

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees**

**August 17, 2022, at 7 pm:**

**West Liberty Public Library Upper Level**

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
  - 1. Trustee Nominations**
    - i. Closed Session for Trustee Nomination Discussion**
  - 2. Evaluation Procedures**
  - 3. Budget Season Preparation**
  - 4. Continuing Education: Intellectual Freedom**
- X. Adjourn Meeting**

**Next meeting Wednesday, September 21 at 7 pm.**



6407- cataloging subscription

**INVOICE**

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

Invoice No. 23-016

Date: 8/8/22

Qty	Description	Unit Price	Total
	<b>FY23 OCLC CatExpress Subscription Fees</b>		
200	FY23 cataloging records ordered from OCLC	\$ 1.40	\$280.00
	FY22 overage on cataloging records ordered from OCLC	\$ 2.73	0
<b>TOTAL</b>			\$280.00

**Payment Details**

**Make checks payable to:**



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

**Net 30 Days**

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

**THANK YOU!**

6407 - Maintenance for Deep Freeze



# Proforma Invoice

5506 Sunol Blvd, Suite 202

Pleasanton, CA 94566

USA

Ph: (800) 943-6422 Fax: (800) 943-6488

Invoice #: 00216915

Date: 09-Aug-22

Bill To:	Ship To:
Allie Paarsmith	Allie Paarsmith
West Liberty Public Library	West Liberty Public Library
400 N Spencer	400 N Spencer
West Liberty, IA 52776	West Liberty, IA 52776
United States	United States

Sales Person	P.O. Number	Shipping	Ship By	F.O.B. Point	Terms
Arthur Ray					30 Days Net

Part #	Product	QTY	MSRP Price	Extended Price
DFE0.NA1LA.MR1.E01.SN	Deep Freeze ENT NA Maintenance Renewal 1yr Start Date: 19-Aug-2022 Term: 1 Year(s)	9	\$11.55	\$103.95
<b>MSRP Total:</b>				<b>\$103.95</b>

### 3-Year Option:

Part #	Product	QTY	MSRP Price	Extended Price
DFE0.NA1LA.MR1.E01.SN	Deep Freeze ENT NA Maintenance Renewal 1yr Start Date: 19-Aug-2022 Term: 3 Year(s)	9	28.88	\$259.92
<b>MSRP Total:</b>				<b>\$259.92</b>

Customer ID	Invoice number	Date
6497-0454	CD0649722290900	August 01, 2022

6502 - BRIDGES contract



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

**Bill to:**  
 West Liberty Public Library  
 400 N. Spencer St.  
 West Liberty, IA 52776-1355

**Sold to:**  
 West Liberty Public Library  
 400 N. Spencer St.  
 West Liberty, IA 52776-1355

**Payment terms:**  
 On receipt

**Pay directly in Marketplace**

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

**Other payment options**

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

**Pay by check**

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

**Pay by ACH or wire**

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

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

#	Description	Tax rate	Tax amount	Total
1	FY2023 BRIDGES E-Book Content Fee	0.00%	\$0.00 USD	\$1,110.18 USD

**Subtotal:** \$1,110.18 USD

**Tax amount:** \$0.00 USD

**Total:** **\$1,110.18 USD**

**Amount due:** **\$1,110.18 USD**

Customer ID	Invoice number	Date
6497-1086	06497CP22141124	April 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
61	9780593507254	What My Bones Know	Books on Tape		Adult Nonfiction	CPC	\$8.55 USD	1	\$8.55 USD	0.00%	\$0.00 USD	\$8.55 USD	Allie Paarsmith	
62	9781666528848	Swan Point	Dreamscape Media		Adult Fiction	CPC	\$3.99 USD	1	\$3.99 USD	0.00%	\$0.00 USD	\$3.99 USD	Allie Paarsmith	

Format	Items	Subtotal	Tax amount	Total
Ebook	37	\$142.54 USD	\$0.00 USD	\$142.54 USD
Audiobook	38	\$193.73 USD	\$0.00 USD	\$193.73 USD

**Total items:** 75      **Subtotal:** \$336.27 USD

**Tax amount:** \$0.00 USD

**Total:** **\$336.27 USD**

**Amount due:** **\$336.27 USD**

Customer ID	Invoice number	Date
6497-1086	06497CP22141124	April 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
31	9780060735562	Coraline	HarperCollins	🎧	Juvenile Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
32	9780061953910	Shoot Don't Shoot	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	2	\$5.98 USD	0.00%	\$0.00 USD	\$5.98 USD	Allie Paarsmith	
33	9780062115577	The Song of Achilles	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	2	\$5.98 USD	0.00%	\$0.00 USD	\$5.98 USD	Allie Paarsmith	
34	9780804164962	The Power of Forgetting	Books on Tape	🎧	Adult Nonfiction	CPC	\$6.65 USD	1	\$6.65 USD	0.00%	\$0.00 USD	\$6.65 USD	Allie Paarsmith	
35	9781442387645	Until Friday Night	Simon & Schuster Audio	🎧	Young Adult Fiction	CPC	\$3.99 USD	1	\$3.99 USD	0.00%	\$0.00 USD	\$3.99 USD	Allie Paarsmith	
36	9781494590758	A Darker Shade of Magic	Tantor Media, Inc.	🎧	Adult Fiction	CPC	\$2.49 USD	1	\$2.49 USD	0.00%	\$0.00 USD	\$2.49 USD	Allie Paarsmith	
37	9780451482273	Killing Floor	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
38	9781624613449	Special Delivery	Insatiable Press	🎧	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
39	9781666599107	One True Loves	Dreamscape Media	🎧	Adult Fiction	CPC	\$3.74 USD	1	\$3.74 USD	0.00%	\$0.00 USD	\$3.74 USD	Allie Paarsmith	
40	9781624613487	Double Blind	Insatiable Press	🎧	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
41	9781515992424	Hunger	Tantor Media, Inc.	🎧	Young Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
42	9780062740694	They Both Die at the End	Quill Tree Books	🎧	Young Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
43	9781541460461	Made of Steel	Tantor Media, Inc.	🎧	Adult Fiction	CPC	\$2.39 USD	1	\$2.39 USD	0.00%	\$0.00 USD	\$2.39 USD	Allie Paarsmith	
44	9780062969538	The Long Way to a Small, Angry Planet	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	2	\$5.98 USD	0.00%	\$0.00 USD	\$5.98 USD	Allie Paarsmith	
45	9780593105771	Buy Yourself the F*cking Lilies	Books on Tape	🎧	Adult Nonfiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
46	9781541408807	Summer Heat	Tantor Media, Inc.	🎧	Adult Fiction	CPC	\$2.29 USD	1	\$2.29 USD	0.00%	\$0.00 USD	\$2.29 USD	Allie Paarsmith	
47	9780593289495	Detransition, Baby	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	3	\$28.50 USD	0.00%	\$0.00 USD	\$28.50 USD	Allie Paarsmith	
48	9781488210105	Whispering Rock	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
49	9780593346631	The Witch's Heart	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
50	9781666554342	Boyfriend Material	Dreamscape Media	🎧	Adult Fiction	CPC	\$3.74 USD	1	\$3.74 USD	0.00%	\$0.00 USD	\$3.74 USD	Allie Paarsmith	
51	9781951329129	A Worthy Opponent	Trinkets and Tales LLC	🎧	Adult Fiction	CPC	\$1.75 USD	1	\$1.75 USD	0.00%	\$0.00 USD	\$1.75 USD	Allie Paarsmith	
52	9781951329150	The Beast	Trinkets and Tales LLC	🎧	Adult Fiction	CPC	\$1.75 USD	1	\$1.75 USD	0.00%	\$0.00 USD	\$1.75 USD	Allie Paarsmith	
53	9780593409718	The Personal Librarian	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
54	9780593410042	The Final Girl Support Group	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	2	\$19.00 USD	0.00%	\$0.00 USD	\$19.00 USD	Allie Paarsmith	
55	9780593348413	We Were Never Here	Books on Tape	🎧	Adult Fiction	CPC	\$7.60 USD	1	\$7.60 USD	0.00%	\$0.00 USD	\$7.60 USD	Allie Paarsmith	
56	9781666543568	The Perfect Marriage	Dreamscape Media	🎧	Adult Fiction	CPC	\$3.74 USD	1	\$3.74 USD	0.00%	\$0.00 USD	\$3.74 USD	Allie Paarsmith	
57	9781488211317	The Warsaw Orphan	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
58	9780593457580	The Love Hypothesis	Books on Tape	🎧	Adult Fiction	CPC	\$8.55 USD	1	\$8.55 USD	0.00%	\$0.00 USD	\$8.55 USD	Allie Paarsmith	
59	9780593453346	Still Life	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
60	9781951329143	Desperate Measures	Trinkets and Tales LLC	🎧	Adult Fiction	CPC	\$1.64 USD	1	\$1.64 USD	0.00%	\$0.00 USD	\$1.64 USD	Allie Paarsmith	

