

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
October 16, 2024, at 7 pm:
West Liberty Public Library
Lower-Level Meeting Room**

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
 - 1. Hours of Service Policy Revision**
 - 2. Items to be disposed of**
 - 3. V&K Conceptual Design Proposal**
 - 4. WLPL Capital Campaign (Guest: Lisa Wertzbaugher)**
- X. Adjourn Meeting**

Next meeting is Wednesday, November 20 at 7 pm.

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from September 18, 2024
West Liberty Public Library Lower-Level Meeting Room

Present:

Board President: Samuel Morel

Trustees: Ken Brooks, Hannah Chesmore-Potts, Sergio Ibarra, Maria Lugo

Library Director: Allie Paarsmith

1. Call to Order - 19:05
2. Approval of Agenda
 1. Motion to approve agenda: Lugo
 2. Second: Brooks
 3. PASSES 4-0
3. Approval of August Minutes
 1. Motion to approve august minutes: Chesmore-Potts
 2. Second: Lugo
 3. PASSES 4-0
4. Public Discussion
 1. Director Paarsmith Shares that the Library has been busy, especially so when school is out early. Once recent popular activity involved yarn painting. The City grounds crew reassumed maintenance of the library grounds, and has been doing a good job. The library would be interested in a local civic group to take over managing the community garden.
5. Financial Report
 1. Director Paarsmith presented the financial report. In addition to the documented expenses, there were two expenses that did not have documentation.
 1. Antelope
 2. City Credit Card
 2. Motion to approve paying documented bills as presented in the financial report, up to \$275 for Antelope, and this month's credit card statement: Brooks
 3. Second: Chesmore-Potts
 4. PASSES 4-0
6. Director's Report
 1. Director Paarsmith presented the Director's Report
7. Announcements from Members
 1. Board President Morel will be starting a new job with the West Liberty Community School District
8. Old Business
 1. Strategic Planning
 1. Director Paarsmith presented the Board with the results from the Strategic Planning process. The Board reviewed the results and chose the Library's Mission, Vision, and Goals. The Board also elected to permit Library Staff to identify action items for each goal to present to the board for approval.
 2. Motion to adopt mission statement, vision statement, and goals, and remit Library Staff to develop action items for each goal to present to the Board at a later date (Option 2): Chesmore-Potts
 3. Second: Ibarra
 4. PASSES 4-0
9. New Business
 1. Carpet Cleaning Quotes

1. Director Paarsmith shared the need for a carpet cleaning downstairs at the Library. The last cleaning was in 2020. Director Paarsmith presented three quotes for the boards consideration. The Board suggested getting updated quotes for only the lower floor, and suggested alternating floors on an annual basis.
 2. Motion to table: Chesmore-Potts
 3. Second: Lugo
 4. PASSES 4-0
 2. Outreach Policy
 1. Director Paarsmith presented an updated outreach policy. The board made some language changes.
 2. Motion to approve updated policy as amended: Chesmore-Potts
 3. Second: Ibarra
 4. PASSES 4-0
 3. Continuing Education
 1. Director Paarsmith presented the Board with information about the Iowa Library's Trustee Handbook
10. Adjournemnt
1. Motion to adjourn: Chesmore-Potts
 2. Second: Lugo
 3. PASSES 4-0
 4. Adjourned 19:55

FY25 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY24
Adult books	238	275	209										722	3101
Young adult books	10	16	11										37	207
Children's books	434	409	274										1117	6227
DVD/Blu-ray	61	53	43										157	534
Audiobooks	0	1	0										1	10
Serials	0	0	0										0	0
ILL In (ILL)	13	11	13										37	175
Other physical items	10	8	11										29	105
Total PHYSICAL circ	766	773	561	0	0	0	0	0	0	0	0	0	2100	10359
Circulation to Rural Muscatine County	220	212	169										601	2800
Circ to Atalissa	16	15	6										37	374
Circ to Nichols	1	2	4										7	47
Circ to West Liberty	585	679	536										1800	8890
Circ to Open Access	36	32	11										79	1211
Circ of Children's items	482	445	294										1221	6502
Bridges e-books	193	248	228										669	2720
Bridges e-audio	255	231	253										739	2705
Bridges magazines	44	31	69										144	686
Total use of Bridges	492	510	550	0	0	0	0	0	0	0	0	0	1552	6111
Kanopy Usage	70	36	119										225	830
Ebsco Usage	542	302	336										1180	4097
Added Patrons	24	17	14										55	236
Door Count	1119	1285	1555										3959	21402
Computer usage	144	177	192										513	2774

