
Board of Trustees Meeting

October 9, 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 agenda

Approve minutes
September 11

Open Forum

Financial condition report and approval of expenditures
September 2024
October 2024 in progress

Director's Report

Present/Approve Annual Report

Discuss/Approve Review of Collection Policy

Discuss/Approve establishing a Building & Grounds Committee

Discuss stakeholders to invite to strategic planning session on October 23

Training
Discuss chapters 14 and 15 of the Library Trustee Handbook

Next meeting
Next meeting November 13 @ 6:30pm

Adjourn

Staff

Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo

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>

August 14, 2024

Meeting commenced at: 6:37 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Trustee/Acting Secretary)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent: N/A

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

Meeting Agenda and Minutes:

On a motion by Trustee Kauffman-Watson the agenda for the meeting was unanimously approved.

On a motion by Trustee Monaghan and seconded by Trustee Osborne, the July 10 2024, minutes were unanimously approved.

Open Forum:

No items for open forum

Financial Condition Report:

Received two of the annual Johnson Control bills for their typical monitoring service they provide annually.

Still waiting for final numbers from the city for annual totals and salaries are estimates, but none of this is a concern.

On a motion by Trustee Pettitt and seconded by Trustee Kauffman-Watson the financial report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

There is a candidate for the Programming Librarian position who is excited for the position but cannot move into the role right away. After discussion with Kat and the city, it is decided that the staff will make due with limited staff until she is eligible to take the position officially.

Discuss/Approve quote for upgraded security camera system from Mainstay Systems:

Moved by Trustee Kauffman-Watson and seconded by Trustee Waison, the motion to accept the approve the expenditure as suggested by the staff was unanimously approved.

Discuss/Approve Revisions to Bylaws:

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to accept the revised Bylaw updates and revisions as suggested by the staff was unanimously approved.

Discuss/Approve Revisions to the Telephone Policy:

Moved by Trustee Pettitt and seconded by Trustee Monaghan, the motion to accept the revised policy as suggested by the staff was unanimously approved.

Discuss strategic planning training on October 23rd and set time

Training will occur at 5:00 PM and will last about 2 hours.

We can choose to invite others from the community who will be interested as a stakeholder (up to 10). We can discuss more formally at our October meeting and make invitations then, members of Mainstreet West Branch and Erin from Parks and Rec were mentioned as possible options for invitees.

Trustee Training:

Trustees read chapters 13 of the handbook

Trustee Training Time (30 minutes and 22 minutes):

Start Time: 7:07 PM

End Time: 7:29 PM

Trustees should read chapters 14 and 15 before the next weekend.

The meeting was adjourned at 7:34

Next Meeting is October 9 at 6:30 PM

September 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		AMAZON - paper towels, disinfecting wipes	\$ 54.04	1DD6-MX1V-47T4
			AMAZON - turtle/fish supplies	\$ 21.21	1JPN-Y9W4-6JXX
			Subtotal	\$ 75.25	
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	\$ 350.00	1107
			Subtotal	\$ 350.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		MOBILE BEACON - hotspot annual renewal x 2	\$ 240.00	038059-20240822-1916
			GOOGLE WORKSPACE - library email accounts, paid by credit card	\$ 36.00	5056006364
			AMAZON - headphones and mice for patron PCs	\$ 45.83	16RC-L3G1-RQX3
			Subtotal	\$ 321.83	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - post its, drawer liners, glue, box cutters	\$ 53.41	1JM4-XG3L-LTKH
			Subtotal	\$ 53.41	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3319485697
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599		AMAZON - coloring books	\$ 60.12	1VCM-W6VM-T7Y6
			Subtotal	\$ 60.12	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17085428
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 106.15	
			BAKER & TAYLOR	\$ 753.31	
		Youth	AMAZON	\$ 23.08	
			BAKER & TAYLOR	\$ 395.57	
		Electronic	KANOPY	\$ 28.00	414984
			OVERDRIVE - ebooks	\$ 122.48	36 ; 06497CO24261294
			OVERDRIVE - audiobooks	\$ 217.49	06497CO24261294
		DVD	AMAZON	\$ 136.78	
			WALMART	\$ -	
		Other	DES MOINES PUBLIC LIBRARY - lost interlibrary loan replacement	\$ 23.00	279
			Subtotal	\$ 1,805.86	
			Total	\$ 2,885.86	

