

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
September 20, 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**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Library Logo**
 - 2. Fencing Quotes**
- IX. New Business**
 - 1. Advantage Archive Quote**
 - 2. Meeting Room Policy Review**
 - 3. Library Account Policy Review**
 - 4. Disposal of various Library property**
 - 5. Appointment of second signer to Charitable Fund**
- X. Adjourn Meeting**

Next meeting is Wednesday, October 18 at 7 pm.

West Liberty Public Library Minutes

Date: August 16, 2023 | **Time:** 7:00 pm

Present at Meeting: Library board members Richard Brand, Maria Lugo, Larry Miller, Samuel Morel, and Shannon Schneider along with director Allie Paarsmith.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brand, Second by Lugo, 4-0
- III. Approval of Minutes:** Motion by Schneider, Second by Brand, 4-0
- IV. Public Discussion:**
 - A. None**
- V. Financial Report:** Motion by Brand, Second by Schneider, 4-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None**
- VIII. Old Business:**
 - A. Library Logo**
 - a. Board liked the design of the second logo, and asked for the blue to be lightened.
 - B. Fencing Quotes**
 - a. Paarsmith will reach out for updated quotes using galvanized fencing in the back of the library.
- IX. New Business:**
 - A. Summer Reading Summary**
 - a. Participation and completion was up from last summer.
 - B. Racial Justice Grant Technology Upgrades**
 - a. Library will be using part of the grant to purchase new staff computers along with new Chromebooks for patrons.
 - b. Paarsmith will reach out to Dell to update the quote by removing sales tax.
 - c. Motion to approve the updated quote by Lugo, Second by Morel, 4-0
 - C. Records Retention Policy Review**
 - a. Motion to approve the policy changes by Schneider, Second by Morel, 4-0
- X. Adjourn Meeting:** Motion by Brand, Second by Morel, 4-0

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

25.00% 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	189,000.00	7,070.40	35,352.00	18.70	153,648.00
001-6-410-1-6020 WAGES-PART TIME	57,845.00	2,359.35	12,932.78	22.36	44,912.22
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.00	0.00	0.00	500.00
TOTAL PERSONAL SERVICES	247,345.00	9,429.75	48,284.78	19.52	199,060.22
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	19,800.00	709.14	3,632.56	18.35	16,167.44
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	23,900.00	0.00	2,976.58	12.45	20,923.42
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	3,500.00	125.00	625.00	17.86	2,875.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	0.00	8,079.18	19.24	33,920.82
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	2,164.00	67.63	1,036.00
001-6-410-1-6181 UNIFORMS, ALLOWANCES	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS	92,400.00	834.14	17,477.32	18.91	74,922.68
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	425.00	0.00	175.00	41.18	250.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	200.00	0.00	0.00	0.00	200.00
001-6-410-1-6230 TRAINING	400.00	0.00	0.00	0.00	400.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	210.00	0.00	0.00	0.00	210.00
TOTAL STAFF DEVELOPMENT	1,235.00	0.00	175.00	14.17	1,060.00
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	15,000.00	0.00	244.31	1.63	14,755.69
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	5,000.00	655.00	2,814.00	56.28	2,186.00
001-6-410-2-6373 TELEPHONE EXPENSE	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL REPAIR, MTNCE, UTILITIES	23,500.00	655.00	3,058.31	13.01	20,441.69
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	2,100.00	0.00	8,084.00	384.95 (5,984.00)
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	0.00	0.00	3,000.00
001-6-410-2-6415 RENTALS & LEASES	2,000.00	0.00	1,390.24	69.51	609.76
001-6-410-2-6426 ENRICHMENT PROGRAMS	2,500.00	0.00	690.83	27.63	1,809.17
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	9,600.00	0.00	10,165.07	105.89 (565.07)
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	10,000.00	0.00	15,397.86	153.98 (5,397.86)
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	5,000.00	0.00	452.96	9.06	4,547.04
001-6-410-2-6508 POSTAGE	200.00	0.00	0.00	0.00	200.00
001-6-410-2-6521 JANITORIAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	17,200.00	0.00	15,850.82	92.16	1,349.18

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

25.00% 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	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	26,000.00	0.00	0.00	0.00	26,000.00
TOTAL CAPITAL OUTLAY	26,000.00	0.00	0.00	0.00	26,000.00
TOTAL LIBRARY	417,280.00	10,918.89	95,011.30	22.77	322,268.70

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY

25.00% 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	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 KENNETH MOSHER TRUST

25.00% 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: SEPTEMBER 30TH, 2023

134-LIBRARY TRUST
CULTURE & RECREATION
WILMA DUTTON TRUST

25.00% 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
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 VIRGINIA BARCLAY TRUST

25.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REPAIR, MTNCE, UTILITIES					
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
COMMODITIES					
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: SEPTEMBER 30TH, 2023

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

25.00% OF YEAR COMP.

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



**West Liberty Public Library Charitable Fund
Statement of Activity
August 01, 2023 through August 31, 2023**

Fund Activity

	08/01/2023	YTD-Jan 1
Beginning Balance	13,933.46	11,470.02
Receipts		
YTD Donation Contributions	0	2,210.00
YTD Investment Income	32.40	195.12
YTD Operational Contributions	0	260.00
Total Receipts	32.40	2,665.12
Distributions		
Fund Mgmt Fee Expense	0	169.28
Total Distributions	0.00	169.28
Ending Balance	13,965.86	13,965.86
Spendable Balance		

Activity Detail

Please note: investment income and fund management fees are listed on the summary

Donations Contributions & Grants received by the Fund

n/a	n/a	n/a	n/a
Total Donations			\$ 0.00

Operational Contributions from Fund activities such as memberships, sponsorships, fundraising, advertising, etc.

n/a	n/a	n/a	n/a
		Total Other Contributions	\$ 0.00

Program Expenses allocated to the Fund.

n/a	n/a	n/a	n/a
		Total Fund Program Expense	\$ 0.00

Grants distributed from the Fund.

