

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
November 17, 2021, at 7 pm:  
West Liberty Public Library Meeting Room and  
Online via Zoom -- Meeting ID: 889-369-1600  
Public Notice is hereby given**

To attend the meeting via Zoom:

<https://zoom.us/j/8893691600>

Meeting ID: 889-369-1600 Phone: +1 312 626 6799 US

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. Trustee Term Expiration Dates**
  - 2. Closure on Sunday, November 28**
- IX. New Business**
  - 1. Computer Quote**
  - 2. Countywide trustee meeting date**
  - 3. Policy Review – Homebound Services Policy**
  - 4. Board Continuing Education: Iowa Library Trustee's Handbook Chapter 10**
- X. Adjourn Meeting**

**Next meeting Wednesday, December 15 at 7 pm.**

## **West Liberty Public Library Minutes**

**Date, time:** October 20, 2021 7:00pm

**Present at meeting:** Dick Brand, Araceli Hernandez Flores, Fr. Dennis Martin, Virginia Mieke, Larry Miller, library director Allie Paarsmith, and member of the public Carly Duytchaver.

- I) **Call to Order** by President Mieke at 7:00pm
- II) **Approval of Agenda:** Approval: Brand, Miller 4-0
- III) **Approval of Minutes:** Approval: Hernandez Flores, Martin 4-0
- IV) **Public Discussion: None**
- V) **Financial Report:** Approval: Miller, Brand, 4-0
- VI) **Director's Report:** Significant discussion regarding youth behavior in the building.
- VII) **Announcements from Members:** None
- VIII) **Old Business:**
  - a. **None**
- IX) **New Business**
  - a. **Policy Review: Personnel Parental Leave Policy:** No action taken at this time.
  - b. **Continuing Education: Iowa Library Trustee's Handbook Chapters 11 and 4**
- X) **Adjournment by** Brand, Miller at 8:02pm.

CITY OF WEST LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

001-GENERAL FUND  
CULTURE & RECREATION  
LIBRARY

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PERSONAL SERVICES</b>					
001-6-410-1-6010 WAGES-FULL TIME	154,360.00	11,869.00	58,183.89	37.69	96,176.11
001-6-410-1-6020 WAGES-PART TIME	30,800.00	1,603.40	12,479.75	40.52	18,320.25
001-6-410-1-6040 WAGES-OVER TIME	500.00	14.78	558.72	111.74	(58.72)
TOTAL PERSONAL SERVICES	185,660.00	13,487.18	71,222.36	38.36	114,437.64
<b>EMPLOYEE BENEFITS</b>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	1,011.59	5,348.46	53.62	4,626.54
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,197.36	6,393.15	54.18	5,406.85
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	157.50	798.75	11.09	6,401.25
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	2,766.20	13,023.41	37.21	21,976.59
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	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-1-6181 UNIFORMS, ALLOWANCES	50.00	0.00	0.00	0.00	50.00
TOTAL EMPLOYEE BENEFITS	65,925.00	5,132.65	25,563.77	38.78	40,361.23
<b>STAFF DEVELOPMENT</b>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	100.00	0.00	0.00	0.00	100.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	3,300.00	0.00	0.00	0.00	3,300.00
001-6-410-1-6230 TRAINING	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	3,400.00	0.00	0.00	0.00	3,400.00
<b>REPAIR, MTNCE, UTILITIES</b>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	16.20	620.74	28.22	1,579.26
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	8,027.72	8,948.22	89.48	1,051.78
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	720.00	4,006.17	40.06	5,993.83
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	0.00	499.77	16.66	2,500.23
TOTAL REPAIR, MTNCE, UTILITIES	25,200.00	8,763.92	14,074.90	55.85	11,125.10
<b>CONTRACTUAL SERVICES</b>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	0.00	1,800.00	25.71	5,200.00
001-6-410-2-6408 TORT LIABILITY INSURANC	1,900.00	0.00	0.00	0.00	1,900.00
001-6-410-2-6415 RENTALS & LEASES	1,100.00	280.80	667.08	60.64	432.92
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	1,307.30	1,562.87	156.29	(562.87)
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	1,588.10	4,029.95	36.64	6,970.05
<b>COMMODITIES</b>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	15,000.00	2,219.07	9,086.03	60.57	5,913.97
001-6-410-2-6504 MINOR EQUIPMENT	3,800.00	0.00	0.00	0.00	3,800.00
001-6-410-2-6507 OPERATING SUPPLIES	2,140.00	2,348.73	3,886.46	181.61	(1,746.46)
001-6-410-2-6508 POSTAGE	100.00	0.00	0.00	0.00	100.00
001-6-410-2-6521 JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	21,040.00	4,567.80	12,972.49	61.66	8,067.51

