



West Branch Public Library
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Board of Trustees Meeting

January 10, 2024, 6:30pm

West Branch Public Library Community Room

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

Roll Call

Approve minutes

November 16 (sign)

December 12

Open Forum

Financial Condition Report

November and December 2023

Director's Report

Discuss/Approve Submission of FY 2025 Budget to the City Council for consideration

Discuss applications for Library Director and future staff model

Discuss/Approve 2024 Board Officers

Schedule next meeting

Next meeting February 14 @ 6:30pm

Staff

Interim Library Director: Jessica Schafer

Public Services Librarian: Kat Korsmo · Programming Librarian: Alyssa Barnhart

Board of Trustees

Lizabeth Osborne, President · Lisa Kofoed, Vice President · Amber Kleven, Secretary
Shari Heick · Seth Goodspeed

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
November 16, 2023

Meeting commenced at: 6:35 PM

Roll Call

Present:

- Becky Knoche (Director)
- Jessie Schafer (Interim Director)
- Seth Goodspeed (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)

- Annika Pettitt (Trustee)
- Gregory Norfleet (West Branch Times)
- Adam Kofoed (City Administrator)

Absent:

- Emily Cornwell (Trustee)
 - Shari Heck (Trustee)
-

Meeting Minutes:

On a motion by Trustee Kofoed and seconded by Trustee Goodspeed, the October 10, 2023, minutes were unanimously approved.

Open Forum:

- Trustee Osborne noted that Gregory Norfleet from the West Branch Times was in attendance. Thank you for coming Mr. Norfleet!
- Trustee Goodspeed noted that he and his family had a great time at STEAM night last night. STEAM nights will be occurring monthly.

Financial Condition Report:

Becky noted that utility costs are lower this year. Trustee Kofoed requested that we also see last year's costs so we can have a cost comparison year to year.

Approve expenditures for October 2023.

Moved by Trustee Kofoed and seconded by Trustee Kleven, the motion was unanimously approved.

Director's Report:

- In addition to the tasks listed in the packet, the Lion's Club will also be assisting with changing burned out light bulbs throughout the library.
- October was the second highest month ever for Libby usage.
- Trustee Kofoed and Trustee Osborne noted that it would be useful to have the strategic plan displayed in the board packet again so we can see the progress that is made throughout the year. Becky said they'll work on formatting it for us for the next meeting.

Accept the resignation of Director Becky Knoche

- Becky outlined some of the items she will be helping with to transition out of her role, like assisting with covering some staff vacation days and fulfilling other library commitments.
- Becky gave some background as to what informed her resignation. In November 2023, a special city council meeting was to discuss how to plan for West Branch's police department budget, which, in turn, discussed the city's budget planning based on projections that mean the budget will likely be reduced in the coming years. Becky noted she had initially planned on a roughly \$30,000 deficit in the library budget, but the police budget meeting made it seem like the cuts to the library would be more significant, with these estimates being made of about \$30,000-\$70,000 (in addition to potentially not having a Parks and Recreation Director because of the budget). As such, Becky made the decision to try to attempt to save the city money through her resignation.
- It is up to the board on how to proceed with filling the director roles since Jessie has been appointed as the Interim Director (see below).

On a motion by Trustee Kleven and seconded by Trustee Osborne, the motion was unanimously approved.

Discuss/Approve the appointment of Jessie Schafer as Interim Director.

On a motion by Trustee Osborne and seconded by Trustee Godspeed, Trustee Kofoed voted nay, and the motion was approved.

Discuss/Approve the change of library hours and staff salaries to reflect reduction in FTE

Library hours will be changed in order to have the library open as much as possible with one less full time staff member. The library will be closed on Saturdays.

Weekly staff salaries will be adjusted to reflect working up to 40 hours for Ms. Korsmo and Ms. Schafer, and up to 30 hours for Ms. Barnhart. The numbers shown in the packet were compiled with the help of Heidi Van Auken, Financial Officer at the West Branch city office.

Becky will be able to help out on a contract basis.

Trustee Godspeed asked if we can allow library volunteers to help out, but this is not allowed due to confidentiality policies. We have some volunteers that can assist with specific duties, but not enough to materially help with library duties.

On a motion by Trustee Kleven and seconded by Trustee Pettitt, the motion was unanimously approved.

Next Meeting: On January 9, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:48 PM

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>
December 12, 2023

Meeting commenced at: 6:33 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Seth Goodspeed (Trustee)
- Amber Kleven (Secretary)
- Lisa Kofoed (Vice President)
- Lizabeth Osborne (President)
- Annika Pettitt (Trustee)

Absent:

- Shari Heck (Trustee)
-

Meeting Minutes:

On a motion by Trustee Pettit and seconded by Trustee Osborne, the November 16, 2023, minutes were unanimously approved.

Discuss/approve Library Director job description for posting

The board discussed where we would like to post the director job description, and decided to post the job description as the city does when they post jobs, which is typically at the city hall, on Indeed and Facebook, and in the West Branch Times.

Moved by Trustee Kleven and seconded by Trustee Kofoed, the motion was unanimously approved.

