

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
March 17, 2025, 6:30 pm

Call to Order

I. Additions/Changes to the Agenda

II. Public Comment

III. Approval of Minutes

a. December

b. January

IV. Staff Introduction

V. Library Director Report

a. Budget

b. Operations

c. Staff reports – questions

VI. Policy Review

a. Strategic Plan Review

b. Mission Statement

VII. New Business

VIII. Adjourn

Next meeting date: April 21, 2025, 6:30 pm

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

Trustees Present: Angela Fogt, Brandy Greene, Scott Kramer

Other Attendees: Jennie Garner (Director), Jennifer Jordebrek (Assistant Library Director)

Absent: Jamie Helmick, Scott Clemons, Cara Flynn

1. Call to Order

A regular meeting of the Board of Trustees of the North Liberty Library (the "Library") was called to order on December 16, 2024, at approximately 6:30 pm by Scott Kramer, Vice President.

2. Quorum, Agenda

The Vice President recognized the Trustees present and established that quorum was not met. Seeing that there was no quorum, all actions requiring a vote were postponed to the January 2025 meeting. There were no additions or changes to the agenda as presented.

3. Public Comment

None.

4. Approval of the Minutes

Approval was tabled until the next meeting with a quorum.

5. Presentation to the Board

Jennifer Jordebrek, Assistant Library Director, presented to the Board on the Library's current staffing model and approaches. This included a discussion of the onboarding process for new staff, approach to scheduling flexibility, involvement of students, and current staffing levels.

6. Reports

a. Budget

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

The Board reviewed the budget request for FY 2026. This includes a total proposed increase of 4.34%. The largest increase is for janitorial services (54% increase) based on current market costs and library needs. Other areas of increase include an 8% increase for programmatic services and the reinstatement of the tuition budget. No changes were proposed by the Trustees in attendance.

b. Director

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

- The Library is in the process of obtaining quotes for a new copier lease.
- Library staff continue to be involved in strategic professional development opportunities. Director Garner will be attending the Knight Foundation Library Leadership Conference in February 2025. This opportunity is paid for through a grant from the Knight Foundation.

c. Friends

The Friends of the North Liberty Library held a cookie walk in December and raised over \$1000 for the Library.

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 annual Community Impact Report was included in the Board packet for Board review.

The current Library Access for Sex Offenders Against Minors Policy was included in the Board packet for Board review. Approval was tabled to the next meeting with a quorum.

8. Old Business

No old business.

9. New Business

No new business.

10. Adjournment

The meeting was adjourned at 6:55 by the Vice President.

The next meeting of the Board of Trustees will be held on January 20, 2025 at 6:30 pm at the North Liberty City Council Chambers.

[The meeting date was subsequently changed via email to January 27, 2026 at 6:30 pm]

Prepared by Angela Fogt, Secretary.

North Liberty Library Board of Trustees Meeting
City Council Chambers

DATE: January 27th, 2025 6:30 P.M.

PRESENT: Jamie Helmick, Scott Clemons, Scott Kramer, Cara Flynn

ABSENT: Brandy Green, Angela Fogt

Call to Order

1. Additions/Changes to the Agenda
 - a. None
2. Public Comment
 - a. Brooklyn Coburn and Program Introduced.
3. Approval of the Minutes
 - a. December and Nov since there wasn't a quorum in December. Motion approved by voice vote and carried.
4. Reports
 - a. Budget
 - b. Operations
 - c. Staff Reports
5. Policy Review
 - a. Service Policy and Unattended Child Policy and Safety were reviewed with minor wording changes. Motion approved by voice vote and motion seconded.
6. Old Business
 - a. None
7. New Business
 - a. None

Adjourn

Motion to adjourn and second

NEXT MEETING DATE: No meeting in February. Next meeting March 17th 6:30 p.m.

Meeting minutes recorded by: Cara Flynn

Expense Budget Performance Report

Fiscal Year to Date 02/28/25

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	59,114.22	.00	557,484.93	195,572.07	74	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	4,666.07	.00	45,232.41	52,370.59	46	78,836.02
6040	Overtime Pay	1,000.00	.00	1,000.00	.00	.00	188.04	811.96	19	271.22
6110	FICA/Medicare	65,003.00	.00	65,003.00	4,726.35	.00	45,063.43	19,939.57	69	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	5,908.71	.00	55,727.16	19,060.84	75	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	9,241.18	.00	78,768.19	41,237.81	66	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	\$83,656.53	\$0.00	\$782,464.16	\$331,992.84	70%	\$950,857.14
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	58.76	.00	1,384.87	1,215.13	53	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	70.50	.00	7,400.38	7,599.62	49	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	303.00	.00	1,316.00	1,309.00	50	2,478.00
6230	Training	13,000.00	.00	13,000.00	3,432.17	.00	11,256.04	1,743.96	87	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	\$3,864.43	\$0.00	\$21,357.29	\$13,796.71	61%	\$29,860.47
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	2,000.00	.00	2,000.00	.00	.00	519.42	1,480.58	26	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	2,617.35	.00	27,434.23	17,565.77	61	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	1,552.39	.00	6,789.62	8,210.38	45	8,640.95
6371 - Utilities Totals		\$60,000.00	\$0.00	\$60,000.00	\$4,169.74	\$0.00	\$34,223.85	\$25,776.15	57%	\$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	360.00	170.00	68	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	231.63	.00	1,825.35	1,074.65	63	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	\$4,446.37	\$0.00	\$50,472.19	\$30,457.81	62%	\$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	3,313.03	.00	26,852.98	(5,237.98)	124	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	199.20	550.80	27	1,981.00
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	478.39	.00	2,671.95	1,628.05	62	5,321.32
6419	Software Support	2,200.00	.00	2,200.00	.00	.00	1,981.70	218.30	90	4,504.20
6422	Office Equipment Maintenance Contracts	3,600.00	.00	3,600.00	340.18	.00	2,886.19	713.81	80	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	1,600.00	.00	8,123.76	11,376.24	42	14,859.97
<i>Contractual Services Totals</i>		\$59,965.00	\$0.00	\$59,965.00	\$5,731.60	\$0.00	\$42,715.78	\$17,249.22	71%	\$64,510.73

