

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
August 16, 2023, at 7 pm:**

**West Liberty Public Library Lower-Level Meeting Room**

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Library Logo**
  - 2. Fencing Quotes**
- IX. New Business**
  - 1. Summer Reading Summary**
  - 2. Racial Justice Grant Technology Upgrades**
  - 3. Records Retention Policy Review**
- X. Adjourn Meeting**

**Next meeting is Wednesday, September 20 at 7 pm.**

## West Liberty Public Library Minutes

Date: June 21, 2023 | Time: 7:00 pm

**Present at Meeting:** Library Board Members Larry Miller, Ken Brooks, Maria Lugo, Dick Brand, Vanessa Espinoza, Samuel Morel (via Zoom), along with Director Allie Paarsmith, City Council Representative Josh Shiltz, City Manager Lee Gertz, Kelli Brommel (Youth Services Librarian), Ali Oepping (Adult Services Librarian), Space Utilization Consultant Shana Stuart, and TAB Members Vanessa Burk and Mya Elizondo.

- I. **Call to Order**
- II. **Approval of Agenda:** Motion by Brand, Second by Brooks 6-0
- III. **Approval of Minutes:** Motion by Brooks, Second by Lugo 6-0
- IV. **Public Discussion**
  - a. **Introduction of City Manager Lee Geertz**
    - i. City will refer to library director and board for any issues regarding book banning
- V. **Financial Report:** Given by Paarsmith
  - a. Motion to approve by Brand, Second Espinoza 6-0
- VI. **Director's Report:** Given by Paarsmith
  - a. Friends of the Public Library to attend Farmer's Market
  - b. Merchandise on sale at Summer Reading Program events in July
  - c. Community Foundation Grant
  - d. Part-time workers and fill-ins
  - e. Library collections overview and stats
- VII. **Announcements from Members:** none
- VIII. **Old Business**
  - a. **Space Utilization Report:** Given by Shana Stuart – Space Utilization Consultant
    - i. Overview of several plans created for library upper and lower levels in order to better utilize space
    - ii. Approval of invoice for Shana Stuart – Motion Lugo, Second Brand 6-0
  - b. **Staff Wages for FY24:** Proposed increase plans given
    - i. **Blue Plan** – Full-Time Merit and Cost of Living increase; Part-Time Merit only Increase: Motion by Espinoza, Second by Morel 6-0
- IX. **New Business**
  - a. **Review Hours of Service Policy**
    - i. Hours change for Fridays to take effect September 1 – Motion Brand, Second Espinoza 6-0
    - ii. City adding Federal Holiday Juneteenth for FY24
  - b. **Discuss Library Landscaping**
    - i. **Concrete** – re-do sidewalks in front of library
      1. City can do for \$2,500 - Approved
    - ii. **Fencing** – enclose HVAC unit in back of library to address and solve safety issues
      1. Approved up to the amount bid by DN Fencing (\$6,681) but get 3 more bids and have maintenance committee approve the contractor
    - iii. **Furniture** – More outdoor social spaces away from library doors to solve issue of youth crowding library entrances and exits – **TABLED**
    - iv. **Approval for concrete, fencing, and furniture decisions:** Motion Brooks, Second Brand 6-0
  - c. **EBSCO databases quote:** Motion Brooks, Second Lugo 6-0
  - d. **Library Logo approval:** Two decisions made that will be reworked with designer before approval
- X. **Adjourn Meeting:** Motion Brand, Second Lugo 6-0

