

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

March 22, 2023, 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**
 - 1. Annual Report**
 - 2. Staff Reports**
- VII. Announcements from Members**
- VIII. Old Business**
- IX. New Business**
 - 1. FY24 Calendar**
 - 2. Bridges Agreement Renewal**
- X. Adjourn Meeting**

Next meeting Wednesday, April 19 at 7 pm.

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

66.67% 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 & 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	0.00	1,505.48	0.00 (1,505.48)
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	2,353.34	0.00 (2,353.34)
TOTAL MISCELLANEOUS	0.00	0.00	3,858.82	0.00 (3,858.82)
<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	0.00	6,578.82	8.74	68,685.18

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

66.67% 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
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TOTAL LIBRARY	2,000.00	0.00	0.00	0.00	2,000.00

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY BUILDING PROJECT

66.67% 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 & PROPERTY</u>					
134-4-411-4-4300 INTEREST INCOME	500.00	0.00	1,226.06	245.21 (726.06)
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	1,226.06	245.21 (726.06)
<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	1,226.06	245.21 (726.06)

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 KENNETH MOSHER TRUST

66.67% 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
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TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
REVENUE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
CULTURE & RECREATION
WILMA DUTTON TRUST

66.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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MISCELLANEOUS					
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
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TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
REVENUE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
CULTURE & RECREATION
VIRGINIA BARCLAY TRUST

66.67% OF YEAR COMP.

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

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

66.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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MISCELLANEOUS					
134-4-415-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
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TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE & RECREATION	2,500.00	0.00	1,226.06	49.04	1,273.94

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 ENTERPRISE
 OPERATIONS-ENTERPRISE

66.67% 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
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TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
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TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	2,500.00	0.00	1,226.06	49.04	1,273.94

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

001-GENERAL FUND
CULTURE & RECREATION
LIBRARY

66.67% 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	12,724.61	116,561.52	62.33	70,438.48
001-6-410-1-6020 WAGES-PART TIME	28,920.00	4,777.50	25,841.50	89.36	3,078.50
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.00	11.66	2.33	488.34
TOTAL PERSONAL SERVICES	216,420.00	17,502.11	142,414.68	65.80	74,005.32
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	16,000.00	1,314.46	10,840.67	67.75	5,159.33
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	21,200.00	1,361.94	11,315.38	53.37	9,884.62
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	250.00	2,030.01	28.19	5,169.99
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	4,039.59	34,267.92	81.59	7,732.08
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	6,965.99	58,453.98	65.20	31,196.02
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	400.00	0.00	440.00	110.00 (40.00)
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	2,470.00	303.07 (1,655.00)
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	3,000.00	16.20	502.95	16.77	2,497.05
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	12,000.00	0.00	5,903.91	49.20	6,096.09
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	12,000.00	900.00	16,971.18	141.43 (4,971.18)
001-6-410-2-6373 TELEPHONE EXPENSE	2,000.00	0.00	1,501.51	75.08	498.49
TOTAL REPAIR, MTNCE, UTILITIES	29,000.00	916.20	24,879.55	85.79	4,120.45
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,700.00	0.00	4,395.12	57.08	3,304.88
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	2,073.00	69.10	927.00
001-6-410-2-6415 RENTALS & LEASES	1,200.00	0.00	675.49	56.29	524.51
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	0.00	7,518.61	42.96	9,981.39
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	18,000.00	0.00	9,818.72	54.55	8,181.28
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	30.34	3,058.31	38.23	4,941.69
001-6-410-2-6508 POSTAGE	100.00	0.00	0.00	0.00	100.00
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	0.00	876.84	0.00 (876.84)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	27,100.00	30.34	13,753.87	50.75	13,346.13

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

66.67% 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	27,000.00	0.00	90,044.59	333.50 (63,044.59)
TOTAL CAPITAL OUTLAY	30,000.00	0.00	90,044.59	300.15 (60,044.59)
TOTAL LIBRARY	410,485.00	25,414.64	339,535.28	82.72	70,949.72

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

66.67% 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	0.00	163.76	0.00 (163.76)
TOTAL CONTRACTUAL SERVICES	0.00	0.00	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 RAGERAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	163.76	0.00 (163.76)

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST

CULTURE & RECREATION

LIBRARY BUILDING PROJECT

66.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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EXP CATG 68					
134-6-411-4-6801 BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
134-6-411-4-6851 BOND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00
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TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
CULTURE & RECREATION
KENNETH MOSHER TRUST

66.67% 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
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
CULTURE & RECREATION
WILMA DUTTON TRUST

66.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMODITIES</u>					
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
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TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 VIRGINIA BARCLAY TRUST

66.67% 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

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

66.67% 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
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TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE & RECREATION	0.00	0.00	163.76	0.00 (163.76)

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
ENTERPRISE
OPERATIONS-ENTERPRISE

66.67% OF YEAR COMP.

