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## Board of Trustees Meeting

February 12, 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  
December 11

Open Forum

Financial condition report and approval of expenditures  
December 2024  
January 2025  
February 2025 in progress

Director's Report

Discuss painting the interior of the library

Motion to adjourn to closed session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.

Discuss/Approve performance plan and review of Library Director

Adjourn from closed session

Discuss/Approve Library director performance plan for 2025

Discuss times for future meetings

Next meeting  
Next meeting March 12 @ 6:30pm

Adjourn

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### Staff

Library Director: Jessica Schafer  
Public Services Librarian: Kat Korsmo • Programming Librarian: Mary Buol

### 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>

December 11, 2024

Meeting commenced at: 6:29 PM

**Roll Call**

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Trustee/Acting Secretary)
- Lizabeth Osborne (President)
- Seth Goodspeed (Vice President)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent: N/A

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- Lisa Kofoed (Trustee)
- Deb Kauffman-Watson (Trustee)

**Meeting Agenda and Minutes:**

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

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

**Open Forum:**

Friends of the Library book sale went well - around 70-80 people were here, they raised around \$700 on just books.

The library participated in A Christmas Past with a story time from Mary at the Rummel's Center.

Mary started last week and has hit the ground running including programs, classroom visits, and afterschool activities.

**Financial Condition Report:**

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

**Director's Report:**

*See meeting packet for additional notes*

Additions to the Packet:

We expect that program attendance will increase again as Mary's programming picks up.

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

**Discuss/Approve Submission of FY 2026 Budget to the City Council for consideration:**

Moved by Trustee Monaghan and seconded by Trustee Waison, the motion to accept the submitted budget for Jessie to present to City Council was unanimously approved.

**Trustee Training:**

Jessie may attend some of the New Director meet ups that the State Library is hosting.

Erin suggested we look at an organization called Every Library, a larger advocacy group for public libraries. She had attended a previous session with him and shared some of the topics he discussed and shared.

**Discussion:** New day of the week for meetings, although we don't have consensus on what day would work. We will leave January's meeting as is an revisit then when all board members can comment on which day is best.

The meeting was adjourned at 7:29

Next Meeting is January 8, 2025 at 6:30 PM

**December 2024**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		MILEAGE REIMBURSEMENT - Jessie Schafer (Cedar Co Budge	22.51	
			Subtotal	\$ 22.51	
Building Maintenance	031-5-4-410-6310		OASIS ELECTRIC - retrofit light fixtures	\$ 508.80	8223
			WALMART - air freshener	\$ 12.96	
			AMAZON - paper towels and trash bags	\$ 59.78	
			Subtotal	\$ 581.54	
Utilities	031-5-4-410-6371		ALLIANT	\$ 450.02	12-2-2024
			Subtotal	\$ 450.02	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.02	12-2-2024
			Subtotal	\$ 239.02	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 367.50	1126
			Subtotal	\$ 367.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		AMAZON - staff Chromebook, screen cleaner	\$ 176.81	
			MAINSTAY - upgraded security cameras	\$ 4,712.00	2513
			MAX MEGA MENU - website menu plugin for <a href="http://wbpl.org">wbpl.org</a> , paid	\$ 24.50	66620841
			GOOGLE WORKSPACE - library email accounts, paid by credit	\$ 28.80	5118885504
			Subtotal	\$ 4,942.11	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - calendars	\$ 34.88	
			Subtotal	\$ 34.88	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3319934028
			USPS - 1 yr PO Box	\$ 110.00	
			PITNEY BOWES - postage refill	\$ 100.00	
			PITNEY BOWES - ink	\$ 63.90	
			Subtotal	\$ 351.27	
Programs	031-5-4-410-6599			\$ -	
			Subtotal	\$ -	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17551574
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 18.35	
			BAKER & TAYLOR	\$ 370.62	
		Youth	AMAZON	\$ 141.64	
			BAKER & TAYLOR	\$ 120.86	
		Electronic	KANOPY	\$ 31.00	428603
			OVERDRIVE - ebooks	\$ 318.48	06497CO24369060
			OVERDRIVE - audiobooks	\$ 243.96	06497CO24369060
		DVD	AMAZON	\$ -	
			WALMART	\$ -	
		Library of Things	AMAZON	\$ -	
			Subtotal	\$ 1,244.91	
			<b>Total</b>	\$ 8,375.78	

