



West Branch Public Library
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West Branch, IA 52358

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www.wbpl.org

Board of Trustees Meeting

July 10, 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

June 12

Open Forum

Financial Condition Report

June 2024

July 2024

Director's Report

Discuss/Approve quote for downspouts and drainage tiling from Lynch's Excavating

Discuss/Approve Revisions to Media Use Policy/new Equipment Policy

Discuss/Approve Revisions to Borrowing Policy

Discuss/Approve 2024 Strategic Plan Process

Schedule next meeting

Next meeting August 14 @ 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 · Annika Pettitt, Secretary
Lisa Kofoed · Deb Kauffman-Watson · Erin Monaghan · Holly Wasion

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

June 12, 2024

Meeting commenced at: 6:35 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Trustee/Acting Secretary)
- Shari Heick (Trustee)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)

Absent: N/A

- Amber Kleven (Trustee)
- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

Meeting Minutes:

On a motion by Trustee Kauffman- Watson and seconded by Trustee Heick, the May 8, 2024, minutes were unanimously approved.

Open Forum:

Jessie thanked Shari and Amber for their time serving on the board as their terms are ending. We will be welcoming Erin and Holly as new members hopefully at the next meeting.

Summer Reading Program Kick-Of went better than expected, 170 people vs 150 last year and lots of creative games by the kids! Note - Sno-Cones take more ice than you think!

Financial Condition Report:

Approved the Condition Report. Moved by Trustee Heick and seconded by Trustee Kauffman-Watson, the motion was unanimously approved.

Discussed which month's financial report/month Jessie should show. We agreed that she will continue sharing both the finalized month and the still in-progress month would be helpful.

Discussed that while Jessie has not spent every penny during the FY (purposefully given the occasional lack of clarity around staffing) but has spoken to the city office and we are not worried that next year's budget will be negatively impacted.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Johnson Controls did come and rewire away from the old dialer. Jessie also received confirmation that we can replace the batteries ourselves and she will do so ASAP.

The Trustees agreed that it is important to have cameras. Jessie will work with Mainstay to get information about the costs and timeline and will review it in relation to the budget.

Discuss/Approve Behavior Policy:

Moved by Trustee Kauffman-Watson and seconded by Trustee Osborne, the motion to accept the policy updates as suggested by the staff was unanimously approved.

Discuss/Approve Revisions to Safe Child Policy:

Moved by Trustee Heick and seconded by Trustee Kauffman-Watson, the motion to accept the revised policy updates as suggested by the staff was unanimously

Discuss/ Review of ADA Accessibility Checklist Section 1 and progress from 2020-2022:

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

Trustee Training:

ILOC 2024 | The Management Role of the Trustee

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

Trustee Training Time (1 hour and 14 minutes):

Start Time: 7:25 PM

End Time: 7:39 PM

The meeting was adjourned at 7:42

Next Meeting is July 10th at 6:30pm

Trustee Goodspeed will be the acting secretary.

