

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
March 16, 2022, 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. Officer Elections**
 - 2. Committee Appointments**
 - 3. Public Code of Behavior Policy Update**
- IX. New Business**
 - 1. Oak chairs in storage**
- X. Adjourn Meeting**

Next meeting Wednesday, April 20 at 7 pm.

West Liberty Public Library Minutes

Date, time: February 16, 2022 7:00pm

Present at meeting: Araceli Hernandez Flores, Larry Miller, Vanessa Espinoza, Maria Lugo, Dana Dominguez, Dick Brand, library director Allie Paarsmith, and member of the public Carly Duytschaver.

- I. **Call to Order**
- II. **Approval of Agenda:** Approval: Brand, Hernandez Flores 4-0
- III. **Approval of Minutes:** Approval: Brand, Espinoza 4-0
- IV. **Public Discussion:**
 - A. Introduction of city manager, Dave Haugland.
 - B. Member of the public Carly Duytschaver was asked why library lights are on late at night sometimes: Answer- working staff.
- V. **Financial Report:** Approval: Espinoza, Lugo 4-0
- VI. **Director's Report:** Given by Allie Paarsmith
- VII. **Announcements from Members:** none
- VIII. **Old Business:**
 - A. **Trustee Recommendation:** David Smith recommended - Approval: Brand, Espinoza 4-0
 - B. **Antelope Lending Library Contract Renewal**
 - C. **Policy Update: Computer/Equipment Policy:** Approval: Espinoza, Hernandez Flores 4-0
 - D. **Meeting Room Update: Bid Receipt and Special Meeting**
 1. Special Meeting set for February 23 at 7:00pm via Zoom
Approval: Brand, Espinoza 4-0
- IX. **New Business**
 - A. **Charitable Fund request: Folding Tables**
 1. Purchase of tables from Fred's Feed at \$100.00 each - 3 tables -
Approval: Brand, Lugo 4-0
 - B. **Climate Engineer quote for Humidifier Tank:** Approval: Espinoza, Hernandez Flores 4-0
 - C. **Climate Engineer quote for Zone Valve:** Approval: Lugo, Brand 4-0
 - D. **Climate Engineer quote for Pressure Relief Valve:** Approval: Brand, Espinoza 4-0
 - E. **Closed Session for Personnel Discussion and Follow-up**
 - F. **Closed Session for Personnel Discussion and Follow-up**
 1. Motion to go into closed session made by Espinoza: Approval: Espinoza, Brand 4-0
 2. Motion to leave closed session made by Brand: Approval: Brand, Lugo 4-0
 - G. **Motion to take Lily Smiths' resignation and post job**
 1. **Approval:** Espinoza, Lugo 4-0
- X. **Adjourn Meeting**
 - A. **Approval:** Brand, Hernandez Flores at 8:23pm 4-0

CITY OF WEST LIBERTY
 REVENUE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2022

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

58.33% 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 & 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	7,750.00	55.36	6,250.00
001-4-410-2-4471 LOCAL COMM LIBRARY ALLO	4,000.00	0.00	2,500.00	62.50	1,500.00
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	10,250.00	56.94	7,750.00
<u>MISCELLANEOUS</u>					
001-4-410-1-4799 OTHER MISC REVENUE	70,000.00	0.00	919.21	1.31	69,080.79
001-4-410-2-4705 CONTRIBUTIONS - GIFTS/G	0.00	0.00	2,010.55	0.00	(2,010.55)
TOTAL MISCELLANEOUS	70,000.00	0.00	2,929.76	4.19	67,070.24
<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	13,179.76	7.82	155,320.24

