

North Liberty Library Board of Trustees Meeting
City Council Chambers, 360 N Main St, North Liberty
May 19, 2025, 6:30 pm

Call to Order

- I. Additions/Changes to the Agenda
- II. Public Comment
- III. Welcome New Trustee
- IV. Approval of Minutes
 - a. April
 - b. January
- V. Staff Introduction
- VI. Library Director Report
 - a. Budget
 - b. Operations
 - c. Staff reports – questions
- VII. Policy Review
 - a. Programs Policy
 - b. Personnel Policy Statement
 - c. Library Board Bylaws
- VIII. New Business
- IX. Adjourn

Next meeting date: June 16, 2025, 6:30 pm

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

**North Liberty Library
Minutes of the Meeting of the Board of Trustees
April 21, 2025**

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

Other Attendees: Jennie Garner (Director), Kayla Hodgson (Youth and Teen Services Librarian), Zoe Murphy (assistant Youth & Teen Service Librarian)

Absent: 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 April 21, 2025, at approximately 6:32 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 December minutes were reviewed. Upon motion duly made, seconded, and unanimously carried, the minutes of the meeting were approved.

The January minutes were reviewed. Because there was not a quorum of the directors who were in attendance at that meeting, approval was tabled until the next meeting with a quorum.

5. Presentation to the Board

Kayla Hodgson (Youth and Teen Services Librarian) and Zoe Murphy (assistant Youth & Teen Service Librarian) presented to the Board on the Library's youth services program. This included an overview of the youth engagement initiatives, programming, approach, and related events.

6. Reports

a. Budget

Director Jennie Garner provided a brief update on the current budget. The present financial condition of the Library remains strong, and expenses generally align with expectations.

b. Director

Director Garner provided an overview of proposed legislation that could impact the Library and its programs. This included Iowa H.F. 880, H.F. 521, and H.F. 856. The first two did not pass

the second legislative funnel and will not proceed for this year. H.F. 856 may still be adopted. H.F. 856 prohibits state and municipal entities from enacting or promoting trainings, programming, or activities relating to race, color, ethnicity, gender identity or sexual orientation. Adoption of this legislation would have a material impact on the Library's programs.

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

- The library has filled four part-time positions.
- Through a collaboration with Johnson County, posters have been put in school libraries signaling that public libraries may have books that are not available in school libraries.
- A new initiative, the Citizen Advocacy Alliance, is working to bring together patrons to establish a network of community advocates on issues related to public libraries.

c. Friends

No Update.

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 the proposed edits to the Library's proctoring policy. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the policy as set forth in the Board packet.

The Board also reviewed the proposed edits to the Library's mission and vision statement. It was discussed that changes may ultimately be required if state-level legislation is adopted limiting the use of certain works in connection with inclusivity and diversity. Upon a motion duly made, seconded, and unanimously carried, the Board of Trustees voted to approve the Library's mission and vision. The Board also asked Director Garner to propose updates to the mission and vision if H.F. 8565 is ultimately adopted since it may impact the language used.

8. Old Business

No old business.

9. New Business

Jamie Helmick resigned from the Board since she is moving outside of the geographic area. Stephanie Munestman will be joining as a new Trustee.

10. Adjournment

The meeting was adjourned at approximately 7:00 pm by the President.

The next meeting of the Board of Trustees will be held on May 19, 2025 at 6:30 pm at the North Liberty City Council Chambers.

Prepared by Angela Fogt, Secretary.

