

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

**October 19, 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**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Strategic Plan Review**
  - 2. Capital Improvement Plan Review**
  - 3. Equipment Revolving Plan Review**
- IX. New Business**
  - 1. Closed Session for Director Goal Setting**
- X. Adjourn Meeting**

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

## West Liberty Public Library Board Meeting Minutes

Date: September 21, 2022 | Time: 7:00 pm

**Present at Meeting:** Board members Richard Brand, Kenneth Brooks, Vanessa Espinoza, Maria Lugo, Larry Miller, Samuel Morel, and Shannon Schneider, along with Children's Librarian Kelli Brommel and Library Director Allie Paarsmith.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brooks, Second by Brand, 6-0
- III. Approval of Minutes:** Motion by Brand, Second by Lugo, 6-0
- IV. Public Discussion:**
  - A. Introduction of new Children's Librarian, Kelli Brommel
  - B. Great attendance at the reptile and amphibian program today presented by Muscatine County Conservation
- V. Financial Report:** Motion by Lugo, Second by Espinoza, 6-0
  - A. Meeting Room Renovation is nearly finished
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. None
- VIII. Old Business:**
  - A. Evaluation Procedures**
    - a. Board members will complete an evaluation of the Library Director and return to the board President. This will consist of goal setting and a meeting between the Director and President to review evaluations.
- IX. New Business:**
  - A. Policy Review: Controversial Materials Policy**
    - a. Change to adapt Expression of Concern Policy
    - b. Motion to approve by Brooks, Second by Morel, 6-0
  - B. Staff Wages for FY23**
    - a. The Personnel Committee met to discuss wages, and recommended increasing wages.
    - b. Motion to approve by Brooks, Second by Brand, 6-0
  - C. Budget Amendment**
    - a. Adjustments were made in order to be within the budget.
    - b. Motion to approve by Brand, Second by Schneider, 6-0
  - D. Continuing Education: Budgets**
    - a. Brief discussion and a PowerPoint was sent out for self study.
- X. Adjourn Meeting:** Motion by Brand, Second by Morel, 6-0

001-GENERAL FUND

CULTURE & RECREATION 25.00% OF YEAR COMP.

LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

001-6-410-1-6010 WAGES-FULL TIME	187,000.00	12,245.40	40,965.47	21.91	146,034.53
001-6-410-1-6020 WAGES-PART TIME	28,920.00	834.00	6,031.50	20.86	22,888.50
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.78	8.55	1.71	491.45
TOTAL PERSONAL SERVICES	216,420.00	13,080.18	47,005.52	21.72	169,414.48

EMPLOYEE BENEFITS

001-6-410-1-6110 FICA-CITY CONTRIBUTION	16,000.00	975.45	3,506.18	21.91	12,493.82
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	21,200.00	1,156.05	4,054.89	19.13	17,145.11
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	257.51	772.51	10.73	6,427.49
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	3,556.61	13,968.87	33.26	28,031.13
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	3,200.00	0.00	0.00	0.00	3,200.00
001-6-410-1-6181 UNIFORMS,ALLOWANCES	50.00	0.00	0.00	0.00	50.00
TOTAL EMPLOYEE BENEFITS	89,650.00	5,945.62	22,302.45	24.88	67,347.55

STAFF DEVELOPMENT

001-6-410-1-6210 DUES & MEMBERSHIP FEES	400.00	0.00	0.00	0.00	400.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	350.00	0.00	1,800.00	514.29 (	1,450.00)
001-6-410-1-6230 TRAINING	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	65.00	0.00	0.00	0.00	65.00
TOTAL STAFF DEVELOPMENT	815.00	0.00	1,800.00	220.86 (	985.00)

REPAIR,MTNCE,UTILITIES

001-6-410-2-6310 BUILDING/GROUND MAINTEN	3,000.00	16.20	239.80	7.99	2,760.20
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	12,000.00	0.00	1,758.53	14.65	10,241.47
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	12,000.00	1,766.00	2,649.00	22.08	9,351.00
001-6-410-2-6373 TELEPHONE EXPENSE	2,000.00	0.00	250.21	12.51	1,749.79
TOTAL REPAIR,MTNCE,UTILITIES	29,000.00	1,782.20	4,897.54	16.89	24,102.46

CONTRACTUAL SERVICES

001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,700.00	643.36	1,183.28	15.37	6,516.72
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	2,073.00	69.10	927.00
001-6-410-2-6415 RENTALS & LEASES	1,200.00	0.00	120.24	10.02	1,079.76
001-6-410-2-6426 ENRICHMENT PROGRAMS	5,600.00	0.00	375.00	6.70	5,225.00
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	17,500.00	643.36	3,751.52	21.44	13,748.48

COMMODITIES

001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	18,000.00	0.00	5,702.21	31.68	12,297.79
001-6-410-2-6504 MINOR EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6507 OPERATING SUPPLIES	8,000.00	45.00	280.93	3.51	7,719.07
001-6-410-2-6508 POSTAGE	100.00	0.00	0.00	0.00	100.00
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	0.00	197.18	0.00 (	197.18)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	27,100.00	45.00	6,180.32	22.81	20,919.68

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2022

001-GENERAL FUND

CULTURE & RECREATION  
 LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	3,000.00	0.00	0.00	0.00	3,000.00
001-6-410-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	<u>27,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,000.00</u>
TOTAL CAPITAL OUTLAY	30,000.00	0.00	0.00	0.00	30,000.00
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TOTAL LIBRARY	410,485.00	21,496.36	85,937.35	20.94	324,547.65

## 001-GENERAL FUND

CULTURE & RECREATION  
LIBRARY

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
001-4-410-4-4090 LOCAL OPTION SALES TAX	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>					
001-4-410-4-4302 INTEREST INCOME - LIBR	500.00	0.00	0.00	0.00	500.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	500.00
<u>INTERGOVERNMENTAL</u>					
001-4-410-2-4470 COUNTY LIBRARY ALLOCATI	14,000.00	0.00	0.00	0.00	14,000.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	10,764.00	0.00	0.00	0.00	10,764.00
001-4-410-4-4433 STATE SHARED REVENUE/EN	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	24,764.00	0.00	0.00	0.00	24,764.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	0.00	0.00	0.00	0.00	0.00
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	253.34	253.34	0.00	(253.34)
TOTAL MISCELLANEOUS	0.00	253.34	253.34	0.00	(253.34)
<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	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL OTHER FINANCING USES	50,000.00	0.00	0.00	0.00	50,000.00
TOTAL LIBRARY	75,264.00	253.34	253.34	0.34	75,010.66

134-LIBRARY TRUST

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
<u>CULTURE &amp; RECREATION</u>					
LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00
LIBRARY BUILDING PROJECT	500.00	0.00	133.56	26.71	366.44
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	2,500.00	0.00	133.56	5.34	2,366.44
<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	2,500.00	0.00	133.56	5.34	2,366.44
<u>EXPENDITURE SUMMARY</u>					
<u>CULTURE &amp; RECREATION</u>					
LIBRARY	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
<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	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL OTHER ACTIVITIES	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	170,000.00	0.00	0.00	0.00	170,000.00
REVENUES OVER/(UNDER) EXPENDITURES	( 167,500.00)	0.00	133.56	( 167,633.56)	

134-LIBRARY TRUST

CULTURE & RECREATION  
 LIBRARY

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	2,000.00	0.00	0.00	0.00	2,000.00
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	2,000.00	0.00	0.00	0.00	2,000.00
<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
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TOTAL LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00

134-LIBRARY TRUSTCULTURE & RECREATION  
LIBRARY BUILDING PROJECT

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
134-4-411-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
<u>USE OF MONEY &amp; PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	133.56	26.71	366.44
134-4-411-4-4302 INTEREST INCOME - LIBR	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	133.56	26.71	366.44
<u>MISCELLANEOUS</u>					
134-4-411-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
TOTAL LIBRARY BUILDING PROJECT	500.00	0.00	133.56	26.71	366.44



CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
KENNETH MOSHER TRUST

25.00% OF YEAR COMP.

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

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
WILMA DUTTON TRUST

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-413-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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MISCELLANEOUS					
134-4-414-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
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TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
 ELIASON TRUST

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-415-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
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TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE & RECREATION	2,500.00	0.00	133.56	5.34	2,366.44

134-LIBRARY TRUST

ENTERPRISE OPERATIONS-ENTERPRISE 25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL</u>					
134-4-810-3-4405 SOLID WASTE SWAP GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,500.00	0.00	133.56	5.34	2,366.44
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134-LIBRARY TRUST

CULTURE & RECREATION  
 LIBRARY

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
<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	0.00	0.00	0.00

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
LIBRARY BUILDING PROJECT

25.00% 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00

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

25.00% OF YEAR COMP.

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



CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

CULTURE & RECREATION  
WILMA DUTTON TRUST

25.00% 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

25.00% OF YEAR COMP.

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

134-LIBRARY TRUST

CULTURE & RECREATION  
 ELIASON TRUST

25.00% OF YEAR COMP.

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

CITY OF WEST LIBERTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

134-LIBRARY TRUST

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ENTERPRISE OPERATIONS-ENTERPRISE				25.00% OF YEAR COMP.	
<hr/>					
CAPITAL OUTLAY					
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	25.00% OF YEAR COMP.				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
TRANSFERS					
134-6-910-5-6910 TRANSFERS OUT - INTERFU	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL TRANSFERS	170,000.00	0.00	0.00	0.00	170,000.00
<hr/>					
TOTAL TRANSFERS OUT	170,000.00	0.00	0.00	0.00	170,000.00
<hr/>					
TOTAL OTHER ACTIVITIES	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	170,000.00	0.00	0.00	0.00	170,000.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 167,500.00)	0.00	133.56		( 167,633.56)

CITY OF WEST LIBERTY  
 CASH & INVESTMENTS BY FUND  
 AS OF: SEPTEMBER 30TH, 2022

	CASH	INVESTMENTS	TOTAL CASH & INVESTMENTS	INTEREST REVENUE
001-GENERAL FUND	( 382,991.33)	0.00	( 382,991.33)	239.58
002-POLICE RESERVE	1,417.58	0.00	1,417.58	0.48
005-CEMETERY RESERVE	12,509.93	25,000.00	37,509.93	7.74
007-EMPLOYEE BENEFITS	36,788.41	0.00	36,788.41	0.00
008-EMERGENCY FUND	1,822.06	0.00	1,822.06	0.00
110-ROAD USE TAX FUND	329,180.87	0.00	329,180.87	0.00
120-SPECIAL REVENUE FUND	280,611.56	0.00	280,611.56	0.00
121-LOCAL OPTION SALES TAX	265,220.05	0.00	265,220.05	0.00
125-TIF URBAN REVEWAL/SP REV	57,671.25	0.00	57,671.25	19.40
131-FIRE T & A	353,474.78	10,000.00	363,474.78	119.29
134-LIBRARY TRUST	395,759.32	0.00	395,759.32	133.56
135-INSURANCE RESERVE FUND	110,444.27	30,000.00	140,444.27	35.30
136-AMBULANCE RESERVE	328,101.78	375,000.00	703,101.78	145.93
137-FIRE RESERVE	193,162.89	0.00	193,162.89	65.19
138-PARK AND RECREATION TRUST	121,439.72	0.00	121,439.72	0.00
200-DEBT SERVICE	958,002.66	0.00	958,002.66	249.51
300-STREET IMPROVEMENT FUND	177,561.16	0.00	177,561.16	0.00
500-PERPETUAL CARE FUND	0.00	67,981.09	67,981.09	0.00
600-WATER UTILITY FUND	1,164,690.92	370,000.00	1,534,690.92	355.69
610-SEWER UTILITY FUND	3,862,764.86	150,501.88	4,013,266.74	1,272.07
630-ELECTRIC UTILITY FUND	2,957,595.92	1,535,408.17	4,493,004.09	160.27
670-SOLID WASTE FUND	173,356.89	30,000.00	203,356.89	5.81
830-CASH CLEARING FUND	0.00	0.00	0.00	0.00
986-PAYROLL CLEARING	0.00	0.00	0.00	0.00
ALL FUNDS TOTAL	11,398,585.55	2,593,891.14	13,992,476.69	2,809.82
	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

October 14, 2022

West Liberty Public Library  
Attn: Allie Paarsmith, Library Director  
400 N Spencer Street  
West Liberty, IA 52776

WEST LIBERTY, IOWA  
PUBLIC LIBRARY IMPROVEMENTS 2021  
PAY ESTIMATE 3

Attached is an electronic version of the signed Pay Estimate No. 3 for work completed through September 30, 2022 under the contract between the West Liberty Public Library and S&G Construction. We have checked the estimate and recommend payment to S&G Construction in the amount of \$32,309.48.

Once signed, please return an electronic copy to the undersigned. Please return a signed copy with payment to S&G Construction. A signed copy should also be kept for your files.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Tara Goldsberry'.

Tara Goldsberry, AIA

6421  
Enclosures  
Cc: Danny Situmeang - S&G Construction



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

Date: **October 14, 2022**

**PAY ESTIMATE NO. 3**



Project Title	<b>Public Library Improvements 2021</b> City of West Liberty, Iowa			Contractor	S&G Construction 2204 W. Mt. Pleasant Street West Burlington, IA		
Original Contract Amount & Date	\$90,044.59	1-Mar-22	Pay Period	8/1/2022 to 9/30/2022			
<b>BID ITEMS</b>							
Bid Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
01	General Conditions	LS	1	\$ 3,220.00	\$ 3,220.00	100%	\$ 3,220.00
20	Demolition	LS	1	\$ 15,856.31	\$ 15,856.31	100%	\$ 15,856.31
30	Concrete	LS	1	\$ 8,952.75	\$ 8,952.75	100%	\$ 8,952.75
40	Carpentry Material	LS	1	\$ 5,124.05	\$ 5,124.05	100%	\$ 5,124.05
50	Carpentry Labor	LS	1	\$ 15,208.75	\$ 15,208.75	100%	\$ 15,208.75
60	Casework	LS	1	\$ 9,013.70	\$ 9,013.70	100%	\$ 9,013.70
70	Doors & Frames	LS	1	\$ 5,414.03	\$ 5,414.03	100%	\$ 5,414.03
80	Acoustical Ceilings	LS	1	\$ 1,196.00	\$ 1,196.00	100%	\$ 1,196.00
90	Flooring	LS	1	\$ 4,927.75	\$ 4,927.75	100%	\$ 4,927.75
100	Painting	LS	1	\$ 4,312.50	\$ 4,312.50	95%	\$ 4,096.88
110	Plumbing	LS	1	\$ 6,583.75	\$ 6,583.75	90%	\$ 5,925.38
120	Electrical	LS	1	\$ 10,235.00	\$ 10,235.00	90%	\$ 9,211.50
<b>TOTAL ORIGINAL CONTRACT</b>					<b>\$ 90,044.59</b>		<b>\$ 88,147.10</b>





SUMMARY			
		Original Contract Price	Value Completed
Bid Items Subtotal		\$90,044.59	\$ 88,147.10
APPROVED CHANGE ORDERS			
Change Order No.	Description/Notes	Total Approved	Value Completed
<b>TOTAL ALL CHANGE ORDERS</b>		\$ -	\$ -
<b>Revised Contract Price</b>		<b>\$ 90,044.59</b>	<b>\$ 88,147.10</b>
Total Materials Stored		\$ -	
<b>Value of Completed Work and Materials Stored</b>		<b>\$ 88,147.10</b>	
Less Retained Percentage (5%)		\$ 4,407.37	
<b>Total Earned Less Retainage</b>		<b>\$ 83,739.73</b>	
PREVIOUSLY APPROVED PARTIAL PAYMENTS			
Less Estimate(s) Previously Approved		Pay Estimate No.1	\$ 18,213.40
		Pay Estimate No. 2	\$ 33,216.85
<b>Less Total Pay Estimates Previously Approved</b>		<b>\$ 51,430.25</b>	
Percent Complete	97.9%	<b>Amount Due This Estimate</b>	<b>\$ 32,309.48</b>

The amount   \$32,309.48   is recommended for approval for payment in accordance with the terms of the contract.

