

North Liberty Library Board of Trustees Meeting  
City Council Chambers, 360 N Main St, North Liberty  
April 21, 2025, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Board Position Update
- IV. Approval of Minutes
  - a. December
  - b. January
- V. Staff Introduction
- VI. Library Director Report
  - a. Budget
  - b. Operations
  - c. Staff reports – questions
- VII. Policy Review
  - a. Proctoring Policy
  - b. Mission Statement
- VIII. New Business
- IX. Adjourn

Next meeting date: May 19, 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*

**Library Director Report**  
**North Liberty Community Library Board of Trustees Meeting**  
**April 21, 2025**

- I. Financial Update
  - A. Personnel: 71 percent
  - B. Personnel Services (non-position): 79 percent
  - C. Repair, maintenance, utilities: 67 percent
  - D. Contractual Services: 79 percent
  - E. Commodities (materials and services): 60 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. Did not pass second funnel so these are dead for this year
    - 3. [HF856](#) (Senate companion SF507) – prohibits state and municipal entities from enacting or promoting trainings, programming, or activities relating to race, color, ethnicity, gender identity, or sexual orientation.
  - B. Staff update
    - 1. Filled four part-time positions
      - a. Page – had been open since last fall
      - b. Three Library Assistant I positions
  - C. 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
  - D. Mission Statement & Vision Statement
    - 1. Committee met and drafted a new vision and mission statement (packet)
  - E. Public Libraries of Johnson County posters for schools
    - 1. In all ICCSD Schools
    - 2. Other Johnson County School Districts
    - 3. Linn County and College Community
  - F. 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
  - b. Civil Unity by Shola Richards - copy for all staff and board members

### 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
  - a. Received 23 applications for Page and 48 applications for LA I
  - b. Hired Molli Cunningham for the Page position
  - c. Hired Jessica Beck, Amanda O'Brien and Parker Pilkington to cover 2 staff leaving and in preparation for another summer departure

#### 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. Launched fourth Small Biz in Small Libraries (SBSL) event on March 27, featuring Alexis Miller (HR Director) as its facilitator
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.
8. Finalized hiring decisions with Asst Director for open part-time positions
9. Continued leading practicum students through the end of their semesters
10. Hosted North Liberty Coffee Connections for third year in a row, in partnership with Greater IC
11. Installed new artist Nick Johnson into the art gallery ([LINK](#))
12. From artist exhibits to networking events, NLL is expanding its community engagement efforts to the local professionals in our area.

#### 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)
  - 9. March - 189 Parent TV views
  - 10. Kayla & I are participating in the Ready Set School supplies drive
    - a. Headed by Salvation Army, multiple nonprofits involved
    - b. Mid-August at JoCo Fairgrounds
  - 11. Playful Parenting Group
    - a. Tuesday evenings from 6-7:15pm
    - b. March 11-April 8<sup>th</sup>
  - 12. 3/13 Orchestra Iowa Pied Piper
    - a. Woodwinds – 52 ppl attended
  - 13. 3/31 DoodleBugs – 63 ppl attended
  - 14. 4/2 Community Center Open House
    - a. Coordinated with Abbi, City's Equity Coordinator, provided craft & snacks – 277 ppl attended
- D. Youth & Teen Services
- 1. Diversity Audit: Our additions this month were a total of 58.7% diverse bringing our total collection diversity to 36.7% diverse.
  - 2. Program Statistics
    - a. Super Tuesday: 15 in Feb, 17 in March
    - b. Tweendom: 0 in Feb, 8 in March
    - c. Teen Tuesday: 22 in Feb, 7 in March
    - 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 in Feb, 8 in March
    - i. Question of the Week: 83 in Feb, 47 in March
    - j. Snack: 291 in Feb, 317 in March

**Feb Total:** 572 attendance at 39 programs  
**March Total:** 472 attendance at 43 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