Expense Budget Performance Report

Fiscal Year to Date 04/30/25

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	69,453.34	.00	626,938.27	126,118.73	83	675,426.53
6020	Part Time Wages	97,603.00	.00	97,603.00	5,062.12	.00	55,673.63	41,929.37	57	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	5,547.46	.00	51,022.41	13,980.59	78	56,635.80
6130	IPERS	74,788.00	.00	74,788.00	6,963.69	.00	63,066.12	11,721.88	84	70,026.55
6150	Group Insurance	120,006.00	.00	120,006.00	9,241.18	.00	88,009.37	31,996.63	73	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	\$96,267.79	\$0.00	\$884,897.84	\$229,559.16	79%	\$950,857.14
<i>Personnel Services Non-position Control</i>										
6182	Mileage	2,600.00	.00	2,600.00	70.39	.00	1,515.83	1,084.17	58	2,463.09
6183	Group Insurance Deductible	15,000.00	2,000.00	17,000.00	1,024.86	.00	15,289.91	1,710.09	90	15,280.49
6210	Dues/Memberships Subscriptions	2,625.00	.00	2,625.00	75.00	.00	1,391.00	1,234.00	53	2,478.00
6230	Training	13,000.00	1,500.00	14,500.00	716.85	.00	11,972.89	2,527.11	83	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	\$3,500.00	\$38,654.00	\$1,887.10	\$0.00	\$30,169.63	\$8,484.37	78%	\$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	2,244.46	.00	32,251.54	12,748.46	72	33,029.45
6371-02	Utilities Gas	15,000.00	.00	15,000.00	960.84	.00	9,014.32	5,985.68	60	8,640.95
6371 - Utilities Totals		\$60,000.00	\$0.00	\$60,000.00	\$3,205.30	\$0.00	\$41,265.86	\$18,734.14	69%	\$41,670.40
6372	Dumpster Pickup	530.00	.00	530.00	45.00	.00	450.00	80.00	85	495.00
6373	Telephone & Cell Phone Communications	2,900.00	.00	2,900.00	318.21	.00	2,343.82	556.18	81	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	\$3,568.51	\$0.00	\$58,122.67	\$22,807.33	72%	\$59,892.91
<i>Contractual Services</i>										
6408	Insurance/General	8,000.00	.00	8,000.00	10,737.00	.00	10,737.00	(2,737.00)	134	14,067.00
6409	Janitorial/Cleaning Services Contract	21,615.00	.00	21,615.00	3,836.14	.00	34,002.15	(12,387.15)	157	19,699.78
6411	Legal Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6412	Immunization and Testing	750.00	.00	750.00	36.00	.00	235.20	514.80	31	1,981.00
6414	Printing/Advertising/Publications	4,300.00	.00	4,300.00	582.70	.00	3,264.52	1,035.48	76	5,321.32
6419	Software Support	2,200.00	.00	2,200.00	420.90	.00	2,402.60	(202.60)	109	4,504.20
6422	Office Equipment Maintenance Contracts	3,600.00	.00	3,600.00	668.63	.00	3,846.97	(246.97)	107	4,077.46
6431	Database Subscriptions	19,500.00	.00	19,500.00	.00	.00	9,220.08	10,279.92	47	14,859.97
<i>Contractual Services Totals</i>		\$59,965.00	\$0.00	\$59,965.00	\$16,281.37	\$0.00	\$63,708.52	(\$3,743.52)	106%	\$64,510.73

