

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees**

November 8, 2023, at 7 pm:

West Liberty Public Library UPPER LEVEL

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**
 - 1. Introduction of City Clerk Hoffert**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Space Utilization Discussion**
 - 2. Trustee Recruitment**
- IX. New Business**
 - 1. Climate Engineers Invoice**
 - 2. Circulation Policy Review**
- X. Adjourn Meeting**

Next meeting is Wednesday, December 20 at 7 pm.

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2023

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>PERSONAL SERVICES</u>					
001-6-410-1-6010 WAGES-FULL TIME	189,000.00	14,140.81	56,563.21	29.93	132,436.79
001-6-410-1-6020 WAGES-PART TIME	57,845.00	5,685.90	20,836.13	36.02	37,008.87
001-6-410-1-6040 WAGES-OVER TIME	500.00	0.00	0.00	0.00	500.00
TOTAL PERSONAL SERVICES	247,345.00	19,826.71	77,399.34	31.29	169,945.66
<u>EMPLOYEE BENEFITS</u>					
001-6-410-1-6110 FICA-CITY CONTRIBUTION	19,800.00	1,492.26	5,823.09	29.41	13,976.91
001-6-410-1-6130 IPERS-CITY CONTRIBUTION	23,900.00	1,610.98	6,163.02	25.79	17,736.98
001-6-410-1-6140 ICMA-CITY CONTRIBUTION	3,500.00	250.00	1,000.00	28.57	2,500.00
001-6-410-1-6150 GROUP MEDICAL INSURANCE	42,000.00	4,025.93	16,131.04	38.41	25,868.96
001-6-410-1-6152 GROUP MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00
001-6-410-1-6160 WORKER'S COMPENSATION I	3,200.00	0.00	2,164.00	67.63	1,036.00
001-6-410-1-6181 UNIFORMS, ALLOWANCES	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS	92,400.00	7,379.17	31,281.15	33.85	61,118.85
<u>STAFF DEVELOPMENT</u>					
001-6-410-1-6210 DUES & MEMBERSHIP FEES	425.00	0.00	175.00	41.18	250.00
001-6-410-1-6220 SUBSCRIPTIONS, PUBL & E	200.00	0.00	0.00	0.00	200.00
001-6-410-1-6230 TRAINING	400.00	0.00	0.00	0.00	400.00
001-6-410-1-6240 CONFERENCE & TRAVEL EXP	210.00	0.00	0.00	0.00	210.00
TOTAL STAFF DEVELOPMENT	1,235.00	0.00	175.00	14.17	1,060.00
<u>REPAIR, MTNCE, UTILITIES</u>					
001-6-410-2-6310 BUILDING/GROUND MAINTEN	15,000.00	32.40	3,683.26	24.56	11,316.74
001-6-410-2-6350 EQUIPMENT REPAIRS/MAINT	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6371 UTILITY SERVICES-ELEC, G	5,000.00	2,792.38	11,163.59	223.27	(6,163.59)
001-6-410-2-6373 TELEPHONE EXPENSE	2,500.00	250.65	998.35	39.93	1,501.65
TOTAL REPAIR, MTNCE, UTILITIES	23,500.00	3,075.43	15,845.20	67.43	7,654.80
<u>CONTRACTUAL SERVICES</u>					
001-6-410-2-6407 PROFESSIONAL & CONS FEE	2,100.00	0.00	5,084.00	242.10	(2,984.00)
001-6-410-2-6408 TORT LIABILITY INSURANC	3,000.00	0.00	0.00	0.00	3,000.00
001-6-410-2-6415 RENTALS & LEASES	2,000.00	0.00	1,394.77	69.74	605.23
001-6-410-2-6426 ENRICHMENT PROGRAMS	2,500.00	0.00	690.83	27.63	1,809.17
001-6-410-2-6429 PROPERTY TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	9,600.00	0.00	7,169.60	74.68	2,430.40
<u>COMMODITIES</u>					
001-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	10,000.00	0.00	16,483.04	164.83	(6,483.04)
001-6-410-2-6504 MINOR EQUIPMENT	1,000.00	0.00	7,466.27	746.63	(6,466.27)
001-6-410-2-6507 OPERATING SUPPLIES	5,000.00	0.00	1,071.93	21.44	3,928.07
001-6-410-2-6508 POSTAGE	200.00	0.00	4.43	2.22	195.57
001-6-410-2-6521 JANITORIAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00
001-6-410-2-6599 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	17,200.00	0.00	25,025.67	145.50	(7,825.67)

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2023

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	26,000.00	0.00	2,085.46	8.02	23,914.54
TOTAL CAPITAL OUTLAY	26,000.00	0.00	2,085.46	8.02	23,914.54
TOTAL LIBRARY	417,280.00	30,281.31	158,981.42	38.10	258,298.58

CITY OF WEST LIBERTY
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2023

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	0.00	0.00	0.00
134-6-410-2-6426 LIBRARY TRUST ENRICHMEN	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>					
134-6-410-2-6502 BOOKS, AUDIOVISUAL, MATER	0.00	0.00	0.00	0.00	0.00
134-6-410-2-6504 MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
<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	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2023

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
<hr/>					
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	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, 2023

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, 2023

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, 2023

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, 2023

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
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REPAIR, MTNCE, UTILITIES					
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
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COMMODITIES					
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
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TOTAL ELIASON TRUST	0.00	0.00	0.00	0.00	0.00
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TOTAL CULTURE & RECREATION	0.00	0.00	0.00	0.00	0.00

CITY OF WEST LIBERTY
EXPENDITURES REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2023

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

Library Director's Report

November 2023

Agenda:

Today, we will be the Space Utilization report and specifics on who and how we would like to recruit trustee candidates for December. We will also review and update the Circulation Policy.

Goal Progress:

The goals set for the Director by the Board for FY24 are: Complete financials on time, create an onboarding/training procedure, and increase engagement with the Friends of the Library.

