

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
April 21, 2026, 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. Candidate forum**
  - 2. FY27 Contracting Cities**
  - 3. HVAC Contract**
  - 4. Bywater Contract**
  - 5. Personnel Policy Update**
  - 6. Job Description Updates**
  - 7. Evaluation Procedures and Schedule**
- X. Adjourn Meeting**

**Next meeting is Wednesday, May 20, at 7 pm.**

# West Liberty Public Library

## Financial Snapshot for Board Review

April 15, 2026

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### FY26 Current Position (Context)

- **General Fund (as of 3/31/26):**
  - Revenues: **\$15,246.89**
  - Expenses: **\$465,330.33**
  - **Net Position: -\$328,108.32** (driven by delayed/non-realized grant & contribution revenue)
- **Outstanding Payables (4/15/26): ≈ \$23,200**
  - V&K (professional services): \$16,800
  - Ingram (materials): \$4,936
  - Other vendors/programming/supplies: ≈ \$1,400

*Key point:* FY26 pressure reflects revenue timing and unrealized fundraising—not day-to-day overspending.

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### FY27 Budgets Under Review

The board is seeing **two FY27 budget scenarios** that reflect different assumptions.

#### *Budget A – Submitted (Aspirational)*

- **Assumes:** Full fundraising success, expanded staffing, major capital work
- **Total Revenue: \$630,654** (incl. \$320,000 gifts/contributions; \$130,000 employee benefit tax)
- **Total Expenses: \$811,721** (incl. \$320,000 capital improvements)
- **Structural Deficit: -\$181,067**

*Reality check:* This budget only works if large, uncertain revenues are fully realized.

#### *Budget B – Revised (Revenue-Realistic)*

- **Assumes:** Known/likely revenues only
- **Total Revenue: \$377,425**
- **Total Expenses: \$401,670**
- **Remaining Gap: -\$24,245**
- **Major Changes from Budget A:**

- Removes speculative gifts/contributions and most benefit-tax assumptions
- Eliminates capital improvements
- Reduces staffing and operational scale

*Key point:* Budget B reflects current financial reality and establishes a stable baseline.

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## Staffing & Services

- **Budget A:** Higher staffing levels (incl. half-time Teen Librarian), maximum COLAs
  - **Budget B:** Permanent structural reductions (incl. elimination of Assistant Director), focused on core services
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## Board Takeaways

1. FY26 deficits are explainable and largely timing-related.
  2. The submitted FY27 budget is **not financially viable** without significant new revenue.
  3. The revised FY27 budget is **honest, smaller-scale, and stabilizing**, though further direction is needed to fully balance.
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## Decisions Ahead

- Accept the revised FY27 baseline and identify additional reductions **or** reliable new revenues
- Determine fundraising expectations and pace of any future service restoration



City of West Liberty, IA

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 03/31/2026

	March Budget	March 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	0.00	0.00	0.00	2,675.60	2,675.60	0.00%	0.00
<a href="#">001-4-410-2-4470</a>	County Library Allocation	1,457.75	8,500.00	7,042.25	483.09%	13,119.75	17,000.00	3,880.25	29.58%
<a href="#">001-4-410-2-4471</a>	Local Comm Library Allocation	627.74	0.00	-627.74	-100.00%	5,649.66	3,444.00	-2,205.66	-39.04%
<a href="#">001-4-410-2-4705</a>	Contributions- Gifts/Grants	12,994.80	0.00	-12,994.80	-100.00%	116,953.20	42.00	-116,911.20	-99.96%
<a href="#">001-4-410-4-4433</a>	State Shared Revenue/Enrich IO	166.60	0.00	-166.60	-100.00%	1,499.40	0.00	-1,499.40	-100.00%
	<b>Total Revenue:</b>	<b>15,246.89</b>	<b>8,500.00</b>	<b>-6,746.89</b>	<b>-44.25%</b>	<b>137,222.01</b>	<b>23,161.60</b>	<b>-114,060.41</b>	<b>-83.12%</b>
<b>Expense</b>									
<a href="#">001-6-410-1-60100</a>	Wages- Full Time	19,812.15	13,599.86	6,212.29	31.36%	178,309.35	158,356.28	19,953.07	11.19%
<a href="#">001-6-410-1-60200</a>	Wages- Part Time	3,339.91	5,419.28	-2,079.37	-62.26%	30,059.19	55,230.78	-25,171.59	-83.74%
<a href="#">001-6-410-1-60400</a>	Wages- Over Time	20.82	0.00	20.82	100.00%	187.38	64.49	122.89	65.58%
<a href="#">001-6-410-1-61100</a>	FICA-City Contribution	1,771.20	1,418.17	353.03	19.93%	15,940.80	15,956.25	-15.45	-0.10%
<a href="#">001-6-410-1-61300</a>	IPERS-City Contribution	2,132.48	1,678.88	453.60	21.27%	19,192.32	18,375.65	816.67	4.26%
<a href="#">001-6-410-1-61400</a>	ICMA-City Contribution	249.90	150.00	99.90	39.98%	2,249.10	2,325.00	-75.90	-3.37%
<a href="#">001-6-410-1-61500</a>	Group Medical Insurance- Health	4,331.60	4,273.62	57.98	1.34%	38,984.40	50,873.41	-11,889.01	-30.50%
<a href="#">001-6-410-1-61600</a>	Worker's Compensation Insurance	208.25	0.00	208.25	100.00%	1,874.25	112.00	1,762.25	94.02%
<a href="#">001-6-410-1-61810</a>	Uniform Allowance	16.66	0.00	16.66	100.00%	149.94	0.00	149.94	100.00%
<a href="#">001-6-410-1-62100</a>	Dues & Membership Fees	69.97	0.00	69.97	100.00%	629.73	190.00	439.73	69.83%
<a href="#">001-6-410-1-62200</a>	Subscriptions, Publ & Educ Materials	16.66	0.00	16.66	100.00%	149.94	0.00	149.94	100.00%
<a href="#">001-6-410-1-62300</a>	Training	49.98	0.00	49.98	100.00%	449.82	174.82	275.00	61.14%
<a href="#">001-6-410-1-62400</a>	Conference & Travel Expenses	8.33	0.00	8.33	100.00%	74.97	0.00	74.97	100.00%
<a href="#">001-6-410-2-63100</a>	Building & Grounds Maintenance	999.60	527.81	471.79	47.20%	8,996.40	23,697.29	-14,700.89	-163.41%
<a href="#">001-6-410-2-63500</a>	Equipment Repairs & Maintenance	83.30	0.00	83.30	100.00%	749.70	0.00	749.70	100.00%
<a href="#">001-6-410-2-63710</a>	Utility Services- Electric, Gas, Water	416.50	473.00	-56.50	-13.57%	3,748.50	18,488.84	-14,740.34	-393.23%
<a href="#">001-6-410-2-63730</a>	Telephone & Internet Expense	249.90	0.00	249.90	100.00%	2,249.10	2,026.48	222.62	9.90%
<a href="#">001-6-410-2-64070</a>	Professional & Consulting Fees	333.20	0.00	333.20	100.00%	2,998.80	2,521.23	477.57	15.93%
<a href="#">001-6-410-2-64080</a>	Tort Liability Insurance	291.55	0.00	291.55	100.00%	2,623.95	0.00	2,623.95	100.00%
<a href="#">001-6-410-2-64150</a>	Rentals & Leases	333.20	0.00	333.20	100.00%	2,998.80	2,540.84	457.96	15.27%
<a href="#">001-6-410-2-64260</a>	Enrichment Programs	249.90	0.00	249.90	100.00%	2,249.10	4,405.62	-2,156.52	-95.88%
<a href="#">001-6-410-2-65020</a>	Books/Audiovisual/Materials	2,915.50	0.00	2,915.50	100.00%	26,239.50	27,213.58	-974.08	-3.71%
<a href="#">001-6-410-2-65040</a>	Minor Equipment	83.30	0.00	83.30	100.00%	749.70	18,784.76	-18,035.06	-2,405.64%
<a href="#">001-6-410-2-65070</a>	Operating Supplies	999.60	0.00	999.60	100.00%	8,996.40	2,728.38	6,268.02	69.67%
<a href="#">001-6-410-2-65080</a>	Postage	58.31	0.00	58.31	100.00%	524.79	356.96	167.83	31.98%
<a href="#">001-6-410-2-65210</a>	Janitorial Supplies	166.60	0.00	166.60	100.00%	1,499.40	394.53	1,104.87	73.69%
<a href="#">001-6-410-3-67280</a>	Capital Improvements	12,495.00	0.00	12,495.00	100.00%	112,455.00	25,200.00	87,255.00	77.59%

Monthly Budget Report

For Fiscal: Current Period Ending: 03/31/2026

	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Total Expense:</b>	51,703.37	27,540.62	24,162.75	46.73%	465,330.33	430,017.19	35,313.14	7.59%	620,689.00
<b>Total Fund: 001 - General Fund :</b>	-36,456.48	-19,040.62	17,415.86		-328,108.32	-406,855.59	-78,747.27		-437,653.00
<b>Fund: 134 - Library Trust</b>									
<b>Revenue</b>									
<a href="#">134-4-410-2-4705</a>									
Contributions- Gifts & Grants	0.00	20,000.00	20,000.00	0.00%	0.00	30,000.00	30,000.00	0.00%	0.00
<a href="#">134-4-411-4-4300</a>									
Interest Income	0.00	0.00	0.00	0.00%	0.00	137.98	137.98	0.00%	0.00
<b>Total Revenue:</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>30,137.98</b>	<b>30,137.98</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Fund: 134 - Library Trust :</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>30,137.98</b>	<b>30,137.98</b>	<b>0.00%</b>	<b>0.00</b>
<b>Report Total:</b>	-36,456.48	959.38	37,415.86		-328,108.32	-376,717.61	-48,609.29		-437,653.00

Monthly Budget Report

For Fiscal: Current Period Ending: 03/31/2026

Group Summary

Account Typ...	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Fund: 001 - General Fund</b>									
Revenue	15,246.89	8,500.00	-6,746.89	-44.25%	137,222.01	23,161.60	-114,060.41	-83.12%	183,036.00
Expense	51,703.37	27,540.62	24,162.75	46.73%	465,330.33	430,017.19	35,313.14	7.59%	620,689.00
<b>Total Fund: 001 - General Fund :</b>	<b>-36,456.48</b>	<b>-19,040.62</b>	<b>17,415.86</b>		<b>-328,108.32</b>	<b>-406,855.59</b>	<b>-78,747.27</b>		<b>-437,653.00</b>
<b>Fund: 134 - Library Trust</b>									
Revenue	0.00	20,000.00	20,000.00	0.00%	0.00	30,137.98	30,137.98	0.00%	0.00
<b>Total Fund: 134 - Library Trust :</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>30,137.98</b>	<b>30,137.98</b>	<b>0.00%</b>	<b>0.00</b>
<b>Report Total:</b>	<b>-36,456.48</b>	<b>959.38</b>	<b>37,415.86</b>		<b>-328,108.32</b>	<b>-376,717.61</b>	<b>-48,609.29</b>		<b>-437,653.00</b>