# West Liberty Public Library

## Budget vs. Actuals: FY24

July 2023 - June 2024

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
<b>Revenue</b>					
4400 Intergovernmental					
4471 Local Comm Library Allocation	3,540.00		3,540.00	-3,540.00	
<b>Total 4400 Intergovernmental</b>	<b>3,540.00</b>		<b>3,540.00</b>	<b>-3,540.00</b>	
4700 Misc					
4799 Other Misc Revenue	535.39		535.39	-535.39	
<b>Total 4700 Misc</b>	<b>535.39</b>		<b>535.39</b>	<b>-535.39</b>	
<b>Total Revenue</b>	<b>\$4,075.39</b>	<b>\$0.00</b>	<b>\$4,075.39</b>	<b>\$ -4,075.39</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$4,075.39</b>	<b>\$0.00</b>	<b>\$4,075.39</b>	<b>\$ -4,075.39</b>	<b>0.00%</b>
<b>Expenditures</b>					
6000 Personal Services					
6010 Wages - Full Time	14,140.80	189,504.08	-175,363.28	175,363.28	7.46 %
6020 Wages - Part Time	4,584.90	60,184.80	-55,599.90	55,599.90	7.62 %
6040 Wages- Over Time		250.00	-250.00	250.00	
<b>Total 6000 Personal Services</b>	<b>18,725.70</b>	<b>249,938.88</b>	<b>-231,213.18</b>	<b>231,213.18</b>	<b>7.49 %</b>
6100 Employee Benefits					
6110 FICA-City Contribution	1,408.03	19,101.20	-17,693.17	17,693.17	7.37 %
6130 IPERS-City Contribution	1,463.95	23,035.98	-21,572.03	21,572.03	6.36 %
6140 ICMA-City Contribution	3,504.46	3,500.00	4.46	-4.46	100.13 %
6150 Group Medical Insurance	785.13	42,000.00	-41,214.87	41,214.87	1.87 %
6160 Worker's Compensation	2,164.00	3,200.00	-1,036.00	1,036.00	67.63 %
<b>Total 6100 Employee Benefits</b>	<b>9,325.57</b>	<b>90,837.18</b>	<b>-81,511.61</b>	<b>81,511.61</b>	<b>10.27 %</b>
6200 Staff Development					
6210 Dues & Membership Fees		175.00	-175.00	175.00	
6230 Training		200.00	-200.00	200.00	
<b>Total 6200 Staff Development</b>		<b>375.00</b>	<b>-375.00</b>	<b>375.00</b>	
6300 Repair Mtnce, Utilities					
6310 Building/Ground Maintenance	78.06	15,000.00	-14,921.94	14,921.94	0.52 %
6350 Equipment Repairs/Maintenance		1,000.00	-1,000.00	1,000.00	
6371 Utility Services	752.00	5,000.00	-4,248.00	4,248.00	15.04 %
6373 Telephone Expense		2,500.00	-2,500.00	2,500.00	
<b>Total 6300 Repair Mtnce, Utilities</b>	<b>830.06</b>	<b>23,500.00</b>	<b>-22,669.94</b>	<b>22,669.94</b>	<b>3.53 %</b>
6400 Contractual Services					
6407 Professional & Cons Fees	3,000.00	2,100.00	900.00	-900.00	142.86 %
6408 Tort Liability Insurance		3,000.00	-3,000.00	3,000.00	
6415 Rentals & Leases	354.26	2,000.00	-1,645.74	1,645.74	17.71 %
6426 Enrichment Programs	690.83	1,500.00	-809.17	809.17	46.06 %
<b>Total 6400 Contractual Services</b>	<b>4,045.09</b>	<b>8,600.00</b>	<b>-4,554.91</b>	<b>4,554.91</b>	<b>47.04 %</b>
6500 Commodities					
6502 Books, AV Materials	2,408.81	10,000.00	-7,591.19	7,591.19	24.09 %
6504 Minor Equipment		1,000.00	-1,000.00	1,000.00	
6507 Operating Supplies	338.48	5,000.00	-4,661.52	4,661.52	6.77 %

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
6508 Postage		200.00	-200.00	200.00	
6521 Janitorial Supplies		1,000.00	-1,000.00	1,000.00	
<b>Total 6500 Commodities</b>	<b>2,747.29</b>	<b>17,200.00</b>	<b>-14,452.71</b>	<b>14,452.71</b>	<b>15.97 %</b>
6700 Capital Outlay					
6728 Capital Improvements		26,000.00	-26,000.00	26,000.00	
<b>Total 6700 Capital Outlay</b>		<b>26,000.00</b>	<b>-26,000.00</b>	<b>26,000.00</b>	
Unapplied Cash Bill Payment Expenditure	-491.89		-491.89	491.89	
<b>Total Expenditures</b>	<b>\$35,181.82</b>	<b>\$416,451.06</b>	<b>\$ -381,269.24</b>	<b>\$381,269.24</b>	<b>8.45 %</b>
NET OPERATING REVENUE	<b>\$ -31,106.43</b>	<b>\$ -416,451.06</b>	<b>\$385,344.63</b>	<b>\$ -385,344.63</b>	<b>7.47 %</b>
NET REVENUE	<b>\$ -31,106.43</b>	<b>\$ -416,451.06</b>	<b>\$385,344.63</b>	<b>\$ -385,344.63</b>	<b>7.47 %</b>