Next Meeting: On January 9, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 6:54 PM

West Branch												
Type	July	August	September	October	November	December	January	Budgeted	Expended	Remaining \$	Average	Percent remaining
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85				\$ 157,157.00	\$ 52,554.78	\$ 104,602.22	\$ 13,631.98	66.56%
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ 475.00	\$ 280.00	\$ 195.00	\$ 16.67	41.05%
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,703.00	\$ -	\$ 2,703.00	\$ -	100.00%
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 158.73	\$ 100.45	\$ 102.14	\$ 12,000.00	\$ 2,335.29	\$ 9,664.71	\$ 597.52	80.54%
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ -	\$ 9,000.00	\$ 3,962.58	\$ 5,037.42	\$ 815.19	55.97%
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ -	\$ 2,545.00	\$ 1,192.64	\$ 1,352.36	\$ 158.80	53.14%
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 4,785.00	\$ 2,887.50	\$ 1,897.50	\$ 420.00	39.66%
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 185.88	\$ 4,000.00	\$ 1,067.12	\$ 2,932.88	\$ 177.72	73.32%
Contract Payments - Library	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ 1,880.00	\$ 320.00	\$ 626.67	14.55%
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ 2,000.00	\$ 488.46	\$ 1,511.54	\$ 81.63	75.58%
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 127.37	\$ 1,500.00	\$ 559.44	\$ 940.56	\$ 86.72	62.70%
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 201.29	\$ 6,200.00	\$ 1,066.50	\$ 5,133.50	\$ 103.71	82.80%
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 1,477.00	\$ 1,523.00	\$ 216.05	50.77%
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100.00%
Collections	\$ 1,794.56	\$ 2,436.16	\$ 1,282.18	\$ 1,098.38	\$ 2,467.18	\$ 1,321.52	\$ 1,338.34	\$ 22,100.00	\$ 11,738.32	\$ 10,361.68	\$ 1,837.63	46.89%
Library Account total	\$ 15,332.20	\$ 19,976.91	\$ 21,001.73	\$ 14,926.07	\$ 4,615.36	\$ 2,967.28	\$ 2,670.08	\$ 231,365.00	\$ 81,489.63	\$ 149,875.37	\$ 18,770.28	68.89%
Group Insurance	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 6,147.64	\$ 7,926.36	\$ 512.30	56.32%
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ 220.00	\$ 105.72	\$ 114.28	\$ 8.81	51.95%
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ -	\$ -	\$ -	\$ 12,023.00	\$ 4,096.88	\$ 7,926.12	\$ 341.41	65.92%
IPERS	\$ 1,106.64	\$ 1,113.72	\$ 1,641.35	\$ 1,069.53	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 4,931.24	\$ 9,904.76	\$ 410.94	66.76%
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 807.36	\$ 1,100.64	\$ 67.28	57.69%
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)	\$ 5,273.75	-4.64%
General Fund total	\$ 3,823.04	\$ 9,070.61	\$ 4,752.08	\$ 3,716.86	\$ -	\$ -	\$ -	\$ 48,101.00	\$ 21,362.59	\$ 26,738.41	\$ 1,780.22	55.59%
Library Total Expenditures	\$ 19,155.24	\$ 29,047.52	\$ 25,753.81	\$ 18,642.93	\$ 4,615.36	\$ 2,967.28	\$ 2,670.08	\$ 279,466.00	\$ 102,852.22	\$ 176,613.78	\$ 8,571.02	63.20%
Total Annual Income												
Type	July	August	September	October	November	December	January	Budgeted	Received	Remaining \$	Average	Remaining %
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 681.24	\$ (381.24)	\$ 56.77	n/a
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ -	\$ 24,792.00	\$ 12,253.91	\$ 12,538.09	\$ 1,021.16	50.57%
State Library Funding	\$ -	\$ -	\$ 1,825.64	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 1,825.64	\$ 774.36	\$ 152.14	29.78%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 308.79	\$ 2,691.21	\$ 25.73	89.71%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 36.97	\$ 363.03	\$ 3.08	90.76%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 4,371.70	\$ (3,371.70)	\$ 364.31	-337.17%
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 19,478.25	\$ 239,200.75	\$ 1,623.19	92.47%

