

**City of West Liberty Public Library  
Notice and Call of Public Meeting  
West Liberty Public Library Board of Trustees  
May 20, 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**
  - 1. Summer Reading Presentation**
- VII. Announcements from Members**
  - 1. Finance Committee Report**
- VIII. Old Business**
  - 1. Director Evaluation**
  - 2. Marketing and Communications Job Description**
- IX. New Business**
  - 1. Hours of Service Policy and FY27 Calendar**
  - 2. Children's Department Move**
  - 3. Sump Pump Replacement**
- X. Adjourn Meeting**

**Next meeting is Wednesday, June 17, at 7 pm.**

**City of West Liberty Public Library**  
**West Liberty Public Library Board of Trustees**  
**Regular Meeting Minutes from February 18, 2026**  
**West Liberty Public Library Lower-Level Meeting Room**

**Present at Meeting:**

Trustees: Keegan Paisley, Brianna Harvey, Rachel Morrison, Skyler Appler, Melanie Clark, Christine Guerra

City Counsel Liaison: Josh Shulz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 7:00**
- II. Approval of Agenda:** Motion to approve by Member Paisley, Second by Clark, **4-0**
- III. Approval of Minutes:** September and October minutes by Member Paisley Second by Clark **4-0**
- IV. Public Discussion:**
  - A. Babysitters around town have enjoyed story times at the library.
- V. Financial Report:**
  - A. Check from Carnegie Foundation for \$10,000 came in
  - B. Outstanding bills were discussed
  - C. Motion to approve and pay bills by Member Morrison, Second by Appler **5-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. None
- VIII. Old Business:**
  - A. None
- IX. New Business:**
  - A. Policy Review: Public Code of Behavior Policy
    - a. Motion to approve the revised policy as presented by Member Harvey, Second by Paisley **5-0**
  - B. Documentarian Permissions
    - a. Motion to approve filming in accordance with all board policies in addition to getting signature release for patrons with identifying features in the shot Motion by Paisley, second by Appler
  - C. Annual Meeting Planning
    - a. Morrison volunteered to bring refreshments.
    - b. Discussion to bring Shawna back to present on Carnegie and maybe the history of our library.
    - c. Motion to approve the format and schedule motion to approve by Member Morrison, second by Clark **5-0**
  - D. Legislative Update
- X. Adjourn Meeting:** Motion by Appler, Second by Morrison, **5-0**

**City of West Liberty Public Library**  
**West Liberty Public Library Board of Trustees**  
**Regular Meeting Minutes from April 15, 2026**  
**West Liberty Public Library Lower-Level Meeting Room**

**Present at Meeting:**

Trustees: Keegan Paisley, Sergio Guerrero-Ibarra, Brianna Harvey, Rachel Morrison, Skyler Appler  
Library Director: Allie Paarsmith

- I. Call to Order 7:18pm**
- II. Approval of Agenda:** Motion to approve by Member Appler, Second by Morrison, **4-0**
- III. Approval of Minutes:** February and March minutes will be tabled until May
- IV. Public Discussion:**
  - A. Annual meeting was well received.
  - B. A letter to donors will be created to update them on progress and plans for the renovation.
  - C. Towhead Island has been donated to the Community Foundation and will be used for children's wilderness education.
  - D. Paisley will be doing a speaking opportunity with the Chamber regarding cybersecurity for small businesses on April 28<sup>th</sup> 8-9am. \$10 if you are not a chamber member.
- V. Financial Report:**
  - A. Bills for March have not been paid yet, but will be submitted tomorrow.
  - B. We have been notified that we are getting a \$70,000 budget cut. We have a total reduction of \$120,000 for operations that will need to be discussed. Finance meeting is on the schedule with Lee Geertz from the city.
  - C. Motion to approve and pay bills by Member Guerrero-Ibarra, Second by Appler **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. None
- VIII. Old Business:**
  - A. None
- IX. New Business:**
  - A. Candidate forum
    - a. Democrats will be at the library on Sunday the 19<sup>th</sup> at 1:30 upstairs to talk with community members. Paarsmith will reach out to the Republican party to offer the same.
  - B. FYI27 Contracting Cities
    - a. Atalissa has an extended contract and already in contract through 2027.
    - b. Nichols needs a retroactive 2026 contract.
    - c. Motion to approve retroactive FY26 Nichols contract and FY27 contracts for both Atalissa and Nichols Motion by Morrison, second by Appler **4-0**
  - C. HVAC Contract
    - a. Motion to approve the Crawford Contract with the addendum to approve 1 year contract and switch to annual billing by Member Guerrero-Ibarra, second by Morrison **4-0**

**D. Bywater Contract**

- a. Automated bot traffic has caused significant slowdowns. Using a host will solve this issue.
- b. Motion to migrate to ByWater hosting Koha with an agreement to data sovereignty (at conclusion of partnership that we have the ability to request them to delete or give back the data) by Member Appler, second by Guerrero-Ibarra **4-0**

**E. Personnel Policy Update**

- a. City Handbook has been completed and we can now update personnel policy to align with the City's policies.
- b. Motion to approve the revised Personnel Policy as presented by Member Morrison, second by Guerrero-Ibarra **4-0**

**F. Job Description Updates**

- a. The Assistant Director position has been removed. Oepping has asked to step back from those responsibilities and Paarsmith feels she is now in a position to take over those responsibilities. Oepping has requested to take on the position of Marketing and Communications Library Specialist.
- b. The board recommended Oepping take on the responsibilities in the job description immediately, including the 30-hour work weeks and starting at \$18 per hour until the finance committee can meet to discuss the budget, with an agreement of back pay should that number change. All other job descriptions were approved. Motion made by member Guerrero-Ibarra, second by Morrison **4-0**

