

City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
August 14, 2024, at 7 pm:
West Liberty Public Library
Lower-Level Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
 - 1. Meeting with the City Clerk**
 - 2. Meeting with the Architect**
- VIII. Old Business**
 - 1. FY25 Committee meeting schedule**
- IX. New Business**
 - 1. ILA Conference and Memberships**
 - 2. Trustee Recommendation**
- X. Adjourn Meeting**

Next meeting is Wednesday, September 18 at 7 pm.

West Liberty Public Library Minutes

Date: June 26, 2024 | Time: 7:00 pm

Present at Meeting: Library Board Members Samuel Morel, Hannah Chesmore-Potts, Brianna Harvey, Maria Lugo, Ken Brooks, along with Director Allie Paarsmith, Assistant Director Ali Oepping, City Council Liaison Josh Shiltz

- I. Call to Order**
- II. Approval of Agenda:** Motion by Member Brooks, Second by Lugo, **3-0**
- III. Approval of Minutes:** Motion by Member Chesmore-Potts, Second by Brooks, **4-0**
- IV. Public Discussion:**
 - A. None**
- V. Financial Report:**
 - A.** Trust is sitting significantly lower than expected. Expectation is to get needed reports in timely manner and all data needed will be included. Director could alternatively get trained on the system to run reports on her own.
 - B.** Motion by Brooks, Second by Chesmore-Potts, **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** Vanessa is resigning from the board to go back to school. We will be looking for applicants.
 - B.** Praise for Shannon (children's director) stopping by daycare for a reading.
- VIII. Old Business:**
 - A. Committee Assignments and Meetings**
 - a. Whoever takes over for Espinoza may take on her committee responsibilities.
 - b. Morel chose to extend his term to 2028
 - c. Absolve DEI committee for now
 - d. Harvey will join the Bylaw/PR committee
 - e. Proposal to have a committee meet once a month to get on the same page and get another set of eyes on everything
 - B. Schedule Strategic Planning Meeting**
 - a. Tentatively set for Thursday, August 15th at 7pm, food and drink will be provided
- IX. New Business:**
 - A. Hours of Service Policy Review and FY25 Calendar**
 - a. August board meeting will move up due to back to school night
 - b. Committee meetings will meet alphabetically
 - c. Motion by Harvey, Second by Lugo, **4-0**
 - B. Bearded Dragon Donation**
 - a. Will need a care schedule, suggested quarterly rotation
 - b. Motion to accept donation by Chesmore-Potts, Second by Brooks, **4-0**
 - C. V&K Contract for Renovation**
 - a. Current renovation projections are over \$300,000, but expected to get it down to \$200,000.

- b. Further questions were raised regarding the info from Tara. Building/Grounds committee may attend meeting to discuss a reduced quote or get a contract and fulfill it once the fundraising goal is fulfilled.
- c. Different grants were discussed
- d. Motion to sign contract is not approved

