

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
January 19, 2022, 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**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Electrical Bid**
  - 2. Railing Bid**
  - 3. V&K Timeline**
- IX. New Business**
  - 1. Appointment of Temporary Officers**
  - 2. Policy Adoption: Social Media**
  - 3. Continuing Education: Trustee Handbook Ch. 5 – Approving and Monitoring the Budget**
- X. Adjourn Meeting**

**Next meeting Wednesday, February 16 at 7 pm.**

## West Liberty Public Library Minutes

**Date, time:** December 15, 2021 7:00pm

**Present at meeting:** Dick Brand, Aly Henderson, Father Martin, Shannon McMichael, Virginia Mieke, Larry Miller, library director Allie Paarsmith, and member of the public Carly Duytchaver.

- I) **Call to Order** by President Mieke at 7:00pm
- II) **Approval of Agenda:** Approval: Brand, Henderson 5-0
- III) **Approval of Minutes:** Approval: Brand, McMichael 5-0
- IV) **Public Discussion:** none
- V) **Financial Report:** to be put on file
- VI) **Director's Report:** The report included that All American Concrete has confirmed that they would subcontract the railing project and that youth behavior has improved.
- VII) **Announcements from Members:** none
- VIII) **Old Business:**
  - a. **Trustee Nomination:** The Board went to closed session at 7:10. Approval: McMichael, Miller 5-0. The Board returned to open session at 7:33. Approval: Brand, McMichael 5-0. There was a motion to nominate Maria Lugo: Approval: Miller, McMichael 5-0. There was a motion to nominate Vanessa Espinoza: Approval: Brand, Miller 5-0.
  - b. **Climate Engineers Contract Renewal:** motion to approve the contract: Approval: Brand, Henderson 5-0.
  - c. **D.C. Taylor Contract Renewal:** motion to approve the contract: Approval: Miller, McMichael 5-0.
  - d. **Computer Quote:** motion to approve the Dell quote: Approval: Henderson, Brand 5-0.
- IX) **New Business**
  - a. **Charitable Fund Usage:** motion to approve the purchase list: Approval: Miller, Brand 5-0.
  - b. **Meeting Room Renovation Plans and Schedule:** comments were given to director for future feedback and follow up.
- X) **Adjournment** by Miller, McMichael at 8:02pm.

## West Liberty Public Library

## Profit &amp; Loss Detail

November 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4400 · Intergovernmental</b>					
<b>4471 · Local Comm Library Allocation</b>					
General Jo...	11/29/21	C38336	City of Atalissa	City of Atalissa	2,500.00
Total 4471 · Local Comm Library Allocation					2,500.00
Total 4400 · Intergovernmental					2,500.00
<b>4700 · Misc</b>					
<b>4799 · Other Misc Revenue</b>					
General Jo...	11/29/21	C38336		Sale of old computers	380.00
General Jo...	11/29/21	C38336		Library Revenue	112.92
General Jo...	11/29/21	C38336		Library Revenue	406.29
Total 4799 · Other Misc Revenue					899.21
Total 4700 · Misc					899.21
Total Income					3,399.21
Gross Profit					3,399.21
<b>Expense</b>					
<b>6000 · Personal Services</b>					
<b>6010 · Wages-Full Time</b>					
General Jo...	11/05/21	P01616		Payroll ending 10/30/2021	5,934.50
General Jo...	11/19/21	P01619		Payroll ending 11/13/2021	5,934.50
General Jo...	11/22/21	P01622		Sick leave PY 11/22/2021	3,632.98
Total 6010 · Wages-Full Time					15,501.98
<b>6020 · Wages-Part Time</b>					
General Jo...	11/05/21	P01616		Payroll ending 10/30/2021	640.50
General Jo...	11/19/21	P01619		Payroll ending 11/13/2021	897.10
Total 6020 · Wages-Part Time					1,537.60
<b>6040 · Wages-Over Time</b>					
General Jo...	11/05/21	P01616		Payroll ending 10/30/2021	2.96
General Jo...	11/19/21	P01619		Payroll ending 11/13/2021	1.48
Total 6040 · Wages-Over Time					4.44
Total 6000 · Personal Services					17,044.02
<b>6100 · Employee Benefits</b>					
<b>6110 · FICA-City Contribution</b>					
General Jo...	11/05/21	A26738		FICA W/H	399.66
General Jo...	11/05/21	A26738		Medicare W/H	93.47
General Jo...	11/19/21	A26765		FICA W/H	415.49
General Jo...	11/19/21	A26765		MEDICARE W/H	97.18
General Jo...	11/23/21	A26847		FICA W/H	225.23
General Jo...	11/23/21	A26847		MEDICARE W/H	52.59
Total 6110 · FICA-City Contribution					1,283.62
<b>6130 · IPERS-City Contribution</b>					
General Jo...	11/19/21	A26766		IPERS	586.93
General Jo...	11/19/21	A26766		IPERS	588.68
Total 6130 · IPERS-City Contribution					1,175.61
<b>6140 · ICMA-City Contribution</b>					
General Jo...	11/05/21	A26741		Deferred Comp	78.75
General Jo...	11/19/21	A26770			78.75
Total 6140 · ICMA-City Contribution					157.50

