City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
October 18, 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. Alcohol in the Library
IX.   New Business
      1. Preliminary Budget Discussion
      2. Annual Survey Report
      3. Trustee Recruitment
X.   Adjourn Meeting

Next meeting is Wednesday, November 8 at 7 pm.

West Liberty Public Library Minutes
Date: September 20, 2023 | **Time**: 7:00 pm

Present at Meeting: Richard Brand, Ken Brooks, Vanessa Espinoza, Larry Miller, Samuel Morel, and Shannon Schneider along with Library Director Allie Paarsmith and Teen Advisory Board members Mya Elizando and Vanessa Burke.

I.   **Call to Order**
II. **Approval of Agenda**: Motion by Brand, Second by Espinoza, 4-0
III. **Approval of Minutes**: Motion by Brand, Second by Schneider, 4-0
IV. **Public Discussion**:
    A. None
V.   **Financial Report**:
    A. Tabled until correct reports are received.
    B. Motion to pay outstanding bills by Brand, Second by Brooks, 4-0
VI. **Director's Report**: Given by Paarsmith
VII. **Announcements from Members**:
    A. None
VIII. **Old Business**:
    A. Library Logo
        a. Motion to use logo #2 by Espinoza, Second by Morel, 5-0
    B. Fencing Quote
        a. Motion to accept American Fencing Quote bid by Brooks, Second by Brand, 5-0
IX. **New Business**:
    A. Advantage Archives Quote
        a. Motion to approve by Brand, Second by Schneider, 5-0
    B. Meeting Room Policy Review
        a. Motion to approve policy with the removal of the statement allowing alcohol in meeting rooms by Brooks, Second by Brand, 5-0
        b. Board will review state library policy and other libraries' policies on alcohol to create a separate policy.
    C. **Library Account Policy Review**
        a. Motion to approve by Espinoza, Second by Morel, 5-0
    D. **Disposal of Library Property**
        a. Previously donated rocking chairs to be returned to family; Motion to approve by Brooks, Second by Brand, 5-0
        b. Extra oak chair, large charging station, and outdated Chromebooks; Motion to throw out by Brand, Second by Brooks, 5-0
        c. Magazine turntable to be donated to WELEAD; Motion to approve by Schneider, Second by Brand, 4-0
        d. Paarsmith will work on creating a disposal policy to be looked at during a later meeting.
    E. **Appointment of Second Signer to Charitable Fund**
        a. Secretary position will be the second signer on the charitable fund.
        b. Motion to approve Brand, Second by Brooks, 5-0

X.   **Adjourn Meeting**: Motion by Brand, Second by Schneider, 5-0

Placeholder for financial report

Agenda Item – Alcohol in the Library

Context:

The Meeting Room Policy was last updated in September 2023. All changes were accepted except the following sentence regarding food and drink in the meeting rooms: "Alcohol is allowed with permission from the Library Board at any regular meeting before the event." Our policies do not address alcohol in the library outside of the Public Code of Behavior Policy, which prohibits inebriation. Staff would like clarification on this as the Library has previously used alcohol at programs, and since other libraries in our area have varying policies on the topic.

The State Law Librarian says,

> "As far as the State is concerned, beer and wine can be served in a library, but there can be no charge for it. Liquor can be sold or given away only with a liquor license. Iowa Code chapter 123 is entitled "Alcoholic Beverage Control," and section 123.46, entitled "Consumption or intoxication in public places," prohibits the consumption of alcohol on public property. However, this prohibition has to do with the retail sale of liquor, beer, and wine; wine tastings are a different matter. The Iowa Alcoholic Beverages Division says there is no violation of state law if the wine offerings at a wine tasting amount to less than an ounce. If there is a cover charge to get into the tasting event or any kind of a charge to taste a particular alcoholic beverage, a license is required."

The State suggests that we check local ordinances or policies about alcoholic beverages on public property. I have attached Clerk Hoffert's response regarding that.

Alcohol use is typically included in the Meeting Room Policy and often expresses that either alcohol usage is to be approved by the Board ahead of time or that alcohol usage is prohibited except for organizations associated with the Library, e.g., the Library, the City, or the Friends. The portion of the policy that we are looking at states: "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."

