

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
June 26, 2024, at 7 pm:**

West Liberty Public Library Lower Level Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Committee Assignments and meetings**
 - 2. Schedule Strategic Plan Meeting**
- IX. New Business**
 - 1. Hours of Service Policy Review and FY25 Calendar**
 - 2. Bearded dragon donation**
 - 3. V&K Contract for renovation**
- X. Adjourn Meeting**

Next meeting is Wednesday, August 14 at 7 pm.

West Liberty Public Library Minutes

Date: January 17, 2024 | **Time:** 7:00pm

Present at Meeting: Library Board Members Sergio Guerrero-Ibarra, Ken Brooks, Brianna Harvey, Hannah Chesmore-Potts, Maria Lugo (via Zoom) along with Director Allie Paarsmith, City Council Liaison Josh Shiltz, and Mayor Mark Smith.

- I. **Call to Order:** 7:06pm
- II. **Approval of Agenda:** Motion by Chesmore-Potts, Second by Guerrero-Ibarra **4-0**
- III. **Approval of Minutes:** Tabled for next meeting
 - a. Motion by Harvey, Second by Lugo **4-0**
- IV. **Public Discussion:**
 - a. Introduction of the new mayor (Mark Smith)
- V. **Financial Report:** Motion by Chesmore-Potts, Second by Harvey **4-0**
- VI. **Director's Report:** Given by Paarsmith
- VII. **Announcements from Members:** none
- VIII. **Old Business:**
 - a. **Youth Services Librarian position posted**
 - i. Genny Escareno will assist in covering the position in the meantime
 - ii. Planning to hire Shannon Schneider for the position
 - iii. Begin by hiring Shannon Schneider for part-time work at \$18/hr until she is available full-time beginning in June
 1. Motion by Chesmore-Potts, Second by Lugo **4-0**
 - b. **Strategic Planning with Becky Heil from the State Library**
 - i. Beginning in Spring 2024 – 4 to 6-month process
- IX. **New Business**
 - a. **Annual Meeting next month (March)**
 - i. Reception at the library including council, stakeholders, etc.
 - ii. Officer elections will take place at annual meeting
 - b. **Reschedule June 19 meeting to June 26**
 - i. Motion by Harvey, Second by Chesmore-Potts **4-0**
- X. **Adjourn Meeting:** Motion by Chesmore-Potts, Second by Lugo **4-0**

West Liberty Public Library Minutes

Date: February 21, 2024 | **Time:** 7:00 pm

Present at Meeting: Library Board Members Samuel Morel, Maria Lugo, Vanessa Espinoza, Hannah Chesmore-Potts, Brianna Harvey, along with Teen Advisory Board Members Mya Elizondo and Vanessa Burk, Director Allie Paarsmith, City Council Liaison Josh Shiltz

- I. Call to Order**
- II. Approval of Agenda:** Motion by Hannah, Second by Lugo, 5-0
- III. Approval of Minutes:** Tabled for next month
- IV. Public Discussion:**
 - A. Police stopped by due to wrestling match from kids
- V. Financial Report:** Tabled for next month
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. Strategic planning schedule
 - a. Monday March 11, 2024 at 7:00 pm to meet with Becky Heil
 - B. Annual Meeting
 - a. Next month on the 20th
 - b. Terra the architect will be there
 - c. Wine and cheese
- IX. New Business:**
 - A. By-laws Review
 - a. Include information about electronic participation
 - b. Start a committee to review and discuss the by-laws and discuss at strategic planning
 - c. Table revisions
 - B. Architectural Drawings Discussion
- X. Adjourn Meeting:** Motion by Harvey, Second by Chesmore-Potts, 5-0

West Liberty Public Library Minutes

Date: April 17,2024 | Time: 7:00 pm

Present at Meeting: Library Board Members Samuel Morel, Brianna Harvey, Ken Brooks, Vanessa Espinoza, Sergio Guerrero-Ibarra, Maria Lugo along with Director Allie Paarsmith, City Council Liaison Josh Shiltz, TAB Member Vanessa Burk, and member of the public