X. Adjourn Meeting: Motion by Brooks, Second by Lugo, **4-0**

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2024

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

100.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
001-6-410-1-6010 WAGES-FULL TIME	189,000.00	15,315.20	174,329.18	92.24	14,670.82
001-6-410-1-6020 WAGES-PART TIME	57,845.00	4,916.63	67,422.21	116.56 (9,577.21)
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.00	89.51	17.90	410.49
TOTAL PERSONAL SERVICES	247,345.00	20,231.83	241,840.90	97.77	5,504.10
EMPLOYEE BENEFITS					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	19,800.00	1,486.73	17,985.26	90.83	1,814.74
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	23,900.00	1,495.36	18,246.24	76.34	5,653.76
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	3,500.00	225.00	2,525.00	72.14	975.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	3,571.69	43,348.45	103.21 (1,348.45)
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	6,778.78	84,268.95	91.20	8,131.05
STAFF DEVELOPMENT					
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
REPAIR, MTNCE, UTILITIES					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	15,000.00	182.45	13,649.95	91.00	1,350.05
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	1,584.01	24,059.03	481.18 (19,059.03)
001-6-410-2-6373 TELEPHONE EXPENSE	2,500.00	250.17	3,002.15	120.09 (502.15)
TOTAL REPAIR, MTNCE, UTILITIES	23,500.00	2,016.63	40,711.13	173.24 (17,211.13)
CONTRACTUAL SERVICES					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	2,100.00	0.00	5,084.00	242.10 (2,984.00)
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	2,545.10	127.26 (545.10)
001-6-410-2-6426 ENRICHMENT PROGRAMS	2,500.00	970.91	3,087.32	123.49 (587.32)
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	9,600.00	970.91	10,716.42	111.63 (1,116.42)
COMMODITIES					
001-6-410-2-6502 BOOKS,AUDIOVISUAL,MATER	10,000.00	2,640.20	31,572.04	315.72 (21,572.04)
001-6-410-2-6504 MINOR EQUIPMENT	1,000.00	1,248.83	9,053.10	905.31 (8,053.10)
001-6-410-2-6507 OPERATING SUPPLIES	5,000.00	2,616.40	5,031.99	100.64 (31.99)
001-6-410-2-6508 POSTAGE	200.00	0.00	29.78	14.89	170.22
001-6-410-2-6521 JANITORIAL SUPPLIES	1,000.00	116.26	193.70	19.37	806.30
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	17,200.00	6,621.69	45,880.61	266.75 (28,680.61)

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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	11,084.62	42.63	14,915.38
TOTAL CAPITAL OUTLAY	26,000.00	0.00	11,084.62	42.63	14,915.38
TOTAL LIBRARY	417,280.00	36,619.84	434,677.63	104.17 (17,397.63)

West Liberty Public Library
Unpaid bills by Vendor
 January-December, 2024

	Account	Bill number	Bill date	Description	Amount
Advantage Archives	6502	40578	06/30/2024	40578 - Advantage Archives	\$ 175.00
	6502	40129	05/31/2024	40129 - Advantage Archives	\$ 330.00
Total for Advantage Archives					\$ 505.00
Amazon	6521	1RGV-WL6Q-NR1F	08/11/2024	1RGV-WL6Q-NR1F	\$ 131.18
	6507	1LQR-VJHV-PV36	08/12/2024	1LQR-VJHV-PV36	\$ 28.22
	6521	1Q9R-JLKF-6VRP	08/02/2024	1Q9R-JLKF-6VRP	\$ 47.84
	6521	1349-9NLC-XJLQ	07/22/2024	1349-9NLC-XJLQ	\$ 23.91
Total for Amazon					\$ 231.15
Baker & Taylor	6502	2038457264	08/06/2024	2038457264	\$ 353.10
	6502	2038441415	07/29/2024	2038441415	\$ 574.27
	6502	2038420008	07/25/2024	2038420008	\$ 36.29
	6502	2038426686	07/24/2024	2038420008	\$ 91.29
	6502	2038369201	07/10/2024	2038369201	\$ 113.80
	6502	2038181705	03/28/2024	2038181705	\$ 546.89
Total for Baker & Taylor					\$ 1,715.64
Climate Engineers	6310	29990	07/22/2024	29990 - C13 Faults	\$ 150.75
	6310	29866	07/01/2024	29866 - PM 2nd Quarterly	\$ 920.50
Total for Climate Engineers					\$ 1,071.25
Overdrive	6502	06497CP24227564	07/31/2024	06497CP24227564	\$ 20.63
	6502	06497CP24196526	06/30/2024	06497CP24196526	\$ 498.59
	6502	CD0649724201960	7/1/2024	CD0649724201960	\$ 1,225.92
Total for Overdrive					\$ 1,745.14

Library Director's Report

August 2024

Agenda:

Today, we will review the committee meeting schedule and discuss the ILA conference, trustee recommendations, and an outreach services policy.

Building and Technology:

Our elevator contract with Kone will increase by 4.45%. This will be added to the building and grounds committee's next agenda. Concerns about the library's garden beds and sidewalk edges have been raised. I will address these with the person currently in charge of grounds maintenance at the City. However, anyone who wants to pull some weeds is welcome to do so. We have moved an old shelf down to the youth department to increase space for those collections. We will need to discuss options for increased shelf space if we want to continue growing our collections. Tino, our janitor, has started working the newly budgeted 8 hours a week, up from 4 last fiscal year. We need to schedule a carpet cleaning, so Ali will have quotes for that next month.

