

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
April 20, 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**
 - 1. Proposed budget amendment**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Contracting Cities**
 - 2. Meeting Room Construction**
- IX. New Business**
 - 1. FY23 Calendar**
 - 2. Closed Session regarding personnel and appropriate follow-up**
- X. Adjourn Meeting**

Next meeting Wednesday, May 18 at 7 pm.

134-LIBRARY TRUST
 FINANCIAL SUMMARY

75.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
<u>CULTURE & RECREATION</u>					
LIBRARY	0.00	10,000.00	31,500.00	0.00	(31,500.00)
LIBRARY BUILDING PROJECT	500.00	0.00	832.42	166.48	(332.42)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CULTURE & RECREATION	500.00	10,000.00	32,332.42	6,466.48	(31,832.42)
<u>ENTERPRISE</u>					
OPERATIONS-ENTERPRISE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ENTERPRISE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	500.00	10,000.00	32,332.42	6,466.48	(31,832.42)
=====					
<u>EXPENDITURE SUMMARY</u>					
<u>CULTURE & RECREATION</u>					
LIBRARY	0.00	0.00	36,393.07	0.00	(36,393.07)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CULTURE & RECREATION	0.00	0.00	36,393.07	0.00	(36,393.07)
<u>ENTERPRISE</u>					
OPERATIONS-ENTERPRISE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
<u>OTHER ACTIVITIES</u>					
TRANSFERS OUT	<u>70,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70,000.00</u>
TOTAL OTHER ACTIVITIES	<u>70,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70,000.00</u>
TOTAL EXPENDITURES	70,000.00	0.00	36,393.07	51.99	33,606.93
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REVENUES OVER/(UNDER) EXPENDITURES	(69,500.00)	10,000.00	(4,060.65)		(65,439.35)

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

75.00% 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	10,000.00	31,500.00	0.00 (31,500.00)
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	10,000.00	31,500.00	0.00 (31,500.00)
<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	10,000.00	31,500.00	0.00 (31,500.00)

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY BUILDING PROJECT

75.00% 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 & PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	807.42	161.48 (307.42)
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	807.42	161.48 (307.42)
<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	832.42	166.48 (332.42)

CITY OF WEST LIBERTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
CULTURE & RECREATION
KENNETH MOSHER TRUST

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<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
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TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
CULTURE & RECREATION
WILMA DUTTON TRUST

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<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
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TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 VIRGINIA BARCLAY TRUST

75.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<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
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TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

75.00% 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
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TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE & RECREATION	500.00	10,000.00	32,332.42	6,466.48 (31,832.42)

CITY OF WEST LIBERTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
ENTERPRISE
OPERATIONS-ENTERPRISE

75.00% 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
TOTAL 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	10,000.00	32,332.42	6,466.48 (31,832.42)

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

75.00% 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	<u>0.00</u>	<u>0.00</u>	<u>456.62</u>	<u>0.00</u> (<u>456.62)</u>
TOTAL CONTRACTUAL SERVICES	0.00	0.00	1,263.60	0.00 (1,263.60)
<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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	36,393.07	0.00 (36,393.07)

CITY OF WEST LIBERTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY BUILDING PROJECT

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00
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TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00

134-LIBRARY TRUST
 CULTURE & RECREATION
 KENNETH MOSHER TRUST

75.00% 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: MARCH 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 WILMA DUTTON TRUST

75.00% 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

134-LIBRARY TRUST
 CULTURE & RECREATION
 VIRGINIA BARCLAY TRUST

75.00% 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: MARCH 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

75.00% 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	36,393.07	0.00 (36,393.07)

CITY OF WEST LIBERTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2022

134-LIBRARY TRUST
ENTERPRISE
OPERATIONS-ENTERPRISE

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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CAPITAL OUTLAY

134-6-810-3-6750	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
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TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
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134-LIBRARY TRUST
 OTHER ACTIVITIES
 TRANSFERS OUT

