



City of West Liberty, IA

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 11/30/2024

		November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 001 - GENERAL FUND</b>										
<b>Revenue</b>										
<a href="#">001-4-410-1-4799</a>	OTHER MISC REVENUE	2,916.67	0.00	-2,916.67	-100.00%	14,583.31	0.00	-14,583.31	-100.00%	35,000.00
<a href="#">001-4-410-2-4470</a>	COUNTY LIBRARY ALLOCATION	1,416.67	8,500.00	7,083.33	500.00%	7,083.31	8,500.00	1,416.69	20.00%	17,000.00
<a href="#">001-4-410-2-4471</a>	LOCAL COMM LIBRARY ALLOCATION	634.00	0.00	-634.00	-100.00%	3,170.00	3,960.00	790.00	24.92%	7,608.00
<a href="#">001-4-410-2-4705</a>	CONTRIBUTIONS - GIFTS/GRANTS	125.00	1,345.38	1,220.38	976.30%	625.00	1,345.38	720.38	115.26%	1,500.00
<a href="#">001-4-410-4-4830</a>	TRANSFERS IN	16,666.67	0.00	-16,666.67	-100.00%	83,333.31	0.00	-83,333.31	-100.00%	200,000.00
	<b>Total Revenue:</b>	<b>21,759.01</b>	<b>9,845.38</b>	<b>-11,913.63</b>	<b>-54.75%</b>	<b>108,794.93</b>	<b>13,805.38</b>	<b>-94,989.55</b>	<b>-87.31%</b>	<b>261,108.00</b>
<b>Expense</b>										
<a href="#">001-6-410-1-60100</a>	WAGES-FULL TIME	18,645.83	29,119.08	-10,473.25	-56.17%	93,229.19	95,904.68	-2,675.49	-2.87%	223,750.00
<a href="#">001-6-410-1-60200</a>	WAGES-PART TIME	4,716.67	6,856.35	-2,139.68	-45.36%	23,583.31	28,772.95	-5,189.64	-22.01%	56,600.00
<a href="#">001-6-410-1-60400</a>	WAGES-OVER TIME	20.83	0.00	20.83	100.00%	104.19	0.00	104.19	100.00%	250.00
<a href="#">001-6-410-1-61100</a>	FICA-CITY CONTRIBUTION	1,791.67	2,687.76	-896.09	-50.01%	8,958.31	9,229.40	-271.09	-3.03%	21,500.00
<a href="#">001-6-410-1-61300</a>	IPERS-CITY CONTRIBUTION	2,208.33	2,741.45	-533.12	-24.14%	11,041.69	9,064.38	1,977.31	17.91%	26,500.00
<a href="#">001-6-410-1-61400</a>	ICMA-CITY CONTRIBUTION	291.67	300.00	-8.33	-2.86%	1,458.31	1,500.00	-41.69	-2.86%	3,500.00
<a href="#">001-6-410-1-61500</a>	GROUP MEDICAL INSURANCE-HEALTH	4,208.33	3,721.67	486.66	11.56%	21,041.69	18,008.43	3,033.26	14.42%	50,500.00
<a href="#">001-6-410-1-61600</a>	WORKER'S COMPENSATION INSURANC	83.33	0.00	83.33	100.00%	416.69	0.00	416.69	100.00%	1,000.00
<a href="#">001-6-410-1-61810</a>	UNIFORMS, ALLOWANCES	41.67	0.00	41.67	100.00%	208.31	0.00	208.31	100.00%	500.00
<a href="#">001-6-410-1-62100</a>	DUES & MEMBERSHIP FEES	62.50	0.00	62.50	100.00%	312.50	297.54	14.96	4.79%	750.00
<a href="#">001-6-410-1-62200</a>	SUBSCRIPTIONS, PUBL & EDUC MAT	16.67	0.00	16.67	100.00%	83.31	583.43	-500.12	-600.31%	200.00
<a href="#">001-6-410-1-62300</a>	TRAINING	33.33	0.00	33.33	100.00%	166.69	480.71	-314.02	-188.39%	400.00
<a href="#">001-6-410-1-62400</a>	CONFERENCE & TRAVEL EXPENSES	75.00	180.90	-105.90	-141.20%	375.00	630.90	-255.90	-68.24%	900.00
<a href="#">001-6-410-2-63100</a>	BUILDING/GROUND MAINTENANCE	1,000.00	16.20	983.80	98.38%	5,000.00	2,993.25	2,006.75	40.14%	12,000.00
<a href="#">001-6-410-2-63500</a>	EQUIPMENT REPAIRS/MAINTENANCE	83.33	0.00	83.33	100.00%	416.69	0.00	416.69	100.00%	1,000.00
<a href="#">001-6-410-2-63710</a>	UTILITY SERVICES-ELEC,GAS,WATE	416.67	772.00	-355.33	-85.28%	2,083.31	9,815.52	-7,732.21	-371.15%	5,000.00
<a href="#">001-6-410-2-63730</a>	TELEPHONE EXPENSE	208.33	0.00	208.33	100.00%	1,041.69	1,002.40	39.29	3.77%	2,500.00
<a href="#">001-6-410-2-64070</a>	PROFESSIONAL & CONS FEES	250.00	0.00	250.00	100.00%	1,250.00	1,800.00	-550.00	-44.00%	3,000.00
<a href="#">001-6-410-2-64080</a>	TORT LIABILITY INSURANCE	250.00	0.00	250.00	100.00%	1,250.00	0.00	1,250.00	100.00%	3,000.00
<a href="#">001-6-410-2-64150</a>	RENTALS & LEASES	333.33	0.00	333.33	100.00%	1,666.69	1,048.58	618.11	37.09%	4,000.00
<a href="#">001-6-410-2-64260</a>	ENRICHMENT PROGRAMS	416.67	323.11	93.56	22.45%	2,083.31	1,091.25	992.06	47.62%	5,000.00
<a href="#">001-6-410-2-65020</a>	BOOKS,AUDIOVISUAL,MATERIALS	2,916.67	0.00	2,916.67	100.00%	14,583.31	17,367.32	-2,784.01	-19.09%	35,000.00
<a href="#">001-6-410-2-65040</a>	MINOR EQUIPMENT	83.33	0.00	83.33	100.00%	416.69	74.75	341.94	82.06%	1,000.00
<a href="#">001-6-410-2-65070</a>	OPERATING SUPPLIES	833.33	0.00	833.33	100.00%	4,166.69	3,545.63	621.06	14.91%	10,000.00
<a href="#">001-6-410-2-65080</a>	POSTAGE	58.33	0.00	58.33	100.00%	291.69	18.31	273.38	93.72%	700.00
<a href="#">001-6-410-2-65210</a>	JANITORIAL SUPPLIES	166.67	0.00	166.67	100.00%	833.31	202.93	630.38	75.65%	2,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 11/30/2024

[001-6-410-3-67270](#)

	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
CAPITAL EQUIPMENT	16,666.67	0.00	16,666.67	100.00%	83,333.31	0.00	83,333.31	100.00%	200,000.00
<b>Total Expense:</b>	<b>55,879.16</b>	<b>46,718.52</b>	<b>9,160.64</b>	<b>16.39%</b>	<b>279,395.88</b>	<b>203,432.36</b>	<b>75,963.52</b>	<b>27.19%</b>	<b>670,550.00</b>
<b>Total Fund: 001 - GENERAL FUND:</b>	<b>-34,120.15</b>	<b>-36,873.14</b>	<b>-2,752.99</b>		<b>-170,600.95</b>	<b>-189,626.98</b>	<b>-19,026.03</b>		<b>-409,442.00</b>
<b>Report Total:</b>	<b>-34,120.15</b>	<b>-36,873.14</b>	<b>-2,752.99</b>		<b>-170,600.95</b>	<b>-189,626.98</b>	<b>-19,026.03</b>		<b>-409,442.00</b>

Monthly Budget Report

For Fiscal: Current Period Ending: 11/30/2024

Group Summary

Account Typ...	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 001 - GENERAL FUND</b>									
Revenue	21,759.01	9,845.38	-11,913.63	-54.75%	108,794.93	13,805.38	-94,989.55	-87.31%	261,108.00
Expense	55,879.16	46,718.52	9,160.64	16.39%	279,395.88	203,432.36	75,963.52	27.19%	670,550.00
<b>Total Fund: 001 - GENERAL FUND:</b>	<b>-34,120.15</b>	<b>-36,873.14</b>	<b>-2,752.99</b>		<b>-170,600.95</b>	<b>-189,626.98</b>	<b>-19,026.03</b>		<b>-409,442.00</b>
<b>Report Total:</b>	<b>-34,120.15</b>	<b>-36,873.14</b>	<b>-2,752.99</b>		<b>-170,600.95</b>	<b>-189,626.98</b>	<b>-19,026.03</b>		<b>-409,442.00</b>

**Fund Summary**

Fund	November Budget	November Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - GENERAL FUND	-34,120.15	-36,873.14	-2,752.99		-170,600.95	-189,626.98	-19,026.03		-409,442.00
<b>Report Total:</b>	<b>-34,120.15</b>	<b>-36,873.14</b>	<b>-2,752.99</b>		<b>-170,600.95</b>	<b>-189,626.98</b>	<b>-19,026.03</b>		<b>-409,442.00</b>