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

001-GENERAL FUND
CULTURE & RECREATION
LIBRARY

58.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
001-6-410-1-6010 WAGES-FULL TIME	154,360.00	11,869.00	103,358.37	66.96	51,001.63
001-6-410-1-6020 WAGES-PART TIME	30,800.00	1,436.00	18,097.35	58.76	12,702.65
001-6-410-1-6040 WAGES-OVER TIME	500.00	2.22	620.83	124.17 (120.83)
TOTAL PERSONAL SERVICES	185,660.00	13,307.22	122,076.55	65.75	63,583.45
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	9,975.00	998.08	9,176.29	91.99	798.71
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	11,800.00	1,187.67	10,536.64	89.29	1,263.36
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	7,200.00	157.50	1,271.25	17.66	5,928.75
001-6-410-1-6150 GROUP MEDICAL INSURANCE	35,000.00	2,887.67	21,443.47	61.27	13,556.53
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	5,230.92	42,427.65	64.36	23,497.35
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	100.00	175.00	175.00	175.00 (75.00)
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	175.00	175.00	5.15	3,225.00
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	2,200.00	191.20	844.34	38.38	1,355.66
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	10,000.00	120.00	9,308.22	93.08	691.78
001-6-410-2-6371 UTILITY SERVICES-ELEC,G	10,000.00	425.81	10,164.98	101.65 (164.98)
001-6-410-2-6373 TELEPHONE EXPENSE	3,000.00	0.00	749.66	24.99	2,250.34
TOTAL REPAIR, MTNCE, UTILITIES	25,200.00	737.01	21,067.20	83.60	4,132.80
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	7,000.00	0.00	2,068.00	29.54	4,932.00
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	114.65	1,104.33	100.39 (4.33)
001-6-410-2-6426 ENRICHMENT PROGRAMS	1,000.00	0.00	1,769.66	176.97 (769.66)
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000.00	114.65	4,941.99	44.93	6,058.01
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	15,000.00	4,462.67	31,356.80	209.05 (16,356.80)
001-6-410-2-6504 MINOR EQUIPMENT	3,800.00	33.58	33.58	0.88	3,766.42
001-6-410-2-6507 OPERATING SUPPLIES	2,140.00	78.23	5,301.58	247.74 (3,161.58)
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	40.58	397.78	0.00 (397.78)
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	21,040.00	4,615.06	37,089.74	176.28 (16,049.74)

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2022

001-GENERAL FUND
 CULTURE & RECREATION
 LIBRARY

58.33% 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	2,720.02	2,720.02	0.00	(2,720.02)
001-6-410-3-6728 CAPITAL IMPROVEMENTS	<u>63,000.00</u>	<u>2,402.20</u>	<u>15,711.84</u>	<u>24.94</u>	<u>47,288.16</u>
TOTAL CAPITAL OUTLAY	63,000.00	5,122.22	18,431.86	29.26	44,568.14
TOTAL LIBRARY	375,225.00	29,302.08	246,209.99	65.62	129,015.01

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

134-LIBRARY TRUST
CULTURE & RECREATION
LIBRARY

58.33% 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	306.48	456.62	0.00 (456.62)
TOTAL CONTRACTUAL SERVICES	0.00	306.48	1,263.60	0.00 (1,263.60)
<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	306.48	36,393.07	0.00 (36,393.07)

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 LIBRARY BUILDING PROJECT

58.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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EXP CATG 68					
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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: JANUARY 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 KENNETH MOSHER TRUST

58.33% 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: JANUARY 31ST, 2022

134-LIBRARY TRUST
CULTURE & RECREATION
WILMA DUTTON TRUST

58.33% 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: JANUARY 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 VIRGINIA BARCLAY TRUST

58.33% 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: JANUARY 31ST, 2022

134-LIBRARY TRUST
 CULTURE & RECREATION
 ELIASON TRUST

58.33% 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	306.48	36,393.07	0.00 (36,393.07)

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

134-LIBRARY TRUST
ENTERPRISE
OPERATIONS-ENTERPRISE

58.33% 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: JANUARY 31ST, 2022

134-LIBRARY TRUST
 OTHER ACTIVITIES
 TRANSFERS OUT

58.33% 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
TOTAL EXPENDITURES	70,000.00	306.48	36,393.07	51.99	33,606.93
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West Liberty Public Library
FY to Last Month Profit & Loss
 July 2021 through January 2022