I am still getting a handle on the credits we have accrued with several vendors and how to document and communicate the utilization of those credits to both the Board and the City. On 11/1/23, there was a Department Head meeting that outlined the budget timeline for FY25, among other communication items. The City budget is due at the end of April this year due to the significant changes enacted by the State. It has been communicated to me that the final reconciliation for FY23 will not drastically change our numbers, and as a result, I have started reconciling my books using the FY23 detail provided by Clerk Hoffert on 10/25/23. This will allow QuickBooks reporting to generate useful information. I will continue to wait on the budget proposal submission until the Trustees have reviewed and approved it. There will likely be budget discussions scheduled before that happens, and I will coordinate with the Budget and Finance committee (Shannon, Dick, and Sam) to attend those discussions.

Our October in-service was supposed to be focused on training documentation, but I was home sick and unable to attend. The full-time staff and I will be reviewing that information next week. We are also adopting a statistics tracking, calendar, and booking system provided by the State Library. Once we review that, procedures will be written.

The Friends of the Library raised \$1218.55 at the October Book and Bake Sale. I have not received any information on memberships.

Building and Technology:

The boiler pump made a significant amount of noise, resulting in the motor being replaced.

The Boiler Inspector came, and a safety valve needs to be replaced, and he recommended that all three be replaced. That has been communicated to Blaine with Climate Engineers via text, and I have emailed the inspection report to one of his staff members since I don't have his email.

Staff and Volunteers:

We are restructuring our Adult programming to be more consistent and low-stakes. Because of the low attendance in our adult programs, we have shifted to events that will focus on building a community that costs very little to no money. We will be continuing our book clubs and introducing a parent support group, a puzzle club, a coloring club, and our self-guided English language classes. We will plan more extensive programs quarterly and partner with other local organizations for additional community buy-in. Library Assistants Meenu and Genny will spearhead the parent support group, puzzle club, and coloring club and have already found local sponsors to provide food for the events scheduled for November and half of December.

FY24 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	95	211	95	194									595
Books withdrawn	-16	-121	-8	-121									-266
Audio materials added	0	0	0	0									0
Audio materials withdrawn	0	0	0	0									0
Video materials added	51	4	4	4									63
Video materials withdrawn	0	-6	0	-6									-12
Other library materials added	0	0	0	0									0
Other library materials withdrawn	0	0	0	0									0

Programming & Outreach

Statistics as of November 6 for FY24:

Attendance	Month					
Age Group	Jul	Aug	Sep	Oct	Nov	Grand Total
Little's	73	56	77	95	14	315
Kids	20	9	118	114	0	261
Young Adult	10	0	36	21	0	67
Adult	34	14	35	45	7	135
All Ages	475	0	85	16	13	589
Grand Total	612	79	351	291	34	1367

NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
<p>adult events</p> <p>all ages events</p> <p>youth events</p>	<p>NATIVE AMERICAN HERITAGE MONTH</p>		<p>1. Papel Picado for Day of the Dead 3:00pm upper level</p>	<p>2. Silent Reading Club 5:30pm</p>	<p>3. Family Storytime 10:00am Puzzle Club 11:00am</p>	<p>4.</p>
<p>5.</p>	<p>6. Fiber Arts Club 12:00pm</p>	<p>7. Celebrity Storytime 11:30am Self-Guided English Classes w/ Rosetta Stone 4:30pm board meeting 7:00 pm</p>	<p>8. Junior Book Club 3:00pm Games Club 4:30 pm</p>	<p>9. The Page Turners book club meeting 12pm / 6pm</p>	<p>10. CLOSED</p>	<p>11. HAPPY Veterans DAY</p>
<p>12.</p>	<p>13.</p>	<p>14. Self-Guided English Classes w/ Rosetta Stone 5:30pm</p>	<p>15. Turkeys in Disguise 3:00pm TAB meeting 4:30</p>	<p>16. Turkeys & Food Caching 3:30pm Silent Reading Club 5:30pm</p>	<p>17. Family Storytime 10:00am Coloring Club 11:00am</p>	<p>18.</p>
<p>19. Holiday Open House at the Library</p>	<p>20. Fiber Arts Club 12:00pm</p>	<p>21. Self-Guided English Classes w/ Rosetta Stone 5:30pm</p>	<p>22. Lego-fy Yourself 2:00 STEM Club 4:30pm</p>	<p>23.  THANKSGIVING CLOSED</p>	<p>24.</p>	<p>25.</p>
<p>26.</p>	<p>27. Short Stories for Busy People book club meeting 12pm / 6pm</p>	<p>28. Self-Guided English Classes w/ Rosetta Stone 5:30pm</p>	<p>29. Science Stations 3:00pm Creative Arts Club 4:30pm</p>	<p>30.</p>		



