

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
September 21, 2022, at 7 pm:**

West Liberty Public Library Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
 - 1. Meeting Room Renovation**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Evaluation Procedures**
- IX. New Business**
 - 1. Policy Review: Controversial Materials Policy**
 - 2. Staff Wages for FY23**
 - 3. Budget Amendment**
 - 4. Continuing Education: Budgets**
- X. Adjourn Meeting**

Next meeting Wednesday, October 19 at 7 pm.

West Liberty Public Library Board Minutes

Date: August 17, 2022 | **Time:** 7:00 pm

Present at Meeting: Library Board Members Richard Brand, Vanessa Espinoza, Maria Lugo, Shannon Schneider, and Larry Miller along with Library Director Allie Paarsmith.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brand, Second by Espinoza, 4-0
- III. Public Discussion:**
 - A. None
- IV. Financial Report:** Motion to approve by Brand, Second by Lugo, 4-0
- V. Director's Report:** Given by Paarsmith
- VI. Announcements from Members:**
 - A. None
- VII. Old Business:**
 - A. None
- VIII. New Business:**
 - A. Trustee Nominations**
 - a. Motion to go into closed session to discuss applicants by Schneider, Second by Lugo, 4-0
 - b. Motion to end closed session by Brand, Second by Espinoza, 4-0
 - c. The board chose to submit applicants Ken Brooks and Samuel Morel to the City for approval. Motion by Brand, Second by Espinoza, 4-0
 - B. Evaluation Procedures**
 - a. Board discussed adding Brooks to the Personnel Committee, conditional on City approval to the Board of Trustees. Motion by Schneider, Second by Lugo, 4-0
 - b. Decision on the Pay for Performance System was tabled until the September Meeting. The Personnel Committee will meet to review the policy already in place and discuss their findings before any system is finalized.
 - C. Budget Season Preparation**
 - a. Board members received information about the upcoming budget including deadlines, needs, and staff ideas.
 - b. Budget and Finance Committee will meet in early September to continue the discussion surrounding the Library finances.
 - D. Continuing Education**
 - a. Paarsmith led an informational discussion on Intellectual Freedom.
- IX. Adjourn Meeting:** Motion by Brand, Second by Schneider, 4-0

Library Director's Report

September 2022

Agenda:

The Library Board of Trustees will be addressing the payment of the meeting room renovation and reviewing the director evaluation procedure as suggested by the Personnel Committee. For new business, we will be updating the Controversial Materials Policy and approving staff wages for FY23. Our continuing education for the month will be reviewing the budget process.

Board of Trustees:

Welcome to our new board members: Kenneth Brooks and Samuel Morel.

Building and Technology:

The meeting room renovation is nearing completion. The room is now usable excluding the kitchenette. Building and Maintenance Committee should meet before October 19 to discuss any changes to the capital improvement plan.

I was not able to complete the annual survey this month but will have that report for the meeting in October.

Staff and Volunteers:

Sandy has made the decision to leave the library. She will still be employed by the City of West Liberty, but no longer work at the library. We wish her the best in her endeavors. We have divvied up cleaning tasks amongst the existing staff, but we will be looking for either a cleaning service or an individual to do a deep clean once a week.

Isabella Gaona is our newest Library Assistant. She started working on 9/12.

Collections and Materials:

Our primary book vendor was down due to a ransomware attack for the end of August and beginning of September. That has set us back on our acquisitions process, but we should catch up soon. Ali Oepping is working on a processing procedure that we will use to train our Library Assistants, which should help get materials into the hands of patrons faster.

Finances:

Due to a medical leave of absence at the City, I will not be able to provide the financial documents that I had hoped to at this meeting.

The Budget and Finance Committee will be using preliminary information to discuss FY24 budget planning. Personnel will be joining them to discuss wages.

Programming and Outreach:

We are sufficiently recovered from Summer Reading. Ali and Kelli are working well together to coordinate a healthy amount of adult, family, and youth-oriented programming. Kelli has started doing outreach to two daycares in the mornings before we open and Alli hopes to formalize and promote our homebound services before the end of November.

Action Form-Evaluation Procedures

History:

One of the primary duties of the Library Board of Trustees is to evaluate the Library Director. That process has not been written down, so I wrote it down.

I will send out the evaluation forms after this meeting. Please return them to Larry before October 8th. We will skip continuing education next month in favor of a closed session for goal setting.

Budget Impact:

Evaluations will be tied to wages.

Staff's Recommended Action:

No action is required

Evaluation Procedures

General

Library Director and staff will be formally evaluated annually, and evaluations will be tied to the current pay for performance matrix. Evaluations, wage adjustments, and performance improvement plans will be completed and submitted before June 1 and will take effect on July 1.