June 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		Jessica Schafer (mileage to directors roundtable)	49.58	I-202405282055
			Subtotal	\$ 49.58	
Building Maintenance	031-5-4-410-6310		Amazon (restroom door locka)	\$ 31.53	
			Amazon (sweeper battery/charger, paper towels, baking soda)	\$ 73.41	
			Amazon (fire monitoring panel batteries)	\$ 53.89	
			Beaver Heating & Air Conditioning (air conditioner service)	\$ 200.00	20419
			Oasis Electric (retrofit LEDs)	\$ 249.60	7989
			Oasis Electric (install 2 cables for fire monitoring)	\$ 285.69	8017
			Plunkett's Pest Control (scheduled pest control)	\$ 50.00	8604367
			Johnson Controls (fire monitoring control panel dialing)	\$ 1,752.18	51999333
			Walmart (batteries, tape)	\$ 23.39	1656275222
			Subtotal	\$ 2,719.69	
Utilities	031-5-4-410-6371		Alliant	\$ 508.16	I-STMT 6-4-2024
			Subtotal	\$ 508.16	
Telephone	031-5-4-410-6373				
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00	1094
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414	SLP	West Branch Community Schools (The Bear ad)	\$ 75.00	
			Subtotal	\$ 75.00	
Technology services	031-5-4-410-6419		Zoom (Pro annual subscription) paid by credit card	\$ 159.90	INV257046185
			Google Workspace (email and storage) paid by credit card	\$ 36.00	4990536425
			Amazon (patron Chromebook, laptop cases)	\$ 289.68	
			Subtotal	\$ 485.58	
Contract Payments	031-5-4-410-6498		Librarica (computer time management)	\$ 328.20	204269-110R
			Subtotal	\$ 328.20	
Office Supplies	031-5-4-410-6506		Amazon (disc cleaner, laminating sheets)	\$ 103.69	
			Quill (printer paper, tape)	\$ 110.64	39002951
			Quill (printer paper)	\$ 41.49	39148803
			Subtotal	\$ 255.82	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter lease)	\$ 77.37	3319095771
			Pitney Bowes (postage refill)	\$ 100.00	
			Subtotal	\$ 177.37	
Programs	031-5-4-410-6599	SLP	Amazon (decorations, supplies, and prizes)	\$ 519.96	
			iREAD (Illinois Library Association)	\$ 434.78	281782
			Logan Jimenez (Cockatoo encounter program)	\$ 350.00	0000019
			Walmart (prizes)	\$ 78.09	1656275222
			Subtotal	\$ 1,382.83	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16618028
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 66.47	
			Baker & Taylor	\$ 708.79	
		Youth	Amazon	\$ 10.98	
			Baker & Taylor	\$ 306.19	
		Electronic	Kanopy	\$ 38.00	403073
			Overdrive (ebooks)	\$ 94.46	497CO24164049
			Overdrive (ebooks)	\$ 574.98	497CO24181972
			Overdrive (audiobooks)	\$ 400.39	497CO24164049
			Overdrive (audiobooks)	\$ 375.20	497CO24181972
		DVD	Amazon	\$ 68.89	
			Walmart	\$ -	
		Newspaper	Press-Citizen	\$ 227.02	
		Library of Things/Video Games	Amazon	\$ 455.30	
			Amazon (refund)	\$ (49.99)	
			ICPL (lost ILL replacement cost)	\$ 27.00	-STMT 6-21-2024
			Subtotal	\$ 3,326.67	
			Total	\$ 9,882.93	

July 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Training/Education	031-5-4-410-6230				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310			\$ -	
			Subtotal	\$ -	
Utilities	031-5-4-410-6371			\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373			\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409			\$ -	
			Subtotal	\$ -	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google One (library file server backup)	\$ 19.99	paid by credit card
			Google Workspace (library email accounts)	\$ 36.00	5005350981
			Subtotal	\$ 55.99	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	Blake Shaw (storytime music)	\$ 75.00	
			Lindsay McDermott (Cold Blooded Redhead reptile show)	\$ 279.20	2/8/24
			Amazon (SLP prizes and supplies)	\$ 135.60	
			Subtotal	\$ 489.80	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16771561
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Baker & Taylor	\$ 329.13	
		Youth	Amazon	\$ -	
			Baker & Taylor	\$ 67.54	
		Electronic	Kanopy (streaming video)	\$ -	
			Overdrive	\$ -	
			Overdrive (annual participation and materials fees)	\$ -	
		DVD	Amazon	\$ 56.90	
			Walmart	\$ -	
		Library of Things	Amazon (blu-ray player case)	\$ 18.99	
			Subtotal	\$ 472.56	
			Total	\$ 1,160.37	

