



West Branch Public Library
300 N Downey St
PO Box 460
West Branch, IA 52358

Ph: (319)643-2633
Fax: (319)643-4148
staff@wbpl.org
www.wbpl.org

Board of Trustees Meeting

May 8, 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
April 10

Open Forum

Financial Condition Report
April 2024

Director's Report

Discuss/Approve Library Staff Salaries for FY 2023

Discuss/Approve appointing Holly Wasion and Erin Monaghan to the Library Board of Trustees

Discuss/Approve Revisions to Bylaws (requires supermajority of 5)

Discuss Chapters 7, 8, and 9 of Library Trustee Handbook

Next meeting

Next meeting June 12 @ 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
Shari Heick · Lisa Kofoed · Annika Pettitt · Deb Kauffman-Watson

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

April 10, 2024

Meeting commenced at: 6:34 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Seth Goodspeed (Vice President)
- Amber Kleven (Secretary)
- Lisa Kofoed (Trustee)
- Lizabeth Osborne (President)

Absent: N/A

- Shari Heick (Trustee)
- Annika Pettitt (Trustee)
- Deb Kauffman-Watson (Trustee)

Meeting Minutes:

On a motion by Trustee Goodspeed and seconded by Trustee Osborne, the March 6, 2024, minutes were unanimously approved.

Open Forum:

Jessie noticed a sinkhole by the far left air conditioners. Jessie contacted the city to help plan for repair. Not long after discovering the hole, Jessie had to call the fire department when a child went into the sinkhole. The fire department helped take the child out and they were uninjured.

Financial Condition Report: Approved expenditures for March 2024. Moved by Trustee Kleven and seconded by Trustee Goodspeed, the motion was unanimously approved.

Director's Report:

The library gave out their entire supply of glasses for the eclipse. :)
See Jessie's notes in the meeting packet for other updates.

Discuss/Approve Revisions to Laptop Use Policy

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

Discuss/Approve Revisions to Internet Policy

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion was unanimously approved.

**Discuss Chapters 5 and 6 of Library Trustee Handbook
Trustee Training (19 minutes):**

Chapter 5 and 6 of the Iowa Library Trustee's Handbook

Start Time: 7:20 PM

End Time: 7:39 PM

- Read chapters 7, 8, and 9 for next meeting

**Tabled for next meeting: Watch part of ILOC 2024 | The Management Role of the Trustee
video**

<https://youtu.be/nA1Pn8E3efw?si=x6MPPpmzsl0MFF5T>

Next Meeting: On May 8, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:40 PM

April 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Johnson Controls (fire monitoring dialer repair)	\$ 2,248.84	51752482
			Amazon (cleaning supplies)	\$ 34.38	3FDT
			Subtotal	\$ 2,283.22	
Utilities	031-5-4-410-6371		Alliant	\$ 425.39	I-STMT 4-1-2024
			Subtotal	\$ 425.39	
Telephone	031-5-4-410-6373		Liberty	\$ 238.39	I-STMT 4-1-2024
			Subtotal	\$ 238.39	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 402.50	1084
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (email and storage for wbpl.org) - CC	\$ 32.12	4943403561
			Subtotal	\$ 32.12	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		Amazon (office/mending supplies)	\$ 28.98	W37H
			Subtotal	\$ 28.98	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	iREAD (Illinois Library Association)	\$ 98.78	276990
			Pellet.com - paid by credit card	\$ 109.45	21589
		Youth	Walmart (prizes and supplies)	\$ 51.76	1655107951
			Subtotal	\$ 259.99	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16311219
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 19.58	
			Baker & Taylor	\$ 403.55	2038154415
		Youth	Amazon	\$ 26.81	
			Baker & Taylor	\$ 144.88	2038154415
		Electronic	Kanopy	\$ 69.00	394917
			Overdrive (ebooks)	\$ 60.00	06497CO24078795
			Overdrive (audiobooks)	\$ 473.54	093699, 06497CO24078795
		DVD	Amazon	\$ 90.62	
			Walmart	\$ -	
		Newspaper	Tipton Conservative	\$ 44.00	1157
			Subtotal	\$ 1,331.98	
			Total	\$ 5,144.59	

