

**City of West Liberty Public Library**  
**Notice and Call of Public Meeting**  
**West Liberty Public Library Board of Trustees**  
**October 15, 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. Interim Vice President**
- IX. New Business**
  - 1. Disposal of Library Property Policy Adoption**
  - 2. Volunteer Policy Review**
  - 3. Mission, Vision, Strategic Planning Policy Review**
- X. Adjourn Meeting**

**Next meeting is Wednesday, November 19, at 7 pm.**

Placeholder for September Minutes



City of West Liberty, IA

# Monthly Budget Report

## Account Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 001 - General Fund</b>										
<b>Revenue</b>										
<a href="#">001-4-410-1-4799</a>	Other Misc Revenue	0.00	221.10	221.10	0.00%	0.00	978.78	978.78	0.00%	0.00
<a href="#">001-4-410-2-4470</a>	County Library Allocation	1,457.75	0.00	-1,457.75	-100.00%	4,373.25	0.00	-4,373.25	-100.00%	17,500.00
<a href="#">001-4-410-2-4471</a>	Local Comm Library Allocation	627.74	0.00	-627.74	-100.00%	1,883.22	0.00	-1,883.22	-100.00%	7,536.00
<a href="#">001-4-410-2-4705</a>	Contributions- Gifts/Grants	12,994.80	0.00	-12,994.80	-100.00%	38,984.40	0.00	-38,984.40	-100.00%	156,000.00
<a href="#">001-4-410-4-4433</a>	State Shared Revenue/Enrich IO	166.60	0.00	-166.60	-100.00%	499.80	0.00	-499.80	-100.00%	2,000.00
<b>Total Revenue:</b>		<b>15,246.89</b>	<b>221.10</b>	<b>-15,025.79</b>	<b>-98.55%</b>	<b>45,740.67</b>	<b>978.78</b>	<b>-44,761.89</b>	<b>-97.86%</b>	<b>183,036.00</b>
<b>Expense</b>										
<a href="#">001-6-410-1-60100</a>	Wages- Full Time	19,812.15	17,472.00	2,340.15	11.81%	59,436.45	50,762.40	8,674.05	14.59%	237,841.00
<a href="#">001-6-410-1-60200</a>	Wages- Part Time	3,339.91	5,948.77	-2,608.86	-78.11%	10,019.73	19,233.75	-9,214.02	-91.96%	40,095.00
<a href="#">001-6-410-1-60400</a>	Wages- Over Time	20.82	0.00	20.82	100.00%	62.46	38.16	24.30	38.90%	250.00
<a href="#">001-6-410-1-61100</a>	FICA-City Contribution	1,771.20	1,743.53	27.67	1.56%	5,313.60	5,232.60	81.00	1.52%	21,263.00
<a href="#">001-6-410-1-61300</a>	IPERS-City Contribution	2,132.48	2,060.19	72.29	3.39%	6,397.44	6,001.77	395.67	6.18%	25,600.00
<a href="#">001-6-410-1-61400</a>	ICMA-City Contribution	249.90	300.00	-50.10	-20.05%	749.70	900.00	-150.30	-20.05%	3,000.00
<a href="#">001-6-410-1-61500</a>	Group Medical Insurance- Health	4,331.60	6,458.50	-2,126.90	-49.10%	12,994.80	16,802.92	-3,808.12	-29.30%	52,000.00
<a href="#">001-6-410-1-61600</a>	Worker's Compensation Insurance	208.25	0.00	208.25	100.00%	624.75	112.00	512.75	82.07%	2,500.00
<a href="#">001-6-410-1-61810</a>	Uniform Allowance	16.66	0.00	16.66	100.00%	49.98	0.00	49.98	100.00%	200.00
<a href="#">001-6-410-1-62100</a>	Dues & Membership Fees	69.97	0.00	69.97	100.00%	209.91	0.00	209.91	100.00%	840.00
<a href="#">001-6-410-1-62200</a>	Subscriptions, Publ & Educ Materials	16.66	0.00	16.66	100.00%	49.98	0.00	49.98	100.00%	200.00
<a href="#">001-6-410-1-62300</a>	Training	49.98	128.94	-78.96	-157.98%	149.94	128.94	21.00	14.01%	600.00
<a href="#">001-6-410-1-62400</a>	Conference & Travel Expenses	8.33	0.00	8.33	100.00%	24.99	0.00	24.99	100.00%	100.00
<a href="#">001-6-410-2-63100</a>	Building & Grounds Maintenance	999.60	16.20	983.40	98.38%	2,998.80	3,724.39	-725.59	-24.20%	12,000.00
<a href="#">001-6-410-2-63500</a>	Equipment Repairs & Maintenance	83.30	0.00	83.30	100.00%	249.90	0.00	249.90	100.00%	1,000.00
<a href="#">001-6-410-2-63710</a>	Utility Services- Electric, Gas, Water	416.50	524.00	-107.50	-25.81%	1,249.50	5,686.20	-4,436.70	-355.08%	5,000.00
<a href="#">001-6-410-2-63730</a>	Telephone & Internet Expense	249.90	253.05	-3.15	-1.26%	749.70	759.15	-9.45	-1.26%	3,000.00
<a href="#">001-6-410-2-64070</a>	Professional & Consulting Fees	333.20	111.23	221.97	66.62%	999.60	2,221.23	-1,221.63	-122.21%	4,000.00
<a href="#">001-6-410-2-64080</a>	Tort Liability Insurance	291.55	0.00	291.55	100.00%	874.65	0.00	874.65	100.00%	3,500.00
<a href="#">001-6-410-2-64150</a>	Rentals & Leases	333.20	0.00	333.20	100.00%	999.60	657.81	341.79	34.19%	4,000.00
<a href="#">001-6-410-2-64260</a>	Enrichment Programs	249.90	0.00	249.90	100.00%	749.70	318.22	431.48	57.55%	3,000.00
<a href="#">001-6-410-2-65020</a>	Books/Audiovisual/Materials	2,915.50	0.00	2,915.50	100.00%	8,746.50	11,422.10	-2,675.60	-30.59%	35,000.00
<a href="#">001-6-410-2-65040</a>	Minor Equipment	83.30	3,671.76	-3,588.46	-4,307.88%	249.90	3,671.76	-3,421.86	-1,369.29%	1,000.00
<a href="#">001-6-410-2-65070</a>	Operating Supplies	999.60	9.54	990.06	99.05%	2,998.80	206.52	2,792.28	93.11%	12,000.00
<a href="#">001-6-410-2-65080</a>	Postage	58.31	4.96	53.35	91.49%	174.93	353.96	-179.03	-102.34%	700.00
<a href="#">001-6-410-2-65210</a>	Janitorial Supplies	166.60	0.00	166.60	100.00%	499.80	119.63	380.17	76.06%	2,000.00
<a href="#">001-6-410-3-67280</a>	Capital Improvements	12,495.00	0.00	12,495.00	100.00%	37,485.00	0.00	37,485.00	100.00%	150,000.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 09/30/2025