**January 2025**

Type	Number	Category	Payee	Amount	Invoice #		
Dues/Memberships	031-5-4-410-6210		IOWA LIBRARY ASSOCIATION - membership for Kat (credit card)	\$ 70.00			
			IOWA LIBRARY ASSOCIATION - membership for Jessie (credit card)	\$ 115.00			
			<b>Subtotal</b>	<b>\$ 185.00</b>			
Travel/Conference	031-5-4-410-6240			<b>Subtotal</b>	\$ -		
Building Maintenance	031-5-4-410-6310		AMAZON - filters	\$ 77.46			
			WALMART - batteries	\$ 31.06			
			<b>Subtotal</b>	<b>\$ 108.52</b>			
Utilities	031-5-4-410-6371		ALLIANT	\$ -			
				<b>Subtotal</b>	\$ -		
Telephone	031-5-4-410-6373		LIBERTY	\$ -			
				<b>Subtotal</b>	\$ -		
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 280.00	1131		
				<b>Subtotal</b>	<b>\$ 280.00</b>		
Advertisement/Legal	031-5-4-410-6414			\$ -			
				<b>Subtotal</b>	\$ -		
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts (paid by credit card)	\$ 35.75	514110479		
			DREAMHOST - <a href="http://wbpl.org">wbpl.org</a> web hosting (paid by credit card)	\$ 155.88	35641410		
			<b>Subtotal</b>	<b>\$ 191.63</b>			
Contract Payments	031-5-4-410-6498			\$ -			
				<b>Subtotal</b>	\$ -		
Office Supplies	031-5-4-410-6506		AMAZON - laminator and laminating pouches	\$ 77.11			
			AMAZON - mailing labels	\$ 26.97			
			<b>Subtotal</b>	<b>\$ 104.08</b>			
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	January 3, 2025		
				<b>Subtotal</b>	<b>\$ 100.00</b>		
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies, program prizes	\$ 157.24			
			WALMART - storytime supplies	\$ 7.56			
			<b>Subtotal</b>	<b>\$ 164.80</b>			
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17705296		
			EO JOHNSON - printing charges	\$ 137.38	INV1681335		
			<b>Subtotal</b>	<b>\$ 279.40</b>			
Capital Improvements	031-5-4-410-6761			\$ -			
				<b>Subtotal</b>	\$ -		
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 84.37			
			BAKER & TAYLOR	\$ 287.54			
			AMAZON	\$ 13.62			
			BAKER & TAYLOR	\$ 17.53			
		Electronic	KANOPY	\$ 59.00	432411		
			OVERDRIVE - ebooks	\$ 308.18	06497CO25008184		
			OVERDRIVE - ebooks	\$ 53.00	06497CO25012917		
			OVERDRIVE - ebooks	\$ 60.00	06497DA25018807		
			OVERDRIVE - audiobooks	\$ 77.49	06497CO25008184		
			OVERDRIVE - audiobooks	\$ 130.80	06497DA25018807		
		DVD	AMAZON	\$ 19.95			
			Library of Things	PUTNAM MUSEUM - 1 year library pass	\$ 100.00	12/19/2024	
					<b>Subtotal</b>	<b>\$ 1,211.48</b>	
					<b>Total</b>	<b>\$ 2,624.91</b>	

**February 2025**

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		BEAVER HEATING & AIR - seasonal furnace maintenance	\$ 100.00	21257
				Subtotal	\$ 100.00
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	\$ 472.50	1137
				Subtotal	\$ 472.50
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	5165699601
				Subtotal	\$ 36.00
Contract Payments	031-5-4-410-6498			\$ -	
				Subtotal	\$ -
Office Supplies	031-5-4-410-6506		AMAZON - tape	\$ 25.55	
				Subtotal	\$ 25.55
Postage and Shipping	031-5-4-410-6508			\$ -	
				Subtotal	\$ -
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies	\$ 54.38	
				Subtotal	\$ 54.38
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17862071
				Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761				
				Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 423.18	
		Youth	AMAZON	\$ 40.30	
			BAKER & TAYLOR	\$ 40.40	
		Electronic	KANOPY - streaming video	\$ 51.00	4377566
			OVERDRIVE - ebooks	\$ 2.49	5497CP25032002
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ 59.88	
			AMAZON - refund on DVD	\$ (12.97)	1CRW-JVT3-9K3X
			WALMART	\$ -	
				Subtotal	\$ 604.28
				Total	\$ 1,434.73

