,600.00	319.56	.00	1,437.62	2,162.38	40	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	.00	.00	5,023.66	14,476.34	26	14,859.97
<i>Contractual Services Totals</i>		\$59,965.00	\$0.00	\$59,965.00	\$5,426.92	\$0.00	\$21,959.48	\$38,005.52	37%	\$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	4,866.37	.00	22,524.16	37,475.84	38	53,692.73
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	.00	.00	2,077.33	4,672.67	31	8,313.28
6502-04	Library Materials Supplies	7,900.00	.00	7,900.00	173.64	.00	484.75	7,415.25	6	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	128.28	.00	1,907.75	10,692.25	15	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	3,045.00	.00	3,800.63	199.37	95	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	\$8,213.29	\$0.00	\$30,794.62	\$102,755.38	23%	\$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	157.37	.00	(3.34)	4,003.34	0	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	4.40	.00	29.11	770.89	4	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	26.26	.00	1,446.05	553.95	72	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	6.30	(3,167.68)	3,547.92	13,619.76	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	1,045.58	.00	3,527.04	6,272.96	36	16,404.70
<i>Commodities Totals</i>		\$168,650.00	\$0.00	\$168,650.00	\$9,453.20	(\$3,167.68)	\$39,384.33	\$132,433.35	21%	\$165,318.20
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	4,698.00	4,698.00	8,219.75	(12,917.75)	+++	10,669.55
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$4,698.00	\$4,698.00	\$8,219.75	(\$12,917.75)	+++	\$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	\$110,225.82	\$1,530.32	\$470,648.57	\$986,977.11	32%	\$1,281,109.00
Department 4010 - Library Services Totals		(\$1,459,156.00)	\$0.00	(\$1,459,156.00)	(\$110,225.82)	(\$1,530.32)	(\$470,648.57)	(\$986,977.11)	32%	(\$1,281,109.00)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	.00	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	\$0.00	\$3,500.00	\$12,274.17	\$114,225.83	12%	\$95,678.78

Expense Budget Performance Report

Fiscal Year to Date 10/31/24

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	595.00	6,595.00	12,690.00	15,048.00	56	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$595.00	\$6,595.00	\$33,596.25	\$80,141.75	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	\$595.00	\$10,095.00	\$45,870.42	\$226,367.58	20%	\$203,049.09
Department 4060 - Community Center Totals		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$595.00)	(\$10,095.00)	(\$45,870.42)	(\$226,367.58)	20%	(\$203,049.09)
Fund 001 - General Fund Totals		\$1,741,489.00	\$0.00	\$1,741,489.00	\$110,820.82	\$11,625.32	\$516,518.99	\$1,213,344.69		\$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	316.58	(316.58)	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$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

Expense Budget Performance Report

Fiscal Year to Date 10/31/24

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 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	\$316.58	(\$316.58)	+++	\$8,713.42
Department 4010 - Library Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$316.58)	\$316.58	+++	(\$8,713.42)
Fund 003 - Library Capital Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$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	1,278.00	.00	12,482.22	69,517.78	15	28,099.86
6750 - Buildings Totals		\$82,000.00	\$0.00	\$82,000.00	\$1,278.00	\$0.00	\$12,482.22	\$69,517.78	15%	\$28,099.86
<i>Capital Outlay Totals</i>		<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$82,000.00</i>	<i>\$1,278.00</i>	<i>\$0.00</i>	<i>\$12,482.22</i>	<i>\$69,517.78</i>	<i>15%</i>	<i>\$28,099.86</i>
EXPENSE TOTALS		\$82,000.00	\$0.00	\$82,000.00	\$1,278.00	\$0.00	\$12,482.22	\$69,517.78	15%	\$28,099.86
Department 4060 - Community Center Totals		(\$82,000.00)	\$0.00	(\$82,000.00)	(\$1,278.00)	\$0.00	(\$12,482.22)	(\$69,517.78)	15%	(\$28,099.86)
Fund 004 - Recreation Capital Totals		\$82,000.00	\$0.00	\$82,000.00	\$1,278.00	\$0.00	\$12,482.22	\$69,517.78		\$28,099.86
Grand Totals		\$1,823,489.00	\$0.00	\$1,823,489.00	\$112,098.82	\$11,625.32	\$529,317.79	\$1,282,545.89		\$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
Nov 25, 2024