Apr-23				
Type	Number	Subdivision	Payee	Amount
Dues/Memberships	031-5-4-410-6210			
			Subtotal	\$ -
Training/Education	031-5-4-410-6230			
			Subtotal	\$ -
Travel/Conference	031-5-4-410-6240			
			Subtotal	\$ -
Building Maintenance	031-5-4-410-6310		Amazon	\$ 16.95
			D&R Pest Control	\$ 70.00
			Donahues's Carpet Cleaning	\$ 551.08
			Subtotal	\$ 638.03
Building Supplies	031-5-4-410-6320		Walmart	\$ 18.56
			Subtotal	\$ 18.56
Utilities	031-5-4-410-6371			\$ 503.96
			Subtotal	\$ 503.96
Telephone	031-5-4-410-6373			
			Subtotal	\$ -
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00
			Subtotal	\$ 455.00
Advertisement/Legal	031-5-4-410-6414			
			Subtotal	\$ -
Technology services	031-5-4-410-6419		Amazon	\$ 58.56
			Subtotal	\$ 58.56
Contract Payments	031-5-4-410-6498			
			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		Demco (library cards)	\$ 784.64
			Amazon	\$ 11.49
			Subtotal	\$ 796.13
Postage and Shipping	031-5-4-410-6508			
			Subtotal	\$ -
Programs	031-5-4-410-6599	Youth	Amazon	\$ 236.98
			Walmart	\$ 23.29
			Costco	\$ 36.57
		Adult	Walmart	\$ 50.66
			Subtotal	\$ 347.50
Office Equipment	031-5-4-410-6725		Koch Office Group (printing)	\$ 202.98
			Subtotal	\$ 202.98
Materials	031-5-4-410-6770	Books - Adult	Baker & Taylor	\$ 604.76
			Amazon	\$ 81.43
			Walmart	\$ 5.94
		Books - Youth		

Apr-23				
Type	Number	Subdivision	Payee	Amount
			Amazon	\$ 25.63
			Baker & Taylor	\$ 20.67
		DVDs	Amazon	\$ 60.89
		Electronic	Kanopy	\$ 28.00
			Overdrive	\$ 474.31
			Overdrive	\$ 5.48
		Newspapers/Magazines	Tipton Conservative	\$ 44.00
			Subtotal	\$ 1,351.11
			Total	\$ 5,068.42

West Branch																	
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$	Average	Percent remaining
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85	\$ 12,134.35	\$ 12,569.40	\$ 10,917.13	\$ 8,340.00	\$ 12,480.00				\$ 157,157.00	\$ 108,995.66	\$ 48,161.34	\$ 13,631.98	30.65%
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475.00	\$ 280.00	\$ 195.00	\$ 16.67	41.05%
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 2,703.00	\$ 200.00	\$ 2,503.00	\$ -	92.60%
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 135.09	\$ 96.95	\$ 171.52	\$ 53.66	\$ 1,054.91	\$ 2,283.22	\$ 685.04	\$ -	\$ 12,000.00	\$ 6,454.36	\$ 5,545.64	\$ 597.52	46.21%
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 578.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ 541.36	\$ 432.86	\$ 425.39			\$ 9,000.00	\$ 5,810.21	\$ 3,189.79	\$ 815.19	35.44%
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.79	\$ 238.75	\$ 238.39	\$ -	\$ -	\$ 2,545.00	\$ 2,147.32	\$ 397.68	\$ 158.80	15.63%
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 420.00	\$ 437.50	\$ 402.50	\$ 437.50	\$ -	\$ 4,785.00	\$ 4,585.00	\$ 200.00	\$ 420.00	4.18%
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 315.19	\$ 61.48	\$ 2,119.00	\$ 32.12	\$ 36.00	\$ -	\$ 4,000.00	\$ 3,445.03	\$ 554.97	\$ 177.72	13.87%
Contract Payments - Libra	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ 2,009.00	\$ 191.00	\$ 626.67	8.68%
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ -	\$ -	\$ 28.98	\$ -	\$ -	\$ 2,000.00	\$ 517.44	\$ 1,482.56	\$ 81.63	74.13%
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 320.36	\$ 77.37	\$ 151.00	\$ -	\$ 63.90	\$ -	\$ 1,500.00	\$ 1,044.70	\$ 455.30	\$ 86.72	30.35%
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 326.24	\$ 45.47	\$ 259.99	\$ 32.97	\$ -	\$ 6,200.00	\$ 1,813.65	\$ 4,386.35	\$ 103.71	70.75%
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ -	\$ 3,000.00	\$ 2,216.83	\$ 783.17	\$ 216.05	26.11%
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	\$ 1,298.13	\$ 753.64	\$ 1,331.98	\$ 1,019.19	\$ -	\$ 22,100.00	\$ 16,483.78	\$ 5,616.22	\$ 1,837.63	25.41%
Library Account total	\$ 15,332.20	\$ 19,976.91	\$ 21,001.73	\$ 14,926.07	\$ 16,726.07	\$ 15,573.13	\$ 15,222.46	\$ 11,628.05	\$ 18,055.15	\$ 5,144.59	\$ 2,416.62	\$ -	\$ 231,365.00	\$ 156,002.98	\$ 75,362.02	\$ 18,770.28	34.64%
Operating (non-collections)	\$ 2,484.79	\$ 5,413.90	\$ 2,003.32	\$ 2,168.84	\$ 2,124.54	\$ 1,642.26	\$ 2,664.42	\$ 1,989.92	\$ 4,821.51	\$ 3,812.61							
Group Insurance	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,538.90	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 13,731.52	\$ 342.48	\$ 1,144.29	2.43%
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 155.76	\$ 64.24	\$ 12.98	29.20%
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ 928.29	\$ 961.58	\$ 835.16	\$ 957.03	\$ 635.71	\$ 928.29	\$ -	\$ -	\$ 12,023.00	\$ 8,414.65	\$ 3,608.35	\$ 701.22	30.01%
IPERS	\$ 1,106.64	\$ 1,113.72	\$ 1,641.35	\$ 1,069.53	\$ 1,114.43	\$ 1,155.48	\$ 947.05	\$ 787.30	\$ 1,168.19	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 10,103.69	\$ 4,732.31	\$ 841.97	31.90%
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 1,090.39	\$ 680.74	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 3,184.01	\$ (1,276.01)	\$ 265.33	-66.88%
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)	\$ 5,273.75	-4.64%
General Fund total	\$ 3,823.04	\$ 9,070.61	\$ 4,752.08	\$ 3,716.86	\$ 3,798.15	\$ 4,763.03	\$ 3,982.32	\$ 3,448.86	\$ 3,508.43	\$ -	\$ -	\$ -	\$ 48,101.00	\$ 40,863.38	\$ 7,237.62	\$ 3,405.28	15.05%
Library Total Expenditures	\$ 19,155.24	\$ 29,047.52	\$ 25,753.81	\$ 18,642.93	\$ 20,524.22	\$ 20,336.16	\$ 19,204.78	\$ 15,076.91	\$ 21,563.58	\$ 5,144.59	\$ 2,416.62	\$ -	\$ 279,466.00	\$ 196,866.36	\$ 82,599.64	\$ 16,405.53	29.56%
Total Annual Income																	
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$	Average	Remaining %
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 791.95	\$ -	\$ -	\$ -	\$ 300.00	\$ 2,280.02	\$ (1,980.02)	\$ 190.00	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	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)	\$ 240.58	-11.03%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ 280.96	\$ 61.75	\$ 7.06	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 1,017.67	\$ 1,982.33	\$ 84.81	66.08%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ 39.59	\$ 17.96	\$ 29.19	\$ -	\$ -	\$ -	\$ 400.00	\$ 127.30	\$ 272.70	\$ 10.61	68.18%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ 44.60	\$ 118.57	\$ 23.05	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 4,895.20	\$ (3,895.20)	\$ 407.93	-389.52%
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ 1,207.31	\$ 1,260.76	\$ 365.15	\$ 198.28	\$ 851.25	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 23,461.00	\$ 235,218.00	\$ 1,955.08	90.93%