**West Liberty Public Library**  
**Profit & Loss Detail**  
**November 2021**

Type	Date	Num	Name	Memo	Paid Amount
<b>6150 · Group Medical Insurance</b>					
General Jo...	11/19/21	A26767		Employer life/disability	92.49
General Jo...	11/19/21	A26771		Employer health insurance	2,078.64
General Jo...	11/19/21	A26775		Employer admin	58.10
Total 6150 · Group Medical Insurance					2,229.23
Total 6100 · Employee Benefits					4,845.96
<b>6300 · Repair, Mtnc, Utilities</b>					
<b>6310 · Building/Ground Maintenance</b>					
General Jo...	11/08/21	A26696	Bosch Pest Cont...	Bosch pest control	16.20
Total 6310 · Building/Ground Maintenance					16.20
<b>6371 · Utility Services</b>					
General Jo...	11/04/21	A26710	MidAmerican En...	Midamerican	377.00
Total 6371 · Utility Services					377.00
Total 6300 · Repair, Mtnc, Utilities					393.20
<b>6400 · Contractual Services</b>					
<b>6407 · Professional &amp; Consortia Fees</b>					
Bill	11/23/21	2120228	State of Iowa- Li...	Copy catalog	268.00
Total 6407 · Professional & Consortia Fees					268.00
<b>6415 · Rentals &amp; Leases</b>					
Bill	11/23/21	457434868	Marco Technolo...	Contract	79.88
Bill	11/23/21	457434868	Marco Technolo...	Overage	75.16
Bill	11/23/21	457434868	Marco Technolo...	Freight	5.00
Total 6415 · Rentals & Leases					160.04
Total 6400 · Contractual Services					428.04
<b>6500 · Commodities</b>					
<b>6502 · Books, Audiovisual Materials</b>					
Bill	11/23/21	06497CP21...	Overdrive	e-books	33.97
Bill	11/23/21	06497CP21...	Overdrive	e-audiobooks	36.92
Total 6502 · Books, Audiovisual Materials					70.89
<b>6507 · Operating Supplies</b>					
Bill	11/30/21	AB0067750...	Adobe	Adobe Acrobat subscripti...	9.54
Total 6507 · Operating Supplies					9.54
<b>6521 · Janitorial Supplies</b>					
Bill	11/23/21	173338	Great Western S...	2 furniture polish	11.08
Bill	11/23/21	173338	Great Western S...	1 100 trash bags	56.70
Bill	11/23/21	173338	Great Western S...	4 Bathroom cleaner	14.76
Bill	11/23/21	173338	Great Western S...	1 case glass & hard surf...	44.76
Bill	11/23/21	173338	Great Western S...	Freight	18.00
Bill	11/23/21	173653	Great Western S...	1 case foam soap	54.57
Bill	11/23/21	173653	Great Western S...	Freight	18.00
Total 6521 · Janitorial Supplies					217.87
Total 6500 · Commodities					298.30

**West Liberty Public Library**  
**Profit & Loss Detail**  
 November 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>6700 · Capital Outlay</b>					
<b>6728 · Capital Improvements</b>					
Bill	11/23/21	7576	Library Furniture...	additional shelving	5,634.64
Bill	11/23/21	6421-4	V&K Inc	Submitted 11/19/21	1,205.00
Total 6728 · Capital Improvements					6,839.64
Total 6700 · Capital Outlay					6,839.64
Total Expense					29,849.16
Net Ordinary Income					-26,449.95
<b>Net Income</b>					<b>-26,449.95</b>

**West Liberty Public Library**  
**Profit & Loss Detail**  
 December 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4400 · Intergovernmental</b>					
<b>4470 · County Library Allocation</b>					
General Jo...	12/14/21	C38438	Muscatine County	Muscatine County Audito...	7,750.00
Total 4470 · County Library Allocation					7,750.00
Total 4400 · Intergovernmental					7,750.00
Total Income					7,750.00
Gross Profit					7,750.00
<b>Expense</b>					
<b>6000 · Personal Services</b>					
<b>6010 · Wages-Full Time</b>					
General Jo...	12/07/21	P01661		Payroll ending 11/27/21	5,934.50
General Jo...	12/16/21	P01664		Payroll ending 12/11/21	5,934.50
General Jo...	12/30/21	P01667			5,934.50
Total 6010 · Wages-Full Time					17,803.50
<b>6020 · Wages-Part Time</b>					
General Jo...	12/07/21	P01661		Payroll ending 11/27/21	892.00
General Jo...	12/16/21	P01664		Payroll ending 12/11/21	920.00
General Jo...	12/30/21	P01667			832.00
Total 6020 · Wages-Part Time					2,644.00
<b>6040 · Wages-Over Time</b>					
General Jo...	12/07/21	P01661		Payroll ending 11/27/21	30.90
General Jo...	12/16/21	P01664		Payroll ending 12/11/21	24.55
Total 6040 · Wages-Over Time					55.45
Total 6000 · Personal Services					20,502.95
<b>6100 · Employee Benefits</b>					
<b>6110 · FICA-City Contribution</b>					
General Jo...	12/03/21	A26887		FICA W/H	416.99
General Jo...	12/03/21	A26887		MEDICARE W/H	97.53
General Jo...	12/17/21	A26965		FICA W/H	418.33
General Jo...	12/17/21	A26965		FICA W/H	97.82
General Jo...	12/30/21	A27059		FICA W/H	417.67
General Jo...	12/30/21	A27059		MEDICARE W/H	97.69
Total 6110 · FICA-City Contribution					1,546.03
<b>6130 · IPERS-City Contribution</b>					
General Jo...	12/30/21	A27060		IPERS	588.54
General Jo...	12/30/21	A27060		IPERS	600.30
General Jo...	12/30/21	A27060		IPERS	591.37
Total 6130 · IPERS-City Contribution					1,780.21
<b>6140 · ICMA-City Contribution</b>					
General Jo...	12/03/21	A26890			78.75
General Jo...	12/17/21	A26968			78.75
Total 6140 · ICMA-City Contribution					157.50
<b>6150 · Group Medical Insurance</b>					
General Jo...	12/17/21	A26966		Employer life/disability	92.49
General Jo...	12/30/21	A27063		Employer health insurance	2,078.64
General Jo...	12/30/21	A27066		Employer admin	58.10
General Jo...	12/30/21	A27066		Employer self insurance	536.96
Total 6150 · Group Medical Insurance					2,766.19
Total 6100 · Employee Benefits					6,249.93

