

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
November 19, 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**
- IX. New Business**
 - 1. FY27 Budget Proposal**
 - 2. Disposal of property resolution**
- X. Adjourn Meeting**

Next meeting is Wednesday, December 17, at 7 pm.

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from September 17, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Samuel Morel, Brianna Harvey, Ken Brooks, Rachel Morrison, Sergio Guerrero-Ibarra
Library Director: Allie Paarsmith
City Council Liaison: Josh Shiltz

- I. Call to Order 19:07**
- II. Approval of Agenda:** Motion to approve by Member Sguerrero-Ibarra, Second by Morrison, **4-0**
- III. Approval of Minutes:** May minutes- Motion to approve by Guerrero-Ibarra, Second by Morrison, **5-0**
- IV. Public Discussion:**
 - A.** The mulch has been fixed. Landscaping will need to be volunteered. We would like to get plants and trees. The flag pole will be maintained by Parks and Rec if we get the lights fixed. Tim recommended take the pole down because it is continually vandalized.
 - B.** We are on the list to meet with city engineers regarding roof repair.
 - C.** There was a verbal altercation in the men's room. Staff handled the issue, but it is not staff's responsibility to handle individual issues rather the space in general.
- V. Financial Report:**
 - A.** Motion to approve and pay expenses by Member Harvey, Second by Guerrero-Ibarra **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** Hannah is officially leaving at the end of the month.
- VIII. Old Business:**
 - A.** Security Cameras
 - i. Paarsmith would like to go with the security system proposed because the city uses the same system. This is for outdoor cameras and door access and will use most of the remainder of the allocation from the city.
 - ii. Motion to approve by Brooks, second by Morrison **4-0**
 - B.** Trustee Recommendations
 - i. Keegan Paisley has an application in and is already familiar from having worked at the library.
 - ii. Motion to approve this recommendation this by Guerrero-Ibarra, second by Morrison, **4-0**
 - C.** Committee Assignments
 - i. Tabled for now
 - D.** Roof Contract
 - i. Contract lapsed in 2022 for preventative maintenance. Recommendation is to approve the contract and get the roof cleaned and inspected. We can cancel up to 7 days before visit.
 - ii. Motion to approve this recommendation by Morrison, Second by Brooks **4-0**

IX. New Business:

A. Exit signs

- a. A cheaper option has been found through ExitLight Co. and also meets the necessary requirements rather than Uline which was initially recommended.
- b. Motion to approve purchase using ExitLight Co. Guerrero-Ibarra, Morrison **4-0**

B. LibraryAware and Novelist Select

- a. These are two new Ebsco offerings that will help the library create content to reach the community.
- b. Motion to approve these purchases by Harvey, Second Morrison **4-0**

C. Windows 10 computer replacements

- a. The gaming computers cannot currently be used due to the security issue with not being able to update to Windows 11. The options are to replace just the service computers for upstairs or replace those along with 4 gaming computers/keyboards/mouse/monitors.
- b. Motion to approve the recommendation to only purchase service computers by Guerrero-Ibarra, Second Morrison **4-0**

D. Meeting room policy review

- a. The policy was reviewed and revisions were requested to include a contract for any fee reservations,
- b. Motion to approve the contract with minor revisions by Morrison, Second by Guerrero- Ibarra **4-0**

X. Adjourn Meeting: Motion by Guerrero-Ibarra, Second by Morrison, **4-0**

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from October 15, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Brianna Harvey, Rachel Morrison, Sara Sedlacek, Keegan Paisley
Library Director: Allie Paarsmith

- I. Call to Order**
- II. Approval of Agenda:** Motion to approve by Member Sedlacek, Second by Paisley, **4-0**
- III. Approval of Minutes:** September minutes were tabled
- IV. Public Discussion:**
 - A.** The library has been busy.
 - B.** The flag outside was replaced, but the library does not have a working light on it. This light is frequently vandalized.
- V. Financial Report:**
 - A.** The state allocation has come in and Friends of the Library Book and Bake Sale money is coming in.
 - B.** Bills that are due are for EBSCO, the elevator contract and repair, Transparent Language, and V&K Design.
 - C.** Motion to approve and pay expenses by Member Morrison, Second by Sedlacek **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** Tim is retiring December 31st.
- VIII. Old Business:**
 - A.** Interim Vice-President
 - i. With Chesmore-Potts move, we need an interim VP. Member Paisley has agreed to step into this role
 - ii. Motion to approve by Morrison, second by Harvey **4-0**
- IX. New Business:**
 - A.** Disposal of Library Property Policy Adoption
 - a. The policy was reviewed
 - b. Motion to approve by Sedlacek, Second by Morrison **4-0**
 - B.** Volunteer Policy Review
 - a. Policy was reviewed
 - b. Motion to accept the policy review as complete and reaffirm current version by Morrison, Second by Harvey **4-0**
 - C.** Mission, Vision, Strategic Planning Policy Review
 - a. Updated policy was presented
 - b. Motion to adopt the updated policy by Morrison, Second by Paisley **4-0**
- X. Adjourn Meeting:** Motion by Harvey, Second by Morrison, **4-0**