West Branch																	
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$	Average	Percent remaining
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$	Average	Remaining %
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 791.95	\$ -	\$ -	\$ -	\$ 300.00	\$ 2,280.02	\$ (1,980.02)	\$ 190.00	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	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)	\$ 240.58	-11.03%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ 280.96	\$ 61.75	\$ 7.06	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 1,017.67	\$ 1,982.33	\$ 84.81	66.08%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ 39.59	\$ 17.96	\$ 29.19	\$ -	\$ -	\$ -	\$ 400.00	\$ 127.30	\$ 272.70	\$ 10.61	68.18%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ 44.60	\$ 118.57	\$ 23.05	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 4,895.20	\$ (3,895.20)	\$ 407.93	-389.52%
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ 1,307.31	\$ 1,260.76	\$ 365.15	\$ 198.28	\$ 851.25	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 23,461.00	\$ 235,218.00	\$ 1,955.08	90.93%
Book bike sale	\$ 295.76	\$ 551.38	\$ 136.25	\$ 103.95	\$ 1,040.16	\$ 44.60											
Total Investments	205.76																
Type	July	August	September	October	November	December	January	February	March	April	May	June					
Enlow Building Funds	\$ 11,212.98	\$ 11,212.98	\$ 11,212.98	\$ 11,212.98	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ -	\$ -	\$ -					
Hansen Donation CD	\$ 57,059.39	\$ 57,221.25	\$ 57,739.56	\$ 57,739.56	\$ 57,739.56	\$ 58,528.36	\$ 58,528.36	\$ 58,528.36	\$ 59,319.25	\$ -	\$ -	\$ -					
Krouth Principle	\$ 52,617.91	\$ 52,617.91	\$ 53,153.77	\$ 53,153.77	\$ 53,153.77	\$ 53,894.66	\$ 53,894.66	\$ 53,894.66	\$ 54,637.71	\$ -	\$ -	\$ -					
Krouth Interest Fund	\$ 24,666.83	\$ 24,666.83	\$ 24,918.03	\$ 24,918.03	\$ 24,918.03	\$ 25,265.35	\$ 25,265.35	\$ 25,265.35	\$ 25,613.69	\$ -	\$ -	\$ -					
Krouth Money Market	\$ 8,519.12	\$ 8,519.12	\$ 8,520.19	\$ 8,520.19	\$ 8,520.19	\$ 8,521.26	\$ 8,521.26	\$ 8,521.26	\$ 8,522.32	\$ -	\$ -	\$ -					
Margery Gray Estate	\$ 16,347.09	\$ 16,347.09	\$ 16,349.15	\$ 16,349.15	\$ 16,349.15	\$ 16,351.21	\$ 16,351.21	\$ 16,351.21	\$ 16,353.25	\$ -	\$ -	\$ -					
Library Total Investment	\$ 170,423.32	\$ 170,585.18	\$ 171,893.68	\$ 171,893.68	\$ 171,910.64	\$ 173,790.78	\$ 173,790.78	\$ 173,790.78	\$ 175,676.16	\$ -	\$ -	\$ -					