November 2023					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
				Subtotal	\$ -
Training/Education	031-5-4-410-6230				
				Subtotal	\$ -
Building Maintenance	031-5-4-410-6310		Amazon	\$ 78.74	R1FT, 6JXQ
			Menards (light bulbs)	\$ 79.99	I-37565
				Subtotal	\$ 158.73
Utilities	031-5-4-410-6371		Alliant	\$ 493.45	11-1-2023
				Subtotal	\$ 493.45
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	11-1-2023
				Subtotal	\$ 238.75
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1062
				Subtotal	\$ 437.50
Advertisement/Legal	031-5-4-410-6414				
				Subtotal	\$ -
Technology services	031-5-4-410-6419		DMCA designated agent (copyright - paid by credit card)	\$ 6.00	
			Google Workspace (email and storage for wbpl.org)	\$ 30.00	
			Mainstay (laptop batteries)	\$ 60.00	1968
			Max Mega Menu (website menu plugin for wbpl.org , paid by CC)	\$ 24.50	55155082
				Subtotal	\$ 120.50
Contract Payments	031-5-4-410-6498				
				Subtotal	\$ -
Office Supplies	031-5-4-410-6506		Quill (barcode labels)	\$ 17.50	35060764
			Quill (rubber bands)	\$ 11.72	35160479
				Subtotal	\$ 29.22
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill)	\$ 63.90	1023998025
				Subtotal	\$ 63.90
Programs	031-5-4-410-6599		Oriental Trading (paid by credit card)	\$ 26.91	726753433-01
		Adult	Amazon (contest prize)	\$ 19.99	CKXP
			Amazon (cooking program)	\$ 46.85	1NM6
		Kids	Amazon (prize)	\$ 32.88	3X46
			Walmart (program snacks)	\$ 76.71	I-1652198795
				Subtotal	\$ 203.34
Office Equipment	031-5-4-410-6725		Koch Office Group (printing)	\$ 260.77	482837
			Leaf (copier lease)	\$ 142.02	15558802
				Subtotal	\$ 402.79
Capital Improvements	031-5-4-410-6761				
				Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Amazon (returned books)	\$ (34.98)	ITX, 1T6X-DXYH-HMRP
			Baker & Taylor	\$ 1,140.02	
		Youth	Amazon	\$ 159.70	3J1H, FYY9, KD1W
			Baker & Taylor	\$ 76.17	
		Electronic	Kanopy	\$ 20.00	373469
			Overdrive - audio	\$ 410.73	3, 06497CO23395193
			Overdrive - ebook	\$ 96.49	3, 06497CO23395193
		DVD	Amazon	\$ 119.81	11HV
			Walmart	\$ -	
		Library of Things	Putnam Museum (1 year pass)	\$ 80.00	11-10-2023
		Newspapers/mags	USA Today	\$ 399.24	11-20-2023
				Subtotal	\$ 2,467.18
				Total	\$ 4,615.36

December 2023

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Training/Education	031-5-4-410-6230				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Plunkett's Pest Control (scheduled pest control)	\$ 53.50	8318001
			Walmart	\$ 46.95	
			Subtotal	\$ 100.45	
Utilities	031-5-4-410-6371		Alliant	\$ 453.50	
			Subtotal	\$ 453.50	
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	
			Subtotal	\$ 238.75	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1065
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (email and online file storage)	\$ 30.00	4857315025
			Mainstay (ethernet switch)	\$ 42.00	1973
			Subtotal	\$ 72.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506				
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		USPS (1 yr PO Box)	\$ 108.00	
			Subtotal	\$ 108.00	
Programs	031-5-4-410-6599		Amazon (Christmas Past)	\$ 93.54	1RLF-TTRR-N9R3
			Subtotal	\$ 93.54	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	15707208
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Baker & Taylor	\$ 331.00	
		Youth	Amazon	\$ 16.95	
			Amazon (returned book)	\$ (6.99)	174P-D7Q9-GG69
			Baker & Taylor	\$ 100.39	
		Electronic	Kanopy	\$ 31.00	377706
			Overdrive (ebook)	\$ 286.97	1, 06497CO23438542
			Overdrive (audio)	\$ 441.46	08, 06497CO23438542
		DVD	Amazon		
			Walmart	\$ -	
		Library of Things	Amazon	\$ 120.74	
			Subtotal	\$ 1,321.52	
			Total	\$ 2,967.28	

Nov-22

Type	Number	Type	Payee	Amount	Invoice Number
Travel/Conference	031-5-4-410-6240		Rebecca Knoche (ILA conference parking)	\$ 10.00	
			Rebecca Knoche (Learning Circuit Mileage)	\$ 57.75	
			Subtotal	\$ 67.75	
Building Maintenance	031-5-4-410-6310		Hatfield Concrete (east side stairs)	\$ 9,345.25	504
			Freds	\$ 12.95	
			D&R Pest Control	\$ 70.00	90622
			Lenoch & Cilek (Ace)	\$ 39.54	
			Amazon	\$ 21.89	
		Subtotal	\$ 9,489.63		
Utilities	031-5-4-410-6371		Alliant	\$ 558.47	
			Subtotal	\$ 558.47	
Telephone	031-5-4-410-6373		Liberty	\$ 238.42	
			Subtotal	\$ 238.42	
Janitorial Services	031-5-4-410-6409		Carrie Hourigan	\$ 322.00	
			Subtotal	\$ 322.00	
Advertisement/Legal	031-5-4-410-6414		Meta (Author Visit social media ad)	\$ 10.00	
			Subtotal	\$ 10.00	
Technology services	031-5-4-410-6419		Amazon	\$ 53.85	
			Google (email & apps)	\$ 24.00	
			Walmart	\$ 99.95	
			Walmart (Return new DVD Player from Oct)	\$ (59.00)	
			Subtotal	\$ 118.80	
Consultant	031-5-4-410-6498		Jose Gongora	\$ 93.75	
			Subtotal	\$ 93.75	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes	\$ 59.49	1021854468
			Subtotal	\$ 59.49	
Programs	031-5-4-410-6599	Youth	FunExpress (program supplies)	\$ 135.46	
			Amazon	\$ 109.51	
			Walmart	\$ 33.02	
			Casey's (Teen program pizza)	\$ 67.14	
			Subtotal	\$ 345.13	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	13919254
			Subtotal	\$ 142.02	
Materials	031-5-4-410-6770	Electronic	Overdrive (ebooks and electronic audiobooks)	\$ 497.47	06497CO22394944, 06-
			Kanopy	\$ 14.00	321726
		DVDs	Amazon	\$ 218.45	
			Adult	Baker & Taylor	\$ 459.45
			Amazon	\$ 27.98	
		Youth	Baker & Taylor	\$ 161.38	
			Amazon	\$ 36.10	
	Subtotal	\$ 1,414.83			
		Total	\$ 12,860.29		

