

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

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Approval of Minutes
 - a. November
- IV. Staff Introduction
- V. Library Director Report
 - a. Budget
 - b. Operations
 - c. Staff reports – questions
- VI. Policy Review
 - a. Sex Offender Library Use Policy
- VII. Old Business
- VIII. New Business
- IX. Adjourn

Next meeting date: January 20, 2025, 6:30 pm

**North Liberty Library
Minutes of the Meeting of the Board of Trustees
November 25, 2024**

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

Other Attendees: Jennie Garner (Director), Kellee Forkenbrock (Public Services Librarian)

Absent: Jamie Helmick

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the “Library”) was called to order on November 25, 2024, at approximately 6:30 pm by Scott Clemons, President.

2. Quorum, Agenda

The President recognized the Trustees present and established that quorum was met. There were no additions or changes to the agenda as presented.

3. Public Comment

None.

4. Approval of the Minutes

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

There was no meeting in November, so there are no November minutes to review.

5. Presentation to the Board

Kellee Forkenbrock, Public Services Librarian, presented to the Board on the Library’s approach to patron services. This included an overview of the Library’s practices on training and actions taken to ensure library services are provided to patrons in a kind, responsive, and supportive manner.

6. Reports

a. Budget

Director Jennie Garner walked through the current budget. The present financial condition of the Library remains strong, and expenses align with expectations.

b. Director

The Board acknowledge Director Garner’s receipt of the Iowa Library Association’s 2024 Distinguished Leadership Award and commended her services to the Library and the broader community through outreach and service.

Director Garner provided a report on the Library's general operations and activities that included:

- The hearing loops have been installed and accessibility improvements are working as intended.
- Additional library safety measures are being considered and implemented in response trainings, this includes tools for enhanced communication among working staff and locking the door to the staff-only area.
- Due to privacy and public records concerns, the library is no longer offering to print patron documents that are emailed to members of the library staff. Patrons will need to print their documents directly. Support is being provided to the patrons who have concerns related to this change.
- The Library is coordinating and upcoming professional development opportunity for Linn and Johnson Counties.
- The Library has recently experienced extremely high usage days as measured by individuals passing through the library entrances – library usage is increasing.

c. Friends

The Friends of the North Liberty Library are preparing for the Cookie Walk on December 7. Trustees are encouraged to contribute cookies and participate.

d. Staff Reports

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

7. Policy review

The Board reviewed and discussed the Library Conduct Policy as set forth in the Board packet. There were no recommended changes. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Library Conduct Policy.

The Board reviewed and discussed the Art Display Policy as set forth in the Board packet. There were no recommended changes. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Art Display Policy.

The Board reviewed and discussed the Service Policy as set forth in the Board packets. The Trustees discussed updates to include the hearing loops and to correct the website address in the purpose language. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Service Policy, subject to the addition of the hearing loops and the updating of the website. The Board authorized and directed Director Garner to incorporate those changes without further review or approval required by the Board.

8. Old Business

No old business.

9. New Business

No new business.

10. Adjournment

The meeting was adjourned at 7:05 by the President.

The next meeting of the Board of Trustees will be held on December 16 at 6:30 pm at the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary.

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

- I. Financial Update
 - A. Personnel: 40 percent
 - B. Personnel Services (non-position): 39 percent
 - C. Repair, maintenance, utilities: 49 percent
 - D. Contractual Services: 47 percent
 - E. Commodities (materials and services): 40 percent
 - F. Total Library Services: 40 percent
 - G. Average this time of year: 42 percent
- II. Library Operations Update
 - A. Budget request for FY26 (included in packet)
 - 1. Total proposed increase, not including personnel: 4.34 percent
 - 2. Main areas for increase
 - a. Reinstate tuition budget line at \$5250.00
 - b. Increase office equipment maintenance for proposed lease buyout
 - c. Janitorial services increased 54 percent
 - d. 8 percent program increase requested as we expand programming
 - 3. Personnel increase schedule: 5.45 percent
 - B. Copier lease review – getting quotes for new lease
 - 1. EO Johnson and Access Leasing
 - C. Professional activity
 - 1. Presented at the Iowa City Public Library’s staff training day on trust and candor in the workplace
 - 2. Council on Civic Strength
 - a. Traveling to Washington DC in January for first in-person meeting
 - 3. Knight Foundation Library Leadership Conference
 - a. Miami in February
 - b. Knight covers travel costs
 - D. Friends of the Library Cookie Walk
 - 1. \$1089 total raised
 - E. Library annual fund-raising letter will go out in December or early January
 - F. Annual Community Impact Report (included in packet)
- III. Staff Reports
 - A. Assistant Director
 - 1. Attended City training "Being More Trans-Inclusive"
 - 2. Working through Spring 2025 scheduling
 - B. Public Services
 - 1. Began planning a volunteer fair event in partnership with Grace Community Church.
 - 2. Completed practicum student Reagan's exit interview
 - 3. Began planning a session for Corridor Libraries All Staff meeting with two CRPL librarians
 - 4. Completed a 4-week course with the University of Wisconsin-Madison (The Art of Inclusive

Hiring & Onboarding)