October 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		ARSL - Association of Rural and Small Libraries renewal for JS (CC)	\$ 50.00	74216
			ARSL - Association of Rural and Small Libraries mebership for KK (CC)	\$ 50.00	
			Subtotal	\$ 50.00	
Travel/Conference	031-5-4-410-6240			Subtotal	\$ -
Building Maintenance	031-5-4-410-6310			Subtotal	\$ -
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	Subtotal	\$ -
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	5077624046
				Subtotal	\$ 36.00
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		GRAY BARN INDUSTRIES - notary stamps x 2	\$ 55.22	189066
				Subtotal	\$ 55.22
Postage and Shipping	031-5-4-410-6508			Subtotal	\$ -
Programs	031-5-4-410-6599	Youth		Subtotal	\$ -
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17236469
				Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult books	AMAZON	\$ 122.37	
			BAKER & TAYLOR	\$ 349.31	
		Youth books	AMAZON	\$ 10.82	
			BAKER & TAYLOR	\$ 121.22	
		Electronic	KANOPY - streaming video	\$ 4.00	419687
			OVERDRIVE - ebooks	\$ 114.99	06497CO24276840
			OVERDRIVE - audiobooks	\$ 255.22	06497CO24276840
		DVD	AMAZON	\$ 40.25	
			WALMART	\$ -	
		ILL	COWETA PUBLIC LIBRARY - damaged ILL replacement	\$ 36.99	
				Subtotal	\$ 1,055.17
		Total	\$ 1,388.41		

West Branch								
Type	July	August	September	October	November	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ -	\$ -	\$ 96,498.00	\$ 25,626.16	\$ 70,871.84
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 105.00	\$ -	\$ -	\$ 24,804.00	\$ 3,910.35	\$ 20,893.65
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 79.00	\$ 521.00
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 75.25	\$ -	\$ -	\$ 14,000.00	\$ 1,401.46	\$ 12,598.54
Utilities - 6371	\$ 601.31	\$ 695.36	\$ -	\$ -	\$ -	\$ 9,900.00	\$ 1,296.67	\$ 8,603.33
Telephone - 6373	\$ 238.39	\$ 238.72	\$ -	\$ -	\$ -	\$ 2,868.00	\$ 477.11	\$ 2,390.89
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ -	\$ -	\$ 5,785.00	\$ 1,190.00	\$ 4,595.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ -	\$ 6,500.00	\$ 515.82	\$ 5,984.18
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,870.00	\$ 530.00
Office Supplies - 6506	\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ -	\$ 2,000.00	\$ 159.85	\$ 1,840.15
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ -	\$ -	\$ 1,500.00	\$ 365.49	\$ 1,134.51
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ -	\$ 6,200.00	\$ 663.02	\$ 5,536.98
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 142.02	\$ -	\$ 3,000.00	\$ 877.14	\$ 2,122.86
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 1,805.86	\$ 1,055.17	\$ -	\$ 23,100.00	\$ 6,351.16	\$ 16,748.84
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 10,312.62	\$ 1,288.41	\$ -	\$ 201,215.00	\$ 44,783.23	\$ 156,431.77
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 1,185.00	\$ 233.24	\$ -			\$ 75,456.60
Liability Insurance	\$ -	\$ 7,086.73	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 7,086.73	\$ (2,046.73)
FICA	\$ 684.21	\$ 1,007.24	\$ -	\$ -	\$ -	\$ 12,023.00	\$ 1,691.45	\$ 10,331.55
IPERS	\$ 844.26	\$ 1,238.62	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 2,082.88	\$ 12,753.12
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 3,162.36	\$ 10,911.64
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 403.68	\$ 1,504.32
Workman's Comp	\$ 61.40	\$ 18.40	\$ -	\$ -	\$ -	\$ 220.00	\$ 79.80	\$ 140.20
General Fund total	\$ 1,844.42	\$ 1,801.42	\$ -	\$ -	\$ -	\$ 16,202.00	\$ 3,645.84	\$ 12,556.16
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 10,312.62	\$ 1,288.41	\$ -	\$ 249,316.00	\$ 59,290.13	\$ 265,482.47
Total Annual Income								
Type	July	August	September	October	November	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 276.75	\$ -	\$ -	\$ -	\$ 300.00	\$ 276.75	\$ 23.25
Rural Library Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,792.00	\$ -	\$ 24,792.00
State Library Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ -	\$ 2,600.00
Private Contributions	\$ 430.15	\$ 26.70	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 456.85	\$ 2,543.15
Fines	\$ -	\$ 52.00	\$ -	\$ -	\$ -	\$ 400.00	\$ 52.00	\$ 348.00
Misc Revenues	\$ 95.00	\$ 121.55	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 216.55	\$ 783.45
Library Total Income	\$ 525.15	\$ 477.00	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 1,002.15	\$ 257,676.85
Total Investments								
Type	July	August	September	October	November			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ -	\$ -	\$ -			
Hansen Donation CD	\$ 59,319.25	\$ 60,397.57	\$ -	\$ -	\$ -			
Krouth Principle	\$ 54,637.71	\$ 55,391.01	\$ -	\$ -	\$ -			
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ -	\$ -	\$ -			
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ -	\$ -	\$ -			
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ -	\$ -	\$ -			
Library Total Investment	\$ 175,676.16	\$ 177,987.65	\$ -	\$ -	\$ -			