Expense Budget Performance Report

Fiscal Year to Date 04/30/25

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	586.00	60,586.00	5,745.84	.00	50,844.02	9,741.98	84	53,692.73
6502-03	Library Materials SRP	6,750.00	.00	6,750.00	71.97	.00	2,149.30	4,600.70	32	8,313.28
6502-04	Library Materials Supplies	7,900.00	61.00	7,961.00	.00	.00	1,904.18	6,056.82	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	.00	.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	83.00	4,083.00	55.00	.00	4,543.25	(460.25)	111	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	\$730.00	\$134,280.00	\$5,872.81	\$0.00	\$85,062.21	\$49,217.79	63%	\$124,550.14
6506	Office Supplies	4,000.00	.00	4,000.00	1,119.82	.00	2,962.73	1,037.27	74	3,992.36
6508	Postage & Shipping	800.00	.00	800.00	101.78	.00	572.79	227.21	72	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	230.00	.00	2,747.12	(747.12)	137	2,509.71
6517	Computers & Technology	14,000.00	.00	14,000.00	916.42	(3,167.68)	7,653.90	9,513.78	32	14,768.67
6521	Software	1,850.00	.00	1,850.00	195.00	.00	2,720.05	(870.05)	147	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	2,089.75	.00	12,692.53	(2,892.53)	130	16,404.70
<i>Commodities Totals</i>		\$168,650.00	\$730.00	\$169,380.00	\$10,525.58	(\$3,167.68)	\$114,890.89	\$57,656.79	66%	\$165,318.20
<i>Capital Outlay</i>										
6770	Library Capital	.00	10,000.00	10,000.00	.00	.00	12,917.75	(2,917.75)	129	10,669.55
<i>Capital Outlay Totals</i>		\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$12,917.75	(\$2,917.75)	129%	\$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	\$14,230.00	\$1,473,386.00	\$128,530.35	(\$3,167.68)	\$1,164,707.30	\$311,846.38	79%	\$1,281,109.00
Department 4010 - Library Services Totals		(\$1,459,156.00)	(\$14,230.00)	(\$1,473,386.00)	(\$128,530.35)	\$3,167.68	(\$1,164,707.30)	(\$311,846.38)	79%	(\$1,281,109.00)
Department 4060 - Community Center										
EXPENSE										
<i>Repair, Maintenance, Utilities</i>										
6310	Building Maintenance	130,000.00	.00	130,000.00	893.71	449.00	27,499.07	102,051.93	21	95,678.78
<i>Repair, Maintenance, Utilities Totals</i>		\$130,000.00	\$0.00	\$130,000.00	\$893.71	\$449.00	\$27,499.07	\$102,051.93	21%	\$95,678.78

Expense Budget Performance Report

Fiscal Year to Date 04/30/25

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	69,687.50	16,312.50	81	79,393.00
6499	Misc Contractual	34,333.00	.00	34,333.00	445.00	1,480.00	32,937.40	(84.40)	100	27,977.31
<i>Contractual Services Totals</i>		\$120,333.00	\$0.00	\$120,333.00	\$7,413.75	\$1,480.00	\$102,624.90	\$16,228.10	87%	\$107,370.31
<i>Capital Outlay</i>										
6799	Other Capital Outlay	.00	.00	.00	.00	50,568.00	.00	(50,568.00)	+++	.00
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$50,568.00	\$0.00	(\$50,568.00)	+++	\$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	\$8,307.46	\$52,497.00	\$130,123.97	\$99,712.03	65%	\$203,049.09
Department 4060 - Community Center Totals		(\$282,333.00)	\$0.00	(\$282,333.00)	(\$8,307.46)	(\$52,497.00)	(\$130,123.97)	(\$99,712.03)	65%	(\$203,049.09)
Fund 001 - General Fund Totals		\$1,741,489.00	\$14,230.00	\$1,755,719.00	\$136,837.81	\$49,329.32	\$1,294,831.27	\$411,558.41		\$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	729.00	729.00	.00	.00	.00	729.00	0	.00
6532	Program Materials	.00	.00	.00	(100.00)	.00	429.24	(429.24)	+++	7,939.96
<i>Commodities Totals</i>		\$0.00	\$729.00	\$729.00	(\$100.00)	\$0.00	\$429.24	\$299.76	59%	\$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 04/30/25