75.00% 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	<u>70,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70,000.00</u>
TOTAL TRANSFERS	70,000.00	0.00	0.00	0.00	70,000.00
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TOTAL TRANSFERS OUT	70,000.00	0.00	0.00	0.00	70,000.00
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TOTAL OTHER ACTIVITIES	70,000.00	0.00	0.00	0.00	70,000.00
TOTAL EXPENDITURES	<u>70,000.00</u>	<u>0.00</u>	<u>36,393.07</u>	<u>51.99</u>	<u>33,606.93</u>
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REVENUES OVER/(UNDER) EXPENDITURES	(69,500.00)	10,000.00	(4,060.65)		(65,439.35)

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

75.00% 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 & 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	0.00	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	0.00	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	2,110.55	0.00	(2,110.55)
TOTAL MISCELLANEOUS	70,000.00	0.00	3,029.76	4.33	66,970.24
<u>OTHER FINANCING USES</u>					
001-4-410-4-4821 CAPITAL LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
001-4-410-4-4830 TRANSFER IN	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	0.00	13,279.76	7.88	155,220.24

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

75.00% 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	11,869.01	127,096.38	82.34	27,263.62
001-6-410-1-6020 WAGES-PART TIME	30,800.00	1,225.60	20,823.15	67.61	9,976.85
001-6-410-1-6040 WAGES-OVER TIME	<u>500.00</u>	<u>0.74</u>	<u>623.79</u>	<u>124.76</u>	<u>(123.79)</u>
TOTAL PERSONAL SERVICES	185,660.00	13,095.35	148,543.32	80.01	37,116.68
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	981.54	11,160.58	111.89	(1,185.58)
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,205.09	12,921.85	109.51	(1,121.85)
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	157.51	1,586.26	22.03	5,613.74
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	5,641.35	29,972.50	85.64	5,027.50
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	<u>50.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
TOTAL EMPLOYEE BENEFITS	65,925.00	7,985.49	55,641.19	84.40	10,283.81
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	100.00	0.00	175.00	175.00	(75.00)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL STAFF DEVELOPMENT	3,400.00	0.00	175.00	5.15	3,225.00
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	119.50	980.04	44.55	1,219.96
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	1,997.65	11,305.87	113.06	(1,305.87)
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	557.00	12,104.37	121.04	(2,104.37)
001-6-410-2-6373 TELEPHONE EXPENSE	<u>3,000.00</u>	<u>0.00</u>	<u>1,247.92</u>	<u>41.60</u>	<u>1,752.08</u>
TOTAL REPAIR, MTNCE, UTILITIES	25,200.00	2,674.15	25,638.20	101.74	(438.20)
<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	230.52	1,334.85	121.35	(234.85)
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	0.00	1,769.66	176.97	(769.66)
001-6-410-2-6429 PROPERTY TAX EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	11,000.00	230.52	5,172.51	47.02	5,827.49
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	15,000.00	611.62	31,968.42	213.12	(16,968.42)
001-6-410-2-6504 MINOR EQUIPMENT	3,800.00	0.00	33.58	0.88	3,766.42
001-6-410-2-6507 OPERATING SUPPLIES	2,140.00	299.97	5,750.40	268.71	(3,610.40)
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	397.78	0.00	(397.78)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>34.41</u>	<u>0.00</u>	<u>(34.41)</u>
TOTAL COMMODITIES	21,040.00	911.59	38,184.59	181.49	(17,144.59)

CITY OF WEST LIBERTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MARCH 31ST, 2022

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

75.00% 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	2,720.02	0.00 (2,720.02)
001-6-410-3-6728 CAPITAL IMPROVEMENTS	<u>63,000.00</u>	<u>0.00</u>	<u>15,711.84</u>	<u>24.94</u>	<u>47,288.16</u>
TOTAL CAPITAL OUTLAY	63,000.00	0.00	18,431.86	29.26	44,568.14
<hr/>					
TOTAL LIBRARY	375,225.00	24,897.10	291,786.67	77.76	83,438.33