September 2023

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		Association for Rural & Small Libraries (ARSL) membership renewal - BK	\$ 50.00	70054
			Subtotal	\$ 50.00	
Training/Education	031-5-4-410-6230				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Amazon (building supplies)	\$ 73.37	139XMLPVYJK9
			Subtotal	\$ 73.37	
Utilities	031-5-4-410-6371		Alliant	\$ 800.20	
			Subtotal	\$ 800.20	
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	I-STMT 9-1-2023
			Subtotal	\$ 238.75	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 420.00	1052
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google (email and online server file storage) paid by credit card	\$ 30.00	
			GoDaddy (wbpl.org domain renewal) paid by credit card	\$ 46.34	
			Subtotal	\$ 76.34	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		Quill	\$ 27.83	34025221
			Quill	\$ 3.75	34025359
			Quill	\$ 24.74	34156395
			Subtotal	\$ 56.32	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter lease)	\$ 77.37	3317948784
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599		Amazon (Halloween)	\$ 68.95	
			Subtotal	\$ 68.95	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	15263788
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Baker & Taylor	\$ 567.62	
		Youth	Amazon	\$ -	
			Baker & Taylor	\$ 258.47	
		Electronic	Kanopy	\$ 20.00	364037
			Overdrive	\$ 356.25	06497CO23303989
		DVD	Amazon	\$ 79.84	
			Walmart	\$ -	
			Subtotal	\$ 1,282.18	
			Total	\$ 3,285.50	

Library Facilities

• Building/Grounds

- Volunteers from the Lions Club came and replaced some light bulbs for us.
- I asked them about repairing some holes in the walls from moving fixtures, so they are helping with that, too. Some of the walls are badly scuffed and we might need to do a bigger painting job soon.
- Johnson Controls tested the fire alarms - we passed!

• Mainstay IT

- Cade has started ordering components for our new security camera system.
- Staff are discussing replacing one or two patron desktops. The oldest one is having consistent problems and is due for replacement, if we have the budget.

Library Staff/Service

- **Kat was on vacation from September 16-28.** It was very busy but manageable. I had to run errands before we opened and had several meetings to attend outside library hours. City office staff also helped by doing a post office run for me. The library was closed Sunday, September 22, which was very helpful because I still worked over 40 hours/week.