n/a	n/a	n/a	n/a
		Total Grant Expense	0.00

West Liberty Public Library

Budget vs. Actuals: FY24 - General Fund - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4400 Intergovernmental				
4471 Local Comm Library Allocation	7,608.00		7,608.00	
Total 4400 Intergovernmental	7,608.00		7,608.00	
4700 Misc				
4705 Contributions - Gifts/Grants	17,000.00		17,000.00	
4799 Other Misc Revenue	535.39		535.39	
Total 4700 Misc	17,535.39		17,535.39	
Total Revenue	\$25,143.39	\$0.00	\$25,143.39	0.00%
GROSS PROFIT	\$25,143.39	\$0.00	\$25,143.39	0.00%
Expenditures				
6000 Personal Services				
6010 Wages - Full Time	35,352.00	189,504.08	-154,152.08	18.66 %
6020 Wages - Part Time	12,932.78	60,184.80	-47,252.02	21.49 %
6040 Wages- Over Time		250.00	-250.00	
Total 6000 Personal Services	48,284.78	249,938.88	-201,654.10	19.32 %
6100 Employee Benefits				
6110 FICA-City Contribution	3,632.56	19,101.20	-15,468.64	19.02 %
6130 IPERS-City Contribution	2,976.58	23,035.98	-20,059.40	12.92 %
6140 ICMA-City Contribution	3,879.46	3,500.00	379.46	110.84 %
6150 Group Medical Insurance	4,824.72	42,000.00	-37,175.28	11.49 %
6160 Worker's Compensation	2,164.00	3,200.00	-1,036.00	67.63 %
Total 6100 Employee Benefits	17,477.32	90,837.18	-73,359.86	19.24 %
6200 Staff Development				
6210 Dues & Membership Fees		175.00	-175.00	
6230 Training		200.00	-200.00	
Total 6200 Staff Development		375.00	-375.00	
6300 Repair Mtnce, Utilities				
6310 Building/Ground Maintenance	3,628.79	15,000.00	-11,371.21	24.19 %
6350 Equipment Repairs/Maintenance		1,000.00	-1,000.00	
6371 Utility Services	2,814.00	5,000.00	-2,186.00	56.28 %
6373 Telephone Expense		2,500.00	-2,500.00	
Total 6300 Repair Mtnce, Utilities	6,442.79	23,500.00	-17,057.21	27.42 %
6400 Contractual Services				
6407 Professional & Cons Fees	284.00	2,100.00	-1,816.00	13.52 %
6408 Tort Liability Insurance		3,000.00	-3,000.00	
6415 Rentals & Leases	1,040.51	2,000.00	-959.49	52.03 %
6426 Enrichment Programs	390.99	1,500.00	-1,109.01	26.07 %
Total 6400 Contractual Services	1,715.50	8,600.00	-6,884.50	19.95 %
6500 Commodities				
6502 Books, AV Materials	2,837.42	10,000.00	-7,162.58	28.37 %
6504 Minor Equipment	7,466.27	1,000.00	6,466.27	746.63 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6507 Operating Supplies	57.24	5,000.00	-4,942.76	1.14 %
6508 Postage		200.00	-200.00	
6521 Janitorial Supplies		1,000.00	-1,000.00	
Total 6500 Commodities	10,360.93	17,200.00	-6,839.07	60.24 %
6700 Capital Outlay				
6728 Capital Improvements	2,085.46	26,000.00	-23,914.54	8.02 %
Total 6700 Capital Outlay	2,085.46	26,000.00	-23,914.54	8.02 %
Total Expenditures	\$86,366.78	\$416,451.06	\$ -330,084.28	20.74 %
NET OPERATING REVENUE	\$ -61,223.39	\$ -416,451.06	\$355,227.67	14.70 %
NET REVENUE	\$ -61,223.39	\$ -416,451.06	\$355,227.67	14.70 %

	Vendor name	Bill number	Bill date	Description	Amount line	Amount	Account number	Account name	Class
Alta Community Library									
	Alta Community Library	#1010	07/10/2023	Lost ILL by Patron	\$ 15.99	\$ 15.99	6426	Enrichment Programs	General Fund
Total for Alta Community Library					\$ 15.99	\$ 15.99			
Amazon									
	Amazon	1L74-JCNK-FNW1	07/11/2023	Merch supplies	\$ 491.89	\$ 491.89	--	Foundation Expenses	Foundation Expenses
Total for Amazon					\$ 491.89	\$ 491.89			
Baker & Taylor									
	Baker & Taylor	2037738081	08/24/2023	1 j title for RJG	\$ 11.06		6502	Books, AV Materials	Racial Justice Grant 2023
	Baker & Taylor	2037738081	08/24/2023	5 patron requests	\$ 85.61	\$ 96.67	6502	Books, AV Materials	General Fund
	Baker & Taylor	2037764805	09/05/2023	4 adult titles for RJG	\$ 53.57		6502	Books, AV Materials	Racial Justice Grant 2023
	Baker & Taylor	2037764805	09/05/2023	1 j title	\$ 7.18		6502	Books, AV Materials	General Fund
	Baker & Taylor	2037764805	09/05/2023	2 j titles for RJG	\$ 16.86		6502	Books, AV Materials	Racial Justice Grant 2023
	Baker & Taylor	2037764805	09/05/2023	1 ya title for RJG	\$ 14.06	\$ 91.67	6502	Books, AV Materials	Racial Justice Grant 2023
	Baker & Taylor	2037732391	08/25/2023	12 ya titles for RJG	\$ 157.40	\$ 157.40	6502	Books, AV Materials	Racial Justice Grant 2023
	Baker & Taylor	2037721705	08/31/2023	2 j titles	\$ 19.93	\$ 19.93	6502	Books, AV Materials	General Fund
Total for Baker & Taylor					\$ 365.67	\$ 365.67			
Dell Technologies									
	Dell Technologies	10696611364	09/05/2023	Tech from RJG	\$ 7,466.27	\$ 7,466.27	6504	Minor Equipment	Racial Justice Grant 2023
Total for Dell Technologies					\$ 7,466.27	\$ 7,466.27			
Hahn Ready Mix									
	Hahn Ready Mix	440256	08/28/2023	HAHN READY MIX	\$ 523.76	\$ 523.76	6728	Capital Improvements	Capital Projects
	Hahn Ready Mix	440756	08/31/2023	HAHN READY MIX	\$ 1,561.70	\$ 1,561.70	6728	Capital Improvements	Capital Projects
Total for Hahn Ready Mix					\$ 2,085.46	\$ 2,085.46			
Kone									
	Kone	871139978	09/01/2023	Elevator maintenance	\$ 3,384.48	\$ 3,384.48	6310	Building/Ground Maintenance	General Fund
Total for Kone					\$ 3,384.48	\$ 3,384.48			
Marco Technologies									
	Marco Technologies	501577984	09/06/2023	printer rental	\$ 4.53	\$ 4.53	6415	Rentals & Leases	General Fund
Total for Marco Technologies					\$ 4.53	\$ 4.53			
Oxford Public Library									
	Oxford Public Library	0002	07/12/2023	ILL Lost by Patron	\$ 13.00	\$ 13.00	6502	Books, AV Materials	General Fund
Total for Oxford Public Library					\$ 13.00	\$ 13.00			

Library Director's Report

September 2023

Agenda:

We will be choosing the new Library logo and a fencing quote. We will then discuss the Advantage Archive quote for the updates in our microfilm and newspaper database, review both the Meeting Room Policy and the Library Account Policy, and discuss the disposal of outdated electronic equipment and several pieces of furniture.

