

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
January 15, 2025, at 7 pm:  
West Liberty Public Library  
Lower-Level Meeting Room**

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. V&K Contract**
  - 2. Strategic Plan Finalization**
- IX. New Business**
  - 1. Kanopy PPU Budget**
  - 2. County Budget Presentation**
- X. Adjourn Meeting**

**Next meeting is Wednesday, February 19, at 7 pm.**

**City of West Liberty Public Library**  
**West Liberty Public Library Board of Trustees**  
**Regular Meeting Minutes from November 20, 2024**  
**West Liberty Public Library Lower-Level Meeting Room**

**Present at Meeting:**

Board Vice-President: Hannah Chesmore-Potts

Trustees: Brianna Harvey, Maria Lugo, Ken Brooks, Sergio Guerrero-Ibarra, Rachel Morrison

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 19:02**
- II. Approval of Agenda:** Motion by Member Brooks, Second by Morrison, **5-0**
- III. Approval of Minutes:** Motion by Brooks, Second by Guerrero-Ibarro, **5-0**
- IV. Public Discussion:**
  - A. None
- V. Financial Report:**
  - A. Paarsmith now has access to the system and was able to run the report.
  - B. Discussion on the reserve fund and where those funds are coming from
  - C. Presented bills- will not pay Basepoint until issues are resolved
  - D. Motion to accept and pay bills by Harvey, Second by Morrison, **5-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. Rotary- annual coat drive distribution happens this week at St Joseph's Sat-Tues, still accepting donations (coats or money). Make appointment for privacy
  - B. Rotary is inviting everyone to their centennial celebration- \$25 covers everything. It is a celebration and not fundraiser.
- VIII. Old Business:**
  - A. Carpet Cleaning- options presented with Klein Chem-Dry as the recommendation. Motion to approve by Morrison, second Guerrero-Ibarro **5-0**
  - B. Strategic plan objectives- motion to approve by Harvey, second by Lugo **5-0**
- IX. New Business:**
  - A. Shelving quote**
    - a. Children's collection is out of space. New shelf for \$6,360, 50% deposit due now and rest upon invoice- Library Furniture International
    - b. Motion to approve the purchase of the shelf within compliance of the city's purchasing requirements motion by Brooks, second by Guerrero-Ibarro, **5-0**
  - B. Gambling license**
    - a. \$150 fee to apply
    - b. Motion to approve Guerrero-Ibarro, Second by Brooks, **5-0**
  - C. Capital campaign committee**
    - a. Rachel Morrison- chair, Josh Shulz, Mark Smith, Becky Feldman, Ann Lehman, two additional members as needed
    - b. Building Committee will need to meet

- c. Motion to approve committee by Brooks, second by Lugo **5-0**
- X. Adjourn Meeting:** Motion by Harvey, Second by Morrison, **5-0**

**City of West Liberty Public Library**  
**West Liberty Public Library Board of Trustees**  
**Regular Meeting Minutes from December 18, 2024**  
**West Liberty Public Library Lower-Level Meeting Room**

**Present at Meeting:**

Board President: Samuel Morel

Trustees: Brianna Harvey, Maria Lugo, Ken Brooks, Rachel Morrison

City-Council Member: Lee Gertz, City Council Liaison: Josh Schultz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 19:06**
- II. Approval of Agenda:** Amend to include Climate Engineer Contract (New Business D), Motion to approve by Member Brooks, Second by Lugo, **4-0**
- III. Approval of Minutes:** Table until January
- IV. Public Discussion:**
  - A. Public has heard about change to library hours 10-6 M-Th, Friday and Sunday 10-5. Announcement will go out next week that this will start January 1.
- V. Financial Report:**
  - A. Inaccuracies due to update to the new system. Once everything is carried over, updates will be made to the report.
  - B. County allocation has been received from Atalissa and Nichols
  - C. Level Up at your Library is the theme for summer reading program.
  - D. Bills submitted and paid already-Elevator contract needs discussed because of the 10 year locked in contract
  - E. Motion to accept by Harvey, Second by Brooks, **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. None
- VIII. Old Business:**
  - A. V&K Conceptual Design Contract
    - i. Lee encourages Board to get the engineering designs as they will be beneficial to the fundraiser, those designs will also help with budgets for the phases
    - ii. Local Option Sales Tax can allocate \$100,000 from the for the startup. It can cover the design costs and anything additional can be allocated toward a library reserve fund designated to this project. Lee's recommendation is at the Jan 7 council meeting, they will set a work session to come and tour the library. At this meeting, Paarsmith will discuss the needs for the project and then at the meeting on the 21<sup>st</sup>, council will resolve to approve the allocation of the 100,000 toward the project. This can also fund things that are needed prior to the reno (shelving, gaming room). Any funds not spent will go into a reserve toward project.
    - iii. Board support is appreciated at that 21<sup>st</sup> meeting.
    - iv. Recommendation is to get updated engineering and design contract from V&K

**B. Reschedule annual meeting**

- i. Recommendation to move annual meeting to March 26<sup>th</sup> instead of the 19<sup>th</sup> which is during spring break
- ii. Motion to approve by Morrison, second by Harvey **4-0**

**IX. New Business:**

**A. FY26 Budget**

- a. Budget was submitted prior to approval to meet deadline. Asking for 5% of budget from city.
- b. Discussion regarding staffing in the next year
- c. Motion to approve and send to city and accept county motion by Brooks, second by Morrison, **4-0**

**B. Annual Survey report**

- a. Motion to accept Brooks, Second by Lugo, **4-0**

**C. Schedule Committee Meetings**

- a. Bylaws committee put off until after new year. Buildings and Grounds put off because elevator contract also just paid.
- b. Motion to approve by Brooks, second by Lugo **4-0**

**D. Climate Engineers PM Contract**

- a. There is now an option to do 1 annual payment rather than 4 payments throughout the year.
- b. Motion to renew with 1 payment contract by Lugo, second by Morrison **4-0**

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

# Financial Report Placeholder

# Library Director's Report

6 January 2025

## Agenda:

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Today, we will review the new V&K conceptual design contract and the final draft of the strategic plan. We will also look at the Kanopy PPU Budget and discuss the director's budget presentation for the county budget meeting.