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Total Expense:	51,703.37	38,702.67	13,000.70	25.14%	155,110.11	128,353.51	26,756.60	17.25%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00
Report Total:	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00

Group Summary

Account Typ...	September Budget	September Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
Fund: 001 - General Fund									
Revenue	15,246.89	221.10	-15,025.79	-98.55%	45,740.67	978.78	-44,761.89	-97.86%	183,036.00
Expense	51,703.37	38,702.67	13,000.70	25.14%	155,110.11	128,353.51	26,756.60	17.25%	620,689.00
Total Fund: 001 - General Fund :	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00
Report Total:	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00

Fund Summary

Fund	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00
Report Total:	-36,456.48	-38,481.57	-2,025.09		-109,369.44	-127,374.73	-18,005.29		-437,653.00

# Unpaid bills by Vendor

West Liberty Public Library

January-December, 2025

DISTRIBUTION ACCOUNT NUMBER	BILL NUMBER	DATE	LINE DESCRIPTION	AMOUNT	DISTRIBUTION ACCOUNT
Amazon					
6426	1DMCTHWT9G9H	10/05/2025	Storytime room supplies	137.18	Enrichment Programs
6507	1WFKTYWLDQG1	10/07/2025	Laminating sheets	11.99	Operating Supplies
6426	1H3DP64JCMKY	10/06/2025	storytime supplies	26.45	Enrichment Programs
<b>Total for Amazon</b>				<b>\$175.62</b>	
Baker & Taylor					
6502	2039287675	10/03/2025	16 titles	204.71	Books, AV Materials
6502	2039285390	09/30/2025	6 titles	87.38	Books, AV Materials
6502	2039284418	09/26/2025	12 titles	195.14	Books, AV Materials
6502	2039281851	09/23/2025	35 titles	415.51	Books, AV Materials
<b>Total for Baker &amp; Taylor</b>				<b>\$902.74</b>	
Demco					
6507	7704208	09/29/2025	Processing supplies	889.89	Operating Supplies
<b>Total for Demco</b>				<b>\$889.89</b>	
Ebsco					
6502	91011032234	09/30/2025	2 new databases	1,125.00	Books, AV Materials
<b>Total for Ebsco</b>				<b>\$1,125.00</b>	
Kone					
6426	1159011272	09/26/2025	Total	2,675.02	Enrichment Programs
6310	871787316	09/01/2025	Elevator Contract	3,771.96	Building/Ground Maintenance
<b>Total for Kone</b>				<b>\$6,446.98</b>	
Marco Technologies					
6415	566267522	10/08/2025	Printer	305.49	Rentals & Leases
<b>Total for Marco Technologies</b>				<b>\$305.49</b>	
Overdrive					
6502	06497CP25304146	09/30/2025	58 eAudiobooks	236.38	Books, AV Materials
6502	06497CP25302669	09/30/2025	57 eBooks	230.93	Books, AV Materials
<b>Total for Overdrive</b>				<b>\$467.31</b>	
Transparent Language Inc.					
6502	36187	06/25/2025	Language database	800.00	Books, AV Materials
<b>Total for Transparent Language Inc.</b>				<b>\$800.00</b>	
V&K					
6728	6422 2	04/25/2025	Design Services	12,600.00	Capital Improvements
<b>Total for V&amp;K</b>				<b>\$12,600.00</b>	

# Library Director's Report

15 October 2025

## Summary:

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This month's meeting includes standard approvals and reports, followed by board action on appointing an interim vice president. The board will also consider three policy items: adopting the Disposal of Library Property Policy, reviewing the Volunteer Policy, and updating the Mission, Vision, and Strategic Planning Policy.