## West Liberty Public Library

## Profit &amp; Loss Detail

December 2021

Type	Date	Num	Name	Memo	Paid Amount
<b>6300 · Repair, Mtnc, Utilities</b>					
<b>6310 · Building/Ground Maintenance</b>					
General Jo...	12/10/21	A26912	Bosch Pest Cont...	Bosch pest control	16.20
Total 6310 · Building/Ground Maintenance					16.20
<b>6350 · Equipment Repairs/Maintenance</b>					
Bill	12/30/21	88311557	Johnson Controls	Fire extinguisher inspecti...	240.00
Total 6350 · Equipment Repairs/Maintenance					240.00
<b>6371 · Utility Services</b>					
General Jo...	12/10/21	A26926	MidAmerican En...	Midamerican	377.00
Total 6371 · Utility Services					377.00
Total 6300 · Repair, Mtnc, Utilities					633.20
<b>6400 · Contractual Services</b>					
<b>6415 · Rentals &amp; Leases</b>					
Bill	12/30/21	459887303	Marco Technolo...	Submitted 12/16/21	118.65
Total 6415 · Rentals & Leases					118.65
<b>6426 · Enrichment Programs</b>					
Bill	12/30/21	19FC-H9Q1...	Amazon	Submitted 12/16/21	79.00
Bill	12/30/21	1JWD-KD7...	Amazon	Submitted 12/16/21	57.98
Bill	12/30/21	1LVC-4LJV...	Amazon	Mod Podge	69.81
Total 6426 · Enrichment Programs					206.79
Total 6400 · Contractual Services					325.44
<b>6500 · Commodities</b>					
<b>6502 · Books, Audiovisual Materials</b>					
Bill	12/30/21	2036330810	Baker & Taylor	3 titles for Racial Justice ...	17.97
Bill	12/30/21	2036330810	Baker & Taylor	5 titles for adult collection	66.42
Bill	12/30/21	2036330810	Baker & Taylor	Processing	19.68
Bill	12/30/21	2036330810	Baker & Taylor	4 patron requests	57.39
Bill	12/30/21	2036283897	Baker & Taylor	1 title racial justice grant	5.99
Bill	12/30/21	2036283897	Baker & Taylor	Processing	9.51
Bill	12/30/21	2036283897	Baker & Taylor	10 patron requests	120.33
Bill	12/30/21	2036274765	Baker & Taylor	Submitted 12/16/21	89.70
Bill	12/30/21	2036308042	Baker & Taylor	Submitted 12/16/21	331.05
Bill	12/30/21	2036358829	Baker & Taylor	Submitted 12/16/21	121.44
Bill	12/30/21	06497CP21...	Overdrive	Submitted 12/16/21	112.79
Bill	12/30/21	06497CP21...	Overdrive	Submitted 12/16/21	304.94
Bill	12/30/21	34446	Advantage Archi...	Microfilm 2014-2020 & di...	2,100.00
Bill	12/30/21	34448	Advantage Archi...	Newspaper Digitization	14,355.00
Bill	12/30/21	2885	Sioux City Public...	Damaged ILL Item	25.00
Total 6502 · Books, Audiovisual Materials					17,737.21
<b>6507 · Operating Supplies</b>					
Bill	12/30/21	1MYF-JVFJ...	Amazon	inker for cash register	6.78
Bill	12/30/21	10886	Cardinal Sign & ...	Signs for Bookmobile	40.00
General Jo...	12/30/21	A26915	Fred's Feed	Fred's Feed	40.00
Total 6507 · Operating Supplies					86.78
<b>6521 · Janitorial Supplies</b>					
Bill	12/30/21	13MH-639M...	Amazon	Submitted 12/16/21	139.33
Total 6521 · Janitorial Supplies					139.33
Total 6500 · Commodities					17,963.32