<b>West Branch</b>											
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Budgeted</b>	<b>Expended</b>	<b>Remaining \$</b>
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ -	\$ -	\$ 96,498.00	\$ 47,591.44	\$ 48,906.56
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.15	\$ -	\$ -	\$ 24,804.00	\$ 5,373.00	\$ 19,431.00
Dues/Memberships - 6210	\$ -	\$ -	\$ 60.00	\$ 100.00	\$ -	\$ -	\$ 185.00	\$ -	\$ 360.00	\$ 345.00	\$ 15.00
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ 44.22	\$ 22.51	\$ -	\$ -	\$ 600.00	\$ 145.73	\$ 454.27
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 581.54	\$ 108.52	\$ 100.00	\$ 14,000.00	\$ 2,656.22	\$ 11,343.78
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ -	\$ -	\$ 9,900.00	\$ 3,460.02	\$ 6,439.98
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ -	\$ -	\$ 2,868.00	\$ 1,432.89	\$ 1,435.11
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 5,785.00	\$ 3,132.50	\$ 2,652.50
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 35.75	\$ 4,942.11	\$ 191.63	\$ 36.00	\$ 6,500.00	\$ 5,721.31	\$ 778.69
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	\$ 34.88	\$ 104.08	\$ 25.55	\$ 2,000.00	\$ 415.97	\$ 1,584.03
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 351.27	\$ 100.00	\$ -	\$ 1,500.00	\$ 916.76	\$ 583.24
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 54.38	\$ 6,200.00	\$ 1,448.64	\$ 4,751.36
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 3,000.00	\$ 1,771.72	\$ 1,228.28
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 2,071.41	\$ 1,655.92	\$ 1,526.00	\$ 1,244.91	\$ 1,211.48	\$ 604.28	\$ 23,100.00	\$ 11,804.13	\$ 11,295.87
<b>Library Account total</b>	<b>\$ 13,323.13</b>	<b>\$ 19,859.07</b>	<b>\$ 11,611.06</b>	<b>\$ 11,209.53</b>	<b>\$ 10,885.21</b>	<b>\$ 16,642.69</b>	<b>\$ 2,624.91</b>	<b>\$ 1,434.73</b>	<b>\$ 201,215.00</b>	<b>\$ 88,085.33</b>	<b>\$ 113,129.67</b>
<b>Operating (non-collections)</b>	<b>\$ 4,109.19</b>	<b>\$ 7,278.48</b>	<b>\$ 2,217.89</b>	<b>\$ 2,231.85</b>	<b>\$ 2,037.45</b>	<b>\$ 8,076.02</b>	<b>\$ 1,413.43</b>	<b>\$ 830.45</b>			<b>\$ 56,283.13</b>
Liability Insurance	\$ -	\$ 7,086.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 7,086.73	\$ (2,046.73)
FICA	\$ 684.21	\$ 1,007.24	\$ 569.90	\$ 572.76	\$ 585.39	\$ 636.65	\$ -	\$ -	\$ 12,023.00	\$ 4,056.15	\$ 7,966.85
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ 691.16	\$ 769.99	\$ -	\$ -	\$ 14,836.00	\$ 4,926.35	\$ 9,909.65
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ -	\$ -	\$ 14,074.00	\$ 9,487.08	\$ 4,586.92
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ 1,908.00	\$ 1,211.04	\$ 696.96
Workman's Comp	\$ 61.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ -	\$ -	\$ 220.00	\$ 153.40	\$ 66.60
<b>General Fund total</b>	<b>\$ 1,844.42</b>	<b>\$ 1,801.42</b>	<b>\$ 1,801.42</b>	<b>\$ 1,801.42</b>	<b>\$ 1,801.42</b>	<b>\$ 1,801.42</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,202.00</b>	<b>\$ 10,851.52</b>	<b>\$ 5,350.48</b>
<b>Library Total Expenditures</b>	<b>\$ 15,167.55</b>	<b>\$ 21,660.49</b>	<b>\$ 13,412.48</b>	<b>\$ 13,010.95</b>	<b>\$ 12,686.63</b>	<b>\$ 18,444.11</b>	<b>\$ 2,624.91</b>	<b>\$ 1,434.73</b>	<b>\$ 249,316.00</b>	<b>\$ 115,006.08</b>	<b>\$ 190,593.05</b>
<b>Total Annual Income</b>											
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>Budgeted</b>	<b>Received</b>	<b>Remaining \$</b>
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 276.75	\$ 488.55	\$ -	\$ 248.97	\$ 754.59	\$ -	\$ -	\$ 300.00	\$ 1,768.86	\$ (1,468.86)
Rural Library Assistance	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,792.00	\$ 14,367.01	\$ 10,424.99
State Library Funding	\$ -	\$ -	\$ -	\$ 1,827.85	\$ -	\$ 922.74	\$ -	\$ -	\$ 2,600.00	\$ 2,750.59	\$ (150.59)
Private Contributions	\$ 430.15	\$ 26.70	\$ 11.35	\$ 65.26	\$ 5.05	\$ 715.75	\$ -	\$ -	\$ 3,000.00	\$ 1,254.26	\$ 1,745.74
Fines	\$ -	\$ 52.00	\$ -	\$ 102.29	\$ 119.00	\$ 25.00	\$ -	\$ -	\$ 400.00	\$ 298.29	\$ 101.71
Misc Revenues	\$ 95.00	\$ 121.55	\$ 110.20	\$ 305.74	\$ 77.80	\$ 148.50	\$ -	\$ -	\$ 1,000.00	\$ 858.79	\$ 141.21
<b>Library Total Income</b>	<b>\$ 525.15</b>	<b>\$ 477.00</b>	<b>\$ 14,977.11</b>	<b>\$ 2,301.14</b>	<b>\$ 450.82</b>	<b>\$ 2,566.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,679.00</b>	<b>\$ 21,297.80</b>	<b>\$ 237,381.20</b>
<b>Total Investments</b>											
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ 11,602.53	\$ 11,602.53	\$ -	\$ -			
Hansen Donation CD	\$ 59,319.25	\$ 60,397.57	\$ 60,885.05	\$ 60,885.05	\$ 60,885.05	\$ 61,638.56	\$ -	\$ -			
Krouth Principle	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ 56,130.31	\$ 56,800.92	\$ -	\$ -			
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ 26,313.41	\$ 26,313.41	\$ 26,313.41	\$ 26,627.79	\$ -	\$ -			
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ 8,524.46	\$ 8,524.46	\$ 8,524.46	\$ 8,525.54	\$ -	\$ -			
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ 16,357.35	\$ 16,357.35	\$ 16,357.35	\$ 16,359.41	\$ -	\$ -			
<b>Library Total Investment</b>	<b>\$ 175,676.16</b>	<b>\$ 177,987.65</b>	<b>\$ 179,564.14</b>	<b>\$ 179,564.14</b>	<b>\$ 179,813.11</b>	<b>\$ 181,554.75</b>	<b>\$ -</b>	<b>\$ -</b>			