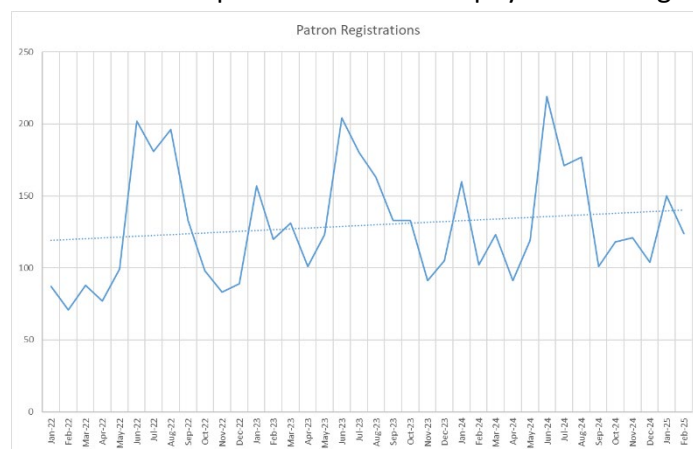
2. Completed Projects
  - a. Guinea Pig Cage – NL Parks Department shortened Matilda's house to make her more easily viewable by young patrons and allow us to eliminate the need for the steps. It was also a good opportunity to clear out some of the clutter that had accumulated in the cabinets below her 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

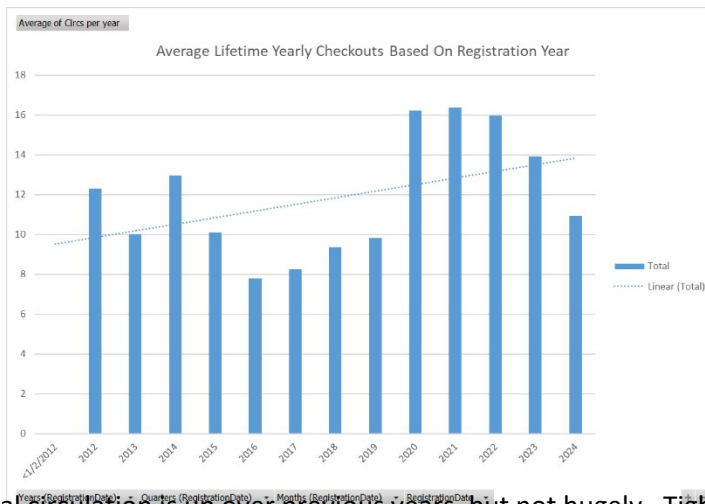
1. Adult programs remain slow through March due to possible impact with weather as well as spring break throwing a wrench into two weekends. However, we'll probably have a bit of a full schedule coming into April. We start up another round of the Good Neighbor Book Club in April which is already almost 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 in total.
3. We're beginning a new session of the Good Neighbor Book Club which runs Thursday evenings from April 3<sup>rd</sup> through May 8<sup>th</sup>. It is not really a book club, but a group that discusses local/state/national issues through the lens of a book. This spring we're using *Fragile Neighborhoods* by Seth Kaplan.

G. Collection Development

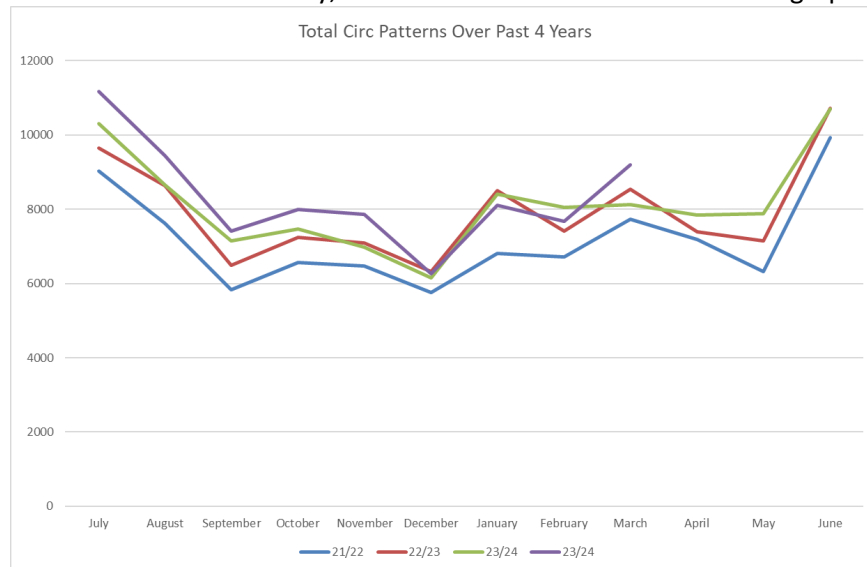
1. I've been working on data on patron registrations and impacts for the grant Kellee is working on. This chart is a glimpse of new patron registrations over the past three years. The spikes in the summer months as well as in January are notable. The January spike is likely correlated to the spike in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