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

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2023

134-LIBRARY TRUST
 OTHER ACTIVITIES
 TRANSFERS OUT

66.67% 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
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TOTAL TRANSFERS OUT	170,000.00	0.00	0.00	0.00	170,000.00
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TOTAL OTHER ACTIVITIES	170,000.00	0.00	0.00	0.00	170,000.00
TOTAL EXPENDITURES	170,000.00	0.00	163.76	0.10	169,836.24
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West Liberty Public Library

Statement of Activity Detail

July 1, 2022 - March 21, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Revenue/Expenditures					
Revenue					
4400 Intergovernmental					
4471 Local Comm Library Allocation					
10/21/2022	Journal Entry	C41347		City of Nichols payment for FY23	2,720.00
Total for 4471 Local Comm Library Allocation					\$2,720.00
Total for 4400 Intergovernmental					\$2,720.00
4700 Misc					
4705 Contributions - Gifts/Grants					
09/22/2022	Journal Entry	C41119		Better World Books	79.16
09/22/2022	Journal Entry	C41119		Viola Wachs Memorial	100.00
09/22/2022	Journal Entry	C41119		Viola Wachs Memorial	74.18
11/23/2022	Journal Entry	C41628		Phyllis Sterba	50.00
Total for 4705 Contributions - Gifts/Grants					\$303.34
4799 Other Misc Revenue					
11/02/2022	Journal Entry	C41427		Cash Register Deposit	775.76
Total for 4799 Other Misc Revenue					\$775.76
Total for 4700 Misc					\$1,079.10
Total for Revenue					\$3,799.10
Expenditures					
6000 Personal Services					
6010 Wages - Full Time					
07/01/2022	Journal Entry	P01752		PY ending 6/25/22	4,230.80
07/15/2022	Journal Entry	P01756		PY ending 7/2/22	6,122.71
07/29/2022	Journal Entry	P01759		PY ending 7/23/22	6,122.71
08/12/2022	Journal Entry	P01762		PY ending 8/6/22	6,122.70
08/26/2022	Journal Entry	P01765		PY ending 8/20/22	6,121.15
09/09/2022	Journal Entry	P01770		PY ending 9/3/22	6,122.70
09/23/2022	Journal Entry	P01773		PY ending 9/17/22	6,122.70
10/07/2022	Journal Entry	P01779		PY ending 10/01/22	6,122.70
10/21/2022	Journal Entry	P01786		PY ending 10/15/22	9,024.30
11/04/2022	Journal Entry	P01794		PY ending 10/29/22	6,362.31
11/18/2022	Journal Entry	P01797		PY ending 11/12/2022	6,362.30
12/02/2022	Journal Entry	P01804		Sick leave payout	3,188.31
12/02/2022	Journal Entry	P01802		PY ending 11/26/22	6,362.31
12/02/2022	Journal Entry	P01803			6,362.31
12/30/2022	Journal Entry	P01810			6,362.30
01/13/2023	Journal Entry	P01817		PY Ending 1/7/2023	6,362.30
01/27/2023	Journal Entry	P01825		PY ending 1/21/23	6,362.30
02/10/2023	Journal Entry	P01828		PY ending 2/4/2023	6,362.30
02/24/2023	Journal Entry	P01836		PY Ending 2/18/23	6,362.31
Total for 6010 Wages - Full Time					\$116,561.52
6020 Wages - Part Time					
07/01/2022	Journal Entry	P01752		PY ending 6/25/22	1,203.00
07/15/2022	Journal Entry	P01756		PY ending 7/2/22	958.50
07/29/2022	Journal Entry	P01759		PY ending 7/23/22	958.50
08/12/2022	Journal Entry	P01762		PY ending 8/6/22	1,266.00
08/26/2022	Journal Entry	P01765		PY ending 8/20/22	966.00
09/09/2022	Journal Entry	P01770		PY ending 9/3/22	477.00
09/23/2022	Journal Entry	P01773		PY ending 9/17/22	357.00
10/07/2022	Journal Entry	P01779		PY ending 10/01/22	526.00
10/21/2022	Journal Entry	P01786		PY ending 10/15/22	3,550.00
11/04/2022	Journal Entry	P01794		PY ending 10/29/22	1,410.00
11/18/2022	Journal Entry	P01797		PY ending 11/12/2022	1,095.00
12/02/2022	Journal Entry	P01802		PY ending 11/26/22	1,440.00
