

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
June 17, 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. FY27 Wages**
 - 2. EBSCO Contract**
- X. Adjourn Meeting**

Next meeting is Wednesday, August 19, at 7 pm.

**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

Present in Meeting: Christine Guerra, Skyler Appler, Sergio Guerrero-Ibarra, Rachel Morrison, Brianna Harvey, Keegan Paisley

City Counsel Liaison: Josh Shiltz

Library Director: Allie Paarsmith

Staff: Genny Escareno, Shannon Schneider

- I. Call to Order: 7:14PM**
- II. Approval of Agenda: Motion by member Appler, Second Morrison**
- III. Approval of Minutes: Feb and April, Motion Morrison, Second – Guerra 5-0**
- IV. Public Discussion: No Discussion**
- V. Financial Report:**
 - 1. 9.77% of budget remains good.**
 - 2. Bills, New city personnel Beth is taking over.**
 - 3. Using Amazon for patron requests and discovered processing fee/shipping for Ingrum.**
 - 4. Approval of Bills, Motion by Paisley, Appler second 5-0**
- VI. Director's Report**
 - 1. Summer Reading Presentation**
- VII. Announcements from Members**
 - 1. Finance Committee Report**
 - i. Allie O., dividing job duties/pay**
 - ii. Re-finance for Library for Renovation and Roof.**
- VIII. Old Business**
 - 1. Director Evaluation**
 - i. Motion by Morrison, Second Guerra 5-0**
 - ii. Note to revise the policy on the exit interview process and the compensation schedule.**
 - 2. Marketing and Communications Job Description**

- i. Changes in combined in Marketing/digital job description, took off admin duties those will go to Shannon/Genny. Went into detail with what changes in job description and benefits.**
- ii. Approval of the revised job description with a flexible 20–30-hour schedule. Motion Paisley, Second Appler 5-0**

IX. New Business

1. Hours of Service Policy and FY27 Calendar

- i. Approve the revised hours of service policy and FY27 Calendar – Motion by Morrison, Second Appler 5-0
With revisions on 5th Sundays, Oct 21st, Easter, Mother's Day, Graduation – Future.**

2. Children's Department Move

- i. Approve the LFI, quote. Motion by Rachel, Second-Guerra 5-0**

3. Sump Pump Replacement: Motion to approve to replace all three sump pumps and piping, motion – Morisson, Second – Appler 5-0