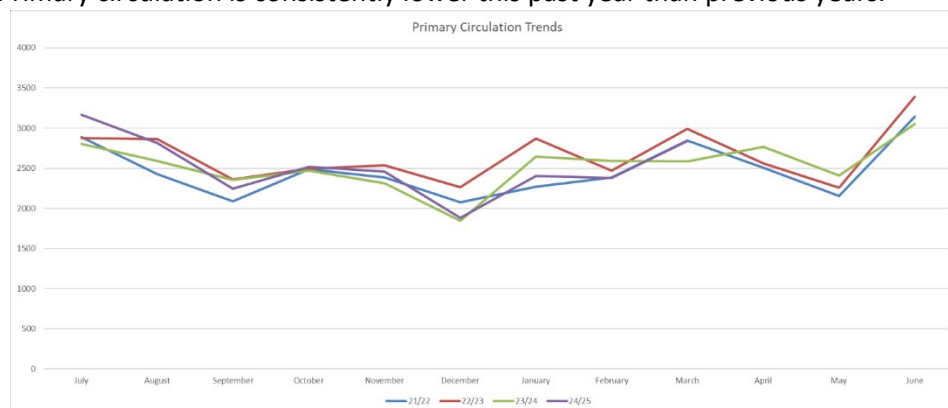
- Average yearly circs of patrons based on registration year. Patrons from the 2015 to 2019 era don't check out as much as more recently registered patrons.



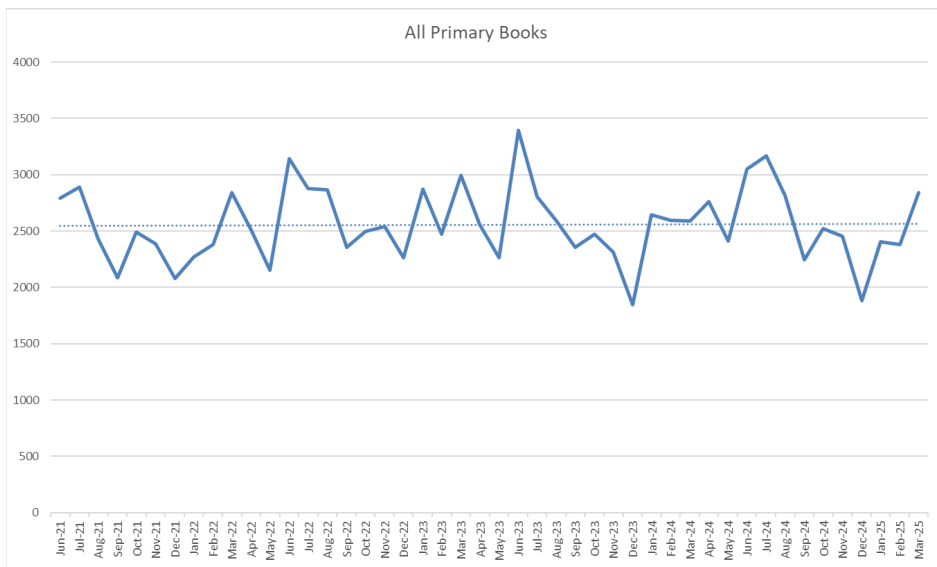
- Total circulation is up over previous years, but not hugely. Tightly clustered yearly circ patterns aren't necessarily bad, just not super exciting to look at. There is one collection that isn't doing as well as it has historically, and I'll discuss that more on the next graph.



- Primary circulation is consistently lower this past year than previous years.



