



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

February 14, 2024, 6:30pm

West Branch Public Library Community Room

Online Attendance is available at <https://us02web.zoom.us/j/84510234590>, by phone at 1-312-626-6799, or by a Zoom application on mobile device with meeting code 845 1023 4590.

Roll Call

Approve minutes

January 10

January 25 special meeting

Open Forum

Financial Condition Report

January 2024

Director's Report

Discuss/Approve appointing Deb Kauffman-Watson to the Library Board of Trustees

Discuss/Approve Library director performance plan for 2024

Discuss Board Annual Self-Assessment

Next meeting March 13 @ 6:30pm

Staff

Library Director: Jessica Schafer

Public Services Librarian: Kat Korsmo · Programming Librarian: Alyssa Barnhart

Board of Trustees

Lizabeth Osborne, President · Seth Goodspeed, Vice President · Amber Kleven, Secretary
Lisa Kofoed · Shari Heick

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>

January 10, 2024

Meeting commenced at: 6:31 PM

Roll Call

Present:

- Jessie Schafer (Interim Director)
- Seth Goodspeed (Trustee)
- Shari Heick (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)
- Adam Kofoed (City Administrator)

Absent: N/A

Meeting Minutes:

On a motion by Trustee Pettitt and seconded by Trustee Goodspeed, the December 12, 2023, minutes were unanimously approved.

Open Forum: ∅

Financial Condition Report:

- This year's expenditures are less so far since last year's expenses included stair repair.
- There is a list of building projects to work on in order to use up line items/budget that has not been used yet.
- In the last fiscal year, the library did not replace as many computers as they would have liked, but plan to do so in the coming months (see budget plans). Jessie will consult with Mainstay for laptop and computer recommendations for purchase since they would be servicing them. Trustee Pettitt suggested asking Mainstay about any discounts or packages they can offer for cost-effective computers if purchased through Mainstay.

Approved expenditures for November 2023 and December 2023. Moved by Trustee Kleven and seconded by Trustee Pettit, the motion was unanimously approved.

Director's Report:

See notes in meeting packet.

Discuss/Approve Submission of FY 2024 Budget to the City Council for consideration

The group discussed cost of living adjustment (COLA) raises and that we will need to closely observe the budget in order to decide if and when future COLA raises are appropriate, based on budget status.

Trustee Heick clarified that this current budget is on target for what the city can provide based on the projections we've been working on in the past few months. Mr. Kofoed said the budget we are working on (which include the directive to cut \$30,000 for next year's budget) will be quite accurate and as close to final as we should expect. This is also based on having three employees on staff at the library.

Moved by Trustee Heick and seconded by Trustee Kleven, the motion was unanimously approved.

Discuss applications for Library Director and future staff model

Important Qualifications

1. Required: Must have Master of Library Science (MLIS) and be willing to certify with the State of Iowa
2. Budget preparation experience is greatly desired
3. Supervisory experience: be able to define and uphold performance metrics, have experience with performance management, and understand how to manage people effectively
4. Understands technology trends and is able to implement and service relevant technologies (forward thinking, keeping up with technology trends, etc.)
5. Maintain current library standards and maintain state library accreditation
6. Be able to work cross-departmentally within the city for day-to-day planning and operation of the facility in the larger context of the city's goals
7. Being able to care for and oversee the library itself (able to anticipate building maintenance and planning)
8. Desired: grant writing experience
9. Recent job tenure
10. Desired: experience in a public library

Interview Questions and Discussion Items

- Discuss your budget experience.
- Discuss your staff supervisory and management experience
- Discuss your technology experience.
- What is your library service philosophy? (See notes from page 21 of [Iowa Library Trustee's Handbook](#))
- Consider the mission/vision of the library and be sure to make this clear to the candidate
- Commitment to the area and the library: Where do you see yourself in five years?
- What is your vision for library programming, circulation, community engagement, etc.?

- Be able to provide candidate with an overview of the West Branch Public Library (circulation, top five programs/offerings, population/demographics, mission statement, planning docs, recent budgets, employers, shopping, schools, recreation, and higher education, can possibly refer to Main Street West Branch for resources)

Trustee Pettitt, Goodspeed, and Osborne will schedule and hold interviews with two candidates at this time.