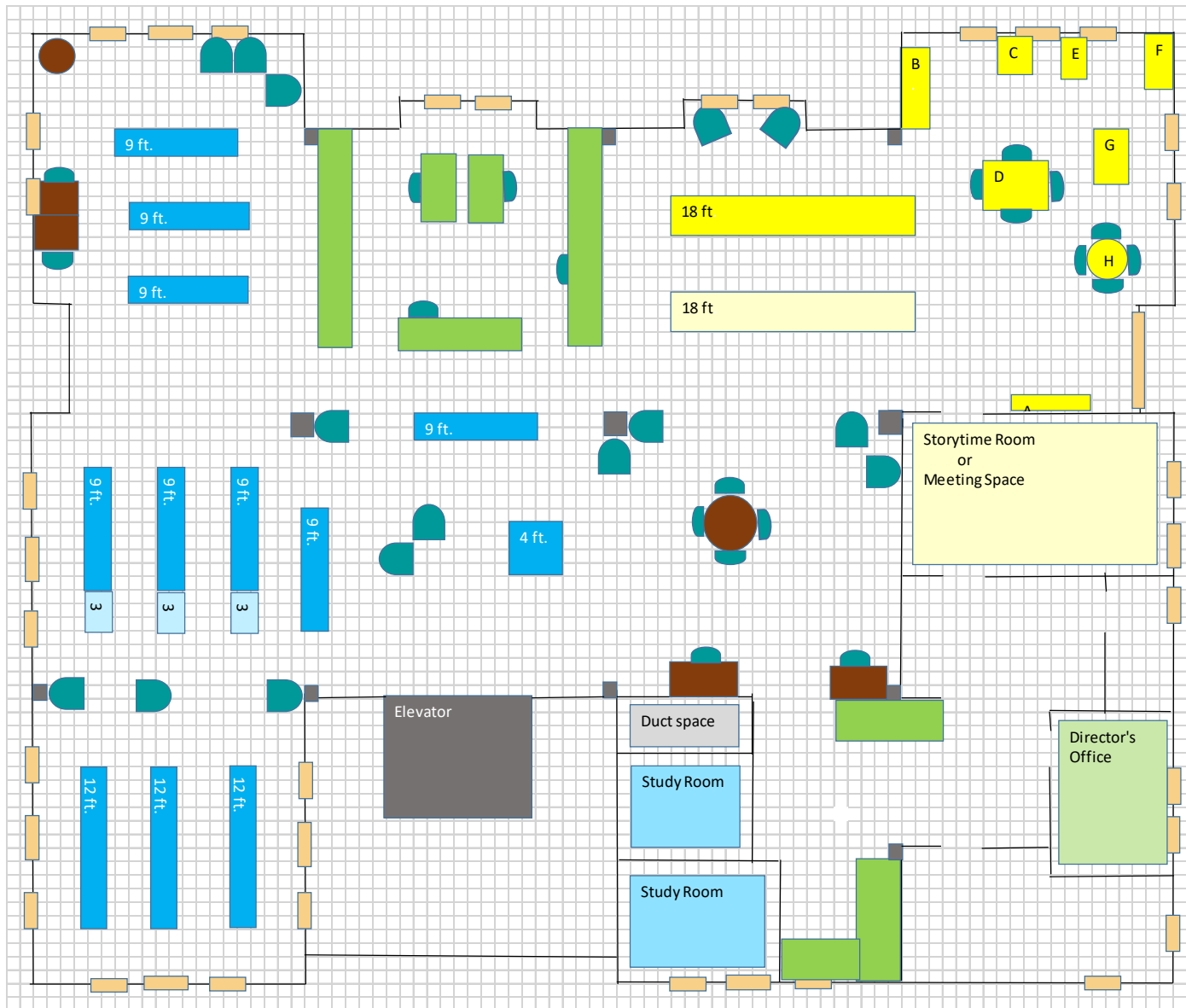
Fiscal Trend Summary (July-June)
West Liberty Public Library
Month Ending October-2023

	Jul-23	Aug-23	Sep-23	Oct-23
Visitor Session Information				
Total Session Count	906	893	1,195	1,284
Total Session Time	1560.57	1508.07	1669.53	1452.52
Average Session Time	1.72	1.68	1.38	1.12
Average Sessions Per Visit	1.29	1.28	1.24	1.28
Average Hours Per Visit	2.22	2.15	1.73	1.45
Visitor Information				
Total Visits	704	699	962	1,000
Daily Return Visits	92	427	455	663
Daily New Visits	612	272	507	337
Monthly Unique Visitors	212	238	332	337
Average Visitor Return Rate	3.32	2.94	2.9	2.97
Monthly Average Hours Per Device	7.35	6.33	5.02	4.3

	Prior Month Compare			Same Month Prior Year Compare			Fiscal Year-To-Date		Fiscal Year-Over-Year	
Visitor Session Information	Oct-23	Change	%	Oct-22	Change	%	2024	2023	Change	%
Total Session Count	1,284	89	7.45%	999	285	28.53%	4,278	2,906	1,372	47.21%
Total Session Time	1452.52	-217.01	-13%	793.02	659.5	83.16%	6190.72	2675.23	3515.49	131.41%
Average Session Time	1.12	-0.26	-18.84%	0.78	0.34	43.59%	1.43	0.92	0.51	55.43%
Average Sessions Per Visit	1.28	0.04	3.23%	1.15	0.13	11.3%	1.27	1.16	0.11	9.48%
Average Hours Per Visit	1.45	-0.28	-16.18%	0.9	0.55	61.11%	1.83	1.07	0.76	71.03%
Visitor Information										
Total Visits	1,000	38	3.95%	869	131	15.07%	3,365	2,502	863	34.49%
Daily Return Visits	663	208	45.71%	563	100	17.76%	1,637	1,599	38	2.38%
Daily New Visits	337	-170	-33.53%	306	31	10.13%	1,728	903	825	91.36%
Monthly Unique Visitors	337	5	1.51%	310	27	8.71%				
Average Visitor Return Rate	2.97	0.07	2.41%	2.8	0.17	6.07%				
Monthly Average Hours Per Device	4.3	-0.72	-14.34%	2.55	1.75	68.63%				

	Fiscal Year-Over-Year		Change	
Annual Visitor Information	2024	2023	Change	%
Unique Visitors	703	592	111	18.75%
Average Days Per Visitor	4.79	4.23	0.56	13.24%
Average Hours Per Visitor	8.8	4.52	4.28	94.69%