<b>West Branch</b>			
<b>Type</b>	<b>December</b>	<b>January</b>	<b>February</b>
Salaries - GF	\$ 12,569.40	\$ 10,917.13	\$ 8,340.00
Dues/Memberships	\$ -	\$ 180.00	\$ -
Travel and Conference	\$ -	\$ -	\$ -
Building Maintenance	\$ 96.95	\$ 171.52	\$ 53.66
Utilities	\$ 453.50	\$ 448.02	\$ 541.36
Telephone	\$ 238.75	\$ 238.75	\$ 238.79
Janitorial Expense	\$ 437.50	\$ 332.50	\$ 420.00
Advertisement/Legal	\$ -	\$ -	\$ -
Technology Services	\$ 72.00	\$ 315.19	\$ 61.48
Contract Payments - Libra	\$ -	\$ -	\$ 129.00
Office Supplies	\$ -	\$ 60.54	\$ -
Postage and Shipping	\$ 108.00	\$ 320.36	\$ 77.37
Programs (Misc)	\$ 93.54	\$ 283.77	\$ 326.24
Office Equipment	\$ 142.02	\$ 313.77	\$ 142.02
Capital Improvements	\$ -	\$ -	\$ -
Collections	\$ 1,361.47	\$ 1,640.91	\$ 1,298.13
<b>Library Account total</b>	<b>\$ 15,573.13</b>	<b>\$ 15,222.46</b>	<b>\$ 11,628.05</b>
<b>Operating (non-collections)</b>	<b>\$ 1,642.26</b>	<b>\$ 2,664.42</b>	<b>\$ 1,989.92</b>
<b>Without capital improvements</b>			
Group Insurance	\$ 1,538.90	\$ 1,502.69	\$ 1,502.69
Workman's Comp	\$ 16.68	\$ 16.68	\$ -
FICA	\$ 961.58	\$ 835.16	\$ 957.03
IPERS	\$ 1,155.48	\$ 947.05	\$ 787.30
Self Funded Insurance	\$ 1,090.39	\$ 680.74	\$ 201.84
Liability Insurance	\$ -	\$ -	\$ -
<b>General Fund total</b>	<b>\$ 4,763.03</b>	<b>\$ 3,982.32</b>	<b>\$ 3,448.86</b>
<b>Library Total Expenditures</b>	<b>\$ 20,336.16</b>	<b>\$ 19,204.78</b>	<b>\$ 15,076.91</b>
<b>Total Annual Income</b>			
<b>Type</b>	<b>December</b>	<b>January</b>	<b>February</b>
General Property Tax	\$ -	\$ -	\$ -
Interest Income	\$ 789.87	\$ -	\$ -
Rural Library Assistance	\$ -	\$ -	\$ -
State Library Funding	\$ -	\$ -	\$ -
Private Contributions	\$ 220.60	\$ 280.96	\$ 61.75
Fines	\$ -	\$ 39.59	\$ 17.96
Misc Revenues	\$ 250.29	\$ 44.60	\$ 118.57
<b>Library Total Income</b>	<b>\$ 1,260.76</b>	<b>\$ 365.15</b>	<b>\$ 198.28</b>



## Library Facilities

### • Building/Grounds

- Oasis was called about converting **lights in our Downey St foyer** to LEDs. We also enlisted the help of our J-Term intern to do an audit of the lights in the library to see how many must still be converted to LEDs. We're about a third done. (IN PROGRESS)
- Beaver Heating & Air came to do seasonal **maintenance on the furnaces**. He said they're in good shape, which is great news!
- **Public Works plows the parking lot and sidewalks for us**, but during show staff have been monitoring conditions and shoveling/adding salt as needed to make sure they're safe.
- We enlisted some volunteers to do some **paint touchups** on the walls, but the leftover paint didn't match. I'm weighing options including re-mixing the paint or hiring someone to paint the main library, which hasn't been done in many years.

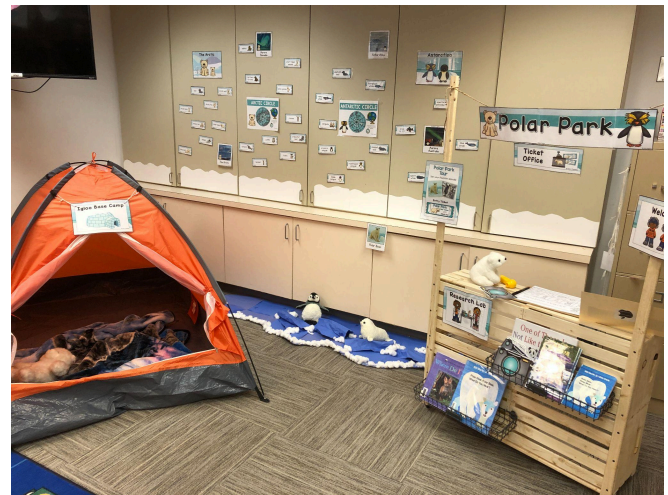
### • Mainstay IT

- We had issues accessing the new security camera software on all the computers we wanted, which Mainstay was able to address remotely.