Library Facilities

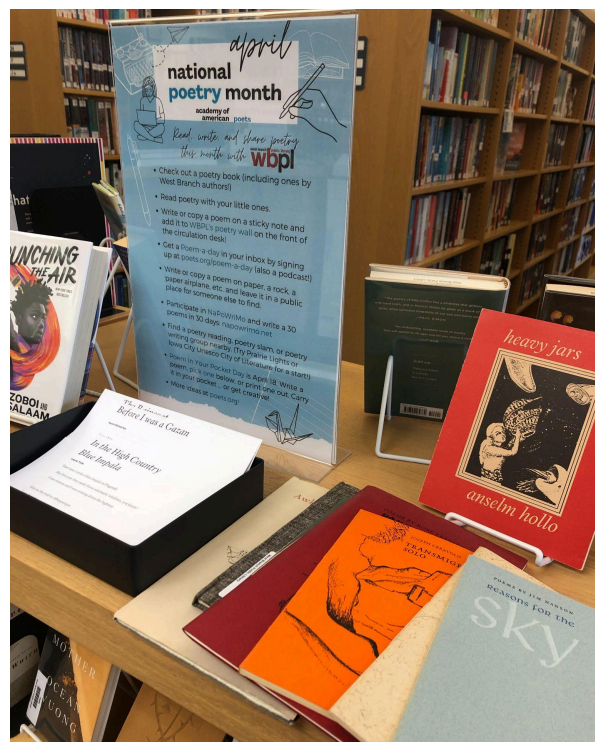
- **Sinkhole:** Has been filled by Lynch's. They had to remove the concrete slab under the air conditioner compressors and two arbor vitae, which were replanted. Matt from Public Works is in contact with them to get a quote for permanent drainage tiling around the library. Adam estimates this will be around \$2,000-\$5,000. It can come out of the library reserve, but should be within the building maintenance budget.
- **Light bulbs:** We had two ballasts replaced with LEDs! Including one in the hallway, which was causing issues because it was so dark people thought we were closed. The other is above the adult nonfiction section.
- **Mainstay IT:**
 - They figured out how to install Microsoft Office using the license key I received. One computer is good to go and one is still waiting.
 - Fixed a bloatware issue on a patron computer, but now another has the same issue.
 - Improved security by removing public use computers from the staff network.

Library Staff/Service

- **National Poetry Month:** We did a display and passive program for National Poetry Month, which included some locally published poetry books from Toothpaste Press. We didn't have much participation in the Post-It Note poetry, but several people did check out books from the display.
- **Adult programs:** 12 people attended the discussion for the All-Iowa Reads book, The Seed Keeper by Diane Wilson! We also had a good crowd of 9 at our After Hours Movie, The Holdovers. We keep getting requests to do more movies, so we're planning one in May too.
- **Enrich Iowa agreement:** In April I signed the agreement which provides us with funding from the state, reimbursement for interlibrary loans, and reimbursement for materials provided to people who live outside of West Branch/rural Cedar County (known as Open Access). I've included the agreements in your packet for you to look over.