<b>Quantities Complete Submitted By:</b> <b>S&amp;G Construction</b>	<b>Recommended By:</b> <b>Veenstra &amp; Kimm, Inc.</b>	<b>Approved By:</b> <b>West Liberty Public Library</b>
Signature	Signature 	Signature 
Title Project Manager	Title Project Architect	Title Library Director
Date	Date 10/14/2022	Date 10/16/2022

## REQUEST FOR PAYMENT

From: S. G. Construction Company  
2204 W. Mt. Pleasant Street  
West Burlington, IA 52655

To: CITY OF WEST LIBERTY  
409 N. CALHOUN STREET  
WEST LIBERTY, IA 52776

Invoice: 5901  
Draw: 22029-3  
Invoice date: 9/28/2022  
Period ending date: 9/30/2022  
Contract date: 3/1/2022

Contract For: GC

Architect: V & K INC.

Project: 22-029

West Liberty Public Library

**Request for payment:**

Original contract amount	\$90,044.59	
Approved changes	\$0.00	
Revised contract amount		\$90,044.59
Contract completed to date		\$88,147.10
Less retainage	\$4,407.37	
Total completed less retainage		\$83,739.73
Less previous requests	\$51,430.25	
Current request for payment		\$32,309.48
Current billing		\$34,009.99
Less current retainage	\$1,700.51	
Current amount due		\$32,309.48
Remaining contract to bill	\$6,304.86	

**Architect Payment Certification**

Architect certifies that to the best of their knowledge, the work has progressed as indicated based on onsite observations. Architect certifies amount to be paid to Contractor.

Amount Certified \_\_\_\_\_

Architect: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
<b>NET CHANGES by Change Order</b>		

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the CITY OF WEST LIBERTY relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: S. G. Construction Company

State Of IA

County Of Des Moines

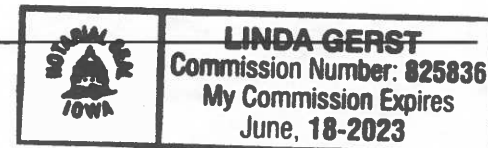
By: 

Subscribed and affirmed to before me this 28th day of September, 2022

Date: 9/28/22

Notary Public Linda Gerst

My commission expires: 6-18-2023



## REQUEST FOR PAYMENT DETAIL

Project: 22-029 / West Liberty Public Library

Invoice: 5901

Draw: 22029-3

Period Ending Date: 9/30/2022 Detail Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10	General Conditions	3,220.00	2,572.00	648.00		3,220.00	100.00		161.00
20	Demo	15,856.31	15,856.31			15,856.31	100.00		792.82
30	Concrete	8,952.75	8,952.75			8,952.75	100.00		447.64
40	Carpentry Material	5,124.05	5,124.05			5,124.05	100.00		256.20
50	Carpentry Labor	15,208.75	11,208.75	4,000.00		15,208.75	100.00		760.44
60	Casework	9,013.70		9,013.70		9,013.70	100.00		450.69
70	Doors & Frames	5,414.03		5,414.03		5,414.03	100.00		270.70
80	Acoustical Ceilings	1,196.00		1,196.00		1,196.00	100.00		59.80
90	Flooring	4,927.75	2,478.25	2,449.50		4,927.75	100.00		246.39
100	Painting	4,312.50	3,000.00	1,096.88		4,096.88	95.00	215.62	204.84
110	Plumbing	6,583.75	4,945.00	980.38		5,925.38	90.00	658.37	296.27
120	Electrical	10,235.00		9,211.50		9,211.50	90.00	1,023.50	460.58

<b>Totals</b>		90,044.59	54,137.11	34,009.99		88,147.10	97.89	1,897.49	4,407.37
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Customer ID	Invoice number	Date
6497-1086	06497CP22360646	September 30, 2022



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

6502 - Books

**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	21	\$102.23 USD	\$0.00 USD	\$102.23 USD
Audiobook	29	\$154.85 USD	\$0.00 USD	\$154.85 USD

<b>Total items:</b>	50	<b>Subtotal:</b>	\$257.08 USD
		<b>Tax amount:</b>	\$0.00 USD
		<b>Total:</b>	<b>\$257.08 USD</b>

**Amount due: \$257.08 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	06497CP22360646	September 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
1	9780385547376	Lessons in Chemistry	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	6	\$33.00 USD	0.00%	\$0.00 USD	\$33.00 USD	Allie Paarsmith	
2	9781442372979	Ugly Love	Simon & Schuster Audio	🎧	Adult Fiction	CPC	\$3.99 USD	4	\$15.96 USD	0.00%	\$0.00 USD	\$15.96 USD	Allie Paarsmith	
3	9781984821621	The Challenge	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	3	\$16.50 USD	0.00%	\$0.00 USD	\$16.50 USD	Allie Paarsmith	
4	9781488214202	On a Quiet Street	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	3	\$8.97 USD	0.00%	\$0.00 USD	\$8.97 USD	Allie Paarsmith	
5	9780525657750	Crying in H Mart	Knopf Doubleday Publishing Group	📖	Adult Nonfiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
6	9780593158692	Carrie Soto Is Back	Random House Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	2	\$11.00 USD	0.00%	\$0.00 USD	\$11.00 USD	Allie Paarsmith	
7	9780593452110	The Lincoln Highway	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	2	\$19.00 USD	0.00%	\$0.00 USD	\$19.00 USD	Allie Paarsmith	
8	9780593153901	Crying in H Mart	Books on Tape	🎧	Adult Nonfiction	CPC	\$6.65 USD	2	\$13.30 USD	0.00%	\$0.00 USD	\$13.30 USD	Allie Paarsmith	
9	9781977311399	His Cocky Valet--Undue Arrogance Book 1	Tantor Media, Inc.	🎧	Adult Fiction	CPC	\$2.39 USD	2	\$4.78 USD	0.00%	\$0.00 USD	\$4.78 USD	Allie Paarsmith	
10	9780062985057	The Guest List	HarperAudio	🎧	Adult Fiction	CPC	\$2.99 USD	2	\$5.98 USD	0.00%	\$0.00 USD	\$5.98 USD	Allie Paarsmith	
11	9781681771021	Hair	Pegasus Books	📖	Adult Nonfiction	CPC	\$0.75 USD	1	\$0.75 USD	0.00%	\$0.00 USD	\$0.75 USD	Allie Paarsmith	
12	9780061804168	Fragile Things	HarperCollins	📖	Adult Fiction	CPC	\$1.49 USD	1	\$1.49 USD	0.00%	\$0.00 USD	\$1.49 USD	Allie Paarsmith	
13	9780994054456	The Chase	Elle Kennedy Inc.	📖	Adult Fiction	CPC	\$0.99 USD	1	\$0.99 USD	0.00%	\$0.00 USD	\$0.99 USD	Allie Paarsmith	
14	9781984821652	Beautiful	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	9780593438541	Every Summer After	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
16	9780525539025	This Time Tomorrow	Penguin Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
17	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	
18	9780385549332	Sparring Partners	Knopf Doubleday Publishing Group	📖	Adult Fiction	CPC	\$5.50 USD	1	\$5.50 USD	0.00%	\$0.00 USD	\$5.50 USD	Allie Paarsmith	
19	9781488214189	The German Wife	Harlequin Audio	🎧	Adult Fiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
20	9780593614174	Carrie Soto Is Back	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
21	9781943935437	Wyatt	SDG Publishing	🎧	Adult Fiction	CPC	\$2.40 USD	1	\$2.40 USD	0.00%	\$0.00 USD	\$2.40 USD	Allie Paarsmith	
22	9780593591116	Love on the Brain	Books on Tape	🎧	Adult Fiction	CPC	\$7.60 USD	1	\$7.60 USD	0.00%	\$0.00 USD	\$7.60 USD	Allie Paarsmith	
23	9780593591642	Tomorrow, and Tomorrow, and Tomorrow	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
24	9780593587348	Meant to Be	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
25	9780593557440	I'll Be You	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
26	9780593551905	Every Summer After	Books on Tape	🎧	Adult Fiction	CPC	\$7.60 USD	1	\$7.60 USD	0.00%	\$0.00 USD	\$7.60 USD	Allie Paarsmith	
27	9781666532456	Home in Carolina	Dreamscape Media	🎧	Adult Fiction	CPC	\$2.89 USD	1	\$2.89 USD	0.00%	\$0.00 USD	\$2.89 USD	Allie Paarsmith	
28	9781980091448	The Girl In His Shadow	Recorded Books, Inc.	🎧	Adult Fiction	CPC	\$5.45 USD	1	\$5.45 USD	0.00%	\$0.00 USD	\$5.45 USD	Allie Paarsmith	
29	9780593451496	The Man Who Died Twice	Books on Tape	🎧	Adult Fiction	CPC	\$9.50 USD	1	\$9.50 USD	0.00%	\$0.00 USD	\$9.50 USD	Allie Paarsmith	
30	9781666537338	The Temporary Roomie	Dreamscape Media	🎧	Adult Fiction	CPC	\$1.99 USD	1	\$1.99 USD	0.00%	\$0.00 USD	\$1.99 USD	Allie Paarsmith	

Customer ID	Invoice number	Date
6497-1086	06497CP22360646	September 30, 2022

#	ISBN	Title	Publisher	Format	Audience	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Added by	Notes
31	9781515925903	Braiding Sweetgrass	Tantor Media, Inc.		Adult Nonfiction	CPC	\$2.99 USD	1	\$2.99 USD	0.00%	\$0.00 USD	\$2.99 USD	Allie Paarsmith	
32	9781501935534	An Offer from a Gentleman	Recorded Books, Inc.		Adult Fiction	CPC	\$5.45 USD	1	\$5.45 USD	0.00%	\$0.00 USD	\$5.45 USD	Allie Paarsmith	

Format	Items	Subtotal	Tax amount	Total
Ebook	21	\$102.23 USD	\$0.00 USD	\$102.23 USD
Audiobook	29	\$154.85 USD	\$0.00 USD	\$154.85 USD

**Total items:** 50 **Subtotal:** \$257.08 USD

**Tax amount:** \$0.00 USD

**Total:** **\$257.08 USD**

**Amount due:** **\$257.08 USD**



6507 - 10.00 processing supplies  
6521 - 25.96 cleaning supplies

Invoice # 1RNQ-1H6W-JLTN | **Invoice**  
October 08, 2022

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

**Invoice summary** *Payment due by November 07, 2022*

Item subtotal before tax	\$ 35.96
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
<hr/>	
Total before tax	\$ 35.96
Tax	\$ 0.00
<hr/>	
<b>Amount due</b>	<b>\$ 35.96 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** 07-Oct-2022

**Purchased by** Allie Paarsmith

**PO #** APsupplies-OCT22

**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 12" x 12" Buff Pro Multi-Surface Microfiber Cleaning Cloths   Purple - 12 Pack   Premium Microfiber Towels for Cleaning Glass, Kitchens, Bathrooms, Au	2	\$12.98	\$25.96	0.000%
<p>ASIN: B06XNSTDQZ Sold by: Microfiber Wholesale Order # 112-0636837-6153834</p>				



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Description	Qty	Unit price	Item subtotal before tax	Tax
2 Uni-Ball Signo Broad Point Gel Impact Pen White 5 pens	1	\$10.00	\$10.00	0.000%
ASIN: B07V48D88L Sold by: Rena Tanimoto				
Order # 112-0636837-6153834				
Total before tax				\$35.96
Tax				\$0.00
<b>Amount due</b>				<b>\$35.96</b>

---

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



PO Box 37600  
Philadelphia, PA 19101-0600

6507 - paper

**Sold To:**

8512 1 MB 0.515 E0289X I0517 D2973740970 S3 P4065740 0001:0001



WEST LIBERTY PUBLIC LIBRARY  
400 N SPENCER ST  
WEST LIBERTY IA 52776-1355

**Invoice**


Order Date: 09/07/2022  
Ship Date: 09/12/2022  
Invoice Date: 09/12/2022  
Due Date: 10/12/2022  
TIN: 04-2896127

**Ship To:**

West Liberty Public Library  
400 N Spencer St  
West Liberty IA 52776

Customer PO: paarsmichallie Order#: 163923085 Invoice #: 27640078 Account #: 3553823

Item Number	Description	Color	Qty Shipped	Price	Unit	Extended
901-720222CT	Qb 8.5X11 copy 20 92 10Rm wht	White	3	\$41.99	carton	\$125.97



View your account balance and pay invoices online!  
Go to [Quill.com/billing](https://www.quill.com/billing)

**Electronic Payment Info:**

Quill Corporation  
Account 4353724479  
Routing 121000248  
arpayment@quill.com

😊 Always happy to help  
☎ 800.982.3400 ✉ [invoice@quill.com](mailto:invoice@quill.com)

Merchandise Amt: \$125.97  
Tax: \$0.00  
Shipping: Free  
**Amount Due: \$125.97**

Pay this invoice or track the status of this order at [Quill.com/myaccount](https://www.quill.com/myaccount)

To ensure proper payment, include this portion along with your check to the address shown. Include your Account Number.  
If you're paying multiple invoices at one time, submit each invoice stub that you would like your payment applied to.