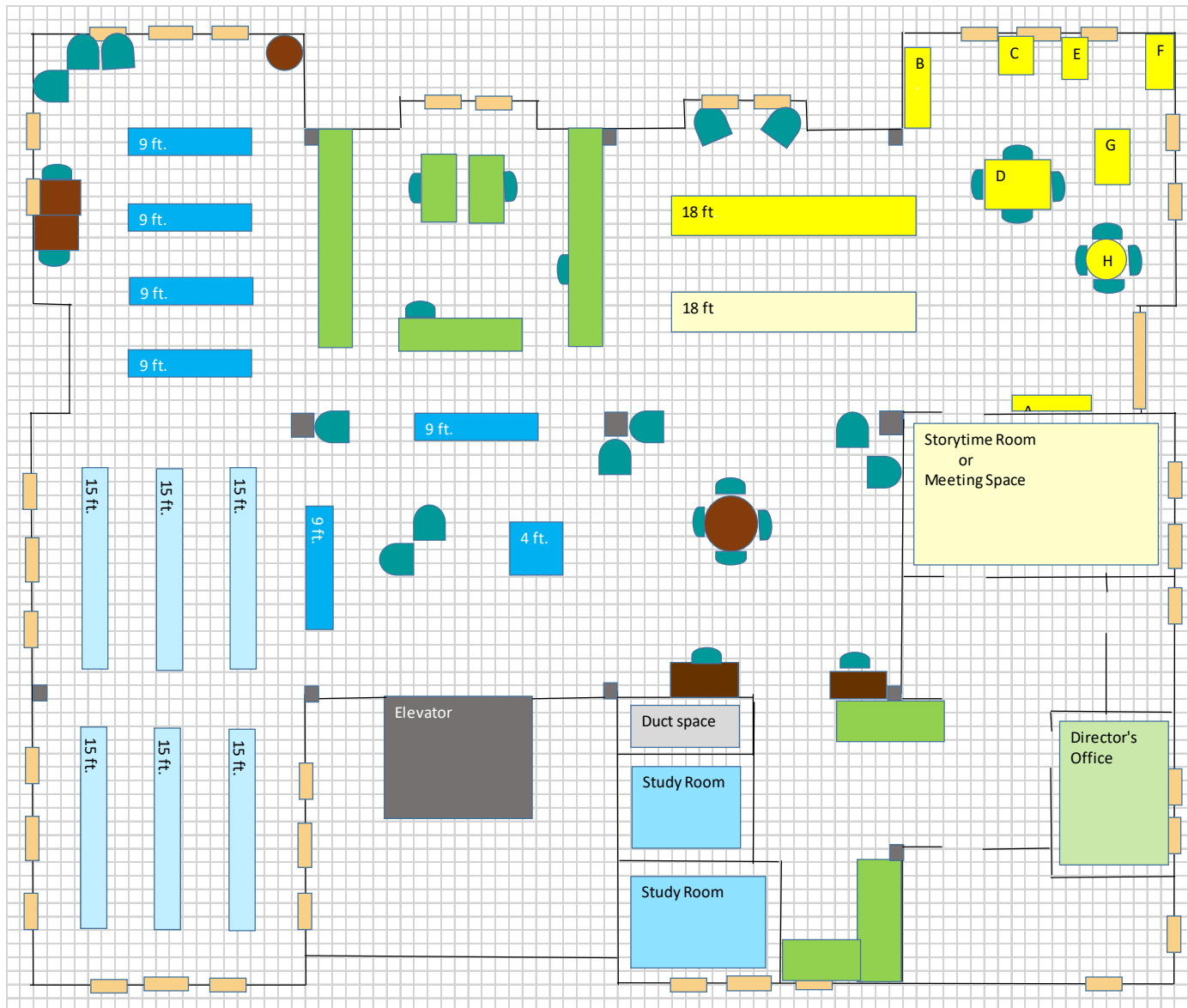
Plan B -1



- Children's Furnishings**
(in yellow)
- A = Wall-hung Kitchen
 - B = Board books
 - C = Arched book shelf
 - D = Leaf table
 - E = Truck
 - F = Lego bench
 - G = Table for cars
 - H = Round table

Color Key: peach = windows; gray = structural features; brown = desks or tables; turquoise = Adult collection; yellow = Children's collection; light yellow = Storytime room; green = Staff areas; teal = seating; light turquoise = Study room spaces

Plan B -2



Children's Furnishings

(in yellow)