Programming & Outreach

As we develop the objectives for our strategic plan goals identified last month, I hope to refocus our programming efforts. The Youth Department is still finding its footing regarding Wednesday programs and attendance. The earlier out has led to some adjustments and boundaries being set. The Adult Department struggles with motivation when no one shows up for anything planned. I would say that we have had two successful adult programs since June. Both programs involved bringing presenters from the community into the library, and both were on Sundays. November is my month of Sundays, and I will lead a sewing class for confident beginners. Registration will be open the week of October 20 as there are limited sewing machines. I can't claim to be the best teacher, but everyone will have a good time. This will be a two-part program, with one session on November 3 and the second on November 17. If we finish the project in the first session, we will explore embellishments in the second session. I have two people already interested.

The statistics for September are not coming up correctly. I will present them in November.

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2024

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-6-410-1-6010 WAGES-FULL TIME	223,750.00	16,696.40	50,089.20	22.39	173,660.80
001-6-410-1-6020 WAGES-PART TIME	56,600.00	5,184.56	17,449.28	30.83	39,150.72
001-6-410-1-6040 WAGES-OVER TIME	250.00	0.00	0.00	0.00	250.00
TOTAL PERSONAL SERVICES	280,600.00	21,880.96	67,538.48	24.07	213,061.52
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	21,500.00	1,612.88	4,983.64	23.18	16,516.36
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	26,500.00	1,576.14	4,746.79	17.91	21,753.21
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	3,500.00	300.00	900.00	25.71	2,600.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	50,500.00	3,571.69	10,715.07	21.22	39,784.93
001-6-410-1-6152 GROUP MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6160 WORKER'S COMPENSATION I	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES	500.00	0.00	0.00	0.00	500.00
TOTAL EMPLOYEE BENEFITS	103,500.00	7,060.71	21,345.50	20.62	82,154.50
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	750.00	0.00	183.00	24.40	567.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	200.00	0.00	0.00	0.00	200.00
001-6-410-1-6230 TRAINING	400.00	0.00	0.00	0.00	400.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	900.00	0.00	0.00	0.00	900.00
TOTAL STAFF DEVELOPMENT	2,250.00	0.00	183.00	8.13	2,067.00
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	12,000.00	16.20	1,119.85	9.33	10,880.15
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	5,000.00	1,856.59	6,579.33	131.59	1,579.33
001-6-410-2-6373 TELEPHONE EXPENSE	2,500.00	250.61	751.39	30.06	1,748.61
TOTAL REPAIR, MTNCE, UTILITIES	20,500.00	2,123.40	8,450.57	41.22	12,049.43
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	3,000.00	0.00	1,800.00	60.00	1,200.00
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	0.00	0.00	3,000.00
001-6-410-2-6415 RENTALS & LEASES	4,000.00	0.00	458.56	11.46	3,541.44
001-6-410-2-6426 ENRICHMENT PROGRAMS	5,000.00	0.00	90.00	1.80	4,910.00
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	15,000.00	0.00	2,348.56	15.66	12,651.44
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	35,000.00	0.00	11,103.78	31.73	23,896.22
001-6-410-2-6504 MINOR EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6507 OPERATING SUPPLIES	10,000.00	0.00	358.42	3.58	9,641.58
001-6-410-2-6508 POSTAGE	700.00	0.00	13.91	1.99	686.09
001-6-410-2-6521 JANITORIAL SUPPLIES	2,000.00	0.00	202.93	10.15	1,797.07
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	48,700.00	0.00	11,679.04	23.98	37,020.96

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6727 CAPITAL EQUIPMENT	200,000.00	0.00	0.00	0.00	200,000.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	200,000.00	0.00	0.00	0.00	200,000.00
TOTAL LIBRARY	670,550.00	31,065.07	111,545.15	16.63	559,004.85