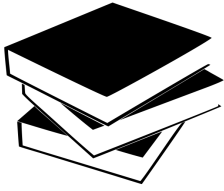
Library Events/Activities

- **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 - Friday, May 17 @7pm - Anyone But You**
- **WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - The Newcomers by Helen Thorpe**
- **STEAM with Ms. Howard - every third Wed. @ 5pm**



April 2024

Circulation

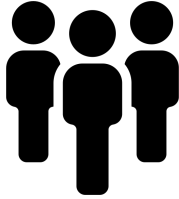


2,300

March: 2,396

April 2023: 2,187

Visitors

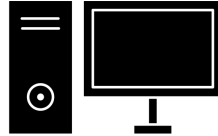


1,267

March: 1,086

April 2023: 1,349

Computer Use



**230 sessions
170 hours**

Mar: 223, 149 hrs

**April 2023: 193
182 hours**

Program Attendance



365

March: 271

April 2023: 862

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
***has been picked up!**
 - Memorial plaque arrived, will be installed after table is assembled
- Outdoor Seating Area**
 - Area leveled, umbrellas ordered

2024 Strategic Plan Items

January

- New Cultural Heritage Display**
 - o Locally published poetry for National Poetry Month
- Health-based event**
 - o Contacting Sarah Subbert about a cooking (nutrition) program
- Nonprofit wishlist implemented**
 - o ~~Applying for access to the Foundation Directory through State Library~~
 - o ~~Applied for access in March, just received email so we will be adding it to our catalog and promoting this spring.~~
 - o We have The Foundation Directory up on our website and catalog, and Kat is working on promotional materials!

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: 5/5/2024
Re: Discuss/Approve Library Staff Salaries for FY 2025

Background

The Library Board and West Branch City Council approved the FY25 budget proposal which included up to a 6% raise for library staff, to account for inflation and potential merit raises.

According to the Bureau of Labor Statistics website, inflation in 2024 was 3.4%. The city of West Branch has adopted a merit raise system that allows for 0-6% wage increases based on performance. The library board maintains authority over library staff salaries, but it is good practice to keep in mind what other city employees receive.

While a 6% increase was approved as part of the budget and is within the city council's allotment, final approval in setting salaries for the next fiscal year is required from the library board.

Information

I consulted the city administrator for guidance on salaries. He provided the current inflation information for me, and the documents regarding the city's merit raise system. You can see the city scale below.

If COLA in FY 24 is 2%

- 0-2% underperforming or standard performers
- 2-4% average to above average performers
- 4-6% above average to outstanding performers

It was the recommendation of the city administrator to use a 2% increase for good standing employees in addition to the inflation increase of 3.4%, for a total raise of 5.4%. This works within the approved budget proposal.

In addition, I am not proposing a raise to the director salary beyond the cost-of-living adjustment. This is consistent with other recent hires in the city, who had a COLA factored into their salaries.

Per the city administrator, the following staff already received a cost-of-living adjustment to their proposed salaries:

- Police Sgt
- (2-3) Police officers
- Police Chief (Allowed a six month bump per council)
- Lead water Operator
- (2) Streets Labor

- Parks and Recreation Director
- Deputy City Clerk (likely hire before July)

I am not proposing any change to Becky Knoche’s on-call rate of \$15/hour.

Staff	FY2024 Salary (current)	COLA + raise 5.4%	COLA only 3.4%	6% Budgeted	Proposal
Jessica Schafer Library Director	\$55,120	\$ 58,096.48	\$ 56,994.08	\$ 58,427.20	\$ 56,994.08
Kat Korsmo Public Services Librarian	\$ 35,360	\$ 37,269.44	\$ 36,562.24	\$ 37,481.60	\$ 37,269.44
Alyssa Barnhart Programming Librarian	\$ 23,400	\$ 24,663.60	\$ 24,195.60	\$ 24,804.00	\$ 24,663.60
Becky Knoche On-Call Library Assistant	\$ 360	-	-	-	\$ 360
Total	\$ 114,240	\$ 120,389.52	\$ 118,111.92	\$ 121,072.80	\$ 119,287.12

Recommendation

Recommendation is approval of 5.4% salary increase for Kat and Alyssa, 3.4% COLA for Jessie, and no change for Becky.

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 5/8/2024

Re: Discuss/Approve appointing Holly Wasion and Erin Monaghan to the Library Board of Trustees

Background

The Library Board of Trustees will have two vacancies after June 30th due to expiring terms. Library board members and staff have been recruiting potential board members by word of mouth, posters, and postings on the library website and social media. We received several inquiries and two applications. Ideally there should be more of a gender balance on the board but a good faith attempt has been made and these were the only applicants

Information

See attached applications.

Recommendation

Recommend approving Holly Wasion and Erin Monaghan 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 West Branch Public Library Today's Date 4/4/2024

(Please print)

Name: Holly Wasion Address: 106 Crestview Drive WB

Phone: (home) _____ Phone: (cell) 319-331-2987

Email: hlsheldon24@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? 3.5 years

Occupation: social worker/intimate partner violence assistance program coordinator Employer: Iowa City VA Medical Center

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?