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

001-GENERAL FUND  
 CULTURE & RECREATION  
 LIBRARY

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
001-6-410-3-6726 CAPITAL EQUIP RESERVE	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001-6-410-3-6728 CAPITAL IMPROVEMENTS	63,000.00	3,834.00	3,834.00	6.09	59,166.00
TOTAL CAPITAL OUTLAY	63,000.00	3,834.00	3,834.00	6.09	59,166.00
TOTAL LIBRARY	375,225.00	37,373.65	131,697.47	35.10	243,527.53

CITY OF WEST LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
LIBRARY

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>					
134-6-410-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	806.98	0.00 (	806.98)
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	0.00	92.81	150.14	0.00 (	150.14)
TOTAL CONTRACTUAL SERVICES	0.00	92.81	957.12	0.00 (	957.12)
<u>COMMODITIES</u>					
134-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	35,129.47	0.00 (	35,129.47)
134-6-410-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6509 RAGBRAI EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	35,129.47	0.00 (	35,129.47)
<u>CAPITAL OUTLAY</u>					
134-6-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	0.00	92.81	36,086.59	0.00 (	36,086.59)

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 LIBRARY BUILDING PROJECT

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>EXP CATG 68</u>					
134-6-411-4-6801 BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
134-6-411-4-6851 BOND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL EXP CATG 68	0.00	0.00	0.00	0.00	0.00
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TOTAL LIBRARY BUILDING PROJECT	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 KENNETH MOSHER TRUST

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STAFF DEVELOPMENT</u>					
134-6-412-1-6240 CONFERENCE & TRAVEL EXP	0.00	0.00	0.00	0.00	0.00
TOTAL STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>					
134-6-412-2-6407 PROFESSIONAL & CONS FEE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-412-2-6502 BOOKS,AUDIOVISUAL,MATER	0.00	0.00	0.00	0.00	0.00
134-6-412-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>					
134-6-412-3-6727 CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-412-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL KENNETH MOSHER TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
CULTURE & RECREATION  
WILMA DUTTON TRUST

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMODITIES</u>					
134-6-413-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL WILMA DUTTON TRUST	0.00	0.00	0.00	0.00	0.00



CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 VIRGINIA BARCLAY TRUST

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-414-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-414-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-414-2-6507 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL VIRGINIA BARCLAY TRUST	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 CULTURE & RECREATION  
 ELIASON TRUST

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REPAIR, MTNCE, UTILITIES</u>					
134-6-415-2-6310 BUILDING/GROUND MAINTEN	0.00	0.00	0.00	0.00	0.00
TOTAL REPAIR, MTNCE, UTILITIES	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>					
134-6-415-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
134-6-415-2-6507 OPERATING EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	0.00	0.00
TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE & RECREATION	0.00	92.81	36,086.59	0.00 (	36,086.59)

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 ENTERPRISE  
 OPERATIONS-ENTERPRISE

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
134-6-810-3-6750	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
TOTAL ENTERPRISE	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2021