Agenda Item- Hours of Service Policy Review

History:

Staff has told me they would like to change our Sunday hours to match our Friday hours. Our Sundays have been very slow compared to any other day, and our door count and checkout data support that claim. We are also particularly slow during the 6 o'clock hour during the rest of the week. In addition, we have been facing some scheduling hardships, as I outlined in my director's report. As a result, I have reviewed our open hours with staff and the finance committee, and I believe it would be in our best interest to change our hours to Monday through Thursday, 10 a.m. to 6 p.m., Friday and Saturday, 10 a.m. to 5 p.m. This increases our open hours from 44 to 46 while allowing us the flexibility to reduce the number of library assistant hours depending on future budget constraints. We still need to hire someone to feel comfortable for the rest of this fiscal year, but these changes will create a more resilient schedule.

To maintain our current level of accreditation as a size D library, we must:

- Be open 5 days a week for a total of 29 hours
- Employ 1.20 FTE employees
- Be open a minimum of one hour during the following times
 - One morning (12a-12p)
 - One afternoon (12p-5p)
 - One evening (until 6p)
 - Saturday and/or Sunday

We maintain these requirements easily even with the proposed changes

Budget Impact:

Will save money on utilities and potentially staffing.

Options:

- A) Change the policy to read: "Regular library hours are: **Sunday 10:00am-5:00pm, Monday-Thursday: 10:00am-6:00pm**, Friday: 10:00am-5:00pm, Saturday: Closed".
- B) Change the policy to read: "Regular library hours are: **Sunday 10:00am-5:00pm**, Monday-Thursday: 11:00am-7:00pm, Friday: 10:00am-5:00pm, Saturday: Closed".
- C) Leave the policy as written.

Staff's Recommended Action:

Option A

Current Schedule

Hours worked	Director 40	Circ 40	Youth 40	Adult 40	Library Assistant (Catie) 28	Library Assistant (Bella) 8	Library Assistant (Genny) 18	Library Assistant (Bethzy) 17	Tino 8	239
Sunday										18
10:00 AM		<u>1</u>								1
11:00 AM		<u>1</u>								1
12:00 PM		<u>1</u>								1
1:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
2:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
3:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
4:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
5:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
Monday										45.5
9:00 AM			<u>1</u>							1
10:00 AM	<u>1</u>		<u>1</u>	<u>1</u>						3
11:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5			4.5
12:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
1:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
2:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
3:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>					5
4:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		7
5:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		6
6:00 PM		<u>1</u>			<u>1</u>	<u>1</u>		<u>1</u>		4
Tuesday										41
9:00 AM			<u>1</u>							1
10:00 AM	<u>1</u>		<u>1</u>	<u>1</u>						3
11:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5			4.5
12:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
1:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
2:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
3:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>					5
4:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>					5
5:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5		4.5
6:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
Wednesday										47.5
9:00 AM			<u>1</u>							0
10:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>						3
11:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5			4.5
12:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
1:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5			4.5
2:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		0.5		5.5
3:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		7
4:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		7
5:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>		7
6:00 PM		<u>1</u>	<u>1</u>		<u>1</u>	<u>1</u>		<u>1</u>		4
Thursday										42.5
9:00 AM			<u>1</u>							1
10:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>						3
11:00 AM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			0.5			4.5
12:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
1:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
2:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>			5
3:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>					5
4:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>		6
5:00 PM	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>			<u>1</u>		5
6:00 PM		<u>1</u>			<u>1</u>			<u>1</u>		3
Friday										36.5
9:00 AM	<u>1</u>		<u>1</u>	<u>1</u>						3
10:00 AM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>					4
11:00 AM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		0.5			4.5
12:00 PM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>			5
1:00 PM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>			5
2:00 PM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>			5
3:00 PM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>			5
4:00 PM	<u>1</u>		<u>1</u>	<u>1</u>	<u>1</u>		<u>1</u>			5

Key:
 Bold & Underlined = that position must always work that shift
 Italics: Shift rotates on a monthly or as needed basis
 Grayed hours = Hours open to the public

