

City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
December 17, 2025, at 7 pm:
West Liberty Public Library
Lower-Level Meeting Room

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

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Board of Trustee Recommendations**
- IX. New Business**
 - 1. Meeting Room Policy Exception**
 - 2. Climate Engineers Contract**
- X. Adjourn Meeting**

Next meeting is Wednesday, January 21, at 7 pm.

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from November 19, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Sam Morel, Brianna Harvey, Rachel Morrison, Keegan Paisley, Ken Brooks
Library Director: Allie Paarsmith
City Council Liaison: Josh Schilz

- I. Call to Order 7:03**
- II. Approval of Agenda:** Motion to approve by Member Harvey, Second by Morrison, **4-0**
- III. Approval of Minutes:** September and October minutes by Member Morrison, Second by Paisley **4-0**
- IV. Public Discussion:**
 - A. Library is planning a cookie decorating event Monday, December 22 4-6pm drop-in. Board members are invited to come, speak with patrons, help, etc.
- V. Financial Report:**
 - A. Checks were found in the office that were out of the deposit window. Paarsmith will reach out to patrons/business who made donations and they will be reissued.
 - B. Bills have been paid that were approved last month.
 - C. Motion to approve and pay expenses by Member Brooks, Second by Morrison **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. Manny Rodriguez is Sergio's recommendation for board and he is interested.
 - B. We recently discussed removal of the flagpole, but it may be a requirement for government buildings.
- VIII. Old Business:**
 - i. No old business
- IX. New Business:**
 - A. FY27 Budget Proposal
 - a. The budget was reviewed
 - b. Motion to approve by Morrison, Second by Paisley **4-0**
 - B. Disposal of property resolution
 - a. Items for disposal were presented.
 - b. Motion to approve the resolution of the items listed by Paisley, Second by Morrison **4-0**
- X. Adjourn Meeting:** Motion by Harvey, Second by Morrison, **4-0**



City of West Liberty, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - General Fund							
Revenue							
001-4-410-1-4799	Other Misc Revenue	0.00	0.00	1,292.21	2,381.50	2,381.50	0.00 %
001-4-410-2-4470	County Library Allocation	17,500.00	17,500.00	8,500.00	8,500.00	-9,000.00	51.43 %
001-4-410-2-4471	Local Comm Library Allocation	7,536.00	7,536.00	0.00	0.00	-7,536.00	100.00 %
001-4-410-2-4705	Contributions- Gifts/Grants	156,000.00	156,000.00	42.00	42.00	-155,958.00	99.97 %
001-4-410-4-4433	State Shared Revenue/Enrich IO	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
	Revenue Total:	183,036.00	183,036.00	9,834.21	10,923.50	-172,112.50	94.03%
Expense							
001-6-410-1-60100	Wages- Full Time	237,841.00	237,841.00	19,772.64	96,743.04	141,097.96	59.32 %
001-6-410-1-60200	Wages- Part Time	40,095.00	40,095.00	6,347.23	34,229.19	5,865.81	14.63 %
001-6-410-1-60400	Wages- Over Time	250.00	250.00	0.00	38.16	211.84	84.74 %
001-6-410-1-61100	FICA-City Contribution	21,263.00	21,263.00	1,949.34	9,796.30	11,466.70	53.93 %
001-6-410-1-61300	IPERS-City Contribution	25,600.00	25,600.00	2,056.09	11,142.94	14,457.06	56.47 %
001-6-410-1-61400	ICMA-City Contribution	3,000.00	3,000.00	300.00	1,500.00	1,500.00	50.00 %
001-6-410-1-61500	Group Medical Insurance- Health	52,000.00	52,000.00	6,458.50	31,594.05	20,405.95	39.24 %
001-6-410-1-61600	Worker's Compensation Insurance	2,500.00	2,500.00	0.00	112.00	2,388.00	95.52 %
001-6-410-1-61810	Uniform Allowance	200.00	200.00	0.00	0.00	200.00	100.00 %
001-6-410-1-62100	Dues & Membership Fees	840.00	840.00	0.00	190.00	650.00	77.38 %
001-6-410-1-62200	Subscriptions, Publ & Educ Materials	200.00	200.00	0.00	0.00	200.00	100.00 %
001-6-410-1-62300	Training	600.00	600.00	0.00	128.94	471.06	78.51 %
001-6-410-1-62400	Conference & Travel Expenses	100.00	100.00	0.00	0.00	100.00	100.00 %
001-6-410-2-63100	Building & Grounds Maintenance	12,000.00	12,000.00	2,771.22	10,433.82	1,566.18	13.05 %
001-6-410-2-63500	Equipment Repairs & Maintenance	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
001-6-410-2-63710	Utility Services- Electric, Gas, Water	5,000.00	5,000.00	524.00	6,734.20	-1,734.20	-34.68 %
001-6-410-2-63730	Telephone & Internet Expense	3,000.00	3,000.00	0.00	1,012.20	1,987.80	66.26 %
001-6-410-2-64070	Professional & Consulting Fees	4,000.00	4,000.00	0.00	2,221.23	1,778.77	44.47 %
001-6-410-2-64080	Tort Liability Insurance	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
001-6-410-2-64150	Rentals & Leases	4,000.00	4,000.00	637.63	1,600.93	2,399.07	59.98 %
001-6-410-2-64260	Enrichment Programs	3,000.00	3,000.00	121.03	3,860.17	-860.17	-28.67 %
001-6-410-2-65020	Books/Audiovisual/Materials	35,000.00	35,000.00	2,549.25	18,305.77	16,694.23	47.70 %
001-6-410-2-65040	Minor Equipment	1,000.00	1,000.00	0.00	18,784.76	-17,784.76	-1,778.48 %
001-6-410-2-65070	Operating Supplies	12,000.00	12,000.00	494.60	1,836.05	10,163.95	84.70 %
001-6-410-2-65080	Postage	700.00	700.00	0.00	353.96	346.04	49.43 %
001-6-410-2-65210	Janitorial Supplies	2,000.00	2,000.00	50.44	225.46	1,774.54	88.73 %
001-6-410-3-67280	Capital Improvements	150,000.00	150,000.00	0.00	12,600.00	137,400.00	91.60 %
	Expense Total:	620,689.00	620,689.00	44,031.97	263,443.17	357,245.83	57.56%
Fund: 001 - General Fund Surplus (Deficit):		-437,653.00	-437,653.00	-34,197.76	-252,519.67	185,133.33	42.30%
Fund: 134 - Library Trust							
Revenue							
134-4-411-4-4300	Interest Income	0.00	0.00	0.00	137.98	137.98	0.00 %
	Revenue Total:	0.00	0.00	0.00	137.98	137.98	0.00%
Fund: 134 - Library Trust Total:		0.00	0.00	0.00	137.98	137.98	0.00%
Report Surplus (Deficit):		-437,653.00	-437,653.00	-34,197.76	-252,381.69	185,271.31	42.33%