5. When looking over the same period linearly, we're trending pretty even, so the high months and the low months are averaging out. We don't really have space to expand the primary collection, so I expect this will be the pattern moving forward. On the longer timeline, circulation is more even, but this year in direct comparison to last year, we are down. In the past, I've discussed with the board that this very well be due to evolving demographics in North Liberty. We have tended to have young families, with one or both parents at the university, first couple of kids born here, circulating the picture books, and then they move after graduation and permanent employment. Because of the increased circulation in Easy Readers and Independent Readers, I think families are staying in the area for longer and the kids are moving up in age level. That said, I think that the primary shelves are maybe too full and could use a good weeding, making it easier to find what folks are actually looking for. We have some more accessible shelving that we're going to start making use of to showcase a sliver of the collection, hopefully making selections easier for patrons who are typically picking up what is on our new displays or neighborhood bins.



Respectfully Submitted,  
Jennifer Garner, Library Director

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<i>Personnel Services</i>										
6010	Regular Salaries and Wages	753,057.00	.00	753,057.00	.00	.00	557,484.93	195,572.07	74	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	5,379.10	.00	50,611.51	46,991.49	52	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	411.52	.00	45,474.95	19,528.05	70	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	375.27	.00	56,102.43	18,685.57	75	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	.00	.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>		<b>\$1,114,457.00</b>	<b>\$0.00</b>	<b>\$1,114,457.00</b>	<b>\$6,165.89</b>	<b>\$0.00</b>	<b>\$788,630.05</b>	<b>\$325,826.95</b>	<b>71%</b>	<b>\$950,857.14</b>
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	60.57	.00	1,445.44	1,154.56	56	2,463.09
6183	Group Insurance Deductible	15,000.00	.00	15,000.00	70.50	.00	13,679.06	1,320.94	91	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	.00	.00	1,316.00	1,309.00	50	2,478.00
6230	Training	13,000.00	.00	13,000.00	.00	.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>		<b>\$35,154.00</b>	<b>\$0.00</b>	<b>\$35,154.00</b>	<b>\$131.07</b>	<b>\$0.00</b>	<b>\$27,696.54</b>	<b>\$7,457.46</b>	<b>79%</b>	<b>\$29,860.47</b>
<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
<b>6371 - Utilities</b>										
6371-01	Utilities Electric	45,000.00	.00	45,000.00	2,572.85	.00	30,007.08	14,992.92	67	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	1,263.86	.00	8,053.48	6,946.52	54	8,640.95
<b>6371 - Utilities Totals</b>		<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$3,836.71</b>	<b>\$0.00</b>	<b>\$38,060.56</b>	<b>\$21,939.44</b>	<b>63%</b>	<b>\$41,670.40</b>
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	405.00	125.00	76	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	200.26	.00	2,025.61	874.39	70	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>		<b>\$80,930.00</b>	<b>\$0.00</b>	<b>\$80,930.00</b>	<b>\$4,081.97</b>	<b>\$0.00</b>	<b>\$54,554.16</b>	<b>\$26,375.84</b>	<b>67%</b>	<b>\$59,892.91</b>
<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	30,166.01	(8,551.01)	140	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	9.87	.00	2,681.82	1,618.18	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	292.15	.00	3,178.34	421.66	88	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	1,096.32	.00	9,220.08	10,279.92	47	14,859.97
<i>Contractual Services Totals</i>		<b>\$59,965.00</b>	<b>\$0.00</b>	<b>\$59,965.00</b>	<b>\$4,711.37</b>	<b>\$0.00</b>	<b>\$47,427.15</b>	<b>\$12,537.85</b>	<b>79%</b>	<b>\$64,510.73</b>