New Hire New Hours

Hours	Director	Asst. Dir.	Youth	Adult/Circ	Library Assistant (Catie)	Library Assistant (Bella)	Library Assistant (Genny)	Library Assistant (Bethzy)	Potential Hire	Tino	
	40	40	40	40	16	8	12	14	17	8	235
Sunday											29
9:00 AM		<i>1</i>									1
10:00 AM		<i>1</i>			1			1	1		4
11:00 AM		<i>1</i>			1			1	1		4
12:00 PM		<i>1</i>			1			1	1		4
1:00 PM		<i>1</i>			1			1	1		4
2:00 PM		<i>1</i>			1			1	1		4
3:00 PM		<i>1</i>			1			1	1		4
4:00 PM		<i>1</i>			1			1	1		4
Monday											39
9:00 AM	1	1	1								3
10:00 AM	1	1	1	1							4
11:00 AM	1	1	1	1							4
12:00 PM	1	1	1	1							4
1:00 PM	1	1	1	1							4
2:00 PM	1	1	1	1							4
3:00 PM	1	1	1	1	1						5
4:00 PM	1	1	1	1	1	1		1			7
5:00 PM				1	1	1		1			4
Tuesday											40.5
9:00 AM		1	1	1							3
10:00 AM	1	1	1	1							4
11:00 AM	1	1	1	1			0.5				4.5
12:00 PM	1	1	1	1				1			5
1:00 PM	1	1	1	1				1			5
2:00 PM	1	1	1	1				1			5
3:00 PM	1	1	1	1	1						5
4:00 PM	1	1	1	1	1	1		1			6
5:00 PM	1				1	1		1			3
Wednesday											42
9:00 AM	1	1		1							3
10:00 AM	1	1	1	1							4
11:00 AM	1	1	1	1							4
12:00 PM	1	1	1	1							4
1:00 PM	1	1	1	1					1		5
2:00 PM	1	1	1	1		1			1		6
3:00 PM	1	1	1	1		1		1	1		7
4:00 PM	1	1	1	1		1		1			6
5:00 PM			1			1		1			3
Thursday											39.5
9:00 AM	1		1	1							3
10:00 AM	1	1	1	1							4
11:00 AM	1	1	1	1			0.5				4.5
12:00 PM	1	1	1	1				1			5
1:00 PM	1	1	1	1				1			5
2:00 PM	1	1	1	1							4
3:00 PM	1	1	1	1	1						5
4:00 PM	1	1	1	1	1			1			6
5:00 PM		1			1			1			3
Friday											36.5
9:00 AM	<i>1</i>		1	1							3
10:00 AM	<i>1</i>		1	1					1		4
11:00 AM	<i>1</i>		1	1			0.5		1		4.5
12:00 PM	<i>1</i>		1	1				1	1		5
1:00 PM	<i>1</i>		1	1				1	1		5
2:00 PM	<i>1</i>		1	1				1	1		5
3:00 PM	<i>1</i>		1	1				1	1		5
4:00 PM	<i>1</i>		1	1				1	1		5

Key:
 Grayed hours = Hours open to the public
 Italics: Shift rotates on a monthly or as needed basis

Reduced Library Assistant Hours

Hours	Director 40	Asst. Dir 40	Youth 40	Adult/Circ 40	Library Assistant 27	Library Assistant 21	Tino 8	216
Sunday								30
9:00 AM		<i>1</i>		<i>1</i>				<i>2</i>
10:00 AM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
11:00 AM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
12:00 PM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
1:00 PM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
2:00 PM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
3:00 PM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
4:00 PM		<i>1</i>		<i>1</i>	<i>1</i>	<i>1</i>		4
Monday								35
9:00 AM	<i>1</i>		<i>1</i>					<i>2</i>
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
5:00 PM		<i>1</i>		<i>1</i>	<i>1</i>			<i>3</i>
Tuesday								38
9:00 AM		<i>1</i>		<i>1</i>				<i>2</i>
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
5:00 PM	<i>1</i>		<i>1</i>			<i>1</i>		<i>3</i>
Wednesday								40
9:00 AM	<i>1</i>	<i>1</i>						<i>2</i>
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
5:00 PM			<i>1</i>	<i>1</i>		<i>1</i>		<i>3</i>
Thursday								35
9:00 AM	<i>1</i>		<i>1</i>					<i>2</i>
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				4
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			5
5:00 PM		<i>1</i>		<i>1</i>	<i>1</i>			<i>3</i>
Friday								30
9:00 AM	<i>1</i>		<i>1</i>					<i>2</i>
10:00 AM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
11:00 AM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
12:00 PM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
1:00 PM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
2:00 PM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
3:00 PM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4
4:00 PM	<i>1</i>		<i>1</i>		<i>1</i>	<i>1</i>		4