Staff

Staff will be evaluated by the Library Director in April using the currently approved performance evaluation forms. Three goals will be set with each staff member for the upcoming year. Goals must comply with a goal-setting framework, such as SMART.

Director

The Board of Trustees will be given the current performance evaluation forms for the Library Director at the April meeting. Evaluations will be submitted to the President by the end of the first full week of May. The President will compile the evaluations and present the information to the Director the week before the May meeting. At the May meeting, there will be a closed session to discuss goal setting with the Director. Goals will be stated in open session and recorded for the minutes.

Goals must comply with a goal-setting framework, such as SMART.

Action Form-Controversial Materials Policy

History:

The Controversial Materials Policy was adopted in December 2006 and was revised in May 2019. I have adjusted the title, calling it the Expression of Concern Policy and broadened the language to apply to all library resources, not just materials. This gives us a template for dealing with any concerns that an individual would like to have addressed by the Library's governing body.

Budget Impact:

None

Options:

Approve the revised policy;

Leave the policy as written;

Appoint a committee to review and revise the policy.

Staff's Recommended Action:

Approve the revised policy.

Controversial Materials Policy

The West Liberty Public Library endorses the American Library Association Freedom to Read¹ statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution². The Library strives to provide a balanced collection reflecting a diverse set of cultures and opinions. The ideals and statements in any library materials may or may not reflect the opinions of the West Liberty Public Library. The function of the Library is to provide information, not to advocate specific points of view.

The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he/she does not approve. The individual cannot restrict the freedom of others to read, view, or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or guardian.

Any patron who objects to the presence or absence of a work may do so by completing the Statement of Concern about West Liberty Public Library Resources. The official complaint process is as follows:

1. A meeting will be held between the patron and the Library Director. At that time, the Director shall discuss the procedures used for selection of materials. A patron may choose to withdraw his/her complaint at this point. If a patron still wishes to pursue an official complaint, the process will continue to the next step.
2. A meeting between the patron, the Library Director, and the Library Board of Trustees will be scheduled. The Library Board of Trustees will review the official complaint and hear verbal arguments from the patron and/or public not to exceed fifteen (15) minutes total.
3. The patron will be notified of the Library Board of Trustees' decision in writing within seven (7) days of the meeting date. The Library Board of Trustees decision on the challenged material is final.

¹ Westchester Conference of the American Library Association. "The Freedom to Read Statement." Text. Advocacy, Legislation & Issues, July 26, 2006.
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

²"The 1st Amendment of the U.S. Constitution." National Constitution Center – The 1st Amendment of the U.S. Constitution. Accessed January 16, 2019.
<https://constitutioncenter.org/interactive-constitution/amendments/amendment-i>.

Expression of Concern Policy

Policy Created: 9/2022

Policy Revised:

Purpose/Objective

The West Liberty Public Library endorses the American Library Association Freedom to Read Statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution. The Library strives to provide a balanced collection reflecting diverse cultures and opinions. The ideals and statements in any library materials may or may not reflect the views of the West Liberty Public Library.

The Library's role is to provide opportunities for individuals to examine subjects and make their own decisions. While individuals are free to reject for themselves what they do not approve of, they cannot restrict the freedom of access to others. Parents or legal guardians have the right and responsibility to guide and direct the use of library materials for minors in their care. The Library staff will not act in loco parentis.

Expressions of Concern:

The Library is aware that individuals may take issue with the inclusion or exclusion of specific items, programs, or practices and welcomes the expression of concern by patrons. Patron concerns will be dealt with promptly and courteously, as detailed in the following process.

- West Liberty Public Library staff will listen to concerns and direct individuals to the Library Director.
- The Library Director will discuss the concern with the individual or group. After the discussion, any patron who requests further action will complete a "Statement of Concern about Library Resources" form.
- The Statement of Concern will be addressed at the next regularly scheduled Library Board of Trustees meeting. The Library Board of Trustees will review the Statement of Concern about Library Resources and hear any additional arguments from the patron and public, not exceeding fifteen minutes total. The Library Director will then provide any relevant information as requested by the Board of Trustees.
- The Library Board of Trustees will then discuss the matter and decide on actions to take. The Library Board of Trustees' decision is final.

Statement of Concern about Library Resources

This Statement of Concern will be addressed at the next regularly scheduled Library Board of Trustees meeting. The Library Board of Trustees will review the Statement of Concern about Library Resources and hear any additional arguments from the patron and public, not exceeding fifteen minutes total. The Library Director will then provide any relevant information as requested by the Board of Trustees.

Please provide the information requested below.

Name: _____ Date: _____

Address: _____

Preferred Contact: _____

1. Please describe the resource(s) on which you are commenting:

2. How did this come to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. Use other side if needed.

4. What action are you requesting the library consider?

Action Form-Staff Wages

History:

A primary function of the Library Board is to set staff wages and benefits. Historically this has not appeared explicitly on the agenda.