**G. Evaluation Procedures and Schedule**

- a. No action needed

**X. Adjourn Meeting: Motion by Appler, Second by Harvey, 4-0**



City of West Liberty, IA

# Monthly Budget Report

## Account Summary

For Fiscal: Current Period Ending: 04/30/2026

	April Budget	April 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>	0.00	180.85	180.85	0.00%	0.00	2,856.45	2,856.45	0.00%	0.00
<a href="#">001-4-410-2-4470</a>	1,457.75	0.00	-1,457.75	-100.00%	14,577.50	17,000.00	2,422.50	16.62%	17,500.00
<a href="#">001-4-410-2-4471</a>	627.74	0.00	-627.74	-100.00%	6,277.40	3,444.00	-2,833.40	-45.14%	7,536.00
<a href="#">001-4-410-2-4705</a>	12,994.80	0.00	-12,994.80	-100.00%	129,948.00	42.00	-129,906.00	-99.97%	156,000.00
<a href="#">001-4-410-4-4433</a>	166.60	0.00	-166.60	-100.00%	1,666.00	0.00	-1,666.00	-100.00%	2,000.00
<b>Total Revenue:</b>	<b>15,246.89</b>	<b>180.85</b>	<b>-15,066.04</b>	<b>-98.81%</b>	<b>152,468.90</b>	<b>23,342.45</b>	<b>-129,126.45</b>	<b>-84.69%</b>	<b>183,036.00</b>
<b>Expense</b>									
<a href="#">001-6-410-1-60100</a>	19,812.15	16,462.05	3,350.10	16.91%	198,121.50	174,818.33	23,303.17	11.76%	237,841.00
<a href="#">001-6-410-1-60200</a>	3,339.91	2,912.37	427.54	12.80%	33,399.10	58,143.15	-24,744.05	-74.09%	40,095.00
<a href="#">001-6-410-1-60400</a>	20.82	126.27	-105.45	-506.48%	208.20	190.76	17.44	8.38%	250.00
<a href="#">001-6-410-1-61100</a>	1,771.20	1,454.99	316.21	17.85%	17,712.00	17,411.24	300.76	1.70%	21,263.00
<a href="#">001-6-410-1-61300</a>	2,132.48	1,618.09	514.39	24.12%	21,324.80	19,993.74	1,331.06	6.24%	25,600.00
<a href="#">001-6-410-1-61400</a>	249.90	150.00	99.90	39.98%	2,499.00	2,475.00	24.00	0.96%	3,000.00
<a href="#">001-6-410-1-61500</a>	4,331.60	4,273.62	57.98	1.34%	43,316.00	55,147.03	-11,831.03	-27.31%	52,000.00
<a href="#">001-6-410-1-61600</a>	208.25	0.00	208.25	100.00%	2,082.50	112.00	1,970.50	94.62%	2,500.00
<a href="#">001-6-410-1-61810</a>	16.66	0.00	16.66	100.00%	166.60	0.00	166.60	100.00%	200.00
<a href="#">001-6-410-1-62100</a>	69.97	0.00	69.97	100.00%	699.70	190.00	509.70	72.85%	840.00
<a href="#">001-6-410-1-62200</a>	16.66	47.94	-31.28	-187.76%	166.60	47.94	118.66	71.22%	200.00
<a href="#">001-6-410-1-62300</a>	49.98	51.52	-1.54	-3.08%	499.80	226.34	273.46	54.71%	600.00
<a href="#">001-6-410-1-62400</a>	8.33	0.00	8.33	100.00%	83.30	0.00	83.30	100.00%	100.00
<a href="#">001-6-410-2-63100</a>	999.60	0.00	999.60	100.00%	9,996.00	23,707.28	-13,711.28	-137.17%	12,000.00
<a href="#">001-6-410-2-63500</a>	83.30	0.00	83.30	100.00%	833.00	0.00	833.00	100.00%	1,000.00
<a href="#">001-6-410-2-63710</a>	416.50	0.00	416.50	100.00%	4,165.00	19,500.76	-15,335.76	-368.21%	5,000.00
<a href="#">001-6-410-2-63730</a>	249.90	253.33	-3.43	-1.37%	2,499.00	2,533.30	-34.30	-1.37%	3,000.00
<a href="#">001-6-410-2-64070</a>	333.20	0.00	333.20	100.00%	3,332.00	2,521.23	810.77	24.33%	4,000.00
<a href="#">001-6-410-2-64080</a>	291.55	0.00	291.55	100.00%	2,915.50	0.00	2,915.50	100.00%	3,500.00
<a href="#">001-6-410-2-64150</a>	333.20	0.00	333.20	100.00%	3,332.00	2,540.84	791.16	23.74%	4,000.00
<a href="#">001-6-410-2-64260</a>	249.90	115.99	133.91	53.59%	2,499.00	4,744.36	-2,245.36	-89.85%	3,000.00
<a href="#">001-6-410-2-65020</a>	2,915.50	1,650.38	1,265.12	43.39%	29,155.00	28,863.96	291.04	1.00%	35,000.00
<a href="#">001-6-410-2-65040</a>	83.30	0.00	83.30	100.00%	833.00	18,784.76	-17,951.76	-2,155.07%	1,000.00
<a href="#">001-6-410-2-65070</a>	999.60	1,355.70	-356.10	-35.62%	9,996.00	4,103.16	5,892.84	58.95%	12,000.00
<a href="#">001-6-410-2-65080</a>	58.31	0.00	58.31	100.00%	583.10	391.84	191.26	32.80%	700.00
<a href="#">001-6-410-2-65210</a>	166.60	285.15	-118.55	-71.16%	1,666.00	679.68	986.32	59.20%	2,000.00
<a href="#">001-6-410-3-67280</a>	12,495.00	4,200.00	8,295.00	66.39%	124,950.00	29,400.00	95,550.00	76.47%	150,000.00

Monthly Budget Report

For Fiscal: Current Period Ending: 04/30/2026

	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Total Expense:</b>	51,703.37	34,957.40	16,745.97	32.39%	517,033.70	466,526.70	50,507.00	9.77%	620,689.00
<b>Total Fund: 001 - General Fund :</b>	-36,456.48	-34,776.55	1,679.93		-364,564.80	-443,184.25	-78,619.45		-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	0.00	0.00	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>0.00</b>	<b>0.00</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>0.00</b>	<b>0.00</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	-34,776.55	1,679.93		-364,564.80	-413,046.27	-48,481.47		-437,653.00

Monthly Budget Report

For Fiscal: Current Period Ending: 04/30/2026

Group Summary

Account Typ...	April Budget	April 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	180.85	-15,066.04	-98.81%	152,468.90	23,342.45	-129,126.45	-84.69%	183,036.00
Expense	51,703.37	34,957.40	16,745.97	32.39%	517,033.70	466,526.70	50,507.00	9.77%	620,689.00
<b>Total Fund: 001 - General Fund :</b>	<b>-36,456.48</b>	<b>-34,776.55</b>	<b>1,679.93</b>		<b>-364,564.80</b>	<b>-443,184.25</b>	<b>-78,619.45</b>		<b>-437,653.00</b>
<b>Fund: 134 - Library Trust</b>									
Revenue	0.00	0.00	0.00	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>0.00</b>	<b>0.00</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>-34,776.55</b>	<b>1,679.93</b>		<b>-364,564.80</b>	<b>-413,046.27</b>	<b>-48,481.47</b>		<b>-437,653.00</b>