Account Number: 3553823  
West Liberty Public Library

Payable to:

Quill LLC  
P.O. Box 37600  
Philadelphia, PA 19101-0600



Invoice Number: 27640078  
Invoice Date: 09/12/2022  
Amount Due: \$125.97  
Payable in US Dollars

0011000000276400780003553823310000000125971

Send To LOCAL

Johnson Controls Fire Protection LP



D-U-N-S 09-4738007  
FED. ID 58-2608861

District # 320  
11318 Aurora Ave  
URBANDALE, IA 50322-0000  
515-278-4100

INVOICE NO.  
23174584

INVOICE DATE  
10-03-22

CUSTOMER PO



CONTRACT #  
33821634

MODIFIER  
R01-JUN-2022

PAYMENT TERMS  
NET 30

**Bill To:** 320-00748437

West Liberty Library  
400 N Spencer St  
WEST LIBERTY, IA 52776-1326

**Ship To:** 320-00748437  
West Liberty Library  
400 N Spencer St  
WEST LIBERTY IA 52776-1326

6350 - Fire contract

**Requestors Name:** McMahon, Janette

CONTRACT DESCRIPTION	CONTRACT START DATE	CONTRACT END DATE
West Liberty Library-400 N Spencer St-00748437	01-NOV-22	31-OCT-23

INVOICE NOTES:

Annual billing for the Fire Alarm Contract which provides testing, maintenance, parts replacement & service calls during normal SimplexGrinnell business hours. Batteries & peripheral devices shall be purchased by customer as needed. 50% of the smoke detectors will be sensitivity tested and cleaned each year. Fire Extinguisher Contract provides testing & inspection of (9) fire extinguishers. All parts and service calls are billable.

Total Contract Amount	-	\$3,439.80	Amount Of Current Invoice	-	\$3,439.80
			Sales Tax	-	\$0.00
			Total Amount Included	-	\$3,439.80
			Payment Received	-	\$0.00
<b>Total Amount Due</b>					<b>\$3,439.80</b>

REMITTANCE COPY



PLEASE TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT - WRITE INVOICE NO. ON YOUR CHECK

TOTAL AMOUNT DUE  
**\$3,439.80**

BILL TO: West Liberty Library  
320-00748437

INVOICE NUMBER: 23174584

SHIP TO: West Liberty Library  
320-00748437

INVOICE DATE: 10-03-22

CUSTOMER P.O.:

REMIT TO: Johnson Controls Fire Protection LP  
Dept. CH 10320  
Palatine, IL 60055-0320

7000343980223174584

## TERMS AND CONDITIONS OF SALE

- 1. Acknowledgement.** Customer acknowledges and agrees that equipment or services provided pursuant to this invoice shall be provided pursuant to the terms and conditions hereof, unless otherwise provided pursuant to an executed agreement between the parties.
- 2. Payment.** Payment shall be made in accordance with the terms designated on this invoice. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees.
- 3. Security Interest.** Customer grants to Johnson Controls Fire Protection LP ("Company") and Company retains a security interest in all equipment shipped pursuant to this invoice and proceeds thereof until Customer shall have made full payment. In the event of Customer's failure to make payment of any amount when due, the entire balance shall become due and payable immediately. In case of default, Company shall have the right to take possession of the equipment immediately, wherever it may be found, and remove it with or without process of law and may retain all money paid hereunder as liquidated damages and rental for said equipment. Customer shall not sell (except in the ordinary course of business), mortgage, pledge or lease said equipment without prior permission of Company.
- 4. Limited Warranty.** **COMPANY WARRANTS THAT ITS WORKMANSHIP AND MATERIAL FURNISHED UNDER THIS AGREEMENT WILL BE FREE FROM DEFECTS FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF FURNISHING.** Company's liability shall be limited to repair or replacement of equipment that Company's inspection discloses is defective. Where Company provides product or equipment of others, Company will warrant the product or equipment only to the extent warranted by such third party. **EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER. IN NO EVENT SHALL COMPANY BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER.** This warranty does not apply to equipment that has been subjected to abuse, mishandling, improper use or installation by any third party.
- 5. No Acceptance.** Issuance of this invoice shall not be construed as an acceptance of the terms or conditions of any Customer purchase order or like document, or any certification of any kind by Company.
- 6. Taxes.** Customer shall pay any tax, however designated, levied or based.
- 7. General.** If any provision of this invoice is held by any court or other competent authority to be void or unenforceable in whole or in part, this invoice will continue to be valid as to the other provisions and the remainder of the affected provision. It is agreed that no suit, or cause of action or other proceeding shall be brought against Company more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this invoice.



District # 320  
 11318 Aurora Ave  
 URBANDALE, IA 50322-0000  
 515-278-4100

Johnson Controls Fire Protection LP

INVOICE NO.
23174584
DATE OF INVOICE
10-03-22



INVOICE CONTRACT DETAIL

Service Plan Name	Billing Start Date	Billing End Date	Ship To Address	Covered Product	Qty	Description	Amount
Fire Alarm Test & Inspect - Panel Parts and Labor Only	01-NOV-22	31-OCT-23	400 N Spencer St, , WEST LIBERTY, IA	SYSTEM-FA-SMPLX 4004/4005	1	SIMPLEX 4004/4005 SYSTEM	\$2,375.53
				FA-MAIN PANEL	1	Main Fire Alarm Panel	
				FA-ANNUNCIATOR	2	Annunciator	
				FA-SMOKE DET W/HEAT	34	Smoke Detector with Heat Conventional	
ALARM & DETECTION-SMOKE DETECTOR SENSITIVITY	01-NOV-22	31-OCT-23	400 N Spencer St, , WEST LIBERTY, IA	FA-HEAT DETECTOR	1	Heat Detector Restorable	\$475.12
				FA-DUCT DETECTOR	2	Duct Detector Conventional	
				FA-PULL	7	Pull Station	
				FA-NOTIFICATION APPL	18	Audio-Visual Notification Conventional	
ALARM & DETECTION-SMOKE DETECTOR CLEANING	01-NOV-22	31-OCT-23	400 N Spencer St, , WEST LIBERTY, IA	SYSTEM-FA-SMPLX 4004/4005	1	SIMPLEX 4004/4005 SYSTEM	\$475.12
				FA-SENSTVTY	1	** IB ONLY ** SENSITIVITY TEST	
				FA-PSD	34	** IB ONLY ** PHOTO SMOKE DETECTOR	
Extinguisher Test Inspect	01-NOV-22	31-OCT-23	400 N Spencer St, , WEST LIBERTY, IA	SYSTEM-EX-EXTINGUISHERS	1	EXTINGUISHERS/PORTABLES SYSTEM	\$114.03
				EX-DRY CHEM - STORED PRES	9	Dry chem - stored pressure- refillable (ABC)	



INVOICE

INVOICE #: 2037045455  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 230684 L522375 2 B00000  
 ATS #: MOM9971307

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	EVERY SUMMER AFTER 82313261	AOA-SEP22	FORTUNE, CARLEY	PAP 538877987	9780593438534 0593438531	PENGU	16.00	40.0%	9.60	11.69
1	WOMEN COULD FLY 82313261	AOA-SEP22	GIDDINGS, MEGAN	HRD 538694570	9780063116993 0063116995	HARPE	26.99	43.0%	15.38	16.07
1	WITCH AND THE TSAR 82313261	AOA-SEP22	GILMORE, OLESYA	HRD 538691022	9780593546970 0593546970	PENGU	27.00	43.0%	15.39	16.08
1	HAUNTED HISTORY OF INVISIBLE WOMEN TRUE 82313261	AOA-SEP22	HIEBER, LEANNA	PAP 538185848	9780806541587 080654158X	KNSGT	16.95	40.0%	10.17	12.26
1	CALLING FOR A BLANKET DANCE 82313261	AOA-SEP22	HOKEAH, OSCAR	HRD 538698643	9781643751474 1643751476	WORKM	27.00	43.0%	15.39	16.08
1	OTHER TERRORS AN INCLUSIVE ANTHOLOGY 82313261	AOA-SEP22	LIAGUNO, VINCE	PAP 538701331	9780358658894 0358658896	HPCLP	16.99	40.0%	10.19	12.28
1	MATCHMAKERS GIFT 82313261	AOA-SEP22	LOIGMAN, LYNDA	HRD 538175049	9781250278098 1250278090	STMAR	27.99	43.0%	15.95	16.64
1	REGENESIS FEEDING THE WORLD WITHOUT DEVO 82313261	AOA-SEP22	MONBIOT, GEORGE	PAP 538697544	9780143135968 0143135961	PENGU	18.00	40.0%	10.80	12.89
1	DAUGHTER OF DOCTOR MOREAU 82313261	AOA-SEP22	MORENO-GARCIA,	HRD 535847302	9780593355336 0593355334	RANDO	28.00	43.0%	15.96	16.65
1	BRONZE DRUM 82313261	AOA-SEP22	NGUYEN, PHONG	PAP 538694691	9781538753705 1538753707	GRDCT	17.99	40.0%	10.79	12.88
1	MY BOY WILL DIE OF SORROW A MEMOIR OF IM 82313261	AOA-SEP22	OLIVARES, EFR?N	HRD 538702126	9780306847288 0306847280	HCTBK	29.00	43.0%	16.53	17.22
1	MERMAID OF BLACK CONCH 82313261	AOA-SEP22	ROFFEY, MONIQUE	HRD 538702480	9780593534205 0593534204	RANDO	26.00	43.0%	14.82	15.51
1	ON THE ROOFTOP 82313261	AOA-SEP22	SEXTON, MARGARE	HRD 538690158	9780063139961 0063139960	HARPE	28.99	43.0%	16.52	17.21
1	EAT UP FOOD APPETITE AND EATING WHAT YOU 82313261	AOA-SEP22	TANDOH, RUBY	PAP 538703181	9780593466810 0593466810	RANDO	16.00	40.0%	9.60	11.69
1	LOVE IN THE TIME OF SERIAL KILLERS 82313261	AOA-SEP22	THOMPSON, ALICI	PAP 536256776	9780593438657 0593438655	PENGU	17.00	40.0%	10.20	12.29
1	ANGELIKA FRANKENSTEIN MAKES HER MATCH 82313261	AOA-SEP22	THORNE, SALLY	PAP 538175666	9780062912831 0062912836	HPCLP	17.99	40.0%	10.79	12.88
1	SPELLS FOR FORGETTING 82313261	AOA-SEP22	YOUNG, ADRIENNE	HRD 538263149	9780593358511 0593358511	RANDO	28.00	43.0%	15.96	15.96
1	SOLITO 82313261	AOA-SEP22	ZAMORA, JAVIER	HRD 538190135	9780593498064 0593498062	RANDO	28.00	43.0%	15.96	16.65
1	SEA MONSTER 82291095	KBJSPT22	LUKOFF, KYLE	HRD 536033231	9781338794687 133879468X	SCHOH	23.99	5.0%	22.79	22.79
1	NO BUS NO FUSS 82291095	KBJSPT22	PENNEY, SHANNON	PAP 536033101	9781338847963 1338847961	SCHOH	5.99	20.0%	4.79	6.88
20					PAGE TOTAL				292.60	
29					USD CURRENCY					
					SUB TOTAL					423.86
					USD CURRENCY					



INVOICE

INVOICE #: 2037045455  
INVOICE DATE: 10/04/22  
ACCOUNT #: 230684 L522375 2 B00000  
ATS #: MOM9971307

PAGE: 003

15 MYLAR JACKET STANDAR AT	0.69	=	10.35
12 LAMINATE COVERS ON P AT	2.09	=	25.08
TOTAL			35.43

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 423.86

REMIT TO: BAKER & TAYLOR  
P.O. BOX 277930  
ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE





INVOICE

INVOICE #: 2037039000  
 INVOICE DATE: 09/30/22  
 ACCOUNT #: 230684 L522375 2 B00000  
 ATS #: MOM9962462

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 00-00000000000000  
 PO#:

BILL TO: ACCOUNT #: 230684 L522375 2 B00000  
 SAN #:  
 NAME: WEST LIBERTY PUBLIC LIBRARY  
 ADDRESS: 400 N SPENCER  
 WEST LIBERTY IA 52776

MAIL TO: NAME: WEST LIBERTY PUBLIC LIBRARY  
 ADDRESS: 400 N SPENCER  
 WEST LIBERTY IA 52776

SHIP TO: ACCOUNT #: 230684 L522375 2 000000  
 SAN #: 3057844  
 NAME: WEST LIBERTY PUBLIC LIBRARY  
 ADDRESS: 400 N SPENCER  
 WEST LIBERTY IA 52776

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10	VAS				
1	FEN BOG AND SWAMP A SHORT HISTORY OF PEA 82256227	AOA-AUG22	PROULX, ANNIE	HRD 531084783	9781982173357 1982173351	SIMON	26.99	43.0%	15.38	16.07
1	CONOCE TU POSPARTO 40 D?AS Y 500 NOCHES 82308346	AOPG-SEP22	AGUILAR, LAIA	PAP 534058651	9788418055294 8418055294	PRGEU	21.95	40.0%	13.17	15.26
1	JUJUTSU KAISEN 17 82308346	AOPG-SEP22	AKUTAMI, GEGE	PAP 534040403	9781974732333 1974732339	VIZCO	9.99	40.0%	5.99	8.08
1	EL TERCER PARAISO THE 3RD PARADISE 82308346	AOPG-SEP22	ALARC?N, CRISTI	PAP 538271778	9781644735992 1644735997	PRGEU	19.95	40.0%	11.97	14.06
1	CONTROLA TU MENTE GET OUT OF YOUR HEAD L 82308346	AOPG-SEP22	ALLEN, JENNIE	PAP 534052511	9781644732786 1644732785	PRGEU	13.99	40.0%	8.39	10.48
1	VIOLETA 82308346	AOPG-SEP22	ALLENDE, ISABEL	PAP 534018843	9780593558713 0593558715	RANDO	30.00	40.0%	18.00	20.09
1	VIOLETA 82308346	AOPG-SEP22	ALLENDE, ISABEL	HRD 538267262	9781644734780 1644734788	RNDHE	28.00	43.0%	15.96	16.65
1	VACUNAS VACCINES CUANDO LOS SERES HUMANO 82308346	AOPG-SEP22	ALMENDRAL, GRAZ	PAP 534059962	9788417694333 8417694331	SPSHP	17.95	40.0%	10.77	12.86
1	ALICE IN BORDERLAND 1 82308346	AOPG-SEP22	ASO, HARO	PAP 534030678	9781974728374 1974728374	VIZCO	19.99	40.0%	11.99	14.08
9				PAGE TOTAL USD CURRENCY						127.63



