

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
June 21, 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**
 - 1. Introduction of City Manager Lee Geertz**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Space Utilization Report**
 - 2. Staff Wages for FY24**
- IX. New Business**
 - 1. Review Hours of Service Policy**
 - 2. Discuss Library Landscaping**
 - i. Concrete**
 - ii. Fencing**
 - iii. Furniture**
 - 3. Ebsco databases quote**
 - 4. Heart Corp opportunity**
 - 5. Library Logo approval**
- X. Adjourn Meeting**

Next meeting Wednesday, August 16 at 7 pm.

West Liberty Public Library Minutes

Date: May 17, 2023 | **Time:** 7:00 pm

Present at Meeting: Library Board Members Richard Brand, Ken Brooks, Maria Lugo, Larry Miller, Samuel Morel, and Shannon Schneider, along with Director Allie Paarsmith, City Council Representative Josh Shiltz, and TAB members Vanessa Burk and Mya Elizondo.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brand, Second by Brooks, 4-0
- III. Approval of Minutes:** March & April – Motion by Brooks, Second by Lugo, 4-0
- IV. Public Discussion:**
 - A.** Interest has been expressed in seeing the report from the social workers. Report has been sent to the city, so it can be shared publicly now.
- V. Financial Report:** Motion to approve by Brand, Second by Schneider, 5-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** None
- VIII. Old Business:**
 - A. Closed Session: Director Evaluation**
 - a. Motion to go into closed session by Schneider, Second by Brand, 5-0
 - b. Motion to leave closed session by Brooks, Brand, 5-0
 - B. Set Director Goals for FY24**
 - a. Complete financials in a timely manner
 - b. Create an onboarding/training procedure
 - c. Friends Engagement
 - C. Set Director Wage for FY24**
 - a. Set director's salary at \$60,000
 - b. Motion to approve salary by Brooks, Second by Morel, 5-0
- IX. New Business:**
 - A. Review Job Descriptions**
 - a. Motion to approve changes by Brand, Second by Lugo, 5-0
 - B. Set Staff Wages for FY24**
 - a. Board requests overall numbers to compare based on salary options.
 - b. Motion to table setting wages to June meeting by Lugo, Second by Morel, 5-0
 - C. Friends of the Library Charitable Fund Request**
 - a. Asking for up to \$2,000 from the Charitable Fund to use during the summer to put towards fundraising events.
 - b. Motion to approve the request by Brooks, Second by Morel, 5-0
- X. Adjourn Meeting:** Motion by Brand, Second by Lugo, 5-0

Library Director's Report

June 2023

Agenda:

Today we will be formally introducing City Manager Lee Geertz. We will then review our Space Utilization report from Shana Stuart of SLStuart Consulting and set staff wages for FY24. We will then discuss the Hours of Service Policy, the Library grounds update, a quote from Ebsco for 9 new databases, a potential partnership with the American Heart Association, and the new Library Logo as designed by Johamy Narvaez.

Goal Progress:

The goals set for the Director by the Board for FY24 are: Complete financials in a timely manner, create an onboarding/training procedure, and increase engagement with the Friends of the Library. I am working with the new City Clerk, Shari Hoffert, to figure out what reports their system can generate and what will work best for us. I will receive a completed detailed report for FY23 in July and will have the year reconciled by August 16.

Work on the onboarding/training procedures has not progressed this month. We have been working on decluttering our physical space and reorganizing our resources to make things consistently accessible. This is tangential legwork that will help when I start writing the actual procedures as I will know where things are and what we have.

Staff is working on preparing for the upcoming fundraisers for the Friends of the Library. The Friends are also reaching out to the Farmers Market to have a booth on Wednesday, June 28. Their next meeting will be in the beginning of July and I will discuss the fundraisers, their new logo, and restructuring the memberships.

Building and Technology:

Kone came for their maintenance on the elevator. We did have someone stuck in the elevator in May, so the technician did something to address the issue that caused that. The technician did say that Kone is extremely reluctant to train people on how to use the elevator door key, which did cause the Fire Department some grief. As the only publicly available elevator in town, I will reach out to Kone to discuss elevator safety training for either staff or for the Fire Department.

We have submitted two grants to the Community Foundation. From the West Liberty Foundation we are asking for \$4,200 to update the equipment in the gaming room, which would include an updated TV, two new gaming consoles and upgrades to our VR consoles. From the Racial Justice Fund we are requesting \$27,800 to support an initiative to support library engagement with our Latinx community. This initiative includes programming and collections, but also focuses on replacing four staff computers and all of the Chromebooks. If this funding does not come through, we will have to explore other avenues as these upgrades are becoming more urgent.

Staff and Volunteers:

Keegan Paisley and Genesis Escareno have both expressed interest in returning to work at the library.

Since they are still on the payroll, we have been looking to them to help fill shifts due to vacations.

Having people who are available to fill in is incredibly useful and I am looking at the budget ramifications of having substitute librarians.

Collections & Materials

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books at the start of each month	13518	13604	13485	13541	13789	13898	13982	13341	13201	13290	12995		
Books added	89	83	67	252	109	136	130	28	97	81	135		1207
Books withdrawn	-3	-202	-11	-4	0	-52	-771	-168	-8	-376	-14		-1609
Books running total	13604	13485	13541	13789	13898	13982	13341	13201	13290	12995	13116		
Bridges e-book copies added	470	977	688	738	831	1712	663	662	724	743	604		8812
Advantage e-book copies added	0	0	0	0	0	0	2	0	0	0	0		2
Audio materials at the start of the year	300	300	280	279	279	279	252	250	250	250	249		
Audio materials added	0	0	0	0	0	0	0	0	0	0	0		0
Audio materials withdrawn	0	-20	-1	0	0	-27	-2	0	0	-1	0		-51
Audio materials running total	300	280	279	279	279	252	250	250	250	249	249		
Bridges e-audio copies added	234	366	550	356	1514	980	623	442	1449	995	1384		8893
Advantage e-audio added	0	0	0	0	0	0	2	0	0	0	0		2
Video materials at the start of the year	2959	2959	2959	2959	2958	2958	2958	2956	2959	2962	2964		32551
Video materials added	0	0	0	1	0	0	0	3	3	2	0		9
Video materials withdrawn	0	0	0	-2	0	0	-2	0	0	0	-1		-5

Video materials running total	2959	2959	2959	2958	2958	2958	2956	2959	2962	2964	2963		32555
Bridges e-video copies added	0	0	0	0	0	0	0	0	0	0	0		0
Advantage e-video copies added	0	0	0	0	0	0	0	0	0	0	0		0
Other library materials at the start of the year	2518	2519	2519	2519	2510	2510	2510	2510	2510	2521	2521		27667
Other library materials added	1	0	0	1	0	0	0	0	11	0	0		13
Other library materials withdrawn	0	0	0	-10	0	0	0	0	0	0	0		-10
Other library materials running total	2519	2519	2519	2510	2510	2510	2510	2510	2521	2521	2521		27670
Total physical items	16863	16724	16779	17026	17135	17192	16547	16410	16502	16208	16328		
Total downloadable items	704	1343	1238	1094	2345	2692	1290	1104	2173	1738	1988		
Total collections	17567	18067	18017	18120	19480	19884	17837	17514	18675	17946	18316		