City of West Liberty, IA

Monthly Budget Report

Account Summary

For Fiscal: Current Period Ending: 10/31/2025

		October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - General Fund										
Revenue										
001-4-410-1-4799	Other Misc Revenue	0.00	110.51	110.51	0.00%	0.00	1,089.29	1,089.29	0.00%	0.00
001-4-410-2-4470	County Library Allocation	1,457.75	0.00	-1,457.75	-100.00%	5,831.00	0.00	-5,831.00	-100.00%	17,500.00
001-4-410-2-4471	Local Comm Library Allocation	627.74	0.00	-627.74	-100.00%	2,510.96	0.00	-2,510.96	-100.00%	7,536.00
001-4-410-2-4705	Contributions- Gifts/Grants	12,994.80	0.00	-12,994.80	-100.00%	51,979.20	0.00	-51,979.20	-100.00%	156,000.00
001-4-410-4-4433	State Shared Revenue/Enrich IO	166.60	0.00	-166.60	-100.00%	666.40	0.00	-666.40	-100.00%	2,000.00
	Total Revenue:	15,246.89	110.51	-15,136.38	-99.28%	60,987.56	1,089.29	-59,898.27	-98.21%	183,036.00
Expense										
001-6-410-1-60100	Wages- Full Time	19,812.15	26,208.00	-6,395.85	-32.28%	79,248.60	76,970.40	2,278.20	2.87%	237,841.00
001-6-410-1-60200	Wages- Part Time	3,339.91	8,648.21	-5,308.30	-158.94%	13,359.64	27,881.96	-14,522.32	-108.70%	40,095.00
001-6-410-1-60400	Wages- Over Time	20.82	0.00	20.82	100.00%	83.28	38.16	45.12	54.18%	250.00
001-6-410-1-61100	FICA-City Contribution	1,771.20	2,614.36	-843.16	-47.60%	7,084.80	7,846.96	-762.16	-10.76%	21,263.00
001-6-410-1-61300	IPERS-City Contribution	2,132.48	3,085.08	-952.60	-44.67%	8,529.92	9,086.85	-556.93	-6.53%	25,600.00
001-6-410-1-61400	ICMA-City Contribution	249.90	300.00	-50.10	-20.05%	999.60	1,200.00	-200.40	-20.05%	3,000.00
001-6-410-1-61500	Group Medical Insurance- Health	4,331.60	6,458.50	-2,126.90	-49.10%	17,326.40	25,135.55	-7,809.15	-45.07%	52,000.00
001-6-410-1-61600	Worker's Compensation Insurance	208.25	0.00	208.25	100.00%	833.00	112.00	721.00	86.55%	2,500.00
001-6-410-1-61810	Uniform Allowance	16.66	0.00	16.66	100.00%	66.64	0.00	66.64	100.00%	200.00
001-6-410-1-62100	Dues & Membership Fees	69.97	190.00	-120.03	-171.54%	279.88	190.00	89.88	32.11%	840.00
001-6-410-1-62200	Subscriptions, Publ & Educ Materials	16.66	0.00	16.66	100.00%	66.64	0.00	66.64	100.00%	200.00
001-6-410-1-62300	Training	49.98	0.00	49.98	100.00%	199.92	128.94	70.98	35.50%	600.00
001-6-410-1-62400	Conference & Travel Expenses	8.33	0.00	8.33	100.00%	33.32	0.00	33.32	100.00%	100.00
001-6-410-2-63100	Building & Grounds Maintenance	999.60	3,938.21	-2,938.61	-293.98%	3,998.40	7,662.60	-3,664.20	-91.64%	12,000.00
001-6-410-2-63500	Equipment Repairs & Maintenance	83.30	0.00	83.30	100.00%	333.20	0.00	333.20	100.00%	1,000.00
001-6-410-2-63710	Utility Services- Electric, Gas, Water	416.50	524.00	-107.50	-25.81%	1,666.00	6,210.20	-4,544.20	-272.76%	5,000.00
001-6-410-2-63730	Telephone & Internet Expense	249.90	253.05	-3.15	-1.26%	999.60	1,012.20	-12.60	-1.26%	3,000.00
001-6-410-2-64070	Professional & Consulting Fees	333.20	0.00	333.20	100.00%	1,332.80	2,221.23	-888.43	-66.66%	4,000.00
001-6-410-2-64080	Tort Liability Insurance	291.55	0.00	291.55	100.00%	1,166.20	0.00	1,166.20	100.00%	3,500.00
001-6-410-2-64150	Rentals & Leases	333.20	305.49	27.71	8.32%	1,332.80	963.30	369.50	27.72%	4,000.00
001-6-410-2-64260	Enrichment Programs	249.90	3,420.92	-3,171.02	-1,268.92%	999.60	3,739.14	-2,739.54	-274.06%	3,000.00
001-6-410-2-65020	Books/Audiovisual/Materials	2,915.50	4,334.42	-1,418.92	-48.67%	11,662.00	15,756.52	-4,094.52	-35.11%	35,000.00
001-6-410-2-65040	Minor Equipment	83.30	15,113.00	-15,029.70	18,042.86%	333.20	18,784.76	-18,451.56	-5,537.68%	1,000.00
001-6-410-2-65070	Operating Supplies	999.60	1,134.93	-135.33	-13.54%	3,998.40	1,341.45	2,656.95	66.45%	12,000.00
001-6-410-2-65080	Postage	58.31	0.00	58.31	100.00%	233.24	353.96	-120.72	-51.76%	700.00
001-6-410-2-65210	Janitorial Supplies	166.60	55.39	111.21	66.75%	666.40	175.02	491.38	73.74%	2,000.00
001-6-410-3-67280	Capital Improvements	12,495.00	12,600.00	-105.00	-0.84%	49,980.00	12,600.00	37,380.00	74.79%	150,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 10/31/2025