INVOICE

INVOICE #: 2037039000  
 INVOICE DATE: 09/30/22  
 ACCOUNT #: 230684 L522375 2 B00000  
 ATS #: MOM9962462

PAGE: 003

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	EL IMPERIO DEL DOLOR	EMPIRE OF PAIN LA	KEEFE, PATRICK	PAP	9788418052491	PRGEU	24.95	40.0%	14.97	17.06
	82308346	AOPG-SEP22		534019990	841805249X					
1	SIN PAREJA A PROPOSITO	SINGLE ON PURPOSE	KIM, JOHN	PAP	9780063068049	HRPSP	16.99	40.0%	10.19	12.28
	82308346	AOPG-SEP22		534056273	0063068044					
1	YERBA BUENA		LACOUR, NINA	PAP	9788416517633	SPSHP	20.95	40.0%	12.57	14.66
	82308346	AOPG-SEP22		534018796	8416517630					
1	BRUJA WITCH DESPERTAR	EL PODER ANCESTRAL	LISTER, LISA	PAP	9788417399085	SPSHP	20.95	5.0%	19.90	21.99
	82308346	AOPG-SEP22		538270306	8417399089					
1	BRUJAS WITCHES		LOZANO, BRENDA	PAP	9786073189194	PRGEU	18.95	40.0%	11.37	13.46
	82308346	AOPG-SEP22		534020071	6073189192					
1	YOGA PARA DORMIR	YOGA FOR BEDTIME DISFRU	MARIKO, TOMOYA	PAP	9788416788620	SPSHP	16.95	40.0%	10.17	12.26
	82308346	AOPG-SEP22		534061214	8416788626					
1	PALABRAS QUE NUNCA TE	DIJE WORDS I NEVE	MART?NEZ, MAR?A	PAP	9788417421434	SPSHP	17.95	40.0%	10.77	12.86
	82308346	AOPG-SEP22		538273083	8417421432					
1	UNA CANCI?N PARA	NOVALIE A SONG FOR NOVA	MART?NEZ, MAR?A	PAP	9788417421441	SPSHP	18.95	40.0%	11.37	13.46
	82308346	AOPG-SEP22		538273092	8417421440					
1	KAIJU NO 8 1		MATSUMOTO, NAOY	PAP	9781974725984	VIZCO	9.99	40.0%	5.99	8.08
	82308346	AOPG-SEP22		534032666	1974725987					
1	KAIJU NO 8 2		MATSUMOTO, NAOY	PAP	9781974727148	VIZCO	9.99	40.0%	5.99	8.08
	82308346	AOPG-SEP22		534032673	1974727149					
1	KAIJU NO 8 3		MATSUMOTO, NAOY	PAP	9781974728992	VIZCO	9.99	40.0%	5.99	8.08
	82308346	AOPG-SEP22		534032677	1974728994					
1	TENGO UN NOMBRE	KNOW MY NAME UNA BIOGRAF	MILLER, CHANEL	PAP	9788418187933	PRGEU	27.95	40.0%	16.77	18.86
	82308346	AOPG-SEP22		534019071	841818793X					
1	ENS?ALE A TU ANSIEDAD	QUIEN MANDA SHOW	MINDEN, JOEL, P	PAP	9786073802109	PRGEU	15.95	5.0%	15.15	17.24
	82308346	AOPG-SEP22		534052770	6073802102					
1	LA NOCHE ERA	TERCIOPELO VELVET WAS THE N	MORENO-GARC?A,	PAP	9788416517657	SPSHP	20.95	40.0%	12.57	14.66
	82308346	AOPG-SEP22		534113605	8416517657					
1	SAINT YOUNG MEN 1		NAKAMURA, HIKAR	HRD	9781632369369	RANDO	23.99	43.0%	13.67	13.67
	82308346	AOPG-SEP22		534031944	1632369362					
1	SAINT YOUNG MEN 3		NAKAMURA, HIKAR	HRD	9781632369765	RANDO	23.99	43.0%	13.67	13.67
	82308346	AOPG-SEP22		534032003	1632369761					
1	SAINT YOUNG MEN 2		NAKAMURA, HIKAR	HRD	9781632369758	RANDO	23.99	43.0%	13.67	13.67
	82308346	AOPG-SEP22		534032037	1632369753					
1	MOB PSYCHO 100 2		ONE	PAP	9781506709888	RANDO	11.99	40.0%	7.19	9.28
	82308346	AOPG-SEP22		534037222	1506709885					
1	MOB PSYCHO 100 3		ONE	PAP	9781506709895	RANDO	11.99	40.0%	7.19	9.28
	82308346	AOPG-SEP22		534037252	1506709893					
1	WAY OF THE HOUSEHUSBAND	8	OONO, KOUSUKE	PAP	9781974732234	VIZCO	12.99	40.0%	7.79	9.88
	82308346	AOPG-SEP22		534028796	1974732231					
1	WAY OF THE HOUSEHUSBAND	7	OONO, KOUSUKE	PAP	9781974727285	VIZCO	12.99	40.0%	7.79	9.88
	82308346	AOPG-SEP22		534028905	1974727289					
1	BULLET THAT MISSED		OSMAN, RICHARD	PAP	9780593632666	RANDO	29.00	40.0%	17.40	19.49
	82308346	AOPG-SEP22		538683777	0593632664					
22										291.85

PAGE TOTAL  
USD CURRENCY

INVOICE

INVOICE #: 2037039000  
 INVOICE DATE: 09/30/22  
 ACCOUNT #: 230684 L522375 2 B00000  
 ATS #: MOM9962462

PAGE: 004

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	MUCHA TETA LOTS OF BREASTFEEDING EL MANU 82308346	AOPG-SEP22	PADR?, ALBA	PAP	9788418055508	PRGEU	26.95	40.0%	16.17	18.26
1	EL DUQUE Y YO THE DUKE AND I 82308346	AOPG-SEP22	QUINN, JULIA	PAP	9788416622658	SPSHP	14.95	40.0%	8.97	11.06
1	TU LENGUA EN MI BOCA YOUR TONGUE IN MY M 82308346	AOPG-SEP22	RETANA, LUISA R	PAP	9786073802987	PRGEU	18.95	40.0%	11.37	13.46
1	LAS HEREDERAS DE LA SINGER 82308346	AOPG-SEP22	RIVERA, ANA LEN	PAP	9788425360978	PRGEU	22.95	40.0%	13.77	15.86
1	LLORANDO EN EL BANO CRYING IN THE BATHRO 82308346	AOPG-SEP22	SANCHEZ, ERIKA	PAP	9780593314739	RNDHE	17.95	40.0%	10.77	12.86
1	CRYING IN THE BATHROOM A MEMOIR 82308346	AOPG-SEP22	SANCHEZ, ERIKA	HRD	9780593296936	PENGU	27.00	43.0%	15.39	16.08
1	DREAMLAND 82308346	AOPG-SEP22	SPARKS, NICHOLA	PAP	9780593677933	RANDO	31.00	40.0%	18.60	20.69
1	HOW DO WE RELATIONSHIP 1 82308346	AOPG-SEP22	TAMIFULL	PAP	9781974711741	VIZCO	9.99	5.0%	9.49	11.58
1	?MANOS A LA OBRA GET IT DONE NOW RECUPER 82308346	AOPG-SEP22	TRACY, BRIAN	PAP	9786073814416	PRGEU	15.95	40.0%	9.57	11.66
1	RECORD OF RAGNAROK 1 82308346	AOPG-SEP22	UMEMURA, SHINYA	PAP	9781974727865	VIZCO	12.99	40.0%	7.79	9.88
1	RECORD OF RAGNAROK 2 82308346	AOPG-SEP22	UMEMURA, SHINYA	PAP	9781974727872	VIZCO	12.99	40.0%	7.79	9.88
1	RECORD OF RAGNAROK 3 82308346	AOPG-SEP22	UMEMURA, SHINYA	PAP	9781974729777	VIZCO	12.99	40.0%	7.79	9.88
1	DESPUES DE LA TORMENTA AFTER THE STORM D 82308346	AOPG-SEP22	UNSWORTH, EMMA	PAP	9788417694654	SPSHP	14.95	40.0%	8.97	11.06
1	HACER DIETA ENGORDA DIETING MAKES YOU FA 82308346	AOPG-SEP22	URIARTE, GABRIE	PAP	9788418620201	PRGEU	20.95	40.0%	12.57	14.66
1	C?MO HACE HOME OFFICE LA GENTE EXITOSA T 82308346	AOPG-SEP22	VANDERKAM, LAUR	PAP	9786073198301	PRGEU	15.95	5.0%	15.15	17.24
1	PAPER GIRLS 2 82308346	AOPG-SEP22	VAUGHAN, BRIAN	PAP	9781632158956	DIACM	12.99	40.0%	7.79	9.88
1	PAPER GIRLS 3 82308346	AOPG-SEP22	VAUGHAN, BRIAN	PAP	9781534302235	DIACM	12.99	40.0%	7.79	9.88
1	BEAUTIFUL COUNTRY A MEMOIR 82308346	AOPG-SEP22	WANG, QIAN JULI	PAP	9780593460016	RANDO	31.00	40.0%	18.60	20.69
1	FRIEREN BEYOND JOURNEYS END 1 82308346	AOPG-SEP22	YAMADA, KANEHIT	PAP	9781974725762	VIZCO	9.99	40.0%	5.99	8.08
1	BANANA FISH 1 82308346	AOPG-SEP22	YOSHIDA, AKIMI	PAP	9781569319727	VIZCO	9.95	40.0%	5.97	8.06
1	SMALL PLEASURES 81761504	APA-DEC21	CHAMBERS, CLARE	PAP	9780063090996	HPCLP	17.99	40.0%	10.79	12.88
1	GOLDEN ENCLAVES 82256360	APREQ-AUG22	NOVIK, NAOMI	HRD	9780593158357	RANDO	28.00	43.0%	15.96	16.65
22	PAGE TOTAL USD CURRENCY								290.23	

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS		
1	LAST KIDS ON EARTH 82256000	KBJAUG22	BRALLIER, MAX	PBD 534019202	9781518203572 1518203574	PPBTM 18.99	20.0%	15.19	15.19
1	REPTILES Y ANFIBIOS REPTANTES CRAWLING R 82256000	KBJAUG22	HOUSEL, DEBRA J	LIB 527468815	9781515751724 1515751724	CAPSP 34.65	20.1%	27.69	27.69
1	LA AMIGA DE OSITO LITTLE BEARS FRIEND 82256000	KBJAUG22	MINARIK, ELSE H	HRD 534057306	9788484649441 848464944X	LECTO 17.99	5.0%	17.09	17.09
1	LLAMA DESTROYS THE WORLD 82256000	KBJAUG22	STUTZMAN, JONAT	SAL 527472313	9781250303172 1250303176	HOLTJ 18.99	20.1%	15.17	15.86
1	SMILE 82256000	KBJAUG22	TELGEMEIER, RAI	SAL 527461368	9780545132053 0545132053	SCHOH 24.99	20.1%	19.97	20.66
1	WANGARI Y LOS ARBOLES DE LA PAZ WANGARIS 82256000	KBJAUG22	WINTER, JEANETT	HRD 534056483	9788493684310 8493684317	LECTO 20.99	5.0%	19.94	19.94
1	DOOR OF NO RETURN 82291095	KBJSEPT22	ALEXANDER, KWAM	HRD 534760498	9780316441865 0316441864	LITLC 17.99	43.0%	10.25	10.94
1	OH SAL 82291095	KBJSEPT22	HENKES, KEVIN	HRD 536021238	9780063244924 0063244926	HARJU 16.99	43.0%	9.68	10.37
1	TWINKLE MAKES MUSIC 82291095	KBJSEPT22	HOLABIRD, KATHA	HRD 536034194	9781534496774 1534496777	SIMJU 17.99	43.0%	10.25	10.94
1	OMEGA MORALES AND THE LEGEND OF LA LECHU 82291095	KBJSEPT22	KEMP, LAEKAN ZE	HRD 536080245	9780316304160 0316304166	LITLC 16.99	43.0%	9.68	10.37
1	DANZA AMALIA HERNANDEZ AND EL BALLETO FOL 82291095	KBJSEPT22	TONATIUH, DUNCA	SAL 534757742	9781419725326 1419725327	ABRJV 19.99	20.1%	15.97	16.66
1	ORPHEN EL BRUJO 1 SORCEROUS STABBER ORPH 82291359	KBPNGSEPT22	AKITA, YOSHINO	BAP 536083234	9788416788927 8416788928	SPSHP 11.95	5.0%	11.35	13.44
1	ORPHEN EL BRUJO 2 SORCEROUS STABBER ORPH 82291359	KBPNGSEPT22	AKITA, YOSHINO	BAP 536083287	9788416788934 8416788936	SPSHP 11.95	40.0%	7.17	9.26
1	ORPHEN EL BRUJO 3 SORCEROUS STABBER ORPH 82291359	KBPNGSEPT22	AKITA, YOSHINO	BAP 536083391	9788416788941 8416788944	SPSHP 11.95	5.0%	11.35	13.44
1	WE ARE NOT BROKEN 82291362	KBYASEPT22	JOHNSON, GEORGE	HRD 536025931	9780759554603 0759554609	LITLC 17.99	43.0%	10.25	10.94
15				PAGE TOTAL					222.79
90				USD CURRENCY					
				SUB TOTAL					1,230.52
				USD CURRENCY					
13	MYLAR JACKET STANDAR AT	0.69 =	8.97						
70	LAMINATE COVERS ON P AT	2.09 =	146.30						
	TOTAL		155.27						

TOTAL AMOUNT DUE 1,230.52

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR  
P.O. BOX 277930  
ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10				
1	FRANKENSTEIN OR THE MODERN PROMETHEUS	SHELLEY, MARY W	PAP	9780141439471	PENGU	10.00	BACK ORDERED	OS	
	82313261	AOA-SEP22		538267878	0141439475				
1	KILLERS OF A CERTAIN AGE	RAYBOURN, DEANN	HRD	9780593200681	PENGU	27.00	BACK ORDERED	BP	
	82313261	AOA-SEP22		538195559	0593200683				
1	MAYBE NOW A NOVEL	HOOVER, COLLEEN	PAP	9781668013342	SMNPB	17.99	BACK ORDERED	BP	
	82313261	AOA-SEP22		538683067	1668013347				
1	VERY SECRET SOCIETY OF IRREGULAR WITCHES	MANDANNA, SANGU	PAP	9780593439357	PENGU	17.00	BACK ORDERED	OS	
	82313261	AOA-SEP22		538228845	059343935X				
1	WE HAVE ALWAYS LIVED IN THE CASTLE	JACKSON, SHIRLE	PAP	9780143039976	PENGU	17.00	BACK ORDERED	BP	
	82313261	AOA-SEP22		535672434	0143039970				



