



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

June 11, 2025, 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
May 14

Open Forum

Financial condition report and approval of expenditures
May 2025
June 2025 in progress
FY2025 summary

Director's Report

Summer Library Program update

Discuss/Approve Library Board officers for 2025-2026

Next meeting
Next meeting July 9 @ 6:30pm

Adjourn

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 • Erin Monaghan • Holly Wasion • Christine Humrichouse

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

May 14,, 2025

Meeting commenced at: 6:33

Roll Call

Present:

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

Absent:

Meeting Agenda and Minutes:

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

On a motion by Trustee Pettitt and seconded by Trustee Goodspeed the April 2025 minutes were unanimously approved

Open Forum:

Jessie is keeping an eye on news from the State Library about what programs may be impacted by loss of federal funds. They are working to prioritize most critical programs including inter-library loan service, free websites, and delivery service for ILL.

Financial Condition Report:

Jessie is paying close attention to spending down funds as we move towards the end of the fiscal year. She may ask the city if the funds allocated for the drainage tiles project could be carried over since it has already been quoted.

On a motion by Trustee Monghan and seconded by Trustee Waison the financial condition report was unanimously approved

Director's Report:

See meeting packet for additional notes

Additions to the Packet: Trustees asked Jesse to include the following statistics going forward - break down of adult vs youth programming, number of ILL books lent and borrowed

Discuss/approve appointing Christine Humrichouse to the Library Board of Trustees

On a motion by Trustee Pettitt and seconded by Trustee Osborne the motion to appoint Christine Humrichouse to the Library Board of Trustees was unanimously approved.

Discuss/approve Library Staff Salaries for FY 2026

Trustees recommended an additional 0.5% increase for Kat on top of the initial proposal.

On a motion by Trustee Goodspeed and seconded by Trustee Osborne the amendment to the proposed Library Staff Salaries for FY 2026 were unanimously approved.

On a motion by Trustee Monaghan and seconded by Trustee Pettitt the amended proposed Library Staff Salaries for FY 2026 were unanimously approved.

Discuss/approve 2025 Strategic Plan

On a motion by Trustee Pettitt and seconded by Trustee Goodspeed the proposed 2025 Strategic Plan was unanimously approved.

Next meeting June 11 @ 6:30pm

The meeting was adjourned at 7:23

May 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		HD SUPPLY - toilet paper	\$ 56.74	862570447
			VINICIO HERNANDEZ PACHECO - interior painting	\$ 2,250.00	875252
			WALMART - cleaning supplies	\$ 14.31	1662727989
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	9146711
			Subtotal	\$ 2,371.05	
Utilities	031-5-4-410-6371		ALLIANT	\$ 468.95	5-6-2025
			Subtotal	\$ 468.95	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.17	5-1-2025
			Subtotal	\$ 239.17	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 455.00	1151
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414		WEST BRANCH COMMUNITY SCHOOLS - SLP ad in The Bear	\$ 75.00	
			Subtotal	\$ 75.00	
Technology services	031-5-4-410-6419		AMAZON - replacement patron desktop	\$ 949.05	
			GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5238150555
			DATA443 - steady state software	\$ 178.75	40845
			Subtotal	\$ 1,163.80	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		WALMART - folder tabs	\$ 2.28	1662727989
			Subtotal	\$ 2.28	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3320702511
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599		AMAZON - dinosaur supplies	\$ 73.75	
			WALMART - program snacks	\$ 109.49	1662727989
			AMAZON - adult program supplies	\$ 5.99	
			AMAZON - SLP supplies	\$ 4.84	
			Subtotal	\$ 194.07	
Office Equipment	031-5-4-410-6725		Leaf - copier lease	\$ 142.02	18331291
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 210.38	
			BAKER & TAYLOR	\$ 303.63	
		Youth	AMAZON	\$ 167.12	
			AMAZON - credit	\$ (17.47)	1WQC-931V-1LFX
			BAKER & TAYLOR	\$ 117.80	
		Electronic	KANOPY - streaming video	\$ 71.00	450920
			OVERDRIVE - ebooks	\$ 4.48	06497CP25138331
			OVERDRIVE - ebooks	\$ 124.99	06497CO25145041
			OVERDRIVE - audiobooks	\$ 489.73	06497CO25145041
		DVD	AMAZON	\$ 39.94	
			WALMART	\$ -	
		Newspaper	WEST BRANCH TIMES - 1 year subscription	\$ 38.00	04-22-2025
			THE GAZETTE - 1 year subscription	\$ 462.80	06/2025 GAZM3D89
			Subtotal	\$ 2,012.40	
			Total	\$ 7,201.11	