**Fund Summary**

Fund	April Budget	April Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-34,776.55	1,679.93		-364,564.80	-443,184.25	-78,619.45		-437,653.00
134 - Library Trust	0.00	0.00	0.00		0.00	30,137.98	30,137.98		0.00
<b>Report Total:</b>	<b>-36,456.48</b>	<b>-34,776.55</b>	<b>1,679.93</b>		<b>-364,564.80</b>	<b>-413,046.27</b>	<b>-48,481.47</b>		<b>-437,653.00</b>

# West Liberty Public Library

Unpaid bills by Vendor  
July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
<b>Amazon</b>				
6502	1YTR-FG1K-C7KH	05/14/2026	1 patron request title	5.93
6502	1PXR-FTTY-HXG7	04/29/2026	1 box set	103.99
6507	1VXT-RNFR-GFRD	03/26/2026	Kitchen Sink Strainer and Foxtop Digital Wall Clock.	36.33
6507	13YX-6XRD-M4HY	02/27/2026	Water filter pitcher and wall-mounted coat rack with hooks for hanging various items.	26.68
6507	119F-7RHW-LYHL	02/27/2026	Dial Antibacterial Defense Liquid Hand Soap (Pack of 4)	9.89
6507	1VL6-17RM-QG3Q	02/27/2026	Play-Doh modeling compound in assorted colors for kids.	7.99
6502	1WLC-LMT6-XP7	02/26/2026	Bilingual board books for babies and children, including high-contrast and touch-and-feel editions.	30.01
6507	1TRJ-LW7D-VYNN	02/08/2026	Snacks, aluminum foil sheets, disposable cutlery, and assorted coffee pods and serving utensils.	157.09
<b>Total for Amazon</b>				<b>\$377.91</b>
<b>Ingram</b>				
6502	96318777	05/04/2026	3 titles	45.88
6502	96221332	04/29/2026	37 titles	499.91
6502	95956671	04/17/2026	7 titles	137.62
6502	96221333	05/18/2026	1 title	22.17
6502	96041347	05/18/2026	15 titles	213.90
6502	96525248	05/12/2026	2 titles	34.16
6502	96457142	05/08/2026	4 titles	58.57
6502	96423678	05/07/2026	1 title	21.02
6502	96423677	05/07/2026	2 titles	34.65
6502	96249170	04/30/2026	2 titles	41.67
6502	96187618	04/28/2026	1 title	17.24
6502	96147333	04/27/2026	41 titles	691.21
6502	96129813	04/24/2026	7 titles	116.41
6502	96129812	04/24/2026	17 titles	196.86
6502	96118854	04/24/2026	79 titles	972.15
6502	96058575	04/22/2026	1 title	28.20
6502	96058576	04/22/2026	52 titles	666.35
<b>Total for Ingram</b>				<b>\$3,797.97</b>

# West Liberty Public Library

Unpaid bills by Vendor  
July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
<b>Marco Technologies</b>				
6415	579587205	04/07/2026	Printers	350.49
6415	581856341	05/08/2026	Contract payments, overage charges, tariff and inflationary assessment fees, late charges, Marco support, and supply freight.	682.63
<b>Total for Marco Technologies</b>				<b>\$1,033.12</b>
<b>Overdrive</b>				
6502	06497CP26108806	03/31/2026	eAudio	232.74
6502	06497CP26107230	03/31/2026	ebooks	239.79
6502	06497CP26067499	02/28/2026	eAudio	237.08
6502	06497CP26065800	02/28/2026	ebooks	238.69
6502	06497CP26148162	04/30/2026	Audiobook titles across various genres, including fiction, nonfiction, juvenile, and young adult, by various authors and publishers.	236.35
6502	06497CP26147918	04/30/2026	Collection of e-books including titles like "Beauty Among Ruins," "The Well of Ascension," and "And Then There Were None."	239.23
<b>Total for Overdrive</b>				<b>\$1,423.88</b>



## Agenda Item:

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### Background:

The Board utilizes a Behaviorally Anchored Rating Scale (BARS) tool for performance evaluations. The evaluation process includes a board-completed evaluation and a Director self-evaluation, followed by a discussion of performance and alignment with library priorities.

### Self-evaluation

For the self-assessment, I rated myself as 'meets expectations' with my strengths this year being technology competencies and policy and procedure development and implementation.

A big focus this year was the renovation project and figuring out what was realistic given our capacity. The original plan relied heavily on fundraising, and I don't have time to run a full capital campaign on top of everything else. That said, we were still able to raise about \$70,000 locally in addition to the City's \$100,000 contribution from Local Option Sales Tax last fiscal year. The City is exploring additional options to support us through the next phase of renovation. That puts us in a position where we can move forward with the project and use what we've raised for furnishing and finishing. The scaled back plans aren't what we originally envisioned, but it's something we can accomplish. My hope is that the community will see how beneficial the change is and then step up to support us.

I also made progress on internal structure. We now have the beginnings of a procedures manual and training guide, which is something we've never had before. It's not complete, but even having a starting point has improved consistency and communication. I'll be taking what I've created already and migrating it to a SharePoint site for the library to make information more accessible and less dependent on any one person. I also feel really good about where the board is right now. We've built a strong, engaged group.

My strengths this year continue to be technology and policy and procedures. I've navigated Tim's retirement with aplomb and while I don't know much about networking or servers, I can talk to the people who do with competence and I'm able to ask the right questions. I'm also proud of the work I've done with procedures. They are definitely living documents, but for never working in a library environment with written procedures, I think I've done pretty well.

Time management is where I scored myself lower. This is partly about the number of competing priorities, but also how I respond to them. I tend to take on more than I need to instead of addressing things directly or setting clearer boundaries. We also had a staff departure that made it clear I need to be more proactive in communication and not assume that things will work themselves out.

Going forward, I'm focusing on being more intentional with my time, more direct in my communication, and more confident in my role as director. I also want to keep building systems that spread knowledge and responsibility across the team so we're not relying on one person to carry specific functions.