# Expense Budget Performance Report

Fiscal Year to Date 03/31/25

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
<b>Fund 001 - General Fund</b>										
Department <b>4010 - Library Services</b>										
EXPENSE										
<i>Commodities</i>										
<b>6502</b>	<b>Library Materials</b>									
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	5,732.14	.00	45,098.18	14,901.82	75	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	892.86	.00	1,904.18	5,995.82	24	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	305.17	.00	5,621.46	6,978.54	45	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	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
	<b>6502 - Library Materials Totals</b>	<b>\$133,550.00</b>	<b>\$0.00</b>	<b>\$133,550.00</b>	<b>\$6,930.17</b>	<b>\$0.00</b>	<b>\$79,189.40</b>	<b>\$54,360.60</b>	<b>59%</b>	<b>\$124,550.14</b>
6506	Office Supplies	4,000.00	.00	4,000.00	251.70	.00	1,842.91	2,157.09	46	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	.00	.00	471.01	328.99	59	742.40
6509	Building Maintenance Supplies	650.00	.00	650.00	.00	.00	479.56	170.44	74	184.51
6513	Cleaning Supplies	2,000.00	.00	2,000.00	192.90	.00	2,517.12	(517.12)	126	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	12.60	(3,167.68)	6,737.48	10,430.20	25	14,768.67
6521	Software	1,850.00	.00	1,850.00	.00	.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	1,117.82	.00	10,602.78	(802.78)	108	16,404.70
	<i>Commodities Totals</i>	<b>\$168,650.00</b>	<b>\$0.00</b>	<b>\$168,650.00</b>	<b>\$8,505.19</b>	<b>(\$3,167.68)</b>	<b>\$104,365.31</b>	<b>\$67,452.37</b>	<b>60%</b>	<b>\$165,318.20</b>
<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>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,917.75</b>	<b>(\$12,917.75)</b>	<b>+++</b>	<b>\$10,669.55</b>
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>6910 - Transfer Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
	<i>Transfer Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,459,156.00</b>	<b>\$0.00</b>	<b>\$1,459,156.00</b>	<b>\$23,595.49</b>	<b>(\$3,167.68)</b>	<b>\$1,035,590.96</b>	<b>\$426,732.72</b>	<b>71%</b>	<b>\$1,281,109.00</b>
	Department <b>4010 - Library Services Totals</b>	<b>(\$1,459,156.00)</b>	<b>\$0.00</b>	<b>(\$1,459,156.00)</b>	<b>(\$23,595.49)</b>	<b>\$3,167.68</b>	<b>(\$1,035,590.96)</b>	<b>(\$426,732.72)</b>	<b>71%</b>	<b>(\$1,281,109.00)</b>
Department <b>4060 - Community Center</b>										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	2,799.72	449.00	26,605.36	102,945.64	21	95,678.78
	<i>Repair, Maintenance, Utilities Totals</i>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$130,000.00</b>	<b>\$2,799.72</b>	<b>\$449.00</b>	<b>\$26,605.36</b>	<b>\$102,945.64</b>	<b>21%</b>	<b>\$95,678.78</b>

# Expense Budget Performance Report

Fiscal Year to Date 03/31/25

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
<b>Fund 001 - General Fund</b>										
Department <b>4060 - Community Center</b>										
<b>EXPENSE</b>										
<i>Contractual Services</i>										
6432	Building Maintenance Contracts	86,000.00	.00	86,000.00	6,968.75	.00	62,718.75	23,281.25	73	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	95.00	1,480.00	32,492.40	360.60	99	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$7,063.75	\$1,480.00	\$95,211.15	\$23,641.85	80%	\$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>										
<b>6910</b>	<b>Transfer</b>									
6910-03	Transfer Capital Reserve	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	.00
<b>6910 - Transfer Totals</b>		\$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
<b>EXPENSE TOTALS</b>		\$282,333.00	\$0.00	\$282,333.00	\$9,863.47	\$1,929.00	\$121,816.51	\$158,587.49	44%	\$203,049.09
Department <b>4060 - Community Center Totals</b>		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$9,863.47)	(\$1,929.00)	(\$121,816.51)	(\$158,587.49)	44%	(\$203,049.09)
Fund <b>001 - General Fund Totals</b>		\$1,741,489.00	\$0.00	\$1,741,489.00	\$33,458.96	(\$1,238.68)	\$1,157,407.47	\$585,320.21		\$1,484,158.09
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
<b>EXPENSE</b>										
<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>										
<b>6502</b>	<b>Library Materials</b>									
6502-03	Library Materials SRP	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6502 - Library Materials Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6508	Postage & Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6517	Computers & Technology	.00	.00	.00	.00	.00	.00	.00	+++	.00
6525	Furniture & Fixtures (Non Capital)	.00	.00	.00	.00	.00	.00	.00	+++	.00
6532	Program Materials	.00	.00	.00	.00	.00	529.24	(529.24)	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$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