June 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		AMAZON - paper tpwels	\$ 37.00	
			TROUTLEAF NATIVE PLANTS - outdoor plantings	\$ 450.00	
			Subtotal	\$ 487.00	
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	\$ 402.50	1159
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414	SLP		\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		ZOOM - Zoom Pro annual renewal	\$ 159.90	INV305649472
			GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5268778736
			Subtotal	\$ 195.90	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		SWANK - annual public performance license (movie showing)	\$ 114.00	3946633
		SLP	DAN KIRK - juggling program	\$ 495.00	
			AMAZON - kids' prizes	\$ 436.86	
			Amazon - decorations and program supplies	\$ 443.11	
			Subtotal	\$ 1,488.97	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18488540
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 305.88	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 70.83	
		Electronic	KANOPY - streaming video	\$ 22.00	#455046
			OVERDRIVE - ebooks	\$ 4.48	5497CP25173748
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ -	
			WALMART	\$ -	
		Newspaper	Press-Citizen	\$ -	
		Library of Things/Video Games	Amazon	\$ -	
			Subtotal	\$ 403.19	
			Total	\$ 3,119.58	

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 11,113.86	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ -	\$ 96,498.00	\$ 88,517.22	\$ 7,980.78
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.00	\$ 2,288.00	\$ 1,450.00	\$ 1,575.00	\$ 1,680.00	\$ 995.00	\$ -	\$ 24,804.00	\$ 13,360.85	\$ 11,443.15
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	\$ -	\$ -	\$ -	\$ 32.90	\$ -	\$ -	\$ 600.00	\$ 178.63	\$ 421.37
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 581.54	\$ 108.52	\$ 296.25	\$ 23.71	\$ 912.15	\$ 2,371.05	\$ 487.00	\$ 14,000.00	\$ 6,646.38	\$ 7,353.62
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ 674.59	\$ 687.93	\$ 537.82	\$ 490.38	\$ 468.95	\$ -	\$ 9,900.00	\$ 6,319.69	\$ 3,580.31
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ 239.11	\$ 239.11	\$ 239.11	\$ 239.17	\$ 239.17	\$ -	\$ 2,868.00	\$ 2,628.56	\$ 239.44
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 367.50	\$ 402.50	\$ 455.00	\$ 402.50	\$ 5,785.00	\$ 4,760.00	\$ 1,025.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 200.00	\$ 75.00	\$ 125.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 35.75	\$ 4,942.11	\$ 191.63	\$ 36.00	\$ 36.00	\$ 36.00	\$ 1,163.80	\$ 195.90	\$ 6,500.00	\$ 7,153.01	\$ (653.01)
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,999.00	\$ 401.00
Office Supplies - 6506	\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ 91.61	\$ 34.88	\$ 104.08	\$ 62.65	\$ 61.99	\$ 48.28	\$ 2.28	\$ -	\$ 2,000.00	\$ 565.62	\$ 1,434.38
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 351.27	\$ 100.00	\$ 77.37	\$ 100.00	\$ 100.00	\$ 77.37	\$ -	\$ 1,500.00	\$ 1,271.50	\$ 228.50
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 412.16	\$ 374.67	\$ 991.26	\$ 194.07	\$ 1,488.97	\$ 6,200.00	\$ 4,360.39	\$ 1,839.61
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 142.02	\$ 356.86	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,554.64	\$ 445.36
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	\$ 1,574.62	\$ 1,077.58	\$ 2,284.07	\$ 2,012.40	\$ 403.19	\$ 23,100.00	\$ 18,551.71	\$ 4,548.29