	Jul '21 - Jan 22
Ordinary Income/Expense	
Income	
4400 · Intergovernmental	
4470 · County Library Allocation	7,750.00
4471 · Local Comm Library Allocation	2,500.00
	10,250.00
4700 · Misc	
4705 · Contributions - Gifts	18,510.55
4799 · Other Misc Revenue	919.21
	19,429.76
Total Income	29,679.76
Gross Profit	29,679.76
Expense	
6000 · Personal Services	
6010 · Wages-Full Time	91,489.37
6020 · Wages-Part Time	16,661.35
6040 · Wages-Over Time	618.61
	108,769.33
6100 · Employee Benefits	
6110 · FICA-City Contribution	8,178.11
6130 · IPERS-City Contribution	9,348.97
6140 · ICMA-City Contribution	1,113.75
6150 · Group Medical Insurance	15,940.18
	34,581.01
6200 · Staff Development	
6210 · Dues & Membership Fees	175.00
	175.00
6300 · Repair, Mtnc, Utilities	
6310 · Building/Ground Maintenance	822.00
6350 · Equipment Repairs/Maintenance	9,337.17
6371 · Utility Services	7,351.61
6373 · Telephone Expense	499.77
	18,010.55
6400 · Contractual Services	
6407 · Professional & Consortia Fees	2,874.98
6415 · Rentals & Leases	1,060.42
6426 · Enrichment Programs	2,380.95
	6,316.35
6500 · Commodities	
6502 · Books, Audiovisual Materials	31,607.43
6504 · Minor Equipment	30,119.61
6507 · Operating Supplies	3,298.65
6521 · Janitorial Supplies	397.78
	65,423.47

West Liberty Public Library
FY to Last Month Profit & Loss
July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>
6700 · Capital Outlay	
6726 · Capital Equip Reserve	2,720.02
6728 · Capital Improvements	<u>20,631.94</u>
Total 6700 · Capital Outlay	<u>23,351.96</u>
Total Expense	<u>256,627.67</u>
Net Ordinary Income	<u>-226,947.91</u>
Net Income	<u><u>-226,947.91</u></u>

West Liberty Public Library

Profit & Loss Detail

January 2022

Type	Date	Num	Name	Memo	Paid Amount
Ordinary Income/Expense					
Expense					
6200 · Staff Development					
6210 · Dues & Membership Fees					
Bill	01/31/22	2263154	American Librar...	ALA Institutional Membe...	175.00
Total 6210 · Dues & Membership Fees					175.00
Total 6200 · Staff Development					175.00
6300 · Repair, Mtnc, Utilities					
6310 · Building/Ground Maintenance					
Bill	01/31/22	217789	State of Iowa	Elevator permit and insp...	175.00
General Jo...	01/31/22	A27077	Bosch Pest Cont...	Bosch pest control	16.20
Total 6310 · Building/Ground Maintenance					191.20
6350 · Equipment Repairs/Maintenance					
Bill	01/31/22	180722	Iowa Division of ...	Boiler inspection	120.00
Total 6350 · Equipment Repairs/Maintenance					120.00
6371 · Utility Services					
General Jo...	01/24/22	A27137	MidAmerican En...	Gas bill	377.00
Total 6371 · Utility Services					377.00
Total 6300 · Repair, Mtnc, Utilities					688.20
6400 · Contractual Services					
6415 · Rentals & Leases					
Bill	01/31/22	462381351	Marco Technolo...	Submitted 1/26/22	114.65
Total 6415 · Rentals & Leases					114.65
6426 · Enrichment Programs					
Bill	01/31/22	17HW-VVLL...	Amazon	spa program	16.75
Bill	01/31/22	2036464356	Baker & Taylor	5 Book club books	93.21
Bill	01/31/22	06497ARPA...	Overdrive	ebook book club titles	196.52
Total 6426 · Enrichment Programs					306.48
Total 6400 · Contractual Services					421.13
6500 · Commodities					
6502 · Books, Audiovisual Materials					
Bill	01/31/22	2036411712	Baker & Taylor	137 jand ya racial justice...	1,678.16
Bill	01/31/22	2036412606	Baker & Taylor	38 juvenile titles	384.65
Bill	01/31/22	2036425689	Baker & Taylor	7 juvenile titles	56.00
Bill	01/31/22	2036429718	Baker & Taylor	69 adult titles	992.65
Bill	01/31/22	2036378385	Baker & Taylor	4 adult titles	60.91
Bill	01/31/22	2036442798	Baker & Taylor	4 adult titles	49.14
Bill	01/31/22	2036459975	Baker & Taylor	5 adult titles	53.37
Bill	01/31/22	06497CP21...	Overdrive	ebooks	149.40
Bill	01/31/22	2036464356	Baker & Taylor	4 Adult titles	47.28
Bill	01/31/22	2036464356	Baker & Taylor	5 J Racial Justice titles	68.15
Bill	01/31/22	2036459975	Baker & Taylor	3 YA titles	49.44
Bill	01/31/22	2036459975	Baker & Taylor	11 racial justice grant titles	137.93
Bill	01/31/22	2036442798	Baker & Taylor	4 juvenile titles	33.99
Bill	01/31/22	2036442798	Baker & Taylor	14 racial justice grant titles	157.98
Bill	01/31/22	2036378385	Baker & Taylor	1 patron request	7.88
Bill	01/31/22	2036378385	Baker & Taylor	1 racial justice grant title	9.68
Bill	01/31/22	2036429718	Baker & Taylor	3 juvenile titles	23.04
Bill	01/31/22	2036429718	Baker & Taylor	8 racial justice grant titles	71.71
Bill	01/31/22	2036425689	Baker & Taylor	12 racial justice grant titles	109.50
Bill	01/31/22	2036425689	Baker & Taylor	1 young adult titles	9.88
Bill	01/31/22	2036412606	Baker & Taylor	11 ya titles	140.32
Bill	01/31/22	06497CP21...	Overdrive	eaudiobooks	171.61
Total 6502 · Books, Audiovisual Materials					4,462.67