	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Total Expense:	51,703.37	89,183.56	-37,480.19	-72.49%	206,813.48	219,411.20	-12,597.72	-6.09%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,321.91	-72,495.99		-437,653.00
Fund: 134 - Library Trust									
Revenue									
134-4-411-4-4300									
Interest Income	0.00	0.00	0.00	0.00%	0.00	70.66	70.66	0.00%	0.00
Total Revenue:	0.00	0.00	0.00	0.00%	0.00	70.66	70.66	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	70.66	70.66	0.00%	0.00
Report Total:	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,251.25	-72,425.33		-437,653.00

Monthly Budget Report

For Fiscal: Current Period Ending: 10/31/2025

Group Summary

Account Typ...	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - General Fund									
Revenue	15,246.89	110.51	-15,136.38	-99.28%	60,987.56	1,089.29	-59,898.27	-98.21%	183,036.00
Expense	51,703.37	89,183.56	-37,480.19	-72.49%	206,813.48	219,411.20	-12,597.72	-6.09%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,321.91	-72,495.99		-437,653.00
Fund: 134 - Library Trust									
Revenue	0.00	0.00	0.00	0.00%	0.00	70.66	70.66	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	70.66	70.66	0.00%	0.00
Report Total:	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,251.25	-72,425.33		-437,653.00

Fund Summary

Fund	October Budget	October Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,321.91	-72,495.99		-437,653.00
134 - Library Trust	0.00	0.00	0.00		0.00	70.66	70.66		0.00
Report Total:	-36,456.48	-89,073.05	-52,616.57		-145,825.92	-218,251.25	-72,425.33		-437,653.00

Library Director's Report

19 November 2025

Summary:

This month's meeting includes standard approvals and reports, followed by board action on the FY27 budget and the disposal of several items of library property.

Goals and Lead Measure Updates:

Staff will be reviewing our strategic plan goals and lead measures at our staff meeting in December and will provide an update at our December meeting.

Building and Technology:

The roof has been maintained for this year. DC Taylor also sent someone to assess the roof for budget numbers.

The boiler failed its annual inspection. The Friday before it was inspected there was a significantly terrifying bang from unit 3, so we had to shut it off. Blaine Kelly from Climate Engineers has been in since then and has been talking with various manufacturers to see if the part that is causing problems can be replaced. One vendor said the whole unit needs to be replaced, the other said they can get the part and it should be partially covered by warranty, so we're hoping for Vendor 2.

Staff and Volunteers:

We have developed a volunteer procedure and are working on its implementation. Once we have kinks worked out we will start promoting ourselves as a volunteer opportunity.

Tim's retirement is impending. Genny will start at 40 hours a week in the new year.

I have one solid candidate for the board and several ideas. If anyone has recommendations, send them my way and I will get their applications ready for next month.

Collections & Materials:

In October, the library added 125 new printed books, down from 301 in September, due to the disruption caused by Baker & Taylor's announcement that it will cease operations by the end of 2025. This decision is impacting libraries nationwide, as B&T has long been a primary source for materials and processing services. We are transitioning to Ingram, but the process will be slow as they are onboarding over 1,000 libraries. In the meantime, we will be processing materials in-house and purchasing from Amazon or Barnes & Noble for more urgent titles.

Video materials were unaffected by this transition. Our annual AV order was placed in September, and items have been arriving steadily, resulting in 32 new video additions in October. Withdrawals included 26 print titles and 42 other materials, including older literacy kits and puzzles missing pieces. Children's book checkouts declined from September to October, and are down from last year since the elementary school has not committed to Celebrity Storytimes yet. Video circulation jumped from 4 in September to 36 in October, which has prompted a conversation about AV collection maintenance.

Programming & Outreach

October featured 28 live programs with 224 attendees, up from 188 in September. The library welcomed 1,875 visitors in October, which is down from September only due to our more accurate and differently located people counter.

General Preventive Maintenance

Contact:

Facility: West Liberty Public Library

Address: 400 N Spencer St,
West Liberty, IA 52776

Prepared By:

Inspection Date: Monday, September 22, 2025



Work Order Photos

West Liberty Public Library

Work Order #: WO1349



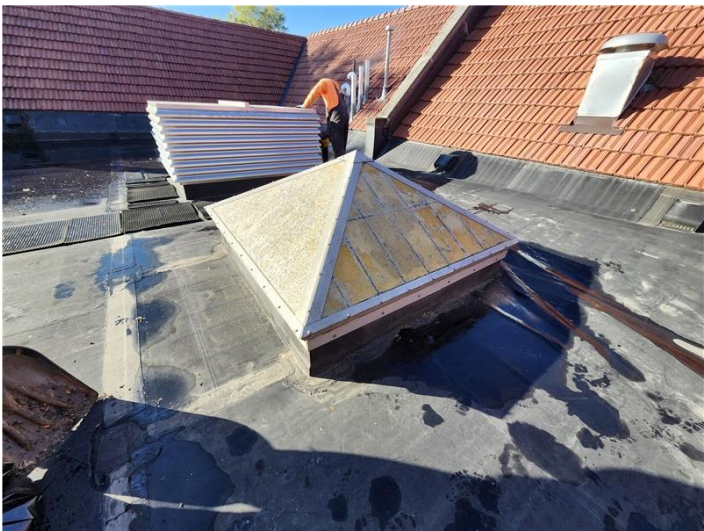
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Oct 31, 2025 @ 11:16 AM