## Goals and Lead Measure Updates:

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- Know your community
  - No updates, though we have had additional discussions with the City's communication specialist.
- Satisfy Curiosity
  - Program Feedback forms will be provided starting at the youth program on 1/8. Recurring programs with low attendance have been either rescheduled or put on hold. We are also launching our new Sunday programming. The tabletop gaming program had low attendance, but it was a very productive planning session for the volunteers and me. Each month, on the first Sunday, we will have two tables dedicated to one-shot adventures for TTRPGs as chosen by the GM for each table; sign-up will be suggested but not required as the cap at each table will be 6 people. In addition to the TTRPGs, we will have two tables dedicated to Magic The Gathering (first come, first serve, sign-up suggested), and two tables will be reserved for drop-in gaming. I will work on sign-up sheets and ways to advertise this at the middle and high schools and relevant businesses in town. This program targets anyone over 8, with exceptions made as needed.
  - For the Lunch and Learns, I'm open to suggestions, but I will otherwise use the Competency Index for the Library Field to guide my topics. There has been a request for Rosetta Stone so that I will do that for our first session in September. After that, I will focus on the Essential Library Competencies portion of that book, which includes the following: technology (email, hardware, internet, operating systems, etc.) and personal/interpersonal (collaboration, communication, customer service, ethics, etc.). After that, the book diverges into significantly more library-related content, but I believe I should know what people want from this by the time I finish the technology portion.
- Celebrate Diversity
  - No significant updates. We have adapted the date and time of our self-guided English classes to see if that will help attract more people. I have also found instructions on utilizing the mobile app, so I will get those printed out for staff and patrons.

## Building and Technology:

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Nothing to report.

## Staff and Volunteers:

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I would like us to review the personnel policy next month. We have to have that updated before accreditation next year, and it's the only policy that I haven't updated since 2020.

## Collections & Materials:

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We have been continuing to clean up the catalog. A collection inventory was completed at the end of November, so we have now called those with long overdue items and then declared those items as lost. As a result, we can more easily run reports to see what materials we need to evaluate for replacement, and it will mean the turnover rate reports will be more relevant. This also allows us to delete patrons whose accounts have expired if their lost fines are under \$50, which presents a more accurate view of our active patrons.

## FY25 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	473	264	223	319	251	222							1752
Books withdrawn	-526	-276	-15	-25	-212	-644							-1698
Videos added	48	7	1	0	17	0							73
Videos withdrawn	0	0	0	0	-537	0							-537
Other items added	0	0	2	0	0	0							2
Other materials withdrawn	0	-1	0	0	0	0							-1

## FY25 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY24
Adult books	238	275	209	341	203	225							1491	3101
Young adult books	10	16	11	10	5	7							59	207
Children's books	434	409	274	593	351	454							2515	6227
DVD/Blu-ray	61	53	43	50	27	24							258	534
Audiobooks	0	1	0	0	0	0							1	10
Serials	0	0	0	0	0	0							0	0
ILL In (ILL)	13	11	13	11	9	9							66	175
Other physical items	10	8	11	6	6	5							46	105
Total PHYSICAL circ	766	773	561	1011	601	724	0	0	0	0	0	0	4436	10359
Circulation to Rural Muscatine County	220	212	169	277	160	186							1224	2800
Circ to Atalissa	16	15	6	13	8	16							74	374
Circ to Nichols	1	2	4	0	5	1							13	47
Circ to West Liberty	585	679	536	860	521	610							3791	8890
Circ to Open Access	36	32	11	17	13	11							120	1211
Circ of Children's items	482	445	294	632	363	459							2675	6502
Bridges e-books	193	248	228	251	211	225							1356	2720
Bridges e-audio	255	231	253	226	220	261							1446	2705
Bridges magazines	44	31	69	52	45	42							283	686
Total use of Bridges	492	510	550	529	476	528	0	0	0	0	0	0	3085	6111
Kanopy Usage	70	36	119	144	136	150							655	830
Ebsco Usage	542	302	336	326	192	478							2176	4097
Rosetta Stone	29	31	33	34	38	3							168	
Added Patrons	24	17	14	26	10	14							105	236
Door Count	1119	1285	1555	2247	1062	1107							8375	21402
Computer usage	144	177	192	216	126	125							980	2774



## Programming & Outreach

The 14<sup>th</sup> will be our first celebrity storytime for 3rd-grade students. Sara Sedlacek will read a book about money. Students will then be allowed to ask questions, and an activity will be provided. Students will also be able to check out materials for their classrooms. We hope this will help our juvenile collection, but 3rd grade has a wide range of literacy levels, so it will be interesting data to explore as time passes.

Ages	Programs	%	Attendance	%
All Children	11	55%	88	96.7%
Children (ages 0-5)	8	40%	48	52.75%
Children (ages 6-11)	3	15%	40	43.96%
Young Adult (ages 12-18)	0	0%	0	0%
Adult (ages 19+)	5	25%	3	3.3%
General Interest	4	20%	0	0%
Total	20	100%	91	100%

Ages	Programs				Attendance			
	Dec-2024	Nov-2024	Change	% Change	Dec-2024	Nov-2024	Change	% Change
All Children	11	6	5	83.33%	88	35	53	151.43%
Children (ages 0-5)	8	4	4	100%	48	18	30	166.67%
Children (ages 6-11)	3	2	1	50%	40	17	23	135.29%
Young Adult (ages 12-18)	0	0	0	-	0	0	0	-
Adult (ages 19+)	5	10	-5	-50%	3	21	-18	-85.71%
General Interest	4	2	2	100%	0	0	0	-
Total	20	18	2	11.11%	91	56	35	62.5%

Ages	Programs				Attendance			
	Dec-2024	Dec-2023	Change	% Change	Dec-2024	Dec-2023	Change	% Change
All Children	11	11	0	0%	88	161	-73	-45.34%
Children (ages 0-5)	8	10	-2	-20%	48	71	-23	-32.39%
Children (ages 6-11)	3	1	2	200%	40	90	-50	-55.56%
Young Adult (ages 12-18)	0	6	-6	-100%	0	99	-99	-100%
Adult (ages 19+)	5	14	-9	-64.29%	3	24	-21	-87.5%
General Interest	4	2	2	100%	0	4	-4	-100%
Total	20	33	-13	-39.39%	91	288	-197	-68.4%

# Agenda Item- V&K Design and Construction Fee Contract

## History:

The Board has previously indicated an interest in pursuing a renovation to more effectively utilize our existing square footage. At our request, Tara Goldsberry of Veenstra & Kimm Inc. has provided us with a conceptual design proposal for the library's future renovation. This contract details the scope of the design work and services to be rendered by V&K and outlines the subsequent phases of the process.