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6497-1086	06497CP22141124	April 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
1	9780061972638	Coraline	HarperCollins	📖	Juvenile Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
2	9781459281592	The Last Cowboy	MIRA Books	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
3	9781101658055	Dune	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
4	9780553418613	The Library at Mount Char	Crown	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
5	9780698141414	Come Rain or Come Shine	Penguin Publishing Group	📖	Adult Fiction	CPC	\$4.50 USD	1	\$4.50 USD	0.00%	\$0.00 USD	\$4.50 USD	Allie Paarsmith	
6	9780062662590	The Poppy War	HarperCollins	📖	Adult Fiction	CPC	\$2.49 USD	2	\$4.98 USD	0.00%	\$0.00 USD	\$4.98 USD	Allie Paarsmith	
7	9781683690146	My Lady's Choosing	Quirk Books	📖	Adult Fiction	CPC	\$2.60 USD	1	\$2.60 USD	0.00%	\$0.00 USD	\$2.60 USD	Allie Paarsmith	
8	9780985952686	Two to Die For	Allison Brennan	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
9	9780735219113	Where the Crawdads Sing	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
10	9780399179235	Look Alive Twenty-Five	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
11	9781941786734	Solitude Gorge	Avalanche Ranch Press LLC	📖	Adult Fiction	CPC	\$0.99 USD	1	\$0.99 USD	0.00%	\$0.00 USD	\$0.99 USD	Allie Paarsmith	
12	9781386696445	Rogue Rapids	Avalanche Ranch Press LLC	📖	Adult Fiction	CPC	\$0.99 USD	1	\$0.99 USD	0.00%	\$0.00 USD	\$0.99 USD	Allie Paarsmith	
13	9781420145212	Believe in Me	Zebra Books	📖	Adult Fiction	CPC	\$1.19 USD	1	\$1.19 USD	0.00%	\$0.00 USD	\$1.19 USD	Allie Paarsmith	
14	9781524773069	We're Not from Here	Random House Children's Books	📖	Juvenile Fiction	CPC	\$3.50 USD	1	\$3.50 USD	0.00%	\$0.00 USD	\$3.50 USD	Allie Paarsmith	
15	9780525536970	The Vanishing Half	Penguin Publishing Group	📖	Adult Fiction	CPC	\$2.47 USD	1	\$2.47 USD	0.00%	\$0.00 USD	\$2.47 USD	Allie Paarsmith	
16	9780735213630	Breath	Penguin Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
17	9780525559481	The Midnight Library	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	3	\$16.50 USD	0.00%	\$0.00 USD	\$16.50 USD	Allie Paarsmith	
18	9780735224667	The Searcher	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
19	9781728215570	The Quiet Girl	Sourcebooks	📖	Adult Fiction	CPC	\$2.59 USD	1	\$2.59 USD	0.00%	\$0.00 USD	\$2.59 USD	Allie Paarsmith	
20	9781488077494	The Lost Apothecary	Park Row Books	📖	Adult Fiction	CPC	\$2.49 USD	1	\$2.49 USD	0.00%	\$0.00 USD	\$2.49 USD	Allie Paarsmith	
21	9781948703598	The Ultimate Meal-Prep Cookbook	America's Test Kitchen	📖	Adult Nonfiction	CPC	\$3.00 USD	2	\$6.00 USD	0.00%	\$0.00 USD	\$6.00 USD	Allie Paarsmith	
22	9780994054401	The Deal	Elle Kennedy Inc.	📖	Adult Fiction	CPC	\$0.99 USD	1	\$0.99 USD	0.00%	\$0.00 USD	\$0.99 USD	Allie Paarsmith	
23	9780593237908	When the Stars Go Dark	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
24	9781492696735	The Woman They Could Not Silence	Sourcebooks	📖	Adult Nonfiction	CPC	\$2.29 USD	1	\$2.29 USD	0.00%	\$0.00 USD	\$2.29 USD	Allie Paarsmith	
25	9781984880567	Not a Happy Family	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
26	9780785251767	Once Upon a Wardrobe	Harper Muse	📖	Adult Fiction	CPC	\$3.49 USD	1	\$3.49 USD	0.00%	\$0.00 USD	\$3.49 USD	Allie Paarsmith	
27	9781101885697	Go Tell the Bees That I Am Gone	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	3	\$16.50 USD	0.00%	\$0.00 USD	\$16.50 USD	Allie Paarsmith	
28	9781984818423	Wish You Were Here	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
29	9781984821720	High Stakes	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
30	9780593321102	French Braid	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	

Customer ID	Invoice number	Date
6497-1086	06497CP22141124	April 30, 2022

6502 - ebooks &amp; audio



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

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

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

**Payment terms:**  
 On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	37	\$142.54 USD	\$0.00 USD	\$142.54 USD
Audiobook	38	\$193.73 USD	\$0.00 USD	\$193.73 USD

**Total items:** 75 **Subtotal:** \$336.27 USD

**Tax amount:** \$0.00 USD

**Total:** **\$336.27 USD**

**Amount due:** **\$336.27 USD**

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 United States

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

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

*Invoice details continue on next page*

Customer ID	Invoice number	Date
6497-1086	06497CP22176675	May 31, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
31	9781684573745	An Elderly Lady Is Up to No Good	HighBridge	🎧	Adult Fiction	CPC	\$1.65 USD	1	\$1.65 USD	0.00%	\$0.00 USD	\$1.65 USD	Allie Paarsmith	
32	9780593164754	Minor Feelings	Books on Tape	🎧	Adult Nonfiction	CPC	\$5.70 USD	1	\$5.70 USD	0.00%	\$0.00 USD	\$5.70 USD	Allie Paarsmith	
33	9780593156087	Untamed	Books on Tape	🎧	Adult Nonfiction	CPC	\$6.65 USD	1	\$6.65 USD	0.00%	\$0.00 USD	\$6.65 USD	Allie Paarsmith	
34	9780063036048	When No One Is Watching	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
35	9781488210105	Whispering Rock	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
36	9781951329150	The Beast	Trinkets and Tales LLC	🎧	Adult Fiction	CPC	\$1.75 USD	1	\$1.75 USD	0.00%	\$0.00 USD	\$1.75 USD	Allie Paarsmith	
37	9780593410967	Finding the Mother Tree	Books on Tape	🎧	Adult Nonfiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
38	9780593508657	Wish You Were Here	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	6	\$57.00 USD	0.00%	\$0.00 USD	\$57.00 USD	Allie Paarsmith	
39	9780593507254	What My Bones Know	Books on Tape	🎧	Adult Nonfiction	CPC	\$8.55 USD	2	\$17.10 USD	0.00%	\$0.00 USD	\$17.10 USD	Allie Paarsmith	

Format	Items	Subtotal	Tax amount	Total
Ebook	25	\$114.45 USD	\$0.00 USD	\$114.45 USD
Audiobook	26	\$152.35 USD	\$0.00 USD	\$152.35 USD

**Total items:** 51 **Subtotal:** \$266.80 USD

**Tax amount:** \$0.00 USD

**Total:** **\$266.80 USD**

**Amount due:** **\$266.80 USD**

Customer ID	Invoice number	Date
6497-1086	06497CP22176675	May 31, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
1	9780767917452	Under the Tuscan Sun	Crown	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
2	9781101658055	Dune	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
3	9780385349437	This Must Be the Place	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
4	9781940352961	The Perfect Cookie	America's Test Kitchen	📖	Adult Nonfiction	CPC	\$3.50 USD	1	\$3.50 USD	0.00%	\$0.00 USD	\$3.50 USD	Allie Paarsmith	
5	9780735219113	Where the Crawdads Sing	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	3	\$16.50 USD	0.00%	\$0.00 USD	\$16.50 USD	Allie Paarsmith	
6	9780525508816	A People's Future of the United States	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
7	9780593085158	The Chicken Sisters	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
8	9780525559481	The Midnight Library	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
9	9780735224667	The Searcher	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
10	9781488077470	No Holding Back	HQN Books	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
11	9780994054401	The Deal	Elle Kennedy Inc.	📖	Adult Fiction	CPC	\$0.99 USD	2	\$1.98 USD	0.00%	\$0.00 USD	\$1.98 USD	Allie Paarsmith	
12	9780525657750	Crying in H Mart	Knopf Doubleday Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
13	9781984855008	All That She Carried	Random House Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
14	9781984806765	People We Meet on Vacation	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
15	9781728231747	Neon Gods	Sourcebooks	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
16	9781984880567	Not a Happy Family	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
17	9780593465073	Call Us What We Carry	Penguin Young Readers Group	📖	Adult Fiction	CPC	\$3.50 USD	1	\$3.50 USD	0.00%	\$0.00 USD	\$3.50 USD	Allie Paarsmith	
18	9780785251767	Once Upon a Wardrobe	Harper Muse	📖	Adult Fiction	CPC	\$3.49 USD	1	\$3.49 USD	0.00%	\$0.00 USD	\$3.49 USD	Allie Paarsmith	
19	9781984821720	High Stakes	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
20	9780593321102	French Braid	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
21	9780062111401	Eve	HarperCollins	🎧	Young Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
22	9780062289759	Hard As It Gets	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
23	9780553552492	Charmed	Books on Tape	🎧	Young Adult Fiction	CPC	\$6.30 USD	1	\$6.30 USD	0.00%	\$0.00 USD	\$6.30 USD	Allie Paarsmith	
24	9781666584561	After I Do	Dreamscape Media	🎧	Adult Fiction	CPC	\$1.87 USD	1	\$1.87 USD	0.00%	\$0.00 USD	\$1.87 USD	Allie Paarsmith	
25	9780451482273	Killing Floor	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	2	\$19.00 USD	0.00%	\$0.00 USD	\$19.00 USD	Allie Paarsmith	
26	9781624613449	Special Delivery	Insatiable Press	🎧	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
27	9781624613487	Double Blind	Insatiable Press	🎧	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
28	9780525624912	Vampire Academy	Books on Tape	🎧	Young Adult Fiction	CPC	\$6.30 USD	1	\$6.30 USD	0.00%	\$0.00 USD	\$6.30 USD	Allie Paarsmith	
29	9781538489635	Claimed by Her Mates	Blackstone Publishing	🎧	Adult Fiction	CPC	\$1.60 USD	1	\$1.60 USD	0.00%	\$0.00 USD	\$1.60 USD	Allie Paarsmith	
30	9780062969538	The Long Way to a Small, Angry Planet	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	

