

**City of West Liberty Public Library**  
**Notice and Call of Public Meeting**  
**West Liberty Public Library Board of Trustees**  
**April 16, 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**
  - 1. Sara Sedlacek – Information on Capital Fundraising**
- V. Financial Report**
- VI. Director’s Report**
- VII. Announcements from Members**
- VIII. Old Business**
  - 1. Capital Campaign Update**
- IX. New Business**
  - 1. Trustee Recommendation**
  - 2. Exterior Security Quotes**
  - 3. New Language Database**
  - 4. Archive duplicates**
  - 5. FY26 calendar**
  - 6. Staff Evaluations**
- X. Adjourn Meeting**

**Next meeting is Wednesday, May 21, at 7 pm.**



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Vendor: 01764 - Amazon Capital Services</b>										<b>404.39</b>
<a href="#">11QPLVKVYFMI</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	37.49	0.00	0.00	0.00	37.49
Trash Bags- Lib	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Trash Bags- Lib	N/A		0.00	0.00	37.49	0.00	0.00	0.00	37.49	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-65210</a>	Janitorial Supplies				37.49	100.00%				
<a href="#">11T6KG3P3YY4</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	14.99	0.00	0.00	0.00	14.99
Broom- Libr	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Broom- Libr	N/A		0.00	0.00	14.99	0.00	0.00	0.00	14.99	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-65210</a>	Janitorial Supplies				14.99	100.00%				
<a href="#">13HQMGTL7P4K</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	52.35	0.00	0.00	0.00	52.35
Slime Supplies- Lib	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Slime Supplies- Lib	N/A		0.00	0.00	52.35	0.00	0.00	0.00	52.35	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-64260</a>	Enrichment Programs				52.35	100.00%				
<a href="#">146RC6DWYXMR</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	16.78	0.00	0.00	0.00	16.78
Desk Pad- Lib	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Desk Pad- Lib	N/A		0.00	0.00	16.78	0.00	0.00	0.00	16.78	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-65070</a>	Operating Supplies				16.78	100.00%				
<a href="#">14DQDTPVJYKY</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	12.98	0.00	0.00	0.00	12.98
Celebrity Storytime Book- Lib	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Celebrity Storytime Book- Lib	N/A		0.00	0.00	12.98	0.00	0.00	0.00	12.98	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-64260</a>	Enrichment Programs				12.98	100.00%				
<a href="#">16VY99XJ1D9L</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	39.89	0.00	0.00	0.00	39.89
Carbon Monoxide Detector- Lib	AP - BANK IN WEST LIBERTY				No					

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Vendor: 00029 - Baker & Taylor Books													Vendor Total:													3,962.59	
2038850782													880.18													880.18	
02.03.25 58 Titles													No														
Invoice													AP - BANK IN WEST LIBERTY														
4/16/2025													4/16/2025													4/16/2025	
4/16/2025													5/16/2025													5/16/2025	
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## Payable Register

Packet: APPKT00156 - Library Claims List 04.16.25

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
02.20.25 22 Titles	N/A		0.00	0.00	330.55	0.00	0.00	0.00	330.55	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				330.55	100.00%				
2038901358	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	620.83	0.00	0.00	0.00	620.83
02.26.25 49 Titles	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
02.26.25 49 Titles	N/A		0.00	0.00	620.83	0.00	0.00	0.00	620.83	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				620.83	100.00%				
2038901200	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	158.54	0.00	0.00	0.00	158.54
03.06.25 12 Titles	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
03.06.25 12 Titles	N/A		0.00	0.00	158.54	0.00	0.00	0.00	158.54	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				158.54	100.00%				
2038939767	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	320.04	0.00	0.00	0.00	320.04
03.13.25 25 Titles	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
03.13.25 25 Titles	N/A		0.00	0.00	320.04	0.00	0.00	0.00	320.04	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				320.04	100.00%				
2038946568	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	615.63	0.00	0.00	0.00	615.63
03.19.25 54 Titles	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
03.19.25 54 Titles	N/A		0.00	0.00	615.63	0.00	0.00	0.00	615.63	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				615.63	100.00%				
2038967596	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	99.15	0.00	0.00	0.00	99.15
03.27.25 8 Titles	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
03.27.25 8 Titles	N/A		0.00	0.00	99.15	0.00	0.00	0.00	99.15	
<b>Distributions</b>										
Account Number	Account Name	Project	Account Key		Amount	Percent				
001-6-410-2-65020	Books/Audiovisual/Materials				99.15	100.00%				

