

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
September 15, 2021, at 7 pm:  
West Liberty Public Library Meeting Room and  
Online via Zoom -- Meeting ID: 889-369-1600  
Public Notice is hereby given**

To attend the meeting via Zoom:

<https://zoom.us/j/8893691600>

Meeting ID: 889-369-1600 Phone: +1 312 626 6799 US

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**
  - 1. Review upcoming expenses**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Library Page Job Description**
  - 2. Adults Services Job Description**
  - 3. Policy Review: Hours of Service Policy**
- IX. New Business**
  - 1. Policy Review: Meeting Rooms**
  - 2. Policy Review: Exhibits and Displays**
- X. Adjourn Meeting**

**Next meeting Wednesday, October 20 at 7 pm.**

## West Liberty Public Library Minutes

**Date, time:** August 18, 2021 7:00pm

**Present at meeting:** Dick Brand, Aly Henderson, Araceli Hernandez Flores, Fr. Dennis Martin, Virginia Miehe, library director Allie Paarsmith, two representatives from the Muscatine Prevent Violence Coalition, and board trustee applicant Shannon McMichael.

- I) **Call to Order** by President Miehe at 7:06pm
- II) **Approval of Agenda:** Approval: Brand, Henderson 4-0
- III) **Approval of Minutes:** Approval: Brand, Henderson 4-0
- IV) **Public Discussion:** Two representatives from the Muscatine Prevent Violence Coalition were asking to put up an Activity Box on library grounds. The representatives shared the purpose and details regarding this and answered questions from the Board. The Board discussed and decided to recommend they put the Activity Box elsewhere in town due to vandalism concerns.
- V) **Financial Report:** Approval: Brand, Hernandez Flores 4-0
- VI) **Director's Report:** The report included that Director Paarsmith has potential Trustee names to submit to the mayor, several concrete companies have been contacted about work on library grounds, staff changes and new hires, Director Paarsmith taking time off in September, and that staff are optimistic about successfully continuing programming while taking precautions for health.
- VII) **Announcements from Members:** none
- VIII) **Old Business:**
  - a. **Trustee Appointment:** motion to nominate Shannon McMichael to be a Trustee: Approval: Henderson, Martin 4-0
  - b. **Pandemic Plan:**
    - i. **Masks:** A discussion was had about patrons use of masks and how to move forward. The library will continue to encourage patrons to wear masks and have masks available.
    - ii. **Meeting Room:** motion to reopen the meeting room: Approval: Brand, Henderson 4-0
- IX) **New Business**
  - a. **Policy Review: Collections and Gifts/Donations:** motion to approve the policies for General Collections Management, Archive Collection Management, and Gifts/Donations: Approval: Hernandez Flores, Brand 4-0
  - b. **Policy Preparation: Hours of Service:** motion to accept the adjustment to the hours of service as outlined by Director Paarsmith: Approval: Martin, Hernandez Flores 4-0
  - c. **Continuing Education: Chapter 1-3:** Overview and discussion was had regarding Continuing Education Chapter 1-3 for Board Members with Chapter 1 titled, "First Things First", Chapter 2 titled, "A Culture of Learning", and Chapter 3 titled, "The Five Primary Responsibilities of Boards."
- X) **Adjournment by** Brand, Hernandez Flores.

**West Liberty Public Library**  
**FY to Last Month Profit & Loss**  
 July through August 2021

	Jul - Aug 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4700 · Misc	
4705 · Contributions - Gifts	16,525.00
4799 · Other Misc Revenue	20.00
<b>Total 4700 · Misc</b>	<b>16,545.00</b>
<b>Total Income</b>	<b>16,545.00</b>
<b>Gross Profit</b>	<b>16,545.00</b>
<b>Expense</b>	
6000 · Personal Services	
6010 · Wages-Full Time	33,736.68
6020 · Wages-Part Time	8,058.70
6040 · Wages-Over Time	484.40
<b>Total 6000 · Personal Services</b>	<b>42,279.78</b>
6100 · Employee Benefits	
6110 · FICA-City Contribution	3,124.56
6130 · IPERS-City Contribution	3,744.36
6140 · ICMA-City Contribution	450.00
6150 · Group Medical Insurance	7,491.01
<b>Total 6100 · Employee Benefits</b>	<b>14,809.93</b>
6300 · Repair, Mtnc, Utilities	
6310 · Building/Ground Maintenance	175.31
6350 · Equipment Repairs/Maintenance	28.95
6371 · Utility Services	1,540.53
6373 · Telephone Expense	249.88
<b>Total 6300 · Repair, Mtnc, Utilities</b>	<b>1,994.67</b>
6400 · Contractual Services	
6407 · Professional & Consortia Fees	1,800.00
6426 · Enrichment Programs	305.61
<b>Total 6400 · Contractual Services</b>	<b>2,105.61</b>
6500 · Commodities	
6502 · Books, Audiovisual Materials	4,990.19
6504 · Minor Equipment	30,086.03
6507 · Operating Supplies	652.27
<b>Total 6500 · Commodities</b>	<b>35,728.49</b>
<b>Total Expense</b>	<b>96,918.48</b>
<b>Net Ordinary Income</b>	<b>-80,373.48</b>
<b>Net Income</b>	<b>-80,373.48</b>

