



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

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staff@wbpl.org
www.wbpl.org

Board of Trustees Meeting

August 14, 2024, 6:30pm

West Branch Public Library Community Room

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

Roll Call

Approve minutes
July 10

Open Forum

Financial Condition Report
July 2024
August 2024

Director's Report

Discuss/Approve Revisions to Confidentiality Policy

Discuss/Approve Removal of Library Social Media Policy and Adoption of City Social Media Policy

Discuss/Approve dates for strategic planning session with Becky Heil, district consultant with the State Library in October

Discuss/Approve closing the library on Sunday, September 15 and Sunday, September 22 due to staff shortage

Training
Discuss chapters 11 & 12 of the Library Trustee Handbook

Next meeting
Next meeting September 11 @ 6:30pm

Adjourn

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>

July 10, 2024

Meeting commenced at: 6:35.

Roll Call

Lizabeth Osborne (President) ✓
Deb Kauffman-Watson (Trustee) ✓
Lisa Kofoed (Trustee) ✓
Erin Monaghan (Trustee) ✓
Holly Wasion (Trustee) ✓

Present:

- Jessie Schafer (Director) ✓
- Seth Goodspeed (Vice President/Acting Secretary) ✓

Absent:

- Annika Pettitt (Secretary)
Erin Monaghan

Meeting Minutes:

On a motion by Lisa and seconded by Liz, the June 12, 2024 minutes were unanimously approved. (unanimously approved / approved / not approved)

Open Forum:

Welcome Holly. Two new board members, Holly and Erica. Hope to have Annika back next month w/ Herbert?

Financial Condition Report:

- A/C serviced (June big spending) (July minimal spending)
- Oasis Electric out for work (wiring lighting / fire panel)
- Librarian - computer management system (love it!)
- Summer library bills (programs) - ~~Also~~ Sponsors fund grand prizes for summer program, very exciting for all

Director's Report:

See meeting packet for additional notes

- contacted guy had to start program in the bathroom (4 birds) + staff and library users
- extra money on eBooks and e Audi's Book (1000+ over last year)
- more permanent drainage grate for covered building - help reduce sinkhole issues - water away from foundation - should insist on this
- new fire panel communicates with company and fire dept.
- no real need for Mainstay - some computers occasionally freeze
 - updates causing this?
 - security, cameras may need updated (DVR system has died need replaced, will get quote for this
 - recommended by other cit staff and PD to get replaced
 - some Switch games want missing / now behind computer
- Summer library program going great! Over 300 sign ups so far. Good showing for this!
- Alyssa won't spend a lot of time on teen programs right now with limited attendance

motion approved
 - Lisa
 - Holly
 - unanimously approved

- Now have a few Blue Boys and players for circulation
- Story time well attended this summer (about 20 this summer)
- Erin (WBS Park and Rec) doing test time and visiting parks in town
- More people using computers day to day increasingly those numbers for computer usage
- Gardening program was popular when that took place
- Senior library programs? Tech, fitness
 - Need in the community
 - work with city, Park and Rec
 - Adult programs seem to draw mostly seniors

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

Moved by Deb and seconded by Lisa, the motion to accept the quote was unanimously approved

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

- updated and clarified
 - employee use
 - staff/city use
 - loaned equipment

Moved by Liz and seconded by Deb, the motion to accept the policy updates as suggested by the staff was unanimously approved

Discuss/Approve Revisions to Borrowing Policy:

- hand in hand w/ equipment policy
- West Branch School District was confusing
- updated who can be issued a library card
- registration clarification
- no reference section any more
- updated overdue item notification section - long example items being discussed

Moved by Lisa and seconded by Liz, the motion to accept the policy updates as suggested by the staff was unanimously approved

police proactive 3 about this if requested.

Discuss/Approve 2024 Strategic Plan Process:

- Becky Hibel recommends not doing surveys
- Received community input 3 years ago
- City investing into a comprehensive plan library, can be included in
- A few people can be a part of a planning session - come up with a 3/yr plan
- or - 1 yr plan with minimal goals which would include working with city plan - Adam has come to Jassi to include her on the city's plan

Moved by _____ and seconded by _____, the motion to accept the strategic plan process as discussed was _____.

Adjourn

The meeting was adjourned at 7:39.

Next Meeting is August 14th at 6:30pm.

