



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

Ph: (319)643-2633  
Fax: (319)643-4148  
staff@wbpl.org  
www.wbpl.org

---

## Board of Trustees Meeting

March 6, 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  
February 14

Open Forum

Financial Condition Report  
February 2024

Director's Report

Discuss/Approve hiring On-Call Library Assistant, set salary

Discuss *In Service to Iowa: Public Library Standards*

Discuss Board Annual Self-Assessment

Discuss direction for future board training, meetings, and planning

Schedule next meeting via Doodle Poll

---

### Staff

Library Director: Jessica Schafer  
Public Services Librarian: Kat Korsmo · Programming Librarian: Alyssa Barnhart

### Board of Trustees

Lizabeth Osborne, President · Seth Goodspeed, Vice President · Amber Kleven, Secretary  
Lisa Kofoed · Shari Heick · Deb Kauffman-Watson

**WEST BRANCH PUBLIC LIBRARY**  
**Board of Trustees Meeting Minutes**  
<https://us02web.zoom.us/j/84510234590>  
**February 14, 2024**

**Meeting commenced at: 6:35 PM**

**Roll Call**

**Present:**

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

**Absent:**

- Lisa Kofoed (Trustee)
  - Shari Heick (Trustee)
- 

**Meeting Minutes:**

**Approve minutes**

On a motion by Trustee Pettitt and seconded by Trustee Goodspeed, the January 10, 2024, minutes were unanimously approved.

On a motion by Trustee Goodspeed and seconded by Trustee Osborne, the January 25, 2024, special meeting minutes were unanimously approved.

**Open Forum:**

Trustee Goodspeed wished attendees a Happy Valentine's Day. :-)

We received a thank you card from Becky Knoche, former Library Director, for her going away party that was held in December, after she resigned her position.

Trustee Pettitt mentioned she was unable to listen to the webinar that Jessie recorded and sent to the trustees, specifically, the meeting regarding the bill that proposes the cities take over libraries instead of boards. Jessie said the bill has been split into two parts, so she is tracking those bills now.

### **Financial Condition Report:**

The utility bills are less this year, but we don't think they will continue to be reduced. New thermostats have been installed, but we don't know if the correlation between the lower bill and new thermostat is coincidence or causation. As such, we'll keep an eye on the billing, and Jessie has budgeted an increase for the new year.

Trustee Osborne asked about the difference between Kanopy and Overdrive, so Jessie explained how they work and how they benefit patrons.

Approved expenditures for January 2024. Moved by Trustee Kleven and seconded by Trustee Pettit, the motion was unanimously approved.

### **Director's Report:**

See board packet for more information.

### **Discuss/Approve appointing Deb Kauffman-Watson to the Library Board of Trustees**

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

### **Discuss/Approve Library Director Performance Plan for 2024**

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

### **Discuss Board Annual Self-Assessment**

No need to approve this, we, as a board, need to keep these items in mind and work towards being a better board. We decided to table this discussion to our next meeting so all members are able to contribute to the discussion. Please read [Public Library Standards](#) in its entirety before we meet next so we can discuss it in our meeting.