**West Liberty Public Library**  
**Profit & Loss Detail**  
 July through August 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4700 · Misc</b>					
<b>4705 · Contributions - Gifts</b>					
General Jo...	07/23/21	C37191	West Liberty Her...	State Historical Society I...	16,500.00
General Jo...	08/18/21		Aurilee Geertz	Ruth McGowan Memorial	25.00
Total 4705 · Contributions - Gifts					16,525.00
<b>4799 · Other Misc Revenue</b>					
General Jo...	08/18/21	C37378		for sale of black shelving	20.00
Total 4799 · Other Misc Revenue					20.00
Total 4700 · Misc					16,545.00
Total Income					16,545.00
Gross Profit					16,545.00
<b>Expense</b>					
<b>6000 · Personal Services</b>					
<b>6010 · Wages-Full Time</b>					
General Jo...	07/02/21	P01584		PY Ending 6/26/21	6,543.20
General Jo...	07/16/21	P01587		PY End 7/10/21	6,822.10
General Jo...	07/30/21	P01590		PY End 7/24/21	6,728.48
General Jo...	08/13/21	P01593		PY End 8/7/21	6,061.70
General Jo...	08/27/21	P01596		PY End 8/21/21	6,883.70
General Jo...	08/27/21	P01599		Oepping adjustment	697.50
Total 6010 · Wages-Full Time					33,736.68
<b>6020 · Wages-Part Time</b>					
General Jo...	07/02/21	P01584		PY Ending 6/26/21	1,780.00
General Jo...	07/16/21	P01587		PY End 7/10/21	1,741.60
General Jo...	07/30/21	P01590		PY End 7/24/21	2,162.90
General Jo...	08/13/21	P01593		PY End 8/7/21	852.20
General Jo...	08/27/21	P01596		PY End 8/21/21	1,522.00
Total 6020 · Wages-Part Time					8,058.70
<b>6040 · Wages-Over Time</b>					
General Jo...	07/02/21	P01584		PY Ending 6/26/21	203.43
General Jo...	07/30/21	P01590		PY End 7/24/21	108.35
General Jo...	08/13/21	P01593		PY End 8/7/21	81.60
General Jo...	08/27/21	P01596		PY End 8/21/21	91.02
Total 6040 · Wages-Over Time					484.40
Total 6000 · Personal Services					42,279.78
<b>6100 · Employee Benefits</b>					
<b>6110 · FICA-City Contribution</b>					
General Jo...	07/02/21	A25892		FICA W/H	517.88
General Jo...	07/02/21	A25892		Medicare W/H	121.12
General Jo...	07/16/21	A25975		FICA W/H	520.18
General Jo...	07/16/21	A25975		Medicare W/H	121.66
General Jo...	07/30/21	A26081		FICA W/H	555.28
General Jo...	07/30/21	A26081		FICA W/H	129.86
General Jo...	08/16/21	A26168		FICA W/H	422.96
General Jo...	08/16/21	A26168		Medicare W/H	98.90
General Jo...	08/27/21	A26259		FICA W/H	516.03
General Jo...	08/27/21	A26259		Medicare w/h	120.69
Total 6110 · FICA-City Contribution					3,124.56