Dec-22

Type	Number	Type	Payee	Amount	Invoice Number
Building Maintenance	031-5-4-410-6310		Hatfield Concrete	\$ 3,800.00	510
			Walmart	\$ 37.50	
			Summit Companies (annual fire extinguisher servicing)	\$ 141.36	
			West Branch CDG (wreath)	\$ 25.00	
			Amazon	\$ 148.64	
			Subtotal	\$ 4,152.50	
Utilities	031-5-4-410-6371		Alliant	\$ 520.49	
			Subtotal	\$ 520.49	
Telephone	031-5-4-410-6373		Liberty	\$ 238.42	
			Subtotal	\$ 238.42	
Janitorial Services	031-5-4-410-6409		Carrie Hourigan	\$ 276.00	1122
			Subtotal	\$ 276.00	
Advertisement/Legal	031-5-4-410-6414		Meta (Loop Ad)	\$ 7.66	55361615198350
			Subtotal	\$ 7.66	
Technology services	031-5-4-410-6419		Amazon	\$ 55.62	
			Google	\$ 24.00	4616141857
			Subtotal	\$ 79.62	
Office Supplies	031-5-4-410-6506		Quill	\$ 41.99	28903160,
			Amazon	\$ 29.89	
			Subtotal	\$ 71.88	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes	\$ 127.37	3316618516, 12/
			USPS (PO Box)	\$ 98.00	
			Subtotal	\$ 225.37	
Programs	031-5-4-410-6599		Amazon	\$ 14.99	
			Walmart	\$ 105.95	
			Subtotal	\$ 120.94	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	14046029
			Subtotal	\$ 142.02	
Materials	031-5-4-410-6770	Newspapers/Magazines	USA Today	\$ 398.48	
		Electronic	Kanopy (streaming video)	\$ 14.00	326167
			Overdrive	\$ 4.47	
			DVD	Amazon	\$ 33.77
		Adult-level	Baker & Taylor	\$ 756.23	
			Amazon	\$ 48.58	
			Youth	Baker & Taylor	\$ 92.94
			Amazon	\$ 145.25	
	Subtotal	\$ 1,493.72			
				Total	\$ 7,328.62

Library Facilities

- Staff put up our **Wish Tree** in early December and it was a big hit! Patrons always ask every year how they can help the library. We've received over 20 gifts so far from generous patrons, including office supplies, turtle supplies, and a new Build-A-Bear with some boys costumes, which has been highly requested. A volunteer helped take the tree down and we will work on thank you notes in the coming weeks.
- We purchased some more fabric **storage cubes** to help organize kids' building blocks and toys.
- The library remained open during the **snowstorm** on December 28th, but one staff member went in a ditch and was unable to make it to the library. Safety first! We contacted **Public Works** to get our **salt bucket** back since we've had issues with a slippery parking lot before. We've also asked them to help out with building the last **picnic table** for the gazebo area and to lower the **desk in the back office**. (IN PROGRESS)
- **Mainstay IT:**
 - Patron computer had a **memory issue** and needed software re-installed. (COMPLETE)
 - Set up **replacement tower** for the oldest patron computer. **UPDATE:** the computer has all necessary software installed and has been back in service. However, we have noticed some odd behaviors when shutting down/freezing. (IN PROGRESS)

Library Staff/Service


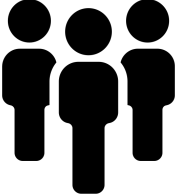
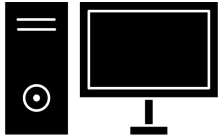

- We started a new program series, **STEAM with Ms. Howard** and it was a huge hit! Our first program had 17 kids making slime. The second program involved testing the density of different liquids.
- **Storytimes** have been going strong despite the holidays, and our attendance picked up a bit in December. We also participated in **Christmas Past** with a storytime and craft kits!
- Our **Book Club** came up with the idea to have a small party in December to celebrate a fun year! We had some homemade treats. For the last two years, I have put together lists of options and let book club members vote on the book list for the following year. Our book discussion group has grown from 3-4 people to 8-10 regularly attending, with 35 people signed up for the mailing list. This is currently our most successful adult program.
- Jessie and Kat did a presentation to a high school **J Term class** about careers in libraries. Becky volunteered to do these presentations before she left. The presentations were outside library hours and took considerable preparation, but the teacher gave us positive feedback.
- I have been working closely with the city office on a **budget proposal**, which was normally started in November, in addition to learning as much as I can about the director position and renewing my continuing education endorsement with the state library in December.