- I. Call to Order**
- II. Approval of Agenda:** Motion by Lugo, Second by Harvey, **5-0**
- III. Approval of Minutes:** tabled until next month
- IV. Public Discussion:**
 - A. Excitement for book and bake sale- friends get early access
 - B. More members of public becoming familiar with library
 - C. West Liberty Index article
- V. Financial Report:** Motion by Espinoza, Second by Harvey **5-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. none
- VIII. Old Business:**
 - A. Atalissa Contract**
 - a. Interested in renewing contract for 3-5 years, want to cap at \$12
 - b. Proceed with 3 years for contract
 - c. Motion by Brooks, Second by Lugo, **5-0**
 - B. Review budget allocation FY25**
 - a. Approved
 - b. Motion by Espinoza, Second by Brooks, **5-0**
- IX. New Business:**
 - A. Review evaluation documents**
 - a. Personnel committee plus Harvey and Morel to reduce the pages on evals
 - b. Motion not needed
 - B. Trustee evaluation process**
 - a. Information given about other areas' processes
 - C. Assistant Director Job Description**
 - a. Director needs an assistant director to help with day-to-day- training, scheduling, and management of part-time staff. This person would also be involved in the hiring process and disciplinary actions
 - b. Post the listing on the bulletin board, minimum legal requirements
 - c. Motion by Espinoza, Second by Lugo, **5-0**
 - D. Assistant Director Wages and Benefits**
 - a. Front load vacation due to city structure
 - b. Motion by Brooks, Second by Espinoza **5-0**
- X. Adjourn Meeting:** Motion by Lugo, Second by Espinoza **5-0**

West Liberty Public Library Minutes

Date: May 15, 2024 | Time: 7:00 pm

Present at Meeting: Library Board Members Samuel Morel, Hannah Chesmore-Potts, Brianna Harvey, Vanessa Espinoza, Sergio Guerrero-Ibarra, along with Director Allie Paarsmith, Assistant Director Ali Oepping, City Council Liaison Josh Shiltz, TAB Member Vanessa Burk

- I. Call to Order**
- II. Approval of Agenda:** Motion by Chesmore-Potts, Member, Second by Espinoza, **4-0**
- III. Approval of Minutes:** table for next month
- IV. Public Discussion:**
 - A.** Summer Reading Program by Oepping- calendars are ready. The library is foregoing registration this year and instead, you just need to live in the community. Punch cards will be given for each participant. Punches are earned by reading a book and/or attending library events. Once 6 punches are collected, the card will be turned in for a chance to win a prize of your choice. A variety of prizes are available for different ages- little kids through adult.
 - B.** Shannon starts June 4th as the children's librarian.
- V. Financial Report:** Motion by Chesmore-Potts , Second by Guerrero-Ibarra, **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** Chesmore-Potts attended Strategic Planning session. The community was engaged and open to the discussion
- VIII. Old Business:**
 - A. Committee Assignments**
 - a. Three committees in bylaws- PR will act as the bylaws committee to adjust- Chesmore-Potts and Espinoza, Personnel- Brooks and Lugo, Budget/Finance- Guerrero-Ibarra and Brooks, ad hoc buildings and grounds-Morel and Harvey, DEI committee was discussed as an additional committee- Espinoza and Morel
 - B. Discuss Strategic Planning Process**
 - a. Espinoza and Gerrero-Ibarra will attend as Spanish speakers. Espinoza will get donuts for the meeting. Follow up is June 6th at library.
- IX. New Business:**
 - A. Ebsco Contract**
 - a. Paarsmith would like to continue offering this resource. As it gets more usage, we may adjust the resource offered to better fit the needs of the community.
 - b. Motion by Harvey, Second by Chesmore-Potts, **4-0**
 - B. Swank Contract**
 - a. We want to do 4 summer movies, 2 in english, 2 in spanish. We would like to partner with Parks and Rec and local businesses to help with funding for this. It would be \$6000 for outside movies. We want to do a 3-year contract for inside license.
 - b. Motion by Espinoza , Second by Harvey, **4-0**
 - C. Set special meeting for Director Evaluation and staff wages**

- a. Staff evals are to be completed by the end of May using the new evaluation forms. This will be used to evaluate Paarsmith. Board welcome to reach out to staff and patrons to get more info about day-to-day activities to evaluate Paarsmith. Director evaluation will take place Monday, June 3rd at 7pm for Paarsmith eval and discuss staff wages.
 - b. Motion by Geurrero-Ibarra, Second by Chesmore-Potts, **4-0**
- X. Adjourn Meeting:** Motion by Harvey, Second by Espinoza, **4-0**