This item was tabled at our October 2024 meeting upon the recommendation of Lisa Wertzbaugher, a professional fundraiser willing to donate her expertise to assist with the logistics of our capital campaign. Her recommendation was to spend money only when it is absolutely necessary, which means raising funds without conceptual plans to allow for more flexibility in those conversations. Due to our position as a government entity and city department, we might need to reassess that decision. As a result, I have asked City Manager Geertz to discuss the financial and legal logistics of a renovation.

UPDATE: I have received the contract and communication from Tara. Due to the annual increase of design fees and the multiple bidding processes required for a multiphase project, the cost for the design services and construction fees will be \$84,000.

## Budget Impact:

\$84,000 of LOST funding to be allocated by City Council on January 21, 2025.

## Options:

- A) Approve contract pending Council approval of LOST allocation.
- B) Direct staff to pursue additional bids for design and construction fee services.

## Staff's Recommended Action:

Option A

## ENGINEERING AGREEMENT FOR PROFESSIONAL SERVICES

### WEST LIBERTY PUBLIC LIBRARY REMODEL 2025 WEST LIBERTY, IOWA

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **WEST LIBERTY PUBLIC LIBRARY**, hereinafter referred to as the **Owner**, party of the first part, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa with principal offices in West Des Moines, Iowa, party of the second part, hereinafter referred to as the **Engineers**,

**WITNESSETH: THAT WHEREAS**, the Owner wishes to proceed with the design and remodel of **West Liberty Public Library Remodel 2025**, hereinafter referred to as the **Project**, and

**WHEREAS**, the Owner desires the Engineers to perform professional engineering services to prepare construction plans and specifications and provide other necessary engineering services in connection with the Project.

**NOW, THEREFORE**, it is agreed by and between the parties hereto that the Owner retains the Engineers to provide professional engineering services for the Project subject to the following terms, conditions, and stipulations to wit:

**1. PROJECT SCOPE.** It is understood and agreed the Project shall consist of the remodel of the existing public library building on an existing Owner owned site with the design to include the following:

- a. Remodel portions of both the upper and lower levels based on Owner's desired program and Architect's proposed conceptual plans, attached and dated 1-9-2025. The existing library is a 2-story masonry building. Proposed remodeling is located on both levels of the building.
- b. The design shall include phasing of the project with the intent to spread out over two to three fiscal years for bidding and construction, to include the following:

Phase 1: Phasing defined and Construction Documents completed for all phases of the remodel project. This work will set up for the following phases to be completed along with cost estimates to help break down each phase.

Phase 2: Upgrade lower level restrooms to become three new single-user restrooms, 2 of which shall be ADA-compliant; remodel the upper level restroom and existing office to become a new ADA-compliant and family-friendly restroom along with a new lactation room adjacent to restroom; remodel upper level meeting room into multipurpose space to include a new kitchenette with passthrough window; relocate current lower level archive room and needed HVAC to current video game room and remodel existing archive room to become new youth department staff space.

Phase 3: Relocate children's collection from lower level to upper level; relocate juvenile and teen locations to lower level and to include a new gaming and teen social space; add four new study/meeting rooms – two upper level and two lower level.

- c. It is understood and agreed the scope of the services for the Project may be modified by mutual agreement during the course of performance of the services as the parties mutually determine necessary to meet the goals and objectives of the Owner.
2. **DESIGN SURVEYS.** The Engineers shall make all surveys necessary for design of the Project and preparation of plans and specifications. Such design surveys shall include data and other field information and measurements.
3. **DESIGN CONFERENCES AND REPORTS.** The Engineers shall attend design conferences with the Owner, as may be necessary, to make decisions as to the details of design of the Project. The Engineers shall make periodic progress reports to the Owner, as necessary.
4. **PLANS AND SPECIFICATIONS.** The Engineers shall prepare such detailed plans and specifications as are reasonably necessary and desirable for construction of the Project. The specifications shall describe, in detail, the work to be done, materials to be used and the construction methods to be followed. Preliminary plans and specifications shall be submitted to the Owner for review prior to completion of preparation of final plans and specifications. Three (3) sets of final plans and specifications shall be submitted to the Owner.
5. **PERMITS AND LICENSES.** The Engineers shall provide copies of the plans and specifications to the City for review. The Engineer shall assist in obtaining the necessary construction permits for the Project. Any fees for the construction permits shall be paid by the Owner and said costs shall not be charged against the Engineers' fees.
6. **ESTIMATE OF COST.** The Engineers shall prepare an estimate of cost for the construction contract. The estimate of cost shall be based on the Engineers' best

knowledge at the time of preparation of the estimate of cost. The Engineers shall not be responsible if the construction contract awarded for the Project varies from the Engineers' estimate of cost. The Engineers shall advise and assist the Owner, if necessary, in adjusting the scope and extent of the Project to allow the Project to be constructed within available budget limitations.

- 7. PROPERTY ACQUISITION.** It is understood and agreed property acquisition services including easements and right-of-way shall not be a part of the services under this Agreement.
- 8. ADVERTISEMENT FOR BIDS.** The Engineers shall assist in the preparation of the notice to contractors and shall provide plans and specifications to prospective bidders. Publication costs shall be borne by the Owner.
- 9. COSTS OF PLANS AND SPECIFICATIONS.** The Owner shall compensate the Engineers for the actual costs of the plans and specifications provided contractors, plan rooms and suppliers during Project bidding. The costs of plans shall be separate from the fee provisions under "**15. COMPENSATION**".
- 10. BIDDING SERVICES.** The Engineers shall provide services during the bidding phase of the Project that will include the following:
  - a. Notification of potential bidders of the upcoming Project and availability of plans and specifications.
  - b. Distribute bidding documents and maintain bidders list.
  - c. Respond to questions raised during the bidding period and prepare and issue addenda as appropriate to clarify, correct or change the bidding documents.
  - d. Assist the Owner in evaluating alternate submittals during and following the bidding phase of the Project.
- 11. BID OPENING AND AWARD OF CONTRACT.** The construction work included in the Project shall be bid at no more than one letting per defined phase of the project. The Engineers shall have a representative present when the bids and proposals are opened, shall prepare a tabulation of bids for the Owner, advise as to the responsiveness of the bidders, and assist in making the award of contract. After the award is made, the Engineers shall prepare the necessary contract documents. During the bidding phase, the Engineers shall advise the Owner of the responsiveness of each proposal submitted. The Engineers shall not be responsible for advising the Owner as to the responsibility of any bidder.