<b>Overall Job Performance</b>				
	<b>Does Not Meet Expectations- 0</b>	<b>Needs Improvement- 1</b>	<b>Meets Expectations- 2</b>	<b>Exceeds Expectations- 3</b>
<b>Attendance &amp; dependability</b>	<ul style="list-style-type: none"> <li>• Always arrives late and ill-prepared.</li> <li>• High absenteeism</li> <li>• Time off requests are not communicated</li> <li>• Inflexible and dishonest about availability</li> </ul>	<ul style="list-style-type: none"> <li>• Sometimes arrives late but is prepared to work.</li> <li>• Time off requests are communicated with short notice.</li> <li>• Has some flexibility regarding availability but sometimes overcommits</li> </ul>	<ul style="list-style-type: none"> <li>• Arrives at work on time ready to start.</li> <li>• Absenteeism is low.</li> <li>• Time off requests are communicated in a timely manner.</li> <li>• Flexible &amp; honest about availability.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrives at work early and fully prepared to start the day.</li> <li>• Perfect attendance.</li> <li>• Provides advance notice for all time off requests.</li> <li>• Consistently maintains flexible availability with complete honesty.</li> </ul>
<b>Computer &amp; emerging technology skills</b>	<ul style="list-style-type: none"> <li>• Refuses to assist patrons on multiple computer platforms &amp; devices.</li> <li>• Unaware of digital resources offered by the library.</li> <li>• Refuses to learn new technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• Not comfortable assisting patrons with multiple computer platforms &amp; devices.</li> <li>• Limited familiarity with digital resources offered by the library.</li> <li>• Uncomfortable learning new technologies as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to assist patrons on multiple computer platforms &amp; devices.</li> <li>• Familiar with digital resources offered by the library.</li> <li>• Comfortable learning new technologies as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Adept at assisting patrons on any computer platform or device.</li> <li>• Highly knowledgeable about the digital resources offered by the library.</li> <li>• Eager and adept at learning new technologies as needed.</li> </ul>
<b>Follows instructions &amp; directives</b>	<ul style="list-style-type: none"> <li>• Does not follow directives &amp; instructions given by supervisor or director.</li> <li>• Requires direct supervision to execute directives &amp; instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not consistently follow directives and instructions given by supervisor or director.</li> <li>• Requires significant and repeated clarification to execute directives and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Follows directives &amp; instructions given by supervisor or director.</li> <li>• Can execute directives &amp; instructions independently with reasonable clarification.</li> </ul>	<ul style="list-style-type: none"> <li>• Follows directives &amp; instructions given by supervisor or director.</li> <li>• Can execute directives &amp; instructions independently with minimal clarification.</li> </ul>
<b>Library policies &amp; procedures</b>	<ul style="list-style-type: none"> <li>• Not familiar with policies or procedures but performs tasks requiring that knowledge anyway.</li> <li>• Unable to make decisions regarding “gray areas” and does not know when to involve a supervisor.</li> <li>• Does not know the library’s goals or how their position contributes to its success.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with most policies and procedures and somewhat confident performing tasks requiring that knowledge.</li> <li>• Makes decisions about ambiguous situations but doesn't know when to involve a supervisor.</li> <li>• Has a limited understanding of library goals and struggles to see their role within it.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with policies &amp; procedures and confident performing tasks requiring that knowledge.</li> <li>• Able to make decisions regarding “gray areas” &amp; knows when to involve a supervisor.</li> <li>• Understands the library's goals and how their role contributes to its success.</li> </ul>	<ul style="list-style-type: none"> <li>• Fully familiar with policies and procedures and confident performing tasks requiring that knowledge.</li> <li>• Makes sound decisions in complex situations without the need for supervisor involvement.</li> <li>• Fully committed to library goals and knows exactly how to best contribute to the success.</li> </ul>
<b>Time management</b>	<ul style="list-style-type: none"> <li>• Does not accomplish goals or assignments within a reasonable timeframe.</li> <li>• Takes too much time assisting individual patrons.</li> <li>• Consistently distracted by unnecessary tasks or projects.</li> <li>• Unable to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Struggles to effectively manage time to accomplish goals and assignments</li> <li>• Sometimes fails to use sound judgement regarding time limits while assisting patrons.</li> <li>• Spends too much time on unnecessary tasks or projects</li> </ul>	<ul style="list-style-type: none"> <li>• Able to manage time to accomplish goals &amp; assignments</li> <li>• Uses sound judgment regarding time limits when assisting patrons.</li> <li>• Does not spend too much time on unnecessary tasks or projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently manages time to accomplish goals and assignments beyond expectations.</li> <li>• Demonstrates exceptional judgment regarding time limits when assisting patrons.</li> <li>• Avoids unnecessary tasks or projects to ensure a high level of productivity and efficiency.</li> </ul>

<b>Productivity</b>	<ul style="list-style-type: none"> <li>Does not set goals</li> <li>Spends an excessive amount of time on unproductive socialization.</li> </ul>	<ul style="list-style-type: none"> <li>Sets goals, but does not actively work towards them.</li> <li>Spends time on unproductive socialization but is easily guided back to work.</li> </ul>	<ul style="list-style-type: none"> <li>Sets goals &amp; works towards the achievement of those goals</li> <li>Spends reasonable amounts of time socializing to promote a comfortable work environment.</li> </ul>	<ul style="list-style-type: none"> <li>Sets and achieves goals in record time.</li> <li>Only socializes as much as is necessary to further productivity.</li> </ul>
<b>Programs &amp; displays</b>	<ul style="list-style-type: none"> <li>Does not put materials on display or displays materials improperly.</li> <li>Refuses to assist with programming.</li> </ul>	<ul style="list-style-type: none"> <li>Inconsistently displays material in an eye-catching way, seasonal, or subject-based.</li> <li>Assists with programming as asked, but puts little effort into engagement or planning.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently displays material in an eye-catching way, seasonal, or subject-based.</li> <li>Plans, oversees, or assists compelling programming as directed or outlined in goals</li> </ul>	<ul style="list-style-type: none"> <li>Creates beautiful and creative displays that showcase the best of our collection.</li> <li>Regularly plans and implements engaging programs that garner significant positive feedback from attendees.</li> </ul>