Vendor: 01936 - Climate Engineers

Vendor Total: 361.03

31889	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	361.03	0.00	0.00	0.00	361.03
02.05.25 AHU 2 down- Lib	AP - BANK IN WEST LIBERTY				No					



[illegible]

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
02.05.25 AHU 2 down- Lib	N/A	0.00	0.00	361.03	0.00	0.00	0.00	361.03
Distributions								
Account Number	Account Name	Project Account Key		Amount	Percent			
001-6-410-2-63100	Building & Grounds Maintenance			361.03	100.00%			

[illegible]

Items	Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Library Furniture & Services	Distributions	N/A	0.00	0.00	3,180.00	0.00	0.00	0.00	3,180.00
Account Number	Account Name	Project Account Key		Amount	Percent				
001-6-410-3-67280	Capital Improvements			3,180.00	100.00%				

Vendor	Invoice	4/16/2025	5/16/2025	4/16/2025	125.48	0.00	0.00	0.00	125.48	Vendor Total:	125.48
Vendor: 01558 - Lynch's Plumbing, Inc	50534	12.18.24 Inv for Plumbing	AP - BANK IN WEST LIBERTY	No							

Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
12.18.24 Inv for Plumbing		N/A	0.00	0.00	125.48	0.00	0.00	0.00	125.48
Distributions									
Account Number		Account Name		Project Account Key		Amount	Percent		
001-6-410-2-63100		Building & Grounds Maintenance				125.48	100.00%		

Vendor: 01713 - Marco Technologies LLC		Invoice		AP - BANK IN WEST LIBERTY		No	
04.07.25 Printer	553154535	4/16/2025	4/16/2025	5/16/2025	4/16/2025	887.30	0.00
Vendor Total:						887.30	0.00
887.30							

Items	Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
	04.07.25 Printer	N/A	0.00	0.00	887.30	0.00	0.00	0.00	887.30
	Distributions								
	Account Number	Account Name	Project Account Key		Amount	Percent			
	001-6-410-2-64150	Rentals & Leases			887.30	100.00%			

[illegible]

Comprehensive Project Financials Report - Q3 2024									
Item Description			Account Name		Project Account Key		Percent		
Item Description	Account Number	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
02.28.25 Eaudiobooks	001-6-6-410-2-65020	N/A	0.00	0.00	214.41	0.00	0.00	0.00	214.41
			Books/Audiovisual/Materials		Amount				
					214.41				
								100.00%	

[illegible]

**Payable Register**

**Packet: APPKT00156 - Library Claims List 04.16.25**

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
03.31.25 E-Audiobooks	N/A		0.00	0.00	209.93	0.00	0.00	0.00	209.93	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-65020</a>	Books/Audiovisual/Materials				209.93	100.00%				
<a href="#">06497CP25103011</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	211.01	0.00	0.00	0.00	211.01
03.31.25 Ebooks	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
03.31.25 Ebooks	N/A		0.00	0.00	211.01	0.00	0.00	0.00	211.01	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-2-65020</a>	Books/Audiovisual/Materials				211.01	100.00%				

<b>Vendor: <a href="#">00114 - Veenstra &amp; Kimm Inc</a></b>									<b>Vendor Total:</b>	<b>12,600.00</b>
<a href="#">6422-1</a>	Invoice	4/16/2025	4/16/2025	5/16/2025	4/16/2025	12,600.00	0.00	0.00	0.00	12,600.00
03.28.25 Professional Services- Library	AP - BANK IN WEST LIBERTY				No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
03.28.25 Professional Services- Library	N/A		0.00	0.00	12,600.00	0.00	0.00	0.00	12,600.00	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
<a href="#">001-6-410-3-67280</a>	Capital Improvements				12,600.00	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	26	22,367.48	0.00	0.00	0.00	22,367.48	0.00	22,367.48
Grand Total:		22,367.48	0.00	0.00	0.00	22,367.48	0.00	22,367.48

**Account Summary**

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">001-6-410-2-63100</a>	Building & Grounds Maintenance	486.51
<a href="#">001-6-410-2-64150</a>	Rentals & Leases	887.30
<a href="#">001-6-410-2-64260</a>	Enrichment Programs	99.50
<a href="#">001-6-410-2-65020</a>	Books/Audiovisual/Materials	4,809.28
<a href="#">001-6-410-2-65070</a>	Operating Supplies	56.67
<a href="#">001-6-410-2-65210</a>	Janitorial Supplies	248.22
<a href="#">001-6-410-3-67280</a>	Capital Improvements	15,780.00
<b>Total:</b>		<b>22,367.48</b>



# Library Director's Report

9 April 2025

## Agenda:

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We have a full agenda this month. We will have a capital campaign update from Rachel Morrison and me. For new business, we will be making a recommendation to Council to fill Maria Lugo's vacated seat on the board, review quotes from Nick Heath for exterior security, decide on a new language database, discuss duplicate documents in the archive, set the FY26 calendar, and discuss staff evaluation procedures.