X. Adjourn Meeting: Motion by Guerra, Second Morrison 5-0

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



City of West Liberty, IA

Monthly Budget Report

Account Summary

For Fiscal: 2025-2026 Period Ending: 05/31/2026

		May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - General Fund										
Revenue										
001-4-410-1-4799	Other Misc Revenue	0.00	0.00	0.00	0.00%	0.00	2,856.45	2,856.45	0.00%	0.00
001-4-410-2-4470	County Library Allocation	1,457.75	0.00	-1,457.75	-100.00%	16,035.25	17,000.00	964.75	6.02%	17,500.00
001-4-410-2-4471	Local Comm Library Allocation	627.74	0.00	-627.74	-100.00%	6,905.14	5,423.24	-1,481.90	-21.46%	7,536.00
001-4-410-2-4705	Contributions- Gifts/Grants	12,994.80	0.00	-12,994.80	-100.00%	142,942.80	42.00	-142,900.80	-99.97%	156,000.00
001-4-410-4-4433	State Shared Revenue/Enrich IO	166.60	0.00	-166.60	-100.00%	1,832.60	0.00	-1,832.60	-100.00%	2,000.00
Total Revenue:		15,246.89	0.00	-15,246.89	-100.00%	167,715.79	25,321.69	-142,394.10	-84.90%	183,036.00
Expense										
001-6-410-1-60100	Wages- Full Time	19,812.15	21,544.61	-1,732.46	-8.74%	217,933.65	196,362.94	21,570.71	9.90%	237,841.00
001-6-410-1-60200	Wages- Part Time	3,339.91	5,003.80	-1,663.89	-49.82%	36,739.01	62,634.41	-25,895.40	-70.48%	40,095.00
001-6-410-1-60400	Wages- Over Time	20.82	104.60	-83.78	-402.40%	229.02	295.36	-66.34	-28.97%	250.00
001-6-410-1-61100	FICA-City Contribution	1,771.20	2,001.69	-230.49	-13.01%	19,483.20	19,412.93	70.27	0.36%	21,263.00
001-6-410-1-61300	IPERS-City Contribution	2,132.48	2,141.40	-8.92	-0.42%	23,457.28	22,135.14	1,322.14	5.64%	25,600.00
001-6-410-1-61400	ICMA-City Contribution	249.90	150.00	99.90	39.98%	2,748.90	2,625.00	123.90	4.51%	3,000.00
001-6-410-1-61500	Group Medical Insurance- Health	4,331.60	4,156.01	175.59	4.05%	47,647.60	58,626.67	-10,979.07	-23.04%	52,000.00
001-6-410-1-61600	Worker's Compensation Insurance	208.25	0.00	208.25	100.00%	2,290.75	112.00	2,178.75	95.11%	2,500.00
001-6-410-1-61810	Uniform Allowance	16.66	0.00	16.66	100.00%	183.26	0.00	183.26	100.00%	200.00
001-6-410-1-62100	Dues & Membership Fees	69.97	0.00	69.97	100.00%	769.67	190.00	579.67	75.31%	840.00
001-6-410-1-62200	Subscriptions, Publ & Educ Materials	16.66	0.00	16.66	100.00%	183.26	47.94	135.32	73.84%	200.00
001-6-410-1-62300	Training	49.98	0.00	49.98	100.00%	549.78	226.34	323.44	58.83%	600.00
001-6-410-1-62400	Conference & Travel Expenses	8.33	0.00	8.33	100.00%	91.63	0.00	91.63	100.00%	100.00
001-6-410-2-63100	Building & Grounds Maintenance	999.60	16.20	983.40	98.38%	10,995.60	23,723.48	-12,727.88	-115.75%	12,000.00
001-6-410-2-63500	Equipment Repairs & Maintenance	83.30	0.00	83.30	100.00%	916.30	0.00	916.30	100.00%	1,000.00
001-6-410-2-63710	Utility Services- Electric, Gas, Water	416.50	659.00	-242.50	-58.22%	4,581.50	21,290.68	-16,709.18	-364.71%	5,000.00
001-6-410-2-63730	Telephone & Internet Expense	249.90	253.33	-3.43	-1.37%	2,748.90	2,786.63	-37.73	-1.37%	3,000.00
001-6-410-2-64070	Professional & Consulting Fees	333.20	0.00	333.20	100.00%	3,665.20	2,521.23	1,143.97	31.21%	4,000.00
001-6-410-2-64080	Tort Liability Insurance	291.55	0.00	291.55	100.00%	3,207.05	0.00	3,207.05	100.00%	3,500.00
001-6-410-2-64150	Rentals & Leases	333.20	1,033.12	-699.92	-210.06%	3,665.20	3,573.96	91.24	2.49%	4,000.00
001-6-410-2-64260	Enrichment Programs	249.90	0.00	249.90	100.00%	2,748.90	4,744.36	-1,995.46	-72.59%	3,000.00
001-6-410-2-65020	Books/Audiovisual/Materials	2,915.50	6,310.08	-3,394.58	-116.43%	32,070.50	35,174.04	-3,103.54	-9.68%	35,000.00
001-6-410-2-65040	Minor Equipment	83.30	0.00	83.30	100.00%	916.30	18,784.76	-17,868.46	-1,950.07%	1,000.00
001-6-410-2-65070	Operating Supplies	999.60	237.98	761.62	76.19%	10,995.60	4,341.14	6,654.46	60.52%	12,000.00
001-6-410-2-65080	Postage	58.31	0.00	58.31	100.00%	641.41	391.84	249.57	38.91%	700.00
001-6-410-2-65210	Janitorial Supplies	166.60	0.00	166.60	100.00%	1,832.60	679.68	1,152.92	62.91%	2,000.00
001-6-410-3-67280	Capital Improvements	12,495.00	0.00	12,495.00	100.00%	237,445.00	29,400.00	208,045.00	87.62%	250,000.00