## INVOICE

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	MONSTROUS THE LORE GORE AND SCIENCE BEHI 82291095		BECCIA, CARLYN	HRD 534924651	9781512449167 1512449164	LERNT	24.99	43.0%	14.24	14.24
1	FARMHOUSE 82291095	KBJSEPT22	BLACKALL, SOPHI	SAL 536014039	9780316528948 0316528943	LITLTC	18.99	20.1%	15.17	15.86
1	BIZCOCHO Y LAS LLAMITAS BISCUIT AND THE 82291095	KBJSEPT22	CAPUCILLI, ALYS	HRD 536032298	9780063071001 0063071002	HRPSP	16.99	43.0%	9.68	10.37
1	PASHMINA 82291095	KBJSEPT22	CHANANI, NIDHI	PAP 534923772	9781626720879 1626720878	FVHPS	17.99	40.0%	10.79	12.88
1	FALLING SHORT 82291095	KBJSEPT22	CISNEROS, ERNES	HRD 534924355	9780062881724 0062881728	HARJU	16.99	43.0%	9.68	10.37
1	BUNHEADS 82291095	KBJSEPT22	COPELAND, MISTY	SAL 534757537	9780399547645 0399547649	PENGJ	17.99	20.1%	14.37	15.06
1	BACKYARD BUG BOOK FOR KIDS STORYBOOK INS 82291095	KBJSEPT22	DAVIDSON, LAURE	PAP 536020821	9781641525251 1641525258	CLSMA	6.99	5.0%	6.64	8.73
1	SERENA SAYS 82291095	KBJSEPT22	DAVIS, TANITA S	HRD 534924272	9780062936974 0062936972	HARJU	16.99	43.0%	9.68	10.37
1	RUINS OF GORLAN 82291095	KBJSEPT22	FLANAGAN, JOHN	PAP 536015071	9780142406632 0142406635	PENGJ	8.99	40.0%	5.39	7.48
1	HOW TO BUILD A HUG TEMPLE GRANDIN AND HE 82291095	KBJSEPT22	GUGLIELMO, AMY	SAL 534924477	9781534410978 153441097X	SIMJU	18.99	20.1%	15.17	15.86
1	BOOK OF NOT ENTIRELY USEFUL ADVICE 82291095	KBJSEPT22	HARROLD, A. F.	HRD 534924609	9781547606771 1547606770	BLMSY	19.99	43.0%	11.39	12.08
1	LUPE WONG NO BAILA LUPE WONG WONT DANCE 82291095	KBJSEPT22	HIGUERA, DONNA	PAP 534923262	9781646140329 164614032X	CHRNJ	9.99	20.1%	7.98	10.07
1	NO BOY EL NINO QUE DICE NO 82291095	KBJSEPT22	HILL, ELLIA ANA	HRD 534759981	9781948066396 1948066394	SMIGI	13.99	5.0%	13.29	13.29
1	CAT STORY 82291095	KBJSEPT22	HUSTED, URSULA	PAP 534923804	9780062932044 0062932047	HARJU	12.99	40.0%	7.79	9.88
1	CHOOSING BRAVE HOW MAMIE TILL MOBLEY AND 82291095	KBJSEPT22	JOY, ANGELA	SAL 536019603	9781250220950 1250220955	HOLTJ	19.99	20.1%	15.97	16.66
1	SHONA FINDS HER VOICE 82291095	KBJSEPT22	KESSLER, LIZ	HRD 536034497	9781536215236 1536215236	CANWP	14.99	43.0%	8.54	9.23
1	EMILY?S BIG DISCOVERY 82291095	KBJSEPT22	KESSLER, LIZ	SAL 536034636	9781536215229 1536215228	CANWP	14.99	20.1%	11.98	12.67
1	AMIGOS PARA SIEMPRE FOREVER FRIENDS 82291095	KBJSEPT22	KOCHAR, AMANDEE	LIB 536031877	9781518262975 151826297X	PWPSP	15.99	20.1%	12.78	12.78
1	KIKI KALLIRA BREAKS A KINGDOM 82291095	KBJSEPT22	MANDANNA, SANGU	HRD 534924307	9780593206973 0593206975	PENGJ	17.99	43.0%	10.25	10.94
1	EL DON DE UNA FAMILIA THE GIFT OF FAMILY 82291095	KBJSEPT22	MARTINEZ, SUSAN	PAP 534923484	9780736442343 0736442340	RANDJ	5.99	20.0%	4.79	6.88
1	HOW MANY GUINEA PIGS CAN FIT ON A PLANE 82291095	KBJSEPT22	OVERDECK, LAURA	PBD 534924380	9781537962993 153796299X	PPBTM	19.99	20.0%	15.99	15.99
1	?HORA DEL F?TBOL SOCCER TIME 82291095	KBJSEPT22	PIERCE, TERRY	PAP 536032116	9780593177761 0593177762	RANDJ	4.99	40.1%	2.99	5.08
22				PAGE TOTAL						256.77
				USD CURRENCY						



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INVOICE #: 2037021536  
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	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS		
1	LANGUAGE OF SEABIRDS 82291095	KBJSEPT22	TAYLOR, WILL	HRD 536022284	9781338753738 1338753738	SCHOH 17.99	43.0%	10.25	10.94
1	SCIENCE COMICS 21 DIGESTIVE SYSTEM: A TO 82291095	KBJSEPT22	VIOLA, JASON	HRD 534923698	9781250204059 1250204054	FVHPS 19.99	43.0%	11.39	11.39
1	PIGEON WILL RIDE THE ROLLER COASTER 82291095	KBJSEPT22	WILLEMS, MO	SAL 534760243	9781454946861 1454946865	STERJ 17.99	20.1%	14.37	14.37
1	NO DEJES QUE LA PALOMA CONDUZCA EL AUTOB 82291095	KBJSEPT22	WILLEMS, MO	PBD 536105618	9781448754878 1448754879	PPBTR 17.99	20.0%	14.39	14.39
1	LA PALOMA ENCUENTRA UN PERRO CALIENTE 82291095	KBJSEPT22	WILLEMS, MO	PBD 536105695	9781480602984 1480602981	PPBTR 19.99	20.0%	15.99	15.99
5				PAGE TOTAL					67.08
36				USD CURRENCY					461.99
				SUB TOTAL					461.99
				USD CURRENCY					461.99
15	MYLAR JACKET STANDAR AT	0.69 =	10.35						
9	LAMINATE COVERS ON P AT	2.09 =	18.81						
	TOTAL		29.16						

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 461.99

REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

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1	ALICE IN BORDERLAND 2 82308346	AOPG-SEP22	ASO, HARO	PAP	9781974728558	VIZCO	19.99		
				534030786	1974728552		BACK ORDERED	BP	
1	ARREGLA TU DESMADRE GET YOUR SHT TOGETHE 82308346	AOPG-SEP22	KNIGHT, SARAH	PAP	9786070753954	TWRDB	17.95		
				538269631	607075395X		BACK ORDERED	BP	
1	ASSASSINATION CLASSROOM 3 82308346	AOPG-SEP22	MATSUI, YUSEI	PAP	9781421576091	VIZCO	9.99		
				534020596	1421576090		BACK ORDERED	BP	
1	ASSASSINATION CLASSROOM 4 82308346	AOPG-SEP22	MATSUI, YUSEI	PAP	9781421576107	VIZCO	9.99		
				534028016	1421576104		BACK ORDERED	BP	
1	ASSASSINATION CLASSROOM 5 82308346	AOPG-SEP22	MATSUI, YUSEI	PAP	9781421576114	VIZCO	9.99		
				534041576	1421576112		BACK ORDERED	OS	
1	ATR?VETE A SER QUIEN ERES AUNQUE NO GUST 82308346	AOPG-SEP22	RISO, WALTER	PAP	9786070768828	TWRDB	13.95		
				534055417	6070768825		BACK ORDERED	BP	
1	BANANA FISH 2 82308346	AOPG-SEP22	YOSHIDA, AKIMI	PAP	9781569319734	VIZCO	9.95		
				534035951	1569319731		BACK ORDERED	BP	
1	BANANA FISH 3 82308346	AOPG-SEP22	YOSHIDA, AKIMI	PAP	9781591161066	VIZCO	9.95		
				534035977	1591161061		BACK ORDERED	BP	
1	BLUE EXORCIST 3 82308346	AOPG-SEP22	KATO, KAZUE	PAP	9781421540344	VIZCO	9.99		
				534038799	1421540347		BACK ORDERED	OS	10/2022
1	BLUE LOCK 1 82308346	AOPG-SEP22	KANESHIRO, MUNE	PAP	9781646516544	RANDO	12.99		
				534030000	1646516540		BACK ORDERED	OS	10/2022
1	BLUE LOCK 3 82308346	AOPG-SEP22	KANESHIRO, MUNE	PAP	9781646516568	RANDO	12.99		
				534030016	1646516567		BACK ORDERED	NP	10/2022
1	CARTA A MIS OVARIOS LETTER TO MY OVARIES 82308346	AOPG-SEP22	REQUEJO, MAR?A	HRD	9788418055409	PRGEU	22.95		
				534060531	8418055405		BACK ORDERED	BP	
1	CELLS AT WORK 5 82308346	AOPG-SEP22	SHIMIZU, AKANE	PAP	9781632364265	RANDO	12.99		
				534023283	1632364263		BACK ORDERED	BP	
1	CELLS AT WORK 6 82308346	AOPG-SEP22	SHIMIZU, AKANE	PAP	9781632364272	RANDO	12.99		
				534023296	1632364271		BACK ORDERED	BP	
1	CUIDA TUS PLANTAS PARA QUE ELLAS CUIDEN 82308346	AOPG-SEP22	VON FLOW, NENA	PAP	9788425361500	PRGEU	23.95		
				534054937	8425361508		BACK ORDERED	BP	
1	DANGANRONPA THE ANIMATION 1 82308346	AOPG-SEP22	CHUNSOFT, SPIKE	PAP	9781616559281	RANDO	13.99		
				534037787	1616559284		BACK ORDERED	BP	
1	DANGANRONPA THE ANIMATION 2 82308346	AOPG-SEP22	CHUNSOFT, SPIKE	PAP	9781616559632	RANDO	13.99		
				534037769	1616559632		BACK ORDERED	BP	
1	DANGANRONPA THE ANIMATION 3 82308346	AOPG-SEP22	TSUKIMI, TAKASH	PAP	9781506700304	RANDO	13.99		
				534038000	1506700306		BACK ORDERED	BP	
1	DESTRUCTOR DE ALMAS TE SALUDO GOOD MORNI 82308346	AOPG-SEP22	ARON, NINA RENA	PAP	9786075573007	INPGS	17.95		
				534056855	6075573003		BACK ORDERED	BP	
1	EL REGRESO DE CARRIE SOTO CARRIE SOTO I 82308346	AOPG-SEP22	REID, TAYLOR JE	PAP	9788419030030	SPSHP	20.95		
				534019964	8419030031		BACK ORDERED	NP	11/2022
1	G?TICO MEXICAN GOTHIC 82308346	AOPG-SEP22	MORENO-GARC?A,	PAP	9786070778018	TWRDB	19.95		
				538273712	6070778014		BACK ORDERED	BP	
1	GENDER QUEER A MEMOIR 82308346	AOPG-SEP22	KOBABE, MAIA	HRD	9781637150726	SIMON	24.99		
				534024398	1637150725		BACK ORDERED	OS	

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10				
1	GU?A PR?CTICA PARA SER M?S FELIZ O TANTI	EL?N	PAP	9786073815581	PRGEU	15.95			
	82308346	AOPG-SEP22		534057412	6073815581		BACK ORDERED	NP	10/2022
1	HOW DO WE RELATIONSHIP 2	TAMIFULL	PAP	9781974717392	VIZCO	9.99			
	82308346	AOPG-SEP22		534038249	1974717399		BACK ORDERED	OS	10/2022
1	HOW DO WE RELATIONSHIP 3	TAMIFULL	PAP	9781974719389	VIZCO	9.99			
	82308346	AOPG-SEP22		534038265	1974719383		BACK ORDERED	OS	
1	HUACO RETRATO HUACO PORTRAIT	WIENER, GABRIEL	PAP	9788439738091	PRGEU	18.95			
	82308346	AOPG-SEP22		534019861	8439738099		BACK ORDERED	BP	
1	ITS BETTER THIS WAY	MACOMBER, DEBBI	PAP	9780593414071	RANDO	29.00			
	82308346	AOPG-SEP22		534019575	0593414071		BACK ORDERED	BP	
1	JUJUTSU KAISEN 18	AKUTAMI, GEGE	PAP	9781974734399	VIZCO	9.99			
	82308346	AOPG-SEP22		534040346	1974734390		BACK ORDERED	NP	12/2022
1	JUJUTSU KAISEN 19	AKUTAMI, GEGE	PAP	9781974736270	VIZCO	9.99			
	82308346	AOPG-SEP22		534040547	197473627X		BACK ORDERED	NP	03/2023
1	KAMA-SUTRA UNA POSTURA PARA CADA DIA	DORLING KINDERS	PAP	9780744079098	DKMER	16.99			
	82308346	AOPG-SEP22		534057264	0744079098		BACK ORDERED	NP	02/2023
1	LA SOBERAN?A DE NUESTROS CUERPOS THE SOV	TAUL, FABIANA	PAP	9786073816960	PRGEU	12.95			
	82308346	AOPG-SEP22		534061973	6073816960		BACK ORDERED	NP	11/2022
1	LAS VENAS ABIERTAS DE AMERICA LATINA THE	GALEANO, EDUARD	PAP	9789682325571	GIRON	17.95			
	82308346	AOPG-SEP22		538274091	9682325579		BACK ORDERED	BP	
1	MALAS HIERBAS BAD WEEDS AND OTHER PLANTS	DE MARCOS, BEAT	PAP	9788416918928	INPGS	22.99			
	82308346	AOPG-SEP22		534019263	8416918929		BACK ORDERED	OS	
1	MAN WHO DIED TWICE	OSMAN, RICHARD	PAP	9780593459812	RANDO	28.00			
	82308346	AOPG-SEP22		538683739	0593459814		BACK ORDERED	BP	
1	MOB PSYCHO 100 1	ONE	PAP	9781506709871	RANDO	11.99			
	82308346	AOPG-SEP22		534037202	1506709877		BACK ORDERED	BP	
1	MUCHOS CUERPOS UNA MISMA ALMA SAME SOUL	WEISS, BRIAN	PAP	9781947783430	PRGEU	10.95			
	82308346	AOPG-SEP22		538268839	1947783432		BACK ORDERED	BP	
1	NO ME CERRARN LOS LABIOS MY LIPS WILL NO	CASTILLO, ABIA	PAP	9786073802611	PRGEU	18.95			
	82308346	AOPG-SEP22		534019195	6073802617		BACK ORDERED	BP	
1	PAPER GIRLS 1	VAUGHAN, BRIAN	PAP	9781632156747	DIACM	9.99			
	82308346	AOPG-SEP22		534024716	1632156741		BACK ORDERED	BP	
1	SERAPH OF THE END VAMPIRE REIGN 1	KAGAMI, TAKAYA	PAP	9781421571508	VIZCO	9.99			
	82308346	AOPG-SEP22		534036819	1421571501		BACK ORDERED	BP	
1	SERAPH OF THE END VAMPIRE REIGN 2	KAGAMI, TAKAYA	PAP	9781421571515	VIZCO	9.99			
	82308346	AOPG-SEP22		534036836	142157151X		BACK ORDERED	BP	
1	SERAPH OF THE END VAMPIRE REIGN 3	KAGAMI, TAKAYA	PAP	9781421571522	VIZCO	9.99			
	82308346	AOPG-SEP22		534037067	1421571528		BACK ORDERED	OS	
1	SOLITO	ZAMORA, JAVIER	PAP	9781644736593	RNDHE	18.95			
	82308346	AOPG-SEP22		538190084	1644736594		BACK ORDERED	NP	10/2022
1	SOYCURVY LA REVOLUCI?N DEL AMOR PROPIO	JUVANTENY, LIDI	PAP	9788418648328	SPSHP	21.95			
	82308346	AOPG-SEP22		534056134	8418648325		BACK ORDERED	NP	11/2022
1	SPY X FAMILY 7	ENDO, TATSUYA	PAP	9781974728480	VIZCO	9.99			
	82308346	AOPG-SEP22		534027747	197472848X		BACK ORDERED	BP	



WEST LIBERTY PUBLIC LIBRARY

STATUS REPORT

INVOICE #: 2037021536
INVOICE DATE: 09/26/22
ACCOUNT #: 230684 L522375 2 B00000
ATS #: MOM9958920

PAGE: 003

Table with columns: QTY, TITLE, BT ORDER #, CUSTOMER PO #, AUTHOR, FUND #, TYPE, CUST REF #, ISBN-10, PUB., PRICE, DISPOSITION, STATUS, DUE DATE. Contains two rows of book order data.