City Administrator Kofoed was incredibly helpful in guiding the board in this discussion. Thank you for your time and expertise, Mr. Kofoed!

Discuss/Approve 2023 Board Officers

President: Liz Osborne

Vice President: Seth Goodspeed

Secretary: Amber Kleven

Moved by Trustee Heick and seconded by Trustee Pettitt, the motion was unanimously approved.

Next Meeting: On February 14, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 8:27 PM

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Special Meeting

<https://us02web.zoom.us/j/84510234590>

January 25, 2024

Meeting commenced at: 5:30 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Seth Goodspeed (Vice President)
- Shari Heick (Trustee)
- Amber Kleven (Secretary)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)

Absent:

- Lisa Kofoed (Trustee)
-

Discuss/Approve appointment of Library Director, Set Salary

Moved by Trustee Goodspeed and seconded by Trustee Pettitt, the motion to appoint Jessie Schafer as director of West Branch Public Library was unanimously approved.

Moved by Trustee Pettitt and seconded by Trustee Kleven, the motion to approve salary of \$55,120 was unanimously approved.

Next Meeting: On February 14, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 5:36 PM

<i>West Branch</i>												
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining \$</i>	<i>Average</i>	<i>Percent remaining</i>
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85				\$ 157,157.00	\$ 52,554.78	\$ 104,602.22	\$ 13,631.98	66.56%
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ 475.00	\$ 280.00	\$ 195.00	\$ 16.67	41.05%
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,703.00	\$ -	\$ 2,703.00	\$ -	100.00%
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 158.73	\$ 96.95	\$ 171.52	\$ 12,000.00	\$ 2,431.76	\$ 9,568.24	\$ 597.52	79.74%
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ 9,000.00	\$ 4,410.60	\$ 4,589.40	\$ 815.19	50.99%
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 2,545.00	\$ 1,431.39	\$ 1,113.61	\$ 158.80	43.76%
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 4,785.00	\$ 2,887.50	\$ 1,897.50	\$ 420.00	39.66%
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 315.19	\$ 4,000.00	\$ 1,226.43	\$ 2,773.57	\$ 177.72	69.34%
Contract Payments - Libral	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ 1,880.00	\$ 320.00	\$ 626.67	14.55%
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ 2,000.00	\$ 488.46	\$ 1,511.54	\$ 81.63	75.58%
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 320.36	\$ 1,500.00	\$ 752.43	\$ 747.57	\$ 86.72	49.84%
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 6,200.00	\$ 1,160.77	\$ 5,039.23	\$ 103.71	81.28%
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 3,000.00	\$ 1,790.77	\$ 1,209.23	\$ 216.05	40.31%
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100.00%
Collections	\$ 1,794.56	\$ 2,436.16	\$ 1,282.18	\$ 1,098.38	\$ 2,467.18	\$ 1,361.47	\$ 1,640.91	\$ 22,100.00	\$ 12,912.89	\$ 9,187.11	\$ 1,837.63	41.57%
<i>Library Account total</i>	<i>\$ 15,332.20</i>	<i>\$ 19,976.91</i>	<i>\$ 21,001.73</i>	<i>\$ 14,926.07</i>	<i>\$ 4,615.36</i>	<i>\$ 3,003.73</i>	<i>\$ 4,305.33</i>	<i>\$ 231,365.00</i>	<i>\$ 84,207.78</i>	<i>\$ 147,157.22</i>	<i>\$ 18,770.28</i>	<i>67.64%</i>
Operating (non-collections)	\$ 2,484.79	\$ 5,413.90	\$ 2,003.32	\$ 2,168.84	\$ 2,148.18	\$ 1,642.26	\$ 2,664.42					
Group Insurance	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 6,147.64	\$ 7,926.36	\$ 512.30	56.32%
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ 220.00	\$ 105.72	\$ 114.28	\$ 8.81	51.95%
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ -	\$ -	\$ -	\$ 12,023.00	\$ 4,096.88	\$ 7,926.12	\$ 341.41	65.92%
IPERS	\$ 1,106.64	\$ 1,113.72	\$ 1,641.35	\$ 1,069.53	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 4,931.24	\$ 9,904.76	\$ 410.94	66.76%
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 807.36	\$ 1,100.64	\$ 67.28	57.69%
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)	\$ 5,273.75	-4.64%
<i>General Fund total</i>	<i>\$ 3,823.04</i>	<i>\$ 9,070.61</i>	<i>\$ 4,752.08</i>	<i>\$ 3,716.86</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 48,101.00</i>	<i>\$ 21,362.59</i>	<i>\$ 26,738.41</i>	<i>\$ 1,780.22</i>	<i>55.59%</i>
Library Total Expenditures	\$ 19,155.24	\$ 29,047.52	\$ 25,753.81	\$ 18,642.93	\$ 4,615.36	\$ 3,003.73	\$ 4,305.33	\$ 279,466.00	\$ 105,570.37	\$ 173,895.63	\$ 8,797.53	62.22%
Total Annual Income												
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>Budgeted</i>	<i>Received</i>	<i>Remaining \$</i>	<i>Average</i>	<i>Remaining %</i>
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 681.24	\$ (381.24)	\$ 56.77	n/a
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ -	\$ 24,792.00	\$ 12,253.91	\$ 12,538.09	\$ 1,021.16	50.57%
State Library Funding	\$ -	\$ -	\$ 1,825.64	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 1,825.64	\$ 774.36	\$ 152.14	29.78%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 308.79	\$ 2,691.21	\$ 25.73	89.71%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 36.97	\$ 363.03	\$ 3.08	90.76%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 4,371.70	\$ (3,371.70)	\$ 364.31	-337.17%
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 19,478.25	\$ 239,200.75	\$ 1,623.19	92.47%