	Vendor name	Bill date	Due date	Bill number	Account number	Account name	Description	Amount
<b>ALA</b>								
Submitted previously	ALA	03/31/2023	03/31/2023	--	6210	Dues & Membership Fees	ALA Library Membership	\$ 175.00
<b>Total for ALA</b>								<b>\$ 175.00</b>
<b>Alta Community Library</b>								
Submitted 7/31/2023	Alta Community Library	07/10/2023	07/10/2023	#1010	6426	Enrichment Programs	Lost ILL by Patron	\$ 15.99
<b>Total for Alta Community Library</b>								<b>\$ 15.99</b>
<b>Baker &amp; Taylor</b>								
Submitted 7/31/2023	Baker & Taylor	06/26/2023	07/26/2023	2037599583	6502	Books, AV Materials	Books to be itemized	\$ 242.20
Submitted 7/31/2023	Baker & Taylor	07/17/2023	08/17/2023	2037626504	6502	Books, AV Materials	Books to be itemized	\$ 90.33
Submitted 7/31/2023	Baker & Taylor	07/19/2023	08/21/2023	2037651112	6502	Books, AV Materials	Books to be itemized	\$ 143.90
	Baker & Taylor	08/01/2023	09/01/2023	2037670007	6502	Books, AV Materials	Books	\$ 317.07
	Baker & Taylor	08/08/2023	09/08/2023	2037694271	6502	Books, AV Materials	Books	\$ 101.41
	Baker & Taylor	07/31/2023	08/31/2023	2037672127	6502	Books, AV Materials	BAKER & TAYLOR	\$ 324.54
<b>Total for Baker &amp; Taylor</b>								<b>\$ 1,219.45</b>
<b>Bywater Solutions</b>								
Submitted 7/31/2023	Bywater Solutions	06/27/2023	07/27/2023	7422	6407	Professional & Cons Fees	Annual Support	\$ 1,800.00
<b>Total for Bywater Solutions</b>								<b>\$ 1,800.00</b>
<b>Cresco Public Library</b>								
	Cresco Public Library	08/08/2023	09/08/2023	--	6502	Books, AV Materials	West Liberty Public Library	\$ 14.99
<b>Total for Cresco Public Library</b>								<b>\$ 14.99</b>
<b>Demco</b>								
Submitted 7/31/2023	Demco	07/06/2023	08/05/2023	7330297	6507	Operating Supplies	Tape	\$ 57.24
<b>Total for Demco</b>								<b>\$ 57.24</b>
<b>Ebsco</b>								
Submitted 7/31/2023	Ebsco	06/23/2023	07/24/2023	1000212397-1	6502	Books, AV Materials	Ebsco Databases	\$ 6,895.00
<b>Total for Ebsco</b>								<b>\$ 6,895.00</b>
<b>Hudson Public Library</b>								
Submitted 7/31/2023	Hudson Public Library	07/06/2023	07/06/2023	--	6502	Books, AV Materials	Lost ILL by Patron	\$ 25.00
<b>Total for Hudson Public Library</b>								<b>\$ 25.00</b>
<b>Lakota Public Library</b>								
Submitted 7/31/2023	Lakota Public Library	07/08/2023	07/08/2023	--	6502	Books, AV Materials	Lost ILL by Patron	\$ 10.99
<b>Total for Lakota Public Library</b>								<b>\$ 10.99</b>
<b>Marco Technologies</b>								
Submitted 7/31/2023	Marco Technologies	07/08/2023	08/01/2023	505874214	6415	Rentals & Leases	Printer lease	\$ 616.11
	Marco Technologies	08/08/2023	09/01/2023	508246543	6415	Rentals & Leases	Printer	\$ 419.87
<b>Total for Marco Technologies</b>								<b>\$ 1,035.98</b>
<b>Midwest Tape</b>								
Submitted 7/31/2023	Midwest Tape	07/03/2023	08/02/2023	504021551	6502	Books, AV Materials	FY23 AV order	\$ 38.97
Submitted 7/31/2023	Midwest Tape	06/23/2023	07/24/2023	503974007	6502	Books, AV Materials	FY23 AV Order	\$ 71.95
Submitted 7/31/2023	Midwest Tape	06/16/2023	07/17/2023	503940854	6502	Books, AV Materials	FY23 AV Order	\$ 440.30



# Library Director's Report

August 2023

## Agenda:

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A light agenda this month. We will be revisiting the Library Logo, discussing Summer Reading, proposed technology upgrades funded by the Racial Justice Grant, and reviewing our Records Retention Policy.

## Goal Progress:

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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.

City Administration is now fully staffed and in their appropriate positions. They are still all settling into their designated roles, but I feel confident that we will work with them to create a workflow that is consistent and accurate. That being said, due to the new fiscal year, City Manager Geertz and City Clerk Hoffert are deeply engaged in submitting the required data for FY23 to our auditors, Bowman & Miller PC. They hope to have FY23 closed out by mid-August, which will be when FY23 can be reconciled and when FY24 budget lines will be reflected accurately. Thank you for your continued patience.

We have been revisiting some of our existing procedures as we are wrapping up some relabeling projects and training existing staff on new-to-them tasks. Now that Summer Reading is complete, I should be able to collect my thoughts regarding training procedures and discuss them with existing staff during our August in-service.

We had three fundraisers/awareness events for the Friends of the Library in July: the All-School Reunion, Picnic in the Park, and RAGBRAI. We raised \$313 in total. While somewhat disheartening, it's better than nothing, and we have learned a lot. I will be reaching out to some ardent library supporters in the near future to recruit them for our cause and will provide suggestions regarding their donation structure and future fundraisers. Ultimately, too much staff time was utilized for these events. Staff is more than happy to be involved, but as partners with the Friends, not the primary participants.

## Building and Technology:

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The boiler is leaking, Blaine is looking into it. I have contacted Roth Electric twice and have been told someone would stop by both times and no one has. I will be contacting them again and asking for a specific appointment. Lovewell Fencing and American Fence Company before our meeting and I will consult with the Building Committee as soon as I have that information. Adam was hoping to have a new piece of equipment by this point to help remove the existing concrete, but that fell through. He's on vacation and will see if he and Nick can get started the week of the 14<sup>th</sup> or 21<sup>st</sup>.

## Staff and Volunteers:

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Johamy Narvaez will be leaving us in the near future, so we will be posting for an additional library assistant. Ideally, we will hire another Spanish-speaking adult so we can continue to offer adequate Spanish resources during the day.

Ginge Miede was a superstar volunteer during July, appearing at every fundraising event we hosted. We are still working on increasing involvement with the rest of the Friends of the Library.