## Goals and Lead Measure Updates:

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- Know your community
  - I continue to discuss our lead measures with community members to raise awareness of future endeavors.
- Satisfy Curiosity
  - Next month's meeting will comprise a presentation regarding the summer reading program.
- Celebrate Diversity
  - We will be discussing a new language learning database in this meeting.

## Building and Technology:

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Ali and I regularly meet with our architect to discuss the building project. Our goal is to have a significant portion of the design work completed before the end of April. I have met with Library Furniture International, with whom we previously worked, regarding furniture in the building.

## Staff and Volunteers:

---

Shannon has been on parental leave since March 17. She will return to work on April 30, and she will have lots of flexibility available to her as she eases back into the swing of things. I will be on parental leave no later than May 7 and scheduled a return date of July 30. If I'm up to it, I'll return to work before then or do a hybrid return.

We are scheduled to do staff evaluations in May, but I will endeavor to complete those before I leave so we can submit wages for FY26 in a timely fashion. I will also email the forms to the board for my evaluation so that they can be submitted at the same time. The board may conduct an in-person evaluation in August, which I request be a closed session.

## Collections & Materials:

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We are examining our collections to determine the shelving required for the renovation. We know that we have to increase shelving for certain collections, such as picture book fiction and comics, but the other collections are less clear. To make these decisions, we will reference Shana's space needs study, other libraries our size, and gut instinct.

Ali has been weeding the general and AV collections, hence the increase in withdrawn items. We did see a significant circulation increase in youth materials in March. This was due to increases in circulation for the following collections: board books, picture book fiction, reader fiction, Spanish picture book fiction, juvenile fiction, and juvenile nonfiction. The significant increases were to the juvenile collections, which I attribute to 3<sup>rd</sup> grade celebrity storytime. Next year I anticipate seeing a similar boost to that collection that we have seen in readers throughout this year.

## FY25 Materials:

Library Collection	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Books added	473	264	223	319	251	222	367	238	165				2522
Books withdrawn	-526	-276	-15	-25	-212	-644	-94	-163	-461				-2416
Videos added	48	7	1	0	17	0	0	0	20				93
Videos withdrawn	0	0	0	0	-537	0	0	-431	-7				-975
Other items added	0	0	2	0	0	0	0	0	0				2
Other materials withdrawn	0	-1	0	0	0	0	0	0	0				-1

## FY25 Circulation:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY24
Adult books	238	275	209	341	203	225	289	276	240				2296	3101
YA books	10	16	11	10	5	7	18	22	15				114	207
Children's books	434	409	274	593	351	454	597	501	657				4270	6227
DVD/Blu-ray	61	53	43	50	27	24	44	26	33				361	534
Audiobooks	0	1	0	0	0	0	0	0	0				1	10
Serials	0	0	0	0	0	0	0	0	0				0	0
ILL In (ILL)	13	11	13	11	9	9	5	19	9				99	175
Other items	10	8	11	6	6	5	6	7	9				68	105
Total PHYSICAL circ	766	773	561	1011	601	724	959	851	963	0	0	0	7209	10359
Circ to Rural	220	212	169	277	160	186	219	239	170				1852	2800
Circ to Atalissa	16	15	6	13	8	16	39	37	39				189	374
Circ to Nichols	1	2	4	0	5	1	0	0	6				19	47
Circ to WL	585	679	536	860	521	610	855	673	829				6148	8890
Circ to Open Access	36	32	11	17	13	11	2	11	3				136	1211
Circ of Children's	482	445	294	632	363	459	613	513	685				4486	6502
E-books	193	248	228	251	211	225	285	260	233				2134	2720
E-audio	255	231	253	226	220	261	328	309	296				2379	2705
e-magazines	44	31	69	52	45	42	71	72	73				499	686
Total Bridges	492	510	550	529	476	528	684	641	602	0	0	0	5012	6111
Kanopy Usage	70	36	119	144	136	150	233	251	248				1387	830
Ebsco Usage	542	302	336	326	192	478	107	225	80				2588	4097
Rosetta Stone	29	31	33	34	38	3	2	2	3				175	
Added Patrons	24	17	14	26	10	14	28	12	6				151	236
Door Count	1119	1285	1555	2247	1062	1107	1524	1099	1313				12311	21402
Computer usage	144	177	192	216	126	125	170	111	112				1373	2774

## Programming & Outreach

There is nothing significant to report. Thanks to those of you who were able to attend the annual meeting. I appreciate your support, and we had a lovely turnout.