West Liberty Public Library  
Unpaid bills by Vendor

	Account #	Bill number	Bill date	Description	Amount	Account
Amazon	6521	1HG9-NRG3-X3RF	11/27/2024	Amazon	125.55	Janitorial Supplies
	6507	1MJY-YQG1-HHV7	11/15/2024	processing supplies	15.96	Operating Supplies
	6521	116J-Y76T-DQLQ	10/25/2024		15.83	Janitorial Supplies
	6507	1FG4-DJVJ-DDF4	10/25/2024	supplies	41.09	Operating Supplies
	6426	1CLM-PY7Q-DQ49	10/22/2024	pumpkins for program	25.98	Enrichment Programs
	6507	16R3-CQXM-61RV	10/19/2024	supplies	80.98	Operating Supplies
<b>Total for Amazon</b>					<b>\$305.39</b>	
Baker & Taylor	6502	2038718323	11/27/2024	12 books	161.46	Books, AV Materials
	6502	2038708940	11/21/2024	54 books	636.28	Books, AV Materials
	6502	2038698890	11/19/2024	24 books	315.29	Books, AV Materials
	6502	2038685027	11/07/2024	22 books	272.30	Books, AV Materials
	6502	2038669601	11/04/2024	39 books	487.97	Books, AV Materials
	6502	2038654549	10/30/2024	3 books	41.44	Books, AV Materials
	6502	2038654430	10/28/2024	6 books	77.21	Books, AV Materials
	6502	2038647366	10/24/2024	16 books	196.20	Books, AV Materials
	6502	2038648515	10/23/2024	20 books	256.14	Books, AV Materials
	6502	2038619903	10/11/2024	24 books	356.45	Books, AV Materials
<b>Total for Baker &amp; Taylor</b>					<b>\$2,800.74</b>	
Basepoint	6310	155813	11/09/2024	relief damper diagnosis	231.55	Building/Ground Maintenance
<b>Total for Basepoint</b>					<b>\$231.55</b>	
Climate Engineers	6310	31332	12/06/2024	CLIMATE ENGINEERS, LLC.	311.31	Building/Ground Maintenance
<b>Total for Climate Engineers</b>					<b>\$311.31</b>	
Iowa Division of Labor Services - Boiler Safety Section	6310	301118	12/05/2024	Boiler inspection	120.00	Building/Ground Maintenance
<b>Total for Iowa Division of Labor Services - Boiler Safety Section</b>					<b>\$120.00</b>	

West Liberty Public Library  
Unpaid bills by Vendor

Iowa Division of Labor Services - Elevator

6310		294944	04/05/2024 Elevator permit and inspection	175.00 Building/Ground Maintenance
<b>Total for Iowa Division of Labor Services - Elevator</b>				<b><u>\$175.00</u></b>

Kone

6310	871457166		09/01/2024 Elevator maintenance contract	3,535.08 Building/Ground Maintenance
<b>Total for Kone</b>				<b><u>\$3,535.08</u></b>

Library Furniture International

6728	9804		12/05/2024 Deposit for new shelf	3,180.00 Capital Improvements
<b>Total for Library Furniture International</b>				<b><u>\$3,180.00</u></b>

Marco Technologies

6415	542163639		11/07/2024 Printer	427.33 Rentals & Leases
<b>Total for Marco Technologies</b>				<b><u>\$427.33</u></b>

Overdrive

6502	06497CP24370443		11/30/2024 eAudiobooks	212.90 Books, AV Materials
6502	06497CP24370591		11/30/2024 eBooks	204.80 Books, AV Materials
6502	06497CP24339141		10/31/2024 eBooks	212.04 Books, AV Materials
6502	06497CP24339632		10/31/2024 eaudiobooks	212.14 Books, AV Materials
<b>Total for Overdrive</b>				<b><u>\$841.88</u></b>

State Library of Iowa

	6407 25-020		07/10/2024 CatExpress records	300.00 Professional & Cons Fees
<b>Total for State Library of Iowa</b>				<b><u>\$300.00</u></b>

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).**Invoice summary** *Payment due by November 21, 2024*

Item subtotal before tax	\$ 25.98
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 25.98
Tax	\$ 0.00
<b>Amount due</b>	<b>\$ 25.98 USD</b>

**Pay by****Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc.  
 Bank name Wells Fargo Bank  
 ACH routing # (ABA) 121000248  
 Bank account # (DDA) 41630410518452043  
 SWIFT code (wire transfer) WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

Account # A3GWMH6BP9ZK5U  
 Payment terms Net 30  
 Purchase date 17-Oct-2024  
 Purchased by Shannon Schneider  
 PO # SSProgramming-OCT24

**Registered business name**

West Liberty Public Library

**Bill to**

West Liberty Public Library  
 Allie Paarsmith  
 400 N Spencer St  
 WEST LIBERTY, Iowa 52776

**Ship to**

Shannon Schneider  
 400 N SPENCER ST  
 WEST LIBERTY, IA 52776-1355

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 BESTTOYHOME 12 PCS Assorted Sizes Rustic Harvest White Artificial Pumpkins for Halloween, Fall Thanksgiving Decorating Harvest Embellishing and Displaying ASIN: B07FZ283HD Sold by: shan tou shi zhao xiang mao yi you xian gong si Order # 114-6461173-9170617	2	\$12.99	\$25.98	0.000%

Total before tax \$25.98  
 Tax \$0.00

**Amount due \$25.98**

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).**Invoice summary** *Payment due by November 24, 2024*

Item subtotal before tax	\$ 41.09
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 41.09
Tax	\$ 0.00

**Amount due** **\$ 41.09 USD****Pay by****Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc.  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410518452043  
**SWIFT code (wire transfer)** WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

**Account #** A3GWMH6BP9ZK5U**Payment terms** Net 30**Purchase date** 21-Oct-2024**Purchased by** Ali Oepping**PO #** AOSupplies-OCT24**Registered business name**

West Liberty Public Library

**Bill to**

West Liberty Public Library  
 Allie Paarsmith  
 400 N Spencer St  
 WEST LIBERTY, Iowa 52776

**Ship to**

Ali Oepping  
 400 N SPENCER ST  
 WEST LIBERTY, IA 52776-1355

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	BIC White-Out Brand EZ Correct Correction Tape, 39.3 Feet, 4-Count Pack of white Correction Tape, Fast, Clean and Easy to Use Tear-Resistant Tape ASIN: B0007L1W0E Sold by: Amazon.com Services, Inc Order # 111-3774262-6645006	1	\$6.94	\$6.94	0.000%
2	SAKURA Gelly Roll Gel Pens - Bold Tip Ink Pens for Journaling, Art, or Drawing - Classic White Ink - All Are Tip Size Bold 10-6 Pack ASIN: B075VJQ9SQ Sold by: Pattern Inc Order # 111-3774262-6645006	1	\$8.99	\$8.99	0.000%



Description	Qty	Unit price	Item subtotal before tax	Tax
3 Magnetic Squares 110 Pcs - Self Adhesive Magnetic Squares (Each 4/5" x 4/5") - Industrial Flexible Sticky Magnets - Peel & Stick Magnetic Sheets, Tape Alternative to Magnetic Stickers, Magnetic Strip ASIN: B07C5Q8MTG Sold by: RHCP LLC Order # 111-3774262-6645006	1	\$8.99	\$8.99	0.000%
4 Sharpie Permanent Markers, Ultra Fine Tip Markers Set, Quick Drying And Fade Resistant Artist Marker For Wood, Plastic Paper, Metal, And More, Drawing, Coloring, And Poster Marker Black, 12 Count ASIN: B00006IF13 Sold by: Amazon.com Services, Inc Order # 111-3774262-6645006	1	\$9.98	\$9.98	0.000%
5 BIC Xtra-Precision Mechanical Pencil, Metallic Barrel, Fine Point (0.5mm), 24-Count, Doesn't Smudge and Erases Cleanly ASIN: B001CDEUBO Sold by: Amazon.com Services, Inc Order # 111-3774262-6645006	1	\$6.19	\$6.19	0.000%

Total before tax \$41.09

Tax \$0.00

**Amount due \$41.09****FAQs****How is tax calculated?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190)**How are digital products and services taxed?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670)

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary** *Payment due by December 27, 2024*

Item subtotal before tax	\$ 125.55
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
<hr/>	
Total before tax	\$ 125.55
Tax	\$ 0.00
<hr/>	
<b>Amount due</b>	<b>\$ 125.55 USD</b>

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410518452043  
**SWIFT code (wire transfer)** WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

**Account #** A3GWMH6BP9ZK5U

**Payment terms** Net 30

**Purchase date** 25-Nov-2024

**Purchased by** Tim McMahon

**PO #** TMJ-Nov24

**Registered business name**

West Liberty Public Library

**Bill to**

West Liberty Public Library  
 Allie Paarsmith  
 400 N Spencer St  
 WEST LIBERTY, Iowa 52776

**Ship to**

Tim McMahon  
 400 N SPENCER ST  
 WEST LIBERTY, IA 52776-1355

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	Diversey Crew 04578 Clinging Toilet Bowl Cleaner, 12 x 32 oz./946 mL Squeeze Bottles (Pack of 12) ASIN: B01ALKJDCY Sold by: CPO Commerce LLC Order # 114-8971940-2146610	1	\$47.85	\$47.85	0.000%
2	Tork Multifold Hand Towel Natural H2, Universal, 100% Recycled Fibers, 16 x 250 Sheets, MK520A ASIN: B013SX3T08 Sold by: Amazon.com Services, Inc Order # 114-5673104-0513826	1	\$37.33	\$37.33	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 Aluf Plastics 55-60 Gallon Trash Bags - (Commercial 150 Pack) - Source Reduction Series Value High Density 22 Micron Gauge (equiv) - Intended Multipurpose ASIN: B07Q335Q4T Sold by: Amazon.com Services, Inc Order # 114-5673104-0513826	1	\$40.37	\$40.37	0.000%

Total before tax \$125.55

Tax \$0.00

**Amount due \$125.55****FAQs****How is tax calculated?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190)**How are digital products and services taxed?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670)

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).**Invoice summary** *Payment due by December 15, 2024*

Item subtotal before tax	\$ 15.96
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 15.96
Tax	\$ 0.00