- look at census data to see if major changes to the community
- compare our library to other IAT libraries our side
- celebrate diversity in community
- come up w/ 1 yr plan and work w/ city planning
- Plans based on calendar year
- Target October for Becky to come lead a planning meeting
 - shortened board meeting then include planning meeting
- August read chapters 11, 12

July 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			\$ -	
			Subtotal	\$ -	
Utilities	031-5-4-410-6371		Alliant	\$ 601.31	
			Subtotal	\$ 601.31	
Telephone	031-5-4-410-6373		Liberty	\$ 238.39	
			Subtotal	\$ 238.39	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 385.00	1099
			Subtotal	\$ 385.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google One (library file server backup)	\$ 19.99	credit card
			Google Workspace (library email accounts)	\$ 36.00	credit card - 5005350981
			Mobile Beacon (mobile hotspot replacement)	\$ 66.00	credit card - 20546522
			Subtotal	\$ 121.99	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage refill + late charge + finance charge)	\$ 144.52	
			Subtotal	\$ 144.52	
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	
			Walmart (teen program supplies)	\$ 41.84	WM - 1656859401
			West Branch Food (ice for sno-cones from Jack & Jill)	\$ 13.46	credit card
			Subtotal	\$ 545.10	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16771561
			EO Johnson (printing charges)	\$ 117.88	INV1522595
			EO Johnson (printing charges)	\$ 191.18	INV1568945
			Subtotal	\$ 451.08	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Baker & Taylor	\$ 636.77	
		Youth	Amazon	\$ -	
			Baker & Taylor	\$ 109.42	
		Electronic	Kanopy (streaming video)	\$ -	
			Overdrive (ebooks)	\$ 27.50	06497CO24198457
			Overdrive (audiobooks)	\$ 117.49	06497CO24198457
			Overdrive (annual participation and materials fees)	\$ 902.16	CD0649724202139
		DVD	Amazon	\$ 79.85	
			Walmart	\$ -	
		Library of Things	Amazon (blu-ray player case)	\$ 18.99	
			Subtotal	\$ 1,892.18	
			Total	\$ 4,379.57	

August 2024

	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		ALA (Leadership webinar)	\$ 79.00	CREDIT CARD - 24686
			Subtotal	\$ 79.00	
Building Maintenance	031-5-4-410-6310		Amazon (shears, trash bags)	\$ 33.76	
			Plunkett's Pest Control (scheduled pest control)	\$ 50.00	8675626
			Amazon (replace broken umbrella)	\$ 52.99	
			Subtotal	\$ 136.75	
Utilities	031-5-4-410-6371		Alliant	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		Liberty		
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00	1102
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (library email accounts, paid by credit card)	\$ 36.00	5027798464
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498		Biblionix (annual renewal - circulation/catalog software)	\$ 1,870.00	10231
			Subtotal	\$ 1,870.00	
Office Supplies	031-5-4-410-6506		Demco (date due slips, new stamp)	\$ 51.22	7512253
			Subtotal	\$ 51.22	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	Amazon (prizes and program supplies)	\$ 57.80	
			Subtotal	\$ 57.80	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16928219
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 104.44	
			Baker & Taylor	\$ 423.48	
		Youth	Amazon	\$ 22.98	
			Baker & Taylor	\$ 147.66	
		Electronic	Kanopy (streaming video)	\$ 39.00	410308
			Overdrive	\$ 483.75	06497CO24221056
		DVD	Amazon	\$ 104.86	
			Walmart	\$ -	
		Library of Thin	Amazon	\$ 134.95	
			Subtotal	\$ 1,461.12	
			Total	\$ 4,288.91	