## Goals and Lead Measure Updates:

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- Know your community
  - Community Calendar: Shannon and Ali continue to collect information on who should be contacted for this endeavor. I still need to coordinate a community asset mapping meeting, but I will prioritize it before the next board meeting. We should also be hearing about a platform in the next few months.
  - Community Hub: We have been working diligently to clear out our space and will be able to implement a preliminary info hub before the end of the year. It may not be in our intended location, but we'll make something work.
  - Welcome Packet and Event: Conversations are still very early about this, but we have time.
- Satisfy Curiosity
  - Quarterly All-Ages Programs: Our End of Summer Bash in August was a huge hit, and we will continue that momentum in the upcoming quarter. There are plans in the works for this Winter, but I don't know everything about them yet.
  - Tech Access: Our October Lunch and Learn was incredibly well-received. Thank you to Nick Heath and Keegan Paisley for their conversation about being safe online. We will be trying to bring someone in every other month to give people a break from listening to me. Next month will be back to basics with how to email.
  - Archive: We are working out the details of the Volunteer Policy and developing a procedure for the staff and a training manual for the volunteers.
- Celebrate Diversity
  - Lotería: Continues to be our strongest adult program. Gambling license research is ongoing.
  - Recipe Swap Potluck: We will be exploring the logistics of this in November for a launch in December.
  - Movies in the Park: This is not the right season, so we will be discussing this more as we get closer to planning Summer Reading.

## Building and Technology:

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We are implementing the Meeting Room Policy procedures, which I'm sure will be tweaked as we continue to implement them. We have conducted a soft launch of our online room reservation system and will begin advertising it as we work out the kinks.

We have removed the gaming computers from the youth department. I'll let you know how that goes at the meeting on Wednesday. Be prepared to see a significant drop in desktop computer usage in our statistics. Shannon has developed procedures for using the consoles and will likely adapt them as issues arise.

Public Works installed our new exit signs and repaired the handrail in the stairwell. Thanks to Adam and Trenton. The security cameras are up and running, and I will be working with Nick to determine exactly what I have access to and what the City will have access to. The camera in the entryway is also a people counter, so we will also be seeing an adjustment in our door count numbers, as the camera will be differently accurate.

## Staff and Volunteers:

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We are adjusting to the new schedule with one less staff member and new availabilities to work around. I have adjusted the procedure for minimum staffing levels to allow us to be staffed with only two people for no more than one hour at a time. This means we can have just two people closing and stay open. It's not ideal, but we aren't usually busy in the last hour before we close.

## Collections & Materials:

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The library experienced a steady increase in foot traffic, with door counts rising from 981 in July to 1,964 in September, resulting in nearly 6,000 visits over the three months. Public internet use peaked in August with 204 sessions, and wireless usage steadily climbed, reaching 772 sessions in September.

Circulation patterns reflected seasonal shifts. We are an odd library in that Fall is our busiest time of year for circulation. Adult book check-out rebounded in September to 206 from the August slump of 150. As always, children's books are our most popular collection, with a high of 446 in July and a strong September with 404, likely tied to the start of the school year. Video circulation dropped significantly in September, with just 4. We will explore new ways to promote that collection.

## Programming & Outreach

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We hosted 77 programs with 582 participants this quarter. Children's programs remained the most frequent and well-attended, though September saw a notable rise in young adult engagement, with 6 programs and 63 participants. Adult programming steadily increased month over month, while general interest peaked in August due to our End of Summer Bash. The hope is that we will be doing a general interest event each quarter.