Circulation and Use Counts	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult books	277	252	236	230	299	240	273	278	320	218	292		2915
Young adult books	20	52	32	60	37	36	35	27	17	11	21		348
Children's books	503	431	418	516	549	257	473	529	407	375	287		4745
Video recordings (physical formats)	51	40	33	79	77	73	56	46	103	52	36		646
Audio recordings (physical formats)	0	3	0	1	1	4	3	7	13	5	2		39
Serials (physical formats)	0		0	0	0	0	0	0	0	0	0		0
ILL In		21	1	7	24	31	19	4	2	29	10		148

All other physical items	8	9	6	9	26	39	128	71	87	62	45		490
Total PHYSICAL circulation	859	808	726	902	1013	680	987	962	949	752	693		9331
Circulation of physical items to the rural population of your own county:	235	236	208	239	260	195	258	194	200	179	137		2341
Circulation to Atalissa	21	8	4	10	18	12	11	16	7	11	20		138
Circulation to Nichols	12	0	3	1	2	0	0	0	8	5	1		32
Circulation to West Liberty	789	821	700	793	843	559	842	933	916	656	617		8469
Circulation to Open Access	104	126	122	119	75	63	110	91	164	145	165		1284
Total physical circulation of all materials cataloged as "children's"	519	441	430	535	568	272	486	541	454	399	316		4961
Bridges e-books, including Advantage.	229	229	227	202	196	250	260	231	273	251	232		2580
Bridges downloadable video, including Advantage.	0	0	0	0	0	0	0	0	0	0	0		0
Bridges downloadable audio, including Advantage titles.	242	226	162	207	198	199	235	211	230	215	200		2325
Bridges electronic serials - including Advantage titles.	20	25	7	5	13	24	34	7	14	48	23		220

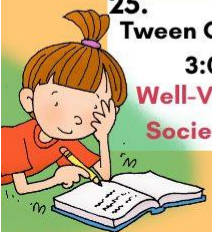
Total use of downloadable materials	491	480	396	414	407	473	529	449	517	514	455		5125
Kanopy Usage	14	25	11	10	4	1	2	20	33	16	48		184
Number of added registered users	14	26	11	24	17	11	19	8	21	14	8		173
Door Count	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a
Number of uses of public internet computers	282	385	292	249	190	151	229	269	342	275	257		2921

Programming & Outreach

Sum of Attendance	Month												Grand Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Adult/Family	14	38	71	88	12	39	25	14	21	12	12	63	409
Children's	144	61	64	155	127	89	228	265	242	225	252	33	1885
Young Adult	2	30	12	19	78	19	42	48	28	9	20	2	309
Grand Total	160	129	147	262	217	147	295	327	291	246	284	98	2603



2023 SUMMER READING PROGRAM - JUNE



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Adults</p> <p>All Ages</p> <p>Age 9-12 yrs</p>	<p>Little's 0-PreK</p> <p>Grades K-4th</p> <p>Grades 5-12th</p>			<p>1. Adult Storytime: ANCIENT & NEW w/ Tracy Chipman 2:00pm</p> <p>Silent Reading Club 5:30pm</p>		
<p>4. Community Clean-Up Library Lawn 2:00pm</p>	<p>5.</p>	<p>6. Family Storytime Many Voices 11:30am</p>	<p>7. Summer Reading Sign up Event 3:00pm</p>	<p>8. The Page Turners book club meeting 12pm/6pm</p>	<p>9.</p>	<p>10. Summer Reading Sign-up Event Nichols-2:00pm Atalissa-4:00pm</p>
<p>11. Tween Comix Club 3:00pm</p> <p>Well-Versed Poet Society 4:30pm</p>	<p>12. Summer Door Signs 5:00pm</p> <p>TAB meeting 4:30pm</p>	<p>13. Insect Zoo Story & Exhibit 11:00am</p>	<p>14. Virtual Author Talk Niki Smith, The Golden Hour 2:00-3:00pm</p>	<p>15. Virtual Author Talk Angeline Bouley Firekeeper's Daughter 4:00-5:00pm</p>	<p>16.</p>	<p>17.</p>
<p>18. Tween Comix Club 3:00pm</p> <p>Well-Versed Poet Society 4:30pm</p>	<p>19. Read to a dog (Canela) 11:00am</p> <p>Blackout Poetry 2:00pm</p>	<p>20. Family Storytime Ready to Write 11:30am</p>	<p>21. Mikayla Oz Magician 1:00pm</p> <p>board meeting 7pm</p>	<p>22. Make a Smashbook 4:00pm</p>	<p>23. Friday Evening Concert w/ Eliza Escalante 5:00pm</p>	<p>24.</p>
<p>25. Tween Comix Club 3:00pm</p> <p>Well-Versed Poet Society 4:30pm</p>	<p>26. Mermaid Storytime With Eliza 11:30am</p> <p>Short Stories for Busy People book club meeting 12pm/6pm</p>	<p>27. Mermaid Scavenger Hunt (all day)</p>	<p>28. Little Mermaid Interactive Movie Experience 4:00pm</p>	<p>29. Michelle Berns Seashells 2:30pm</p>	<p>30.</p>	

SPONSORS

Hills Bank, MidWest One Bank, Shanghai Restaurant, West Liberty Foods, Fred's Feed & Supply, Friends of the Library