Group Summary

Account Typ...	Original	Current	Period	Fiscal	Variance	
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
Fund: 001 - General Fund						
Revenue	183,036.00	183,036.00	9,834.21	10,923.50	-172,112.50	94.03%
Expense	620,689.00	620,689.00	44,031.97	263,443.17	357,245.83	57.56%
Fund: 001 - General Fund Surplus (Deficit):	-437,653.00	-437,653.00	-34,197.76	-252,519.67	185,133.33	42.30%
Fund: 134 - Library Trust						
Revenue	0.00	0.00	0.00	137.98	137.98	0.00%
Fund: 134 - Library Trust Total:	0.00	0.00	0.00	137.98	137.98	0.00%
Report Surplus (Deficit):	-437,653.00	-437,653.00	-34,197.76	-252,381.69	185,271.31	42.33%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - General Fund	-437,653.00	-437,653.00	-34,197.76	-252,519.67	185,133.33
134 - Library Trust	0.00	0.00	0.00	137.98	137.98
Report Surplus (Deficit):	-437,653.00	-437,653.00	-34,197.76	-252,381.69	185,271.31

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
Amazon				
6521	1NQ4-CCJG-GHJQ	12/11/2025	Diversey CREW Heavy Duty Toilet Bowl Cleaner	83.52
6426	1YCT-1M4J-QJLK	12/10/2025	Amazon Basics Everyday Paper Plates, 8.62 Inch, Disposable, 200 Count	10.47
6426	1YCT-1M4J-QJLK	12/10/2025	MOUMOULIFE 100 Count 12 oz Coffee Cups, Leak-Proof Paper Cups 12 oz, Sturdy White Disposable Paper Coffee Cups for Cold and Hot Drinks	12.99
6426	1YCT-1M4J-QJLK	12/10/2025	3 Glad for Kids Dinosaur Paper MINI Snack Bowls, Lids Not Included - Disposable Paper Cups with Dino Design for Kids, Heavy Duty Small Size, 6 Ounces, 20 Count	3.79
6426	1YCT-1M4J-QJLK	12/10/2025	4 Glad for Kids Unicorn Paper MINI Snack Bowls, Lids Not Included - Heavy Duty Disposable Snack Cups with Unicorns for Kids 6 Ounces, 20 Count	3.79
6426	1YCT-1M4J-QJLK	12/10/2025	5 Glad for Kids Disney Mickey & Friends Disposable Paper Snack Bowls, Lids Not Included, Pink Minnie - Heavy Duty, Microwavable, Disposable Snack Cups with Lid for Soup or Ice Cream, 6 Ounce, 20 Count	7.74
6426	1YCT-1M4J-QJLK	12/10/2025	6 Glad for Kids Disney Mickey & Friends Disposable Paper Snack Bowls, Lids Not Included - Heavy Duty, Microwavable, Disposable Snack Cups with Lid for Soup or Ice Cream, 6 Ounce, 32 Count	8.13
6426	1YCT-1M4J-QJLK	12/10/2025	7 Swiss Miss Milk Chocolate Flavor Hot Cocoa Mix, 1.38 oz. 50-Count	9.78
6426	1DRV-VCD1-MN9L	12/10/2025	Don Clemente Autentica Loteria	15.55

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
			Mexican Bingo Set 20 Tablets Colorful and Educational	
6426	1FRM-N96V-H1Y7	12/10/2025	Briout Silverware, Dinner Fork 8 Inches, Forks Set of 12 Premium Food Grade Stainless Steel Forks for Home Kitchen Party Restaurant, Mirror Polished Dishwasher Safe	7.75
6521	1FRM-N96V-H1Y7	12/10/2025	Microfiber Duster for Cleaning, Tukuos Hand Washable Dusters with 4pcs Replaceable Microfiber Heads, Extendable Pole, Detachable Cleaning Supplies for Office, Car, Window, Furniture, Ceiling Fan	9.99
6502	193Y-W399-N1VD	12/09/2025	A Ferry Merry Christmas: A Novel	13.75
6502	1FDD-FGCX-T796	12/08/2025	Owl Diaries Series (21 Books) Complete Set (Books 1-21) ASIN: 133831324X Sold by: Bruzel Order # 112-8676872-3268265	98.99
6502	17H4-XCDH-CY3C	12/01/2025	The Borrowed Life of Frederick Fife: A Heartwarming Story of Redemption, Forgiveness, Second Chances, and Found Family ASIN: 0063397307 Sold by: Amazon.com Services, Inc Order # 111-8980092- 0107433	10.13
6521	1RGJ-L4N7-9WGF	12/01/2025	VIREX Diversey II 256 5019317 Liquid Disinfectant Cleaner and Deodorant, Hospital Grade Floor Cleaner with Mint Scent, SmartDose Concentrate, 1.4-Liter (Pack of 2) ASIN: B009NKS0U0 Sold by: Amazon.com Services, Inc	62.46
6507	1XG4-PGP3-7M17	12/01/2025	Brother SP2001C Replacement Separation Pad ASIN: Sold by: Amazon.com Services, Inc B087ZPXSQW	19.99
6507	1XG4-PGP3-7M17	12/01/2025	Brother PUR2001C Replacement	26.10

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West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
			Pickup Roller ASIN: B087ZPSSJF Sold by: Amazon.com Services, Inc	
6521	1CGQ-GWLL-Y7V7	11/26/2025	CREW Diversey 9302467 Clinging Plus Toilet Bowl Cleaner, Commercial Strength Formula Cleans Urinals, Ceramic, Porcelain, Unscented Green Liquid, Ready-to-Use Squeeze, 32-Ounce	13.10
6426	13XX-G6FT-PY4F	11/21/2025	Los Street Vendors: Bilingual Book Set about Shapes, Colors, and Fruits (Si Sabo Bilingual Books for Kids)	17.77
6426	13XX-G6FT-PY4F	11/21/2025	2 La Plaza: A Collection of Bilingual Books about Numbers, Opposites, and Musical Instruments Inspired by Latin American Culture (Si Sabo Bilingual Books for Kids)	19.49
6426	13XX-G6FT-PY4F	11/21/2025	Goodnight, Veggies/Buenas noches, vegetales: Bilingual English-Spanish (Spanish Edition)	4.79
6426	13XX-G6FT-PY4F	11/21/2025	Bright Baby Touch & Feel: Bilingual Numbers / Números: English-Spanish Bilingual (Spanish Edition)	4.88
6426	13XX-G6FT-PY4F	11/21/2025	Touch and Feel Farm: With Tactiles for Toddlers to Explore	5.68
6426	13XX-G6FT-PY4F	11/21/2025	National Geographic Photo Ark Colors / Colores: Board Book: Bilingual English-Spanish (The Photo Ark)	5.84
6426	13XX-G6FT-PY4F	11/21/2025	Las Ruedas del Autobús/Wheels on the Bus (Baby Rhyme Time (Spanish/English)) (Spanish and English Edition)	6.44
6426	13XX-G6FT-PY4F	11/21/2025	My First Bilingual Farm (My First Board Books)	6.99
6426	13XX-G6FT-PY4F	11/21/2025	My First Bilingual Colors (My First Board Books)	6.99