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									
	Transfer									
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
	Transfer Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$729.00	\$729.00	(\$100.00)	\$0.00	\$429.24	\$299.76	59%	\$8,713.42
	Department 4010 - Library Services Totals	\$0.00	(\$729.00)	(\$729.00)	\$100.00	\$0.00	(\$429.24)	(\$299.76)	59%	(\$8,713.42)
	Fund 003 - Library Capital Totals	\$0.00	\$729.00	\$729.00	(\$100.00)	\$0.00	\$429.24	\$299.76		\$8,713.42
Fund 004 - Recreation Capital										
Department 4060 - Community Center										
	EXPENSE									
	Capital Outlay									
6750	Buildings									
6750-01	Buildings Community Center	82,000.00	137,454.00	219,454.00	55.08	.00	76,724.87	142,729.13	35	28,099.86
	6750 - Buildings Totals	\$82,000.00	\$137,454.00	\$219,454.00	\$55.08	\$0.00	\$76,724.87	\$142,729.13	35%	\$28,099.86
	Capital Outlay Totals	\$82,000.00	\$137,454.00	\$219,454.00	\$55.08	\$0.00	\$76,724.87	\$142,729.13	35%	\$28,099.86
	EXPENSE TOTALS	\$82,000.00	\$137,454.00	\$219,454.00	\$55.08	\$0.00	\$76,724.87	\$142,729.13	35%	\$28,099.86
	Department 4060 - Community Center Totals	(\$82,000.00)	(\$137,454.00)	(\$219,454.00)	(\$55.08)	\$0.00	(\$76,724.87)	(\$142,729.13)	35%	(\$28,099.86)
	Fund 004 - Recreation Capital Totals	\$82,000.00	\$137,454.00	\$219,454.00	\$55.08	\$0.00	\$76,724.87	\$142,729.13		\$28,099.86
	Grand Totals	\$1,823,489.00	\$152,413.00	\$1,975,902.00	\$136,792.89	\$49,329.32	\$1,371,985.38	\$554,587.30		\$1,520,971.37

Library Director Report
North Liberty Community Library Board of Trustees Meeting
May 19, 2025

- I. Financial Update
 - A. Personnel: 79 percent
 - B. Personnel Services (non-position): 78 percent
 - C. Repair, maintenance, utilities: 72 percent
 - D. Contractual Services: 106 percent
 - E. Commodities (materials and services): 66 percent
 - F. Total Library Services: 79 percent
 - G. Average this time of year: 83 percent
- II. Director Update
 - A. Budget
 - 1. Amendments are reflected in the report
 - a. \$2500 StoryCorps Grant not reflected
 - b. Library Capital
 - c. Requested \$3825 grant from the library endowment fund to supplement FY26 budget expenses for a large program in May 2026
 - B. Legislative Update
 - 1. [HF856](#) was amended by the Senate and the House passed HF856 with the amendments
 - C. Professional activity
 - 1. Accepted as member of [National Civic Collaboratory](#)
 - a. Part of [Citizen's University](#)
 - b. Cross sector collaboration connecting civic innovators across lines of geography, political ideology, race, and domain.
 - 2. Des Moines Con
 - a. Presenting on libraries as spaces for connection and community hubs with Sam Helmick (Iowa City) and Tyler Hahn (Cherokee)
 - b. Libraries: The Original Open-World RPG (role playing game)
 - 3. ALA, June 28-July 1 in Philadelphia
 - a. Panel Presentation for Library Insights Summit
 - 1) Publishers and Librarians
 - 2) Panel will discuss how publishers can offer librarians encouragement and support in the face of book bans, decreasing budgets, collection diversity impediments, technology advances, increasing data insight vs privacy concerns, and a more engaged community.
 - D. Friends of the Library
 - 1. Annual Book Sale, June 12-14
 - a. Volunteer opportunity for library board members to assist with setup, sales, Teardown
 - b. The board is considering revitalizing and has several ideas, including a regular newsletter and potentially shifting (back) to a membership/dues structure

E. Staff Reports

1. Assistant Director

- a. Reflective Practice Group meetings (which a few staff were participating in) and all programming connected to the Trauma Informed Library project has been cancelled due to loss of IMLS funding
- b. Submitted joint AZ Conference proposal based on Stork Storytime (literacy program around reading to babies in utero)

2. Public Services

- a. Completed onboarding for four new hires: Parker Pilkington, Amanda O'Brien, Jessi Beck, and Molli Cunningham.
- b. Attended the Lead the Way Conference at the University of Wisconsin-Madison. Full recap here: [LINK](#)
- c. Recorded book discussion podcast with Des Moines author Rachelle Chase; discussed Black in Blues by Imani Perry, which is also a new selection here at the library
- d. Launched the Volunteer Fair in partnership with Grace Community Church, with close to 50 attendees and 6 vendors during this inaugural event