2023 PROGRAMA DE LECTURA DE VERANO - JUNIO

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
<p>Adultos</p> <p>Todas las edades</p> <p>años 9-12 de edad</p>	<p>Pequeños 0-PreK</p> <p>Grados K-4</p> <p>Grados 5-12th</p>			<p>1. Cuentos para adultos: ANTIGUO Y NUEVO con Tracy Chipman 2:00pm</p> <p>Club de lectura silenciosa 5:30pm</p>	<p>2.</p>	<p>3.</p> 
<p>4. Limpieza comunitaria Césped de la Biblioteca 2:00 pm</p>	<p>5. </p>	<p>6. Cuentos en familia Muchas voces 11.30 am</p>	<p>7. Evento de Inscripción para la Lectura de Verano 3:00 pm</p>	<p>8. Reunión del club de lectura The Page Turners 12pm/6pm</p>	<p>9. </p>	<p>10. Evento de Inscripción para la Lectura de Verano Nichols-2:00pm Atalissa-4:00pm</p>
<p>11. Club Tween Comix 3:00pm</p> <p>Bien-Versos Sociedad de Poetas 4:00 pm</p>	<p>12. Carteles de verano 5:00 pm</p> <p>TAB reunión 4:30pm</p>	<p>13. Zoo de insectos</p> <p>Cuento y exhibición 11:00am</p>	<p>14. Charla virtual de autor Niki Smith</p> <p>La Hora Dorada 2:00-3:00pm</p>	<p>15. Charla virtual de autor Angeline Boulley</p> <p>La hija del bombero 4:00-5:00pm</p>	<p>16. </p>	<p>17. </p>
<p>18. Club Tween Comix 3:00pm</p> <p>Bien-Versos Sociedad de Poetas 4:00 pm</p>	<p>19. Leer a un perro (Canela) 11:00 am</p> <p>Poesía a oscuras 2:00pm</p>	<p>20. Cuentos en familia Listos para escribir 11:30am</p>	<p>21. Mikayla Oz Mago 1:00pm</p> <p>reunión de la junta 7pm</p>	<p>22. Crear un Smashbook 4:00pm</p>	<p>23. Concierto del viernes por la noche con Eliza Escalante 5:00pm</p>	<p>24.</p>
<p>25. Club Tween Comix 3:00pm</p> <p>Bien-Versos Sociedad de Poetas 4:00 pm</p> 	<p>26. Sirenita Cuentos con Eliza 11:30am</p> <p>Historias cortas para gente ocupada reunión del club del libro 12pm/6pm</p>	<p>27. Sirena Búsqueda del tesoro (todo el día)</p>	<p>28. La Sirenita Película interactiva</p> <p>Experimente 4:00pm</p>	<p>29. Michelle Berns Conchas 2:30pm</p>	<p>30. </p>	

SPONSORS

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2023 SUMMER READING PROGRAM - JULY



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

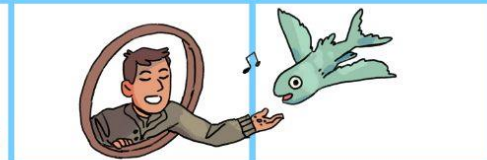
THURSDAY

FRIDAY

SATURDAY

 Adults
 All Ages
 Age 9-12 yrs

 Littles 0-PreK
 Grades K-4th
 Grades 5-12th



2. Tween Comix Club
3:00pm
Well-Versed Poet Society 4:30pm

3. Read to a dog (Morgan)
11:00am
Sea Glass Art 5pm

CLOSED

6. Make tiny art for the Tiny Art Show 1:00pm
Silent Reading Club 5:30pm

9. Tiny Art Show & Tiny Reception 4:00pm

10. Michell Berns Butterfly Program 2:30pm
TAB meeting 4:30pm

11. Family Storytime Colorful Party 11:30am

12. Encanto Interactive Movie Experience 4:00pm

13. The Page Turners book club meeting 12pm/6pm

15. All Class Reunion Open House 9am-10:30am


16. LIBRARY CLOSED FOR Picnic in the Park: Lotería

17. Paint Chip Poetry 3:00pm

18. Family Storytime Wordless Wonders 11:30am

19. Balloon Word Scramble 3:00pm

20. Will Stuck: Choose Your Own M.E.S.S. 4:00pm

22. 

23. 

24. Short Stories for Busy People book club meeting 12pm/6pm

25. Family Storytime Animal Voices 11:30am

26. Lego-fy Yourself 3:00pm

28. 

29. RAGBRAI: Face Painting

30. **TURN IN READING LOGS!**

31. **TURN IN READING LOGS!**



PRIZE DRAWING WINNERS WILL BE ANNOUNCED ON AUGUST 4!

TURN IN READING LOGS!

2023 PROGRAMA DE LECTURA DE VERANO - JULIO



DOMINGO LUNES MARTES MIERCOLES JUEVES VIERNES SABADO

<p>Adultos</p> <p>Todas las edades</p> <p>años 9-12 de edad</p>	<p>Pequeños 0-PreK</p> <p>Grados K-4</p> <p>Grados 5-12th</p>					
<p>2. Club Tween Comix 3:00pm Bien-Versos Sociedad de Poetas 4:00 pm</p>	<p>3. Leer a un perro (Morgan) 11:00am Arte en vidrio de mar 5pm</p>	<p>4. Cerrado</p>	<p>5. Teléfono de vasos de papel 11:30am</p>	<p>6. Haz arte diminuto para la Muestra de Arte Minúsculo 1:00pm Club de lectura silenciosa 5:30pm</p>		<p>8. </p>
<p>9. Pequeña exposición de arte & Recepción Tiny 4:00pm</p>	<p>10. Michell Berns Programa Mariposa 2:30pm Reunión del TAB 4:30pm</p>	<p>11. Cuentos en familia Fiesta de colores 11:30am</p>	<p>12. Encanto Experiencia de Película interactiva 4:00pm</p>	<p>13. Reunión del club de lectura The Page Turners 12pm/6pm</p>		<p>15. Reunión de toda la clase Día de puertas abiertas 9am-10:30am</p>
<p>16. biblioteca cerrada por picnic en el parque: Lotería</p>	<p>17. Poesía de los desconchones de pintura 3:00pm</p>	<p>18. Cuentos en familia Maravillas sin palabras 11:30am</p>	<p>19. Sopa de letras con globos 3:00pm</p>	<p>20. Will Stuck: Elige tu propio M.E.S.S. 4:00pm</p>	<p>21. </p>	<p>22. </p>
<p>23.</p>	<p>24. Historias cortas para gente ocupada reunión del club del libro 12pm/6pm</p>	<p>25. Cuentos en familia Voces de los animales 11:30am</p>	<p>26. Conviértete en un Lego 3:00pm</p>	<p>27.</p>	<p>28.</p>	<p>29. RAGBRAI Pintura de caras</p>



ENTREGAR REGISTROS DE LECTURA

30. ENTREGAR REGISTROS DE LECTURA

31.

LOS GANADORES DEL SORTEO SE ANUNCIARÁN EL 4 DE AGOSTO!

Action Form- Space Utilization Report

History:

We received a \$3k grant from the State Library of Iowa for a space needs assessment. Shana Stuart of SLStuart Consulting is here to discuss her assessment and to present the invoice which will be paid and then submitted to the State for reimbursement.

Due to the timeline of the grant, we have to pay her and be reimbursed before the end of the fiscal year. As a result of everyone having a very busy schedule, she has not had a chance to discuss the assessment with the board before this presentation. Based on this, the report is not currently finalized, but will be within a timely fashion after this meeting.

Budget Impact:

This is grant funded.

Staff's Recommended Action:

Discuss the report and approve the invoice with the understanding that her final recommendations will be provided at a later date.

Action Form-Set staff wages for FY24

History:

One of the major duties of the Board outlined in our Ordinance and Bylaws is to set the salaries and benefits for the library’s personnel. We have not always been consistent or responsive with wage adjustments, so we are working to add this to our annual review process.