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 11,611.06	\$ 11,209.53	\$ 10,885.21	\$ 16,642.54	\$ 16,940.47	\$ 13,032.59	\$ 11,988.38	\$ 15,026.55	\$ 15,649.09	\$ 3,119.58	\$ 201,215.00	\$ 159,287.20	\$ 41,927.80
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 2,217.89	\$ 2,231.85	\$ 2,037.45	\$ 8,075.87	\$ 4,615.13	\$ 4,004.99	\$ 3,457.82	\$ 5,289.50	\$ 6,183.71	\$ 2,716.39			\$ 21,003.87
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	\$ 1,025.29	\$ 681.11	\$ 690.67	\$ -	\$ -	\$ -	\$ 12,023.00	\$ 6,453.22	\$ 5,569.78
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ 691.16	\$ 769.99	\$ 1,260.88	\$ 840.44	\$ 852.24	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 7,879.91	\$ 6,956.09
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,583.34	\$ 1,582.25	\$ 1,582.25	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 14,234.92	\$ (160.92)
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 1,816.56	\$ 91.44
Workers' Comp	\$ 61.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 171.80	\$ 48.20
General Fund total	\$ 1,844.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,803.58	\$ 1,784.09	\$ 1,784.09	\$ -	\$ -	\$ -	\$ 16,202.00	\$ 16,223.28	\$ (21.28)
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 13,412.48	\$ 13,010.95	\$ 12,686.63	\$ 18,443.96	\$ 18,744.05	\$ 14,816.68	\$ 13,772.47	\$ 15,026.55	\$ 15,649.09	\$ 3,119.58	\$ 249,316.00	\$ 196,930.34	\$ 73,389.53
Total Annual Income															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 276.75	\$ 488.55	\$ -	\$ 248.97	\$ 754.59	\$ -	\$ -	\$ 747.30	\$ -	\$ -	\$ -	\$ 300.00	\$ 2,516.16	\$ (2,216.16)
Rural Library Assistance	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ 24,792.00	\$ 28,734.02	\$ (3,942.02)
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	\$ 50.00	\$ 11.45	\$ 312.30	\$ 71.35	\$ -	\$ -	\$ 3,000.00	\$ 1,699.36	\$ 1,300.64
Fines	\$ -	\$ 52.00	\$ -	\$ 102.29	\$ 119.00	\$ 25.00	\$ -	\$ -	\$ 42.50	\$ -	\$ -	\$ -	\$ 400.00	\$ 340.79	\$ 59.21
Misc Revenues	\$ 95.00	\$ 121.55	\$ 110.20	\$ 305.74	\$ 77.80	\$ 148.50	\$ 17.40	\$ 87.80	\$ 140.40	\$ 90.50	\$ -	\$ -	\$ 1,000.00	\$ 1,194.89	\$ (194.89)
Library Total Income	\$ 525.15	\$ 477.00	\$ 14,977.11	\$ 2,301.14	\$ 450.82	\$ 2,566.58	\$ 67.40	\$ 99.25	\$ 1,242.50	\$ 14,528.86	\$ -	\$ -	\$ 258,679.00	\$ 37,235.81	\$ 221,443.19
Total Investments															
Type	July	August	September	October	November	December	January	February	March	April	May	June			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 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	\$ 61,638.56	\$ 61,638.56	\$ 62,384.81	\$ 62,384.81	\$ -	\$ -			
Krouth Principal	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ 56,130.31	\$ 56,800.92	\$ 56,800.92	\$ 56,800.92	\$ 57,464.79	\$ 57,464.79	\$ -	\$ -			
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ 26,313.41	\$ 26,313.41	\$ 26,313.41	\$ 26,627.79	\$ 26,627.79	\$ 26,627.79	\$ 26,939.01	\$ 26,939.01	\$ -	\$ -			
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ 8,524.46	\$ 8,524.46	\$ 8,524.46	\$ 8,525.54	\$ 8,525.54	\$ 8,525.54	\$ 8,526.59	\$ 8,526.59	\$ -	\$ -			
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ 16,357.35	\$ 16,357.35	\$ 16,357.35	\$ 16,359.41	\$ 16,359.41	\$ 16,359.41	\$ 16,361.43	\$ 16,361.43	\$ -	\$ -			
Library Total Investment	\$ 175,676.16	\$ 177,987.65	\$ 179,564.14	\$ 179,564.14	\$ 179,813.11	\$ 181,554.75	\$ 181,554.75	\$ 181,554.75	\$ 183,279.16	\$ 183,279.16	\$ -	\$ -			

