



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

November 13, 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
October 9

Open Forum

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

Director's Report

Discuss/Approve director salary changes to meet new labor requirements for 2025

Discuss/Approve review of Weather Policy

Discuss/Approve review Community Room Policy

Training

Discuss chapter 16 of the Library Trustee Handbook
Discuss future training ideas

Next meeting

Next meeting December 11 @ 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>

October 9, 2024

Meeting commenced at: 6:31 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)
- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

Meeting Agenda and Minutes:

On a motion by Trustee Waison the agenda for the meeting was unanimously approved.

On a motion by Trustee Osborne and seconded by Trustee Monaghan, the September 11, 2024 minutes were unanimously approved.

Open Forum:

No items for open forum

Financial Condition Report:

Of Note:

August payroll higher than other months due to an additional pay period
Fees for Notary recertification and ARSL membership for both staff members

On a motion by Trustee Goodspeed and seconded by Trustee Waison, the financial report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Present/Approve Annual Report:

Jessie will publish this on Facebook as well as presenting to City Council and printing some physical versions.

The board suggested that she look into how much it would cost to run it as an ad in the paper. The board agrees the report format is great!

On a motion by Trustee Monaghan and seconded by Trustee Pettitt, the Annual Report was unanimously approved.

Discuss/Approve Review of Collection Policy

On a motion by Trustee Kauffman-Watson and seconded by Trustee Osborne, the revised Collection Policy as proposed by the staff was unanimously approved.

Discuss/Approve establishing a Building & Grounds Committee

Trustees Osborne, Monaghan, and Pettitt agreed to serve on the newly formed Building & Grounds Committee.

On a motion by Trustee Kauffman-Watson and seconded by Trustee Waison, the Building & Grounds Committee was formed with three members and the Director.

Discuss stakeholders to invite to strategic planning session on October 23

A list of 3-5 community members were discussed. Trustees were encouraged to invite other interested parties in the community, coordinating with Jessie.

Trustee Training:

Trustees read chapters 14 and 15 of the handbook

Trustee Training Time (30 minutes and 12 minutes):

Start Time: 7:13 PM

End Time: 7:25 PM

The meeting was adjourned at 7:27

Next Meeting is for strategic planning on October 23 at 5:00 PM.

The next standard board meeting is November 13 at 6:30 PM.

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 | | PLUNKETT'S PEST CONTROL - scheduled pest control | \$ 50.00 | 8830392 |
| | | | HD SUPPLY - hand soap for bathrooms | \$ 89.40 | 829630961 |
| | | | OASIS ELECTRIC - fix strobing light | \$ 138.43 | 8182 |
| | | | Subtotal | \$ 277.83 | |
| Utilities | 031-5-4-410-6371 | | ALLIANT | \$ 525.14 | I-STMT 10-2-2024 |
| | | | Subtotal | \$ 525.14 | |
| Telephone | 031-5-4-410-6373 | | LIBERTY | \$ 239.02 | I-STMT 10-1-2024 |
| | | | Subtotal | \$ 239.02 | |
| Janitorial Services | 031-5-4-410-6409 | | MOPPY MO'S | \$ 402.50 | 1115 |
| | | | Subtotal | \$ 402.50 | |
| 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 | | PITNEY BOWES - postage refill | \$ 100.00 | |
| | | | Subtotal | \$ 100.00 | |
| Programs | 031-5-4-410-6599 | Youth | | \$ - | |
| | | | Subtotal | \$ - | |
| Office Equipment | 031-5-4-410-6725 | | LEAF - copier lease | \$ 142.02 | 17236469 |
| | | | EO JOHNSON - printing charges | \$ 189.12 | INV1626491 |
| | | | Subtotal | \$ 331.14 | |
| Capital Improvements | 031-5-4-410-6761 | | | | |
| | | | Subtotal | \$ - | |
| Materials | 031-5-4-410-6770 | Adult books | AMAZON | \$ 193.50 | |
| | | | BAKER & TAYLOR | \$ 648.49 | |
| | | Youth books | AMAZON | \$ 44.89 | |
| | | | BAKER & TAYLOR | \$ 218.07 | |
| | | Electronic | KANOPY - streaming video | \$ 4.00 | 419687 |
| | | | OVERDRIVE - ebooks | \$ 114.99 | 06497CO24276840 |
| | | | OVERDRIVE - audiobooks | \$ 255.22 | 06497CO24276840 |
| | | DVD | AMAZON | \$ 40.25 | |
| | | Video Games | AMAZON | \$ 59.99 | |
| | | ILL | COWETA PUBLIC LIBRARY - damaged ILL replacement | \$ 36.99 | |
| | | | DIVINE WORD COLLEGE - lost ILL replacement | \$ 39.53 | L090924 |
| | | Subtotal | \$ 1,655.92 | | |
| | | Total | \$ 3,722.77 | | |