**Amount due** **\$ 15.96 USD****Pay by****Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc.  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410518452043  
**SWIFT code (wire transfer)** WFBIUS6S

**Check**

Amazon Capital Services  
PO Box 035184  
Seattle, WA 98124-5184

**Account #** A3GWMH6BP9ZK5U**Payment terms** Net 30**Purchase date** 13-Nov-2024**Purchased by** Ali Oepping**PO #** AOSupplies-NOV24**Registered business name**

West Liberty Public Library

**Bill to**

West Liberty Public Library  
Allie Paarsmith  
400 N Spencer St  
WEST LIBERTY, Iowa 52776

**Ship to**

Ali Oepping  
400 N SPENCER ST  
WEST LIBERTY, IA 52776-1355

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 InTheOffice Envelope Moistener "2 Pack" ASIN: B0727PMBV1 Order # 111-5175451-7589013 Sold by: CWAY CORP	2	\$7.98	\$15.96	0.000%

Total before tax \$15.96  
Tax \$0.00

**Amount due** **\$15.96**

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary** *Payment due by November 18, 2024*

Item subtotal before tax	\$ 80.98
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
<hr/>	
Total before tax	\$ 80.98
Tax	\$ 0.00
<hr/>	
<b>Amount due</b>	<b>\$ 80.98 USD</b>

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc.  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410518452043  
**SWIFT code (wire transfer)** WFBIUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

**Account #** A3GWMH6BP9ZK5U

**Payment terms** Net 30

**Purchase date** 16-Oct-2024

**Purchased by** Allie Paarsmith

**PO #** APsupplies-oct24

**Registered business name**

West Liberty Public Library

**Bill to**

West Liberty Public Library  
 Allie Paarsmith  
 400 N Spencer St  
 WEST LIBERTY, Iowa 52776

**Ship to**

West Liberty Public Library  
 400 N SPENCER ST  
 WEST LIBERTY, IA 52776-1355

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or  
 Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	SHALL Light Duty Staple Gun for Wood - Pink Upholstery Staple Gun with 1600pcs JT21 Staples 1/4, 5/16, 3/8 inch and Staple Remover - Women Staple Gun for Crafts, Fabric Stapler Gun for DIY, Decoration ASIN: B09YH4X1C6 Sold by: hangzhouxiaoxiaojinchukouyouxiangongsi Order # 114-8790210-9976258	1	\$9.99	\$9.99	0.000%

---

Description	Qty	Unit price	Item subtotal before tax	Tax
2 Silicon Power 1TB Superior Gaming Micro SDXC UHS-I (U3), V30 4K A2,High Speed MicroSD Card with Adapter, Design for Steam Deck, ROG Ally and Nintendo-Switch ASIN: B0CF1GPJ83 Sold by: Silicon Power Computer & Communications USA Inc. Order # 114-8790210-9976258	1	\$70.99	\$70.99	0.000%

---

Total before tax \$80.98

Tax \$0.00

---

**Amount due \$80.98**

---

#### FAQs

##### How is tax calculated?

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeld=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202036190)

##### How are digital products and services taxed?

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeld=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202074670)

---

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary** *Payment due by November 24, 2024*

Item subtotal before tax	\$ 15.83
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
<hr/>	
Total before tax	\$ 15.83
Tax	\$ 0.00
<hr/>	
<b>Amount due</b>	<b>\$ 15.83 USD</b>

<b>Account #</b>	A3GWMH6BP9ZK5U
<b>Payment terms</b>	Net 30
<hr/>	
<b>Purchase date</b>	20-Oct-2024
<b>Purchased by</b>	Tim McMahon
<b>PO #</b>	TMJ-Oct24

**Registered business name**  
West Liberty Public Library

**Bill to**  
West Liberty Public Library  
Allie Paarsmith  
400 N Spencer St  
WEST LIBERTY, Iowa 52776

**Ship to**  
Tim McMahon  
400 N SPENCER ST  
WEST LIBERTY, IA 52776-1355

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc.  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410518452043  
**SWIFT code (wire transfer)** WFBUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or  
 Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	Inspire Black Nitrile Gloves HEAVY DUTY 6 Mil Nitrile Chemical Resistant Medical Cooking Cleaning Disposable Black Gloves (XL, 100, Count)  ASIN: B0C3SHP63V Order # 114-5824125-4218618	1	\$15.83	\$15.83	0.000%
Sold by: K2 Health Products LLC					

Total before tax	\$15.83
Tax	\$0.00
<hr/>	
<b>Amount due</b>	<b>\$15.83</b>

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217

8497 1 MB 0.617 \*\*\*\*AUTO\*\*MIXEDPAAADC: 2901: / S2:



**WEST LIBERTY PUBLIC LIBRARY**  
400 N SPENCER ST  
WEST LIBERTY IA 52776-1355

8497  
27



**WEST LIBERTY PUBLIC LIBRARY**

**SEND PAYMENT TO:**

Baker & Taylor  
P.O. Box 277930  
Atlanta, GA 30384-7930

ACCOUNT #	STATEMENT DATE	PAGE #
L5223752	11/30/24	1

ACCOUNT #	STATEMENT DATE	PAGE #
L5223752	11/30/24	1

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
2038512527	083024	092924	AOA-JULAUG24	72.19	72.19
2038516330	083024	092924	AOYA-JULAUG24	99.50	171.69
0003304059	091724	091724	2038487468	38.17-	133.52
0003306027	100924	100924	203859710	13.11-	120.41
2038619903	101124	111024	AOA-OCT24	356.45	476.86
2038648515	102324	112224	SSC-OCT24	256.14	733.00
2038647366	102424	112324	AOA-JULAUG24	196.20	929.20
2038654430	102824	112724	AOA-SEP24	77.21	1,006.41
2038654549	103024	112924	AOYA-OCT24	41.44	1,047.85
2038669601	110424	120424	AOA-OCT24	487.97	1,535.82
2038685027	110724	120724	AOA-OCT24	272.30	1,808.12
2038698890	111924	121924	REQ-OCT24	315.29	2,123.41
2038708940	112124	122124	AOA-OCT24	636.28	2,759.69
2038718323	112724	122724	AOA-OCT24	161.46	2,921.15

ITEM NUMBER	ITEM DATE	AMOUNT
2038512527	083024	72.19
2038516330	083024	99.50
0003304059	091724	38.17-
0003306027	100924	13.11-
2038619903	101124	356.45
2038648515	102324	256.14
2038647366	102424	196.20
2038654430	102824	77.21
2038654549	103024	41.44
2038669601	110424	487.97
2038685027	110724	272.30
2038698890	111924	315.29
2038708940	112124	636.28
2038718323	112724	161.46

PLEASE FORWARD ALL REMITTANCE DETAIL FOR ACH, WIRES & DRAFTS TO:

FAX: 704.998.3314 ATTN: Cash or email DL-ARSupport@baker-taylor.com

**QUESTIONS REGARDING YOUR STATEMENT?  
CALL 704.998.3399 OR 800.340.5370**

PLEASE INCLUDE ACCOUNT # ON CHECK

TO ENSURE PROPER CREDIT RETURN THIS REMITTANCE  
ADVICE WITH PAYMENT TO THE ADDRESS ABOVE

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
1,873.30	927.44	13.11-	133.52	2,921.15

STATEMENT BALANCE
<b>\$ 2,921.15 USD</b>

**KEEP THIS COPY FOR YOUR RECORDS**

Review invoices and statements and track orders 24/7 with Online Customer Support at [www.btol.com/ocs.cfm](http://www.btol.com/ocs.cfm)





Basepoint Building Automations  
 Control Installations of Iowa  
 6200 Thornton Ave Ste 190  
 Des Moines, IA 50321  
 800 779-2760



# Invoice 155813

Date: 11/13/24

<b>Bill to:</b>  West Liberty Library ^Email 400 N Spencer St West Liberty, IA 52776	<b>Job Address:</b>  West Liberty Library 400 N Spencer St West Liberty IA 52776
--	---

Customer Code	Payment Terms	Customer PO Number	Quote	Type	Page
WESTLIB	Net 30			T	1
Remarks: West Liberty Library WO# 20061626					

## Description of Work Completed

Per Blaine @319-651-5661 Cannot login to system. It tells them no valid client license available. Their building pressure is pushing their doors open.

11/01/2024 - ek - checked system and found bad temp sensor in relief damper. Shows -327 degrees so forcing damper closed. Overrode point to 50 to make it work and operating normally.

## Labor & Equipment Used

Week ending 11/02/24	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total Hours	Rate	Extension
	10/27	10/28	10/29	10/30	10/31	11/1	11/2			
R-Eric S Klostermann						1.00		1.00	165.00	165.00

## Other Costs

Description	Extension
Remote Access Charge	55.00

Invoice Totals:	Labor	Material	Other	Subtotal:	220.00
	165.00	0.00	55.00	Sales Tax:	11.55

Invoice Total: 231.55



**INVOICE**

**INVOICE NO**  
31332

**SHEETMETAL HVAC • SERVICES • DESIGN Commercial • Industrial**

3005 ROBINS RD • HIAWATHA • IA 52233 • Phone 319-364-1569 • Fax 319-368-6625

**BILL TO** WEST LIBERTY PUBLIC LIBRARY  
400 N. SPENCER ST  
WEST LIBERTY, IA 52776

**JOB NO** CS250027  
WL LIBRARY LEAK WOMENS RR

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
WES013				Net 30	12/6/2024	1

**WEST LIBERTY LIBRARY - LEAK IN WOMENS RESTROOM**

Please see attached written service ticket on the details of the work completed for the above project.