Fund Summary

Fund	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-19,040.62	17,415.86		-328,108.32	-406,855.59	-78,747.27		-437,653.00
134 - Library Trust	0.00	20,000.00	20,000.00		0.00	30,137.98	30,137.98		0.00
<b>Report Total:</b>	<b>-36,456.48</b>	<b>959.38</b>	<b>37,415.86</b>		<b>-328,108.32</b>	<b>-376,717.61</b>	<b>-48,609.29</b>		<b>-437,653.00</b>

# Unpaid bills by Vendor

West Liberty Public Library

July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
Amazon				
6507	1QP1- NNLN- NVJ9	03/20/2026	ASURION 3 Year B2B Kitchen Protection Plan (\$100 - \$124.99) ASIN: B0D176SLZ1 Sold by: Asurion Services, LLC Order # 111-8325412-6608240	24.99
6502	11KF- N69X- FFF9	03/18/2026	The Boxcar Children Bookshelf (The Boxcar Children Mysteries, Books 1-12) Sold by: Amazon.com Services, Inc ASIN: 0807508551 Order # 113-3808622-8567451	39.71
6507	1R7M- 91KR- GX1J	03/16/2026	GE Countertop Microwave Oven	110.00
6507	1R7M- 91KR- GX1J	03/16/2026	Lifewit Silverware Drawer Organizer	13.71
6507	1R7M- 91KR- GX1J	03/16/2026	Scotch-Brite Pot + Pan Brush	14.22
6507	1R7M- 91KR- GX1J	03/16/2026	LIANYU 30 Piece Flatware Silverware Set for 6	28.99
6507	1R7M- 91KR- GX1J	03/16/2026	Dawn EZ-Squeeze Ultra Dish Soap	3.54
6507	14GM- DPXC- WT3L	02/18/2026	Sharpie Pocket Highlighters, Mild Pastel Colors	7.58
6521	1Q1L- CT6N- X4XR	02/19/2026	Tork Advanced Toilet Paper Roll, White, Compatible with T24 Dispensers, 2-ply, Soft Tissue, 80 rolls x 500 sheets (2461200)	63.16
6521	1Q1L- CT6N- X4XR	02/19/2026	Diversey CREW Heavy Duty Toilet Bowl Cleaner	83.52
6521	1XLL- 7DRJ- J3QG	03/12/2026	Clorox Free & Clear Cleaning Wipes	17.31
6220	1QNT- P4VY- PY1R	03/09/2026	Dare to Lead x 3	47.94

# Unpaid bills by Vendor

West Liberty Public Library

July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
6230	1QNT-P4VY-PY1R	03/09/2026	PILOT Pen 14447 FriXion Clicker	25.53
6230	1QNT-P4VY-PY1R	03/09/2026	Post-it Super Sticky Tabletop Easel Pad	25.99
6507	1QNT-P4VY-PY1R	03/09/2026	Sunbelt Bakery Chewy Chocolate Chip Granola Bars	8.74
6426	1RHC-XD1M-77J1	03/01/2026	LEGO Creator 3 in 1 Exotic Parrot Building Toy Set	15.99
6521	1K4Y-6YGR-4YYM	04/02/2026	janitorial supplies	121.16
6502	1MTM-PXM1-MVT3	03/29/2026	1 title	13.34
6507	1MY4-GVRG-KW3W	04/09/2026	label maker tape	15.99
<b>Total for Amazon</b>				<b>\$681.41</b>
<b>C3Brix</b>				
6426	1098	03/24/2026	C3Brix LEGO Event Date: May 18, 2026 Time: 5:30-7pm Rate: \$500 What: LEGO Games & Challenges	500.00
<b>Total for C3Brix</b>				<b>\$500.00</b>
<b>Demco</b>				
6507	7783152	03/25/2026	processing supplies	278.94
<b>Total for Demco</b>				<b>\$278.94</b>
<b>Ingram</b>				
6502	94251205	02/05/2026	47 titles plus shipping	503.41
6502	94218600	02/04/2026	27 titles plus shipping	381.52
6502	94106007	01/30/2026	1 title plus shipping	26.25
6502	94131602	02/02/2026	5 titles and shipping	79.36
6502	94153212	02/02/2026	25 titles and shipping	294.80

# Unpaid bills by Vendor

West Liberty Public Library

July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
6502	94131603	02/02/2026	39 titles plus shipping	417.99
6502	94056838	01/29/2026	42 titles plus shipping	444.96
6502	93861987	01/21/2026	8 titles plus shipping	97.09
6502	93494943	01/07/2026	61 titles plus shipping	622.00
6502	94798441	02/26/2026	19 titles	267.08
6502	93970601	01/26/2026	8 titles	101.82
6502	95198426	03/16/2026	34 titles	471.65
6502	94782561	02/26/2026	19 titles	306.36
6502	94751680	02/25/2026	1 title	25.68
6502	94602635	02/19/2026	15 titles	203.50
6502	95727969	04/07/2026	15 titles	221.24
6502		04/02/2026	45 titles	471.40
<b>Total for Ingram</b>				<b>\$4,936.11</b>
<b>V&amp;K</b>				
6728	6422-6	11/21/2025	Professional Services from October 19, 2025 to November 15, 2025	4,200.00
6728	6422-5	09/26/2025	Professional Services from August 17, 2025 to September 20, 2025	4,200.00
6728	6422-4	08/22/2025	Professional Services from July 20, 2025 to August 16, 2025	4,200.00
6728	6422-8	03/27/2026	Professional Services from February 15, 2026 to March 21, 2026	4,200.00
<b>Total for V&amp;K</b>				<b>\$16,800.00</b>

Proposed Staffing Budget

Name:	Hr. salary	Hours	Annual Salary	Prop'd COL Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Full Time</i>											
Allie Paarsmith	\$ 32.71	2080	\$ 68,036.80	\$ 34.67	\$ 72,119.01	\$ 74,340.83	\$ 4,609.13	\$ 1,077.94	\$ 6,808.03	\$ 2,221.82	\$ 223.57
Ali Oepping	\$ 26.25	2080	\$ 54,600.00	\$ 27.83	\$ 57,876.00	\$ 59,659.03	\$ 3,698.86	\$ 865.06	\$ 5,463.49	\$ 1,783.03	\$ 179.42
Tim	\$ 26.63	2080	\$ 55,390.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shannon Schneider	\$ 25.20	2080	\$ 52,416.00	\$ 26.71	\$ 55,560.96	\$ 57,272.66	\$ 3,550.91	\$ 830.45	\$ 5,244.95	\$ 1,711.70	\$ 172.24
Genny Escareno	\$ 20.00	2080	\$ 41,600.00	\$ 21.20	\$ 44,096.00	\$ 45,454.50	\$ 2,818.18	\$ 659.09	\$ 4,162.66	\$ 1,358.50	\$ 136.70
<b>FT Totals</b>	<b>\$ 130.79</b>	<b>\$ 10,400.00</b>	<b>\$ 272,043.20</b>	<b>\$ 110.41</b>	<b>\$ 229,651.97</b>	<b>\$ 236,727.02</b>	<b>\$ 14,677.07</b>	<b>\$ 3,432.54</b>	<b>\$ 21,679.15</b>	<b>\$ 7,075.05</b>	<b>\$ 711.92</b>

Name:	Hr. salary	Hours	Annual Salary	Prop'd Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Part Time</i>											
Janitor	\$ 15.75	416	\$ 6,552.00	\$ 16.70	\$ 6,945.12	\$ 6,945.12	\$ 430.60	\$ 100.70	\$ 655.62	\$ -	\$ 21.53
Half Time Teen Libra	\$ -	1040		\$ 20.00	\$ 20,800.00	\$ 22,081.60	\$ 1,369.06	\$ 320.18	\$ 1,963.52	\$ 1,281.60	\$ 64.48
Catie Lara	\$ 17.20	1040	\$ 17,888.00	\$ 18.23	\$ 18,961.28	\$ 18,961.28	\$ 1,175.60	\$ 274.94	\$ 1,789.94	\$ -	\$ 58.78
Bethzy Zamorano-G	\$ 16.54	1040	\$ 17,201.60	\$ 17.53	\$ 18,233.70	\$ 18,233.70	\$ 1,130.49	\$ 264.39	\$ 1,721.26	\$ -	\$ 56.52
<b>PT Totals</b>	<b>\$ 49.49</b>	<b>3536</b>	<b>\$ 41,641.60</b>	<b>\$ 72.46</b>	<b>\$ 64,940.10</b>	<b>\$ 66,221.70</b>	<b>\$ 4,105.75</b>	<b>\$ 960.21</b>	<b>\$ 6,130.35</b>	<b>\$ 1,281.60</b>	<b>\$ 201.31</b>
<i>Total Benefits</i>	\$ 47,575.73										

1040 = 20 hrs      416 = 8 hrs  
 832 = 16 hrs  
 624 = 12 hrs

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	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 36,500.00	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
6-410-2-6504	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	

Taxes	727,000.00
Library %	20%
Taxes to Library	145,400.00

Library Revenue:	Property tax revenue	145,400.00
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			split between parks and library 203300
	LOST Special revenue		
	County	17,500.00	FY26 amount
	Contracts	7,536.00	FY24 amount
	State	2,000.00	Estimate
	Gifts/Contributions	320,000.00	FY23 amount
	Employee benefit tax	130,000.00	
	Tort liability taxes	5,000.00	
	Interest on Reserve	3,218.19	FY23 amount
	Transfer In Library Reserve		

	Total Revenue	630,654.19
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Library Expenses:

	Budgeted	<u>811,721.20</u>
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Expenses (Over)/Under Revenue	<b>(\$181,067.01)</b>
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Debt Levy Library Bond	\$101,092.50	Dunno know about this number
Bond Fees	\$500.00	Or this one

Unapproved Staffing Budget

Name:	Hr. salary	Hours	Annual Salary	Prop'd COL Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Full Time</i>											
Allie Paarsmith	\$ 32.71	2080	\$ 68,036.80	\$ 34.67	\$ 72,119.01	\$ 74,340.83	\$ 4,609.13	\$ 1,077.94	\$ 6,808.03	\$ 2,221.82	\$ 223.57
Assistant Director	\$ 26.25	2080	\$ 54,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tim	\$ 26.63	2080	\$ 55,390.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shannon Schneider	\$ 25.20	2080	\$ 52,416.00	\$ 26.71	\$ 55,560.96	\$ 57,272.66	\$ 3,550.91	\$ 830.45	\$ 5,244.95	\$ 1,711.70	\$ 172.24
Genny Escareno	\$ 20.00	2080	\$ 41,600.00	\$ 21.20	\$ 44,096.00	\$ 45,454.50	\$ 2,818.18	\$ 659.09	\$ 4,162.66	\$ 1,358.50	\$ 136.70
<b>FT Totals</b>	<b>\$ 130.79</b>	<b>\$ 10,400.00</b>	<b>\$ 272,043.20</b>	<b>\$ 82.58</b>	<b>\$ 171,775.97</b>	<b>\$ 177,067.99</b>	<b>\$ 10,978.22</b>	<b>\$ 2,567.49</b>	<b>\$ 16,215.65</b>	<b>\$ 5,292.02</b>	<b>\$ 532.51</b>