C. Family Services

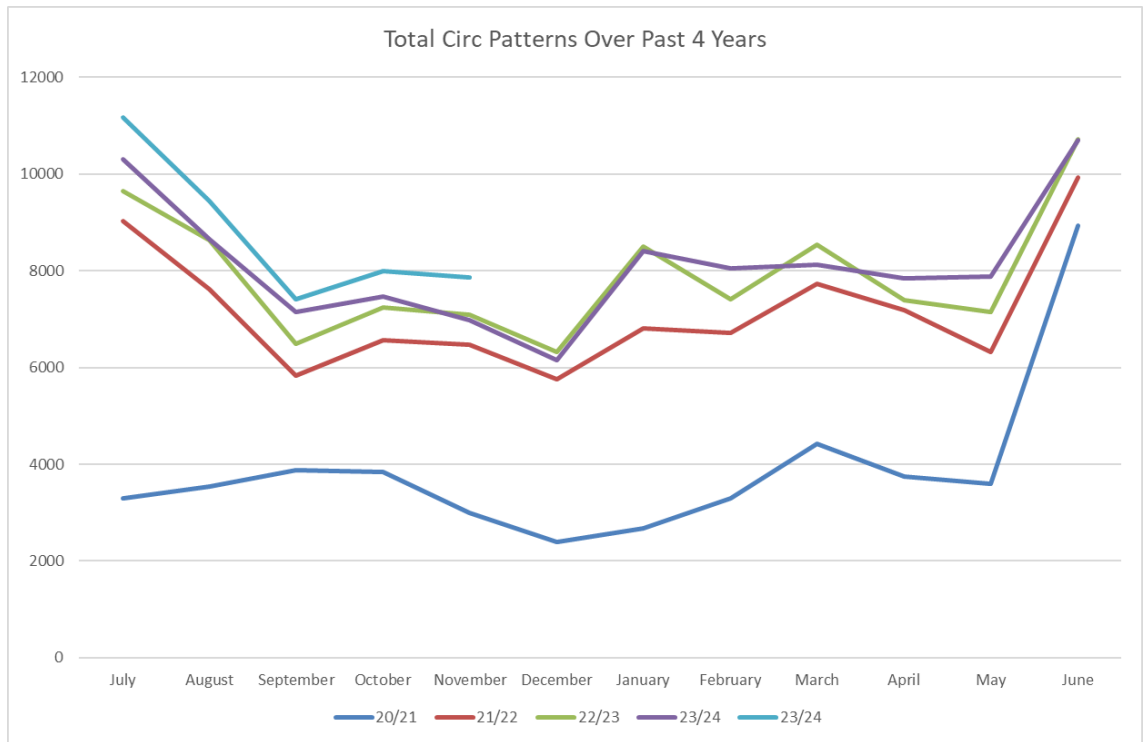
1. 1/15 Playful Parenting- Child Development (ChildServe)
 - a. 19 ppl attended
2. 11/16 Playful Parenting- Child Development (ChildServe)
 - a. 21 ppl attended
3. 11/22 Playful Parenting- Literacy (Librarian)
 - a. 17 ppl attended
4. 11/23 Playful Parenting- Literacy (Librarian)
 - a. 12 ppl attended
5. 11/22 T(w)een Nerf Gun Lockin
 - a. Helped Kayla & Zoe with this program
6. 12/5 Early Childhood Iowa Board Potluck
 - a. First in person meeting for me
7. Presentation from state about Thrive Iowa pilot program in JoCo
8. 12/6 Playful Parenting- Music & Movement (Music for Life)
 - a. 13 ppl attended
9. 12/7 Playful Parenting- Music & Movement (Music for Life)
 - a. 17 ppl attended

D. Youth & Teen Services

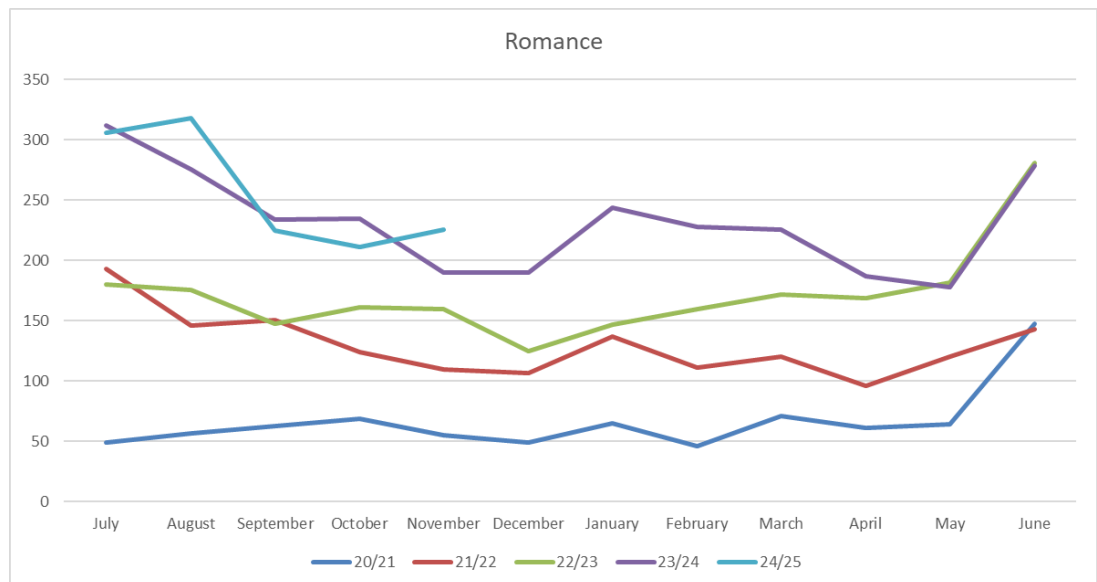
1. Nerf Wars After Hours had 45 tweens swarm to the library for an evening of pizza, crafts, games, and nerf wars.
2. Super Tuesday this month was experiments. The 30 school agers worked together to make an explosion of elephant toothpaste and made art with puffy paint.
3. Reagan finished her practicum with us. She was a wonderful practicum student, showing a clear passion for library services. She asked insightful questions and jumped at opportunities. She demonstrated great initiative in researching, gathering supplies, and designing signage to create the hygiene supply drawer for teens. Reagan quickly became proficient working the front desk and assisting patrons. Additionally, she planned an exceptional after-hours program for tweens this spring. It has been a pleasure working with her this semester.
 - a. The Hygiene Supply Drawer is live in the Teen Lounge thanks to support from the JOI group and Reagan, our practicum student.
4. JUMPS for JOI book drive to Tanzania was a success. We received 235 books and resources in 4 boxes to add to the 25,000 books getting shipped over, starting around 50 small libraries for secondary schools in the district.
5. November Program Stats:
 - Super Tuesday: 30
 - Tweendom: 3
 - Teen Tuesday: 0
 - JUMPS for JOI: 18
 - Pizza & Politicians: 21
 - Nerf Wars After Hours: 49
 - Liberty Pop-up: 10
 - Question of the Week: 74
 - Snack: 318
 - Total: 523 attendees at 40 programs

- E. Marketing & Engagement
 - 1. Current Projects
 - a. Design
 - i. Winter Reading Challenge logs, etc.
 - b. Website
 - i. Create pages for the Book Bike, JOI & Friends
 - ii. Re-work program pages for Family, Youth & Teen, and Adult
 - 2. Completed Projects
 - a. Community Impact Report FY2024 <https://northlibertylibrary.org/wp-content/uploads/2024/11/Library-Impact-FY24-3.pdf>
 - b. Staff badges and lanyards
 - c. Updated Homebound Delivery promo materials and had bookmarks printed
 - d. Library Accessibility page added to our website under the *Use the Library* tab <https://northlibertylibrary.org/accessibility/>
 - 3. Goals
 - a. Working to secure funding and hopefully bring a popular Rom Com author to NL in fall 2025.
 - b. Meet with Jennie and Community Relations to discuss library website plans and how they might align or be combined with city plans/goals.
 - c. Book Bike promo materials ready for 2025 season
 - 4. Other
 - a. Adventure Pass program will go on pause beginning Jan. 1, 2025. We learned just before Thanksgiving that the company that hosts the ticketing software for the program is closing. Work is being done to find new software to meet the needs of this program and get it up and running again quickly.
- F. Adult Services
 - 1. As mentioned last month, the library has been selected as one of the co-participants in the design of StoryCorps' One Small Step program in libraries. StoryCorps is well known for recording conversations among people for preservation of memories, to better know one another, and to better understand certain ideas. We have an in-person event scheduled for December 16th and it will be a very informal and experimental program. We also are trying a passive event, and I could use help with gathering initial responses to help fill out the initial set. There's an online form to submit responses online at www.northlibertylibrary.org/oss.
 - 2. The ESL group has a good success story though it feels as if we're still working on getting it switched to an ESL class regarding providing info to the community. Basically, since it's a small group, they were focusing on specific interests and, in this case, hiring and job application terminology. The attendee was hired and now their working on food and school terminology (the attendee was hired as a cook at the school).
- G. Collection Development
 - 1. I have had folks ask a lot recently ask what are the best circulating things in the library, and broad strokes, it's adult romance and juvenile graphic novels. I thought I would look at the patterns of circulation for those collections just to see the trends. I then also thought it would be helpful to look at patterns for the collection as a whole.