<i>Total PHYSICAL circulation</i>	920												920
<i>Rural Musc. County:</i>	231												231
<i>Atalissa</i>	17												17
<i>Nichols</i>	11												11
<i>West Liberty</i>	779												779
<i>Open Access</i>	103												103
<i>Physical Children's collection</i>	554												554
<i>Bridges e-books.</i>	242												242
<i>Bridges video recordings.</i>	0												0
<i>Bridges audio recordings.</i>	255												255
<i>Bridges electronic serials.</i>	6												6
<i>Total use of downloadable materials</i>	503												503
<i>Kanopy Usage</i>	32												32
<i>Number of added users</i>	25												25
<i>Door Count</i>	1340												1340
<i>Number of uses of computers</i>	222												222

## FY23 Materials

<b>Library Collection</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Total</b>
Books at the start of each month	13518	13604	13485	13541	13789	13898	13982	13341	13201	13290	12995	13116	
Books added	89	83	67	252	109	136	130	28	97	81	135	146	1353
Books withdrawn	-3	-202	-11	-4	0	-52	-771	-168	-8	-376	-14	-197	-1806
Books running total	13604	13485	13541	13789	13898	13982	13341	13201	13290	12995	13116	13065	
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 at the start of each month	300	300	280	279	279	279	252	250	250	250	249	249	
Audio added	0	0	0	0	0	0	0	0	0	0	0	0	0
Audio withdrawn	0	-20	-1	0	0	-27	-2	0	0	-1	0	0	-51
Audio running total	300	280	279	279	279	252	250	250	250	249	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			2



Other materials at the start each month	2521												
Other materials added	0												0
Other materials withdrawn	0												0
Other materials running total	2521												
Total physical items	16444												
Digital Collections													
Bridges e-book copies added	860												860
Advantage e-book copies added	0												0
Bridges e-audio copies added	2707												2707
Advantage e-audio added	0												0
Bridges e-video copies added	0												0
Advantage e-video copies added	0												0

## Programming & Outreach

### FY23 Totals:

Sum of Attendance Month													Grand
Age Group	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult/Family 14	38	71	88	12	39	25	14	21	29	27	181	559	
Children's	144	61	64	155	127	89	228	265	242	225	252	170	2022
Young Adult 2	30	12	19	78	19	42	48	28	9	20	14	321	
<b>Grand Total</b>	<b>160</b>	<b>129</b>	<b>147</b>	<b>262</b>	<b>217</b>	<b>147</b>	<b>295</b>	<b>327</b>	<b>291</b>	<b>263</b>	<b>299</b>	<b>365</b>	<b>2902</b>

### Statistics as of August 9 for FY24:

Sum of Attendance	Month		Grand Total
Age Group	Jul	Aug	Grand Total
Adult/Family	159	2	161
Children's	93	17	110
Young Adult	10		10
<b>Grand Total</b>	<b>262</b>	<b>19</b>	<b>281</b>

# August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1.  adult events  all ages events  youth events			2. The Great Ooblek Experiment 2:00pm	3. Silent Reading Club 5:30pm	4.	5.
6.	7.	8.	9.	10. The Page Turners book club meeting 12pm/6pm	11.	12.
13.	14.	15.	16. board meeting 7pm	17.	18.	19.
20.	21. Short Stories for Busy People book club meeting 12pm/6pm	22.	23. <i>First day of School</i>	24.	25.	
27.	28. <b>CLOSED</b>	29.	30.			



# Agenda Item - Library Logo

## CONTEXT:

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Since we are selling merchandise, we would like to update the Library's logo. Johamy has created three new variations on one of her designs to review.

## BUDGET IMPACT:

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

## OPTIONS:

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1. Select one of the three logos
2. Appoint a committee to discuss logo options with Johamy or another artist.

## STAFF RECOMMENDATION:

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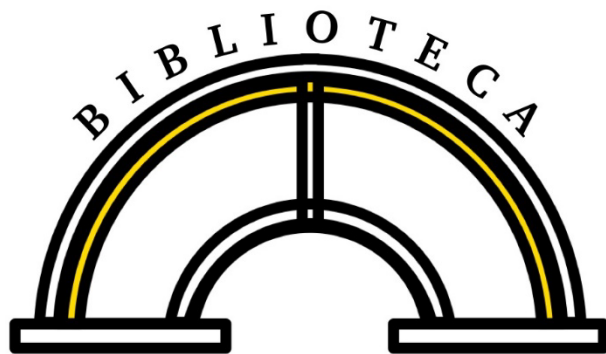
Option 1.



**WEST LIBERTY  
PUBLIC LIBRARY**



**WEST LIBERTY  
PUBLIC LIBRARY**



**WEST LIBERTY  
PUBLIC LIBRARY**

# Agenda Item – Fencing Quotes

## CONTEXT:

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In June we received and approved spending up to \$6,681.00 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. That quote was from D&N Fencing. When D&N Fencing came out to measure, Parks and Rec Director Heath spoke with them describing what I had described to him. As of 8/11/2023, I have received a second quote from Lovewell Fencing for \$15,000. I did speak with this company directly, which leads me to believe that our needs may not have been communicated to D&N Fencing. I have requested an updated estimate from them on 8/11/2023. American Fence Company should also be providing a quote before this meeting. If that is the case, I would request that the Board choose a quote so that the project can proceed. If not, I would request guidance.

## BUDGET IMPACT

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We allocated \$11,000 for exterior landscaping in the FY21-25 CIP to come from local option sales tax funding and from the Library Reserve.