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	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	\$ 8,340.00	\$ 8,370.00	\$ 10,000.00	\$ 157,157.00	\$ 135,705.66	\$ 21,451.34
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475.00	\$ 280.00	\$ 195.00
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 49.58	\$ 2,703.00	\$ 249.58	\$ 2,453.42
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	\$ 2,045.06	\$ 2,719.69	\$ 12,000.00	\$ 10,534.07	\$ 1,465.93
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ 541.36	\$ 432.86	\$ 425.39	\$ 441.92	\$ 508.16	\$ 9,000.00	\$ 6,760.29	\$ 2,239.71
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.79	\$ 238.75	\$ 238.39	\$ 476.78	\$ -	\$ 2,545.00	\$ 2,624.10	\$ (79.10)
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 420.00	\$ 437.50	\$ 402.50	\$ 437.50	\$ 455.00	\$ 4,785.00	\$ 5,040.00	\$ (255.00)
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 200.00	\$ 75.00	\$ 125.00
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	\$ 485.58	\$ 4,000.00	\$ 3,930.61	\$ 69.39
Contract Payments - Libra	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ 178.75	\$ 328.20	\$ 2,200.00	\$ 2,515.95	\$ (315.95)
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ -	\$ -	\$ 28.98	\$ -	\$ 255.82	\$ 2,000.00	\$ 773.26	\$ 1,226.74
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 320.36	\$ 77.37	\$ 151.00	\$ -	\$ 63.90	\$ 177.37	\$ 1,500.00	\$ 1,222.07	\$ 277.93
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 326.24	\$ 45.47	\$ 259.99	\$ 228.76	\$ 1,382.83	\$ 6,200.00	\$ 3,392.27	\$ 2,807.73
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,358.85	\$ 641.15
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
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	\$ 2,119.75	\$ 3,326.67	\$ 22,100.00	\$ 20,911.01	\$ 1,188.99
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	\$ 13,484.59	\$ 14,540.44	\$ 19,905.92	\$ 231,365.00	\$ 196,372.72	\$ 34,992.28
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	\$ 4,050.69				\$ 9,801.23
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	\$ 1,502.69	\$ -	\$ -	\$ 14,074.00	\$ 15,234.21	\$ (1,160.21)
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 155.76	\$ 64.24
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ 928.29	\$ 961.58	\$ 835.16	\$ 957.03	\$ 635.71	\$ 638.01	\$ -	\$ -	\$ 12,023.00	\$ 9,052.66	\$ 2,970.34
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	\$ 777.38	\$ -	\$ -	\$ 14,836.00	\$ 10,881.07	\$ 3,954.93
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 1,090.39	\$ 680.74	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ 1,908.00	\$ 3,385.85	\$ (1,477.85)
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)
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	\$ 3,119.92	\$ -	\$ -	\$ 48,101.00	\$ 43,983.30	\$ 4,117.70
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	\$ 16,604.51	\$ 14,540.44	\$ 19,905.92	\$ 279,466.00	\$ 240,356.02	\$ 48,911.21
Total Annual Income															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 791.95	\$ -	\$ 123.62	\$ -	\$ 300.00	\$ 2,403.64	\$ (2,103.64)
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ 24,792.00	\$ 24,507.82	\$ 284.18
State Library Funding	\$ -	\$ -	\$ 1,825.64	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ 280.96	\$ 61.75	\$ 7.06	\$ 232.80	\$ 168.22	\$ -	\$ 3,000.00	\$ 1,418.69	\$ 1,581.31
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ 39.59	\$ 17.96	\$ 29.19	\$ 30.08	\$ 34.96	\$ -	\$ 400.00	\$ 192.34	\$ 207.66
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ 44.60	\$ 118.57	\$ 23.05	\$ 64.20	\$ 44.30	\$ -	\$ 1,000.00	\$ 5,003.70	\$ (4,003.70)
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	\$ 12,580.99	\$ 371.10	\$ -	\$ 258,679.00	\$ 36,413.09	\$ 222,265.91

Library Facilities

- **Grounds:** We have a quote for a permanent drainage solution from Lynch's for \$5000. Sarah Subbert has more native Iowa plants for our planters, but we weren't able to get them planted yet, so I need to schedule a better time for her.
- **Fire monitoring panel:** Johnson Controls set up our control panel to call out in case of emergencies, and finally deactivated the old dialer in the furnace room. I received permission to replace the backup batteries on the panel ourselves, so I have ordered batteries.
- **Mainstay IT:**
 - Our internet has been working great. Some of the desktops have been freezing up, we're trying to keep them updated but if it doesn't help we're going to contact Mainstay for assistance.
 - I will be contacting them for security camera quotes.