Library Events/Activities

- **Winter Reading Month** - staff are working on ideas for the month of February!
- **Family Storytime** - Tuesdays @ 6:15pm *new time!
- **WBPL Teens** - no December program, usually the last Tuesday of the month
- **Baby Time during Tot Time** - Wednesdays @ 9 am @ Town Hall
- **Early Out Program** - Wednesdays @ 2pm
- **WBPL Book Discussion** - every 3rd Tuesday at 7pm - hybrid - choose a past book club book
- **STEAM with Ms. Howard** - every third Wednesday at 5pm
- **Storytime** - Fridays @ 10:15am

December 2023

December 2023			
Circulation  1,821 November: 2,226 Dec 2022: 2,135	Visitors  1,035 November: 1,230 Dec 2022: 932	Computer Use  178 users 107 hours Nov: 212 users 145 hrs Dec 2022: 97 users 87 hours	Program Attendance  689 November: 530 Dec 2022: 687

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

Strategic Plan Items

July

- ~~New Cultural Heritage Display~~
 - o Samoa display from the Senio family is currently up!
- ~~Health based event~~
 - o NAMI- In Our Own Voice

August

- ~~Youth/Family diversity program held~~
 - o Storytime- colors/you & me

October

- ~~Youth/Family diversity program held~~

December

- Information website/Database for business owners created
 - o *Online, but still working on data entry*
 - o We might have to table this because Nick was doing it in his capacity as IT director and none of us know how to code a wiki
- ~~Technology for remote work provided~~
- ~~Youth/Family diversity program held~~
- ~~Diversity-based book included in the book discussion~~
 - o 7 of our books fulfilled this requirement!
- ~~Mental Health Program Held~~
 - o National Alliance on Mental Illness scheduled for June 28th
- ~~Programming for remote workers held~~
 - o Added webcam for checkout

Memo

To: Library Board of Trustees

From: Jessie Schafer, Interim Director

Date: 1/10/2024

Re: Discuss/Approve Submission of FY 2025 Budget to the City Council for consideration

Background

The city's budget process, in how it pertains to the library, usually follows a procedure which takes about 5 months:

November: The library director prepares a budget as a starting point. The library board may discuss and change any part(s) of the proposal.

November/December: The library board approves a final proposal in November or December.

January and February: City administrator, finance officer, and city council review all department budget proposals.

February/March: City council makes the final approval of budgets.

Obviously, the library got a late start on the budget process this year due to the director resigning in November without starting any work on the budget. As such, the budget proposal has not been approved by the board and work sessions with the city staff and city council have already begun.

Information

I have prepared an initial budget following Nick's template from previous years. The instructions from the city were to reduce the budget by \$30,000. My proposal is currently \$30,379.20 less than FY24.

The first page (overview) includes totals of each line item as well as comparison to the current year's budget. I referenced prior estimates as well as pricing changes I could see in our expenditures (e.g. the cost of our Post Office box going up the last two years). Reasoning is explained briefly next to any changes, and in detail on the Details sheet.

The second page is an overview of existing and proposed Salaries.

The final pages are the Details listings for those lines that are not just estimated from prior numbers and are broken down further.

We have been instructed to reduce the budget by \$30,000, which Becky proposed we do by reducing staff to three and reducing library open hours. Reducing staff actually gives us a cushion to add money to other areas of the operating budget for the next fiscal year. I have identified a few areas where we can use that money, and otherwise I have tried to keep most other lines "status quo."

Major changes:

- **Salaries - reduced \$36,084.20**

- The national cost of living increase for this year is a more reasonable 3.7%. The city office suggested continuing to use a 6% increase as a placeholder, as this also leaves room for merit raises if the board decides. For the library, raises are ultimately decided by the board, but this way there will be room in the budget for them. Actual raises do not need to be decided at this time.
- I was told there was discussion at prior board meetings about library employees opting not to take cost-of-living raises at all. I was only just made aware of this, it was not what was explained to me as a staff member. I have reviewed all the related documents and could only find the following statement, in the minutes for the April 25th meeting: “the library will not take a merit or COLA increase in this salary (restructure adjustment increase only).” It is my understanding that it was considered standard operating procedure not to receive a cost-of-living raise in addition to a promotion with pay increase for a specific year, and library staff did not receive a COLA increase in July 2024.
- However, if the discussion in the meeting suggested that library staff would stop receiving COLA increases going forward, that may have been intended to reduce strain on the budget if we were to continue to have four library staff. We are currently back at three staff, and are able to meet the \$30,000 budget cut without forgoing raises for library staff. The staffing model presented here is in line with early recommendations from the city office and city council when Nick resigned, before Alyssa was hired: two full-time staff and one part-time staff person. The three-staff model, which was approved by the board in November, should help prevent further strain on the benefits fund that was discussed when Kat was initially brought up to full-time.
- Forgoing a COLA would move the proposed budget to \$37,212.00 less than FY24, over \$7,000 more than was recommended by the city office. The library board can discuss staff raises in the future, but it is not good practice to reduce the budget that much more than what is asked when there will possibly be more cuts in coming years.