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03/13/22

Cash Basis

West Liberty Public Library
Profit & Loss Detail
January 2022

Type	Date	Num	Name	Memo	Paid Amount
6504 · Minor Equipment					
Bill	01/31/22	1RGV-RD4...	Amazon	A/V Monitor cords	33.58
Total 6504 · Minor Equipment					33.58
6521 · Janitorial Supplies					
Bill	01/31/22	197404-0	Office Express	wipes	40.58
Total 6521 · Janitorial Supplies					40.58
Total 6500 · Commodities					4,536.83
6700 · Capital Outlay					
6726 · Capital Equip Reserve					
Bill	01/31/22	10548889429	Dell	Director and Youth Depa...	2,720.02
Total 6726 · Capital Equip Reserve					2,720.02
6728 · Capital Improvements					
Bill	01/31/22	6421-6	V&K Inc	Submitted 1/26/22	2,399.50
Total 6728 · Capital Improvements					2,399.50
Total 6700 · Capital Outlay					5,119.52
Total Expense					10,940.68
Net Ordinary Income					-10,940.68
Net Income					-10,940.68

West Liberty Public Library
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
Amazon						
Bill	02/19/22	19R9-NNM...		03/21/22		245.79
Bill	02/28/22	1C4C-GGL...		03/30/22		29.53
Bill	03/04/22	1X7P-MF7P...		04/03/22		179.00
Total Amazon						454.32
Antelope Lending Library						
Bill	03/09/22	01262022		03/19/22		1,163.95
Total Antelope Lending Library						1,163.95
Baker & Taylor						
Bill	02/04/22	2036501878	Submitted 3/1/2022	03/06/22	7	211.14
Bill	02/10/22	2036516005	Submitted 3/1/2022	03/12/22	1	400.48
Bill	02/22/22	2035641807		03/24/22		274.71
Bill	03/07/22	2036567265		04/06/22		195.53
Total Baker & Taylor						1,081.86
Climate Engineers						
Bill	08/25/21	19564	Submitted 3/1/2022	09/24/21	170	577.70
Bill	09/24/21	20187	Submitted 3/1/2022	10/24/21	140	920.50
Bill	09/24/21	20198		10/24/21	140	192.00
Total Climate Engineers						1,690.20
Dan's Doors						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Bill	11/15/21	526476		12/15/21	88	499.45
Total Dan's Doors						357.27
Lookout Books						
Bill	03/02/22	ARU0330742		04/01/22		72.72
Total Lookout Books						72.72
Marco Technologies						
Bill	02/04/22	464815364	Submitted 3/1/2022	03/01/22	12	230.52
Bill	03/07/22	467154977		03/17/22		210.26
Total Marco Technologies						440.78
TOTAL						5,261.10

Library Director's Report

March 2022

Agenda:

Today we will be electing new officers and appointing committees. We have a minor update to the Public Code of Behavior Policy to review and approve, and we will be deciding what to do with 30+ oak chairs currently stored in Betty Aker's Creative Space.