January 2024

Type	Number	Category	Payee	Amount	Invoice #	
Dues/Memberships	031-5-4-410-6210		ILA Membership (Jessie) - paid by cc	\$ 110.00		
			ILA Membership (Kat) - paid by cc	\$ 70.00		
			Subtotal	\$ 180.00		
Training/Education	031-5-4-410-6230			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Home Depot Pro (toilet paper and soap)	\$ 102.14		
			Amazon (water fountain filter)	\$ 69.38	PX67	
			Subtotal	\$ 171.52		
Utilities	031-5-4-410-6371		Alliant Energy	\$ 448.02	1-2-2024	
			Subtotal	\$ 448.02		
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	1-1-2024	
			Subtotal	\$ 238.75		
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 332.50	1068	
			Subtotal	\$ 332.50		
Advertisement/Legal	031-5-4-410-6414			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (email and storage for wbpl.org) - paid by cc	\$ 30.00	4883449403	
			DreamHost (wbpl.org website hosting)	\$ 155.88	464549-2024-01-01-1	
			GoDaddy (hooverdays.org domain renewal) paid by credit card	\$ 23.17	2833834728	
			JourneyEd (Office licenses for patron PCs)	\$ 106.14	10533384	
			Subtotal	\$ 315.19		
Contract Payments	031-5-4-410-6498			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		Amazon (office and repair supplies)	\$ 35.37	37YD	
			Walmart (bins and first aid supplies)	\$ 12.60	1652779271	
			Quill (manila envelopes)	\$ 12.57	36241667	
			Subtotal	\$ 60.54		
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill)	\$ 50.00		
			Pitney Bowes (postage meter lease)	\$ 77.37		
			Pitney Bowes (postage meter refill)	\$ 142.99	01-03-2024	
			Pitney Bowes (finance charges)	\$ 50.00		
			Subtotal	\$ 320.36		
Programs	031-5-4-410-6599	Adult	Walmart (cooking program)	\$ 173.37	1652779271	
			Walmart (Christmas Past)	\$ 27.92	1652779271	
		Youth	Walmart (program snacks)	\$ 61.77	1653360490	
			Amazon (prizes)	\$ 20.71	9MYJ	
			Subtotal	\$ 283.77		
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	15856771	
			Koch Office Group (printing)	\$ 171.75	INV490155	
			Subtotal	\$ 313.77		
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 56.62	4YQH	
			Amazon (overpayment credit)	\$ (35.37)	41577	
			Baker & Taylor	\$ 641.95		
		Youth	Amazon	\$ 70.87		
			Baker & Taylor	\$ 481.10		
			Electronic	Kanopy	\$ 17.00	381355
			Overdrive (ebook)	\$ 205.00	06497CO23461472	
			Overdrive (audio)	\$ 172.87	06497CO23461472	
			Overdrive (overpayment credit)	\$ (70.00)		
		DVD	Amazon	\$ 75.87		
			Walmart	\$ -		
			Hiawatha Public Library (replacement ILL)	\$ 25.00		
			Subtotal	\$ 1,640.91		
		Total			\$ 4,305.33	