Customer ID	Invoice number	Date
6497-1086	06497CP22176675	May 31, 2022

6502 - ebooks &amp; audio



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

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

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

**Payment terms:**  
 On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	25	\$114.45 USD	\$0.00 USD	\$114.45 USD
Audiobook	26	\$152.35 USD	\$0.00 USD	\$152.35 USD

**Total items:** 51 **Subtotal:** \$266.80 USD

**Tax amount:** \$0.00 USD

**Total:** **\$266.80 USD**

**Amount due:** **\$266.80 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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

#### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

#### Pay by ACH or wire

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

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

*Invoice details continue on next page*

Customer ID	Invoice number	Date
6497-1086	06497CP22211499	June 30, 2022

**Amount due:****\$145.06 USD**

Customer ID	Invoice number	Date
6497-1086	06497CP22211499	June 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
1	9781440619380	Decadent	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
2	9781101658055	Dune	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
3	9780062424105	Romancing Mister Bridgerton	HarperCollins	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
4	9780062424112	To Sir Phillip, with Love	HarperCollins	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
5	9780062424037	The Duke and I	HarperCollins	📖	Adult Fiction	CPC	\$2.49 USD	1	\$2.49 USD	0.00%	\$0.00 USD	\$2.49 USD	Allie Paarsmith	
6	9780062424075	The Viscount Who Loved Me	HarperCollins	📖	Adult Fiction	CPC	\$1.49 USD	2	\$2.98 USD	0.00%	\$0.00 USD	\$2.98 USD	Allie Paarsmith	
7	9780385349437	This Must Be the Place	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
8	9780735219113	Where the Crawdads Sing	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
9	9780062799050	Summer at the Garden Cafe	HarperCollins	📖	Adult Fiction	CPC	\$2.49 USD	3	\$7.47 USD	0.00%	\$0.00 USD	\$7.47 USD	Allie Paarsmith	
10	9781728215570	The Quiet Girl	Sourcebooks	📖	Adult Fiction	CPC	\$2.59 USD	1	\$2.59 USD	0.00%	\$0.00 USD	\$2.59 USD	Allie Paarsmith	
11	9781488077470	No Holding Back	HQN Books	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
12	9781488077494	The Lost Apothecary	Park Row Books	📖	Adult Fiction	CPC	\$2.49 USD	1	\$2.49 USD	0.00%	\$0.00 USD	\$2.49 USD	Allie Paarsmith	
13	9780525657750	Crying in H Mart	Knopf Doubleday Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
14	9781984806765	People We Meet on Vacation	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	3	\$16.50 USD	0.00%	\$0.00 USD	\$16.50 USD	Allie Paarsmith	
15	9781728231747	Neon Gods	Sourcebooks	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
16	9781984880567	Not a Happy Family	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
17	9780785251767	Once Upon a Wardrobe	Harper Muse	📖	Adult Fiction	CPC	\$3.49 USD	1	\$3.49 USD	0.00%	\$0.00 USD	\$3.49 USD	Allie Paarsmith	
18	9781984818423	Wish You Were Here	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
19	9780593321102	French Braid	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
20	9781624613487	Double Blind	Insatiable Press	🎧	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
21	9781681686899	Her Body and Other Parties	HighBridge	🎧	Adult Fiction	CPC	\$3.50 USD	1	\$3.50 USD	0.00%	\$0.00 USD	\$3.50 USD	Allie Paarsmith	
22	9780062943491	The Rose Code	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
23	9780593410967	Finding the Mother Tree	Books on Tape	🎧	Adult Nonfiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
24	9780593508657	Wish You Were Here	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	2	\$19.00 USD	0.00%	\$0.00 USD	\$19.00 USD	Allie Paarsmith	
25	9780593507254	What My Bones Know	Books on Tape	🎧	Adult Nonfiction	CPC	\$8.55 USD	2	\$17.10 USD	0.00%	\$0.00 USD	\$17.10 USD	Allie Paarsmith	

Format	Items	Subtotal	Tax amount	Total
Ebook	25	\$93.47 USD	\$0.00 USD	\$93.47 USD
Audiobook	8	\$53.58 USD	\$0.00 USD	\$53.58 USD

**Total items:** 33 **Subtotal:** \$147.05 USD

**Tax amount:** \$0.00 USD

**Total:** **\$147.05 USD**

**Credit applied:** **(\$1.99 USD)**

Customer ID	Invoice number	Date
6497-1086	06497CP22211499	June 30, 2022

6502 - ebooks &amp; audio



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

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

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

**Payment terms:**  
 On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	25	\$93.47 USD	\$0.00 USD	\$93.47 USD
Audiobook	8	\$53.58 USD	\$0.00 USD	\$53.58 USD

**Total items:** 33 **Subtotal:** \$147.05 USD

**Tax amount:** \$0.00 USD

**Total:** **\$147.05 USD**

**Credit applied:** **(\$1.99 USD)**

**Amount due:** **\$145.06 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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#### Pay by check

Please make checks payable in USD to OverDrive, Inc.  
 Remittance address:  
 PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

#### Pay by ACH or wire

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

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

Invoice details continue on next page

Customer ID	Invoice number	Date
6497-1086	06497CP22291815	July 31, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
1	9780062424105	Romancing Mister Bridgerton	HarperCollins	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
2	9781984801265	Untamed	Random House Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
3	9780994054418	The Mistake	Elle Kennedy Inc.	📖	Adult Fiction	CPC	\$0.99 USD	2	\$1.98 USD	0.00%	\$0.00 USD	\$1.98 USD	Allie Paarsmith	
4	9780593101933	The Fastest Way to Fall	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
5	9780735222373	The Lincoln Highway	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
6	9780593320518	Groundskeeping	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
7	9781984879844	Hell's Half-Acre	Penguin Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
8	9780593186077	Portrait of a Thief	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
9	9780593438541	Every Summer After	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
10	9780399562983	Horse	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
11	9780525619284	Flying Solo	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
12	9780593138106	The Palace Papers	Crown	📖	Adult Nonfiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
13	9781990101052	The Legacy	EKI	📖	Adult Fiction	CPC	\$1.19 USD	1	\$1.19 USD	0.00%	\$0.00 USD	\$1.19 USD	Allie Paarsmith	
14	9781984821683	Suspects	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
15	9781496726469	The Vanishing Type	Kensington Books	📖	Adult Fiction	CPC	\$3.25 USD	1	\$3.25 USD	0.00%	\$0.00 USD	\$3.25 USD	Allie Paarsmith	
16	9780593502952	Clive Cussler's The Devil's Sea	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
17	9781666536270	The Off Limits Rule	Dreamscape Media	🎧	Adult Fiction	CPC	\$1.99 USD	1	\$1.99 USD	0.00%	\$0.00 USD	\$1.99 USD	Allie Paarsmith	
18	9780593506806	The Unsinkable Greta James	Books on Tape	🎧	Adult Fiction	CPC	\$6.65 USD	1	\$6.65 USD	0.00%	\$0.00 USD	\$6.65 USD	Allie Paarsmith	
19	9780593506783	The Lifeguards	Books on Tape	🎧	Adult Fiction	CPC	\$6.65 USD	1	\$6.65 USD	0.00%	\$0.00 USD	\$6.65 USD	Allie Paarsmith	
20	9781666529593	Where Azaleas Bloom	Dreamscape Media	🎧	Adult Fiction	CPC	\$1.99 USD	1	\$1.99 USD	0.00%	\$0.00 USD	\$1.99 USD	Allie Paarsmith	
21	9780593589328	When Women Were Dragons	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
22	9781488210709	A Family Affair	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	

Format	Items	Subtotal	Tax amount	Total
Ebook	18	\$79.41 USD	\$0.00 USD	\$79.41 USD
Audiobook	7	\$39.27 USD	\$0.00 USD	\$39.27 USD

**Total items:** 25 **Subtotal:** \$118.68 USD

**Tax amount:** \$0.00 USD

**Total:** **\$118.68 USD**

**Amount due:** **\$118.68 USD**

Customer ID	Invoice number	Date
6497-1086	06497CP22291815	July 31, 2022

6502 - ebooks &amp; audio



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

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

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

**Payment terms:**  
 On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	18	\$79.41 USD	\$0.00 USD	\$79.41 USD
Audiobook	7	\$39.27 USD	\$0.00 USD	\$39.27 USD