West Liberty Public Library
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
Amazon						
Bill	02/19/22	19R9-NNM...		03/21/22	29	245.79
Bill	02/28/22	1C4C-GGL...		03/30/22	20	29.53
Bill	03/04/22	1X7P-MF7P...		04/03/22	16	179.00
Bill	03/27/22	1CFX-DJR...		04/26/22		202.48
Bill	03/29/22	1NJ7-3XD1...		04/28/22		51.65
Bill	04/01/22	1R1H-RFYJ...		05/01/22		12.98
Total Amazon						721.43
Antelope Lending Library						
Bill	03/09/22	01262022		03/19/22	31	1,163.95
Total Antelope Lending Library						1,163.95
Baker & Taylor						
Bill	02/22/22	2035641807		03/24/22	26	274.71
Bill	03/07/22	2036567265		04/06/22	13	195.53
Bill	03/21/22	2036599853		04/20/22		146.05
Bill	03/31/22	2036621010		04/30/22		510.58
Bill	04/11/22	2036649254		05/11/22		123.54
Total Baker & Taylor						1,250.41
Climate Engineers						
Bill	09/24/21	20198		10/24/21	177	192.00
Bill	03/25/22	21834		04/24/22		716.00
Total Climate Engineers						908.00
Dan's Doors						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
DC Taylor						
Bill	04/12/22	21006209IA		05/12/22		1,245.00
Total DC Taylor						1,245.00
Demco						
Bill	04/14/22	7113118		05/14/22		1,494.10
Total Demco						1,494.10
Lookout Books						
Bill	03/02/22	ARU0330742		04/01/22	18	72.72
Total Lookout Books						72.72
Marco Technologies						
Bill	03/07/22	467154977		03/17/22	33	210.26
Total Marco Technologies						210.26
Overdrive						
Bill	01/31/22	06497CP22...		01/31/22	78	330.77
Bill	02/28/22	06497CP22...		02/28/22	50	223.43
Bill	03/31/22	06497CP22...		03/31/22	19	117.95
Total Overdrive						672.15
TOTAL						7,595.84

West Liberty Public Library
FY to Last Month Profit & Loss
 July 2021 through March 2022

	Jul '21 - Mar 22
Ordinary Income/Expense	
Income	
4400 · Intergovernmental	
4470 · County Library Allocation	7,750.00
4471 · Local Comm Library Allocation	2,500.00
	10,250.00
4700 · Misc	
4705 · Contributions - Gifts/Grants	18,510.55
4799 · Other Misc Revenue	919.21
	19,429.76
Total Income	29,679.76
Gross Profit	29,679.76
Expense	
6000 · Personal Services	
6010 · Wages-Full Time	121,161.88
6020 · Wages-Part Time	20,033.15
6040 · Wages-Over Time	623.79
	141,818.82
6100 · Employee Benefits	
6110 · FICA-City Contribution	11,160.48
6130 · IPERS-City Contribution	12,921.85
6140 · ICMA-City Contribution	1,665.00
6150 · Group Medical Insurance	27,356.87
	53,104.20
6200 · Staff Development	
6210 · Dues & Membership Fees	175.00
	175.00
6300 · Repair, Mtnce, Utilities	
6310 · Building/Ground Maintenance	957.70
6350 · Equipment Repairs/Maintenance	11,334.82
6371 · Utility Services	11,346.92
6373 · Telephone Expense	998.03
	24,637.47
6400 · Contractual Services	
6407 · Professional & Consortia Fees	2,874.98
6415 · Rentals & Leases	1,290.94
6426 · Enrichment Programs	2,434.71
	6,600.63
6500 · Commodities	
6502 · Books, Audiovisual Materials	32,165.29
6504 · Minor Equipment	30,119.61
6507 · Operating Supplies	3,298.65
6521 · Janitorial Supplies	397.78
	65,981.33

9:20 PM
04/19/22
Cash Basis

West Liberty Public Library
FY to Last Month Profit & Loss
July 2021 through March 2022