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.

FY23 is closed out in the Incode system, but City Manager and City Clerk are still completing the reconcile. As a result, I am not able to reconcile our books until that process is done at the end of September. I thank you for your continued patience as City Administration and I figure out our workflows.

Since we have new hires, I have been actively working on our procedures. I have developed a rudimentary checklist for training: onboarding documents, timesheets, schedule, policy review, upstairs shelving, computer basics, downstairs shelving, downstairs computers, and processing. I hope to develop a training procedure for each step so that every employee has the same basic knowledge in the library. Once those procedures have been written, I will explore higher level training documentation.

The Friends of the Library are graciously donating meals to our How to Talk Workshops starting on September 19. The Library will supply meals using Racial Justice Grant dollars for the weeks when the Friends are unable to provide for us. We are also asking them for anyone interested in helping provide childcare during the workshops. The Friends will also have a presence at our Children's Festival booth, supporting Kelli with whatever she needs and giving out free children's books as long as supplies last. I hope to have new stickers available for sale at that time as well.

Building and Technology:

Our new Chromebooks and computers have arrived. Tim and I have been hard at work getting them all set up. We have prioritized the staff computers and will then get the Chromebooks cataloged and available to the public. Five of the Chromebooks will be reserved for programming, such as our upcoming self-guided English Language Learning and Spanish Literacy for Spanish Speakers programs.

Staff and Volunteers:

We have hired two new Library Assistants: Karla Lopez and Bethzy Zamorano-Garcia. Their training is going well and I believe that they will be strong additions to our staff. We hope that by hiring both, we will be squared away when Joh leaves us in February, and when Catie leaves for college in August next year.

Kelli will be utilizing Friends of the Library and Silver Cord volunteers to provide childcare during the How to Talk Workshops starting September 19. If anyone has recommendations for additional volunteers, I'm sure we'd be happy to have them.

FY24 Materials:

Books at the start of each month	13065	13144											
Books added	95	211											306
Books withdrawn	-16	-121											-137
Books running total	13144	13234											
Audio materials at the start of the year	249	249											
Audio materials added	0	0											0
Audio materials withdrawn	0	0											0
Audio materials running total	249	249											
Video materials at the start of the year	2968	3019											
Video materials added	51	4											55
Video materials withdrawn	0	-6											-6
Video materials running total	3019	3017											
Other library materials at the start of the year	2521	2521											
Other library materials added	0	0											0
Other library materials withdrawn	0	0											0
Other library materials running total	2521	2521											
Total physical items	18933	19021											

Digital Collections

Bridges e-book copies added	860	609												1469
Advantage e-book copies added	0	0												0
Bridges e-audio copies added	2707	957												3664
Advantage e-audio added	0	0												0
Bridges e-video copies added	0	0												0
Advantage e-video copies added	0	0												0

Programming & Outreach

Statistics as of September 13 for FY24:

Sum of Attendance Month

Age Group	Jul	Aug	Sep	Grand Total
Adult	34	7	5	46
All Ages	475	0	0	475
Kids	20	9	0	29
Littles	73	56	19	148
Young Adult	10	0	29	39
Grand Total	612	72	53	737

SEPTEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
<p>■ adult events</p> <p>■ all ages events</p> <p>■ youth events</p>		<p>***** HISPANIC HERITAGE MONTH SEPT. 15 - OCT. 15 *****</p>	<p>LIBRARY CARD SIGN-UP MONTH</p> 		<p>1 Family Storytime 10:00am</p>	<p>2 NEW FRIDAY HOURS! 10am - 5pm</p>
3	4	5	6	7	8	9
CLOSED	<p>HAPPY LABOR DAY</p>	<p>Fiber Arts Club: Meet & Craft! 5:00pm</p>	<p>Mini Weaving Project 3:00pm</p>	<p>Silent Reading Club 5:30pm</p>	<p>Family Storytime 10:00am</p>	
10	11	12	13	14	15	16
			<p>Bottle Cap Necklace 3:00pm</p>	<p>The Page Turners book club meeting 12:00pm / 6:00pm</p>	<p>Family Storytime 10:00am</p>	<p>Children's Festival Book-Themed Face Painting 10:00-3:00</p>
17	18	19	20	21	22	23
		<p>How to Talk to Kids Workshop (Spanish) 5:30pm - 7:00pm</p>	<p>20 Seashell Craft 3:00pm How to Talk to Kids Workshop(English) 5:30pm - 7:00pm board meeting 7:00pm</p>	<p>Seashells with Michelle 3:30pm</p>	<p>Family Storytime 10:00am</p>	
24	25	26	27	28	29	30
	<p>Short Stories for Busy people book club meeting 12pm / 6pm</p>	<p>How to Talk to Kids Workshop (Spanish) 5:30pm - 7:00pm</p>	<p>27 Big Kid Storytime 3:00pm How to Talk to Kids Workshop (English) 5:30pm - 7:00pm</p>		<p>Family Storytime 10:00am</p>	

Agenda Item - Library Logo

CONTEXT:

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:

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

OPTIONS:

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

STAFF RECOMMENDATION:

Option 1.



**WEST LIBERTY
PUBLIC LIBRARY**



**WEST LIBERTY
PUBLIC LIBRARY**

Agenda Item – Fencing Quotes

CONTEXT:

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 provided a quote for \$9,952.49.

With the guidance from the board, I went back to the three companies and got revised quotes. D&N Fencing came back with a quote for \$8,524, but still has not been able to accurately quote what I have requested. American Fence Company quoted \$8,999.16. Lovewell Fencing came back with \$13,500.