The proposed wages are using the recommendations from the Personnel committee. Personnel is recommending that part-time wages start at \$15/hr, same as full-time wages. The committee also recommended that performance based wage increases be simplified to the following matrix:

- Needs improvement: 3% increase (cost of living)
- Meets expectations: 5% increase
- Exceeds Expectations: 7% increase

Budget Impact:

Adjusted wages increase the budget by \$3080

Options:

Approve the wages as proposed

Direct the Personnel and Finance committee to discuss alternative options.

Staff's Recommended Action:

Approve the wages as proposed with the understanding that the budget will be amended to mitigate the expense.

Adjusted Staffing Budget

Name	Hr. salary	Annual Salary	Prop'd wage w/raise	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Full Time</i>				\$ -						
Kelli Brommel	\$ 16.00	\$ 33,280.00	\$ 17.12	\$ 35,609.60	\$ 36,706.65	\$ 2,275.81	\$ 532.25	\$ 3,361.55	\$ 1,097.05	\$ 110.39
Tim McMahon	\$ 20.85	\$ 43,368.00	\$ 22.31	\$ 46,403.76	\$ 47,833.35	\$ 2,965.67	\$ 693.58	\$ 4,380.51	\$ 1,429.59	\$ 143.85
Allie Paarsmith	\$ 21.63	\$ 44,990.40	\$ 22.71	\$ 47,239.92	\$ 48,695.27	\$ 3,019.11	\$ 706.08	\$ 4,459.45	\$ 1,455.35	\$ 146.44
Ali Oepping	\$ 15.00	\$ 31,200.00	\$ 16.05	\$ 33,384.00	\$ 34,412.48	\$ 2,133.57	\$ 498.98	\$ 3,151.45	\$ 1,028.48	\$ 103.49
<i>Full Time Totals</i>		\$ 152,838.40		\$ 162,637.28	\$ 167,647.76	\$ 10,394.16	\$ 2,430.89	\$ 15,352.96	\$ 5,010.48	\$ 504.18
Name	Hr. salary	Annual Salary	Prop'd Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick leave	W/C PREM
<i>Part Time</i>										
Catherine Lara	\$ 10.00	\$ 10,400.00	\$ 15.00	\$ 15,600.00	\$ 15,600.00	\$ 967.20	\$ 226.20	\$ 1,472.64	\$ -	\$ 48.36
Pablo Garcia-Avalos	\$ 10.00	\$ 10,400.00	\$ 15.00	\$ 7,800.00	\$ 7,800.00	\$ 483.60	\$ 113.10	\$ 736.32	\$ -	\$ 24.18
Isabella Gaona	\$ 10.00	\$ 5,200.00	\$ 15.00	\$ 7,800.00	\$ 7,800.00	\$ 483.60	\$ 113.10	\$ 736.32	\$ -	\$ 24.18
Johamy Narvaez	\$ 10.00	\$ 5,200.00	\$ 15.00	\$ 12,480.00	\$ 12,480.00	\$ 773.76	\$ 180.96	\$ 1,178.11	\$ -	\$ 38.69
Janitor	\$ 18.94	\$ 19,697.60	\$ 15.00	\$ 6,240.00	\$ 6,240.00	\$ 386.88	\$ 90.48	\$ 589.06	\$ -	\$ 19.34
<i>Part Time Totals</i>		\$ 50,897.60		\$ 49,920.00	\$ 49,920.00	\$ 3,095.04	\$ 339.30	\$ 4,712.45	\$ -	\$ 154.75
<i>Library Totals</i>		\$ 203,736.00		\$ 212,557.28	\$ 217,567.76	\$ 13,489.20	\$ 2,770.19	\$ 20,065.41	\$ 5,010.48	\$ 658.93
Diffrence is:		\$ 13,831.76								
Benefits:		\$ 36,983.73								
FY 21 Total		\$ 249,541.01								

Notes: Catie is at 20 hours, Pablo at 10 hours, Isabella at 10 hours, Johamy at 15 hours, Janitor at 8 hours

Director wage 5% increase assuming "meets requirements" can be adjusted if necessary based on performance evaluation.

Action Form-Budget Amendment

History:

We have several grants to account for in the budget and the adjusted wages. I have attached the approved budget, an adjusted budget, and the specific adjustments we need to make. I believe that we will come out even if not ahead with the amendments.

I have also emailed Dave and Mayor McCullough about covering the library's utility costs since that just transfers money from the general fund to the utility fund.

Budget Impact:

Adjustments to the budget will be made as noted

Options:

Submit budget amendment to City Council as written or ask finance to meet and propose alternate adjustments.