- **Dues/Memberships & Travel/Conference - reduced \$2,218.00**

- With fewer staff, membership fees are reduced even though more staff have become certified and qualify for continuing education.
- Last year, Nick planned to attend the ARSL national conference in Wichita KS, and budgeted accordingly. However, due to staff changes and demands on our time, no one was able to attend. In 2024, the national conference is in the northeast making travel even more costly and difficult. As we are going through more transitions and the next conference is farther away, I have only budgeted for virtual conferences and continuing education for the next year.
- Travel/Conference includes some money for paid classes, which staff have expressed interest in in the past.

- **Building Maintenance - increased \$2,000**

- General maintenance tends to be either well within budget or vastly exceeding what was budgeted. We are currently under our target for FY2024, but consulting with Becky I identified several building needs that should be addressed in FY24 and 25. These include painting the

inside of the library, replacing scratched floor tiles, repairing east side sidewalks, repairing/replacing furnaces, and potentially replacing an automatic door opener.

- For this reason, I have recommended increasing the building maintenance budget by \$2,000.

- **Utilities & Telephone - increased \$1,323**

- Utilities costs are expected to rise 20% over the next couple years, so the city office suggested estimating at least a 10% increase in FY25.
- Telephone and internet costs are based on current rates, which are higher than previous years.

- **Janitorial expense - increased \$1,000.00**

- This is a generous estimate based on the highest invoices, but it will likely not be quite this high. We knew Moppy Mo's was more expensive than the previous custodians, but we have been very happy with the service. Library staff no longer have to hound the custodians to perform the tasks listed in the job description or spend their valuable time performing basic cleaning, replacing paper products, taking out the trash, etc. Previous janitorial services, while cheaper, often did not deliver the amount of work paid for, while Moppy Mo's has exceeded expectations.

- **Technology Services - increased \$2,500.00**

- Library technology has fallen behind on repair/replacement due to replacing the costly AWE early literacy computer that was shattered by a patron accident. We would like to get back on schedule and replace 1 desktop and 2 laptops, as well as replace the severely outdated circulating Chromebooks and add one more for staff use. This will be handy for taking to meetings and for use on projects in the library stacks.
- Our projector is not intended for movies and does not work for showing streaming video from the internet. The projector we have for checkout is even older and does not support HDMI at all. I have identified a projector style that fits the needs of the library and the community, with built-in speakers, and have recommended the purchase of two, one for program use and one for circulation. Consumer projectors are not as expensive as they used to be, currently about \$160 each.
- Our mobile hotspots are a very popular and appreciated service in the community, but right now we only have one in circulation. One has been lost and will be replaced, and I recommend the addition of another hotspot @ \$120 yearly.
- We have previously discussed adding a solar charging station to the outdoor seating area. This would provide a more versatile outdoor work area and add services that can be used even when the library is closed. Basic weatherproof models run about \$130.

- **Contract Payments - increased \$200**

- Our circulation software continues to increase in cost due to inflation.

- **Materials - increased \$1,000**

- Being the primary collection manager for the library and also doing the statistical reports for the last 9 months, I have been tracking usage trends for some time. Our Library of Things - games,

puzzles, video games, sports - continue to do very well and I suggest adding more in FY25.

- Our ebook and digital audiobook collection (Libby) is increasingly popular. Our top 5 months ever in Libby usage all occurred in 2023. We have the ability to purchase additional ebooks and audiobooks to reduce waiting times for our patrons, but they are costly. I recommend increasing the materials budget to have flexibility to add more ebooks and audiobooks while the budget allows it.