BUDGET IMPACT

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

American Fence Company and Lovewell Fencing have been much better at communication, so the option would be to choose between those two companies.

STAFF RECOMMENDATIONS

My recommendation is American Fence Company as they have a reasonable and accurate bid.



QUOTE

Tuesday, August 15, 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 black vinyl coated chain link fence with 1- 4'x4' single gate with a panic egress bar base plated to concrete and 91' of 8' high black vinyl coated chain link fence with 1- 4'x8' single gate- all fence will have a bottom tension wire \$8,524.00

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!

LOVEWELL COMMERCIAL FENCE & RAIL

NOTICE: DUE TO THE VOLATILITY OF STEEL AND ALUMINUM PRICING, THIS QUOTE IS ONLY GOOD FOR 10 DAYS UNLESS WE RECEIVE AN INTENT TO AWARD CONTRACT

21060 HOLDEN DRIVE
DAVENPORT, IOWA 52806
PHONE (563) 345-6709
FAX (563) 391-4005

PROPOSAL AND CONTRACT

Date 8/17/2023

To: West Liberty Public Library

Re: West Liberty Public Library Fence

400 N Spencer St

West Liberty, IA

Attn: Allie Paarsmith

SPECIFICATION	1	2	3
FABRIC	2 x 8 x 8'	2 x 8 x 42"	
SALVAGE	KK	KK	
FABRIC HEIGHT	8'	8	
GAUGE	8	42"	
MESH	2"	2"	
OVERALL HEIGHT	8'	42"	
TOP RAILS	1 5/8"	1 5/8"	
LINE POSTS	2 1/2"	2"	
TERMINAL POST	3"	2 1/2"	
GATE POSTS	3"	2 1/2"	
BARB WIRE	None	None	
CENTER RAIL	1 5/8"	None	
BRACING	1 5/8"	None	
BOTTOM	None	None	
GATE FRAME	1 5/8" x 2"	1 5/8" x 2"	
HINGES	Bulldogs	Bulldogs	
TIES	9ga	9ga	
MISC			

SCOPE OF WORK:

- Install 16' of 42"H black chain link fence
- Install a 3'W x 42"H single swing gate
- Posts will be plated and anchored on top of the wall

Price \$2,400.00

- Install 78' of 8'H galvanized chain link fence
- Install a 4'W x 8'H single swing gate
- Install a 4'W x 8'H single swing gate with a panic bar

Price \$12,500.00

Install Both Jobs at the Same Time \$13,500.00

This bid includes material and labor to install the above proposed footage of fence and gates

Sales tax is not included in bid.

Prevailing Wages are not included in bid.

On site safety training, if required, will be billed at \$100.00/man hour.

Bond and AGC Dues are NOT included in our bid.

TERMS AND CONDITIONS

1. Our insurance coverage is as follows: Anything beyond what is listed below will be added on to our bid.

2. **INSURANCE:** Any special provisions in your contract which requires additional insurance costs will be added to our bid. Our insurance coverage is:

General Liability	\$1,000,000 Occurrence
Commercial Auto Liability	\$1,000,000 Combined Limit
Umbrella / Excess Liability	\$5,000,000 Occurrence
Worker's Compensation / Employers Liability	Statutory / \$100,000 / \$500,000 / \$100,000

NOTICE: Contracts that contain Waiver of Subrogation, Primary & Noncontributory - Additional insured & Amendment of personal injury language will either be struck from the contract or result in additional contract costs.

3. Work as provided in this contract shall be done during regular working hours unless otherwise specified.

4. The customer shall prevent other workmen from interfering with the contractor.

5. The customer is responsible for the location of any fences constructed and said location shall be clearly marked by the customer. Customer **must** locate private underlying cables & pipes.

6. The customer is solely responsible for any errors, in the location of any fence constructed by the contractor.

7. This offer does not provide for any grading work or other work which is necessary because of the fence installation unless specified in this offer.

8. Contractor reserves the right to charge the customer an additional fee for any fence post holes where more than 50% of the hole must be cut through solid rock or hard packed rock.

9. No pro rata charge of any kind shall be charged against the contractor unless previously agreed to in writing.

10. Light, heat, power and elevator service shall be furnished by the customer to the contractor without expense.

11. In the event of damage to the premises, whether by theft, fire, water or other disaster, all materials actually erected or stored on the premises are there at the customer's risk.

12. The contractor is not responsible for delays caused in the performance of the work herein which are caused by delays or failures caused by strikes, fires, accidents, car shortages, embargoes or other conditions beyond the control of the contractor.

13. In the event that if it becomes necessary for the contractor to enlist the services of an attorney to collect from the customer the amount due under this contract, the customer shall pay reasonable attorney's fees incurred in collecting said amount.

14. The offer herein becomes null and void if not accepted within 30 days of the proposal date. If the completion of the work required in this contract is unreasonably delayed by the customer, the customer will be responsible for any increases in the cost of material and labor incurred by the contractor because of said delay.

15. Unless specified in the bid, there is no electrical work included, gate operators included, and no fencing inside buildings included.

16. Payment terms as stated on invoice.

17. If hazardous chemicals are encountered on site, this contract becomes null and void.

The above proposal is only an estimate of the cost of doing the job requested. If this proposal is signed by an agent of Lovewell Fencing, Inc., said proposal shall become an offer to perform the work provided herein for the estimated total cost shown in the proposal. The customer may accept this offer by Lovewell Fencing Inc. by signing their name on this proposal, making the signed proposal a legally binding contract between Lovewell Fencing, Inc. and the customer. This written document shall be deemed to contain the entire agreement between the parties and no verbal agreement will be considered valid.