## INVOICE

 INVOICE #: 2037021647  
 INVOICE DATE: 09/24/22  
 ACCOUNT #: 230684 L522375 2 B00000  
 ATS #: MOM2479261

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	PUMPKINHEADS LA ULTIMA NOCHE 82291359	KBPNGSEPT22	ROWELL, RAINBOW	PAP	9786073185837	PRGEU	18.95	5.0%	18.00	20.09
				536084651	6073185839					
1	BLANCAFLOR LA HERONA CON PODERES SECRETO 82291359	KBPNGSEPT22	SPIEGELMAN, NAD	HRD	9781943145577	CNSRJ	16.95	20.1%	13.54	13.54
				536083025	1943145571					
1	LA MAGIA DE LAS BRUJAS WU THE MAGIC OF T 82291359	KBPNGSEPT22	XU, WENDY	PAP	9788418712098	SPSHP	27.95	40.0%	16.77	18.86
				536084747	8418712090					
1	HOW TO MONEY YOUR ULTIMATE VISUAL GUIDE 82291362	KBYASEPT22	CHATZKY, JEAN	PAP	9781250791696	HOLTJ	19.99	40.0%	11.99	14.08
				534757907	1250791693					
2	SUNNY GS SERIES OF RASH DECISIONS 82291362	KBYASEPT22	DHILLON, NAVDEE	HRD	9780593109977	PENGJ	17.99	43.0%	10.25	21.88
				536026905	059310997X					
1	DEMON SLAYER 6 KIMETSU NO YAIBA 82291362	KBYASEPT22	GOTOUGE, KOYOHA	PAP	9781974700578	VIZCO	9.99	40.0%	5.99	8.08
				534757185	1974700577					
1	DEMON SLAYER 7 KIMETSU NO YAIBA 82291362	KBYASEPT22	GOTOUGE, KOYOHA	PAP	9781974704415	VIZCO	9.99	40.0%	5.99	8.08
				534757331	1974704416					
1	DEMON SLAYER 8 KIMETSU NO YAIBA 82291362	KBYASEPT22	GOTOUGE, KOYOHA	PAP	9781974704422	VIZCO	9.99	40.0%	5.99	8.08
				534757357	1974704424					
1	DEMON SLAYER 9 KIMETSU NO YAIBA 82291362	KBYASEPT22	GOTOUGE, KOYOHA	PAP	9781974704439	VIZCO	9.99	40.0%	5.99	8.08
				534757383	1974704432					
1	DEMON SLAYER KIMETSU NO YAIBA 10 SHONEN 82291362	KBYASEPT22	GOTOUGE, KOYOHA	PAP	9781974704552	VIZCO	9.99	40.0%	5.99	8.08
				534757395	1974704556					
1	WALKING IN 2 WORLDS 82291362	KBYASEPT22	KINEW, WAB	HRD	9780735269002	PENGJ	17.99	43.0%	10.25	10.94
				534924856	0735269009					
1	PADRE RICO PADRE POBRE PARA JVENES RICH 82291362	KBYASEPT22	KIYOSAKI, ROBER	PAP	9781644731963	PRGEU	9.95	5.0%	9.45	11.54
				534758087	1644731967					
1	IT WILL END LIKE THIS 82291362	KBYASEPT22	LEIGH, KYRA	HRD	9780593375525	RANDJ	18.99	43.0%	10.82	11.51
				536027970	0593375521					
1	NO FILTER AND OTHER LIES 82291362	KBYASEPT22	MALDONADO, CRY	HRD	9780823447183	PNGDC	18.99	43.0%	10.82	11.51
				534925412	0823447189					
1	SERENDIPITY 10 ROMANTIC TROPES TRANSFORM 82291362	KBYASEPT22	MEYER, MARISSA	HRD	9781250780843	FWLRN	18.99	43.0%	10.82	11.51
				534925335	1250780845					
1	AKATA WOMAN 82291362	KBYASEPT22	OKORAFOR, NNEDI	HRD	9780451480583	PENGJ	18.99	43.0%	10.82	11.51
				536028470	0451480589					
1	FEAR 82291362	KBYASEPT22	PRESTON, NATASH	PAP	9780593125014	RANDJ	10.99	40.0%	6.59	8.68
				536029124	0593125010					
1	LAKE 82291362	KBYASEPT22	PRESTON, NATASH	PAP	9780593124970	RANDJ	10.99	40.0%	6.59	8.68
				536029209	0593124979					
1	TWIN 82291362	KBYASEPT22	PRESTON, NATASH	PAP	9780593124963	RANDJ	10.99	40.0%	6.59	8.68
				536029254	0593124960					
1	I MUST BETRAY YOU 82291362	KBYASEPT22	SEPETYS, RUTA	HRD	9781984836038	PENGJ	18.99	43.0%	10.82	11.51
				536027794	198483603X					
1	WYND 82291362	KBYASEPT22	TYNION, JAMES,	PAP	9781684156320	SMNPB	14.99	40.0%	8.99	11.08
				534925113	1684156327					
1	BONE SPINDLE 82291362	KBYASEPT22	VEDDER, LESLIE	HRD	9780593325827	PENGJ	18.99	43.0%	10.82	11.51
				536028625	0593325826					
23										257.51
32										357.11

 PAGE TOTAL  
 USD CURRENCY  
 SUB TOTAL  
 USD CURRENCY



INVOICE

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INVOICE DATE: 09/24/22  
ACCOUNT #: 230684 L522375 2 B00000  
ATS #: MOM2479261

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18 LAMINATE COVERS ON P AT	2.09	=	37.62
9 MYLAR JACKET STANDAR AT	0.69	=	6.21
TOTAL			43.83

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 357.11

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THE FOLLOWING ITEMS WERE NOT IN STOCK AT THE TIME OF YOUR ORDER. STATUS REPORTS INDICATED ARE BASED ON PUBLISHER SUPPLIED INFORMATION. IF YOU BACKORDERED. THE REMAINING ITEMS WILL BE SHIPPED AS RECEIVED FROM THE PUBLISHER UNTIL YOUR CANCELLATION DATE IS REACHED. INVOICES REPRESENT ITEMS SHIPPED

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10				
1	BURNING BRIDGE		FLANAGAN, JOHN	PAP	9780142408421	PENGJ	8.99		
	82291095	KBJSEPT22		536029599	0142408425			BACK ORDERED	BP
1	BUZZKILL A WILD WANDER THROUGH THE WEIRD		MALONEY, BRENN	HRD	9781250801036	HOLTJ	19.99		
	82291095	KBJSEPT22		536020650	1250801036			BACK ORDERED	NP
1	DANZA AMALIA HERNANDEZ AND EL BALLET FOL		TONATIUIH, DUNCA	SAL	9781419725326	ABRJV	19.99		10/2022
	82291095	KBJSEPT22		534757742	1419725327			BACK ORDERED	BP
1	LADYBUG		LLEWELLYN, CLAI	HRD	9781559718929	NABNJ	16.95		
	82291095	KBJSEPT22		535659733	1559718927			BACK ORDERED	BP
1	LADYBUG LARVA GROWS UP		MARSICO, KATIE	PAP	9780531186978	SCLTL	6.95		
	82291095	KBJSEPT22		535658614	0531186970			CANCELLED	PS
1	LIFE OF LLORT LA VIDA DE LLORT		GONZALEZ, CYNTH	HRD	9781948066259	SMIGI	10.99		
	82291095	KBJSEPT22		534759913	1948066254			BACK ORDERED	BP
1	NO BUS NO FUSS		PENNEY, SHANNON	PAP	9781338847963	SCHOH	5.99		
	82291095	KBJSEPT22		536033101	1338847961			BACK ORDERED	BP
1	SEA MONSTER		LUKOFF, KYLE	HRD	9781338794687	SCHOH	23.99		
	82291095	KBJSEPT22		536033231	133879468X			BACK ORDERED	BP
1	WE MOVE TOGETHER		FRITSCH, KELLY	HRD	9781849354042	CNSRJ	16.00		
	82291095	KBJSEPT22		536025511	1849354049			BACK ORDERED	OS
1	WILLA DE LOS BOSQUES		BEATTY, ROBERT	HRD	9788427216457	PRGEU	19.99		
	82291095	KBJSEPT22		534924243	8427216459			BACK ORDERED	BP
1	YEAR OF THE BUTTERED CAT A MOSTLY TRUE S		HAAS, SUSAN	HRD	9781734225938	PLNCB	17.99		
	82291095	KBJSEPT22		534924517	1734225939			CANCELLED	AD
1	BINKY AGENTE ESPACIAL BINKY THE SPACE		SPIRES, ASHLEY	HRD	9788426146731	LECTO	19.99		
	82291359	KBPNGSEPT22		536081508	8426146732			BACK ORDERED	BP
1	DRACULA		STOKER, BRAM	PAP	9781434222770	CAPSP	7.15		
	82291359	KBPNGSEPT22		536085763	1434222772			BACK ORDERED	BP
1	EL CEREBRO LA GRAN MAQUINA DE PENSAR		WOOLLCOTT, TORY	PAP	9786075571782	INPGS	12.50		
	82291359	KBPNGSEPT22		536081609	6075571787			BACK ORDERED	BP
1	EL RATON DE BIBLIOTECA 3 ASCENDANCE OF		KAZUKI, MIYA	PAP	9788416788880	SPSHP	11.95		
	82291359	KBPNGSEPT22		536083976	841678888X			BACK ORDERED	OS
1	EL RATON DE BIBLIOTECA 4 ASCENDANCE OF A		KAZUKI, MIYA	PAP	9788416788897	SPSHP	11.95		
	82291359	KBPNGSEPT22		536086866	8416788898			BACK ORDERED	OS
1	EN LA VIDA REAL IN REAL LIFE		DOCTOROW, CORY	PAP	9788494316210	PRGEU	23.95		
	82291359	KBPNGSEPT22		536085381	8494316214			BACK ORDERED	OS
1	LOS CUADERNOS DE ESTHER ESTHERS NOTEBO		SATTOUFF, RIAD	HRD	9788494414008	PRGEU	16.95		
	82291359	KBPNGSEPT22		536086039	8494414003			BACK ORDERED	BP
1	MAGALINA Y EL BOSQUE DE LOS ANIMALES MGI		DOUYE, SYLVIA	HRD	9788420434216	PRGEU	17.95		
	82291359	KBPNGSEPT22		536082867	8420434213			BACK ORDERED	BP
1	NORMAN Y MIX		PREGO, ISMAEL	PAP	9788490436523	PRGEU	15.95		
	82291359	KBPNGSEPT22		536086547	8490436525			BACK ORDERED	BP
1	ORPHEN EL BRUJO 1 SORCEROUS STABBER ORPH		AKITA, YOSHINO	PAP	9788416788927	SPSHP	11.95		
	82291359	KBPNGSEPT22		536083234	8416788928			BACK ORDERED	BP



STATUS REPORT
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INVOICE #: 2037021647  
 INVOICE DATE: 09/24/22  
 ACCOUNT #: 230684 L522375 2 B00000  
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QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	ORPHEN EL BRUJO 2	82291359	KBPNGSEPT22	AKITA, YOSHINO	PAP	9788416788934	SPSHP	11.95	BACK ORDERED	BP	
						536083287	8416788936				
1	ORPHEN EL BRUJO 3	82291359	KBPNGSEPT22	AKITA, YOSHINO	PAP	9788416788941	SPSHP	11.95	BACK ORDERED	BP	
						536083391	8416788944				
1	PANDA ROJA Y OSO LUNAR RED PANDA AND MOO	82291359	KBPNGSEPT22	ROSELLO, JAROD	PAP	9781603094849	RANDO	14.99	BACK ORDERED	BP	
						536081538	1603094849				
1	WE ARE NOT BROKEN	82291362	KBYASEPT22	JOHNSON, GEORGE	HRD	9780759554603	LITLC	17.99	BACK ORDERED	BP	
						536025931	0759554609				



Please tear off remittance stub below, and include with your payment to ensure amounts are properly credited to your account.

Customer	Customer ID	Statement Date	Page
West Liberty Public Library	140059920	Oct 16 2022	1 / 2

Customer ID	Invoice #	Invoice Date	PO #	Due Date	Amount	Original Amount
140059920	7173944	Aug 24 2022	APsupplies-AUG22	Sep 23 2022	184.21 USD	912.93 USD
					<b>184.21 USD</b>	

As of	Current	Past Due	Invoices Total	Credits Total	Account Balance
Oct 16 2022	0.00 USD	184.21 USD	184.21 USD	-	184.21 USD

Account Balance  
**184.21 USD**

Oct 16 2022

Demco Inc



Please tear off remittance stub below, and include with your payment to ensure amounts are properly credited to your account.

Customer	Customer ID	Statement Date	Page
West Liberty Public Library	140059920	Oct 16 2022	2 / 2

Account Balance **184.21 USD**

Please send payment to:

Pay Amount \$	If paying anything but the full amount, please specify:
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If your AP contact has changed, or you would like to add another contact, please enter the information below:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please indicate which invoices you are paying by checking the boxes below.

**Please remember you can always make electronic payments in your TermSync account.**

	Invoice #	Amount
<input type="checkbox"/>	7173944	184.21 USD


**ANTELOPE  
LENDING LIBRARY**

450 HWY 1 W #126, Iowa City, IA 52246

Tel 319-343-6872

Second Sundays, 2022

Invoice: 10092022

10/9/2022

**BILL TO**

West Liberty Public Library  
400 N Spencer St,  
West Liberty, IA 52776

Description	Quantity	Unit	Unit Price	# of stops	Requested
Staff: Head Librarian	6.75	hours	\$ 20.40	7	\$ 963.90
Staff: Support Staff*	6.75	hours	\$ 20.40	7	\$ 963.90
Staff: Administrative support	1	site	\$ 20.40	7	\$ 142.80
Vehicle: Fuel	54.6	miles	\$ 0.68	7	\$ 259.90
Vehicle: Generator	4	hours	\$ 0.68	7	\$ 19.04
Vehicle: Maintenance					\$ 500.00
Collection Development: Books					\$ 500.00
				Subtotal	\$ 3,349.54
				Waived*	\$ 137.70
				<b>Total</b>	<b>\$ 3,211.84</b>

Checks made payable to Antelope Lending Library

**NEW ADDRESS: 450 HWY 1 W #126, Iowa City, IA 52246**

# Library Director's Report

October 2022

## Agenda:

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Today we will be reviewing the existing Strategic Plan and Capital Improvement Plan, and discussing an Equipment Revolving Plan. We will then enter a closed session for goal setting for myself.