**Next Meeting:** On March 13, 2024 at 6:30PM in the Community Room in the West Branch Library.

**Meeting Adjourned: 7:51 PM**

<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>	<b>Average</b>	<b>Percent remaining</b>
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85	\$ 12,134.35	\$ 12,569.40			\$ 157,157.00	\$ 77,258.53	\$ 79,898.47	\$ 13,631.98	50.84%
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ -	\$ 475.00	\$ 280.00	\$ 195.00	\$ 16.67	41.05%
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,703.00	\$ 200.00	\$ 2,503.00	\$ -	92.60%
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 135.09	\$ 96.95	\$ 171.52	\$ 53.66	\$ 12,000.00	\$ 2,431.19	\$ 9,568.81	\$ 597.52	79.74%
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ -	\$ 9,000.00	\$ 4,410.60	\$ 4,589.40	\$ 815.19	50.99%
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ -	\$ 2,545.00	\$ 1,431.39	\$ 1,113.61	\$ 158.80	43.76%
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 420.00	\$ 4,785.00	\$ 3,307.50	\$ 1,477.50	\$ 420.00	30.88%
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 315.19	\$ 61.48	\$ 4,000.00	\$ 3,346.91	\$ 653.09	\$ 177.72	16.33%
Contract Payments - Librai	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ 2,200.00	\$ 2,009.00	\$ 191.00	\$ 626.67	8.68%
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	\$ 320.36	\$ -	\$ 1,500.00	\$ 829.80	\$ 670.20	\$ 86.72	44.68%
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 326.24	\$ 6,200.00	\$ 1,475.22	\$ 4,724.78	\$ 103.71	76.21%
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 142.02	\$ 3,000.00	\$ 1,790.77	\$ 1,209.23	\$ 216.05	40.31%
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	\$ 1,361.47	\$ 1,640.91	\$ 1,338.12	\$ 22,100.00	\$ 13,655.36	\$ 8,444.64	\$ 1,837.63	38.21%
<b>Library Account total</b>	<b>\$ 15,332.20</b>	<b>\$ 19,976.91</b>	<b>\$ 21,001.73</b>	<b>\$ 14,926.07</b>	<b>\$ 16,726.07</b>	<b>\$ 15,573.13</b>	<b>\$ 4,305.33</b>	<b>\$ 2,470.52</b>	<b>\$ 231,365.00</b>	<b>\$ 112,914.73</b>	<b>\$ 118,450.27</b>	<b>\$ 18,770.28</b>	<b>54.45%</b>
<b>Operating (non-collections)</b>	<b>\$ 2,484.79</b>	<b>\$ 5,413.90</b>	<b>\$ 2,003.32</b>	<b>\$ 2,168.84</b>	<b>\$ 2,124.54</b>	<b>\$ 14,211.66</b>	<b>\$ 2,664.42</b>						
<b>Group Insurance</b>	<b>\$ 1,536.91</b>	<b>\$ 1,536.91</b>	<b>\$ 1,536.91</b>	<b>\$ 1,536.91</b>	<b>\$ 1,536.91</b>	<b>\$ 1,538.90</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,074.00</b>	<b>\$ 9,223.45</b>	<b>\$ 4,850.55</b>	<b>\$ 768.62</b>	<b>34.46%</b>
<b>Workman's Comp</b>	<b>\$ 55.68</b>	<b>\$ 16.68</b>	<b>\$ 16.68</b>	<b>\$ 16.68</b>	<b>\$ 16.68</b>	<b>\$ 16.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220.00</b>	<b>\$ 139.08</b>	<b>\$ 80.92</b>	<b>\$ 11.59</b>	<b>36.78%</b>
<b>FICA</b>	<b>\$ 921.97</b>	<b>\$ 927.71</b>	<b>\$ 1,355.30</b>	<b>\$ 891.90</b>	<b>\$ 928.29</b>	<b>\$ 961.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,023.00</b>	<b>\$ 5,986.75</b>	<b>\$ 6,036.25</b>	<b>\$ 498.90</b>	<b>50.21%</b>
<b>IPERS</b>	<b>\$ 1,106.64</b>	<b>\$ 1,113.72</b>	<b>\$ 1,641.35</b>	<b>\$ 1,069.53</b>	<b>\$ 1,114.43</b>	<b>\$ 1,155.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,836.00</b>	<b>\$ 7,201.15</b>	<b>\$ 7,634.85</b>	<b>\$ 600.10</b>	<b>51.46%</b>
<b>Self Funded Insurance</b>	<b>\$ 201.84</b>	<b>\$ 201.84</b>	<b>\$ 201.84</b>	<b>\$ 201.84</b>	<b>\$ 201.84</b>	<b>\$ 1,090.39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,908.00</b>	<b>\$ 2,099.59</b>	<b>\$ (191.59)</b>	<b>\$ 174.97</b>	<b>-10.04%</b>
<b>Liability Insurance</b>	<b>\$ -</b>	<b>\$ 5,273.75</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,040.00</b>	<b>\$ 5,273.75</b>	<b>\$ (233.75)</b>	<b>\$ 5,273.75</b>	<b>-4.64%</b>
<b>General Fund total</b>	<b>\$ 3,823.04</b>	<b>\$ 9,070.61</b>	<b>\$ 4,752.08</b>	<b>\$ 3,716.86</b>	<b>\$ 3,798.15</b>	<b>\$ 4,763.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,101.00</b>	<b>\$ 29,923.77</b>	<b>\$ 18,177.23</b>	<b>\$ 2,493.65</b>	<b>37.79%</b>
<b>Library Total Expenditures</b>	<b>\$ 19,155.24</b>	<b>\$ 29,047.52</b>	<b>\$ 25,753.81</b>	<b>\$ 18,642.93</b>	<b>\$ 20,524.22</b>	<b>\$ 20,336.16</b>	<b>\$ 4,305.33</b>	<b>\$ 2,470.52</b>	<b>\$ 279,466.00</b>	<b>\$ 142,838.50</b>	<b>\$ 136,627.50</b>	<b>\$ 11,903.21</b>	<b>48.89%</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>	<b>Average</b>	<b>Remaining %</b>
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 300.00	\$ 1,488.07	\$ (1,188.07)	\$ 124.01	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	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)	\$ 240.58	-11.03%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ -	\$ -	\$ 3,000.00	\$ 667.90	\$ 2,332.10	\$ 55.66	77.74%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ -	\$ -	\$ 400.00	\$ 40.56	\$ 359.44	\$ 3.38	89.86%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ -	\$ -	\$ 1,000.00	\$ 4,708.98	\$ (3,708.98)	\$ 392.42	-370.90%
<b>Library Total Income</b>	<b>\$ 4,324.76</b>	<b>\$ 318.86</b>	<b>\$ 2,425.22</b>	<b>\$ 12,409.41</b>	<b>\$ 1,307.31</b>	<b>\$ 1,260.76</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,679.00</b>	<b>\$ 22,046.32</b>	<b>\$ 236,632.68</b>	<b>\$ 1,837.19</b>	<b>91.48%</b>