## Library Staff/Services


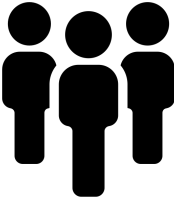
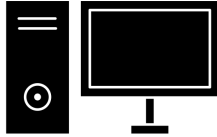


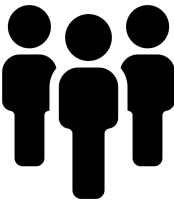
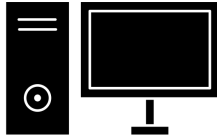

- The **Wish Tree** is always a big success! We received many of the supplies we requested and frequently ask about the tree before it's up. Staff and I have talked about ways to request small donations like this throughout the year (e.g. snacks for after school).
- We had a **J-Term intern** from the high school, Oliv Schlitz! She did many odd jobs for us during her week here, including helping Mary with program preparation, shelving and shelf-reading, and organizing the storage room.
- **Programs**

- **STEAM with Ms. Howard** has resumed! The attendance isn't consistent from month to month, but a couple people came in January.
- **Early Out Programs:** have been going great. Mary has been giving the kids several options for activities every week.
- **Friday storytimes:** We have had several families who started coming to storytimes or returned after a long absence. Daycare providers have expressed interest in coming but have not made it recently, in part because of the cold weather.
- **Book Discussion:** Good turnout for Remarkably Bright Creatures despite the cold weather!
- **Polar Expedition:** self-guided activities and scavenger hunts were set up in the library full-time! Mary has come up with a theme every month and set up an activity station for the kids to do self-guided activities. It's a pretty big hit with the kids.
- **Puzzle Day:** We offered a variety of puzzles for two weeks in January. Patrons who completed 5 of the puzzles could get a small prize!
- **Author visit:** We planned to host H.M. Bouwman, author of the middle grade fiction book *Scattergood*, but it got iced out. We hope to reschedule with her.
- **Tea/Tee Time:** new adult program! Anyone 18 and up can come hang out on the first and third Mondays of the month to do crafts, play games, and chat. We want to have some more open-ended social activities for adults.



## Upcoming Library Events/Activities

- **Storytime** - Fridays @ 10:15am
- **Early Out** - Wednesdays @ 2:00pm on early release days
- **STEAM with Ms. Howard** - Wednesday, February 26 at 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday (February 18) at 7pm
  - Next book: A Fever in the Heartland by Timothy Egan
- **Tea/Tee Time** - Monday, March 3 at 1:30pm in the community room
  - Crafts, games, and social fun for adults 18 and over!
- **WARM Winter Reading Month** - bingo cards with winter activities for all ages! Prizes will be drawn at the end of the month.
- **Author Visit** - H.M. Bouwman: new date and time TBD

December 2024			
<p><b>Circulation</b></p>  <p><b>2036</b></p> <p>November: 1958 Dec 2023: 1821</p>	<p><b>Visitors</b></p>  <p><b>1017</b></p> <p>November: 814 Dec 2023: 1035</p>	<p><b>Computer Use</b></p>  <p><b>217 sessions 194 hours</b></p> <p>Nov: 202, 164 hrs Dec 2023: 178 107 hours</p>	<p><b>Program Attendance</b></p>  <p><b>261</b></p> <p>November: 74 Dec 2023: 689</p> <p><b>*Higher due to counting A Christmas Past craft activity</b></p>
January 2025			
<p><b>Circulation</b></p>  <p><b>2226</b></p> <p>Jan 2024: 2370</p>	<p><b>Visitors</b></p>  <p><b>1206</b></p> <p>Jan 2024: 1002</p>	<p><b>Computer Use</b></p>  <p><b>252 sessions 220 hours</b></p> <p>Jan 2024: 157 108 hours</p>	<p><b>Program Attendance</b></p>  <p><b>430</b></p> <p>Jan 2024: 336</p>

**New strategic plan is still in progress! Since our accreditation was pushed back, the document is not the most immediate priority, however we are keeping the new service responses of Stimulate Imagination and Know Your Community at the forefront when planning programs and displays.**

# Memo

**To:** Library Board of Trustees

**From:** Jessie Schafer, Director

**Date:** 2/12/2025

**Re:** Discuss/Approve Library Director's Performance plan and review for 2024  
Discuss/Approve Library Director's Performance plan for 2025

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## **Background**

One of the library board's primary responsibilities is to evaluate the library director on an annual basis. To do this, the library director prepares a performance plan for the year which is approved by the library board and then used for review at the end of the year. Both the plan for 2024 as well as proposed plan for 2025 are attached on subsequent pages.

## **Information**

The 2024 performance plan includes an initial self-review and scoring which has been used by the library board as a starting point for discussion. As with any review, the board is free to make any changes they would like.

For the board's discussion, it is routine to officially request a closed session so that the board can discuss the director's performance without concern of being viewed while doing so. The director has traditionally left the room so that the board can discuss it without me present.

## **Recommendation**

Approval of the 2024 review and 2025 performance plan are recommended with any changes desired.

# Library Director Performance Document – 2024

## ***Work Plan***

### **Responsibilities**

- 50% Supervision and Management
- 15% Collection Management
- 30% Maintain accreditation and Agency coordination
- 5% Professional development

### **Job Summary and Scope**

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance. Directly responsible to the Library Board of Trustees. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

### **Director WORK PLAN**

Director Work Plan derives from the Goals and Objectives Pertaining to Job Performance. Items within the objectives should be specific activities expressed with measure and timeline for completion. Review the Work Plan with Board of Trustees and revise as necessary. Both parties should indicate agreement by signing the Director Work Plan.

The Board of Trustees approves the Director Work Plan and Director Performance Assessment.