To accept the work as quoted, please sign and return this proposal, OR submit your subcontract / PO

For subcontracts, POs, insurance, closeout or general questions, contact Chelsea - chelsea@lovewellfence.com | 563-345-6709

For billing, contact Jesse - jchandlee@lovewellfence.com | 563-345-6716

By:



Nick Pinkston, Lovewell Fencing, Inc

Accepted By: _____

AMERICAN FENCE COMPANY



Omaha • Lincoln • Grand Island • Kearney • Sioux City • Des Moines • Cedar Rapids • Sioux Falls • Rochester
AmeriFence Corporation – Kansas City • AmeriFence Corporation – Madison • American Security & Gate Company – Fargo

PROPOSAL

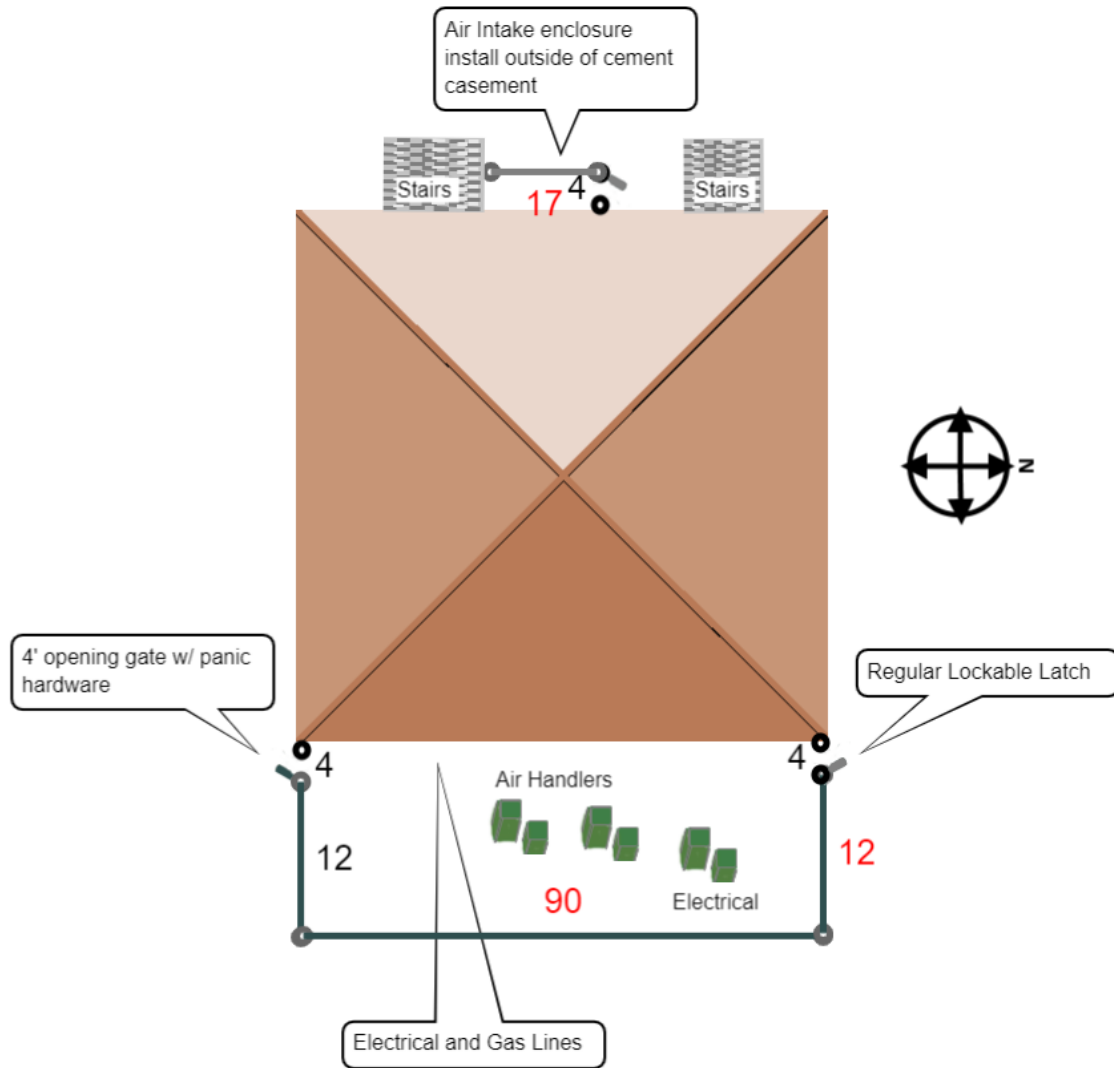
Date: 8/17/2023			
Contact: Allie Paarsmith			
Company: West Liberty Public Library			
Project: West Liberty Library			
Billing Address: 400 N Spencer St	City: West Liberty	State: IA	Zip: 52776
Phone: 319-627-2084		Email: Apaarsmith@WLPL.ORG	
Project Location: 400 N Spencer St, West Liberty, IA, 52776			
Scope:		<i>Note: This scope of work is specific and limited to the following:</i>	
2" x 9ga x 8' Galvanized Chain Link, CR30 Black posts. Panic hardware on one rear gate(exit Only) and the other with normal lockable latch. Front will enclose the air intake area AFC to install on the outside of the cement casement well.			

Project Scope Information

1. Install 122LF of 8' GALV. CL to include 2ea 4'(opening) gate with 1 having panic hardware at rear of building enclosing the utilities.
2. Install 21LF of 8' BVCL to include 1ea 4'(opening) gate at front of building to enclose air intake area. Install on out side of cement casement.

If not listed herein, it is not included. Advise, prior to acceptance of required additional items.

Project Drawing



Fence style legend:
 This drawing is not to scale.
 ■ chainlink1
 ■ chainlink2

Project Specific Notes:

Notes are specific to the scope and directly impact project pricing. If not agreeable, advise prior to acceptance.

Project Pricing: \$8,999.16

Unless otherwise stated, pricing does not include sales tax, subject to change after 10 days of date of proposal. This proposal is not binding unless signature is affixed to page two. Do not sign and return this sheet without signed second page.

Contact Information:
 Salesman Name: Lee Ott
 Salesman Cell: 319-213-8731

Standards Notes & Exclusions: Unless otherwise noted:

1. One mobilization is included for the installation of the fence
2. Block-out(s) in concrete / masonry for fence by others. No core drilling included. Sleeves required but not provided by AFC

3. No surveying and/or staking included. Fence line to be staked by others.
4. Private utilities to be located by others in accordance with State's One Call System standards. In the event these utilities are damaged as a result of improper locating, AFC will not be responsible for damages and associated costs.
5. Fence line to be staked clear of utilities. No excavation included for digging within 18" of utilities but at additional expense. Hand excavation due to interference with utilities at \$35.00 per post hole.
6. No permits, bonds, dues, completed operations, or primary-none contributory included
7. No project specific employee background, drug screen or DMV history included. Add \$65.00 per employee if required.
8. No removals, grading, grubbing, and/or demolition are included.
9. No electrical wire, wiring, grounding, conduit, connections, and/or initial electrical/controls set-up. Only after electrician has confirmed connections and operations, AFC will review installation.
10. AFC will not be subject to liquidated damages or back charges as a result of delays
11. Material fabricated per plans. No field verification, engineering, delegated design included.
12. Accounts not paid within thirty days will be charged eighteen percent (18%) per annum. No retention to be withheld.
13. No prevailing, union or Davis – Bacon wages included.
14. No participation in billing processing programs, Textura. Participation fee to be added to contract if required.