Budget Impact:
None.

Options:
1. Add the phrase "No alcoholic beverages are allowed on the premises without prior approval from the Library Board. Wine and beer may be allowed at events hosted by the Library. Alcoholic beverages cannot leave the designated event location."
2. Add the phrase "Alcoholic beverages are prohibited on West Liberty Public Library property except in accordance with the provisions of this policy. Wine and beer may be allowed at events hosted by the Library or [insert acceptable organizations here]. Alcoholic beverages cannot leave the designated event location."
3. Form a committee to discuss the issue in more detail.

Staff Recommendation:
Option 1.

RE: Alcohol in the Library

Shari Hoffert <shoffert@CityofWestLibertyIA.onmicrosoft.com>

Wed 10/11/2023 8:20 AM

To:Allie Paarsmith <apaarsmith@wlpl.org>

Allie,
We do not have any policies in place that would say you cannot have alcohol on City Property. The only policy that we have is that an employee cannot be intoxicated on the job. With the Library, you would follow the State Library Policy. If it communicates that you can have alcohol on the premises, then that would be what you would want to implement in your policy.

I hope this helps. Thank you!

Shari Hoffert
City Clerk
City of West Liberty
409 N. Calhoun St.
West Liberty, IA 52776
shoffert@cityofwestlibertyia.org
Phone: (319) 627-2418
Fax: (319) 627-4847

From: Allie Paarsmith <apaarsmith@wlpl.org>
Sent: Tuesday, October 10, 2023 4:43 PM
To: Shari Hoffert <shoffert@CityofWestLibertyIA.onmicrosoft.com>
Subject: Alcohol in the Library

Are there any City policies or ordinances prohibiting the consumption of alcohol on public property?

Allie Paarsmith
she/her/hers
Library Director
West Liberty Public Library
apaarsmith@wlpl.org
(319) 627-2084

Agenda Item – Preliminary Budget

Context:

We don't get what we don't ask for. As a result, I have created a preliminary budget that would allow the library to thrive instead of just surviving.

The staffing budget is based on every staff member getting the highest ratings on their evaluation, which is not likely. I have also budgeted for the potential for an existing full-time staff member to be promoted to Assistant Director, which will be discussed in future, but I would prefer to plan for it now.

I'm interested in further continuing education and professional development for our staff, which requires joining more organizations and attending conferences. ALA would remain the institutional membership to provide us access to grants. We would add the Association of Rural and Small Libraries, plus paying for staff memberships to the Iowa Library Association for staff over 18. We will then budget for the ILA Conference in 2024 for Kelli, Ali, and myself, plus travel and lodging.

Due to not having the final reports from the City, I am not positive on the maintenance expenditures from FY23, but according to my records we spent just under $10k, so budget $12k for padding. Since the city has not opted to cover our utilities in the past three years, I have adjusted that to be a bit more than we spend in FY23.

We would like to rent a second printer from Marco for the lower level, so I doubled that expense line, though that will hopefully not be the actual cost. We also are paying for support for our Deep Freeze program, so I added that to our contractual expenses.

Next year is the 120th anniversary of our Carnegie grant, so I have increased programming so that we can make some exciting plans for patrons of all ages and try to make things exciting!

Due to the Space Utilization Report pointing out the size of our physical holdings compared to other libraries our size, I have significantly increased the collections budget. We also must account for the expense of the Ebsco databases, which are already performing substantially better than any other database we've had since I started.

We still have yet to adopt an equipment revolving plan since we are usually not able to put funds towards it, so I started out with money in that account to cut later if necessary. Then I have placed a significant amount of money from the reserve funds into Capital Improvements to start working on the changes proposed by our Space Utilization Report.

Budget Impact:

This is the budget proposal. We are asking for a significant increase in our budget.

Options:

1. Approve the proposed preliminary budget to be used by the Director to fill out budget requests.
2. Direct the budget/finance committee to meet within the upcoming week to approve a revised budget.