12/02/2022	Journal Entry	P01803			1,687.50
12/30/2022	Journal Entry	P01810			900.00
01/13/2023	Journal Entry	P01817		PY Ending 1/7/2023	2,017.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
01/27/2023	Journal Entry	P01825		PY ending 1/21/23	2,407.50
02/10/2023	Journal Entry	P01828		PY ending 2/4/2023	2,295.00
02/24/2023	Journal Entry	P01836		PY Ending 2/18/23	2,482.50
Total for 6020 Wages - Part Time					\$25,997.00
6040 Wages- Over Time					
07/01/2022	Journal Entry	P01752		PY ending 6/25/22	4.66
08/12/2022	Journal Entry	P01762		PY ending 8/6/22	3.11
09/23/2022	Journal Entry	P01773		PY ending 9/17/22	0.78
10/21/2022	Journal Entry	P01786		PY ending 10/15/22	3.11
Total for 6040 Wages- Over Time					\$11.66
Total for 6000 Personal Services					\$142,570.18
6100 Employee Benefits					
6110 FICA-City Contribution					
07/01/2022	Journal Entry	A28042		Medicare W/H	78.25
07/01/2022	Journal Entry	A28042		FICA W/H	334.61
07/15/2022	Journal Entry	A28106		Medicare W/H	98.27
07/15/2022	Journal Entry	A28106		FICA W/H	420.19
07/29/2022	Journal Entry	A28183		Medicare W/H	100.01
07/29/2022	Journal Entry	A28183		FICA W/H	427.61
08/12/2022	Journal Entry	A28334		Medicare W/H	102.78
08/12/2022	Journal Entry	A28334		FICA W/H	439.45
08/26/2022	Journal Entry	A28399		Medicare W/H	100.37
08/26/2022	Journal Entry	A28399		FICA W/H	429.19
09/10/2022	Journal Entry	A28448		Medicare W/H	93.31
09/10/2022	Journal Entry	A28448		FICA W/H	398.98
09/23/2022	Journal Entry	A28581		Medicare W/H	91.58
09/23/2022	Journal Entry	A28581		FICA W/H	391.58
10/07/2022	Journal Entry	A28621		Medicare W/H	94.01
10/07/2022	Journal Entry	A28621		FICA W/H	401.95
10/21/2022	Journal Entry	A28743		Medicare W/H	180.00
10/21/2022	Journal Entry	A28743		FICA W/H	769.59
11/04/2022	Journal Entry	A28828		Medicare W/H	110.39
11/04/2022	Journal Entry	A28828		FICA W/H	471.96
11/18/2022	Journal Entry	A28865		FICA W/H	452.43
11/18/2022	Journal Entry	A28865		Medicare W/H	105.83
12/04/2022	Journal Entry	A28958		Medicare W/H	46.23
12/04/2022	Journal Entry	A28958		Medicare W/H	110.82
12/04/2022	Journal Entry	A28958		FICA W/H	197.68
12/04/2022	Journal Entry	A28958		FICA W/H	473.82
12/16/2022	Journal Entry	A29094		Medicare W/H	114.41
12/16/2022	Journal Entry	A29094		FICA W/H	489.17
12/30/2022	Journal Entry	A29094		Medicare W/H	104.90
12/30/2022	Journal Entry	A29094		FICA W/H	448.53
01/13/2023	Journal Entry	A29200		Medicare W/H	119.21
01/13/2023	Journal Entry	A29200		FICA W/H	509.63
01/27/2023	Journal Entry	A29262		Medicare W/H	124.86
01/27/2023	Journal Entry	A29262		FICA W/H	533.81
02/10/2023	Journal Entry	A29339		Medicare W/H	123.22
02/10/2023	Journal Entry	A29339		FICA W/H	526.84
02/24/2023	Journal Entry	A29400		Medicare W/H	125.94
02/24/2023	Journal Entry	A29400		FICA W/H	538.46
Total for 6110 FICA-City Contribution					\$10,679.87
6130 IPERS-City Contribution					
07/29/2022	Journal Entry	A28186		IPERS-Regular	456.47
07/29/2022	Journal Entry	A28186		IPERS-Regular	611.97
07/29/2022	Journal Entry	A28186		IPERS-Regular	589.32
08/26/2022	Journal Entry	A28400		IPERS-Regular	606.16
08/26/2022	Journal Entry	A28400		IPERS-Regular	634.92
09/23/2022	Journal Entry	A28582		IPERS-Regular	577.99
09/23/2022	Journal Entry	A28582		IPERS-Regular	578.06
10/07/2022	Journal Entry	A28625		IPERS-Regular	577.99
10/21/2022	Journal Entry	A28744		IPERS-Regular	852.20
11/18/2022	Journal Entry	A28866		IPERS-Regular	600.61
11/18/2022	Journal Entry	A28866		IPERS-Regular	600.61
12/30/2022	Journal Entry	A29095		IPERS-Regular	644.51