**A. GOALS AND OBJECTIVES FOR JOB PERFORMANCE**

Goal 1: Supervision and library management	Score
<p><b>Objective A:</b> Plan, organize, and supervise library activities and staff. Provide access and support for all library services and act as resource person for the staff. Consult with library staff and Board of Trustees in providing effective services. Train and supervise librarians and staff.</p> <p>1. To ensure completion of employee reviews by the end of January 2025.</p> <p><b>Self-evaluation started in January, completed in February 2025.</b></p> <p>2. To provide a minimum of quarterly feedback for ongoing individual library staff goals/objectives.</p> <p><b>Provided regular informal feedback and check-ins, but still need to formalize goals for regular evaluation.</b></p> <p>3. To ensure the completion of the 2024 Strategic Plan items</p> <ul style="list-style-type: none"> <li>a. To help provide diversity and inclusion in book discussions and programming</li> <li>b. Create two new heritage displays</li> <li>c. To work with Programming Librarian and community partners to host additional health-based events, including one mental health program</li> </ul> <p><b>Promoted diverse books and conversations during book club. Guided library staff in creating Poetry Month and Pride Month displays with local significance.</b></p> <p><b>Did not host all planned health-based events, partially due to loss of programming staff.</b></p>	3
<p><b>Objective B:</b> Prepare and manage the Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues.</p> <p>1. To prepare the next annum budget for submittal to Library Board of Trustees by November 2024 board meeting</p> <p><b>Completed by December 2024 board meeting after receiving information from city office in late November.</b></p> <p>2. Will have the FY2024 budget fully obligated by the end of the fiscal year.</p> <ul style="list-style-type: none"> <li>a. Will successfully hold budget within income and line item restrictions allowing for amendments as approved by the library board.</li> </ul>	4

	<p>b. Oversee amendments if needed</p> <p><b>Expended budget to the level of previous years. Most significant amounts were left in lines for Utilities, Travel, and Programming, which was reflected in the proposal for FY26.</b></p>	
<b>Objective C:</b>	<p>Coordinate, process, and oversee requests of facility needs and building maintenance.</p> <ol style="list-style-type: none"> <li>1. To complete outdoor seating area project to replace gazebo</li> <li>2. To ensure upkeep of outdoor spaces and plants <ol style="list-style-type: none"> <li>a. Solicit volunteers and community resources to plan and maintain outdoor areas</li> </ol> </li> </ol> <p><b>Gazebo replaced in August 2024. With volunteer assistance, planters were completed in July and August 2024.</b></p>	3
<b>Objective D:</b>	<p>Make and implement policy decisions affecting operation.</p> <p>As these questions come up on a day-to-day basis and are simply part of the regular operational process, no specific tasks can be highlighted.</p> <p><b>Policies were reviewed with board and staff monthly. Decisions were made as needed.</b></p>	5
<b>Objective E:</b>	<p>Use outreach media to grow a patron base.</p> <ol style="list-style-type: none"> <li>1. Resume publishing columns in the West Branch Times</li> <li>2. To use library's social media outlets to market the library</li> <li>3. Work with staff and city entities to replace or resume the community newsletter and/or the Loop email newsletter</li> </ol> <p><b>We had great success with social media marketing and in-library graphics and flyers, but I was unable to resume regular columns in the Times or newsletters. These objectives would be greatly beneficial to the library but they were overly ambitious given the staffing challenges we faced.</b></p>	2
<b>Total Score/# objectives</b>		17/25
<b>Goal 2:</b>	<b>Collection Management</b>	
<b>Objective A:</b>	<p>To actively develop library collections through the selection and purchase of new materials.</p> <ol style="list-style-type: none"> <li>1. Select new materials for the collection, in keeping with budgetary restraints.</li> <li>2. Make note of items ordered to help provide quality readers' advisory services to patrons.</li> </ol>	5

	<p>3. Select and promote materials to align with the goals of our strategic plan. Intentionally purchase diverse titles.</p> <p>4. Purchase ebook and e-audio titles as part of regular selection process (monthly).</p> <p>5. Research and purchase non-print items to expand the Library of Things</p> <p><b>I continued to purchase new items at least monthly and as needed for the various collections in the library. I am very proud of the strength of our collection and regularly receive compliments on the selection from patrons.</b></p>	
<b>Objective B:</b>	<p>To maintain library catalog, including creating new records and editing existing records as needed.</p> <p>1. Check for consistency of RDA information across collections quarterly. (January, April, July, October 2024.)</p> <p>2. Add missing information to existing records when gaps are identified by staff, patrons, SILO reports, or other sources.</p> <p>3. Investigate reclassification of nonfiction sections using BISAC or other patron-oriented cataloging system.</p> <p><b>Catalog was regularly maintained. RDA information was added as needed. Changes in material type were to fit the changing needs of our collections. No progress was made on switching to BISAC cataloging for nonfiction materials.</b></p>	4
<b>Total Score/# objectives</b>		9/10
<b>Goal 3:</b>	<b>Maintain accreditation and agency coordination</b>	
<b>Objective A:</b>	<p>Maintain accreditation documentation and submit by due date.</p> <p>1. To complete State Library annual report by November 2024</p> <p>2. To update one section of Accessibility Checklist</p> <p>3. Begin Library Accreditation process in July 2024 (to be completed by July 2025)</p> <p><b>State Library Annual Survey was completed in September 2024. One section of the ADA accessibility checklist was completed in July 2024. Accreditation process was regularly reviewed, although our accreditation was extended through July 2026 due to changes at the State Library.</b></p>	5
<b>Objective B:</b>	<p>Maintain close communication with the State Library, city, county, and state offices. Represent West Branch Public Library at meetings and in community groups relevant to the library.</p> <p>1. To attend all West Branch City Council meetings when not otherwise obligated to be at other required work-related activities</p>	5