November 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 - turtle supplies & first aid | \$ 18.47 | |
| | | | WALMART - turtle supplies & building maintenance supplies | \$ 11.66 | 1659199882 |
| | | | Subtotal | \$ 30.13 | |
| 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 | \$ 35.75 | 5097475800 |
| | | | MAX MEGA MENU - website menu plugin for wbpl.org , paid by credit ca | \$ 24.50 | 66620841 |
| | | | Subtotal | \$ 60.25 | |
| Contract Payments | 031-5-4-410-6498 | | | \$ - | |
| | | | Subtotal | \$ - | |
| Office Supplies | 031-5-4-410-6506 | | DEMCO - processing supplies | \$ 91.61 | 7558190 |
| | | | Subtotal | \$ 91.61 | |
| Postage and Shipping | 031-5-4-410-6508 | | | \$ - | |
| | | | Subtotal | \$ - | |
| Programs | 031-5-4-410-6599 | | WALMART - scavenger hunt prizes, craft supplies | \$ 71.44 | 1659199882 |
| | | | Subtotal | \$ 71.44 | |
| Office Equipment | 031-5-4-410-6725 | | LEAF - copier lease | \$ 142.02 | 17395762 |
| | | | Subtotal | \$ 142.02 | |
| Capital Improvements | 031-5-4-410-6761 | | | \$ - | |
| | | | Subtotal | \$ - | |
| Materials | 031-5-4-410-6770 | Adult | AMAZON | \$ 11.99 | |
| | | | BAKER & TAYLOR | \$ 123.18 | |
| | | Youth | AMAZON | \$ 13.53 | |
| | | | BAKER & TAYLOR | \$ 7.18 | |
| | | Electronic | KANOPY | \$ 4.00 | 424377 |
| | | | OVERDRIVE | \$ - | |
| | | | AMAZON | \$ - | |
| | | DVD | AMAZON | \$ 39.91 | |
| | | | WALMART | \$ - | |
| | | Library of Things | | \$ - | |
| | | Newspapers/mags | USA Today | \$ 400.35 | UT6363775 |
| | | | Subtotal | \$ 600.14 | |
| | | | Total | \$ 995.59 | |