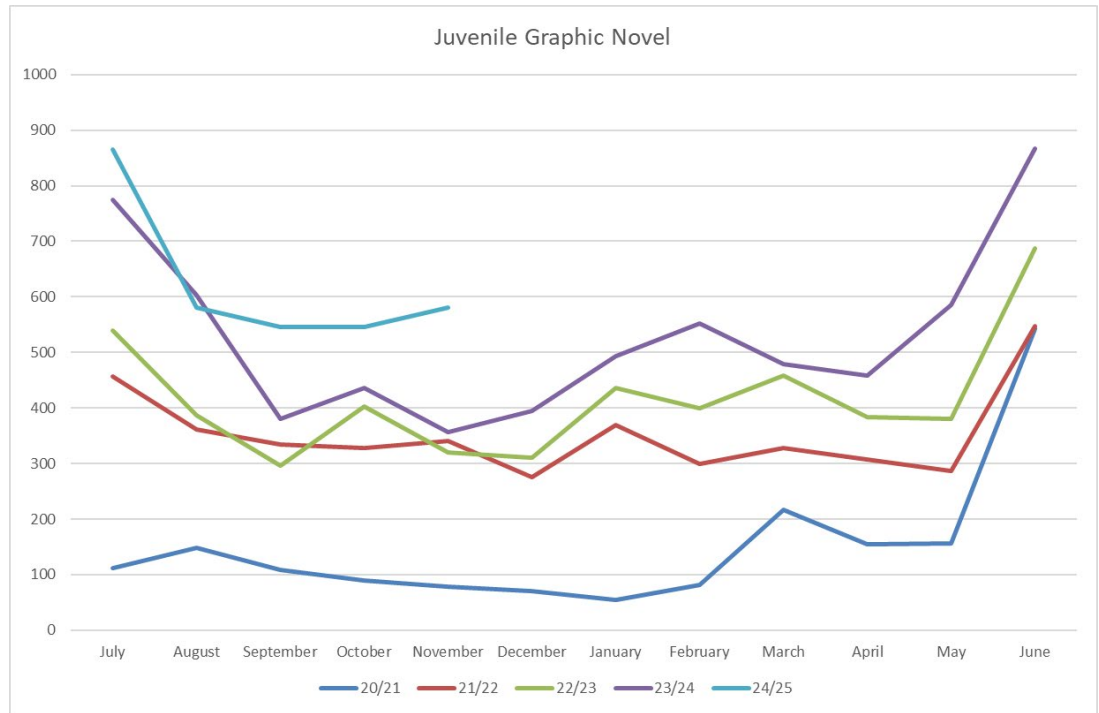
2. Total circulation across all genres and collections continues to grow. Fall months as school resumes and activities take up a lot of family time, we see a dip in circulation. December is also super low as lots of folks are travelling, but then followed by spikes in January and March.



3. Romance is one of our most in-demand collections. Most holds are on romance titles, and they circulate a lot. You can even see how much higher circulation was for fiscal year 23/24 from 22/23, except at the end of the fiscal year in May and June where the trend basically overlaps. I'm wondering if the romance bubble has burst, as our circs for romance titles has gone a little below last year's.



4. Juvenile graphic novel is equally in high demand, particularly in summer. You can see that the collection isn't experiencing similar circulation patterns as previous years over the past four months, with no real ebbs and flows from the initial drop off at the end of the summer, just remaining steady, and even a little increase in November. Based purely on observation, and questions being asked by patrons, I don't foresee circulation for the juvenile graphic novels to drop anytime soon. I know I've mentioned in the past that I'm seeing a slight decrease in Primary book circulation, which makes sense as kids are growing up, they're moving on to more advanced materials. Because graphic novels are such a good bridge from picture books more advanced reading, this is going to continue to be a well circulating collection for us. We are trying to figure out how to give the collection a little more breathing room as the shelves are pretty packed.



Respectfully Submitted,
Jennifer Garner, Library Director

Expense Budget Performance Report

Fiscal Year to Date 11/30/24

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 4010 - Library Services | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Personnel Services</i> | | | | | | | | | | |
| 6010 | Regular Salaries and Wages | 753,057.00 | .00 | 753,057.00 | 59,081.29 | .00 | 310,883.59 | 442,173.41 | 41 | 675,426.53 |
| 6020 | Part Time Wages | 97,603.00 | .00 | 97,603.00 | 8,173.27 | .00 | 30,941.86 | 66,661.14 | 32 | 78,836.02 |
| 6040 | Overtime Pay | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 31.40 | 968.60 | 3 | 271.22 |
| 6110 | FICA/Medicare | 65,003.00 | .00 | 65,003.00 | 5,014.96 | .00 | 25,669.50 | 39,333.50 | 39 | 56,635.80 |
| 6130 | IPERS | 74,788.00 | .00 | 74,788.00 | 6,149.36 | .00 | 31,433.80 | 43,354.20 | 42 | 70,026.55 |
| 6150 | Group Insurance | 120,006.00 | .00 | 120,006.00 | 8,693.14 | .00 | 43,447.59 | 76,558.41 | 36 | 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 | \$87,112.02 | \$0.00 | \$442,407.74 | \$672,049.26 | 40% | \$950,857.14 |
| <i>Personnel Services Non-position Control</i> | | | | | | | | | | |
| 6182 | Mileage | 2,600.00 | .00 | 2,600.00 | 241.20 | .00 | 1,214.30 | 1,385.70 | 47 | 2,463.09 |
| 6183 | Group Insurance Deductible | 15,000.00 | .00 | 15,000.00 | 755.35 | .00 | 5,319.39 | 9,680.61 | 35 | 15,280.49 |
| 6210 | Dues/Memberships Subscriptions | 2,625.00 | .00 | 2,625.00 | 100.00 | .00 | 408.00 | 2,217.00 | 16 | 2,478.00 |
| 6230 | Training | 13,000.00 | .00 | 13,000.00 | 1,832.66 | .00 | 6,730.96 | 6,269.04 | 52 | 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 | \$2,929.21 | \$0.00 | \$13,672.65 | \$21,481.35 | 39% | \$29,860.47 |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 2,000.00 | .00 | 2,000.00 | .00 | .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 | 3,044.91 | .00 | 19,975.56 | 25,024.44 | 44 | 33,029.45 |
| 6371-02 | Utilities Gas | 15,000.00 | .00 | 15,000.00 | 1,019.56 | .00 | 4,055.58 | 10,944.42 | 27 | 8,640.95 |
| 6371 - Utilities Totals | | \$60,000.00 | \$0.00 | \$60,000.00 | \$4,064.47 | \$0.00 | \$24,031.14 | \$35,968.86 | 40% | \$41,670.40 |
| 6372 | Dumpster Pickup | 530.00 | .00 | 530.00 | 45.00 | .00 | 225.00 | 305.00 | 42 | 495.00 |
| 6373 | Telephone & Cell Phone Communications | 2,900.00 | .00 | 2,900.00 | 271.27 | .00 | 1,127.46 | 1,772.54 | 39 | 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 | \$4,380.74 | \$0.00 | \$39,426.59 | \$41,503.41 | 49% | \$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 | 4,010.51 | .00 | 16,565.15 | 5,049.85 | 77 | 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 | 279.33 | .00 | 1,867.49 | 2,432.51 | 43 | 5,321.32 |
| 6419 | Software Support | 2,200.00 | .00 | 2,200.00 | .00 | .00 | 1,243.40 | 956.60 | 57 | 4,504.20 |
| 6422 | Office Equipment Maintenance Contracts | 3,600.00 | .00 | 3,600.00 | 428.03 | .00 | 1,865.65 | 1,734.35 | 52 | 4,077.46 |
| 6431 | Database Subscriptions | 19,500.00 | .00 | 19,500.00 | 1,500.10 | .00 | 6,523.76 | 12,976.24 | 33 | 14,859.97 |
| <i>Contractual Services Totals</i> | | \$59,965.00 | \$0.00 | \$59,965.00 | \$6,217.97 | \$0.00 | \$28,177.45 | \$31,787.55 | 47% | \$64,510.73 |