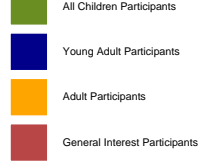
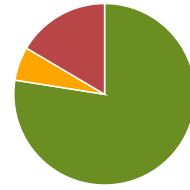
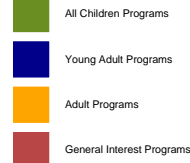
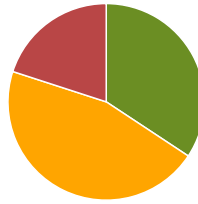
# West Liberty Public Library

## July, 2024 - March, 2025

### July

#### Overview

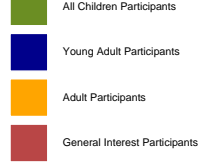
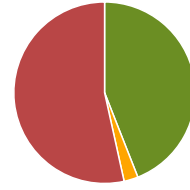
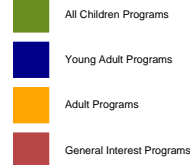
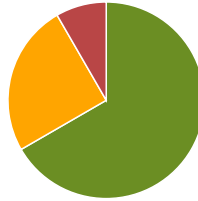
All Children Programs	12	34.29%	All Children Participants	155	77.5%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	16	45.71%	Adult Participants	12	6%
General Interest Programs	7	20%	General Interest Participants	33	16.5%
Total Programs	35		Total Participants	200	



### August

#### Overview

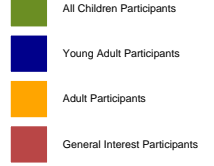
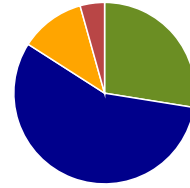
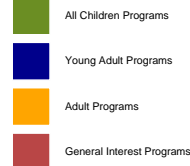
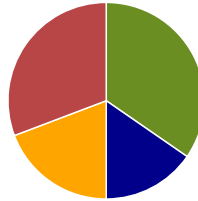
All Children Programs	8	66.67%	All Children Participants	70	44.03%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	25%	Adult Participants	4	2.52%
General Interest Programs	1	8.33%	General Interest Participants	85	53.46%
Total Programs	12		Total Participants	159	



### September

#### Overview

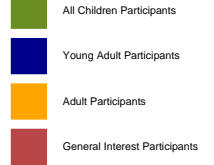
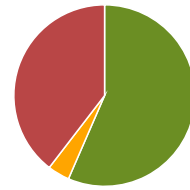
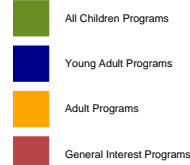
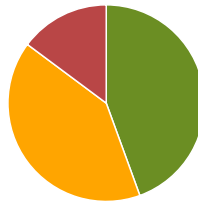
All Children Programs	9	34.62%	All Children Participants	38	27.54%
Young Adult Programs	4	15.38%	Young Adult Participants	78	56.52%
Adult Programs	5	19.23%	Adult Participants	16	11.59%
General Interest Programs	8	30.77%	General Interest Participants	6	4.35%
Total Programs	26		Total Participants	138	



### October

#### Overview

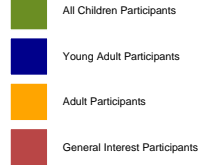
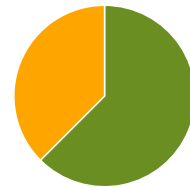
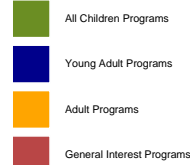
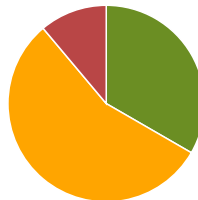
All Children Programs	12	44.44%	All Children Participants	130	56.52%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	11	40.74%	Adult Participants	9	3.91%
General Interest Programs	4	14.81%	General Interest Participants	91	39.57%
Total Programs	27		Total Participants	230	



### November

#### Overview

All Children Programs	6	33.33%	All Children Participants	35	62.5%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	10	55.56%	Adult Participants	21	37.5%
General Interest Programs	2	11.11%	General Interest Participants	0	0%
Total Programs	18		Total Participants	56	