A = Wall-hung Kitchen

B = Board books

C = Arched book shelf

D = Leaf table

E = Truck

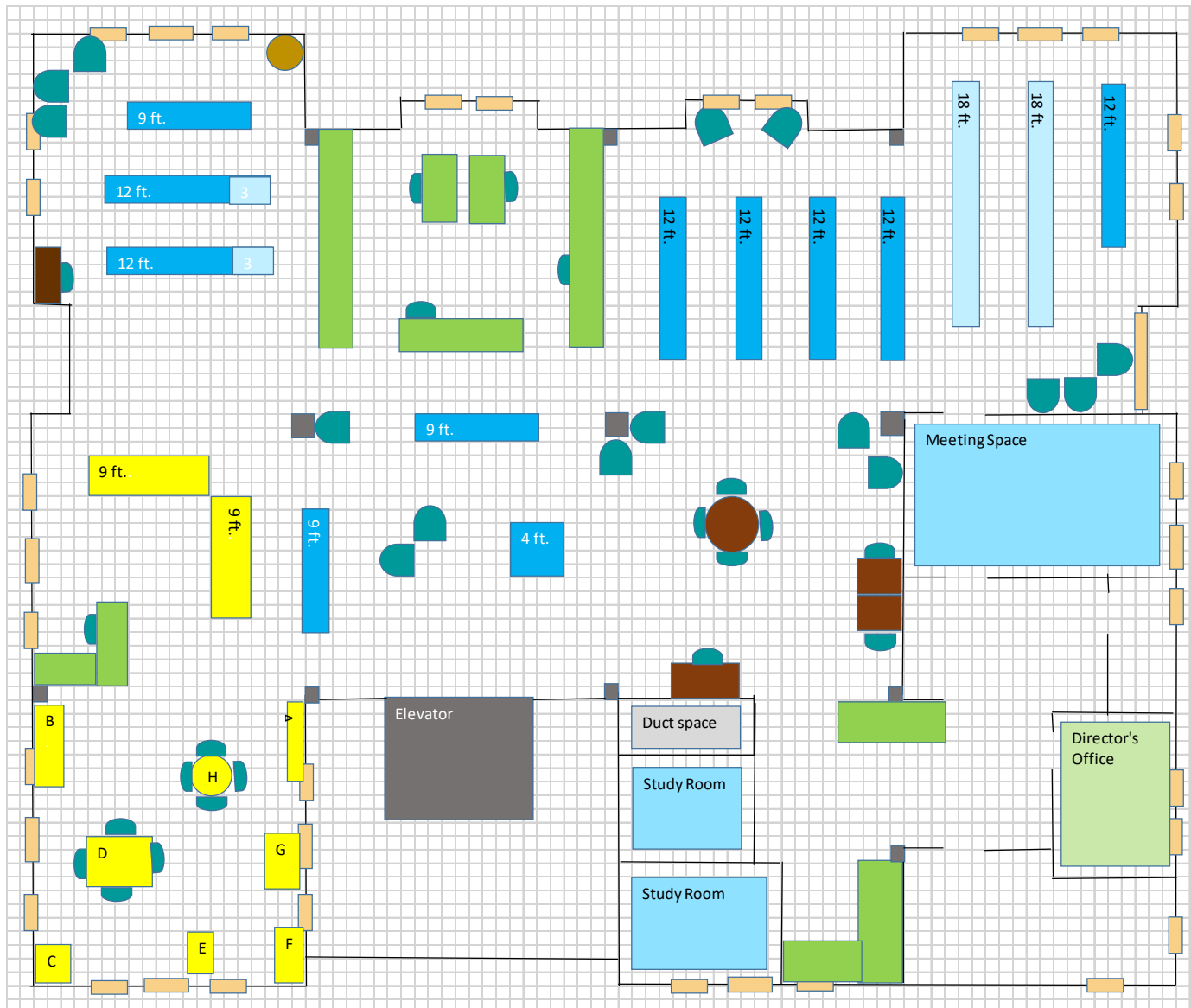
F = Lego bench

G = Table for cars

H = Round table

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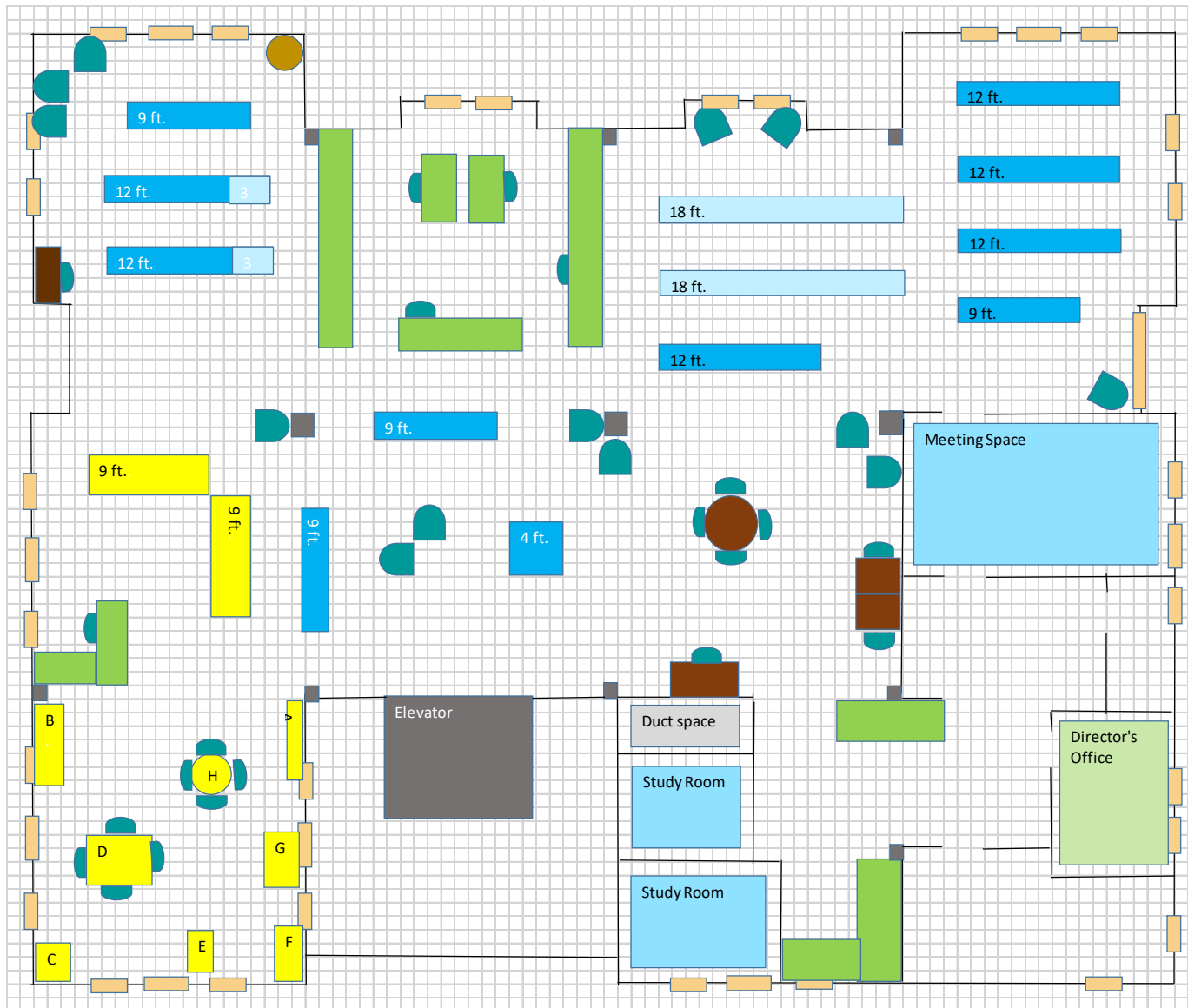
Plan C-1