Library Staff/Service

- **Summer Library Program** has been going great!
 - 334 sign-ups!
 - We have a steady stream of cards being turned in and prizes being claimed.
 - We've had attendance at almost all programs, even during severe weather! (Still struggling with teens. Alyssa has planned some amazing activities including a Super Smash Bros tournament and candy sushi, but even when we talk to teens personally they don't come.)
 - Our Cockatoo Encounter with Logan Jimenez was rescheduled due to illness and then we had a tornado warning when he arrived with his birds. We made the most of it and spent some time in the bathroom with the cockatoos, and he was still able to do a shortened presentation after the warning was lifted!
 - The June "upcycling" contest had a few entries, so we gave out a prize to all participants. For July we're doing a photo contest.
- **Blu-Rays:** We've started a little blu-ray collection, since the film Boys in the Boat (based on the book by Daniel James Brown) was exclusively released on blu-ray, not DVD. We also decided to add a circulating blu-ray player since many people do not own one. We don't plan to purchase large numbers of blu-rays, just exclusive content and add the blu-ray copy when a combo pack is cheaper than the DVD alone.

Recurring Library Events

- **RETURNING! Baby Time (storytime during Tot Time) - Wednesday @ 9:00pm at WB Parks!**
- **Storytime - Fridays @ 10:15am**
- **WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - Violeta by Isabel Allende**

June 2024

Circulation

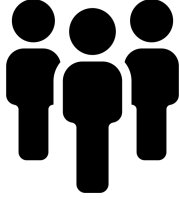


2739

May: 2272

June 2023: 2431

Visitors



1232

May: 1370

June 2023: 1460

Computer Use



**253 sessions
236 hours**

May: 280, 253 hrs

**June 2023: 214
149 hours**

Program Attendance



367

May: 455

June 2023: 741

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

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.

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. We need to have one in place by January 1, 2025.

SUMMER LIBRARY PROGRAM

Fun for All Ages!
June & July 2024

Registration begins after
Memorial Day at the library!



at
west branch public library
wbpl

 wbpl.org/SLP

Kickoff Party!

Friday, June 7 at 5 pm
at the library

WEEKLY PROGRAMS FOR ALL AGES

Thursday Theater

Thursdays at 1:30pm

Movies and popcorn! See website for movie titles.

Summer Storytime

Fridays at 10:15am

Stories, activities, games, & crafts!



Stop by during West Branch's Kickoff to Summer for outdoor games, cotton candy & sno-cones. Sign up if you haven't already!

TEEN PROGRAMS

Wednesdays at 1:30pm

Activities just for teens 6th grade and up every week.

ADULT PROGRAMS Planting for Pollinators

June 21 at 6:30pm

Sarah from Cedar County Conservation will show you how to use native plants to attract butterflies and bees.

Clothing Swap

July 12 at 7pm

Bring at least 3 gently used clothes (adult or kids) and exchange them with others, and learn tips and tricks for thrifting and upcycling your wardrobe. Intended for adults and older teens.

Library After Hours Movie

July 26 at 7pm

SLP themed movie for adults 21 and over. Beer & wine allowed. wbpl.org for movie title.

SPECIAL FAMILY EVENTS

Make Your Own Survival Kits

June 11 at 6:30 pm

Customize mini tins with your own survival items to take on your nature expeditions.

STEAM Night (Summer Edition)

June 19 at 6:30 pm & July 24 at 6:30 pm

Mrs. Howard will bring all new activities with a Read Renew Repeat summer twist.

Cockatoo Sanctuary

June 25 at 6:30 pm

Meet exotic birds and learn about their conservation.

Reptile Encounter

July 16 at 6:30 pm

Meet and learn about snakes, lizards, and more!

Dissect an Owl Pellet

July 30 at 6:30 pm

Be a scientist and pick through a real owl pellet - learn what they are and discover what's inside!

CONTESTS

June

Upcycle Showcase

July

Coming soon!



Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 7/10/24

Re: Discuss/Approve quote for downspouts and drainage tiling from Lynch's Excavating

Background

The library has had ongoing issues with rain runoff around the library. This has caused instability in the grass to the west of the library (picnic table area) and southeast corner, and more recently contributed to a deep sinkhole alongside the building underneath the air conditioners. The sinkhole was large enough for a child to fall all the way in and had to be pulled out by the fire department.

Information

I have been in discussions with the city administrator and Public Works about the library's drainage issues. It was their recommendation that permanent drainage tiling be installed.