Staff Recommendation:

Option 1.

Account #	Account Name	Proposed	Notes
6-410-1-6010	WAGES-FULL TIME	$ 203,195.53	
6-410-1-6020	WAGES-PART TIME	$ 71,384.04	
6-410-1-6040	WAGES-OVER TIME	$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	$ 21,005.34	
6-410-1-6130	IPERS-CITY CONTRIBUTION	$ 25,347.03	
6-410-1-6140	ICMA-CITY CONTRIBUTION	$ 3,500.00	Left number same
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	$ 42,000.00	Left number same.
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	$ -	
6-410-1-6160	WORKER'S COMP	$ 3,200.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	$ -	
6-410-1-6210	DUES & MEMBERSHIP FEES	$ 735.00	ALA 175 + ARSL 200 + ILA-AP 130 KB 90 AO 90 MS 25 GE 25
6-410-1-6220	SUBSCRIPTIONS	$ 200.00	Unspecified amount for staff resources
6-410-1-6230	TRAINING	$ 400.00	ALA classes approx. 100-200 per person
6-410-1-6240	CONFERENCE & TRAVEL	$ 900.00	ILA for AP, KB, AO 900, travel and hotel 500
6-410-2-6310	BUILDING/GROUND MAINTENANCE	$ 12,000.00	Bosch: 16.20x12, Climate Engineers: 920.50x4, Boiler inspection 120, Elevator 3500, Roof 1200, plus padding
6-410-2-6350	EQUIPMENT REPAIRS/MAIN	$ 1,000.00	Actual equipment that don't contribute to the building.
6-410-2-6371	UTILITY SERVICES-ELEC	$ 18,000.00	I'm no longer hoping the city will cover utilities
6-410-2-6373	TELEPHONE EXPENSE	$ 2,000.00	
6-410-2-6407	PROF. & CONS FEES	$ 3,000.00	Deep Freeze 260, Bywater 1800, State Library 280, +cushion
6-410-2-6408	TORT LIABILITY INSURANCE	$ 3,000.00	left the same
6-410-2-6415	RENTALS & LEASES	$ 4,000.00	Doubled for getting a second printer
6-410-2-6426	ENRICHMENT PROGRAMS	$ 5,000.00	
6-410-2-6429	PROPERTY TAX EXPENSE	$ -	
6-410-2-6502	BOOKS-AUDIO	$ 35,000.00	1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm, 7000 ebsco, 6000 adult materials, 1400 AV, 8500 eItems, 9600 youth, 1000 patron requests
6-410-2-6504	MINOR EQUIPMENT	$ 1,000.00	In case a computer breaks that we weren't expecting
6-410-2-6507	OPERATING SUPPLIES	$ 10,000.00	general increase
6-410-2-6508	POSTAGE	$ 200.00	
6-410-2-6521	JANITORIAL SUPPLIES	$ 2,000.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	$ -	
General Budget Total		$ 468,316.94	
6-410-3-6726	CAPITAL EQUIP RESERVE	$ 10,000.00	replace upper circ and Tim's computer, get a new patron computer for Cricut, new PS5 and Switch, new TV and stand, new VR setup. The rest will rollover
6-410-3-6728	CAPITAL IMPROVEMENTS	$ 200,000.00	potential remodel
Capital Budget Total		$ 210,000.00	
Grand Total		$ 678,316.94	