Name:	Hr. salary	Hours	Annual Salary	Prop'd Hr. Sal.	Prop'd Annual Sal.	Sal + Sick Lv	Fica 6.2%	Medicare 1.45%	Ipers 9.44%	Sick Leave	W/C PREM
<i>Part Time</i>											
Ali Oepping	\$ -	1560	\$ -	\$ 22.00	\$ 34,320.00	\$ 35,729.76	\$ 2,215.25	\$ 518.08	\$ 3,239.81	\$ 1,409.76	\$ 106.39
Janitor	\$ 15.75	416	\$ 6,552.00	\$ 16.70	\$ 6,945.12	\$ 6,945.12	\$ 430.60	\$ 100.70	\$ 655.62	\$ -	\$ 21.53
Mya Elizondo	\$ -	520	\$ -	\$ 15.00	\$ 7,800.00	\$ 7,800.00	\$ 483.60	\$ 113.10	\$ 736.32	\$ -	\$ 24.18
Adamari Lopez	\$ -	520	\$ -	\$ 15.00	\$ 7,800.00	\$ 7,800.00	\$ 483.60	\$ 113.10	\$ 736.32	\$ -	\$ 24.18
Catie Lara	\$ 17.20	520	\$ 8,944.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bethzy Zamorano-G	\$ 16.54	1040	\$ 17,201.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PT Totals</b>	<b>\$ 49.49</b>	<b>4576</b>	<b>\$ 32,697.60</b>	<b>\$ 68.70</b>	<b>\$ 56,865.12</b>	<b>\$ 58,274.88</b>	<b>\$ 3,613.04</b>	<b>\$ 844.99</b>	<b>\$ 5,368.07</b>	<b>\$ 1,409.76</b>	<b>\$ 176.28</b>

Unapproved Budget FY27

Account #	Account Name	Proposed	Notes
6-410-1-6010	WAGES-FULL TIME	\$ 177,067.99	With maximum wage increase
6-410-1-6020	WAGES-PART TIME	\$ 58,274.88	With maximum wage increase
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	\$ 21,583.72	
6-410-1-6140	ICMA-CITY CONTRIBUTION	\$ 3,500.00	Left number same
6-410-1-6150	GROUP MEDICAL INSURANCE-HEALTH	\$ 50,500.00	Left number same.
6-410-1-6152	GROUP MEDICAL INSURANCE-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
6-410-2-6310	BUILDING/GROUND MAINTENANCE	\$ 15,000.00	Bosch: 16.20x12, Climate Engineers: 920.50x4, Boiler inspection 120, Elevator 3500, Roof 1200, padding for carpet cleaning
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	\$ 2,780.00	Bywater 2500, State Library 280
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	\$ -	
6-410-2-6502	BOOKS-AUDIO	\$ 20,500.00	1000 to state library for BRIDGES, 500 to Advantage Archive for microfilm, 6000 ebco, language learning 1000, 4000 adult materials, 1000 AV, 4000 eltems, 4000 youth
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		\$ 401,669.59	
6-410-3-6726	CAPITAL EQUIP RESERVE	\$ -	
6-410-3-6728	CAPITAL IMPROVEMENTS		
Capital Budget Total		\$ -	
Grand Total		\$ 401,669.59	

Taxes	727,000.00
Library %	20%
Taxes to Library	145,400.00

Library Revenue:	Property tax revenue	145,400.00	
	LOST Special revenue	101,650.00	split between parks and library 203300
	County	10,000.00	
	Contracts	7,536.00	
	State	2,000.00	Estimate
	Gifts/Contributions	0.00	
	Employee benefit tax	20,000.00	
	Tort liability taxes	5,000.00	
	Interest on Reserve	3,218.19	FY23 amount
	Transfer In Library Reserve		
	Total Revenue	377,425.00	

Library Expenses:	Budgeted	<u>401,669.59</u>
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Expenses (Over)/Under Revenue	<b>(\$24,244.59)</b>
Debt Levy Library Bond	\$101,092.50
Bond Fees	\$500.00

# Library Director's Report

9 April 2026

## Summary:

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This month's meeting includes board discussion and action on our contracts with Atalissa and Nichols, an HVAC preventative maintenance contract, personnel policy updates, job description revisions, and evaluation procedures.

## Goals and Lead Measure Updates:

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I submitted two grant applications that heavily support our strategic plan priorities. The ARSL Literacy Bridges grant focuses on learning how to better engage adults through literacy, information, and skill-building programming. We were invited to apply for this \$25,000 grant, which would support staff training and program implementation.

The AARP Community Challenge Grant was framed around creating a more inclusive, age-friendly, and food-friendly space in the library. The request focused on modest improvements and programming that support older adults, caregivers, and multigenerational use, with an emphasis on social connection, accessibility, and community resilience. In both applications, I relied on the strategic plan to define need, partnerships, and outcomes rather than proposing one-off projects.

## Building and Technology:

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In late March, AI scraper bots attacked our Koha server, rendering it essentially useless. With the help of Nick Heath, Keegan Paisley, and Tim McMahon, we restricted the server to local use only. So far this has been an inconvenience, but doesn't significantly affect library services. I had a meeting with Brian Pichman from Bywater Solutions about having our server hosted. He doesn't believe this will cost us much or anything, and has a minimal affect on our local operations. Also relating to technology, our phones are significantly outdated, so I approved a quote of \$84 to upgrade them. This should give us the ability to forward calls to the City, which will allow us to better help those who call us on accident trying to reach the CAB.

I have gotten updates from the architect about the renovation budget, and will be attempting to schedule a meeting with the City Manager to discuss next steps about that and the roof.

## Staff and Volunteers:

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Staffing over the past two months has focused on role transitions, onboarding, and maintaining day-to-day operations. We are adjusting our organizational structure to clarify supervisory responsibilities and align staff roles with personal and operational needs. This will be discussed further on in the agenda.

## Collections & Materials:

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Due to the situation with Koha, I am unable to run reports regarding collections and usage. Anecdotally, Shannon and Genny have been exploring dynamic shelving, which appears to be supporting circulation. The goal of dynamic shelving is to maintain searchability while increasing discoverability, a balance that requires ongoing attention.

Shannon has completed updates of the children's literacy kits, which are now available for circulation on the lower level. Procedures for their circulation have been communicated to staff. We are also adjusting workflows when it comes to receiving and processing materials. We did get approved for vendor processing from Ingram, which will cut down significantly on the amount of time each item takes to get from arriving at the library to getting on the shelf. Once staff have been freed up from processing, we will be focusing on relabeling projects to create consistency in the collections.

## Programming & Outreach

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See attached report regarding programming. We are starting to see quite a crowd at book club, which is exciting! Genny has also started going to the Community Closet every Friday morning from 10a-12p to promote library services while volunteering.

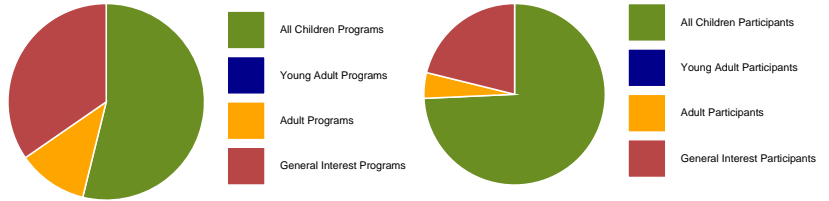
# West Liberty Public Library

## July, 2025 - March, 2026

### July

#### Overview

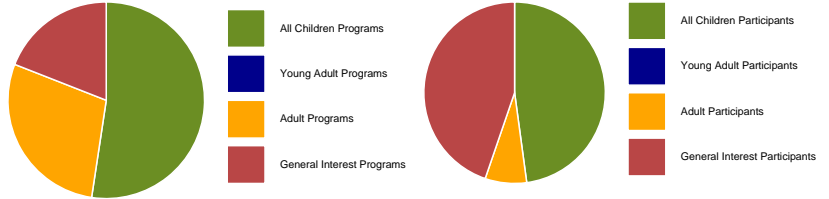
All Children Programs	14	53.85%	All Children Participants	130	74.29%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	3	11.54%	Adult Participants	8	4.57%
General Interest Programs	9	34.62%	General Interest Participants	37	21.14%
<b>Total Programs</b>	<b>26</b>		<b>Total Participants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



### August

#### Overview

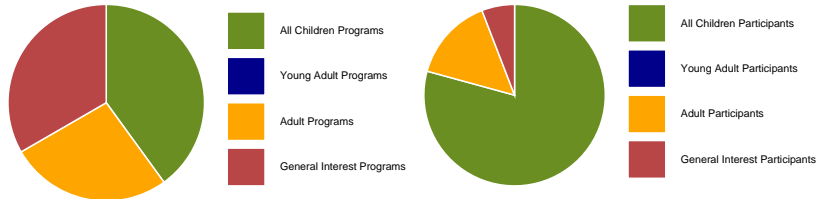
All Children Programs	11	52.38%	All Children Participants	123	47.86%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	28.57%	Adult Participants	19	7.39%
General Interest Programs	4	19.05%	General Interest Participants	115	44.75%
<b>Total Programs</b>	<b>21</b>		<b>Total Participants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



### September

#### Overview

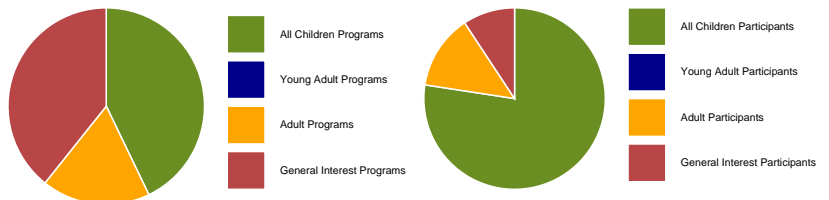
All Children Programs	12	40%	All Children Participants	149	79.26%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	8	26.67%	Adult Participants	28	14.89%
General Interest Programs	10	33.33%	General Interest Participants	11	5.85%
<b>Total Programs</b>	<b>30</b>		<b>Total Participants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



### October

#### Overview

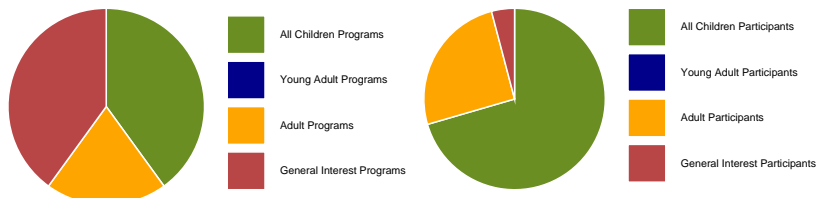
All Children Programs	12	42.86%	All Children Participants	192	77.42%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	17.86%	Adult Participants	33	13.31%
General Interest Programs	11	39.29%	General Interest Participants	23	9.27%
<b>Total Programs</b>	<b>28</b>		<b>Total Participants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



### November

#### Overview

All Children Programs	10	40%	All Children Participants	86	70.49%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	20%	Adult Participants	31	25.41%
General Interest Programs	10	40%	General Interest Participants	5	4.1%
<b>Total Programs</b>	<b>25</b>		<b>Total Participants</b>	<b>122</b>	