• Programs

- **Early Out Programs:** Our volunteer early out programs went well and it was a big help having another adult in the library. Sarah from Cedar County Conservation is always great, and the pet rock craft was a big hit! We had a good number of participants in that program, despite the kids usually preferring to play on computers.
- **Friday storytimes:** Becky got a good crowd on 9/27 by reaching out to caregivers directly. Hopefully Mary will be able to establish similar connections with families and daycare providers.
- **Book Discussion:** We had another great discussion of Mad Honey, by Jodi Picoult and Jennifer Finney Boylan, which explores lots of social issues. It's heartening to see West Branch residents being so open minded and eager to learn about the experiences of others.

Recurring Library Events

- **Storytime - Fridays @ 10:15am**
- **STEAM Night with Mrs. Howard - 3rd Wednesday at 6pm**
- **WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - Stars Over Clear Lake by Loretta Ellsworth**



September 2024

Circulation

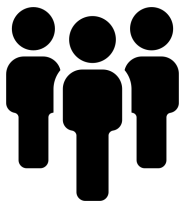


2194

August: 2340

Sept 2023: 2306

Visitors

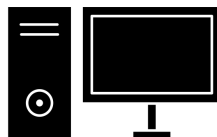


963

August: 925

Sept 2023: 1276

Computer Use



298 sessions
240 hours

Aug: 254, 268 hrs

Sept 2023: 227
175 hours

Program Attendance



51

*Friday storytimes &
book discussion

August: 20

Sept 2023: 256

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 We received access to the Foundation Directory through State Library
 - o Link has been added to our catalog and promoted!
 - o I also reached out to Jessi Simon at Main Street West Branch to tell her about the resource.

June

- ~~Youth/Family diversity program held~~

July

- New cultural heritage display**
 - o Pushed back for Summer Library Program display
- ~~Health-based event held~~
 - o Will contact Sarah Subbert about a cooking (nutrition) program in the fall
 - o On hold due to staff shortage

By 2025

- Nonprofit/Charity website or database created**
 - o Needs to be revisited
- Welcome packet for new businesses created**
 - o Needs to be revisited
- ~~Diversity-based book included in Book Discussion~~
 - o Barracoon: The Story of the Last "Black Cargo" by Zora Neale Hurston (nonfiction)
 - o The Water Dancer by Ta-Nehisi Coates
 - o The Seed Keeper by Diane Wilson
 - o The Newcomers by Helen Thorpe
 - o Violeta by Isabel Allende
 - o Mad Honey by Jodi Picoult and Jennifer Finney Boylan
- Mental health program held**

We will be working on a new plan in October. We can decide which of these objectives are worth keeping.



Patron Visits

14,708

Programs

285 Programs 5,478 ↑ Attendees

Did you know:

- Summer programs help prevent “summer slide” and prepare kids for the next school year
- The library hosts big screen movies, craft nights, and more for adults and seniors, for free!

Circulation

Physical 18,876 Digital 10,000 ↑

Amount Saved

\$506,691 \$34,615



- West Branch and rural Cedar County residents can get access to FREE ebooks, digital audiobooks (like Audible, only free), and digital magazines
- We set a new record for audiobook downloads this year!



\$245

The average library user saved \$245 this year by using the library instead of buying media themselves.

Collection

Physical items		Digital items	
923	269	16,982 ↑	152,874

295 ↑

Questions Answered

Including research, book/movie recommendations, technology help



- WBPL has two librarians with Master’s degrees who are certified by the State
- We have specialized training and undergo continuing education
- We offer notary and faxing services to help with official forms



