

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
November 16, 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**
 - 1. Annual Survey**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
 - 1. Ken's Welding Rail Repair**
 - 2. Advantage Archive Microfilm and Website Update**
 - 3. Charitable Fund Representative Appointment**
 - 4. Preliminary Budget Approval**
- X. Adjourn Meeting**

Next meeting Wednesday, December 21 at 7 pm.

West Liberty Public Library Minutes

Date: October 19, 2022 | **Time:** 7:00 pm

Present at Meeting: Library Board Members Kenneth Brooks, Vanessa Espinoza, Maria Lugo, Samuel Morel, and Shannon Schneider, along with Library Director Allie Paarsmith, and City Council Liaison Dana Dominguez.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brooks, Second by Schneider, 5-0
- III. Approval of Minutes:** Motion by Brooks, Second by Lugo, 5-0
- IV. Public Discussion:**
 - A. None
- V. Financial Report:** Motion by Schneider, Second by Morel, 5-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. Strategic Plan Review**
 - a. Previous plan was reviewed by Paarsmith and other library staff members. Their ideas were shared and an updated plan will be drafted.
 - B. Capital Improvement Plan**
 - a. Paarsmith presented her numbers to begin the capital improvement plan. She is interested in reaching out for some outside help in completing this for the upcoming fiscal year.
 - C. Equipment Revolving Plan Review**
 - a. Staff collaborated on technology needs and updates. The plan will need to be rewritten for this fiscal year.
- IX. New Business:**
 - A. Closed session for director goal setting**
 - a. Motion to go into closed session by Brooks, Second by Lugo, 5-0
 - b. Motion to end closed session by Morel, Second by Lugo, 5-0
- X. Adjourn Meeting:** Motion by Lugo, Second by Morel, 5-0

Placeholder for financial report

Library Director's Report

November 2022

Agenda:

Today we will review our annual survey results, address two quotes, appoint an additional representative to the Charitable Fund, and approve the budget request.

Building and Technology:

As of Wednesday morning, I will have discussed the HVAC issues with Blaine Kelly from Climate Engineers. I made some adjustments to our occupancy schedule, which seems to have resolved the heat issue in my office, but the rest of the building seems chilly now.

We are having issues with the parking lot lights tripping a breaker, so I emailed Roth Electric to resolve that issue.

I've brought up the Johnson Controls contract with the City and it sounds like we should be able to have their vendor inspect our fire extinguishers. I will wait to discuss the rest of the contract with Johnson Controls until that aspect is cemented.

As of this meeting I will have discussed the ERP with Nick Heath and Tim.

Staff and Volunteers:

I met with Megan Ronnenberg of the Social Workers in Eastern Iowa Public Libraries (SWEIPL) to discuss the community assessment that they have completed and what interventions the BSW student(s) will work on in the upcoming Spring semester. The assessment identified childcare and housing as the two biggest issues facing West Liberty. Childcare significantly affects the library, so the social work student(s) primary task will be working towards the goal of a youth center in town. Their secondary tasks will be to assist the library with grant writing, volunteer coordination, training evaluation, and policy review.

Pablo Garcia-Avalos no longer works for the library and I have hired Meenu Sehgal as a replacement. Sergio Guerrero-Ibarra has started as our new janitor on Wednesdays to do a weekly deep clean of the bathrooms and the rest of the building as necessary.

Collections and Materials:

We continue to perfect our acquisitions and cataloging process, and I believe we are getting materials into the hands of patrons faster than we ever have before. We will be evaluating some databases to assist staff with material selection, readers advisory, and displays in the near future.

Finances:

Once again I have yet to completely reconcile the finances. I am developing a new spreadsheet system to replace Quickbooks as that system is not serving me appropriately. The biggest hurdle to my finances is data entry, so I will be discussing options with Lee regarding the format of the monthly reports.

Programming and Outreach:

I presented at the West Liberty Business Association Luncheon on November 11. I consulted with Kellee Forkenbrock from the North Liberty Community Library regarding how to market our resources to our business leaders. She provided a lot of great ideas, but I was able to identify a major hurdle holding us back regarding programming, specifically adult programs. We have an issue with community buy-in, so we are going to try to increase our engagement with the community. An example will be celebrity storytimes, which we are launching in January. City Manager Haugland will be reading to our storytime regulars as well as the 1st grade classes. We also hope to bring local business leaders in for panel discussions and ask for sponsorships so that there are additional stakeholders in the success of our programs.