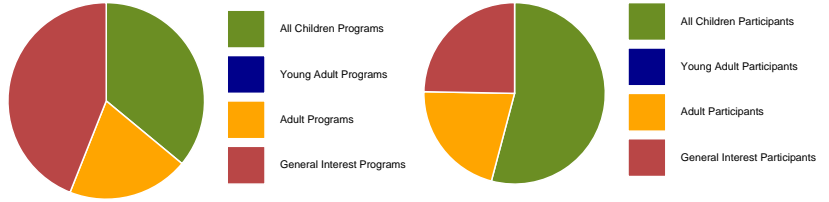
# West Liberty Public Library

## July, 2025 - March, 2026

### December

#### Overview

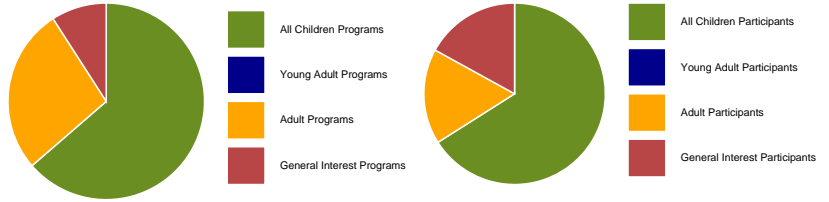
All Children Programs	9	36%	All Children Participants	92	54.12%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	5	20%	Adult Participants	36	21.18%
General Interest Programs	11	44%	General Interest Participants	42	24.71%
<b>Total Programs</b>	<b>25</b>		<b>Total Participants</b>	<b>170</b>	



### January

#### Overview

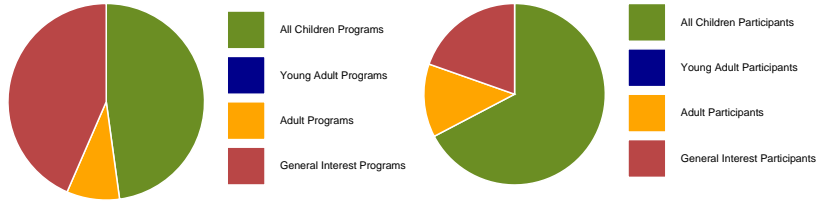
All Children Programs	14	63.64%	All Children Participants	101	66.01%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	6	27.27%	Adult Participants	26	16.99%
General Interest Programs	2	9.09%	General Interest Participants	26	16.99%
<b>Total Programs</b>	<b>22</b>		<b>Total Participants</b>	<b>153</b>	



### February

#### Overview

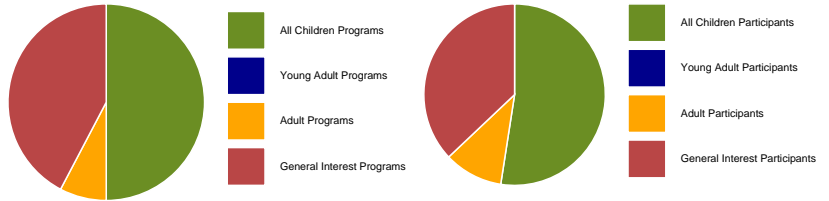
All Children Programs	11	47.83%	All Children Participants	103	67.32%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	8.7%	Adult Participants	20	13.07%
General Interest Programs	10	43.48%	General Interest Participants	30	19.61%
<b>Total Programs</b>	<b>23</b>		<b>Total Participants</b>	<b>153</b>	



### March

#### Overview

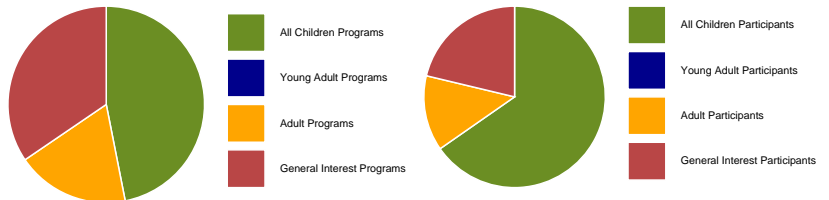
All Children Programs	13	50%	All Children Participants	75	52.45%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	2	7.69%	Adult Participants	15	10.49%
General Interest Programs	11	42.31%	General Interest Participants	53	37.06%
<b>Total Programs</b>	<b>26</b>		<b>Total Participants</b>	<b>143</b>	



### Year in Review

#### Overview

All Children Programs	106	46.9%	All Children Participants	1051	65.32%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	42	18.58%	Adult Participants	216	13.42%
General Interest Programs	78	34.51%	General Interest Participants	342	21.26%
<b>Total Programs</b>	<b>226</b>		<b>Total Participants</b>	<b>1609</b>	



In March, you had 12 bookings overall with a cumulative attendance of 22 patrons.

Change from prior month



12 ↑ 9.09%

Total Bookings



22 ↓ -38.89%

Total Attendance



1.8 ↓ -45.45%

Average Attendance

4 ↑ 100%  
Internal Bookings

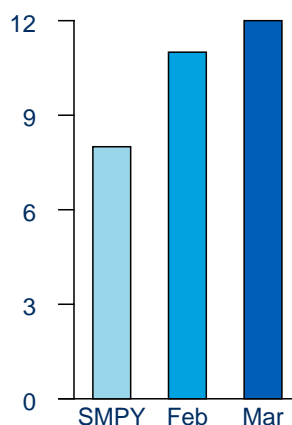
6 ↓ -33.33%  
Patron Bookings

2 ↑ 100%  
Non-Profit Bookings

0 ↑ -  
For-Profit Bookings

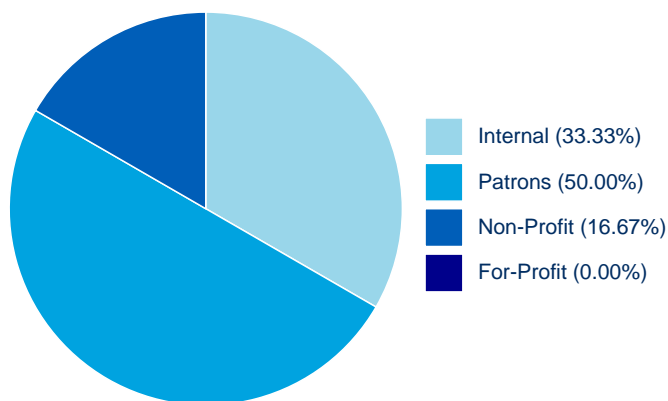
Booking Breakdown

Total Monthly Bookings



\*SMPY: Same Month Prior Year

Booking Breakdowns By Percentage



# West Liberty Public Library

March-2026

In March, 181 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



441 ↑ 4.75%

## Monthly Sessions



379 ↑ 3.55%

## Total Visits



181 ↑ 1.69%

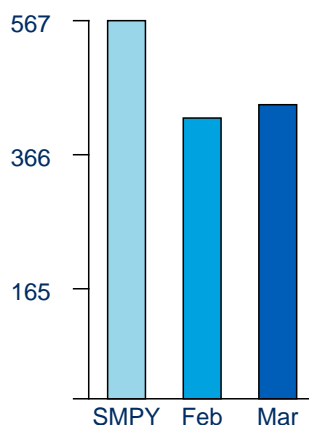
## Unique Visitors



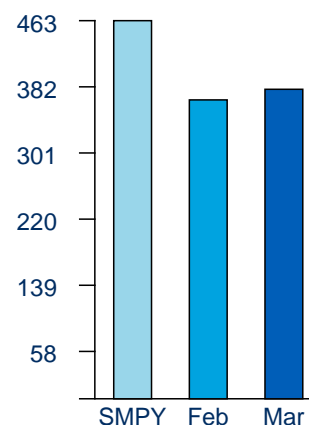
2.09 ↑ 1.46%

## Average Return Rate

### Total Monthly Session Count

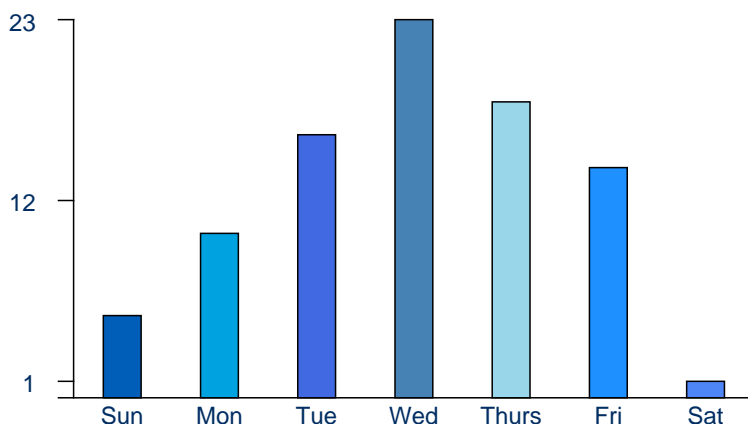


### Total Monthly Visits

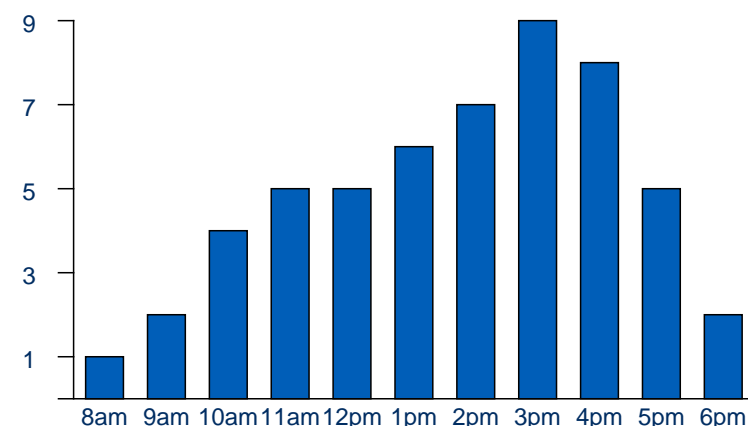


\*SMPY: Same Month Prior Year

### Average Daily Visits



### Average Peak Hourly





## Agenda Item: Candidate Forum

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### Background:

The Muscatine County Democrats have requested the use of library's space to host a public candidate forum ahead of the upcoming Iowa primary. The request was initially for the meeting room; however, it was later confirmed that statewide candidates would be participating and that attendance was likely to exceed the capacity of that room.

I made the administrative decision to allow this forum and to move it to the upper level of the library and to waive any fee in order to support civic programming and ensure safe, accessible accommodation for the public. My recommendation would be for us to reach out to the Muscatine County Republicans to offer them the same space and fee waiver, which I will do upon your direction.

### Budget Impact:

Upon review of our policy, they will not be incurring any fees, so there is no budget impact.



## Agenda Item: FY27 City Contracts

---

### Background:

The West Liberty Public Library maintains annual contracts with the Cities of Atalissa and Nichols to provide library services to their residents at a per-capita rate.

Contracts for both communities were last executed for FY25. A review of records indicates that contracts for FY26 were not signed for either Atalissa or Nichols. In order to maintain continuity of service and accurate documentation, Board approval is needed for retroactive FY26 contracts and for new FY27 contracts with both cities.

Both contracts continue the established terms, including a per-capita rate of \$12.00 and equal access to library services for residents of those communities.