Expense Budget Performance Report

Fiscal Year to Date 02/28/25

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	5,365.35	.00	39,366.04	20,633.96	66	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	1,011.32	6,888.68	13	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	367.29	.00	5,316.29	7,283.71	42	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	687.62	.00	4,488.25	(488.25)	112	4,290.07
6502-09	Library Materials E-books	39,500.00	.00	39,500.00	.00	.00	20,000.00	19,500.00	51	38,199.55
6502 - Library Materials Totals		\$133,550.00	\$0.00	\$133,550.00	\$6,420.26	\$0.00	\$72,259.23	\$61,290.77	54%	\$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	108.35	.00	1,591.21	2,408.79	40	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	10.22	.00	471.01	328.99	59	742.40
6509	Building Maintenance Supplies	650.00	.00	650.00	195.13	.00	479.56	170.44	74	184.51
6513	Cleaning Supplies	2,000.00	.00	2,000.00	317.90	.00	2,324.22	(324.22)	116	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	.00	(3,167.68)	6,724.88	10,442.80	25	14,768.67
6521	Software	1,850.00	.00	1,850.00	551.01	.00	2,525.05	(675.05)	136	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	841.57	.00	9,484.96	315.04	97	16,404.70
<i>Commodities Totals</i>		\$168,650.00	\$0.00	\$168,650.00	\$8,444.44	(\$3,167.68)	\$95,860.12	\$75,957.56	55%	\$165,318.20
<i>Capital Outlay</i>										
6770	Library Capital	.00	.00	.00	.00	.00	12,917.75	(12,917.75)	+++	10,669.55
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$106,143.37	(\$3,167.68)	\$1,005,787.29	\$456,536.39	69%	\$1,281,109.00
Department 4010 - Library Services Totals		(\$1,459,156.00)	\$0.00	(\$1,459,156.00)	(\$106,143.37)	\$3,167.68	(\$1,005,787.29)	(\$456,536.39)	69%	(\$1,281,109.00)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	678.00	449.00	23,805.64	105,745.36	19	95,678.78
<i>Repair, Maintenance, Utilities Totals</i>		\$130,000.00	\$0.00	\$130,000.00	\$678.00	\$449.00	\$23,805.64	\$105,745.36	19%	\$95,678.78

Expense Budget Performance Report

Fiscal Year to Date 02/28/25

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	6,968.75	.00	55,750.00	30,250.00	65	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	2,280.45	1,480.00	32,397.40	455.60	99	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$9,249.20	\$1,480.00	\$88,147.40	\$30,705.60	74%	\$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	\$9,927.20	\$1,929.00	\$111,953.04	\$168,450.96	40%	\$203,049.09
Department 4060 - Community Center Totals		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$9,927.20)	(\$1,929.00)	(\$111,953.04)	(\$168,450.96)	40%	(\$203,049.09)
Fund 001 - General Fund Totals		\$1,741,489.00	\$0.00	\$1,741,489.00	\$116,070.57	(\$1,238.68)	\$1,117,740.33	\$624,987.35		\$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	92.75	.00	529.24	(529.24)	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$92.75	\$0.00	\$529.24	(\$529.24)	+++	\$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 02/28/25

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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$92.75	\$0.00	\$529.24	(\$529.24)	+++	\$8,713.42
	Department 4010 - Library Services Totals	\$0.00	\$0.00	\$0.00	(\$92.75)	\$0.00	(\$529.24)	\$529.24	+++	(\$8,713.42)
	Fund 003 - Library Capital Totals	\$0.00	\$0.00	\$0.00	\$92.75	\$0.00	\$529.24	(\$529.24)		\$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	35,009.57	.00	76,669.79	5,330.21	93	28,099.86
	6750 - Buildings Totals	\$82,000.00	\$0.00	\$82,000.00	\$35,009.57	\$0.00	\$76,669.79	\$5,330.21	93%	\$28,099.86
	<i>Capital Outlay Totals</i>	\$82,000.00	\$0.00	\$82,000.00	\$35,009.57	\$0.00	\$76,669.79	\$5,330.21	93%	\$28,099.86
	EXPENSE TOTALS	\$82,000.00	\$0.00	\$82,000.00	\$35,009.57	\$0.00	\$76,669.79	\$5,330.21	93%	\$28,099.86
	Department 4060 - Community Center Totals	(\$82,000.00)	\$0.00	(\$82,000.00)	(\$35,009.57)	\$0.00	(\$76,669.79)	(\$5,330.21)	93%	(\$28,099.86)
	Fund 004 - Recreation Capital Totals	\$82,000.00	\$0.00	\$82,000.00	\$35,009.57	\$0.00	\$76,669.79	\$5,330.21		\$28,099.86
	Grand Totals	\$1,823,489.00	\$0.00	\$1,823,489.00	\$151,172.89	(\$1,238.68)	\$1,194,939.36	\$629,788.32		\$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
March 17, 2025