8:35 PM

01/15/22

Cash Basis

**West Liberty Public Library**  
**Profit & Loss Detail**  
December 2021

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Type	Date	Num	Name	Memo	Paid Amount
<b>6700 · Capital Outlay</b>					
<b>6728 · Capital Improvements</b>					
Bill	12/30/21	6421-2	V&K Inc	Meeting Room	1,872.00
Bill	12/30/21	6421-5	V&K Inc	Submitted 12/16/21	764.00
Total 6728 · Capital Improvements					<hr/> 2,636.00
Total 6700 · Capital Outlay					<hr/> 2,636.00
Total Expense					<hr/> 48,310.84
Net Ordinary Income					<hr/> -40,560.84
<b>Net Income</b>					<hr/> <hr/> <b>-40,560.84</b>



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

	Jul - Dec 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4400 · Intergovernmental	
4470 · County Library Allocation	7,750.00
4471 · Local Comm Library Allocation	2,500.00
<b>Total 4400 · Intergovernmental</b>	10,250.00
4700 · Misc	
4705 · Contributions - Gifts	18,510.55
4799 · Other Misc Revenue	919.21
<b>Total 4700 · Misc</b>	19,429.76
<b>Total Income</b>	29,679.76
<b>Gross Profit</b>	29,679.76
<b>Expense</b>	
6000 · Personal Services	
6010 · Wages-Full Time	91,489.37
6020 · Wages-Part Time	16,661.35
6040 · Wages-Over Time	618.61
<b>Total 6000 · Personal Services</b>	108,769.33
6100 · Employee Benefits	
6110 · FICA-City Contribution	8,178.11
6130 · IPERS-City Contribution	9,348.97
6140 · ICMA-City Contribution	1,113.75
6150 · Group Medical Insurance	15,940.18
<b>Total 6100 · Employee Benefits</b>	34,581.01
6300 · Repair, Mtnc, Utilities	
6310 · Building/Ground Maintenance	630.80
6350 · Equipment Repairs/Maintenance	9,217.17
6371 · Utility Services	6,974.61
6373 · Telephone Expense	499.77
<b>Total 6300 · Repair, Mtnc, Utilities</b>	17,322.35
6400 · Contractual Services	
6407 · Professional & Consortia Fees	2,874.98
6415 · Rentals & Leases	945.77
6426 · Enrichment Programs	2,074.47
<b>Total 6400 · Contractual Services</b>	5,895.22
6500 · Commodities	
6502 · Books, Audiovisual Materials	27,144.76
6504 · Minor Equipment	30,086.03
6507 · Operating Supplies	3,298.65
6521 · Janitorial Supplies	357.20
<b>Total 6500 · Commodities</b>	60,886.64
6700 · Capital Outlay	
6728 · Capital Improvements	18,232.44
<b>Total 6700 · Capital Outlay</b>	18,232.44
<b>Total Expense</b>	245,686.99
<b>Net Ordinary Income</b>	-216,007.23
<b>Net Income</b>	-216,007.23

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
001-4-410-4-4090 LOCAL OPTION SALES TAX	80,000.00	0.00	0.00	0.00	80,000.00
TOTAL TAXES	80,000.00	0.00	0.00	0.00	80,000.00
<u>USE OF MONEY &amp; PROPERTY</u>					
001-4-410-4-4302 INTEREST INCOME - LIBR	500.00	0.00	0.00	0.00	500.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	500.00
<u>INTERGOVERNMENTAL</u>					
001-4-410-2-4470 COUNTY LIBRARY ALLOCATI	14,000.00	7,750.00	7,750.00	55.36	6,250.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	4,000.00	0.00	2,500.00	62.50	1,500.00
001-4-410-4-4433 STATE SHARED REVENUE/EN	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	18,000.00	7,750.00	10,250.00	56.94	7,750.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	70,000.00	0.00	919.21	1.31	69,080.79
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	2,010.55	0.00	(2,010.55)
TOTAL MISCELLANEOUS	70,000.00	0.00	2,929.76	4.19	67,070.24
<u>OTHER FINANCING USES</u>					
001-4-410-4-4821 CAPITAL LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	168,500.00	7,750.00	13,179.76	7.82	155,320.24

## 001-GENERAL FUND

CULTURE & RECREATION  
LIBRARY

50.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-6-410-1-6010 WAGES-FULL TIME	154,360.00	17,803.50	91,489.37	59.27	62,870.63
001-6-410-1-6020 WAGES-PART TIME	30,800.00	2,644.00	16,661.35	54.10	14,138.65
001-6-410-1-6040 WAGES-OVER TIME	500.00	55.45	618.61	123.72 (	118.61)
TOTAL PERSONAL SERVICES	185,660.00	20,502.95	108,769.33	58.59	76,890.67
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	1,546.03	8,178.21	81.99	1,796.79
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,780.21	9,348.97	79.23	2,451.03
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	157.50	1,113.75	15.47	6,086.25
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	2,766.19	18,555.80	53.02	16,444.20
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	6,249.93	37,196.73	56.42	28,728.27
<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	653.14	29.69	1,546.86
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	240.00	9,188.22	91.88	811.78
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	377.00	8,240.25	82.40	1,759.75
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	0.00	749.66	24.99	2,250.34
TOTAL REPAIR, MTNCE, UTILITIES	25,200.00	633.20	18,831.27	74.73	6,368.73
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	0.00	2,068.00	29.54	4,932.00
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	118.65	989.68	89.97	110.32
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	206.79	1,769.66	176.97 (	769.66)
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	325.44	4,827.34	43.88	6,172.66
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	15,000.00	17,737.21	26,894.13	179.29 (	11,894.13)
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	740.50	4,898.34	228.89 (	2,758.34)
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	139.33	357.20	0.00 (	357.20)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	21,040.00	18,617.04	32,149.67	152.80 (	11,109.67)