We have soft-launched the PS5 and removed access to the library's Roblox and Epic Gaming accounts. During the school year, the game room will be open from 4 to 6 Monday through Thursday, with extended hours on Wednesday. I will purchase games for the Switch and our Steam account as soon as Ali has access to the credit card receipt files with the City.

Staff and Volunteers:

Currently, we have no turnover for the new school year. As a result, we will maintain our staffing levels with our current part-time staff. Ali will be taking a vacation in September and has promised to come back.

The City should soon have a draft of an employee handbook, so we look forward to reviewing it and creating a policy to match.

Collections & Materials

We have created the acquisitions budget for FY25. We have encumbered \$10k for outstanding orders and database purchases, leaving \$25k for materials, broken down like this:

Collection	Total	Monthly	Approx. # of items
Adult	\$6,000.00	\$600.00	300-1000
AV	\$1,000.00	\$100.00	85-100
eItems	\$4,300.00	\$430.00	n/a
Children's	\$6,000.00	\$600.00	300-2000
Juvenile	\$6,000.00	\$600.00	300-2000
YA	\$700.00	\$70.00	38-140
Patron Requests	\$1,000.00	\$100.00	50-500
TOTAL:	\$25,000.00		1073-5740

FY24 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult books	300	228	240	331	172	252	286	281	220	252	271	268	3101
Young adult books	27	13	14	19	15	18	23	12	18	18	13	17	207
Children's books	527	506	621	752	653	453	376	409	537	438	329	626	6227
DVD/Blu-ray	36	33	36	42	50	59	46	36	80	38	31	47	534
Audiobooks	0	3	1	0	0	1	1	1	2	1	0	0	10
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
ILL In	18	8	17	18	17	9	12	13	14	17	17	15	175
Other physical items	12	2	20	14	3	7	6	16	1	2	8	14	105
Total PHYSICAL circ	920	793	949	1176	910	799	750	768	872	766	669	987	10359
Circulation to Rural Muscatine County	231	156	180	394	238	127	288	244	208	239	151	344	2800
Circulation to Atalissa	17	16	31	32	6	36	37	26	38	19	37	79	374
Circulation to Nichols	11	1	2	1	6	7	6	2	1	1	3	6	47
Circulation to West Liberty	779	753	972	984	847	806	563	583	715	597	578	713	8890
Circulation to Open Access	103	132	201	158	81	119	79	95	61	67	84	31	1211
Total circulation of Children's materials	554	530	647	783	687	467	398	430	574	445	342	645	6502
Bridges e-books	242	257	186	224	208	199	244	240	259	224	201	236	2720
Bridges downloadable videos	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridges downloadable audios	255	250	182	201	201	195	225	217	258	239	233	249	2705
Bridges electronic serials	6	19	42	69	83	88	98	82	75	30	43	51	686
Total use of downloadable materials	503	526	410	494	492	482	567	539	592	493	477	536	6111
Kanopy Usage	32	48	85	135	107	87	69	71	28	63	59	46	830
Ebsco Usage	352	499	312	473	293	173	164	268	213	824	526	n/a	4097
Number of added registered users	25	25	22	21	8	10	19	15	20	31	14	26	236
Door Count	1340	n/a	2846	3068	2386	2169	1451	1904	1451	1874	1527	1386	21402
Number of uses of public internet computers	222	263	370	343	242	257	202	160	132	138	162	283	2774

FY24 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	95	211	95	194	111	153	169	124	318	287	233	91	2081
Books withdrawn	-16	-121	-8	-121	-1	-3	0	-210	-234	0	-15	-35	-764
Audio materials added	0	0	0	0	0	0	0	0	0	0	0	0	0
Audio materials withdrawn	0	0	0	0	0	4	0	0	0	0	0	-190	-186
Video materials added	51	4	4	4	0	3	0	0	1	6	1	12	86
Video materials withdrawn	0	-6	0	-6	0	-2	0	0	-2	-2	0	0	-18
Other library materials added	0	0	0	0	15	0	0	0	0	0	31	113	159
Other library materials withdrawn	0	0	0	0	0	-1	0	0	-6	0	0	0	-7