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
6426	13XX-G6FT-PY4F	11/21/2025	Loves Town 8pcs Plastic Egg Shakers Percussion Instruments Musical Egg Maracas Easter Egg with 4 Colors	7.83
6426	13XX-G6FT-PY4F	11/21/2025	Un Elefante: Numbers / Números: A Bilingual Counting Book (Lil' Libros) ASIN: 0986109940 Sold by: Amazon.com Services, Inc Order # 112-0049355-3835402	9.29
Total for Amazon				\$514.01
D.C. Taylor				
6310	1795	10/31/2025	Roof maintenance contract	1,593.00
Total for D.C. Taylor				\$1,593.00
Demco				
6507	7734901	12/03/2025	Polyfit Center Cut Book Jacket Cover 12" x 300' 1.5-Mil	65.99
Total for Demco				\$65.99
Ingram				
6502	92656085	12/09/2025	FRANKENSTEIN	9.00
6502	92656085	12/09/2025	PARIS ASSIGNMENT	10.19
6502	92656085	12/09/2025	SPA-LADRON DEL RAYO NOVELA GRA	11.97
6502	92656085	12/09/2025	SPA-MI VIDA CON LOS CHICOS WAL	11.97
6502	92656085	12/09/2025	THICK & THE LEAN	10.79
6502	92656085	12/09/2025	GREEN DONKEY LITTLE	10.92
6508	92656085	12/09/2025	SHIPPING/HANDLING	9.00
6502	92606770	12/08/2025	CODE GIRLS YOUNG READERS/E	7.49
6502	92606770	12/08/2025	DAY JIMMYS BOA ATE THE WASH	10.92
6502	92606770	12/08/2025	DEX DINGO WORLDS BEST GREATEST 5668	9.74
6502	92606770	12/08/2025	DOLL FOR GRANDMA	10.34

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
6502	92606770	12/08/2025	JULIAS HOUSE FOR LOST CREATURE G422 R	11.49
6502	92606770	12/08/2025	KITTY QUEST A GRAPHIC NOVEL	9.09
6502	92606770	12/08/2025	KITTY QUEST TENTACLE TROUBLE A 0883	9.09
6502	92606770	12/08/2025	LETS GO TO THE POTTY	7.49
6502	92606770	12/08/2025	LETS TALK ABT BODY BOUNDARIES	18.95
6502	92606770	12/08/2025	LITTLE HOMESTEADER A SPRING TR	12.64
6502	92606770	12/08/2025	MINIONS THE RISE OF GRU LITTLE	4.49
6502	92606770	12/08/2025	MYST OF LOCKED ROOMS	6.74
6502	92606770	12/08/2025	NANCY CLANCY BK4 FANCY NANCY	5.24
6502	92606770	12/08/2025	NO NO YES YES/NO NO SI SI	6.74
6502	92606770	12/08/2025	SCAREDY-PUG A BRANCHES BK (DIA	5.24
6502	92606770	12/08/2025	SPA-ANTOLOGIA DE ANIMALES EXTR	14.37
6502	92606770	12/08/2025	SPA-MERCI SUAREZ NO SABE BAILA	6.74
6502	92606770	12/08/2025	SPA-MI LITTLE GOLDEN BK SOBRE	4.49
6502	92606770	12/08/2025	VERY SHORT ENTIRELY TRUE HIST	9.74
6502	92606770	12/08/2025	YOU ARE ENOUGH	9.59
6502	92606770	12/08/2025	YUMMY YUCKY/NAM PUAJ	6.74
6502	92606770	12/08/2025	ZOO INSIDE ME	10.92
6508	92606770	12/08/2025	shipping & handling	3.00

Total for Ingram

\$275.12

Lakeshore Learning

Unpaid bills by Vendor

West Liberty Public Library
January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
6426	92559187	12/09/2025	SOFT AND SQUEEZY DINOSAURS	29.99
6426	92559187	12/09/2025	BOUNCE-AROUND DINO	29.99
6426	92559187	12/09/2025	DINOSAUR COUNTERS	29.99
Total for Lakeshore Learning				\$89.97
Overdrive				
6502	06497CP25376772	11/30/2025	Jerusalem, Drawn and Quartered: One Woman's Year in the Heart of the Christian, Muslim, Armenian, and Jewish Quarters of Old Jerusalem	1.69
6502	06497CP25376772	11/30/2025	The Portrait	5.50
6502	06497CP25376772	11/30/2025	The Impossible Fortune	5.50
6502	06497CP25376772	11/30/2025	Six of Crows	8.99
6502	06497CP25376772	11/30/2025	The Absent Father Effect on Daughters	55.00
6502	06497CP25376772	11/30/2025	Wild Reverence	15.29
6502	06497CP25376772	11/30/2025	Sunrise Canyon	2.79
6502	06497CP25376772	11/30/2025	A Vineyard Rebirth	1.29
6502	06497CP25376772	11/30/2025	Argylle	0.99
6502	06497CP25376772	11/30/2025	Finders Keepers	5.50
6502	06497CP25376772	11/30/2025	Love Thy Neighbor	1.99
6502	06497CP25376772	11/30/2025	Three Weeks to Say Goodbye	8.99
6502	06497CP25376772	11/30/2025	Carrie Soto Is Back	5.50
6502	06497CP25376772	11/30/2025	The Last Devil to Die	5.50
6502	06497CP25376772	11/30/2025	The Let Them Theory	2.30
6502	06497CP25376772	11/30/2025	Killing Time	8.99
6502	06497CP25376772	11/30/2025	The Strawberry Patch Pancake House	4.98
6502	06497CP25376772	11/30/2025	Exiles	5.00
6502	06497CP25376772	11/30/2025	Magic Hour	5.50