<b>Professional &amp; Career Development</b>				
	<b>Does not meet expectations</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
<b>Knowledge of materials</b>	<ul style="list-style-type: none"> <li>Lacks knowledge about our collection and is unable to advise patrons about appropriate resources.</li> <li>Does not perform "readers' advisory".</li> <li>Does not place ILL requests or other similar procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates limited knowledge about the collection and struggles to provide advice on appropriate resources.</li> <li>Rarely performs "readers' advisory" and lack consistency in this aspect.</li> <li>Does not understand ILL requests and other required procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledgeable about the collection &amp; can advise patrons about appropriate resources.</li> <li>Understands the meaning of &amp; performs "readers' advisory" on a consistent basis.</li> <li>Employee knows how to place &amp; ILL requests &amp; other procedures as required.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates deep knowledge of our collection in advising patrons about appropriate resources.</li> <li>Regularly performs exceptional "readers' advisory" by offering insightful and personalized recommendations.</li> <li>Demonstrates advanced proficiency in placing ILL requests and other procedures, ensuring efficient service for patrons</li> </ul>
<b>Self-directed learning</b>	<ul style="list-style-type: none"> <li>Never engages in self-directed learning activities</li> <li>Fails to attend conferences/workshops or register for webinars</li> <li>Does not keep track of training activities</li> <li>Fails to apply for or receive certification through the State Library of Iowa</li> </ul>	<ul style="list-style-type: none"> <li>Inconsistently engages in self-directed learning activities.</li> <li>Attends some but not all conferences/workshops or webinars as directed</li> <li>Partially keeps track of training activities</li> <li>Has started but not completed the certification through the State Library of Iowa</li> </ul>	<ul style="list-style-type: none"> <li>Engages in self-directed learning activities monthly.</li> <li>Attends conferences/workshops as directed, registers &amp; attends Webinars</li> <li>Keeps track of training activities</li> <li>Applies for &amp; receives certification through the State Library of Iowa</li> </ul>	<ul style="list-style-type: none"> <li>Actively engages in self-directed learning activities beyond the expected frequency</li> <li>Regularly attends conferences/workshops and actively seeks out additional webinars</li> <li>Maintains a thorough and organized record of training activities</li> <li>Goes above and beyond to obtain additional certifications through the State Library of Iowa.</li> </ul>

Culture and Values				
	Does not meet expectations	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>Language &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Struggles to communicate clearly and respectfully.</li> <li>• Fails to use available communication channels and methods effectively.</li> <li>• Does not acquire or deliver relevant, timely, or accurate information</li> </ul>	<ul style="list-style-type: none"> <li>• Occasionally struggles to communicate clearly and respectfully</li> <li>• Inconsistently uses available communication channels and methods</li> <li>• Sometimes fails to acquire or deliver relevant, timely, or accurate information</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate clearly and respectfully.</li> <li>• Uses available communication channels and methods.</li> <li>• Acquires and delivers relevant, timely, and accurate information</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently communicates clearly and respectfully, demonstrating advanced skills.</li> <li>• Utilizes available communication channels and methods effectively and innovatively.</li> <li>• Consistently acquires and delivers relevant, timely, and accurate information.</li> </ul>
<b>Problem Solving &amp; Use of Good Judgement</b>	<ul style="list-style-type: none"> <li>• Demonstrates poor problem-solving skills</li> <li>• Fails to use good judgement when making exceptions for patrons.</li> <li>• Unable to resolve conflicts effectively</li> <li>• Disrespectful to patrons and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates inconsistent problem-solving skills</li> <li>• Sometimes lacks good judgment when making exceptions for patrons.</li> <li>• Struggles to solve conflicts.</li> <li>• Mostly respectful to patrons and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibits sound problem-solving skills</li> <li>• Uses good judgment when making exceptions for patrons</li> <li>• Able to solve conflicts</li> <li>• Respectful to all patrons and staff in all situations</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional problem-solving skills</li> <li>• Consistently makes well-reasoned and fair exceptions for patrons</li> <li>• Successfully resolves conflicts with a high level of diplomacy and professionalism</li> <li>• Shows unwavering respect for all patrons and staff, even in challenging situations.</li> </ul>
<b>Approachability &amp; Customer Service</b>	<ul style="list-style-type: none"> <li>• Frequently asks patrons to wait while they finish a project</li> <li>• Rarely looks up from computer or work to check for patrons.</li> <li>• Fails to give patrons full attention and rarely follows up to ensure their needs have been met</li> <li>• Demonstrates a lack of knowledge regarding patron needs and consistently fails to deliver as expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Occasionally asks patrons to wait while they finish a project.</li> <li>• Sometimes fails to look up from computer or work to check for patrons.</li> <li>• Gives partial attention to patrons and inconsistently follows up to ensure their needs have been met.</li> <li>• Demonstrates some knowledge of patron needs, but inconsistently delivers as expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Greets patrons respectfully and promptly.</li> <li>• Does not ask a patron to wait while they finish a project</li> <li>• Looks up from computer or work regularly to check for patrons.</li> <li>• Gives patrons their full attention and follows up to insure their needs have been met.</li> <li>• Maintains knowledge of patron needs, practices, and consistently delivers as expected.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently greets patrons respectfully and promptly.</li> <li>• Proactively anticipates patron needs and provides exceptional service.</li> <li>• Demonstrates an exceptional understanding of patron needs and consistently exceeds expectations in delivering service.</li> <li>• Goes the extra mile to ensure patrons' needs are not only met but surpassed.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Rarely acknowledges or utilizes the strengths of their coworkers.</li> <li>• Does not assist new employees in learning activities</li> <li>• Shows little initiative to help when help is needed</li> <li>• Often disrespectful or unfriendly to coworkers.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes some of their strengths and the strengths of their coworkers, but inconsistently works to blend strengths for the good of the team.</li> <li>• Occasionally assists new employees in learning activities</li> <li>• Shows inconsistent initiative to help when help is needed</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes their strengths and the strengths of their coworkers and works to blend strengths for the good of the team</li> <li>• Assists new employees in learning activities</li> <li>• Takes initiative to help when help is needed</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizes and effectively utilizes their strengths and the strengths of their coworkers to enhance the team's performance.</li> <li>• Proactively assists new employees in learning activities and provides valuable mentorship.</li> <li>• Consistently takes initiative to offer help and support to coworkers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Resistant to process improvement and change execution.</li> </ul>	<ul style="list-style-type: none"> <li>• Sometimes disrespectful or unfriendly to coworkers</li> <li>• Occasionally supports process improvement and change execution.</li> </ul>	<ul style="list-style-type: none"> <li>• Respectful and friendly to coworkers</li> <li>• Supports process improvement and change execution.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly respectful and friendly to coworkers, fostering a positive work environment.</li> <li>• Actively champions process improvement and effectively leads change execution.</li> </ul>
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<b>Supervision and Management</b>				
	<b>Does not meet expectations</b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
	<ul style="list-style-type: none"> <li>• Demonstrates a lack of leadership and initiative</li> <li>• Fails to provide guidance and direction to staff</li> <li>• Inaccurately evaluates staff and neglects to address performance issues.</li> <li>• Micromanages and does not allow staff to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates inconsistent leadership and initiative.</li> <li>• Occasionally provides guidance and direction to staff.</li> <li>• Inconsistently evaluates staff and addresses performance issues.</li> <li>• Sometimes micromanages and may not consistently allow staff to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a “take charge” attitude.</li> <li>• Provides leadership, guidance, and direction to staff.</li> <li>• Accurately evaluate their staff and regularly correct, retrain, or document disciplinary action when needed.</li> <li>• Does not micromanage, but allows staff to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional leadership and initiative.</li> <li>• Provides exemplary guidance and direction to staff.</li> <li>• Consistently evaluates staff and proactively addresses performance issues.</li> <li>• Empowers and trusts staff to work independently, fostering a high level of productivity and autonomy.</li> </ul>