Public Works contacted Lynch's Excavating, who regularly do work for the city, and received a quote of \$4,991.65 (see attached quote). It is just under \$5,000, which is the limit the city has for requiring a bid for services.

When preparing the budget for fiscal year 2025, I increased the budget for building maintenance because I expected building issues like this would arise. The quoted amount is within our budget and should not interfere with other projects at this time. We also have access to capital improvement funds and library investment accounts if needed toward the end of the fiscal year.

Recommendation

Since this is under the limit of \$5,000 and within our building maintenance budget, I recommend accepting the quote and moving forward with the draining tiling.

LYNCH'S EXCAVATING, INC
 1967 Baker Ave
 West Branch, IA 52358 US
 lynchexinc@gmail.com

Estimate



ADDRESS
 WEST BRANCH, CITY OF
 P.O. BOX 218
 WEST BRANCH, IA 52358

SHIP TO
 WEST BRANCH, CITY OF
 P.O. BOX 218
 WEST BRANCH, IA 52358

ESTIMATE #	DATE
1621	06/14/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
BID	PUBLIC LIBRARY JOB ALL LABOR, EQUIPMENT AND MATERIALS TO CONNECT ALL DOWN SPOUTS TO 6" SOLID ADS TYPE N PIPE AND SURFACE DISCHARGE AWAY FROM BUILDING	1	4,991.65	4,991.65
NOTE	NOTE: PRICE GOOD UNDER NORMAL SOIL CONDITIONS ONLY AND DOES NOT INCLUDE ANY LAYOUT OR TESTING	1	0.00	0.00

Final payment due upon completion of job.

SUBTOTAL	4,991.65
TAX	0.00
TOTAL	\$4,991.65

Accepted By

Accepted Date

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 7/10/2024

Re: Discuss/Approve Revisions to Media Use Policy/new Equipment Policy

Background

The library is required to review policies at least once every 3 years. The Media Use Policy has not been reviewed in 2 years, and does not have a clear purpose.

Information

The original intent of the Media Use Policy was to ensure that library equipment would be available to the library first and would not be removed from the library for other purposes. While this is still an important goal of the policy, we now have various pieces of equipment in our collection that are intended to circulate outside of the library, providing some confusion.

I have tried to clarify the policy regarding the difference between circulating equipment and equipment reserved for use by or in the library. I have also made sure that the Equipment Policy accurately reflects the rules laid out in the Borrowing Policy.

Recommendation

The staff's recommended policy is as follows:

~~Media Use~~ **Equipment Policy**

The purpose of the ~~Media Use~~ **Equipment Policy** is to help assure that audiovisual and computing equipment is available for patron **and staff** use ~~at the library~~. The library collection includes ~~differing~~ **many different media** formats and the library ~~provides~~ **seeks to provide** equipment to utilize them ~~for its use~~. To maintain access ~~for the library~~, **designated** library media and computing equipment may not be used outside of the library except for library programs. ~~excluding Chromebooks, and wireless hotspots,~~ **and other equipment specifically added to the circulating collection may be checked out and used outside the library as indicated** ~~which may be checked out for external use~~. **Patrons must be 14 years old and have a verified library card in order to check out equipment that leaves the library.**

The library equipment is provided for, but not restricted to, the use of library materials. The library is not responsible for damage to personal items or equipment used in conjunction with library equipment. Any data saved on a library device may be erased when the session or time of use has ended. The library is not responsible for any information left on a library device. The library holds no responsibility for the privacy of data entered or ~~onto~~-saved onto devices, or transmitted over ~~wireless~~ **the** internet. The library's wireless network is an open network.

The library works to keep equipment in good working order, but is not responsible for the loss of data due to equipment malfunction.

Users are responsible for any damage caused to the library equipment and may be billed for repair or replacement.

Time and use restrictions may be placed to assure that other patrons have access to the media and computing equipment.

Revised 07/24

Revised 05/22

Reviewed 02/18

Reviewed 05/14

Reviewed 04/11

Approved 10/08

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 7/10/2024
Re: Discuss/Approve Revisions to Borrowing Policy

Background

The library is required to review policies at least once every 3 years. The Borrowing Policies have not been reviewed in 2 years.