Expense Budget Performance Report

Fiscal Year to Date 11/30/24

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 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 | 4,087.34 | .00 | 26,611.50 | 33,388.50 | 44 | 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 | .00 | .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 | 2,510.65 | .00 | 4,418.40 | 8,181.60 | 35 | 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 | 3,800.63 | 199.37 | 95 | 4,290.07 |
| 6502-09 | Library Materials E-books | 39,500.00 | .00 | 39,500.00 | 20,000.00 | .00 | 20,000.00 | 19,500.00 | 51 | 38,199.55 |
| 6502 - Library Materials Totals | | \$133,550.00 | \$0.00 | \$133,550.00 | \$26,597.99 | \$0.00 | \$57,392.61 | \$76,157.39 | 43% | \$124,550.14 |
| 6506 | Office Supplies | 4,000.00 | .00 | 4,000.00 | 404.59 | .00 | 401.25 | 3,598.75 | 10 | 3,992.36 |
| 6508 | Postage & Shipping | 800.00 | .00 | 800.00 | 352.22 | .00 | 381.33 | 418.67 | 48 | 742.40 |
| 6509 | Building Maintenance Supplies | 650.00 | .00 | 650.00 | 241.50 | .00 | 284.43 | 365.57 | 44 | 184.51 |
| 6513 | Cleaning Supplies | 2,000.00 | .00 | 2,000.00 | 150.00 | .00 | 1,596.05 | 403.95 | 80 | 2,509.71 |
| 6517 | Computers & Technology | 14,000.00 | .00 | 14,000.00 | 6.30 | (3,167.68) | 3,554.22 | 13,613.46 | 3 | 14,768.67 |
| 6521 | Software | 1,850.00 | .00 | 1,850.00 | 1,271.04 | .00 | 1,271.04 | 578.96 | 69 | 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 | 2,433.79 | .00 | 5,960.83 | 3,839.17 | 61 | 16,404.70 |
| <i>Commodities Totals</i> | | \$168,650.00 | \$0.00 | \$168,650.00 | \$31,457.43 | (\$3,167.68) | \$70,841.76 | \$100,975.92 | 40% | \$165,318.20 |
| <i>Capital Outlay</i> | | | | | | | | | | |
| 6770 | Library Capital | .00 | .00 | .00 | 4,698.00 | .00 | 12,917.75 | (12,917.75) | +++ | 10,669.55 |
| <i>Capital Outlay Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$4,698.00 | \$0.00 | \$12,917.75 | (\$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 | \$136,795.37 | (\$3,167.68) | \$607,443.94 | \$854,879.74 | 41% | \$1,281,109.00 |
| Department 4010 - Library Services Totals | | (\$1,459,156.00) | \$0.00 | (\$1,459,156.00) | (\$136,795.37) | \$3,167.68 | (\$607,443.94) | (\$854,879.74) | 41% | (\$1,281,109.00) |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Repair, Maintenance, Utilities</i> | | | | | | | | | | |
| 6310 | Building Maintenance | 130,000.00 | .00 | 130,000.00 | 2,973.56 | 4,900.00 | 15,247.73 | 109,852.27 | 15 | 95,678.78 |
| <i>Repair, Maintenance, Utilities Totals</i> | | \$130,000.00 | \$0.00 | \$130,000.00 | \$2,973.56 | \$4,900.00 | \$15,247.73 | \$109,852.27 | 15% | \$95,678.78 |

Expense Budget Performance Report

Fiscal Year to Date 11/30/24

Include Rollup Account and Rollup to Base Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 001 - General Fund | | | | | | | | | | |
| Department 4060 - Community Center | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| <i>Contractual Services</i> | | | | | | | | | | |
| 6432 | Building Maintenance Contracts | 86,000.00 | .00 | 86,000.00 | 13,937.50 | .00 | 34,843.75 | 51,156.25 | 41 | 79,393.00 |
| 6499 | Misc Contractual | 34,333.00 | .00 | 34,333.00 | 6,955.00 | .00 | 19,645.00 | 14,688.00 | 57 | 27,977.31 |
| <i>Contractual Services Totals</i> | | \$120,333.00 | \$0.00 | \$120,333.00 | \$20,892.50 | \$0.00 | \$54,488.75 | \$65,844.25 | 45% | \$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 | \$23,866.06 | \$4,900.00 | \$69,736.48 | \$207,696.52 | 26% | \$203,049.09 |
| Department 4060 - Community Center Totals | | (\$282,333.00) | \$0.00 | (\$282,333.00) | (\$23,866.06) | (\$4,900.00) | (\$69,736.48) | (\$207,696.52) | 26% | (\$203,049.09) |
| Fund 001 - General Fund Totals | | \$1,741,489.00 | \$0.00 | \$1,741,489.00 | \$160,661.43 | \$1,732.32 | \$677,180.42 | \$1,062,576.26 | | \$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 | 99.58 | .00 | 416.16 | (416.16) | +++ | 7,939.96 |
| <i>Commodities Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$99.58 | \$0.00 | \$416.16 | (\$416.16) | +++ | \$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 11/30/24