**Total items:** 25 **Subtotal:** \$118.68 USD

**Tax amount:** \$0.00 USD

**Total:** **\$118.68 USD**

**Amount due:** **\$118.68 USD**

#### Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
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#### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

#### Pay by ACH or wire

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

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

*Invoice details continue on next page*



6502 - Books

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

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

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8323 1 MB 0.512 P:8323 / T:25 / S1:0 / S2:0



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WEST LIBERTY IA 52776-1355



SEND PAYMENT TO:

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

ACCOUNT #	STATEMENT DATE	PAGE #
L5223752	07/31/22	1

ACCOUNT #	STATEMENT DATE	PAGE #
L5223752	07/31/22	1

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
2035276456	061920	071920	APF-JUN20	106.18-	106.18-
COA102880326	072720	072720	484845	18.60-	124.78-
0003219241	091020	091020	2035281427	18.00-	142.78-
COA102902964	122220	122220	2035462867	111.01-	253.79-
2035728326	011921	021821	B-DEC20	65.96	187.83-
2035731039	012021	021921	REQ-JAN21	156.05	31.78-
COA102906484	021121	021121	CK 708833	20.92-	52.70-
COA102912491	031121	031121	708914	141.44-	194.14-
2036406296	121421	011322	APA-OCT21	73.35	120.79-
2036479341	012022	021922	APA-DEC21	281.65	160.86
2036728245	051222	061122	AOA-APR22	281.09	441.95
2036752162	051722	061622	AOA-APR22	577.24	1,019.19
2036775129	052722	062622	AOA-APR22	231.76	1,250.95
2036801047	061422	071422	AOA-MAR22	110.85	1,361.80
2036826474	062322	072322	AOA-APR22	169.07	1,530.87
2036848711	070522	080422	JSPR22	55.74	1,586.61
2036871460	071122	081022	APA-DEC21	43.70	1,630.31
0003267043	072222	072222	2036826474	19.49-	1,610.82

ITEM NUMBER	ITEM DATE	AMOUNT
2035276456	061920	106.18-
COA102880326	072720	18.60-
0003219241	091020	18.00-
COA102902964	122220	111.01-
2035728326	011921	65.96
2035731039	012021	156.05
COA102906484	021121	20.92-
COA102912491	031121	141.44-
2036406296	121421	73.35
2036479341	012022	281.65
2036728245	051222	281.09
2036752162	051722	577.24
2036775129	052722	231.76
2036801047	061422	110.85
2036826474	062322	169.07
2036848711	070522	55.74
2036871460	071122	43.70
0003267043	072222	19.49-

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

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

QUESTIONS REGARDING YOUR STATEMENT?

CALL 704.998.3399 OR 800.340.5370

PLEASE INCLUDE ACCOUNT # ON CHECK

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

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
99.44	260.43	1,090.09	160.86	1,610.82

STATEMENT BALANCE
<b>\$ 1,610.82 USD</b>

KEEP THIS COPY FOR YOUR RECORDS

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



MARCO TECHNOLOGIES LLC  
1310 MADRID STREET SUITE 101  
MARSHALL, MN 56258  
800-828-8246  
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 08/05/2022  
INVOICE NUMBER 479668873  
Customer Credit Account Number 1696634

DUE DATE	TOTAL DUE
09/01/2022	\$120.24

PAGE 2 OF 2

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

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
COVERAGE	07/01/2022 - 08/01/2022	*OVERAGE 496 @ 0.06348	31.49
	09/01/2022	SUPPLY FREIGHT	5.00

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



MARCO TECHNOLOGIES LLC  
1310 MADRID STREET SUITE 101  
MARSHALL, MN 56258



INVOICE NUMBER 479668873

DUE DATE

09/01/2022

TOTAL DUE

\$120.24

6415 - printer lease



000005617 01 SP 0.570 106481537001154 P  
ACCOUNTS PAYABLE  
WEST LIBERTY LIBRARY  
400 N SPENCER ST  
WEST LIBERTY, IA 52776-1355

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:



MARCO TECHNOLOGIES LLC  
P.O. BOX 790448  
ST LOUIS, MO 63179-0448

790448 479668873 000012024



MARCO TECHNOLOGIES LLC  
1310 MADRID STREET SUITE 101  
MARSHALL, MN 56258  
800-828-8246  
CUSTOMERSUPPORT@ONLINECOMMENT.COM

DATE OF INVOICE 08/05/2022

INVOICE NUMBER 479668873

Customer Credit Account Number 1696634

DUE DATE

09/01/2022

TOTAL DUE

\$120.24

PAGE 1 OF 2

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

MESSAGES

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

CONTRACT NUMBER	DATE	DESCRIPTION	AMOUNT
GRP POOL 119432 POOL 1 B&W  500-0584785-000	08/01/2022 - 09/01/2022	CONTRACT PAYMENT  WEST LIBERTY CITY OF 400 N SPENCER ST WEST LIBERTY, IA 52776-1355  HP E57540DN COPIER SERIAL NUMBER MXBCM5J1SMBW CURRENT METER 27666 PREVIOUS METER 27168 CURRENT USAGE 498  TOTAL CURRENT USAGE 498 TOTAL ALLOWANCE 1000 *OVERAGE 0 @ 0.00859	83.75
COVERAGE POOL 2 COLOR  500-0584785-000	07/01/2022 - 08/01/2022	WEST LIBERTY CITY OF 400 N SPENCER ST WEST LIBERTY, IA 52776-1355  HP E57540DN COPIERS-CPC SERIAL NUMBER MXBCM5J1SMCOLOR CURRENT METER 25771 PREVIOUS METER 25175 CURRENT USAGE 596  TOTAL CURRENT USAGE 596 TOTAL ALLOWANCE 100	



# Conveyance Invoice

Iowa Division of Labor - Elevator Safety  
150 Des Moines Street, Des Moines, IA 50309  
Phone (515) 725-5612 FAX (515) 242-5076  
Email: [elevators@iwd.iowa.gov](mailto:elevators@iwd.iowa.gov)  
Web: [www.iowaelevators.gov](http://www.iowaelevators.gov)

**INVOICE TO:**

WEST LIBERTY PUBLIC LIBRARY  
400 N SPENCER STREET  
WEST LIBERTY IA 52776

Invoice #: 233956  
Invoice Date: 06/20/2022

6310 - elevator permit and inspection

ELEVATOR PERMIT #9769- WEST LIBERTY PUBLIC LIBRARY, 400 N SPENCER ST , WEST LIBERTY, IA 52776

Item Description	Amount
OPERATING PERMIT FEE	\$75.00
ANNUAL INSPECTION FEE, INSPECTED 05/24/2022	\$100.00
<b>TOTAL:</b>	<b>\$175.00</b>
<b>PAYMENT RECEIVED:</b>	<b>\$0.00</b>
<b>BALANCE DUE:</b>	<b>\$175.00</b>

If you would like to pay online, email the business Federal Tax ID number with your elevator permit number(s) to [jeri.eveland@iwd.iowa.gov](mailto:jeri.eveland@iwd.iowa.gov). Instructions to pay online will be emailed after receiving the business Federal Tax ID number. There will be a 3% service fee added to your total purchase amount or a 30 cent service fee added to your ACH (checking account) payment.

If paying by check, make check payable to: **Division of Labor/Elevator Safety**

for proper credit  
**return this copy  
with your  
payment**

To pay by check, include a copy of this invoice,  
and mail it to:  
ATTN: DIVISION OF LABOR  
ELEVATOR SAFETY  
150 DES MOINES STREET  
DES MOINES IA 50309

**State Agency Internal Transfer Code  
for Government Agencies:**

FUND DEPT ORGN RSRC PROG  
0649 309 AAEL 0620 EL22

**FAQs**

**How is tax calculated?**

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

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

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

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

## Invoice summary

Payment due by August 18, 2022

Item subtotal before tax	\$ 22.00
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 22.00
Tax	\$ 0.00

**Amount due** \$ 22.00 USD

## Pay by

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

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

### Check

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

**Account #** A3GWMH6BP9ZK5U

**Payment terms** Net 30

**Purchase date** 18-Jul-2022

**Purchased by** Allie Paarsmith

**PO #** ginnydye-jul22

### Registered business name

West Liberty Public Library

### Bill to

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

### Ship to

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

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

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

## Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Courage To Stand (#19 in The Bregdan Chronicles Historical Romance Series)	1	\$22.00	\$22.00	0.000%
ASIN: B09YJNXD4S Sold by: Amazon.com Services LLC Order # 112-4091254-3644265				

Total before tax \$22.00

Tax \$0.00

**Amount due** \$22.00

**FAQs**

**How is tax calculated?**

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

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

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

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**Invoice summary** *Payment due by September 01, 2022*

Item subtotal before tax	\$ 88.37
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 88.37
Tax	\$ 0.00
<b>Amount due</b>	<b>\$ 88.37 USD</b>

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

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

**Check**

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

**Account #** A3GWMH6BP9ZK5U**Payment terms** Net 30**Purchase date** 01-Aug-2022**Purchased by** Allie Paarsmith**PO #** supplies-AUG22**Registered business name**