- Children's Furnishings**
(in yellow)
- A = Wall-hung Kitchen
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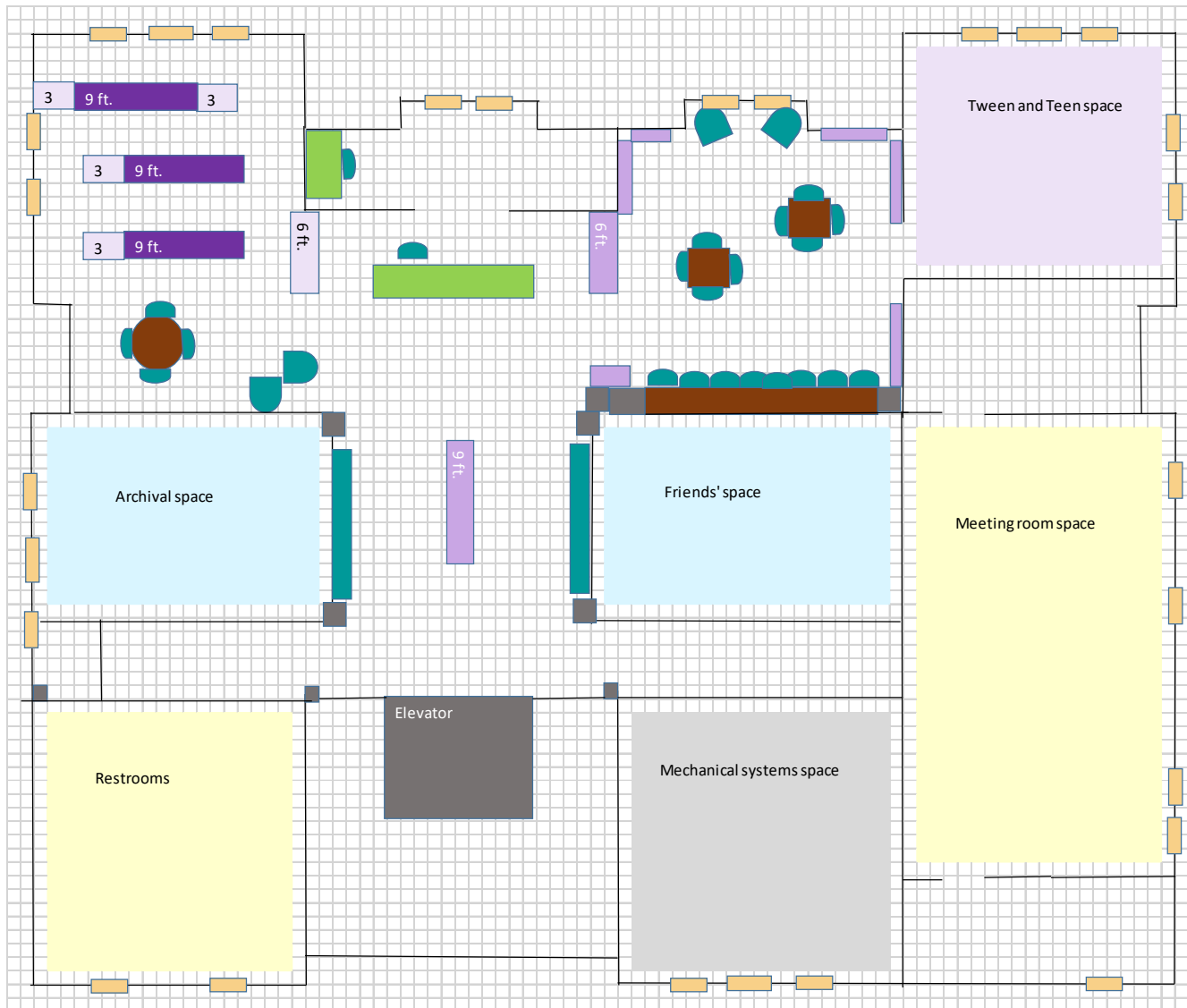
Plan C --2



- Children's Furnishings**
(in yellow)
- A = Wall-hung Kitchen
 - B = Board books
 - C = Arched book shelf
 - D = Leaf table
 - E = Truck
 - F = Lego bench
 - G = Table for cars
 - H = Round table

Color Key: peach = windows; gray = structural features; brown = desks or tables; turquoise = Adult collection; yellow = Children's collection; green = Staff areas; teal = seating; light turquoise = Study room spaces

Plan D --1



Color Key: peach = windows; gray = structural features; brown = desks or tables; dark purple = Teen collection; medium purple = Juvenile collection; light purple = potential expansion or changed shelving; green = Staff areas; teal = seating

CHECK LIST

WO # CS230332

DATE	10-5-23
DATE ORDERED	
DATE SCHEDULED	
MAKE	
MODEL	
SERIAL NUMBER	
PHONE	
WK. PHONE	



3005 Robins Road Hiawatha, IA 52233 (319) 364-1569

- AIR FILTERS**
 CLEANED REPLACED
- COMPRESSOR**
 SUCTION _____ PSI
 HEAD _____ PSI
 ELECTRICAL CONNECTIONS
 CONTACTS TIGHT & CLEAN
 CONDITION
- CONDENSATION AREAS**
 INSPECT & CLEAN DRAIN
- CONDENSER COIL**
 CLEAN COIL & CHECK FIN COND.
- ELECTRICAL COMP.**
 RELAYS CONTACTORS
 OVERLOAD PRESS SWITCH
 START CAPACITOR RUN CAPACITOR
- FAN AND MOTOR**
 VOLTS _____ AMPS _____
 ELECTRICAL CONNECTIONS
 CONTACTS TIGHT & CLEAN
 FAN PULLEYS (ADJUST BELT)
 CHECK MOTOR
- HEATING ASSEMBLY**
 BURNER & HEAT EXCHANGER
 FUEL SUPPLY & PRESSURE
- PILOT ASSEMBLY
 FLAME ADJUSTMENT
 PRIMARY RELAY & FLUE
 FAN & LIMIT SWITCH OPER.
 BLOWER ASSEMBLY
 RV VALVE
 STRIP HEAT
 DEFROST CYCLE
- REFRIGERANT**
 LEAK CHARGE
- THERMOSTAT**
 O.K. REPLACE

NAME WL Library
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 JOB LOCATION _____

QUANTITY	ITEM OR PART DESCRIPTION	PRICE	AMOUNT	DESCRIPTION OF SERVICE WORK	AMOUNT
-	-			- Pump very noisy - Tom called	
-	New 346 Motor - Plumbers Supply Co.			- checked situation - Pump 2 very loud -	
-	Lime Scale remove			Shut it down - Removal motor - checked bearings on	
2 =	Bearings - Standard Bearings			motor & pump - Motor bad - Tried to replace	
				bearings - Motor housing broke - Had to replace	
				motor - Returned & replaced motor - Test run - All ok	
				- Boiler 3 was also leaking - Opened it up - Flushed	
				heat exchanger & drain - Treated w/ lime/scale	
				removal - clean - Re assembled & test run -	
				All ok -	