## Agenda Item: Marketing and Communications Job Description

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### Background:

In April 2026, the Board approved updates to library job descriptions, including retitling the Public Relations Library Specialist as the Marketing & Communications Library Specialist and reducing the hours from 40 to 30 per week. During that discussion, the Board expressed concern about whether the responsibilities of the role required a full 30-hour schedule.

Following that meeting, the Finance Committee and Board President met with City Manager Geertz to discuss ongoing budget constraints. As part of that conversation, the City confirmed that the Parks & Recreation Department is able to offer a half-time position to our current Marketing & Communications Library Specialist. This creates an opportunity to reduce library-funded hours while retaining the employee in a shared capacity across departments.

The job description has been updated to reflect a reduced scope of work and a more flexible schedule. Essential functions have been reduced to align with the hours reduction, and the schedule has been adjusted from a fixed 30-hour workweek to a flexible 20-30 hours per week based on operational need and employee availability.

### Budget Impact:

The position will be budgeted for \$21 per hour with associated employer costs, and while the job description allows for 20-30 hours per week, the Library will pay for 20 hours.

Reducing the position from 30 to 20 hours will result in an estimated annual savings of \$12-13k in wages and benefits, while maintaining the position through a shared staffing arrangement with Parks & Recreation.

### Options for Consideration:

- Approve the revised job description with a flexible 20-30 hour schedule
- Maintain the current 30-hour job description

### Recommended Action:

Approved the revised job description with a flexible 20-30 hour schedule.



**SKILLS AND ABILITIES:**

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- Ability to create engaging visual and written content.
- Ability to manage multiple projects and deadlines
- Ability to work collaboratively and adapt to changing needs
- Ability to provide friendly, effective public service.
- Ability to use technology for communication, design, and reporting.

**TRAINING AND EXPERIENCE REQUIREMENTS:**

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Education: High school diploma or equivalent (GED) and a Bachelor’s degree in library science, communications, marketing or related field, OR equivalent experience.

Experience: Experience in writing, digital content creation, social media management, or public library service.

Preferred: Experience with graphic design, branding, and community engagement.

**LICENSING REQUIREMENTS:**

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No specific licensing required.

**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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This position has no supervisory responsibility.

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

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This is a part-time position scheduled for 20-30 hours per week, based on operational needs. This position is eligible for benefits. Evening and weekend work is required.

This position may serve as librarian-on-duty in the absence of the Director and Coordinators 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 at 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: Hours of Service Policy Review and FY27 Calendar

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### Background:

Each spring we review the Hours of Service Policy and develop a service calendar for the upcoming fiscal year. The calendar establishes holiday and other closures, staff training (in-service) days, and board meeting dates.

The proposed updates to the policy clarify how closure dates are determined through the annual calendar approval process. This allows the policy to be reviewed annually while reducing the need for revisions.

The FY27 calendar reflects a consistent approach to scheduling closures, including:

- Honoring City-designated holidays, with closure dates based on the Library's operating schedule
- Weekend adjustments to maintain consistent and practical service patterns
- Quarterly in-service days to support staff training and operational planning
- Additional administrative closures tied to low-attendance days, staffing needs, and major community events

### Budget Impact:

No direct budget impact, but potential operational savings.

### Options for Consideration:

- Approve the revised Hours of Service Policy and FY27 calendar as presented
- Approve with modifications
- Retain the current policy and request revisions

### Recommended Action:

Approve the revised Hours of Service Policy and FY27 calendar as presented.

# Hours of Service Policy

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Policy Created: 9/2021

Policy Reviewed: 6/2023; 6/2024; 10/2024; 5/2026

## Policy Purpose

The purpose of this policy is to define public access to Library services and facilities. The West Liberty Public Library is committed to providing consistent and equitable access to essential library services while managing staffing, safety, and space.

This policy is reviewed annually in conjunction with the library calendar and may be adjusted as needed to support effective service delivery. When the Library is open, core library services will be available; however, access to specific areas of the building may vary based on staffing, safety considerations, or service configuration.

## Operating Hours

Regular library hours are:

- Sunday: 10:00am – 5:00pm
- Monday-Thursday: 10:00am – 6:00pm
- Friday: 10:00am – 5:00pm
- Saturday: Closed

## Closures

The Library will close periodically for staff training, with dates established as part of the annual calendar.

The Library will close in observance of the following City-designated holidays. Additional closure dates associated with these holidays, as well as other scheduled closures, are determined through the annual calendar approval process, taking into account the Library's operating schedule and staffing needs.

- New Year's Day
- Washington's Birthday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

The Library Director and the Board reserve the right to close the Library as necessary.