Terms and Conditions

By signing this proposal, the customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, the customer is authorizing American Fence Company / AmeriFence Corporation to complete the work. Unless stated, the fence does not include a warranty. Customer is financially responsible for cancellation fees and costs of special order materials if the customer elects to cancel the contract. TERMS: 60% Down. Balance due on date of completion. No retention to be withheld. If withheld without approval, the contract amount will be 5% more than what is shown on the proposal. Service and handling charge of 1.5% per month-18% per annum applies to delinquent accounts not paid within 5 days of completion. Customer assumes full responsibility for location of property pins, staking of fence, and inaccurately placed pins and stakes. Customer understands that American Fence Co. may stake the fence based on the proposal and/or in consideration of existing utilities that do not reflect the actual location of customer's property. Customer agrees to defend, hold harmless and indemnify American Fence Co. against claims, liabilities and expenses for trespass and damage arising out of location of said fence. Customer assumes full responsibility for damage to marked and unmarked underground utility, telephone, T.V., cable or sprinkler systems. Customer requests, agrees or allows American Fence Co. to locate the fence within 18 inches of any buried utilities; customer agrees to defend, hold harmless and indemnify American Fence Co. against all claims, liabilities and expenses as a result of damage to these utilities and property. If the contract price is not paid when due, customer agrees to allow American Fence Co. to trespass on to their property and remove fence at the company's discretion. Furthermore, customer agrees to indemnify and hold harmless American Fence Co. for any damage done to the property as a result of removal of the fence. All modifications shall be in writing and shall be affixed to the original bid. This agreement and subsequent modifications shall be contingent upon strikes, accidents, shortages or delays beyond the control of American Fence Co. Time stated for installation is purely estimated. Customer agrees and accepts that AFC will not extend discounts or credits for any delays or be held responsible for interest charges on any payments made by customer. Changes to the fence due to varying ground conditions are not the responsibility of American Fence Co. Customer to carry fire, tornado and other necessary insurance. This proposal cannot be withdrawn by customer after acceptance of proposal. American Fence Co. has the right to reject any bid. Legal and related fees accrued in an effort to collect on this account for whatever reason will be the responsibility of the customer. By signing this proposal, customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, customer is authorizing American Fence Co. to complete the work. The customer is financially responsible for cancellation fees and costs of special order materials in the event the customer elects to cancel the contract. TERMS: 60% Down. Balance due on substantial completion. Service and handling charge of 5% per month-60% per annum will apply to delinquent accounts past 10 days. Customer acknowledges that this is page two of two and has received page one. The undersigned individual acknowledges that this contract is a contract with a legal entity and, in order to induce American Fence to enter into such contract, the undersigned in his or her own individual capacity does hereby guarantee performance of each and every term and condition of the contract, as well as any amendments thereto. Further, in the event of breach by the legal entity and collection efforts are required by American Fence, the undersigned individual hereby waives any requirement that American Fence make demand upon or pursue its remedies against the legal entity first before making demand upon the undersigned as guarantor.

By signing below, I acknowledge and agree with all stated herein inclusive of both pages one and two of this proposal.

Date: 8/17/2023

Customer Signature:

Customer Printed Name:

Date: 8/17/2023

Optional PO Number:

Agenda Item – Advantage Archive Quote

CONTEXT:

It's time to have the years 2021 and 2022 of the West Liberty Index added to our microfilm collection and uploaded to the Southeast Iowa Digital Archive. We did not get it done last year, so the quote is for two years instead of the usual one.

BUDGET IMPACT:

This money will come out of the acquisitions budget.

OPTIONS:

1. Approve the payment as quoted
2. Choose not to.

STAFF RECOMMENDATION:

Option 1.

Advantage Archives

Preserving The Past, Making It Available In The Present, And Ensuring Its Future

Prepared For:
Allie Paarsmith
West Liberty Public Library
400 N. Spencer St.
West Liberty, IA,

Prepared By:
Larry Eckhardt
IA Partnership Manager
larry@advantagearchives.com

Delivered: Nov 9, 2022 11:07 AM
Valid Until: May 31, 2023
Terms: Net 30 Days

Project Summary:

Microfilm and digitize the West Liberty index 2021 & 2022

Add to <https://seiowa.advantage-preservation.com>

Service	Details	Qty	Cost Per	Extended
Preservation Microfilming (Camera Master & Service Copy)	West Liberty Index 2021	2	\$ 320.00	\$ 640.00
Microfilm Digitization - 35MM Roll Film: Grayscale - Up To 1000 Images Per Reel/N	West Liberty Index 2021	2	\$ 145.00	\$ 290.00
Community History Archive - Content Update/C	add to https://seiowa.advantage-preservation.com	2,000	\$ 0.01	\$ 20.00

Questions?

Contact Larry at larry@advantagearchives.com or call

Total Investment: \$ 950.00

Agreement:

Your signature below indicates acceptance of this proposal to West Liberty 2021 & 2022 for the West Liberty Public Library, and agree to the terms and conditions herein.



Terms & Conditions:

All pricing is based on the assumption that the microfilm provided to Advantage Archives by the West Liberty Public Library contains no more than the widely accepted standard of 500 frames or 1000 split images per reel. If the image count is found to exceed 500 frames or 1000 individual images, Larry Eckhardt will contact the West Liberty Public Library to discuss how best to proceed.

Advantage Archives prides itself on delivering the highest quality images possible from the original source materials provided for digitization. The quality of the digital image will only be as good as the quality of the microfilm or paper documents provided. Digitization cannot compensate for microfilm that is blurry, scratched, not filmed to standards, the density is too dark or too light, or where the image is cut off or incomplete. If Advantage Archives discovers significant quality issues with the original materials at any point during the production process, we will consult with the partner to discuss options and explore solutions.