	<ol style="list-style-type: none"> <li>2. To assist with Hoover’s Hometown Days, Fall Fest, and Christmas Past primarily by providing advertising, promotional materials as needed</li> <li>3. To attend or assign representation for all Cedar County Library Association meetings</li> <li>4. To act as liaison to and assist the Friends of the West Branch Public Library <ol style="list-style-type: none"> <li>a. To attend all Friends of the WBPL meetings unless otherwise obligated for work-related activities</li> <li>b. To update Friends’ annual request list and provide it for their review by the end of FY2024</li> </ol> </li> <li>5. To work with local businesses and service groups to improve library interaction with community <ol style="list-style-type: none"> <li>a. Meet with representatives from Main Street West Branch to discuss local business needs, per our strategic plan</li> </ol> </li> </ol> <p><b>Attended all above meetings as required. Regularly updated City Council and staff about library events. Attended Main Street Coffee &amp; Collaboration events to network with local businesses when able.</b></p>	
<p><b>Objective C:</b></p>	<p>Create and maintain reports and documents related to Library issues.</p> <ol style="list-style-type: none"> <li>1. To present annual report to library board by October 2024 board meeting and to the city council by the end of November 2024</li> <li>2. To record all statistics relevant to library use and state requirements monthly</li> <li>3. To provide library staff with budget and use statistics to ensure accurate operation of their jobs <ol style="list-style-type: none"> <li>a. Provide quarterly updates to staff</li> </ol> </li> </ol> <p><b>Maintained all statistics and submitted reports on time. Regularly updated staff about budget and statistical trends. Provided reports upon request, but not at scheduled times.</b></p>	4
<p><b>Objective D:</b></p>	<p>Review, revise, and initiate new policies and procedures as outlined by State Library of Iowa regulations.</p> <ol style="list-style-type: none"> <li>1. To include at least 75% of board policies for regular review.</li> </ol> <p><b>Reviewed all policies throughout 2024 so board and new director were familiar with them. Conveyed any changes to library staff after reviews.</b></p>	5
<p><b>Total Score/# objectives</b></p>		<p>19/20</p>
<p><b>Goal 4:</b></p>	<p><b>Professional improvement</b></p>	



<b>Objective A:</b>	Contributes to the profession through active participation in professional associations or other scholarly activities.  <b>Member of the Iowa Library Association and Association of Rural and Small Libraries. Actively follow and participate in virtual discussions for both groups.</b>	4
<b>Objective B:</b>	Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.  1. To complete continuing education as required to maintain certification.  <b>Participated in a variety of continuing education throughout the year on library and management topics. On pace for the next certification cycle with 15 credit hours already done.</b>	5
<b>Total Score/# objectives</b>		9/10

### Scoring

1 unsatisfactory      2 deficient      3 satisfactory      4 superior      5 outstanding/excellent

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**To be signed after official approval by the Library Board of Trustees**

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*Library Director*

*Date*

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*Library Board President*

*Date*

# Library Director Performance Document – 2025

## ***Work Plan***

### **Responsibilities**

- 50% Supervision and Management
- 15% Collection Management
- 30% Maintain accreditation and Agency coordination
- 5% Professional development

### **Job Summary and Scope**

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance. Directly responsible to the Library Board of Trustees. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

### **Director WORK PLAN**

Director Work Plan derives from the Goals and Objectives Pertaining to Job Performance. Items within the objectives should be specific activities expressed with measure and timeline for completion. Review the Work Plan with Board of Trustees and revise as necessary. Both parties should indicate agreement by signing the Director Work Plan.

The Board of Trustees approves the Director Work Plan and Director Performance Assessment.

**A. GOALS AND OBJECTIVES FOR JOB PERFORMANCE**

<b>Goal 1: Supervision and library management</b>	<b>Score</b>
<p><b>Objective A:</b> Plan, organize, and supervise library activities and staff. Provide access and support for all library services and act as resource person for the staff. Consult with library staff and Board of Trustees in providing effective services. Train and supervise librarians and staff.</p> <ol style="list-style-type: none"> <li>1. To ensure completion of employee reviews by the end of January 2026.</li> <li>2. To provide a minimum of quarterly feedback for ongoing individual library staff goals/objectives.               <ol style="list-style-type: none"> <li>a. Encourage employees to pursue continuing education opportunities relating to their job duties.</li> </ol> </li> <li>3. To formalize the 2025 Strategic Plan by the end of March 2025 using information from the planning session.               <ol style="list-style-type: none"> <li>a. Ensure the completion of the 2025 strategic plan items. Keep board updated if changes are necessary.</li> <li>b. Participate in the city’s comprehensive planning process</li> </ol> </li> </ol>	
<p><b>Objective B:</b> Prepare and manage the Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues.</p> <ol style="list-style-type: none"> <li>1. To prepare the next annum budget for submittal to Library Board of Trustees by November or December 2025 board meeting (to align with city timeline)</li> <li>2. Will have the FY2025 budget fully obligated by the end of the fiscal year.               <ol style="list-style-type: none"> <li>a. Will successfully hold budget within income and line item restrictions allowing for amendments as approved by the library board.</li> <li>b. Oversee amendments if needed</li> </ol> </li> </ol>	
<p><b>Objective C:</b> Coordinate, process, and oversee requests of facility needs and building maintenance.</p> <ol style="list-style-type: none"> <li>1. To ensure safety of building and maintain an attractive, welcoming space.               <ol style="list-style-type: none"> <li>a. Schedule such cosmetic improvements as allowed by the budget, including interior painting by July 2025.</li> </ol> </li> <li>2. To ensure upkeep of outdoor spaces and plants               <ol style="list-style-type: none"> <li>a. Solicit volunteers and community resources to plan and maintain outdoor areas</li> </ol> </li> </ol>	