West Liberty Public Library  
September-2025

In September, 239 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

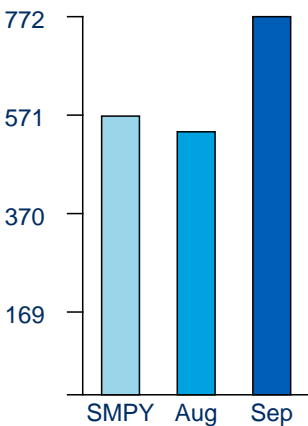


Unique Visitors

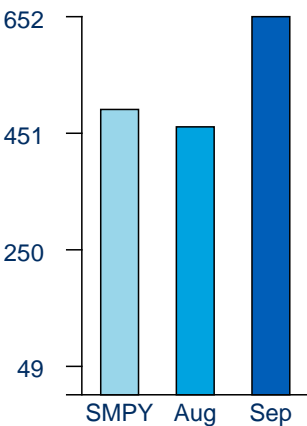


Average Return Rate

Total Monthly Session Count

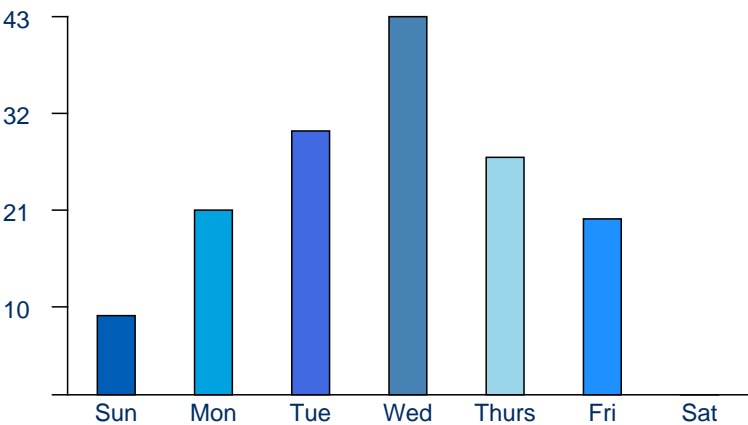


Total Monthly Visits

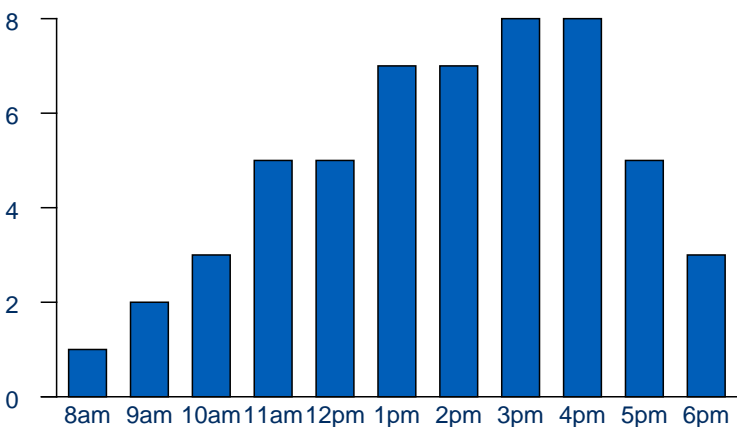


\*SMPY: Same Month Prior Year

Average Daily Visits

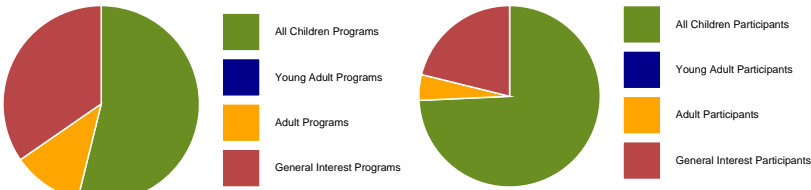


Average Peak Hourly

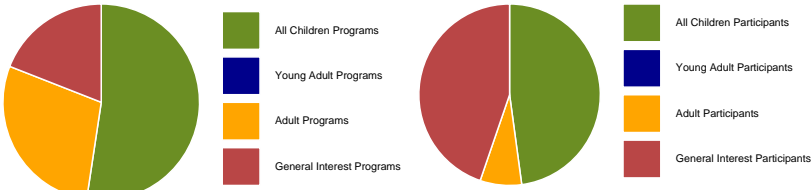


West Liberty Public Library  
July, 2025 - September, 2025

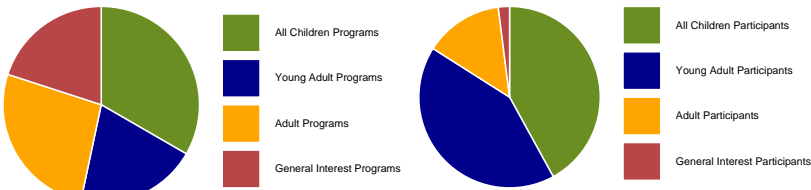
July					
Overview					
All Children Programs	14	53.85%	All Children Participants	130	74.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	11.54%	Adult Participants	8	4.57%
General Interest Programs	9	34.62%	General Interest Participants	37	21.14%
Total Programs	26		Total Participants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



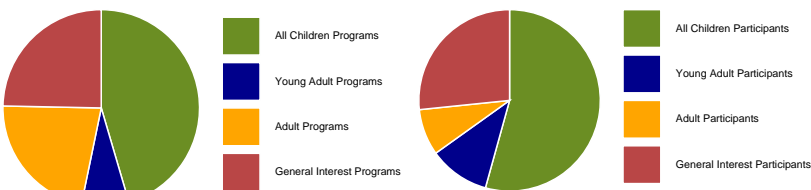
August					
Overview					
All Children Programs	11	52.38%	All Children Participants	123	47.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	28.57%	Adult Participants	19	7.39%
General Interest Programs	4	19.05%	General Interest Participants	115	44.75%
Total Programs	21		Total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