Computer Use

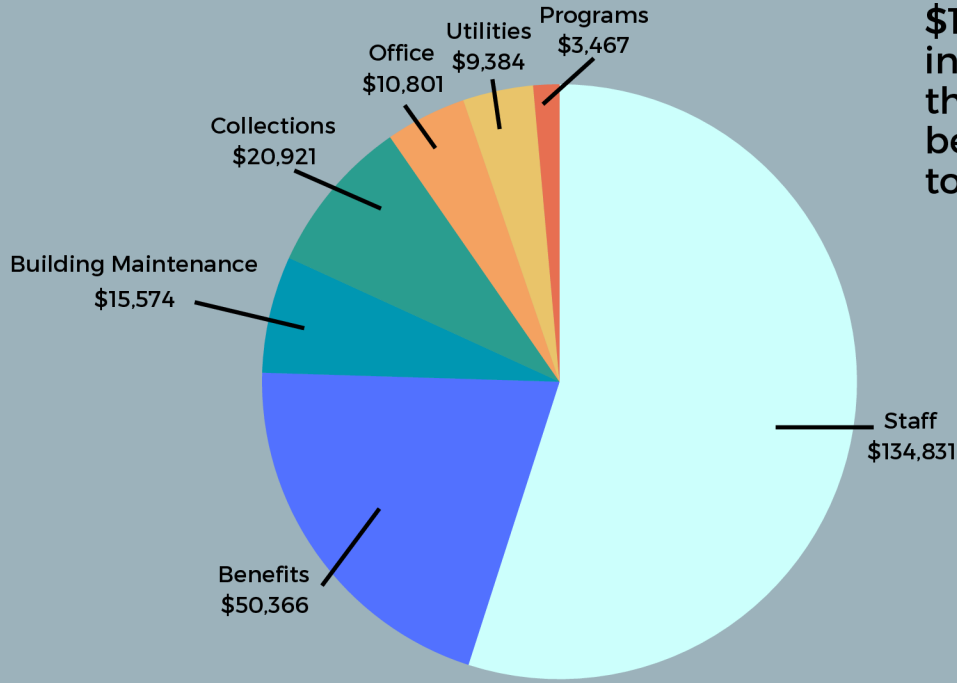
2,776 sessions ↑

Wifi Use

1,851 sessions

- Library computers have high speed internet, cameras, and mics
- Residents use our computers to apply for jobs, file paperwork, and attend digital meetings on Zoom
- Our wifi is on 24/7 and reaches all the way to our parking lot

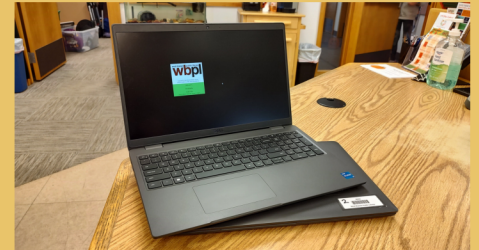
Expenditures



- We saved almost \$1,700 on utilities by installing smart thermostats and beginning to transition to LED lighting

- Office: technology, office equipment, postage, office supplies
- Collections: books, DVDs, games, digital books, audiobooks, digital video

Condition of the Library



Recent projects:

- Finished outdoor spaces
- Replaced memorial gazebo with picnic table and planters
- Filled sinkhole
- New patron laptops
- Updated fire alarm system

Upcoming projects:

- Fix drainage around library to improve safety
- Platforms for picnic tables
- Update security camera system
- Repair east side sidewalks
- Interior painting
- Replace 2 patron computers



Staff

Library Director: Jessica Schafer • Public Services Librarian: Kat Korsmo

Board of Trustees

Lizabeth Osborne, President • Seth Goodspeed, Vice President • Annika Pettitt, Secretary
Lisa Kofoed • Deb Kauffman-Watson • Erin Monaghan • Holly Wasion

Friends of the Library

Lisa Nelson, President • Sarah Hetrick, Vice President • Kelley Schlitz, Treasurer • Liz Solchenberger, Secretary
Deb Kauffman-Watson, Member

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 10/9/2024
Re: Discuss/Approve Revisions to Collection Policy

Background

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

Information

The Collection Policy is provided below, along with the referenced ALA Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and reconsideration form. This subject has been of extra interest in recent years, as the number of challenges to library materials continues to rise in some settings. While we have not been experiencing challenges from our community, a solid Collection Policy is still very important for library staff to reference should such situations arise.