Key:
 Italics = positions will rotate on a monthly basis
 Grayed hours = Hours open to the public

No Library Assistants

Hours	Director	Asst. Dir	Youth	Adult/Circ	Tino	8	168
	40	40	40	40			

Per Hour

Sunday							32
9:00 AM	1	1	1	1			4
10:00 AM	1	1	1	1			4
11:00 AM	1	1	1	1			4
12:00 PM	1	1	1	1			4
1:00 PM	1	1	1	1			4
2:00 PM	1	1	1	1			4
3:00 PM	1	1	1	1			4
4:00 PM	1	1	1	1			4

Monday							32
9:00 AM			1				1
10:00 AM	1	1	1	1			4
11:00 AM	1	1	1	1			4
12:00 PM	1	1	1	1			4
1:00 PM	1	1	1	1			4
2:00 PM	1	1	1	1			4
3:00 PM	1	1	1	1			4
4:00 PM	1	1	1	1			4
5:00 PM	1	1		1			3

Tuesday							32
9:00 AM			1				1
10:00 AM	1	1	1	1			4
11:00 AM	1	1	1	1			4
12:00 PM	1	1	1	1			4
1:00 PM	1	1	1	1			4
2:00 PM	1	1	1	1			4
3:00 PM	1	1	1	1			4
4:00 PM	1	1	1	1			4
5:00 PM	1	1		1			3

Wednesday							32
9:00 AM	1						1
10:00 AM	1	1	1	1			4
11:00 AM	1	1	1	1			4
12:00 PM	1	1	1	1			4
1:00 PM	1	1	1	1			4
2:00 PM	1	1	1	1			4
3:00 PM	1	1	1	1			4
4:00 PM	1	1	1	1			4
5:00 PM	1	1	1	1			3

Thursday							32
9:00 AM			1				1
10:00 AM	1	1	1	1			4
11:00 AM	1	1	1	1			4
12:00 PM	1	1	1	1			4
1:00 PM	1	1	1	1			4
2:00 PM	1	1	1	1			4
3:00 PM	1	1	1	1			4
4:00 PM	1	1	1	1			4
5:00 PM	1	1		1			3

Key:

Italics = positions will rotate on a monthly basis

Grayed hours = Hours open to the public

Agenda Item- Items to be disposed of

History:

Upon cleaning out the closet between the video game room and the meeting room, staff has identified the following items to be disposed of:

- 1 Epson scanner
- 2 Eell computer towers
- 1 Dell monitor
- 1 CyberPower computer tower
- 1 Brother printer
- 3 Frigidaire dehumidifiers
- Nerf guns with bullets
- 1 children's bench

According to our ordinance (City Code 2-4-5b, j), the board has the power and duty "to have control and supervision of the public library, its appurtenances, fixtures, and rooms containing the same."

Previously, I have taken this to mean we can get rid of our stuff as we see fit. However, the City has a procedure for the disposal of public property that we should follow. Upon approval of disposal from the Board, I will submit this list and the list of previously approved items to the City for the Council to approve.

Budget Impact:

None.

Options:

- A) Approve the list of items to be disposed of submitted to the City Council
- B) Instruct staff where to keep said items instead

Staff's Recommended Action:

Option A

FAQ Details

Question

How can library staff legally get rid of unwanted or unneeded library materials, furniture and electronics?