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,498.00	\$ -	\$ 96,498.00
Part-Time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,804.00	\$ -	\$ 24,804.00
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 79.00	\$ 521.00
Building Maintenance - 6310	\$ -	\$ 136.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 136.75	\$ 13,863.25
Utilities - 6371	\$ 601.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,900.00	\$ 601.31	\$ 9,298.69
Telephone - 6373	\$ 238.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,868.00	\$ 238.39	\$ 2,629.61
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,785.00	\$ 840.00	\$ 4,945.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 157.99	\$ 6,342.01
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,870.00	\$ 530.00
Office Supplies - 6506	\$ -	\$ 51.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 51.22	\$ 1,948.78
Postage and Shipping - 6508	\$ 144.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 144.52	\$ 1,355.48
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,200.00	\$ 602.90	\$ 5,597.10
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 593.10	\$ 2,406.90
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 1,892.18	\$ 1,461.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,100.00	\$ 3,353.30	\$ 19,746.70
<i>Library Account total</i>	<i>\$ 4,379.57</i>	<i>\$ 4,288.91</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 201,215.00</i>	<i>\$ 8,668.48</i>	<i>\$ 192,546.52</i>
Operating (non-collections)	\$ 2,487.39	\$ 2,827.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ 85,249.83
Group Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,074.00	\$ -	\$ 14,074.00
Workman's Comp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ -	\$ 220.00
FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,023.00	\$ -	\$ 12,023.00
IPERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,836.00	\$ -	\$ 14,836.00
Self Funded Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,908.00	\$ -	\$ 1,908.00
Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ -	\$ 5,040.00
<i>General Fund total</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 48,101.00</i>	<i>\$ -</i>	<i>\$ 48,101.00</i>
Library Total Expenditures	\$ 4,379.57	\$ 4,288.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,316.00	\$ 8,668.48	\$ 325,897.35
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Rural Library Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,792.00	\$ -	\$ 24,792.00
State Library Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ -	\$ 2,600.00
Private Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ 400.00
Misc Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Library Total Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258,679.00	\$ -	\$ 258,679.00

July 2023

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		Beaver Heating (smart thermostat installation x3)	\$ 198.00	19354
		coded as 6320	KeyMe Locksmiths (library keys)	\$ 34.19	
			Walmart	\$ 10.22	1649885360
			Walmart	\$ 9.97	1649885360
			Subtotal	\$ 252.38	
Utilities	031-5-4-410-6371		Alliant	\$ 844.58	
			Subtotal	\$ 844.58	
Telephone	031-5-4-410-6373		Liberty	\$ 237.64	I-STMT 8-1-2023
			Subtotal	\$ 237.64	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1011-B
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google (GSuite email)	\$ 30.00	
			Google (online file server storage)	\$ 19.99	
			Subtotal	\$ 49.99	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		Quill	\$ 17.84	32919205
			Bankers Advertising (nametags)	\$ 78.32	818317
			Subtotal	\$ 96.16	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill)		\$200 PD by City
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	Walmart	\$ 108.46	1649885360
			Walmart	\$ 37.68	1649885360
			Walmart	\$ 56.29	1649885360
			Subtotal	\$ 202.43	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	14972005
			Koch Office Group (printing)	\$ 222.09	INV475297
			Subtotal	\$ 364.11	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 42.16	
			Baker & Taylor	\$ 479.55	
		Youth	Amazon	\$ 11.76	
			Baker & Taylor	\$ 56.25	
		Electronic	Kanopy (streaming video)	\$ 20.00	356083
			Overdrive	\$ 357.95	06497CO23211808
			Overdrive (annual participation and materials fees)	\$ 826.89	CD0649723208692
		DVD	Amazon	\$ -	
			Walmart	\$ -	
		Newspapers/Magazines			
			Subtotal	\$ 1,794.56	
			Total	\$ 4,279.35	