3. Family Services

- a. Continuing Community Collaboration outside:
 - 1) 2025 Juneteenth committee
 - 2) Community Partnerships for Protecting Children
 - 3) Early Childhood Iowa
 - 4) Disproportionate Minority Contact Committee
 - 5) Ready Set School (school supply drive)
 - 6) Bridge to Reading (Iowa Read A Loud picture book award)
 - 7) CLEL Bells (Picture book award based on 5 early literacy practices)
- b. 4/22 Palestine Storytime
- c. 4/28 DoodleBugs – 34 ppl attended
- d. 5/8 Pied Piper- Brass – 54 ppl attended
- e. 5/8 Music4Tots – 24 ppl attended

4. Youth & Teen Services

- a. Diversity Audit: For April 2025, the youth collection is at 36.8% diverse with the books added this past month at 46.8% diverse. (See attached chart)
- b. Having Super Tuesday twice monthly is going great! We did glass butterflies & graham cracker art with 28 & 19 attendees. The new format (like doodlebugs) with a short storytime, then craft or activity is working well, and attendance is high.
- c. At Cold-Blooded Redhead, we had 163 attendees. The kids learned about the importance of reptiles and amphibians, interacted with cool creatures, and got to hold some of them.
- d. Palestinian Storytime: 11 attendees, one of the best guest storytime readers we've had, answered hard questions well, and lead conversation thoughtfully
- e. Diversity Audit: 36.8 percent diverse with new books added in April at 46.8 percent diverse

- f. Program Statistics
 - 1) Super Tuesday: 28 & 19
 - 2) Tweendom: 3
 - 3) Teen Tuesday: 0
 - 4) JUMPS for JOI: 16
 - 5) Liberty Makerspace Outreach: 33
 - 6) Cold Blooded Redhead: 163
 - 7) Palestinian Storytime: 11
 - 8) Question of the Week: 35
 - 9) Snack: 382

May Total: 690 attendance at 44 programs

5. Marketing & Engagement

- a. North Liberty Tales
 - 1) B-Real is a book loving troll who hides tales around North Liberty. Idea based
 - 2) on Tome Gnome program in Tucson, AZ.
 - 3) Hid first book and it was found. Excited to hide more over the next several
 - 4) months.
 - 1) Raised bed gardens
 - 2) The Parks team added a brick boarder around the play garden raised bed
 - 3) and some new toys have been added for summer.
 - 4) Pollinator and chaos gardens will get cleaned up and planted over the next
 - 5) couple of weeks.
- b. Peeps Dioramas
 - 1) Sometimes you find an idea and instantly have to run with it and the Peeps
 - 2) Diorama Contest was one of them.
 - 3) There was a short turnaround time but we ended up with two public
 - 4) submissions and three staff submissions plus images to use for a future contest.
- c. Adventure Pass Update
 - 1) Last update stated that they are in final stages of building out the program landing/webpage, we have authenticated with Polaris, and fingers crossed
- d. Johnson County Libraries – Fair Planning, July 19-23, 2025