September					
Overview					
All Children Programs	10	33.33%	All Children Participants	63	42%
Young Adult Programs	6	20%	Young Adult Participants	63	42%
Adult Programs	8	26.67%	Adult Participants	21	14%
General Interest Programs	6	20%	General Interest Participants	3	2%
Total Programs	30		Total Participants	150	



Year in Review					
Overview					
All Children Programs	35	45.45%	All Children Participants	316	54.3%
Young Adult Programs	6	7.79%	Young Adult Participants	63	10.82%
Adult Programs	17	22.08%	Adult Participants	48	8.25%
General Interest Programs	19	24.68%	General Interest Participants	155	26.63%
Total Programs	77		Total Participants	582	





## Agenda Item: Adoption of Disposal of Library Property Policy

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### Background:

We need a formal policy to guide the disposal of library-owned property that is no longer usable, needed, or relevant to our mission. This policy confirms the Library Board's authority over library property, as established in City Code §2-4-5, and ensures alignment with the City's Purchasing Policy and the Library's Gift and Donation Policy. The language has been intentionally tied to the City's Purchasing Policy to ensure consistency and compliance as updates are made by Council.

To support implementation the Library has developed an internal procedure, disposal form, and disposal log to document and manage property disposals in accordance with the policy.

### Budget Impact:

There is no direct budget impact associated with adopting this policy. However, the policy may support cost recovery or savings through resale, donation, or recycling of unused assets. Proper documentation and disposal may also reduce liability and improve operational efficiency.

### Options for Consideration:

1. Adopt the policy as presented
2. Request revisions to clarify procedures or thresholds before adoption
3. Table the item for further review or legal consultation

### Recommended Action:

Adopt the policy as presented.

# West Liberty Public Library

## Disposal of Library Property Policy

Policy Type: Financial

Policy Created: [Insert Date]

Policy Reviewed: [Insert Date]

Approved by: West Liberty Public Library Board of Trustees

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### 1. Policy Purpose

The purpose of this policy is to establish a transparent, responsible, and legally compliant process for the disposal of library-owned property that is no longer usable, needed, or relevant to the mission of the West Liberty Public Library. This policy affirms the Library Board's authority over library property and aligns with the City of West Liberty's Purchasing Policy and Procedures and the Library's Gift and Donation Policy.

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### 2. Scope

This policy applies to all tangible property owned by the Library, including but not limited to:

- Furniture
- Equipment
- Technology
- Collection materials
- Supplies

This policy does not apply to real property (land or buildings), which is governed by Iowa Code § 364.7. Any sale, lease (for a term exceeding three years), or gift of real property requires a public hearing and a formal resolution by the City Council.

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### 3. Authority

Per West Liberty City Code §2-4-5, the Library Board of Trustees has exclusive control over the management and disposition of library property. The Board may delegate routine disposal decisions to the Library Director, provided all disposals are documented and reported as required.

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## 4. Disposal Methods

Disposal of library property shall follow the value thresholds and procedures outlined in the City of West Liberty Purchasing Policy, including any future amendments adopted by the City Council.

Disposal of library property may occur through one of the following approved methods:

### a. Public Auction

Used for high-valued items, or when broad public access is appropriate. Auctions must be publicly advertised and conducted in accordance with City procedures and Iowa Code §364.4, which governs the disposal of city-owned property.

### b. Sealed Bid

Used when competitive bidding is required or preferred. Sealed bids must be publicly advertised and opened in a public venue.

### c. Donation

Items may be donated to other public libraries, schools, or nonprofit organizations with the approval of the Library Board. Donation is limited to items of minimal or no resale value and must be documented. Donations must not violate Iowa Code § 721.2, which prohibits the unauthorized gifting of public assets.

### d. Transfer to Friends of the Library for Resale

Withdrawn materials, furniture, or equipment of minimal resale value may be transferred to the Friends of the West Liberty Public Library for resale.

- Requires Library Board approval.
- Must be documented in accordance with internal procedures.
- Transfers must comply with Iowa Code §364.4 and avoid any appearance of private benefit under §721.2.

### e. Recycling or Disposal

Items that are damaged, obsolete, or have no resale or donation value may be discarded or recycled in accordance with local regulations and Iowa Code §364.4.

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## 5. Data Security & Identification Removal

The Library shall ensure that all items are disposed of in a manner that protects patron privacy and removes identifying information.

Specific data security and identification removal procedures shall be outlined in the Library's internal Disposal of Property Procedure.

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## 6. Documentation & Reporting

The Library Director shall ensure that all disposals are properly documented and reported in accordance with applicable financial and city requirements.

Specific documentation procedures shall be outlined in the Library's internal Disposal of Property Procedure.