Oct 31, 2025 @ 11:16 AM



Oct 31, 2025 @ 11:16 AM

Work Order Photos

West Liberty Public Library

Work Order #: WO1349



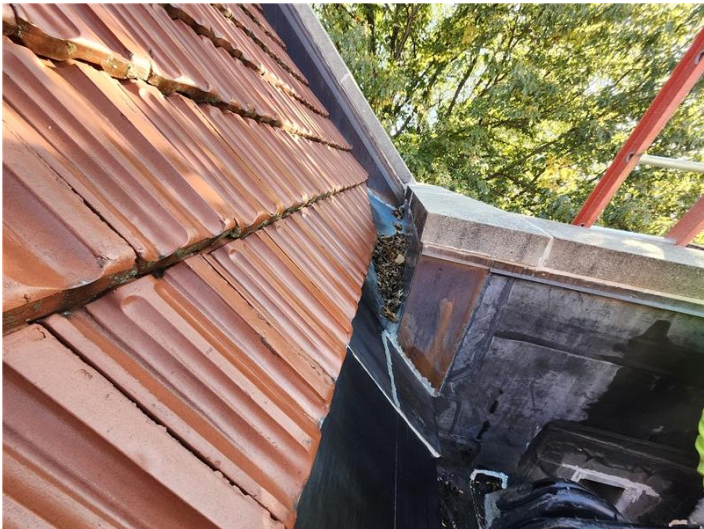
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Oct 31, 2025 @ 11:16 AM



Oct 31, 2025 @ 11:16 AM



Oct 31, 2025 @ 11:16 AM

Work Order Photos

West Liberty Public Library

Work Order #: WO1349



Oct 31, 2025 @ 11:16 AM



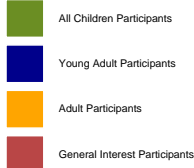
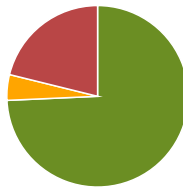
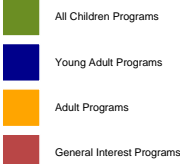
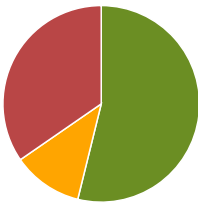
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West Liberty Public Library
July, 2025 - October, 2025

July

Overview

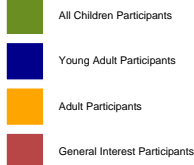
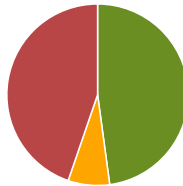
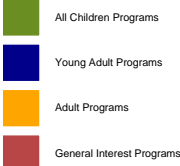
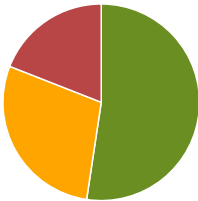
All Children Programs	14	53.85%	All Children Participants	130	74.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	11.54%	Adult Participants	8	4.57%
General Interest Programs	9	34.62%	General Interest Participants	37	21.14%
Total Programs	26		Total Participants	175	



August

Overview

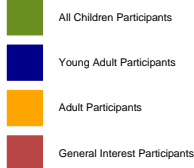
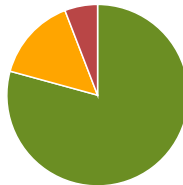
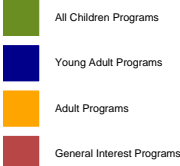
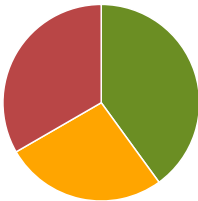
All Children Programs	11	52.38%	All Children Participants	123	47.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	28.57%	Adult Participants	19	7.39%
General Interest Programs	4	19.05%	General Interest Participants	115	44.75%
Total Programs	21		Total Participants	257	



September

Overview

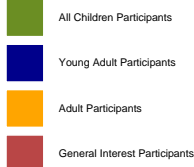
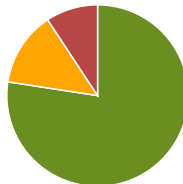
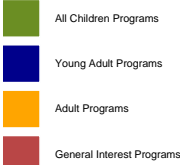
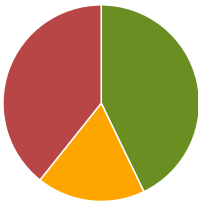
All Children Programs	12	40%	All Children Participants	149	79.26%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	8	26.67%	Adult Participants	28	14.89%
General Interest Programs	10	33.33%	General Interest Participants	11	5.85%
Total Programs	30		Total Participants	188	



October

Overview

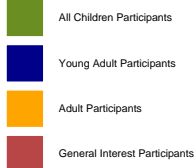
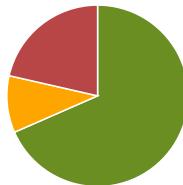
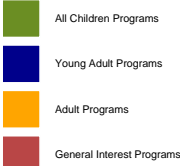
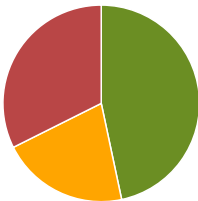
All Children Programs	12	42.86%	All Children Participants	192	77.42%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	17.86%	Adult Participants	33	13.31%
General Interest Programs	11	39.29%	General Interest Participants	23	9.27%
Total Programs	28		Total Participants	248	



Year in Review

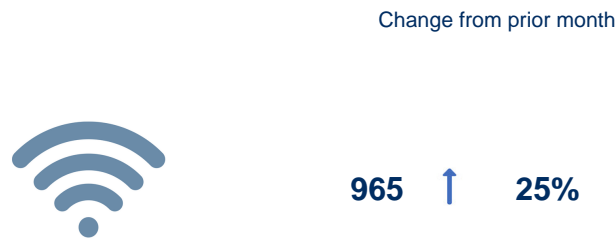
Overview

All Children Programs	49	46.67%	All Children Participants	594	68.43%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	22	20.95%	Adult Participants	88	10.14%
General Interest Programs	34	32.38%	General Interest Participants	186	21.43%
Total Programs	105		Total Participants	868	



West Liberty Public Library
October-2025

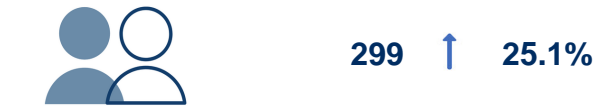
In October, 299 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.