## OPTIONS

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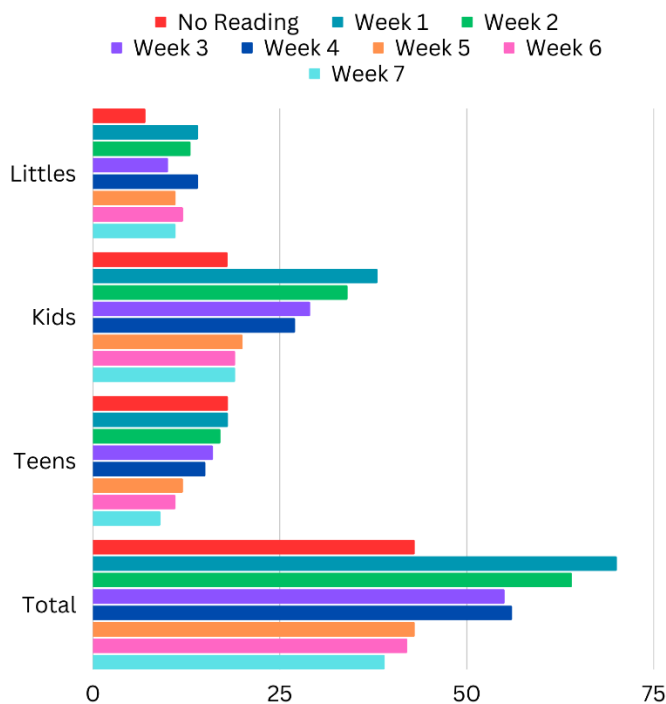
Options will depend on the companies getting back to me with the estimates.

# Agenda Item – Summer Reading Recap

## CONTEXT (NO ACTION REQUIRED):

Summer Reading 2023 is wrapped up! Of the 113 kids who signed up, 70 completed some portion of the reading challenge for their age group. 39 of those 70 kids completed the whole seven weeks, received prizes for those weeks and were able to enter the grand prize drawing of their choice. We had 42 adults participate and 27 completed logs submitted. Note that adults could submit more than one completed log, so the completion rates are not comparable. We did see a 46% increase in overall sign-up from last year. The youth program had a 38% completion rate, a 30% from last year.

I will have a financial summary next month after City Administration closes out FY23.



	Total SRP Sign-up	Total Completed Logs	Partial Completion
2023	155	66	31
2022	106	39	n/a

	Adult SRP Sign-ups	Completed Logs
2023	42	27
2022	16	9

	YA (11+) SRP Sign-ups	Completed Logs	Partial Completion
2023	36	9	9
2022	25	6	n/a

	Kids (5-10) SRP Sign-ups	Completed Logs	Partial Completion
2023	57	19	20
2022	48	21	n/a

	Littles (0-5) SRP Sign-ups	Completed Logs	Partial Completion
2023	20	11	2
2022	17	3	n/a



# Agenda Item – Racial Justice Grant Tech Upgrades

## CONTEXT:

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We were awarded the Muscatine County Community Foundation Racial Justice Grant for \$17,000. This money will be going towards increasing literacy in our community and ensuring that the Library is for the whole community. To better accomplish that goal, we designated \$7460.92 to upgrading technology within the library, which would consist of 15 new Chromebooks, 2 staff laptops, 3 new monitors, 1 new staff PC, and 1 new circulation computer. We will be using Dell for consistency of support and to use the City's existing contract with that company as discussed last time we ordered new computers.

I have attached the quote but note that the total is higher than I listed due to sales tax. As we are a tax-exempt entity I have requested a corrected quote that does not include sales tax.

## BUDGET IMPACT

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This is entirely grant funded.

## OPTIONS

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1. Approve the quote with the understanding that we will not pay sales tax
2. Take no action at this time.

## STAFF RECOMMENDATION

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I recommend that the quote be approved with no sales tax.

Budget for WLPL Biblioteca para la Comunidad / Library for the Community

Item	Quantity	Price	Total	Budget Line
Chromebooks for patrons	15	\$ 239.98	\$ 3,599.70	6504
Collection materials focusing on Spanish, bilingual, and alternate literacies	427	\$ 20.00	\$ 8,540.00	6502
Programming supplies for Spanish, bilingual, or English Language Learning programs		\$ 1,000.00	\$ 1,000.00	6426
Staff laptops	2	\$ 717.37	\$ 1,434.74	6504
Staff Monitors	3	\$ 210.24	\$ 630.72	6504
Staff PC	1	\$ 1,023.35	\$ 1,023.35	6504
Circ PC	1	\$ 772.41	\$ 772.41	6504
Racial Justice Grant Total			\$ 17,000.92	

\$20 is an approximate high end cost per book



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**Quote No.** 3000157948513.2  
**Total** \$7,965.07  
Customer # 530015623835  
PO Number 021632  
Quoted On Aug. 03, 2023  
Expires by Aug. 07, 2023

Sales Rep Blaine Harriman  
Phone (800) 456-3355, 512-513-0575  
Email Blaine\_Harriman@Dell.com  
**Billing To** SHERRY HOFFERT  
CITY OF WEST LIBERTY  
409 N CALHOUN ST  
WEST LIBERTY, IA 52776-1494

### Message from your Sales Rep

Contact me at Blaine\_Harriman@Dell.com or (512) 513-0575 if you have any questions, need to change anything, or when you're ready to place an order!