Answer

[Iowa Code section 8A.202](#) subsection 1(l) says that the State Library shall allow a public library to dispose of, through sale, conveyance or exchange, any library materials that may be obsolete or worn out or that may no longer be needed or appropriate to the library's mission. These materials may be sold by the library directly or sold by consignment to a public agency, or to a private agency organized to raise funds solely for the support of the public library. Proceeds from the sale of the library materials may be remitted to the public library and may be used for the purchase of books and other library materials or equipment, or for the provision of library services. Article III, Section 31 of the [Constitution of Iowa](#) says no public money or property shall be appropriated for private purposes. Furthermore, public officials must exercise control over any public funds and public property in their charge. Iowa's Attorney General, as well as our courts, determined that there is no way to effectively control funds and property once they leave the public agency to which they've been appropriated. The moment a staff member accepts a book donated to the library, it becomes public property subject to myriad legal restrictions regarding its disposition.

If the Friends group wants the library's discarded materials, they must buy them for a nominal fee. There is a concept of legal accountability within government that says public property should be sold for an amount close to its market value. If books have been for sale but repeatedly haven't sold, it could be argued that their market value is zero—they're apparently worth nothing—but the law still requires withdrawn and donated materials to be sold, even if it's for a negligible price. Alternatively, the Friends group could provide the volunteer power to run the library's book sale with the proceeds going to the library and NOT to the Friends' treasury.

Besides selling materials to the Friends group, books may be shipped to a consignment business that pays libraries for their books, which complies with the law pertaining to the final disposition of discarded library materials. Materials can be donated to another government agency at any level—a school district or a local, state or federal agency or program. Instead of donating books to a private daycare, which is legally prohibited, give them to a Head Start classroom, which is a federally-funded program. Materials can be recycled or thrown away. If it's worrisome for the public to find the library's dumpster full of books, dispose of them (the books, not the public) in black or opaque plastic garbage bags. If recycling is an option, it would be better to rip off the books' covers, throw those away and then recycle the books' pages. And last but not least, there are lots of repurposed-books projects on the Internet that could be turned into library programs.

Avoid conveying books and materials to someone who offers to "take them off your hands." At that point, the library loses control of the public property in its charge and depending upon what happens to these items, they may very well end up contributing to the profits of a private entity, which conflicts with the constitutional provision mentioned earlier. Of course, it behooves us all to be very picky about the donations we accept. Selecting donations, much as we select acquisitions, hopefully results in fewer items to discard. Some librarians choose what they want from donations and then insist that the donors give the remaining items directly to the Friends group, or the Friends group collects all donations and agrees to allow library staff to go through them first, taking any items wanted or needed for the library's collection before the public has access to them. If the library wants to accept donations for the Friends group, hand the donors receipts that clearly state their donations were made to the Friends of the Library, a private non-profit organization. It is not advisable to allow citizens to dump large quantities of discarded

books into the library's foyer and run. It's a good idea to fine-tune library policies and procedures pertaining to donations.

Librarians often ask about getting rid of old electronics, equipment, furniture and other real property. Ideally, the city has a policy, program and procedure for recycling or disposing of its own electronic trash and property. Check with the city clerk or city manager. Alternatively, there may be a surplus procedure by which city agencies must surplus all property no longer wanted or needed. Either one of these programs relieves librarians of the burden and liability of deciding what to do with such items. Most city governments have strict procedures in place for handling expired city property that include, among other things, removing said property from the government's inventory and insurance rolls and ensuring that something shed by one agency cannot be used by another agency, even if it requires repair or reconditioning.

The Iowa League of Cities writes on its website: *"There are no Code of Iowa provisions governing the sale of city-owned personal property such as vehicles, equipment, goods or furnishings. Cities should dispose of such property in a manner calculated to obtain the best possible sales price. Cities typically achieve that result by requesting bids or by advertising the property for sale at a minimum price based on its market value, if any."* So it's up to local governments to pass ordinances regulating the conveyance, transfer or disposal of unwanted city property.

Topic

Funding and Finance

Subjects

Donation of books, Library ethics, Public funds

Tags

Discard, Dispose of Materials, Electronics, Equipment, Final Disposition, Friends of the Library Treasury, Furniture, Public Property, Re-purposed, Recycle, Recycling, Remove, Unneeded Material, Unwanted material, Weeding

Agenda Item- V&K Design Contract

History:

At our request, Tara Goldsberry of Veenstra & Kimm Inc. has provided us with a conceptual design proposal for the library's future renovation. This contract details the scope of the design work and services to be rendered by V&K, plus outlines what the subsequent phases of the process would look like.