Account #	Account Name	Approved 6/21/23	Notes
6-410-1-6010	WAGES-FULL TIME	$ 189,504.08	
6-410-1-6020	WAGES-PART TIME	$ 60,184.80	
6-410-1-6040	WAGES-OVER TIME	$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	$ 19,101.20	
6-410-1-6130	IPERS-CITY CONTRIBUTION	$ 23,035.98	
6-410-1-6140	ICMA-CITY CONTRIBUTION	$ 3,500.00	
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	$ 42,000.00	
6-410-1-6152	GROUP MEDICAL INSURANCE-LIFE/D	$ -	
6-410-1-6160	WORKER'S COMP	$ 3,200.00	
6-410-1-6181	UNIFORMS	$ -	
6-410-1-6210	DUES & MEMBERSHIP FEES	$ 175.00	ALA 175 + ILA 3 staff
6-410-1-6220	SUBSCRIPTIONS	$ -	
6-410-1-6230	TRAINING	$ 200.00	ALA classes approx. 100-200 per person
6-410-1-6240	CONFERENCE & TRAVEL	$ -	ILA for me
6-410-2-6310	BUILDING/GROUND MAINTENANCE	$ 15,000.00	Fire system, Elevator, HVAC, Roof, electrics, plumbing, floor
6-410-2-6350	EQUIPMENT REPAIRS/MAIN	$ 1,000.00	In case of tech repairs
6-410-2-6371	UTILITY SERVICES-ELEC	$ 5,000.00	If city covers utilities provided by city
6-410-2-6373	TELEPHONE EXPENSE	$ 2,500.00	
6-410-2-6407	PROF. & CONS FEES	$ 2,100.00	1800 for Bywater, 300 for State Library
6-410-2-6408	TORT LIABILITY INSURANCE	$ 3,000.00	
6-410-2-6415	RENTALS & LEASES	$ 2,000.00	
6-410-2-6426	ENRICHMENT PROGRAMS	$ 1,500.00	Supplement with grants, sponsorships, fundraising
6-410-2-6429	PROPERTY TAX EXPENSE	$ -	
6-410-2-6502	BOOKS-AUDIO	$ 10,000.00	
6-410-2-6504	MINOR EQUIPMENT	$ 1,000.00	
6-410-2-6507	OPERATING SUPPLIES	$ 5,000.00	
6-410-2-6508	POSTAGE	$ 200.00	
6-410-2-6521	JANITORIAL SUPPLIES	$ 1,000.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	$ -	
6-410-3-6726	CAPITAL EQUIP RESERVE	$ -	
6-410-3-6728	CAPITAL IMPROVEMENTS	$ 26,000.00	
Total		$ 416,451.06	

Agenda Item – Annual Survey Report

Context:

Since the financials have not been completed for FY23, I have not completed the financial portion of the annual survey. Other than that, here are the results compared to FY22. Upon completion, I will be turning these statistics into a narrative for our annual meeting in March. No action is required.

Budget Impact:

Completing the Annual Survey is part of our accreditation process and affects the amount of money we receive from the State of Iowa.

Section A - *General Information*

		FY23	FY22
A01	Library Name	WEST LIBERTY PUBLIC LIBRARY	WEST LIBERTY PUBLIC LIBRARY
A02	Library District	SE = Southeast	SE = Southeast
A03	Street Address	400 N SPENCER	400 N SPENCER
A04	City	WEST LIBERTY	WEST LIBERTY
A05	Zip	52776	52776
Mailing Address			
A06	Mailing Address	400 N SPENCER	400 N SPENCER
A07	City	WEST LIBERTY	WEST LIBERTY
A08	Zip	52776	52776
Other Contact Information			
A09	County	MUSCATINE	MUSCATINE
A10	Phone	(319)627-2084	(319)627-2084
A11	City population	3,858	3,858
A12	Library Size Code	D	D
A13	Has any information in questions A1 to A12 changed in the past year?	No	No
A14	Library Director/Administrator Name	Allie Paarsmith	Allie Paarsmith

Section B - *Paid Staff and Salary Information*

		FY23	FY22
B01	Total number of paid librarians	4	4
B02	Total number of all paid librarian hours worked per week	160.00	160.00
B03	Paid librarians FTE	4.00	4.00
B04	Total number of all other paid staff	5	4
B05	Total number of all other paid staff hours worked per week	62.17	60.00
B06	All other paid staff FTE	1.55	1.50
B07	Total number of paid staff	9	8
B08	Total paid staff FTE	5.55	5.50
Levels of Education			
B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	2	2