I will be taking December and January to reevaluate the way I present both financial data and our statistics. I will be using the annual survey to structure the information I provide the Board so that I have running totals for all the stats I have to use on the survey. This should help me be more transparent with our performance throughout the year and make the survey easier to fill out next year.

Since it is November, I will take this time to thank the Board for their support and patience. By working together we are establishing solid foundations for our organization to truly thrive in the coming years.

West Liberty Public Library

2022 Iowa Public Library General Information Survey

CURRENT YEAR

*PREVIOUS
YEAR*

Section A - General Information

(Reporting period July 1, 2021 to June 30, 2022 - unless otherwise specified)

Due October 31, 2022

Questions relating to COVID-19 are located in sections G, H, and I.

Review the contact information below. Users cannot directly change data for questions A01 to A12. If any information has changed, answer **Yes** to number A13 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	WEST LIBERTY PUBLIC LIBRARY	<i>WEST LIBERTY PUBLIC LIBRARY</i>
A02	Library District	SE=Southeast	<i>SE=Southeast</i>
A03	Street Address	400 N SPENCER	<i>400 N SPENCER</i>
A04	City	WEST LIBERTY	<i>WEST LIBERTY</i>
A05	Zip	52776	<i>52776</i>
Mailing Address			
A06	Mailing Address	400 N SPENCER ST	<i>400 N SPENCER ST</i>
A07	City	WEST LIBERTY	<i>WEST LIBERTY</i>
A08	Zip	52776	<i>52776</i>
Other Contact Information			
A09	County	MUSCATINE	<i>MUSCATINE</i>
A10	Phone	(319) 627-2084	<i>(319) 627-2084</i>
A11	City population (2020 decennial population, do not report estimates)	3,858	<i>3,736</i>
A12	Library Size Code	D	<i>D</i>

A13 Has any information in questions A1 to A12 changed in the past year? No *No*

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A14 Library Director/Administrator Name Allie Paarsmith *Allie Paarsmith*

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2022.

B01	Total number of paid librarians	4	4
B02	Total number of all paid librarian hours worked per week	160.00	160.00
B03	Paid librarians FTE	4.00	4.00
B04	Total number of all other paid staff	4	3
B05	Total number of all other paid staff hours worked per week	60.00	60.00
B06	All other paid staff FTE	1.50	1.50
B07	Total number of paid staff	8	7
B08	Total paid staff FTE	5.50	5.50

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	1	1
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	40.00	40.00
B11	Total FTE librarians with ALA accredited masters of library science degree	1.00	1.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	01/02/2020	1/2/2020

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2022.

B13	Hourly salary of the director	\$22.96	\$22.29
B14	Hourly salary of assistant director		
B15	Hourly average salary of department heads	\$17.08	\$16.55
B16	Hourly salary of the children's librarians	\$16.00	\$15.00
B17	Hourly average salary of library clerks	\$10.00	\$10.00
B18	Hourly average salary of shelvers or pages	\$9.00	
B19	Hourly average salary of janitorial or building maintenance employees		\$18.94

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY22 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY22 (July 1, 2021 - June 30, 2022).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY22? Yes Yes

YES - check the box and click the SAVE button to display questions C01 - C06.

NO - Skip to section D.

Capital Income

C01	Capital funds from local government (city, county)	\$19,439	\$173,398
C02	Capital funds from state sources		
C03	Capital funds from federal sources		
C04	Capital funds from private sources		\$2,167
C05	Total capital income	\$19,439	\$175,565

Capital Expenditures

C06	Total capital expenditures	\$19,439	\$175,565
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Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY22 (JULY 1, 2021 - JUNE 30, 2022).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

D01	City income received from the city's general fund (exclude income from special levies)	\$129,354	\$153,250
D02	City income received from special levies	\$170,000	\$55,000
D03	County income received from all counties	\$15,500	\$14,500
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$4,868	\$2,688
D05	Other governmental income received	\$0	\$0
D06	Total local government operating income received	\$319,722	\$225,438
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	\$2,116	\$2,439
D08	Other income received from the State of Iowa	\$0	\$0
D09	Total state government operating income received	\$2,116	\$2,439
D10	Total federal government income received	\$10,000	\$0

Non-Governmental Operating Income

D11	Total non-governmental grants received	\$21,500	\$21,139
D12	Endowments and gifts received (only report if money was spent in FY22)	\$2,111	\$10,243

D13	Fines and/or fees received	\$919	\$355
D14	Other income received	\$0	\$0
D15	Total non-governmental operating income received	\$24,530	\$31,737

