

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

**December 21, 2022, at 7 pm:**

**West Liberty Public Library Upper Level**

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
  - 1. Atalissa Contract**
  - 2. Nichols Contract**
- X. Adjourn Meeting**

**Next meeting Wednesday, January 18 at 7 pm.**

## **West Liberty Public Library Minutes**

**Date:** November 26, 2022 | **Time:** 7:00 pm

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

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brooks, Second by Lugo, 4-0
- III. Approval of Minutes:** With correction about Johnson Controls contract in the Financial Report; Motion by Brand, Second by Schneider, 4-0
- IV. Public Discussion:**
  - A. None
- V. Financial Report:**
  - A. Allie will check on Liability Insurance payments as well as utility and telephone payments.
  - B. Motion by Brand, Second by Lugo, 4-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. Thank you to Director Allie Paarsmith for her presentation at the West Liberty Business Association Luncheon.
- VIII. Old Business:**
  - A. None
- IX. New Business:**
  - A. Ken's Welding Rail Repair**
    - a. Rail in front of the old entrance is a hazard, Paarsmith will contact Ken's Welding to fix it.
    - b. Motion by Schneider, Second by Brooks, 4-0
  - B. Advantage Archive Microfilm & Website Update**
    - a. Advantage Archive to help with microfilm/digitizing the 2021 West Liberty Index.
    - b. Invoice will be paid after all the work is completed.
    - c. Motion by Brand, Second by Maria, 4-0
  - C. Charitable Fund Representative Appointment**
    - a. Paarsmith met with the new representative to discuss goals for the fund.
    - b. Looking to appoint another fund representative other than Paarsmith.
    - c. Paarsmith will ask board member Samuel Morel to be that representative; motion tabled until next meeting.
  - D. Preliminary Budget Approval**
    - a. Goals for the budget are to increase wages and rely less on the reserve fund.
    - b. Paarsmith plans to present to the County to ask for more funds.
    - c. Liability Insurance payments will be updated.
    - d. Motion by Brand, Second by Lugo, 3-1
- X. Adjourn Meeting:** Motion by Brand, Second by Schneider, 4-0

001-GENERAL FUND  
CULTURE & RECREATION  
LIBRARY

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-6-410-1-6010 WAGES-FULL TIME	187,000.00	15,912.92	72,025.39	38.52	114,974.61
001-6-410-1-6020 WAGES-PART TIME	28,920.00	2,505.00	12,611.50	43.61	16,308.50
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.00	11.66	2.33	488.34
TOTAL PERSONAL SERVICES	216,420.00	18,417.92	84,648.55	39.11	131,771.45
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	16,000.00	1,140.61	6,092.34	38.08	9,907.66
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	21,200.00	1,201.22	6,686.30	31.54	14,513.70
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	250.00	1,280.01	17.78	5,919.99
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	4,071.65	22,149.15	52.74	19,850.85
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	6,663.48	36,207.80	40.39	53,442.20
<u>STAFF DEVELOPMENT</u>					
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	230.00	0.00 (	230.00)
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	2,030.00	249.08 (	1,215.00)
<u>REPAIR,MTNCE,UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	3,000.00	16.20	416.11	13.87	2,583.89
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	12,000.00	3,224.88	4,983.41	41.53	7,016.59
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	12,000.00	883.00	8,963.07	74.69	3,036.93
001-6-410-2-6373 TELEPHONE EXPENSE	2,000.00	0.00	1,251.30	62.57	748.70
TOTAL REPAIR,MTNCE,UTILITIES	29,000.00	4,124.08	15,613.89	53.84	13,386.11
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,700.00	0.00	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	94.96	215.20	17.93	984.80
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	94.96	3,846.48	21.98	13,653.52
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	18,000.00	805.02	6,507.23	36.15	11,492.77
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	1,038.90	1,657.36	20.72	6,342.64
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	451.60	648.78	0.00 (	648.78)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	27,100.00	2,295.52	8,813.37	32.52	18,286.63

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

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	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>51,430.25</u>	<u>51,430.25</u>	<u>190.48</u>	( <u>24,430.25</u> )
TOTAL CAPITAL OUTLAY	30,000.00	51,430.25	51,430.25	171.43	(21,430.25)
<hr/>					
TOTAL LIBRARY	410,485.00	83,026.21	202,590.34	49.35	207,894.66