<input type="checkbox"/> WARRANTY		CHARGES FROM BELOW	DESCRIPTION	AMOUNT
<input type="checkbox"/> CONTRACT				\$
<input type="checkbox"/> SERVICE CONTRACT				
<input type="checkbox"/> NORMAL				
<input type="checkbox"/> RES. <input type="checkbox"/> COMM. <input type="checkbox"/>				
LABOR GUARANTY The labor charge as recorded here relative to the equipment services as noted, is guaranteed for a period of 30 days. PARTS WARRANTY All parts as recorded are warranted as per manufacturer specifications. We do not, of course, guaranty other parts than those we install. If repairs become necessary due to other defective parts, they will be charged separately.				
TRAVEL TIME TIME ARRIVED _____ TIME DEPARTED _____ TRAVEL TIME _____		MILEAGE ENDING _____ START _____ MILES _____ TOTAL _____ TRIP CHARGE \$ _____	TOTAL OTHER CHARGES \$ _____	RECOMMENDED REPAIRS

LABOR CHARGES _____ HRS. @ _____ /HR = _____
 TECHNICIAN SIGNATURE Blaine Kelly CERTIFICATE NO. _____
 TOTAL OTHER CHARGES _____

I HEREBY AUTHORIZE THE ABOVE WORK TO BE DONE AS SO ORDERED AND OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL COMPLETE PAYMENT HAS BEEN MADE. IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER HAS THE RIGHT TO REMOVE EQUIPMENT AND MATERIAL WITHOUT BEING HELD RESPONSIBLE FOR ANY DAMAGES RESULTING FROM THE REMOVAL OF EQUIPMENT.

REFRIGERANT			EQUIPMENT	
NON USABLE _____ YES NO	TYPE _____	SYSTEM _____	CHANGED OUT (OR REPLACED)? _____ YES NO	DISMANTLED? _____ YES NO
QTY _____	REFRIG. _____	QTY _____	REFRIGERANT DISPOSAL _____	
	RECOVERED? _____ YES NO	QTY _____		
	RECYCLED? _____ YES NO	QTY _____		
	RECLAIMED? _____ YES NO	QTY _____		
DISPOSAL _____	RETURNED TO THIS SYSTEM? _____ YES NO	QTY _____	OWNER'S INITIALS	
			ACCEPTED _____	DECLINED _____

AUTHORIZED SIGNATURE _____
 ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.
 X _____ DATE _____

TOTAL OTHER CHARGES	
SUB-TOTAL	
INSP. CHARGES	
TRIP CHARGE	
TAX	
TOTAL DUE	



INVOICE

INVOICE NO
27500

SHEETMETAL HVAC • SERVICES • DESIGN Commercial • Industrial

3005 ROBINS RD • HIAWATHA • IA 52233 • Phone 319-364-1569 • Fax 319-368-6625

BILL TO WEST LIBERTY PUBLIC LIBRARY
400 N. SPENCER ST
WEST LIBERTY, IA 52776

JOB NO CS230332
WL LIBRARY PUMP LOUD

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
WES013				Net 30	10/23/2023	1

WEST LIBRARY PUMP LOUD

Please see attached written service ticket for the details of the work completed on the above project.

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
SERVICE RT	1.50	SERV TECH - B KELLY, 8/18/23	107.00	160.50*
SERVICE RT	3.00	SERV TECH - B KELLY, 10/05/23	107.00	321.00*
TOOLS & CONSUM	1	TOOLS & CONSUMABLES	16.85	16.85*
MATERIAL	1	MATL: MOTOR, SILICONE, ETC	3428.61	3,428.61*
TRUCK CHARGE	1	TRUCK CHARGE	35.00	35.00*

* means item is non-taxable

TOTAL AMOUNT 3,961.96

PAYMENT REMITTANCE ADDRESS:
CLIMATE ENGINEERS, LLC.
3005 ROBINS ROAD
HIAWATHA, IA 52233

Boiler & Pressure Vessel Inspection Bureau
Building & Construction, Boiler & Pressure Vessel Inspection Bureau
6200 Park Ave.
Des Moines, IA 50321
515-725-5609
www.iowaboilers.gov

INVOICE NUMBER: 185970
INVOICE DATE: 10/28/2022
AMOUNT DUE: \$120.00

WITHIN 15 DAYS OF RECEIPT, SEND PAYMENT
AND REMITTANCE FORM TO:
Boiler & Pressure Vessel Inspection
Building & Construction, Boiler &
6200 Park Ave.
Des Moines, IA 50321

West Liberty Library
402 N Spencer St
West Liberty, IA 52776

OBJECT(S)/FEE DESCRIPTION	DATE	LOCATION	AMOUNT
IA099252 - Heat Transfer Products Inc. - 2015	10/17/2022	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00
IA099253 - Heat Transfer Products Inc. - 2015	10/17/2022	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00
IA099254 - Heat Transfer Products Inc. - 2015	10/17/2022	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00

STATE AGENCY

For State Agency Using Direct Payment (Internal Transfer)
Use the following Code:

FY: 23 Fund: 012D Department: 427 Orgn: AABL RSRC: 0510
(Detail Acct) Program: BL 23

PENALTY-The operation of Boilers or Pressure Vessels without an inspection certificate shall constitute a misdemeanor on the part of the owner user or operator thereof and punishable by a fine not exceeding six hundred twenty-five dollars (\$625.00) Iowa Code Section 89.10.

Please detach and remit with payment. Thank you.

BOILER REMITTANCE FORM

INVOICE NUMBER: 185970
INVOICE DATE: 10/28/2022
AMOUNT DUE: \$120.00

INSPECTOR: Doug Herrman
COMPANY: Cincinnati Insurance Company
INSP. DATE: 10/17/2022 12:00:00 AM

AMOUNT PAID: _____

CHECK NBR: _____
CHECK DATE: _____

Please write invoice number on payment.