Total Operating Income

D16	Total operating income received	\$356,368	\$259,614
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OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY22 (July 1, 2021 - June 30, 2022), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	\$188,084	\$193,004
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	\$71,639	\$78,286
D19	Total staff expenditures	\$259,723	\$271,290
D20	Print physical collection expenditures	\$15,480	\$14,801
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$0	\$0
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$2,216	\$1,606
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$55	\$0

D24	Total physical non-print collection expenditures	\$2,271	\$1,606
D25	Total physical collection expenditures	\$17,751	\$16,407
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	477	\$477
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$772	\$1,547
D28	Total e-book collection expenditures	\$1,249	\$2,024
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$477	\$477
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$907	\$1,443
D31	Total downloadable audio collection expenditures	\$1,384	\$1,920
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	19	\$10
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$0	\$2,000
D34	Total downloadable video collection expenditures	\$19	\$2,010
D35	Bridges Magazine expenditures. Prefilled and locked by the State Library.	\$0	\$259
D36	All other Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	\$0	\$0
D37	Total Electronic Information collection expenditures	\$0	\$259
D38	Total downloadable and Electronic Information collection expenditures	\$2,652	\$6,213
D39	Total collection expenditures	\$20,403	\$22,620
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$53,259	\$50,449
D41	Total of all operating expenditures	\$333,385	\$344,359

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2021).

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2021 - June 30, 2022) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2021 - June 30, 2022) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2022).

E01	Printed books (# of items), held at start of year	14,453	13,326
E02	Printed books (# of items), added during year	1,265	1,660
E03	Printed books (# of items), withdrawn during year	2,200	533
E04	Printed books (# of items), held at end of year	13,518	14,453
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	97,973	57,638
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	8	93
E07	Total e-books held at end of year	97,981	57,731
E08	Total books (print and e-books), held at end of year.	111,499	72,184
E09	Audio materials (# of physical items), held at start of year	304	380
E10	Audio materials (# of physical items), added during year	2	6
E11	Audio materials (# of physical items), withdrawn during year	6	82
E12	Audio materials (# of physical items), held at end of year	300	304
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	39,766	31,079
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	5	28
E15	Total downloadable audio materials, held at end of year	39,771	31,107
E16	Total audio materials (physical and downloadable), held at end of year.	40,071	31,411
E17	Video materials (# of physical items), held at start of year	3,074	2,787

E18	Video materials (# of physical items), added during year	55	287
E19	Video materials (# of physical items), withdrawn during year	170	0
E20	Video materials (# of physical items), held at end of year	2,959	3,074
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	683	35
E22	All other downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	27,014
E23	Total Downloadable video materials, held at end of year	683	27,049
E24	Total video materials (physical and downloadable), held at end of year	3,642	30,123
E25	Other library materials (# of physical items), held at start of year	2,520	2,496
E26	Other library materials (# of physical items), added during year	16	26
E27	Other library materials (# of physical items), withdrawn during year	18	2
E28	Other library materials (# of physical items), held at end of year	2,518	2,520
E29	Total physical items, held at start of year	20,351	18,989
E30	Total physical items, added during year	1,338	1,979
E31	Total physical items, withdrawn during year	2,394	617
E32	Total physical items, held at end of year	19,295	20,351
E33	Total downloadable items, held at end of year	138,435	115,887
E34	Total physical and downloadable items, held at end of year	157,730	136,238

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecrecs>

E35	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freeding, Hoopla, etc. here.	1	0
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E36	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	45
E37	Total licensed databases	3	45

Section F - Circulation and Use Counts

Circulation

Report circulation for FY22 (July 1, 2021 to June 30, 2022). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation. *COVID-19 Note: make sure to report items checked out through curb-side service as circulation.*

Circulation Transactions of Physical Items

F01	Adult books	3,011	2,234
F02	Young adult books	469	396
F03	Children's books	5,762	3,518
F04	Video recordings (physical formats)	787	266
F05	Audio recordings (physical formats)	26	23
F06	Serials (physical formats)	0	0
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	155	147
F08	Total PHYSICAL circulation by material type	10,210	6,584

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09	Circulation of physical items to the rural population of your own county:	2,446	1,979
F10	Total physical circulation of all materials cataloged as "children's"	5,022	3,585

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	2,405	3,130
F12	All other e-books - do not count downloads from services such as Freegal, Freeding, Hoopla, etc. on this line. Report that use on line F25.	0	0
F13	Total use of e-books	2,405	3,130
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	1	2