Monthly Sessions



Total Visits

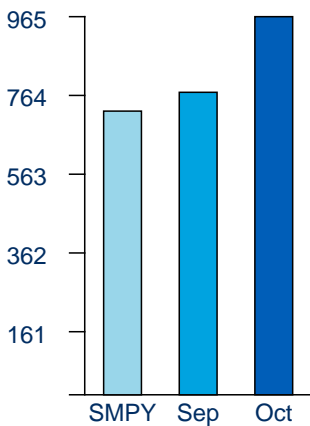


Unique Visitors

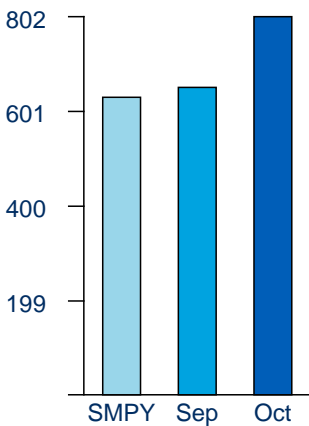


Average Return Rate

Total Monthly Session Count

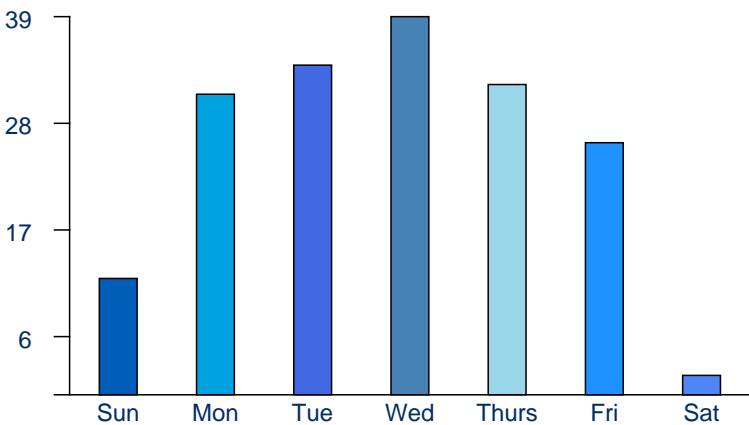


Total Monthly Visits

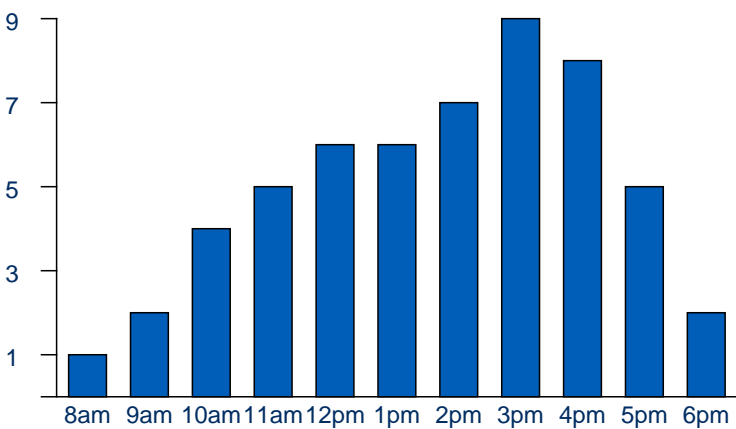


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly





Agenda Item: FY27 Budget Proposals

Background:

The FY27 budget proposals combine funding from the City of West Liberty and Muscatine County to sustain library operations and advance capital improvements. The City proposal totals \$811,721.20, including \$491,721.20 for general operations and \$320,000 for Phase 3 of the renovation project.

The County request of \$39,260.58 represents an increase over prior years but is 5% of our budget. While any contribution above the legal minimum is appreciated, this level of support does not reflect the essential services we provide to rural residents who rely on our library for access to resources, technology, and programming. The City previously discussed exploring a 28E agreement with Muscatine County to formalize and stabilize library service funding. However, this option has not materialized for FY27.

Recent changes to Iowa Code have reduced the City's property tax revenues by capping annual revenue growth at 2% and consolidating levies under a new formula that will eventually freeze the general fund levy at \$8.10 per \$1,000 of assessed value. These changes disproportionately affect smaller municipalities experiencing growth, like West Liberty, because even as property valuations rise, levy caps prevent revenue from keeping pace with increasing operating costs.

Despite these constraints, the City instructed departments to submit budgets based on what is needed—not what is expected—so this proposal reflects our actual operational and capital requirements.

Budget Impact:

- **Capital Improvements:** \$320,000 for Phase 2 of the renovation project (up from \$150,000 in FY26).
- **Personnel:** \$407,271.21 for wages and benefits (up from \$379,799 in FY26), reflecting cost-of-living adjustments and the addition of a half-time Teen Librarian.
- **Operations & Collections:** Operational expenses rise modestly from \$240,640 to \$491,721.20, with collections maintained at \$36,500 to support physical and digital resources.