**February 2024**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Amazon (paper towels for bathrooms)	\$ 30.59	1NDH
			Walmart (duct tape, ziploc bags, batteries, baking soda)	\$ 23.07	1653942480
			Subtotal	\$ 53.66	
Utilities	031-5-4-410-6371				
			Subtotal	\$ -	
Telephone	031-5-4-410-6373				
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 420.00	1077
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (email and storage for wbpl.org) - CC	\$ 30.00	4901886534
			Amazon (chargers)	\$ 31.48	
			Subtotal	\$ 61.48	
Contract Payments	031-5-4-410-6498		Amazon Prime subscription	\$ 129.00	17KC-LXJ6-F3CC
			Subtotal	\$ 129.00	
Office Supplies	031-5-4-410-6506				
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	Youth	Amazon (program craft)	\$ 11.79	MPG-L9PD-9DKX
		All ages	Walmart (Winter Reading prizes)	\$ 43.39	1653942480
			Amazon (Winter Reading prizes)	\$ 271.06	XC-WMNF-HY34
			Subtotal	\$ 326.24	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16008607
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Baker & Taylor	\$ 797.88	
		Youth	Amazon	\$ -	
			Baker & Taylor	\$ 107.10	
		Electronic	Kanopy	\$ 11.00	386275
			Overdrive (ebook)	\$ 27.50	497CO24016518
			Overdrive (audio)	\$ 323.98	497DA24047026
		DVD	Amazon	\$ 70.66	
			Walmart	\$ -	
			Subtotal	\$ 1,338.12	
			Total	\$ 2,470.52	

Feb-23					
Type	Number	Subdivision	Payee	Amount	Invoice number
Dues/Memberships	031-5-4-410-6210				
				Subtotal	\$ -
Training/Education	031-5-4-410-6230				
				Subtotal	\$ -
Travel/Conference	031-5-4-410-6240				
				Subtotal	\$ -
Building Maintenance	031-5-4-410-6310		Amazon	\$ 31.90	
			Walmart	\$ 11.15	
			Home Depot (restroom supplies)	\$ 79.21	
				Subtotal	\$ 122.26
Building Supplies	031-5-4-410-6320				
				Subtotal	\$ -
Utilities	031-5-4-410-6371		Alliant	\$ 566.71	
				Subtotal	\$ 566.71
Telephone	031-5-4-410-6373				
				Subtotal	\$ -
Janitorial Services	031-5-4-410-6409		Carrie Hourigan	\$ 345.00	
				Subtotal	\$ 345.00
Advertisement/Legal	031-5-4-410-6414		Facebook (2 events' ads)	\$ 20.00	
				Subtotal	\$ 20.00
Technology services	031-5-4-410-6419		Amazon	\$ 134.99	
			Costco Tax refund	\$ (98.00)	
			Google	\$ 24.00	
			Paddle.net (website menu software)	\$ 29.00	
				Subtotal	\$ 134.99
Contract Payments	031-5-4-410-6498				
				Subtotal	\$ -
Office Supplies	031-5-4-410-6506		Demco	\$ 80.59	7246236
				Subtotal	\$ 80.59
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill)	\$ 200.00	
				Subtotal	\$ 200.00
Programs	031-5-4-410-6599		Amazon	\$ 24.14	
			Walmart	\$ 43.56	
				Subtotal	\$ 67.70
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 284.04	4174259, 14300698
				Subtotal	\$ 284.04
Materials	031-5-4-410-6770	Adult Materials	Baker & Taylor	\$ 911.67	
			Amazon	\$ 48.20	
		Youth Materials	Baker & Taylor	\$ 116.25	
			Amazon	\$ 81.38	
		DVDS	Amazon	\$ 88.00	
		Electronic	Overdrive	\$ 803.42	06497CO23012300,
			Kanopy	\$ 48.00	335051
				Subtotal	\$ 2,096.92
				Total	\$ 3,873.21