	<u>Jul '21 - Mar 22</u>
6700 · Capital Outlay	
6726 · Capital Equip Reserve	2,720.02
6728 · Capital Improvements	<u>20,631.94</u>
Total 6700 · Capital Outlay	<u>23,351.96</u>
Total Expense	<u>315,669.41</u>
Net Ordinary Income	<u>-285,989.65</u>
Net Income	<u><u>-285,989.65</u></u>

West Liberty Public Library
Profit & Loss Detail
 March 2022

Type	Date	Num	Name	Memo	Paid Amount
Ordinary Income/Expense					
Expense					
6000 · Personal Services					
6010 · Wages-Full Time					
General Jo...	03/11/22	P01715		Payroll ending 03/05/2022	5,934.50
General Jo...	03/25/22	p01726		Payroll ending 3/19/2022	5,934.51
Total 6010 · Wages-Full Time					11,869.01
6020 · Wages-Part Time					
General Jo...	03/11/22	P01715		Payroll ending 03/05/2022	639.60
General Jo...	03/25/22	p01726		Payroll ending 3/19/2022	586.00
Total 6020 · Wages-Part Time					1,225.60
6040 · Wages-Over Time					
General Jo...	03/25/22	p01726		Payroll ending 3/19/2022	0.74
Total 6040 · Wages-Over Time					0.74
Total 6000 · Personal Services					13,095.35
6100 · Employee Benefits					
6110 · FICA-City Contribution					
General Jo...	03/11/22	A27426		FICA w/h	399.43
General Jo...	03/11/22	A27426		Medicare w/h	93.42
General Jo...	03/25/22	A27510		FICA w/h	396.06
General Jo...	03/25/22	A27510		Medicare w/h	92.63
Total 6110 · FICA-City Contribution					981.54
6130 · IPERS-City Contribution					
General Jo...	03/25/22	A27511		IPERS	589.48
General Jo...	03/25/22	A27511		IPERS	615.61
Total 6130 · IPERS-City Contribution					1,205.09
6140 · ICMA-City Contribution					
General Jo...	03/11/22	A27429			78.75
General Jo...	03/25/22	A27515			78.75
Total 6140 · ICMA-City Contribution					157.50
6150 · Group Medical Insurance					
General Jo...	03/25/22	A27512		Employer life/disability	60.16
General Jo...	03/25/22	A27512		Employer life/disability	116.80
General Jo...	03/25/22	A27516		Health insurance	2,034.84
General Jo...	03/25/22	A27516		Health insurance	2,200.11
General Jo...	03/25/22	A27519			38.10
General Jo...	03/25/22	A27519			58.10
General Jo...	03/25/22	A27519			596.28
General Jo...	03/25/22	A27519			536.95
Total 6150 · Group Medical Insurance					5,641.34
Total 6100 · Employee Benefits					7,985.47
6300 · Repair, Mtnc, Utilities					
6310 · Building/Ground Maintenance					
General Jo...	03/03/22	A27380	Lynch's Plumbing	Toilet leak	119.50
Total 6310 · Building/Ground Maintenance					119.50
6350 · Equipment Repairs/Maintenance					
Bill	03/03/22	19564	Climate Engineers	Submitted 3/1/2022	577.70
Bill	03/03/22	20187	Climate Engineers	Submitted 3/1/2022	920.50
Bill	03/18/22	526476	Dan's Doors	Broken handicap button ...	499.45
Total 6350 · Equipment Repairs/Maintenance					1,997.65