West Liberty Public Library Special Meeting Minutes

Date: June 5, 2024 | **Time:** 7:00pm

Present at Meeting: Library Board Members Ken Brooks, Vanessa Espinoza, Maria Lugo, Sam Morel, Hannah Chesmore-Potts, Sergio Guerrero-Ibarra (via Zoom), along with Director Allie Paarsmith, Assistant Director Ali Oepping, and City Council Liaison Josh Shiltz

- I. Call to Order:** Motion by Brooks, Second by Lugo **5-0**
- II. Approval of Agenda:** Motion by Chesmore-Potts, Second by Brooks **5-0**
- III. Director Evaluation**
 - a. Discussed attendance and overcommitment
 - b. Growth within Friends of the Library
 - i. Able to raise significantly more money from previous years
 - c. Financial reporting improved from last year, still room for growth
 - d. Discussed submitting things in a timely manner
 - e. Managerial responsibilities and execution are great
 - f. Figuring out what can be delegated to Assistant Director
 - g. Onboarding documents and training procedures will be created
 - h. 5% pay increase for Paarsmith – Motion by Chesmore-Potts, Second by Espinoza **5-0**
- IV. Staff and Director wages for FY25**
 - a. 5% increase in wages for all staff
 - i. Motion by Espinoza, Second by Guerrero-Ibarra **5-0**
- V. Adjourn Meeting:** Motion by Brooks, Second by Lugo **5-0**

Placeholder for Financial Report

Library Director's Report

June 2024

Agenda:

Today, we review committee assignments and term dates. Then, we will schedule a meeting with Becky Heil for Strategic Planning, approve the FY25 calendar, make a bearded dragon donation, and sign a contract for V&K for the renovation.

Goal Progress:

I will be repurposing this space for our strategic plan goals. In the meantime, I will outline where we are in that process. The community involvement portion has wrapped up. We had two successful first sessions, one in English at the Liberty Public House and one in Spanish at the St. Joseph's Parish Life Center. Thank you to both of those organizations for hosting us! At those sessions, our consultant, Becky Heil, discussed the strengths of our community, where it should be in the future, and what needs to be adapted to reach those goals. For the second session, we all joined together to discuss how the library can help achieve those goals through the library service responses provided by Becky. Becky narrowed our choices down from 18 to 8, which included: Build Successful Enterprises, Celebrate Diversity, Connect to the Online World, Know Your Community, Make Informed Decisions, Satisfy Curiosity, Visit a Comfortable Place, and Welcome to the United States. Our group then discussed and narrowed it down from those eight choices to four, which will be presented to the Board at a meeting to be scheduled for August. At that meeting, the board will meet with Becky and staff to determine goals and objectives.

Building and Technology:

After the May power outage, three heating coils and one CO2 detector were offline. Tim discovered this on June 3, and we notified Blaine from Climate Engineers. Blaine stopped by on June 21 and resolved the issue with the help of Basepoint Building Automations (formerly CI3).

We have purchased a Playstation 5 and a Nintendo Switch for the gaming room. We discovered that the Switch requires WiFi, so Nick brought us a WiFi extender. We are preparing the game room to be used within this month.

Staff and Volunteers:

Shannon started and everything is better. Ali and I are both decompressing after the stress of the past six months. Keegan rejoined the library staff after he graduated in May, but will be leaving us again as his new job starts on July 1. We wish him all the best. Bethzy is on vacation in Mexico and will be back in July. Ali will be taking time off at the beginning of July and I will be taking a vacation after Independence Day and will be back in time for Lotería at Picnic in the Park. Bella will be taking a week off in July to be a camp counselor. Despite all of that, we are able to staff the library fully with minimal to no overtime, barring any incidence. Ali and I will focus on the onboarding procedures starting July 15 and should have them completed before our next board meeting.

Collections & Materials

Keep an eye on our shelves! We are getting things cataloged and processed after all that ordering. Shannon has been trained in cataloging, and we will train Genny in July. Our circulation stats for May aren't the greatest, but we are still on track to increase total physical circulation from last year. We are definitely adding more to the collection than we are taking out, which was another goal based on the space needs assessment.