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/30/2022	Journal Entry	A29095		IPERS-Regular	649.46
12/30/2022	Journal Entry	A29095		IPERS-Regular	666.45
02/24/2023	Journal Entry	A29401		IPERS	679.91
02/24/2023	Journal Entry	A29401		IPERS	682.03
Total for 6130 IPERS-City Contribution					\$10,008.66
6140 ICMA-City Contribution					
07/01/2022	Journal Entry	A28045		Deferred Comp - Employer	128.75
07/15/2022	Journal Entry	A28107		Deferred Comp - Employer	128.75
08/12/2022	Journal Entry	A28337		Deferred Comp - Employer	128.75
08/26/2022	Journal Entry	A28404			128.75
09/10/2022	Journal Entry	A28451			128.75
09/23/2022	Journal Entry	A28586			128.76
10/07/2022	Journal Entry	A28623			128.75
10/21/2022	Journal Entry	A28748			128.75
11/04/2022	Journal Entry	A28831			125.00
11/18/2022	Journal Entry	A28870			125.00
12/04/2022	Journal Entry	A28961			125.00
12/16/2022	Journal Entry	A29036			125.00
01/13/2023	Journal Entry	A29203		Deferred Comp-Employer	125.00
01/27/2023	Journal Entry	A29264			125.00
02/10/2023	Journal Entry	A29342			125.00
02/24/2023	Journal Entry	A29405			125.00
Total for 6140 ICMA-City Contribution					\$2,030.01
6150 Group Medical Insurance					
07/15/2022	Journal Entry	A28105		Employer Life/Disability	116.90
07/29/2022	Journal Entry	A28182		Employer Health Insurance	5,200.31
07/29/2022	Journal Entry	A28200		Employer Self Insurance	1,480.33
07/29/2022	Journal Entry	A28200		Employer Admin	58.10
08/26/2022	Journal Entry	A28408		Employer Admin	58.10
08/26/2022	Journal Entry	A28401		Employer Life/Disability	116.90
08/26/2022	Journal Entry	A28408		Employer Self Insurance	618.28
08/26/2022	Journal Entry	A28405		Employer Health Insurance	2,763.34
09/23/2022	Journal Entry	A28590		Employer self insurance	618.27
09/23/2022	Journal Entry	A28583		Employer Life/Disability	116.90
09/23/2022	Journal Entry	A28590		Employer admin	58.10
09/23/2022	Journal Entry	A28587		Employer health insurance	2,763.34
10/21/2022	Journal Entry	A28752		Employer self insurance	618.27
10/21/2022	Journal Entry	A28749		Employer health insurance	3,315.36
10/21/2022	Journal Entry	A28752		Employer admin	58.10
10/21/2022	Journal Entry	A28745		Employer Life/disability	116.90
11/18/2022	Journal Entry	A28871		Employer health insurance	3,286.52
11/18/2022	Journal Entry	A28874		Employer self insurance	612.45
11/18/2022	Journal Entry	A28867		Employer Life/Disability	115.53
11/18/2022	Journal Entry	A28874		Employer admin	57.15
12/16/2022	Journal Entry	A29034		Employer life/disability	115.53
12/30/2022	Journal Entry	A29101		Employer self insurance	612.45
12/30/2022	Journal Entry	A29098		Employer health insurance	3,254.46
12/30/2022	Journal Entry	A29101		Employer admin	57.15
01/27/2023	Journal Entry	A29260		Employer Life/Disabil	115.53
01/27/2023	Journal Entry	A29268		Employer Self Ins	612.45
01/27/2023	Journal Entry	A29261		Employer Health Ins	3,254.46
01/27/2023	Journal Entry	A29268		Employer Admin	57.15
02/24/2023	Journal Entry	A29409			57.15
02/24/2023	Journal Entry	A29402		Employer Life/Disabil	115.53
02/24/2023	Journal Entry	A29406		Employer Health Ins	3,254.46
02/24/2023	Journal Entry	A29409			612.45
Total for 6150 Group Medical Insurance					\$34,267.92
Total for 6100 Employee Benefits					\$56,986.46
6200 Staff Development					
6210 Dues & Membership Fees					
10/28/2022	Journal Entry	B41901		VISA statement	440.00
Total for 6210 Dues & Membership Fees					\$440.00
6220 Subscriptions, Publications					
08/11/2022	Journal Entry	A28272		Bywater Solutions	1,800.00
12/19/2022	Expenditure	03639-	Canva	Canva annual subscription	119.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
		25004029			
Total for 6220 Subscriptions, Publications					\$1,919.00
6230 Training					
10/21/2022	Journal Entry	A28759		Oepping training ILA	230.00
Total for 6230 Training					\$230.00
Total for 6200 Staff Development					\$2,589.00
6300 Repair Mtnce, Utilities					
6310 Building/Ground Maintenance					
07/07/2022	Journal Entry	A28057		Bosch Pest Control	32.40
08/04/2022	Journal Entry	A28224		Bosch pest control	16.20
08/23/2022	Journal Entry	A28394		Elevator	175.00
09/09/2022	Journal Entry	A28463		Bosch pest control	16.20
10/06/2022	Journal Entry	A28637		Bosch pest control	16.20
10/19/2022	Journal Entry	A28703		Control Installations	143.91
10/28/2022	Bill	185970	Iowa Division of Labor Services - Boiler Safety Section	Boiler Inspection	120.00
10/28/2022	Journal Entry	B41901		VISA statement	38.24
11/03/2022	Journal Entry	A28798		Bosch pest control	16.20
11/28/2022	Bill	20220289	Ken's Welding	Fixed handrail on ramp	420.00
12/09/2022	Journal Entry	A28985			16.20
12/20/2022	Bill	24405	Climate Engineers	4th quarterly billing	920.50
01/04/2023	Journal Entry	A29135			16.20
01/13/2023	Bill	24544	Climate Engineers	office no heat	198.01
01/13/2023	Bill	24669	Climate Engineers	Pipe burst	795.73
02/09/2023	Journal Entry	A29288			16.20
Total for 6310 Building/Ground Maintenance					\$2,957.19
6350 Equipment Repairs/Maintenance					
08/11/2022	Journal Entry	A28273			192.03
08/11/2022	Journal Entry	A28273			646.00
08/11/2022	Journal Entry	A28273		Preventative maintenance	920.50
11/21/2022	Journal Entry	A28934		Elevator	3,224.88
12/09/2022	Journal Entry	A29019		Preventative maintenance	920.50
Total for 6350 Equipment Repairs/Maintenance					\$5,903.91
6371 Utility Services					
08/04/2022	Journal Entry	A28239		Gas bill	883.00
08/15/2022	Journal Entry	B41252		City Utilities	2,600.24
09/09/2022	Journal Entry	A28485		Gas bill	883.00
09/15/2022	Journal Entry	B41383		City Utilities	2,830.83
09/21/2022	Journal Entry	A28555		Gas Bill	833.00