West Liberty Public Library
Profit & Loss Detail
 March 2022

Type	Date	Num	Name	Memo	Paid Amount
6371 · Utility Services					
General Jo...	03/03/22	A27382	MidAmerican En...	Gas bill	557.00
Total 6371 · Utility Services					557.00
Total 6300 · Repair, Mtnc, Utilities					2,674.15
6400 · Contractual Services					
6415 · Rentals & Leases					
Bill	03/03/22	464815364	Marco Technolo...	Submitted 3/1/2022	230.52
Total 6415 · Rentals & Leases					230.52
6426 · Enrichment Programs					
Bill	03/03/22	2036501878	Baker & Taylor	3 book club titles	53.76
Total 6426 · Enrichment Programs					53.76
Total 6400 · Contractual Services					284.28
6500 · Commodities					
6502 · Books, Audiovisual Materials					
Bill	03/03/22	2036516005	Baker & Taylor	23 patron requests	301.32
Bill	03/03/22	2036501878	Baker & Taylor	7 racial justice grant titles	82.80
Bill	03/03/22	2036516005	Baker & Taylor	6 adult titles	80.91
Bill	03/03/22	2036516005	Baker & Taylor	1 children's title	6.26
Bill	03/03/22	2036516005	Baker & Taylor	1 racial justice grant title	11.99
Bill	03/03/22	2036501878	Baker & Taylor	4 adult titles	51.52
Bill	03/03/22	2036501878	Baker & Taylor	2 children's titles	23.06
Total 6502 · Books, Audiovisual Materials					557.86
Total 6500 · Commodities					557.86
Total Expense					24,597.11
Net Ordinary Income					-24,597.11
Net Income					-24,597.11

Account	Grant/Account to transfer from	Amount	Notes
6502	Racial Justice Grant	3799.16	There are still \$7,735 left of the Racial Justice Grant that was received in 2021
6502	State Historical Society/ West Liberty Heritage Foundation	16500	
6426	Peggy Barber Tribute Grant	730.84	Still 1769.16 left in that grant
6010	American Rescue Plan: Humanities Grants for Libraries	Wages for Ali Oepping from 5/1-6/30	
6020	American Rescue Plan: Humanities Grants for Libraries	10 hours of wages per week for Keegan Paisley from 6/1-6/30	

Action Form- Contracting Cities

History:

Within the past two years, the Board has been looking towards increasing the amount of money paid by our contracting cities so that we are following the spirit of section 3E of the State Library of Iowa's Open Access Terms of Agreement.

The goal is to charge Atalissa and Nichols \$12/capita. As the library director was unable meet with the current city council in either city, the same rate of \$8/capita will be submitted to these municipalities.

Budget Impact:

None as the contracting rate will remain the same depending on the populations of Atalissa and Nichols

Options:

Submit the attached contracts as written or negotiate changes with Atalissa and Nichols

Staff's Recommended Action:

I recommend that we submit the contracts as written, and address increasing the rate at a finance committee meeting in October.

OPEN ACCESS –
TERMS OF AGREEMENT
FY23 (JULY 1, 2022 - JUNE 30, 2023)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2022 - June 30, 2023**, it is mutually understood and agreed:

1. PURPOSE

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit.

2. DEFINITIONS

Local Library Jurisdiction: The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university or community college library.

Eligible Patron: Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

Transactions:

Eligible - Participants are required to circulate eligible items to all eligible patrons.

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.
- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

Ineligible:

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.

3. GENERAL PROVISIONS

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2022**.
- B. To participate in Open Access for FY23, a public library must have been established on or before July 1, 2020 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. THE PARTICIPANT SHALL:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2020, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to any owning library in Iowa and indicate the return date.
 - b. Public Libraries must use IAShared to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IA.
 - c. Academic libraries should use USPS when returning items to academic or public libraries.
 - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS to return items, receipts are required for reimbursement. Libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
 - f. Interlibrary Loan items are not eligible for postage reimbursement.
 - g. Items returned through the IAShared service are not eligible for postage reimbursement.

5. THE STATE LIBRARY OF IOWA SHALL:

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.
- D. Answer Open Access related questions.
- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.

CONTRACT FOR LIBRARY SERVICES

This Contract for Library Services is made as of _____, 2022, between the **BOARD OF TRUSTEES OF WEST LIBERTY PUBLIC LIBRARY** (the "Library"), 400 North Spencer Street, West Liberty, IA 52776, and the **CITY OF ATALISSA, IOWA** (the City), 122 3rd Street, Atalissa, IA 52720.