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

50.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>CAPITAL OUTLAY</b>					
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	<u>63,000.00</u>	<u>2,636.00</u>	<u>13,309.64</u>	<u>21.13</u>	<u>49,690.36</u>
TOTAL CAPITAL OUTLAY	63,000.00	2,636.00	13,309.64	21.13	49,690.36
TOTAL LIBRARY	375,225.00	48,964.56	215,083.98	57.32	160,141.02

134-LIBRARY TRUST  
 FINANCIAL SUMMARY

50.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
<u>CULTURE &amp; RECREATION</u>					
LIBRARY	0.00	0.00	16,500.00	0.00 (	16,500.00)
LIBRARY BUILDING PROJECT	500.00	0.00	561.33	112.27 (	61.33)
KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00
WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00
VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00
ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	500.00	0.00	17,061.33	3,412.27 (	16,561.33)
<u>ENTERPRISE</u>					
OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	500.00	0.00	17,061.33	3,412.27 (	16,561.33)
=====					
<u>EXPENDITURE SUMMARY</u>					
<u>CULTURE &amp; RECREATION</u>					
LIBRARY	0.00	0.00	36,086.59	0.00 (	36,086.59)
LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00
KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00
WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00
VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00
ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	0.00	36,086.59	0.00 (	36,086.59)
<u>ENTERPRISE</u>					
OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
<u>OTHER ACTIVITIES</u>					
TRANSFERS OUT	70,000.00	0.00	0.00	0.00	70,000.00
TOTAL OTHER ACTIVITIES	70,000.00	0.00	0.00	0.00	70,000.00
TOTAL EXPENDITURES	70,000.00	0.00	36,086.59	51.55	33,913.41
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 69,500.00)	0.00 (	19,025.26)	(	50,474.74)

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	16,500.00	0.00 (	16,500.00)
134-4-410-2-4710 RAGBRAI FUNDRAISING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	0.00	0.00	16,500.00	0.00 (	16,500.00)
<u>OTHER FINANCING USES</u>					
134-4-410-4-4830 TRANSFERS IN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	16,500.00	0.00 (	16,500.00)

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY BUILDING PROJECT

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
134-4-411-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
<u>USE OF MONEY &amp; PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	536.33	107.27 (	36.33)
134-4-411-4-4302 INTEREST INCOME - LIBR	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	536.33	107.27 (	36.33)
<u>MISCELLANEOUS</u>					
134-4-411-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	25.00	0.00 (	25.00)
134-4-411-2-4707 CONTRIBUTIONS - BUILDIN	0.00	0.00	0.00	0.00	0.00
134-4-411-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	25.00	0.00 (	25.00)
TOTAL LIBRARY BUILDING PROJECT	500.00	0.00	561.33	112.27 (	61.33)

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
KENNETH MOSHER TRUST

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-412-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00



CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 WILMA DUTTON TRUST

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-413-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	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  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-414-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	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  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 ELIASON TRUST

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-415-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL CULTURE & RECREATION	500.00	0.00	17,061.33	3,412.27 (	16,561.33)

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 ENTERPRISE  
 OPERATIONS-ENTERPRISE

50.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL</u>					
134-4-810-3-4405 SOLID WASTE SWAP GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	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
<hr/>					
TOTAL REVENUES	500.00	0.00	17,061.33	3,412.27 (	16,561.33)
	=====	=====	=====	=====	=====

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY

50.00% 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	806.98	0.00 (	806.98)
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	0.00	150.14	0.00 (	150.14)
TOTAL CONTRACTUAL SERVICES	0.00	0.00	957.12	0.00 (	957.12)
<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	35,129.47	0.00 (	35,129.47)
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	35,129.47	0.00 (	35,129.47)
<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	36,086.59	0.00 (	36,086.59)

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY BUILDING PROJECT

50.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<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  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
KENNETH MOSHER TRUST

50.00% 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  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

50.00% 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
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00



CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

50.00% 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
TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 ELIASON TRUST

50.00% 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	36,086.59	0.00 (	36,086.59)

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
ENTERPRISE  
OPERATIONS-ENTERPRISE

50.00% 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  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

134-LIBRARY TRUST  
 OTHER ACTIVITIES  
 TRANSFERS OUT

50.00% 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
TOTAL EXPENDITURES	70,000.00	0.00	36,086.59	51.55	33,913.41
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 69,500.00)	0.00	( 19,025.26)		( 50,474.74)