134-LIBRARY TRUST  
 OTHER ACTIVITIES  
 TRANSFERS OUT

33.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TRANSFERS</u>					
134-6-910-5-6910 TRANSFERS OUT - INTERFU	70,000.00	0.00	0.00	0.00	70,000.00
TOTAL TRANSFERS	70,000.00	0.00	0.00	0.00	70,000.00
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TOTAL TRANSFERS OUT	70,000.00	0.00	0.00	0.00	70,000.00
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TOTAL OTHER ACTIVITIES	70,000.00	0.00	0.00	0.00	70,000.00
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TOTAL EXPENDITURES	70,000.00	92.81	36,086.59	51.55	33,913.41
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CITY OF WEST LIBERTY  
 CASH & INVESTMENTS BY FUND  
 AS OF: OCTOBER 31ST, 2021

	CASH	INVESTMENTS	TOTAL CASH & INVESTMENTS	INTEREST REVENUE
001-GENERAL FUND	( 481,451.70)	0.00	( 481,451.70)	575.69
002-SPECIAL LAW ENFORCEMENT	1,412.76	0.00	1,412.76	1.04
005-CREES CEMETERY FUND	12,345.56	25,000.00	37,345.56	35.54
007-EMPLOYEE BENEFITS	26,239.81	0.00	26,239.81	0.00
008-EMERGENCY FUND	1,321.15	0.00	1,321.15	0.00
110-ROAD USE TAX FUND	464,141.00	0.00	464,141.00	0.00
120-SPECIAL REVENUE FUND	296,641.56	0.00	296,641.56	0.00
121-LOCAL OPTION SALES TAX	209,479.36	0.00	209,479.36	0.00
125-TIF URBAN REVENAL/SP REV	( 31,072.54)	0.00	( 31,072.54)	( 0.57)
130-DUTTON COMPLEX T & A	0.00	0.00	0.00	0.00
131-FIRE T & A	366,156.10	10,000.00	376,156.10	274.37
134-LIBRARY TRUST	377,866.04	0.00	377,866.04	284.06
135-INSURANCE RESERVE FUND	161,665.21	30,000.00	191,665.21	137.41
136-AMBULANCE RESERVE	294,981.77	375,000.00	669,981.77	1,181.09
137-FIRE RESERVE	176,190.66	0.00	176,190.66	117.80
138-PARK AND RECREATION TRUST	62,487.72	0.00	62,487.72	0.00
200-DEBT SERVICE	953,560.57	0.00	953,560.57	543.83
300-STREET IMPROVEMENT FUND	253,590.07	0.00	253,590.07	0.00
304-LIBRARY IMPROVEMENT FD	0.00	0.00	0.00	0.00
306-FIRE/AMB IMPROVEMENT FUND	0.00	0.00	0.00	0.00
500-PERPETUAL CARE FUND	0.00	67,981.09	67,981.09	0.00
600-WATER UTILITY FUND	1,152,879.47	370,000.00	1,522,879.47	777.36
610-SEWER UTILITY FUND	3,486,845.34	150,000.00	3,636,845.34	2,457.16
630-ELECTRIC UTILITY FUND	2,971,182.64	1,531,895.00	4,503,077.64	233.92
670-SOLID WASTE FUND	456,857.98	30,000.00	486,857.98	12.74
830-CASH CLEARING FUND	0.00	0.00	0.00	0.00
986-PAYROLL CLEARING	0.00	0.00	0.00	0.00
ALL FUNDS TOTAL	11,213,320.53	2,589,876.09	13,803,196.62	6,631.44
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\*\*\* END OF REPORT \*\*\*