Monthly Budget Report

For Fiscal: 2025-2026 Period Ending: 05/31/2026

	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Total Expense:	51,703.37	43,611.82	8,091.55	15.65%	668,737.07	510,080.53	158,656.54	23.72%	720,689.00
Total Fund: 001 - General Fund :	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-484,758.84	16,262.44		-537,653.00
Fund: 134 - Library Trust									
Revenue									
134-4-410-2-4705									
Contributions- Gifts & Grants	0.00	0.00	0.00	0.00%	0.00	30,000.00	30,000.00	0.00%	0.00
134-4-411-4-4300									
Interest Income	0.00	0.00	0.00	0.00%	0.00	323.52	323.52	0.00%	0.00
Total Revenue:	0.00	0.00	0.00	0.00%	0.00	30,323.52	30,323.52	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	30,323.52	30,323.52	0.00%	0.00
Report Total:	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-454,435.32	46,585.96		-537,653.00

Group Summary

Account Typ...	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 001 - General Fund									
Revenue	15,246.89	0.00	-15,246.89	-100.00%	167,715.79	25,321.69	-142,394.10	-84.90%	183,036.00
Expense	51,703.37	43,611.82	8,091.55	15.65%	668,737.07	510,080.53	158,656.54	23.72%	720,689.00
Total Fund: 001 - General Fund :	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-484,758.84	16,262.44		-537,653.00
Fund: 134 - Library Trust									
Revenue	0.00	0.00	0.00	0.00%	0.00	30,323.52	30,323.52	0.00%	0.00
Total Fund: 134 - Library Trust :	0.00	0.00	0.00	0.00%	0.00	30,323.52	30,323.52	0.00%	0.00
Report Total:	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-454,435.32	46,585.96		-537,653.00

Fund Summary

Fund	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
001 - General Fund	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-484,758.84	16,262.44		-537,653.00
134 - Library Trust	0.00	0.00	0.00		0.00	30,323.52	30,323.52		0.00
Report Total:	-36,456.48	-43,611.82	-7,155.34		-501,021.28	-454,435.32	46,585.96		-537,653.00

West Liberty Public Library

Unpaid bills by Vendor
July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
ALA				
6210		06/15/2026	ALA Library Membership Dues for renewal	190.00
6426	334181	04/24/2026	SRP Prizes	581.50
Total for ALA				\$771.50
Amazon				
6521	144V-DRX6-Y4XP	06/09/2026	Diversey CREW Clinging Plus Toilet Bowl Cleaner for urinals, ceramic, porcelain, unscented, 32-ounce.	46.69
6507	1QDV-TPQN-NQN9	06/08/2026	Instant Ice Cold Pack, Small Parts Organizer, and 4 Liter Plastic Stackable Storage Container	93.39
6521	1RTT-DNTM-LQP9	05/31/2026	VIREX Diversey II Empty Bottle, Pre-Labeled, Reusable Bottle for Home & Commercial Use.	3.79
6507	1RT6-TC3J-R36C	05/27/2026	upper level revamp	309.40
6507	1PCR-FMHX-W4PV	05/22/2026	Assorted office supplies and cleaning products including granola bars and dish soap.	242.16
6426	13P1-PXXN-F97M	05/21/2026	Summer reading supplies	127.03
Total for Amazon				\$822.46
Bywater Solutions				
6407	INV-10188	06/17/2026	Annual support and hosting for the period of July 31, 2026, to July 30, 2027.	2,500.00
Total for Bywater Solutions				\$2,500.00
Crawford Company				
6310	10018832	05/28/2026	Commercial Maintenance Plan for HVAC services.	6,825.73
Total for Crawford Company				\$6,825.73
Ingram				
6502	97214839	06/11/2026	34 titles	436.12
6502	97309475	06/16/2026	1 title	18.74
6502	96917126	05/29/2026	6 titles	76.92
Total for Ingram				\$531.78