# May 2026–April 2027 (United States)



## May 2026

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June 2026

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21	22	23	24	25	26	27
28	29	30				

## July 2026

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19	20	21	22	23	24	25
26	27	28	29	30	31	

## August 2026

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23	24	25	26	27	28	29
30	31					

## September 2026

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13	14	15	16	17	18	19
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27	28	29	30			

## October 2026

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November 2026

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22	23	24	25	26	27	28
29	30					

## December 2026

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## January 2027

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24	25	26	27	28	29	30
31						

## February 2027

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2027

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2027

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Jul 3, 2026** • Closed - Independence Day
- Jul 5, 2026** • Closed - Independence Day
- Jul 12, 2026** • Closed - Picnic in the Park
- Jul 27, 2026** • In-Service
- Aug 19, 2026** • Board Meeting
- Aug 30, 2026** • Closed - Fifth Sunday
- Sep 6, 2026** • Closed - Labor Day
- Sep 7, 2026** • Closed - Labor Day

- Sep 16, 2026** • Board Meeting
- Oct 9, 2026** • Closed - Staffing (ILA)
- Oct 21, 2026** • Board Meeting
- Oct 26, 2026** • Closed - In-Service
- Nov 11, 2026** • Closed - Veterans' Day
- Nov 18, 2026** • Board Meeting
- Nov 26, 2026** • Closed - Thanksgiving
- Nov 27, 2026** • Closed - Thanksgiving

- Nov 29, 2026** • Closed - Fifth Sunday
- Dec 16, 2026** • Board Meeting
- Dec 24, 2026** • Closed - Christmas
- Dec 25, 2026** • Closed - Christmas
- Dec 31, 2026** • Closed - New Years' Eve
- Jan 1, 2027** • Closed - New Years' Day
- Jan 20, 2027** • Board Meetings
- Feb 1, 2027** • Closed - In-Service

- Feb 14, 2027** • Closed - Presidents' Day
- Feb 15, 2027** • Closed - Presidents' Day
- Feb 17, 2027** • Board Meeting
- Mar 10, 2027** • Annual Meeting
- Apr 21, 2027** • Board Meeting
- Apr 26, 2027** • Closed - In-Service



## Agenda Item: Children's department move

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### Background:

The proposed Children's Department move is designed to support upcoming reduced staffing levels by allowing for more efficient use of space and staff coverage. The renovation is still a priority, but with the impending staffing reductions, we need to take action to reduce staffing demands while maintaining service levels. We can do this by moving the existing children's furnishings upstairs and doing some basic sound mitigation.

We have obtained two quotes from Library Furniture International (LFI): one for moving and reconfiguring the existing shelving and fixtures, totaling \$4,344.20, and one for a new browsing bin shelving for \$6218.04. The cost of the shelf would be split across fiscal years with approximately \$3100 paid as a deposit and the remaining balance due upon delivery.

Acoustic felt materials have already been purchased at a cost of \$629.87 under the Director's spending authority. Additional acoustic materials of approximately \$1600 are proposed to complete sound mitigation in the collection space and "new" storytime room. Without sufficient sound treatment, these spaces are likely to experience significant echo and noise carryover.

### Budget Impact:

The total project cost is approximately \$12,000, including previously purchased acoustic materials. Approximately \$8,500-\$9,000 will be paid in the current fiscal year, including moving services, a shelving deposit, and remaining acoustic materials. The remaining shelving balance of approximately \$3100 will be paid upon delivery 12+ weeks after order.

Current-year costs will be covered through available budget capacity, primarily from unspent operating supplies and approximately \$2,500 in staffing savings resulting from recent personnel changes. The remaining shelving balance is recommended to be paid from the Library's charitable fund upon receipt.

### Options for Consideration:

- Approve the full project
- Approve an alternate combination of project components as directed by the Board

### Recommended Action:

Approve the project as presented.



### ← Order HO-132930

Confirmed Apr 27

Buy again

#### Arrived May 11

UPS [1ZV717G54202271270](#)

Delivered  
May 11

Show details

Track order with Shop

#### Contact information

Allie Paarsmith  
apaarsmith@wpl.org

#### Shipping address

Allie Paarsmith  
West Liberty Public Library  
400 N Spencer St  
West Liberty Iowa 52776  
United States  
6417500862

#### Shipping method

Free Shipping (4-5 Business Days) - Free

#### Payment

Visa \*\*\*\* 3127  
\$629.87 USD  
Apr 27

#### Billing address

Allie Paarsmith  
West Liberty Public Library  
400 N Spencer St  
West Liberty Iowa 52776  
United States  
6417500862



Ochre Blossoms  
adhesive-tabs: 8

\$69.95



Grapefruit Blossoms with Stems  
adhesive-tabs: 21

\$149.95



Adhesive Tab  
\$0.00/ea

\$0.00



Scallop Acoustic Blade Baffle  
Zinc / 94" x 8.6" (Set of 4) / Flat Ceiling Connector

\$479.95

Subtotal · 32 items

\$699.85

Order discount

ALVZSA28YP

-\$69.98

Shipping

Free

**Total**

USD **\$629.87**

TOTAL SAVINGS \$69.98



**Library Furniture International**  
 797 Glenn Ave  
 Wheeling, IL 60090  
 P. 847 564 9497  
 E. info@library.furniture

**Issued By:** Dustin Walker Woods  
**Email:** [Dustin@Library.Furniture](mailto:Dustin@Library.Furniture)  
**Phone:** 515-291-6244

**Quote #:** 6603

**Date Issued:** 05/07/26

**Contract:** n/a

**Terms:** 50% Deposit;  
 Balance Due  
 Upon  
 Substantial  
 Completion\*

**Bill-to:** West Liberty PL  
 400 N Spencer St  
 West Liberty. IA 52776

**Moving Location:** West Liberty PL  
 400 N Spencer St  
 West Liberty. IA 52776

**Contact:** Allie Paarsmith  
**Email:** [apaarsmith@wpl.org](mailto:apaarsmith@wpl.org)  
**Phone:** 319-627-2084

**Contact:** Allie Paarsmith  
**Email:** [apaarsmith@wpl.org](mailto:apaarsmith@wpl.org)  
**Phone:** 319-627-2084

Line #	Tag	Colors/Finishes	Quantity	Manufacturer	Description	Unit Net	Ext Net
						\$	\$
1	M-1	N/A	1	LFI Moving Services	Moving 11 units of SF Picture Book browser bins upstairs. Move 2 DF units of Mobile Picture Book browser bins upstairs. Move Wall Kitchen upstairs. Disassemble one range of 66" H shelving. Move one range of 66" H shelving upstairs accross the room. Move one range of 66" H shelving downstairs.		