B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree?	80.00	80.00
B11	Total FTE librarians with ALA accredited masters of library science degree	2.00	2.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	1/2/2020	1/2/2020
Salary Information			
B13	Hourly salary of the director	$23.65	$22.96
B14	Hourly salary of assistant director	-	-
B15	Hourly average salary of department heads	$19.18	$17.08
B16	Hourly salary of the children's librarians	$17.12	$16.00
B17	Hourly average salary of library clerks	$15.00	$10.00
B18	Hourly average salary of shelvers or pages		$9.00
B19	Hourly average salary of janitorial or building maintenance employees	$15.00	-

Section C - *Capital Income and Expenditures*

		FY23	FY22
Did your library have any major one-time capital projects in FY22?		Yes	*Yes*
Capital Income			
C01	Capital funds from local government (city, county)	$90,144.00	$19,349.00
C02	Capital funds from state sources	-	-
C03	Capital funds from federal sources	-	-
C04	Capital funds from private sources	-	-
C05	Total capital income	$90,144.00	$19,439.00
Capital Expenditures			
C06	Total capital expenditures	$90,144.00	$19,439.00

Section D - *Operating Income and Expenditures*

		FY23	FY22
Total Governmental Operating Income			
D01	City income received from the city's general fund (exclude income from special levies)		$129,354.00
D02	City income received from special levies		$170,000.00
D03	County income received from all counties	$16,000.00	$15,500.00
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	$2,720.00	$4,868.00

D05	Other governmental income received	$0.00	$0.00
D06	Total local government operating income received		$319,722.00
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library	$2,157.00	$2,116.00
D08	Other income received from the State of Iowa	$0.00	$0.00
D09	Total state government operating income received	$2,157.00	$2,116.00
D10	Total federal government income received	$0.00	$10,000.00
Non-Governmental Operating Income			
D11	Total non-governmental grants received		$21,500.00
D12	Endowments and gifts received (only report if money was spent in FY22)		$2,111.00
D13	Fines and/or fees received		$919.00
D14	Other income received		$0.00
D15	Total non-governmental operating income received		$24,530.00
Total Operating Income			
D16	Total operating income received		$356,368.00
Operating Expenditures			
D17	Total salaries and wages expenditures (before deductions)	$221,466.12	$188,084.00
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be $0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	$68,975.24	$71,639.00
D19	Total staff expenditures	$290,414.00	$259,723.00
D20	Print physical collection expenditures		$15,480.00
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	$0.00	$0.00
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.		$2,216.00
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)		$55.00
D24	Total physical non-print collection expenditures		$2,271.00
D25	Total physical collection expenditures		$17,751.00

D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	$555.00	$477.00
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.		$772.00
D28	Total e-book collection expenditures		$1,249.00
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	$555.00	$477.00
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.		$907.00
D31	Total downloadable audio collection expenditures		$1,384.00
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	$0.00	$0.00
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	$0.00	$0.00
D34	Total downloadable and Electronic Information collection expenditures		
D35	Bridges Magazine expenditures. Prefilled and locked by the State Library.		$0.00
D36	All other Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.		$0.00
D37	Total Electronic Information collection expenditures		$0.00
D38	Total downloadable and Electronic Information collection expenditures		$2,652.00
D39	Total collection expenditures		$20,403.00
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)		$53,259.00
D41	Total of all operating expenditures		$333,385.00

	Section E - *Library Collection*		
		FY23	*FY22*
E01	Printed books (# of items), held at start of year	13,518	14,453
E02	Printed books (# of items), added during year	1,324	1,265
E03	Printed books (# of items), withdrawn during year	1,810	2,200
E04	Printed books (# of items), held at end of year	13,032	13,518
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	101,997	97,973
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	53	8
E07	Total e-books held at end of year	102,050	97,981
E08	Total books (print and e-books), held at end of year.	115,082	111,499
E09	Audio materials (# of physical items), held at start of year	300	304
E10	Audio materials (# of physical items), added during year	0	2
E11	Audio materials (# of physical items), withdrawn during year	51	6
E12	Audio materials (# of physical items), held at end of year	249	300
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	45,606	39,766
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	78	5
E15	Total downloadable audio materials, held at end of year	45,684	39,771
E16	Total audio materials (physical and downloadable), held at end of year.	45,933	40,071
E17	Video materials (# of physical items), held at start of year	2,959	3,074
E18	Video materials (# of physical items), added during year	14	55
E19	Video materials (# of physical items), withdrawn during year	5	170
E20	Video materials (# of physical items), held at end of year	2,968	2,959
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0