Options for Consideration:

1. Approve the proposal as presented
2. Approve operational funding only and defer capital improvements and rely on budget amendments.

Recommended Action:

Approve the FY27 budget proposal as presented.

Preliminary Budget FY27

Account #	Account Name	Proposed	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 236,727.02	With maximum wage increase
			With maximum wage increase, includes half-time Teen Librarian
6-410-1-6020	WAGES-PART TIME	\$ 66,221.70	
6-410-1-6040	WAGES-OVER TIME	\$ 250.00	
6-410-1-6110	FICA-CITY CONTRIBUTION	\$ 21,263.00	
6-410-1-6130	IPERS-CITY CONTRIBUTION	\$ 27,809.49	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 3,500.00	Left number same
	GROUP MEDICAL INSURANCE-		
6-410-1-6150	HEALTH	\$ 50,500.00	Left number same.
	GROUP MEDICAL INSURANCE-		
6-410-1-6152	LIFE/D	\$ -	
6-410-1-6160	WORKER'S COMP	\$ 1,000.00	Left number same. Not sure what the actual is
6-410-1-6181	UNIFORMS	\$ 200.00	SRP T-Shirts
6-410-1-6210	DUES & MEMBERSHIP FEES	\$ 500.00	ALA 175
6-410-1-6220	SUBSCRIPTIONS	\$ 150.00	Unspecified amount for staff resources
6-410-1-6230	TRAINING	\$ 800.00	ILA Conference in CR
6-410-1-6240	CONFERENCE & TRAVEL	\$ 100.00	reimbursement for gas plus padding
	BUILDING/GROUND		Bosch: 16.20x12, Climate Engineers: 920.50x4, Boiler inspection 120, Elevator 3500, Roof 1200, padding for carpet cleaning
6-410-2-6310	MAINTENANCE	\$ 15,000.00	
6-410-2-6350	EQUIPMENT REPAIRS/MAIN		Equipment that doesn't contribute to the building.
6-410-2-6371	UTILITY SERVICES-ELEC	\$ 5,000.00	City says they'll cover it. I'll let them set the number
6-410-2-6373	TELEPHONE EXPENSE	\$ 3,000.00	
6-410-2-6407	PROF. & CONS FEES	\$ 3,000.00	Deep Freeze 260, Bywater 1800, State Library 280, +cushion
6-410-2-6408	TORT LIABILITY INSURANCE	\$ 3,000.00	left the same
6-410-2-6415	RENTALS & LEASES	\$ 3,000.00	
6-410-2-6426	ENRICHMENT PROGRAMS	\$ 1,500.00	
6-410-2-6429	PROPERTY TAX EXPENSE	\$ -	
			1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm, 6000 ebsco, language learning 1000, 8000 adult materials, 2000 AV, 8000 eltems, 8000 youth, 2000 patron requests
6-410-2-6502	BOOKS-AUDIO	\$ 36,500.00	
6-410-2-6504	MINOR EQUIPMENT	\$ 1,500.00	In case a computer breaks that we weren't expecting
6-410-2-6507	OPERATING SUPPLIES	\$ 10,000.00	
6-410-2-6508	POSTAGE	\$ 700.00	
6-410-2-6521	JANITORIAL SUPPLIES	\$ 500.00	
6-410-2-6599	MISCELLANEOUS EXPENSE	\$ -	
General Budget Total		\$ 491,721.20	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ -	
6-410-3-6728	CAPITAL IMPROVEMENTS	\$ 320,000.00	
Capital Budget Total		\$ 320,000.00	
Grand Total		\$ 811,721.20	