In 2021, the City adopted a pay-for-performance wage matrix. Our Personnel Committee has determined that that wage matrix is more complicated than it needs to be. Their recommendation was to simplify the evaluation process down to a 0-3 score and a 0-5% wage increase based on the total score of the evaluation.

TOTAL SCORE	PERCENT INCREASE
0-8.25	0%
8.25-16.5	3%
16.5-24.75	4%
24.75-33	5%

I have outlined the wages for the staff below, with the first column being just the merit increase and the second column being COL (3%) plus merit. The spreadsheets attached present a Merit+COL, Merit Only, and a Combo option. The Combo option is a Merit+COL increase for FT staff and a Merit Only for PT staff since they received a significant wage correction in FY23.

STAFF	MERIT-ONLY	COL+MERIT
BROMMEL, KELLI	\$17.98	\$18.49
GAONA, ISABELLA	\$15.60	\$16.05
GUERRERO, SERGIO	\$15.60	\$16.05
LARA, CATHERINE	\$15.60	\$16.05
MCPMAHON, TIM	\$23.62	\$24.30
NARVAEZ, JOHAMY	\$15.75	\$16.20
OEPPING, ALI	\$16.69	\$17.17
SEHGAL, MEENU	\$15.60	\$16.05

Creating the attached spreadsheets has caused me to evaluate our staffing levels in a different way (excluding Sergio). I looked at our total part time hours on an average week, which is approximately 80. Those 80 hours are currently divided unevenly between the four part time staff. We employ two adults and two students, so hours vary based on availability. To make the numbers work, I have reduced the total number of part-time hours a week to 72 with the Merit-Only increase and 70 with the Combo Plan. This also allows me to have substitute library assistants available to fill in scheduling/availability gaps.

Budget Impact:

The Budget impact depends on which wage increase you decide to go with. The Merit+COL is not feasible without significant cuts elsewhere or increased money pulled from reserve. The Merit Only or CoFlans are the two viable options. Merit Only leaves us with a \$294.45 cushion while the Combo option leaves us with a \$40.07 cushion.

Options:

Approve the staff wages as a merit-only increase or a cost-of-living plus merit increase. Either raise would take effect July 1, 2023.

Staff's Recommended Action:

I recommend the Combo option.

Proposed Budget FY24

Account Number	Account Name	Approved	Merit+COL	Merit Only	FT Merit+COL PT Merit Only	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 189,000.00	\$ 189,504.08	\$ 185,935.48	\$ 189,504.08	
6-410-1-6020	WAGES-PART	\$ 57,845.00	\$ 61,448.40	\$ 61,807.20	\$ 60,184.80	
6-410-1-6040	WAGES-OVER	\$ 500.00	\$ 250.00	\$ 250.00	\$ 250.00	
6-410-1-6110	FICA-CITY	\$ 19,000.00	\$ 19,197.86	\$ 18,952.31	\$ 19,101.20	
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 23,900.00	\$ 23,155.26	\$ 22,862.32	\$ 23,035.98	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	\$ -	\$ -	\$ -	\$ -	
6-410-1-6160	WORKER'S COMP	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	
6-410-1-6181	UNIFORMS	\$ -	\$ -	\$ -	\$ -	
6-410-1-6210	DUES &	\$ 425.00	\$ 175.00	\$ 425.00	\$ 175.00	ALA 175 + ILA 3
6-410-1-6220	SUBSCRIPTIONS	\$ 200.00	\$ -	\$ 200.00	\$ -	
6-410-1-6230	TRAINING	\$ 400.00	\$ -	\$ 400.00	\$ 200.00	ALA classes approx. 100-200
6-410-1-6240	CONFERENCE & TRAVEL EXPENSES	\$ 210.00	\$ -	\$ 210.00	\$ -	ILA for me
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	Fire system, Elevator, HVAC, Roof, electrics, plumbing, floor
6-410-2-6350	EQUIPMENT REPAIRS/MAINTENANCE	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	In case of tech repairs
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
6-410-2-6407	PROF. & CONS FEES	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	1800 for Bywater, 300 for State Library
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
6-410-2-6415	RENTALS & LEASES	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	

Proposed Budget FY24

	ENRICHMENT					Supplement with grants, sponsorships, fundraising
6-410-2-6426	PROGRAMS	\$ 2,500.00	\$ 775.00	\$ 2,500.00	\$ 1,500.00	
6-410-2-6429	PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
	MINOR					
6-410-2-6504	EQUIPMENT	\$ 1,000.00	\$ 900.00	\$ 1,000.00	\$ 1,000.00	
6-410-2-6507	OPERATING	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
6-410-2-6508	POSTAGE	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	
6-410-2-6521	JANITORIAL	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
6-410-2-6599	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	
6-410-3-6726	CAPITAL EQUIP	\$ -	\$ -	\$ -	\$ -	
6-410-3-6728	CAPITAL	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	
Total		\$ 416,480.00	\$ 416,405.61	\$ 416,042.31	\$ 416,451.06	

Taxes	696,590.00
Library %	20%
Taxes to Library	139,318.00

Library Revenue:			
	Employee Benefits - Taxes	78,100.00	
	Tort Liability	1,900.00	
	State/County/Local/Misc	60,064.00	
	Local Option Sales Tax	80,000.00	Split between Parks and Library 165,000/2
	20% General	139,318.00	
	Transfer In Library Reserve	50,100.00	24100 to balance, 26000 (CIP)
		7,014.78	Accounted for by the City
	Total Revenue	416,496.78	

Library Expenses:

Budgeted	416,480.00	416,405.61	416,042.31	416,451.06
Expenses (Over)/Under Revenue	\$16.78	\$91.17	\$454.47	\$45.72
Debt Levy Library Bond	\$101,092.50			
Bond Fees	\$500.00			

Action Form- Hours of Service Policy Review

History:

Today we are reviewing our Hours of Service Policy. The Library has seen a need for an earlier storytime. As a result, we are looking to adjust and increase our hours on Friday from 1p-6p to 10a-5p. This adds two hours to our total number of hours open per week. As a result, we will need to adjust our staffing levels, which was accounted for in the earlier discussed wage increase. I have attached the changes to our weekly staffing.

I have also added Juneteenth to our list of observed holidays. There are currently eleven federal holidays, of which we observe 10, substituting the day after Thanksgiving for MLK Jr. Day and the day before or after Christmas for Columbus Day. Juneteenth was added as a federal holiday in 2021 and the City has not added it to the list of observances. More companies are choosing to recognize and honor the emancipation of enslaved African Americans, and I feel that it would behoove us to do the same. I have sent an email to Council Members Dominguez and McFerran as the personnel committee expressing the same sentiment.

Budget Impact:

Wage impacts have been accounted for, but there will be an unknown increase in utility usage due to the increase in open hours.