Staff's Recommended Action:

Submit budget amendment to City Council as written

Account	Grant/Account to transfer from	Amount	Notes
6010	American Rescue Plan - Library	2640	Wages for Ali Oepping from 7/1-7/31
6010		Should equal 168,575.29	
6020	American Rescue Plan - library	400	10 hours per week of wages for Keegan Paisley from 7/1-7/31
6020		Should equal 49,920.00	
6230		420	for ILA Conference Ali O and Kelli B
6426	Peggy Barber Tribute Grant	1769.16	
6502	P&G Grant	5000	

Adjusted Budget FY23

Account Number	Account Name	Amount	Notes
			169000 if Director evaluation = exceeds expectations
6-410-1-6010	WAGES-FULL TIME	\$ 169,000.00	
6-410-1-6020	WAGES-PART TIME	\$ 50,000.00	
6-410-1-6040	WAGES-OVER TIME	\$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 16,000.00	\$ 89,600.00
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 21,200.00	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 7,200.00	
	GROUP MEDICAL INSURANCE-HEALTH	\$ 42,000.00	
6-410-1-6150	HEALTH	\$ 42,000.00	
	GROUP MEDICAL INSURANCE-LIFE/D	\$ -	
6-410-1-6152	LIFE/D	\$ -	
	WORKER'S COMPENSATION		
6-410-1-6160	INSURANC	\$ 3,200.00	
6-410-1-6181	UNIFORMS	\$ -	
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 230.00	ALA 100 + ILA 3 staff
			Library Journal, Compact Copyright, Book Repair Second Edition, Arranging & Describing Archives and manuscripts
6-410-1-6220	SUBSCRIPTIONS	\$ 152.00	
6-410-1-6230	TRAINING	\$ 420.00	ILA for Ali and Kelli
	CONFERENCE & TRAVEL		
6-410-1-6240	EXPENSES	\$ -	
	BUILDING/GROUND		
6-410-2-6310	MAINTENANCE	\$ 3,000.00	
	EQUIPMENT		
6-410-2-6350	REPAIRS/MAINTENANCE	\$ 12,000.00	
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 12,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE EXPENSE	\$ 2,000.00	
6-410-2-6407	PROF. & CONS FEES	\$ 6,500.00	6000 (antelope), 500 padding
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	Left number same. Not sure what the actual is
6-410-2-6415	RENTALS & LEASES	\$ 1,200.00	
			Children's: kits, Wednesday programs, family programs qrtly, storytime supplies, SRP kids, wkly programs for kids and for teens; Adult
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 5,600.00	
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 18,000.00	aproximately 5% of budget
6-410-2-6504	MINOR EQUIPMENT	\$ 1,000.00	
6-410-2-6507	OPERATING SUPPLIES	\$ 8,000.00	
6-410-2-6508	POSTAGE	\$ 100.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ -	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ 3,000.00	
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 27,000.00	
Total		\$ 412,052.00	

Proposed Budget FY23

Account Number	Account Name	Amount	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 187,000.00	
6-410-1-6020	WAGES-PART TIME	\$ 28,920.00	
6-410-1-6040	WAGES-OVER TIME	\$ 500.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 16,000.00	\$ 89,600.00
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 21,200.00	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 7,200.00	
6-410-1-6150	GROUP MEDICAL INSURANCE- HEALTH	\$ 42,000.00	
6-410-1-6152	GROUP MEDICAL INSURANCE- LIFE/D	\$ -	
	WORKER'S COMPENSATION		
6-410-1-6160	INSURANC	\$ 3,200.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ 50.00	
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 400.00	ARSL 2 + ALA 100 + ILA 3 staff
6-410-1-6220	SUBSCRIPTIONS	\$ 350.00	Library Journal, Compact Copyright, Book Repair Second Edition, Arranging & Describing Archives and manuscripts
6-410-1-6230	TRAINING	\$ -	
6-410-1-6240	CONFERENCE & TRAVEL EXPENSES	\$ 65.00	ILA \$65x1
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 3,000.00	
6-410-2-6350	EQUIPMENT REPAIRS/MAINTENANCE	\$ 12,000.00	
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 12,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE EXPENSE	\$ 2,000.00	
6-410-2-6407	PROF. & CONS FEES	\$ 7,700.00	6000 (antelope) 1200 Marcive, 500 padding
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	Left number same. Not sure what the actual is
6-410-2-6415	RENTALS & LEASES	\$ 1,200.00	
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 5,600.00	Children's: kits, Wednesday programs, family programs qrtly, storytime supplies, SRP kids, wkly programs for kids and for teens; Adult
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 18,000.00	aproximately 5% of budget
6-410-2-6504	MINOR EQUIPMENT	\$ 1,000.00	
6-410-2-6507	OPERATING SUPPLIES	\$ 8,000.00	
6-410-2-6508	POSTAGE	\$ 100.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ -	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ 3,000.00	
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 27,000.00	
Total		\$ 410,485.00	