- I. Financial Update
 - A. Personnel: 70 percent
 - B. Personnel Services (non-position): 61 percent
 - C. Repair, maintenance, utilities: 62 percent
 - D. Contractual Services: 71 percent
 - E. Commodities (materials and services): 55 percent
 - F. Total Library Services: 69 percent
 - G. Average this time of year: 67 percent
- II. Library Operations Update
 - A. Adverse library legislation update
 - 1. Several bills that the Iowa Library Association opposed did not pass the funnel
 - 2. Two bills passed the first funnel
 - a. [HF 880](#) (formerly HF 284) – prevents libraries from receiving state program reimbursements and state funding based on members in professional organizations
 - b. [HF 521](#) – removes obscenity exemptions from public libraries and educational institutions and restricts lowans’ right to access information and make their own choices free of others’ influence
 - c. The second funnel deadline is April 4 to bring bills to the floor for debate
 - d. Would need to pass full House and out of committee in Senate to pass second funnel
 - e. Library board members encouraged to add their voice by emailing our [House Representatives](#).
 - B. Citizen advocacy alliance
 - 1. Working with local patrons to establish a network of community advocates
 - 2. Meetings with EveryLibrary and author/librarian Amanda Jones
 - 3. Grassroots efforts for long-term sustainability
 - C. Staff update
 - 1. Hiring process two open positions
 - a. Library Assistant I
 - b. Page
 - D. Professional activity
 - 1. Knight Library Leaders Conference
 - a. Miami, Feb 17-19
 - 2. Corridor Staff Training Day
 - a. Over 200 library workers, board members, other leaders
 - E. Mission Statement & Vision Statement
 - 1. Committee met and drafted a new vision and mission statement (packet)
- III. Staff Reports
 - A. Assistant Director

1. Participated in joint staff development day with Linn and Johnson County libraries
 2. Participated in drafting a library mission and vision statement
 3. Posted for LA I and Page positions
- B. Public Services
1. Successfully onboarded two practicum students and have been working with them as well as on grants and community engagement projects
 2. We hosted the third Small Biz in Small Libraries (All About Brand Strategy) on Wed. February 19 at 6pm at Ranshaw House.
 - a. The host was Trevor Britton of Trampoline Strategies.
 - b. Twelve attendees, each of whom Trevor provided an audit for the audience.
 - c. Trevor has agreed to come back for another SBSL event on June 11th.
 3. Recorded January and February episodes of Love, Light, & Lit: The Podcast
 4. Continued planning for the Volunteer Fair, scheduled for May 10
 5. Launched the Women's History Month exhibition in the art gallery. Interviews with the artists were livestreamed on the NLL FB page. ([LINK](#))
 6. I was invited to record a segment for Creative Conversations (Summer of the Arts), speaking about the relationship between public libraries and the writing community. It will go live on the SOTA's YouTube in March.
 7. For the second year in a row, I will be reviewing grant applications for the Community Foundation of Johnson County (CFJC). Since our library is a past recipient of several grants from CFJC, it feels good to give back and provides further education about the grant application process.
- C. Family Services
1. 1/27 DoodleBugs, 28 ppl attended
 2. 2/15 [Take Your Child to the Library Day](#) (Zoe did storytime), 85 ppl attended or engaged with Dash
 3. 2/20 Corridor Libraires Inservice
 - a. Networking & professional development
 - b. Presented with CR Librarian, brainstorming about children's programming
 - (1) Largest take away was idea about sharing resources such as supplies and even staff time for large scale programs
 4. 1/27 DoodleBugs, 31 ppl attended
 5. 2/27 Music4Tots (Kalya covered), 29 ppl attended
 6. 3/1 Music4Tots (Zoe covered), 85 ppl attended
 7. New StoryWalk book – [If Dinosaurs Had Hair](#)
 8. Family Place Certification completed (yearly)
- D. Youth & Teen Services
1. Diversity Audit: Our collection is currently 36.4% diverse with our additions in the month of February being 50.3% diverse
 2. Program Statistics
 - a. Super Tuesday: 15
 - b. Tweendom: 0
 - c. Teen Tuesday: 22
 - d. Pop-Up Teen Video Game Tournament: 28
 - e. One Book Two Book Craft: 95

- f. One Book Two Book Storytime: 19
- g. Treasure Hunt After Hours: 14
- h. JUMPS for JOI: 5
- i. Question of the Week: 83
- j. Snack: 291

Total: 572 attendance at 39 programs

E. Marketing & Engagement

1. Current Projects

- a. Adventure Pass – LocalHop will be the new hosting platform. The goal is to have the program back up and running by the end of March.
- b. Promo – working on weekly/monthly program bookmark, marketing items for Book Bike

2. Completed Projects

- a. Guinea Pig Cage – NL Parks Department shortened Matilda's house to make her more easily viewable by young patrons and allow us to eliminate the need for the steps. It was also a good opportunity to clear out some of the clutter that had accumulated in the cabinets below her cage.
- b. Artwork for new Teen Lit Crate bags created for Youth & Teen Services with bags ordered and received.

3. Goals

- a. Order a library promo/swag/giveaway item to have for library booths at local events.
- b. Pages built out on our webpage for Friends, JOI, and Book Bike