Regards,  
Blaine Harriman

### Shipping Group

Shipping To	Shipping Method
SHERRY HOFFERT CITY OF WEST LIBERTY 409 N CALHOUN ST WEST LIBERTY, IA 52776-1494 (319) 627-2418	Expedited Delivery

Product	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$210.24	3	\$630.72
OptiPlex Tower (7010)	\$1,023.35	1	\$1,023.35
OptiPlex Micro (7010)	\$772.41	1	\$772.41
Chromebook 3110	\$239.98	15	\$3,599.70
Vostro 3535	\$717.37	2	\$1,434.74

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*DBC as low as \$239 / month^*

<b>Subtotal:</b>	<b>\$7,460.92</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$259.08</b>
<b>Taxable Amount:</b>	<b>\$7,201.84</b>
<b>Estimated Tax:</b>	<b>\$504.15</b>
<hr/>	
<b>Total:</b>	<b>\$7,965.07</b>

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## Shipping Group Details

### Shipping To

SHERRY HOFFERT  
CITY OF WEST LIBERTY  
409 N CALHOUN ST  
WEST LIBERTY, IA 52776-1494  
(319) 627-2418

### Shipping Method

Expedited Delivery

	Quantity	Subtotal
<b>Dell 24 Monitor - P2422H, 60.5cm (23.8")</b>	<b>3</b>	<b>\$630.72</b>

Estimated delivery if purchased today:  
Aug. 08, 2023

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	3	-
Dell Limited Hardware Warranty	814-5380	-	3	-
Advanced Exchange Service, 3 Years	814-5381	-	3	-

	Quantity	Subtotal
<b>OptiPlex Tower (7010)</b>	<b>1</b>	<b>\$1,023.35</b>

Estimated delivery if purchased today:  
Aug. 28, 2023

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Tower (7010)	210-BFWO	-	1	-
13th Gen Intel Core i5-13500 (6+8 Cores/24MB/20T/2.5GHz to 4.8GHz/65W)	338-CHBS	-	1	-
Windows 11 Pro, English, Spanish, French, Brazilian Portuguese	619-ARSB	-	1	-
16GB (1x16GB) DDR4 non ECC memory	370-AGFR	-	1	-
M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive	400-BOQM	-	1	-
Thermal Pad for Tower	412-AAZN	-	1	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	1	-
Intel Integrated Graphics	490-BBFG	-	1	-
DVD+/-RW Bezel	325-BDSF	-	1	-
8x DVD+/-RW 9.5mm Slimline Optical Disk Drive	429-ABFH	-	1	-
OptiPlex Tower with 180W Bronze Power Supply	329-BHOJ	-	1	-
Dell KB216 Wired Keyboard English	580-ADJC	-	1	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	1	-
No Cover Selected	325-BCZQ	-	1	-
Dell Additional Software	658-BFPY	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-
NO RAID	817-BBBN	-	1	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	1	-
Dell Watchdog Timer	379-BEZG	-	1	-
Quick Start Guide, OptiPlex Tower	340-DDFS	-	1	-
Print on Demand Label	389-BDQH	-	1	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	1	-
Shipping Material	340-CZGF	-	1	-

Shipping Label	389-BBUU	-	1	-
CMS Essentials DVD no Media	658-BBTV	-	1	-
Regulatory Label for OptiPlex Tower 7010 180W, FSJ	389-EFMR	-	1	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	1	-
Intel Rapid Storage Technology, OptiPlex Tower	658-BFQN	-	1	-
Intel Core i5 vPro Enterprise Processor Label	389-EDDQ	-	1	-
Desktop BTS/BTP Shipment	800-BBIP	-	1	-
Fixed Hardware Configuration	998-FZWQ	-	1	-
Chassis Intrusion Switch	461-AAIX	-	1	-
Intel vPro Enterprise	631-BBKJ	-	1	-
No External ODD	429-ABGY	-	1	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	1	-
Internal Speaker	520-AARD	-	1	-
No Additional Video Ports	492-BCKH	-	1	-
No Additional Add In Cards	382-BBHX	-	1	-
Information Only - Dell APEX Managed Device Service Core Support - Not Selected	892-8437	-	1	-
Basic Onsite Service 12 Months	709-BCXO	-	1	-
Prosupport Plus and Accidental Damage Service, 36 Month(s)	127-BBGK	-	1	-
ProSupport Plus and Next Business Day Onsite Service Extension, 24 Month(s)	199-BIKZ	-	1	-
ProSupport Plus and Next Business Day Onsite Service Initial, 12 Month(s)	199-BILB	-	1	-
ProSupport Plus and Keep Your Hard Drive, 36 Month(s)	711-BCJC	-	1	-
No Microsoft Office License Included	658-BCSB	-	1	-
CyberLink PowerDirector 21 and PhotoDirector 14 Ultra	634-BYFS	-	1	-

<b>Quantity</b>	<b>Subtotal</b>
<b>\$772.41</b>	<b>\$772.41</b>

**OptiPlex Micro (7010)**

Estimated delivery if purchased today:  
Aug. 08, 2023

Description	SKU	Unit Price	Quantity	Subtotal
A 13th Gen i5-13500T (6+8 Cores/24MB/20T/1.6GHz to 4.6GHz/35W)	338-CHBY	-	1	-
Windows 11 Pro, English, Spanish, French, Brazilian Portuguese	619-ARSB	-	1	-
16GB (1x16GB) DDR4 Non-ECC Memory	370-AFWB	-	1	-
M.2 2230 256GB PCIe NVMe Class 35 Solid State Drive	400-BOQJ	-	1	-
Thermal Pad for Micro	412-AAZO	-	1	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	1	-
Micro with 35W CPU L5.5 FSJ local build	329-BHPX	-	1	-
Dell KB216 Wired Keyboard English	580-ADJC	-	1	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	1	-
No Cover Selected	325-BCZQ	-	1	-
Dell Additional Software	658-BFPY	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-