RECITALS:

A. The Library is a public library which is supported by taxes levied upon the property located within the corporate boundaries of the City of West Liberty, Iowa, pursuant to Iowa Code Section 256.69.

B. The City desires to provide on behalf of its citizens the use of the Library's facilities and materials, and the Library is willing to provide such use of its facilities and materials on the terms and conditions contained in this Contract.

THEREFORE, the Library and the City agree as follows:

1. The City shall appropriate funds at the rate of \$8.00 per capita for the 2022-2023 fiscal year and pay such amount to the Library.

2. In consideration of such payments by the City, the Library shall provide to the City's residents use of the Library's facilities and materials on the same terms and conditions as provided to the residents of West Liberty, Iowa.

3. This Contract may be renewed from time to time by agreement of the Library and the City. If the Library does not receive the payments as provided above, the Library may terminate this Contract by providing written notice to the City.

Signed as of the date first stated above.

CITY OF ATALISSA, IOWA

BOARD OF TRUSTEES OF
WEST LIBERTY PUBLIC LIBRARY

By _____
Mayor

By _____
Chair

CONTRACT FOR LIBRARY SERVICES

This Contract for Library Services is made as of _____, 2022, between the **BOARD OF TRUSTEES OF WEST LIBERTY PUBLIC LIBRARY** (the "Library"), 400 North Spencer Street, West Liberty, IA 52776, and the **CITY OF NICHOLS, IOWA** (the City), 4429 Ijem Ave, Nichols, IA 52766.

RECITALS:

A. The Library is a public library which is supported by taxes levied upon the property located within the corporate boundaries of the City of West Liberty, Iowa, pursuant to Iowa Code Section 256.69.

B. The City desires to provide on behalf of its citizens the use of the Library's facilities and materials, and the Library is willing to provide such use of its facilities and materials on the terms and conditions contained in this Contract.

THEREFORE, the Library and the City agree as follows:

1. The City shall appropriate funds at the rate of \$8.00 per capita of its residents for the 2022-2023 fiscal year and pay such amount to the Library.

2. In consideration of such payments by the City, the Library shall provide to the City's residents use of the Library's facilities and materials on the same terms and conditions as provided to the residents of West Liberty, Iowa.

3. This Contract may be renewed from time to time by agreement of the Library and the City. If the Library does not receive the payments as provided above, the Library may terminate this Contract by providing written notice to the City.

Signed as of the date first stated above.

CITY OF NICHOLS, IOWA

BOARD OF TRUSTEES OF
WEST LIBERTY PUBLIC LIBRARY

By _____
Linsey Reimers, Mayor

By _____
Chair

Action Form- Meeting Room Construction

History:

S&G Construction will be providing a schedule for the Meeting Room Construction. As of this report, I am not sure when that schedule will be provided. Tentatively, preliminary demolition begins on May 25, with an official start date of June 6. Staff will be cleaning out the closets before that date and if necessary, will present a list to the Board regarding items to be disposed of. I have written up the agendas for May and June and they each include a Meeting Room Construction update item in Old Business. This will be where Tim can present any cost changes and payments that need to be approved by the board. S&G Construction and V&K have my cell phone number in case there are any problems that I need to deal with directly.

The Building & Maintenance committee should be prepared to support Tim however necessary.

Budget Impact:

Hopefully none.

Options:

No action is required.

Staff's Recommended Action:

No action is required.

Action Form- FY23 Calendar

History:

The FY23 Calendar was created following our Hours of Service policy. The Board should take this time to review their own personal calendars to see if there are potential conflicts (such as work events) in the calendar, particularly regarding board meeting dates. Staff did consult with the WLCSD calendar in the preparation of this calendar and believes that parent/teacher conferences have been accounted for.

Budget Impact:

None

Options:

Approve FY23 Calendar as is or approve with adjustments made as discussed.

Staff's Recommended Action:

Approve the calendar as necessary.

2022 - 2023

July

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

August

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

September

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

October

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

November

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

December

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

January 2023

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

February

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

March

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

April

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

May

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

June

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