West Liberty Public Library

Unpaid bills by Vendor
July, 2025-June, 2026

Distribution account number	Bill number	Date	Line description	Amount
Library Furniture International				
6728	2026-623-Dep	05/21/2026	down payment on new shelf	3,109.02
6728	2026-622-Bal	05/29/2026	Moving services as per quote.	4,344.20
Total for Library Furniture International				\$7,453.22
Overdrive				
6502	06497MA26182058	05/31/2026	Invoice for 2 ebooks and several audiobooks, including 'Project Hail Mary,' 'James,' 'People We Meet on Vacation,' 'The Frozen River,' 'The God of the Woods,' and 'The Correspondent.'	264.00
6502	06497CP26186358	05/31/2026	Ebook titles purchased for the library	238.99
6502	06497CP26184425	05/31/2026	Audiobook titles purchased for the library	233.62
Total for Overdrive				\$736.61
Plumb Supply Company				
6310	S101627673.001	05/28/2026	M95 Zoeller Premium Sump, domestic black pipe, black joint union, swing check valve, black nipple, black ell, blue monster PTFE thread seal compound, and dark thread cutting oil.	2,050.61
Total for Plumb Supply Company				\$2,050.61
V&K				
6728	6422-10	05/22/2026	Engineering services for West Liberty Library Remodel.	4,200.00
Total for V&K				\$4,200.00



Agenda Item: FY27 Wages

Background:

Annual wage adjustments for FY27 are proposed as follows:

- Allie Paarsmith: \$70,077.90 salary (40 hours/week), 3% increase from \$68,191.39
- Genesis Escareno: \$21.00/hour (40 hours/week), 5% increase from \$20.00
- Shannon Schneider: \$25.96/hour (40 hours/week), increase 3% from \$25.20
- Ali Oepping: \$21.00/hour (20 hours/week), reclassified from \$54,600 salary
- Faustino Escareno: \$16.70/hour, (8 hours/week), increase 6% from \$15.75

No change is proposed for Mya Elizondo and Adamari Lopez (\$15.00/hour, 10 hours/week each), who began employment in April 2026.

Our staffing levels are being reduced by approximately 25% from FY26 to FY27. We will be addressing this by closing the lower level during the school day when school is in session and increasing the number of days closed per year as reflected in the FY27 calendar.

Budget Impact:

Proposed FY27 wages total \$218,645.06, resulting in a decrease of \$55,860.94 from the FY26 budget. This is for wages only and does not reflect benefits, payroll taxes, or overtime.

Options for Consideration:

1. Approve FY27 wage adjustments as presented
2. Defer action and refer proposed wage adjustments to committee

Recommended Action:

Option 1



Agenda Item: EBSCO Contract

Background:

It's time to renew our EBSCO contract for the upcoming fiscal year. These databases provide staff and patrons with resources relating to readers' advisory and marketing tools. The attached agreements cover two packages from July 1, 2026 through June 30, 2027.

- EBSCO package, including Novelist Plus and Core Collections (\$4,310)
- LibraryAware and Novelist Select package (\$1,575)

EBSCO has indicated that database pricing increases annually by approximately 5% due to rising costs from content providers. The vendor states that it attempts to keep increases within that range and below broader market averages. No itemized or contract-specific breakdown of the increase was provided.

Last years costs were \$4,135 for the EBSCO package and \$1,125 for the LibraryAware/Novelist Select, with the later prorated due to an October start date.