| West Branch | | | | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|----------------------|---------------------|----------------------|
| Type | July | August | September | October | November | Budgeted | Expended | Remaining \$ |
| Full-Time Salaries | \$ 7,321.76 | \$ 10,982.64 | \$ 7,321.76 | \$ 7,321.76 | \$ 7,321.76 | \$ 96,498.00 | \$ 40,269.68 | \$ 56,228.32 |
| Part-Time Salaries | \$ 1,621.80 | \$ 2,183.55 | \$ 105.00 | \$ 105.00 | \$ 105.00 | \$ 24,804.00 | \$ 4,120.35 | \$ 20,683.65 |
| Dues/Memberships - 6210 | \$ - | \$ - | \$ 60.00 | \$ - | \$ - | \$ 360.00 | \$ 60.00 | \$ 300.00 |
| Travel and Conference - 6240 | \$ - | \$ 79.00 | \$ - | \$ - | \$ - | \$ 600.00 | \$ 79.00 | \$ 521.00 |
| Building Maintenance - 6310 | \$ - | \$ 1,326.21 | \$ 125.25 | \$ 277.83 | \$ 30.13 | \$ 14,000.00 | \$ 1,759.42 | \$ 12,240.58 |
| Utilities - 6371 | \$ 601.31 | \$ 695.36 | \$ 661.67 | \$ 525.14 | \$ - | \$ 9,900.00 | \$ 2,483.48 | \$ 7,416.52 |
| Telephone - 6373 | \$ 238.39 | \$ 238.72 | \$ 238.72 | \$ 239.02 | \$ - | \$ 2,868.00 | \$ 954.85 | \$ 1,913.15 |
| Janitorial Expense - 6409 | \$ 385.00 | \$ 455.00 | \$ 350.00 | \$ 402.50 | \$ - | \$ 5,785.00 | \$ 1,592.50 | \$ 4,192.50 |
| Advertisement/Legal - 6414 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200.00 | \$ - | \$ 200.00 |
| Technology Services - 6419 | \$ 121.99 | \$ 36.00 | \$ 321.83 | \$ 36.00 | \$ 60.25 | \$ 6,500.00 | \$ 576.07 | \$ 5,923.93 |
| Contract Payments - 6498 | \$ - | \$ 1,870.00 | \$ - | \$ - | \$ - | \$ 2,400.00 | \$ 1,870.00 | \$ 530.00 |
| Office Supplies - 6506 | \$ - | \$ 51.22 | \$ 53.41 | \$ 55.22 | \$ 91.61 | \$ 2,000.00 | \$ 251.46 | \$ 1,748.54 |
| Postage and Shipping - 6508 | \$ 144.52 | \$ 143.60 | \$ 77.37 | \$ 100.00 | \$ - | \$ 1,500.00 | \$ 465.49 | \$ 1,034.51 |
| Programs (Misc) - 6599 | \$ 545.10 | \$ 57.80 | \$ 60.12 | \$ - | \$ 71.44 | \$ 6,200.00 | \$ 734.46 | \$ 5,465.54 |
| Office Equipment - 6725 | \$ 451.08 | \$ 142.02 | \$ 142.02 | \$ 331.14 | \$ 142.02 | \$ 3,000.00 | \$ 1,208.28 | \$ 1,791.72 |
| Capital Improvements - 6761 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,500.00 | \$ - | \$ 1,500.00 |
| Collections - 6770 | \$ 1,892.18 | \$ 1,597.95 | \$ 1,805.86 | \$ 1,655.92 | \$ 600.14 | \$ 23,100.00 | \$ 7,552.05 | \$ 15,547.95 |
| Library Account total | \$ 13,323.13 | \$ 19,859.07 | \$ 11,323.01 | \$ 11,049.53 | \$ 8,422.35 | \$ 201,215.00 | \$ 63,977.09 | \$ 137,237.91 |
| Operating (non-collections) | \$ 4,109.19 | \$ 7,278.48 | \$ 2,195.39 | \$ 2,071.85 | \$ 500.45 | | | \$ 72,093.07 |
| 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 | \$ 11,323.01 | \$ 11,049.53 | \$ 8,422.35 | \$ 249,316.00 | \$ 78,483.99 | \$ 242,925.08 |
| 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 | \$ - | \$ - | \$ 14,367.01 | \$ - | \$ - | \$ 24,792.00 | \$ 14,367.01 | \$ 10,424.99 |
| State Library Funding | \$ - | \$ - | \$ - | \$ 1,827.85 | \$ - | \$ 2,600.00 | \$ 1,827.85 | \$ 772.15 |
| 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 | \$ 14,367.01 | \$ 1,827.85 | \$ - | \$ 258,679.00 | \$ 17,197.01 | \$ 241,481.99 |