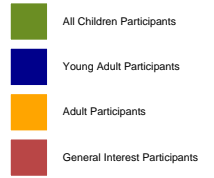
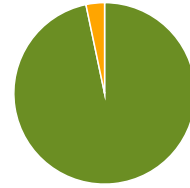
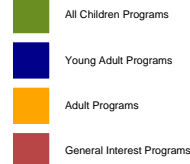
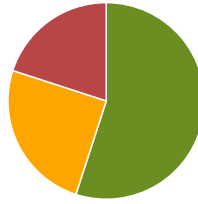
# West Liberty Public Library

## July, 2024 - March, 2025

### December

#### Overview

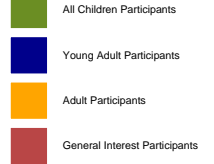
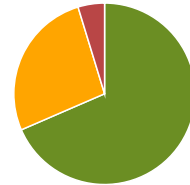
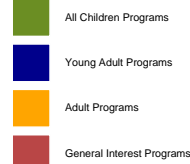
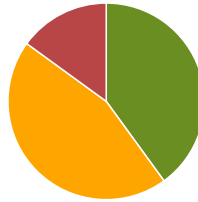
All Children Programs	11	55%	All Children Participants	88	96.7%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	25%	Adult Participants	3	3.3%
General Interest Programs	4	20%	General Interest Participants	0	0%
Total Programs	20		Total Participants	91	



### January

#### Overview

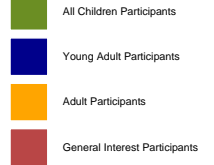
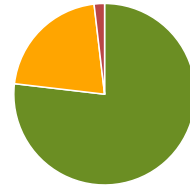
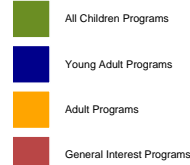
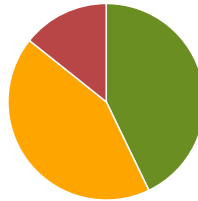
All Children Programs	8	40%	All Children Participants	87	68.5%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	9	45%	Adult Participants	34	26.77%
General Interest Programs	3	15%	General Interest Participants	6	4.72%
Total Programs	20		Total Participants	127	



### February

#### Overview

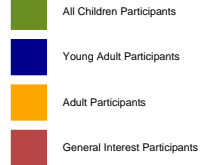
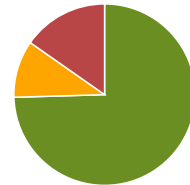
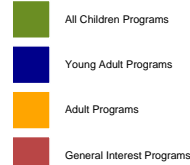
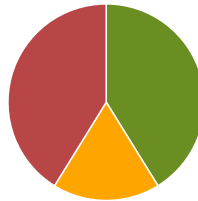
All Children Programs	9	42.86%	All Children Participants	83	76.85%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	9	42.86%	Adult Participants	23	21.3%
General Interest Programs	3	14.29%	General Interest Participants	2	1.85%
Total Programs	21		Total Participants	108	



### March

#### Overview

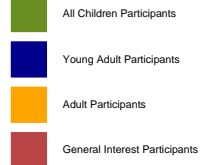
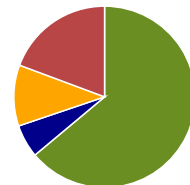
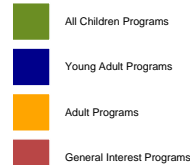
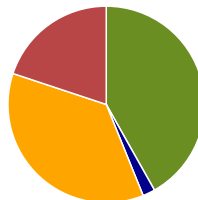
All Children Programs	7	41.18%	All Children Participants	161	74.54%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	17.65%	Adult Participants	22	10.19%
General Interest Programs	7	41.18%	General Interest Participants	33	15.28%
Total Programs	17		Total Participants	216	



### Year in Review

#### Overview

All Children Programs	82	41.84%	All Children Participants	847	63.92%
Young Adult Programs	4	2.04%	Young Adult Participants	78	5.89%
Adult Programs	71	36.22%	Adult Participants	144	10.87%
General Interest Programs	39	19.9%	General Interest Participants	256	19.32%
Total Programs	196		Total Participants	1325	