001-GENERAL FUND  
CULTURE & RECREATION  
LIBRARY

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
001-4-410-4-4090 LOCAL OPTION SALES TAX	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	2,720.00	25.27	8,044.00
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	2,720.00	10.98	22,044.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	0.00	775.76	775.76	0.00 (	775.76)
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	50.00	303.34	0.00 (	303.34)
TOTAL MISCELLANEOUS	0.00	825.76	1,079.10	0.00 (	1,079.10)
<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	825.76	3,799.10	5.05	71,464.90

134-LIBRARY TRUST  
 FINANCIAL SUMMARY

41.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
<u>CULTURE &amp; RECREATION</u>					
LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00
LIBRARY BUILDING PROJECT	500.00	0.00	441.98	88.40	58.02
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	441.98	17.68	2,058.02
<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	441.98	17.68	2,058.02
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

<u>CULTURE &amp; RECREATION</u>					
LIBRARY	0.00	163.76	163.76	0.00 (	163.76)
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	163.76	163.76	0.00 (	163.76)
<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	163.76	163.76	0.10	169,836.24
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 167,500.00)	( 163.76)	278.22		( 167,778.22)

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

41.67% OF YEAR COMP.

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

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY BUILDING PROJECT

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
134-4-411-4-4090 LOCAL OPTION SALES TAX	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	0.00	0.00	0.00	0.00	0.00
<u>USE OF MONEY &amp; PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	441.98	88.40	58.02
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	441.98	88.40	58.02
<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	441.98	88.40	58.02



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

134-LIBRARY TRUST  
CULTURE & RECREATION  
KENNETH MOSHER TRUST

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISCELLANEOUS</u>					
134-4-412-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

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

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

41.67% OF YEAR COMP.

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

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

134-LIBRARY TRUST  
CULTURE & RECREATION  
VIRGINIA BARCLAY TRUST

41.67% OF YEAR COMP.

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

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

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 ELIASON TRUST

41.67% 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
<hr/>					
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL CULTURE & RECREATION	2,500.00	0.00	441.98	17.68	2,058.02

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

134-LIBRARY TRUST  
 ENTERPRISE  
 OPERATIONS-ENTERPRISE

41.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>INTERGOVERNMENTAL</u>					
134-4-810-3-4405 SOLID WASTE SWAP GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,500.00	0.00	441.98	17.68	2,058.02
	=====	=====	=====	=====	=====

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	163.76	163.76	0.00	( 163.76)
TOTAL CONTRACTUAL SERVICES	0.00	163.76	163.76	0.00	( 163.76)
<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	163.76	163.76	0.00	( 163.76)

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

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY BUILDING PROJECT

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

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

<u>EXP CATG 68</u>				
134-6-411-4-6801 BOND PRINCIPAL	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>
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00

TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00
--------------------------------	------	------	------	------

134-LIBRARY TRUST  
CULTURE & RECREATION  
KENNETH MOSHER TRUST

41.67% OF YEAR COMP.

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



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

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

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

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
--------------------------	------	------	------	------	------

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 VIRGINIA BARCLAY TRUST

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-414-2-6310 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

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-415-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-415-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-415-2-6507 OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	163.76	163.76	0.00 (	163.76)

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

134-LIBRARY TRUST  
ENTERPRISE  
OPERATIONS-ENTERPRISE

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>CAPITAL OUTLAY</u>					
134-6-810-3-6750	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00

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

134-LIBRARY TRUST  
 OTHER ACTIVITIES  
 TRANSFERS OUT

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TRANSFERS</u>					
134-6-910-5-6910 TRANSFERS OUT - INTERFU	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	163.76	163.76	0.10	169,836.24
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 167,500.00)	( 163.76)	278.22		( 167,778.22)

# Library Director's Report

December 2022

## Agenda:

---

Today we will approve our contracts for Atalissa and Nichols. We will also review the statistics portion of the director's report.

## Building and Technology:

---

My office is no longer roasting! Blaine came and recalibrated something, and now my office is at a normal temperature.

The Melick Meeting Room is now open for an hour after school each day for snacking. This is in addition to using the Creative Space as a drop-in study room that allows food and drink. This seems to be resolving the issues we were facing with finding people eating in places they shouldn't be eating. We are allotted this flexibility due to the verbiage we updated in the Public Code of Behavior Policy. We will continue to adapt to the needs of our patrons and our facility.