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
6502	06497CP25376772	11/30/2025	Wild Dark Shore	13.49
6502	06497CP25376772	11/30/2025	The Pumpkin Spice Café	2.49
6502	06497CP25376772	11/30/2025	We Are All Guilty Here	1.78
6502	06497CP25376772	11/30/2025	Midnight at the Blackbird Cafe	10.79
6502	06497CP25376772	11/30/2025	The Nightingale	10.79
6502	06497CP25376772	11/30/2025	Sometimes I Lie	10.79
6502	06497CP25376772	11/30/2025	Heartwood	5.98
6502	06497CP25376772	11/30/2025	Winter Garden	10.79
6502	06497CP25376772	11/30/2025	Blue Heaven	8.99
6502	06497CP25375562	11/30/2025	The House of Silk	6.49
6502	06497CP25375562	11/30/2025	Famous Last Words	2.99
6502	06497CP25375562	11/30/2025	Seven Year Itch	2.99
6502	06497CP25375562	11/30/2025	What Does It Feel Like?	2.85
6502	06497CP25375562	11/30/2025	Too Hot to Handle	12.98
6502	06497CP25375562	11/30/2025	The Correspondent	7.60
6502	06497CP25375562	11/30/2025	The Last Devil to Die	9.50
6502	06497CP25375562	11/30/2025	Tevinter Nights	2.99
6502	06497CP25375562	11/30/2025	Atmosphere	8.55
6502	06497CP25375562	11/30/2025	The Simple Wild	3.99
6502	06497CP25375562	11/30/2025	The Missing Half	9.50
6502	06497CP25375562	11/30/2025	Mengele's Apprentice	2.39
6502	06497CP25375562	11/30/2025	Caught Up	9.50
6502	06497CP25375562	11/30/2025	Wicked	5.45
6502	06497CP25375562	11/30/2025	Flying Solo	7.60
6502	06497CP25375562	11/30/2025	Bonds of Hercules	2.99
6502	06497CP25375562	11/30/2025	A Mind of Her Own	3.25
6502	06497CP25375562	11/30/2025	Democracy Awakening	8.55
6502	06497CP25375562	11/30/2025	Ordinary Grace	5.45
6502	06497CP25375562	11/30/2025	When the Dust Settled	2.49

Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

Distribution account number	Bill number	Date	Line description	Amount
6502	06497CP25375562	11/30/2025	The Man Who Died Twice	9.50
6502	06497CP25375562	11/30/2025	James	7.60
6502	06497CP25375562	11/30/2025	Wicked is the Reaper	2.39
6502	06497CP25375562	11/30/2025	Home Front	3.99
6502	06497CP25375562	11/30/2025	Onyx Storm	5.45
6502	06497CP25375562	11/30/2025	The Last Trip	1.99
6502	06497CP25375562	11/30/2025	The Last Lullaby	2.89
6502	06497CP25375562	11/30/2025	The Only One Left	19.00
6502	06497CP25375562	11/30/2025	The Names	8.55
6502	06497CP25375562	11/30/2025	Murderland	9.50
6502	06497CP25375562	11/30/2025	The Thursday Murder Club	9.50
6502	06497CP25375562	11/30/2025	Creep	2.99
6502	06497CP25375562	11/30/2025	The Perfect Marriage	2.98
6502	06497CP25375562	11/30/2025	What We Can Know	5.45
6502	06497CP25375562	11/30/2025	A Twist of the Blade	2.99
6502	06497CP25375562	11/30/2025	Vera Wong's Unsolicited Advice for Murderers	7.60
6502	06497CP25375562	11/30/2025	The Tenant	2.89
6502	06497CP25375562	11/30/2025	Great Big Beautiful Life	9.50
Total for Overdrive				\$460.04
Transparent Language Inc.				
6502	36586	12/17/2025	Renewal of Transparent Language Online For Libraries with KidSpeak.24-month subscription renewal, billed annually YEAR #2 Subscription period covers: 07/01/26 - 06/30/27	800.00
Total for Transparent Language Inc.				\$800.00

Library Director's Report

17 December 2025

Summary:

A slim agenda this month, just making Trustee recommendations to the Mayor, reviewing a meeting room policy exemption, and the Climate Engineers contract for preventative maintenance.

Goals and Lead Measure Updates:

These are the big updates the staff reviewed at our December meeting. We will be updating the next section next month.

Know Your Community:

- We're waiting on an update from the City regarding a platform for our community calendar. That project will be on hold with minor updates to the list of contacts as we think of them.
- We have established a community hub in the entryway with the TV and cart. Shannon and Ali are working together to make sure the information is current and relevant to the library and Genny has reviewed and trimmed down the brochures we have on offer. That space will continue to evolve as it becomes more established.
- There seems to be a coalescing movement towards centralized communication about the resources available in our community, which I have been keeping a close eye on. I have reached out to WeLead, the Chamber, and the City about community asset mapping, but haven't heard anything back. I think this will be a great project for the new year.
- We will be reaching out to the schools to set up an account sign up booth at the elementary school conferences on 2/11.

Building and Technology:

While the roof was maintained at the end of October, it has now started leaking significantly in the NE corner of the flat portion. Adam Reinhardt and Mac Howes have been incredibly responsive and helpful for future planning, but there really isn't a whole lot that can be done until the temperature is consistently above 35F. Todd Morrison also came out and took a look at the issue and the maintenance report, and without seeing things first hand, thinks that the idea Mac and I have developed would be sound.

I'm still waiting on the invoice for the boiler repair. The inspector came back and there is a leaky valve on a different unit, so Blaine will be back soon. He is also preparing a quote to transfer our HVAC building management program to Climate Engineers. That would allow Blaine to directly interact with our online interface, potentially reducing the amount of troubleshooting we have to do collaboratively. Basepoint currently manages that program, so we will review the contracts of both when I have that information.

Staff and Volunteers:

We are working on an operations manual and my goal is to have a draft completed by the end of January. This is resulting in much needed communication and documentation.

Collections & Materials:

In November we added 209 new print books and 40 video items to the collection. On the withdrawal side, 209 print books were weeded. Year-to-date totals remain strong: 1,210 new print materials, 93 new video items, and 12 other materials added. 633 print books and 162 other materials have been withdrawn this year. Note: these figures may include some inaccuracies due to how Koha handles accession dates. I will be exploring options to rectify this for future reports.

November circulation reflects steady engagement:

- Adult books: 166 checkouts
- Children's books: 339 checkouts
- Young adult books: 10 checkouts
- Videos: 69 checkouts
- Other physical items: 69 checkouts

Total children's physical circulation was 381 and rural residents borrowed 166 items.

Bridges usage for November included 208 e-book checkouts, 338 downloadable audiocheckouts, and 92 electronic serial usage. We had a total of 540 wireless sessions and public computer use was 32 session. Door count for November was 677.