West Branch Public Library					
Expenditures					
Type	FY2024	FY2025 Estimate	Requested	Difference (Req-FY24)	Description
Salaries - Full Time	\$ 140,933.00	\$ 95,908.80	\$ 95,908.80	\$ (45,024.20)	In Salaries Tab - director and full-time librarian
Salaries - Part Time	\$ 16,224.00	\$ 25,164.00	\$ 25,164.00	\$ 8,940.00	In Salaries Tab - programming librarian and on-call help
Overtime	\$ -	\$ -	\$ -	\$ -	
Dues/Memberships	\$ 475.00	\$ 360.00	\$ 360.00	\$ (115.00)	In Details Sheet - 3 staff instead of 4
Travel/Conference	\$ 2,703.00	\$ 600.00	\$ 600.00	\$ (2,103.00)	In Details Sheet - no travel, virtual training only
Building Maintenance	\$ 12,000.00	\$ 14,000.00	\$ 14,000.00	\$ 2,000.00	In Details Sheet - some potential larger projects
Utilities	\$ 9,000.00	\$ 9,900.00	\$ 9,900.00	\$ 900.00	Potential 10% increase
Telephone	\$ 2,545.00	\$ 2,868.00	\$ 2,868.00	\$ 323.00	Approximately \$239 per month
Janitorial Expense	\$ 4,785.00	\$ 5,460.00	\$ 5,785.00	\$ 1,000.00	\$35/hr, 3+ hr/week cleaning - based on highest invoices from previous year
Advertisement/Legal	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	Amount based off of prior years (status quo)
Technology Services	\$ 4,000.00	\$ 6,502.00	\$ 6,500.00	\$ 2,500.00	In Details Sheet - replacing outdated and cobbled-together hardware for patrons and staff
Contract Payments	\$ 2,200.00	\$ 2,387.00	\$ 2,400.00	\$ 200.00	In Details Sheet - based on last year's costs
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	Estimate - past years sporadic from \$770 - \$2450 (status quo)
Postage and Shipping	\$ 1,500.00	\$ 1,420.00	\$ 1,500.00	\$ -	In Details Sheet (status quo)
Misc (Programs)	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ -	In Details Sheet (status quo)
Office Equipment	\$ 3,000.00	\$ 2,664.00	\$ 3,000.00	\$ -	In Details Sheet (status quo)
Capital Improvements	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
Materials	\$ 22,100.00	\$ 22,814.00	\$ 23,100.00	\$ 1,000.00	In Details Sheet - more ebooks and games based on usage trends
Library Account Spending	\$ 231,365.00	\$ 199,947.80	\$ 200,985.80	\$ (30,379.20)	\$ (30,379.20)
<i>Non-Salary Exp</i>	\$ 74,208.00	\$ 78,875.00	\$ 79,913.00	6.29%	
Group Insurance	\$ 29,655.00	\$ 29,655.00	\$ 29,655.00	\$ -	Handled by city office staff
Workman's Comp	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	Handled by city office staff
FICA	\$ 11,830.00	\$ 9,262.07	\$ 9,262.07	\$ (2,567.93)	7.65% of Salaries
IPERS	\$ 14,550.00	\$ 11,429.27	\$ 11,429.27	\$ (3,120.73)	9.44% of Salaries
Liability Insurance	\$ 4,585.00	\$ 4,585.00	\$ 4,585.00	\$ -	Handled by city office staff
General Fund Total	\$ 60,920.00	\$ 55,231.34	\$ 55,231.34	\$ (5,688.66)	
Library Total Expenditures	\$ 292,285.00	\$ 255,179.14	\$ 256,217.14	\$ (36,067.86)	

SALARIES							
Staff member	Position	Rate Period	Weekly Hours	Rate - current	Total Current	6% COLA	
Alyssa Barnhart	Programming Librarian	Hourly	30	\$ 15.00	\$ 23,400.00	\$ 24,804.00	
Kat Korsmo	Public Services Librarian	Hourly	40	\$ 17.00	\$ 35,360.00	\$ 37,481.60	
Jessica Schafer	Interim Director	Salary	40	\$ 55,120.00	\$ 55,120.00	\$ 58,427.20	
					\$ 113,880.00	\$ 120,712.80	
				Full-time total:	\$ 90,480.00	\$ 95,908.80	
On-Call							
Becky Knoche	Part-time on call help as needed	Hourly	2 hours/month	\$ 15.00	\$ 360.00	\$ 360.00	(no COLA)
				Part-time total:	\$ 23,760.00	\$ 25,164.00	
					Total Salaries:	\$ 121,072.80	

DETAILS

DETAILS				
<u>Dues/Memberships</u>				
ILA membership	Director	\$	110.00	
	Public Services Librarian	\$	70.00	
	Programming Librarian	\$	25.00	
ARSL Memberships	Director	\$	75.00	
	Public Services Librarian	\$	50.00	
	Programming Librarian	\$	30.00	
Total		\$	360.00	
<u>Travel/Conference</u>				
ARSL Conference	Virtual registration	\$	110.00	2 registrants @ \$55 per person
	Other virtual training	\$	490.00	basic cataloging for Kat, other paid continuing ed courses
Total		\$	600.00	
<u>Building Maintenance</u>				
	Johnson Controls	\$	1,102.00	\$1,050 plus estimate 5% increase
	General Pest Control	\$	350.00	\$50 7 times per year
	Fire extinguisher	\$	142.00	Last year's service fee
	Carpet Cleaning	\$	600.00	One cleaning is approximately \$600
	Building and Grounds Supplies	\$	2,600.00	FY23 \$2,453
	General Maintenance	\$	9,206.00	FY23 \$14,925 FY22 \$10,400, FY2021 \$4790, FY2020 \$6,500, FY2019
Total		\$	14,000.00	replace at least one furnace east side sidewalks painting automatic door
<u>Technology Services</u>				
Website and software	Google	\$	360.00	Email, online file server backup \$30/month
	Go Daddy	\$	46.00	Web domain renewal (wbpl.org URL)
	Dreamhost	\$	156.00	Library website hosting (website files)
	Zoom	\$	150.00	Library Zoom account
	Other software	\$	340.00	Includes website plug-ins, one-time software purchases, subscriptions
Hotspots	Mobile Beacon	\$	480.00	\$120 annual hotspot service including fourth line
		\$	30.00	additional hotspots
Other technology	Projectors	\$	360.00	1 circulating, 1 in-library, Roku streaming stick
	Solar charging station	\$	130.00	for outdoor seating area
Computers	Regular PC repair	\$	400.00	Repair/replacement of broken hardware, billed by Mainstay (status quo)
	3 new Chromebooks	\$	1,200.00	Replacing 2 circulating, add 1 for staff @ \$400 each