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
SERVICE RT	2.00	SERV TECH - B KELLY, 11/01/24	107.00	214.00*
TOOLS & CONSUM	1	TOOLS & CONSUMABLES	7.49	7.49*
MATERIAL	1	MATL: 1" SLOEN SHUT-OFF KIT	49.82	49.82*
TRUCK CHARGE	1	TRUCK CHARGE	40.00	40.00*

\* means item is non-taxable

**TOTAL AMOUNT 311.31**

**PAYMENT REMITTANCE ADDRESS:**  
CLIMATE ENGINEERS, LLC.  
3005 ROBINS ROAD  
HIAWATHA, IA 52233



**Department of Inspections,  
Appeals, & Licensing**

**Boiler & Pressure Vessel Inspection Bureau  
6200 Park Ave., Suite 100, Des Moines, IA 50321-1371, 515-725-2050**

**INVOICE NUMBER:** 301118  
**INVOICE DATE:** 12/05/2024  
**AMOUNT DUE:** \$120.00

**NOTICE #:** 1

WITHIN 15 DAYS OF RECEIPT, SEND PAYMENT  
AND REMITTANCE FORM TO:

Allie Paarsmith  
West Liberty City Of/Library  
400 N Spencer St  
West Liberty, IA 52776-1355

Department of Inspections, Appeals, & Licensing  
Boiler & Pressure Vessel Inspection Bureau  
6200 Park Ave.  
Des Moines, IA 50321

EQUIPMENT/FEE DESCRIPTION	DATE	INSPECTOR	COMPANY	LOCATION	AMOUNT
IA099254 - Cert Fee 1 Year	11/14/2024	Josh Engel	Travelers	West Liberty City Of/Library, 400 N Spencer St, West Liberty, Muscatine, IA, 52776-1355	\$40.00
IA099252 - Cert Fee 1 Year	11/14/2024	Josh Engel	Travelers	West Liberty City Of/Library, 400 N Spencer St, West Liberty, Muscatine, IA, 52776-1355	\$40.00
IA099253 - Cert Fee 1 Year	11/14/2024	Josh Engel	Travelers	West Liberty City Of/Library, 400 N Spencer St, West Liberty, Muscatine, IA, 52776-1355	\$40.00

**Fee Amount:** \$120.00  
**Amount Paid:** \$0.00  
**Balance:** \$120.00

----- **STATE AGENCY** -----

For State Agency Using Direct Payment (Internal Transfer)  
Use the following Code:

FY: 25 Fund: 012D Department: 427 Orgn: AABL RSRC: 0510

PENALTY - The operation of Boilers or Pressure Vessels without an up-to-date certificate shall constitute a misdemeanor punishable by a fine not exceeding six hundred twenty-five dollars (\$625.00) Iowa Code Section 89.10.

Please detach and remit with payment. Thank you.

**REMITTANCE FORM**

**INVOICE NUMBER:** 301118  
**INVOICE DATE:** 12/05/2024  
**FEE AMOUNT:** \$120.00  
**AMOUNT PAID:** (\$0.00)  
**BALANCE:** \$120.00

**CHECK NUMBER:** \_\_\_\_\_  
**CHECK DATE:** \_\_\_\_\_

Please write invoice number on payment

Indicate address change on back.



One KONE Court  
 Moline, IL 61265  
*Please do not send payments to this address*

# Maintenance Invoice

Invoice Date: 09/01/2024  
 Invoice Number: 871457166  
 Contract Number: 41206464  
 Purchase Order:

Customer Number: 12881853

WEST LIBERTY PUBLIC LIBRARY  
 MISSY CARTER  
 409 N CALHOUN ST  
 WEST LIBERTY IA 52776-1344

Customer Billing Address:

WEST LIBERTY PUBLIC LIBRARY  
 JANETTE MCMAHON  
 400 N SPENCER ST  
 WEST LIBERTY IA 52776-1355

		<b>Total</b>
Maintenance Period: 09/01/2024 - 08/31/2025		
WEST LIBERTY PUBLIC LIBRARY, 400 NORTH SPENCER ST, WEST LIBERTY, IA, 52776-1355		
		\$ 3,535.08
	Value Added Services:	
	KONE Online	\$ 0.00
<b>Total</b>		<b>\$ 3,535.08</b>

*Thank you for your business.*

<b>TO VIEW AND PAY ONLINE GO TO</b>	<a href="https://kone.billtrust.com">https://kone.billtrust.com</a>
<b>USE THIS ENROLLMENT TOKEN</b>	XFT MVV RXH
<b>KONE eInvoice Account Number</b>	12881851

Payment Terms: Net 30

Please Pay Before: 10/01/2024

Late Payment Interest: 1.5%

**Payment Options - please reference this invoice number**

**[Make Payments Online](#)**

**ACH**

Bank Name: CitiBank  
 ABA Routing: 021000089  
 Account Number: 30915201  
 Account Name: KONE Inc.

**Mail Check**

KONE  
 P.O. BOX 734874  
 CHICAGO, IL 60673-4874

KONE CEDAR RAPIDS U063  
 1801 RIVER DR  
 MOLINE, IL 61265-1353

Telephone: +1 309-797-3232  
[www.KONE.us/billing](http://www.KONE.us/billing)

KONE Inc. TAX ID 36-2357423

*Please do not send payments to this address*



Invoice Number: 871457166

**Questions about your invoice?** Please contact your local office.

KONE CEDAR RAPIDS U063  
+1 309-797-3232

**KONE e-portal is now available to view KONE invoices online.**

To enroll, simply send an email to [Go.Paperless@KONE.com](mailto:Go.Paperless@KONE.com) and please include your invoice, customer or contract number. The KONE team will send you everything you need to get started.

For help or questions about KONE eInvoice, you may also email [Billing.Questions@KONE.com](mailto:Billing.Questions@KONE.com) or call +1 888-705-3612.



Invoice: 871457166  
Customer Number: 12881853  
Amount: \$ 3,535.08  
Payment Due Date: 10/01/2024



KONE invites you to make a sustainable choice for your invoicing.

Please sign up for KONE eInvoice with link and enrollment token provided. You may also send an email with your invoice or account number to [Go.Paperless@KONE.com](mailto:Go.Paperless@KONE.com)



For payment by check, please include your invoice number or cut and return this portion with your payment.

Invoice Number:	871457166	Payment Due Date:	10/01/2024
Amount:	\$ 3,535.08	Customer Number:	12881853

734874 0871457166 0000353508 6

**Payer:**  
WEST LIBERTY PUBLIC LIBRARY  
MISSY CARTER  
409 N CALHOUN ST  
WEST LIBERTY IA 52776-1344

**Mail payment to:**

KONE  
P.O. BOX 734874  
CHICAGO, IL 60673-4874

# INVOICE

**LIBRARY FURNITURE  
INTERNATIONAL, LLC**  
797 Glenn Ave  
Wheeling, IL 60090

Nora@libraryfurniture-intl.com  
+1 (847) 564-9497  
libraryfurnitureinternational.com



## West Liberty Public Library:2025-054

### Bill to

West Liberty Public Library  
400 N. Spencer Street  
West Liberty, IA 52776

### Ship to

West Liberty Public Library  
400 N. Spencer Street  
West Liberty, IA 52776

### Invoice details

Invoice no.: 9804  
Terms: Net 20 days  
Invoice date: 12/05/2024  
Due date: 12/25/2024

Sales Rep: Rick Hoelsing

#	Product or service	Description	Qty	Amount
1.	<b>Customer Deposit</b>	Deposit Request: Total Proposal: \$6360.00	0	\$3,180.00

**Total** **\$3,180.00**

### Note to customer

Thank you for your business



MARCO TECHNOLOGIES LLC  
PO BOX 790448  
ST LOUIS, MO 63179-0448



INVOICE NUMBER 542163639

DUE DATE

12/01/2024

TOTAL DUE

\$427.33



000007528 01 SP 106481172427200 P  
ACCOUNTS PAYABLE  
WEST LIBERTY CITY OF  
400 N SPENCER ST  
WEST LIBERTY, IA 52776-1355

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:



MARCO TECHNOLOGIES LLC  
PO BOX 790448  
ST LOUIS, MO 63179-0448

790448 542163639 000042733



MARCO TECHNOLOGIES LLC  
PO BOX 790448  
ST LOUIS, MO 63179-0448  
800-828-8246  
CUSTOMERSUPPORTEF@ONLINECOMMENT.COM

DATE OF INVOICE 11/07/2024

INVOICE NUMBER 542163639

Customer Credit Account Number 1696634

DUE DATE

12/01/2024

TOTAL DUE

\$427.33

PAGE 1 OF 2

FOR ADDRESS CORRECTIONS AND INVOICE INQUIRIES, PLEASE CONTACT US AT 800-828-8246

MESSAGES

SAVE TIME : CHAT WITH A REPRESENTATIVE AND MAKE QUICK AND EASY ONLINE PAYMENTS BY VISITING  
[HTTPS://FINANCING.EPORTALDIRECT.COM](https://financing.eportaldirect.com)

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
		<b>BALANCE FORWARD</b>	
GRP POOL 177167	10/01/2024 - 11/01/2024	CONTRACT PAYMENT	181.78
	11/01/2024	*OVERAGE	5.59
500-0729036-000	10/06/2024	LATE CHARGES	9.09
	11/01/2024	SUPPLY FREIGHT	10.00
		<b>CURRENT CHARGES DUE</b>	
GRP POOL 177167 POOL 5 B&W	11/01/2024 - 12/01/2024	CONTRACT PAYMENT	181.78
500-0729036-000		WEST LIBERTY CITY OF 400 N SPENCER ST WEST LIBERTY, IA 52776-1355  KONICA MINOLTA C360I COPIER SERIAL NUMBER AA2J013011531BW	
POOL 6 COLOR		WEST LIBERTY CITY OF 400 N SPENCER ST WEST LIBERTY, IA 52776-1355  KONICA MINOLTA C360I COPIERS-CPC SERIAL NUMBER AA2J013011531COLOR	
500-0729036-000	11/01/2024	MARCO SUPPORT DESK	10.00





MARCO TECHNOLOGIES LLC  
PO BOX 790448  
ST LOUIS, MO 63179-0448  
800-828-8246  
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 11/07/2024  
INVOICE NUMBER 542163639  
Customer Credit Account Number 1696634

DUE DATE  
**12/01/2024**

TOTAL DUE  
**\$427.33**

PAGE 2 OF 2

**FOR ADDRESS CORRECTIONS AND INVOICE INQUIRIES, PLEASE CONTACT US AT 800-828-8246**

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
	11/06/2024	LATE CHARGES	9.09
	12/01/2024	MARCO SUPPORT DESK	10.00
	12/01/2024	SUPPLY FREIGHT	10.00

**\*\*\*A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE.\*\*\***

Customer ID	Invoice number	Date
6497-1086	06497CP24339141	October 31, 2024



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Sold to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Payment terms:**  
 On receipt

## Invoice Summary - Details follow on next page(s)

Budget name	Format	Items	Subtotal	Tax amount	Total
Ebook titles	Ebook	39	\$212.04 USD	\$0.00 USD	\$212.04 USD

**Total items:** 39 **Subtotal:** \$212.04 USD

**Tax amount:** \$0.00 USD

**Total:** **\$212.04 USD**

**Amount due:** **\$212.04 USD**

### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** *Your saved bank account or credit card information can only be used by you.*
- Click **Confirm payment**.

### Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

### Pay by ACH or wire

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington National Bank  
 7 Easton Oval  
 17 South High Street  
 Columbus, Ohio  
 USA  
 Account Name: OverDrive, Inc.  
 Account Number: 01661616573  
 ACH ABA Routing Number: 041000153  
 Wire Routing Number: 044000024  
 Swift Code: HUNTUS33

Customer ID	Invoice number	Date
6497-1086	06497CP24339632	October 31, 2024



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Sold to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Payment terms:**  
 On receipt

## Invoice Summary - Details follow on next page(s)

Budget name	Format	Items	Subtotal	Tax amount	Total
Audiobook titles	Audiobook	40	\$212.14 USD	\$0.00 USD	\$212.14 USD

**Total items:** 40 **Subtotal:** \$212.14 USD

**Tax amount:** \$0.00 USD

**Total:** **\$212.14 USD**

**Amount due:** **\$212.14 USD**

### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

### Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

### Pay by ACH or wire

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington National Bank  
 7 Easton Oval  
 17 South High Street  
 Columbus, Ohio  
 USA  
 Account Name: OverDrive, Inc.  
 Account Number: 01661616573  
 ACH ABA Routing Number: 041000153  
 Wire Routing Number: 044000024  
 Swift Code: HUNTUS33

Customer ID	Invoice number	Date
6497-1086	06497CP24370443	November 30, 2024



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Sold to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Payment terms:**  
 On receipt

## Invoice Summary - Details follow on next page(s)

Budget name	Format	Items	Subtotal	Tax amount	Total
Audiobook titles	Audiobook	42	\$212.90 USD	\$0.00 USD	\$212.90 USD

**Total items:** 42 **Subtotal:** \$212.90 USD

**Tax amount:** \$0.00 USD

**Total:** **\$212.90 USD**

**Amount due:** **\$212.90 USD**

### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** *Your saved bank account or credit card information can only be used by you.*
- Click **Confirm payment**.

### Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

### Pay by ACH or wire

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington National Bank  
 7 Easton Oval  
 17 South High Street  
 Columbus, Ohio  
 USA  
 Account Name: OverDrive, Inc.  
 Account Number: 01661616573  
 ACH ABA Routing Number: 041000153  
 Wire Routing Number: 044000024  
 Swift Code: HUNTUS33

Customer ID	Invoice number	Date
6497-1086	06497CP24370591	November 30, 2024



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Sold to:**  
 West Liberty Public Library  
 400 N. Spencer St  
 West Liberty, IA 52776

**Payment terms:**  
 On receipt

## Invoice Summary - Details follow on next page(s)

Budget name	Format	Items	Subtotal	Tax amount	Total
Ebook titles	Ebook	34	\$204.80 USD	\$0.00 USD	\$204.80 USD

**Total items:** 34 **Subtotal:** \$204.80 USD

**Tax amount:** \$0.00 USD

**Total:** **\$204.80 USD**

**Amount due:** **\$204.80 USD**

### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

### Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

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Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
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Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington National Bank  
 7 Easton Oval  
 17 South High Street  
 Columbus, Ohio  
 USA  
 Account Name: OverDrive, Inc.  
 Account Number: 01661616573  
 ACH ABA Routing Number: 041000153  
 Wire Routing Number: 044000024  
 Swift Code: HUNTUS33



**INVOICE**

Invoice No. 25-020

West Liberty Public Library  
Attn: Allie Paarsmith  
400 N. Spencer St.  
West Liberty, IA 52776-1355

Date: 7/10/24

Qty	Description	Unit Price	Total
	<b>FY25 OCLC CatExpress Subscription Fees</b>		
200	FY25 cataloging records ordered from OCLC	\$ 1.50	\$300.00
	FY24 overage on cataloging records ordered from OCLC	\$ 3.02	\$
<b>Payment Details</b>			
<b>Make checks payable to:</b>			
			<b>TOTAL</b>
			<b>\$300.00</b>

State Library of Iowa  
Attn: Linda Choate  
1112 E. Grand Ave.  
Des Moines, IA 50319

*Net 30 Days*  
**To insure proper credit to your account, please do not combine with any other payments to the State of Iowa and return a copy of this invoice with your payment.**

**THANK YOU!**

# Agenda Item- V&K Design Contract

## History:

The Board has previously indicated an interest in pursuing a renovation to utilize our existing square footage more effectively. 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 and outlines the subsequent phases of the process.

This item was tabled at our October 2024 meeting upon the recommendation of Lisa Wertzbaugher, a professional fundraiser willing to donate her expertise to assist with the logistics of our capital campaign. Her recommendation was to spend money only when it is absolutely necessary, which means raising funds without conceptual plans to allow for more flexibility in those conversations. Due to our position as a government entity and city department, we might need to reassess that decision. As a result, I have asked City Manager Geertz to discuss the financial and legal logistics of a renovation.

## 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
- C) Continue to table the decision pending further discussion

## Staff's Recommended Action:

Staff recommends a decision based on mutual agreement with our City.



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

June 26, 2024

Allie Paarsmith  
West Liberty Public Library  
400 N. Spencer St.  
West Liberty, Iowa 52776

Re: Engineering Services Proposal  
West Liberty Public Library  
Library Remodel Upper and Lower Levels

Dear Allie,

This letter is a proposal for providing design services associated with a remodel to the Public Library upper and lower levels for the building located at 400 N. Spencer Street.

**PROJECT DESCRIPTION**

Remodel upper and lower levels based on Owner's desired program and Architect's proposed conceptual plans, attached and dated 2-7-2024. Existing library is a 2-story masonry building. Proposed remodeling is located on both levels of the building.

**BASIC SCOPE OF SERVICES** (Construction Documents–Bidding–Construction Administration)

V&K proposes to provide the following professional services which include Architectural, Structural, Mechanical, Electrical and Plumbing directly related to this project:

Phase One: Construction Documents

Site survey and review existing drawings.

Owner input and review.

Develop documents with sufficient detail for bidding and construction.

These include improvements to the following areas:

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.
15. Review estimated project construction cost.

Phase Two: Bid

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

Phase Three: Construction Administration

Pre-construction meeting, review of shop drawings and submittals, periodic site visits, pay requests and approvals, final site visit and punch list.

Schedule:

We are available to begin work immediately after receiving a signed engineering services agreement.

Estimated construction schedule: Fall 2024 through Spring 2025.

Compensation:

Fee for Design Services shall be an hourly not to exceed contract with a not to exceed cost of \$49,100.00.

We look forward to working with the West Liberty Public Library on this project.

If you have any questions, please contact us at 1-515-225-8000.

VEENSTRA & KIMM, INC.

Tara M. Goldsberry, AIA

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

OWNER

Attest:

By \_\_\_\_\_

By \_\_\_\_\_



**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- Reschedule Annual Meeting

## History:

The annual meeting is currently scheduled for March 19 at 7 pm. It has been brought to my attention that this is when spring break is for the school district. I suggest moving the meeting to March 26, which will lead to a better turnout of board members and guests.

## Budget Impact:

None.

## Options:

- A) Approve moving the Annual meeting to March 26 at 7 pm
- B) Suggest an alternative date or time.

## Staff's Recommended Action:

Option A

# 2024 - 2025

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August -PR

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September -\$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October - Per

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November -B&G

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December - \$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2025 -PR

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February -Per

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March -\$

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April -B&G

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May -PR

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June -\$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# Agenda Item- FY26 Budget

## History:

I am submitting a budget similar to last year's for the city and the county. Due to changes in state property taxes and other factors, the likelihood of us getting what we ask is slim. However, I do have a plan for where we can cut once the city has the actual valuation after January 1. The County budget was due on December 5th at 2 p.m., but I submitted it at 6 p.m. I will ensure that county budget approval is included in our November agenda moving forward. I have attached the budget I submitted and will use my presentation to promote our new strategic plan.

It's important to note that the county's paperwork differs from city accounting, treating public libraries as outside entities. I believe this needs to change, so I am exploring ways to simplify the process. As Muscatine County library directors, Bobby, Kristi, and I are discussing procedural improvements with the State Library. Additionally, I am in talks with City Manager Geertz and the current city council regarding this issue.

## Budget Impact:

None.

## Options:

- A) Approve moving the Annual meeting to March 26 at 7 pm
- B) Suggest an alternative date or time.