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85	\$ 12,134.35	\$ 12,569.40	\$ 10,917.13	\$ 8,340.00	\$ 12,480.00	\$ 8,340.00	\$ 8,370.00	\$ 8,595.00	\$ 157,157.00	\$ 134,300.66	\$ 22,856.34
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475.00	\$ 280.00	\$ 195.00
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 49.58	\$ 2,703.00	\$ 249.58	\$ 2,453.42
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 135.09	\$ 96.95	\$ 171.52	\$ 53.66	\$ 1,054.91	\$ 2,283.22	\$ 2,045.06	\$ 2,719.69	\$ 12,000.00	\$ 10,534.07	\$ 1,465.93
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ 541.36	\$ 432.86	\$ 425.39	\$ 441.92	\$ 508.16	\$ 9,000.00	\$ 6,760.29	\$ 2,239.71
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.79	\$ 238.75	\$ 238.39	\$ 476.78	\$ -	\$ 2,545.00	\$ 2,624.10	\$ (79.10)
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 420.00	\$ 437.50	\$ 402.50	\$ 437.50	\$ 455.00	\$ 4,785.00	\$ 5,040.00	\$ (255.00)
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 200.00	\$ 75.00	\$ 125.00
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 315.19	\$ 61.48	\$ 2,119.00	\$ 32.12	\$ 36.00	\$ 485.58	\$ 4,000.00	\$ 3,930.61	\$ 69.39
Contract Payments - Libra	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ 178.75	\$ 328.20	\$ 2,200.00	\$ 2,515.95	\$ (315.95)
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ -	\$ -	\$ 28.98	\$ -	\$ 255.82	\$ 2,000.00	\$ 773.26	\$ 1,226.74
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 320.36	\$ 77.37	\$ 151.00	\$ -	\$ 63.90	\$ 177.37	\$ 1,500.00	\$ 1,222.07	\$ 277.93
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 326.24	\$ 45.47	\$ 259.99	\$ 228.76	\$ 1,382.83	\$ 6,200.00	\$ 3,392.27	\$ 2,807.73
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,358.85	\$ 641.15
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections	\$ 1,794.56	\$ 2,436.16	\$ 1,282.18	\$ 1,098.38	\$ 2,467.18	\$ 1,361.47	\$ 1,640.91	\$ 1,298.13	\$ 753.64	\$ 1,331.98	\$ 2,119.75	\$ 3,326.67	\$ 22,100.00	\$ 20,911.01	\$ 1,188.99
Library Account total	\$ 15,332.20	\$ 19,976.91	\$ 21,001.73	\$ 14,926.07	\$ 16,726.07	\$ 15,573.13	\$ 15,222.46	\$ 11,628.05	\$ 18,055.15	\$ 13,484.59	\$ 14,540.44	\$ 18,500.92	\$ 231,365.00	\$ 194,967.72	\$ 36,397.28
Operating (non-collections)	\$ 2,484.79	\$ 5,413.90	\$ 2,003.32	\$ 2,168.84	\$ 2,124.54	\$ 1,642.26	\$ 2,664.42	\$ 1,989.92	\$ 4,821.51	\$ 3,812.61	\$ 4,050.69	\$ 6,579.25		\$ 39,756.05	\$ 9,801.23
n/out capital improvements										\$ 1,563.77	\$ 2,840.69	\$ 4,541.38		\$ 34,259.34	
Group Insurance	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,538.90	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ 1,581.18	\$ 14,074.00	\$ 18,318.08	\$ (4,244.08)