- 12. GENERAL SERVICES DURING CONSTRUCTION.** The Engineers shall provide general services during construction including:
- a. Conduct a preconstruction conference attended by representatives of the Owner, Engineer, and contractor to discuss details of the Project.
  - b. Consult with and advise Owner.
  - c. Provide periodic visits to the site during construction at appropriate intervals by representatives of the various design disciplines. Such visits will be as necessary to observe the progress and quality of the various aspects of the contractor's work. Based on information obtained during visits and observations, the Engineers will endeavor to determine in general if the contractor's work is in accordance with the contract documents. The Engineers' visits are for the purpose of observing the contractor's work in progress and the Engineers will not supervise, direct or have control over the contractor's work, or have the authority over, or the responsibility for, the means, methods, techniques or procedures of construction selected by the contractor. The Engineers shall not be responsible for safety precautions and programs or for the failure of the contractor to comply with any applicable laws, rules, regulations or local codes and ordinances.
  - d. Attend periodic Project meetings with construction contractor.
  - e. During and following periodic site visits, the Engineers shall have the authority to reject contractor's work, or disapprove such work while in progress, if the Engineers believe such work will not produce a completed Project that generally conforms to the contract documents.
  - f. Assist in interpretation of the plans and specifications and will issue necessary clarifications and interpretations to the contract documents as appropriate. Such clarifications and interpretations will be consistent with the intent of, and will be reasonably inferable from, the contract documents.
  - g. In consultation with the Owner, the Engineers may issue field orders offering minor variations from the requirements of the contract documents.
  - h. Review shop drawings, samples and other data the contractors are required to submit for conformance with the information given in the contract documents and compatibility with the design concept. Such review and review comments will not extend to means, methods, techniques, procedures or sequences of construction or to safety precautions and programs thereto. The Engineers shall not be responsible for determining the completeness of the submittal of shop drawings and the contractors shall remain wholly responsible for any omissions in submittals.

- i. In consultation with the Owner, evaluate and determine the acceptability of substitute or "or equal" materials and equipment as proposed by contractors. Such review will be for conformance with the contract document requirements.
  - j. Review the results of tests and inspections for the purpose of determining the results certified therein to indicate compliance with the contract documents. The Engineers review will not constitute an independent evaluation that the contents or procedures of such inspections, tests or approvals comply with the requirements of the contract documents. The Engineers shall be entitled to rely on the results of the tests completed and submitted by or on behalf of the contractor.
  - k. Process and certify payment estimates of the contractor to the Owner.
  - l. In consultation with Owner, prepare amendments to the contract documents as necessary to show major changes made during construction.
  - m. Receive, review and transmit to the Owner documents submitted by the contractor as required under the contract documents to obtain final payment. The Engineer's review of such documents will be only to determine generally that the content complies with the requirements of the contract documents.
- 13. FINAL REVIEW SERVICES.** The Engineers shall make a final review after construction is complete to determine that the construction is substantially in compliance with the plans and specifications. The Engineers shall certify to the Owner that construction is substantially in compliance with the plans and specifications.
- 14. RECORD DRAWINGS.** The Engineers will prepare Project record drawings showing record information. The basis of the record information will be field record drawings furnished by contractors on which the contractors have annotated changes during construction and information provided by the Owner from its observation of construction whether on a periodic or regular basis. The Engineers shall not be responsible for the accuracy of information provided by others.
- 15. COMPENSATION.**
- a. The fee for engineering design and construction services enumerated for the Project as set forth in "**1. PROJECT SCOPE**" encompassing the work set forth from "**2. DESIGN SURVEYS**" through "**14. RECORD DRAWINGS**" of this Agreement shall be the lump sum amount of Eighty Four Thousand Dollars (\$84,000). This represents the sum of the design services and construction services fees.

- b. The Owner shall compensate the Engineers for the cost of plans and distribution of plans as set forth in "**4. PLANS AND SPECIFICATIONS**" above as provided in Iowa Code Section 26.3(2). The reimbursement of the cost plans and distribution of plans as required under Iowa Code Section 26.3(2) is not included in the fees for services set forth under this Agreement.

**16. PAYMENT.** The fees shall be due and payable as follows:

- a. For design, preparation of plans and specifications and general services during construction, the fee shall be due and payable monthly based on that proportion of the fee which the Engineers have completed as of the time of the applicable billing.

**17. TIME OF COMPLETION.** It is the Owner's intent to have the construction documents prepared and in place to facilitate phased bidding and construction starting Summer 2025 through 2027. For purposes of budgeting fees, it has been assumed that the construction services duration is periodic for a time period of twelve (24) months. Substantial construction completion shall be in December of 2027. Variations in effort or duration may impact the fees associated with construction services. The Engineer will not be held responsible for the Contractor's ability to complete work in a timely manner.

**18. LEGAL SERVICES.** The Owner shall provide the services of the Owner's Attorney in matters pertaining to this Project. The Engineers shall cooperate with the Owner's attorney and shall comply with their requirements as to form of contract documents and procedures relative to them.

**19. SERVICES NOT INCLUDED.** Services not included under this Agreement are as follows:

- a. Material testing and inspections, environmental impact statements, archaeological investigation, contaminated soil and groundwater investigations, geotechnical investigation.
- b. Wetlands studies and archaeological studies.
- c. Geotechnical services.
- d. Services related to or regarding arbitration or litigation of a construction contract between a construction contractor and the Owner regarding any of the Projects included in this Agreement.
- e. Services required for the evaluation of and determination to accept defective work by Contractor including required re-design services.



- f. Services required for re-design as a result of substitute products during the construction phase.
- g. Services required as a result of Owner providing incomplete or incorrect Project information.
- h. Assistance in connection with bid protests, rebidding or renegotiating contracts for construction, materials, equipment, or services, only so long as the original work is reasonably consistent with the Owner's program or other instruction.
- j. Providing assistance in resolving any Hazardous Environmental Condition in compliance with current Laws and Regulations.
- k. On site Resident Review.