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 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 | \$99.58 | \$0.00 | \$416.16 | (\$416.16) | +++ | \$8,713.42 |
| Department 4010 - Library Services Totals | | \$0.00 | \$0.00 | \$0.00 | (\$99.58) | \$0.00 | (\$416.16) | \$416.16 | +++ | (\$8,713.42) |
| Fund 003 - Library Capital Totals | | \$0.00 | \$0.00 | \$0.00 | \$99.58 | \$0.00 | \$416.16 | (\$416.16) | | \$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 | 29,178.00 | 12,482.22 | 40,339.78 | 51 | 28,099.86 |
| 6750 - Buildings Totals | | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 | \$29,178.00 | \$12,482.22 | \$40,339.78 | 51% | \$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>\$29,178.00</i> | <i>\$12,482.22</i> | <i>\$40,339.78</i> | <i>51%</i> | <i>\$28,099.86</i> |
| EXPENSE TOTALS | | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 | \$29,178.00 | \$12,482.22 | \$40,339.78 | 51% | \$28,099.86 |
| Department 4060 - Community Center Totals | | (\$82,000.00) | \$0.00 | (\$82,000.00) | \$0.00 | (\$29,178.00) | (\$12,482.22) | (\$40,339.78) | 51% | (\$28,099.86) |
| Fund 004 - Recreation Capital Totals | | \$82,000.00 | \$0.00 | \$82,000.00 | \$0.00 | \$29,178.00 | \$12,482.22 | \$40,339.78 | | \$28,099.86 |
| Grand Totals | | \$1,823,489.00 | \$0.00 | \$1,823,489.00 | \$160,761.01 | \$30,910.32 | \$690,078.80 | \$1,102,499.88 | | \$1,520,971.37 |

| Account | Account Description | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department Requested - 1 |
|---|--|--------------------|---------------------|--------------------|-------------------------------|
| Fund 001 - General Fund | | | | | |
| EXPENSE | | | | | |
| Department 4010 - Library Services | | | | | |
| <i>Personnel Services</i> | | | | | |
| 6010 | Regular Salaries and Wages | 675,426.53 | 753,057.00 | 380,098.54 | .00 |
| 6020 | Part Time Wages | 78,836.02 | 97,603.00 | 30,941.86 | .00 |
| 6040 | Overtime Pay | 271.22 | 1,000.00 | 85.64 | .00 |
| 6110 | FICA/Medicare | 56,635.80 | 65,003.00 | 30,838.48 | .00 |
| 6130 | IPERS | 70,026.55 | 74,788.00 | 31,433.80 | .00 |
| 6150 | Group Insurance | 69,567.02 | 120,006.00 | 52,140.73 | .00 |
| 6160 | Workers Compensation | 94.00 | 3,000.00 | .00 | .00 |
| <i>Personnel Services Totals</i> | | \$950,857.14 | \$1,114,457.00 | \$525,539.05 | \$0.00 |
| <i>Personnel Services Non-position Control</i> | | | | | |
| 6182 | Mileage | 2,463.09 | 2,600.00 | 1,214.30 | 2,600.00 |
| 6183 | Group Insurance Deductible | 15,280.49 | 15,000.00 | 5,319.39 | 15,000.00 |
| 6210 | Dues/Memberships Subscriptions | 2,478.00 | 2,625.00 | 408.00 | 2,625.00 |
| 6230 | Training | 9,638.89 | 13,000.00 | 6,730.96 | 13,750.00 |
| 6250 | Tuition Reimbursement | .00 | 1,929.00 | .00 | 5,250.00 |
| <i>Personnel Services Non-position Control Totals</i> | | \$29,860.47 | \$35,154.00 | \$13,672.65 | \$39,225.00 |
| <i>Repair, Maintenance, Utilities</i> | | | | | |
| 6310 | Building Maintenance | 76.34 | 2,000.00 | 499.42 | 2,000.00 |
| 6371-01 | Utilities Electric | 33,029.45 | 45,000.00 | 19,975.56 | 45,000.00 |
| 6371-02 | Utilities Gas | 8,640.95 | 15,000.00 | 4,055.58 | 15,000.00 |
| 6372 | Dumpster Pickup | 495.00 | 530.00 | 225.00 | 530.00 |
| 6373 | Telephone & Cell Phone Communications | 2,282.78 | 2,900.00 | 1,127.46 | 2,900.00 |
| 6374 | Software Maintenance Fees | 15,368.39 | 15,500.00 | 13,543.57 | 15,500.00 |
| <i>Repair, Maintenance, Utilities Totals</i> | | \$59,892.91 | \$80,930.00 | \$39,426.59 | \$80,930.00 |
| <i>Contractual Services</i> | | | | | |
| 6408 | Insurance/General | 14,067.00 | 8,000.00 | .00 | 14,000.00 |
| 6409 | Janitorial/Cleaning Services Contract | 19,699.78 | 21,615.00 | 16,565.15 | 46,034.00 |
| 6412 | Immunization and Testing | 1,981.00 | 750.00 | 112.00 | 750.00 |
| 6414 | Printing/Advertising/Publications | 5,321.32 | 4,300.00 | 1,867.49 | 4,500.00 |
| 6419 | Software Support | 4,504.20 | 2,200.00 | 1,243.40 | 2,200.00 |
| 6422 | Office Equipment Maintenance Contracts | 4,077.46 | 3,600.00 | 1,865.65 | 5,850.00 |
| 6431 | Database Subscriptions | 14,859.97 | 19,500.00 | 6,523.76 | 18,000.00 |
| <i>Contractual Services Totals</i> | | \$64,510.73 | \$59,965.00 | \$28,177.45 | \$91,334.00 |
| <i>Commodities</i> | | | | | |
| 6502-02 | Library Materials Books | 53,692.73 | 60,000.00 | 26,611.50 | 62,000.00 |
| 6502-03 | Library Materials SRP | 8,313.28 | 6,750.00 | 2,077.33 | 7,000.00 |
| 6502-04 | Library Materials Supplies | 5,373.10 | 7,900.00 | 484.75 | 7,900.00 |
| 6502-05 | Library Materials Audio | 2,509.74 | 2,000.00 | .00 | 2,000.00 |