Information

I am not recommending any major changes to the intent of the policies, but some clarification is needed in various sections of the borrowing policy.

The geographic restrictions in our system are set up in accordance with the Bridges user agreement for Overdrive ebook access. It is based on city limits and rural county residents, not school district. We also give cards to anyone who lives in Iowa in a location with access to their own public library – residents of areas that do not have a public library and do not contract for public library service are ineligible.

I wanted to provide some further information about Quick Card registrations, and to clarify the purpose of School Cards, which didn't make sense as written.

The only significant addition to the policies I would suggest is to restrict access to equipment to those with verified library cards. These are the most expensive items in our collection and it is important that we have valid contact information for patrons who wish to utilize them. We are not obligated by the Open Access program to provide access to equipment to anyone who lives outside of West Branch or Cedar County, but we know our equipment benefits our patrons who live close by in Johnson County and do not wish to deny them access. Requiring a verified card at least helps guarantee we have valid contact information on file for the patrons who can check out expensive equipment.

Recommendation

The staff's recommended policy is as follows:

Borrowing Policies

Anyone living ~~in the West Branch School District~~ within West Branch city limits or unincorporated parts of Cedar County will be eligible for a West Branch Public Library card. ~~Any patron of~~ Other Iowa residents belonging to a participating Open Access library in the State of Iowa may also register for a card and make use of the West Branch Public Library collection. Service to eligible patrons will not be denied or abridged because of religious, social, racial, or political affiliation, or because of the age, sex, or physical capability of the patron.

Registration

To obtain a local library card, a prospective patron must provide photo identification and proof of current residence. The library staff reserves the right to refuse service to those without adequate identification.

Library users without photo identification, proof of residence, or are under the age of 14 may create an unverified account (referred to as a "Quick Card") which is limited to 3 items on the account at a time. **The user must be able to provide their full name, valid address, and phone number to register for a Quick Card.**

West Branch School District students may use their Student ID **to get** as a library card with an initial limit of 3 items on their account at a time **and access to local card benefits (e.g. access to ebooks)**. ~~They may also use their Student ID to get a library Quick Card.~~ Upon **providing** proof of residence, the checkout limit will be lifted ~~in either case~~.

Materials Check Out

A patron must provide a valid library card number or patron name which can be cross-referenced with library records. Only persons listed on the account will be allowed to check out. The patron assumes the responsibility for the care and return of library materials in accord with established policies. At the discretion of the library staff, a patron may be refused additional materials if it is known that they have not returned overdue items.

Loan Periods

All loans may be renewed for additional periods unless a Reserved Checkout List exists for a given item. The library reserves the right to require an item to be physically present in the library for renewals. ~~All items may be renewed by telephone or email unless required in the library.~~ Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational programs.

Loan Limitations

- ~~Media & Material Objects~~ **Library of Things (DVDs, Games, Music CDs, Cake Pans etc.):** 25 items may be loaned for a 1 week period.
- **Interlibrary Loans:** 4 items may be in a requested or borrowed state at one time. Loans will be for a 3 week period. Items will be returned if not picked up after 1 week.
- **Electronic equipment (Chromebooks, Wireless Hotspots, etc.):** 1 **of each item** may be loaned for a 1 week period – patron must be age 14 or older, **and must have a verified library card (i.e. not a Quick Card)**
- ~~Reference Materials & Newspapers: MAY NOT BE LOANED. Staff will offer to photocopy up to six pages free of charge.~~
- **All other items:** 25 items may be loaned for a 3 week period

Collection Access

In accordance with the American Library Association interpretation of the Library Bill of Rights (June 30, 1972) the West Branch Public Library shall afford minors access to all collections.

Overdue Items and Lost Items

Failure to return items is considered theft of city property per the Code of Iowa, Chapter 714.5, Theft of Library materials and equipment. Items which have not been returned for two months or of whom the mailing address is found to be invalid with no further contact information may be turned over to a third-party to attempt return of the items or monetary equivalence.

Overdue Notification

Patrons will be notified that materials are overdue at regular intervals after the due date.