# Agenda Item- Capital Campaign Update

## Report:

- The application for the Ryan Trust has been submitted; they were scheduled to meet yesterday, so I hope to hear back from them soon.
- Sara has hopefully covered more information about the fundraising strategies. I won't add my input here other than that fundraising will need to continue while I am on parental leave so we don't lose momentum.
- Our application to the MidwestOne Bank Foundation was approved for \$25,000. That amount will be paid over five years, so I have made sure to communicate that to City Manager Geertz.
- I met with Rick Hoelsing from Library Furniture International to discuss furnishing options. We will try to meet with him and Tara before the end of April. They are the furniture vendor we've used previously, and the only horse in the race for our area. I'll check in with other libraries to find out where their furnishings come from, but my guess is LFI. I also enjoy working with them and have been very satisfied with their service.
- We're still nailing down a color palette and would love input, as I think they're all pretty.
- The previous 3D renderer has been removed from the project, and Tara will handle that independently. Attached are the new renderings for the upper level. I will provide her detailed feedback from the staff and me this week.
- V&K is merging with Kleinfelders, a larger engineering firm based on the West Coast. Tara doesn't foresee this affecting our project beyond giving her increased access to resources.



Featured in scene

SW 7120  
**Dollop Of Cream**

Featured in scene

SW 7685  
**White Raisin**  
Locator Number: 295-C6

SW 9007  
**Melón Meloso**  
Locator Number: 121-C3

SW 7707  
**Copper Wire**  
Locator Number: 290-C7

SW 6179  
**Artichoke**  
Locator Number: 213-C5

Featured in scene

SW 9001  
**Audrey's Blush**  
Locator Number: 110-C4



Actual color may vary from on-screen representation. To confirm your color choices prior to purchase, please view a physical color chip, color card, or painted sample.

Sherwin-Williams is not responsible for the content and photos shared by users of their color selection tools.



SW 6879  
**Daring**

SW 6374  
**Torchlight**  
Locator Number: 129-C4

SW 6345  
**Sumptuous Peach**  
Locator Number: 125-C2

SW 7747  
**Recycled Glass**  
Locator Number: 298-C3

SW 9041  
**Parisian Patina**  
Locator Number: 159-C4

SW 2917  
**Clay Pot**

SW 6133  
**Muslin**  
Locator Number: 263-C5

SW 6626  
**Sunset**  
Locator Number: 119-C3



Actual color may vary from on-screen representation. To confirm your color choices prior to purchase, please view a physical color chip, color card, or painted sample.

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SW 6949  
**Slick Blue**

SW 0069  
**Rose Tan**

SW 0007  
**Decorous Amber**

SW 9100  
**Umbur Rust**  
Locator Number: 202-C7

SW 9037  
**Baby Bok Choy**  
Locator Number: 154-C3

SW 6713  
**Verdant**  
Locator Number: 148-C7



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SW 9085  
**Touch of Sand**  
Locator Number: 199-C1

SW 6622  
**Hearty Orange**  
Locator Number: 118-C6

SW 6905  
**Goldfinch**  
Locator Number: 131-C2

SW 6952  
**Blue Click**

SW 6802  
**Jacaranda**  
Locator Number: 177-C5

SW 6444  
**Lounge Green**  
Locator Number: 157-C3

SW 6867  
**Fireworks**

SW 2917  
**Clay Pot**



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SW 6154  
**Nacre**  
Locator Number: 263-C2

SW 6130  
**Mannered Gold**  
Locator Number: 140-C5

SW 9001  
**Audrey's Blush**  
Locator Number: 110-C4

SW 7681  
**Tea Light**  
Locator Number: 294-C2

SW 6805  
**Glass Bead**

SW 9602  
**Studio Beige**

SW 6634  
**Copper Harbor**  
Locator Number: 120-C4

SW 6754  
**Ionian**  
Locator Number: 162-C6

SW 6515  
**Leisure Blue**  
Locator Number: 184-C5

SW 6451  
**Nurture Green**  
Locator Number: 158-C3

SW 6732  
**Organic Green**  
Locator Number: 150-C5

SW 2921  
**Carmel**

SW 6263  
**Exclusive Plum**  
Locator Number: 228-C5

SW 9071  
**Dyer's Wood**  
Locator Number: 185-C4



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# Agenda Item- Trustee Recommendation

## History:

Maria Lugo has resigned from the Library Board, so we need someone to fill out her term. I believe that Maria's term was to expire at the end of this calendar year, so we need someone to finish this year. Since we are in fundraising mode, I asked Sara Sedlacek if she'd be interested, and she is. Full disclosure, I haven't had a chance to get an application to her nor have I asked anyone else.

## Budget Impact:

Sara can be a board member and help guide the capital campaign.

## Options:

- A) Have Sara fill out an application and submit her as a recommendation to the Mayor for appointment at the next Council meeting
- B) Solicit for other applicants and discuss this at our May meeting.