| Account | Account Description | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department Requested - 1 |
|---|--------------------------------------|--------------------|---------------------|--------------------|-------------------------------|
| Fund 001 - General Fund | | | | | |
| EXPENSE | | | | | |
| Department 4010 - Library Services | | | | | |
| Commodities | | | | | |
| 6502-06 | Library Materials DVDs | 12,171.67 | 12,600.00 | 4,418.40 | 12,600.00 |
| 6502-07 | Library Materials Miscellaneous | .00 | 800.00 | .00 | 800.00 |
| 6502-08 | Library Materials Magazines & Papers | 4,290.07 | 4,000.00 | 3,800.63 | 4,000.00 |
| 6502-09 | Library Materials E-books | 38,199.55 | 39,500.00 | 20,000.00 | 40,000.00 |
| 6506 | Office Supplies | 3,992.36 | 4,000.00 | 401.25 | 4,000.00 |
| 6508 | Postage & Shipping | 742.40 | 800.00 | 381.33 | 800.00 |
| 6509 | Building Maintenance Supplies | 184.51 | 650.00 | 284.43 | 650.00 |
| 6513 | Cleaning Supplies | 2,509.71 | 2,000.00 | 1,596.05 | 2,800.00 |
| 6517 | Computers & Technology | 17,936.35 | 14,000.00 | 3,538.30 | 14,000.00 |
| 6521 | Software | 1,233.01 | 1,850.00 | 1,271.04 | 1,600.00 |
| 6525 | Furniture & Fixtures (Non Capital) | 932.70 | 2,000.00 | .00 | 2,000.00 |
| 6532 | Program Materials | 16,404.70 | 9,800.00 | 5,960.83 | 11,800.00 |
| <i>Commodities Totals</i> | | \$168,485.88 | \$168,650.00 | \$70,825.84 | \$173,950.00 |
| <i>Transfer</i> | | | | | |
| 6910-07 | Transfer Computer Revolving | 2,200.00 | 2,200.00 | .00 | 2,200.00 |
| <i>Transfer Totals</i> | | \$2,200.00 | \$2,200.00 | \$0.00 | \$2,200.00 |
| <i>Capital Outlay</i> | | | | | |
| 6770 | Library Capital | 10,669.55 | .00 | 12,917.75 | .00 |
| <i>Capital Outlay Totals</i> | | \$10,669.55 | \$0.00 | \$12,917.75 | \$0.00 |
| Department 4010 - Library Services Totals | | \$1,286,476.68 | \$1,461,356.00 | \$690,559.33 | \$387,639.00 |
| EXPENSE TOTALS | | \$1,286,476.68 | \$1,461,356.00 | \$690,559.33 | \$387,639.00 |
| Fund 001 - General Fund Totals | | \$1,286,476.68 | \$1,461,356.00 | \$690,559.33 | \$387,639.00 |
| EXPENSE TOTALS | | \$1,286,476.68 | \$1,461,356.00 | \$690,559.33 | \$387,639.00 |
| Fund 001 - General Fund Totals | | (\$1,286,476.68) | (\$1,461,356.00) | (\$690,559.33) | (\$387,639.00) |
| Net Grand Totals | | | | | |
| REVENUE GRAND TOTALS | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EXPENSE GRAND TOTALS | | \$1,286,476.68 | \$1,461,356.00 | \$690,559.33 | \$387,639.00 |
| Net Grand Totals | | (\$1,286,476.68) | (\$1,461,356.00) | (\$690,559.33) | (\$387,639.00) |

LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY

City of North Liberty, Iowa

I. Purpose

The City of North Liberty has adopted this policy to ensure compliance with the provisions of Chapter 692A of the Code of Iowa. Chapter 692, in part, places certain legal restrictions on persons who have been convicted of a sex offense against a minor, or who are required to register as sex offenders in another jurisdiction for an offense involving a minor, including specific restrictions on access to public libraries. For more information, please visit www.iowasexoffender.gov.

II. Definitions

- A. Board. The term “Board” shall refer to the North Liberty Library Board of Trustees.
- B. Library. The term “Library” shall refer to the North Liberty Library.
- C. Library Grounds. The term “Library Grounds” shall refer to the real property situated at 520 West Cherry Street in North Liberty, and which is depicted as Lot 4 of the North Liberty Commercial Park and recorded in Plat Book 32, Page 242, of the Records of the Johnson County Recorder’s Office.
- D. Offender. The term “Offender”, unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28), or an individual required to register as a sex offender in another jurisdiction for an offense involving a minor.

III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), an Offender may not be present upon Library Grounds without the written permission of the Board. In addition, an Offender may not “loiter”, as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

IV. Applicability

This policy applies only to a person satisfying the definition of Offender as set forth in Paragraph II-D above. All others are allowed access to the North Liberty Library under the same terms and conditions as the general public.

V. Application for Use Procedure

- A. An Offender who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102(1)(a) may petition the Board for permission to be present upon the grounds of the Library. Any such person (hereinafter, an “Applicant”) may contact the Library Director, or their designee, by telephone at 319-626-5701 for more information and an application form.
- B. No Offender shall be granted written permission to be present upon Library Grounds who is classified as a Tier II Offender or Tier III Offender under the provisions of Iowa Code Section 692A.102(1)(b) or (1)(c), respectively, or who has been convicted of an aggravated offense against a minor, as defined in Iowa Code Section 692A.101(2)(a).
- C. Upon receipt by the Library Director of a completed application for permission to be present upon Library Grounds, the Library Director shall present such application to the

Board at the Board's next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:

- i. The offense for which the Applicant has been convicted;
 - ii. The Applicant's likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person's residence;
 - iii. Information obtained from the Applicant's parole or probation officer, if the applicant is on parole or probation;
 - iv. The Applicant's intended use of the Library; and
 - v. Any other information the Board deems relevant.
- D. The Board's meetings are open to the public. Any Applicant may speak before the Board in favor of their application. The Board may reasonably request additional information from any Applicant, whether or not that person is present at the Board's meeting.
- E. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board's first regular meeting following such request.
- F. If the Board approves the application of an Applicant to be present upon Library Grounds, the Library Director shall notify the Applicant and their parole/probation officer via U.S. Mail.

VI. Terms & Conditions/Restrictions

- A. An Applicant who is granted written permission pursuant to this policy to be present upon the Library Grounds (hereinafter, a "Permittee") shall be subject to the same terms and conditions as the public and may be subject to additional restrictions as contemplated in Paragraph VI.B below.
- B. A Permittee may be subject to Library use restrictions, including, but not limited to:
- i. Time of day restrictions;
 - ii. Computer use restrictions;
 - iii. Study room use restrictions; and
 - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A Permittee will receive written notification of any restrictions on their use of Library facilities or services.
- D. Upon application of a Permittee or the Library Director, Library use restrictions imposed upon a Permittee may be amended, at the sole discretion of the Board.

VII. Revocation of Permission/Removal from Library Grounds

- A. Should the Library Director or Board discover that a Permittee provided false information on their application, such permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of the revocation as soon as practicable in person or via telephone, and by regular U.S. Mail.
- B. Should a Permittee be found to have violated any terms, conditions or restrictions described in section VI above, such individual's permission to be present upon Library Grounds shall be immediately revoked and the individual shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters upon Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.

- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

VIII. Access to Library Materials

- A. Any Offender, regardless of whether or not such person has been granted written permission to be present upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, an Offender who has not been granted written permission to be present upon Library Grounds must contact the Library Director, or their designee, at 319-626-5701, and designate another who may check out materials on behalf of the Offender. Any person so designated must either not be subject to this policy or must have been granted written permission to be present upon Library Grounds pursuant to this policy.
- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as described in Section VI, above.