**20. SUSPENSION.**

- a. The Owner agrees that the Engineer is not responsible for damages arising directly or indirectly from any delays for causes beyond the Engineer's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by the Owner; or discovery of any hazardous substances or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the Engineer to perform its services in an orderly and efficient manner, the Engineer shall be entitled to a reasonable adjustment in schedule and compensation.
- b. If Engineer's services are extended by Contractor's actions or inactions for more than the scheduled final construction completion, as defined in the Contract Documents, through no fault of the Engineer, the Engineer will be entitled to equitable and agreeable adjustment of rates and amounts of compensation provided in this Agreement.

**21. TERMINATION.**

- a. In the event of termination of this Agreement by either party, the Owner shall, within fifteen (15) calendar days of termination, pay the Engineer for all services rendered and all reimbursable costs incurred by the Engineer up to the date of termination, in accordance with the payment provisions of this Agreement.
- b. The Owner may terminate this Agreement for the Owner's convenience and without cause upon giving the Engineer not less than seven (7) calendar days written notice.

- c. Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons.
  - 1) Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party.
  - 2) Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party.
  - 3) Suspension of the Project or the Engineer's services by the Owner for more than ninety (90) calendar days, consecutive or in the aggregate.
  - 4) Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.
  
- d. In the event of any termination that is not the fault of the Engineer, the Owner shall pay the Engineer, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Engineer in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

## **22. DISPUTE RESOLUTION.**

- a. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of thirty (30) days from the date of notice prior to other provisions of this Agreement, or under law.
  
- b. Owner and Engineer agree to use mediation for dispute resolution if the previously described negotiation process is not successful.
  
- c. In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, each party shall pay their own legal expenses, including staff time, court costs, attorney's fees and all other related expenses in such litigation.

- 23. BETTERMENT.** When a Change Order is necessitated by an act or omission of Engineer or an error in the design of the Project, responsibility for such act, omission, or error shall be determined in good faith by Owner and Engineer. To the extent that such act, omission, or error arose out of the lack of quality professional services provided by Engineer or of the lack of professional quality deliverables prepared by Engineer, Owner shall be entitled to an amount equal to the difference between the actual cost of the change work and the estimated cost of the change work (less added value to the Owner) if there had been no such act, omission, or error. Engineer shall pay such sum to Owner.

- 24. CHANGED CONDITIONS.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Engineer are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Engineer may call for renegotiation of appropriate portions of this Agreement. The Engineer shall notify the Owner of the changed conditions necessitating renegotiation, and the Engineer and the Owner shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the termination provision hereof.
- 25. CHANGES.** If, after the plans and specifications are completed and approved by the Owner, the Engineers are required to change the plans and specifications because of changes made by the Owner, the Engineers shall receive additional compensation for making such changes. The compensation for such changes shall be based upon the standard hourly fees plus expenses for personnel of the Engineers actually engaged in making the changes.
- 26. EXTRA WORK.** Fees stated in this Agreement cover the specific services outlined in this Agreement for the Project. If the Owner requires additional services of the Engineers in connection with the Project, or changes or modifications in the Project, the Engineers shall receive additional compensation for said services. Such additional compensation shall be at the standard hourly fees for personnel of the Engineers, plus expenses for personnel engaged in the authorized extra work.
- 27. INDEMNIFICATION.** The Engineers shall and hereby agree to hold and save the Owner harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Engineers' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Engineers' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.
- 28. INSURANCE.** The Engineers shall furnish the Owner with certificates of insurance by insurance companies licensed to do business in the State of Iowa, upon which the Owner is endorsed as an additional named insured, in the following limits. It must be clearly disclosed on the face of the certificates that the coverage is on an occurrence basis.

General Liability*	\$1,000,000/2,000,000
Automobile Liability	\$1,000,000
Excess Liability (Umbrella)*	\$8,000,000/8,000,000
Workers' Compensation, Statutory Benefits Coverage B	\$1,000,000
Professional Liability**,***	\$3,000,000/3,000,000

\*Occurrence/Aggregate

\*\* The Owner is not to be named as an additional insured.

\*\*\*Claims made basis

**29. ASSISTANTS AND CONSULTANTS.** It is understood and agreed that the employment of the Engineers by the Owner for the purposes aforesaid shall be exclusive, but the Engineers shall have the right to employ such assistants and consultants as they deem proper in the performance of the work.

**30. ASSIGNMENT.** This Agreement and each and every portion thereof shall be binding upon the successors and assigns of the parties hereto.

The undersigned do hereby covenant and state that this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement nor have any of the above been implied by or for any party to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have hereunto subscribed their names on the date first written above.

**WEST LIBERTY PUBLIC LIBRARY**  
**WEST LIBERTY, IOWA**

**ATTEST:**

By \_\_\_\_\_  
Owner

By \_\_\_\_\_

**VEENSTRA & KIMM, INC.**

**ATTEST:**

By \_\_\_\_\_  
Architect

By \_\_\_\_\_

# Agenda Item- Strategic Plan Finalization

## History:

Attached is the final draft of WLPL's 2025-2028 strategic plan. Strategic planning according to the State's requirements for accreditation is Library policy. This plan will guide our next three years of programming and progress.

## Budget Impact:

No direct impact but will guide the decisions we make for future budgeting.