## Staff's Recommended Action:

Option A



**TO:**

Muscatine County  
Board of Supervisors

**DATE:**

5 December 2024

Dear Supervisors,

I am writing to request our annual allocation to the West Liberty Public Library for FY 2026. The Library is grateful for your support and relies on this funding for essential operations, like staff wages and collection materials. Our dedicated staff work tirelessly to serve our community, and to cover 5% of our budget, we are asking for \$32,000.

During our 120th anniversary, we faced staffing shortages that prevented us from celebrating as we would have liked. However, we used this time to conduct strategic planning, which will be presented and discussed in-depth at our January meeting once the board approves the finalized plan.

The West Liberty Public Library is not just a building with books but an integral part of our county, enriching the lives of our residents. We are committed to providing the best possible services to our patrons and your constituents, so your continued support is crucial in helping us achieve this goal. Please consider our request for the allocation of \$32,000, which will go a long way in helping us to continue providing essential services to our rural residents.

Thank you for your time and consideration. If you have any questions, please get in touch with me.

Sincerely,

Allie Paarsmith,  
Library Director







Preliminary Budget FY26

Account #	Account Name	Proposed	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 237,840.65	With maximum wage increase
6-410-1-6020	WAGES-PART TIME	\$ 40,095.33	With maximum wage increase
6-410-1-6040	WAGES-OVER TIME	\$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 21,262.10	
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 25,566.13	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 3,500.00	Left number same
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	\$ 50,500.00	Left number same.
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	\$ -	
6-410-1-6160	WORKER'S COMP	\$ 1,000.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ 200.00	SRP T-Shirts
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 840.00	ALA 175 + ARSL 200 + ILA-AP 130 SS 90 AO 90 CL 25 GE 90
6-410-1-6220	SUBSCRIPTIONS	\$ 200.00	Unspecified amount for staff resources
6-410-1-6230	TRAINING	\$ 600.00	ILA Leadership Institute for AO and SS
6-410-1-6240	CONFERENCE & TRAVEL	\$ 100.00	reimbursement for gas plus padding
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 12,000.00	Bosch: 16.20x12, Climate Engineers: 920.50x4, Boiler inspection 120, Elevator 3500, Roof 1200, plus padding
6-410-2-6350	EQUIPMENT REPAIRS/MAIN	\$ 1,000.00	Equipment that doesn't contribute to the building.
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	City says they'll cover it. I'll let them set the number
6-410-2-6373	TELEPHONE EXPENSE	\$ 3,000.00	
6-410-2-6407	PROF. & CONS FEES	\$ 3,000.00	Deep Freeze 260, Bywater 1800, State Library 280, +cushion
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	left the same
6-410-2-6415	RENTALS & LEASES	\$ 4,000.00	Doubled for getting a second printer. Emailed for actual quote 10/11/2024
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 3,000.00	
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 35,000.00	1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm, 7000 ebSCO, 6000 adult materials, 1400 AV, 8500 eltems, 9600 youth, 1000 patron requests
6-410-2-6504	MINOR EQUIPMENT	\$ 1,000.00	In case a computer breaks that we weren't expecting
6-410-2-6507	OPERATING SUPPLIES	\$ 12,000.00	general increase
6-410-2-6508	POSTAGE	\$ 700.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ 2,000.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
General Budget Total		\$ 466,654.21	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ 10,000.00	
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 350,000.00	
Capital Budget Total		\$ 360,000.00	
Grand Total		\$ 826,654.21	

CITY OF WEST LIBERTY  
 REQUESTED BUDGET WORKSHEET  
 AS OF: OCTOBER 31ST, 2024

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

DEPARTMENTAL EXPENDITURES

	2022-2023 ACTUAL	2023-2024 ACTUAL	CURRENT BUDGET	-- 2024-2025 YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	(----- 2025-2026 REQUESTED BUDGET	PROPOSED BUDGET
--	---------------------	---------------------	-------------------	--	-----------------------	---	--------------------

PERSONAL SERVICES

001-6-410-1-6010	WAGES-FULL TIME	173,822	174,329	223,750	58,437	0	115,000
001-6-410-1-6020	WAGES-PART TIME	47,374	67,422	56,600	19,700	0	31,850
001-6-410-1-6040	WAGES-OVER TIME	114	90	250	0	0	0
	TOTAL PERSONAL SERVICES	221,311	241,841	280,600	78,137	0	

EMPLOYEE BENEFITS

001-6-410-1-6110	FICA-CITY CONTRIBUTION	16,778	17,985	21,500	5,764	0	8,297
001-6-410-1-6130	IPERS-CITY CONTRIBUTIO	17,367	18,246	26,500	4,747	0	11,850
001-6-410-1-6140	ICMA-CITY CONTRIBUTION	3,030	2,525	3,500	1,050	0	5,880
001-6-410-1-6150	GROUP MEDICAL INSURANC	50,426	43,348	50,500	10,715	0	34,718
001-6-410-1-6152	GROUP MEDICAL INSURANC	0	0	0	0	0	1,067
001-6-410-1-6160	WORKER'S COMPENSATION	0	2,164	1,000	0	0	470
001-6-410-1-6181	UNIFORMS,ALLOWANCES	0	0	500	0	0	75
	TOTAL EMPLOYEE BENEFITS	87,602	84,269	103,500	22,276	0	

6-410-1-6181 UNIFORMS,ALLOWANCES PERMANENT NOTES:  
 FLU SHOTS

STAFF DEVELOPMENT

001-6-410-1-6210	DUES & MEMBERSHIP FEES	440	175	750	183	0	500
001-6-410-1-6220	SUBSCRIPTIONS, PUBL &	1,800	0	200	0	0	2,500
001-6-410-1-6230	TRAINING	306	0	400	271	0	4,500
001-6-410-1-6240	CONFERENCE & TRAVEL EX	0	0	900	0	0	3,000
	TOTAL STAFF DEVELOPMENT	2,546	175	2,250	454	0	

REPAIR, MTNCE, UTILITIES

001-6-410-2-6310	BUILDING/GROUND MAINTEN	6,657	13,650	12,000	2,977	0	1,000
001-6-410-2-6350	EQUIPMENT REPAIRS/MAIN	6,339	0	1,000	0	0	9,000
001-6-410-2-6371	UTILITY SERVICES-ELEC,	25,188	24,059	5,000	7,129	0	18,500
001-6-410-2-6373	TELEPHONE EXPENSE	2,750	3,002	2,500	751	0	3,000
	TOTAL REPAIR,MTNCE,UTILITIES	40,934	40,711	20,500	10,858	0	

6-410-2-6310 BUILDING/GROUND MAINTENANPERMANENT NOTES:  
 0Elevator= KONE, Ace Refrigeration, Grinnell-Simplex

CONTRACTUAL SERVICES

001-6-410-2-6407	PROFESSIONAL & CONS FE	4,395	5,084	3,000	1,800	0	0
001-6-410-2-6408	TORT LIABILITY INSURAN	3,573	3,000	3,000	0	0	5,485
001-6-410-2-6415	RENTALS & LEASES	1,577	2,545	4,000	650	0	0
001-6-410-2-6426	ENRICHMENT PROGRAMS	3,955	3,087	5,000	413	0	5,000
001-6-410-2-6429	PROPERTY TAX EXPENSE	0	0	0	0	0	0
	TOTAL CONTRACTUAL SERVICES	13,500	13,716	15,000	2,863	0	

COMMODITIES

001-6-410-2-6502	BOOKS,AUDIOVISUAL,MATE	24,277	31,572	35,000	12,943	0	10,000
001-6-410-2-6504	MINOR EQUIPMENT	251	9,053	1,000	0	0	3,800
001-6-410-2-6507	OPERATING SUPPLIES	10,386	6,983	10,000	2,101	0	5,000

CITY OF WEST LIBERTY  
 REQUESTED BUDGET WORKSHEET  
 AS OF: OCTOBER 31ST, 2024

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

DEPARTMENTAL EXPENDITURES			-- 2024-2025 -----) (----- 2025-2026 -----)				
	2022-2023 ACTUAL	2023-2024 ACTUAL	CURRENT BUDGET	YEAR-TO-DATE ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
001-6-410-2-6508 POSTAGE	526	30	700	14	0	1,300	
001-6-410-2-6521 JANITORIAL SUPPLIES	1,461	194	2,000	203	0	2,000	
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0	0	0	0	0	0	
TOTAL COMMODITIES	36,901	47,832	48,700	15,261	0		
6-410-2-6502 BOOKS, AUDIOVISUAL, MATERIAL PERMANENT NOTES: MAGAZINES-SUBSCRIPTIONS							
CAPITAL OUTLAY							
001-6-410-3-6726 CAPITAL EQUIP RESERVE	0	0	0	0	0	0	
001-6-410-3-6727 CAPITAL EQUIPMENT	0	0	200,000	0	0	0	
001-6-410-3-6728 CAPITAL IMPROVEMENTS	90,045	11,085	0	0	0	151,128	
TOTAL CAPITAL OUTLAY	90,045	11,085	200,000	0	0		
TOTAL LIBRARY	492,839	439,629	670,550	129,849	0		

# Agenda Item- Annual Survey Report

## Notes:

Here, I will summarize my analysis of our annual survey for fiscal year 2024.

Staffing hours changed due to Kelli leaving mid-year. I calculated the actual hours worked, and then the total number of staff is based on June 30, 2024. Wages have improved significantly over the past two fiscal years, which has helped with the retention of library assistants.

The capital expenditure last fiscal year was the sidewalk repair project. The capital expenses from FY23 were the expenses from the meeting room renovation. Overall, we spent less on operations and capital projects than the previous fiscal year while increasing wages and collection size.