F15	All other downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25.	343	105
F16	Total use of downloadable video recordings	344	107
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2,158	1,990
F18	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25.	0	0
F19	Total use of downloadable audio recordings	2,158	1,990
F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	389	234
F21	All other electronic serials - Include RB Digital or similar.	0	0
F22	Total use of electronic serials	389	234
F23	Total use of downloadable materials	5,296	5,461

Successful Retrieval of Electronic Information (Database Use)

F24	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	486	377
F25	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	0	0
F26	Total successful retrieval of Electronic Information.	486	377

Circulation and Use Totals

F27	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	15,506	12,045
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	5,782	5,838
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28).	15,992	12,422

ILL and Other Use Counts*Interlibrary Loan*

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F30 to F35. Examples of other ILL services are OCLC or print forms.

F30	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	306	384
F31	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F32	Total Interlibrary Loan received from other libraries	306	384
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	69	52
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F35	Total Interlibrary Loan provided to other libraries	69	52

Other Use Counts

F36	Current total number of registered users as of June 30, 2022	2,712	1,177
F37	Door count annually - do not count curbside delivery or other services provided while the library is physically closed to the public as door count	17,640	3,440
F38	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F39.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
F39	Total number of reference transactions annually	728	364
F40	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below - if unsure, leave blank and skip to F41.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
F41	Number of Internet computers for public use	18	18
F42	Number of uses of public Internet computers <u>ANNUALLY</u>	49,460	103
(You may count a typical week and multiply by 52)			
F43	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F44.	CT - Annual Count	<i>CT - Annual Count</i>

F44	Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library.	11,980	4,604
F45	Number of wireless sessions annually - for libraries without the statewide WhoFi service.		N/A
F46	Total number of wireless sessions annually	11,980	4,604
F47	Is number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F48.	CT - Annual Count	CT - Annual Count
F48	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	6,619	2,452
F49	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	N/A	N/A
F50	Total website visits annually	6,619	2,452

Section G - Programs and Content Recordings

Intro and Children 0-5

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G115 to G123
- Recorded presentations of program content. Report these on questions G109 to G114.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.

- WhoFi/Non-WhoFi - we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

Children Ages 0-5

G01	Total number of live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0
G02	Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi	0
G03	Total number of live, in-person, onsite library programs for children ages 0-5	0
G04	Total number of people attending live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0
G05	Total number of people attending live, in-person, onsite library programs for children ages 0-5 non-WhoFi	0
G06	Total number of people attending live, in-person, onsite library programs for children ages 0-5	0
G07	Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G08	Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI	0
G09	Total number of live, in-person, offsite library programs for children ages 0-5	0
G10	Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G11	Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi	0
G12	Total number of people attending live, in-person, offsite library programs for children ages 0-5	0
G13	Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0
G14	Total number of live, virtual library programs for children ages 0-5 non-WhoFi	0

G15 Total number of live, virtual library programs for children ages 0-5 0

G16 Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. 0

G17 Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi 0

G18 Total number of people attending live, virtual library program for children ages 0-5 0

G19 Total number of library programs for children ages 0-5 0

G20 Total number of people attending library programs for children ages 0-5 0

Children 6-11

Children Ages 6-11

G21 Total number of live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. 0

G22 Total number of live, in-person, onsite library programs for children ages 6-11 non-WhoFi 63

G23 Total number of live, in person, onsite library programs for children ages 6-11 63

G24 Total number of people attending live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. 0

G25 Total number of people attending live, in-person, onsite library programs for children ages 6-11 non-WhoFi 907

G26 Total number of people attending live, in-person, onsite library programs for children ages 6-11 907

G27 Total number of live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. 0

G28 Total number of live, in-person, offsite library programs for children ages 6-11 non-WhoFi 0

G29 Total number of live, in-person, offsite library programs for children ages 6-11 0

G30	Total number of people attending live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G31	Total number of people attending live, in-person, offsite library programs for children ages 6-11 non-WhoFi	0
G32	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0
G33	Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G34	Total number of live, virtual library programs for children ages 6-11 non-WhoFi	0
G35	Total number of live, virtual library programs for children ages 6-11	0
G36	Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0
G37	Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi	0
G38	Total number of people attending live, virtual library programs for children ages 6-11	0
G39	Total number of library programs for children ages 6-11	63
G40	Total number of people attending library program for children ages 6-11	907