Jan-23

Type	Number	Type	Payee	Amount	Invoice Number	
Dues/Memberships	031-5-4-410-6210		ILA Membership (Adult Services)	\$ 90.00		
			ILA Membership (Director)	\$ 110.00		
			Subtotal	\$ 200.00		
Building Maintenance	031-5-4-410-6310		Walmart	\$ 28.00		
			D&R Pest Control	\$ 70.00		
			Subtotal	\$ 98.00		
Utilities	031-5-4-410-6371		Alliant	\$ 602.20		
			Subtotal	\$ 602.20		
Telephone	031-5-4-410-6373		Liberty	\$ 476.84		
			Subtotal	\$ 476.84		
Janitorial Services	031-5-4-410-6409			\$ -		
			Subtotal	\$ -		
Advertisement/Legal	031-5-4-410-6414		Meta (Loop Ad)	\$ 4.34		
			Subtotal	\$ 4.34		
Technology services	031-5-4-410-6419		Amazon	\$ 149.97		
			Google	\$ 24.00		
			Dreamhost (library website hosting)	\$ 155.88	2464549-023-01-01-1	
			Godaddy (community calendar domain renewal)	\$ 46.17		
			Subtotal	\$ 376.02		
Office Supplies	031-5-4-410-6506		Amazon	\$ 52.60		
			Subtotal	\$ 52.60		
Postage and Shipping	031-5-4-410-6508			\$ -		
			Subtotal	\$ -		
Programs	031-5-4-410-6599		Walmart	\$ 130.80		
			Subtotal	\$ 130.80		
Office Equipment	031-5-4-410-6725		Koch Office group (printing)	\$ 150.99		
			Subtotal	\$ 150.99		
Materials	031-5-4-410-6770	Youth	Baker & Taylor	\$ 234.97		
			Amazon	\$ 150.34		
		Adult	Baker & Taylor	\$ 862.22		
			Amazon	\$ 68.98		
		DVDs	Amazon	\$ 366.35		
			Electronic	Overdrive	\$ 422.79	06497CO22443683
				Kanopy	\$ 38.00	329934
				Subtotal	\$ 2,143.65	
		Total	\$ 4,235.44			

Library Facilities

- The **library was closed** on 1/9, 1/12, and 1/14 due to the blizzards that came through the area, which resulted in hazardous driving conditions and travel bans. I made these decisions not just for the safety of staff, but also patrons, public works employees, and emergency personnel. I monitored reports from the Iowa Department of Transportation, National Weather Service, and posts on social media to keep up on the current road conditions, and communicated with my staff on their situations as well. Patrons who wanted to pick up materials when the library was closed have been able to utilize our outdoor lockers, and we also provide access to free ebooks and downloadable audiobooks for residents of West Branch and rural Cedar County.
- Our **fire monitoring panel** started beeping in the furnace room. This is not a fire alert, but a warning that the backup battery for the monitoring system needs to be replaced. As the previous battery was installed in 2017, it is due for replacement. We have called Johnson Controls multiple times and currently have a service tech scheduled for February 22. They were originally scheduled for late January but they did not have any batteries in stock. Their communication has been poor outside of automated calls we are still receiving every day.
- Greg Humrichouse of the **Lions Club volunteered** to do some general library maintenance. He changed light bulbs and replaced the filter in our drinking fountain/bottle filler.
- **Mainstay IT:**
 - Our **computer management software** required some configuration so it would warn patrons to save their work before shutting down at 7:00 for our new hours. (COMPLETE)
 - One of our laptops is struggling to do **Windows updates**, and Mainstay worked on it in person and remotely to troubleshoot it. (COMPLETE)
 - The newest **patron PC** continues to freeze up when shutting down, and Mainstay is working on that, too. (IN PROGRESS)