August 2023

	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		D&R Pest Control (bi-monthly service)	\$ 70.00	106143
	coded as 6320		Walmart	\$ 13.76	1650462380
			Home Depot Pro Institutional (restroom supplies)	\$ 98.92	757624531
			SUMMIT COMPANIES (annual fire ext service)	\$ 234.63	189008368
	changed from 6495 11/16		Johnson Controls	\$ 658.30	23661105
	changed from 6495 11/16		Johnson Controls	\$ 391.21	23661183
			Subtotal	\$ 1,466.82	
Utilities	031-5-4-410-6371		Alliant	\$ 800.78	
			Subtotal	\$ 800.78	
Telephone	031-5-4-410-6373		Liberty		
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 402.50	1047
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GoDaddy (webmaster email renewal) paid by credit card	\$ 35.82	Customer #17436178
			Amazon (returned battery for tablet)	\$ (18.99)	
			Google (email and online server file storage) paid by credit card	\$ 30.00	4775837391
			Mobile Beacon (annual mobile hotspot renewal) pd by credit card	\$ 360.00	A-038059-20230810-1525
			Subtotal	\$ 406.83	
Contract Payments	031-5-4-410-6498		Biblionix (annual renewal - circulation/catalog software)	\$ 1,880.00	9221
			Subtotal	\$ 1,880.00	
Office Supplies	031-5-4-410-6506		Demco (processing supplies)	\$ 92.41	7343582
			Subtotal	\$ 92.41	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill) (\$200- \$17.20 pd by City Office)	\$ 182.80	pmt due 8/30/23
			Subtotal	\$ 182.80	
Programs	031-5-4-410-6599	SLP	Walmart (prizes)	\$ 39.74	1650462380
			Subtotal	\$ 39.74	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	15114940
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 131.88	
			Baker & Taylor	\$ 1,139.32	
		Youth	Amazon	\$ 56.71	
			Baker & Taylor	\$ 494.93	
		Electronic	Kanopy (streaming video)	\$ 30.00	359523
			Overdrive	\$ 474.30	06497CO2327259
		DVD	Amazon	\$ 109.02	
			Walmart	\$ -	
			Subtotal	\$ 2,436.16	
			Total	\$ 7,850.06	

Library Facilities

- **Grounds:**
 - Liz generously donated some plants for our planters, and, even more generously, spent time getting them planted for us! The library grounds were in great shape for Hoover's Hometown Days.
 - Two of our umbrellas broke. One had a bolt that came loose and was fixable, the other one had a rib that snapped and the canvas tore so it was replaced.
- **Mainstay IT:**
 - Mainstay recently set up a new, third wireless network for us to use with our in-library patron laptops so that our staff network would remain isolated and secure. It was named "WBPL Patron Wifi" which was confusing people and they were attempting to sign on to that password-protected network instead of the open one with the page that asks them to agree to our Internet Policy. We asked them to rename it to another staff network, which they did.
 - I have reached out to Cade regarding quotes for updated security cameras. As we had a potential bike theft (it was located), it seems like the cameras are necessary.

Library Staff/Service


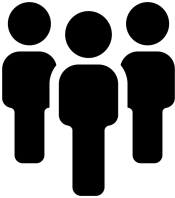
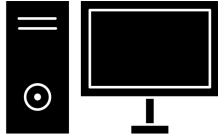

- **Summer Library Program**
 - We wrapped up the summer programming at the end of July! Despite the smaller staff, we had a packed summer and people seemed very engaged with the bingo challenges and special events.
 - We had some scheduling challenges with things like the Cedar County Fair and Olympics interfering with adult programs. It can be very difficult to think of everything when we're scheduling programs in advance! Bad weather seemingly every Tuesday didn't help, either, but despite this we had good turnout at many programs.
 - Overall the numbers were less than last year, but not by much, and some were actually higher! More elementary aged bingo cards were turned in than last year.
 - I have created a set of surveys for us to gauge the success of the program using more than statistics. We've posted it online and paper copies are available at the library. People get a bookmark for filling it out.
- As I emailed you previously, Alyssa has found a full-time position and will be leaving us. Her last day is August 16th. I posted the part-time Programming Librarian position in library channels, on our website/social media, and at the city office and post office. I have received one application and will keep you posted about the hiring process.



Recurring Library Events

- Storytime - Fridays @ 10:15am
- WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - The Day the World Came to Town by Jim DeFede

July 2024

Circulation	Visitors	Computer Use	Program Attendance
 <p>2774</p> <p>June: 2739</p> <p>July 2023: 3074</p>	 <p>1221</p> <p>June: 1232</p> <p>July 2023: 1463</p>	 <p>298 sessions 321 hours</p> <p>June: 253, 236 hrs</p> <p>July 2023: 323 294 hours</p>	 <p>318</p> <p>June: 367</p> <p>July 2023: 482</p>

Action Items

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

2023 Strategic Plan Items

January

- New Cultural Heritage Display**
 - Locally published poetry for National Poetry Month
- Health-based event**
 - Contacting Sarah Subbert about a cooking (nutrition) program
- Nonprofit wishlist implemented**
 - We received access to the Foundation Directory through State Library
 - Link has been added to our catalog and promoted!
 - I also reached out to Jessi Slmon at Main Street West Branch to tell her about the resource.