Agency: **West Liberty Public Library** Amount Requested: \$ **39,260.58**

Address: **400 N Spencer St**

West Liberty, IA 52776

Please provide base on the County's fiscal year July 1st - June 30th

<u>Expenses</u>		2024/25 Actual	2025/26 Budget	2026/27 Proposed	% of Total
Salaries-Full Time	4 FT employees	\$ 209,057.48	\$ 237,841.00	\$ 236,977.02	
Salaries-Part Time	4 PT employees	\$ 67,205.03	\$ 40,095.00	\$ 66,221.70	
Employee Benefits (Insurance/Retirement Etc.)		\$ 75,438.40	\$ 80,600.00	\$ 82,500.00	
Payroll Taxes		\$ 20,599.53	\$ 21,263.00	\$ 21,263.00	
Total Personnel Expenses		\$ 372,300.44	\$ 379,799.00	\$ 406,961.72	50%
Office Rent/Building Maintenance		\$ 12,628.88	\$ 12,000.00	\$ 15,000.00	
Utilities		\$ 21,761.05	\$ 5,000.00	\$ 5,000.00	
Insurance (General/Liability/Work Comp)		\$ 6,305.00	\$ 6,000.00	\$ 4,000.00	
Professional Fees (Accounting/etc.)		\$ 2,100.00	\$ 4,000.00	\$ 3,000.00	
Supplies		\$ 44,857.47	\$ 50,200.00	\$ 47,000.00	
Communications - landline/cell/internet		\$ 3,013.44	\$ 3,000.00	\$ 3,000.00	
Postage/Shipping		\$ 18.31	\$ 700.00	\$ 700.00	
Printing/Publications		\$ 4,656.40	\$ 4,200.00	\$ 3,150.00	
Travel/Mileage		\$ 993.05	\$ 100.00	\$ 100.00	
Conferences & Meetings (Registration/Rooms/etc)		\$ 758.50	\$ 600.00	\$ 800.00	
Dues/Memberships		\$ 297.54	\$ 840.00	\$ 500.00	
Equipment Lease/Maintenance		\$ -	\$ 1,000.00	\$ 1,000.00	
Fundraising Expenses		\$ -	\$ -	\$ -	
Capital Expenses		\$ 23,160.00	\$ 150,000.00	\$ 320,000.00	
Miscellaneous		\$ 3,626.47	\$ 3,000.00	\$ 1,500.00	
Total Operational Expenses		\$ 124,176.11	\$ 240,640.00	\$ 404,750.00	50%
Awards/Grants to other programs		\$ -	\$ -	\$ -	
Assistance to Individuals		\$ -	\$ -	\$ -	
Total Direct Assistance		\$ -	\$ -	\$ -	0%
Total Expenses		\$ 496,476.55	\$ 620,439.00	\$ 811,711.72	
<u>Revenues</u>					% of Total
Muscatine County Contribution		\$ 8,500.00	\$ 17,000.00	\$ 39,260.58	5%
Contributions from Other Governments		\$ 485,848.11	\$ 447,439.00	\$ 452,451.14	56%
Contributions from Other Entities		\$ 2,128.44	\$ 156,000.00	\$ 320,000.00	39%
Special Events		\$ -	\$ -	\$ -	0%
Contract Fees		\$ -	\$ -	\$ -	0%
Program Services Fees		\$ -	\$ -	\$ -	0%
Sales		\$ -	\$ -	\$ -	0%
Investment Income		\$ -	\$ -	\$ -	0%
Miscellaneous Revenue		\$ -	\$ -	\$ -	0%
Total Revenue		\$ 496,476.55	\$ 620,439.00	\$ 811,711.72	
Beginning Balance (Cash on Hand)		\$ -	\$ (0.00)	\$ (0.00)	
Total Surplus (Deficit)		\$ (0.00)	\$ -	\$ -	
Ending Balance (Cash on Hand)		\$ (0.00)	\$ (0.00)	\$ (0.00)	



Agenda Item: Property Disposal Nov. 2025

Background:

In accordance with the Disposal of Library Property Procedure, staff have submitted Disposal Recommendation Forms for items that are obsolete, damaged, or no longer needed. These items require Board authorization for disposal. The City of West Liberty procedures require board authorization via resolution for disposal of library property.

Budget Impact:

Minimal, no significant cost or revenue expected.

Options for Consideration:

1. Approve Resolution No. 2025-01 authorizing the disposal of surplus library property listed in Exhibit A
2. Request additional information or defer action

Recommended Action:

Approve Resolution No. 2025-01 authorizing the disposal of surplus library property listed in Exhibit A



WEST LIBERTY
PUBLIC LIBRARY

West Liberty Public Library

Resolution No. 2025-01

Resolution Authorizing the Disposal of Surplus Library Property

WHEREAS, the West Liberty Public Library is the legal custodian of materials, equipment, and furnishings purchased with public funds or donated for public use; and

WHEREAS, the Library Board of Trustees has determined that the items listed in Exhibit A are no longer usable, functional, or necessary for library operations; and

WHEREAS, the Library's Gift and Donation Policy and applicable City of West Liberty procedures require board authorization for the disposal of library property;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Liberty Public Library hereby authorizes the Library Director to dispose of the items listed in Exhibit A through donation, sale, recycling, or other appropriate means, and to document the method of disposal for library records.

PASSED AND APPROVED this 19th day of November, 2025, by the Board of Trustees of the West Liberty Public Library.

BOARD OF TRUSTEES VOTE

Motion by:

Seconded by:

Vote: ___ Ayes ___ Nays ___ Abstain

SIGNED:

President, West Liberty Public Library Board of Trustees

ATTEST:

Allie Paarsmith, Library Director



EXHIBIT A – Inventory of Items for Disposal

Item Description	Item Type	Condition	Estimated Value	Reason for Disposal
Epson Automatic feeder and scanner	Technology	Fair	\$80 for feeder, \$300-\$500 for scanner	Obsolete
Nerf guns (x7), darts, and safety glasses	Supplies	Excellent	\$50	Obsolete
Old Gaming Computer (x3)	Technology	Good	\$500	Obsolete
Frigidaire dehumidifier (x3)	Equipment	Fair	\$80 each	Obsolete
Convex Mirror 18in (x3)	Furniture	Excellent	\$42	Surplus
Epson Stylus Photo R3000	Technology	Fair	\$175-\$375	Replaced
Brother Printer MFC-J4420DW	Technology	Fair	\$100-\$200	Replaced
Scanjet pro 2500	Technology	Fair	\$80-\$200	Obsolete
Brother electronic typewriter	Technology	Fair	\$80-\$200	Obsolete
Drafting Table	Furniture	Good	\$75	Obsolete
Corner Cabinet w/ lazy susan	Furniture	Good	\$100	Obsolete
VR Computer	Technology	Fair	\$300	Obsolete
Dell XPS 8900	Technology	Fair	\$200	Replaced
Dell Inspiron 5570	Technology	Fair	\$220	Damaged
Toshiba Satellite	Technology	Non-functional	\$35	Obsolete
Dell Inspiron 15-3567	Technology	Poor		Damaged
HP 22-COO73W All-in-one	Technology	Fair	\$220	Obsolete
Acer Aspire All-in-one	Technology	Fair	\$200	Other: Slow
EVGA Geforce GTX 1060	Technology	Excellent	\$80	Other: No longer used