West Liberty Public Library

**Bill to**

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

**Ship to**

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

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

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

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 CHGD Kn95 Face Mask Black,5 Layer Cup Dust Safety Masks Men & Women Universal,Breathable, Comfortableable,Home and Outdoor Wearing (Black-60pcs)	5	\$11.47	\$57.35	0.000%
ASIN: B09JL4SNWL Sold by: Junhongkejisuzhouyouxiangongsi Order # 113-1980821-8205046				

Description	Qty	Unit price	Item subtotal before tax	Tax
2 Tork Multifold Hand Towel Natural H2, Universal, 100% Recycled Fibers, 16 x 250 Sheets, MK520A	1	\$31.02	\$31.02	0.000%
ASIN: B013SX3T08 Sold by: Amazon.com Services LLC				
Order # 113-1980821-8205046				
			Total before tax	\$88.37
			Tax	\$0.00
			<b>Amount due</b>	<b>\$88.37</b>

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

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

## Invoice summary

Payment due by August 30, 2022

Item subtotal before tax	\$ 35.48
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 35.48
Tax	\$ 0.00

**Amount due** \$ 35.48 USD

## Pay by

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

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

### Check

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

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

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

**Account #** A3GWMH6BP9ZK5U

**Payment terms** Net 30

**Purchase date** 28-Jul-2022

**Purchased by** Allie Paarsmith

**PO #** APofficemat-JUL2022

### Registered business name

West Liberty Public Library

### Bill to

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

### Ship to

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

## Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 OFM ESS Collection 36" x 48" Chair Mat with Lip for Carpet (ESS-8800C)  ASIN: B01N99XMM2 Order # 113-9600820-6993013  Sold by: Amazon.com Services LLC	1	\$35.48	\$35.48	0.000%

Total before tax \$35.48

Tax \$0.00

**Amount due** \$35.48

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

91.67% 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	15,500.00	110.71 (	1,500.00)
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	18,000.00	100.00	0.00
<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	7,750.00	21,029.76	12.48	147,470.24

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

91.67% 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	12,862.90	151,828.28	98.36	2,531.72
001-6-410-1-6020 WAGES-PART TIME	30,800.00	2,135.55	24,492.40	79.52	6,307.60
001-6-410-1-6040 WAGES-OVER TIME	500.00	26.96	799.22	159.84	(299.22)
TOTAL PERSONAL SERVICES	185,660.00	15,025.41	177,119.90	95.40	8,540.10
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	1,129.07	13,305.94	133.39	(3,330.94)
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,347.87	15,548.95	131.77	(3,748.95)
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	157.50	1,901.26	26.41	5,298.74
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	2,911.96	35,796.44	102.28	(796.44)
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	5,546.40	66,552.59	100.95	(627.59)
<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	46.98	46.98	0.00	46.98
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	3,400.00	46.98	221.98	6.53	3,178.02
<u>REPAIR,MTNCE,UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	1,261.20	2,273.64	103.35	(73.64)
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	1,466.00	12,771.87	127.72	(2,771.87)
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	1,558.03	16,795.06	167.95	(6,795.06)
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	247.63	2,239.55	74.65	760.45
TOTAL REPAIR,MTNCE,UTILITIES	25,200.00	4,532.86	34,080.12	135.24	(8,880.12)
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	1,163.95	3,231.95	46.17	3,768.05
001-6-410-2-6408 TORT LIABILITY INSURANC	1,900.00	0.00	4,337.00	228.26	(2,437.00)
001-6-410-2-6415 RENTALS & LEASES	1,100.00	517.92	1,852.77	168.43	(752.77)
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	81.18	1,850.84	185.08	(850.84)
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	1,763.05	11,272.56	102.48	(272.56)
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	15,000.00	4,741.02	36,709.44	244.73	(21,709.44)
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	22.52	6,335.00	296.03	(4,195.00)
001-6-410-2-6508 POSTAGE	100.00	179.00	179.00	179.00	(79.00)
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	448.27	846.05	0.00	846.05
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	34.41	0.00	34.41
TOTAL COMMODITIES	21,040.00	5,390.81	44,137.48	209.78	(23,097.48)

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

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

91.67% 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	2,720.02	0.00 (	2,720.02)
001-6-410-3-6728 CAPITAL IMPROVEMENTS	<u>163,000.00</u>	<u>1,006.80</u>	<u>16,718.64</u>	<u>10.26</u>	<u>146,281.36</u>
TOTAL CAPITAL OUTLAY	163,000.00	1,006.80	19,438.66	11.93	143,561.34
<hr/>					
TOTAL LIBRARY	475,225.00	33,312.31	352,823.29	74.24	122,401.71

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

131-FIRE T & A  
OTHER ACTIVITIES  
TRANSFERS OUT

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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TRANSFERS

131-6-910-5-6910 TRANSFERS OUT - INTERFU	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00

TOTAL TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
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TOTAL OTHER ACTIVITIES	0.00	0.00	0.00	0.00	0.00
------------------------	------	------	------	------	------

TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
--------------------	------	------	------	------	------

REVENUES OVER/(UNDER) EXPENDITURES	500.00	132.75	4,093.38	(	3,593.38)
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134-LIBRARY TRUST  
 FINANCIAL SUMMARY

91.67% 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	1,883.00	33,383.00	0.00 (	33,383.00)
LIBRARY BUILDING PROJECT	500.00	148.93	1,358.58	271.72 (	858.58)
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	2,031.93	34,741.58	6,948.32 (	34,241.58)
<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	2,031.93	34,741.58	6,948.32 (	34,241.58)
=====					
<u>EXPENDITURE SUMMARY</u>					
<u>CULTURE &amp; 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	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)
<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	36,393.07	51.99	33,606.93
=====					
REVENUES OVER/(UNDER) EXPENDITURES	( 69,500.00)	2,031.93 (	1,651.49)	(	67,848.51)

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

91.67% 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	1,883.00	33,383.00	0.00 (	33,383.00)
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	1,883.00	33,383.00	0.00 (	33,383.00)
<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
<hr/>					
TOTAL LIBRARY	0.00	1,883.00	33,383.00	0.00 (	33,383.00)

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY BUILDING PROJECT

91.67% 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	148.93	1,333.58	266.72 (	833.58)
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	148.93	1,333.58	266.72 (	833.58)
<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	148.93	1,358.58	271.72 (	858.58)

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

134-LIBRARY TRUST  
CULTURE & RECREATION  
KENNETH MOSHER TRUST

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
MISCELLANEOUS					
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: MAY 31ST, 2022

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

91.67% 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: MAY 31ST, 2022

134-LIBRARY TRUST  
CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<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: MAY 31ST, 2022

134-LIBRARY TRUST  
CULTURE & RECREATION  
ELIASON TRUST

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
MISCELLANEOUS					
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	2,031.93	34,741.58	6,948.32 (	34,241.58)

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

134-LIBRARY TRUST  
ENTERPRISE  
OPERATIONS-ENTERPRISE

91.67% 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	2,031.93	34,741.58	6,948.32 (	34,241.58)
	=====	=====	=====	=====	=====

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

91.67% 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	806.98	0.00 (	806.98)
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	0.00	456.62	0.00 (	456.62)
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	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	36,393.07	0.00 (	36,393.07)

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

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY BUILDING PROJECT

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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EXP CATG 68					
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

TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00
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134-LIBRARY TRUST  
 CULTURE & RECREATION  
 KENNETH MOSHER TRUST

91.67% 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  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2022

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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COMMODITIES

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
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134-LIBRARY TRUST  
CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REPAIR, MTNCE, UTILITIES

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

COMMODITIES

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
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134-LIBRARY TRUST  
CULTURE & RECREATION  
ELIASON TRUST

91.67% 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	36,393.07	0.00 (	36,393.07)

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

134-LIBRARY TRUST  
 ENTERPRISE  
 OPERATIONS-ENTERPRISE

91.67% 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

134-LIBRARY TRUST  
OTHER ACTIVITIES  
TRANSFERS OUT

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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TRANSFERS

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

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
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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)	2,031.93	( 1,651.49)		( 67,848.51)
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136-AMBULANCE RESERVE  
 FINANCIAL SUMMARY

91.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
<u>PUBLIC SAFETY</u>					
FIRE DEPARTMENT	40,500.00	158.96	42,582.75	105.14	( 2,082.75)
TOTAL PUBLIC SAFETY	40,500.00	158.96	42,582.75	105.14	( 2,082.75)
<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	40,500.00	158.96	42,582.75	105.14	( 2,082.75)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
<u>PUBLIC SAFETY</u>					
FIRE DEPARTMENT	1,500.00	0.00	8,282.42	552.16	( 6,782.42)
TOTAL PUBLIC SAFETY	1,500.00	0.00	8,282.42	552.16	( 6,782.42)
<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	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER ACTIVITIES	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,500.00	0.00	8,282.42	552.16	( 6,782.42)
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	39,000.00	158.96	34,300.33		4,699.67

# Library Director's Report

August 2022

## Agenda:

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Today we will be recommending two applicants to our Board, reviewing evaluation procedures and policies, and preparing for budget season. We will also discuss intellectual freedom and how it applies to the library.