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

Type	Date	Num	Memo	Due Date	Aging	Open Balance
<b>Amazon</b>						
Bill	12/28/21	1RGV-RD4...		01/27/22		33.58
Bill	01/04/22	17HW-VVL...		02/03/22		16.75
Total Amazon						50.33
<b>American Library Association</b>						
Bill	01/12/22	2263154		03/31/22		175.00
Total American Library Association						175.00
<b>Baker &amp; Taylor</b>						
Bill	12/27/21	2036411712		01/26/22		1,678.16
Bill	12/28/21	2036412606		01/27/22		524.97
Bill	12/29/21	2036425689		01/28/22		175.38
Bill	12/30/21	2036429718		01/29/22		1,087.40
Bill	01/04/22	2036378385		02/03/22		78.47
Bill	01/06/22	2036442798		02/05/22		241.11
Bill	01/12/22	2036459975		02/11/22		240.74
Bill	01/13/22	2036464356		02/12/22		208.64
Total Baker & Taylor						4,234.87
<b>Dan's Doors</b>						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
<b>Dell</b>						
Bill	12/31/21	10548889429		01/30/22		2,720.02
Total Dell						2,720.02
<b>Iowa Division of Labor and Stats</b>						
Bill	10/31/21	180722		11/15/21	61	120.00
Total Iowa Division of Labor and Stats						120.00
<b>Office Express</b>						
Bill	11/01/21	197404-0		12/01/21	45	40.58
Total Office Express						40.58
<b>Overdrive</b>						
Bill	12/31/20	06497CP21...		12/31/20	380	321.01
Total Overdrive						321.01
<b>TOTAL</b>						<b>7,519.63</b>



Proposed Budget FY23

Account Number	Account Name	Amount	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 160,937.53	
6-410-1-6020	WAGES-PART TIME	\$ 31,969.60	
6-410-1-6040	WAGES-OVER TIME	\$ 500.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 11,960.24	\$ 72,877.79
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 16,817.55	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 7,200.00	Left number same. Not sure what the actual is
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	\$ 35,000.00	Left number same. Not sure what the actual is
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	\$ -	
6-410-1-6160	WORKER'S COMPENSATION INSURANCE	\$ 1,900.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ -	
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 388.00	ARSL 2 + ALA 100 + ILA 3 staff
6-410-1-6220	SUBSCRIPTIONS	\$ 343.28	Library Journal, Compact Copyright, Book Repair Second Edition, Arranging & Describing Archives and manuscripts
6-410-1-6230	TRAINING	\$ -	
6-410-1-6240	CONFERENCE & TRAVEL EXPENSES	\$ 65.00	ILA \$65x1
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 3,000.00	
6-410-2-6350	EQUIPMENT REPAIRS/MAINTENANCE	\$ 10,000.00	
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE EXPENSE	\$ 3,000.00	
6-410-2-6407	PROF. & CONS FEES	\$ 7,700.00	6000 (antelope) 1200 Marcive, 500 padding
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 1,900.00	Left number same. Not sure what the actual is
6-410-2-6415	RENTALS & LEASES	\$ 1,200.00	
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 5,600.00	Children's: kits, Wednesday programs, family programs qrtly, storytime supplies, SRP kids, wkly programs for kids and for teens; Adult
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 18,000.00	aproximately 5% of budget
6-410-2-6504	MINOR EQUIPMENT	\$ -	
6-410-2-6507	OPERATING SUPPLIES	\$ 8,000.00	
6-410-2-6508	POSTAGE	\$ 250.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ 1,500.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ 3,000.00	
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 27,000.00	
Total		\$ 362,231.20	

Taxes	696,590.00
Library %	22%
Taxes to Library	153,249.80

Library Revenue:

Employee Benefits - Taxes	78,100.00	
Tort Liability Taxes	1,900.00	
State/County/Local/Misc	24,764.00	
		Split between Parks and Library 165,000/2
Local Option Sales Tax	80,000.00	
20% General Fund	127,602.00	
Transfer In Library Reserve	<b>50,000.00</b>	
Total Revenue	362,366.00	

Library Expenses:

Budgeted	<u>362,231.20</u>
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Expenses (Over)/Under Revenue	<b>\$134.80</b>
Debt Levy Library Bond	\$101,092.50
Bond Fees	\$500.00



# Library Director's Report

January 2020

## Agenda:

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Today we will be reviewing electrical bids for converting the exterior lights to LED, a bid for the west exterior stair railing and reviewing the timeline for the meeting room. We will also be discussing the appointment of temporary officers, adopting a social media policy, and learning about the Board's role in the budget process.

## Board of Trustees

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Please welcome our new Trustees: Vanessa Espinoza and Maria Lugo. As of writing this report, I am still working on recruiting a man to fill Father Martin's vacancy. We will have applicants for the February meeting, or we will return to the two women interested in joining.

## Building and Technology:

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We have bids from Kessler and Roth to review for the exterior LED conversion. As of writing this report, I have not heard from Ken Wright and I believe the railing project will need to wait for the spring thaw.

A reminder that my due date is April 30, so I will be focusing on existing projects and putting any other projects we had scheduled on hold until after my parental leave.

New computers have been installed and are working smoothly.

## Staff and Volunteers:

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The collaboration between WLPL, the U of I School of Library and Information Science, and the U of I School of Social Work is moving forward. I have submitted a letter of collaboration for a PhD student to work on assessing the needs of our community and library. This process will occur during Summer and Fall, with the understanding that this cannot interfere with our Summer Reading Program or take time away from staffing the library during my absence.

Speaking of my absence, I am dealing with some health complications compounding with my pregnancy. It is a stressful time, and I would appreciate patience and goodwill as I near my due date. I will likely be taking some time to work from home as well as taking time off as needed. The rest of my pregnancy, I will be focusing on wrapping up existing projects, establishing procedures, and other tasks to make my leave as easy as possible for my staff and for our patrons. Please check in and continue to communicate with me, and follow-up with a call or email if you feel I am neglecting anything.