Options:

Approve the policy as revised, leave the policy as it currently stands, or form a committee to propose other changes.

Staff's Recommended Action:

Approve the policy as revised.

Hours of Service Policy

Policy Created: 9/2021

Policy Reviewed: 6/2023

Policy Purpose

A critical component of library service is the hours ~~that~~ the building is open to the public. Generally, library hours and the annual calendar will maximize access to the public at the most convenient times and within the available resources. When the Library is open, all essential services will be available.

Operating Hours

Library hours are reviewed annually, and a calendar is approved.

Regular library hours are:

Sunday: 1:00_pm – 6:00_pm

Monday-Thursday: 11:00_am – 7:00_pm

Friday: 10:00 am – 5:00 pm ~~1:00pm – 6:00pm~~

Saturday: Closed

The Library will be closed for staff training on the last Monday of August, October, January, and April. ~~on the last Monday of August, October, January, and April for staff training.~~

The Library will observe the following holidays: ~~The following holidays will be observed by the library:~~

- New Year's Day
- Presidents' Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

If the holiday falls on a Monday, the Library will also close on the preceding Sunday. If the holiday falls on a Sunday, the Library will close on the preceding Friday. If the holiday falls on a Saturday, the Library will close on the preceding Friday and the following Sunday.

The Library Director and the Board reserve the right to close the Library as necessary.

	Director	Circ	Youth	Adult	Library Assistant	Library Assistant	Library Assistant	Library Assistant	
Wage	\$ 28.85	\$ 23.87	\$ 18.49	\$ 17.17	\$ 15.60	\$ 15.60	\$ 15.75	\$ 15.60	
Hours	40	40	40	40	20	7	20	21	228
	\$ 60,008	\$ 49,650	\$ 38,459	\$ 35,714	\$ 16,224	\$ 5,678	\$ 16,380	\$ 17,035	\$ 239,148

Sunday									Per Hour
10:00 AM			1						1
11:00 AM			1						1
12:00 PM			1						1
1:00 PM			1		1		1		3
2:00 PM			1		1		1		3
3:00 PM			1		1		1		3
4:00 PM			1		1		1		3
5:00 PM			1		1		1		3

Monday									Per Hour
9:00 AM			1						1
10:00 AM	1		1	1					3
11:00 AM	1	1	1	1			1		5
12:00 PM	1	1	1	1			1		5
1:00 PM	1	1	1	1			1		5
2:00 PM	1	1	1	1			1		5
3:00 PM	1	1	1	1			1		5
4:00 PM	1	1	1	1	1	1	1		7
5:00 PM	1	1	1	1	1	1	1		6
6:00 PM		1			1	1			3

Tuesday									Per Hour
9:00 AM			1						1
10:00 AM	1		1	1					3
11:00 AM	1	1	1	1			1		5
12:00 PM	1	1	1	1			1		5
1:00 PM	1	1	1	1			1		5
2:00 PM	1	1	1	1			1		5
3:00 PM	1	1	1	1			1		5
4:00 PM	1	1	1	1	1		1		6
5:00 PM	1	1	1	1	1		1		5
6:00 PM		1			1		1		3

Wednesday									Per Hour
9:00 AM									0
10:00 AM	1	1		1					3
11:00 AM	1	1	1	1			1		5
12:00 PM	1	1	1	1			1		5
1:00 PM	1	1	1	1			1		5
2:00 PM	1	1	1	1			1		5
3:00 PM	1	1	1	1	1	1	1		7
4:00 PM	1	1	1	1	1	1	1		7
5:00 PM	1	1	1	1	1	1	1		7
6:00 PM			1		1	1	1		4

Thursday									Per Hour
9:00 AM			1						1
10:00 AM	1	1	1						3
11:00 AM	1	1	1	1			1		5
12:00 PM	1	1	1	1			1		5
1:00 PM	1	1	1	1			1		5
2:00 PM	1	1	1	1			1		5
3:00 PM	1	1	1	1			1		5
4:00 PM	1	1	1	1	1		1		6
5:00 PM	1	1		1	1		1		5
6:00 PM				1	1		1		3

Friday									Per Hour
9:00 AM									0
10:00 AM	1	1		1					3
11:00 AM	1	1		1					3
12:00 PM	1	1		1					3
1:00 PM	1	1		1			1		4
2:00 PM	1	1		1			1		4
3:00 PM	1	1		1			1		4
4:00 PM	1	1		1	1		1		5
5:00 PM	1	1		1	1		1		5

	Director	Circ	Youth	Adult	Library Assistant (Catie)	Library Assistant (Bella)	Library Assistant (Joh)	Library Assistant (Meenu)	
Combo Hours	40	40	40	40	18	10	21	21	230
Merit Only Hours	40	40	40	40	18	12	21	21	232
Sunday									Per Hour
10:00 AM				<i>1</i>					1
11:00 AM				<i>1</i>					1
12:00 PM				<i>1</i>					1
1:00 PM				<i>1</i>	<i>1</i>		<i>1</i>		3
2:00 PM				<i>1</i>	<i>1</i>		<i>1</i>		3
3:00 PM				<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		4
4:00 PM				<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		4
5:00 PM				<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		4
Monday									
9:00 AM			<i>1</i>						1
10:00 AM	<i>1</i>		<i>1</i>	<i>1</i>					3
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		7
5:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
6:00 PM		<i>1</i>			<i>1</i>	<i>1</i>	<i>1</i>		4
Tuesday									
9:00 AM			<i>1</i>						1
10:00 AM	<i>1</i>		<i>1</i>	<i>1</i>					3
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			<i>1</i>		5
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		7
5:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>		6
6:00 PM		<i>1</i>			<i>1</i>		<i>1</i>		3
Wednesday									
9:00 AM									0
10:00 AM	<i>1</i>	<i>1</i>		<i>1</i>					3
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			7
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			7
5:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>			7
6:00 PM			<i>1</i>		<i>1</i>	<i>1</i>			3
Thursday									
9:00 AM			<i>1</i>						1
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>					3
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	5
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				6
5:00 PM	<i>1</i>	<i>1</i>		<i>1</i>	<i>1</i>				5
6:00 PM			<i>1</i>		<i>1</i>				3
Friday									
9:00 AM	<i>1</i>	<i>1</i>	<i>1</i>						3
10:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
11:00 AM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
12:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
1:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
2:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
3:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>				<i>1</i>	4
4:00 PM	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>					3

Key:
 White letters = shift currently not able to be filled by designated person
 Bold & Underlined = that position must always work that shift
 Italics = positions will rotate on a monthly basis
 Red = For Merit only hour level
 Grayed hours = Hours open to the public

Action Form- Library Landscaping

History:

The CIP designates \$11,000 for an address sign kit and exterior beautification. This was scheduled to happen last year, but was postponed due to the meeting room renovation and my parental leave. I brought this up to Parks & Recreation Director Nick Heath, and together with Public Works Superintendent Adam Reinhardt we have put together a plan that can be implemented this summer.