## Staff and Volunteers:

---

On December 13, Tim McMahon celebrated his 26<sup>th</sup> work anniversary at the Library. Tim knows more about this Library than any other staff member, and his community and institutional knowledge have been invaluable to me as a director. Tim has been able to roll with nearly everything I throw at him and provided grounding feedback on my wild ideas. He's not a fan of compliments or attention, so think nice thoughts about Tim this month.

## Collections and Materials:

---

Ali and I have purchased the end-of-year "best of" titles, which is always a fun order. Johamy is going to start helping with our Spanish collection development and maintenance. Kelli is constantly amazing me with the wonderful titles she's finding for our Children's and Young Adult collections.

We have nearly completed inventory and are on track to finish before the end of the year. At that point, we will begin weeding the collection. This process allows us to identify and remove materials that no longer serve our community to make room for new titles. January will also start a reclamation project, where we will call patrons who have materials that are more than 3 months overdue. We hope that by calling and talking to patrons, we can reclaim some of our lost materials and restore some accounts to good standing.

## Finances:

I consulted with the City on the availability of the financial reports in an excel format; unfortunately, that is not an option with the City's current software. From my understanding, a significant update is needed to be able to provide what I'm looking for. As a result, I have purchased QuickBooks Online for \$6.25/month and will be migrating to that program. The functionality seems much more practical, and while it will not solve all problems, it will make things easier.

As of writing this report, I have a meeting with City Manager Haugland to discuss our budget proposal on 12/16/22. I have expressed to the City that in addition to this meeting, we request that a representative of the City come to either a finance committee meeting or the January Board Meeting.

## Programming and Outreach:

Ali has officially launched our homebound delivery service. Patrons within our service area will be able to contact the library to sign up for material delivery at any time and coordinate deliveries with Ali. As deliveries gain popularity, we will be recruiting volunteers to help.

We have adapted our book clubs for the upcoming year by hosting discussions at noon and 6 pm for both Page Turners, which meets on the second Thursday of each month, and Short Stories for Busy People, which meets on the fourth Monday of each month.

# THE PAGE TURNERS - 2023

**This club will typically meet on the second Thursday of each month.**

**There are two sessions; one at 12 pm, and one at 6 pm.**

January 12	<b><i>Burnout</i></b> by Emily Nagoski	NF	self-help
February 9	<b><i>Transcendent Kingdom</i></b> by Yaa Gyasi	F	literary fiction
March 9	<b><i>The Immortal Life of Henrietta Lacks</i></b> by Rebecca Skloot	NF	medical
April 13	<b><i>A Psalm for the Wild-Built</i></b> by Becky Chambers	F	scifi
May 11	<b><i>Know My Name</i></b> by Chanel Miller	NF	personal memoir
June 8	<b><i>Love &amp; Other Disasters</i></b> by Anita Kelly	F	romance
July 13	<b><i>Four Lost Cities</i></b> by Annalee Newitz	NF	history
August 10	<b><i>The Measure</i></b> by Nikki Erlick	F	magical realism
September 14	<b><i>Crying in the Bathroom</i></b> by Erika L. Sanchez	NF	personal memoir
October 12	<b><i>The Silent Patient</i></b> by Alex Michaelides	F	thriller
November 9	<b><i>There There</i></b> by Tommy Orange	F	literary fiction
December 14	<b><i>The Soul of a Woman</i></b> by Isabel Allende	NF	social science

**READING SECTIONS:** *Please read the whole work for discussion.*

# SHORT STORIES FOR BUSY PEOPLE - 2023

This club will typically meet on the fourth Monday of each month.

There are two sessions; one at 12 pm, and one at 6 pm.

January 23	<b><i>The Anthropocene Reviewed</i></b> by John Green	NF	literary essays
February 27	<b><i>How Long 'til Black Future Month</i></b> by N.K. Jemisin	F	scifi
March 27	<b><i>A Wild Swan</i></b> by Michael Cunningham	F	fantasy
April 17	<b><i>Bright Dead Things</i></b> by Ada Limon	NF	poetry
May 22	<b><i>Sword Stone Table</i></b> edited by Swapna Krishna	F	fantasy
June 26	<b><i>How Y'All Doing?</i></b> by Leslie Jordan	NF	personal memoir
July 24	<b><i>Grand Union</i></b> by Zadie Smith	F	contemporary
August 21	<b><i>Vesper Flights</i></b> by Helen Macdonald	NF	nature
September 25	<b><i>Horizontal Vertigo</i></b> by Juan Villoro	NF	history
October 23	<b><i>Anthony Bourdain's Hungry Ghosts</i></b> by Anthony Bourdain	F	horror
November 27	<b><i>White Magic</i></b> by Elisa Washuta	NF	literary essays
December 18	<b><i>Decoding Despacito</i></b> by Leila Cobo	NF	music