E22	Total video materials (physical and downloadable), held at end of year	2968	3642
E23	Other library materials (# of physical items), held at start of year	2518	2520
E24	Other library materials (# of physical items), added during year	11	16
E25	Other library materials (# of physical items), withdrawn during year	10	18
E26	Other library materials (# of physical items), held at end of year	2519	2518
E27	Total physical items, held at start of year	19295	20351
E28	Total physical items, added during year	1,349	1,338
E29	Total physical items, withdrawn during year	1,876	2,394
E30	Total physical items, held at end of year	18,768	19,295
E31	Total downloadable items, held at end of year	2,394	2,394
E32	Total physical and downloadable items, held at end of year	166,502	157,730
Licensed Databases			
E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	1	1
E34	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	2
E35	Total licensed databases	3	3

Section F - *Circulation and Use Counts*			
		FY23	*FY22*
Circulation Transactions of Physical Items			
F01	Adult books	3,212	3,011
F02	Young adult books	376	469
F03	Children's books	5,357	5,762
F04	Video recordings (physical formats)	680	787
F05	Audio recordings (physical formats)	35	26
F06	Serials (physical formats)	0	0
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	97	155
F08	Total PHYSICAL circulation by material type	9,757	10,210
F09	Circulation of physical items to the rural population of your own county:	2,568	2,446

F10	Total physical circulation of all materials cataloged as "children's"	5,596	5,022
Use of Downloadable Material			
F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	2,783	2,405
F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F25.	0	0
F13	Total use of e-books	2,783	2,405
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21.	0	1
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2580	2158
F16	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F17	Total use of downloadable audio recordings	2,580	2,158
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	246	389
F19	All other electronic serials – Include RB Digital or similar	0	0
F20	Total use of electronic serials	246	389
F21	Total use of downloadable materials	5609	5296
Successful Retrieval of Electronic Information (Database Use)			
F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	122	*486*
F23	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	203	*0*
F24	Total successful retrieval of Electronic Information.	325	*486*
Circulation and Use Totals			
F25	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	15,366	15,506

F26	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	5,934	5,782
F27	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28).	15,691	15,992
Interlibrary Loan			
F28	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	332	306
F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F30	Total Interlibrary Loan received from other libraries	332	306
F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	115	69
F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F33	Total Interlibrary Loan provided to other libraries	115	69
Other Use Counts			
F34	Current total number of registered users as of June 30, 2023	944	2,712
F35	Door count annually - do not count curbside delivery or other services provided while the library is physically closed to the public as door count	9,202	17,640
F36	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F39.	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)
F37	Total number of reference transactions annually	650	728
F38	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below - if unsure, leave blank and skip to F41.	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)
F39	Number of Internet computers for public use	18	18
F40	Number of uses of public Internet computers ANNUALLY	3,085	49,460
F41	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F44.	CT - Annual Count	CT - Annual Count

F42	Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Librar	10,711	11,980
F43	Number of wireless sessions annually - for libraries without the statewide WhoFi service.	-	-
F44	Total number of wireless sessions annually	10,711	11,980
F45	Is number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F48.	CT - Annual Count	CT - Annual Count
F46	Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	7,272	6,619
F47	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	N/A	N/A
F48	Total website visits annually	7,272	6,619
F49	Does the library check out WIFI hotspots for use outside the library? (YES/NO)	No	No
F50	As of June 30, 2023, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO)	No	No

Section G - *Programs and Content Recordings*			
		FY23	*FY22*
Children Ages 0-5			
G01	Total number of live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0	0
G02	Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi	59	0
G03	Total number of live, in-person, onsite library programs for children ages 0-5	59	0
G04	Total number of people attending live, in person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library	0	0
G05	Total number of people attending live, in person, onsite library programs for children ages 0-5 non-WhoFi	342	0