4. Other

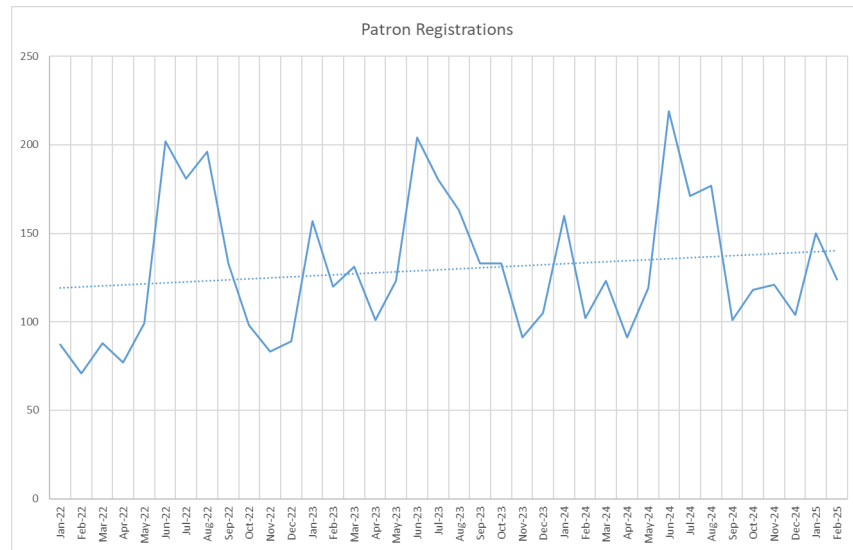
- a. MyLibro our library app had another record breaking usage month in January. (See below)

F. Adult Services

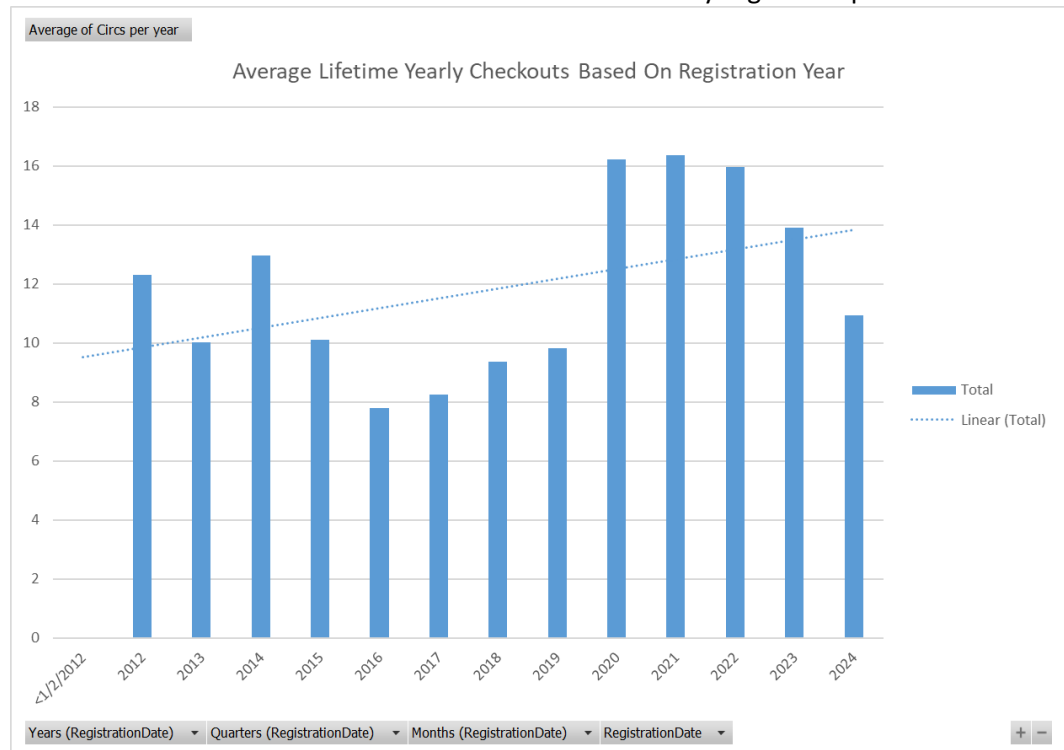
- 1. Adult programs remain slow through March due to possible impact with weather as well as spring break throwing a wrench into two weekends. However, we'll probably have a bit of a full schedule coming into April. We start up another round of the Good Neighbor Book Club in April which is already almost full for the space. The group is looking to create a mission and vision statement to help guide how they can expand out from the discussion space.
- 2. The first VITA (tax) clinic, in partnership with Johnson County Social Services, went well. They said there were 9 returns completed and more are scheduled for the next clinic. We are hosting three total.

G. Collection Development

- 1. I've been working on data on patron registrations and impacts for the grant Kellee is working on. This chart is a glimpse of new patron registrations over the past three years. The spikes in the summer months as well as in January are notable. The January spike is likely correlated to the spike in circulation in physical and digital collections.



2. This is the average yearly circs of patrons based on their registration year. Patrons from the 2015 to 2019 era don't check out as much as more recently registered patrons.



Respectfully Submitted,
Jennifer Garner, Library Director



North Liberty
LIBRARY

STRATEGIC PLAN

FY23-FY25

FY23-FY25: Goals and Objectives

The Process

Staff, volunteers, and board members teamed up in an inclusive and open process to develop our service priorities and create a flexible path to achieving them. The plan was developed based on information gathered by library staff including:

- community surveys
- patron feedback and word of mouth reports
- a summary of stakeholder interviews conducted by a consultant from the State Library of Iowa

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

Mission

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

Defining Principles

Access

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

Diversity

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

Service

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

Values

Civic Commons

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

Literacy

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

Social Responsibility

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

Definitions:

Actions: single items under each goal

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

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

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

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

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

Social Responsibility

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

Actions	
1. Join and participate in the Change Network, Q1 FY25 No longer pursuing Change Network membership. Rather, staff is shifting to a more local focus for this work around inclusive, civic programming including Good Neighbor Book Club, ongoing programming using models such as Living Room Conversations, and local community partnerships.	
2. Host minority-owned business spotlights, Q4 FY23	
3. Increase/expand partnerships with organizations to provide services for individuals who have limited access to the library, immediate and ongoing, Q1 FY23 and ongoing Creating focus groups to target underserved groups and how to better provide services ET. Family & 55+ focus groups successfully completed. ET 5/23, Teen focus group is completed & report from Laura Grey is finalized. ET 7/23	
4. Increase services to incarcerated/returning citizens and families, Q2 FY23 Nick looking to interact more with InsideOut in 2024 along with ICPL and Coralville PL. -NS Reach out to JJYD (Laurie Nash) about assisting at risk youth or previously/currently detained youth. ZM/KH Adult Services focus has shifted to encompass services to low income and other marginalized members of the community – Inside Out does not have capacity for partnering at this level. Continue to seek partnerships and avenues to reach these target groups	
Target Group: marginalized and oppressed individuals and communities	
Measures: staff is actively centering on underrepresented individual and consciously decentering dominant cultures and groups, program statistics, informal feedback	
Responsibility: IDEA (Inclusion, Diversity, Equity, and Access) Committee Chair and members	

Goal 2: The library acts as a community outpost

Action
1. Create basic needs kits (hygiene necessities) based throughout the community and provide oversight of upkeep, Q1 FY24 stocked and open for use Hygiene Supply Drawer available in Teen Lounge as a take what you need with support from JUMPS for JOI 11/20/24 KH
Target group: Area teens and adults in need of supplies
Measures: in place and utilized, requests being generated for additional materials
Responsibility: Teen and adult services

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

Actions
1. Seek partnerships/grants to initially fund position, Q3 FY23 3/11/2024 - Administration and staff have determined that ensuring all staff having training so they are equipped to address crisis situations and key staff are trained connect patrons with needed services and help patrons fill out necessary assistance applications. We will not be seeking to add a social work position to library staff.

2. Gather data and propose budget to City Administration for permanent paid position, funded for FY26 - no longer a goal
Target group: unserved/underserved populations, individuals in need of social services
Measure: position approved and hired
Responsibility: Director Decision has been made the abandon this as a goal. Efforts will instead focus on ensuring multiple staff are trained and able to assist patrons with connecting to social service needs. 3/2024

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

Actions
1. Host an in-person town hall/information gathering at the library with outside moderator, Q2 FY23
2. Conduct regular patron surveys, currently conducting, next set for Q3 FY24 creating focus groups, hope to expand groups once first are done ET. Focus groups are done, final report has been given. ET 7/23
Target group: underrepresented ages/groups/communities
Measures: patrons/community members feel a greater sense of ownership with library staff
Responsibility: Program Staff
3. Outreach to schools dispersing information and gathering information and gathering informal knowledge, Q2 FY22 and ongoing Weekly Maker Space at Liberty High started 8/22 KH STEAM Institute with Kirkwood yearly in November – started 2022 KH Elementary school visits about AIM cards – 10/23 KH Added 3 schools, 2 classes each (total of 6 sessions) preschool storytime outreaches ET 10/23
Target group: elementary, junior high and high school students in North Liberty
Measures: increased usage of materials, increased attendance at programs Have seen an increase in attendance at programs KH
Responsibility: Youth & Teen Services staff
4. Relaunch Youth Impact initiative with a series of life skills classes, Q3 FY24 Program series scheduled for Fall 2024, met with Anne Aguirre and setting-up committee 3/1/24 KH Program series lacked registration, rescheduled to Spring 2026 8/24 KH/ZM
Target group: tweens/teens in grades 5th-8th grades
Measures: number of kids signed up, number of kids on waitlist, follow-survey about the experience
Responsibility: Youth & Teen Services Staff

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

Actions
<p>1. Expand non-book materials, Q4 FY24 2 Tonies added to collection ET 12/12/23; puzzles added Puzzles continue to be added, CPR kit added, other non-book materials being research (looking at other libraries' offerings as a guide) - 3/11/24</p>
<p>2. Current library of things materials are all out and in one location, Q1 FY23 Shift planned to empty shelves in Cake Pan area that will be the Library of Things area; signage to be changed Shift of DVDs complete, space for Library of Things in Cake Pan area finished. 3/11/24 Cake pans will move to a three week checkout period so all "things" will have the same checkout period. 3/11/24</p>
<p>3. Offer laptops with hotspots for checkout, Q4 FY23 This program is not sustainable – hotspots are discontinued.</p>
<p>4. Create a loanable technology program featuring Raspberry Pi's - on hold, not sure of feasibility of this program.</p>
<p>5. Add adult subscription boxes (modeled after teen subscription boxes) Adult Sub Boxes have begun as of 12/1/2023</p>
<p>Target Group: Patrons with specific interests/needs, underserved/unserved patrons</p>
<p>Measures: materials are cataloged and displayed, circulation statistics, survey of interest</p>
<p>Responsibility: Collection Development Librarian</p>

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

Actions
<p>1. Provide opportunities for individuals to get involved in community service events and volunteering – JOI (junior optimists club) started in March of 2022; expand number of Y/T volunteers for summer (June-August 2023) KH</p>
<p>2. Create programs for individuals to share their expertise Adult services hosts art programs with a local artist. 3/2024</p>
<p>3. Establish Community Navigators' program (health and wellness, community)</p>
<p>Target Group: All individuals</p>
<p>Timeframe: Consistent schedule created by Q1 FY24</p>
<p>Measures: statistics/number of people served by the project, projects and programs that are established</p>
<p>Responsibility: Youth & Teen and Adult Services</p>