## Options:

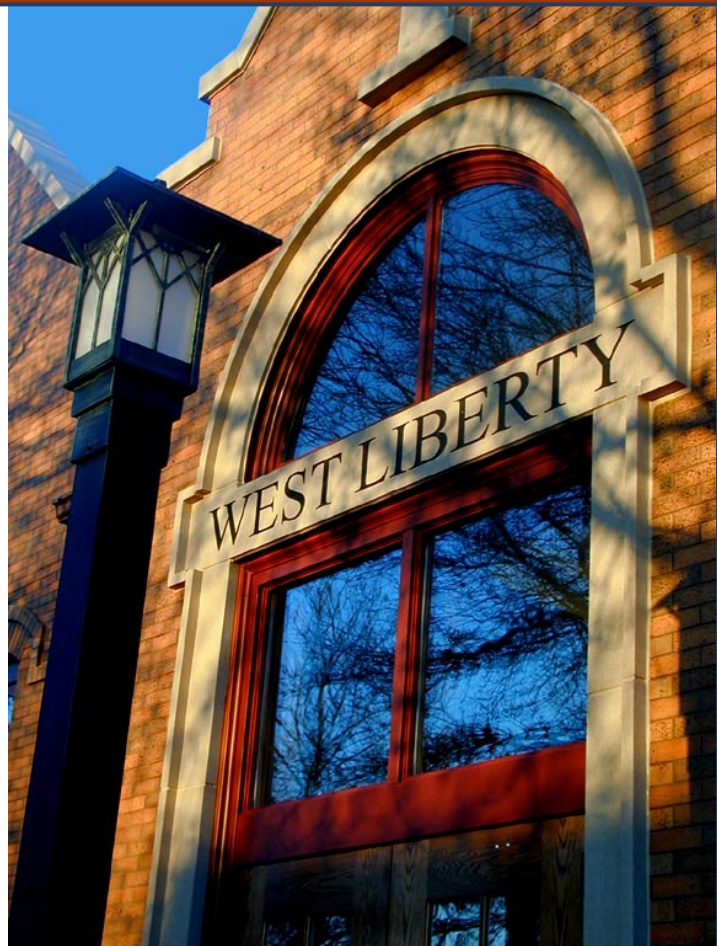
- A) Adopt English version of the strategic plan for 2025-2028 as is or with noted changes, submit to City Council, and direct staff to have the document translated into Spanish
- B) Form a committee to rewrite the work completed in 2024.

## Staff's Recommended Action:

Option A

2025-  
2028

# WLPL Strategic Plan



Allie Paarsmith  
West Liberty Public Library  
2025-2028

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## Acknowledgements

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### A SPECIAL THANK YOU TO THE FOLLOWING:

#### Community Planning Committee

- Charles Brooke
- Lisa Browning
- Joe and Mya Elizondo
- Maria and Ruben Galvan
- Jill Page
- Rebecca Swanson and Thomas Theiling
- Erick Powers
- Lisa Wertzbaugher
- Francisco and Luz Martinez
- Geno and Lupita Lopez
- Father Guillermo Treviño and members of the St. Joseph Congregation
- Emily Geertz and Liberty Public House

#### Library Board of Trustees

- Samuel Morel, President
- Hannah Chesmore-Potts, Vice President
- Briana Harvey, Secretary
- Ken Brooks
- Vanessa Espinosa
- Sergio Guerrero-Ibarra
- Maria Lugo
- Rachel Morrison

#### Library Staff

- Allie Paarsmith, Director
- Ali Oepping, Assistant Director
- Tim McMahon, Circulation/IT Services
- Shannon Schneider, Youth Services
- Genny Escareno, Library Assistant
- Catie Lara, Library Assistant
- Bella Gaona, Library Assistant
- Bethzy Zamorano-Garcia, Library Assistant
- Tino Escareno, Janitor

#### City Council and Administration

- Mark Smith, Mayor
- Cara McFarren, Mayor Pro Tem
- Josh Shiltz, Library Liaison
- Dana Dominguez, Council Member
- Omar Martinez, Council Member
- Tim Parizek, Council Member
- Lee Geertz, City Manager
- Shari Hoffert, City Clerk
- Brittany Woodson, Communications Specialist



## Background

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### Process Summary

In March 2024, State Library District Consultant Becky Heil met with the West Liberty Public Library Board of Trustees to discuss various methods for strategic planning. The Board chose to select stakeholders and combined three methods: a facilitated conversation, phone calls to specific individuals, and a meeting specifically for the Spanish-speaking population. These activities were scheduled to take place in May. After gathering input, stakeholders would be invited to a final in-person meeting to identify library service responses that address community needs. Following this, Becky would meet with the Board and staff to guide them through the goal-setting process. Library Director Allie would then collaborate with staff to develop objectives for Board approval.

The first community meeting was held at Liberty Public House on May 9. Unfortunately, Becky could not attend in person, so she facilitated the meeting via Zoom while Allie took notes. After introductions, Becky explained that participants were chosen to represent specific populations within the Library's service area and encouraged them to keep those residents in mind during discussions. She described The Public Library Association's Planning for Results model, stating that they would use the 2008 version, "Strategic Planning for Results." She emphasized that the discussion would not focus on the library in this initial meeting but instead envision a future for the City of West Liberty and the surrounding areas. The group began by listing their visions for the city, followed by identifying strengths, obstacles, and needs. The responses collected were used in the final community meeting on June 6 and are detailed in the Data section of this report. On May 6, Becky conducted phone calls, and the second community meeting, following the same format, was held at St. Joseph's Catholic Church. Board members and Library staff were available to translate and facilitate conversations.

Before the final community stakeholder meeting, Allie identified eight of the 18 Library Service Responses based on feedback from the previous meetings: Build Successful Enterprises, Celebrate Diversity, Connect to the Online World, Know Your Community, Satisfy Curiosity, Visit a Comfortable Place, and Welcome to the United States. After reviewing these responses, Becky had participants vote for their top choices, ultimately selecting Know Your Community, Welcome to the United States, Satisfy Curiosity, and Celebrate Diversity.

These selected responses were then passed on to the Board and staff, who worked with Becky to develop mission and vision statements, goals, and lead measures. Allie consolidated and refined these statements, which were approved in October, and worked on setting objectives in November.