## Building and Technology:

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The meeting room is so very close to being completed. As soon as all outlets are covered we will start reserving the space. We will continue to utilize the Creative Space as a smaller meeting room for drop-in use.

## Staff and Volunteers:

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Ali and Kelli attended the Iowa Library Association Conference and have returned chock full of ideas. We will be discussing what they learned as well as developing the framework for presentations to take into the community at our in-service on October 31.

## Collections and Materials:

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We have started receiving materials for the P&G accessibility grant, which primarily consists of manga, large print, and Spanish titles. I will have the FY22 collection statistics provided at the November meeting with the finalized annual survey.

## Finances:

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November will be the month that I can focus on finances. I appreciate your support and patience as the first quarter of this fiscal year wraps up.

## Programming and Outreach:

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The Friends' of the Library are having a Book and Bake Sale on Saturday, and I highly recommend attending. The Library will have a presence at the Trick or Treat Trail and will be giving out books near the pizza. We will have had Muscatine County Conservation back for their raptor program. The November Book Clubs choices are:

- *Hunger* by Roxane Gay on Thursday, November 10 at 6 pm
- "Planting Sweetgrass" from *Braiding Sweetgrass* by Robin Wall Kimmerer on Monday, November 28 at 11am



Strategic Plan  
2019-2023

West Liberty Public Library  
400 North Spencer Street  
West Liberty, Iowa 52776

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## Executive Summary

The world is ever-changing around us, and so your Library is changing too. I have been fortunate to have served the West Liberty Public Library for 17 years, and the changes that this Library and public libraries in general have undergone have been incredible.

About every five years, we pause and consider what we have accomplished, what our community looks like now, and where we need to be in the future to best serve our surrounding populace. That process is called strategic planning. The process is revealing, humbling, and energizing. If you ask West Liberty and Muscatine County residents for their opinion, they will share. When you are surrounded by larger, wealthier cities and compare yourself to the best in the country, you see where you fall short. It is humbling. It is also motivating. The energy that comes from searching for solutions brings optimism and focus to turning something great into something fantastic.

As a long-time resident and patron of the West Liberty Public Library, I aspire to see the Library continually grow and change for the times ahead. A planning process will be our largest asset to greater success.

For the next few years, the West Liberty Public Library will focus on ways to:

**CONNECT** people to information, technology, and resources essential for daily living and personal growth and will offer them opportunities for enjoyment.

**ENGAGE** with the community to encourage our users to discover, learn, and participate at a higher level in our local community.

**ENRICH** the quality of life for the residents of West Liberty and the surrounding area by offering opportunities to explore diverse ideas, exercise imagination, and express creativity in a variety of forms.

I look forward to making the next leg of the journey with you. Many thanks to the community members, service groups, and professionals that responded to our community survey, participated in our “Cups of Conversation” sessions, and to those that took the time to stop by my office to provide input on our planning process. Special thanks to the Library Board of Trustees the staff at the West Liberty Public Library, and the Friends of the West Liberty Public Library.

Debra Lowman

Library Director

## Vision

The West Liberty Free Public Library serves the needs of the community and surrounding areas by providing and maintaining access to current resources for information and technology. We strive for continued program development, expanding collection materials, maintaining the highest administrative standards, increasing financial independence, and preserving our historical documentation for future reference. We also recognize the specific need for a central gathering space for our community discussion and exchange of ideas to educate and identify the unique cultural diversity of our populace.

## Mission

The West Liberty Free Public Library is committed to providing open access to cultural, intellectual, educational, and recreational information and ideas to enrich the community.

## Overview

The overview of the Strategic Plan is a referential listing of Community Service Responses, Library Board Goals, and Staff Objectives.

### Goal 1- Connect

**The Library will connect people to information, technology, and resources essential for daily living and personal growth and will offer them opportunities for enjoyment.**

- Make the user experience central to the design and delivery of all of our services.

<b>Public Awareness</b>	✓	By 2021, we will provide translated information and marketing for Spanish-speaking patrons.
<b>Collaboration</b>		By 2020 we will identify reliable resources that will provide WLPL with a certified translator.
<b>Enrichment</b>		In an on-going effort, we will evaluate our annual program offerings for both youth and adults to gauge interest and relevance to the community. (2019-2023)
<b>Content</b>		By 2021 we will provide multilingual library documents and policies in a variety of formats.
<b>Technology</b>	✓	By 2023 we will provide translated website pages on our website.  In an on-going effort, we will provide current technology available to users for information gathering and entertainment purposes. (2019-2023)
<b>Space/Facilities</b>		By 2023 we will complete a space needs assessment.  By 2020 we will explore capital improvement opportunities directed at expanding parking for the library facility.
<b>Staffing</b>		By 2019 we will offer one-on-one librarian appointments to patrons needing technology and information services.
<b>Funding</b>		In an on-going effort, we will secure adequate funding at the local, state, and federal levels to support adequate collection numbers. (2019-2023)  By 2019 we will explore grants for first-time attendees at conferences.

- Provide a comprehensive collection of materials guided by community input and professional resources in various formats to accommodate the diverse needs of our changing community.

<b>Public Awareness</b>	Annually between 2019 and 2023, we will identify the diverse needs of the community through satisfaction surveys, networking, and outreach in the community.
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<b>Collaboration</b>		Annually between 2019 and 2023, we will identify local partners and alternate funding sources to extend learning, programming, and other library services for all library patrons.
<b>Enrichment</b>		By 2020, we will provide a variety of multilingual enrichment programs throughout the year.
<b>Content</b>	✓	By 2019 we will provide multilingual materials in a variety of formats.  By 2023 we will evaluate and explore content providers and vendors to secure a wide range of multilingual materials in a variety of formats.  Annually we will evaluate and provide relevant databases and software to users for information gathering and entertainment purposes. (2019-2023)  By 2020 we will evaluate options for serial materials delivery.
	✓	By 2020 we will evaluate options for 24/7 video service.
<b>Space/Facilities</b>		
<b>Staffing</b>	✓	By 2019 we will provide staff with several professional resources for evaluation of materials and content.  By 2019 we will cross-train our staff for content cataloging, processing, and online uploading of materials for patron use.
<b>Funding</b>		By 2019 and annually we will identify grants to extend Betty Akers Creative Space opportunities, outdoor enrichment opportunities, and literacy programming. (2019-2023)

## Goal 2- Engage

**The Library will engage with the community to encourage our users to discover, learn, and participate at a higher level in our local community.**

- Provide courteous, professional, and excellent service to every single library patron every time they use the Library.

<b>Technology</b>	✓	By 2021 we will evaluate the need for an online chat reference service through the website.  By 2021 we will evaluate resources to implement touch screen catalog search stations nearer to the collections.
<b>Space/Facilities</b>		By 2022 we will add additional library catalog stations in the physical collection for ease of patron searching (2).  By 2022 we will evaluate the need for a 7-day-a-week library.

<b>Staffing</b>	<p>✓ By 2023 we will employ one multilingual staff member during all open hours.</p> <p>✓ By 2019 we will provide continuing education and in-house training for optimal delivery of library service.</p> <p>✓ By 2021 we will provide full-time staff with the opportunity to join the Iowa Library Association.</p>
<b>Funding</b>	<p>By 2023 we will maintain all professional memberships within the Library budget to capitalize on staff training, safety, and enrichment.</p>

- Design and implement an intuitive, user-friendly online library experience that promotes discovery and learning.

<b>Public Awareness</b>	<p>By 2019 we will create a quarterly campaign highlighting the 24/7 online library.</p> <p>✓ By 2023 we will see an increase in translated content across the WLPL website and social media.</p>
<b>Collaboration</b>	<p>By 2019 we will strengthen our partnerships with local non-profit organizations to increase awareness, usage, and content of our library content.</p> <p>By 2020 we will form partnerships to explore the expansion of WLPL digital archives holdings.</p>
<b>Enrichment</b>	<p>By 2019 we will provide technology classes that inform and educate patrons on our database and OPAC features.</p> <p>By 2019 we will incorporate third-party databases and software into library enrichment programming.</p>
<b>Content</b>	<p>By 2022 we will upgrade/migrate our current digital archives repository.</p>
<b>Technology</b>	<p>By 2020 we will evaluate our current digital archives repository.</p> <p>By 2023 we will update the library website.</p> <p>By 2023 we will evaluate and modify library social media presence to reach a wider demographic in our community</p> <p>✓ By 2019 we will evaluate technology that we lend to provide our patrons with a cohesive, easy-to-use, and safe experience</p> <p>✓ By 2019, we will employ a technology consultant to evaluate OPAC,</p>

	archives hosting, and internet access points
<b>Space/Facilities</b>	<p>By 2019 we will maintain a sufficient inventory of internet-connected devices to reduce wait times to less than ten minutes during our peak usage times.</p> <p>Annually we will evaluate and make available technology for patron use that accesses library digital services. (2019-2023)</p> <p>By 2019 we will evaluate and explore optimal internet connections for both staff and patron use.</p>
<b>Staffing</b>	By 2020 we will develop a plan of action to upgrade library technology after the results of the technology consultation are received.
<b>Funding</b>	<p>By 2019 we will secure a matching grant for technology evaluation</p> <p>By 2020, we will secure adequate funding at a local level for 10% technology replacement.</p> <p>By 2019 we will explore technology grants for 10% technology replacement.</p>

- Increase engagement with community and service organizations.

<b>Public Awareness</b>	<p>By 2019 we will evaluate the usage of library resources.</p> <p>By 2020 we will create four awareness campaigns annually for collections and resources that are not widely visible. (2020-2023)</p>
<b>Collaboration</b>	<p>By 2020 we will create a marketing campaign focusing on services for non-profits that includes meeting room space, movie public performance rights, in-house grant search software, and shared software licenses.</p> <p>By 2019 we will increase partnerships with WLCSD Parent Teacher Organization.</p> <p>By 2019 we will participate in WLCSD community events including registration, teacher enrichment, administrative meetings</p>
<b>Enrichment</b>	<p>By 2019 and ongoing annually we will partner with other City services to highlight our departments. (2019-2023)</p> <p>By 2020 we will increase classroom outreach and enrichment in the West Liberty Community School District (WLCSD) (2020-2023)</p>
<b>Content</b>	By 2019 we will issue classroom accounts for the classrooms of the WLCSD.
<b>Technology</b>	By 2019 we will issue WLCSD teacher accounts for software and

		databases as third-party contracts allow.
<b>Space/Facilities</b>	✓	By 2020 we will evaluate meeting room space for current technology needs.  By 2023 we will upgrade technology in the public meeting space.  By 2021 we will repair the flag pole and restore a flag to the WLPL property.
<b>Staffing</b>		By 2019 we will provide paid contact hours for Children’s Department Staff to attend classroom and school enrichment events.

- The Library will develop a service schedule to maximize access by everyone, both on-site and remotely.

<b>Content</b>	✓	By 2023 we will increase the amount of bilingual web content.
<b>Technology</b>		By 2023 we will create splash pages on public access computers so that a consistent page loads when connecting to the Internet regardless of the device.  By 2023 we will evaluate the need for an app-based service directed at mobile smartphone access.
<b>Space/Facilities</b>	✓	By 2019 we will replace the aged and broken sidewalk in the entryway and parking lot.  By 2019 we will add handrails to library steps.  By 2019 we will replace/repair the handrail leading up the handicapped ramp to the garden space.

### Goal 3-Enrich

**The Library will enrich the quality of life for the residents of West Liberty and the surrounding area by offering opportunities to explore diverse ideas, exercise imagination, and express creativity in a variety of forms.**

- Create innovative enrichment programming responsive to community needs.

<b>Collaboration</b>		By 2021 we will develop more essential partnerships that expand patron access to education and enrichment opportunities in West Liberty from the surrounding communities.
<b>Enrichment</b>		We will continue to provide technology education for the community. (2019-2023)  We will continue to provide creative education for the community. (2019-2023)

		We will continue to provide literature-centric engagement opportunities for the community. (2019-2023)
		We will continue to provide social engagement opportunities for the community (2019-2023)
<b>Content</b>	✓	By 2020 we will evaluate the need for circulation of memberships to nearby education and recreational facilities.
<b>Technology</b>		By 2019 we will incorporate software to allow for membership passes to circulate in our OPAC.
<b>Space/Facilities</b>		By 2019 we will expand the physical Betty Akers Creative Space offerings to include fine art experiences.
<b>Staffing</b>		By 2019 we will provide training for our employees on instruction methods for creative pursuits.

- Develop intentionally designed physical spaces that adapt to users' diverse needs, stimulate collaboration and knowledge creation, and support community success and engagement.

<b>Public Awareness</b>	✓	By 2019 we will begin to submit to media outlets quarterly updating the public on library services, classes, and enrichment opportunities.
<b>Collaboration</b>		By 2020 we will form partnerships with community non-profits and service groups for input on exterior area beautification.  By 2020 we will form partnerships between community non-profit service groups and the Teen Advisory Group to maintain library-sponsored book boxes.
<b>Enrichment</b>		By 2019 we will engage the Teen Advisory Board regarding care and maintenance of library-sponsored book boxes located throughout the community.  By 2020 we will incorporate library responsibility and care into library programs as a strategic effort to reduce youth vandalism.
<b>Technology</b>		Annually we will evaluate our open-source technology that is available for patron use. (2019-2023)  Annually we will evaluate the software and services available to our community. (2019-2023)
<b>Space/Facilities</b>	✓	By 2021 we will develop a strategic maintenance plan for the structural maintenance and care of the library physical space.  By 2022 we will develop procedures for equipment evaluation and replacement.  Annually we will evaluate the condition of the aging roof material. (2019-2023)



	<p>By 2020 we will evaluate the 1910 building structure including foundation, windows, and plumbing to assess the condition and identify repair and maintenance needs.</p> <p>By 2019 we will reseal all exterior library doors.</p> <p>By 2020 we will update and translate all directional and collection signage.</p> <p>By 2020 we will add one additional shelf for media storage.</p> <p>By 2020 we will add one additional shelf for monograph storage.</p> <p>By 2020 we will add one additional shelf for serial storage.</p> <p>By 2019 we will add one shelf for newspaper storage.</p>
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## APPENDIX A

### Cups of Conversation with the Library Director

The Director of the Library invited the community via newspaper announcements, email marketing, and social media for Strategic Planning input on four occasions over two months. The dates were as follows:

Tuesday, January 15<sup>th</sup>, 7-9 a.m.

Thursday, January 31<sup>st</sup>, 7-9 a.m.

Thursday, February 2<sup>nd</sup>, 6:30-7:30 p.m.

Wednesday, February 13<sup>th</sup>, 6:30-7:30 p.m.

Each session was an open round table conversation. The Director started each session by asking the participants to introduce themselves and explain their relationship with the Library. The Director then heard from the community members their vision for the City of West Liberty and in particular wants and needs regarding library services in the community, for their families, and in relation to service organizations with whom the people may have connections.