Indicate address change on back

Amount Received	Received By	Date
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Boiler & Pressure Vessel Inspection Bureau
Building & Construction, Boiler & Pressure Vessel Inspection Bureau
6200 Park Ave.
Des Moines, IA 50321
515-725-5609
www.iowaboilers.gov

INVOICE NUMBER: 191087
INVOICE DATE: 10/31/2023
AMOUNT DUE: \$120.00

WITHIN 15 DAYS OF RECEIPT, SEND PAYMENT
AND REMITTANCE FORM TO:
Boiler & Pressure Vessel Inspection
Building & Construction, Boiler &
6200 Park Ave.
Des Moines, IA 50321

West Liberty City of/Library
402 N Spencer St
West Liberty, IA 52776

OBJECT(S)/FEE DESCRIPTION	DATE	LOCATION	AMOUNT
IA099252 - Heat Transfer Products Inc. - 2015	10/23/2023	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00
IA099253 - Heat Transfer Products Inc. - 2015	10/23/2023	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00
IA099254 - Heat Transfer Products Inc. - 2015	10/23/2023	West Liberty City of/Library, BLRM, 402 N Spencer St	40.00

----- STATE AGENCY -----

For State Agency Using Direct Payment (Internal Transfer)
Use the following Code:

FY: 24 Fund: 012D Department: 427 Orgn: AABL RSRC: 0510
(Detail Acct) Program: BL 24

PENALTY-The operation of Boilers or Pressure Vessels without an inspection certificate shall constitute a misdemeanor on the part of the owner user or operator thereof and punishable by a fine not exceeding six hundred twenty-five dollars (\$625.00) Iowa Code Section 89.10.

Please detach and remit with payment. Thank you.

BOILER REMITTANCE FORM

INVOICE NUMBER: 191087
INVOICE DATE: 10/31/2023
AMOUNT DUE: \$120.00

INSPECTOR: Josh Engel
COMPANY: Travelers
INSP. DATE: 10/23/2023 12:00:00 AM

AMOUNT PAID: _____

CHECK NBR: _____
CHECK DATE: _____

Please write invoice number on payment.

Indicate address change on back

Amount Received	Received By	Date
-----------------	-------------	------

Circulation Policy

POLICY DRAFT DATE: 01/2008

REVISIONS: 11/2017; 6/2019, 5/2021, 11/2023

Policy Purpose

Circulation is the act of lending library materials to members of the public for a defined period of time. The purpose of this policy is to define approved practices for the circulation of library materials and establish the expectations of both patrons and the Library.

Circulation and Renewal

Account Status

Circulation of both physical and digital materials requires a library account in good standing. An account in good standing has no overdue materials and replacement fines in compliance with the agreed-upon payment schedule.

Physical Collection

Library materials that can circulate outside of the Library comprise our circulating collection. The circulating collection includes the following item types unless specified on the item or item record:

Item Type	Check Out Limit	Check Out Period
Books	30	3 weeks
DVD/Blu-Ray	5	3 weeks
Audiobooks	5	3 weeks
Video Games	2	3 weeks
<u>Kits</u>	<u>1</u>	<u>1 month</u>

All items may be renewed twice for 3-week periods unless they are on hold for another patron. After two renewals, materials must come back to the Library to be checked in. All library patrons with an active library account in good standing may check out physical materials unless otherwise specified. Confirmation of identity may be required by staff for check out. Patrons are responsible for the condition and return of all materials checked out to their account. ~~Confirmation of identity may be required by staff.~~

Digital Resources

Use of the digital resources purchased by the Library ~~are~~is limited to use by Resident accounts unless otherwise specified. Access to these resources may require an account in good standing and a PIN or password. Patrons may recover their password through our online catalog by selecting "Forgot Password" or by requesting a new PIN/password from Library staff. Patrons should change their PIN/password after Library staff have reset it.

Overdue, Lost, and Damaged Materials

An item is considered overdue if it has not been entirely returned to the Library on or before the date ~~the item~~ is due. Library accounts with overdue items ~~are able to~~can use materials within the Library, but not check out materials for circulation.

An item is declared lost (long overdue) 60 days after the due date. A replacement fine will then be charged to the account and the account will be suspended. Patrons will need to pay the fine or establish a payment plan. Access to specific digital resources may be limited until the fine is paid off. ~~Materials for use in the Library are still available for use by accounts with lost items. Circulating materials may be used inside the Library, but equipment usage is restricted. Any suspended account with \$50 or more will be dealt with on an individual basis.~~

~~Library Accounts with items 150 days overdue will be suspended until the replacement fine is paid or the matter is discussed with the Library Director. Circulating materials may be used inside the Library, but equipment usage is restricted. Any suspended account with \$150 or more will be dealt with on a case-by-case basis.~~

Replacement Fines for Lost and Damaged Materials

The borrower will be charged the original retail price for the full retail replacement or repair of any lost or damaged items, ~~including any processing fees~~. The replacement cost listed in the item record was the retail cost of the item when it was purchased. Payment plans may be established with any full-time ~~library~~ staff and will be approved by the Library Director. Payment plans will be detailed in the account notes for staff to reference until the fine is repaid. Replacement items must be purchased through the Library's vendors due to the processing required to prepare an item for

Hold and Requests

Patrons may ask us to hold up to 53 items by reserving through our online catalog, via email, or by contacting library staff. The Library will notify the patron when the item is available. Reserved items will be held one week before being passed on to the next patron or reshelfed.

The Library will buy materials requested by patrons that follow our collection development guidelines, but due to budget constraints we will only purchase 3 requested items per month per patron.

Interlibrary Loan

Resident borrowers may request materials through Interlibrary Loan (ILL). A fee may be charged if the item requires postage and is not picked up within one week of notification. Limit of 3 ILL materials at a time without permission from the ILL staff.

Equipment

Equipment is for use within the Library. Usage of most equipment requires an account in good standing. Borrowers are responsible for the care of all equipment checked out to their account. Equipment that is lost or damaged will incur a replacement fine based on the original retail price of the item or repair costs. No food ~~or and only water-drink~~ is to be consumed near library equipment, and doing so could result in limiting equipment usage for a period of time determined by staff.

The Library Director can make special arrangements ~~for the circulation of~~ to circulate equipment outside the library.