6. Adult Services

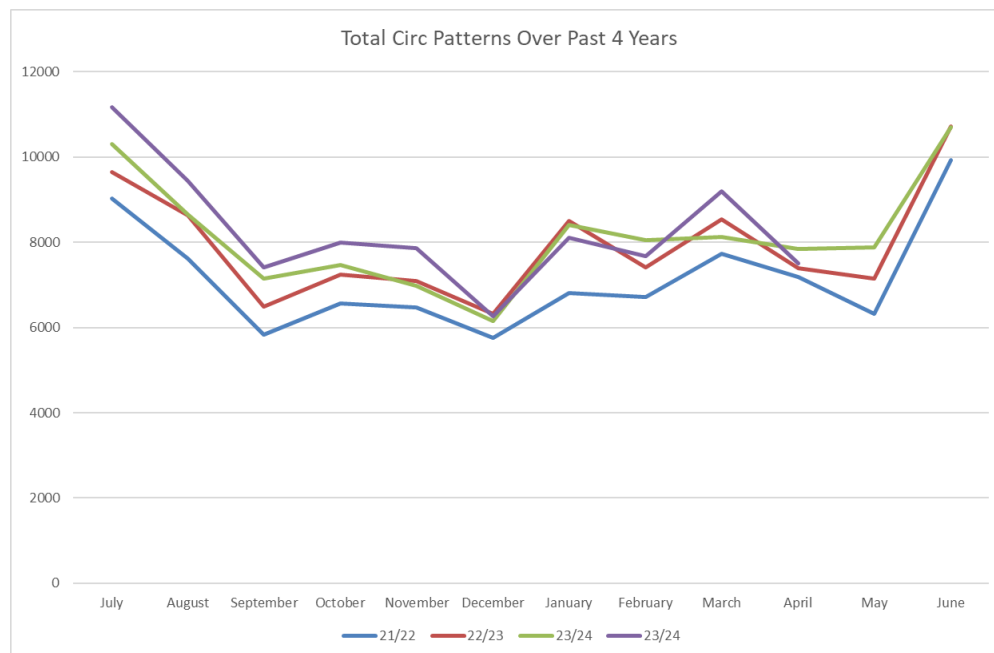
- a. The month of May gets into busy family times so we don't generally have a ton of programs starting in May or June. We are continuing on with our work at Jefferson Point which is relatively new. We have two pop-ups a month and one community-centric event per month.
- b. The biggest item that we're working on in May and June is book bike outreach which will begin at Remarkable Rigs on May 10th. From there, we'll be bringing the bike to Penn Meadows Park during heavy baseball/TBall nights where we have family and kids waiting around for extended periods. We're really trying to get another location set up in the storefront area near Java house and the Laundromat, but it's

been hard to get approval from anyone to set up there. We also do bring the bike to the Pantry and to Summer Lunch and Fun several times through the summer.

- c. The Good Neighbor Group is finishing up for the semester and already has several activities planned through the summer months. There will be a movie night showing the documentary Join, or Die (which is about social connection and club/organization participation and based on the research of the social scientist, Robert Putnam) on June 17th which will be held in the movie room at Keystone on Forevergreen. The group will also be volunteering at Summer Lunch and Fun in July and is planning a group visit to the city council in August as civic participation.

7. Collection Development

- a. March is always a high circulating month because of spring break, and there is typically a drop in April. We know that many libraries are seeing decreases in circulation so it's great to see that North Liberty Library continues to see steady increases each year.



Respectfully Submitted,
Jennifer Garner, Library Director

PROGRAMS POLICY

I. Purpose Statement

Library programs are planned public activities that are initiated or presented in partnership by the library and take place onsite and in other locations in the community. Programs may be presented by staff, volunteers, partner organizations and/or paid presenters.

Library programs are curated to connect members of our community with a variety of ideas and perspectives and to support our mission and values by complementing and furthering the goals of our strategic plan. Programs highlight collections, promote services, and share knowledge and expertise covering subjects and topics that represent a broad range of human experience.

II. Guidelines for Selection and Presentation of Library Programs

- A. Programs will be developed to eliminate racial, social, accessibility and equity barriers in library programming by facilitating connections with underserved areas of the community and implementing diversity, equity, and inclusion strategies.
- B. All programs must be open to the public. Reasonable attempts will be made to accommodate all who wish to attend a program.
 - 1. When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration
 - 2. Attendance may be limited when the number of participants reaches the room capacity established by the North Liberty Fire Department
 - 3. Programs designed for a general audience have no age restrictions. Programs designed for specific audiences may have attendance restrictions or requirements based on age
 - 4. It is the sole responsibility of parents or legal guardians to guide their children's use of the Library and its resources and services
- C. No Library program shall be purely commercial or for the solicitation of business. No expectation of making a purchase from a presenter shall be implied in any library program.
 - 1. A businessperson or other professional expert may present a program, however, the information presented may not promote their specific business interest or solicit future business without prior approval by library administration
 - 2. Fundraising and sales are permitted only when the event/program benefits the library with prior administration approval
- D. The Library generally offers programming free of charge. When the cost of a program exceeds the Library's programming budget, a program may charge a nominal fee to supplement the cost of speakers and/or materials
- E. The Library reserves the right to use video or photographs taken of the program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.
- F. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series and does not proscribe or cancel a program because an individual or group may find the content objectionable.