Some topics the community members discussed were:

- Lack of adequate parking spaces in the assigned parking lot, the only space to have access without stair climbing, was limiting to patron access.
- Lack of a hand-rail on the steps leading to the main entrance limits patron access.
- A seven day a week library with evening hours extended to 8 p.m. would improve access to the WLCSD teaching staff and others.
- More interior signage in the library spaces with the addition of Spanish translations would improve user experience in the Library.
- The community lacks a singular communication point for non-profits to communicate.
- A desire to see the Betty Akers' Creative Space offerings grow and expand.
- A desire to see the programs and offerings of the Library continue and possibly increase.
- Better communication about library events and happenings with the community.
- Shorter wait times on OverDrive e-books and audiobooks.
- Need for the Library to be a third space that doesn't require money transactions or purchasing in the evenings as an alternative to the "bar" scene.

**CAPITAL IMPROVEMENT PLAN, FY21-25**

**WEST LIBERTY PUBLIC LIBRARY**

Project	Funding	2020-21 Eng/Leg	2020-21 Const	2021-22 Eng/Leg	2021-22 Const	2022-23 Eng/Leg	2022-23 Const	2023-24 Eng/Leg	2023-24 Const	2024-25 Eng/Leg	2024-25 Const	TOTALS
HVAC and Archive HVAC Replacement	Library Reserve Fund	\$ 9,857	\$ 93,298									\$ 103,155
Original Foundation Repair and Sidewalk repairs	Library Reserve Fund			\$ 1,000	\$ 8,000							\$ 9,000
Fire Alert	LOST					\$ 1,000	\$ 10,000					\$ 11,000
Flat Roof Replacement	LOST			\$ 5,000	\$ 50,000							\$ 55,000
Youth Department Renovation	Library Reserve Fund		\$ 91,300									\$ 91,300
Meeting Room Renovation	Library Reserve Fund	\$ 15,000	\$ 65,000									\$ 80,000
Utility and Emergency Lighting Upgrade	LOST						\$ 6,000					\$ 6,000
Bathroom Renovation	LOST							\$ 5,000	\$ 45,000			\$ 50,000
Window Repair	LOST						\$ 5,000					\$ 5,000
Drinking Fountain Upgrade	LOST								\$ 3,000			\$ 3,000
Main Floor & Staff Space Maintenance and Updates	LOST and Reserve		\$ 19,000					\$ 5,000	\$ 25,000.00		\$ 25,000	\$ 74,000
Exterior Sign Package and Landscaping	LOST and Reserve			\$ 1,000	\$ 5,000		\$ 5,000					\$ 11,000
<b>Total West Liberty Public Library</b>		\$ 24,857	\$ 268,598	\$ 7,000	\$ 63,000	\$ 1,000	\$ 26,000	\$ 10,000	\$ 73,000	\$ -	\$ 25,000	\$ 498,455
<b>Total LOST</b>		\$ -	\$ -	\$ 5,000	\$ 50,000	\$ 1,000	\$ 26,000	\$ 5,000	\$ 40,500	\$ 5,000	\$ 15,000	\$ 147,500
<b>Total Library Trust Fund (TF)</b>		\$ 12,000	\$ 264,000	\$ 2,000	\$ 13,000	\$ -	\$ -	\$ -	\$ 32,500	\$ -	\$ 10,000	\$ 333,500

Assumptions:

LOST Revenues - \$55,000 per year

Library Trust Revenues - \$300,000

Unscheduled Projects - If funding becomes available:

## Equipment Revolving Plan Inventory Department

Year	Vehicle/Equipment	Years of Service	Year of Replacement	Estimated Cost	Years to be Replaced
?	Disc-Go-Devil CD/DVD/Blu-Ray cleaner/resurfacer	5-7 years	20 years	\$6,000.00	2033
2011	Epon Stylus Photo R3000	9 years	8 years	\$1,099.00	2019
2011	Epson Expression 10000XL scanner	9 years	5 years	\$100,000.00	2023
2018	HP Pavillion	2 years	3-5 years	\$650.00	2023
2018	ST imaging ST ViewScan 4	2 years	5 years	\$10,000.00	2023
2016	Dell XPS - Jacob's	4 years	3-5 years	\$800.00	2021
2016	Dell XPS - VR	4 years	3-5 years	\$800.00	2021
2014	Dell Inspiron One 2020 - OPAC upstairs	6 years	3-5 years	\$700.00	2019
2014	Dell Inspiron One 2020 - Circ downstairs	6 years	3-5 years	\$700.00	2019
2018	Cyberpower PC - VR	2 years	3-5 years	\$1,700.00	2023
2000	PlayStation 2	20 years	6 years	\$500.00	2006
2005	Xbox 360	15 years	6 years	\$500.00	2011
2005	Xbox 360	15 years	6 years	\$500.00	2011
2005	Xbox 360	15 years	6 years	\$500.00	2011
2006	Wii	16 years	6 years	\$300.00	2012
2006	Wii	16 years	6 years	\$300.00	2012
2013	LG TV	7 years	5 years	\$400.00	2018
2013	Samsung TV	7 years	5 years	\$400.00	2018
2013	Samsung TV	7 years	5 years	\$400.00	2018
2013	Samsung TV	7 years	5 years	\$400.00	2018
2018	Dell Inspiron 15 5000 Series	2 years	3-5 years	\$500.00	2023
2014	Ironside computer	6 years	3-5 years	\$1,000.00	2019
2016	Acer Chromebook 11	4 years	4-6 years	\$270.00	2022
2016	Asus Chromebook	4 years	4-6 years	\$260.00	2022
2017	Samsung Chromebook	3 years	4-6 years	\$350.00	2023
2016	Hisense Chromebook	4 years	4-6 years	\$150.00	2022
2016	Hisense Chromebook	4 years	4-6 years	\$150.00	2022
2016	Hisense Chromebook	4 years	4-6 years	\$150.00	2022
2016	Hisense Chromebook	4 years	4-6 years	\$150.00	2022
2016	Hisense Chromebook	4 years	4-6 years	\$150.00	2022

2018	Viotek 32: monitor	2 years	10 years	\$350.00	2028
2018	Viotek 32: monitor	2 years	10 years	\$350.00	2028
2016	Asus computer - Tim's	4 years	3-5 years	\$700.00	2021
2018	Cricut Explore Air 2	2 years	4-5 years	\$400.00	2023
2015	Lenovo ThinkServer	5 years	3-5 years	\$3,000.00	2020
2019	Acer Aspire TC-885-ACCFLi3 computer	1 year	3-5 years	\$395.99	2024
2019	Zareason Limbo 6330a computer - patron	1 year	3-5 years	\$499.00	2024
2019	Zareason Limbo 6330a computer - patron	1 year	3-5 years	\$499.00	2024
2019	Dell PowerEdge T640 - server	1 year	3-5 years	\$3,000.00	2024
2018	Oculus Rift	2 years	2-3 years	\$400.00	2021
2018	Oculus Rift	2 years	2-3 years	\$400.00	2021
2019	Samsung Chromebook XE500C13	1 year	4-6 years	\$150.00	2025
2019	Samsung Chromebook XE500C13		4-6 years	\$150.00	2025
2019	Samsung Chromebook XE500C13		4-6 years	\$150.00	2025
2019	HP 22 All-in-one 22-c0032ds - OPAC downstairs		3-5 years	\$389.00	2024
2019	Netgate SG-3100 pfSense Security gateway appliance		5-8 years	\$400.00	2027
2019	Intel NUC NUC8i5BEK Mini PC/HTPC		3-5 years	\$600.00	2024

# West Liberty Equipment Revolving Plan

<b>Library</b>	<b>Items</b>		
<b>Revenues</b>		<b>2020-2021</b>	\$0
	General Funds		\$0
			\$0
<b>Expenses</b>			\$0
<b>001-6-410-3-6727 -- Other Capital Equipment</b>			\$0
			\$0
<b>Revenues</b>		<b>2021-2022</b>	
	LOST	\$20,000	\$20,000
			\$20,000
<b>Expenses</b>			\$20,000
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Playstation 2	\$500	\$19,500
	Xbox 360 (3)	\$1,500	\$18,500
	Wii (2)	\$600	\$18,900
	LG TV	\$400	\$18,100
	Samsung TV (3)	\$1,200	\$17,700
	Ironside Computer	\$1,000	\$16,700
<b>Revenues</b>		<b>2022-2023</b>	
	LOST	\$20,000	\$36,700
			\$36,700
<b>Expenses</b>			\$36,700
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Epon Stylus Photo R3000	\$1,100	\$36,700
	Dell Inspiron One 2020 - OPAC (2)	\$1,400	\$35,300
	Dell XPS - Jacob's	\$800	\$34,500
	Dell XPS - VR	\$800	\$33,700
	Asus computer - Tim's	\$700	\$33,000
	Hisense Chrombook (5)	\$750	\$32,250
	Acer Chromebook 11	\$270	\$31,980
	Asus Chromebook	\$260	\$31,720
	Lenovo ThinkServer	\$3,000	\$28,720
	Oculus Rift (2)	\$800	\$27,920
<b>Revenues</b>		<b>2023-2024</b>	
	LOST	\$20,000	\$47,920
			\$47,920
<b>Expenses</b>			\$47,920
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Samsung Chromebook	\$350	\$47,570
	Cyberpower PC - VR	\$1,700	\$45,870
	Dell Inspiron 15 5000 Series	\$500	\$45,370
	ST imaging ST ViewScan 4	\$10,000	\$35,370
	HP Pavillion	\$650	\$34,720
	Cricut Explore Air 2	\$400	\$34,320
<b>Revenues</b>		<b>2024-2025</b>	
	LOST	\$25,000	\$59,320
			\$59,320

## West Liberty Equipment Revolving Plan

<b>Expenses</b>			\$59,320
<b>001-6-410-3-6727 -- Other Capital Equipment</b>			\$59,320
			\$59,320
			\$59,320
<b>Revenues</b>		<b>2025-2026</b>	
	LOST	\$25,000	\$84,320
			\$84,320
<b>Expenses</b>			\$84,320
<b>001-6-410-3-6727 -- Other Capital Equipment</b>			\$84,320
			\$84,320
			\$84,320
			\$84,320
<b>Revenues</b>		<b>2026-2027</b>	
	LOST	\$25,000	\$109,320
			\$109,320
<b>Expenses</b>			\$109,320
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Epson Expression 10000XL scanner	\$100,000	\$9,320
	Acer Aspire TC-885-ACCFLi3 computer	\$400	\$8,820
	Zareason Limbo 6330a computer - patron	\$500	\$8,320
	Zareason Limbo 6330a computer - patron	\$500	\$5,320
	Dell PowerEdge T640 - server	\$3,000	\$4,920
	HP 22 All-in-one 22-c0032ds - OPAC downstairs	\$400	\$4,320
	Retrieving data. Wait a few seconds and try to cut or copy again.	\$600	\$3,720
<b>Revenues</b>		<b>2027-2028</b>	
	LOST	\$25,000	\$28,720
			\$28,720
<b>Expenses</b>			\$28,720
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Samsung Chromebook XE500C13 (3)	\$450	\$28,270
	Netgate SG-3100 pfSense Security gateway appliance	\$400	\$27,870
			\$27,870
			\$27,870
<b>Revenues</b>		<b>2028-2029</b>	
	LOST	\$25,000	\$52,870
			\$52,870
<b>Expenses</b>			\$52,870

## West Liberty Equipment Revolving Plan

<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Viotek 32: monitor (2)	\$700	\$52,170
	Playstation 2	\$500	\$51,670
	Xbox 360 (3)	\$1,500	\$50,170
	Wii (2)	\$600	\$49,570
	LG TV	\$400	\$49,170
	Samsung TV (3)	\$1,200	\$47,970
	Ironside Computer	\$1,000	\$46,970
<b>Revenues</b>		<b>2029-2030</b>	
	LOST	\$25,000	\$71,970
			\$71,970
<b>Expenses</b>			\$71,970
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Epon Stylus Photo R3000	\$1,100	\$70,870
	Dell Inspiron One 2020 - OPAC (2)	\$1,400	\$69,470
	Dell XPS - Jacob's	\$800	\$68,670
	Dell XPS - VR	\$800	\$67,870
<b>Revenues</b>		<b>2030-2031</b>	
	LOST	\$25,000	\$92,870
			\$92,870
<b>Expenses</b>			\$92,870
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Asus computer - Tim's	\$700	\$92,170
	Hisense Chrombook (5)	\$750	\$91,420
	Acer Chromebook 11	\$270	\$91,150
	Asus Chromebook	\$260	\$90,890
	Lenovo ThinkServer	\$3,000	\$87,890
	Oculus Rift (2)	\$800	\$87,090
<b>Revenues</b>		<b>2031-2032</b>	
	LOST	\$25,000	\$112,090
			\$112,090
<b>Expenses</b>			\$112,090
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Acer Aspire TC-885-ACCFLi3 computer	\$400	\$111,690
	Zareason Limbo 6330a computer - patron	\$500	\$111,190
	Zareason Limbo 6330a computer - patron	\$500	\$110,690
	Dell PowerEdge T640 - server	\$3,000	\$107,690
	HP 22 All-in-one 22-c0032ds - OPAC downstairs	\$400	\$107,290
	Retrieving data. Wait a few seconds and try to cut or copy again.	\$600	\$106,690
			\$106,690
<b>Revenues</b>		<b>2032-2033</b>	
	LOST	\$25,000	\$131,690
			\$131,690



## West Liberty Equipment Revolving Plan

<b>Expenses</b>			\$131,690
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Samsung Chromebook XE500C13 (3)	\$450	\$131,240
	Netgate SG-3100 pfSense Security gateway appliance	\$400	\$130,840
			\$130,840
<b>Revenues</b>		<b>2033-2034</b>	
	LOST	\$25,000	\$155,840
			\$155,840
<b>Expenses</b>			\$155,840
<b>001-6-410-3-6727 -- Other Capital Equipment</b>	Disc-Go-Devil CD/DVD/Blu- Ray cleaner/resurfacer	\$6,000	\$149,840
			\$149,840
			\$149,840
<b>Revenues</b>		<b>2034-2035</b>	
	General Funds	\$25,000	\$174,840
			\$174,840
<b>Expenses</b>			\$174,840
<b>001-6-410-3-6727 -- Other Capital Equipment</b>			\$174,840
			\$174,840
			\$174,840
			\$174,840
<b>Unscheduled</b>			\$174,840

# BUSINESS GOALS TEMPLATE



NAME	DATE	TITLE

ANNUAL GOALS & OBJECTIVES	STATUS AHEAD   ON TRACK   BEHIND	ACTION PLAN & COMMENTS

TOP 3 URGENT ISSUES / PROBLEMS / OBSTACLES	TOP 3 MONTHLY BUSINESS OBJECTIVES
1	1
2	2
3	3

POTENTIAL ISSUES / PROBLEMS TO MONITOR	PRIORITY LOW   MEDIUM   HIGH	COMMENTS   Speak to all MEDIUM and HIGH rated issues