I currently serve a role as a program coordinator in my job which allows me to have a wide variety of interactions with a wide array of individuals. I am also in charge of my program's monthly and quarterly budget and allocation of funds. I serve as outreach and intake for my program and am working strongly on community engagement within communities and could bring those skills to outreach with the library.

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

Budget reconciliation, organization, program coordination, outreach and community engagement

Thank you for your interest! We will contact you after your application has been reviewed.



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 West Branch Public Library Today's Date 4-30-24
(Please print)

Name: ERIN MONAGHAN Address: 212 THOMAS DRIVE

Phone: (home) 319-241-1817 Phone: (cell) 319-241-1817

Email: erinmonaghan@yahoo.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 mos. this time, 13 yrs - previously

Occupation: Executive Director Employer: Better Tomorrows Early Childhood Iowa

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 public library board and completed state library's board training. Have served on several other public boards and coordinate activities of public boards. Comfortable with budgeting and understand
What contributions do you feel you can make to this board / commission? financial reports.

Programming, strategic planning, fiscal recordkeeping and community outreach are all part of my professional experience. Being of service to my community is important to me and I am a strong supporter and advocate

Thank you for your interest! We will contact you after your application has been reviewed.

of public libraries.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 5/5/2024
Re: Discuss/Approve Revisions to Bylaws

Background

The library is required to review policies routinely per state accreditation guidelines, including the board bylaws. Unlike other library policies, the bylaws require a supermajority (5 members) to approve any changes.

Information

The bylaws are included below. I have a few suggestions for changes.

One minor change is correcting two references to the Library Trustee Handbook. The item referenced is on page 59, not 58. I also fixed the citation with the correct number of pages of the current edition.

I suggest changing the specific date of the Annual Meeting. According to Iowa Code, the Annual Report must be given within 90 days of the close of the fiscal year (June 30th), and is usually given to the Library Board in September. This lines up with the Annual Report to City Council in the fall. The City ordinance states “The Board shall make a report to the Council immediately after the close of the fiscal year.” I believe leaving some flexibility for an exact month is warranted, given how time-consuming preparing the report can be.

The bylaws stated that monthly director’s reports should include “interlibrary loan requests, cash receipts, and library materials ordered and received,” which have not been included in years. The statistics we have been reporting instead include: door count, technology use, and program attendance. Of course, my reports can be edited to include whatever information is most useful for the board, and the bylaws should reflect that.

Finally, I suggest adding a section in which the Library Board authorizes the Library Director to pay invoices upon receipt, as long as the invoices are within the library budget and not over \$5,000. This was added based on advice from the City Administrator and in line with expectations of other City departments and the city ordinances.

Recommendation

Recommend changes as shown below.

BYLAWS OF THE WEST BRANCH PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

- A. In accordance with the requirement of Chapter 22 of the Code of Ordinances of West Branch, Iowa, the Board of Trustees of the West Branch Public Library shall consist of seven (7) members, six (6) of which are city residents to be appointed by the Mayor with the approval of the City Council. The seventh member may be a Cedar County resident recommended by the Mayor and approved by the Cedar County Supervisors. The existing Board of Trustees members must approve all appointees.
- B. Board of Trustees members shall be appointed to three (3) year terms, with no member serving more than three (3) consecutive terms, exclusive of interim appointments.
- C. The general powers and duties of the Board of Trustees are described in Chapter 392.5 of the code of Iowa
- D. The Board of Trustees shall exercise its powers and duties by:
1. Employing a competent and qualified Director;
 2. Determining and adopting written policies to govern the operation and program of the West Branch Public Library, including personnel policies and policies governing the selection of library materials, supplies, and equipment, and the disposal of same;
 3. Preparing and seeking adequate support for the annual budget;
 4. Administering and controlling all library trust funds and controlling the expenditure of allocated tax revenues;
 5. Reporting to and cooperating with other public officials, City Council, and the community as a whole, to support a public relations program for the library; and
 6. Developing long-range goals for the library and continuously guiding, shaping, and building library services for the community.
- E. Any member of the Board of Trustees absenting himself/herself from three (3) consecutive regular meetings without valid excuse shall be reported by a designated member of the Board of Trustees to the Mayor, and a request may be made to declare vacancy, and appoint a new member. An excuse is valid only if expressed to another Board of Trustees member or to the Director prior to the start of the regular meeting.