June

- Youth/Family diversity program held**

July

- New cultural heritage display**
 - Pushed back for Summer Library Program display
- Health-based event held**
 - Will contact Sarah Subbert about a cooking (nutrition) program in the fall

By 2025

- Nonprofit/Charity website or database created**
 - Needs to be revisited
- Welcome packet for new businesses created**
 - Needs to be revisited
- Diversity-based book included in Book Discussion**
 - Barracoon: The Story of the Last "Black Cargo" by Zora Neale Hurston (nonfiction)
 - The Water Dancer by Ta-Nehisi Coates
 - The Seed Keeper by Diane Wilson
 - The Newcomers by Helen Thorpe
 - Violeta by Isabel Allende
- 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.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 8/14/2024
Re: Discuss/Approve Revisions to Confidentiality Policy

Background

The library is required to review policies at least once every 3 years. The Confidentiality Policy was reviewed last year, but I feel it is good practice to review policies regularly so we're familiar with them.

Information

There have been no events or changes in the library world which warrant changes to the Confidentiality Policy. Our policy is comparable to other area libraries. The only revisions I have suggested are fixing typos/grammar mistakes.

Recommendation

The staff's recommended policy is as follows:

Confidentiality Policy

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information privately. The purpose of this policy is to explain how the Library will respond to requests for information about library users and use information for library purposes.

Access to Patron Records

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library are confidential. No individual except authorized Library staff shall have access to circulation other than his or her own without the cardholder's consent. Library accounts for which a bill has been sent may be revealed to parents of minor children, a collection agency, or law enforcement personnel.

Security Cameras

Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

Security cameras are installed in the Library to protect the safety and security of people, the building and its contents. Only authorized Library staff may view recordings. However, Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such ~~record~~ recordings shall be treated as confidential as provided in Iowa Code §22.7 (13). Only designated Library staff may view real time images or screen recorded images for potential breach of confidentiality.

Videotaping and Photography

Please note that the library is a public place and members of the public may record or photograph programs, events, and other activities at the library except where privacy is expected (i.e., restrooms, private use of meeting spaces) or where such video or photographs may violate Iowa Code §22.7 (13) (see Security Cameras section above). In the event library staff record or photograph events for library use, permission will be sought prior to the use of the images. Intended uses by library staff include documents and reports which are public record, and promotion of future **programs**. At no time will the library use names of those photographed or video-taped without prior consent of those individuals involved.

Requests for Records

At no time will the Library Director, who serves as custodian of the records, release protected records except pursuant to a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative, or legislative investigative power. Library staff will seek legal counsel from the City Attorney in the event of such a request for release of Library records, and will respond to the request according to advice of counsel.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

Revised 07/24

Reviewed 6/23

Reviewed 5/22

Reviewed 10/21

Revised 10/19

Reviewed 07/16

Revised 08/15

Reviewed 12/13

Revised 11/10

Approved 03/10

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 8/14/2024

Re: Discuss/Approve Removal of Library Social Media Policy and Adoption of City Social Media Policy

Background

The library is required to review policies at least once every 3 years. The Social Media Policy was last reviewed in 2022.

Information

In my research into library social media policies, I have found that very few libraries still have their own social media policy. According to Mandy Easter, the State Law Librarian, “the Iowa League of Cities recommends that city administrations (with their city attorneys’ help) develop social media policies that apply to all city agencies, including the library, rather than allowing each agency to create its own policy.”

As it turns out, the City of West Branch recently revised and approved an updated employee manual that includes a Social Media Policy. There aren’t significant differences between the two policies, so it should be an easy transition.

I have included the library’s previous social media policy and the city’s current policy in the following pages for your information.

Recommendation

Remove the Social Media Policy from library policies and utilize the city’s social media policy from the employee manual.

Social Media Policy

Purpose Statement

The purpose of the West Branch Public Library's social media sites is to inform library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff.

Introduction

- "Posting" shall mean any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any library social media site.
- "Social media site" shall include any online forum/site, web application or account created and/or maintained by the library or its staff, which permits users to communicate with others through postings.

Disclaimers and Ownership

By joining, utilizing and/or posting on the library's social media sites, you agree to comply with this Policy, and the West Branch Public Library's Policy on Computer Use, as applicable.