- I. Financial Update
 - A. Personnel: 32 percent
 - B. Personnel Services (non-position): 31 percent
 - C. Repair, maintenance, utilities: 43 percent
 - D. Contractual Services: 37 percent
 - E. Commodities (materials and services): 21 percent
 - F. Total Library Services: 32 percent
 - G. Average this time of year: 33 percent
- II. Library Operations Update
 - A. Hearing Loop successfully installed in meeting rooms
 - 1. Additional mobile devices and hearing mat for front desk
 - 2. Thanks to Kellee and Jennifer for their work on this to make sure it all went smoothly
 - B. Safety measures in response to active shooter training
 - 1. Locking workroom door – badge entrance only
 - 2. All staff now have walkie talkies
 - C. Copier lease review – getting quotes for new lease
 - D. Professional activity
 - 1. Linn/Johnson County library staff training day
 - a. Feb 20, 2025 – library will be closed
 - b. Author and speaker Shola Richards will present in the morning
 - c. Breakout sessions in afternoon at library
 - (1) Shamichael Hallman, author, will present one of the breakout sessions
 - d. Reminder that board members are invited to attend
 - 2. *Daily Iowan* [article](#) on the leadership award I received from the Iowa Library Association
 - 3. Participated in State Library webinar, Library Horizons, on a panel about the training at the Association for Rural and Small Libraries Conference
 - 4. Recorded a Library Leadership podcast, Bridging Divides in Libraries
 - 5. Guest on American Library Association Call Number Podcast, [Small Libraries Big Ideas](#)
 - 6. Most full-time staff attended a training with Ben Greene on trans advocacy
 - 7. Attended my last ARSL board retreat in Seattle
 - 8. Invited to present for the Iowa City Public Library staff training day on trust and candor in the workplace
 - 9. Invited to present with Shamichael Hallman in Burlington in March 2025
 - E. Due to privacy and public records concerns the library is no longer offering print to email service
 - 1. Patrons may still print from library computers
 - 2. Seeking alternative services for patrons to print from their own devices
 - F. Friends of the Library Cookie Walk
 - 1. Would appreciate board members donating two or more dozen cookies for this event
 - 2. All proceeds support the library

3. Cookie drop-off is Dec. 6 between 8am-5pm or the day before

III. Staff Reports

A. Assistant Director

1. Attended the Space Planning Workshop
2. Completed scheduling for December and have started 2025

B. Public Services

1. Hearing loops were successfully installed in the meeting rooms and at our front desk on October 31st. Two community conversations were held to alert our senior community of the new accessible addition to the building. The final grant report has been submitted to ALA.
2. Kicked off the first event in the Small Biz in Small Libraries series on November 7th. We had a total of 7 community members in attendance. The topic, facilitated by Catherine Tran (Community CPA), was funding resources for small business owners. Our next event is scheduled for January 22nd and the topic will be University resources available to local business owners. Read more about the SBSL series [HERE](#).
3. Artists for the art wall display are booked through 2025
4. Began my second course with the University of Wisconsin-Madison titled The Art of Inclusive Hiring and Onboarding. The course is four weeks and asynchronous, requiring up to two hours of study per week. Very grateful for this opportunity. Read more about the course [HERE](#).

C. Family Services

1. New StoryWalk [Wow! Ocean!](#)
2. 10/28 DoodleBugs
 - a. 27 ppl attended
3. Early Childhood Iowa
 - a. Participated in HACAP Head Start site visits
 - (1) Visited 3 head start location (Coral Ridge, Bloomington & Waterfront)
 - b. Helping plan an in person potluck for Nov/Dec meeting
4. 11/2 Kids Vote!
 - a. Bluey vs Taylor
 - b. 180 ppl attended

D. Youth & Teen Services

1. For October 2024, the youth collection is at 36.3% diverse with the books added this past month at 53.2%
2. October Program Stats:
Super Tuesday: 3
Tweendom: 0
Teen Tuesday: 8
Liberty Pop-up: 66
JUMPS for JOI: 13 and 7
Question of the Week: 54
Snack: 272
Total: 447 attendance at 47 programs