In addition, the Library intends to pursue formal 28E agreements with the Cities of Atalissa and Nichols, as well as a separate 28E agreement with Muscatine County, following the beginning of the new fiscal year. A 28E agreement is an intergovernmental agreement authorized by Iowa Code 28E that allows two or more public entities to formally share services, funding, or responsibilities. Moving from annual contracts to 28E agreements allows the Library to shift from short-term service arrangements to a more stable, transparent, and collaborative model.

### Budget Impact:

Provides the standard annual revenues from the two cities.

### Options for Consideration:

1. Approve retroactive FY26 contracts and approve FY27 contracts for both Atalissa and Nichols.
2. Approve FY27 contracts only and decline retroactive approval for FY26.
3. Decline approval and discontinue contracted service to one or both communities.

### Recommended Action:

Option 1.



## Agenda Item: HVAC Contract

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### Background:

We do not currently have an HVAC preventative maintenance agreement for 2026. The Library has historically utilized Climate Engineers' for this service; however, staffing changes and service limitations raised concerns about the ability to provide adequate preventative maintenance at prior pricing levels.

The Crawford Company, which currently services the City's systems, submitted a maintenance proposal after completing an on-site verification of the Library's existing equipment.

There is a discrepancy between the pricing of the two proposals. In discussing this discrepancy with Crawford Company, I was advised that, based on industry experience, lower-cost maintenance agreements are unlikely to support the maintenance needs of the Library's equipment. Climate Engineers' agreement emphasizes inspections and general maintenance checks, with prevention described at a high level. Crawford's original proposal reflected more specific quarterly maintenance at a significantly higher cost.

Following further discussion, Crawford Company indicated that the Library could reasonably manage with semi-annual preventive maintenance rather than quarterly service, a conclusion that City staff with relevant experience also support. The revised semi-annual proposal retains a more detailed and explicit scope of service than the Climate Engineers' agreement.

In addition, the Climate Engineers' proposal is out of date and the availability of the previously listed pricing is uncertain.

### Budget Impact:

The Library previously paid approximately \$3,829 annually for HVAC preventative maintenance with Climate Engineers. The proposed semi-annual Crawford agreement increases the annual cost to \$6,916.74.

### Options for Consideration:

- Option 1: Approve the Crawford Company semi-annual preventive maintenance proposal, subject to clarification of billing method and contract term to ensure alignment with City and State purchasing requirements.
- Option 2: Request additional quotes and information and defer the decision.

### Recommended Action:

I'm fine with either. Option 1 is easiest and solves the problem. Option 2 is potentially cheaper, but more work.



# West Liberty Public Library

## Preventative Maintenance Proposal

**Date:**

4/14/2026

**Proposal Number:**

M00602

**Prepared for:**

West Liberty Public Library  
400 North Spencer St.  
West Liberty, IA 52776

**Prepared by:**

Josh Younkin  
309-788-4573  
jyounkin@crawford-company.com



## Executive Summary

Allie Paarsmith  
West Liberty Public Library  
400 North Spencer St.  
West Liberty, IA 52776

Dear Allie Paarsmith,

Thank you for the opportunity to provide this proposal for preventative maintenance services.

Crawford Company is guided today, as it has been for over 60 years, by Crawford's original values: a commitment to product quality, customer service, innovation, business integrity, and a high regard for individual contributions. Crawford specializes in heating, ventilation, air conditioning, plumbing, electrical, laser cutting, specialty welded fabrication, brewing equipment, and custom architectural products. Crawford products and services are found within commercial, industrial, and residential markets. Crawford's foundation was built in the residential heating and cooling market. Over time Crawford moved into the commercial heating and cooling market and into specialty fabrication.

We can help you reduce or control overall costs related to ownership and operating your facility. We are dedicated and willing to be the single-source provider for design, installation, retrofit-repair, replacement and maintenance of your facility HVAC systems.

Each proposal is designed to match your specific needs with our capabilities and provide you with reduced overall costs, improved equipment efficiency, better comfort, extended equipment life and general peace of mind, related to the HVAC systems.

After careful survey of your mechanical systems and discussions with your staff, we present the following recommendations for system improvements and preventive maintenance.

Thank you again for your time, we look forward to working with you!

Respectfully,

Josh Younkin  
Crawford Company  
1306 Mill Street  
Rock Island, IL 61201  
[www.crawford-company.com](http://www.crawford-company.com)



## **Professional Preventive Maintenance**

This program includes the highest level of professional preventive maintenance. Preventive maintenance services will be determined based upon your business objectives, risk tolerance, manufacturer's recommendations and our industry experience. This level of professional preventive maintenance is designed to keep your mechanical assets operating at peak performance to maximize equipment life while reducing operating cost and energy consumption.

### **Maintenance Supplies**

This program includes all required maintenance supplies to effectively implement our Preventative Maintenance program.

### **Professional Maintenance Program**

Crawford Company's preventive maintenance program is the key to extending the life of your equipment. Our program provides the necessary labor, materials and test equipment to perform inspection, adjustment, calibration, and testing of the system's operation. By implementing a Crawford Company Preventative Maintenance program, you can ensure your system operates at optimal efficiency.

### **With Crawford Company, you can expect:**

- Service from a locally owned company that is aware of the expectations of today's businesses.
- Expert operations and sales staff
- The highest standards and integrity in the industry
- Guaranteed performance
- Fast 24/7/365 emergency service
- Certified service professionals
- Quad Cities' best service experience
- Results oriented



## Preventative Maintenance Program

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Service Provider's own experience. The Customer is informed of the agreement's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

### **We will provide the following professional services for the building environmental mechanical system(s) comprised of the equipment listed on Schedule 1 (Inventory of Equipment):**

**Test & Inspect:** On-Site labor, travel labor, and travel required to visually Inspect and Test equipment to determine its operating condition and efficiency.

Typical activities include:

**Testing** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid) where applicable; water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc.

**Inspecting** for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

**Preventative Service:** On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency.

Typical activities include:

**Cleaning** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

**Aligning** belt drives; drive couplings; coil fins, etc.

**Calibrating** safety controls; temperature and pressure controls, etc.

**Tightening** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

**Adjusting** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

**Lubricating** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.



## Preventative Maintenance Terms and Conditions

1. Customer shall permit Service Provider free and timely access to areas and equipment, and allow Service Provider to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Service Provider's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Service Provider's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Service Provider may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary, to reflect increases in labor, material and other costs, unless otherwise negotiated upon.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become more than thirty (30) days delinquent, Service Provider may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Service Provider's rates then in effect) over the sum stated in this Agreement.
8. Service Provider will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only Service Provider's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Service Provider's personnel perform such work, Service Provider may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. In the event Service Provider must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Service Provider all court costs and attorneys' fees incurred by Service Provider.
11. Any legal action against the Service Provider relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
12. Service Provider shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Service Provider's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.



## Preventative Maintenance Terms and Conditions Continued

13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Service Provider, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Service Provider. Further and notwithstanding the preceding sentence, Service Provider shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses and expenses related to mold or the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

14. Customer shall make available to Service Provider's personnel all pertinent Safety Data Sheets (SDS's) pursuant to OSHA'S Hazard Communication Standard Regulations.

15. Service Provider expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Service Provider's work under this agreement.

16. Service Provider's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Service Provider's sole obligation will be to notify the Owner of their existence. Service Provider shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

17. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Service Provider be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect or consequential damages.

18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Service Provider's rates then in effect.



## Inventory of Equipment

Assets							
Qty	Equipment	Manufacturer	Model	Serial#	Rating	Location	Area Served
1	AHU 1	Trane	MCCA012CAK0C0 COA	K99E03908N	10 HP	Basement Mechanical room	Building System
1	Trane Condensing Unit	Trane	RAUJC20EBD13A BDF0000	C20H05556	20 Ton	East side of the building	Building AHU
1	VFD 1	Toshiba	Q72110IER3	040806086	10 HP	Basement Mechanical Room	AHU 1
1	AHU 2	Trane	MCCA021CAK0C0 DOA	K99E03913N	10 HP	Basement Mechanical room	Building System
1	Trane Condensing Uni 1	Trane	RAUJC30EBD13A BDF0000	C20H05557	30 Ton	East side of the building	Building AHU
1	VFD 2	Toshiba	Q72160IER3	040806090	10 HP	Basement Mechanical Room	AHU 2
1	BLR 1	Munchkin Elite	EL-220N	070315F1419818	87 HP	Basement Mechanical room	Complete Building
1	BLR 2	Munchkin Elite	EL-220N	070315F1419816	87 HP	Basement Mechanical room	Complete Building
1	BLR 3	Munchkin Elite	EL-220N	070315F1419795	87 HP	Basement Mechanical room	Complete Building
1	Boiler Pump 1	Bell & Gossett	BVE- 56T17D5598D P	MC793710 051004	2 HP	Basement Mechanical Room	Building hot water loop
1	Boiler Pump 2	Bell & Gossett	YVF 56T17D5598D		2 HP	Basement Mechanical Room	Building hot water loop
1	Circulation pump 1	Bell & Gossett	PL-36		0.17 HP	Basement Mechanical Room	
1	Circulation pump 2	Bell & Gossett	PL-36	1BL001	0.17 HP	Basement Mechanical Room	
1	Circulation pump 3	Bell & Gossett	PL-36	1BL001	0.17 HP	Basement Mechanical Room	
1	Split system Liebert unit 1	Liebert	PFH014a-PLN	Y20JG1A388	1 Ton	East side of the building	IT Room
16	VAV - 1-16	Trane			1		Building Zones
1	Water Heater 1	AO Smith	GCR-40 400	2035120713596	1	Basement Mechanical Room	Building hot water supply



## Air Filter Service

Assets				
Unit	Qty	Changes/Yr	Size	Type
AHU 1	6	2	20X20X2	Pleated
AHU 2	8	2	16x25x2	Pleated
AHU 2	4	2	16x20x2	Pleated