001-GENERAL FUND  
CULTURE & RECREATION  
LIBRARY

33.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TAXES</u>					
001-4-410-4-4090 LOCAL OPTION SALES TAX	80,000.00	0.00	0.00	0.00	80,000.00
TOTAL TAXES	80,000.00	0.00	0.00	0.00	80,000.00
<u>USE OF MONEY &amp; PROPERTY</u>					
001-4-410-4-4302 INTEREST INCOME - LIBR	500.00	0.00	0.00	0.00	500.00
TOTAL USE OF MONEY & PROPERTY	500.00	0.00	0.00	0.00	500.00
<u>INTERGOVERNMENTAL</u>					
001-4-410-2-4470 COUNTY LIBRARY ALLOCATI	14,000.00	0.00	0.00	0.00	14,000.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	4,000.00	0.00	0.00	0.00	4,000.00
001-4-410-4-4433 STATE SHARED REVENUE/EN	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	70,000.00	0.00	20.00	0.03	69,980.00
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	70,000.00	0.00	20.00	0.03	69,980.00
<u>OTHER FINANCING USES</u>					
001-4-410-4-4821 CAPITAL LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY	168,500.00	0.00	20.00	0.01	168,480.00

**West Liberty Public Library**  
**Unpaid Bills Detail**  
All Transactions

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Dan's Doors</b>						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
<b>Great Western Supply</b>						
Bill	11/04/21	173338		12/04/21		145.30
Bill	11/09/21	173653		12/09/21		72.57
Total Great Western Supply						217.87
<b>Library Furniture International</b>						
Bill	11/02/21	7576		12/02/21		5,634.64
Total Library Furniture International						5,634.64
<b>Marco Technologies</b>						
Bill	11/05/21	457434868		11/15/21		160.04
Total Marco Technologies						160.04
<b>Overdrive</b>						
Bill	10/31/21	06497CP21...		10/31/21	15	70.89
Total Overdrive						70.89
<b>State of Iowa- Library</b>						
Bill	07/21/21	2120228		08/20/21	87	268.00
Total State of Iowa- Library						268.00
<b>V&amp;K Inc</b>						
Bill	08/27/21	6421-2		09/06/21	70	1,872.00
Bill	11/05/21	6421-4		11/15/21		1,205.00
Total V&K Inc						3,077.00
<b>TOTAL</b>						<b>9,286.26</b>



# Library Director's Report

November 2020

## Agenda:

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Today we will be confirming trustee terms, discussing a quote for two staff computers and the appropriate accessories and the Homebound Delivery Policy. For continuing education, we will be reviewing Iowa Library Trustee's Handbook Chapter 10: Evaluating the Library Director.

## Board of Trustees

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We have been asked to participate in a countywide trustee training in early December. The training is titled: The Future of Libraries and will be presented by Becky Heil.

## Building and Technology:

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We are still waiting on further communication from Roth Electric regarding the parking lot lights and the emergency backup lights in the building and we are also waiting for information from All-American Concrete regarding the hand rail. We have received additional invoices from V&K for design work, but we have yet to see any of the plans they are working on. I will request to see these plans before submitting the current invoices.

We have received a quote from Dell for getting a desktop computer for the youth department and for replacing my computer.

## Staff and Volunteers:

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We have hired two shelvers at 6 hours a week: Genesis Escareno and Victoria Machado.

The Friends of the Library had a book sale on November 5-6 and made \$424. A big thank you to Kristi Hager, Ashley Rudock, Pam Schnittjer, Clare Palmer, Lynne Zeman, and Ginge Mieke for their help with set up, staffing, and tear down for the sale. I will be in touch with our active Friends to continue to work with our existing book sale offerings as well as the continuing donations that we are receiving.

## Collections and Materials:

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We continue work on processing our cataloging backlog as well as ordering new books. We will be making decisions about next year's book clubs and purchasing the best of 2021 books within the next month.

## Finances:

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We have applied for the Mary Jo & Richard H. Stanley Human Conditions Support grant through the Muscatine County Community Foundation. This will provide funds to supplement the youth programming

budget and some additional supplies that will help the department become more resilient. We will also be applying for the American Rescue Plan: Humanities Grant through ALA and NEH for \$10,000. This money would be used to help digitize our existing archive collection and developing the collection to better reflect our community.

## Programming and Outreach:

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We are continuing to offer take and make kits for our three major age groups: kids, teens and adults on a monthly basis. Wednesday early out programs continue to be well attended. We have at least one holiday themed program coming up and will be advertising that as soon as is reasonable.