The Board has previously indicated an interest in pursuing a renovation to more effectively utilize our existing square footage. As the library reserve funds are insufficient to provide a complete renovation, we will conduct a capital campaign, which will be discussed later in the agenda. As a result, we will need conceptual designs and renderings to provide to the public as we fundraise.

Budget Impact:

This contract would be \$7,800, which would fit within our capital improvements line item.

Options:

- A) Approve of the contract
- B) Seek additional design contracts

Staff's Recommended Action:

Option A

**VEENSTRA & KIMM INC.**

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

September 20, 2024

To: Allie Paarsmith
Library Director

Re: Conceptual Design Proposal
West Liberty Public Library Remodel
City of West Liberty, Iowa

Veenstra & Kimm, Inc. is pleased to submit this proposed form of agreement for professional architectural design services associated with a proposed remodeling of the current Public Library building located at 400 N. Spencer Street.

Project Description:

The existing Public Library building is a traditional wood framed building with brick veneer and a tiled roof. The existing building is 2 story and approximately 5,700 sf per floor.

The scope of design includes updating the existing building interior spaces as follows:

1. Demo existing upper level restroom and create new ADA restroom with standard size toilet and child's toilet.
2. New Mother's Room.
3. Relocate Directors office
4. Two new Study Rooms
5. Demo existing circulation desk and Add new desk in center of space with space for 2 at circulation desk and 2 private work spaces behind desk.
6. Demo wall and current kitchenette to create new multi-purpose meeting room space with new kitchenette.
7. Relocate children's area upstairs.
8. Lower level add dias to Meeting room and create Council Chambers space.
9. Move existing Archival Room to SE corner of lower level.
10. Modify existing Archival Room into new office and circulation desk.
11. Demo existing multi-person restrooms and Add new single user restrooms.
12. Add washer/dryer combo hookup and storage space near restrooms.
13. Structural, mechanical, electrical and plumbing as appropriate.
14. Repair existing SW stair.

Basic Scope of Services (Conceptual Design):

V&K proposes to provide the following basic architectural professional services:

Phase One – Conceptual Design Services:

1. Inventory site visit.
2. Programming for needs and space utilization.
3. Preliminary site layout.
4. Preliminary floor plans.
5. Preliminary Renderings.
6. Preliminary probable estimated cost for construction.
7. Owner meeting.

Additional Scope of Services (Construction / Bid / Construction Administration):

Upon completion of the Phase One, V&K would propose to provide the following professional services under an amended agreement to include Architectural, Structural, Mechanical, Electrical and Plumbing.

Phase Two – Construction Documents

Site Survey.

Develop documents with sufficient detail for bidding and construction.

Review estimated project construction cost.

Phase Three – Bid

Pre-bid meeting, project clarifications and addendum, and assist in bid evaluation and award.

Phase Four – Construction Administration

Pre-Construction Meeting, review of shop drawings and submittals.

Schedule:

We are available to begin work immediately after receiving a signed engineering services agreement. Estimated construction schedule to be determined and coordinated with Owner.

Compensation:

Fee for Conceptual Design Services shall be a time and materials contract with a not to exceed cost of \$7,800.00.

VEENSTRA & KIMM, INC.

Tara Goldsberry, AIA

Accepted this _____ day of _____, 2024.

City of West Liberty, Iowa

By _____

Title _____

Agenda Item- Capital Campaign

History:

We will need to raise funds to renovate the library in the way our community deserves. I believe that the project can be done with \$500k—\$750k, but this is an uneducated guess. We will have more specific numbers after V&K provides us with conceptual designs and we work with Library Furniture International to determine furniture needs.

I have never run a capital campaign. I have been tangentially involved in other types of fundraising, but that was many years ago, and my involvement was secondary. I'm happy to implement as much as possible while still managing my duties as Director, but I do not know where to start. As a result, I have contacted Lisa Wertzbaugher of Wertzbaugher Consulting. She has stated that she wouldn't be able to take us on as a client, but she's more than happy to answer questions the Board may have.

At the end of this discussion, I would love to have a consensus on how to proceed.

Budget Impact:

None.

Options:

No action is required, merely a consensus on how to proceed.