## **PURCHASING POLICY AND PROCEDURES**

### **CITY OF WEST LIBERTY, IOWA**

*Policies relating to the standards by which goods and services are procured*

#### **Purchasing Policy #1: Intent and Applicability**

- The City intends that all purchasing actions are fair and impartial with no impropriety or appearance of impropriety, that all qualified buyers and sellers have access to City business and that there is a reasonable amount of competition.
- These policies apply to all City employees who in the normal course of their job performance have authority to purchase goods, supplies, or services in the name of the City.

#### **Purchasing Policy #2: General Provisions**

- It is the responsibility of each employee to obtain materials and/or services of the highest quality consistent with operational needs of the department at the lowest reasonable price. Special attention is to be given to ensure that no vendor is provided preferential treatment and that all purchases are made in accordance with Code of Iowa, Section 362.5, and other state and local statutes.
- Basic decisions relative to purchasing goods and services are made during the preparation of the annual operating budget, capital equipment budget, and capital improvement budget. The purchasing process may be initiated for items included in the adopted budgets.
- Whenever total departmental expenditures will exceed budgeted amounts, the normal budget amendment process should be followed.
- Purchase orders shall be completed for all City purchases beginning at \$100. All invoices and purchase orders shall be processed through City Hall as soon as the item is purchased and its corresponding invoice is available.
- Whenever quotations or bids are applicable and solicited and received from multiple vendors, preference shall be given to local vendors, if quality, price, services offered, and service availability or any other factors are equal.
- Regardless of the amount of the purchase, employees shall endeavor to secure the widest competition practical for all purchases.

#### **Purchasing Policy #3: Specific Provisions Including Employee Authorizations**

- For all Council approved budgeted items, Department Director designees are authorized to make purchases up to \$2,500, and the City Manager and City Manager designees are authorized to make purchases from \$2,500 to \$10,000.



## **PURCHASING POLICY AND PROCEDURES**

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- Purchases from \$500 to \$2,500 are subject to all general provisions. Three written or verbal quotations must be obtained for all purchases, and a copy must be attached to the requisition. The signed requisition and bids must be attached to the purchase order and bill/invoice when it is submitted to the City Clerk for approval prior to payment. In some situations, special provisions may also apply.
- Purchases from \$2,500 to \$10,000 are subject to all general provisions. In addition, three written quotations are required. Prior to ordering, a requisition request must be filled out by the purchasing employee and signed by the Director. Written quotes shall be attached to the requisition. The signed requisition and bids form must be attached to the purchase order and bill/invoice when it is submitted to the City Clerk for approval prior to payment. In some situations, special provisions may also apply.
- Purchases in excess of \$10,000 (single items, not vehicles and equipment) are subject to all general provisions. In addition, the process described subsequently shall be followed. Directors or their designees shall prepare a set of specifications and seek sealed bids from three or more vendors. Vendors shall be provided specifications from which to prepare their bid proposal. The Director or designee shall open sealed bids at a predetermined location, date, and time. The Director shall submit the bids along with a recommendation to the City Clerk to insure that proper procedures have been followed and that funds are available. The City Clerk shall submit the purchase request along with bid tabulations to the City Council at the next regular City Council meeting for consideration. In some situations, special provisions may also apply. •
- Purchases in excess of \$10,000 (single items, specifically vehicles and equipment) are subject to all general provisions. In addition, the process described subsequently shall be followed. Directors or their designees shall present specifications and justifications for the vehicle or equipment to the City Council prior to the request for bids being made. The City Council will give pre-approval for such a purchase and allow the City Manager to award the bid to the appropriate vendor, after review by the City Clerk to insure all policy provisions were met, without returning to the City Council, as long as the cost of the vehicle or equipment is within budget and bids received were comparable and met specifications. The City Council will have to give final approval only on purchases of vehicles or equipment if the cost of the vehicle or equipment is over budget or was not included in the original budget. In some situations, special provisions may also apply.
- Purchases in excess of \$25,000 are subject to the provisions of the Code of Iowa Sections 384.95-384.103. These code Sections cover contract letting procedures. These sections must be followed if the purchase consists of a public improvement as defined by the Code of Iowa. That definition states that "public improvement" means any building or construction work, either within or outside the corporate limits of a city, to be paid for in whole or



## **PURCHASING POLICY AND PROCEDURES**

### **CITY OF WEST LIBERTY, IOWA**

in part by the use of funds of the city, regardless of sources, including a building or improvement constructed or operated jointly with any other public or private agency, but excluding: Urban

Renewal demolition and low-rent housing projects, industrial aid projects authorized under chapter 419, emergency work or work performed by employees of a city or a city utility. Public improvements do not include the purchase of vehicles or equipment. However, the replacement of a major component part of a public improvement where the cost of replacing that component part, if greater than \$25,000, is included in the definition of public improvement.