The priorities I have identified are:

Project	Vendor	Cost	Notes
Address for building	Unknown	500	I have no idea where to buy these or in what style
17' of 4' high galvanized chain link fence with 1- 4x4 single gate and 91' of 8' high galvanized chain fence with 1 4'x8' single gate. All fence will have a bottom tension wire and the 4' high will be plated to concrete.	D&N Fencing	6681	Regularly used by the City
Remove the curved sidewalks and garden beds, repair existing sidewalks, install concrete pad near NW corner of building. Install bike rack donated from Rotary to the City	City departments	2500	Adam thinks closer to 2100, but wanted to err on the side of prices increasing. This would block the existing entrance. City crew would have to prioritize their regular duties over this project.
ADA compliant picnic tables	Unknown	1500	Would prefer two
Trash can	Unknown	1200	Would prefer three, one for concrete pad, one to replace existing one, and one next to the front door
Landscaping, including removal of flag pole and broken light fixture	City departments and volunteers	Unknown	Planting could be accomplished with a volunteer day and many plants could be donated

Budget Impact:

This is inching towards over \$11,000. I have asked Nick if we could do the concrete work and install the furniture at a later date, and will report on his response when I get it. My thinking is we prioritize the address, fencing, and concrete work, then wait until our three fundraisers are completed before making a decision about furniture.

Options:

Make a decision tonight and work will start in July. Postpone a decision and I have no idea when work on the concrete would start, but we've waited this long it will wait longer.

Staff's Recommended Action:

Staff defers to the Board. I believe that things will proceed quickly if approval is granted.



QUOTE

Wednesday, June 14, 2023

D & N Fence Co., Inc.

"Craftsmanship at its finest"

4000 Blairs Ferry Rd. NE
Cedar Rapids, IA 52411
Phone: (319)-393-0468
Fax: (319)-393-0667
Email: office@dnfence.com

TO: West Liberty Library
Attn: Ally
400 N Spencer St.
West Liberty, IA 52776
PH: 319-627-2084
Email: apaarsmith@wlpl.org

To supply and install 17' of 4' high galvanized chain link fence with 1- 4'x4' single gate and 91' of 8' high galvanized chain fence with 1- 4'x8' single gate. All fence will have a bottom tension wire and the 4' high will be base plated to concrete \$6,681.00

NOTE!!! Customer gets own permit, clears and stakes fence line and locates all private Underground utilities.

Our prices are guaranteed for 10 days.

Accounts Payable Address _____

Accounts Payable Email _____

Sign _____ Date _____

Quotation prepared by: Tarrel Price

THANK YOU FOR YOUR BUSINESS!

Action Form- Ebsco Databases Quote

History:

In May we were awarded a Dollar General Adult Literacy Grant for \$7500 towards implementing adult language learning and literacy programs. The core of this grant was the Rosetta Stone database from Ebsco. We would also like to subscribe to 8 other databases: Novelist Plus, a robust reader's advisory resource; and the seven databases that make up the Core Collection database, including Core Collection en Espanol.

We are creating self-guided English Language Learning (ELL) courses that will be volunteer supported to foster meaningful community connections and trust in the Library as a safe and welcoming institution. ELL Students will be provided with a device and a space to work through the Rosetta Stone curriculum. English-speaking volunteers will be available to help with any problem-solving required. We will also apply this format to an additional Spanish Literacy for Spanish Speakers to help people expand their knowledge of Spanish while also creating a secure platform for learning future languages. Childcare will be provided for all of these classes. We are also going to contact local businesses and offer trainings on Rosetta Stone to see how it can benefit their organizations.

Our hope with Rosetta Stone is to increase engagement with the library from Spanish and English language learners. As a result, we will be seeing an increase in demand for readers' advisory and quality collection materials. Novelist and Core Collection will be able to provide our staff with the resources we need to make informed decisions about our collection and about our patrons' needs. These are two of my favorite databases and I have been hoping to find funding to support them. I think they are useful for everybody interested in finding the perfect book for the right moment, so we will be promoting these databases to the school district, teachers, homeschoolers, and parents, as well as anyone who will stand still long enough.

This grant will fund these databases for a year. My hope is that we can use this year to really push their usage and justify their cost. We will then seek sponsorship for these databases for future years if they have a meaningful impact on our service.

Budget Impact:

\$6,895 for one year of NovelList Plus, Children's Core Collection, Fiction Core Collection, Graphic Novels Core Collection, Middle & Junior High Core Collection, Nonfiction Core Collection, Senior High Core Collection, Rosetta Stone Library Solution, and Core Collection en Espanol.

Staff's Recommended Action:

Approve the quote for \$6,895 with services to start July 1.

EBSCO

Quotation

WWW.EBSCO.COM

Quotation Proposal Provided for:

WEST LIBERTY PUBLIC LIBRARY

Submitted by: EBSCO

Prepared by: LINDSAY KERNS

Phone: (978) 414-0589

Email: lkerns@ebSCO.com

Date of quote: June 06, 2023

Offer Valid for 90 days from date of quote

	Individual items	Term (in months)	Price
Products	NoveList Plus-1	12	\$1,835.00
	Children's Core Collection (H.W. Wilson)	12	\$280.00
	Fiction Core Collection (H.W. Wilson)	12	\$280.00
	Graphic Novels Core Collection (H.W. Wilson)	12	\$280.00
	Middle & Junior High Core Collection (H.W. Wilson)	12	\$280.00
	Nonfiction Core Collection	12	\$280.00
	Senior High Core Collection (H.W. Wilson)	12	\$280.00
	Rosetta Stone Library Solution	12	\$3,100.00
	Core Collection en Espanol-1	12	\$280.00
	Total:		
The above excludes all applicable tax			