E. Marketing & Engagement

1. Current Projects
 - a. Design

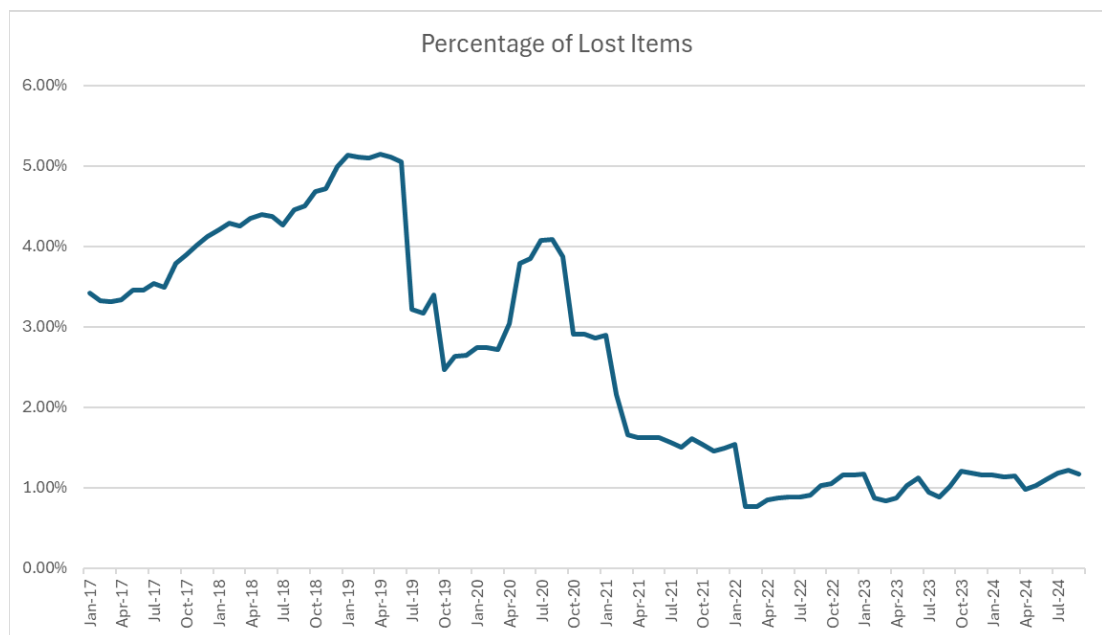
- b. Community Impact Report FY2024
 - c. New staff badges and lanyards
 - 2. Website
 - a. Create pages for the Book Bike, JOI & Friends
 - b. Re-work program pages for Family, Youth & Teen, and Adult
 - 3. 2025 Marketing Plan
 - a. Dani and I meet annually to outline a plan for the year ahead.
 - b. Book Madness, National Library Week, Tiny Art Show, Library Card Sign-Up Month, etc.
 - c. Social Media & Newsletter Schedule
 - 4. Goals - Winter
 - a. Book Bike marketing and promo pieces
 - b. Meet with Jennie and Community Relations to discuss library website plans and how they might align or be combined with city plans/goals.
 - 5. Kids Vote – Bluey vs. Taylor 2024
 - a. Bluey won popular vote
- F. Adult Services
 - 1. The library has been selected as one of the co-participants in the design of StoryCorps' One Small Step program in libraries, which includes a \$2500 grant. StoryCorps is well known for recording conversations among people for preservation of memories, to better know one another, and to better understand certain ideas. One Small Step fits in with much of what we have been working on in regarding healing the political divide. The regular OSS program looks to initiate conversations from the two different political stances where the library version will be how to incorporate the goals of OSS into use for libraries. We will have an in-person event, TBD, sometime in early/mid-December. Right now, we're testing a passive program and could use help with gathering responses. There's an online form to submit responses online at northlibertylibrary.org/oss
 - 2. Much of the events for the Fall are wrapping up. We do have a few smaller events coming up through the next couple months
- G. Collection Development
 - 1. With the end of October, we are one third of the way through the year. I am always keeping an eye on how each age level is going in comparison to last year. We are 33% of the way through the year, so I would expect to be at least 33% of last year's circulations if we are keeping pace. Aside from audios which are down, all other areas are up. Teen is right at the rate we were at last year, but otherwise we are above where we were a year ago.

	Jul-24	Aug-24	Sep-24	Oct-24	Totals to date	Total FY23	Percentage	Months
Audio Total	59	76	53	47	235	831	28.3	4
DVD Total	868	755	589	605	2817	7125	39.5	4

Adult Books	2659	2460	2049	2113	9281	26110	35.6	4
Primary Books	3166	2818	2243	2521	10748	30435	35.3146	4
Juvenile Books	3943	2975	2250	2453	11621	29234	39.75166	4
Teen Book	478	363	231	259	1331	3965	33.56873	4

- Brooklyn Public Library has reached out on changing their procedures in signing up new cards to be similar to ours using radical trust and not require photo ID at sign up and asked if we saw any changes in rate of materials being declared Lost. I gathered a chart together for them, and I'm going to share it here now.