October 2023

| Type | Number | Category | Payee | Amount | Invoice # |
|----------------------|------------------|------------|--|--------------------|-------------------|
| Dues/Memberships | 031-5-4-410-6210 | | Association for Rural & Small Libraries (ARSL) membership renewal - JS | \$ 50.00 | 70462 |
| | | | Subtotal | \$ 50.00 | |
| Training/Education | 031-5-4-410-6230 | | | | |
| | | | Subtotal | \$ - | |
| Building Maintenance | 031-5-4-410-6310 | | D&R Pest Control (bi-monthly service) | \$ 70.00 | 100502 |
| | | | Amazon | \$ 84.46 | |
| | | | Walmart (tank supplies) | \$ 26.94 | 1651619068 |
| | | | Subtotal | \$ 181.40 | |
| Utilities | 031-5-4-410-6371 | | Alliant | \$ 570.07 | |
| | | | Subtotal | \$ 570.07 | |
| Telephone | 031-5-4-410-6373 | | Liberty | \$ 238.75 | I-STMT 10-10-2023 |
| | | | Subtotal | \$ 238.75 | |
| Janitorial Services | 031-5-4-410-6409 | | Moppy Mo's | \$ 420.00 | 1057 |
| | | | 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 | |
| | | | Amazon (circ PC speaker) | \$ 13.58 | |
| | | | Mainstay (network hardware) | \$ 112.00 | 1930 |
| | | | Subtotal | \$ 155.58 | |
| Contract Payments | 031-5-4-410-6498 | | | | |
| | | | Subtotal | \$ - | |
| Office Supplies | 031-5-4-410-6506 | | Demco (processing/mending supplies) | \$ 85.27 | |
| | | | Quill (paper and envelopes) | \$ 68.54 | |
| | | | Subtotal | \$ 153.81 | |
| Postage and Shipping | 031-5-4-410-6508 | | | | |
| | | | Subtotal | \$ - | |
| Programs | 031-5-4-410-6599 | Youth | Amazon | \$ 168.27 | |
| | | | Oriental Trading (paid by credit card) | \$ 26.91 | |
| | | | Quill (paint) | \$ 5.96 | 34729459 |
| | | | Walmart (program snacks) | \$ 56.07 | 1651619068 |
| | | | Subtotal | \$ 257.21 | |
| Office Equipment | 031-5-4-410-6725 | | Leaf (copier lease) | \$ 142.02 | 15411910 |
| | | | Subtotal | \$ 142.02 | |
| Capital Improvements | 031-5-4-410-6761 | | | | |
| | | | Subtotal | \$ - | |
| Materials | 031-5-4-410-6770 | Adult | Amazon | \$ 148.36 | |
| | | | Baker & Taylor | \$ 422.13 | 2037776226 |
| | | Youth | Amazon | \$ 26.06 | |
| | | | Baker & Taylor | \$ 121.77 | 2037776226 |
| | | Electronic | Kanopy | \$ 26.00 | 368568 |
| | | | Overdrive | \$ 262.23 | 06497CO23369183 |
| | | DVD | Amazon | \$ 91.83 | |
| | | | Walmart | \$ - | |
| | | | Subtotal | \$ 1,098.38 | |
| | | | Total | \$ 3,267.22 | |

Library Facilities

● Building/Grounds

- Oasis Electric came back out to fix the light above the sink in the men's restroom. While they were here, they retrofitted some more fluorescent lights with LEDs. I will continue to monitor the building maintenance budget and have them back out if we are able.
- Have asked repeatedly about the drainage tile, no action yet.
- We want to reorganize some sections in the kids' area to better reflect current needs and usage trends. In October, we swapped the young adult fiction section with the graphic novels. Graphic novels for elementary-aged kids are extremely popular, while young adult books have really dropped off since the Hunger Games era (YA usage has been 28% that of juvenile graphic novels over the past year). We weeded about 40% of the books in the YA section. Accessibility of graphic novels for smaller children has been greatly improved and we've already seen increased usage!