Payment terms are **net thirty (30)** days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

Advantage Archives strictly adheres to Federal Copyright Law and will not digitally reproduce any content that is not in the Public Domain without written permission from the rights holder.

We trust that you will find our proposal satisfactory and look forward to partnering with the West Liberty Public Library. Please contact us should you have any question at **1-855-303-2727**

Accepted By: _____ On ___/___/_____ **Of West Liberty Public Library**

Return To:

Agenda Item – Meeting Room Policy Review

CONTEXT:

The Meeting Room Policy was last updated in September 2021. Since then we have renovated the Melick Conference Room and repurposed the Betty Akers Creative Space to be a functional study room and programming space. As a result, we have made the attached changes to the policy.

BUDGET IMPACT:

None.

OPTIONS:

1. Approve the policy as revised with any minor changes discussed
2. Leave the policy as it was
3. Propose major changes to be reviewed at the next meeting

STAFF RECOMMENDATION:

Option 1.

Meeting Room Policy

Policy Created: 3/2011

Policy Revised: 9/2021; 9/2023

Policy Purpose

The West Liberty Public Library offers two ~~or~~ meeting rooms, the Melick Conference Room and the Akers Study Room, which ~~is~~ are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The purpose of the Library's meeting rooms are ~~is~~ to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas. Use of the Library meeting room does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded because of possible controversy.

Scheduling and Use Priorities

1. Election and related events
2. Library programs and activities
3. Friends of the West Liberty Public Library (the Friends)
4. City of West Liberty programs and activities (the City)
5. General public

General Guidelines for All Room Use

- Rooms are only available during the hours the Library is open. Exceptions can be made two weeks in advance of the event date with the written approval of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders. This does not include club meetings if dues are not collected at the Library.
- Rooms may be rearranged as needed, but are to be returned to their original configuration and condition at the end of each use. A fee will be assessed based on the amount of staff time required to return the room to its original state. Please clarify with staff before or after the event regarding the original configuration. A refundable deposit of \$20 may be required for those without a library account.
- Rooms are available on a first-come first-serve basis following the above use priorities and as a result may not be reserved more than three months in advance or for more than one event at a time. Exceptions can be made by the Library Director or Library Board.
- The reservation is forfeit after 15 minutes of no showing up.
- Selling and fundraising in the Library's are prohibited except for events that benefit the Library. Merchandise selling by a presenter is permitted for a Library-sponsored or co-sponsored event.
- Food and drinks are allowed in the Conference Room and Study Room with the understanding that the individual responsible for the event will be responsible for cleaning up. Alcohol is allowed with permission from the Library Board at any regular meeting before the event.

-

Guidelines for ~~Meeting~~the Melick Conference Room Use

- ~~• The meeting room is available for educational, informational, or cultural meetings during the hours the Library is open.~~
- All gatherings in the Conference Room must be free and open to the public except events sponsored by the Library, the Friends, or the City. Exceptions to this may be made at the discretion of the Library Director at least 24 hours in advance and will be noted on the reservation form.
- ~~• Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.~~
- ~~• The room may be rearranged as needed but is to be returned to its original configuration and condition at the end of each meeting.~~
- ~~• Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.~~
- ~~• Selling and fundraising in the Library's meeting room and lobby are prohibited except for events that benefit the Library. Merchandise selling by a presenter is permitted for a Library-sponsored or co-sponsored event.~~
- The ~~meeting~~Conference Room must be reserved at least one day in advance and requires a signed reservation form. Reservation forms can be signed when checking in for the meeting. Exceptions to this may be made at the discretion of the Library Director or designated Library Staff.
- ~~• Simple refreshments may be served in the meeting rooms. Groups are responsible for clean-up.~~
- ~~• A fee will be assessed if extensive cleaning or damage is present after meeting room use.~~

Guidelines for the Akers Study Room Use

- ~~• The Akers Study Room is available on a first-come, first-serve basis for one hour or by reservation for use longer than one hour. The Study Room cannot be reserved more than three months in advance.~~
- ~~• The Study Room requires a library account in good standing or a \$20 deposit and to be refunded after a staff member has examined the room.~~
- ~~• Only four people are allowed in the Study Room. Exceptions up to eight can be made with permission from the Library Director.~~
- ~~• If the person responsible for the room leaves for more than 10 minutes, the room is forfeit and the other occupants will be asked to leave.~~

Agenda Item – Library Account Policy Review

CONTEXT:

The Library Account Policy was created in May 2021 to simplify the Circulation Policy. Full time staff recently reviewed our policies and provided feedback which lead to the attached revisions.

BUDGET IMPACT:

None.

OPTIONS:

1. Approve the policy as revised with any minor changes discussed
2. Leave the policy as it was
3. Propose major changes to be reviewed at the next meeting

STAFF RECOMMENDATION:

Option 1.

Library Account Policy

[Policy Created: 5/2021](#)
[Policy Reviewed: 9/2023](#)

Policy Purpose

All patrons may have access to ~~l~~ibrary materials while in the building.

A valid ~~l~~ibrary account is required to make use of some ~~l~~ibrary-our services. To be eligible to check out ~~l~~ibrary materials, patrons must have an ~~l~~ibrary account in good standing.

Library accounts are issued to identify eligible users and to determine the level of access to services and resources. This policy will outline the process for opening a library account and the types of library accounts.

Account Application and Activity

Applications for an ~~l~~ibrary account are available at the Library or online. Proper identification and proof of address are required to register for an ~~l~~ibrary account. [Proper identification may include in-person testimony from any library patron with an account in good standing.](#) Applicants under ~~15-14~~ years old [also](#) require a legal guardian's signature ~~and proof of identification and address.~~

Online account registration must verify their account within one month of registration, or their account will expire. Verification includes providing proper identification and proof of address.

At the time of registration, a photograph will be taken ~~of the applicant~~ and added to the circulation database for identification purposes. Account photographs will be updated every two years. A physical card can be issued on request.

Any patron may add a guarantor to their account ~~with the signatures and consent of both parties at any time.~~ A patron's guarantor can pick up holds, renew materials, and pay fines for a patron. A patrons' presence and consent are required for [sharing or changing confidential account information.](#) A patron can revoke guarantor status at any time.