## Collections and Materials:

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Due to a miscommunication, we have an abundance of materials to catalog and process. This is very exciting for our patrons, but will put a strain on staff. As a result, we have established some written procedures for acquisitions that have been reviewed with those who are ordering library materials and ordering procedures will be reviewed with all purchasing staff.

## Finances:

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We received a \$5,000 grant from Proctor & Gamble. The grant was titled [INSERT TITLE HERE] and was partially funded. Staff will be focusing on spending this money before the end of April.

## Programming and Outreach:

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Programming and attendance is steady. Ali is continuing our Pageturners Book Club Our D&D group has resumed their weekly meetings

Library Materials Added and Withdrawn

Added	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20	Jan-22	Jan-21	Feb-22	Feb-21	Mar-22	Mar-21	Apr-22	Apr-21	May-22	May-21	Jun-22	Jun-21
<b>Books</b>	204	26	13	96	81	141	21	109	65	271	322	149	251	105		41		257		118		54		216
<b>Audio</b>	0	0	0	23	0	0	0	0	0	0	1	0	1	0		0		0		2		4		0
<b>Video</b>	2	0	3	1	1	0	0	0	1	15	2	0	0	1		6		54		4		57		78
<b>Other</b>	0	0	1	0	0	4	0	0	0	23	5	1	1	0		1		2		0		3		8
<b>Total</b>	206	26	17	120	82	145	21	109	66	309	330	150	253	106	0	48	0	313	0	124	0	118	0	302
<b>Running</b>	206	26	223	146	305	291	326	400	392	709	722	859	975	965	975	1013	975	1326	975	1450	975	1568	975	1870
Withdrawn	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20	Jan-22	Jan-21	Feb-22	Feb-21	Mar-22	Mar-21	Apr-22	Apr-21	May-22	May-21	Jun-22	Jun-21
<b>Books</b>	5	0	99	9	17	432	403	1	196	16		460		1		2		8		1		5		18
<b>Audio</b>	0	0	0	81	0	5	1	0	0	0		3		0		0		0		0		0		0
<b>Video</b>	0	0	0	0	0	16	1	0	0	0		9		0		0		0		0		0		0
<b>Other</b>	0	0	0	0	0	0	0	0	0	0		24		48		0		0		0		0		0
<b>Total</b>	5	0	99	90	17	453	405	1	196	16	0	496	0	49	0	2	0	8	0	1	0	5	0	18
<b>Running</b>	5	0	104	90	121	543	526	544	722	560	722	1056	722	1105	722	1107	722	1115	722	1116	722	1121	722	1139

Circulation by Collection

Circ by Collection	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20
Adult Books	335	N/A	332	N/A	306	N/A	213	N/A	194	N/A	193	N/A
YA Books	62	N/A	74	N/A	24	N/A	24	N/A	40	N/A	25	N/A
Children's Books	500	N/A	400	N/A	489	N/A	671	N/A	501	N/A	453	N/A
Video	8	N/A	12	N/A	52	N/A	63	N/A	53	N/A	69	N/A
Children's Video	2	N/A	15	N/A	10	N/A	30	N/A	17	N/A	23	N/A
Audio	0	N/A	1	N/A	1	N/A	3	N/A	2	N/A	2	N/A
Children's Audio	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Serials	0	0	0	0	1	0	0	1	0	N/A	0	N/A
Computer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	25	N/A	25	N/A
Others	328	N/A	514	N/A	282	N/A	254	N/A	185	N/A	102	N/A
Children's Others	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
ILL	?	17	14	27	19	46	45	22	25	N/A	20	N/A
<b>Total</b>	<b>1235</b>	<b>508</b>	<b>1362</b>	<b>388</b>	<b>1184</b>	<b>499</b>	<b>1303</b>	<b>494</b>	<b>1042</b>	<b>355</b>	<b>912</b>	<b>496</b>

Circulation by Patron Location

Circ by Patron Location	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20
Atalissa	8	1	9	1	7	0	27	3	28	0	9	0
Rural Muscatine County	213	189	232	115	199	158	280	144	215	151	202	164
Nichols	8	2	2	0	15	11	12	10	11	8	0	4
Open Access	16	9	51	4	59		80	14	55	10	36	10
West Liberty	990	307	1065	268	904	330	904	323	733	186	665	318
<b>Total</b>	<b>1235</b>	<b>508</b>	<b>1359</b>	<b>388</b>	<b>1184</b>	<b>499</b>	<b>1303</b>	<b>494</b>	<b>1042</b>	<b>355</b>	<b>912</b>	<b>496</b>

New Patrons	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20
Atalissa	0	0	0	0	3		2		3		0	
Rural Muscatine County	4	7	0	1		2	1	1	1		0	
Nichols	0	0	0	0		3	2		1			
Open Access	1	0	1	0	4		3	1	4	2		
West Liberty	7	2	11	1	7	4	8	3	7	5	3	2
<b>Total</b>	<b>12</b>	<b>9</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>9</b>	<b>16</b>	<b>5</b>	<b>16</b>	<b>7</b>	<b>3</b>	<b>2</b>