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
<b>Fund 003 - Library Capital</b>										
Department <b>4010 - Library Services</b>										
EXPENSE										
<i>Transfer</i>										
<b>6910</b>	<b>Transfer</b>									
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
<b>6910 - Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<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>
<b>EXPENSE TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$529.24</b>	<b>(\$529.24)</b>	<b>+++</b>	<b>\$8,713.42</b>
Department <b>4010 - Library Services Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$529.24)</b>	<b>\$529.24</b>	<b>+++</b>	<b>(\$8,713.42)</b>
Fund <b>003 - Library Capital Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$529.24</b>	<b>(\$529.24)</b>		<b>\$8,713.42</b>
<b>Fund 004 - Recreation Capital</b>										
Department <b>4060 - Community Center</b>										
EXPENSE										
<i>Capital Outlay</i>										
<b>6750</b>	<b>Buildings</b>									
6750-01	Buildings Community Center	82,000.00	.00	82,000.00	.00	.00	76,669.79	5,330.21	93	28,099.86
<b>6750 - Buildings Totals</b>		<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76,669.79</b>	<b>\$5,330.21</b>	<b>93%</b>	<b>\$28,099.86</b>
<i>Capital Outlay Totals</i>		<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$82,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$76,669.79</i>	<i>\$5,330.21</i>	<i>93%</i>	<i>\$28,099.86</i>
<b>EXPENSE TOTALS</b>		<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76,669.79</b>	<b>\$5,330.21</b>	<b>93%</b>	<b>\$28,099.86</b>
Department <b>4060 - Community Center Totals</b>		<b>(\$82,000.00)</b>	<b>\$0.00</b>	<b>(\$82,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$76,669.79)</b>	<b>(\$5,330.21)</b>	<b>93%</b>	<b>(\$28,099.86)</b>
Fund <b>004 - Recreation Capital Totals</b>		<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$82,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76,669.79</b>	<b>\$5,330.21</b>		<b>\$28,099.86</b>
<b>Grand Totals</b>		<b>\$1,823,489.00</b>	<b>\$0.00</b>	<b>\$1,823,489.00</b>	<b>\$33,458.96</b>	<b>(\$1,238.68)</b>	<b>\$1,234,606.50</b>	<b>\$590,121.18</b>		<b>\$1,520,971.37</b>

## PROCTORING POLICY

### I. Purpose Statement

The North Liberty Library is committed to supporting literacy and lifelong learning goals for all individuals. The library provides proctoring services to aid patrons and educational institutions. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

### II. Responsibilities of Student

- A. The student is responsible for initiating contact with library staff regarding proctored exams and for making necessary arrangements including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test.
- B. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website or requesting staff assistance to schedule the space.
- C. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- D. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- E. Exams may be scheduled during open library hours and must end no less than 30 minutes before the closing of the library.
- F. The student should arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor, if required.
- G. The student is responsible for supplying an envelope and cost of return postage if the exam must be mailed. The library does not have fax capability.
- H. Completed exams will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

### III. Responsibilities of Library Staff

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. Proctoring services at the library include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam, in self-addressed stamped envelope provided by the student.
- C. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. The Library is unable to assign specific librarians to proctor exams. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.
- D. The proctor may observe the student while performing other tasks and assisting other patrons. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- E. Unless prior arrangements have been made and it is possible with scheduling, the library is unable to proctor an exam for which the signature of a designated staff person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff reserve the right to refuse proctoring services.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.
- J. The library does not keep copies of completed exams.



## **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.

Notes:

Find ways to create a mission that has values of Diversity, Equity, Inclusion and Belonging

Learning/literacy component - Kellee

*Reviewed/Approved by the Library Board of Trustees, March 2020*

North Liberty Library statement draft

**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.*