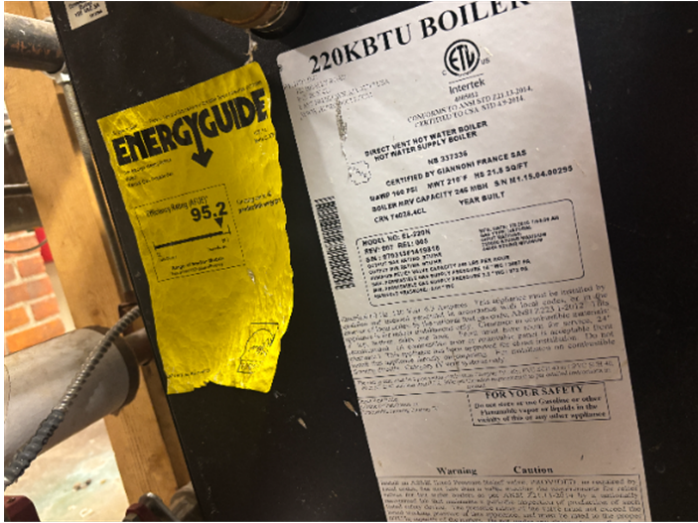
## Belt Service

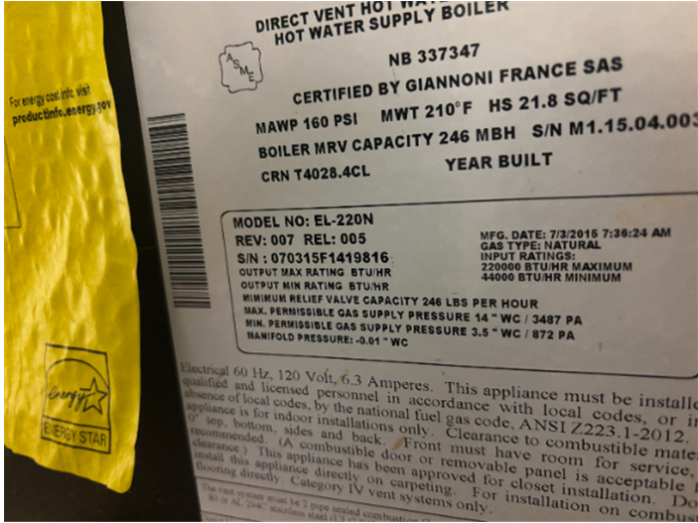

Assets				
Unit	Qty	Changes/Yr	Size	Type
AHU 1	1	1	BX47	BX
AHU 2	1	1	BX47	BX

## Asset Pictures



Unit	Description	Picture
AHU 1		
VFD 1		 <p><b>TRANSISTOR INVERTER</b></p> <p>TYPE FORM: Q721181ER3</p> <p>CAPACITY: 11 KVA 18 HP</p> <p>INPUT: 208/240 U 35.4 R 3p 58/60HZ</p> <p>OUTPUT: 208/230 U 32.2R 3p 1-88/480 HZ</p> <p>SERIAL NO: 848888888</p> <p>ENCLOSURE: TYPE 1</p> <p>LISTED INDUSTRIAL CONTROL EQUIPMENT</p> <p> 35J5 </p> <p><b>TOSHIBA INTERNATIONAL CORPORATION</b> MANUFACTURED IN U.S.A. FROM FOREIGN AND DOMESTIC COMPONENTS HOUSTON, TEXAS P/N 41-188</p> <p>THIS EQUIPMENT PROVIDES ADJUSTABLE INTERNAL OVERLOAD PROTECTION FOR THE MOTOR LOAD. REFER TO OPERATION MANUAL FOR ADJUSTMENT INSTRUCTIONS. P/N 44088</p> <p>SUITABLE FOR USE ON A CIRCUIT CAPABLE OF DELIVERING NOT MORE THAN 100,000 RMS SYMMETRICAL AMPERES 240 VOLTS MAXIMUM</p> <p><b>PASSED</b> QC</p>

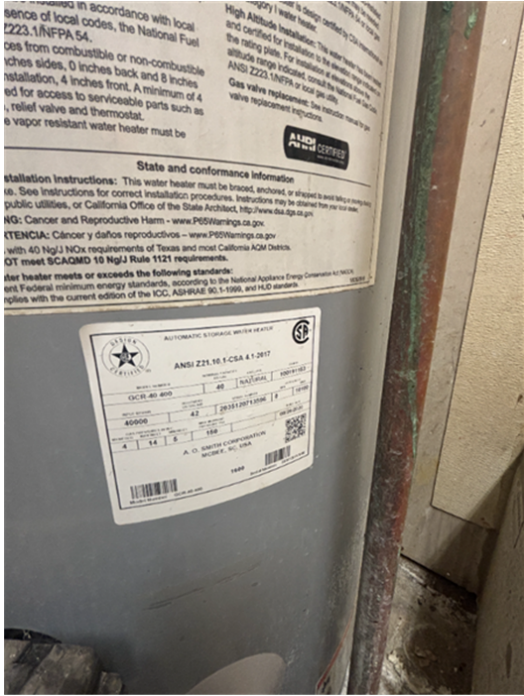
Unit	Description	Picture
AHU 2		
Trane Condensing Unit 1		<p><b>WARNING</b>  <b>VOLTAGE!</b>    ALL ELECTRICAL WORK MUST BE DONE BY A QUALIFIED ELECTRICIAN. ALWAYS USE PROPER SAFETY PROCEDURES AND FOLLOW THE TAGS. ALWAYS ENSURE THAT THE SYSTEM IS DE-ENERGIZED AND GROUNDED BEFORE WORKING ON IT. ALWAYS WEAR APPROPRIATE PPE. ALWAYS LOCK OUT AND TAG OUT THE SYSTEM BEFORE WORKING ON IT. ALWAYS USE THE CORRECT TOOLS AND EQUIPMENT. ALWAYS FOLLOW THE MANUFACTURER'S INSTRUCTIONS. ALWAYS USE THE CORRECT WIRING METHODS. ALWAYS USE THE CORRECT WIRING DEVICES. ALWAYS USE THE CORRECT WIRING SIZES. ALWAYS USE THE CORRECT WIRING TYPES. ALWAYS USE THE CORRECT WIRING METHODS. ALWAYS USE THE CORRECT WIRING DEVICES. ALWAYS USE THE CORRECT WIRING SIZES. ALWAYS USE THE CORRECT WIRING TYPES.</p> <p><b>NOTICE</b>    THIS UNIT HAS BEEN DEHYDRATED AND CHARGED WITH DRY NITROGEN. DO NOT BREAK SEALS UNTIL READY FOR SET UP.</p>

Unit	Description	Picture
VFD 2		 <p><b>TRANSISTOR INVERTER</b>          TYPE FORM 0721681ER3          CAPACITY 15 KW 15 HP          INPUT 208/240 V 53.1 A 3p          50/60HZ          OUTPUT 208/230 V 48.3A 3p          1-95/499 HZ          SERIAL NO. 048866885          ENCLASURE TYPE 1</p> <p>LISTED INDUSTRIAL CONTROL EQUIPMENT          UL 3515          YOSHIDA INTERNATIONAL CORPORATION          10000 WILSON BLVD          FORT WORTH AND DALLAS, TEXAS 76116</p> <p>THIS EQUIPMENT PROVIDES          ADJUSTABLE INTERNAL OVERLOAD          PROTECTION FOR THE MOTOR LOAD.          REFER TO OPERATION MANUAL FOR          ADJUSTMENT INSTRUCTIONS.</p> <p>REPLACE FUSE USE ONLY          FUSE OF SAME RATING AS          ORIGINAL FUSE          FOR SAFETY INFORMATION          SEE USER MANUAL</p> <p>PHASED          GCS</p>
BLR 1	Boiler #1 Tag	 <p><b>ENERGYGUIDE</b>          ENERGY STAR          95.2</p> <p><b>220KBTU BOILER</b>          Intertek          CONFORMS TO ANSI Z21.12-2014          CERTIFIED TO CSA STD 4-2014</p> <p>DIRECT VENT HOT WATER BOILER          HOT WATER SUPPLY BOILER          NB 237236          CERTIFIED BY GINNONI FRANCE SAS          BHP 140 PSE BMT 210 P NB 2.5 SOFT          BHP BY HP CAPACITY 240 PSE 6 W 16-15.04.80225          CEN FACTORY YEAR BUILT</p> <p>MODEL NO. 8L-2376          REV. 001 08/14/14          800-375-5344          10000 WILSON BLVD          FORT WORTH, TX 76116          817-734-1111          817-734-1111          817-734-1111</p> <p>FOR YOUR SAFETY          Do not store or use Gasoline or other          flammable vapor or liquids in the          vicinity of this or any other appliance.</p> <p>Warning Caution</p>

Unit	Description	Picture
BLR 2	Boiler #2 Tag	 <p> <b>DIRECT VENT HOT WATER SUPPLY BOILER</b>  <b>HOT WATER SUPPLY BOILER</b>  <b>NB 337347</b>  <b>CERTIFIED BY GIANNONI FRANCE SAS</b>  <b>MAWP 160 PSI MWT 210°F HS 21.8 SQ/FT</b>  <b>BOILER MRV CAPACITY 246 MBH S/N M1.15.04.003</b>  <b>CRN T4028.4CL YEAR BUILT</b> </p> <p> <b>MODEL NO: EL-220N</b>  <b>REV: 007 REL: 005</b>  <b>S/N : 070315F1419816</b>  <b>OUTPUT MAX RATING BTU/HR</b>  <b>OUTPUT MIN RATING BTU/HR</b>  <b>MINIMUM RELIEF VALVE CAPACITY 246 LBS PER HOUR</b>  <b>MAX. PERMISSIBLE GAS SUPPLY PRESSURE 14" WC / 3487 PA</b>  <b>MIN. PERMISSIBLE GAS SUPPLY PRESSURE 3.5" WC / 872 PA</b>  <b>MANIFOLD PRESSURE: -0.01" WC</b> </p> <p> <b>MFG. DATE: 7/3/2015 7:36:24 AM</b>  <b>GAS TYPE: NATURAL</b>  <b>INPUT RATINGS:</b>  <b>220000 BTU/HR MAXIMUM</b>  <b>44000 BTU/HR MINIMUM</b> </p> <p> <small>Electrical 60 Hz, 120 Volt, 6.3 Amperes. This appliance must be installed by qualified and licensed personnel in accordance with local codes, or in the absence of local codes, by the national fuel gas code, ANSI Z223.1-2012. Clearance to combustibles is for indoor installations only. Clearance to combustible materials (A combustibile door or removable panel is acceptable.) This appliance has been approved for closet installation. For installation on carpeting, Category IV vent systems only. For installation on combustion floor, Category IV vent systems only.</small> </p>
BLR 3	Boiler #3 Tag	 <p> <b>DIRECT VENT HOT WATER BOILER</b>  <b>HOT WATER SUPPLY BOILER</b>  <b>NB 337335</b>  <b>CERTIFIED BY GIANNONI FRANCE SAS</b>  <b>MAWP 160 PSI MWT 210°F HS 21.8 SQ/FT</b>  <b>BOILER MRV CAPACITY 246 MBH S/N M1.15.04.003</b>  <b>CRN T4028.4CL YEAR BUILT</b> </p> <p> <b>MODEL NO: EL-220N</b>  <b>REV: 007 REL: 005</b>  <b>S/N : 070315F1419795</b>  <b>OUTPUT MAX RATING BTU/HR</b>  <b>OUTPUT MIN RATING BTU/HR</b>  <b>MINIMUM RELIEF VALVE CAPACITY 246 LBS PER HOUR</b>  <b>MAX. PERMISSIBLE GAS SUPPLY PRESSURE 14" WC / 3487 PA</b>  <b>MIN. PERMISSIBLE GAS SUPPLY PRESSURE 3.5" WC / 872 PA</b>  <b>MANIFOLD PRESSURE: -0.01" WC</b> </p> <p> <b>MFG. DATE: 7/3/2015 7:36:24 AM</b>  <b>GAS TYPE: NATURAL</b>  <b>INPUT RATINGS:</b>  <b>220000 BTU/HR MAXIMUM</b>  <b>44000 BTU/HR MINIMUM</b> </p> <p> <small>Electrical 60 Hz, 120 Volt, 6.3 Amperes. This appliance must be installed by qualified and licensed personnel in accordance with local codes, or in the absence of local codes, by the national fuel gas code, ANSI Z223.1-2012. Clearance to combustibles is for indoor installations only. Clearance to combustible materials (A combustibile door or removable panel is acceptable.) This appliance has been approved for closet installation. For installation on carpeting, Category IV vent systems only. For installation on combustion floor, Category IV vent systems only.</small> </p>
Boiler Pump 1		 <p> <b>Bell &amp; Gossett</b>  <b>ITT Industries</b>  <b>PART NO: 903075</b>  <b>MODEL: 1417105000 P</b>  <b>FR: 1402-00 PH: 3 TYPE: 75</b>  <b>AMB: 45° C IN: 5-D DUTY: CONT.</b>  <b>DES: B</b> </p> <p> <b>HZ: 60</b>  <b>HP: 2</b>  <b>RPB: 1725</b>  <b>VOLT: 200-230/460</b>  <b>FLA: 0.24/1.1</b>  <b>SP: 1.15</b>  <b>CODE: K</b>  <b>ENC: DA</b> </p> <p> <b>WARNING: Read the instructions before use. Do not use this pump for any application not intended by the manufacturer. Do not use this pump for any application not intended by the manufacturer.</b> </p>