Young Adults

Young Adults Ages 12-18

G41	Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0
G42	Total number of live, in-person, onsite library programs for young adults non-WhoFi	23
G43	Total number of live, in person, onsite library program for young adults	23

G44	Total number of people attending live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	
G45	Total number of people attending live, in-person, onsite library programs for young adults non-WhoFi	152	
G46	Total number of people attending live, in-person, onsite library programs for young adults	152	
G47	Total number of live, in-person, offsite library programs for young adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	
G48	Total number of live, in-person, offsite library programs for young adults non-Who-fi	0	
G49	Total number of live, in-person, offsite library programs for young adults	0	
G50	Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	
G51	Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi	0	
G52	Total number of people attending live, in-person, offsite library programs for young adults	0	
G53	Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	
G54	Total number of live, virtual library programs for young adults non-WhoFi	0	
G55	Total number of live, virtual library programs for young adults	0	35
G56	Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	
G57	Total number of people attending live, virtual library programs for young adults non-WhoFi	0	
G58	Total number of people attending live, virtual library program for young adults	0	535
G59	Total number of library programs for young adults	23	39

G60	Total number of people attending library program for young adults	152	547
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Adult*Adults Aged 19 or Older*

G61	Total number of live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G62	Total number of live, in-person, onsite library programs for adults non-WhoFi	28
G63	Total number of live, in person, onsite library program for adults	28
G64	Total number of people attending live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G65	Total number of people attending live, in-person, onsite library programs for adults non-WhoFi	237
G66	Total number of people attending live, in-person, onsite library programs for adults	237
G67	Total number of live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G68	Total number of live, in-person, offsite library programs for adults non-WhoFi	0
G69	Total number of live, in-person, offsite library programs for adults	0
G70	Total number of people attending live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G71	Total number of people attending live, in-person, offsite library programs for adults non-WhoFi	0
G72	Total number of people attending live, in-person, offsite library programs for adults	0
G73	Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G74	Total number of live, virtual library programs for adults non-WhoFi	0

G75	Total number of live, virtual library programs for adults	0
G76	Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0
G77	Total number of people attending live, virtual library programs for adults non-WhoFi	0
G78	Total number of people attending live, virtual library program for adults	0
G79	Total number of library programs for adults	28
G80	Total number of people attending library program for adults	237

General Interest

General Interest - For All Ages

G81	Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library.	0
G82	Total number of live, in-person, onsite general interest library programs non-WhoFi	4
G83	Total number of live, in person, onsite general interest library programs	4
G84	Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G85	Total number of people attending live, in-person, onsite general interest library programs non-WhoFi	135
G86	Total number of people attending live, in-person, onsite general interest library programs	135
G87	Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0
G88	Total number of live, in-person, offsite general interest library programs non-WhoFI	0
G89	Total number of live, in-person, offsite general interest library programs	0

G90	Total number of people attending live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	
G91	Total number of people attending live, in-person, offsite general interest library programs non-WhoFi	0	
G92	Total number of people attending live, in-person, offsite general interest library programs	0	
G93	Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	
G94	Total number of live, virtual, general interest library programs non-WhoFi	0	
G95	Total number of live, virtual, general interest, library programs	0	
G96	Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	
G97	Total number of people attending live, virtual, general interest programs non-WhoFi	0	
G98	Total number of people attending live, general interest, virtual library programs	0	
G99	Total number of live general interest library programs	4	
G100	Total number of people attending live general interest library programs	135	
G101	Total number of live, in-person, onsite library programs	118	
G102	Total number of live, in-person, offsite library programs	0	
G103	Total number of live, virtual library programs	0	
G104	Total number of people attending live, in-person, onsite library programs	1,431	
G105	Total number of people attending live, in-person, offsite library programs	0	
G106	Total number of people attending live, virtual library programs	0	
G107	Total number of live library programs	118	74
G108	Total number of people attending live library programs	1,431	776

Content Recordings and Patron Directed Activities

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G18, G29, G55, G78, or G95.

G109	Total number of program content recordings from WhoFi. Prefilled and locked by the State Library	0	
G110	Total number of program content recordings non-WhoFi	0	
G111	Total number of program content recordings	0	58
G112	Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library	0	
G113	Total number of views of program content recordings non-WhoFi	0	
G114	Total number of views of program content recordings	0	771

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G115	Total number of make and take kits provided	473
G116	Total number of coloring sheets provided	0
G117	Total number of scavenger hunt participants	0
G118	Total number of trivia contest participants	0
G119	Total use of library's maker space service	0
G120	Total use of STEAM/STEM services	0
G121	Total number of story-walk participants	0
G122	Total number of reading log participants	0

G123 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count.