G06	Total number of people attending live, in person, onsite library programs for children ages 0-5	342	0
G07	Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0	0
G08	Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI	66	0
G09	Total number of live, in-person, offsite library programs for children ages 0-5	66	0
G10	Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0	0
G11	Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi	508	0
G12	Total number of people attending live, in person, offsite library programs for children ages 0-5	508	0
G13	Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0	0
G14	Total number of live, virtual library programs for children ages 0-5 non-WhoFi	0	0
G15	Total number of live, virtual library programs for children ages 0-5	0	0
G16	Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library.	0	0
G17	Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi	0	0
G18	Total number of people attending live, virtual library program for children ages 0-5	0	0
G19	Total number of library programs for children ages 0-5	125	0
G20	Total number of people attending library programs for children ages 0-5	850	0
Children Ages 6-11			
G21	Total number of live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G22	Total number of live, in-person, onsite library programs for children ages 6-11 non-WhoFi	31	63

G23	Total number of live, in person, onsite library programs for children ages 6-11	31	63
G24	Total number of people attending live, in person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G25	Total number of people attending live, in person, onsite library programs for children ages 6-11 non-WhoFi	953	907
G26	Total number of people attending live, in person, onsite library programs for children ages 6-11	953	907
G27	Total number of live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G28	Total number of live, in-person, offsite library programs for children ages 6-11 non-WhoFi	0	0
G29	Total number of live, in-person, offsite library programs for children ages 6-11	0	0
G30	Total number of people attending live, in person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G31	Total number of people attending live, in person, offsite library programs for children ages 6-11 non-WhoFi	0	0
G32	Total number of people attending live, in person, offsite library programs for children ages 6-11	0	0
G33	Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G34	Total number of live, virtual library programs for children ages 6-11 non-WhoFi	0	0
G35	Total number of live, virtual library programs for children ages 6-11	0	0
G36	Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library.	0	0
G37	Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi	0	0
G38	Total number of people attending live, virtual library programs for children ages 6-11	0	0
G39	Total number of library programs for children ages 6-11	31	63

G40	Total number of people attending library program for children ages 6-11	953	907
Young Adults Ages 12-18			
G41	Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	0
G42	Total number of live, in-person, onsite library programs for young adults non-WhoFi	34	23
G43	Total number of live, in person, onsite library program for young adults	34	23
G44	Total number of people attending live, in person, onside library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	0
G45	Total number of people attending live, inperson, onsite library programs for young adults non-WhoFi	319	152
G46	Total number of people attending live, inperson, onsite library programs for young adults	319	152
G47	Total number of live, in-person, offsite library programs for young adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G48	Total number of live, in-person, offsite library programs for young adults non-Who-fi	0	0
G49	Total number of live, in-person, offsite library programs for young adults	0	0
G50	Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	0
G51	Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi	0	0
G52	Total number of people attending live, inperson, offsite library programs for young adults	0	0
G53	Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	0
G54	Total number of live, virtual library programs for young adults non-WhoFi	0	0
G55	Total number of live, virtual library programs for young adults	0	0
G56	Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library.	0	0

G57	Total number of people attending live, virtual library programs for young adults non-WhoFi	0	0
G58	Total number of people attending live, virtual library program for young adults	0	0
G59	Total number of library programs for young adults	34	23
G60	Total number of people attending library program for young adults	319	152
Adults Aged 19 or Older			
G61	Total number of live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G62	Total number of live, in-person, onsite library programs for adults non-WhoFi	42	28
G63	Total number of live, in person, onsite library program for adults	42	28
G64	Total number of people attending live, inperson, onside library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G65	Total number of people attending live, inperson, onsite library programs for adults non-WhoFi	210	237
G66	Total number of people attending live, inperson, onsite library programs for adults	210	237
G67	Total number of live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G68	Total number of live, in-person, offsite library programs for adults non-WhoFI	0	0
G69	Total number of live, in-person, offsite library programs for adults	0	0
G70	Total number of people attending live, inperson, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G71	Total number of people attending live, inperson, offsite library programs for adults non-WhoFi	0	0
G72	Total number of people attending live, inperson, offsite library programs for adults	0	0
G73	Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library	0	0
G74	Total number of live, virtual library programs for adults non-WhoFi	0	0