## Staff's Recommended Action:

Option A

# Agenda Item- Security System Quotes

## History:

Nick Heath, City IT guy, has provided us with two quotes for external security. One is a Verkada system, the company used by the school district, and the other is TriCity Electric, which has been used by the City previously. Nick is leaning towards the Verkada system, which, while costing more, includes more exterior cameras, has AI recognition, and a scheduler for the keycard entry.

## Budget Impact:

This would use the rest of the LOST funds for the pre-renovation portion of the capital project.

## Options:

- A) Approve ITS quote for the Verkada system
- B) Approve the Tri-City Electric quote for the other system
- C) Seek additional information

## Staff's Recommended Action:

Option A



**Infrastructure Technology  
Solutions, LLC**  
22068 Business Hwy 151  
Monticello, IA 52310

**Quote**  
No.: **20363**  
Date: **1/29/2025**

Prepared for:  
Nick Heath  
City of West Liberty  
409 N Calhoun St  
West Liberty, IA 52776 USA

Prepared by: Nick P. Ruden  
Account No.: 1929

Quantity	Item ID	Description	UOM	Sell	Total
<b>Verkada Camera and Door Access for Library</b>					
<b>Door Access on Employee Entrance</b>					
1	AC12-HW	Verkada Access Door Controller - 1 Door	EA	\$525.00	\$525.00
1	AD34-HW	Verkada AD34 Multi-Format Card Reader	EA	\$262.00	\$262.00
1	HES 9400	HES 9400 RIM ELECTRIC STRIKE	EA	\$326.00	\$326.00
1	LIC-AC-5Y	Verkada 5 Year Door License	EA	\$750.00	\$750.00
<b>Outdoor Cameras on 4 sides of building</b>					
<b>1 Interior Camera on Front Entry</b>					
1	CM42	Verkada CM42 Indoor Mini Dome Camera	EA	\$525.00	\$525.00
4	CD42E	Verkada CD42-E Outdoor Dome Camera - 5MP Fixed Lens	EA	\$899.00	\$3,596.00
4	ACC-MNT-3	Verkada Camera Wall Mounted L-Shaped Bracket	EA	\$97.00	\$388.00
5	LIC-CAM-5Y	Verkada 5 Year Camera License	EA	\$675.00	\$3,375.00
1	INSTALLESTIMATE	Installation ESTIMATE	EA	\$4,500.00	\$4,500.00

**Your Price: \$14,247.00**

Freight: \$150.00

Sales Tax \$997.29

**SubTotal: \$15,394.29**

**Total: \$15,394.29**

Prices are firm until 2/12/2025 Terms: Net 15

**Prepared by:** Nick P. Ruden, nick@infrastructuretech.net

**Date:** 1/29/2025

Unless quoted here, shipping/handling and installation may be an additional charge.

All sales are subject to the terms of the ITS Master Service Agreement. By signing below, you are agreeing to these terms. The document is located at <https://www.iowadatecenters.com/ITSMasterServiceAgreement.pdf>

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclaimer**

Please fax signed quote to 319-465-4659 or email to sales@infrastructuretech.net so that your order can be placed. Thank you for your business.





**Tri-City Electric Co.**  
Since 1895

**CONFIDENCE DELIVERED.®**

**Library VMS Scope of work to include:**

- Provide and install Two (2) Axis P3737-PLE network cameras, One (1) at each of the following locations
  - NW Exterior Corner
  - SE Exterior Corner
- Provide and install One (1) Axis M3086-V in Main Entrance Vestibule
  - Analytics to be used for foot traffic logs
- Provide and install Three (3) network data drops for above cameras.
- Provide and install conduit as necessary for exterior cameras.
- Provide and install Three (3) Axis Core Device licenses to existing server.
- Provide labor to add cameras to existing views.
- Provide labor to aim and focus cameras with customer.
- Provide open-air pathways using j-hooks and EMT conduit sleeves thru any walls where necessary, fire stopping and installing all according to the BICSI 568 B building standards and/or the National Electrical Codes.

**Excludes:**

- Allowances for 110VAC power wiring or cable trays.
- Network connection with ISP.
- UPS backup.
- Lift rental.
- PoE network switches, network electronics and PC's except where specified.
- Electrified locksets, panic hardware or cylinders.
- Domain or Active Directory programming.

**Library VMS Total: \$9,198.00**

This quote **does not** include any applicable taxes.

Thank you for the opportunity to quote this project. Please feel free to call with any questions concerning this quote.