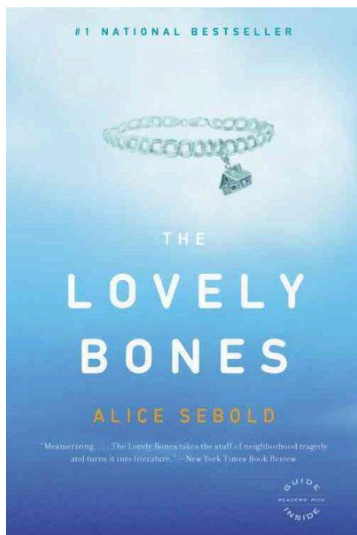
Library Staff/Service

- **Winter Reading Program** - We are doing a winter weather bingo card! The prize drawing will be for a winter fun pack. We will have a prize for three age groups: kids, teens, and adults. Contents of the prize packs will be unveiled soon.
- **Storytimes** have been inconsistent because of the bad weather, but we offered all of our regular programs when we were open. The City is suspending Tot Time at Town Hall, but for right now we will continue to offer Baby Time stories on Wednesday mornings and families/caregivers can do



self-directed activities afterward.

- Alyssa has a library school class on Wednesdays during our **Early Out Program**, so Kat and I have both been working the desk, supervising kids, and assisting other patrons. Alyssa connected with community partners and scheduled people from the National Park Service, ISU Extension, and Cedar County Conservation for the days she can't be here this semester.



- Our **book discussion** group had a good turnout in January, although we had more people joining on Zoom than usual! Everyone read different books from previous discussions. We have over two decades of books to choose from! In February we will be reading a choice of a nonfiction and fiction book for Black History Month. One of our strategic planning goals is to celebrate diversity, and I always consider this when selecting books for the discussions.

The first book the WBPL book club ever read was The Lovely Bones in 2002!

- Alyssa has begun working with Main Street volunteers on plans for kids' activities during **Hoover's Hometown Days 2024**. The library will not be managing all kids activities anymore, which took up a considerable amount of library staff time, but we are staying involved! We are helping with STEAM activities. Main Street West Branch is still doing inflatables as well.

- The **Bridges letter of agreement** for the next year of our ebook and audiobook services (Libby) is due in March. We usually get an invoice sometime after we sign the agreement. Last year's invoice was \$826, this year it will go up to \$902. This is the part that allows us access to the shared catalog on Bridges without paying for individual titles. I also have the ability to purchase additional titles in ebook and e-audio form for West Branch patrons (called Overdrive Advantage).
- I met with Becky Heil, our State Library District Consultant, for my **new director orientation**. She said it wasn't necessary to do immediately since I am pretty familiar with how the library usually operates, but I wanted to have the meeting quickly to make sure I'm doing everything by the books. I did, in fact, know about most of the procedures and resources she talked about, but it was good to get some more background.


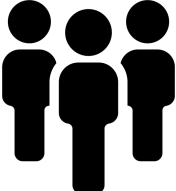
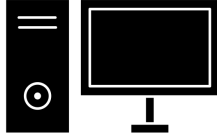

Library Events/Activities

- **Family Storytime**
Tuesdays @ 6:15pm
- **WBPL Teens**
last Tuesday of the month
- **Baby Time**
Wednesdays @ 9 am @
Town Hall
- **Storytime**
Fridays @ 10:15am
- **Early Out Program**
Wednesdays @ 2pm
- **After Hours Movie Night**
Mamma Mia! - Friday
February 16 at 7pm
- **WBPL Book Discussion**
every 3rd Tuesday at 7pm - hybrid - The Water Dancer by Ta-Nehisi Coates OR Barracoon: The