This is the percentage of lost items in the total collection from January 2017 through September 2024. Early on, I was apprehensive about deleting lost materials. Midway through 2019, I started being more proactive at deleting them as lost items rarely return after a year of being lost. There was an increase in materials being declared lost in the summer of 2020 during quarantine, but that normalized as in-person services fully resumed. Since 2022, I have been deleting monthly items that have been lost for a year, so that is keeping the rate of lost materials fairly even. There is an uptick in the fall most years as checkouts from the summer are declared lost.



Respectfully Submitted,
Jennie Garner, Library Director

LIBRARY CONDUCT POLICY

I. Purpose Statement

The North Liberty Library welcomes every member of the community to use and enjoy the Library's facilities, collections, programs and services. Because libraries are public places designed to serve people of all ages with a wide range of interests, this policy defines expectations for behavior.

II. Responsibilities

- A. The Conduct Policy applies everywhere the Library provides service: on all Library property, in the community, through our website or social media, and by phone, chat, or email.
- B. Library patrons are expected to:
Be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; comply with requests from library staff
- C. Library staff will intervene to stop prohibited activities and behaviors.

The following observable behaviors and activities run counter to the Conduct Policy:

UNSAFE or DISTURBING	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • <u>Any behavior that could endanger the safety or health of others</u> • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures disruptive verbal or physical behavior • Using electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing • Hygiene or other scents (perfumes, etc.) so strong as to constitute a nuisance • Sales and solicitation • _____
INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Activities inconsistent with typical library uses • Actions that may result in damage to library property or the property of others • <u>Locating signs, posters, bills or other advertising devices on public property or within public easements or street right-of-way without approval</u> • <u>Sales and solicitation</u>
ILLEGAL ACTIVITIES	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening, harassing, or assaulting staff or others • Sexual misconduct or harassment

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	<ul style="list-style-type: none"> • Illegal use of or selling drugs; possession of open container and/or consumption of alcohol • Theft • Viewing or printing child pornography • <u>Exhibiting/viewing obscene materials that could be observed by a minor (Iowa Code 728.2)</u> • Smoking in the library or within 30 feet of the library, community center, or Ranshaw House
FAILING TO FOLLOW STAFF REQUESTS	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • When asked to stop a prohibited behavior, failing to do so • When requested to leave for violations of library policy

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III. Child Safety

The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children at all times while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when concerns regarding safety, disruptive behavior, or well-being occur.

Patrons should refer to the [Library's Child Safety Policy](#) for more information and to the North Liberty Recreation Center Child Safety Policy (Appendix D) regarding building use, as the policies differ between the Library and Recreation Center.

ART DISPLAY POLICY

I. Purpose Statement

The Library hosts art display areas to provide a space for self-expression and an opportunity for visitors to view public art. Display facilities are available for public and library use. Exhibits using the display space shall further one or more of these purposes:

- To display high quality original art by artists from Iowa and surrounding areas
- To highlight a theme related to library services, collections, or programs
- To build inclusion, diversity, equity, and access into our community
- To bring together library materials from subject areas related to a theme of current interest
- To inform patrons of current issues, events or other subjects of public interest

II. Display Guidelines

- A. The Library administration will designate space(s) for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.
- B. Submissions for displays of original art will be accepted by a designated staff member or committee. The designee or selection committee reserves the right to refuse exhibits which do not further the library's mission or strategic plan.
- C. All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).
- D. All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.
- E. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
- F. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.
- G. The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.
- H. A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's staff designee or the art selection committee.
- I. The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

SERVICE POLICY

I. Purpose Statement

The purpose of the Service Policy is to affirm the rights of all people to free and equal access to information. The North Liberty Library (NLL) is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy outlines use of the library, services, and operations. The NLL supports the American Library Association's *Library Bill of Rights* which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views (Article V)." (<https://tinyurl.com/y5ydf64c>)

II. Library Hours

- A. The library will have regular business hours posted.
- B. The library will close for legal, City holidays, occasional library staff training or City events, and inclement weather, in compliance with City policy.