Budget Impact:

Total FY27 cost: \$5,885 from our Collections line item, which was included in budget considerations.

Options for Consideration:

1. Approve both agreements as presented
2. Don't approve both agreements
3. Direct staff to request more information

Recommended Action:

Option 1.



10 Estes Street
P.O. Box 682
Ipswich, MA 01938
USA
www.ebsco.com

(978) 356-6500
(800) 653-2726
Fax: (978) 356-5640
information@epnet.com

Product Order Form

CustID:	s9083175
OrderID:	WSR1030184
Date:	06/10/2026

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Purchasing Customer

WEST LIBERTY PUBLIC LIBRARY
400 N SPENCER ST
WEST LIBERTY, IA, 52776-1326
USA

Billing Address

WEST LIBERTY PUBLIC LIBRARY
400 N SPENCER ST
WEST LIBERTY, IA, 52776-1326
USA

Contact:

Allie Paarsmith
319-627-2084
apaarsmith@wpl.org

Your invoice will be sent to:

Allie Paarsmith
apaarsmith@wpl.org

Product Name	Begin Date	Expire Date	Price
EBSCO Package			\$4,310.00
NoveList Plus	07/01/2026	06/30/2027	
Children's Core Collection (H.W. Wilson)	07/01/2026	06/30/2027	
Fiction Core Collection (H.W. Wilson)	07/01/2026	06/30/2027	
Graphic Novels Core Collection (H.W. Wilson)	07/01/2026	06/30/2027	
Middle & Junior High Core Collection (H.W. Wilson)	07/01/2026	06/30/2027	
Nonfiction Core Collection	07/01/2026	06/30/2027	
Senior High Core Collection (H.W. Wilson)	07/01/2026	06/30/2027	
Core Collection en Espanol	07/01/2026	06/30/2027	

Total: \$4,310.00

The above excludes all applicable tax

Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

Terms and Conditions

Customer agrees to terms and conditions of the appropriate license agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering ebooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement. We do not knowingly collect personal information from a child under the age of 13. Consistent with COPPA, the Customer is responsible for obtaining all required consents and authorizations for anyone under the age of 13 to use our Products and collect personal information.

Authorized Signature:

Date:

Print Name:

Title:

Please sign, scan and email this form to: KAYLEIGH URBANOWSKI at KUrbanowski@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978 356-5640



10 Estes Street
P.O. Box 682
Ipswich, MA 01938
USA
www.ebsco.com

(978) 356-6500
(800) 653-2726
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Product Order Form

CustID:	s9083175
OrderID:	WSR1030189
Date:	06/10/2026

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Purchasing Customer

WEST LIBERTY PUBLIC LIBRARY
400 N SPENCER ST
WEST LIBERTY, IA, 52776-1326
USA

Billing Address

WEST LIBERTY PUBLIC LIBRARY
400 N SPENCER ST
WEST LIBERTY, IA, 52776-1326
USA

Contact:

Allie Paarsmith
319-627-2084
apaarsmith@wlpl.org

Your invoice will be sent to:

Allie Paarsmith
apaarsmith@wlpl.org

Product Name	Begin Date	Expire Date	Price
EBSCO Package			\$1,575.00
Novelist Select	07/01/2026	06/30/2027	
LibraryAware	07/01/2026	06/30/2027	

Total: \$1,575.00

The above excludes all applicable tax

Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

Terms and Conditions

Customer agrees to terms and conditions of the appropriate license agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering ebooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement. We do not knowingly collect personal information from a child under the age of 13. Consistent with COPPA, the Customer is responsible for obtaining all required consents and authorizations for anyone under the age of 13 to use our Products and collect personal information.

Authorized Signature: _____

Date: _____

Print Name: _____

Title: _____

Please sign, scan and email this form to: KAYLEIGH URBANOWSKI at KUrbanowski@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978 356-5640