Board of Trustees

Just as a reminder, if anyone has questions or concerns got the agenda for discussion or updates, please let me know before the Friday prior to the board meeting.

Building and Technology:

Climate Engineers has implemented the approved quotes from the last meeting and has done the annual backflow testing required by law. They believe that my office and the staff restroom will continue to have ventilation issues unless the ductwork is redone in that area. I hope that the temperature will be bearable in there until we need to discuss upper-level renovations in the next 5-10 years otherwise I might try to figure out a different space to use in the future.

We continue to deal with significant amounts of food-related messes throughout the library. With the addition of three words to our Public Code of Behavior Policy, I believe we can curb this behavior and still allow food for meetings and programs.

Staff and Volunteers:

The position of Youth Services Library Specialist has been posted to the City website, University of Iowa's School of Library and Information Sciences, and the State Library of Iowa's forum website. Hopefully, we will start seeing applications coming in.

Staff will have their summer availability to me by the beginning of April so I can create the summer schedule before my leave is due to begin. We do have to take into account staff's ability to take PTO while I am out of the office, which may lead to periodic closures due to lack of Full-Time staff availability. 3 is the preferred minimum number of people we can close the library with, and 4 staff members are required for peak service times, such as Wednesday afternoons. If those staffing levels are not met, the senior staff member will contact the Board President for permission to close.

Collections and Materials:

We should wrap up any ordering for this fiscal year before the end of April. We will do some preordering within our current budget and discuss encumbering those expenses.

I hope to make a significant dent in my cataloging backlog before my parental leave.

Finances:

I will have a comprehensive financial report for the board in April as I hope to have the majority of our expenditures taken care of by the end of April for the rest of the fiscal year, and make sure that our expenses are encumbered. This should streamline the bill-paying process for Tim.

I will be mailing out the contracts for Atalissa and Nichols this week.

Programming and Outreach:

Planning for Summer Reading is solidifying and we will have staff present on that in April.

Action Form- Officer Elections

History:

According to our bylaws, officer elections occur in March of even-numbered years. Our officer positions are President, Vice President, and Secretary, and terms are two years.

The duties of the officers are described in the bylaws as the following:

The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office.

In the absence of the President, the Vice President shall assume the President's duties.

The Secretary shall keep the minutes at all regular and special meetings of the Board of Trustees and provide a copy of those minutes for all members within one week of the meeting.

Budget Impact:

None.

Options:

There's only one option and that is to appoint officers.

Staff's Recommended Action:

I recommend that the board approve the decided-upon slate of officers.

Action Form- Committee Appointments

History:

According to our bylaws, the Board Committees shall consist of the following: Personnel, Budget & Finance, and Public Relations. The Board President, as needed, shall appoint ad hoc committees.

Budget Impact:

None.

Options:

There's only one option and that is to decide on committee appointments.

Staff's Recommended Action:

I recommend that the board approve the decided-upon slate of committee appointments.

Action Form- Public Code of Behavior Policy Update

History:

We have been having to dedicate staff time to cleaning up food messes in the library. To allow for flexibility, we can add “in designated locations” to the Public Code of Behavior Policy.

Budget Impact:

None.

Options:

Continue to allow food throughout the library or change the verbiage in the Public Code of Behavior Policy.

Staff's Recommended Action:

I recommend that the board approve the addition of “in designated locations” to the Public Code of Behavior as attached and highlighted.

Public Code of Behavior Policy

Policy Purpose

The library welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

The library seeks to provide its patrons, staff, and volunteers with a safe and pleasant library experience in an atmosphere conducive to connecting, studying, reading, creating, and learning. The library recognizes its unique position and responsibility to educate, inform, and enlighten the community through free resources, programs, and services that enable everyone to participate fully in our democratic society as members of a knowledgeable and educated citizenry.