Sincerely,

Dan Novitske  
Project Manager  
Technology  
Phone: 563.468.6161  
E-mail: dnovitske@tricityelectric.com

**Notes**

**Due to the increasing rise in copper, aluminum, steel and PVC products Tri-City Electric reserves the right to review and adjust all material pricing on a daily basis. Bid is based on the daily market rate for**

# Agenda Item- New Language Database

## History:

Rosetta Stone is parting ways with Ebsco, and will launch their own library product that will cost approximately \$6k. Besides the significant cost increase, the product causes substantial issues for patrons and staff.

As a result, Ali has researched two new options for us.

### Mango Languages:

- Self-Paced
- Cross platform softwares (iOS, Android, & web)
- Remote access (fully accessible on home computers)
- Unlimited simultaneous users
- 70+ languages
- Downloadable lessons
- Family profiles – When a patron sets up a profile through your library, they can share their access with up to 5 family members
- Simple set-up with assistance for roll out of program
- Admin portal for stats – can differentiate between desktop and mobile usage
- LittlePim, language learning for young children (additional \$500)
- Conversational, bite-sized lessons; Listening and reading activities; Critical-thinking and memory-building exercises; ESL/ELL/ESOL paired approach courses for learners of English
- Dedicated account manager for the life of our subscription to provide support
- ASL available for additional \$500
- **Total when bundled with LittlePim and ASL course - \$1,900**

### Transparent Language

- 110+ Languages (including ESL), dialects available
- With paired English materials for speakers of 30+ languages, intermediate- and advanced-level courses, an American Citizenship Test Prep course, and more
- Alphabet lessons – full-length alphabet courses for the language you would like to learn
- Interactive learning activities encourage learners to practice all four modalities: listening, speaking, reading, and typing.
- Available in web browser or mobile app on any internet-connected device
- Admin portal with usage tracking – shows what languages people are learning
- Free promo materials
- KidSpeak kid friendly version of program - Chinese, English, French, German, Italian, Spanish - available directly through Transparent (not an add on!) - over 700 words and expressions per language - designed for ages 6 and up
- Placement tests to let learners see recommended courses for their level, or choose their own content

- Focus on a specific skill - Listening, speaking, reading, and writing are all part of the language puzzle. Learners can pick any skills-based learning activity, select their desired vocabulary, and instantly launch a custom lesson.
- Learn on the go - At the library, at home, and everywhere in between, access to lessons is possible on almost any device, including full-feature mobile apps for iOS and Android™ tablets and phones.
- As learners come across new words or phrases throughout the day that they want to remember, they can add it to a custom repository of Learned Vocab.
- Can set daily learning goals
- Generates activity reports and course certificates
- Admin features: quick and easy setup, staff training and support (webinars, call, live chat, email), admin portal for usage tracking that is accessible 24/7)
- Indigenous and endangered languages included, as well as ASL
- Language pairings - English for Spanish, Castilian Speakers; English for Spanish, Latin American Speakers; French for Spanish, Latin American Speakers; French for Turkish Speakers, etc. - Lots of options!)
- Any new features are automatically factored in – no extra charge
- Spanish URL available
- ASL with a librarian course. ASL for babies coming soon.
- Total cost \$1,000 annually. 10% discount for a commitment of 2 years or more.

## Budget Impact:

This would impact our database costs, but I think it will be cheaper in the long run.

## Options:

- A) Approve quote for Transparent Language
- B) Approve quote for Mango Languages

## Staff's Recommended Action:

Option A

## Agenda Item- Archive duplicates

### History:

We are fortunate to have 3-4 active archive volunteers at the moment. They have identified significant duplications in our collection, specifically in the yearbooks. They would like to know if the duplicate yearbooks from our collection could fill some of the gaps in the collection at the Depot. We will hold on to the other duplicates since yearbooks are unique, depending on the person who donated them.

As our volunteers continue to identify duplications in our collection, I would like permission for us to gift those duplicates to the Depot if they are interested.

### Budget Impact:

Nothing

### Options:

- A) Allow volunteers to repatriate duplications in our archive to local history organizations with permission from the Director or Assistant Director.
- B) Don't

### Staff's Recommended Action:

Option A

# Agenda Item- FY26 Calendar

## History:

It's getting to be that time where Ali wants to know what July looks like so she can make the calendar for summer reading. Since we just reviewed and adjusted our hours, we don't need to address the Hours of Service Policy, but we do need to approve the FY26 calendar.

## Budget Impact:

Nothing

## Options:

- A) Approve FY26 calendar with any discussed changes
- B) Don't and propose a new calendar

## Staff's Recommended Action:

Option A

# 2025 - 2026

## 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 2026

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				