10/15/2022	Journal Entry	B41763		City Utilities	2,527.95
11/15/2022	Journal Entry	B41764		City Utilities	1,698.34
11/20/2022	Journal Entry	A28905		Gas bill	883.00
12/09/2022	Journal Entry	A28994		Gas bill	1,766.00
12/15/2022	Journal Entry	B41765		City Utilities	1,115.82
02/09/2023	Journal Entry	A29310			900.00
Total for 6371 Utility Services					\$16,921.18
6373 Telephone Expense					
07/15/2022	Journal Entry	B41002		Internet and phone	250.21
08/15/2022	Journal Entry	B41235		Internet and phone	250.21
09/15/2022	Journal Entry	B41396		Internet and phone	520.21
09/15/2022	Journal Entry	B41406		Internet and phone	250.46
10/15/2022	Journal Entry	B41220		Internet and phone	250.21
Total for 6373 Telephone Expense					\$1,521.30
Total for 6300 Repair Mtnce, Utilities					\$27,303.58
6400 Contractual Services					
6407 Professional & Cons Fees					
08/23/2022	Journal Entry	A28393			280.00
08/23/2022	Journal Entry	A28397		Deep freeze continued support	259.92
09/09/2022	Journal Entry	A28500		Binderworks subscription	643.36
10/09/2022	Bill	10092022	Antelope Lending Library	Bookmobile Services	3,211.84
Total for 6407 Professional & Cons Fees					\$4,395.12
6408 Tort Liability Insurance					
07/01/2022	Journal Entry	B40130		Work Comp JE for Exp	2,073.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 6408 Tort Liability Insurance					\$2,073.00
6415 Rentals & Leases					
08/23/2022	Journal Entry	A28395		Printer contract	120.24
12/08/2022	Bill	489250761	Marco Technologies	Printer	606.65
01/08/2023	Bill	491701843	Marco Technologies		245.81
Total for 6415 Rentals & Leases					\$972.70
6426 Enrichment Programs					
08/15/2022	Journal Entry	A28348		Jay Cady DBA Laughing	375.00
11/23/2022	Bill	1PGH-YMK6-K1WN	Amazon	Embroidery Floss Rainbow Color 50 Skeins Per Pack Cross Stitch Threads Friendship Bracelets Floss Crafts Floss	6.99
11/24/2022	Bill	1PGH-YMK6-K1WN	Amazon	Apple Barrel Acrylic Paint in Assorted Colors (8 oz), 20429 Christmas Green	5.00
11/24/2022	Bill	1PGH-YMK6-K1WN	Amazon	Inscraft Rubber Bands Refill Kit , 12750+ Premium Loom Bands in 26 Colors with 500 Clips ,6 Hooks for Kids Bracelet Weaving Kit DIY Crafting	15.99
11/26/2022	Bill	1PGH-YMK6-K1WN	Amazon	Caydo 2400 Pieces Mini Craft Pompoms Assorted Colors 6 mm Pom poms for Hobby Supplies	13.99
11/26/2022	Bill	1PGH-YMK6-K1WN	Amazon	Humphrey's Craft 1/8 Inch Red Double Faced Satin Ribbon - 50 Yards Variety of Color for Crafts Gift Wrapping DIY Bows Decoration Sewing and Invitation	11.98
11/28/2022	Bill	1PGH-YMK6-K1WN	Amazon	Small Premium owl pellets Set of 30	55.20
12/07/2022	Expenditure	KBWINPROG22	Amazon	Amazon Brand - Happy Belly Cream of Tartar, 5 Ounces	3.99
12/07/2022	Expenditure	KBWINPROG22	Amazon	ZEAVOLA 6Pcs Wooden Jingle Hand Bells,Rainbow Handle Wooden Bells Jingle Stick Shaker Rattle Baby Kids Children Musical Toys	33.90
12/07/2022	Expenditure	KBWINPROG22	Amazon	Springflower 3 in 1 Montessori Toys for Babies 0-3-6-12 Months, Soft Baby Teething Toys, Stacking Building Blocks for Infants, Sensory Developmental E	36.89
12/11/2022	Expenditure	KBWINPROG22	Amazon	Baby Bath Books,Nontoxic Fabric Soft Baby Cloth Books, Early Education Toys,Waterproof Baby Books for Toddler, Infants Crinkly Cloth Book Bath Toys fo	17.85
12/12/2022	Bill	2037186609	Baker & Taylor	Book club books	49.37
12/29/2022	Bill	1HD1-KDMY-TL64	Amazon	Sax True Flow Heavy Body Acrylic Paint, 1/2 Gallon, Mars Black - 439298	17.92
12/29/2022	Bill	1HD1-KDMY-TL64	Amazon	Sax True Flow Heavy Body Acrylic Paint, 1/2 Gallon, Blockout White - 402600	18.65
01/03/2023	Bill	1HD1-KDMY-TL64	Amazon	Craft and Party, 1 Pound Bottled Craft Glitter for Craft and Decoration (Iridescent)	12.89
01/04/2023	Expenditure	KBWINPROG22	Amazon	White Plastic Craft Lace Lanyard Gimp String Bulk 100 Yard Roll (includes shipping)	11.76
01/06/2023	Expenditure	KBWINPROG22	Amazon	BUYGOO 60Pcs Stiff Felt Fabric Sheets, 8 x 12 inches Craft Felt Sheets Assorted Color 1mm Thick Stiff Craft Felt for DIY Crafts, Sewing, Crafting Proj	20.99
01/06/2023	Expenditure	KBWINPROG22	Amazon	Teenitor 48 Colors Glitter Set, Fine Glitter for Resin, Arts and Craft Supplies Glitter, Festival Glitter Makeup Glitter, Cosmetic Glitter for Body Na	15.99
01/06/2023	Expenditure	KBWINPROG22	Amazon	1000 Pieces Valentine's Day Pony Beads Independence Day Seed Beads Opaque Seed Bead Kit Acrylic Craft Beads for Girls Women Jewelry Making Supplies, 3	10.99
01/06/2023	Expenditure	KBWINPROG22	Amazon	Heart Beads Red Glitter Sparkle Large Pony Beads Pk/50 Made in USA	6.97
01/18/2023	Bill		Eliza Smith	Storytime and Concert	300.00
01/31/2023	Bill		Swank Movie Licensing USA	Public Performance Site Licenses	447.00
Total for 6426 Enrichment Programs					\$1,489.31
Total for 6400 Contractual Services					\$8,930.13
6500 Commodities					
6502 Books, AV Materials					
08/11/2022	Journal Entry	A28272		DVDs	22.49
08/11/2022	Journal Entry	A28271			43.70
08/11/2022	Journal Entry	A28271			55.74
08/11/2022	Journal Entry	A28271			110.85
08/11/2022	Journal Entry	A28272		DVDs	133.42
08/11/2022	Journal Entry	A28271			577.24
08/11/2022	Journal Entry	A28271			169.07
08/11/2022	Journal Entry	A28271			231.76
08/11/2022	Journal Entry	A28275			266.80
08/11/2022	Journal Entry	A28275			336.27
08/11/2022	Journal Entry	A28275			145.06
08/23/2022	Journal Entry	A28396			22.00
08/23/2022	Journal Entry	A28392			118.68
08/23/2022	Journal Entry	A28392			1,110.18
08/23/2022	Journal Entry	A28392			336.27
08/23/2022	Journal Entry	A28392			266.80
08/23/2022	Journal Entry	A28392			145.06
08/24/2022	Journal Entry	A28391			1,610.82