FY25 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	473												473
Books withdrawn	-526												-526
Audio materials added	0												0
Audio materials withdrawn	0												0
Video materials added	48												48
Video materials withdrawn	0												0
Other library materials added	0												0
Other library materials withdrawn	0												0

Programming & Outreach

The Summer Reading Program is done! We will debrief next week to discuss how it went, what we want to carry over to next time, and what we want to do differently. Libraries typically take it easy in August to recover from SRP and prepare for the upcoming school year. Shannon, Ali, Genny, and I will discuss upcoming programming before the end of August.



West Liberty Public Library
Month Ending July-2024

Ages	Programs	%	Attendance	%
All Children	12	34.29%	145	83.82%
Children (ages 0-5)	9	25.71%	65	37.57%
Children (ages 6-11)	3	8.57%	80	46.24%
Young Adult (ages 12-18)	0	0%	0	0%
Adult (ages 19+)	16	45.71%	0	0%
General Interest	7	20%	28	16.18%
Total	35	100%	173	100%

Prior Month Compare

Ages	Programs				Attendance			
	Jul-2024	Jun-2024	Change	% Change	Jul-2024	Jun-2024	Change	% Change
All Children	12	14	-2	-14.29%	145	170	-25	-14.71%
Children (ages 0-5)	9	9	0	0%	65	95	-30	-31.58%
Children (ages 6-11)	3	5	-2	-40%	80	75	5	6.67%
Young Adult (ages 12-18)	0	0	0	-	0	0	0	-
Adult (ages 19+)	16	15	1	6.67%	0	39	-39	-100%
General Interest	7	5	2	40%	28	86	-58	-67.44%
Total	35	34	1	2.94%	173	295	-122	-41.36%

Agenda Item:

OB 1: FY25 Committee Meeting Schedule (consensus)

Context:

As discussed in June, I have assigned a committee to meet each month so that they can work proactively on long-term projects in addition to reacting to the library's immediate needs. Finance will meet quarterly with the City Clerk, and I filled in the rest around those months. I'm double-checking with the State Law Library of Iowa to see if we need to post agendas and minutes for these meetings.

Budget Impact:

None

Recommended Action:

No action required, just a consensus and direction regarding how and when to contact each committee.

2024 - 2025

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August -PR

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September -\$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October - Per

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November -B&G

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December - \$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 -PR

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February -Per

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March -\$

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April -B&G

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May -PR

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June -\$

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Agenda Item:

NB 1: ILA Conference and Memberships

Context:

The Iowa Library Association Annual Conference is October 9-11 in Des Moines. I'd like to send Ali and Shannon and pay for their ILA and four subdivision memberships. Membership in ILA allows for a discounted conference rate, access to the Catalyst Newsletter, continuing education opportunities, and political advocacy. This year's conference theme is Anchoring Communities Through Connection and Empowerment.

Budget Impact:

It would cost \$850 of our \$900 conference budget line, which was for this purpose. Membership is \$110 each plus \$25 in applicable subdivisions. The conference costs \$225 for each member, and the hotel room would be \$155. I would be putting all of these into the conference and travel line item since the ILA membership is technically annual starting in January. We will renew all our memberships in January 2025 using the dues and membership fees line item.

Options:

1. Approve sending Ali and Shannon to the ILA Annual Conference as ILA Members
2. Don't approve sending Ali and Shannon to the ILA Annual Conference

Recommended Action:

Staff recommends Option 1.

Agenda Item:

NB 2: Trustee Recommendations

Context:

Vanessa Espinoza resigned at the June 2024 meeting. We wish her the best. As of writing this form, one application is out, which will hopefully be returned by the time this meeting is held. That individual was Rachel Morrison, who did express an interest in joining the Board.

Budget Impact:

None.

Options:

1. Submit Rachel Morrison's name to the Mayor as our recommendation to fill the remainder of Vanessa's term.
2. Solicit for other applications and review them at our September meeting.

Recommended Action:

Staff recommends Option 1.