## Board of Trustees:

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Araceli Hernandez-Flores and Dave Smith have left our service area and are no longer able to serve on the Library Board of Trustees. We thank them for their service and wish them the best of luck in their future endeavors. We will be reviewing four applications to fill their openings.

## Building and Technology:

---

The meeting room renovation is on schedule to be finished by the end of September. I will start looking for funding to upgrade the electronics in the space.

We are working on adding alt text to our social media posts. Most platforms are easy to add, but we are having some trouble with one or two of them. Hopefully, the kinks will be worked out soon.

## Staff and Volunteers:

---

I have completed all the staff evaluations based on the City's existing policies.

I will be interviewing a shelver next week and will be looking to hire another soon. At that point, we will be fully staffed.

The State Library's annual survey is available, so I will be completed that shortly. I should have the results at the October meeting at the latest.

## Collections and Materials:

---

We will be starting an inventory of our materials and subsequently exploring options to reclaim our missing items. This will consist of making engaging social media posts to return long overdue/lost items and calling individuals to remind them that we have no overdue fines if the item is returned in good condition. This will also help us identify accounts with inaccurate contact information.

## Finances:

---

The City is wrapping up FY22 reports and I will reconcile our accounts when that is completed.

I am developing a way for staff to track their expenses so we can encumber expenses as we purchase items instead of when the item arrives.

Now that Summer is over, we will be looking for new grants and spending the \$5k we got from P&G for accessibility and alternate literacies.

## Programming and Outreach:

---

Summer Reading was a success! We had 90 youth signups with 30 completing the program, and 16 adult signups and 9 completed logs. This is our first relatively normal SRP, so we will be using these numbers as our baseline for improving in future years.

# Action Form- Trustee Nomination

## History:

Dave Smith and Araceli Hernandez Flores have resigned from the Board of Trustees due to moving out of our service district. As a result, we need to recommend candidates to the mayor for mayoral appointments. For gender balance, we need to recommend at least one man.

We have received four applications: Ken Brooks, Genesis Escareno, Chris Martin, and Samuel Morel. Applications will be provided to board members separately.

## Budget Impact:

None.

## Options:

Vote to recommend two individuals to the mayor.

Appoint a search committee and schedule a special meeting to approve other applicants.

## Staff's Recommended Action:

I recommend that we recommend two of the four candidates.

# Action Form – Evaluation Procedures

## History:

The library currently does not have written policies or procedures regarding the evaluation process. The City has a new administrative policy regarding its evaluation process. Typically, if we don't have a policy and the City does, we default to the city. However, we will probably need to adopt something to reflect the differences in our organizational structure.

I've attached the administrative policy and we should refer back to our bylaws and ordinance.

## Budget Impact:

Affects staff merit increases.

## Options:

Use the City's administrative policy as written

Adopt a similar policy with language to reflect our organizational structure

Schedule a meeting of the personnel committee to discuss other options to present to the board

## Staff's Recommended Action:

Staff defers to the board's decision.

## **Pay for Performance System Evaluation, Wage Range and Salary Matrix Overview**

### **Wage and Salary Matrix**

A Pay for Performance System - Wage and Salary Matrix serves as a tool for executive staff to move to better aligning pay with performance and create organizational cultures that emphasize performance rather than tenure.

The Performance Evaluation serves as the foundation of a Pay for Performance System ("System"). A System links an employee's pay to some measure of individual and/or pay organizational performance, usually through a formal performance appraisal. Consequently, performance standards and measures—and the application of those standards and measures—matter greatly to both the City and the employee. The City should therefore ensure that (1) performance goals and measures are relevant, reasonable, and usable; (2) employees understand and participate in the performance evaluation process; and (3) performance is evaluated fairly and rigorously. Considering a Pay for Performance System should be prepared to devote considerable effort to performance evaluation.

The City must invest time, money, and effort in the design and implementation of their System to succeed. A credible and fair Pay for Performance System will require an effective performance evaluation system and supervisors who are able and willing to use it properly.

The City will also need mechanisms such as training and systematic monitoring of pay decisions and outcomes to ensure that Pay for Performance Systems operate as intended. The long-standing principles of providing equal pay for work of equal value and appropriate incentives and recognition for excellence in performance are best met by cities designing pay for performance systems to suit their individual missions, workforces, and circumstances with respect to uniform guidelines and principles. For example, our organization needs to work to avoid pitting employees against one another in competition. The city is requiring collaboration and a team-based structure; hence the performance evaluation incorporates teamwork into the structure.

Clear, realistic goals for pay for performance include recruitment, retention, and motivation, resulting individual and organization performance. Another goal that city leaders may have in mind when implementing pay for performance is to improve the equity (fairness) of pay practices by providing more compensation to the highest performers. The organizational culture supports pay for performance and management is committed to changing the culture.

The Pay for Performance System may be successful if the following requirements are met:

1. A culture that supports pay for performance.
2. Effective and fair supervisors.
3. A rigorous performance evaluation system.
4. Adequate funding.
5. A system of checks and balances to ensure fairness.
6. Appropriate training for supervisors and employees; and
7. Ongoing system evaluation.

**A culture that supports pay for performance; effective and fair supervisors; and appropriate training for supervisors and employees:**

The City should take steps to define and measure performance as precisely and reliably as possible, they should recognize that it is not possible to predetermine or quantify every important aspect of employee performance. Therefore, the City will need to allow some room for supervisors to use discretion and judgment when evaluating employee performance—which is to say, some element of subjectivity. But they should also provide guidelines and training to equip supervisors to exercise that judgment responsibly because trust between supervisors and an employee is critical to success.

**A rigorous performance evaluation system:**

Pay for Performance Systems are most effective when they encourage employees to manage and improve their own performance—when they help employees to understand what is expected of them, to choose wisely among various courses of action, and to identify, seek, and obtain the resources (such as training and equipment) that they need to succeed.

**Adequate funding:**

A Pay for Performance System cannot have these desirable effects unless employees understand the organization’s goals, their role in achieving those goals, and how the pay system works. The City should not assume that these matters are self-explanatory but should make a conscious effort to create this understanding. That includes describing how the Pay for Performance System operates; informing employees what behaviors and accomplishments will be rewarded; providing regular, constructive performance feedback; training employees on how they should present their efforts and accomplishments; and telling employees how they have fared under the Pay for Performance System and the reasons for the outcome.

Pay for performance represents a commitment from the City to recognize and reward excellence. A Pay for Performance System will lose all credibility if high performance goes unrewarded.

**A system of checks and balances to ensure fairness and ongoing system evaluation:**

Pay for Performance Systems should be evaluated regularly and modified when necessary. The City Manager will evaluate the salary ranges each year to be sure the City is comparable to others of size, location, workload, and number/classifications of employees.

**Results and Outcomes:**

When a Pay for Performance System functions properly:

1. Outstanding performers will receive the greatest rewards, to acknowledge their superior contributions and to motivate them to continue high performance.
2. Average performers will receive substantially smaller raises, which may encourage them to work harder to achieve larger raises in the future.
3. Poor performers will receive little to no increase, which is intended to persuade them to improve their performance or leave.

However, the City should not rely only upon the motivational ability of money to improve individual or organizational performance because more employees are motivated by factors, such as “personal pride or satisfaction in my work” or a “personal desire to make a contribution” rather than a “monetary award.” Rather than concentrating entirely on the monetary benefits, individuals may be more likely to join and stay with organizations where they witness effective

supervisory practices because this creates an environment where employees are more likely to have a sense of accomplishment and satisfaction.

The System is a significant part of the fiscal budget. It represents costs associated with performance for the next three (3) years (FY 2021-2024).

Staff performs a systematic evaluation, identifies any changes, incorporates recommended changes, and submits the revised System to the City Council for consideration, modification, and adoption as a part of the annual budget process.

### **Process**

The process is created for the purpose of developing a Pay for Performance Evaluation and Rate of Pay for Non-management Employees and Salary Matrix for Management. The three-year salary matrix is for FY 2021-2024. The Salary Matrix and Pay for Performance Evaluation is intended to provide a format for departments to submit to the City Manager, while providing a means for reviewing and ranking employee performance.

As a part of the process, wages and salaries are evaluated and analyzed considering job classification, the Bi-State 2020 Regional Salary and Fringe Benefits Survey, the federal Social Security Administration Cost of Living Adjustment (COLA) information and 12 comparable cities to West Liberty.

Once the positions are evaluated using the above criteria, they will then be averaged, and a medium provided.

The matrix will be included as part of the budget submitted for Council approval each March.

These factors will be combined with other factors, such as relevance to City Council goals and method of financing.

Evaluation criteria will be applied to the relevant factors to provide each project with a score that will be used to rank and prioritize each project.

All documentation is then reviewed by the City Manager and organized for presentation to the City Council.

### **Matrix Calendar**

August 2020

City of West Liberty Performance Evaluation was completed.

December 2020

City Council considers approval of the Job Descriptions.

January 2021

Council Finance and Ordinance Committee met to review the proposed process, format, and approved COLA adjustment. Interim City Manager presents Non-Management Rate of Pay and Management Salary Matrix.