Our policy is generally strong and contains all of the elements recommended by library professionals, however I suggest some additions, especially to the Gift sections of the document. Library staff feel it should be clear what materials we accept as gifts and what happens to the materials once donated.

Recommendation

Recommend changes to policy as follows.

Collection Policy

This policy exists to guide the Library Director in selecting materials and to inform the public about the principles guiding collection development decisions. Responsibility for collection development lies with the Library Director and/or his/her designee(s) applying professional knowledge, experience, and this policy in making decisions.

Collection Development

The West Branch Public Library provides free service to all individuals in the community, both children and adults. Its objectives include the provision of expertly selected materials to aid the individual in the pursuit of education, information, enjoyment, research, and leisure **culture, and recreation**.

Materials selected for the collection will meet both the current and long-term needs of West Branch residents of all ages ~~and abilities for education, information, culture, and recreation~~. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Collection development will support priorities of the library's long-term plan.

The library subscribes to the principles embodied in the Library Bill of Rights adopted by the American Library Association. Including materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but, because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable. Responsibility for materials used by children rests with their parents and legal guardians. Selection of materials for the collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

The library welcomes suggestions and comments from the public and will consider requested materials of reasonable cost and value to the collection for acquisition. Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public. The library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to internet resources.

Request for Reconsideration

Patrons who wish to object to materials in the library's collection may do so by requesting a challenge packet, which includes the Library Bill of Rights, ALA Freedom to Read Statement, Freedom to View Statement, Collection Policy, and a reconsideration form. ~~and completing a reconsideration form available from the Library Director.~~ All Completed reconsideration forms will be considered at the next regularly-scheduled library board of trustees meeting or at the meeting of a special committee designated by the Library Board of Trustees. Forms must be received at least 24 hours prior to the meeting to be considered. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

Collection Maintenance

To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of materials previously added to the collection is reevaluated on a regular basis. Materials will be withdrawn if they are out-of-date, badly worn, damaged, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be sold, recycled, or discarded.

Gifts

The Library accepts gifts of books, DVDs, CDs, and other media formats that are also available in the library collection. Gifts may be considered by the library for inclusion into the library collection if they meet the same selection criteria as purchased materials. The library staff reserves the right to decline gifts and to decide when a gift previously added to the collection will be withdrawn. Gifts not added to the collection may be accepted on behalf of the Friends of the West Branch Public Library for the purpose of book sales benefiting the library and all donations of such materials become property of the Friends upon receipt.

Gifts are tax-deductible but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.

Revised 10/24

Reviewed 05/22

Reviewed 02/20

Revised 02/18

Revised 11/14

Revised 05/11

Revised 08/09
Reviewed 08/08
Revised 03/05

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

STATEMENT OF CONCERN ABOUT
LIBRARY RESOURCES
West Branch Public Library

Please return this form to the Library Director or Library Board of Trustees.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

1. Resource on which you are commenting:

Title _____

Author/Producer _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)
Comment:

4. Please list additional resources you feel the library should purchase on this matter.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 10/9/2024
Re: Discuss/Approve establishing a Building & Grounds Committee

Background

Per the Trustee Bylaws:

At the Annual Meeting of the Board of Trustees, the President may appoint four (4) standing committees, of three members each, as follows.

...

The Building and Grounds Committee shall oversee the general care of the buildings and grounds in co-operation with the Director.

Information

While Nick had ample time and knowledge to dedicate to building and grounds maintenance, the library is now operating with fewer staff and as a new director with no assistant director, I have more administrative and library duties. This year I have received assistance with general maintenance from Public Works but I struggled to keep up with the beautification of the outdoor spaces, and we ended up relying on volunteers. It would be beneficial to have more board input into planning and maintaining the grounds.

As a board we have already discussed adding a permanent platform for the picnic tables and a committee would be helpful in planning this project as well.

Recommendation

Recommend forming a Building and Grounds Committee of three members and appointing members.