G75	Total number of live, virtual library programs for adults	0	*0*
G76	Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library.	0	*0*
G77	Total number of people attending live, virtual library programs for adults non-WhoFi	0	*0*
G78	Total number of people attending live, virtual library program for adults	0	*0*
G79	Total number of library programs for adults	42	*28*
G80	Total number of people attending library program for adults	210	*237*
General Interest - For All Ages			
G81	Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library.	0	0
G82	Total number of live, in-person, onsite general interest library programs non-WhoFi	22	4
G83	Total number of live, in person, onsite general interest library programs	22	4
G84	Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G85	Total number of people attending live, inp-erson, onsite general interest library programs nonWhoFi	490	135
G86	Total number of people attending live, inperson, onsite general interest library programs	490	135
G87	Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G88	Total number of live, in-person, offsite general interest library programs non-WhoF	5	0
G89	Total number of live, in-person, offsite general interest library programs	5	0
G90	Total number of people attending live, inperson, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G91	Total number of people attending live, inperson, offsite general interest library programs non-WhoFi	70	0
G92	Total number of people attending live, in-person, offsite general interest library programs	70	0

G93	Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G94	Total number of live, virtual, general interest library programs non-WhoFi	0	0
G95	Total number of live, virtual, general interest, library programs	0	0
G96	Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library.	0	0
G97	Total number of people attending live, virtual, general interest programs non-WhoFi	0	0
G98	Total number of people attending live, general interest, virtual library programs	0	0
G99	Total number of live general interest library programs	27	4
G100	Total number of people attending live general interest library programs	560	135
G101	Total number of live, in-person, onsite library programs	188	118
G102	Total number of live, in-person, offsite library programs	71	0
G103	Total number of live, virtual library programs	0	0
G104	Total number of people attending live, inperson, onsite library programs	2,314	1,431
G105	Total number of people attending live, in-person, offsite library programs	578	0
G106	Total number of people attending live, virtual library programs	0	0
G107	Total number of live library programs	259	118
G108	Total number of people attending live library programs	2,892	1,431
Program Content Recordings			
G109	Total number of program content recordings from WhoFi. Prefilled and locked by the State Library	0	0
G110	Total number of program content recordings non-WhoFi	0	0
G111	Total number of program content recordings	0	0
G112	Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library	0	0
G113	Total number of views of program content recordings non-WhoFi	0	0
G114	Total number of views of program content recordings	0	0
Patron-Directed Activities			
G115	Total number of make and take kits provided	58	473
G116	Total number of coloring sheets provided	N/A	0
G117	Total number of scavenger hunt participants	N/A	0
G118	Total number of trivia contest participants	N/A	0

G119	Total use of library's maker space service	N/A	0
G120	Total use of STEAM/STEM services	N/A	0
G121	Total number of story-walk participants	N/A	0
G122	Total number of reading log participants	106	0
G123	List any other patron-directed activities, list one activity per box. T	-	-

Section H - *Library Buildings - Hours and Square Footage*			
		FY23	*FY22*
H01	Total number of hours open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only. Report actual number of hours open rather than scheduled hours open.	2,044	2,184
H02	Total number of weeks open to the public during FY22 (July 1, 2021 to June 30, 2022) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	11,500	11,500
SECTION H TOTALS			
H08	Total number of hours open annually at the main library and all branches	2,044	2,184
H09	Total number of weeks open annually at the main library and all branches	52	52
H10	Total square footage of main and all branch libraries	11,500	11,500

Agenda Item – Trustee Recruitment

Context:

Just a reminder that we will have two openings on the Library Board of Trustees in January as Larry Miller and Dick Brand's terms will be expiring at the end of December. To maintain gender balance, we will need to recruit at least one man, but the other position can be any gender. We have also been working towards diversifying the Board so that it better reflects our community demographics. We are losing our rural representative, so take that into consideration as well!

Please direct any interested individuals to contact the Library for an application.

Budget Impact:

None.