Library employees are subject to this policy to the extent they identify themselves as a library employee (other than as an incidental mention of place of employment in a personal blog on topics unrelated to the library), and post on a library-maintained social media site. Wherever practical, library employees should use a disclaimer saying that while they work for the library, anything they publish is their personal opinion, and not necessarily the opinions of the library.

The library is not responsible or liable for the content of postings by individuals employed by the library, or third parties not affiliated with the library, on any library-sponsored social media site. Postings do not necessarily reflect the opinions or positions of the library, its employees, or its Board of Trustees.

Users should have no expectation of privacy in postings on library-sponsored social media sites, and by utilizing these sites, they consent to the library's right to access, monitor and read any postings on the sites. By posting on the library's social media sites, an individual gives the library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the library.

The library's social media sites may be considered public records under Iowa Public Records laws. If requested, the library may be compelled to disclose public records to third party requestors. The library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

Rules and Guidelines

Postings which the library, in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library or its agents immediately upon discovery by the library (or its agent) without prior notice. The library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more

than one occasion. Users may report violations of the library's social media policies by emailing staff@wbpl.org. Screen captures of offending posts will be kept as record by the library director.

Examples of postings not permitted include, but are not limited to:

1. Advertisements;
2. Unsolicited bulk messages (spam);
3. Postings which contain obscene matter;
4. Disparaging, harassing, abusive, profane or offensive postings;
5. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
6. Potentially libelous or defamatory postings;
7. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the library or library partners;
8. Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
9. Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
10. Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.
11. Postings which reference a third party without their knowledge or consent, which the third party finds offensive or an invasion of their privacy.

Reviewed 08/22

Reviewed 08/21

Reviewed 08/20

Revised 01/19

Revised 01/16

Created 11/12

30. SOCIAL MEDIA POLICY

DEFINITIONS:

- Posting: any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any City of West Branch social media site.
- Social media or site: includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, Instagram, Pinterest, Snapchat, YikYak, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on Internet sites. This policy is not meant to address only certain forms of social media, but rather social media in general as advances in technology will occur and new tools will emerge that are also expected to be used in accordance with this policy.

All City employees are expected to use City computers, tablets, mobile phones, computer applications and programs, internet resources and network communications in a responsible, professional, ethical, and lawful manner always. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices is not private and the employer could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over, or discussed on these devices, including social media, at any time. Consequently, employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.

In addition, employees are expected to follow all other City policies with regard to their use of social media. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

PROCEDURES:

The procedures for using Social Media are presented in two categories: (1) City sponsored sites used to provide citizens with official, accurate, and unbiased information, and (2) procedures governing employees' conduct while on social media sites.

1. City-Sponsored Sites:

- A. The City's social media are limited public forums, with the exception of its YouTube page. The sites are not an editorial page or blog for visitors and they are subject to the commenting restrictions listed below in this policy. The City does not intend by its social media sites to create or allow the creation of an unlimited public forum for the public to post comments of any kind.
- B. The City's YouTube page is administered to provide coverage of Council Meetings to citizens. It is provided as an informational resource, not a place or forum for anyone, including the City, to comment. The City's YouTube page has never been opened up

- to allow for public comments on the YouTube page, and instead citizens are encouraged to use the Council Meetings to provide public comment.
- C. The establishment and use by any City department of City social media sites are subject to approval by the City Administrator. At the time such site is approved, the City Administrator must determine who will be responsible for developing this site including establishing an administrative profile, designating who will have authority for speaking on behalf of the City, and who will keep the site up to date, including answering questions in a timely manner.
 - D. City social media accounts will only become affiliated with (i.e., “like,” “follow,” etc.) another social media page if it is related to official City business, services, and events. The City Administrator shall have the final determination if another social media page is related to official City business, services, and events.
 - E. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.
 - F. The City Administrator or his/her designee will monitor the City’s social media accounts to ensure that the social media sites further the City’s policies, interests, and goals.

Comments containing any of the following inappropriate forms of content will not be allowed on the City’s social media sites and are subject to removal by the City:

- Comments unrelated to the original topic;
 - Comments that are obscene, vulgar, or profane;
 - Content that promotes, fosters or perpetuates discrimination of any protected class under local, state, or federal law;
 - Defamatory or personal attacks;
 - Threats to any person or organization;
 - Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - Conduct in violation of any federal, state or local law;
 - Encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems; or
 - Content that violates a legal ownership interest, such as a copyright.
 - Comments that are threatening in nature will be forwarded as appropriate to law enforcement.
- G. The City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content removed based on these guidelines must be retained by the City Administrator or his/her designee for a minimum of 90 days, including the time, date, and identity of the poster, when available.
 - H. Comments posted by the public on the City’s social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions

or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.