**West Liberty Public Library**  
**Profit & Loss Detail**  
 July through August 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>6130 · IPERS-City Contribution</b>					
General Jo...	07/30/21	A26082			765.27
General Jo...	07/30/21	A26082			776.18
General Jo...	07/30/21	A26082			807.76
General Jo...	08/27/21	A26260			637.04
General Jo...	08/27/21	A26260			758.11
Total 6130 · IPERS-City Contribution					3,744.36
<b>6140 · ICMA-City Contribution</b>					
General Jo...	07/02/21	A25895			112.50
General Jo...	07/16/21	A25978			112.50
General Jo...	08/16/21	A26171			112.50
General Jo...	08/27/21	A26264			112.50
Total 6140 · ICMA-City Contribution					450.00
<b>6150 · Group Medical Insurance</b>					
General Jo...	07/16/21	A25976		Life and Disability Insura...	130.71
General Jo...	07/30/21	A26085		Medical Insurance	2,789.94
General Jo...	07/30/21	A26087			82.87
General Jo...	07/30/21	A26087			688.38
General Jo...	08/27/21	A26261		Life and Disability Insura...	135.29
General Jo...	08/27/21	A26265		Medical Insurance	2,872.20
General Jo...	08/27/21	A26268			85.73
General Jo...	08/27/21	A26268			705.89
Total 6150 · Group Medical Insurance					7,491.01
Total 6100 · Employee Benefits					14,809.93
<b>6300 · Repair, Mtnc, Utilities</b>					
<b>6310 · Building/Ground Maintenance</b>					
General Jo...	07/09/21	A25915	Bosch Pest Cont...	Bosch Pest Control	16.20
Bill	08/19/21	521454	Dan's Doors	Fix the lowering mechani...	142.91
General Jo...	08/19/21	A26186	Bosch Pest Cont...	Pest Control	16.20
Total 6310 · Building/Ground Maintenance					175.31
<b>6350 · Equipment Repairs/Maintenance</b>					
Credit Card...	07/15/21		Culligan		28.95
Total 6350 · Equipment Repairs/Maintenance					28.95
<b>6371 · Utility Services</b>					
General Jo...	07/09/21	A25933	MidAmerican En...		218.00
General Jo...	07/15/21	B37530			1,082.53
General Jo...	08/06/21	A26122	MidAmerican En...		240.00
Total 6371 · Utility Services					1,540.53
<b>6373 · Telephone Expense</b>					
General Jo...	07/15/21	B37506	Liberty Commun...		249.88
Total 6373 · Telephone Expense					249.88
Total 6300 · Repair, Mtnc, Utilities					1,994.67
<b>6400 · Contractual Services</b>					
<b>6407 · Professional &amp; Consortia Fees</b>					
Bill	08/19/21	5869	ByWater Solutions	Support for Koha	1,800.00
Total 6407 · Professional & Consortia Fees					1,800.00

## West Liberty Public Library

## Profit &amp; Loss Detail

July through August 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>6426 · Enrichment Programs</b>					
Credit Card...	07/19/21		Dollar Tree		37.00
Credit Card...	07/21/21		Jan's Flowers	SRP prizes	25.00
Bill	07/22/21	29871385	Scholastic	Big books	243.61
Total 6426 · Enrichment Programs					305.61
Total 6400 · Contractual Services					2,105.61
<b>6500 · Commodities</b>					
<b>6502 · Books, Audiovisual Materials</b>					
Bill	07/22/21	2035959430	Baker & Taylor	1 adult title	5.39
Bill	07/22/21	2035959430	Baker & Taylor	11 patron requests	174.20
Bill	07/22/21	2035949199	Baker & Taylor	25 titles to be itemized	306.00
Bill	07/22/21	2035955813	Baker & Taylor	2 backordered titles	32.76
Bill	07/22/21	2035933885	Baker & Taylor	26 titles to be itemized la...	289.50
Bill	07/22/21	500489334	Midwest Tape	31 DVDs to be itemized l...	497.94
Bill	07/22/21	500508285	Midwest Tape	16 DVDs to be itemized l...	213.59
Bill	07/22/21	2035999118	Baker & Taylor	58 children's books	672.32
Bill	07/22/21	2036026048	Baker & Taylor	13 children's books	149.89
Bill	07/22/21	2036012041	Baker & Taylor	1 children's book	10.66
Bill	07/22/21	2036038042	Baker & Taylor	9 children's books	115.12
Bill	07/22/21	2036012041	Baker & Taylor	9 young adult books	95.99
Bill	07/22/21	2036012041	Baker & Taylor	82 adult books	1,058.40
Bill	07/22/21	2036038042	Baker & Taylor	34 adult books	423.78
Bill	07/22/21	2036038042	Baker & Taylor	17 young adult books	124.95
Bill	07/22/21	2036026048	Baker & Taylor	11 adult books	135.99
Bill	07/22/21	2036026048	Baker & Taylor	8 young adult books	60.72
Bill	07/22/21	2035999118	Baker & Taylor	6 patron requests	105.71
Bill	07/22/21	2035999118	Baker & Taylor	3 adult books	42.83
Bill	07/22/21	2035999118	Baker & Taylor	40 young adult books	474.45
Total 6502 · Books, Audiovisual Materials					4,990.19
<b>6504 · Minor Equipment</b>					
Bill	07/22/21	7413	Library Furniture...	Submitted 7/15/2021	30,086.03
Total 6504 · Minor Equipment					30,086.03
<b>6507 · Operating Supplies</b>					
Bill	07/22/21	6962830	Demco	DVD Cases	416.56
Bill	07/22/21	1WY4-GDK...	Amazon	Mechanical pencils	9.97
Bill	07/22/21	1WY4-GDK...	Amazon	Whiteboard calendar	18.99
Bill	07/22/21	1WY4-GDK...	Amazon	Tools for processing	19.98
Bill	07/22/21	1WY4-GDK...	Amazon	Erasers for book repair	6.20
Bill	07/22/21	1WY4-GDK...	Amazon	pool noodles	19.99
Bill	07/22/21	1WY4-GDK...	Amazon	book cleaner	11.76
Bill	07/22/21	1WY4-GDK...	Amazon	Replacement cricut tools	16.09
Bill	07/22/21	1WY4-GDK...	Amazon	10 Scissors	49.90
Bill	07/22/21	1WY4-GDK...	Amazon	bone folder	4.59
General Jo...	07/22/21	A26020	Fred's Feed		78.24
Total 6507 · Operating Supplies					652.27
Total 6500 · Commodities					35,728.49
Total Expense					96,918.48
Net Ordinary Income					-80,373.48
<b>Net Income</b>					<b>-80,373.48</b>