FY24 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult books	300	228	240	331	172	252	286	281	220	252	271		2833
Young adult books	27	13	14	19	15	18	23	12	18	18	13		190
Children's books	527	506	621	752	653	453	376	409	537	438	329		5601
DVD/Blu-ray	36	33	36	42	50	59	46	36	80	38	31		487
Audiobooks	0	3	1	0	0	1	1	1	2	1	0		10
Serials	0	0	0	0	0	0	0	0	0	0	0		0
ILL In	18	8	17	18	17	9	12	13	14	17	17		160
Other physical items	12	2	20	14	3	7	6	16	1	2	8		91
Total PHYSICAL circ	920	793	949	1176	910	799	750	768	872	766	669		9372
Circulation to Rural Muscatine County	231	156	180	394	238	127	288	244	208	239	151		2456
Circulation to Atalissa	17	16	31	32	6	36	37	26	38	19	37		295
Circulation to Nichols	11	1	2	1	6	7	6	2	1	1	3		41
Circulation to West Liberty	779	753	972	984	847	806	563	583	715	597	578		8177
Circulation to Open Access	103	132	201	158	81	119	79	95	61	67	84		1180
Total circulation of Children's materials	554	530	647	783	687	467	398	430	574	445	342		5857
Bridges e-books	242	257	186	224	208	199	244	240	259	224	201		2484
Bridges downloadable videos	0	0	0	0	0	0	0	0	0	0	0		0
Bridges downloadable audios	255	250	182	201	201	195	225	217	258	239	233		2456
Bridges electronic serials	6	19	42	69	83	88	98	82	75	30	43		635
Total use of downloadable materials	503	526	410	494	492	482	567	539	592	493	477		5575
Kanopy Usage	32	48	85	135	107	87	69	71	28	63	59		784
Ebsco Usage	352	499	312	473	293	173	164	268	213	824	526		4097
Number of added registered users	25	25	22	21	8	10	19	15	20	31	14		210
Door Count	1340	n/a	2846	3068	2386	2169	1451	1904	1451	1874	1527		20016
Number of uses of public internet computers	222	263	370	343	242	257	202	160	132	138	162		2491

FY24 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	95	211	95	194	111	153	169	124	318	287	389		2146
Books withdrawn	-16	-121	-8	-121	-1	-3	0	-210	-234	0	-15		-729
Audio materials added	0	0	0	0	0	0	0	0	0	0	0		0
Audio materials withdrawn	0	0	0	0	0	4	0	0	0	0	0		4
Video materials added	51	4	4	4	0	3	0	0	1	6	1		74
Video materials withdrawn	0	-6	0	-6	0	-2	0	0	-2	-2	0		-18
Other library materials added	0	0	0	0	15	0	0	0	0	0	26		41
Other library materials withdrawn	0	0	0	0	0	-1	0	0	-6	0	0		-7

Programming & Outreach

I'm still working on getting the programming statistics to look like they should, but we start fresh at the beginning of next month, so we will have that fixed.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 ADULTS  ALL AGES  YOUTH	1. All Month: SCAVENGER HUNT! Fiber Arts Club 1pm	2. Self-Guided English Classes w/ Rosetta Stone 5:30pm	3. SUNCATCHERS! 3pm 	4. 4th of July CLOSED	5. 	6. 
7. 	8. MAKE TINY ART! all day - drop in to meeting room	9. Self-Guided English Classes w/ Rosetta Stone 5:30pm	10. INSECTS & THEIR LIFECYCLES (live bugs!) 3pm	11. MOVIE DAY! 1pm The Page Turners book club meeting 12pm / 6pm	12. Family Storytime 10am Coloring Club 11am	13. 
14.  Closed for PICNIC IN THE PARK: LOTERIA	15. Fiber Arts Club 1pm Silent Reading Club 5:30pm	16. Self-Guided English Classes w/ Rosetta Stone 5:30pm	17. STORYTIME AT THE FAIR! 	18. STORYTIME AT THE FAIR! Board Game Night 5pm Silent Reading Club 5:30pm	19. Family Storytime 10am Puzzle Club 11am	20. 
21. 	22. Silent Reading Club 5:30pm	23. Self-Guided English Classes w/ Rosetta Stone 5:30pm	24. 	25. NATURE FRAMES & BRACELETS! 3pm Board Game Night 5pm	26. Family Storytime 10am Coloring Club 11am	27. 
28. 	29. TURN IN PUNCH CARDS!	30. TURN IN PUNCH CARDS! Self-Guided English Classes w/ Rosetta Stone 5:30pm	31. Parent Support Group 6pm TURN IN PUNCH CARDS!	DISABILITY PRIDE MONTH 	BIBLIOTECA  WEST LIBERTY PUBLIC LIBRARY	