Epson automatic feeder

+

Epson scanner

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Ali Depping

Date Submitted: 10/13/2025

-Item Information-

Item Type: (Feeder): H3 Model EV-45 / (Scanner): Expression 10000 XL J181A

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

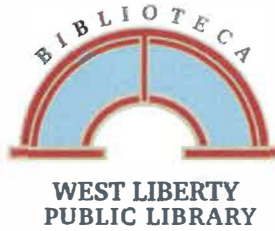
- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: Feeder: \$80 Scanner: \$300 - \$500

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



Nerf guns (x7)
Safety glasses (x22)
Nerf darts

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Ali Depping*

Date Submitted: *10/13/2025*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☐ Technology
- ☐ Collection Materials
- ☒ Supplies (*program*)
- ☐ Other: _____

Condition:

- ☒ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$50

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete *no longer relevant program*
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



old gaming
computer

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Shannon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$500

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - can no longer support microsoft 11
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



old gaming
computer

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Sharon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$500

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - can no longer support microsoft 11
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



old gaming
computer

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Sharon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

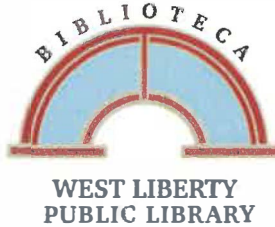
- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$1500

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - can no longer support microsoft 11
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



frigidaire
dehumidifier
x3

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Shannon Schnider*

Date Submitted: *10/13/25*

-Item Information-

Item Type: *FDF90S1*

- ☐ Furniture
- ☒ Equipment
- ☐ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *Starting - \$200 → \$80 for used (each)*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - *used during covid, don't need any longer*
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



convex mirror 18in
x3

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request:

Date Submitted:

-Item Information-

Item Type:

- ☒ Furniture
 - ☐ Equipment
 - ☐ Technology
 - ☐ Collection Materials
 - ☐ Supplies
 - ☐ Other: _____
-

Condition:

- ☒ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$42/each (amazon)

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
 - ☐ Damaged
 - ☒ Surplus
 - ☐ Replaced
 - ☐ Other: _____
-



epson
printer
(black)

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Shannon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type: Epson Stylus Photo R3000 5471A

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$175 - \$375 (used)(Ebay)

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete --
- ☐ Damaged
- ☐ Surplus
- ☒ Replaced
- ☐ Other: _____



brother
printer
(white)

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Shannon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type: MFC - J4420DW

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$100 - \$200 (used) source: Ebay

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☒ Replaced
- ☐ Other: _____



hp scanjet
pro

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Shannon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type: Scanjet pro 2500 f1

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$80 - \$200 (used) (Ebay)

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - printers can scan for us now
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



brother
electronic
typewriter

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Shannon Schneider

Date Submitted: 10/13/25

-Item Information-

Item Type: Cornelectronic GX-6750

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$80 - \$200 (Used) (Ebay)

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete - no use for this here
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____

Drafting table



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Ali Depping*

Date Submitted: *11/7/2025*

-Item Information-

Item Type:



Furniture



Equipment



Technology



Collection Materials



Supplies



Other: _____

Condition:



Excellent



Good



Fair



Poor



Non-functional

Estimated Value:

\$75 - est. similar items

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:



Obsolete *No longer used*



Damaged



Surplus



Replaced



Other: _____



corner cabinet
w/ lazy
susan

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Ali Depping*

Date Submitted: *11/7/2025*

-Item Information-

Item Type:

- ☒ Furniture
- ☐ Equipment
- ☐ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *\$100 est. - similar items*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete *No longer using / taking up space*
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____

**WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM****Staff Member Submitting Request:****Date Submitted:****-Item Information-****Item Type:**

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$300 est. - ebay

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



Computer
Dell XPS 8900

WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request:

Date Submitted:

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: \$200 - est. ebay

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☒ Replaced
- ☐ Other: _____



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Tim McMahon*

Date Submitted: *11-7-25*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology *Dell Inspiron 5570*
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *\$220* *Ebay*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
- ☒ Damaged *Broken 'R' key*
- ☐ Surplus
- ☐ Replaced
- ☒ Other: *Too slow to be productive*



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Tim McMahon*

Date Submitted: *11-7-25*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology *Toshiba Satellite C855-S5192*
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☒ Non-functional

Estimated Value: *\$35* *Ebay listing*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: Tim McMahon

Date Submitted: 11-7-25

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology Dell Inspiron 15-3567
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☒ Poor
- ☐ Non-functional

Estimated Value: _____

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
- ☒ Damaged Dropped - corner damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: Slow _____



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Tim McMahon*

Date Submitted: *11-10-25*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology *HP 22-C0073W All-in-one*
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *\$220* *Ebay*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☒ Obsolete *Won't take Windows 11 - slow*
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☐ Other: _____



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Tim McMahon*

Date Submitted: *11-10-25*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology *Acer Aspire C-24-865 series All-in-one*
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *\$200* *Ebay*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☒ Other: *Slow*



WEST LIBERTY PUBLIC LIBRARY DISPOSAL RECOMMENDATION FORM

Staff Member Submitting Request: *Tim McMahon*

Date Submitted: *11-18-25*

-Item Information-

Item Type:

- ☐ Furniture
- ☐ Equipment
- ☒ Technology *EVGA Geforce GTX 1060*
- ☐ Collection Materials
- ☐ Supplies
- ☐ Other: _____

Condition:

- ☒ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Non-functional

Estimated Value: *\$80* *Ebay*

(Include basis for estimate: original cost, market comparison, staff judgement, etc.)

Reason for Disposal:

- ☐ Obsolete
- ☐ Damaged
- ☐ Surplus
- ☐ Replaced
- ☒ Other: *No longer used*