Programming & Outreach

November was a busy month for engagement. We hosted 25 live programs that drew 248 participants, with children's programming continuing to lead attendance. For ages 0–5, eight programs—six onsite and two offsite—welcomed 55 participants, while ages 6–11 saw four onsite programs with an impressive 137 attendees. Adult programming included five onsite events with 33 participants, and general interest offerings added 11 programs serving 23 attendees. In addition to live events, passive activities provided flexible engagement opportunities: 68 patrons participated in the DiNovember scavenger hunt, and 32 readers have logged participation in our Winter Reading Challenge year-to-date. These combined efforts reflect a strong commitment to offering diverse, accessible programming for all ages.

West Liberty Public Library

November-2025

In November, 197 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

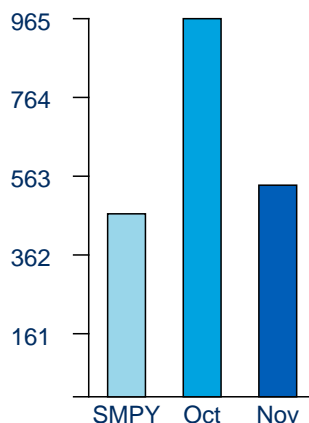
Change from prior month



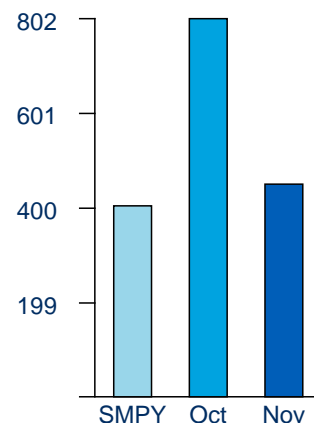
540 ↓ -44.04%

Monthly Sessions

Total Monthly Session Count



Total Monthly Visits



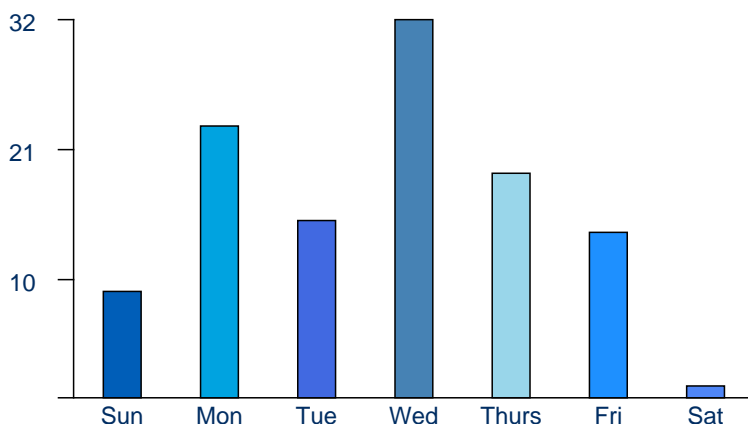
*SMPY: Same Month Prior Year



451 ↓ -43.77%

Total Visits

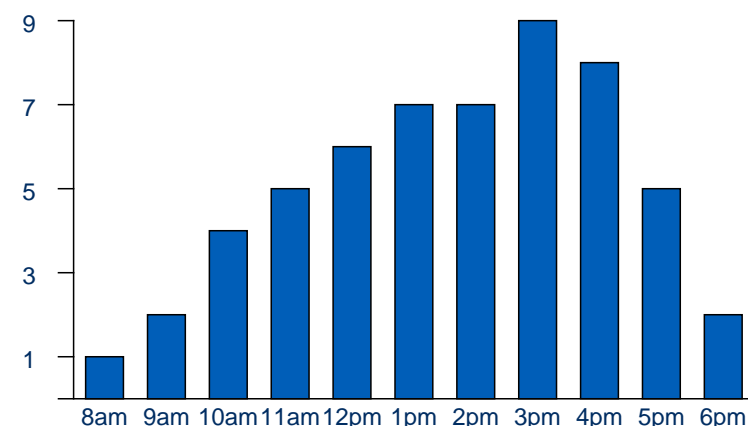
Average Daily Visits



197 ↓ -34.11%

Unique Visitors

Average Peak Hourly



2.29 ↓ -14.55%

Average Return Rate

West Liberty Public Library

Nov-25

In November, you had 25 bookings overall with a cumulative attendance of 78 patrons.

Change from prior month



25 ↓ -24.24%

Total Bookings



78 ↓ -58.51%

Total Attendance



3.1 ↓ -45.61%

Average Attendance

8 ↓ -42.86%

Internal Bookings

16 ↓ -5.88%

Patron Bookings

1 ↓ -50%

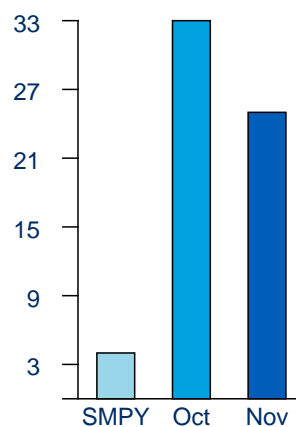
Non-Profit Bookings

0 ↑ -

For-Profit Bookings

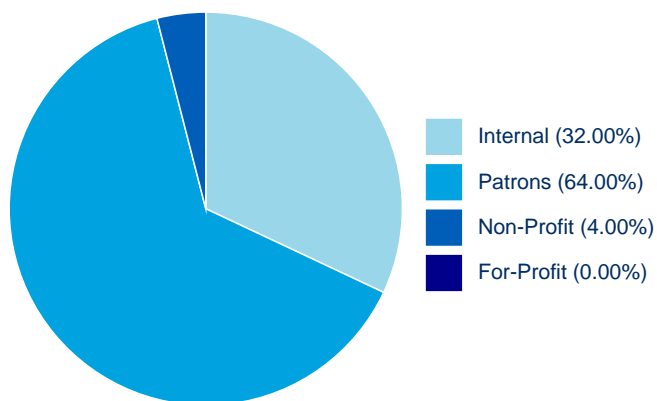
Booking Breakdown

Total Monthly Bookings



*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



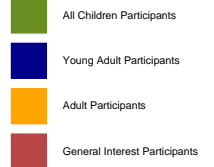
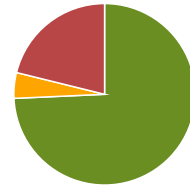
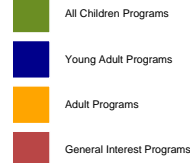
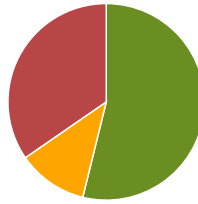
West Liberty Public Library