We have expanded our physical book, video, and library material collections following a space needs assessment that identified our smaller collection size compared to similar libraries. We completed purchasing items for our recent racial justice grant and reallocated some funds originally meant for Kelli's wages to our acquisitions budget. There has been an overall increase in e-books and e-audiobooks, primarily at the state level, and we continue to prioritize a cost-per-circulation model for these purchases. We also added Ebsco databases in FY24 and eliminated our audiobook collection due to low circulation, which e-audiobooks have effectively replaced. While other audiobook options exist, they are not currently viable; we may consider Vox books in the future, pending grant support.

Circulation increased due to higher usage of the children's collection, particularly from our first full year of celebrity storytime and consistent staffing with the same children's librarian. While I anticipate a drop in children's circulation following a management change, I hope to offset this with new 3rd-grade storytimes in January. Our digital collection usage rose by over 1,000, and newer databases like Kanopy and Rosetta Stone are performing well. Overall collection usage increased by 6,251, and ILL usage is down, indicating we have what patrons want. The door counter has improved our patron statistics, although we may need to revisit this during renovations. We also need to improve tracking reference transactions, which we will address in January.

We had an average of 6 attendees for programs for ages 0-5, 41 for ages 6-11, 5 for young adults, 2 for adults, and 16 for general interest. Moving forward, we plan to reduce adult programs and increase general interest programs to reach a wider audience. We also need to improve tracking of patron-directed activities, which will also be addressed at the January in-service.

## Budget Impact:

None.

## Options:

- A) Accept and submit to council
- B) No action required

## Staff's Recommended Action:

Option A

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<b>Section A - General Information</b>			
		<b>FY24</b>	<b>FY23</b>
<b>A01</b>	Library Name	WEST LIBERTY PUBLIC LIBRARY	<i>WEST LIBERTY PUBLIC LIBRARY</i>
<b>A02</b>	Library District	SE = Southeast	<i>SE = Southeast</i>
<b>A03</b>	Street Address	400 N SPENCER	<i>400 N SPENCER</i>
<b>A04</b>	City	WEST LIBERTY	<i>WEST LIBERTY</i>
<b>A05</b>	Zip	52776	<i>52776</i>
Mailing Address			
<b>A06</b>	Mailing Address	400 N SPENCER	<i>400 N SPENCER</i>
<b>A07</b>	City	WEST LIBERTY	<i>WEST LIBERTY</i>
<b>A08</b>	Zip	52776	<i>52776</i>
Other Contact Information			
<b>A09</b>	County	MUSCATINE	<i>MUSCATINE</i>
<b>A10</b>	Phone	(319)627-2084	<i>(319)627-2084</i>
<b>A11</b>	City population	3,858	<i>3,736</i>
<b>A12</b>	Library Size Code	D	<i>D</i>
<b>A13</b>	Has any information in questions A1 to A12 changed in the past year?	No	<i>No</i>
<b>A14</b>	Library Director/Administrator Name	Allie Paarsmith	<i>Allie Paarsmith</i>

<b>Section B - Paid Staff and Salary Information</b>			
		<b>FY24</b>	<b>FY23</b>
<b>B01</b>	Total number of paid librarians	4	4
<b>B02</b>	Total number of all paid librarian hours worked per week	130.65	160.00
<b>B03</b>	Paid librarians FTE	3.27	4.00
<b>B04</b>	Total number of all other paid staff	5	5
<b>B05</b>	Total number of all other paid staff hours worked per week	83.84	62.17
<b>B06</b>	All other paid staff FTE	2.10	1.55
<b>B07</b>	Total number of paid staff	9	9
<b>B08</b>	Total paid staff FTE	5.37	5.55
Levels of Education			
<b>B09</b>	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	1	2
<b>B10</b>	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree?	53.42	80.00
<b>B11</b>	Total FTE librarians with ALA accredited masters of library science degree	1.34	2.00
<b>B12</b>	Starting date of current director in director's position (mm/dd/yyyy)	1/2/2020	1/2/2020
Salary Information			
<b>B13</b>	Hourly salary of the director	\$28.85	\$23.65

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<b>B14</b>	Hourly salary of assistant director	\$25.00	
<b>B15</b>	Hourly average salary of department heads	\$19.84	\$19.18
<b>B16</b>	Hourly salary of the children's librarians	\$21.24	\$17.12
<b>B17</b>	Hourly average salary of library clerks	\$15.58	\$15.00
<b>B18</b>	Hourly average salary of shelvers or pages		
<b>B19</b>	Hourly average salary of janitorial or building maintenance employees	\$15.30	\$15.00

**Section C - Capital Income and Expenditures**

		<b>FY24</b>	<b>FY23</b>
<b>Did your library have any major one-time capital projects in</b>		Yes	Yes
<b>Capital Income</b>			
<b>C01</b>	Capital funds from local government (city, county)	\$11,085.00	\$90,144.00
<b>C02</b>	Capital funds from state sources	-	-
<b>C03</b>	Capital funds from federal sources	-	-
<b>C04</b>	Capital funds from private sources	-	
<b>C05</b>	Total capital income	\$11,085.00	\$90,144.00
<b>Capital Expenditures</b>			
<b>C06</b>	Total capital expenditures	\$11,085.00	\$90,144.00

**Section D - Operating Income and Expenditures**

		<b>FY24</b>	<b>FY23</b>
<b>Total Governmental Operating Income</b>			
<b>D01</b>	City income received from the city's general fund (exclude income from special levies)	\$219,318.00	\$209,344.00
<b>D02</b>	City income received from special levies	\$80,000.00	\$87,500.00
<b>D03</b>	County income received from all counties	\$8,250.00	\$16,000.00
<b>D04</b>	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$7,608.00	\$2,720.00
<b>D05</b>	Other governmental income received	\$7,015.00	\$24,785.00
<b>D06</b>	Total local government operating income received	\$322,191.00	\$340,349.00
<b>D07</b>	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library	\$2,275.00	\$2,157.00
<b>D08</b>	Other income received from the State of Iowa	\$3,000.00	\$0.00
<b>D09</b>	Total state government operating income received	\$5,275.00	\$2,157.00
<b>D10</b>	Total federal government income received	\$0.00	\$0.00
<b>Non-Governmental Operating Income</b>			
<b>D11</b>	Total non-governmental grants received	\$18,000.00	\$10,000.00
<b>D12</b>	Endowments and gifts received (only report if money was spent in FY22)	\$50,100.00	\$170,000.00
<b>D13</b>	Fines and/or fees received	\$202.00	\$776.00
<b>D14</b>	Other income received	\$0.00	\$0.00

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<b>D15</b>	Total non-governmental operating income received	\$68,302.00	<i>\$180,776.00</i>
<b>Total Operating Income</b>			
<b>D16</b>	Total operating income received	\$395,768.00	<i>\$523,282.00</i>
<b>Operating Expenditures</b>			
<b>D17</b>	Total salaries and wages expenditures (before deductions)	\$241,841.00	<i>\$221,311.00</i>
<b>D18</b>	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	\$84,269.00	<i>\$87,602.00</i>
<b>D19</b>	Total staff expenditures	\$326,110.00	<i>\$308,913.00</i>
<b>D20</b>	Print physical collection expenditures	\$16,589.00	<i>\$12,763.00</i>
<b>D21</b>	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$0.00	<i>\$0.00</i>
<b>D22</b>	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$998.00	<i>\$188.00</i>
<b>D23</b>	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0.00	<i>\$1,000.00</i>
<b>D24</b>	Total physical non-print collection expenditures	\$998.00	<i>\$1,188.00</i>
<b>D25</b>	Total physical collection expenditures	\$17,587.00	<i>\$13,951.00</i>
<b>D26</b>	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$555.00	<i>\$555.00</i>
<b>D27</b>	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$1,676.00	<i>\$992.00</i>
<b>D28</b>	Total e-book collection expenditures	\$2,231.00	<i>\$1,547.00</i>
<b>D29</b>	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$555.00	<i>\$555.00</i>
<b>D30</b>	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$1,922.00	<i>\$992.00</i>
<b>D31</b>	Total downloadable audio collection expenditures	\$2,477.00	<i>\$1,547.00</i>

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<b>D32</b>	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0.00	\$0.00
<b>D33</b>	Total Electronic information collection expenditures. Report Advantage downloadable expenditures on this line	\$7,138.00	\$0.00
<b>D34</b>	Total downloadable and Electronic Information collection expenditures	\$11,846.00	\$3,094.00
<b>D35</b>	Total collection expenditures	\$29,433.00	\$17,045.00
<b>D36</b>	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$70,862.00	\$165,762.00
<b>D37</b>	Total of all operating expenditures	\$426,405.00	\$491,720.00

**Section E - Library Collection**

		<b>FY24</b>	<b>FY23</b>
<b>E01</b>	Printed books (# of items), held at start of year	13,032	13,518
<b>E02</b>	Printed books (# of items), added during year	2,081	1,324
<b>E03</b>	Printed books (# of items), withdrawn during year	764	1810
<b>E04</b>	Printed books (# of items), held at end of year	14,349	13,032
<b>E05</b>	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	102,625	101,997
<b>E06</b>	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	1130	53
<b>E07</b>	Total e-books held at end of year	103,755	102,050
<b>E08</b>	Total books (print and e-books), held at end of year.	118,104	115,082
<b>E09</b>	Audio materials (# of physical items), held at start of year	249	300
<b>E10</b>	Audio materials (# of physical items), added during year	0	0
<b>E11</b>	Audio materials (# of physical items), withdrawn during year	249	51
<b>E12</b>	Audio materials (# of physical items), held at end of year	0	249
<b>E13</b>	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	49,379	45,606
<b>E14</b>	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	279	78
<b>E15</b>	Total downloadable audio materials, held at end of year	49,658	45,684