Appendix B – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Any other names you have used:

Address:

Phone:

Specific Offense(s):

Tier One Offender _____ Tier Two Offender _____ Tier Three Offender _____

Date(s) of all related conviction(s):

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes _____ No _____

Terms of parole/probation, if applicable:

NOTE: The library's goal is to provide access to information and library materials to all individuals. In the case that we are unable to approve your application, you may still register online for a library card and opt to designate a proxy to come to the library to pick out library materials on your behalf or you may call or email the library to request materials and designate a proxy to pick up those materials. You may also use reference services by phone or email.

Application must be completed in full for consideration. Successful applicants providing false information will have permission to be on Library premises rescinded.

Reviewed/Approved by the Library Board of Trustees, December 2022



TO: Ryan Heiar, City Administrator, and City Council
 FROM: Jennie Garner, Library Director
 DATE: Dec 4, 2024
 SUBJECT: Monthly Library Report

Library News

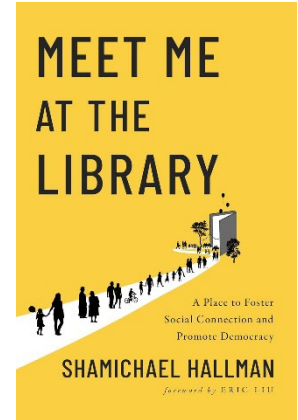
Public libraries have long served a role in driving economic development in our respective communities from providing programs that draw visitors to cities to offering free resources and services to local businesses and entrepreneurs. More recently, libraries have become a space for people who work remotely to make human connections outside their home office and find stable Internet. Our Public Services Librarian, Kellee, was recently featured in this [article](#) in the Corridor Business Journal for her work with entrepreneurship in the area.

I was also recently honored to be invited to be a guest on American Library Association Call Number Podcast, [Small Libraries Big Ideas](#), discussing the impacts of small and rural libraries.

The end of October is one third of the way through the fiscal year. Our Collection Development Librarian, Andrew, monitors circulation statistics in comparison to the previous year. We are 33% of the way through the year, so it's expected that the numbers will be at least 33% of last year's circulations if we are keeping pace. Aside from physical audio CDs, which are trending down across libraries as more people have access e-audios, all other areas are up with teen holding at the same rate as October 2023..

| | 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 |

North Liberty Library is featured in a new book that was released in October. *Meet Me at the Library*, by Shamichael Hallman, centers on the public library as a space to foster connection and promote democracy. Shamichael was a guest on the library's Love, Light, Lit podcast with Kellee several years ago and from that connection, I began working with Shamichael on his Libraries as Bridges initiative and have since presented in-person trainings and webinars with him.



It's fun to see our city listed in the description on Amazon:

Libraries have a unique opportunity to bridge socioeconomic divides and rebuild trust. But in order to do so, they must be truly welcoming to all. They and their communities must work collaboratively to bridge socioeconomic divides through innovative and productive partnerships.

Drawing from his experience at the Memphis Public Library and his extensive research and interviews across the country, Hallman presents a rich argument for seeing libraries as one of the nation's greatest assets. He includes examples from libraries large and small--such as the Iowa's North Liberty Library's Lighthouse in the Library program to bring people together to discuss important topics in a safe and supportive space, to Cambridge Cooks, an initiative of the Cambridge MA Public Library that fosters social connection by bringing people together over shared interest in food.

As an institution that is increasingly under attack for creating a place where diverse audiences can see themselves, public libraries are under more scrutiny than ever. *Meet Me at the Library* offers us a revealing look at one of our most important civic institutions and the social and civic impact they must play if we are to heal our divided nation.

From our smallest patrons to adults, our programming team offers events to provide connection and activities to engage all ages – creativity, self-expression, and STEAM is not just for kids! Our community partners broaden our reach as well. These pictures are from a Doodlebugs program with the Cedar Rapids Museum of Art:



Teens built haunted gingerbread houses for Halloween at the end of October and designed miniature bookshelves in November during a library outreach program at Liberty Makerspace.