## Library Facilities

- Some **light bulbs** still aren't working after replacement. We had a volunteer with a little more electrical knowledge come look at them, and he confirmed that several ballasts are out. I'm going to confirm with Nick the process for replacing them with LEDs and contact an electrician.
- Johnson Controls finally came to service the battery on the **fire monitoring panel**. I got an unusual follow-up call at 11pm and it has continued beeping, but when we called back they had no indication of problem signals being sent since the battery was replaced. We have another service call scheduled.
- Ideas for the **planted areas outside**: I would love to do some native Iowa flowers instead of traditional landscaping that we've done in the planters. I've contacted Sarah Subbert from Cedar County Conservation and we may be able to do planting in April as a youth program.
- **Mainstay IT:**
  - The newest **patron PC** continues to freeze up when shutting down. Mainstay is going to upgrade our computer management software, which must be done on all patron computers at the same time, and they're hoping it addresses this issue.. (IN PROGRESS)
  - We purchased **two new patron laptops** from Mainstay! Cade was able to get a bulk purchasing discount since I requested them at the same time as new hardware for the police department. Thanks for the suggestion! The computers are already set up and added to circulation, and they're so much faster than the old ones.

## Library Staff/Service


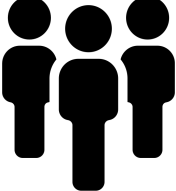


- **Winter Reading Program** was a lot of fun! We had tons of people coming in and asking about the program after seeing our social media posts. Our wintry grand prizes included a Keurig, galaxy light and speaker, LEGO kit, and a blanket for each age group.
- **Youth programs** - We had better participation in our Family Storytimes in February! Several families have been coming. Early out after school programs have been very busy and we're grateful that our community partners at the National Park Service, Cedar County Conservation, and the ISU Extension have been able to help! STEAM with Ms. Howard continues to do well.
- I was unable to host our **book discussion** in February because it conflicted with the city council meeting and the library had an item on the agenda. (Deb Kauffman-Watson was appointed to the library board!) Kat stepped up and not only moderated the discussion but took notes and wrote the follow-up for everyone. I heard she did an amazing job and I couldn't be happier.
- We scheduled a **Library... After Hours movie night**, but no one came to the event. We're hoping to try again next month since we do get asked about the movies a lot.



## Library Events/Activities

- Family Storytime - Tuesdays @ 6:15pm
- WBPL Teens - last Tuesday of the month
- Baby Time - Wednesdays @ 9 am @ Town Hall
- Storytime - Fridays @ 10:15am
- Early Out Program - Wednesdays @ 2pm
- WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - Forest of Vanishing Stars by Kristin Harmel
- STEAM with Ms. Howard - every third Wednesday at 5pm

### February 2024

Circulation	Visitors	Computer Use	Program Attendance
 <p><b>2,384</b></p> <p>January: 2,370 Feb 2023: 2,334</p>	 <p><b>1,143</b></p> <p>January: 1,002 Feb 2023: 1,079</p>	 <p><b>179</b> 150 hours</p> <p>January: 157, 108 hrs Feb 2023: 118 129 hours</p>	 <p><b>426</b></p> <p>January: 336 Feb 2023: 623</p>

### Action Items

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

### 2024 Strategic Plan Items

#### January

- New Cultural Heritage Display**
  - Soliciting ideas for a new one!
- Health-based event**
  - Contacting Sarah Subbert about a cooking (nutrition) program
- Nonprofit wishlist implemented**
  - Applying for access to the Foundation Directory through State Library