PRIZE WINNERS WILL BE ANNOUNCED AT POOL PARTY!
***** POOL PARTY ON FRIDAY, AUGUST 9!**

JULY 2024

MIPL SUMMER READING PROGRAM

Agenda Item – Committee Assignments and Meetings

CONTEXT:

I've attached a document with the committee assignments as discussed at last meeting, as well as the month and year your terms end. According to the current by-laws, one third of the Trustees will be appointed each January of even numbered years. We're a little bit off of that number, but it's much better than it was. I'd like to thank Vanessa and Maria for extending their original four year term to five as discussed at a previous meeting.

The committees are currently as follows:

Budget/Finance: Ken and Sergio

Personnel: Ken and Maria

Public Relations: Hannah and Vanessa

Building/Grounds: Brianna and Sam

DEI: Sam and Vanessa

I would love to see these committees meet more regularly instead of just when I need advice. This will help prioritize bigger picture projects in my workload and keep the Board aware of the nuances of the Library. These meetings will then be reported back to the Board as a whole. Ali or myself will be present at all committee meetings unless otherwise directed.

STAFF RECOMMENDATION:

I would recommend creating a schedule of at least one committee meeting per month.

WLPL Board of Trustees

BOARD MEMBERS

	NAME	TERM EXP.	COMMITTEES	CONTACT
President	Samuel Morel	Jan 2026	DEI, Building/Grounds	
Vice President	Hannah Chesmore-Potts	Jan 2028	PR	
Secretary	Brianna Harvey	Jan 2026 (option to continue until 2030)	Building/Grounds	
Trustee	Ken Brooks	Jan 2026	Personnel, Budget/Finance	
Trustee	Vanessa Espinoza	Jan 2026	DEI, PR	
Trustee	Sergio Guerrero-Ibarra	Jan 2028	Budget/Finance	
Trustee	Maria Lugo	Jan 2026	Personnel	

Agenda Item – Strategic plan meeting

CONTEXT:

We had two successful first sessions, one in English at the Liberty Public House and one in Spanish at the St. Joseph's Parish Life Center. Thank you to both of those organizations for hosting us! At those sessions, our consultant, Becky Heil, discussed the strengths of our community, where it should be in the future, and what needs to be adapted to reach those goals. For the second session, we all joined together to discuss how the library can help achieve those goals through the library service responses provided by Becky. Becky narrowed our choices down from 18 to 8, which included: Build Successful Enterprises, Celebrate Diversity, Connect to the Online World, Know Your Community, Make Informed Decisions, Satisfy Curiosity, Visit a Comfortable Place, and Welcome to the United States. Our group then discussed and narrowed it down from those eight choices to four, which will be presented to the Board at a meeting to be scheduled for August.

This is when we will be scheduling that meeting. I will have Becky's availability by the time of this meeting, and we will be scheduling staff to attend as well. This way the Board can develop the goals and the staff can develop the objectives all with Becky's guidance.

BUDGET IMPACT:

Strategic planning helps to direct future budget decisions but has no immediate impact.

OPTIONS:

Decide on a date.

STAFF RECOMMENDATION:

Staff defers to the board, but recommends avoiding the first and third Tuesdays due to City Council meetings.

Agenda Item- Hours of Service Policy Review and FY25 Calendar

History:

This is our annual review of the Hours of Service Policy. Minimal changes this year, just adjusting for conciseness and allowing for flexibility regarding our in-service dates.

The change to our Friday hours last year has been well received by the public and staff. Reviewing this policy annually in June allows us to adapt to changes in circulation and foot traffic while also allowing people to get used to the changes and enough time to see new trends and receive feedback. This policy is also a bellwether regarding public demand and budget needs. Ideally, as we increase our circulation and foot traffic, we will be able to respond by extending hours; however, our number of hours open is the easiest way to decrease staffing needs if our funding no longer meets the needs of our community.