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures due to COVID-19 when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks, due to COVID-19, report 32 on line H02.

H01	Total number of hours open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only. Report actual number of hours open rather than scheduled hours open.	2,184	1,200
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H02	Total number of weeks open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	23
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H03	Square footage of main library. Prefilled and locked by the State Library.	11,500	11,500
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H04	Total number of weeks the main library was closed to the public during FY22 (July 1, 2021 to June 30, 2022) due to COVID-19.	0	29
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H05	Total number of weeks the main library had limited occupancy during FY22 (July 1, 2021 to June 30, 2022) due to COVID-19.	0	15
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Section H Totals

H12	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,184	1,200
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H13	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	23
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H14	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	11,500	11,500
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Section I - COVID 19 related questions

The following questions were added in the FY20 survey to assess the impact of the COVID-19 pandemic on library services. The impact extended into FY22, so we will continue with most of these questions this year. Answer Yes or No to the following questions if you know for sure that you provided the listed service or not. If you aren't sure, leave the question blank.

I01	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? (YES/NO)	No	<i>Yes</i>
	<ul style="list-style-type: none"> • Hours open clarification: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual or "curbside" services outside the building. 		
I02	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>Yes</i>
	<ul style="list-style-type: none"> • Services to the public can include providing reference service, hosting virtual programming or recorded content, curbside delivery, etc. Staff can be located or home or in a closed library while providing these services. 		
I03	Did the library allow users to complete registration for library cards online without having to come to the library DURING the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>Yes</i>
I04	Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>Yes</i>
I05	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>Yes</i>
	<ul style="list-style-type: none"> • Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc. NOTE: Circulation of these items should be reported as circulation in the appropriate category in section F. 		
I06	Did the library intentionally provide access to Wi-Fi Internet access to users outside the building at one or more outlets DURING the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>Yes</i>
I07	Did the library increase access to WI-FI Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic? (YES/NO)		<i>No</i>

I08 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? (YES/NO) *No*

- NOTE: Include reassignments to other government agencies (e.g., to provide unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count, but volunteering off hours would not.

I09 Does the library check out WIFI hotspots for use outside the library? (YES/NO) No *No*

I10 As of June 30, 2022, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) No

NEW

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click [here](#) to print off the form, sign it, and return it to Toni Blair as listed on the document.

Action Form-Ken's Welding Rail Repair

History:

The rail in front of the old entrance to the library is loose and a significant safety hazard. I called Ken's Welding and he says he can fix it for \$420.

The exterior landscaping and hardscaping is going to be addressed in a future capital improvement, but this rail will not be affected.

Budget Impact:

\$420 from capital improvements

Options:

Approve the work, or contact another vendor for a comparable quote.

Staff's Recommended Action:

I recommend approving Ken's Welding to repair the front rail.

Action Form- Advantage Archive Microfilm and Website

History:

Advantage Archive is the company that makes the microfilm for the West Liberty Index and digitizes the newspapers for the Southeast Iowa Digital Archive. This is the annual update to add the previous year (2021) microfilm to our physical collection and to update the website.

There have been problems with missing years that we have already paid for and the company has been less than responsive. I have communicated this to our sales rep who will hopefully provide me with a timeline on completing the work we have paid for.

Budget Impact:

475.00 from Materials

Options:

Purchase the microfilm and have the website updated or don't.

Staff's Recommended Action:

I recommend we approve the quote, but wait to pay until they have completed all existing work.

Advantage Archives

Preserving The Past, Making It Available In The Present, And Ensuring Its Future

Prepared For:
Allie Paarsmith
West Liberty Public Library
400 N. Spencer St.
West Liberty, IA,

Prepared By:
Jeff Brown
IA Partnership Manager
jeffbrown@advantagearchives.com

Delivered: Nov 9, 2022 11:07 AM
Valid Until: May 31, 2023
Terms: Net 30 Days

Project Summary:

Microfilm and digitize the West Liberty index 2021

Add to <https://seiowa.advantage-preservation.com>

Service	Details	Qty	Cost Per	Extended
Preservation Microfilming (Camera Master & Service Copy)	West Liberty Index 2021	1	\$ 320.000	\$ 320.000
Microfilm Digitization - 35MM Roll Film: Grayscale - Up To 1000 Images Per Reel/N	West Liberty Index 2021	1	\$ 145.000	\$ 145.000
Community History Archive - Content Update/C	add to https://seiowa.advantage-preservation.com	1000	\$ 0.010	\$ 10.000

Questions?