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E16	Total audio materials (physical and downloadable), held at end of year.	49,658	45,933
E17	Video materials (# of physical items), held at start of year	2,968	2,959
E18	Video materials (# of physical items), added during year	86	14
E19	Video materials (# of physical items), withdrawn during year	18	5
E20	Video materials (# of physical items), held at end of year	3,036	2,968
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0
E22	Total video materials (physical and downloadable), held at end of year	3036	2,968
E23	Other library materials (# of physical items), held at start of year	2,519	2,518
E24	Other library materials (# of physical items), added during year	159	11
E25	Other library materials (# of physical items), withdrawn during year	7	10
E26	Other library materials (# of physical items), held at end of year	2,671	2,519
E27	Total physical items, held at start of year	18,768	19,295
E28	Total physical items, added during year	2,326	1,349
E29	Total physical items, withdrawn during year	1,038	1876
E30	Total physical items, held at end of year	20,056	18,768
E31	Total downloadable items, held at end of year	153,413	147,734
E32	Total physical and downloadable items, held at end of year	173,469	166,502
E33			
E34	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	5	1
E35	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	2
E36	Total licensed databases	7	3

**Section F - Circulation and Use Counts**

	FY24	FY23
Circulation Transactions of Physical Items		

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<b>F01</b>	Adult books	3,101	3,212
<b>F02</b>	Young adult books	207	376
<b>F03</b>	Children's books	6,227	5,357
<b>F04</b>	Video recordings (physical formats)	534	680
<b>F05</b>	Audio recordings (physical formats)	10	35
<b>F06</b>	Serials (physical formats)	0	0
<b>F07</b>	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	105	97
<b>F08</b>	Total PHYSICAL circulation by material type	10,184	9,757
<b>F09</b>	Circulation of physical items to the rural population of your own county:	2,800	2,568
<b>F10</b>	Total physical circulation of all materials cataloged as "children's"	6,502	5,596
<b>Use of Downloadable Material</b>			
<b>F11</b>	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	2,720	2,783
<b>F12</b>	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25.	0	0
<b>F13</b>	Total use of e-books	2,720	2,783
<b>F14</b>	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
<b>F15</b>	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2,705	2,580
<b>F16</b>	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25.	0	0
<b>F17</b>	Total use of downloadable audio recordings	2,705	2,580
<b>F18</b>	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	687	246
<b>F19</b>	All other electronic serials - Include RB Digital or similar.	0	0
<b>F20</b>	Total use of electronic serials	687	246
<b>F21</b>	Total use of downloadable materials	6,112	5,609
<b>Successful Retrieval of Electronic Information (Database Use)</b>			
<b>F22</b>	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	303	122

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<b>F23</b>	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	5343	203
<b>F24</b>	Total successful retrieval of Electronic Information.	5646	325
<b>Circulation and Use Totals</b>			
<b>F25</b>	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	16,296	15,366
<b>F26</b>	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	11,758	5,934
<b>F27</b>	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28).	21,942	15,691
<b>Interlibrary Loan</b>			
<b>F28</b>	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	197	332
<b>F29</b>	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
<b>F30</b>	Total Interlibrary Loan received from other libraries	197	332
<b>F31</b>	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	109	115
<b>F32</b>	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
<b>F33</b>	Total Interlibrary Loan provided to other libraries	109	115
<b>Other Use Counts</b>			
<b>F34</b>	Current total number of registered users as of June 30, 2022	2,712	944
<b>F35</b>	Door count annually - do not count curbside delivery or other services provided while the library is physically closed to the public as door count	17,640	9,202
<b>F36</b>	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F39.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
<b>F37</b>	Total number of reference transactions annually	728	650

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<b>F38</b>	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below - if unsure, leave blank and skip to F41.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
<b>F39</b>	Number of Internet computers for public use	18	18
<b>F40</b>	Number of uses of public Internet computers <u>ANNUALLY</u>	2,774	3085
<b>F41</b>	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F44.	CT - Annual Count	<i>CT - Annual Count</i>
<b>F42</b>	Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Librar	8,985	10,711
<b>F43</b>	Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count.	CT - Annual Count	CT - Annual Count
<b>F44</b>	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	7,086	7,272
<b>F45</b>	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	N/A	N/A
<b>F46</b>	Total website visits annually	7,086	7,272
<b>F47</b>	Does the library check out WIFI hotspots for use outside the library? (YES/NO)	No	No
<b>F48</b>	As of June 30, 2024, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO)	No	No

**Section G - Programs and Content Recordings**

		<b>FY24</b>	<b>FY23</b>
<b>Children Ages 0-5</b>			
<b>G01</b>	Total number of live, in-person, onsite library programs for children ages 0-5	55	59
<b>G02</b>	Total number of people attending live, in-person, onsite library programs for children ages 0-5	338	342
<b>G03</b>	Total number of live, in-person, offsite library programs for children ages 0-5	111	66

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<b>G04</b>	Total number of people attending live, in-person, offsite library programs for children ages 0-5	681	508
<b>G05</b>	Total number of live, virtual library programs for children ages 0-5	0	0
<b>G06</b>	Total number of people attending live, virtual library program for children ages 0-5	0	0
<b>G07</b>	Total number of library programs for children ages 0-5	166	125
<b>G08</b>	Total number of people attending library programs for children ages 0-5	1019	850
<b>Children Ages 6-11</b>			
<b>G9</b>	Total number of live, in person, onsite library programs for children ages 6-11	23	31
<b>G10</b>	Total number of people attending live, in-person, onsite library programs for children ages 6-11	936	953
<b>G11</b>	Total number of live, in-person, offsite library programs for children ages 6-11	0	0
<b>G12</b>	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0	0
<b>G13</b>	Total number of live, virtual library programs for children ages 6-11	0	0
<b>G14</b>	Total number of people attending live, virtual library programs for children ages 6-11	0	0
<b>G15</b>	Total number of library programs for children ages 6-11	23	31
<b>G16</b>	Total number of people attending library program for children ages 6-11	936	953
<b>Young Adults Ages 12-18</b>			
<b>G17</b>	Total number of live, in person, onsite library program for young adults	73	34
<b>G18</b>	Total number of people attending live, in-person, onsite library programs for young adults	429	319
<b>G19</b>	Total number of live, in-person, offsite library programs for young adults	0	0
<b>G20</b>	Total number of people attending live, in-person, offsite library programs for young adults.	0	0
<b>G21</b>	Total number of live, virtual library programs for young adults	0	0
<b>G22</b>	Total number of people attending live, virtual library program for young adults	0	0
<b>G23</b>	Total number of library programs for young adults	73	34
<b>G24</b>	Total number of people attending library program for young adults	429	319
<b>Adults Aged 19 or Older</b>			
<b>G25</b>	Total number of live, in person, onsite library program for adults	156	42

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<b>G26</b>	Total number of people attending live, in-person, onsite library programs for adults	415	210
<b>G27</b>	Total number of live, in-person, offsite library programs for adults	0	0
<b>G28</b>	Total number of people attending live, in-person, offsite library programs for adults	0	0
<b>G29</b>	Total number of live, virtual library programs for adults	0	0
<b>G30</b>	Total number of people attending live, virtual library program for adults	0	0
<b>G31</b>	Total number of library programs for adults	156	42
<b>G32</b>	Total number of people attending library program for adults	415	210
<b>General Interest - For All Ages</b>			
<b>G33</b>	Total number of live, in person, onsite general interest library programs	53	22
<b>G34</b>	Total number of people attending live, in-person, onsite general interest library programs	511	490
<b>G35</b>	Total number of live, in-person, offsite general interest library programs	6	5
<b>G36</b>	Total number of people attending live, in-person, offsite general interest library programs	453	70
<b>G37</b>	Total number of live, virtual, general interest, library programs	0	0
<b>G38</b>	Total number of people attending live, general interest, virtual library programs	0	0
<b>G39</b>	Total number of live general interest library programs	59	27
<b>G40</b>	Total number of people attending live general interest library programs	964	560
<b>G41</b>	Total number of live, in-person, onsite library programs	360	188
<b>G42</b>	Total number of live, in-person, offsite library programs	117	71
<b>G43</b>	Total number of live, virtual library programs	0	0
<b>G44</b>	Total number of people attending live, in-person, onsite library programs	2629	2314
<b>G45</b>	Total number of people attending live, in-person, offsite library programs	1134	578
<b>G46</b>	Total number of people attending live, virtual library programs	0	0
<b>G47</b>	Total number of live library programs	477	259
<b>G48</b>	Total number of people attending live library programs	3763	2892
<b>Program Content Recordings</b>			
<b>G49</b>	Total number of program content recordings	0	

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<b>G50</b>	Total number of views of program content recordings	0	
<b>Patron-Directed Activities</b>			
<b>G51</b>	Total number of make and take kits provided	23	58
<b>G52</b>	Total number of coloring sheets provided	149	N/A
<b>G53</b>	Total number of scavenger hunt participants	256	N/A
<b>G54</b>	Total number of trivia contest participants	12	N/A
<b>G55</b>	Total use of library's maker space service	122	N/A
<b>G56</b>	Total use of STEAM/STEM services	487	N/A
<b>G57</b>	Total number of story-walk participants	0	N/A
<b>G58</b>	Total number of reading log participants	73	106
<b>G59</b>	List any other patron-directed activities, list one activity per box. T	-	

<b>Section H - Library Buildings - Hours and Square Footage</b>			
		<b>FY24</b>	<b>FY23</b>
<b>H01</b>	Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open.	2,111	2,044
<b>H02</b>	Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	52
<b>H03</b>	Square footage of main library. Prefilled and locked by the State Library.	11,500	11,500
<b>SECTION H TOTALS</b>			
<b>H08</b>	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,111	2,044
<b>H09</b>	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
<b>H10</b>	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	11,500	11,500

## Agenda Item- Schedule committee meetings

### History:

Already fallen away from assigned committee meeting schedules. That's on me. Ideas on who should meet, when, and why?

### Budget Impact:

Nothing immediate.