Story of the Last "Black Cargo" by Zora Neale Hurston

- **STEAM with Ms. Howard** - every third Wednesday at 5pm

January 2024

Circulation	Visitors	Computer Use	Program Attendance
 <p>2,370</p> <p>December: 1,821 Jan 2023: 2,720</p>	 <p>1,002</p> <p>December: 1,276 Jan 2023: 1,272</p>	 <p>157 108 hours</p> <p>December: 227, 175 hrs Jan 2023: 116 110 hours</p>	 <p>336</p> <p>December: 689 Jan 2023: 666</p> <p><small>*Dec. report did not originally count Christmas Past (was 262)</small></p>

Action Items

- Gazebo area**
 - Grant funding awarded for a picnic table by the Friends.
 - Table ordered
 - Table arrived, needs to be assembled by Public Works
 - Memorial plaque arrived, will be installed after table is assembled
- Outdoor Seating Area**
 - Area leveled, umbrellas ordered

2023 Strategic Plan Items

- Information website/database for business owners created**
 - o This was Nick's project
- Technology for remote work provided**
 - o Community room TV and meeting OWL
- Diversity-based book included in Book Discussion**
 - o The Hate U Give (April 22) and others!
- Mental health program held**
 - o SLP - NAMI In Our Own Voice
- Programming for remote workers created**
 - o Added webcam for checkout and several books about starting and running a business

2024 Strategic Plan Items

January

- New Cultural Heritage Display**
 - o Soliciting ideas for a new one!
- Health-based event**
 - o Contacting Sarah Subbert about a cooking (nutrition) program
- Nonprofit wishlist implemented**
 - o Will touch base with Jessi Simon from Main Street

February

- Youth/Family diversity program held**

April

- Youth/Family diversity program held**

June

- Youth/Family diversity program held**

July

- New cultural heritage display**
- Health-based event held**

By 2025

- Nonprofit/Charity website or database created**
- Welcome packet for new businesses created**
- Diversity-based book included in Book Discussion**
- Mental health program held**

We will be working on a new plan this year!

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 2/14/2024

Re: Discuss/Approve appointing Deb Kauffman-Watson to the Library Board of Trustees

Background

The Library Board of Trustees has had a vacancy since Emily Cornwell stepped down. Library board members and staff have been recruiting potential board members for several months and we have received one application. Ideally there should be more of a gender balance on the board but a good faith attempt has been made and Deb was the only applicant.

Information

See attached application.

Recommendation

Recommend approving Deb Kauffman-Watson for the Library Board of Trustees.



Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Library Today's Date _____
(Please print)

Name: Deb (Kauffman) Watson Address: 1001 Prairie View Drive

Phone: (home) — Phone: (cell) 319-331-4615

Email: rdwatson619@gmail.com

Do you live within the corporate city limits of West Branch? Yes No

How long have you been a resident of West Branch? 9 months

Occupation: retired Employer: _____

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

Have served on several Boards in Iowa City over the years) and Committees. (Child care Resource Center, Iowa City Community School District Equity Committee/Board, etc...

What contributions do you feel you can make to this board / commission?

Future planning / Marketing / Human Resources (my previous job for an agency / fiscal planning, etc.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 2/14/24
Re: Discuss/Approve Library Director's 2024 Performance Plan

Background

One of the library board's primary responsibilities is to evaluate the library director on an annual basis. To do this, the library director prepares a performance plan for the year which is approved by the library board and then used for review at the end of the year. Due to staff turnover, there is no director to review for 2023, so we only need to discuss the new plan.

Information

Under normal circumstances, the performance plan includes an initial self-review and scoring, which is then used by the library board as a starting point for discussion. As with any review, the board is free to make any changes they would like to the scores.

I used Nick's last performance plan, covering 2023, as the template for the new plan. Since the library is still using the same strategic plan, many of my goals will remain the same. I changed the IT/technology director responsibilities to collection management, since I have retained that aspect of my previous job description.

Recommendation

Approval of the 2024 performance plan is recommended, after any changes desired.