Offer expires September 04, 2023	Currency: USD
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Product Descriptions	<p>NoveList Plus</p> <p>Created especially for people who love books, NoveList Plus is the premier online database for reading recommendations, available through libraries around the world. Helping readers of all ages find just the right book to read, this comprehensive source of popular and professional book information includes expert recommendations, reviews, articles, lists and more.</p> <hr/> <p>Children's Core Collection</p> <p>The <i>Children's Core Collection</i> database is the ideal collection development, readers' advisory and curriculum support resource for educators and librarians working with elementary students. Containing more than 49,000 titles, this rich resource covers fiction and nonfiction works, story collections and picture books recommended for readers in preschool through sixth grade. In addition, it includes professional literature for children's librarians.</p> <hr/> <p>Fiction Core Collection</p> <p>Featuring classic and contemporary works of fiction, this database provides more than 19,000 librarian-recommended titles for a general adult audience. The best authors and their most acclaimed and widely-read works in literary and popular fiction — old and new — are listed, covering genres that include mystery, science fiction, fantasy, Western and romance.</p> <hr/> <p>Graphic Novels Core Collection</p> <p>The growing popularity of graphic novels makes them an increasingly important part of your school or public library's offerings. The <i>Graphic Novels Core Collection</i> database highlights more than 5,000 titles for all ages over three recommendation levels. The collection includes descriptive and evaluative annotations and cover art.</p> <hr/> <p>Middle & Junior High Core Collection</p> <p>For libraries and educators serving readers in grades five through nine, this database provides indispensable help with collection development and maintenance, curriculum support, readers' advisory and general reference. With more than 30,000 recommended titles, the <i>Middle & Junior High Core Collection</i> database covers fiction and nonfiction works for children and adolescents.</p> <hr/> <p>Nonfiction Core Collection</p> <p>This database provides more than 46,000 highly recommended reference and nonfiction books for adults, as well as plays and poetry. It is an ideal resource for developing nonfiction collections at a wide variety of libraries.</p> <hr/> <p>Senior High Core Collection</p> <p>This selective list of books recommended for young people in grades 9 through 12 is invaluable for collection development and maintenance, readers' advisory and curriculum support in the high school library and the young adult section of the public library. With more than 30,000 recommended titles, the <i>Senior High Core Collection</i> database covers fiction and nonfiction works for high school readers.</p> <hr/> <p>Rosetta Stone Library Solution</p>
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EBSCO Quotation

As multicultural communities expand, interest in language learning increases. Language programs promote inclusive participation and strengthen community connections. To meet this growing need, libraries seek innovative solutions to help patrons build a new language foundation with confidence.

*Terms and
Conditions*

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LIBRARY SOLUTION



Public Sector

Offer the language program your patrons know.

As multicultural communities expand, interest in language learning increases. Language programs promote inclusive participation and strengthen community connections. To meet this growing need, libraries seek innovative solutions to help patrons build a new language foundation with confidence.

Recognized as a leader in technology-based language learning, Rosetta Stone offers libraries and their patrons the proven immersion method that more than 20,000 schools and 9,000 businesses have trusted for over the last 20+ years. Our award-winning interactive approach has been used by millions of learners around the world and now is accessible in the library—or anywhere, anytime.

Rosetta Stone® Library Solution features:

- 30 languages to meet a range of community needs
- Core lessons to build reading, writing, speaking, and listening skills
- Focused activities to refine grammar, vocabulary, pronunciation, and more
- Mobile apps that enable learners to reinforce language on the go

Provide an award-winning language program that benefits individual patrons and the community you serve. With Rosetta Stone Library Solution, administrators and database managers are able to get a new program up and running quickly—so learners can begin their language journey right away.



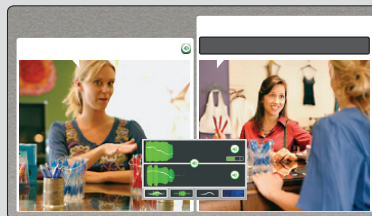
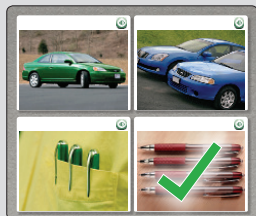
EBSCO

For more information, contact
your EBSCO representative:

information@ebSCO.com
(800) 653-2726
www.ebSCO.com

Rosetta
Stone

Certified Partner



Our interactive immersion approach helps build language skills and delivers immediate feedback to guide pronunciation based on our innovative speech-recognition technology.

About Rosetta Stone

Rosetta Stone is a global leader in technology-based learning. We offer our clients scalable language and literacy solutions for individual learners, single classrooms, and entire organizations.

Our solutions have been implemented in over 20,000 schools and in more than 17,000 private and public sector organizations, and they are used by millions of learners in over 150 countries throughout the world.



Core Collections

The first step in great readers' advisory is a great collection



"We use Core Collections on a daily basis for our collection work from selection to weeding to help us balance demand and collection depth against budget constraints. Alerts help staff to get the information they need for their selection needs and recommendation levels make it easy for us to judge which titles should get extra copies if we have money at the end of the year."

— Dianne Coan, Fairfax County Public Library

Learn more: www.ebsco.com/novelist

NovelList[®]

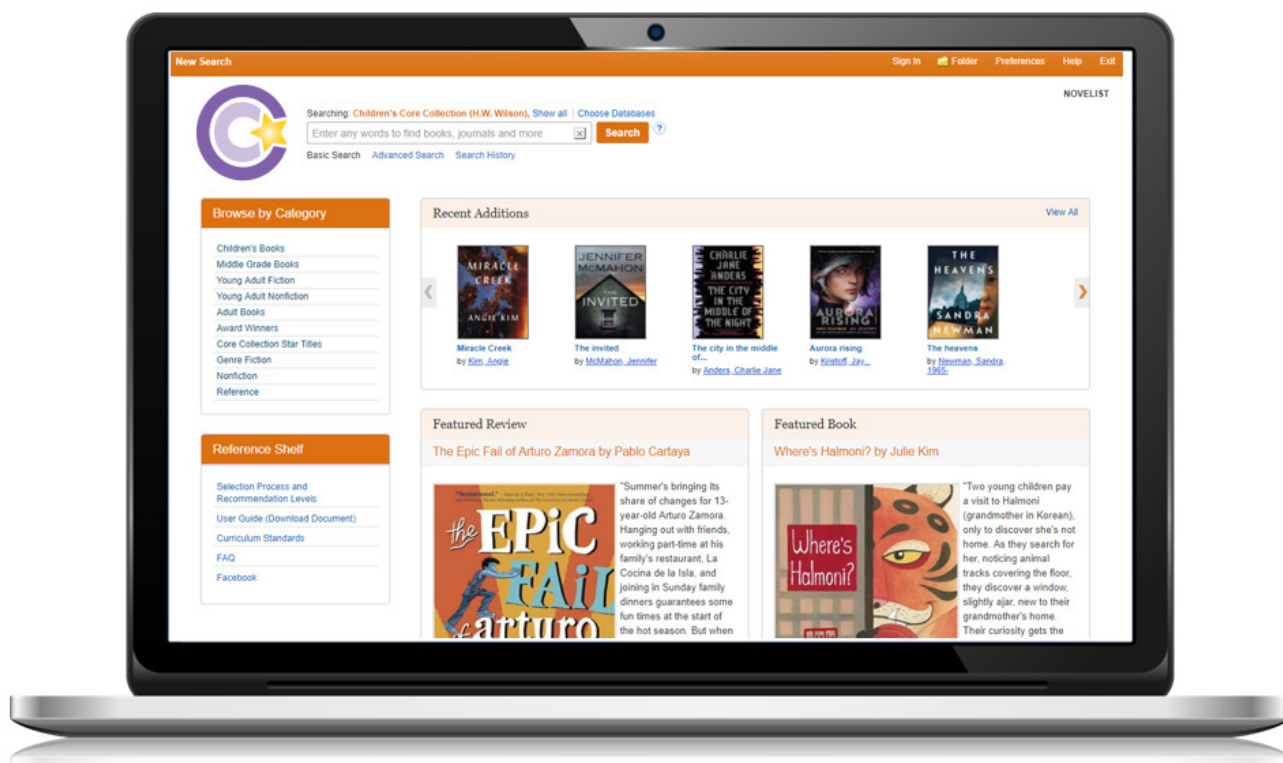
Build your collection with librarian-curated recommendations

Core Collections provides:

- ★ Impartial guidance, by experts in their fields, on the most highly recommended titles for reference, nonfiction, and fiction materials for all ages.
- ★ Authoritative recommendations that are vendor and publisher neutral.
- ★ Three levels of recommendations to help you prioritize materials for your library's size and budget.
- ★ Professional materials on building and managing collections.