NOTE:

The Library recognizes that not all programs will be of interest or suitable for all users. Library sponsorship/partnership with other organizations or presenters does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the City of North Liberty.

The North Liberty Library does not discriminate or condone discrimination against any person on the basis of race, religion, sex, sexual orientation, gender identity, housing status, ability or ethnicity. Granting permission for meeting rooms does not constitute endorsement of any group's, or affiliated groups', viewpoints. Iowa's Civil Rights laws forbid discrimination on the basis of race, sex, sexual orientation, gender identity, national origin, religion, or disability.

**North Liberty Library
Personnel Policy Statement**

The North Liberty Library staff follows the personnel policy for the City of North Liberty as approved by North Liberty City Council.

LIBRARY BOARD OF TRUSTEES BY-LAWS

Article I. Name

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

Article II. Members

Section 1. There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one (1) member being a resident of Johnson County.

Section 2. Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

Section 3. One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

Section 4. Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

Section 5. Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

Article III. Officers

Section 1. The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

Section 3. The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

Article IV. Meetings

Section 1. The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

Section 3. Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

Section 4. The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

Section 5. Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

Section 6. A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

Section 7. Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

Section 8. The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

Section 9. Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V. Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for

which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act

Article VI. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

Section 3. If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.



TO: City Administrator, Ryan Heiar, and City Council
FROM: Jennie Garner, Library Director
DATE: May 5, 2025
SUBJECT: Monthly Library Report

Library News

In April, we welcomed and began training four new part-time staff. We had two openings as we bid farewell to one of our staff who is moving out of state and one who had some life changes so the schedule didn't work for them. We also have some graduates who will be leaving us shortly and had an unfilled library page position that we have been planning to fill as we prepare for our busy summer months.

Our seed library has become very popular. As of mid-April, we have given out over 440 seed packets, which includes 107 packets of tomato seeds. We've had seeds donated from individuals in the community as well as companies including: Seed Savers, Baker Creek Heirloom Seeds, and Sow Right Seeds.

The library book bike outreach begins in May. You'll see the book bike at various events, beginning with Remarkable Rigs on May 10, and showing up at baseball games and other community locations, including the food pantry and Summer Lunch & Fun.

The Good Neighbor Group has transformed from a book club to much more. They want to really keep their connection going and have several activities planned through the summer months. There will be a movie night showing the documentary Join or Die (which is about social connection and club/organization participation and based on the research of the social scientist, Robert Putnam) on June 17th, held in the movie room at Keystone on Forevergreen. The group will also be volunteering at Summer Lunch and Fun in July and is planning other civic participation activities.

Our Public Services Librarian was invited to moderate a discussion in Madison, WI, at the annual Lead the Way Library Conference on Community Engagement practices.

ROUNDTABLE DISCUSSION

Community Engagement in
Rural and Tribal Communities

Moderated by Kellee Forkenbrock,
Public Services Librarian, North Liberty Library



MONDAY, APRIL 21, 2025

The library staff was saddened to learn that one of our wonderful longtime volunteers, Sue McConnell, passed away after an accident in April. I've been with the library 27 years, and Sue had volunteered nearly every week for as long as I am able to remember. She was also a generous donor to the Friends of the Library. Sue will be greatly missed.

May is promising to be as busy as usual as staff plan activities for our various summer reading programs and gear up for summer lunch, which our assistant adult services librarian, Corrie, helps plan and organize with Abbi Cobb.



The butterfly craft was popular with our elementary kids



JOI (Junior Optimist Club) painted rocks to spread some joy in North Liberty

The Library and Rec Dpt partnered to offer the econd Annual North Liberty Community Center Open House in April. Dozens of people stopped by to check out the facility and meet staff.



Scroll for more highlights from April.



The library hosted the popular retille enthusiast, the Cold-Blooded Red-head and her various lizards, snakes, arachnids and more at the library in April to an enthusiastic crowd of over 160.