US Power Cord	450-AAZN	-	1	-
Dell Watchdog Timer	379-BEZG	-	1	-
Quick Start Guide, OptiPlex Micro	340-DDHG	-	1	-
Print on Demand Label	389-BDQH	-	1	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	1	-
Shipping Material	340-CQYN	-	1	-
Shipping Label	389-BBUU	-	1	-
FSJ Reg label 90W adaptor	389-FBSN	-	1	-
Intel Rapid Storage Technology Driver MFF	658-BFQK	-	1	-
Intel Core i5 vPro Enterprise Processor Label	389-EDDQ	-	1	-
Desktop BTS/BTP Shipment	800-BBIP	-	1	-
Fixed Hardware Configuration	998-FZXX	-	1	-
OptiPlex Micro (7010)	210-BFXP	-	1	-
Internal Speaker	520-AAVE	-	1	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	1	-
No Additional Video Ports	492-BCKH	-	1	-
Intel vPro Enterprise	631-BBKP	-	1	-
No Option Included	340-ACQQ	-	1	-
90 Watt A/C Adapter	450-ALFO	-	1	-
Information Only - Dell APEX Managed Device Service Core Support - Not Selected	892-8437	-	1	-
Basic Onsite Service 12 Months	709-BCXO	-	1	-
Prosupport Plus and Accidental Damage Service, 36 Month(s)	127-BBGK	-	1	-
ProSupport Plus and Next Business Day Onsite Service Extension, 24 Month(s)	199-BIKZ	-	1	-
ProSupport Plus and Next Business Day Onsite Service Initial, 12 Month(s)	199-BILB	-	1	-
ProSupport Plus and Keep Your Hard Drive, 36 Month(s)	711-BCJC	-	1	-
No Microsoft Office License Included	658-BCSB	-	1	-

			<b>Quantity</b>	<b>Subtotal</b>
<b>Chromebook 3110</b>		<b>\$239.98</b>	<b>15</b>	<b>\$3,599.70</b>

Estimated delivery if purchased today:  
Aug. 08, 2023

Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3110	210-BCGK	-	15	-
Intel(R) Celeron(TM) N4500 (Dual Core, up to 2.8GHz, 4M Cache, 6W), 4GB Memory, 32GB Storage, HDMI	329-BGLD	-	15	-
4GB 2933MHz LPDDR4 Non-ECC	370-AGYU	-	15	-
32GB eMMC Hard Drive	400-AWCZ	-	15	-
11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable	391-BGHL	-	15	-
Single Pointing Non Backlit, US English	583-BINI	-	15	-
E4 Power Cord 1M for US	537-BBBL	-	15	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz	555-BHJR	-	15	-

3 Cell 42Whr Battery	451-BCWJ	-	15	-
65W Type-C EPEAT Adapter	492-BCXP	-	15	-
Quickstart Guide	340-CXGY	-	15	-
Chrome Education FGA	800-BBTT	-	15	-
Fixed Hardware Configuration	998-FIQC	-	15	-
Label C4, Upsell Celeron, with HDMI + NonTouch LCD	389-EBXB	-	15	-
System Shipment, Chromebook 3110	340-CXHD	-	15	-
Intel 11th Gen Celeron CPU label.	389-DYFS	-	15	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	15	-
Not Included	631-ABBH	-	15	-
Bottom Door	321-BHEO	-	15	-
LCD, NonTouch, HDMI	320-BENK	-	15	-
Dell Limited Hardware Warranty Initial Year	868-9850	-	15	-
ProSupport Plus Accidental Damage Service, 1 Year	868-9908	-	15	-
ProSupport Plus Next Business Day Onsite, 1 Year	868-9919	-	15	-
ProSupport Plus 7x24 Technical Support, 1 Year	868-9928	-	15	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	15	-

<b>Quantity</b>	<b>Subtotal</b>
<b>\$717.37</b>	<b>\$1,434.74</b>

**Vostro 3535**

Estimated delivery if purchased today:  
Aug. 16, 2023

Description	SKU	Unit Price	Quantity	Subtotal
Vostro 3535	210-BGKQ	-	2	-
AMD Ryzen(TM) 7 7730U 8-core/16-thread Processor with Radeon(TM) Graphics	338-CHZS	-	2	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	2	-
Windows System Driver	631-BBGD	-	2	-
16GB, 2x8GB, DDR4, 3200MHz	370-AGHJ	-	2	-
512GB M.2 PCIe NVMe Solid State Drive	400-BPWM	-	2	-
AMD Radeon(TM) Graphics	490-BJBY	-	2	-
15.6 inch FHD (1920 x 1080) 120Hz 250 nits WVA Anti- Glare LED Backlit Narrow Border Display	391-BHMG	-	2	-
Non-Backlit Keyboard, English	583-BKDQ	-	2	-
Wireless driver for Realtek 8821	555-BJKN	-	2	-
Realtek Wi-Fi 5 RTL8821CE, 1x1, 802.11ac, MU-MIMO, Bluetooth(R) wireless card	555-BGUV	-	2	-
4-Cell Battery, 54WHr (Integrated)	451-BCUK	-	2	-
65 Watt AC Adapter	450-BBDG	-	2	-
Carbon Black Palmrest without Finger Print Reader	346-BJQT	-	2	-
E4 Power Cord 1M for US	450-AMEI	-	2	-
Energy Star Label	389-DOVG	-	2	-
Fixed Hardware Configuration	998-FVQJ	-	2	-
Regulatory Label	389-FDLQ	-	2	-