## Data

*What follows is a summary of the responses given by the community stakeholders, which Becky compiled. The check marks indicate the number of people who made the same comments. The document also includes some items that citizens felt the library was doing well.*

### Vision for the Future of West Liberty and the Surrounding Area

- New Pool
- Things for people in their 20s
- Indoor recreation center
- Civic center
- Environmental education center
- Social and medical services
- Bigger by 2 or 3 times
- Youth space
- Venues for music
- More retail downtown
- Childcare
- Big cultural museum
- More teachers living in town
- MORE AFFORDABLE HOUSING
- Homeowner education
- Have enough trade services so people don't have to wait
- New civic engagement
- Welcoming community
- Takes pride in civic engagement
- Best school
- Supportive of community members at all ages (elder services, childcare, etc.)
- Diverse job market
- Proudly majority minority
- A focus on mental health
- Having people receive care in town
- Accessible and walkable
- Beautiful trails
- Grocery store
- Supportive of local retail and service providers
- Exciting festivals
- Diverse but consistent communication to people
- People know what's going on and talk about it

### Best Things about West Liberty:

*During phone calls, I asked questions to try and get at their vision of a great community. Why do you live here? What are the best features of your town?*

- Forward thinking city council
- Dual language program ✓•
- Good Schools-including new buildings ✓✓•
- Very diverse ✓✓✓✓•
- Library (cool, but also location) ✓•
- Revitalization of downtown ✓•
- Good communication-but can always be better
- Walkable community
- Farmers market
- Connected to other communities
- Community center/event space
- Great food-especially Mexican restaurants
- Grocery store ✓•
- Race track

- Fairgrounds
- Shop 121
- More affordable than IC
- The Depot campus
- People: welcoming, supportive, generous, friendly, take pride in community, adaptable, progressive spirit, close knit, ✓✓✓✓✓
- Community Mariachi band
- Close, excellent health care
- Cultural history
- Supportive churches-especially Spanish Mass
- Daycare providers are great, but we need more
- Access to transportation
- Safe town ✓✓
- Number of parks
- Senior housing, three levels of care
- Low income (mostly senior) housing available
- Fiber internet
- City utilities except gas
- Lots of ways to get involved
- Civic groups: Lulac, Rotary, Lions, Aquarius, Latinos Unidos, 100+ Women, Dreamcatchers, Interact, CYG, Ministerial association,
- Events: Children's festival and Fiesta Latina ✓
- Before and after school program
- Brick streets
- Job opportunities
- Good small businesses
- Passion for arts and culture: Mural, Art gallery, Puppets, Movie theater ✓✓✓✓
- Support for sports: 3 gyms, Girls wrestling, Dutton and sport complex ✓✓✓✓
- Volunteer base, especially younger generations
- Location-close to Iowa City, Davenport and Muscatine
- West Liberty Foods
- Social groups working for a better community
- Youth programming
- Fire Department

### Issues/Challenges/Struggles:

This question had to do with what is missing from the community. What are some improvements that might draw people here? I also asked them to think about what the community and its residents need.

- Increased property tax base
- Lack of local health care, especially mental health, ✓✓
- Support for parents
- Mentoring for kids and adults
- Need things for people to do all ages
- Seniors
- Kids age 10-14
- Community performing arts and visual
- Housing ✓✓✓✓
- Affordable childcare
- Diverse jobs
- Professional tradespeople and services

- More downtown retail
- Town square
- A big event (like Pella, or West Branch) for all (international festival was suggested)
- Better communication: Outsiders who don't know, ✓✓
- Planning committee
- Multilingual
- Mass text communication
- Community calendar/newsletter
- Sustainability of programs and projects
- WL Leadership class
- New citizenship classes (multilingual)
- Gathering of service organizations (representatives)
- Better integration, making people feel safe-includes immigrants and LGBTQ
- Celebrate diversity of our history
- Multigenerational oral history project
- Voter education
- Indoor and outdoor communal space
- Lack of access to high speed internet: access, affordability and education ✓
- Hidden substance abuse
- People leaving for better paying jobs
- Lack of social services (look at poverty rates) especially seniors
- Lack of community involvement-need to get buy in
- More unity and participation from Latino community
- Information and referral from Antonio at the Dollar Store-goes both ways-provide information to trusted individuals and ask for what they are hearing/seeing as needs

### Thoughts About the Library

*I asked them to consider what the library might do to help the community. What would be the best way for the library to improve your community? And, I asked them to brainstorm some ideas of how the library could respond to some of those community needs. And, lastly, what is the library doing well?*

*This list is a combination of phone calls and in person stakeholder meetings.*

Library Service Response	Stakeholder Idea
WTUS	Citizenship classes
WTUS	Scholarships to help those applying for citizenship
SC	Tech education/Computer classes
WTUS/CD	English classes
CD	Bilingual summer program

KYC	COMMUNICATION-social media, church bulletins, announcements at church, library Facebook group in Spanish, separate from regular group, must be responsive, mass texting, special library bulletin board at church for information like phone numbers, brochures to keep at Dollar Store, Jeff's Market, church, laundromat, bank, medical office, West Liberty Foods, Word of Mouth works! Use the school network,
SC	Information on getting technical degrees-maybe an academic advisor at the library
SC	Study groups for kids
Services/Policies	Librarians as notary and digital notary
KYC	Even more connections with k-12 schools-handouts, announcements, etc
CD	Spanish literacy
Services/Policies	Reduce barriers to getting a card
SC	Childcare-can it be provided for programs?
SC	Provide tutors, using partners and volunteers
SC	PROGRAMMING: Financial workshops: Wills, trusts, insurance, starting a business, Life skills workshops/programs, mental health, 1st time home buyers, workshops on rehabbing, silent book club, take programming outside the library (book club in bar), DIY, more frequent movie nights
Services/Policies	Rethink the MakerSpace
SC/CD	Bilingual adult interest groups: start small with things like crochet, learning to play guitar
SC	Use more volunteers to teach-seniors teaching sewing, HS Silver Cord students,
KYC	Partnerships: school, Latinos Unidos, Strand Theatre, economic development group, NAMI,
Services/Policies	Need better funding-will need to set priorities
KYC	Keep the good working relationship with the city
KYC	Keep the library part of the solutions
KYC	Promote, showcase your resources, make sure to market the library as FREE
SC/KYC	Can the library help foster connections among residents
KYC	Emphasize free tech
Services/Policies	Can you take some programming online to reach a wider audience? Tech classes? DIY classes?
Services/Policies	Provide resources: print, scan, banking, meeting rooms,
KYC	Provide support for non-profits and small businesses, how to find grants and grant writing,
KYC	Expand hours-special hours for special things-early bird or late night
Services/Policies	Housing-consider tool library,
KYC	Use volunteers "grandparent core"
SC/KYC	Coffee at the library

Services/Policies	Consider challenges-who read the most, scavenger hunt, bring a friend, with “prizes”
KYC	Help with some kind of welcome packet for those new to the city, make sure it is in dual language, Provide resources to newcomers
KYC	Establish the library as a community hub-it is the place to go for information
KYC	Events: food festival, city bonfire,

### What is the Library Doing Well?

- Great staff, especially the director
- Providing library service “beyond books”
- The library is a neutral space
- Early out activities
- The library is progressive
- Board and staff listen
- Library staff is engaged in the community
- “As long as I’m here, the library will continue to be supported.”