We have had signage made for the bookmobile stops which will advertise the date and times in Nichols and Atalissa respectfully. The next bookmobile stop is 11/14/21, so I will be able to provide an update at the meeting.

We will be hosting Midwest One for the Holiday Open House on Sunday, November 21. Keep an eye out for further details.

# Action Form- Trustee Term Expiration Dates

## History:

Our ordinance states “All appointments to the Board shall be four (4) years, except to fill vacancies. Each term shall commence on January 1. Appointments shall be made every two (2) years of one-third (1/3) the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)” This has not been the practice for the current board members, especially given the change in term lengths approved in 2019.

I asked the State Library about what we should do, and if Council approves, they can be adjusted to be consistent with our ordinance. To limit the amount of time spent dedicated to seeking new board members, I propose that we adjust terms to end in January of even years, so the last meeting of each board member would be December of odd years. Members would still be able to resign, and we would appoint new members to serve the remainder of the vacated term.

## Budget Impact:

None.

## Options:

Adjust terms to comply with ordinance

Continue terms as listed.

## Staff’s Recommended Action:

I recommend that we adjust terms to comply with ordinance.

# Library Contacts

## BOARD MEMBERS

	NAME	TERM EXP.	PHONE	EMAIL
President	Virginia Mieke	Jan 2022		
Vice President	Dennis Martin	Jun 2022		
Secretary	Aly Henderson	Jan 2022		
Trustee	Dick Brand	Jan 2024		
Trustee	Araceli Hernandez Flores	Mar 2025		
Trustee	Shannon McMichael	Sep 2025		
Trustee	Larry Miller	Oct 2023		

# Action Form- Closure November 28, 2021

## History:

Due to the Thanksgiving holiday, we do not have the staffing capabilities to be open on Sunday, November 28, 2021.

## Budget Impact:

None.

## Options:

Approve the closure

Propose alternate staffing options

## Staff's Recommended Action:

I recommend that the closure is approved.

# Action Form- Computer Quote

## History:

The Youth Department laptop and the Director computer have not been meeting the needs of the library, often costing significant staff time to troubleshoot or simply waiting between functions. The age of the laptop is not known, but the director computer was purchased approximately seven years ago, which is outside the recommended 5-year recommended replacement rate for computers.

## Budget Impact:

Only the total listed in the quote. The price is minorly higher than was originally budgeted for due to an increase in the cost of technology.

## Options:

Approve the quote

Alter what is requested and review a quote in December

## Staff's Recommended Action:

I recommend that the quote is approved.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision.

Click the Order Now button below to accept this quote and complete your order. You can also get help with a new quote by contacting your Sales Rep for more assistance.

[Order Now](#)

**Quote No.** 3000103296197.1  
**Total** \$2,725.36  
Customer # 530015623835  
Quoted On Oct. 22, 2021  
Expires by Oct. 27, 2021

Sales Rep Blaine Harriman  
Phone (800) 456-3355, 6182855  
Email Blaine\_Harriman@Dell.com  
**Billing To** SHERRY HOFFERT  
CITY OF WEST LIBERTY  
409 N CALHOUN ST  
WEST LIBERTY, IA 52776-1494

### Message from your Sales Rep

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

Regards,  
Blaine Harriman

### Shipping Group

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

Product	Unit Price	Quantity	Subtotal
3rd Party Accessories	\$85.99	1	\$85.99
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$262.69	2	\$525.38
Dell Accessories	\$50.04	1	\$50.04
OptiPlex 5090 Tower	\$954.85	2	\$1,909.70

<b>Subtotal:</b>	<b>\$2,571.11</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$0.00</b>
<b>Taxable Amount:</b>	<b>\$2,571.11</b>
<b>Estimated Tax:</b>	<b>\$154.25</b>
<b>Total:</b>	<b>\$2,725.36</b>