Shipping Material	328-BFPM	-	2	-
Carbon Black	320-BFHQ	-	2	-
Dell Limited Hardware Warranty	802-7114	-	2	-
ProSupport: Next Business Day Onsite, 1 Year	802-7123	-	2	-
ProSupport: 7x24 Technical Support, 1 Year	802-7124	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	2	-
No Microsoft Office License Included	658-BCSB	-	2	-
McAfee Business Protection 1-year	525-0316	-	2	-
McAfee 30day Trial	658-BCCO	-	2	-
Dell Cinema Color	658-BDZU	-	2	-

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<b>Subtotal:</b>	<b>\$7,460.92</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$504.15</b>
<hr/>	
<b>Total:</b>	<b>\$7,965.07</b>

# Important Notes

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# Agenda Item – Local Records Retention Policy Review

## CONTEXT:

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In September 2020 the Board of Trustees created a Local Records Retention Policy. This policy was created to provide instruction to the Library Director and staff on what to do with all the paperwork (physical and otherwise) that we currently generate in the course of our work as well as the multitudes of papers we have accumulated historically.

This policy is heavily based on one from Ames Public Library and also draws from the Iowa League of Cities Record Retention Manual for Iowa Cities (2012).

## BUDGET IMPACT

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None.

## OPTIONS

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1. Approve the policy changes suggested.
2. Leave the policy as written.
3. Appoint a committee to discuss further changes to this policy.

## STAFF RECOMMENDATION

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I recommend option 1.

# Local Records Retention Policy

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Policy Creation: 9/2020

Policy Review: 8/2023

## Policy Purpose

Library records consist of information documented in the performance of official Library business.

The Records Retention Policy exists to:

- Provide appropriate records to staff and the public
- Comply with laws on privacy, confidentiality, and open records
- Conform to local, state, and federal policy
- Address security and space concerns
- Ensure that the library keeps necessary records.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats, and at certain times, staff may be in the process of transferring records from one format to another. If a record is not specifically listed in this policy, refer to the most recent publication of the Iowa League of Cities Record Retention Manual for Iowa Cities.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be restored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with the permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under Code of Iowa Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

## Responsibility

The Records Manager for the City of West Liberty is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

## Schedule

### Administrative

Record Title	Retention Period	Reason
Agreements, leases, and contracts for equipment or services	10 years after expiration	Administrative and legal value ends
Annual reports	Permanent	Continuing historical value
Bids, quotes and proposals, rejected	5 years	Administrative value ends

## Administrative Policies

Borrowers' accounts and database files (electronic) CONFIDENTIAL	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)
Community Service records (for court-appointed individuals)	Permanent	Continuing legal value
Requests for Public Information	5 years, unless required because of pending litigation	Administrative and legal value ends
Incident reports	5 years	Administrative value ends
Reports and studies solicited by West Liberty Public Library	Permanent	Continuing administrative and historical value, possible legal value
Reports submitted to the State Library of Iowa	Permanent	Continuing legal value
Statements of concern	5 years after resolution of the concern	Administrative value ends

## Building/Equipment

Record Title	Retention Period	Reason
Capital Projects (Accepted bids/quotes/proposals, Building plans and specifications, construction documents, blueprints, and as-built or photographic documentation)	Permanent	Continuing administrative and historical value
Fixed equipment (Accepted bids/quotes/proposals, operating manuals, inspection logs, maintenance records, operating permits)	Life of equipment, plus 5 years	Administrative value ends

## Financial

Record Title	Retention Period	Reason
Accounts P/R Source Documents (Requisitions, P/O, Invoices, Claims, Receipts, etc.)	5 years	Fiscal value ends
Annual Budget Forms	5 years	
Financial Account Statements	5 years	Fiscal value end
Bequests and Endowments	Permanent	Continuing administrative, historical and legal value

## Administrative Policies

Final Budgets	Permanent	Continuing and historical value
Grants	5 years after completion OR grant terms, if stated; then assess for historical value	Continuing administrative and historical value
Requests for bids or proposals, responses and evaluation of materials	5 years after date of award	Administrative and legal value ends

## Historical

Record Title	Retention Period	Reason
Friends of West Liberty Public Library minutes, records & correspondence	Permanent	Continuing historical value
Promotional Materials	5 years, appraise for permanent retention	Possible historical value
Photos, scrapbooks (library related)	Appraise for permanent retention	Possible historical value

## Library Board of Trustees

Record Title	Retention Period	Reason
Audio recordings of closed sessions (Confidential)	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Board meeting packets (agenda, action forms, reports and correspondence distributed for Board meetings)	Permanent	Administrative value ends
Library Policies	Permanent	Continuing administrative, historical, and legal values
Strategic Plans	Permanent	Continuing historical value
Minutes of closed sessions (Confidential)	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Minutes of open meetings	Permanent	Continuing administrative, historical, and legal values

## Administrative Policies

Signed resolutions	Permanent	Continuing administrative, historical, and legal values
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## Personnel

<b>Record Title</b>	<b>Retention Period</b>	<b>Reason</b>
Applications for temporary positions	6 months	Administrative value ends
Employee files (application, position description at time of hire, written reprimands, performance evaluations) Confidential	5 years after end of employment (Service records and payroll information of permanent employees retained by City)	Administrative value ends