## Mission and Vision Statements

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### Vision Statement

The West Liberty Public Library will be a safe and comfortable place to pursue knowledge, satisfy curiosity, and celebrate diversity.

### Mission Statement

The mission of the West Liberty Public Library is to provide accessible information and opportunities to enrich our diverse community.

## Goals, Objectives, and Lead Measures

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### Know Your Community

- **Our community will have a centralized hub for information and updates on local events.**
  - Create a community calendar for the library website by January 2026.
  - Create a local information hub on the library's upper level by January 2026.
- **Newcomers of all kinds receive essential resources to thrive in our community.**
  - Partner with other organizations to create a welcome packet for new residents by June 2026.
  - Establish biennial events in 2027 featuring local entertainment, sponsors, and VIPs to welcome new residents to West Liberty.
- **Residents see visual displays that showcase the library's wide range of services.**
  - Put physical calendars up at identified businesses/spaces starting May 2025.
  - Put up reminders of library services at key locations starting May 2025 to be updated quarterly.
  - Provide information to the school district regarding library events monthly starting September 2025.

### Satisfy Curiosity

- **All ages will find services and programs to support their hobbies and leisure interests.**
  - Provide feedback forms at all library programs and circulation desks starting January 2025.
  - Plan quarterly all-ages programs starting July 2025.
  - Facebook events will be published as the calendar for the upcoming month is completed starting in January 2025.
  - Expand partnerships with WLCSD each year until 2028.
- **Residents are comfortable with existing and new technologies.**
  - Increase maker-type technologies offered to patrons by 2027.
  - Starting in September 2025, host Lunch and Learn events at noon on the first Thursday of each month.
  - Dedicate at least one monthly Early Out program to critical thinking and problem-solving starting September 2025.
- **The archive will be accessible and relevant to our community.**
  - Support and expand existing volunteer efforts to enforce our archive collection development policy, including monthly review of their work starting September 2025.



- Identify grant funding for an archivist to create finding aids and procedures for continued collection maintenance and development by 2027.
- Partner with the City of West Liberty and other relevant organizations to pursue digitization in 2028.

## Celebrate Diversity

- **Residents will have access to programs and services that reflect our community's diverse heritage.**
  - Expand and promote monthly Loteria events.
  - Create a monthly recipe swap potluck, resulting in an annual community cookbook in Summer 2026.
  - Partner with local organizations to support and enhance Movies in the Park, providing two English and two Spanish movies each summer starting in 2025.
- **Establish partnerships to support the pursuit of citizenship and civic engagement.**
  - Consolidate local citizenship efforts by January 2026.
  - Actively provide civic engagement opportunities within the Library by January 2026.
- **English and Spanish speakers will feel comfortable engaging with the library.**
  - Provide accessible and bilingual wayfinding signage in the building by January 2026.
  - Prioritize hiring bilingual employees and always have a Spanish speaker in the building, starting immediately.
  - By Summer 2025 it will be visible to patrons whether an employee speaks Spanish or if they need to get someone to assist them.

**The West Liberty Public Library will be a safe and comfortable place to pursue knowledge, satisfy curiosity, and celebrate diversity.**

**The mission of the West Liberty Public Library is to provide accessible information and opportunities to enrich our diverse community.**



**KNOW YOUR COMMUNITY**

- **Our community will have a centralized hub for information and updates on local events.**
- **Newcomers of all kinds receive essential resources to thrive in our community.**
- **Residents see visual displays that showcase the library's wide range of services.**



**SATISFY CURIOSITY**

- **All ages will find services and programs to support their hobbies and leisure interests.**
- **Residents are comfortable with existing and new technologies.**
- **The archive will be accessible and relevant to our community.**



**CELEBRATE DIVERSITY**

- **Residents will have access to programs and services that reflect our community's diverse heritage**
- **Establish partnerships to support the pursuit of citizenship and civic engagement.**
- **English and Spanish speakers will feel comfortable engaging with the library.**

**La Biblioteca Pública de West Liberty será un lugar seguro y cómodo para buscar el conocimiento, satisfacer la curiosidad y celebrar la diversidad.**

**La misión de la Biblioteca Pública de West Liberty es proporcionar información accesible y oportunidades para enriquecer nuestra diversa comunidad.**



### **CONOZCA SU COMUNIDAD**

- **Nuestra comunidad dispondrá de un punto centralizado de información y actualizaciones sobre acontecimientos locales.**
- **Recién llegados de todo tipo reciben recursos esenciales para prosperar en nuestra comunidad.**
- **Los residentes ven exposiciones visuales que muestran la amplia gama de servicios de la biblioteca.**



### **SATISFACER LA CURIOSIDAD**

- **Todas las edades encontrarán servicios y programas de apoyo a sus aficiones e intereses de ocio**
- **Los residentes se sentirán cómodos con las tecnologías existentes y las nuevas.**
- **El archivo será accesible y relevante para nuestra comunidad.**



### **CELEBRAR LA DIVERSIDAD**

- **Los residentes tendrán acceso a programas y servicios que reflejen el diverso patrimonio de nuestra comunidad.**
- **Se establecerán asociaciones para apoyar la búsqueda de la ciudadanía y el compromiso cívico.**
- **Las personas de habla inglesa e hispana se sentirán cómodas en la biblioteca.**

# Agenda Item- Kanopy PPU Budget

## History:

In 2021 we added Kanopy as a streaming service to offer our patrons. We put \$2,000 in the pay-per-use fund with Kanopy and we have just reached below \$1000. Kanopy suggests that we increase that balance to ensure continued service to our patrons. While we should be fine for the next year or so, given impending budget cuts, I would recommend using funds from this fiscal year instead of hoping the funds will be available next fiscal year.

## Budget Impact:

\$1-2k to be allocated from either acquisitions or programming.

## Options:

- A) Approve an amount between \$1-2k to be added to the Kanopy PPU account
- B) Direct staff on an alternate course of action

## Staff's Recommended Action:

Option A

# Agenda Item- County Budget Presentation

## History:

I want suggestions on what to discuss and present to the County Supervisors on January 21.

## Budget Impact:

This is our annual request for funding from Muscatine County.

## Options:

No action required