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11/08/2022	Bill	2037129763	Baker & Taylor	Books to be itemized	723.67
11/09/2022	Bill	2037132543	Baker & Taylor	Books to be itemized	153.72
11/15/2022	Bill	2037149334	Baker & Taylor	Books to be itemized	239.45
11/21/2022	Journal Entry	A28932			497.17
11/21/2022	Journal Entry	A28937			294.37
11/21/2022	Journal Entry	A28932			13.48
12/05/2022	Bill	2037164766	Baker & Taylor	Books to be itemized	642.65
12/06/2022	Bill	2037175708	Baker & Taylor	Books to be itemized	47.49
12/07/2022	Bill	2037186588	Baker & Taylor	Books to be itemized	983.77
12/09/2022	Journal Entry	A29023			257.08
12/09/2022	Journal Entry	A29023			286.56
12/09/2022	Journal Entry	A29023			294.37
12/19/2022	Bill	2037203391	Baker & Taylor	Books to be itemized	189.24
12/20/2022	Bill	2037207165	Baker & Taylor	Books to be itemized	227.51
12/21/2022	Bill	2037207083	Baker & Taylor	Books to be itemized	109.60
12/21/2022	Bill	2037207130	Baker & Taylor	Books to be itemized	141.87
12/28/2022	Journal Entry	A29089			357.11
12/28/2022	Journal Entry	A29089			423.86
12/28/2022	Journal Entry	A29089			461.99
12/28/2022	Journal Entry	A29089			1,230.52
01/04/2023	Bill	2037220502	Baker & Taylor	book	53.77
01/05/2023	Bill	2037251719	Baker & Taylor	Book	40.85
01/05/2023	Bill	2037234797	Baker & Taylor		235.02
01/09/2023	Bill	1GJV-NTCD-MN9R	Amazon	The Complete Baby and Toddler Cookbook: The Very Best Baby and Toddler Food Recipe Book (America's Test Kitchen Kids)	12.99
01/09/2023	Bill	1GJV-NTCD-MN9R	Amazon	The Ultimate Meal-Prep Cookbook: One Grocery List. A Week of Meals. No Waste.	16.59
01/09/2023	Bill	1GJV-NTCD-MN9R	Amazon	Diary of an 8-Bit Warrior Diamond Box Set	34.99
02/19/2023	Bill	2037267190	Baker & Taylor		97.67
Total for 6502 Books, AV Materials					\$13,769.57
6504 Minor Equipment					
12/29/2022	Bill	1P6D-QN3N-1NM7	Amazon	APC UPS 1500VA Sine Wave UPS Battery Backup, BR1500MS2 Backup Battery Power Supply, AVR, 10 Outlets, (2) USB Charger Ports	245.38
Total for 6504 Minor Equipment					\$245.38
6507 Operating Supplies					
07/28/2022	Journal Entry	B41007		July Visa Stmt	77.15
08/11/2022	Journal Entry	A28270			65.95
08/23/2022	Journal Entry	A28396			35.48
08/23/2022	Journal Entry	A28396			57.35
08/28/2022	Journal Entry	B41242		August Visa Stmt	113.68
09/18/2022	Journal Entry	B41418		Sept Visa Stmt	113.68
09/21/2022	Journal Entry	A28550			45.00
10/08/2022	Bill	APsupplies-OCT22	Amazon	Uni-Ball Signo Broad Point Gel Impact Pen White 5 pens	10.00
10/08/2022	Bill	APsupplies-OCT22	Amazon	12" x 12" Buff Pro Multi-Surface Microfiber Cleaning Cloths Purple - 12 Pack Premium Microfiber Towels for Cleaning Glass, Kitchens, Bathrooms, Au	25.96
10/28/2022	Journal Entry	B41901		VISA statement	49.36
11/18/2022	Journal Entry	B42134		Nov Visa Stmt	214.11
11/21/2022	Journal Entry	A28938		Paper	125.97
11/21/2022	Journal Entry	A28933			920.93
12/09/2022	Journal Entry	A29020		Book Processing	920.93
12/28/2022	Journal Entry	A29091			10.00
12/28/2022	Journal Entry	A29090		Book processing	184.21
02/09/2023	Journal Entry	a29297			14.96
02/09/2023	Journal Entry	A29289		Sharps container	15.38
Total for 6507 Operating Supplies					\$3,000.10
6521 Janitorial Supplies					
08/11/2022	Journal Entry	A28270			139.99
08/11/2022	Journal Entry	A28270			26.17
08/23/2022	Journal Entry	A28396			31.02
11/21/2022	Journal Entry	A28931			75.86
11/21/2022	Journal Entry	A28931			41.99
11/21/2022	Journal Entry	A28931			333.75
12/06/2022	Bill	1FR9-HVTF-74JY	Amazon	Diversey Crew 04578 Clinging Toilet Bowl Cleaner, 12 x 32 oz./946 mL Squeeze Bottles (Pack of 12)	50.84