**West Liberty Public Library**  
**Unpaid Bills Detail**  
All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
<b>Amazon</b>						
Bill	08/02/21	1L9T-Y77G-RRHD		09/01/21	13	57.33
Total Amazon						57.33
<b>Baker &amp; Taylor</b>						
Bill	08/13/21	2036134436		09/12/21	2	268.91
Bill	08/19/21	2036133082		09/18/21		91.76
Bill	08/25/21	2036154281		09/24/21		172.69
Total Baker & Taylor						533.36
<b>Climate Engineers</b>						
Bill	05/27/21	18861	Submitted 6/2/21	06/26/21	80	175.44
Total Climate Engineers						175.44
<b>Dan's Doors</b>						
Bill	06/30/21	521454	Submitted by 7/15/...	07/30/21	46	270.06
Total Dan's Doors						270.06
<b>Faronics</b>						
Bill	08/19/21	INUS0208934		08/29/21	16	576.45
Total Faronics						576.45
<b>Kone</b>						
Bill	09/01/21	959962667		10/01/21		3,077.76
Total Kone						3,077.76
<b>Overdrive</b>						
Bill	08/27/21	CD0649721333246		08/27/21	18	972.48
Total Overdrive						972.48
<b>Perfection Learning</b>						
Bill	04/20/21	196761	Submitted 6/2/21	05/20/21	117	191.90
Total Perfection Learning						191.90
<b>Quill</b>						
Bill	07/08/21	17914059		08/07/21	38	178.52
Total Quill						178.52
<b>Ryan &amp; Associates</b>						
Bill	04/21/21		Submitted 6/2/21	05/21/21	116	598.99
Total Ryan & Associates						598.99
<b>V&amp;K Inc</b>						
Bill	08/27/21	6421-2		09/06/21	8	1,872.00
Total V&K Inc						1,872.00
<b>TOTAL</b>						<b>8,504.29</b>

001-GENERAL FUND  
CULTURE & RECREATION  
LIBRARY  
16.67% 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	154,360.00	13,642.90	33,736.68	21.86	120,623.32
001-6-410-1-6020 WAGES-PART TIME	30,800.00	2,374.20	8,058.70	26.16	22,741.30
001-6-410-1-6040 WAGES-OVER TIME	500.00	172.62	484.40	96.88	15.60
TOTAL PERSONAL SERVICES	185,660.00	16,189.72	42,279.78	22.77	143,380.22
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	1,158.58	3,124.56	31.32	6,850.44
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,395.15	3,744.36	31.73	8,055.64
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	225.00	450.00	6.25	6,750.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	3,799.11	7,491.01	21.40	27,508.99
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	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES	50.00	0.00	0.00	0.00	50.00
TOTAL EMPLOYEE BENEFITS	65,925.00	6,577.84	14,809.93	22.46	51,115.07
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	100.00	0.00	0.00	0.00	100.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	3,300.00	0.00	0.00	0.00	3,300.00
001-6-410-1-6230 TRAINING	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	3,400.00	0.00	0.00	0.00	3,400.00
<u>REPAIR,MTNCE,UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	16.20	175.37	7.97	2,024.63
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	0.00	0.00	0.00	10,000.00
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	240.00	1,540.53	15.41	8,459.47
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	0.00	249.88	8.33	2,750.12
TOTAL REPAIR,MTNCE,UTILITIES	25,200.00	256.20	1,965.78	7.80	23,234.22
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	1,800.00	1,800.00	25.71	5,200.00
001-6-410-2-6408 TORT LIABILITY INSURANC	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-2-6415 RENTALS & LEASES	1,100.00	0.00	0.00	0.00	1,100.00
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	0.00	243.61	24.36	756.39
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	1,800.00	2,043.61	18.58	8,956.39
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	15,000.00	0.00	4,990.19	33.27	10,009.81
001-6-410-2-6504 MINOR EQUIPMENT	3,800.00	0.00	0.00	0.00	3,800.00
001-6-410-2-6507 OPERATING SUPPLIES	2,140.00	0.00	1,023.34	47.82	1,116.66
001-6-410-2-6508 POSTAGE	100.00	0.00	0.00	0.00	100.00
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	21,040.00	0.00	6,013.53	28.58	15,026.47



CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

16.67% OF YEAR COMP.