I have included the FY25 calendar, including all holiday and in-service closures. This does not include any safety training required by the City, as those are scheduled based on the calendar, not the fiscal year. I have also accounted for the impacts of the school district calendar as that often affects Trustees due to their work or children. The only regular Board meeting affected by the school district will be in August since 8/21 is back-to-school night and the Wednesday before the first day of school. We will instead meet on 8/14.

Trustees, please bring your calendars to discuss any changes needed to the FY25 calendar. We can adjust as necessary, but planning ahead is always ideal.

Budget Impact:

Nothing measurable.

Options:

- A) Approve the policy as revised and the calendar as written or discussed.
- B) Leave the policy as it currently stands and approve the calendar
- C) Or form a committee to propose other changes.

Staff's Recommended Action:

Approve the policy as written or discussed.

Hours of Service Policy

Policy Created: 9/2021

Policy Reviewed: 6/2023; 6/2024

Policy Purpose

A critical component of library service is the hours ~~that~~ the building is open to the public. Generally, library hours and the annual calendar will maximize access to the public at the most convenient times and within the available resources. When the Library is open, all essential services will be available.

Operating Hours

Library hours are reviewed annually, and a calendar approved.

Regular library hours are:

- Sunday: 1:00pm – 6:00pm
- Monday-Thursday: 11:00am – 7:00pm
- Friday: 10:00am – 5:00pm
- Saturday: Closed

The Library will be closed on the last Monday of August, October, January, and April for staff training or as required.

The following holidays will be observed by the library:

- New Year's Day
- Washington's Birthday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

If the holiday falls on a Monday, the Library will also close on the preceding Sunday. If the holiday falls on a Sunday, the Library will close on the preceding Friday. If the holiday falls on a Saturday, the Library will close on the preceding Friday and the following Sunday.

The Library Director and the Board reserve the right to close the Library as necessary.

2024 - 2025

July

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

August

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

September

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

October

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

November

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

December

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

January 2025

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

February

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

March

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

April

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

May

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

June

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

Agenda Item- Bearded Dragon Donation

Context:

In 2018, I rescued a one-year-old bearded dragon from a co-worker who was going to college. Her name is Opal and she's now seven years old, with an expected lifespan of 10-20 years. Travis and I can no longer give her the quality of life she deserves. As I started talking to the staff about rehoming Opal, they brought up the idea of having her as a pet in the library. This is not an uncommon occurrence; North Liberty has a guinea pig named Matilda and Dewey Readmore Books a cat at the Spencer Public Library has a book and movie based on his life.

Bearded dragons are not overly complicated pets, but they do benefit from more detailed attention than my household is currently able to manage. Her donation to the library would include her enclosure, updated substrate and enrichment, a fiscal year's supply of food and supplements, and a new thermostat. In future, her food and accessories would be included in the annual budget. She is an omnivore, so requires a variety of leafy greens, vegetables, and insects. She is currently in a bioactive enclosure, which mimics her natural habitat in a way that enriches her life and reduces certain maintenance aspects while increasing others.

There are many benefits to having a library dragon. She would boost staff morale, create a mascot to publicize, add interest to our space, and provide a quiet and attentive reading buddy for reluctant readers. Most of the staff are excited about the idea, and the others are only cautious about the procedures we would put in place.

Currently, the biggest concerns are who is going to be taking care of her and how do we ensure and improve her quality of life. City Manager Geertz checked with our insurance and there would be no increase in insurance premiums and any injuries to the public or staff would be covered. Opal's health would not be covered. I have checked with North Liberty and they do not have a policy regarding Matilda, just procedures. I would be willing to put something together if the Board would prefer, but it would take time as I have not been able to find any examples.

Budget Impact:

Opal's care would be covered by myself and Travis for this fiscal year, and her future care would be addressed in the appropriate budgets.

Options:

- A) Accept the donation of Opal the bearded dragon and her accessories
- B) Decline the donation of Opal.

Staff's Recommended Action:

As an interested party, I will defer to the Board's decision.

Placeholder for V&K Contract