**Lease Products**

<b>Months</b>	<b>Finance Lease</b>	<b>Fair Market Value (FMV)</b>
60	\$56.77	\$54.86
48	\$69.01	\$66.75
36	\$90.35	\$79.77
24	\$133.99	\$111.89



## Shipping Group Details

### Shipping To

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

### Shipping Method

Standard Delivery

			<b>Quantity</b>	<b>Subtotal</b>
<b>3rd Party Accessories</b>		<b>\$85.99</b>	<b>1</b>	<b>\$85.99</b>

Estimated delivery if purchased today:  
Nov. 02, 2021

Description	SKU	Unit Price	Quantity	Subtotal
Logitech C922 HD Pro Webcam	A9557958	-	1	-
			<b>Quantity</b>	<b>Subtotal</b>
<b>Dell 24 Monitor - P2422H, 60.5cm (23.8")</b>		<b>\$262.69</b>	<b>2</b>	<b>\$525.38</b>

Estimated delivery if purchased today:  
Jan. 12, 2022

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	2	-
Dell Limited Hardware Warranty	814-5380	-	2	-
Advanced Exchange Service, 3 Years	814-5381	-	2	-
			<b>Quantity</b>	<b>Subtotal</b>
<b>Dell Accessories</b>		<b>\$50.04</b>	<b>1</b>	<b>\$50.04</b>

Estimated delivery if purchased today:  
Oct. 29, 2021

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Stereo Soundbar – AE515M (Skype for Business certified)	520-AAOR	-	1	-
			<b>Quantity</b>	<b>Subtotal</b>
<b>OptiPlex 5090 Tower</b>		<b>\$954.85</b>	<b>2</b>	<b>\$1,909.70</b>

Estimated delivery if purchased today:  
Oct. 29, 2021

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex 5090 Tower BTX	210-AYSD	-	2	-
Intel Core i5-10505 (6 Cores/12MB/12T/3.2GHz to 4.6GHz/65W); supports Windows 10/Linux	338-BZOV	-	2	-
Windows 10 Pro English, French, Spanish	619-AHKN	-	2	-
8GB (1x8GB) DDR4 non ECC memory	370-AGFP	-	2	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BEUW	-	2	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	2	-
No Additional Hard Drive	401-AANH	-	2	-
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	2	-
DVD+/-RW Bezel	325-BDSF	-	2	-
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABFH	-	2	-
No Media Card Reader	379-BBHM	-	2	-
No Wireless LAN Card (no WiFi enablement)	555-BBFO	-	2	-
No Wireless Driver (no WiFi enablement)	340-AFMQ	-	2	-

No PCIe add-in card	492-BBFF	-	2	-
OptiPlex 5090 Tower with 260W up to 85% efficient Power Supply (80Plus Bronze)	329-BFHO	-	2	-
Dell KB216 Wired Keyboard English	580-ADJC	-	2	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	2	-
No Cable Cover	325-BCZQ	-	2	-
No Additional Cable Requested	379-BBCY	-	2	-
Not selected in this configuration	817-BBBC	-	2	-
No Stand Option	575-BBBI	-	2	-
SupportAssist	525-BBCL	-	2	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	2	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	2	-
Waves Maxx Audio	658-BBRB	-	2	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	2	-
Dell Optimizer	658-BEQP	-	2	-
Windows PKID Label	658-BFDQ	-	2	-
OS-Windows Media Not Included	620-AALW	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	2	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	2	-
Dell Watchdog Timer	379-BEKK	-	2	-
Quick Setup Guide 5090 Tower	340-CVFQ	-	2	-
US Order	332-1286	-	2	-
Chassis Intrusion Switch - Tower	461-AAHP	-	2	-
Print on Demand Label	389-BDQH	-	2	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	2	-
Shipping Material for MT	340-CQZG	-	2	-
Shipping Label	389-BBUU	-	2	-
CMS Essentials DVD no Media	658-BBTV	-	2	-
Regulatory Label for OptiPlex 5090 MT 260/300W	389-DZDF	-	2	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	2	-
Intel(R) Core(TM) i5 Processor Label	340-CNBZ	-	2	-
Desktop BTS/BTP Shipment	800-BBIP	-	2	-
Fixed Hardware Configuration	998-EWID	-	2	-
No AutoPilot	340-CKSZ	-	2	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	2	-
Intel Standard Manageability	631-ACYB	-	2	-
Speaker for Tower and SFF	520-AARD	-	2	-
No Additional Video Ports	492-BCKH	-	2	-
No Additional Add In Cards	382-BBHX	-	2	-
Basic Onsite Service 36 Months	709-BCGL	-	2	-