- I. The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.
- J. The City is not liable for the content of postings by individuals employed by the City or third parties not affiliated with the City on any City social media sites.
- K. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.
- L. The City's website at <http://www.westbranchiowa.org/> will remain the City's primary and predominant Internet presence.
- M. Employees representing the City via social media accounts must conduct themselves at all times as representatives of the City and must identify themselves as representatives of the City when doing so. Employees that fail to identify themselves and/or conduct themselves in an appropriate manner shall be subject to discipline up to and including dismissal.

2. Employees' Personal Use of Social Media:

- A. Employees should limit their use of social media during working hours or on equipment provided by the City unless such use is work-related or authorized by a supervisor. Employees shall not use City-provided e-mail addresses to register on social networks, blogs or other websites for personal use. Employees should note that this provision is not meant to prohibit employees from engaging in concerted protected activity where prohibited by law.
- B. Employees may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If an employee wishes to make a work-related statement on his/her social media, the employee should consider including a disclaimer indicating that the opinions are the employee's personal opinions not the opinion of the City.
- C. Employees shall not use City-provided email accounts to sign up for or access social media unless expressly authorized to do so by the employee's supervisor.
- D. Employees shall have no expectation of privacy if they access their social media using City e-mail, City networks, City servers, City devices, and/or any other City resources when accessing social media.
- E. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
- F. Employees are not to use the City's intellectual property such as trademarks, logos, letterhead, *etc.* when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of yourself or others wearing City uniforms or other apparel bearing the City's name or logo.
- G. Employees are not allowed to use photographs or other depictions related to City business, including as discussed in the paragraph above, unless expressly authorized in

- writing. This includes, but is not limited to posting, transmitting, and/or disseminating any photographs or videos of City training, activities, or work-related assignments.
- H. Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
 - I. Employees shall not post material that may be construed to be discriminatory, harassing, or retaliatory under local, state, or federal law about the City, its employees, or citizens.
 - J. Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of this City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

The City of West Branch's social media sites may be considered public records under Iowa Public Records laws. If requested, the City may be compelled to disclose public records to third party requestors. The City in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 8/14/2024

Re: Discuss/Approve potential dates for strategic planning session with Becky Heil

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. We need to have a written plan in place by January 1, 2025 that covers the next 1-5 years.

Information

Last month we decided to do an abbreviated planning session with the help of Becky Heil from the state library to plan for the next year. During that year, we will work with the city on their community data collection and strategic planning efforts and reevaluate after the year is up.

I spoke with Becky about potentially having a planning session during our usual meeting, but she was not available on that day due to a conference, and she also recommended having it at a separate time anyway since it will take about 2 hours.

She is available later in October, the week of the 21st and 28th.

Recommendation

Come up with several options for times that work for the board later in October, and I will schedule with Becky.

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 8/14/2024

Re: Discuss/Approve closing the library on Sunday, September 15 and Sunday, September 22 due to staff shortage

Background

With the reduction in library staff, there was potential that conflicts could arise keeping the library open full hours during certain unusual events, such as illness, vacations, or emergencies.

Information

Kat has a family vacation planned for September 15-28, which cannot be changed due to reservations made in advance. With Alyssa leaving, we will hopefully have a new staff person in place by mid-September, but they will likely not be comfortable being in the library alone yet.

There is a city council meeting, book discussion, and two city administrator meetings during this period, outside of regular library hours. To avoid having to work extra hours to cover Sundays myself, I would like permission to close the library on Sunday, September 15 and Sunday, September 22.

While we do have Becky on the payroll as a temporary employee, we did not budget for paying her 8 hours or more in one month, and anything beyond 24 hours in the fiscal year would come out of the programming librarian's salary.

If an alternative arises after the hiring of the programming librarian that works with our budget, I will notify the board and attempt to keep the library open on those Sundays.

Recommendation

Recommend closing the library on Sunday, September 15 and Sunday, September 22.