**READING SECTIONS:** *Please read the first chapter/section of each work.*



# Action Form- Contracting Cities

## History:

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

The goal is to charge Atalissa and Nichols \$12/per capita. This is the amount we will request in the attached contracts. This rate would equal \$3,552 from Atalissa and \$4,080. I am scheduled to attend the Council meetings in January for each City. Additional support from the Board would be appreciated if available.

## Budget Impact:

This would increase Library revenues.

## Options:

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

## Staff's Recommended Action:

I recommend submitting the contracts as written to Atalissa and Nichols for their signatures.

## CONTRACT FOR LIBRARY SERVICES

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

### RECITALS:

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

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

**THEREFORE**, the Library and the City agree as follows:

1. The City shall appropriate funds at the rate of \$12.00 per capita of its residents for the 2023-2024 fiscal year and pay such amount to the Library after July 1, 2023.
2. In consideration of such payments by the City, the Library shall provide to the City's residents use of the Library's facilities and materials on the same terms and conditions as provided to the residents of West Liberty, Iowa.
3. This Contract may be renewed from time to time by agreement of the Library and the City. If the Library does not receive the payments as provided above, the Library may terminate this Contract by providing written notice to the City.

Signed as of the date first stated above.

CITY OF NICHOLS, IOWA

BOARD OF TRUSTEES OF  
WEST LIBERTY PUBLIC LIBRARY

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Chair

## CONTRACT FOR LIBRARY SERVICES

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

### RECITALS:

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

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

**THEREFORE**, the Library and the City agree as follows:

1. The City shall appropriate funds at the rate of \$12.00 per capita for the 2023-2024 fiscal year and pay such amount to the Library after July 1, 2023.

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

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

Signed as of the date first stated above.

CITY OF ATALISSA, IOWA

BOARD OF TRUSTEES OF  
WEST LIBERTY PUBLIC LIBRARY

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Chair

## Check Register

Date	Receipt #	Description	Amount
1/20/2009	24351	CITY OF ATALISSA - FY 08/09 LIB	\$1,496.75
3/16/2010	26224	CITY OF ATALISSA - FY 09/10 LIB	\$1,000.00
1/19/2011	4155	ATALISSA-FY10/11 LIBR ALLOC	\$1,000.00
6/20/2012	27166	ATALISSA/LIBR FDG 11/12	\$1,000.00
6/14/2013	42716	CITY OF ATALISSA	\$1,000.00
6/19/2014	59274	ATALISSA ANNUAL DUES	\$1,000.00
6/15/2015	74162	ANNUAL DUES CITY OF ATALISSA	\$1,000.00
7/6/2016	89832	ANNUAL DUES	\$1,000.00
4/14/2017	101051	CITY OF ATALISSA	\$1,000.00
4/23/2018	115843	ATALISSA CONTRIBUTION 2018	\$1,000.00
3/4/2019	128326	CITY OF ATALISSA	\$1,000.00
6/5/2020	146763	LIBRARY CONTRACT - ATALISSA	\$1,244.00
11/29/2021	169052	CITY OF ATALISSA	\$2,500.00
6/27/2022	177725	CITY OF ATALISSA - DUES	\$2,368.00

Date	Receipt #	Description	Amount
9/30/2011	15349	NICHOLS/LIBR FDG 11/12	\$1,200.00
7/15/2013	44240	CITY OF NICHOLS	\$1,200.00
6/22/2015	74401	NICHOLS ANNUAL CONTRIBUTION	\$1,200.00
4/19/2017	101518	CITY OF NICHOLS	\$1,200.00
5/1/2019	130916	CITY OF NICHOLS	\$1,200.00
6/5/2020	146764	LIBRARY - NICHOLS	\$1,244.00
10/21/2022	183672	CITY OF NICHOLS - LIBRARY SERVIC	\$2,720.00