**Quote is valid for 30 days from date of issue**

**Total:** \$4,344.20

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

**Signed:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



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 797 Glenn Ave  
 Wheeling, IL 60090  
 P. 847 564 9497  
 E. [info@library.furniture](mailto:info@library.furniture)

**Issued By:** Dustin Walker Woods  
**Email:** [Dustin@Library.Furniture](mailto:Dustin@Library.Furniture)  
**Phone:** 515-291-6244

**Quote #:** 6604  
**Date Issued:** 05/07/26

**Bill-to:** West Liberty PL  
 400 N Spencer St  
 West Liberty, IA 52776

**Ship-to:** West Liberty PL  
 400 N Spencer St  
 West Liberty, IA 52776

**Contract:** n/a

**Terms:** 50% Deposit;  
 Balance Due  
 Upon  
 Substantial  
 Completion\*

**Contact:** Allie Paarsmith  
**Email:** [apaarsmith@wpl.org](mailto:apaarsmith@wpl.org)  
**Phone:** 319-627-2084

**Contact:** Allie Paarsmith  
**Email:** [apaarsmith@wpl.org](mailto:apaarsmith@wpl.org)  
**Phone:** 319-627-2084

Line #	Tag	Colors/Finishes	Quantity	Description	Unit Net	Ext Net
1	S-1	COLOR: BLACK (GLOSS FINISH)	2	SH-1 (1 Starter, 1 Adder) Double-Faced Browsing Bin Shelving 48"H X 36"W X 31"D Base: 14"D Browser Bin Level 2: 12"D Browser Bin Level 3: 11"D Divider Shelf 6"H Signage Casters	1,707.44	3,414.88
2	EP-1	LAMINATE: FORMICA ALGAE (8796-PG) 3MM PVC EDGE: OT-OTTER (F3202)	2	END PANELS 48"H X 31-1/3"W X 1-3/16"T	405.17	810.33

Product Total: 4,225.21  
 Freight, Delivery & Installation: 1,992.83  
**Total; Supplied, Delivered & Installed: \$6,218.04**

**Quote is valid for 30 days from date of issue**

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

**Signed:**

---



**Library Furniture International**  
 797 Glenn Ave  
 Wheeling, IL 60090  
 P. 847 564 9497  
 E. info@library.furniture

**Issued By:** Dustin Walker Woods  
**Email:** [Dustin@Library.Furniture](mailto:Dustin@Library.Furniture)  
**Phone:** 515-291-6244

**Quote #:** 6604  
**Date Issued:** 05/07/26

**Bill-to:** West Liberty PL  
 400 N Spencer St  
 West Liberty. IA 52776

**Ship-to:** West Liberty PL  
 400 N Spencer St  
 West Liberty. IA 52776

**Contract:** n/a

**Contact:** Allie Paarsmith  
**Email:** [apaarsmith@wpl.org](mailto:apaarsmith@wpl.org)  
**Phone:** 319-627-2084

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**Phone:** 319-627-2084

**Terms:** 50% Deposit;  
 Balance Due  
 Upon  
 Substantial  
 Completion\*

Line #	Tag	Colors/Finishes	Quantity	Description	Unit Net	Ext Net
--------	-----	-----------------	----------	-------------	----------	---------

**Name:**

---

**Title:**

---

**Date:**

---

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# Shopping Cart



**Pebble Flat Cloud Baffles - \$549.95**  
**Powder Blue / 4m Flat Ceiling Connector**

- \$549.95 ea

[Remove](#)



**Scallop Acoustic Blade Baffle \$539.95**  
**- Zinc / 47" x 8.6" (Set of 8) / 4m Flat Ceiling Connector**

- \$539.95 ea

[Remove](#)



**Circle Flat Cloud Baffles - \$499.95**  
**Mustard / 4m Flat Ceiling Connector**

- \$499.95 ea

[Remove](#)

Shipping: Free Shipping

**Subtotal: \$1430.87**

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**Cart Link**

[https://feltright.com/cart?saved\\_cart=i~4891600551958](https://feltright.com/cart?saved_cart=i~4891600551958)



## Agenda Item: Sump Pump Replacement

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### Background:

The sump pump located in the elevator pit is malfunctioning due to a faulty float switch. Inspection by Public Works and the Water Department identified significant age and corrosion in the pump and associated piping.

The recommendation is to replace the pump and piping in the elevator pit. Two additional sump pumps located near the book drop are currently functioning but are of similar age and show comparable corrosion. Replacement of these pumps is recommended from a maintenance and reliability standpoint.

Public Works has indicated they can complete the work with existing City staff, reducing labor costs.

### Budget Impact:

The estimated cost is approximately \$800 to replace the elevator pit pump and piping, or approximately \$2,500 to replace all three pumps and associated piping.

The expense will be charged to the building and grounds budget line. If costs exceed the available budget, the City has identified emergency expense funds to cover the remaining balance.

### Options for Consideration:

- Replace all three sump pumps and associated piping – approx. \$2,500
- Replace only the elevator pit sump pump and piping – approx. \$800
- Provide alternative direction

### Recommended Action:

Approve replacement of all three sump pumps and associated piping.

---

## Library Sump Pump Replacement

---

**From** Austin Maine <amaine@CityofWestLibertyIA.org>

**Date** Fri 2026-05-08 11:44 AM

**To** Allie Paarsmith <apaarsmith@wlpl.org>

**Cc** Adam Reinhardt <areinhardt@cityofwestlibertyia.org>; Edgar Ortiz <edgar.ortiz@CityofWestLibertyIA.org>

Allie,

Adam and I looked at the malfunctioning sump pump under the elevator and concluded the float switch is not functioning properly. Given the age and level of corrosion of the pump and piping, I would recommend replacing the pump and piping up to the brass ball valve. While we were there, we inspected the other sump pit in the closet where the book drop is located. The two pumps in that sump pit seem to be functioning properly but look to be the same age and as heavily corroded as the elevator pump. My recommendation is to at the very least replace the pump and piping up to the brass ball valve in the elevator pit. I will say, speaking from experience and a maintenance standpoint, the two pumps and piping in the other pit should be replaced as well. I hold an Iowa Master Plumbing License and can perform the work with the help from the rest of the water department and/ or public works staff to save the library labor costs. I estimate the cost to replace all three pumps and piping to be around \$2500 and \$800 to replace just the elevator pump and piping. I will get an exact quote from my supplier once your board makes the decision on which way they want to proceed. Please let me know if you need additional information to present this proposal.

Thank you,

### ***Austin Maine***

West Liberty Water & Sewer Department

Phone: (319) 627-2418

Cell: (319) 499-7833

Email: amaine@cityofwestlibertyia.org



**City of West Liberty**  
*West Liberty, Iowa*