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/07/2022	Bill	1FR9-HVTF-74JY	Amazon	Kleenex Professional Facial Tissue for Business (21400), Flat Tissue Boxes, 36 Boxes / Case, 100 Tissues / Box, 3,600 Tissues / Case	57.99
12/09/2022	Journal Entry	A29022			88.79
12/09/2022	Journal Entry	A29018			113.31
12/28/2022	Journal Entry	A29091			25.96
Total for 6521 Janitorial Supplies					\$985.67
Total for 6500 Commodities					\$18,000.72
6700 Capital Outlay					
6728 Capital Improvements					
11/21/2022	Journal Entry	A28939			18,312.40
11/21/2022	Journal Entry	A28939			33,216.85
12/13/2022	Journal Entry	A29031			6,304.86
12/13/2022	Journal Entry	A29031			32,309.48
Total for 6728 Capital Improvements					\$90,143.59
Total for 6700 Capital Outlay					\$90,143.59
Total for Expenditures					\$346,523.66
Net Revenue					\$ -
					342,724.56

Library Director's Report

March 2023

Agenda:

Welcome to the 2023 Annual Meeting. Business will be brief, only approving the FY24 Calendar.

Building and Technology:

We have received Space Utilization grant from the State Library. As soon as all the paperwork arrives, I will contact Shana Stuart to get something scheduled. We're very excited to receive guidance on any space improvements so that we are allocating funds efficiently and appropriately.

We are working on some technology grants for new Chromebooks as ours have stopped updating. We also hope to increase our numbers so we can incorporate their use into our regular programming. We will be contacting the school district to discuss purchasing options.

The parking lot lights are still causing some problems. I will prioritize getting that resolved before the end of March.

I have reached out to Brian Oepping to discuss the hardscape design of the Library. From there, we should be able to have an easier time finding a contractor.

We had continued issues with the restrooms, specifically the men's. As a result we locked them for a week. We never make that decision lightly as it puts a significant burden on staff and obviously creates a significant barrier to access. This will be the first issue I discuss with Shana regarding space needs. As I do not see any successful long-term solutions beyond renovation.

Staff and Volunteers:

The Friends of the Library Book and Bake Sale is on April 22. At their April meeting, I will be making the request to have quarterly fundraisers, the two book and bake sales, a trivia night in January to support the Summer Reading Program, and a thematically relevant program at the end of July to support a specific project chosen by the Friends. Since the Summer theme is Find Your Voice, I'm hoping we can put together a karaoke night.

Our social workers are interested in meeting with local leaders to discuss what resources are available to our community and identify the gaps in services. They will be compiling a social services guide, which I hope we can use to assemble a welcome package that could be offered to new residents.

Collections and Materials:

We will place an A/V order soon; we're developing a better workflow for that process.

Kelli wrote and received a grant from Penguin Random House for \$1000. With the tote bags, games, toys/materials, and bilingual books, she will create ten themed early learning kits for caregivers to check out for one month to use with their toddler and preschool-aged children. The themes are farm/food;

Annual Report

March 2023

Board of Trustees

We welcomed Ken Brooks and Sam Morel to the Board of Trustees this year. Our Board is as follows:

Larry Miller, President. Term ends January 2024.

Vanessa Espinoza, Vice President. Office expires March 2024, term ends January 2026.

Shannon Schneider, Secretary. Office expires March 2024, term ends January 2026.

Dick Brand, Member at Large. Term ends January 2024.

Maria Lugo, Member at Large. Term ends January 2026.

Ken Brooks, Member at Large. Filling a vacancy that ends January 2026.

Samuel Morel, Member at Large. Filling a vacancy that ends January 2026.

Building and Technology:

This year we completed work on the meeting room renovation. The renovation consisted of increasing accessibility in the kitchenette, removing the old ICN cabinets, installing an open closet for tables and chairs, merging the two existing closets into functional storage for the youth department, installing a door and ramp into the storytime/video game room, and replacing the damaged door to that same room. The total cost of that project was \$105,140.89, which is \$5,140.89 over the \$100,000 we had initially planned in FY22. This overage is due to the increased cost of materials.

We have resolved the last of our HVAC issues and should have smooth sailing in that department from here on out as long as we stay on top of maintenance and prevention.