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	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	63,000.00	0.00	0.00	0.00	63,000.00
TOTAL CAPITAL OUTLAY	63,000.00	0.00	0.00	0.00	63,000.00
TOTAL LIBRARY	375,225.00	24,823.76	67,112.63	17.89	308,112.37

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	30,086.03	0.00	( 30,086.03)
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	30,086.03	0.00	( 30,086.03)
<u>CAPITAL OUTLAY</u>					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	30,086.03	0.00	( 30,086.03)

CITY OF WEST LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY BUILDING PROJECT

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>EXP CATG 68</u>					
134-6-411-4-6801 BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
134-6-411-4-6851 BOND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 KENNETH MOSHER TRUST

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STAFF DEVELOPMENT</u>					
134-6-412-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>					
134-6-412-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-412-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-412-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
134-6-412-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-412-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 WILMA DUTTON TRUST

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMODITIES</u>					
134-6-413-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 VIRGINIA BARCLAY TRUST

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-414-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-414-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-414-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 ELIASON TRUST

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-415-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-415-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-415-2-6507 OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	0.00	30,086.03	0.00 (	30,086.03)

CITY OF WEST LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
ENTERPRISE  
OPERATIONS-ENTERPRISE

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>CAPITAL OUTLAY</u>					
134-6-810-3-6750	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00



CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2021

134-LIBRARY TRUST  
 OTHER ACTIVITIES  
 TRANSFERS OUT

16.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TRANSFERS</u>					
134-6-910-5-6910 TRANSFERS OUT - INTERFU	70,000.00	0.00	0.00	0.00	70,000.00
TOTAL TRANSFERS	70,000.00	0.00	0.00	0.00	70,000.00
<hr/>					
TOTAL TRANSFERS OUT	70,000.00	0.00	0.00	0.00	70,000.00
<hr/>					
TOTAL OTHER ACTIVITIES	70,000.00	0.00	0.00	0.00	70,000.00
<hr/>					
TOTAL EXPENDITURES	70,000.00	0.00	30,086.03	42.98	39,913.97
	=====	=====	=====	=====	=====

# Library Director's Report

September 2020

## Agenda:

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Today we will be reviewing the Hours of Service Policy and two job descriptions. For new business we will be addressing the Meeting Room Policy and the Exhibits and Displays Policy.

## Board of Trustees

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Due to our Board meeting occurring before the second City Council Meeting of September, Shannon McMichael has not been officially accepted as a Library Trustee. For this meeting, we will treat her as a board member in all ways but voting. Due to a lack of time, there will be no Continuing Education this meeting. The Library Board of Trustees informational packet will be posted on our web

## Building and Technology:

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I still have not heard from any concrete contractor. I will be reaching out more aggressively next week.

Advantage Archives has said that there are 8-10 weeks before our microfilm is completely digitized. We should be live on their website before the end of the year: <https://seiova.advantage-preservation.com/>

We did purchase 9 licenses for Deep Freeze, which is a reboot-to-restore software. It allows us to set all public facing Windows machines to a default state so that a patron can do whatever they want to the computers, and the computer will return to its default state upon restarting. The two Linux computers have this function built in to their operating system.

## Staff and Volunteers:

---

The hours have positively impacted our staffing levels significantly. We are still in need of those Library Pages, which we will review in later in the meeting.

I did not have surgery at the end of August because I am pregnant. I'm due on April 30, so it's still very early. The library currently doesn't have a parental leave policy and the City Employee Handbook does not currently detail the parental leave policy. As a result, I will be adjusting the policy review schedule so that the Personnel Policy is reviewed ahead of April 30.

## Collections and Materials:

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We are gradually working through the cataloging backlog and we are making quite a bit of progress. We have begun working on the acquisitions budget and will share that next month.

## Finances:

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The City will be providing financial reports at the Department Head Meeting on Monday, September 13, so the Financial Report will not be available until Tuesday, September 14 and will be sent to Trustees.

## Programming and Outreach:

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The Children's Festival was a huge success, but would have benefitted from additional support. Our participation in the Festival was contingent on significant involvement from the Friends. Unfortunately, we only had two Friends participate. Thankfully, the Festival lent us the assistance of two teen volunteers, but additional adults would have been very appreciated. Increasing involvement in the Friends of the West Liberty Public Library is going to be crucial in this upcoming year for the continuation of the organization.

I presented at Rotary on September 9<sup>th</sup>, reviewing our past fiscal year accomplishments. The questions I received at the end of the presentation were focused on what the library is continuing to do to protect the citizens in light of the Delta variant and what the library has planned for the future. I will be reaching out to additional organizations for speaking opportunities, making sure to invite them to host their meetings here in the library.