OFFICERS

- A. The officers of the Board of Trustees shall consist of a President, a Vice President, and a Secretary. Officers shall be elected the first meeting each January and shall hold office for one year. If an office becomes vacant before the term is completed, the Board of Trustees shall elect a successor to serve the remainder of the term. Officers may serve up to three (3) consecutive full terms in the same office, unless the Board of Trustees unanimously approves to extend an officer's consecutive terms beyond the three year maximum.
- B. The duties of the officers shall be as follows:
1. The President shall perform all the duties that are articulated on page 58 59 of the Iowa Library Trustee's Handbook, 2021[1] as well as those that are specified in the Bylaws.
 2. The Vice-President, in the absence or disability of the President, shall perform all the duties of the President.
 3. The city's Financial Officer prepares financial reports in cooperation with the library Director.
 4. The Secretary shall record all proceedings of the Board of Trustees. All minutes and other records and accounts will be kept in the library. The Secretary shall perform such other duties, as the Board of Trustees shall require.

COMMITTEES

- A. At the Annual Meeting of the Board of Trustees, the President may appoint four (4) standing committees, of three members each, as follows.
1. The Finance Committee shall work with the Director to prepare the annual budget and submit it to the Board of Trustees for approval. Other duties are to establish guidelines, practices, and materials for actively soliciting gifts and bequests.
 2. The Building and Grounds Committee shall oversee the general care of the buildings and grounds in co-operation with the Director.
 3. The Technology Committee assists the Director in planning and executing technology changes to areas such as computers, Internet access, automation, and telephony.
 4. The Accreditation Committee reviews library policy and bylaws on a regular basis, assists the Director to prepare for accreditation, and recommends changes to the Board of Trustees.
- B. The President may also appoint such special committees as may be needed from time to time.

MEETINGS

- A. Regular meetings shall be held monthly. Any changes to the time, date, and location of the meeting are the responsibility of the Board of Trustees President and must be made available to all Board of Trustees members at least 48 hours prior to the start of the meeting.
- B. The Annual Meeting will be held ~~in July of each year~~ after the close of the fiscal year and shall include annual reports from the Director and the city's Financial Officer.
- C. Special meetings may be held at any time at the call of the President or at the call of any three (3) members of the Board of Trustees, provided that notice be given to all members at least 48 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of four (4) or more members and is necessary to conduct all business requiring a vote of the Board of Trustees. If a quorum is not present, a special meeting must be called at a time when a quorum is possible.
- E. The Order of Business at meetings shall follow these guidelines:
1. Roll call
 2. Approval of minutes from the previous meeting.
 3. Correspondence / Open Forum (all items subject to a three (3) minute time limit)
 4. Report of the Director
 5. Financial condition report and approval of expenditures
 6. Committee reports
 7. Unfinished business
 8. New business
 9. Adjournment
- F. An agenda for Board of Trustees meetings shall be prepared by the President. It shall be publicly posted in compliance with the Open Meetings and Open Records legislation of the State of Iowa (Chapters 21 and 22, Code of Iowa).
- G. By law, the public may attend and participate in all open meetings of the Board of Trustees. Any individual or group may request inclusion on the agenda by contacting the President at least 24 hours prior to the scheduled starting time. It shall be the sole decision of the Board of Trustees President whether to include the request on the current agenda, at the next regular meeting, or to call a special meeting.

- H. Roberts' Rules of Order shall govern in the parliamentary procedure of the Board of Trustees.

THE DIRECTOR

A. The Director shall implement the policies adopted by the Board of Trustees. Among his/her duties and responsibilities shall be:

1. To promote an atmosphere conducive to friendly and courteous service to the public. Professional ethics require that all problems be directed to the Board of Trustees for consideration. Such problems may be presented either orally or in writing;
2. To select the library materials;
3. To oversee maintenance and operation of the physical plant in cooperation with the Board of Trustees or Building and Grounds Committee, if applicable;
4. To recruit, train, assign, and supervise librarians and such extra personnel as may be required from time to time for special projects. The recruitment of such personnel requires the prior approval of the Board of Trustees;
5. To inform the Board of Trustees continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
6. To prepare and present a monthly report on circulation, ~~interlibrary loan requests, cash receipts, and library materials ordered and received~~ door count, technology use, and program attendance;
7. To prepare and present a monthly statement of bills for the approval of the Board of Trustees;
8. To attend all regular meetings of the Board of Trustees in accordance with Open Meetings legislation; and
9. To work within the City government, communicating with City employees, City Council and Mayor, to ensure that the library is regarded as an important part of the City government.

B. The Library Board authorizes the Library Director to submit invoices to the Finance Officer on behalf of the Library Board upon receipt, providing such payments are within the budget and do not exceed \$5,000. Payments exceeding \$5,000 or outside the budget must be approved by the Library Board prior to payment.

AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board of Trustees, providing that two conditions are met:
1. Notice of proposed amendments are given to all members of the Board of Trustees at least 24 hours in advance of the meeting; and
 2. A super majority (5 affirmative votes) of Board of Trustees members is obtained.
- B. An up-to-date copy of the Bylaws may be made available to the public upon request.