Unit	Description	Picture
Boiler Pump 2		
Circulation pump 1		
Circulation pump 2		

Unit	Description	Picture
Circulation pump 3		
Split system Liebert unit 1		

Unit	Description	Picture
Water Heater 1		 <p>The photograph shows a close-up of a water heater unit. The top portion of the unit is covered with several labels and instructions. A prominent label at the top left contains safety information regarding installation clearances and venting requirements. Below this, there is a section titled "State and conformance information" which provides details on how to obtain installation instructions and lists regulatory agencies for Texas and California. A large, detailed label in the center features the "ANSI Z21.10.1-CSA 4.1-2017" certification logo and a technical specification table. The table includes fields for gas type (NATURAL), gas pressure (4.2), and other technical details. The unit itself is a light-colored metal, and the background shows some wooden framing.</p>



## Preventative Service Agreement

**Company:**

Crawford Company  
1306 Mill Street  
Rock Island, IL 61201  
P: 309-788-4573  
F: 309-788-4691

Proposal Date: 4/14/2026  
Proposal Number: M00602

**Bill To:**

West Liberty Public Library  
400 North Spencer St.  
West Liberty, IA 52776  
Attn: Allie Paarsmith

**Agreement Location:**

West Liberty Public Library  
400 North Spencer St.  
West Liberty, IA 52776  
Attn: Allie Paarsmith

Crawford Company will provide the services described in the maintenance program indicated below.

**Service Program:** Planned Preventative Maintenance

**Schedules:** \*Equipment Schedule \*Belts \*Air Filter Service \*Equipment Pictures

Agreement coverage will commence on 5/1/2026 This Agreement is for an initial term of 3 years and shall renew for successive one-year terms unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

The Agreement price is \$6,916.74 per year, payable in advanced installments of \$576.39 per Month beginning on the effective date of 5/1/2026. *The Agreement price excludes applicable labor and material sales tax.*

This proposal includes Semi Annual service visits including two filter replacements and two condenser coil cleanings. Along with these two items we will perform standard system evaluations.

Crawford Company is also pleased to offer a discounted labor rate of \$120.00 per hour for regular time. Any additional parts and materials required for services outside this Agreement will have a 15% discount.

This Agreement is the property of Crawford Company and is provided for Customer's use only. Crawford Company guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This Agreement is for an initial term of 3 years and shall renew for successive one-year terms unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date. Upon execution as provided below, this Agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

**Company**

\_\_\_\_\_  
Josh Younkin

Signature Sales Consultant

\_\_\_\_\_  
Josh Younkin

Name (Print)

\_\_\_\_\_  
Division Manager Service

Title

\_\_\_\_\_  
Date

**Customer**

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO#

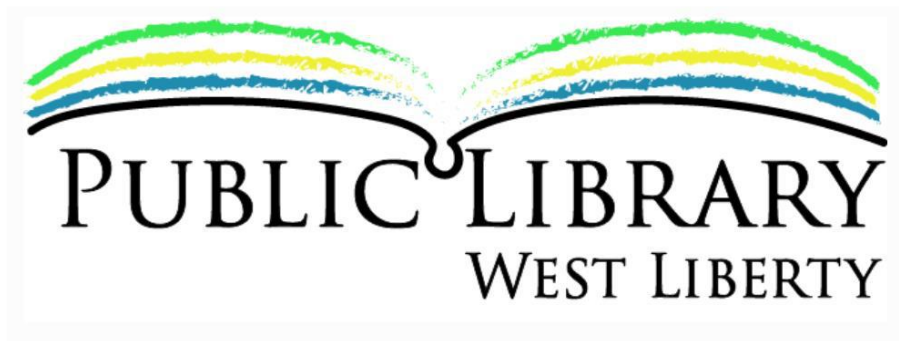
# **MAINTENANCE SERVICE AGREEMENT**

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FOR HEATING, VENTILATION AND AIR CONDITIONING EQUIPMENT AND SYSTEMS

## **WEST LIBERTY PUBLIC LIBRARY**

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



**COMMERCIAL HVAC  
INDUSTRIAL  
MANUFACTURING  
SPECIALTY METALS  
SERVICE**

# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	2
BENEFITS OF PREVENTIVE MAINTENANCE .....	3
Extended Equipment Life.....	3
Reduced Operating Costs.....	3
Energy Savings.....	3
Increased Comfort.....	3
BENEFITS OF CLIMATE ENGINEERS .....	4
Single Source Accountability.....	4
Quality Solutions.....	4
Experienced Technicians.....	4
Training and Education.....	4
Increased Savings .....	4
Fewer Additional Repair Costs.....	4
DETAILS OF PREVENTIVE MAINTENANCE AGREEMENT.....	5
EQUIPMENT LIST – SCHEDULE A.....	6
OPTIONAL SERVICE .....	6
EXCLUSIONS.....	6
ROUTINE MAINTENANCE TASKS + INTERVALS .....	7
Inspection Intervals.....	7
Our inspections included.....	7
FLAT RATE .....	8
Flat Rate Refrigerant.....	8
Labor Rates.....	8
Payment Plan Options & Payment Details .....	8
TERMS & CONDITIONS.....	9
Approved and Authorized By.....	9

## EXECUTIVE SUMMARY

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

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

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

## BENEFITS OF PREVENTIVE MAINTENANCE

### Extended Equipment Life

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

### Reduced Operating Costs

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

### Energy Savings

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

### Increased Comfort

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

### Single Source Accountability

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

### Quality Solutions

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

### Experienced Technicians

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

### Training and Education

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

### Increased Savings

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

### Fewer Additional Repair Costs

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

## DETAILS OF PREVENTIVE MAINTENANCE AGREEMENT

This agreement is between

Climate Engineers, LLC  
3005 Robins Road  
Hiawatha, IA 52233

and

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

Climate Engineers agrees to the following:

- **Regularly Scheduled Preventive Maintenance Inspections**

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

- **Emergency Service**

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

- **Guaranteed Response**

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

- **Work Logs**

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

- **Primary Technician**

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

## EQUIPMENT LIST – SCHEDULE A

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

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

*\*See optional service section below for item exclusions*

## OPTIONAL SERVICE

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

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

Belts: Included, labor and materials, once per year

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

## EXCLUSIONS

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

## ROUTINE MAINTENANCE TASKS + INTERVALS

### Inspection Intervals

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

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

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

## FLAT RATE

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

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

### Flat Rate Refrigerant

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

### Labor Rates

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

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

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

\*Labor Rates are subject to union contractual changes

### Payment Plan Options & Payment Details

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

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

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

- Opt out of an auto renewal contract

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

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

## TERMS & CONDITIONS

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

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

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

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

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

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

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

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

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

### Approved and Authorized By

WEST LIBERTY PUBLIC LIBRARY

Name (print): \_\_\_\_\_

Signature (sign): \_\_\_\_\_

Title (print): \_\_\_\_\_

Date: \_\_\_\_\_

CLIMATE ENGINEERS, LLC.

Name (print): \_\_\_\_\_

Signature (sign): \_\_\_\_\_

Title (print): \_\_\_\_\_

Date: \_\_\_\_\_



## Agenda Item: Bywater Contract

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### Background:

Libraries use Integrated Library Systems, which are core software that operate library services, including the catalog, patron records, circulation, accounting, and the online public access catalog (OPAC). Our ILS is Koha, an open-source system used by libraries worldwide. Unlike proprietary ILS platforms that are controlled by a single vendor, Koha is developed by a global community, and libraries can contract with service providers for hosting, support, and upgrades. This approach gives the library full and unrestricted access to its data and how that data is organized, while keeping long-term costs lower than other proprietary library systems that charge for licensing fees. The library already contracts with ByWater Solutions for Koha upgrades and support.

Koha is currently hosted locally on a library-managed server. Recently, increased automated bot traffic has caused significant slowdowns, resulting in unacceptable response times for staff and patrons. Addressing these issues locally would require additional technical mitigation, ongoing monitoring, and increased staff time devoted to server management rather than public service. ByWater Solutions has proposed migrating the library's existing Koha system to their hosted environment. There would be no one-time cost to migrate the system; however the library's annual contract with ByWater would increase to include ongoing hosting services.

### Budget Impact:

The library currently pays \$1,800 annually to ByWater Solutions for Koha upgrades and support.

Under the proposed hosted model, the total annual cost would increase to \$2,500, a net increase of \$700 per year. This increase includes secure hosting of the Koha system, performance monitoring and traffic mitigation, system backups, updates, and eliminates the need for local server management.

### Options for Consideration:

1. Remain locally hosted
2. Migrate to ByWater hosted Koha
3. Explore alternative hosting options

### Recommended Action:

Option 2



## Proposal for Implementation & Support

**PREPARED FOR**  
West Liberty Library

**PREPARED DATE**  
3/27/2026

**EXP. DATE**  
9/9/2026

Item	Timeline	Cost
Move to BWS Hosting	1 Months for Completion <i>Accelerated go-lives may be available</i>	\$0.00
<b>Annual Support and Hosting increases to \$2,500.00</b>		



**ADDENDUM #1**

This Addendum is made effective as of 3/30/2026, by and between the West Liberty Public Library of West Liberty, IA 52776 ("Client"), and ByWater Solutions LLC, of PO Box 1346, Santa Barbara, California 93102 ("ByWater").

WHEREAS Client and ByWater entered into the contract on or about 6/29/2020 and the parties have elected to amend the terms of the contract as more particularly set forth below:

2. DESCRIPTION OF SERVICES. ByWater will provide the Client the following services (collectively, the "Services"):

- (a) Hosting for the Client's data will be located in a remote cloud, and Service providers may change at any time, at the absolute and sole discretion of ByWater. ByWater will not be responsible for force majeure events including natural disasters and communication line failures that may cause data corruption.

3. PAYMENT FOR SERVICES. In exchange for the Services the Client will pay ByWater according to the following schedule:

- (a) Annual Hosting fee: \$664.00 due on or before 7/31 of each year, beginning on 7/31, 2026.

WEST LIBERTY PUBLIC LIBRARY

By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

BYWATER SOLUTIONS LLC

By: 

Brendan A. Gallagher  
CEO

Date: 4/14/2026



## Agenda Item: Personnel Policy Update

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### Background:

We are required to adopt and periodically review a personnel policy as part of our state accreditation standards and also because it's a good idea. This policy was adopted in 2009 and most recently revised in February 2020. The proposed revision reflects current governance practices, clarifies the respective roles of the Library Board and Library Director, and formally adopts the City of West Liberty Employee Policy Handbook as the primary source of personnel rules and procedures for library employees.