The following process shall be followed for purchases consisting of public improvements. The Director shall prepare a set of specifications. Specifications and justification for bid request shall be submitted to the City Manager for review. Upon approval, the City Manager shall place the request for bids on the next regular City Council meeting agenda. The City Council authorizes the taking of bids. Upon City Council authorization, invitations for bids shall be sent to three or more vendors, and notice of the invitation shall be published. Invitation for bids and notice shall conform to the Code of Iowa. Bid and/or performance bonds or cash security may also be required. Bids shall be opened at a predetermined location, date, and time. The Director shall prepare a report to the City Clerk summarizing the bids received and recommending to whom the bid should be awarded, all with any supporting documentation. The City Council will be responsible for awarding the bid.

#### **Purchasing Policy #4: Special Provisions**

- For some purchases, there may be only one source that can meet the needs of the City. These are defined as "sole source" purchases. Sole source purchases shall be appropriately justified and documented on, or submitted as an attachment to, the purchase order.
- Price quotes are acceptable for standing and/or repeat orders provided a requisition with written quotations is filled out annually and that information is given to City Hall in a timely manner.
- Whenever written quotes are applicable, quotes submitted via facsimile, or e-mail are acceptable.
- An "emergency" shall be defined as any event which jeopardizes the life, health, safety or convenience of citizens. In the event of any emergency, the purchase of supplies, materials, equipment or labor shall be made immediately without opportunity for approval. In the event of an emergency, the Director shall make every attempt to contact the City Manager and apprise the City Manager of the necessary purchase prior to actually making the purchase. In the absence of the City Manager, the Director shall make every attempt to contact the Assistant City Manager prior to actually making the purchase. Directors shall use discretion in utilizing emergency purchasing procedures depending on the nature of the emergency. The Director



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shall communicate to the City Manager the circumstances of the emergency purchase as soon as possible after the emergency has ended, and this information may be submitted to the City Council. . . .

- With all price quotations, whether by phone or letter, requests will be made of all West Liberty providers.
- Unless the sole source provision applies, specific product names or brands shall not be required in the bid proposals or specifications.
- No contract may be extended for more than one year beyond its original term without re-bidding the contract. Any extension beyond the original term requires a written justification and approval by the City Manager.



## **PURCHASING POLICY AND PROCEDURES**

### **CITY OF WEST LIBERTY, IOWA**

#### **APENDIX A**

#### **DISPOSAL OF CAPITAL ASSESTS**

Real property owned by the City shall be disposed of in accordance with Section 331.361 of the Code of Iowa. A public hearing shall be held on the proposed sale. After the public hearing the City Council may make a final determination on the proposed sale.

All other property or equipment shall be disposed at public auction or sealed bid. If property or equipment is being sold by means other than public auction, it must be advertised by public notice as to where and how to bid on the items up for bid. The notice will have a definite call date for receiving sealed bids, and all bids shall remain sealed until the specified date and time. Sealed bids will be opened in a public venue. If there are bids of the same value, the City shall extend an offer to the identified bidders to increase their bids. If a bidder is present at the opening, he/she will have priority, and remaining bidders do not need to be contacted. All City identifying information shall be removed prior to disposal. Any electronic or digital media shall be erased of any information or rendered inoperable and useless prior to disposal.

Elected officials and department heads shall provide written approval of assets disposed and a full accounting will be provided to the City Clerk's office for accountability with GASB auditing practices.



## PURCHASING POLICY AND PROCEDURES

### CITY OF WEST LIBERTY, IOWA

#### APENDIX B CREDIT CARD POLICY

To receive authorization to use the City credit card, please read this policy and return the “acknowledgement of receipt of credit card policy” agreement to the City Clerk’s office. Retain the policy, a copy of the signed agreement, and any future revisions for your reference.

**Cardholder Responsibilities:**

- A. Ensure that the credit card is used in compliance with the City’s purchasing policies.
- B. Only authorized employees of the City of West Liberty may use the municipal credit card. This includes Mayor, Council and Officers of the Fire and Ambulance Department.
- C. The credit card may be used for the purchase of the following:
  - 1. Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
  - 2. Meal expenses when on City business (no liquor expenses can be included).
  - 3. Employee training/travel accommodations including lodging when applicable.
  - 4. On-line purchases requiring a credit card and no other payment or billing option is available. On-line purchases require prior approval for non-budgeted items.
  - 5. Emergency vehicle maintenance.
- D. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of purchase and official business explanation thereof.
- E. Above said receipts and documentation must be submitted to the City Clerk’s office in a timely manner to reconcile against the monthly credit card statement.
- F. The employee issued the card is responsible for its protection and custody and shall immediately notify the City Clerk’s office if the card is lost or stolen.
- G. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted by the City.
- H. Misuse of the City’s credit card, failure to secure or failure to report stolen or missing credit card immediately upon discovery could result in disciplinary action toward the employee and possible employment termination. Employees will not be held responsible for any charges to the credit card after it has been reported missing or stolen.

Resolution #10162018-36

Approved: \_\_\_\_\_



## **PURCHASING POLICY AND PROCEDURES**

### **CITY OF WEST LIBERTY, IOWA**

#### **APENDIX B**

#### **CREDIT CARD POLICY**

##### **Internal Control Procedures:**

The City Clerk is the administrator of this policy and shall be responsible for the issuance and retrieval of the assigned credit card to the employee and generally for overseeing compliance with this policy.