Statistics:

Library Materials	Added		Withdrawn	
	Aug '21	Aug '20	Aug '21	Aug '20
Books	17	96	99	9
Audio	0	0	0	81
Video	3	23	0	0
Other	0	1	0	0
Total Physical	21	120	99	90

New Borrowers	Aug '21	Aug '20
West Liberty	10	1
Atalissa	0	0
Nichols	0	0
Rural Muscatine County	4	1
Open Access	1	0
Total New	15	2
BRIDGES	0	5

Programs	#	Attendance
Children's		
YA		
Adult/Family	2	10

Facilities Usage	Aug '21	Aug '20
WiFi Visits	1062	388
Door Count	1698	n/a

Circulation	Aug '21	Aug '20
Audiobooks	3	0
Books	809	352
Computer	484	0
DVD/Blu-Ray	38	6
Equip	0	3
Video Games	4	
Inter Library Loans	24	27
Periodicals	0	0
Total Physical	1362	388

E-Books	204	297
E-Audio	168	179
E-Video	8	1
E-Magazine	22	19
Total Digital	402	496

Atalissa	1064	1
Rural Muscatine County	8	115
Nichols	8	0
Open Access	213	4
West Liberty	16	268

# Action Form: Library Shelver Job Description

## History:

In August 2021, I identified the need for two very part time positions to do very basic tasks in the library, primarily staffing the desks and shelving materials.

## Budget Impact:

Hiring two library aides with the adapted schedule would cost us less than \$5,000 in wages and less than \$1,000 in benefits.

## Options:

Approve job description as written or with minor changes, or form a committee to make major revisions to the description.

## Staff's Recommended Action:

I recommend approve the job description as written.



# CITY OF WEST LIBERTY, IOWA

## Library Shelver

**DATE:** Adopted

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**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Library

**JOB DESCRIPTION:**

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**Summary/Objective**

Under the direction of the Library Director, this employee is responsible for staffing the Circulation Desks. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

**DISTINGUISHING CHARACTERISTICS:**

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The Library Shelver is the lowest level of a multi-level series. The Library Shelver is accountable for basic clerical tasks and keeping the library neat and orderly. The Library Shelver is under the supervision of the Library Director, and the Librarian/Library Specialist(s).

**ESSENTIAL FUNCTIONS:**

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Employer may make reasonable accommodation to enable individuals with disabilities to perform the essential functions.

- *Provides reference/circulation services:* working at the circulation desks using both print and automated resources, answering communications, and provides simple, directional assistance to patrons.
- *Shelving materials:* sort, shelve, relocate, and search for library materials; read shelves for accuracy of order, re-shelving materials as needed; straighten materials located on all library shelves; check-in library materials; inspect all library materials for damage; performs closing duties as outlined in procedures.
- Participates in appropriate continuing education activities and professional organizations as requested.

**QUALIFICATIONS:**

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- Firm knowledge of organization and operation of the library.
- Current principles and practices of library science.
- State and federal library legislation.
- Books, authors and book classification.
- Modern office procedures, methods, and computer equipment.
- Awareness of current social, cultural, and educational topics and trends.
- English usage, spelling, grammar and punctuation required. Spanish preferred.

**SKILLS AND ABILITIES:**

---

- Ability to learn library procedures readily.

- Ability to learn quickly and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.
- Working with diverse socio-economic, cultural and ethnic backgrounds of patrons and staff.
- Ability to understand and follow moderately complex oral and written instruction.
- Skill in self-motivation and organization.
- Skill in oral and written communication.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Some knowledge of basic arithmetic skills.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

---

Education: Current enrollment in, or completion of high school or equivalent.

Experience: Entry-level position.

**LICENSING REQUIREMENTS:**

---

None.

**ESSENTIAL PHYSICAL ABILITIES:**

---

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SUPERVISORY RESPONSIBILITY:**

---

None.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

---

This is a part-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

**DISCLAIMER:**

---

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

---

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



# Action Form: Adult Services Job Description

## History:

Upon hiring a new Library Specialist to replace a vacated position in August 2021, it was determined that there was a need for an Adult Services Library Specialist instead of a Public Relations Library Specialist. The Adult Services Library Specialist would be able to take on programming and collection development. These tasks have previously been assigned to the Library Director, so having another individual accomplish those tasks would lead to better service for our patrons over 18 as well as free up the Director.

## Budget Impact:

None.

## Options:

Approve job description as written or with minor changes, or form a committee to make major revisions to the description.

## Staff's Recommended Action:

I recommend approve the job description as written.



# CITY OF WEST LIBERTY, IOWA

## Adult Services Library Specialist

**DATE:** Adopted

**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Library

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### **JOB DESCRIPTION:**

---

#### **Summary/Objective**

Under the direction of the Library Director, this employee is responsible for providing reference/circulation and readers' advisory services, participating in collection development and management, planning and presenting programs and community outreach, reporting on statistics and budget spending, and supervising part-time staff. Specific responsibilities will be assigned by the Library Director on the basis of experience, skills, and specific needs of the department and number of hours worked.