The individual or institution whose name is on the account is responsible for the materials checked out on that account or, in the case of unemancipated minor children under the age of eighteen, the legal guardian of the patron.

Unless otherwise specified, Library accounts expire after two years, at which point patrons will need to contact the Library to renew and update their account. Accounts will be purged from library records after ~~five~~ [three](#) years of inactivity.

For additional information regarding account permission, see the Circulation Services Policy.

Account Types

Resident:

Resident accounts are for those who live within our service area. Resident accounts have full access to our physical and digital collection.

Open Access:

Open Access accounts are issued to residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Access to some services is limited.

Commented [AP1]: Still includes what someone has checked out according to our privacy policy

Patron and Library Use Policies

Temporary:

Temporary accounts are issued to persons living in our service area for one to eight weeks and those living in temporary housing. These accounts require a guarantor with contact information within our service area. Temporary accounts will expire after eight weeks and do not allow renewals.

Institutional:

Institutional accounts are issued to institutions and businesses located in our service area. Individuals can be associated with an institutional account, but the institution is the responsible party. Checkout periods can be customized at the discretion of the Library Director.

Volunteer:

Volunteer accounts will have ILS permissions tailored to their volunteer work by the Library Director or [Public Services Librarian/Library Specialist/designee](#).

Agenda Item – Disposal of Library Property

CONTEXT:

We don't have a consistent policy or procedure for the disposal of Library property that has reached the end of its useful life. I have attached information from the State Law Librarian as to how this should be dealt with, and would welcome guidance towards creating a policy.

In the meantime, staff has assembled the larger items that we no longer find useful in the Library. The majority were purchased, but there are a few donated items. Our Gift and Donation Policy states that any items donated to the Library are to be disposed of how we deem fit, I am inclined to suggest we ask if the original donors would be interested in the return of the gifts.

BUDGET IMPACT:

Potential revenue from the sale of items, but there will be no expenses incurred.

OPTIONS:

Make decisions on what should happen to all the items and submit their fates to City Council for documentation.

FAQ Details

Question

How can library staff legally get rid of unwanted or unneeded library materials, furniture and electronics?

Answer

[Iowa Code section 256.51](#), subsection 1(I) says that the State Library shall allow a public library to dispose of, through sale, conveyance or exchange, any library materials that may be obsolete or worn out or that may no longer be needed or appropriate to the library's mission. These materials may be sold by the library directly or sold by consignment to a public agency, or to a private agency organized to raise funds solely for the support of the public library. Proceeds from the sale of the library materials may be remitted to the public library and may be used for the purchase of books and other library materials or equipment, or for the provision of library services. Article III, Section 31 of the [Constitution of Iowa](#) says no public money or property shall be appropriated for private purposes. Furthermore, public officials must exercise control over any public funds and public property in their charge. Iowa's Attorney General, as well as our courts, determined that there is no way to effectively control funds and property once they leave the public agency to which they've been appropriated. The moment a staff member accepts a book donated to the library, it becomes public property subject to myriad legal restrictions regarding its disposition.

If the Friends group wants the library's discarded materials, they must buy them for a nominal fee. There is a concept of legal accountability within government that says public property should be sold for an amount close to its market value. If books have been for sale but repeatedly haven't sold, it could be argued that their market value is zero—they're apparently worth nothing—but the law still requires withdrawn and donated materials to be sold, even if it's for a negligible price. Alternatively, the Friends group could provide the volunteer power to run the library's book sale with the proceeds going to the library and NOT to the Friends' treasury.

Besides selling materials to the Friends group, books may be shipped to a consignment business that pays libraries for their books, which complies with the law pertaining to the final disposition of discarded library materials. Materials can be donated to another government agency at any level—a school district or a local, state or federal agency or program. Instead of donating books to a private daycare, which is legally prohibited, give them to a Head Start classroom, which is a federally-funded program. Materials can be recycled or thrown away. If it's worrisome for the public to find the library's dumpster full of books, dispose of them (the books, not the public) in black or opaque plastic garbage bags. If recycling is an option, it would be better to rip off the books' covers, throw those away and then recycle the books' pages. And last but not least, there are lots of repurposed-books projects on the Internet that could be turned into library programs.

Avoid conveying books and materials to someone who offers to "take them off your hands." At that point, the library loses control of the public property in its charge and depending upon what happens to these items, they may very well end up contributing to the profits of a private entity, which conflicts with the constitutional provision mentioned earlier. Of course, it behooves us all to be very picky about the donations we accept. Selecting donations, much as we select acquisitions, hopefully results in fewer items to discard. Some librarians choose what they want from donations and then insist that the donors give the remaining items directly to the Friends group, or the Friends group collects all donations and agrees to allow library staff to go through them first, taking any items wanted or needed for the library's collection before the public has access to them. If the library wants to accept donations for the Friends group, hand the donors receipts that clearly state their donations were made to the Friends of the Library, a private non-profit organization. It is not advisable to allow citizens to dump large quantities of discarded

books into the library's foyer and run. It's a good idea to fine-tune library policies and procedures pertaining to donations.

Librarians often ask about getting rid of old electronics, equipment, furniture and other real property. Ideally, the city has a policy, program and procedure for recycling or disposing of its own electronic trash and property. Check with the city clerk or city manager. Alternatively, there may be a surplus procedure by which city agencies must surplus all property no longer wanted or needed. Either one of these programs relieves librarians of the burden and liability of deciding what to do with such items. Most city governments have strict procedures in place for handling expired city property that include, among other things, removing said property from the government's inventory and insurance rolls and ensuring that something shed by one agency cannot be used by another agency, even if it requires repair or reconditioning.

The Iowa League of Cities writes on its website: *"There are no Code of Iowa provisions governing the sale of city-owned personal property such as vehicles, equipment, goods or furnishings. Cities should dispose of such property in a manner calculated to obtain the best possible sales price. Cities typically achieve that result by requesting bids or by advertising the property for sale at a minimum price based on its market value, if any."* So it's up to local governments to pass ordinances regulating the conveyance, transfer or disposal of unwanted city property.

Topic

Funding and Finance

Subjects

Donation of books, Library ethics, Public funds

Tags

Dispose of Materials, Weeding, Unwanted material, Unneeded Material, Friends of the Library Treasury, Final Disposition, Re-purposed, Public Property, Discard, Furniture, Equipment, Electronics, Recycle, Recycling, Remove