		Computer Replacement	\$ 2,850.00	Replacing 1 desktop and 2 laptops @ \$950 each	
	Total		\$ 6,502.00	(we are behind on replacement schedule due to replacing broken children's computer)	
<u>Contract Payments</u>	Apollo		\$ 1,880.00	Circulation system software renewal, rate increased in FY24	
	CASSIE		\$ 328.00	Public Use Computer management renewal	
	Data 443		\$ 179.00	Steady-state software	
	Total		\$ 2,387.00		
<u>Postage & Shipping</u>	Postage Meter	Lease	\$ 312.00	\$78 quarterly	
		Postage & Supplies	\$ 1,000.00		
		Total	\$ 1,312.00		
	Postal box	Annual renewal	\$ 108.00	2023 rate, has increased last 2 years	
	Total		\$ 1,420.00		
<u>Programs</u>	Program Materials	Estimate	\$ 3,000.00	Approximately 15 programs per month for 10 non-SRP months	
		Swank movie licensing	\$ 100.00	yearly public performance license	
	Performers (non-SRP)	Authors, speakers, etc.	\$ 500.00	~2 per year	
	Summer Programming	Program Supplies	\$ 1,000.00	Individual program supplies - materials, snacks, etc.	
		Initial Materials	\$ 600.00	These include banners, posters, some themed prizes, stickers and sticker	cockatoo encounter \$350
		Special Performers	\$ 1,000.00	These are invited performers which need payment - includes ~2-3	reptiles \$250+.50/mile
		Total	\$ 6,200.00	Status quo	
<u>Office Equipment</u>	Printer/Copier	Leaf (copier lease)	\$ 1,704.00	\$142 monthly estimate	
		Koch Office Group	\$ 960.00	Printing overage estimate of \$80/month (down from \$103)	
	Total		\$ 2,664.00		
<u>Materials</u>	Periodicals	Tipton Conservative	\$ 44.00	- annual subscription (increase \$4)	
		West Branch Times	\$ 34.00	- annual subscription (increase \$4)	
		Iowa City Press Citizen	\$ 227.00	- annual subscription	
		Cedar Rapids Gazette	\$ 462.00	- annual subscription	
		USA Today	\$ 400.00	- annual subscription	
		Total	\$ 1,167.00		
	Electronic	Bridges	\$ 827.00	- annual subscription (increased \$100)	

	Ebooks	\$ 2,500.00	Advantage purchases for WBPL patrons based on increasing usage	FY23 \$2,136	
	Audiobooks	\$ 3,000.00	Advantage purchases for WBPL patrons based on increasing usage	FY23 \$2,675	
	Video	\$ 400.00	Kanopy streaming		
	Total	\$ 6,727.00			
	Books/Movies/audiobooks	\$ 13,920.00			
	Library of Things/video games	\$ 1,000.00	video games, indoor/outdoor games based on circulation	FY23 \$700	
	Total	\$ 22,814.00			

Memo

To: Library Board of Trustees
From: Jessica Schafer, Interim Director
Date: 1/10/2024
Re: Discuss/Approve Library Board officers for 2024

Background

Per the WBPL Board of Trustees bylaws, the library board is to hold officer appointments in January. Board members may nominate officers and then vote on the slate at the end of the meeting. New officers will take over beginning with the next meeting (February).

Information

The section in the bylaws outlines the officers as:

- A. The officers of the Board of Trustees shall consist of a President, a Vice President, and a Secretary. Officers shall be elected the first meeting each January and shall hold office for one year. If an office becomes vacant before the term is completed, the Board of Trustees shall elect a successor to serve the remainder of the term. Officers may serve up to three (3) consecutive full terms in the same office, unless the Board of Trustees unanimously approves to extend an officer's consecutive terms beyond the three year maximum.
- B. The duties of the officers shall be as follows:
 - a. The President shall perform all the duties that are articulated on page 58 of the Iowa Library Trustee's Handbook, 2021 as well as those that are specified in the Bylaws.
 - b. The Vice-President, in the absence or disability of the President, shall perform all the duties of the President.
 - c. The city's Financial Officer prepares financial reports in cooperation with the library Director.
 - d. The Secretary shall record all proceedings of the Board of Trustees. All minutes and other records and accounts will be kept in the library. The Secretary shall perform such other duties, as the Board of Trustees shall require.