July, 2025 - November, 2025

July

Overview

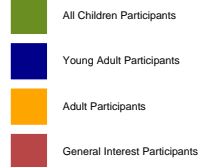
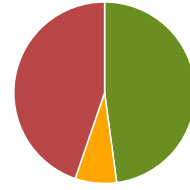
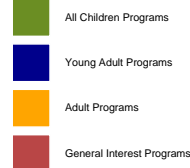
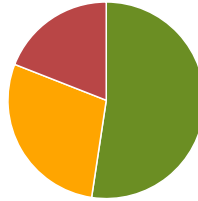
All Children Programs	14	53.85%	All Children Participants	130	74.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	11.54%	Adult Participants	8	4.57%
General Interest Programs	9	34.62%	General Interest Participants	37	21.14%
Total Programs	26		Total Participants	175	



August

Overview

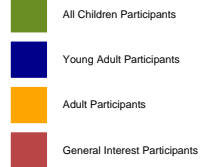
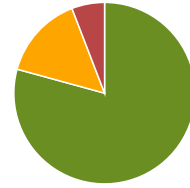
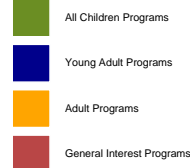
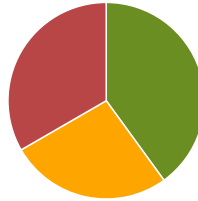
All Children Programs	11	52.38%	All Children Participants	123	47.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	28.57%	Adult Participants	19	7.39%
General Interest Programs	4	19.05%	General Interest Participants	115	44.75%
Total Programs	21		Total Participants	257	



September

Overview

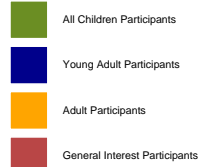
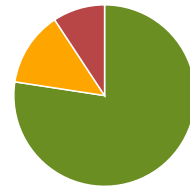
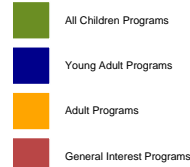
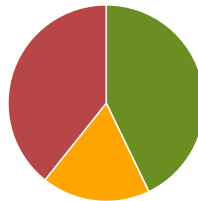
All Children Programs	12	40%	All Children Participants	149	79.26%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	8	26.67%	Adult Participants	28	14.89%
General Interest Programs	10	33.33%	General Interest Participants	11	5.85%
Total Programs	30		Total Participants	188	



October

Overview

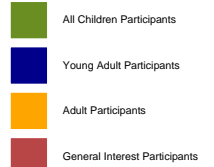
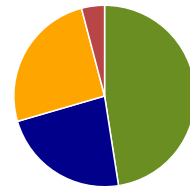
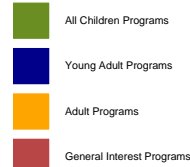
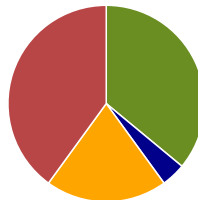
All Children Programs	12	42.86%	All Children Participants	192	77.42%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	17.86%	Adult Participants	33	13.31%
General Interest Programs	11	39.29%	General Interest Participants	23	9.27%
Total Programs	28		Total Participants	248	



November

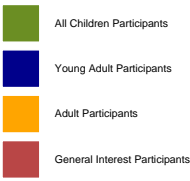
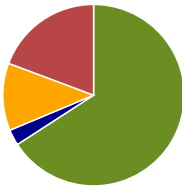
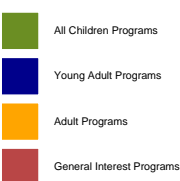
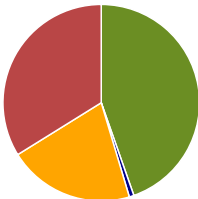
Overview

All Children Programs	9	36%	All Children Participants	58	47.54%
Young Adult Programs	1	4%	Young Adult Participants	28	22.95%
Adult Programs	5	20%	Adult Participants	31	25.41%
General Interest Programs	10	40%	General Interest Participants	5	4.1%
Total Programs	25		Total Participants	122	



West Liberty Public Library
July, 2025 - November, 2025

Year in Review					
Overview					
All Children Programs	58	44.62%	All Children Participants	652	65.86%
Young Adult Programs	1	0.77%	Young Adult Participants	28	2.83%
Adult Programs	27	20.77%	Adult Participants	119	12.02%
General Interest Programs	44	33.85%	General Interest Participants	191	19.29%
Total Programs	130		Total Participants	990	





Agenda Item: Board of Trustee Recommendations

Background:

The Library currently has five open trustee positions due to term expiration. Trustees play a vital role in governance, strategic planning, and ensuring representation of community interests. Recruitment efforts have focused on individuals who value education, diversity, and community engagement, including bilingual representation to strengthen ties with local schools and Spanish-speaking patrons. Briana and Rachel have both agreed to serve a full four-year term as they are allowed to in the ordinance. As a result, we have three open seats we need to make recommendations for.

The candidates are:

- Skyler Appler
- Melanie Clark
- Christine Guerra
- Elizabeth Lara

Budget Impact:

No direct financial impact

Options for Consideration:

1. Choose three candidates to recommend to Mayor Smith
2. Request additional candidates and extend the recruitment period

Recommended Action:

Approve three candidates from the list above.



Agenda Item: Meeting Room Policy Exception

Background:

Genny would like to host an after drop off book club on the first Monday of each month. She would like to limit attendance to a small group of people she feels comfortable with as pilot program. I have suggested that this would be reasonable and help Genny feel more comfortable doing book clubs and other programs, but that the scope should be limited to the remaining school year, with the idea that an actual open to the public program would launch in September. Genny had the following to say:

Hosting a book club during closed hours ensures a controlled and focused environment where participants can engage without distractions. As the program is in its pilot stage, limiting attendance to a select group rather than opening it to the public allows for careful evaluation of logistics, participation, and overall effectiveness. This approach provides me with the opportunity to refine the format, address potential challenges, and establish clear expectations before expanding the program to a wider audience.

Because of these reasons, we are asking the Board to waive the fee for outside hours events as outlined in our Meeting Room Policy.

Budget Impact:

None.

Options for Consideration:

1. Approve a temporary waiver of the Meeting Room Policy to allow Genny to host a pilot book club during closed hours on the first Monday of each month through May 2026, with no fee charged.
2. Don't.

Recommended Action:

Option 1.



Agenda Item: Climate Engineers Contract

Background:

Here is the proposed preventative maintenance service agreement from Climate Engineers, LLC for HVAC systems at the library. The agreement covers quarterly inspections, routine maintenance tasks, and emergency service for the following equipment: two Trane air handlers and condensing units, one Liebert Mini Mate system, three boilers, two pumps, one cabinet unit heater, one exhaust fan, and one water heater. The contract term is January 1, 2026 through December 31, 2026.