<b>Programming Stats</b>	<b>Program Type</b>			
<b>Month</b>	<b>Children's</b>	<b>Young Adult</b>	<b>Adult/Family</b>	<b>Grand Total</b>
July	108	141		249
August	71			71
September	140	24	25	189
October	139	38	83	260
November	65		6	71
December	8		15	23
<b>Grand Total</b>	<b>531</b>	<b>203</b>	<b>129</b>	<b>863</b>

# Estimate



Date	Estimate #
11/15/2021	532

Name / Address
West Liberty Library

Project
Outside Lights

Item	Qty	Description	U/M	Rate	Total
Labor Rate 75hr	8	Estimated labor to convert outdoor fixtures to led.	hr	75.00	600.00
16 ELECTRICAL	8	LED lamps		70.74	565.92
Labor Rate 75hr	6	Estimated labor to replace 3 emergency lights upstairs and 3 emergency lights downstairs.	hr	75.00	450.00
16 ELECTRICAL	6	Emergency lights		62.75	376.50
Labor Rate 75hr	2	Replace lamps in vestibule	hr	75.00	150.00
16 ELECTRICAL	2	Replacement lamps		42.60	85.20
16 ELECTRICAL	1	Miscellaneous materials		100.00	100.00
BUCKET TRUCK SERVICES	4		hr	90.00	360.00
Emailed 11-16-21					
This estimate is only good for 30 days.			<b>Total</b>		\$2,687.62

KESSLER ELECTRIC  
 501 E. 3RD ST.  
 WEST LIBERTY IA 52776  
 Phone: 319-627-4319 Fax: 319-627-4081

**PROPOSAL**

<b>PROPOSAL #</b>	1871	<b>PAGE</b>	1
<b>DATE</b>	01/07/2022		
<b>DESC</b>	LED LIGHTING		
<b>LOC</b>	400 N SPENCER ST. WEST LIBERTY IA 52776		
<b>CONTACT</b>	ALLISON PARSMITH		
<b>PHONE</b>	319-627-2084		

<b>CUSTOMER</b>
WEST LIBERTY LIBRARY 400 N SPENCER ST. WEST LIBERTY IA 52776

RETRO-FIT LED LIGHTING INCLUDES:	
1 20W LED RETROFIT LIGHTING FOR FOUR RECESSED LIGHTS AND ONE HANGING FIXTURE IN ENTRY	2,560.00
2 36W LED RETROFIT LIGHTS FOR PARKING LOT POLES	1,220.00

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: **\$3,780.00**  
 Three Thousand Seven Hundred Eighty Dollars And 00 Cents

**Payable as follows:**

**Authorized Signature:** *Mike Kessler* ..... **Date:** *1/7/2022* .....

**Note:** This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL -** The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

**Signature:** ..... **Date:** .....







**VEENSTRA & KIMM INC.**

1800 5th Avenue  
Rock Island, Illinois 61201

309.786.7590 // 877.241.8010  
www.v-k.net

**PROPOSED SCHEDULE  
FOR**

**WEST LIBERTY PUBLIC LIBRARY  
BUILDING IMPROVEMENTS 2021  
WEST LIBERTY, IOWA**

January 19, 2022	Approve Plans and Specifications, Set Public Hearing
January 24, 2022	Post Notice to Bidders
February 10, 2022	Prebid Meeting (2:00 pm) at Library
February 16, 2022	Send Notice of Public Hearing to Paper
February 22, 2022	Receive Bids for Project (2:00 pm)
March 1, 2022	City Council Review and Public Hearing
March ? 2022	Library Council to Award Contract
March 2022	Notice to Proceed
June 30, 2022	Final Completion Date

# Social Media Policy

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Policy Created: 1/2022

Policy Revised:

## Purpose/Objective

The social media policy aims to ensure the effective promotion of library services, resources, and events to the public and ensure a high standard of customer service on social media.

## Social Media Accounts

### Establishments and Administration of Social Media Accounts:

The Library may establish social media accounts with the permission of the library director. For the purposes of this policy, “social media” refers to any online or mobile platform open to the public, including but not limited to Facebook, Twitter, Instagram, Snapchat, Yelp, LinkedIn, Tumblr, etc.

The library director may assign employees or manage social media accounts. The library may require a member of library management or IT to be added as an account administrator to ensure continuity of access.

### Content of posts:

Posts should inform library users about services resources, programs, events, promote library use, and encourage dialogue between the public and the library. As with all library media releases, social media posts should be positive in tone and should reflect the values and viewpoints of the library rather than personal opinions.

### Third-Party Posts:

The library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, etc. Public posts by third parties do not reflect the positions of the library or its employees.

The library reserves the right to delete public posts or comments if they include spam or advertisements, hateful or harassing speech, obscenity, personal disparagement or defamation, or any other comment that violates the library’s code of conduct.

Complaints or negative comments should not be deleted but should be engaged like any other patron complaint. Staff may move the discussion to a private venue such as chat or messaging.

## Staff Usage of Social Media

Designated staff may maintain library social media accounts as part of their assigned duties. The library does not restrict the right of employees to use personal social media outside of work. However, employees must be aware that others may view statements made on social media pursuant to their official duties as library- or city-sponsored information or opinions. Please refer to the City’s Social Media Policy for further details.