City Council considers approval of the Evaluation Form and Non-Management Rate of Pay and Management Salary Matrix for FY21-24.

## **Job Descriptions**

Job descriptions for each position in the organization have been reviewed by employees and management. Each year the employee will review their job description with their department head and make any modifications during the consultation session during the annual evaluation process.

## **Evaluation Form**

The proposed evaluation form rates the employee level of performance, using the definitions therein. Overall ratings are scored on a 0-4 scale. 0 is unsatisfactory performance less than 60 percent of the time in that particular area, 1 means the employee Needs Improvement in the area 60–70 percent of the time, 2 Meets Requirements 70-80 percent of the time, a 3 describes the employee exceeding requirements in the category over 80 percent of the time, and an employee would get a 4 if their performance in the subject area over 90 percent of the time. On the form, the department head will provide comments of justification where an employee provided unsatisfactory, needs improvement or outstanding work performance.

The evaluation form also provides the opportunity for the department head to provide feedback to the employee on their strengths and accomplishments, a plan of action on those areas that need improvement, to relay ideas and opportunities for professional development, and goals for enhancement.

Once the evaluation form is complete by management, an appointment is made with the employee and provided a copy of their job description to review and a staff questionnaire to complete.

At the consultation, the session begins with a review of the completed questionnaire and then review of the performance evaluation. This is set as a conversation where both parties relay ideas and provide input and feedback. The job description is reviewed and perhaps modified at this time.

## **Salary Ranges and Pay for Performance Matrix for Non-Management and Management Employees**

### **Exhibit A Salary Ranges**

Exhibit A Salary Ranges were prepared by considering comparable salaries from cities our size; both population and budget, cities in the regional area, and cities that have similar city-owned utilities. Staff also considered the recent Bi-State 2020 Regional Salary and Fringe Benefits Survey and the federal COLA.

The Council Finance and Ordinance Committee agreed that the job classifications and descriptions will not exactly match up with the cities we are comparing ourselves with. It can be argued that most of the cities struggle to provide the same level of service and these are good comparable cities to West Liberty as they have similar size Counties and calls for service.

The mean of 100% wage was placed in Column B. Column A is 85% of Column B and Column C is 110% of Column B.

When calculating the earned increase, the employee's current salary is divided by the mean wage in Column B from Exhibit A Salary Ranges.

Exhibit A Salary Ranges is uniform with the salary increases with cities of comparable size. For FY 21/22, 22/23 and 23/24, an increase of 3% is recommended.

### **Exhibit B Pay for Performance Salary Matrix and Salary Increase Percentages**

Exhibit B Pay for Performance Salary Matrix and Salary Increase Percentages is proposed to change each year with the percentage increase negotiating with the labor union. For example, for FY 21/22, the overall increase is 3%. That percentage is positioned in the 100% Column at a Performance Evaluation Level of 2.00 for meeting requirements 100% of the time. Again, the matrix will change each year, depending on the percentage increase. For example, if the City wished to increase wages to 2.50%, that percentage would be inserted into the 100% Column at a Performance Evaluation Level of 2.00 for meeting requirements 100% of the time.

Each row is separated \$1.00 apart and each column is \$.50 apart from the focal point, which is the percentage increase. The rationale is to pay for performance and to also keep the employee in a reasonable salary range.

### **Calculating the Earned Increase**

The employee's current salary is divided by the mean wage on Exhibit A Salary Ranges to calculate the percentage. Management then highlights the percentage area column on Exhibit B Pay for Performance Salary Matrix. Each score from each category on the completed evaluation are computed and then divided by the sixteen (16) performance factors to get the Performance Evaluation Level in the first column on Exhibit B Pay for Performance Salary Matrix. Management highlights the Performance Evaluation Level row for this employee to determine the percentage increase he/she earns.

For an example, using an employee not in an administrative interim status, the Street Superintendent's current base wage is \$64,937. Divide the current salary by the B column on Exhibit A (\$63,689), the current wage is 102% of the mean. If the Street Superintendent's performance evaluation indicates an overall performance that is average or a score of 2.0 (divide the total by 16 to get Performance Evaluation Level from Exhibit B). The increase would calculate to 2.5%. If the Street Superintendent's overall performance exceeded with a score of 2.75, the Lieutenant would get a 4.5% increase. One can calculate different scenarios using the attached summaries by divide the employee's current salary and assuming certain evaluation scores to come to a particular wage increase.

Again, the goals for pay for performance include recruitment, retention, and motivation. It would be exceptionally difficult for management to advertise and recruit personnel without a fair salary range. A Pay for Performance System would help the organization retain and plan for succession. Furthermore, it would motivate workforce to increase quality and quantity in production. Finally, the matrix provides a reasonable compensation to all job classifications and employees in a practical range, but also rewards the highest performers.

**Exhibit "B"**  
**Management Pay for Performance Salary Matrix**  
**Salary Increase Percentages**

**Fiscal Years 21/22, 22/23, 23/24**

PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	3.50	3.00	2.50	2.00	1.50	1.00	0.00	0.00	0.00	0.00
1.25 – 1.74	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.00	0.00
1.75 – 2.24	5.50	5.00	4.50	4.00	3.50	<b>3.00</b>	2.50	2.00	1.50	1.00
2.25 – 2.74	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
2.75 – 3.24	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.25 – 3.74	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00
3.75 – 4.00	9.50	9.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00

**Exhibit "A"**  
**Salary Ranges**

*Council approved February 2, 2021*

Current Salary Divided by Column B of Salary Range Position *Resolution No. 2021-jjj*

**FY 2021/2022**

3.00%

Position	A	B	C
City Manager	84,368	99,256	109,182
Electric Superintendent	71,448	84,056	92,462
Police Chief	64,668	76,080	83,688
Fire Chief, Wastewater Superintendent	57,980	68,212	75,033
Street Superintendent, Police Sergeant	54,136	63,689	70,058
Building and Zoning Official, City Clerk	52,349	61,587	67,746
Police Corporal/Lieutenant	51,015	60,018	66,020
Water/Sewer Superintendent, Park & Recreation Director	49,116	57,784	63,562
Library Director	42,599	50,116	55,128
Deputy City Clerk	36,343	42,756	47,032

**FY 2022/2023**

3.00%

Position	A	B	C
City Manager	86,899	102,234	112,457
Electric Superintendent	73,591	86,578	95,235
Police Chief	66,608	78,362	86,199
Fire Chief, Wastewater Superintendent	59,720	70,258	77,284
Street Superintendent, Police Sergeant	55,760	65,600	72,160
Building and Zoning Official, City Clerk	53,919	63,435	69,778
Police Corporal/Lieutenant	52,546	61,819	68,000
Water/Sewer Superintendent, Park & Recreation Director	50,590	59,518	65,469
Library Director	43,877	51,619	56,781
Deputy City Clerk	37,433	44,039	48,443

FY 2023/2024

3.00%

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>
City Manager	89,506	105,301	115,831
Electric Superintendent	75,799	89,175	98,093
Police Chief	68,606	80,713	88,785
Fire Chief, Wastewater Superintendent	61,511	72,366	79,603
Street Superintendent, Police Sergeant	57,433	67,568	74,324
Building and Zoning Official, City Clerk	55,537	65,338	71,871
Police Corporal/Lieutenant	54,122	63,673	70,040
Water/Sewer Superintendent, Park & Recreation Director	52,108	61,303	67,433
Library Director	45,193	53,168	58,485
Deputy City Clerk	38,556	45,360	49,896

**Exhibit "B"**  
**Non-Management Pay for Performance Salary Matrix**  
**Salary Increase Percentages**

**Fiscal Years 21/22, 22/23, 23/24**

PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	3.50	3.00	2.50	2.00	1.50	1.00	0.00	0.00	0.00	0.00
1.25 – 1.74	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.00	0.00
1.75 – 2.24	5.50	5.00	4.50	4.00	3.50	<b>3.00</b>	2.50	2.00	1.50	1.00
2.25 – 2.74	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
2.75 – 3.24	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.25 – 3.74	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00
3.75 – 4.00	9.50	9.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00

**Exhibit "A"**  
**Salary Ranges**

*Council approved February 2, 2021*  
*Resolution No. 2021-iiii*

Current Salary Divided by Column B of Salary Range Position  
**FY 2021/2022**

3.00%

Position	A	B	C
Lead Generation Line Mechanic	57,662	67,838	74,622
Wastewater Mechanic/Electric Line Mechanic	49,970	58,788	64,667
Police Officer	44,329	52,152	57,367
Water/Sewer and Wastewater Operators	42,720	50,259	55,285
Equipment Operator	39,697	46,702	51,372
Utility Billing Clerk, Assistant Library Director, Staff Accountant, and Parks Maintenance	33,835	39,806	43,787
Library Youth Services	27,146	31,937	35,131
Library Assistant	19,588	23,045	25,350

**FY 2022/2023**

3.00%

Position	A	B	C
Lead Generation Line Mechanic	59,392	69,873	76,860
Wastewater Mechanic/Electric Line Mechanic	51,469	60,552	66,607
Police Officer	45,659	53,717	59,088
Water/Sewer and Wastewater Operators	44,002	51,767	56,943
Equipment Operator	40,888	48,103	52,913
Utility Billing Clerk, Assistant Library Director, Staff Accountant, and Parks Maintenance	34,850	41,000	45,100
Library Youth Services	27,961	32,895	36,185
Library Assistant	20,176	23,736	26,110

**FY 2023/2024**

3.00%

<b>Position</b>	<b>A</b>	<b>B</b>	<b>C</b>
Lead Generation Line Mechanic	61,174	71,969	79,166
Wastewater Mechanic/Electric Line Mechanic	53,013	62,368	68,605
Police Officer	47,029	55,328	60,861
Water/Sewer and Wastewater Operators	45,322	53,320	58,652
Equipment Operator	42,114	49,546	54,501
Utility Billing Clerk, Assistant Library Director, Staff Accountant, and Parks Maintenance	35,896	42,230	46,453
Library Youth Services	28,800	33,882	37,270
Library Assistant	20,781	24,448	26,893

# Action Form – Budget Season Preparation

## History:

We need to set a time for the Budget and Finance Committee to meet.