#### **DISTINGUISHING CHARACTERISTICS:**

---

The Public Relations Library Specialist is a level below the highest level of a multi-level series. The Adult Services Library Specialist is accountable for the performance and operation of the Adult Services Department within the Library. The Adult Services Library Specialist reports to the Library Director.

#### **ESSENTIAL FUNCTIONS:**

---

Employer may make reasonable accommodation to enable individuals with disabilities to perform the essential functions.

- *Provides reference/circulation services:* working as needed at the circulation desks using both print and automated resources, answering communications, and developing a thorough knowledge of reference/circulation tools and techniques.
- *Provides readers' advisory services:* maintains an awareness of bibliographies and other tools to assist patrons in finding their resources or materials; maintains an awareness of current topics and trends in materials. Emphasis on materials for adults.
- *Plans, leads, and evaluates adult programming and outreach:* develops and maintains a knowledge of the needs and interest of adults; develops a balanced variety of programs that promote or explain library resources; establishes relationships with relevant community organizations and services; regularly evaluates the efficacy of outreach and programs.
- *Collects statistics and monitors budgets:* provides Adult Department statistics to the Director as needed; keeps an itemized record of materials purchased for the Adult Department; makes purchase requests in a timely fashion; solicits donations and grants to extend adult services.
- Participates in appropriate continuing education activities and professional organizations as requested.
- Trains and supervises staff and volunteers as assigned.

## **QUALIFICATIONS:**

---

- Current principles and practices of library science.
- Firm knowledge of organization and operation of the library.
- State and federal library legislation.
- Books, authors, and book classification.
- Knowledge of adult and general audience literature.
- Knowledge of programming and outreach for adults.
- Awareness of current social, cultural, and archival topics and trends.
- Knowledge of budgeting, fundraising, and grant writing.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

## **SKILLS AND ABILITIES:**

---

- Ability to work with variety, change, and interruptions
- Ability to communicate clearly, sufficient to exchange or convey information and to receive work direction, both orally and in writing.
- Ability to work effectively with patrons, coworkers, supervisors, and others
- Ability to follow library policies and procedures
- Ability to work independently and productively
- Ability to develop and use effectively reference/circulation skills and practices
- Ability to exercise good judgment and use of critical thinking skills.
- Ability to supervise, train, and evaluate staff; ability to delegate authority and responsibility.
- Ability to work a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time.
- Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public.
- Ability to provide excellent customer service.
- Ability to work with diverse socio-economic, cultural and ethnic backgrounds of people.
- Ability to communicate and develop positive relationships with community members.
- Ability to create an atmosphere for programs that results in a pleasant, positive learning experience including dealing with disruptive or inappropriate behavior.
- Ability to interact with local dignitaries with tact and diplomacy.
- Ability to identify and respond to community and organization issues, concerns and needs.
- Ability to prepare and present public presentations.
- Ability to develop and administer goals, objectives, and procedures.
- Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state, and local policies, laws and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to follow all safety rules and regulations.
- Ability to utilize computer technology used for communication, data gathering and reporting.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

---

Education: Graduation from High School or equivalent G.E.D. and Bachelor's Degree majoring in library science or related field.

Experience: At least one year related experience.

Preferred Education/Training: Master's Degree majoring in library science or related field.

**LICENSING REQUIREMENTS:**

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State of Iowa Public Librarian's Certificate or ability to obtain within 1 year of hiring.

**ESSENTIAL PHYSICAL ABILITIES:**

---

Positions in this class typically require standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Ability to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Ability to perform sedentary work that involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SUPERVISORY RESPONSIBILITY:**

---

The Public Relations Library Specialist supervises the Library Assistant(s), Library Shelver(s), and manages volunteers.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

---

This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open six days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

**DISCLAIMER:**

---

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

**SIGNATURES:**

---

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# Action Form: Hours of Service Policy

## History:

An Hours of Service Policy would include our in-service dates (Last Monday of August, October, January, April) and the holiday closing schedule. The holiday closing schedule would consist of all holidays recognized by the City. The Library would close on Sunday for Monday holidays, Friday for Sunday Holidays, and Friday and Sunday for Saturday holidays. The Hours of Service Policy would also address our daily operating hours.

## Budget Impact:

None

## Options:

Approve policy as written or with minor changes, or form a committee to make major revisions to the policy.

## Staff's Recommended Action:

I recommend approve the policy as written.

# Hours of Service

---

Policy Created: 9/2021

Policy Reviewed:

## Policy Purpose

A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will maximize access to the public at the most convenient times and within the available resources. When the Library is open, all essential services will be available.

## Operating Hours

Library hours are reviewed annually, and a calendar approved.

Regular library hours are:

- Sunday: 1:00pm – 6:00pm
- Monday-Thursday: 11:00am – 7:00pm
- Friday: 1:00pm – 6:00pm
- Saturday: Closed

The Library will be closed on the last Monday of August, October, January, and April for staff training.