With public service as the highest priority, the board of trustees has established the rules and regulations governing the library's use such that all persons may enjoy its benefits. The purpose of this policy is to ensure that all library patrons can expect to

- Receive courteous service;
- Be treated fairly and equitably by all library staff;
- Contact staff for reference, readers' advisory, and information services during operating hours;
- Have questions, comments, and concerns addressed promptly;
- Suggest new materials, programs, and services;
- Have staff make the library operate in the best interests of the taxpayers; and
- Have a safe, clean, and comfortable building.

Definitions and Expectations

Individuals visiting or using the library's facilities or services must comply with the following Public Code of Behavior. The library will uphold all federal, state, and local laws, rules, regulations, and ordinances regarding public behavior.

1. Patrons shall be engaged in activities associated with the use of the public library while in the building.
2. Patrons may not interfere with the library's use by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to,
 - a. Use of loud, abusive, threatening, or insulting language or behavior, including language or behavior that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, gender identity, disability, or other traits;
 - b. Inebriation;
 - c. Activities or behavior that may result in the injury or harm to any library patron or staff member, including challenging another person to fight or engaging in any fight; and
 - d. Photographing library users, volunteers, or staff without the Library Director's prior permission.
3. Patrons may not sexually harass other patrons or staff. Harassment includes
 - a. Making inappropriate personal comments or sexual advances;
 - b. Using obscene or lewd language or gestures;

Patron and Library Use Policies

- c. Staring at or following a patron, volunteer, or staff member in a manner that reasonably can be expected to disturb the person; and
 - d. Exposing others to sexual internet content.
4. Solicitation is not allowed on library property. This includes selling, begging, or circulating petitions among patrons, volunteers, or staff members, except as otherwise allowed by law.
5. Patrons may consume food **in designated locations** and covered beverages throughout the library unless otherwise indicated or if a patron is using library equipment (laptops, gaming controllers, computers, etc.). Patrons are responsible for cleaning up after themselves.
6. Other than service animals necessary for disabilities, bringing pets or animals into the library is not allowed, except as authorized by the Library Director for programming purposes.
7. Shirts and shoes are required for health reasons and must be worn at all times.
8. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building and may return when the problem has been corrected. Offensive body odor, poor hygiene, or overpowering perfume or cologne may require a patron to leave the building until such a time as the condition can become resolved.
9. Use of skateboards, rollerblades, roller skates, or hoverboards is not allowed in the library or on library property.
10. The use of incendiary devices, such as candles, matches, or lighters, is prohibited on library grounds. Smoking, vaping, or use of e-cigarettes are not permitted within the library or on library property.
11. Any other behavior that could reasonably be expected to disturb other users or interfere with the library staff's performance of their duties is prohibited.
12. While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. If a patron in the library requires such care and is without it, the library will attempt to contact a caregiver but may contact social services or the police.

Scope and Consequences

The above-enumerated rules are not intended to be a complete list of violations but are intended for guidance only. Library staff is authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate actions against any other behavior which can reasonably be deemed offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the director may temporarily suspend patron privileges for up to twenty-four hours, including restricting access to the library property, services, or programs for patrons who violate the public code of behavior. Return to the library will be discussed with the suspended patron and the Library Director.

Action Form- Oak Chairs

History:

Due to the new furniture in the youth department, we have an abundance of oak chairs that tip back. The chairs were purchased to provide a safe option for rocking back in chairs instead of balancing on two legs, however, the angle that allows for the rocking motion, causes a trip hazard that has been noted by patrons and staff.

As a result, we would like to dispose of the chairs in some way, since they take up a lot of room in the Betty Aker's Creative Space.

Budget Impact:

If we can sell them, we would have some money to add to this year's revenues. If we are unable to sell them, we would donate them to a cause like Habitat for Humanity.

Options:

Selling options:

Resale Stores (local or in Iowa City)

Library Talk, a forum for librarians in Iowa

Advertise

Donations options:

Habitat for Humanity ReStore

Staff's Recommended Action:

I recommend that we try talking to local resale stores first, and if that isn't a viable option, we donate the chairs to ReStore.