	b. Ensure the completion of permanent drainage tiling around the library by November 2025.	
<b>Objective D:</b>	Make and implement policy decisions affecting operation. As these questions come up on a day-to-day basis and are simply part of the regular operational process, no specific tasks can be highlighted.	
<b>Objective E:</b>	Use outreach media to grow a patron base. 1. Resume publishing columns in the West Branch Times 2. To use library's social media outlets to market the library 3. Work with staff and city entities to replace or resume the community newsletter and/or the Loop email newsletter	
<b>Total Score/# objectives</b>		/25
<b>Goal 2:</b>	<b>Collection Management</b>	
<b>Objective A:</b>	To actively develop library collections through the selection and purchase of new materials. 1. Select new materials for the collection, in keeping with budgetary restraints. 2. Select and promote materials to align with the goals of our strategic plan. Intentionally purchase diverse titles. 3. Purchase ebook and e-audio titles as part of regular selection process (monthly). 4. Work with the Programming Librarian to build youth collections. 5. Continue to actively maintain collections through regular weeding. Weed youth and adult nonfiction collections by December 2025.	
<b>Objective B:</b>	To maintain library catalog, including creating new records and editing existing records as needed. 1. Check for consistency of RDA information across collections quarterly. (January, April, July, October 2024.) 2. Add missing information to existing records when gaps are identified by staff, patrons, SILO reports, or other sources. 3. Investigate reclassification of nonfiction sections using BISAC or other patron-oriented cataloging system.	
<b>Total Score/# objectives</b>		/10

<b>Goal 3:</b>	<b>Maintain accreditation and agency coordination</b>	
<b>Objective A:</b>	<p>Maintain accreditation documentation and submit by due date.</p> <ol style="list-style-type: none"> <li>1. To complete State Library annual report by November 2025</li> <li>2. To update one section of Accessibility Checklist</li> <li>3. Begin Library Accreditation process in July 2025 (to be completed by July 2026)</li> <li>4. Utilize library software to monitor statistics and maintain patron records in accordance with public library standards.</li> </ol>	
<b>Objective B:</b>	<p>Maintain close communication with the State Library, city, county, and state offices. Represent West Branch Public Library at meetings and in community groups relevant to the library.</p> <ol style="list-style-type: none"> <li>1. To attend all West Branch City Council meetings when not otherwise obligated to be at other required work-related activities</li> <li>2. To assist with Hoover's Hometown Days, Fall Fest, and Christmas Past primarily by providing advertising, promotional materials as needed</li> <li>3. To attend or assign representation for all Cedar County Library Association meetings</li> <li>4. To act as liaison to and assist the Friends of the West Branch Public Library <ol style="list-style-type: none"> <li>a. To attend all Friends of the WBPL meetings unless otherwise obligated for work-related activities</li> <li>b. To update Friends' annual request list and provide it for their review</li> </ol> </li> <li>5. To work with local businesses and service groups to improve library interaction with community <ol style="list-style-type: none"> <li>a. Participate in networking opportunities such as those hosted by Main Street West Branch and the city.</li> </ol> </li> </ol>	
<b>Objective C:</b>	<p>Create and maintain reports and documents related to Library issues.</p> <ol style="list-style-type: none"> <li>1. To present annual report to library board by October 2025 board meeting and to the city council by the end of November 2025</li> <li>2. To record all statistics relevant to library use and state requirements monthly</li> <li>3. To provide library staff with budget and use statistics to ensure accurate operation of their jobs <ol style="list-style-type: none"> <li>a. Provide quarterly updates to staff</li> </ol> </li> </ol>	

<b>Objective D:</b>	Review, revise, and initiate new policies and procedures as outlined by State Library of Iowa regulations. 1. To include at least 75% of board policies for regular review.	
<b>Total Score/# objectives</b>		/20
<b>Goal 4:</b>	<b>Professional improvement</b>	
<b>Objective A:</b>	Contributes to the profession through active participation in professional associations or other scholarly activities.	
<b>Objective B:</b>	Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge. 1. To complete continuing education as required to maintain certification.	
<b>Total Score/# objectives</b>		/10

### Scoring

1 unsatisfactory      2 deficient      3 satisfactory      4 superior      5 outstanding/excellent

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**To be signed after official approval by the Library Board of Trustees**

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*Library Director*

*Date*

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*Library Board President*

*Date*