Goal 3: Newcomers, special populations, and unserved/underserved populations feel a

sense of welcome and belonging at the library

Actions
<ol style="list-style-type: none">1. Return of programming for people with disabilities (Autism Browsing night, Integration in Motion) that was halted with pandemic, timeline dependent on groups' guidelines and willingness/ability to attend <p>The LTC grant award from the ALA for automatic restroom doors will help ensure that we have an accessible facility alongside our programming. DG</p> <p>Gathering quotes for install for the automatic accessible door buttons. 3/2024</p> <p>Integration in Motion was reintroduced and had little to no attendance. Discontinued for time being.</p>
<ol style="list-style-type: none">2. Launch language practice programs <p>Conversational English Classes began in 2/24 NS</p>
<ol style="list-style-type: none">3. Establish Community Navigators' program (health and wellness, welcome)
Target Group: All ages, new residents
Timeframe: Q3 FY22 (New Year kickoff)
Measures: building social capital, branching out of skills (learned and used) in library outside of programming, stories/word-of-mouth, statistics
Responsibility: Programming/Marketing

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

Actions
<ol style="list-style-type: none">1. Add Spanish language materials (multiple formats) for all ages, Q2 FY23 <p>Additional Spanish language picture books have been coming in, plans for the Multilingual section in the new (reused) display shelving in the kids' area are in place AF</p>
<ol style="list-style-type: none">2. Begin to investigate additional languages, Q1 FY24
Target group: non-English speakers and multilingual persons
Measure: increased requests for these materials, increase in multilingual users, circulation statistics
Responsibility: Collection Development Librarian

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

Actions
<ol style="list-style-type: none">1. Utilize model developed with consultant for ensuring high demand titles are readily available at the library <p>Ongoing – 3/11/24</p>
<ol style="list-style-type: none">2. Refine subject headings in library OPAC using statistical analysis and research <p>New thesauruses identified that have refined minority group subject headings; LGBTQ+ changes have begun.</p> <p>Ongoing – 3/11/24</p>

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

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

Actions
1. Set up Family Place Library equipment for regular use in children's area and learning center, Q4 FY22 completed ET
2. Launch Family Place Playful Parenting Group with community experts in place, Q2 FY23 first sessions completed, second session planned for spring 2023 ET. Second session completed. ET 5/23. Third session completed 12/23 2 Additional sessions held in 2024 and to be held in 2025
Target group: children ages 0-5, unserved populations with young children
Measures: oversight of use of equipment, increase in BIPOC/BIYOC patrons, expanded partnerships, informal feedback
Responsibility: Family Services Librarian

Civic Commons and Place

Goal 1: People are able to find the library

Actions
1. Ensure placement of universal signs from all directions, immediate, Q4 FY22 Discussions are underway with city leadership as this has become a citywide signage project.
2. Enhance presentation of east and west entrance for visibility, Q3 FY24 COMPLETED new information desk and acoustical panels installed June 2024
3. Increase visibility of kids' area (art on clouds), Q4 FY25 – will be looking at potential mural for learning central with Family Services librarian rather than art on clouds.
Target Group: Area residents and visitors
Measures: Tasks completed, increased use, word of mouth
Responsibility: Administration

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

Actions
1. Develop a marketing toolkit and procedures for promotions and cross promotion of programs and service, Q3 FY23 (ongoing)

COMPLETE Marketing Guide & Schedule drafted January 2023
2. Create a marketing plan to increase patron participation/use of library, Q2 FY23 New/updated marketing plan created and implemented winter 2023/24. DG 3/13/24
3. Launch patron of the month program to highlight use, Q1 FY24 In lieu of highlighting a "Patron of the Month" I have been sharing photos of individual patrons using the library in different ways. Ex. Bill with the finished Hardy Boys puzzle, and Lilly Smith working on the Blackout Poetry Challenge.
4. Highlight technology resources available at the library for patron use Done monthly on social media, in newsletter, and with signage in the library and incorporate into other programs such as SRP as fits
Target Group: library staff and all community members (patrons and underserved)
Measures: increased patron use, increase in library card registrations, increase programming attendance
Responsibility: Programming/Marketing

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

Actions
1. Establish co-working space and schedule in library, Q4 FY23 Planning to begin in July 2023 for a Aug/Sept 2023 launch. KF
2. Host emerging professionals networking mixers, Q3 FY23 Hosted Business Across Borders event in July 2023, First Fridays Coffee Connections in March 2024, and 1 Million Cups event in April 2024. KF
Target group: Working professionals/remote workers, any user needing meeting space
Measures: User feedback (formal and informal), attendance and statistics from use of space, presenter feedback, meeting room update completed
Responsibility: Public Services Librarian

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

Actions
1. Improve meeting room experience with updated A/V, Q4 FY23 Bluetooth speaker installed, additional BT speakers purchased and will be available for checkout. Grant submitted 6/23 for Hearing Loop for hearing assistance – grant awarded spring 2024. New TV/Speaker system received from NAPC in 4/2024
2. Continue to use available technology to offer hybrid programs, ongoing
3. Develop programming to offer patrons opportunities for self-expression and creativity (Biblioboard), Q2 FY23 and ongoing Biblioboard launched in July 2022 – discontinued due to low use and cost.