● Mainstay IT

- Mainstay started to install the new cameras, but the cameras they ordered were the wrong ones. They will have to order the correct ones and come back to install them.


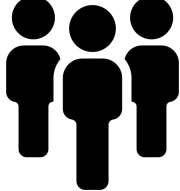
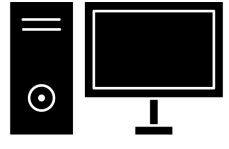
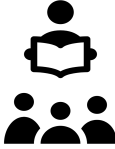
Library Staff/Services

- Staff have mostly been focusing on day-to-day operations and managing desk coverage when we have sick time/vacations. We'll be back to three staff soon! Mary starts December 2.
- **Strategic planning:** our work session with Becky Heil went well! Community and board members decided to focus on the goals of **Know Your Community** and **Stimulate Imagination**. Becky is in the process of consolidating the results of our discussions and after she shares the information, I will meet with staff to come up with objectives for the next year!
- I attended my first **Cedar County Libraries meeting** in Lowden (quite a drive!). We brainstormed data to share with the Cedar County Board of Supervisors and provided updates on what has been working well for other libraries and what we've been struggling with.
 - A lot of libraries seem to be having success with various adult programs, which is something I'd really like to see grow. This is also in line with the discussion we had at our strategic planning session.
- Presented the Annual Report to the City Council on November 4 and received good feedback
- **Programs**
 - **Early Out Programs:** Kids and adults have been asking about our programs, so hopefully when they return people will be excited to participate!
 - **Friday storytimes:** Attendance has been mixed from week to week.
 - **Book Discussion:** Kat moderated our discussion of *Stars Over Clear Lake* by Loretta Ellsworth

Recurring Library Events/Activities

- **Storytime** - Fridays @ 10:15am
- **WBPL Book Discussion** - every 3rd Tuesday (November 19) at 7pm
 - Next book: *This Is Happiness* by Niall Williams
- **STEAM with Ms. Howard** - every third Wednesday (November 20) @ 5-7pm
*New (old) time!

October 2024

| Circulation | Visitors | Computer Use | Program Attendance |
|---|---|--|---|
|  |  |  |  |
| 2213 | 1111 | 317 sessions 284 hours | 34 |
| September: 2194 Oct 2023: 2427 | September: 963 Oct 2023: 1403 | Sept: 298, 240 hrs Oct 2023: 225 186 hours | *Friday storytimes & book discussion September: 51 Oct 2023: 613 |

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 Simon 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~~
On hold due to staff shortage

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
 - Mad Honey by Jodi Picoult and Jennifer Finney Boylan
- Mental health program held**

New strategic plan coming by January 2024!

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 11/13/2024
Re: Discuss/Approve director salary changes to meet labor requirements for 2025

Background

Per the Department of Labor, the minimum salary amount to be considered exempt from minimum wage and overtime pay requirements for executive, administrative, professional, outside sales, and computer employees will increase to \$58,656 on January 1, 2025. The Library Director position is currently exempt but the salary would be under the new threshold.

More information can be found here: <https://www.dol.gov/agencies/whd/overtime/rulemaking>

Although it is outside the normal procedures to authorize a pay change in the middle of a fiscal year, the library and city must abide by federal labor laws.

Information

The current director salary is \$56,994, which is under the new threshold. The Library Director did not take a pay raise beyond the cost-of-living adjustment in July 2025, but proposals of reasonable salaries put the salary very close to the upcoming 2025 requirement. The projections from the FY25 salary discussion are included below for reference, with the current salary highlighted.

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

The West Branch Parks & Recreation Director who started in March 2024 fell under the same salary situation as the current Library Director. In September, the city council approved a proposal to increase the Parks & Recreation Director salary to \$58,700. (See Resolution 2024-100.)