The video game room is now open as staffing levels allow. Many youths have celebrated this.

Staff and Volunteers:

Our amazing team consists of the following:

Tim McMahon, Circulation and IT Library Specialist

Ali Oepping, Adult Services Library Specialist

Kelli Brommel, Youth Services Librarian

Catie Lara, Library Assistant

Bella Gaona, Library Assistant

Johamy Narvaez, Library Assistant

Meenu Sehgal, Library Assistant

Sergio Guerrero, Janitor

Without the support of these fantastic people, the library wouldn't be the library.

Our Friends of the Library President, Virginia Miehe, will present on the status of that organization.

Collections and Materials:

This year we completed an inventory of all our items and declared 525 missing. After three years of annual inventories, we should have a more accurate picture of how many materials we lose to mysterious circumstances.

We purchased materials for the P&G Grant we received last year. That grant was for accessibility, and we focused on buying materials that promote alternate forms of literacy, specifically visual and Spanish literacy.

The Penguin Random House grant was detailed in my monthly report, but we will add activity kits to our collection.

This year we created the following collections and materials-related procedures: cataloging, acquisitions, and processing.

Finances:

I continue to strive for success in our financials. I believe I've taken the time to work out the kinks in my systems so that reporting will be more efficient.

Staff continue to write and administer grants and have been awarded the following during this fiscal year: Muscatine Charities Inc., Penguin Random House, and State Library of Iowa Space Utilization. We await notice about the Dollar General Adult Literacy and the American Heart Association grants. We plan to apply for the West Liberty Foundation and the Muscatine County Community Foundation's Racial Justice grants.

Programming and Outreach:

Our youth programming is consistently a hit. This year we launched Celebrity Storytimes in partnership with the first-grade classes. Kelli also does outreach storytimes at two local daycares.

We launched our Homebound Delivery service in November but have few takers. This tends to be a trend for our adult programming. We have incredible plans and programs with low participation. I plan to remedy that with my increased involvement in the community and involving patrons in the planning of specific programming so we have guaranteed attendance. This worked well for a recent program regarding Bee Lawns, and we hope to use that approach moving into Summer and Fall.

The Muscatine Charities grant will be funding our fall How to Talk workshops. Starting in April, we will do a trail run with staff, city employees, and other handpicked participants. After we workshop the workshop, we will hold two concurrent sessions: one for parents and one for community members who want help building stronger relationships with our youth.

2023 - 2024

July

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Letter of Agreement for Current Participants

Enrollment Period: July 1, 2023 - June 30, 2024

Please review the below information that outlines expectations for participation in the Bridges consortium. To sign the agreement, click "Next" in the lower right corner of the screen and enter your information on the next screen.

Important Dates:

- **March 31, 2023:** Deadline for receipt of signed Letter of Agreement at State Library of Iowa
- **Within 90 days receipt of invoice:** Deadline for receipt of payment. Library will be invoiced in July.

Member Library Responsibilities:

- The Library agrees to continue its participation in the Bridges Overdrive eAudiobook / eBook Consortium for a twelve-month period beginning July 1, 2023 extending through June 30, 2024.
- Signing and returning this Letter of Agreement, along with payment of fees makes the Library eligible to continue participation in the Bridges Consortium. Nonpayment will result in suspension of patron access.
- The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.21 per capita based on the city population in which the library is located. Per capita numbers are based on population figures from the 2020 Census certified by the Iowa Secretary of State's office. FY24 fees are now available at <https://www.statelibraryofiaowa.gov/index.php/libraries/services-resources/online-resources-libraries/bridges/bridgesfees>. [\$1,110.18]
- A library may pay an amount in addition to their annual fee as an extraordinary contribution to the development of the collection. A Library that pays an amount in excess of that Library's annual fee will have the option of selecting additional content of their own choice up to the amount of the extra fee they have contributed. Any content so purchased will be the property of the Consortium as a whole and will be accessible by all Consortium members. An extraordinary contribution may be made at any time during the fiscal year.
- A library agrees to adhere to access, circulation, and collection policies determined jointly by the Bridges Consortium and by eligible group participants.
- The Library agrees to make this service available only to residents of its own city, rural residents of its own county, and/or residents of contracting cities. Open Access customers are not eligible for this service. The Library agrees to cooperate with the Bridges Consortium in a good faith effort toward this goal.

- With the above goal in mind, the Library is asked to make reasonable distinctions between eligible and ineligible patrons (ineligible meaning Open Access or out of state patrons) and agrees to work with the Bridges Management Team in this effort.
- The Library agrees to provide first-level technical support to their patrons, understanding that State Library of Iowa acts as back-up support for the Library. In providing first-level technical support, the Library agrees that it will not publish or distribute contact names, emails, or phone numbers of State Library of Iowa staff to local patrons.
- The Library understands that if the Library withdraws, the content remains the property of the Bridges Consortium.

State Library of Iowa Responsibilities:

- State Library of Iowa will manage the Consortium in partnership with Overdrive on behalf of the participants of the Consortium.
- State Library of Iowa will act as the fiscal agent for the Consortium.
- State Library of Iowa will continue to provide authentication services to member Libraries who choose not to authenticate through their own ILS system.
- State Library of Iowa will work with selectors comprised of member libraries to ensure a quality collection.
- State Library of Iowa will help promote the service, as well as provide consulting and training to member libraries in helping them effectively use the service.