Library Director Performance Document – 2024

Work Plan

Responsibilities

- 50% Supervision and Management
- 15% Collection Management
- 30% Maintain accreditation and Agency coordination
- 5% Professional development

Job Summary and Scope

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance. Directly responsible to the Library Board of Trustees. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

Director WORK PLAN

Director Work Plan derives from the Goals and Objectives Pertaining to Job Performance. Items within the objectives should be specific activities expressed with measure and timeline for completion. Review the Work Plan with Board of Trustees and revise as necessary. Both parties should indicate agreement by signing the Director Work Plan.

The Board of Trustees approves the Director Work Plan and Director Performance Assessment.

A. GOALS AND OBJECTIVES FOR JOB PERFORMANCE

Goal 1: Supervision and library management	Score
<p>Objective A: Plan, organize, and supervise library activities and staff. Provide access and support for all library services and act as resource person for the staff. Consult with library staff and Board of Trustees in providing effective services. Train and supervise librarians and staff.</p> <ol style="list-style-type: none"> 1. To ensure completion of employee reviews by the end of January 2025. 2. To provide a minimum of quarterly feedback for ongoing individual library staff goals/objectives. 3. To ensure the completion of the 2024 Strategic Plan items <ol style="list-style-type: none"> a. To help provide diversity and inclusion in book discussions and programming b. Create two new heritage displays c. To work with Programming Librarian and community partners to host additional health-based events, including one mental health program 	
<p>Objective B: Prepare and manage the Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues.</p> <ol style="list-style-type: none"> 1. To prepare the next annum budget for submittal to Library Board of Trustees by November 2024 board meeting 2. Will have the FY2024 budget fully obligated by the end of the fiscal year. <ol style="list-style-type: none"> a. Will successfully hold budget within income and line item restrictions allowing for amendments as approved by the library board. b. Oversee amendments if needed 	
<p>Objective C: Coordinate, process, and oversee requests of facility needs and building maintenance.</p> <ol style="list-style-type: none"> 1. To complete outdoor seating area project to replace gazebo 2. To ensure upkeep of outdoor spaces and plants <ol style="list-style-type: none"> a. Solicit volunteers and community resources to plan and maintain outdoor areas 	
<p>Objective D: Make and implement policy decisions affecting operation.</p> <p>As these questions come up on a day-to-day basis and are simply part of the regular operational process, no specific tasks can be highlighted.</p>	
<p>Objective E: Use outreach media to grow a patron base.</p> <ol style="list-style-type: none"> 1. Resume publishing columns in the West Branch Times 2. To use library’s social media outlets to market the library 	

	3. Work with staff and city entities to replace or resume the community newsletter and/or the Loop email newsletter	
Total Score/# objectives		
Goal 2:	Collection Management	
Objective A:	<p>To actively develop library collections through the selection and purchase of new materials.</p> <ol style="list-style-type: none"> 1. Select new materials for the collection, in keeping with budgetary restraints. 2. Make note of items ordered to help provide quality readers' advisory services to patrons. 3. Select and promote materials to align with the goals of our strategic plan. Intentionally purchase diverse titles. 4. Purchase ebook and e-audio titles as part of regular selection process (monthly). 5. Research and purchase non-print items to expand the Library of Things 	
Objective B:	<p>To maintain library catalog, including creating new records and editing existing records as needed.</p> <ol style="list-style-type: none"> 1. Check for consistency of RDA information across collections quarterly. (January, April, July, October 2024.) 2. Add missing information to existing records when gaps are identified by staff, patrons, SILO reports, or other sources. 3. Investigate reclassification of nonfiction sections using BISAC or other patron-oriented cataloging system. 	
Total Score/# objectives		
Goal 3:	Maintain accreditation and agency coordination	
Objective A:	<p>Maintain accreditation documentation and submit by due date.</p> <ol style="list-style-type: none"> 1. To complete State Library annual report by November 2024 2. To update one section of Accessibility Checklist 3. Begin Library Accreditation process in July 2024 (to be completed by July 2025) 	
Objective B:	<p>Maintain close communication with the State Library, city, county, and state offices. Represent West Branch Public Library at meetings and in community groups relevant to the library.</p> <ol style="list-style-type: none"> 1. To attend all West Branch City Council meetings when not otherwise obligated to be at other required work-related activities 	