This update is necessary to maintain our state accreditation, which requires us to adopt and review a personnel policy at least every three years, and to ensure alignment with the new City Handbook, which was adopted in July 2025.

### Budget Impact:

There is no direct fiscal impact associated with this policy update.

### Options for Consideration:

- Approve the revised Personnel Policy as presented or with minor changes
- Request revisions or review by the personnel committee

### Recommended Action:

Option 1.

# Personnel Policy

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Policy Created: 2/2009

Policy Revised: 3/2013; 2/2020; 4/2026

## Policy Purpose

The purpose of this policy is to establish the governance framework for employment at the West Liberty Public Library, define the authority of the Library Board of Trustees and the Library Director, and adopt the City of West Liberty Employee Policy Handbook as the primary source of personnel rules and procedures for Library employees.

This policy distinguishes between policy authority and administrative practice, allowing the Library to operate within City systems while maintaining Library-specific operational needs.

## Personnel Administration and Authority

The West Liberty Public Library Board of Trustees adopts the City of West Liberty Employee Policy Handbook as the governing personnel handbook for Library employees.

Except where the Board of Trustees has expressly adopted a Library-specific policy, all matters related to personnel administration are governed by the City of West Liberty Employee Policy Handbook and administered by the Library Director.

The Library Director is authorized to interpret and implement City personnel policies for Library staff in a manner consistent with Board-adopted policy, the operational needs of the Library, and applicable City, state, and federal requirements.

## Library Board of Trustees Responsibilities

The Library Board of Trustees retains final authority over Library personnel policy and shall:

- Employ, evaluate, and set compensation for the Library Director
- Establish and amend Library policies
- Approve compensation structures within the City budget process
- Address complaints or appeals involving the Library Director
- Ensure compliance with City ordinances and applicable law

## Library Director Responsibilities

The Library Director is the chief administrative officer of the Library and is responsible for:

- Day-to-day supervision and management of Library employees
- Hiring, evaluation, discipline, and termination of staff in accordance with City policy and Board direction
- Administering schedules, staffing assignments, and work practices
- Implementing City personnel policies as they apply to Library operations
- Ensuring consistent and equitable application of policies.

## Library-Specific Personnel Practices

The Library operates in a public-service environment that requires continuous staffing and service coverage during open hours. As a result, certain personnel practices differ from general City operations and are adopted by the Library Board of Trustees as follows

- Closures and Administrative Leave  
The Library observes hours of operation and holiday closures as defined in the Hours of Service Policy, which may differ from City-designated holidays. When the Library is closed in accordance with Library policy, eligible employees receive administrative leave, regardless of City holiday schedules.
- Breaks and Scheduling  
Breaks and schedules are managed to ensure uninterrupted public service. Meal breaks are provided and are structured as paid time due to staffing and service needs. Break scheduling is administered by the Library Director or designee to meet staffing, service, and operational needs.

These practices are adopted as Library-specific operational standards and supersede City personnel practices where applicable.

## Complaints Involving the Library Director

Complaints regarding the Library Director may be submitted to the Library Board President or the Board's Personnel Committee. The Board may investigate the matter, seek assistance from the City as appropriate, and take action consistent with Board policy, City policy, and applicable law.



## Agenda Item: Job Description Update

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### Background:

I have completed a comprehensive review of all library job descriptions and titles to ensure they accurately reflect current responsibilities, supervisory structure, and operational needs. Over time, duties and reporting relationships evolved, resulting in inconsistencies between job titles, scope of authority, and day-to-day practice.

As part of a voluntary personnel change, the Assistant Library Director position has been eliminated. The incumbent transitioned into an existing Public Relations Library Specialist position, which I have then retitled and updated as the Marketing & Communications Library Specialist to reflect current responsibilities and modern communication practices.

The proposed job descriptions are intended to clarify organizational structure, standardize language, and better align titles and duties with how the library currently operates.

### Summary of Job Description Changes

The following outlines the primary changes between the currently approved job descriptions and the drafted job descriptions presented for approval:

- **Assistant Library Director**  
Position eliminated following a voluntary personnel change; administrative and supervisory responsibilities redistributed through the Library Director and Coordinator roles.
- **Coordinator Roles** (formerly “Library Specialist”)  
*Adult & Teen Services Coordinator; Youth Services Coordinator:* Titles updated to reflect department-level leadership, supervision of part-time staff and volunteers, an acting-in-charge coverage. Administrative authority remains with the Library Director.
- **Public Relations Library Specialist -> Marketing & Communications Library Specialist**  
Title updated to reflect current marketing, digital communication, and outreach responsibilities; scope refined as a non-supervisory, organization-wide support role.
- **Support Staff Updates**  
*Library Assistant* – Language modernized; reporting and duties clarified.  
*Custodian -> Janitor* – Title updated; scope limited to routine cleaning; maintenance and non-library responsibilities removed.
- **Library Director**  
Job description updated to clarify governance role with the Board, distinguish strategic administration from daily operations, and reflect delegation through Coordinators.

These changes improve organizational clarity and consistency, aligns titles with responsibilities, clarifies supervision and decision-making authority, and supports continuity of operations without increasing staffing.



## Budget Impact:

The Board must determine the timing of wage and hours adjustments associated with the revised Marketing & Communications Library Specialist position.

The Assistant Library Director position was budgeted at 40 hours per week. The revised Marketing & Communications Library Specialist position is budgeted at 30 hours per week, resulting in a permanent reduction of 10 staff hours per week and a corresponding reduction in personnel costs.

If the change is implemented with the next pay period on April 26, 2026, the reduction in hours and rate would result in at least \$3,677 in savings to the current fiscal year budget. If the Board elects to maintain the current wage and hours through the remainder of the fiscal year, the permanent reduction in staffing hours and associated savings would take effect at the start of the next fiscal year, consistent with the Board's standard evaluation and wage-setting process.

## Options for Consideration:

- Approved the updated job descriptions and titles and authorize immediate implementation of the revised Marketing & Communications Library Specialist position beginning April 26, 2026 with the hourly wage to be set by the Board.
- Approve the updated job description and titles and defer implementation of the revised Marketing & Communications Library Specialist position until the start of the next fiscal year, with the hourly wage to be set by the Board as part of the annual wage-setting process.

## Recommended Action:

Option 2.



# CITY OF WEST LIBERTY, IOWA

## Adult & Teen Services Coordinator

**DATE:** Adopted 2020; Reviewed 5/2023, 4/2026

**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Library

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### **SUMMARY/OBJECTIVE:**

Under the direction of the Library Director, this position leads the Adult & Teen Services. The Coordinator provides public service for adults and teens; oversees adult and YA collections; develops programs and outreach; supervises part-time staff during daily operations; manages volunteers; and track departmental data and spending.

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### **DISTINGUISHING CHARACTERISTICS:**

The Adult & Teen Services Coordinator serves as the Library Director in the Director's absence. This is a professional position directly below the Library Director and serves as the department lead of Adult & Teen Services. The Coordinator supervises assigned part-time staff and volunteers, manages departmental operations and collaborates with other professional staff.

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### **ESSENTIAL FUNCTIONS:**

Reasonable accommodations to enable individuals with disabilities to perform essential functions are available.

- **Public Service:** Provides reference, circulation, and readers' advisory for adult and teen patrons; assists with technology and digital resources.
- **Collection Management:** Manages adult and YA collections through selection, weeding, merchandising, and data-informed decision making.
- **Programs & Outreach:** Plans, delivers, and evaluates adult and teen programs; coordinates outreach and builds partnerships with schools, community groups, and local organizations.
- **Community Engagement:** Represents the library at community events and collaborates with partners to expand access and participation.
- **Staff & Volunteer Support:** Supervises part-time staff during daily operations; manages volunteer recruitment, training, scheduling, and task assignment; communicates staff needs to the Library Director.
- **Data & Reporting:** Tracks departmental statistics and monitors program and collection data; supports budget tracking for assigned areas.
- **Safety & Environment:** Maintains an inclusive, safe, and welcoming environment; applies de-escalation and behavior-management strategies as needed.

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### **QUALIFICATIONS:**

- Knowledge of public library operations, adult learning, and teen development.
- Familiarity with programming, outreach, collection development, and community engagement.
- Strong communication, customer service, and technology skills.
- Ability to analyze data and apply findings to improve services.
- English proficiency; Spanish preferred.

**SKILLS AND ABILITIES:**

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- Ability to lead a department and supervise daily staff operations.
- Ability to plan and evaluate adult and teen programs.
- Ability to work effectively with patrons, staff, and partners.
- Ability to manage multiple tasks, adapt to change, and maintain professionalism.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

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Education: Graduation from High School or equivalent G.E.D. and Bachelor’s Degree majoring in library science or related field OR comparable experience.

Experience: At least two (2) years of public library experience, including public service and programming; teen services experience preferred; supervisory experience preferred.

Preferred Education/Training: Master’s Degree majoring in library science or related field.

**LICENSING REQUIREMENTS:**

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State of Iowa Public Librarian’s Certificate or ability to obtain within one year of hiring.

**ESSENTIAL PHYSICAL ABILITIES:**

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Ability to stand, walk, lift up to 20 lbs., and perform repetitive motions; ability to communicate clearly in person and electronically.

**SUPERVISORY RESPONSIBILITY:**

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Provides daily supervision of assigned part-time staff and full oversight of volunteers. The Library Director retains responsibility for hiring, scheduling, and training of part-time staff.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position. Hours follow library operating schedule (typically 8:00am-8:00pm). Evening and weekend work required.  
Serves as Librarian-on-Duty and acts as the Library Director in their absence when assigned.

**DISCLAIMER:**

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This job description describes the general nature and level of work performed. It is not an exhaustive list of all duties. Duties may change as needed. Employment with the City of West Liberty is at-will unless otherwise established by law or contract.

**SIGNATURES:**

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Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



## Agenda Item: Evaluation Procedures and Schedule

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### Background:

We use a Behaviorally Anchored Rating Scale (BARS) evaluation tool form for all employee performance reviews, including the Library Director. This tool provides clearly defined performance indicators to support consistency, transparency, and shared understanding of expectations across positions.

For the Director evaluation, the process includes both a Board-completed evaluation and a Director self-evaluation using the same BARS form. These evaluations inform an open-session discussion at the next Board meeting, focused on overall performance, strengths, opportunities for growth, and alignment with library goals. This discussion-based approach emphasizes reflection and accountability rather than numerical scoring alone.

Staff evaluations follow the same BARS-based framework. Staff members complete a self-evaluation and participate in a performance discussion. To support transparency and provide mutual accountability, a member of the personnel committee participates in each staff evaluation meeting alongside the Library Director. This practice is intended to provide procedural consistency, protect the interests of both the employee and the Library, and ensure that evaluations are conducted in alignment with Board expectations.

Individual staff evaluation details are handled administratively and are not presented in open session unless requested by the personnel committee. Evaluation outcomes, in combination with budget capacity and organizational needs, inform the Library Director's wage and compensation recommendations as part of annual personnel and budget planning.

### Budget Impact:

None.

### Options for Consideration:

- Acknowledge and continue the evaluation approach as described.
- Request clarification or future adjustments to the evaluation process

### Recommended Action:

Option 1