Art programming has been increased and is extremely popular – includes adult art programs, Tiny Art Show (year 2).
4. Offer in-library technology skills classes, Q4 FY23 Adult Services Librarian will begin offering tech help sessions beginning 02/24 -NS
5. Purchase a Farmbot for the library or a gardening 3D printer, Q1 FY24
6. Pursue Kulture City Certification for Community Center to be sensory inclusive, Q1 FY25 Sensory Certified and all library staff trained, signs up, bags available for borrowing, starting promotion 3/1/24 KH, renewed certification 12/18/24 KH. Part of kid's section art project is to rebrand lactation to include quiet area for patrons with sensory needs ET 3/25
Target Group: All library cardholders, area residents and visitors, persons with sensory or sensitivity needs
Measures: Tasks completed, word of mouth, feedback from meeting room users, attendance at classes, noted reduction in tech questions and/or staff time in supporting technology needs of patrons, increased partnerships with Food Pantry, schools, childcare centers, interest groups, increased use of seed library and kits
Responsibility: Programmers/Admin

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

Actions
1. Provide space for charging devices in adult area and youth & teen area(s), Q2 FY23 Research on both portable and static placement charging solutions being performed. Portable solution likely cost prohibitive. Anticipating information from CPL about their charging stations. KH/ZM Have been approved for funding by friends. In talks to add 2-3 charging devices. 3/13 ZM/NS/KH Charging devices added to magazine lounge and teen lounge KH/ZM/NS
2. Encourage people to unplug from devices by offering activities that balance opportunities to unplug with tech needs, Q4 FY23 – Have a sign near the charging station with options for passive activities that can be done while phones are charging. ZM/KH
Target Group: Adults, teens, and youth in the library
Measures: Charging options installed, monitor use and increased non-tech activities available, observation
Responsibility: Adult and Youth & Teen Services

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

Actions
<p>1. Further boost outdoor wi-fi and install solar charging benches for public use, Q2 FY23</p> <p>Solar benches installed 2022 AG</p>
<p>2. Create and utilize outdoor gathering spaces, Q3 FY23 research and planning, Q2 FY25 completion of spaces</p> <p>Grant application submitted for outdoor musical instruments to be installed near NLCC Playground Q3 FY24</p>
<p>Target Group: adults, people with devices</p>
<p>Measures: wi-fi stats increase, number of programs offered, attendance statistics</p>
<p>Responsibility: Adult Services/IT</p>

MISSION STATEMENT

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

Library Service Program

The North Liberty Library is open seven days a week, for a total of 67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

Mission statement:

Your library: A radically welcoming hub for community, dignity, and creativity.

Vision statement:

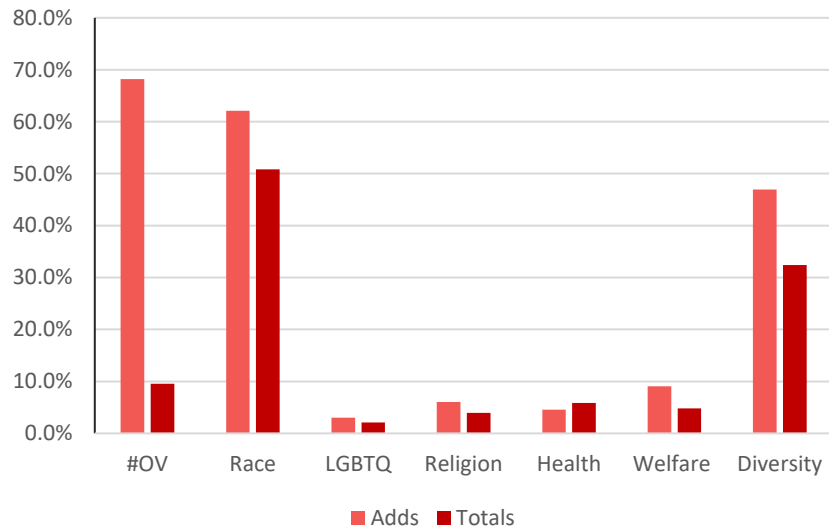
The North Liberty Library champions lifelong learning and equitable access by providing resources in a safe and inclusive space to expand literacy, promote diverse thought, and share authentic experiences.

Library Service Program

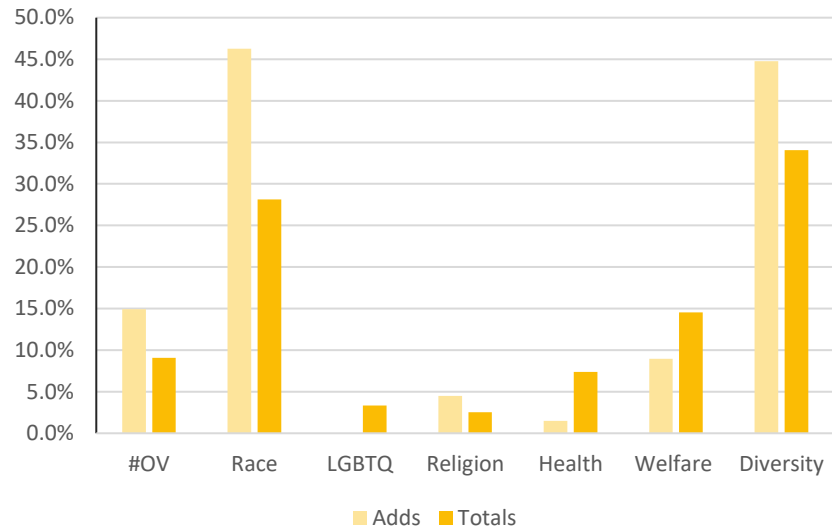
The North Liberty Library is open seven days a week, for a total of 67 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