- 1 week overdue: notification by email, text message, or phone call
- 3 weeks overdue: postcard sent by mail
- 6 weeks overdue: letter sent by mail
- 9 weeks overdue: letter sent by mail

~~by telephone, or and mail within one month of the due date that materials are overdue. Notification of overdue videos will be made by phone the week following the due date.~~ In the event a patron fails to respond to overdue notifications made via mail or telephone within a reasonable amount of time, the director may choose to consider the overdue item stolen and proceed with the matter as specified by the Code of Iowa Chapter 714.5.

Lost or Destroyed Item Charge

The patron of record will be billed for the current replacement cost of the item. If the item is not available for purchase through normal library options, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection.

Revised 07/24

Revised 11/22

Reviewed 09/22

Reviewed 10/21

Reviewed 09/20

Revised 08/19

Revised 12/18

Revised 08/18

Revised 08/16

Revised 11/13

Revised 10/12

Revised 08/11

Revised 06/11

Revised 12/10

Revised 11/10

Revised 09/08

Revised 09/05

Memo

To: Library Board of Trustees
From: Jessica Schafer, Director
Date: 7/10/24
Re: Discuss/Approve 2024 Strategic Plan Process and Timeline

Background

One of the standards for accreditation is that the library must have a written plan. Our existing strategic plan was written in 2021 and covers January 2022 through December 2024. The below statement is what is provided by the state library for what is required:

The Iowa Public Library Standards include a standard on planning, which states: *“The library has a current written plan. A plan is a current document that projects up to **5 years into the future** and outlines the **library’s goals and objectives to meet the community’s needs**. Developing a plan involves the library staff and board, as well as public input. The plan should be reviewed and updated annually by the library board including an evaluation of the library’s progress toward the plan’s goals and objectives. To meet this standard, the plan must.”*

To meet this standard, the plan must:

- Be current at the time of submission
- Address community needs based on community data
- Contain a mission statement, which describes the library’s purpose in the community
- Include goals and measurable objectives

Information

For the last two strategic plans, we have used a revised version of a guide called Planning for Results, which is provided by the State Library. In 2018 and 2021, the library board and volunteers did extensive community research, including interviews and focus groups to gain information from the community.

In speaking with our State Library District Consultant, Becky Heil, she did not feel we needed to do the entire process again this year. Our community data is only three years old, which is still within the target of updating a plan every five years given by the state. She also suggested that “community input” includes studying information we already have access to, such as demographic data. The city of West Branch is also looking at long range planning, and I have been in communication with the city administrator about how the library will factor into those plans. Due to turnover and reduced staff, existing library staff have also had less time to devote to the strategic plan, so I agree with Becky that a less intensive planning process would be appropriate at this time, keeping in mind that we can tap into that resource for future plans.

The State Library consultants do not recommend doing a survey for the purpose of strategic planning. I am in contact with Becky about our options.

Below is the proposed timeline with descriptions of what occurs in each section.

July	<p>Library Board approves planning process and timeline The Library Board approves the process and timeline for the rest of the year. The Library Board and Director brainstorm ideas for community input, including utilizing demographic data and responses from prior community input sessions.</p>
August	<p>Library Board approves community input plan and data is compiled The Library Board approves the community input process at a meeting early in the month. The Library Director researches demographics using available tools.</p>
September	<p>Library Board Determines Goals The Library Board reviews the data and current Strategic Plan, and determines goals for each service area. The goals are written in the form of what the community, or a subset of the community, will receive. Two examples from the 2018 plan include, “Residents will receive information and resources about financial literacy,” and, “Patrons experience positive interactions and a barrier free environment at the library.”</p> <p>The result should include 8-10 goals overall.</p>
October	<p>Library Staff Determine Objectives The library staff meet in a work session to determine the specific, measurable objectives that the library will do to meet the goals. These include what will happen, quantity if applicable, and a goal date. Examples from 2018 include, “The library will add an express computer terminal by March 2019,” and “A teen advisory group will be created by January 2019.”</p> <p>Library Board Creates new mission statement from the determined goals The library board alters the library’s mission statement to reflect the goals of the organization.</p>
November	<p>Library Board Approves Objectives The library board reviews and revises the objectives as desired.</p>
December	<p>Library Director Creates Plan Document and Board Approves</p>

The timeline may be adjusted as needed in order to have a written plan approved by January 2025.