Core Collections includes:

- ✔ **Children's Core Collection**
Children's Core Collection is the ideal collection development and curriculum support resource for anyone who works with children's books.
- ✔ **Graphic Novels Core Collection**
Graphic Novels Core Collections is especially useful as librarians build graphic novel collections.
- ✔ **Fiction Core Collection**
Fiction Core Collection is perfect for libraries of all sizes navigating the vast fiction market.
- ✔ **Middle & Junior High Core Collection**
Middle & Junior High Core Collection is an essential resource for anyone who works with middle grade books.
- ✔ **Nonfiction Core Collection**
Nonfiction Core Collection offers guidance for adult nonfiction collections, including plays and poetry.
- ✔ **Senior High Core Collection**
Senior High Core Collection covers young adult books and adult books with teen appeal, making it the perfect resource for anyone who works with young adult collections.



Learn more: www.ebsco.com/novelist

Novelist

Novelist[®] Complete

Reach your readers where they are

Novelist Plus

Match readers with books

Created by passionate book lovers, **Novelist Plus** provides unique story elements to help you guide readers to books that match the reading experience they want.

Novelist Select

Enrich your catalog

Pulling in robust data from Novelist Plus, **Novelist Select** enriches your existing catalog with information important to your readers, such as a book's tone and trusted read-alikes.

LibraryAware

Increase patron engagement

LibraryAware connects patrons to your resources through the channels where *they* are. Create program signage, posters, e-newsletters, social media posts, and more!

Empower your staff

"It's like having a reference librarian at [our] fingertips."
— Rachel Langlois, *New Hanover County Public Library*

Meet the needs of your community

"I've had readers come up and say that Novelist is a great tool... By providing people with things that they're interested in reading and watching and listening to and by helping them to make connections between their current reading and new possibilities, the library remains relevant to its community."
— Barry Trott, *Williamsburg Regional Library*

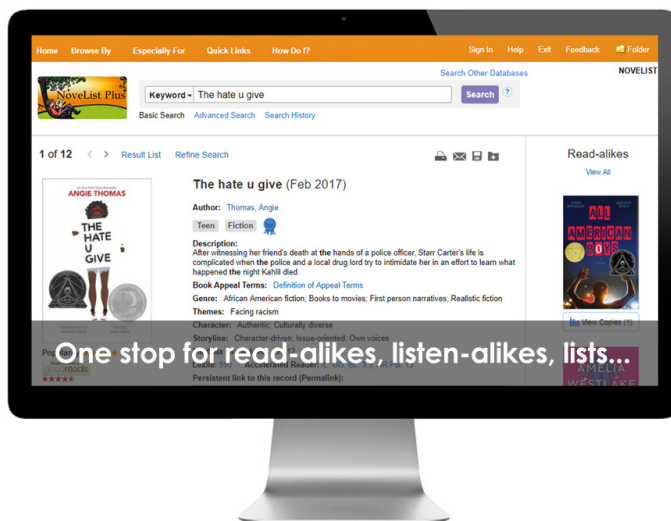
Learn more: www.ebsco.com/novelist

Key features for helping readers

NoveList Plus

NoveList Plus is the **essential** first step in matching readers with the right books and audiobooks:

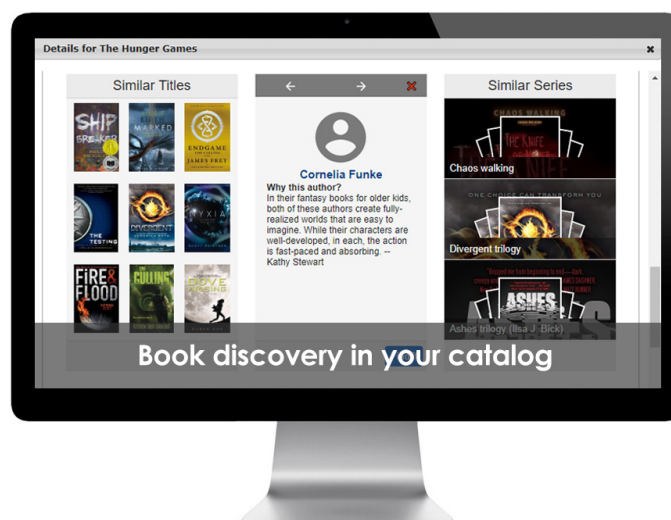
- ✔ Fiction AND nonfiction coverage
- ✔ Curated read-alike recommendations
- ✔ Listen-alikes for audiobooks
- ✔ Comprehensive series information
- ✔ Appeal language and themes to describe books
- ✔ Lists of recommended and award-winning books
- ✔ Readers' advisory guides for working with readers
- ✔ Media mentions for books readers have heard about



NoveList Select

NoveList Select moves your catalog from the place where readers **get** books, to the place where they **discover** books by enriching it with:

- ✔ Trusted read-alike recommendations
- ✔ Series information
- ✔ Reader ratings and reviews
- ✔ Related library events and programs
- ✔ Newsletter sign-up
- ✔ Reading levels (Lexile® and Accelerated Reader)
- ✔ Book jackets, summaries, excerpts, and more
- ✔ Interactive story mixer



LibraryAware

LibraryAware gives you the tools you need to tell **your** library's story:

- ✔ Thousands of templates
- ✔ Millions of images and book jackets
- ✔ Engaging book display signs
- ✔ Beautifully designed bibliographies
- ✔ Shelf signage, digital displays
- ✔ E-newsletters delivered to readers' inboxes
- ✔ Website widgets for books and events
- ✔ Social media integration



Learn more: www.ebsco.com/novelist

Action Form- Library Logo

History:

To raise money, the Library will be selling merchandise, which calls for a new logo design!

Budget Impact:

The cost of Joh's time, which is already budgeted.

Options:

Select one of the five logo designs, or request different designs to vote on at a special meeting.

Staff's Recommended Action:

Staff defers to the Board.