Youth Diversity Analysis: February 2025

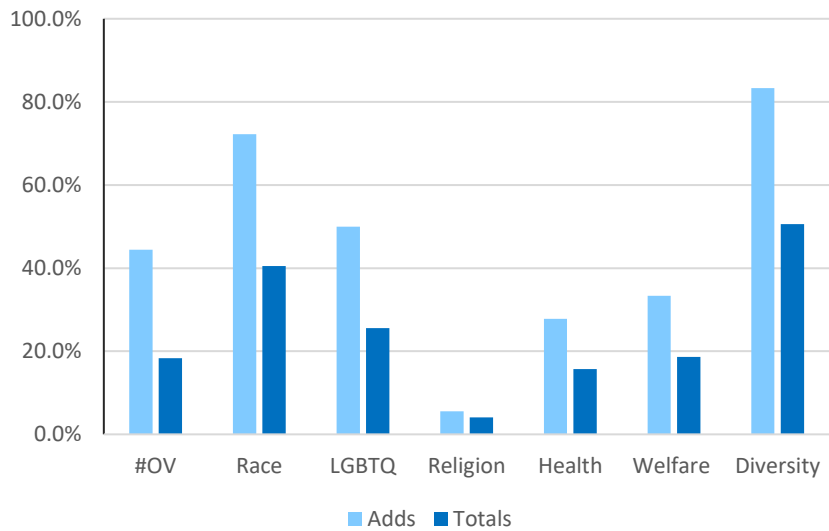
Primary Diversity



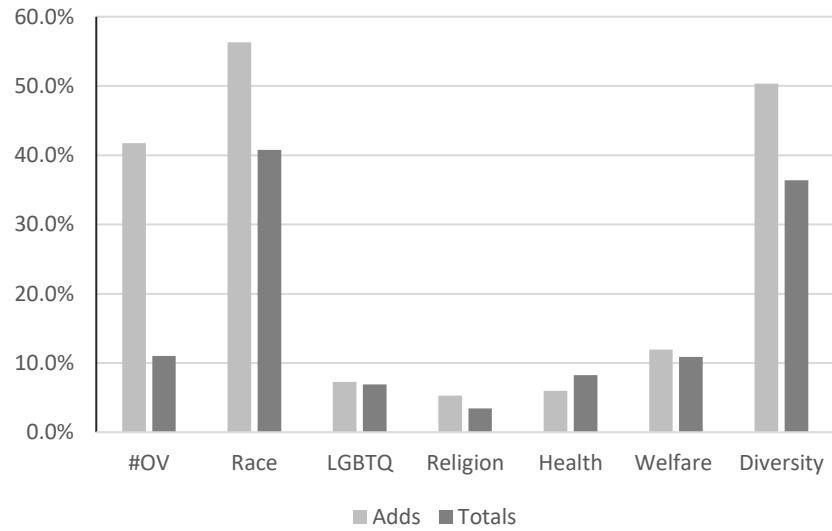
Juvenile Diversity



Teen Diversity



Collection Diversity



Youth Diversity Analysis: February 2025

	Primary		Juvenile		Teen		Total	
	Total	Additions	Total	Additions	Total	Additions	Total	Additions
#OV	800	45	597	10	627	8	2024	63
%	9.5%	68.2%	9.1%	14.9%	18.3%	44.4%	11.0%	41.7%
Race	4263	41	1847	31	1384	13	7494	85
%	50.8%	62.1%	28.1%	46.3%	40.5%	72.2%	40.8%	56.3%
LGBTQ	175	2	219	0	874	9	1268	11
%	2.1%	3.0%	3.3%	0.0%	25.6%	50.0%	6.9%	7.3%
Religion	329	4	166	3	139	1	634	8
%	3.9%	6.1%	2.5%	4.5%	4.1%	5.6%	3.4%	5.3%
Health	491	3	484	1	536	5	1511	9
%	5.9%	4.5%	7.4%	1.5%	15.7%	27.8%	8.2%	6.0%
Welfare	405	6	955	6	638	6	1998	18
%	4.8%	9.1%	14.5%	9.0%	18.7%	33.3%	10.9%	11.9%
Diversity	2719	31	2236	30	1731	15	6686	76
%	32.4%	47.0%	34.1%	44.8%	50.6%	83.3%	36.4%	50.3%
Count	8391	66	6566	67	3420	18	18377	151



TO: Ryan Heiar, City Administrator, and City Council
FROM: Jennifer Jordebek, Assistant Library Director
DATE: March 6, 2025
SUBJECT: Monthly Library Report

Library News

The library was a busy place in February. Below are a few of the highlights with many pictures because as the saying goes, “a picture is worth a thousand words.”

Corridor Libraries Staff Day was the first joint in-service day of training for Linn and Johnson County libraries. 14 libraries participated and heard a keynote presentation from author Shola Richards. Every librarian received his book, “Civil Unity.” There were multiple afternoon sessions offered by staff and guest Shamichael Hallman, Director of Civic Health and Economic Opportunity at the Urban Libraries Council.

Members of the library and city staff, Library Board, Friends and the public updated the library’s *Mission Statement* and created a *Vision Statement*. They are on the agenda for approval at the March Library Board meeting and will be shared after.

JUMPS for JOI: The JOI Kids Souper Bowl of Caring donation drive raised \$386 and 150 physical items or 115.8 pounds of food/toiletries for the North Liberty Community Pantry.

Our Youth Services Librarian offered a story time and crafts during the *One Book Two Book Festival* recently held in Iowa City.

The *Teen Lit Crate* subscription service will now use drawstring bags instead of boxes. Teens who struggle with transportation and biking with the bulky box requested this change.

Small Biz in Small Libraries: All About Brand Strategy

Participants learned about strategic storytelling principles to create more effective communication for their brand and common messaging pitfalls to avoid. Real-time audits of businesses were provided.



Bring Your Own Book (BYOB) Group

Members gathered at Andale Cantina in NL to discuss the book “Harlem Shuffle” by Colson Whitehead



***Tween After Hours:
Treasure Hunt
Edition***
Games, crafts
and a
scavenger hunt
for
hidden treasure



Take Your Child to the Library Day (TYCLD) Program
Storytime and special guest, Dash, from the Heartlanders



55+ Connections: Tuesday Gathering Program



Teen Tuesday: Video Game Program



DoodleBugs Program



Music4Tots Program



Super Tuesday: Lego Program

Cook the Book Program
Everyone selects
a recipe
to make and share