In my opinion, having the director position salaried has been beneficial. I do not work an overwhelming amount of overtime, but because the position requires commitments outside of regular library hours, I frequently work irregular hours in a given week. Hourly staff are discouraged from working overtime without prior approval from the city office. Managing my schedule to not exceed 40 hours would hinder my ability to do my job, and the resulting strict scheduling would be more difficult than occasionally working an hour or so over to finish at my own pace.

We have enough money in our salary budget to absorb the increase due to the programming librarian position being vacant for several months.

Recommendation

I recommend increasing the Library Director yearly salary to \$58,700, the same as the Parks & Recreation Director.

Memo

To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 11/13/24
Re: Discuss/Approve review of Weather Policy

Background

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

Information

There have been no events or new information which suggest changes to this policy.

Recommendation

No changes are recommended at this time. Recommend approving policy as written.

Weather Policy

(See also Safe Child Policy)

The library seeks to ensure the safety of all library patrons and staff through the weather policy. Any closings will be reported through the KCRG weather closing website*, on the library website, and through the library's social media accounts. In the event of severe weather, the library will follow the following procedures:

Severe weather

The library will close at the discretion of the library director based on condition of roads and sidewalks, visibility, and expected duration of severe weather. (Please see Safe Child Policy in regards to children left at the library during severe weather) Dates closed due to inclement weather will not count as due dates for borrowed materials.

Severe weather

All patrons and staff will be moved to the restrooms until an all clear issued by the national weather service.

**As a private organization, the library has no control over the notice's duration on the KCRG website.*

Reviewed 11/24
Reviewed 08/22
Reviewed 08/21
Reviewed 08/20
Revised 01/19

Memo

To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 11/13/24
Re: Discuss/Approve review of Community Room Policy

Background

The library is required to review policies at least once every 3 years. The Community Room Policy was updated in 2023 to reflect the changes in the community room door locks.

Information

Much of the community room policy is needed through court cases or legal advice from the state law library. Items like who may use the room, admission, selling and fundraising, content, and public notice are all from their legal recommendations. Staff have not experienced any issues with the current policy.

Recommendation

No changes are recommended at this time. Recommend approving policy as written.

Community Room Policies

The purpose of the Library's community room is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas.

The community room is available to any group or individual on a first come, first served basis with Library sponsored events taking priority. Minors (under 18) are to be under Adult supervision (18 or over) at all times during the use of the room. Organizations that may use the room include non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102(18)), a non-profit group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. All individuals or groups must request the room at least 24 hours in advance of use or at the discretion of library staff.

There is no fee for the use of the community room, but a deposit may be required at the discretion of the Library Director. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that result from use.

Admission may not be charged for any events in the library's community room.

Selling and fundraising in the Community Room is not permitted with the exception of events of which the library is a direct financial beneficiary.

The Library neither approves or disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

The community room is available for use during the hours the library is open. If a group requests to use the room outside regular business hours, a key must be checked out on a valid library card or access code obtained for the agreed use period. Refreshments may be served in the meeting rooms provided the room is left in the condition it was found and users bring their own utensils and supplies. Meeting room users must follow all applicable City codes.

The teen room may be reserved for small groups during normal library hours and during regular school hours when teens would not be expected to be present.

Smoking is prohibited in all areas of the Library, including the community room, lobby and vestibules.

No alcoholic beverages are allowed on the premises except during select adult-level programs pursuant to City of West Branch Resolution 1079. No lit candles, open flames, or activities which produce smoke are allowed.

Meeting room reservation information is a public record and subject to public notice.

The Library Board and Trustees or the City of West Branch are not responsible for accidents, injury, or loss of individual property while using the community room. Storage of materials is not allowed without prior approval from the Library Director. This policy shall be administered by the Library Director, or her/his designee, who is authorized to adopt rules to implement it. Exceptions may be granted for programs deemed to be in the public interest.

Reviewed 11/24

Revised 01/23

Reviewed 03/22

Revised 01/20

Revised 05/17

Revised 05/14

Revised 03/11

Revised 09/08

Revised 03/06