Budget Impact:

The annual cost of the agreement is \$3,829.00 with payment options of one annual payment or four quarterly payments of \$957.25. Last year we asked to be billed in July and we will do the same this year pending approval.

Options for Consideration:

1. Approve the contract.
2. Assign a committee to explore other options.

Recommended Action:

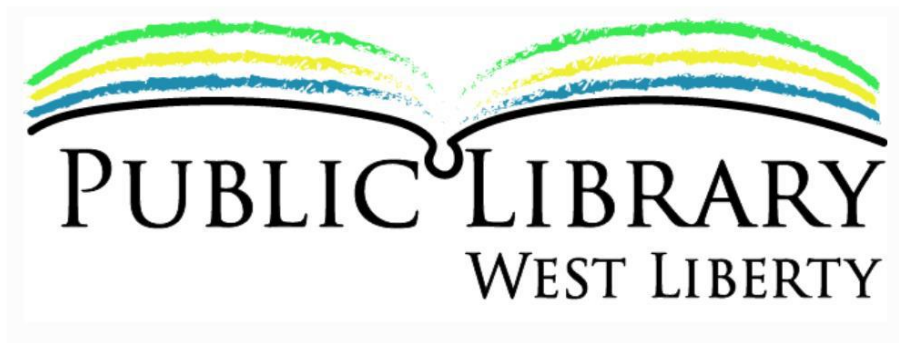
Option 1

MAINTENANCE SERVICE AGREEMENT

FOR HEATING, VENTILATION AND AIR CONDITIONING EQUIPMENT AND SYSTEMS

WEST LIBERTY PUBLIC LIBRARY

LOCATION: 400 N SPENCER ST | WEST LIBERTY, IA 52776



**COMMERCIAL HVAC
INDUSTRIAL
MANUFACTURING
SPECIALTY METALS
SERVICE**

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EXECUTIVE SUMMARY

Climate Engineers was founded in 1947 when a lumber broker, James H. Maloney, formed a series of companies for investment purposes. An umbrella corporation called Green Gable Builders Incorporated, spun off Continental Forest Products Company, which in turn had a subsidiary, Climate Engineers Incorporated. Originally founded as a residential metal forming and heating installation. In 1955, the firm entered the commercial heating, cooling and ventilation market because of the popularity of air conditioning. By 1959, Climate Engineers was servicing commercial and industrial businesses only. Since then, we expanded our services in multiple divisions: commercial heating and cooling, industrial ventilation, specialty sheet metal, manufacturing, and service.

We are dedicated to our mission of providing all customers with value through quality service. Our team of highly skilled employees uses their years of experience to provide our customers with the highest level of customer service. We provide our technicians with on-going training on multiple disciplines, and the tools they need to get your job accomplished in a timely manner.

Each member in the team works tirelessly to serve one common purpose: to provide an exceptional experience with honesty, integrity, quality, and open communication.

BENEFITS OF PREVENTIVE MAINTENANCE

Extended Equipment Life

We can spot potential problems before they become serious. Our scheduled maintenance programs are designed to extend the life of your equipment and operate it at maximum efficiency. Each agreement begins with a thorough inspection, and then the equipment continues to be regularly inspected and maintained by qualified Climate Engineers technicians.

Reduced Operating Costs

As scheduled maintenance is performed, the system efficiency is maximized and operating costs are minimized. Ongoing maintenance programs save you money in the long run and are an investment in the future of your business. We can even custom design a scheduled maintenance program to suit the system's needs and owner's requirements.

Energy Savings

How can you see energy savings?	Potential Savings
<i>Adjusting the operating sequence of equipment</i>	<i>25-35%</i>
<i>Cleaning coils</i>	<i>5-15%</i>
<i>Changing dirty air filters</i>	<i>10-15%</i>
<i>Removing scale from condenser coils</i>	<i>25-30%</i>
<i>Adjusting air/fuel ratio burner</i>	<i>15%</i>
<i>Cleaning burner assembly</i>	<i>15%</i>
<i>Removing soot from fire side of burner</i>	<i>9%</i>
<i>Eliminating belt slippage and poor alignment on fan motors</i>	<i>15-20%</i>

Increased Comfort

*Comfort complaints are consistently the #1 and #2 tenant complaints. There is a direct relationship between comfort and worker productivity. Workers' salaries constitute the major cost of operating a commercial building, generally estimated at over 90% of the total operating costs, so even a small increase in employee productivity can substantially increase a company's financial return. Energy savings and an increase in employee productivity can save building owners, in some cases, millions of dollars each year. *according to the International Facility Management Association*

Single Source Accountability

We have been providing scheduled maintenance and emergency service on all types of HVAC equipment since 1947. We can service multiple brands of equipment type, we are qualified to install, maintain and repair it. Our services also extend into refrigeration, gas and process piping, design/build, sheet metal, BIM, air testing and balancing, controls solutions and more.

Quality Solutions

Our technicians are the best in the business. They are the experts in scheduled maintenance and emergency repair. Climate Engineers technicians receive on-going training in various disciplines through factory schools, in-house classroom training and through the local union training program.

Experienced Technicians

We employ talented technicians with a total of more than 100 years of experience between the service department. This provides Climate technicians with a knowledge base and expertise that cannot be found in a book or manual. They are able to quickly diagnose problems because of the experience they have.

Training and Education

Our technicians stay up-to-date on the latest advancements and keep their skills fresh. This means faster repairs for you. They enroll in annual training opportunities that cover a broad range of topics such as electrical lockout/tagout, DDC controls, specialty unit training, safety and more.

Increased Savings

Customer savings will be experienced through fewer repair calls due to our extensive preventive maintenance program and reduced time to trouble shoot and correct problems from our experienced technicians. When you look at the bigger picture, you will see that there is more to consider than just a lower labor rate.

Fewer Additional Repair Costs

There have been numerous industry and independent studies proving the return on investment for preventive maintenance to lower your annual repair costs. In addition, units maintained properly can see an extended life span. The typical lifespan for a non-maintained unit in the Midwest is 10-13 years. With a properly maintained unit that lifespan should be closer to the 17-20+ year range. This means fewer capital expenditures to replace aging units with a direct impact to your bottom line.

DETAILS OF PREVENTIVE MAINTENANCE AGREEMENT

This agreement is between

Climate Engineers, LLC
3005 Robins Road
Hiawatha, IA 52233

and

West Liberty Public Library
400 N Spencer St
West Liberty, IA 52776

Climate Engineers agrees to the following:

- **Regularly Scheduled Preventive Maintenance Inspections**

We will provide a qualified technician to inspect your air conditioning and heating system for proper operation to ensure it is operating at peak efficiency, minimize breakdowns, extend equipment life, and reduce energy consumption. Maintenance will be performed as per the frequency listed in schedule "A".