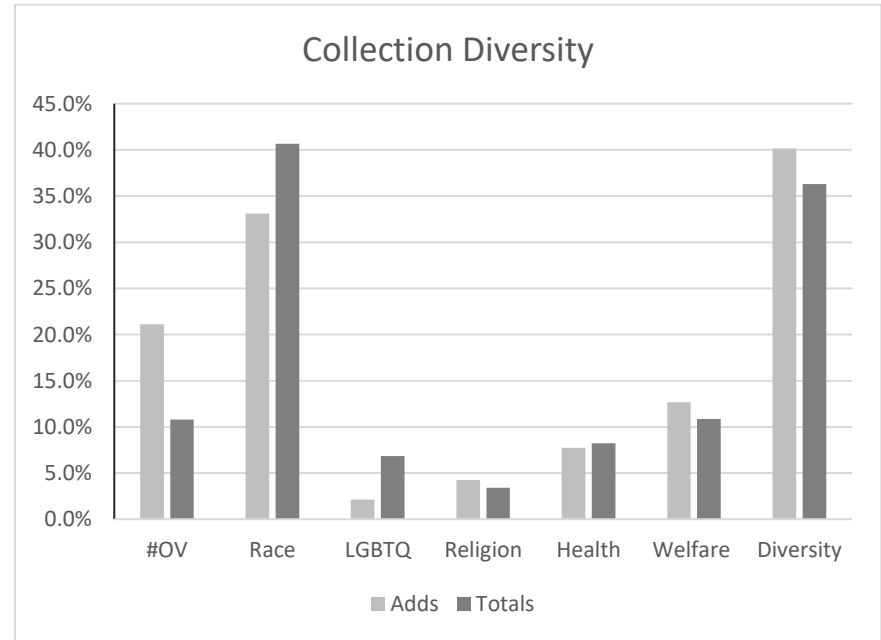
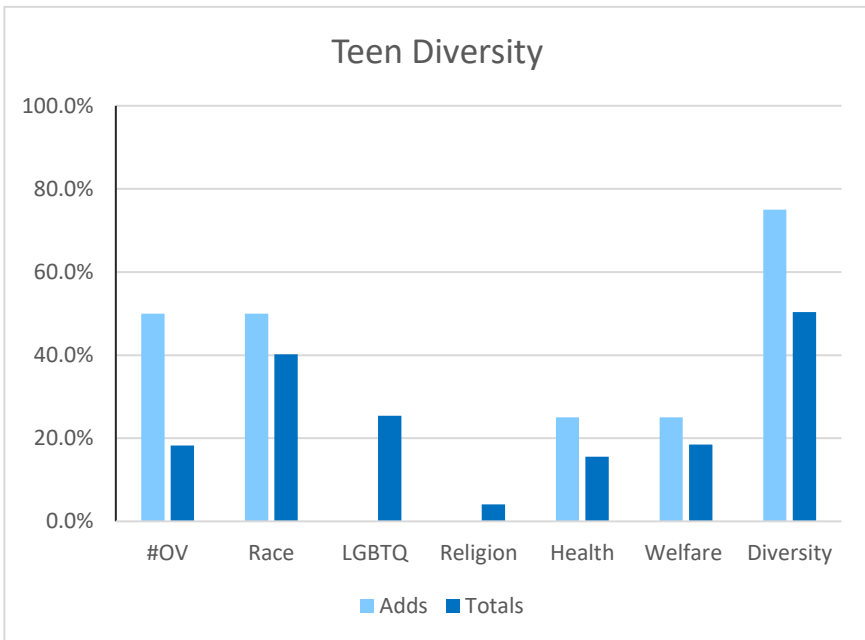
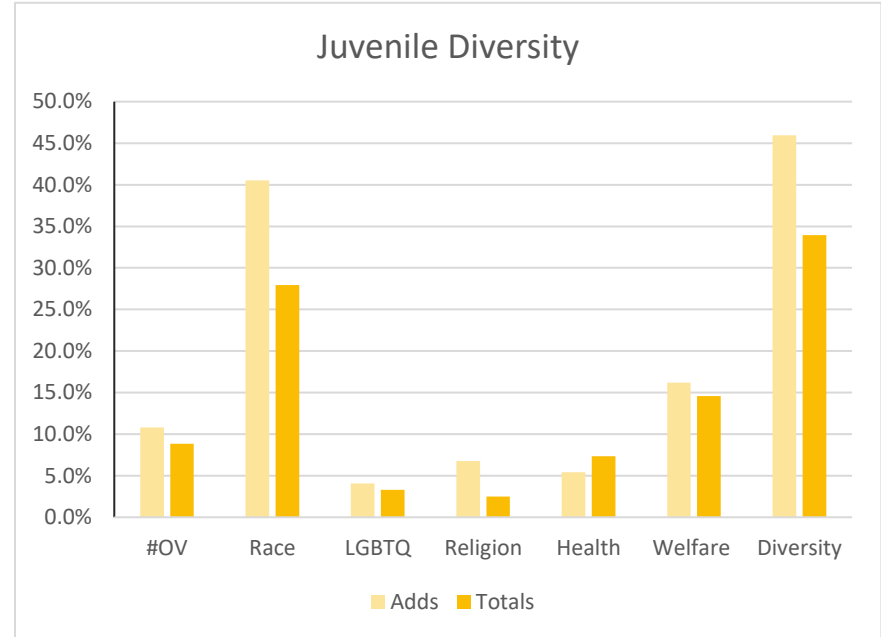
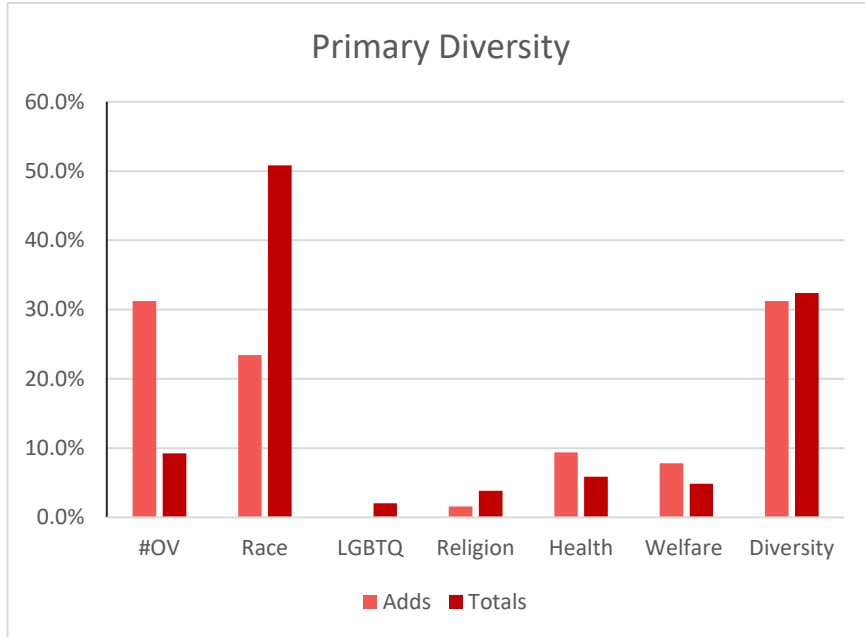
Adults have enjoyed our expanded programming efforts to provide connection and social opportunities to help combat loneliness in our community. They meet weekly for crafts, games, and puzzling.



Community engagement takes many forms. This recent puzzle contest was offered in collaboration with our Friends of the Library as a new Friends fund-raiser. The program was held in the adult reading area after hours and drew dozens of people from emerging to older adults. We plan to expand this program and offer it at the new Centennial events center next fall. Attendees expressed interest in having these events more than once a year.



Youth Diversity Analysis: November 2024



Youth Diversity Analysis: November 2024

| | Primary | | Juvenile | | Teen | | Total | |
|------------------|---------|-----------|----------|-----------|-------|-----------|-------|-----------|
| | Total | Additions | Total | Additions | Total | Additions | Total | Additions |
| #OV | 770 | 20 | 574 | 8 | 620 | 2 | 1964 | 30 |
| % | 9.3% | 31.3% | 8.8% | 10.8% | 18.2% | 50.0% | 10.8% | 21.1% |
| Race | 4229 | 15 | 1814 | 30 | 1368 | 2 | 7411 | 47 |
| % | 50.8% | 23.4% | 27.9% | 40.5% | 40.2% | 50.0% | 40.7% | 33.1% |
| LGBTQ | 169 | 0 | 215 | 3 | 865 | 0 | 1249 | 3 |
| % | 2.0% | 0.0% | 3.3% | 4.1% | 25.4% | 0.0% | 6.9% | 2.1% |
| Religion | 321 | 1 | 162 | 5 | 138 | 0 | 621 | 6 |
| % | 3.9% | 1.6% | 2.5% | 6.8% | 4.1% | 0.0% | 3.4% | 4.2% |
| Health | 490 | 6 | 478 | 4 | 530 | 1 | 1498 | 11 |
| % | 5.9% | 9.4% | 7.4% | 5.4% | 15.6% | 25.0% | 8.2% | 7.7% |
| Welfare | 404 | 5 | 946 | 12 | 630 | 1 | 1980 | 18 |
| % | 4.9% | 7.8% | 14.6% | 16.2% | 18.5% | 25.0% | 10.9% | 12.7% |
| Diversity | 2695 | 20 | 2205 | 34 | 1713 | 3 | 6613 | 57 |
| % | 32.4% | 31.3% | 33.9% | 45.9% | 50.3% | 75.0% | 36.3% | 40.1% |
| Count | 8320 | 64 | 6495 | 74 | 3404 | 4 | 18219 | 142 |