III. Confidentiality of Patrons

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation, and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.
- C. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records and will respond to the request according to advice of counsel.
- D. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

IV. Registration

- A. Residents of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. People residing in North Liberty or rural Johnson County may apply online for an eCard that specifically allows use of library databases and electronic collections, including eBooks and eAudios.
- C. Library cards are valid for three years and renewable upon patron request at expiration.
- D. Library cards are issued to individuals. Family cards are not available.
- E. Institutional cards may be created for childcare centers, residential centers, and other educational entities and must include management or administrative contact information.
- F. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.
- G. Legal guardian permission must be provided for children who are unable to provide accurate registration information.
- H. The staff will collect contact information for library use only and patrons will be contacted by

their preferred means (text or e-mail).

- I. A \$2.00 replacement fee is assessed for lost cards ~~and a \$.50 fee for barcode replacement on Recreation Center passes~~. Patrons may check out without their card by confirming current registration information. Patrons may also check out using the library app on their device.

V. Use of Library Space

- A. Designated library spaces designed for specific audiences or purposes may have limited access and use. The Director is authorized to develop guidelines pertaining to the use of designated spaces in the library and may adjust those guidelines as deemed appropriate. All such designated space policies will be displayed within the designated areas.

VI. Use of Library Materials

- A. Check out loan periods:
 1. DVDs and Cake Pans have a one (1) week checkout period.
 2. Television series DVDs have a two (2) week checkout period.
 3. Books, magazines, audiobooks, and interlibrary loans (ILL) have a three (3) week checkout period.
 4. Miscellaneous collection items such as bike locks, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.
- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding interlibrary loans (ILL), may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.
- H. Institutional library cards are only for use by the entity and its clients. Employees of institutions may register for a library account for personal use.

VII. Reserving Library Materials

- A. Library material may be reserved in-person, by phone, by email, or on the library's website.
- B. Patrons will be notified by preferred contact method when a reserved item is available.
- C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

VIII. Overdue & Lost Library Materials

- A. Patrons are asked to return items by the due date or to renew those items before or on

the due date.

- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. The NLL does not collect overdue fines. Items not returned for more than eight weeks are subject to the replacement cost of the material(s).
- D. Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.
- E. Library patrons may be billed the replacement cost for items not returned for more than eight (8) weeks past the due date.
- F. Parents or legal guardians are responsible for all assessed library replacement fees for minor children according to Iowa Code section 613.16 <https://www.legis.iowa.gov/docs/code/613.16.pdf>.
- G. Items that patrons claim as returned will be searched for in the library for 60 days and then will be considered lost and the cardholder may be billed replacement fees.

IX. Reconciliation & Suspension of Library Accounts

- A. Library material check out may be suspended when patrons have items overdue more than eight weeks past the due date.
- B. Patron accounts will return to good standing upon return of all overdue items.
- C. Lost material/replacement charges are the responsibility of the cardholder whose account bears the overdue items or the legal guardian for minor children.
- D. Patrons are responsible for replacement costs for unreturned long overdue (past 8 weeks) and damaged library materials. A replacement copy of the same title/material type may be substituted for payment. Patrons may set up a monthly payment plan with library staff through the library's reconciliation program as needed to pay for replacement cost of lost/unreturned items. Patrons who meet the terms of the respective reconciliation plan may continue to use library services during the reconciliation agreement period until the account has returned to good standing.

X. Equipment Use

- A. Library staff is available to briefly assist patrons with technology use. If further assistance is necessary, patrons may make an appointment with specific staff members to aid in learning to use library equipment.
- A.B. Laptops with wireless Internet and printing are available for adult patrons free of charge on a first- come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.
- C. Guest passes to access library computer stations are available at the Information Desk.
- D. Emails to library email addresses are public record, therefore staff is unable to print emailed documents for the public.
- E. Library users may copy/print up to \$3 free per day. Thereafter, copying and printing charges are \$.10 per page for black and white copies and \$.50 per page for color copies single or double-sided. There is no fee for scanning a document to email.
- B.F. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.
- C.G. An overhead projector is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available at the Information Desk.
- D.H. Patrons are responsible for equipment repair or replacement costs due to

negligent damage.

XI. Notices & Displays

- A. Display space and notice posting is available to educational, cultural, and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. Notices and posters for designated public display are reviewed and posted by staff.
- B. Objections to notices or displays may be brought before the North Liberty Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.
- C. All notices posted in the library become property of the library and may be removed and discarded at any time.