### February

- Youth/Family diversity program held April
- Youth/Family diversity program held June
- Youth/Family diversity program held July
- New cultural heritage display
- Health-based event held
- By 2025**
  - Nonprofit/Charity website or database created
  - Welcome packet for new businesses created
  - Diversity-based book included in Book Discussion
  - Mental health program held

**We will be working on a new plan this year!**



# Memo



**To:** Library Board of Trustees  
**From:** Jessie Schafer, Director  
**Date:** 3/6/2024  
**Re:** Discuss/Approve hiring On-Call Library Assistant, set salary

---

## Background

Since we are operating with fewer staff now, sometimes scheduling will be difficult. To avoid closures, it would be beneficial to have someone who lives nearby and knows how to operate the library on a strictly on-call basis. Having an on-call library assistant will allow us to offer normal programs and open hours when some or all staff have conflicts.

When she resigned, Becky Knoche offered to continue helping out at the library by contract or on-call, although she would no longer be a regularly scheduled employee. This was factored into my budget proposal. After discussions with the city finance officer, it seems this is the best model to put that scenario into practice.

## Information

This position was already included in my FY25 budget proposal, which was approved by the board for 24 hours/year at \$15/hour. This is not a regularly scheduled employee. No amendment to the current library budget will be needed since Alyssa's hours have been reduced due to her library science graduate class schedule.

Below is the salary detail from the FY25 budget proposal:

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	
				<b>Full-time total:</b>	<b>\$ 90,480.00</b>	<b>\$ 95,908.80</b>	
	<b>On-Call</b>						
Becky Knoche	Part-time on call help as needed	Hourly	2 hours/month	\$ 15.00	\$ 360.00	\$ 360.00	(no COLA raise)
				<b>Part-time total:</b>	<b>\$ 23,760.00</b>	<b>\$ 25,164.00</b>	
					<b>Total Salaries:</b>	<b>\$ 121,072.80</b>	

There is precedent for this scenario, as in the past the library has paid a former employee to work as needed but they were no longer in a regular weekly rotation.

Since one of the reasons for hiring an on-call person is to have someone who lives nearby and can get here quickly in case of a staff emergency or bad weather, I think it would be best to keep the job posting in West Branch. I will post it in town and consider any applications we receive.

The Library Assistant job description can be found below:

## **LIBRARY ASSISTANT**

---

Department: LIBRARY

Immediate Supervisor: LIBRARY DIRECTOR

Classification: PART-TIME, HOURLY

Salary: \$12-\$15

### Job Summary

Be first point of contact with library visitors. Check Library materials in and out. Perform proper shelving of Library materials. Assist in cataloging and processing of library materials. Assist with library programs.

### Job Scope

Work under the supervision of the Library Director. Serves as the primary customer contact for the Library.

### Essential Job Duties and Responsibilities

Perform accurate circulation of Library materials through the use of the computer system. Maintain accurate and neat appearance of the Library collections. Assist with library programs. Process overdue notices and collect fines as assigned by the Library Director. Create and maintain accurate patron accounts through the use of the computer system. Answer reference questions over the phone, internet, and in-person. Assist with collection management under the guidance of Library Director. Create marketing materials under guidance of Public Services Librarian. Prepare incoming and outgoing interlibrary loan materials. Other duties as assigned.

### Physical and Environmental Conditions

Frequent use of a computer. Must be able to bend, sit, stand and reach for proper shelving and for assisting patrons with requests. Must be able to push library book cart. Must be able to lift 25 pounds. Must have the ability to sufficiently communicate with community members.

### Minimum Education, Experience and Certification

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service experience is greatly desired.

### Knowledge, Skills and Abilities

Able to meet and deal with the public in a pleasant, courteous and professional manner. Familiar with library filing systems and alphabetizing. Able to use a computer. Familiar with literature, authors, and the use of the Internet.

*Revised 11/21*

## **Recommendation**

Recommend approving the hire of an on-call Library Assistant at \$15/hour.

## Individual Library Trustee Assessment

*(For individual use; typically not shared with others.)*

### Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

*Attribution: State Library of Iowa*

## Full Library Board Assessment

**Instructions:** Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library’s policies.			
The board safeguards the public’s First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public’s comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
<b>TOTAL</b>			

*Attribution: State Library of Iowa*