The following holidays will be observed by the library:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

If the holiday falls on a Monday, the Library will also close on the preceding Sunday. If the holiday falls on a Sunday, the Library will close on the preceding Friday. If the holiday falls on a Saturday, the Library will close on the preceding Friday and the following Sunday.

The Library Director and the Board reserve the right to close the Library as necessary.

# Action Form: Meeting Room Policy

## History:

The Board of Trustees originally adopted a Meeting Room Policy in 2011. It was originally titled Meeting and ICN Room Use Policy. Since ICN is now a defunct technology, we are able to drop that aspect of the policy.

I created clearer guidelines for meeting room usage based on input from the staff and my own experiences at other libraries. In keeping with our theme of ensuring equitable access to the library, we will be eliminating the fee for meeting space usage. In that same vein of equality, we will be restricting the number of meetings reserved per organization to one at a time, or for a short series of meetings for no longer than 2 weeks. We are specifying that the space is not intended to be a regular meeting place for any group.

Groups are not allowed to sell anything or raise any money in the meeting room, unless it is for the Library. The sale of merchandise related to the Library or Library sponsored events is permitted.

## Budget Impact:

A reduction in revenues from meeting room usage, but we have not received any such revenues for over a year.

## Options:

Approve policy as written or with minor changes, or form a committee to make major revisions to the policy.

## Staff's Recommended Action:

I recommend approve the policy as written.

# Meeting Room Policy

---

Policy Created: 3/2011

Policy Revised: 9/2021

## Policy Purpose

The West Liberty Public Library offers a meeting room which is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas. Use of the Library meeting room does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded because of possible controversy.

## Scheduling and Use Priorities

1. Election and related events
2. Library programs and activities
3. Friends of the West Liberty Public Library (the Friends)
4. City of West Liberty programs and activities
5. General public

## Guidelines for Meeting Room Use

- The meeting room is available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by the Library, the Friends, or the City. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- The room may be rearranged as needed but is to be returned to its original configuration and condition at the end of each meeting.
- Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.
- Selling and fundraising in the Library's meeting room and lobby are prohibited except for events that benefit the Library. Merchandise selling by a presenter is permitted for a Library-sponsored or co-sponsored event.
- The meeting room must be reserved at least one day in advance and requires a signed reservation form. Exceptions to this may be made at the discretion of the Library Director or designated Library Staff.
- Simple refreshments may be served in the meeting rooms. Groups are responsible for clean-up.
- A fee of up to \$50 will be assessed if extensive cleaning or damage is present after meeting room use.



# Action Form: Displays and Exhibits Policy

## History:

The Board of Trustees originally adopted a Posting of Public Notices/Pamphlet Policy in 2007 and revised it in 2017. The title of the policy has changed to accommodate new and future display and exhibit opportunities.

This policy outlines the guidelines and expectations of both parties involved in a display or exhibit. A form will also be developed for larger displays.

## Budget Impact:

None.

## Options:

Approve policy as written or with minor changes, or form a committee to make major revisions to the policy.

## Staff's Recommended Action:

I recommend approve the policy as written.

# Displays and Exhibits Policy

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Policy Created: 12/2007  
Policy Revised: 9/2017;

## Policy Purpose

The purpose of the Library's display facilities is to fulfill the Library's mission and increase awareness of Library resources. The Library provides limited display facilities for public use. Other spaces are available for Library or co-sponsored display use. Exhibits using these facilities shall further one or more of these purposes:

- To call attention to a theme related to Library services, collections, or programs.
- To bring together Library materials from several subject areas related to a theme of current interest.
- To highlight current issues, events, or other subjects of public interest.
- To display original art, crafts, photographs, or writings created by lowans or contained in traveling exhibits.
- To explain the activities of or issues of interest to local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
- To display interesting collections or hobbies of local residents.

The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes listed above.

## Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

The Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

The Library does not accept responsibility for ensuring that all points of view are represented in a single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

## Scheduling

The scheduling of displays and exhibit spaces for West Liberty Public Library, City of West Liberty, and the Friends of the West Liberty Public Library takes priority over scheduling for others.

## General Guidelines

- All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.
- Sale of anything other than items which promote the mission or goals of the Library is prohibited. Library display space may not be used as a sales gallery.
- Name and contact information for the group or individual preparing the display must be part of the display.
- The Library may designate spaces
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.

## Bulletin Board Guidelines

- Items must be submitted to the Circulation Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Library staff.
- Preference will be given to items no larger than 8 ½" x 11". Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.
- Materials will not be returned.
- Materials NOT accepted for posting include:
  - Items that omit essential information such as date, place and time
  - Items so large that they exclude posting of other items
  - Petitions

## Display Case

- A display case contract must be signed before a display is installed. The contract will detail setup and tear down dates. Library staff may remove displays remaining past the scheduled end date.
- A single group or individual is limited to a single one-month display in a twelve-month period. Exceptions to this may be made at the discretion of the Library Director or designee.