Contact Jeff at jeffbrown@advantagearchives.com or call

Total Investment: \$ 475.000

Agreement:

Your signature below indicates acceptance of this proposal to West Liberty 2021 for the West Liberty Public Library, and agree to the terms and conditions herein.



Terms & Conditions:

All pricing is based on the assumption that the microfilm provided to Advantage Archives by the West Liberty Public Library contains no more than the widely accepted standard of 600 frames or 1200 split images per reel. If the image count is found to exceed 600 frames or 1200 individual images, Jeff Brown will contact the West Liberty Public Library to discuss how best to proceed.

Advantage Archives prides itself on delivering the highest quality images possible from the original source materials provided for digitization. The quality of the digital image will only be as good as the quality of the microfilm or paper documents provided. Digitization cannot compensate for microfilm that is blurry, scratched, not filmed to standards, the density is too dark or too light, or where the image is cut off or incomplete. If Advantage Archives discovers significant quality issues with the original materials at any point during the production process, we will consult with the partner to discuss options and explore solutions.

Payment terms are **net thirty (30)** days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

Advantage Archives strictly adheres to Federal Copyright Law and will not digitally reproduce any content that is not in the Public Domain without written permission from the rights holder.

We trust that you will find our proposal satisfactory and look forward to partnering with the West Liberty Public Library. Please contact us should you have any question at [1-855-303-2727](tel:1-855-303-2727)

Accepted By: _____ On ___/___/_____ Of West Liberty Public Library

Return To:

Jeff Brown
Advantage Archives
1025 33rd Ave. SW
Cedar Rapids, IA 52404
Cell: 319-432-8297
Email: jeffbrown@advantagearchives.com
Join The [Community History Archive Social Platform](#)

Action Form-Preliminary Budget Proposal

History:

It's budget season! The City requires us to submit a budget request for the upcoming fiscal year in November. Muscatine County also requires us to submit a budget at the beginning of December. The Board has communicated to me that the goals for our budget for next fiscal year are to increase wages and rely less on our reserve fund. This is a tall order.

I have yet to find the funds to increase my salary to be comparable to the other City Supervisors. According to the City of West Liberty 2021 Payroll Report, my salary was \$21,270.03 less than the next lowest-paid department head. That would deplete our programming, materials, and operating supplies line items. I managed to increase my salary to \$54,000, but that is only doable if we get what we are asking for from the County, contracting cities, the 22% property taxes from West Liberty, and \$22,000 in grants.

I have attached the budget I have drafted, but the finance committee will meet before our regular meeting and make any suggested changes.

Budget Impact:

This is the budget.

Options:

We must submit a budget.

Staff's Recommended Action:

I recommend we submit the budget as we discuss tonight.

Proposed Staffing Budget

Name:	Hr. salary	Annual Salary	Prop'd COL Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Full Time</i>										
Kelli Brommel	\$ 17.12	\$ 35,609.60	\$ 18.15	\$ 37,746.18	\$ 38,909.05	\$ 2,412.36	\$ 564.18	\$ 3,563.24	\$ 1,162.87	\$ 117.01
Tim McMahon	\$ 22.31	\$ 46,404.80	\$ 23.65	\$ 49,189.09	\$ 50,704.49	\$ 3,143.68	\$ 735.22	\$ 4,643.45	\$ 1,515.40	\$ 152.49
Allie Paarsmith	\$ 22.71	\$ 47,236.80	\$ 26.00	\$ 54,080.00	\$ 55,746.08	\$ 3,456.26	\$ 808.32	\$ 5,105.15	\$ 1,666.08	\$ 167.65
Ali Oepping	\$ 16.05	\$ 33,384.00	\$ 17.01	\$ 35,387.04	\$ 36,477.23	\$ 2,261.59	\$ 528.92	\$ 3,340.54	\$ 1,090.19	\$ 109.70
<i>Full Time Totals</i>		\$ 162,635.20		\$ 176,402.30	\$ 181,836.85	\$ 11,273.88	\$ 2,636.63	\$ 16,652.38	\$ 5,434.55	\$ 546.85