The City Clerk shall be responsible for the accounting and payment of the expenses. All documentation must accompany invoices before payment is made.

##### **ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY:**

I acknowledge that I have received and reviewed the credit card policy for the City of West Liberty, Iowa. I understand the terms of the policy and will abide by its provisions.

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Employee Signature

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Date



## Agenda Item: Volunteer Policy Review

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### Background:

Our Volunteer Policy, originally created in September 2020, has been reviewed to reflect current practices and staff feedback. Updates clarify age eligibility and shift coordination responsibilities to the Adult Services and Youth Services Departments. The application and documentation processes have been streamlined and expectations for ad hoc volunteers have been more clearly defined. A supporting procedure is being developed to guide task assignment and onboarding.

### Budget Impact:

There is no direct budget impact associated with reviewing or updating this policy. Improved volunteer management may enhance service delivery and reduce staff time spent on training and supervision.

### Options for Consideration:

1. Accept the policy review as complete and reaffirm the current version
2. Request revisions to specific sections
3. Table the item for further discussion or staff input

### Recommended Action:

Accept the volunteer policy review as complete, with the understanding that a supporting procedure will be finalized and implemented by staff.

# Volunteer Policy

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Policy Creation: 9/2020

Policy Reviewed:

## Policy Purpose

The West Liberty Public Library utilizes volunteers to enhance library services, programming, and resources. Volunteers build strong community connections by becoming knowledgeable advocates for the library's services and needs.

## Types of Volunteers

- Adult: Individuals who are 18 years of age or older.
- Youth: Individuals between 14 and 17 years of age.
  - *Note: Individuals under 14 may only volunteer through a registered organization.*
- Ad Hoc: Individuals or groups who volunteer for a single event or short term basis without the intention or consideration of long term placement.
  - *Note: Registered organizations must coordinate in advance with the Library Director or designated staff to confirm participation and expectations.*

## Application Process

- Adult and youth volunteers must complete a Volunteer Application Form, available online or at the library's front desk. After submitting the application, they will be contacted in 5 business days to schedule and interview with both the Adult Services and Youth Services Library Specialists.
- Ad hoc volunteers participating through a registered organization are not required to complete an application or interview but must coordinate in advance with the Library Director or designated staff to confirm participation and expectations.
- Individual ad hoc volunteers are generally not required to complete an application or undergo screening. However, the Library Director or designated staff may request either if deemed necessary based on the nature of the volunteer activity.
- Reasonable accommodations will be provided upon request during the application and interview process.

## Supervision

Screening and placement coordination will be managed by the Adult Services and Youth Services Departments. Volunteers will be supervised, trained, and evaluated by the department overseeing their assigned activities.

## Documentation

The Library will maintain a record for each standard (adult and youth) volunteer, which may include the following:

- Completed application
- Background check results

## Administrative Policies

- Copy of applicable licensure
- Progress notes and performance evaluations
- Total hours of service

Ad hoc volunteers, particularly those participating through registered organizations, are not subject to individual documentation requirements unless otherwise determined by the Library Director or designated staff.

Volunteer records will be managed by the department in which the volunteer is placed. A procedure will be developed to outline how documentation is stored, accessed, and retained in accordance with the Privacy and Confidentiality Policy and the Local Records Retention Policy.

## Dismissal

Volunteers may be dismissed at the discretion of the Library Director for reasons including, but not limited to:

- Failure to perform assigned duties
- Failure to meet minimum performance standards
- Violation of library rules, policies, or code of conduct

Dismissals will be documented and retained in the volunteer's record, if one exists. Ad hoc volunteers may be dismissed without formal documentation, unless otherwise determined by the Library Director.



## Agenda Item: Mission, Vision, and Strategic Planning Policy Review

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### Background:

This policy was originally created in September 2020, and last reviewed in April 2023. Following the completion of our strategic planning process, the policy has been updated to reflect revised mission and vision statements that better represent the Library's current goals and values. The policy also reaffirms the Board's commitment to ongoing strategic planning and maintaining Tier 3 accreditation standards set by the State Library of Iowa.

### Budget Impact:

There is no budget impact associated with updating this policy.

### Options for Consideration:

1. Adopt the policy as presented
2. Request revisions
3. Table item for further discussion

### Recommended Action:

Adopt the updated Mission, Vision, and Strategic Planning Policy as presented.

# Mission, Vision, and Strategic Planning Policy

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Policy creation: 9/2020

Policy Reviewed: 4/2023; 10/2025

## Vision Statement

The West Liberty Public Library will be a safe and comfortable place to pursue knowledge, satisfy curiosity, and celebrate diversity.

## Mission Statement

The mission of the West Liberty Public Library is to provide accessible information and opportunities to enrich our diverse community.

## Strategic Planning

The West Liberty Public Library Board of Trustees is committed to the process of strategic planning. It will meet the standards established by the State Library of Iowa for Tier 3 Library Accreditation.