We can use this time as a board to discuss fiscal priorities for the fiscal year 2024.

## Budget Impact:

Affects the fiscal direction of the library.

# Continuing Education – Intellectual Freedom

## Note:

Libraries across the country are facing challenges to materials for a variety of reasons. This is a review of the documents featured in the supporting documents section of our policy handbook as well as information from the Office for Intellectual Freedom.

## Intellectual Freedom and Censorship Q & A

- What is Intellectual Freedom? | Why is Intellectual Freedom Important? | What is Censorship?  
How Does Censorship Happen? | Who Attempts Censorship?  
What is the Relationship Between Censorship and Intellectual Freedom?  
How Do Censors Justify Their Demands that Information Be Suppressed?  
What Are the Most Frequently Censored Materials? | Aren't There Some Kinds of Expression that Really Should Be Censored?  
What Is Obscenity? | What about Protecting Children from Pornography, Whether or Not It Is Legally Obscene?  
How Do You Guide Children When You Can't Be with Them 24 Hours A Day?  
Don't Librarians Censor Everything They Choose Not to Buy for the Library?  
What If I Can't Find Something in My Library that Represents My Point of View?  
If Materials are on a Library Shelf, Doesn't That Mean the Library Approves of Those Materials?  
What Can I Do to Fight Censorship?
- 

### What Is Intellectual Freedom?

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

### Why Is Intellectual Freedom Important?

Intellectual freedom is the basis for our democratic system. We expect our people to be self-governors. But to do so responsibly, our citizenry must be well-informed. Libraries provide the ideas and information, in a variety of formats, to allow people to inform themselves.

Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.

### What Is Censorship?

Censorship is the suppression of ideas and information that certain persons—individuals, groups or government officials—find objectionable or dangerous. It is no more complicated than someone saying, “Don’t let anyone read this book, or buy that magazine, or view that film, because I object to it!” Censors try to use the power of the state to impose their view of what is truthful and appropriate, or offensive and objectionable, on everyone else. Censors pressure public institutions, like libraries, to suppress and remove from public access information they judge inappropriate or dangerous, so that no one else has the chance to read or view the material and make up their own minds about it. The censor wants to prejudge materials for everyone.

## How Does Censorship Happen?

Censorship occurs when expressive materials, like books, magazines, films and videos, or works of art, are removed or kept from public access. Individuals and pressure groups identify materials to which they object. Sometimes they succeed in pressuring schools not to use them, libraries not to shelve them, book and video stores not to carry them, publishers not to publish them, or art galleries not to display them. Censorship also occurs when materials are restricted to particular audiences, based on their age or other characteristics.

## Who Attempts Censorship?

In most instances, a censor is a sincerely concerned individual who believes that censorship can improve society, protect children, and restore what the censor sees as lost moral values. But under the First Amendment to the United States Constitution, each of us has the right to read, view, listen to, and disseminate constitutionally protected ideas, even if a censor finds those ideas offensive.

## What Is The Relationship Between Censorship And Intellectual Freedom?

In expressing their opinions and concerns, would-be censors are exercising the same rights librarians seek to protect when they confront censorship. In making their criticisms known, people who object to certain ideas are exercising the same rights as those who created and disseminated the material to which they object. Their rights to voice opinions and try to persuade others to adopt those opinions is protected only if the rights of persons to express ideas they despise are also protected. The rights of both sides must be protected, or neither will survive.

## How Do Censors Justify Their Demands That Information Be Suppressed?

Censors might sincerely believe that certain materials are so offensive, or present ideas that are so hateful and destructive to society, that they simply must not see the light of day. Others are worried that younger or weaker people will be badly influenced by bad ideas, and will do bad things as a result. Still others believe that there is a very clear distinction between ideas that are right and morally uplifting, and ideas that are wrong and morally corrupting, and wish to ensure that society has the benefit of their perception. They believe that certain individuals, certain institutions, even society itself, will be endangered if particular ideas are disseminated without restriction. What censors often don't consider is that, if they succeed in suppressing the ideas they don't like today, others may use that precedent to suppress the ideas they do like tomorrow.

## What Are The Most Frequently Censored Materials?

Throughout history, books have been challenged for many reasons, including political content, sexual expression, or language offensive to some people's racial, cultural, or ethnic background, gender or sexuality, or political or religious beliefs. Materials considered heretical, blasphemous, seditious, obscene or inappropriate for children have often been censored.

Since the dawn of recorded human expression, people have been burned at the stake, forced to drink poison, crucified, ostracized and vilified for what they wrote and believed.

## **Aren't There Some Kinds Of Expression That Really Should Be Censored?**

The United States Supreme Court has ruled that there are certain narrow categories of speech that are not protected by the First Amendment: obscenity, child pornography, defamation, and “fighting words,” or speech that incites immediate and imminent lawless action. The government is also allowed to enforce secrecy of some information when it is considered essential to national security, like troop movements in time of war, classified information about defense, etc.

## **What Is Obscenity?**

Sexual expression is a frequent target of censorship. But the Supreme Court has told us that material is not obscene unless a judge or jury finds that an average person, applying contemporary community standards, would find that the material appeals to the prurient (or morbid, shameful, and unhealthy) interest in sex (note that, by its definition, the Court implicitly recognized that there is such a thing as a healthy interest in sex!); that it depicts or describes certain sexual acts defined in state law in a patently offensive way; and that a reasonable person (community standards do not control this last element) would find that the material lacks serious literary, artistic, political or scientific value. All three elements must be present for material to be judged by a judge or jury as obscene and, therefore, illegal.

## **What About Protecting Children From Pornography, Whether Or Not It Is Legally Obscene?**

The primary responsibility for rearing children rests with parents. If parents want to keep certain ideas or forms of expression away from their children, they must assume the responsibility for shielding those children. Governmental institutions cannot be expected to usurp or interfere with parental obligations and responsibilities when it comes to deciding what a child may read or view.

## **How Do You Guide Children When You Can't Be With Them 24 Hours A Day?**

Parents who believe that the current state of society and communications make it difficult to shield their children must nevertheless find a way to cope with what they see as that reality within the context of their own family. Libraries can be extremely helpful, providing information about parenting, open communication between parents and children, how to communicate with caregivers and the parents of your children's friends about your rules, and the opinions of various organizations representing a wide spectrum of points of view about materials for children.

If a child borrows something from a library which that child's parent believes is inappropriate, the parents are encouraged to return the item and make use of the expertise of their librarian to locate materials they prefer, among the hundreds of thousands of choices most public libraries make available.

## **Don't Librarians Censor Everything They Choose Not To Buy For The Library?**

No library can make everything available, and selection decisions must be made. Selection is an inclusive process, where the library affirmatively seeks out materials which will serve its mission of providing a broad diversity of points of view and subject matter. By contrast, censorship is an exclusive process, by which individuals or institutions seek to deny access to or otherwise suppress ideas and information because they find those ideas offensive and do not want others to have access to them. There are many objective reasons unrelated to the ideas expressed in materials that a library might decide not to add those materials to its collection: redundancy, lack of community interest, expense, space, etc. Unless the decision is based on a disapproval of the ideas expressed and desire to keep those ideas away from public access, a decision not to select materials for a library collection is not censorship.

## **What If I Can't Find Something In My Library That Represents My Point Of View?**

Ask for the materials you want. Libraries strive to serve the interests of the entire community. If your library is unable to purchase the material you want, it may be able to obtain it for you on interlibrary loan. Your library is there to help you find the information you need or want.

## **If Materials Are On A Library Shelf, Doesn't That Mean The Library Approves Of Those Materials?**

The presence of any particular materials in a library collection does not imply endorsement of the ideas expressed in those materials. The library is simply doing its job as a neutral provider of information from all points of view—if the library “endorses” anything, it is your right to have access to a broad selection of materials. If you don't find materials to your liking, ask your librarian to help you!

## **What Can I Do To Fight Censorship?**

Stay informed. Know what is happening in your state legislature, local school and library boards, and city councils. Write letters expressing your view to your mayor, and your state and federal representatives and senators. Attend your local school and library board meetings.

**May 29, 2007**

## Library Bill of Rights

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The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights

## The Freedom to Read Statement

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The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

## Freedom to View Statement

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The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## Code of Ethics

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As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.