Name:	Hr. salary	Annual Salary	Prop'd Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Column1	W/C PREM
<i>Part Time</i>										
Catie Lara	\$ 15.00	\$ 15,600.00	\$ 15.45	\$ 16,068.00	\$ 16,068.00	\$ 996.22	\$ 232.99	\$ 1,516.82	\$ -	\$ 49.81
Isabella Gaona	\$ 15.00	\$ 9,360.00	\$ 15.45	\$ 9,640.80	\$ 9,640.80	\$ 597.73	\$ 139.79	\$ 910.09	\$ -	\$ 29.89
Johamy Narvaez	\$ 15.00	\$ 12,480.00	\$ 15.45	\$ 12,854.40	\$ 12,854.40	\$ 796.97	\$ 186.39	\$ 1,213.46	\$ -	\$ 39.85
Meenu Sehgal	\$ 15.00	\$ 12,480.00	\$ 15.45	\$ 12,854.40	\$ 12,854.40	\$ 796.97	\$ 186.39	\$ 1,213.46	\$ -	\$ 39.85
Sergio Guererro	\$ 15.00	\$ 6,240.00	\$ 15.45	\$ 6,427.20	\$ 6,427.20	\$ 398.49	\$ 93.19	\$ 606.73	\$ -	\$ -
<i>Part Time Totals</i>		\$ 56,160.00		\$ 57,844.80	\$ 57,844.80	\$ 3,586.38	\$ 372.78	\$ 5,460.55	\$ -	\$ 159.39
<i>Library Totals</i>		\$ 218,795.20		\$ 234,247.10	\$ 239,681.65	\$ 14,860.26	\$ 3,009.41	\$ 22,112.93	\$ 5,434.55	\$ 706.24
										\$ 762.74
Difference is:		\$ 15,451.90								
Benefits:		\$ 34,522.05								
FY 24 Total		\$ 268,769.16								

1040 = 20 hrs

416 = 8 hrs

832 = 16 hrs

624 = 12 hrs

Proposed Budget FY23

Account Number	Account Name	Amount	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 181,836.85	
6-410-1-6020	WAGES-PART TIME	\$ 57,844.80	
6-410-1-6040	WAGES-OVER TIME	\$ 500.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 14,860.26	\$ 89,373.19
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 22,112.93	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 7,200.00	Left number same. Not sure what the actual is
6-410-1-6150	GROUP MEDICAL INSURANCE- HEALTH	\$ 42,000.00	Left number same. Not sure what the actual is
6-410-1-6152	GROUP MEDICAL INSURANCE- LIFE/D	\$ -	
	WORKER'S COMPENSATION		
6-410-1-6160	INSURANC	\$ 3,200.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ -	
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 425.00	ALA 175 + ILA 3 staff
6-410-1-6220	SUBSCRIPTIONS	\$ 200.00	Unspecified amount for staff resources
6-410-1-6230	TRAINING	\$ 400.00	ALA classes approx. 100-200 per person
	CONFERENCE & TRAVEL		
6-410-1-6240	EXPENSES	\$ 210.00	ILA for me
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 15,000.00	Fire system, Elevator, HVAC, Roof, electrics, plumbing, floor,
	EQUIPMENT		Actual pieces of equipment that don't contribute to the building. In case of tech
6-410-2-6350	REPAIRS/MAINTENANCE	\$ 1,000.00	repairs
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE EXPENSE	\$ 2,500.00	
6-410-2-6407	PROF. & CONS FEES	\$ 2,100.00	1800 for Bywater, 300 for State Library
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 1,900.00	Left number same. Not sure what the actual is
6-410-2-6415	RENTALS & LEASES	\$ 2,000.00	
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 2,500.00	
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 10,000.00	Should be approximately 5-10% of the budget. 1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm
6-410-2-6504	MINOR EQUIPMENT	\$ 1,000.00	In case a computer breaks that we weren't expecting
6-410-2-6507	OPERATING SUPPLIES	\$ 5,000.00	
6-410-2-6508	POSTAGE	\$ 200.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ 1,000.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
6-410-3-6726	CAPITAL EQUIP RESERVE		
6-410-3-6728	CAPITAL IMPROVEMENTS		
Total		\$ 379,989.84	

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

Library Revenue:

Employee Benefits - Taxes	78,100.00	
Tort Liability Taxes	1,900.00	
State/County/Local/Misc	45,064.00	
		Split between Parks
Local Option Sales Tax	80,000.00	and Library 165,000/2
22% General Fund	153,249.80	
Transfer In Library Reserve	22,000.00	(grant goal)
Total Revenue	380,313.80	

Library Expenses:

Budgeted	<u>379,989.84</u>
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Expenses (Over)/Under Revenue	\$323.96
Debt Levy Library Bond	\$101,092.50
Bond Fees	\$500.00