Prosupport Plus and Accidental Damage Service, 36 Month(s)	127-BBCZ	-	2	-
ProSupport Plus and Next Business Day Onsite Service Initial, 36 Month(s)	199-BFTG	-	2	-
ProSupport Plus and Keep Your Hard Drive, 36 Month(s)	711-BCCE	-	2	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	2	-
No Anti-Virus Software	650-AAAM	-	2	-

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<b>Subtotal:</b>	<b>\$2,571.11</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$154.25</b>
<hr/>	
<b>Total:</b>	<b>\$2,725.36</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

# Action Form- Countywide Trustee Meeting

## History:

The Public Library Standards set forth by the State Library of Iowa includes the following “The library trustees attend county-wide trustee meetings, which should occur at least once per year.” We have been invited to participate in county-wide trustee meeting in December and we need to state which dates work best for us.

The training is titled “Future of Libraries” and will be presented by Becky Heil, our regional consultant from the State Library. The following evenings have been offered: Wednesday, December 1; Monday, December 6; Tuesday, December 7; or any evening in the week of December 13.

## Budget Impact:

None.

## Options:

Choose a date

Choose not to participate.

## Staff’s Recommended Action:

I recommend that we choose a date to attend.

# Action Form- Homebound Services Policy

## History:

Previous directors have delivered or had staff deliver materials to patrons who cannot come to the library. I'd like to establish this as a policy so we can continue to offer this service in a consistent way for the benefit of the community.

## Budget Impact:

Minor supply purchases and printing forms.

## Options:

Approve the policy as written

Form a committee to discuss the issue further

## Staff's Recommended Action:

I recommend that the policy be approved as written or with minor changes as discussed.

# CHAPTER 10: EVALUATING THE LIBRARY DIRECTOR

Iowa Library Trustee's Handbook

# BENEFITS OF DIRECTOR EVALUATION

- Provides the director with a clear understanding of the board's expectations
- Ensures the director is aware of how well the expectations are being met
- Serves as a formal vehicle of communication between the board and the director
- Identifies the board's actual concerns so that corrective action can be taken
- Creates an opportunity to review and acknowledge the director's accomplishments
- Documents annual accomplishments in meeting the library's strategic plan
- Demonstrates sound management practices and accountability to municipal officials and the community



# DIRECTOR EVALUATION CONSIDERATIONS

Before creating a new evaluation form, check with your city to see if there is a job evaluation form already in use for other city employees or for other department heads. If so, discuss adapting that form; it may require revising the form to fit the library director's specific job duties.

Points to consider when developing or adapting an evaluation form:

- Implementing board decisions
- Preparing and managing the budget
- Hiring and supervising staff
- Managing the collection
- Implementing the strategic plan
- Promoting library services and programming
- Keeping current
- Demonstrating positive behaviors

# DISMISSING THE LIBRARY DIRECTOR

- Consider the following before making a final decision to dismiss a library director
  - Was there proof of a violation or a history of poor performance?
  - Was there notice given to the director regarding the performance problem?
  - Was the reason for termination related to library employment?
  - Was there an investigation and documentation? Was the investigation fair and objective?
  - Is there equal treatment of other library employees in similar situations?
  - Is termination of the library director an appropriate disciplinary action? Even if the library director has done something wrong, has been given notice, and has not ceased the activity, is termination too harsh a penalty? Or would some other consequence be more reasonable?