Revised 04/2024

Revised 02/2022

Reviewed 03/2018

Reviewed 11/2014

Revised 11/2011

Revised 12/2007

[1] Scott, Michael. 2021. Iowa Library Trustee's Handbook. State Library of Iowa, State of Iowa.
465 108 pp.

Direct State Aid – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

1. Purpose

Direct State Aid is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Direct State Aid Program pays participating libraries based on their Tier Level established by the State Library's Standards and Accreditation Program.

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

2. General Provisions

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office, on or before **April 30, 2024**.

3. The Participant shall:

- A. Have an Internet Use Policy in place.
- B. Verify their FY25 Tier Status by **June 30, 2024**.
- C. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- D. Submit the FY23 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2023**.
- E. Submit the FY24 Direct State Aid Report by **July 31, 2024**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- F. Expend FY25 Direct State Aid funds by **June 30, 2025**.

4. The State Library of Iowa shall:

- A. Administer the Direct State Aid program on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.

- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about the availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<https://www.statelibraryofiowa.gov/index.php/libraries/funding-grants/enrich-iowa/enrich-iowa-faq>
- E. Monitor compliance with the Direct State Aid terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY25 Tier Status by **June 30, 2024**.

Open Access – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

1. Purpose

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop, or visit.

2. Definitions

Local Library Jurisdiction: The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university, or community college library.

Eligible Patron: Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

Transactions:

Eligible - Participants are required to circulate eligible items to all eligible patrons.

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.

- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

Ineligible:

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.

3. General Provisions

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2024**.
- B. To participate in Open Access for FY25, a public library must have been established on or before July 1, 2022 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. The Participant shall:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2022, establishing it as a public library.

- B. Verify their FY25 Tier Status by **June 30, 2024** (Public libraries only).
- C. Check out eligible library materials to Eligible Patrons.
- D. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to any owning library in Iowa and indicate the return date.
 - b. Public Libraries must use IAShires to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IAShires.
 - c. Academic libraries should use USPS when returning items to any other library.
 - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS, libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
 - f. Interlibrary Loan items are not eligible for postage reimbursement.
 - g. Items returned through the IAShires service are not eligible for postage reimbursement.

5. The State Library of Iowa shall:

- A. Administer the Open Access program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.
- B. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.
- C. Inform libraries about the availability of Open Access Reimbursement funds and answer questions on the details of Open Access. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually for each item loaned to eligible patrons. Reimbursement is based on transactions from the previous year. FY25 reimbursement is based on the funds available and the total number of transactions in FY24.
- E. Monitor compliance with the Open Access terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY25 Tier Status by **June 30, 2024**. (Public Libraries only)

Interlibrary Loan Reimbursement – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

1. Purpose

Interlibrary Loan Reimbursement is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Interlibrary Loan Reimbursement Program subsidizes participating libraries for each interlibrary loan made to an eligible Iowa library.

The purpose of the Interlibrary Loan Reimbursement Program is to provide Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

2. Definition

Interlibrary Loan (ILL): An Interlibrary Loan is a transaction of library materials, or copies of the materials, received or loaned by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Definition is taken from the Institute of Museum and Library Services.

3. General Provisions:

- A. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2024**.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).

- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library decision.
- G. Participant as borrower may charge a fee to their own library customers to borrow ILL items. The fee amount charged is a local library decision.
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
- For bulk loans of a collection of different titles, e.g. a large print collection
 - For lost or damaged materials
 - For postage to send or return ILL items
 - For eBooks and similar electronic downloadable items through Bridges Advantage + or similar resource sharing systems
 - To state agency libraries for loans made to other libraries
 - To AEA media centers for loans made to school libraries
 - To Regents university libraries for loans made to other Regent university libraries
 - To special libraries for loans made to other special libraries
 - For loans that are reimbursed under other contracts or agreements
 - For loans to a resident of a city with a library that owns the item
- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
- AEA media centers
 - College, community college, and university libraries
 - Public libraries
 - School libraries
 - State-run institution libraries
 - State agency libraries

4. Responsibilities of the Participant as Borrowing Library:

- A. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- B. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail, or fax.
- C. Send requests, unless covered by other agreements, first to like-type, like-sized, and nearest libraries. Regent university libraries are libraries of last resort, and shall be accessed only when all other resources have been exhausted.

5. Responsibilities of the Participant as Lending Library:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.

D. Report interlibrary loan activity in accordance with the following:

- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
- Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2025. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
- If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
- Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
- Report *each* copy of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
- Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
- Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

6. The State Library of Iowa shall:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Inform libraries about the availability of Interlibrary Loan Reimbursement funds and answer questions on the details of Interlibrary Loan Reimbursement. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous year. FY25 Reimbursement is based on the funds available and the total number of transactions in FY24.
- E. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.