

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

January 18, 2023, at 7 pm:

West Liberty Public Library Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business.**
 - 1. Atalissa Contract**
- IX. New Business**
 - 1. Space Needs Assessment Proposal (no action required)**
- X. Adjourn Meeting**

Next meeting Wednesday, February 15 at 7 pm.

Library Director's Report

January 2023

Agenda:

Today's agenda is light, with only a discussion of the Atalissa contract requiring action. We will also review a proposal for a space needs assessment before I apply for a grant.

Building and Technology:

We had a pipe burst between Christmas and New Year's Eve. The HVAC failed on Thursday, 12/22/22, after we closed, so the pipe to the exterior hose in the front burst after it froze. The HVAC is now in occupied mode 24/7, as Blaine commented that other businesses he has worked with do. As soon as the freeze risk is over, we will switch back to our regular HVAC schedule.

We are working on getting the video game room set up now that all of the construction is completed, and we've found homes for everything we were storing in that room. We plan to have that room open on Mondays due to staffing levels.

Staff and Volunteers:

We had to close due to staffing levels on 1/13/23. We had three individuals not available to work their regular shifts. Two were planned, and one was an illness. Other than situations such as that, we are well-staffed.

Friends of the Library met on 1/11/23. They will be holding a Spring Book and Bake Sale in late April. They have decided not to pursue renewing their 501c3 status and will continue to fundraise for the West Liberty Public Library Charitable Fund.

Collections and Materials:

Since inventory is complete, we are working on deaccessioning titles that no longer serve our collection. These are titles that no one has checked out for between 2-5 years. We also examine the collection for condition and whether or not the book is MUSTIE, an acronym for: misleading, ugly, superseded, trivial, irrelevant, or elsewhere.

We are actively seeking funds to expand our Spanish-language collections. Please let us know if you have specific topics or authors you would like to see represented in those collections! We prefer to purchase titles our patrons are asking for since that means at least one person is interested in checking it out.

Finances:

Budget season is in full swing. This past week I attended the Atalissa City Council meeting on Monday and the Nichols City Council meeting on Wednesday. Next week I will attend the County Supervisors' meeting to present our budget request, and the City of West Liberty's budget workshop is on February 7

at WeLead. My focus has been on these presentations, so I have had little time to do the required data entry for Quickbooks. I hope to have that completed by this meeting, but it will be completed before the end of February.

We received partial funding from the Muscatine Charities grant and will be starting to invest in our How to Talk workshops shortly.

Programming and Outreach:

Our celebrity storytimes launched this month with City Manager Dave Haugland starting us off strong. We will be increasing our outreach to the schools, focusing on grade level in each building: first grade, sixth grade, and tenth grade.

We are working on planning the Summer Reading Program and will present that to the board in April.

JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1. HAPPY New Year CLOSED						
8. Decorate A Bookmark! 1:30pm	9. Upcycled Paper Roll Snowflakes 11:30am TAB meeting 5:00pm	10. Storytimes Baby 11:00am Family 11:30am	4. Salt Painting 3:00pm	5.	6.	7.
15.	16.	17. Celebrity Storytime Guest reader Dave Haugland 11:30am	11. Owl Pellets 3:00pm	12. The Page Turners book club meeting 12pm/6pm	13.	14.
22.	23. Short Stories for Busy People book club meeting 12pm/6pm	24. Storytimes Baby 11:00am Family 11:30am	18. Snowy Silhouettes 3:00pm board meeting 7pm	19. Collage Art 11:30am	20.	21.
29.	30. CLOSED	31. Storytimes Baby 11:00am Family 11:30am	25. Lego Challenge 3:00pm	26.	27.	28.

- adult events
- all ages events
- youth events



Action Form-Atalissa Contract

History:

Atalissa would like to see an increase in the usage of the library before they pay the increased rate. FY22 saw 17 users from Atalissa. We invested in the bookmobile, which received the most usage in Atalissa, but still did not justify the expense. Mayor Dickey, Council Member Skubal, and myself will be setting up a time to discuss outreach ideas for Atalissa. They had included the \$12/capita rate (\$3540) in the FY24 budget, but are looking to continue to pay \$8/capita (\$2360).

Budget Impact:

This would decrease our expected revenues by \$1180.

Options:

Approve the contract at \$8/capita, insist on the \$12/capita, or offer a different amount.

Staff's Recommended Action:

Staff defers to the board's decision but recommends an increase of some sort.

Agenda Item-Space Needs Assessment

History:

We have an opportunity to apply for a grant to cover the expense of a space needs assessment through the State Library. They require that we use one of two consulting firms, and one of them happens to be a former professor and the brains behind the Carnegie Libraries in Iowa Program. Shana of S.L. Stuart Consulting has submitted the following proposal, which I will use to apply for the grant. This is just informational and requires no action.