	<ol style="list-style-type: none"> 2. To assist with Hoover’s Hometown Days, Fall Fest, and Christmas Past primarily by providing advertising, promotional materials as needed 3. To attend or assign representation for all Cedar County Library Association meetings 4. To act as liaison to and assist the Friends of the West Branch Public Library <ol style="list-style-type: none"> a. To attend all Friends of the WBPL meetings unless otherwise obligated for work-related activities b. To update Friends’ annual request list and provide it for their review by the end of FY2024 5. To work with local businesses and service groups to improve library interaction with community <ol style="list-style-type: none"> a. Meet with representatives from Main Street West Branch to discuss local business needs, per our strategic plan 	
Objective C:	<p>Create and maintain reports and documents related to Library issues.</p> <ol style="list-style-type: none"> 1. To present annual report to library board by October 2024 board meeting and to the city council by the end of November 2024 2. To record all statistics relevant to library use and state requirements monthly 3. To provide library staff with budget and use statistics to ensure accurate operation of their jobs <ol style="list-style-type: none"> a. Provide quarterly updates to staff 	
Objective D:	<p>Review, revise, and initiate new policies and procedures as outlined by State Library of Iowa regulations.</p> <ol style="list-style-type: none"> 1. To include at least 75% of board policies for regular review. 	
Total Score/# objectives		
Goal 4:	Professional improvement	
Objective A:	Contributes to the profession through active participation in professional associations or other scholarly activities.	
Objective B:	<p>Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.</p> <ol style="list-style-type: none"> 1. To complete continuing education as required to maintain certification. 	
Total Score/# objectives		

Scoring

1 unsatisfactory 2 deficient 3 satisfactory 4 superior 5 outstanding/excellent

To be signed after official approval by the Library Board of Trustees

Library Director

Date

Library Board President

Date

Library Board Assessment

(Done individually and discussed as a board)

Instructions: Rank the following with 5 being “most definitely” and 1 being “no/never”

	5	4	3	2	1
1. The board has a method in place for the recruitment and recommendation of trustees for open positions.					
2. The board has a method in place for new board member orientation and ongoing board member training.					
3. The board stays abreast of the financial status of the library and its funding sources.					
4. The board sets the direction for the library through planning.					
5. The board has adopted a mission statement for the library and uses it to drive planning choices.					
6. The board reviews and adopts the budget.					
7. The board adopts the budget after the annual planning is complete.					
8. The board ensures that the budget covers goals and objectives set during the planning process.					
9. The board evaluates the library director annually based on the success of set goals and/or expectations.					
10. The board feels free to communicate problems to the director in a timely manner.					
11. The board requires regular written updates from the director on progress toward the annual plan and goals.					
12. The board is familiar with state and federal laws governing libraries.					
13. The board has established bylaws to oversee its governance.					
14. The board has established clear policies to govern and guide library operations.					
15. The board continually reviews and updates the library’s policies.					
16. The board pays more attention to the ends than the means – to <i>what</i> will be accomplished versus <i>how</i> it will be done.					

17. The board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.					
18. The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.					
19. The board is representative of the community it serves.					
20. The board is politically active, advocating for libraries in the public policy arena.					
21. The board effectively represents the library to the community.					
22. The board annually assesses its own performance.					
23. The board receives information needed to make informed decisions in a timely manner.					
24. The board allows time at each meeting for discussion of emerging issues and trends.					
25. The board encourages open discussion and expression of dissenting opinions during board meetings.					
26. The board speaks with one voice after a vote is taken.					
27. The board recognizes and thanks staff and volunteers for their accomplishments.					
28. The board projects a positive internal image.					
29. The board projects a positive external image.					

If the Board has standing committees:

31. The board is effective in using its committee structure to accomplish its work.					
32. The board has established, clear, written guidelines for committees.					

In which of the major categories above does our board show real strengths? In which of the major categories above does our board need improvement?

Self-Assessment and Board Assessment based on material created by Douglas County (CO) libraries in conjunction with Arapahoe Library District, www.DouglasCountyLibraries.org, 2013.