- **Emergency Service**

When needed, emergency service will be provided 24-hours a day, 365 days a year. This will be billable per the discounted labor in the "Flat Rate" section.

- **Guaranteed Response**

Climate Engineers will provide a guaranteed response time in less than eight hours after a critical emergency call is placed.

- **Work Logs**

Climate Engineers will keep a work log on each PM visit and submit to West Liberty Public Library after each maintenance visit. These work logs will indicate the unit worked on, date of service, type of service and initials of technician working on unit.

- **Primary Technician**

A primary technician, as well as a back-up service technician, will be assigned to your account. This leads to greater familiarity with your equipment, your specified system requirements, and your staff.

EQUIPMENT LIST – SCHEDULE A

Optimum maintenance will be provided on the following systems, and/or individual components, by Climate Engineers in accordance with the terms and conditions set forth by this agreement.

- (2) Trane Air Handler and Condensing Equipment
- (1) Liebert Mini Mate System
- (3) Boilers
- (2) Pumps
- (1) Cabinet Unit Heater
- (1) Exhaust Fan
- (1) Water Heater

**See optional service section below for item exclusions*

OPTIONAL SERVICE

The following are optional services that are included in, or excluded from the agreement:

Filters: Included, labor and materials, four times per year

Belts: Included, labor and materials, once per year

Condenser Washing: Included, labor and materials, once per year

EXCLUSIONS

Any and all equipment not listed above, including but not limited to, replacement compressors, heat exchangers, condenser coils and evaporator coils (parts only) are not covered under this agreement. All attempts will be made to complete repairs to these items prior to recommending replacement.

ROUTINE MAINTENANCE TASKS + INTERVALS

Inspection Intervals

One inspection per quarter for a total of (4) total inspections per contract

Our inspections included: Heating items in Fall and cooling items in Spring

- 1) Inspecting, cleaning, or replacing filters as required*
- 2) Checking refrigerant pressures; adjust charge if necessary (excluding window or PTAC type units - refrigerant extra per parts section below)*
- 3) Checking electrical connections and tighten if necessary*
- 4) Check electrical contacts for wear*
- 5) Checking for proper voltages and amp draws*
- 6) Lubricating components as required*
- 7) Checking belts and sheaves for proper tension and condition; adjust as necessary.*
- 8) Checking and cleaning condensate drain systems internal to the unit(s)*
- 9) Ensure that electrical controls work properly*
- 10) Clean condenser coils, once per year (Spring)*
- 11) Check heating operation, including ignition sequences, lighting of the pilot and safety controls*
- 12) Check delta T's for temperature rise on heating and temperature drop for cooling*
- 13) Visual check for units for refrigerant leaks*
- 14) Check motor operating conditions*
- 15) Check crankcase heaters (where applicable)*
- 16) Check heat exchangers for wear and any failures.*
- 17) Check and clean economizers and mist eliminators*

FLAT RATE

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

Climate Engineers shall provide maintenance on the equipment listed on Schedule "A" and provide the additional services as indicated in the Option Services.

Flat Rate Refrigerant

Due to the current volatility in the pricing and changing government requirements of refrigerant, usage will be invoiced on a cost plus markup basis. Current market rate pricing can be provided upon request.

Labor Rates

The customer will be billed at a discounted rate of \$105.00 per hour for all repairs or emergency service during normal working hours, Monday through Friday, 7:00 a.m. to 3:30 p.m.

The customer will be billed at a discounted after-hours rate of \$143.00 per hour for all repairs or emergency service outside of normal working hours, Monday through Saturday, 3:30 p.m. to 12:00 a.m.

The customer will be billed at a discounted overnight/holiday rate of \$182.00 per hour for all repairs or emergency service overnight or on holidays, Monday- Saturday 12:00 a.m. to 7:00 a.m., all day Sunday and observed holidays.

*Labor Rates are subject to union contractual changes

Payment Plan Options & Payment Details

This program will be furnished by Climate Engineers from 01-01-2026 to 12-31-2026 for the sum of \$3,829.00 annually with the following payment options:

- ☐ One (1) annual payment of \$3,829.00
- ☐ Four (4) payments of \$957.25 each

Payment is due within 30 days. All payments after 30 days will incur a finance charge of 18% per year. In order to ensure no lapse of service, this agreement is to be self-renewing unless written notice to the contrary is given sixty (60) days prior to renewal date by either party.

- ☐ Opt out of an auto renewal contract

Annual contract price can be adjusted only on the anniversary date unless equipment is added to or subtracted from the original contract. This agreement is not binding until equipment is inspected and condition approved.

Climate Engineers reserves the right to terminate this agreement and its option at any time if payments are not made in accordance with Climate Engineer's normal terms.

TERMS & CONDITIONS

Any alterations, adjustments or repairs made by others, unless authorized or agreed upon by this Contractor, will be cause to terminate our obligation under this agreement.

Repairs required by fire, floods, accidents, acts of God, abuse, or the improper use of the listed equipment will be the sole responsibility of the Owner and are not covered by this agreement.

This agreement does not cover any work or changes which might at some future date be required by government regulations, codes or insurance company needs or requirements. This will include, but not be limited to, the recovery, recycling, reclamation, handling, and disposal of all refrigerants and additional costs incurred for refrigerant tax and/or increased costs due to shortages.

This agreement includes all control wiring between indoor and outdoor units and the thermostat(s), and power wiring and controls within the units. Not included is external power wiring, circuit breakers, and disconnects supplying electrical service for the units. Likewise, gas piping that is external to the units is not covered. Broken/cut/melted or otherwise damaged control wiring is not covered under this agreement.

This agreement does not cover ductwork, structural supports or other sheet metal components which may deteriorate due to corrosion or rust.

Neither party to this agreement shall hold the other responsible for any indirect or consequential damages of a commercial nature such as, but not limited to, loss of revenue or loss of use of any equipment or facilities, or loss of product.

The Contractor's maximum liability based upon any claim or cause of action shall not exceed the yearly contract price of this agreement.

Payment for this agreement will be net upon receipt of invoice. The Contractor offering this agreement reserves the right to discontinue service any time payments have not been made as agreed.

This agreement may be terminated by either party upon 60 days written notice. A refund for the remaining contract period will be made on a pro-rata basis, with deduction for work already completed.

Approved and Authorized By

WEST LIBERTY PUBLIC LIBRARY

Name (print): _____

Signature (sign): _____

Title (print): _____

Date: _____

CLIMATE ENGINEERS, LLC.

Name (print): _____

Signature (sign): _____

Title (print): _____

Date: _____