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 155.76	\$ 64.24
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ 928.29	\$ 961.58	\$ 835.16	\$ 957.03	\$ 635.71	\$ 638.01	\$ 640.30	\$ 657.52	\$ 12,023.00	\$ 10,350.48	\$ 1,672.52
IPERS	\$ 1,106.64	\$ 1,113.72	\$ 1,641.35	\$ 1,069.53	\$ 1,114.43	\$ 1,155.48	\$ 947.05	\$ 787.30	\$ 1,168.19	\$ 777.38	\$ 785.87	\$ 811.37	\$ 14,836.00	\$ 12,478.31	\$ 2,357.69
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 1,090.39	\$ 680.74	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 1,908.00	\$ 3,789.53	\$ (1,881.53)
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)
General Fund total	\$ 3,823.04	\$ 9,070.61	\$ 4,752.08	\$ 3,716.86	\$ 3,798.15	\$ 4,763.03	\$ 3,982.32	\$ 3,448.86	\$ 3,508.43	\$ 3,119.92	\$ 3,130.70	\$ 3,251.91	\$ 48,101.00	\$ 50,365.91	\$ (2,264.91)
Library Total Expenditures	\$ 19,155.24	\$ 29,047.52	\$ 25,753.81	\$ 18,642.93	\$ 20,524.22	\$ 20,336.16	\$ 19,204.78	\$ 15,076.91	\$ 21,563.58	\$ 16,604.51	\$ 17,671.14	\$ 21,752.83	\$ 279,466.00	\$ 319,349.02	\$ 43,933.60
Total Annual Income															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199,791.00	\$ 226,587.00	\$ 199,791.00	\$ 26,796.00
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 791.95	\$ -	\$ 123.62	\$ -	\$ 300.00	\$ 2,403.64	\$ (2,103.64)
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ 24,792.00	\$ 24,507.82	\$ 284.18
State Library Funding	\$ -	\$ -	\$ 1,825.64	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ 280.96	\$ 61.75	\$ 7.06	\$ 232.80	\$ 168.22	\$ 34.95	\$ 3,000.00	\$ 1,453.64	\$ 1,546.36
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ 39.59	\$ 17.96	\$ 29.19	\$ 30.08	\$ 34.96	\$ 15.95	\$ 400.00	\$ 208.29	\$ 191.71
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ 44.60	\$ 118.57	\$ 23.05	\$ 64.20	\$ 44.30	\$ 171.59	\$ 1,000.00	\$ 5,175.29	\$ (4,175.29)
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ 1,307.31	\$ 1,260.76	\$ 365.15	\$ 198.28	\$ 851.25	\$ 12,580.99	\$ 371.10	\$ 200,013.49	\$ 258,679.00	\$ 236,426.58	\$ 22,252.42
	Book bike sale	\$ 295.76	\$ 551.38	\$ 136.25	\$ 103.95	\$ 1,040.16	\$ 44.60							\$ 1,175.29	
Total Investments		205.76												\$ 6,403.64	
Type	July	August	September	October	November	December	January	February	March	April	May	June			
Enlow Building Funds	\$ 11,212.98	\$ 11,212.98	\$ 11,212.98	\$ 11,212.98	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,229.94	\$ 11,353.56	\$ -			
Hansen Donation CD	\$ 57,059.39	\$ 57,221.25	\$ 57,739.56	\$ 57,739.56	\$ 57,739.56	\$ 58,528.36	\$ 58,528.36	\$ 58,528.36	\$ 59,319.25	\$ 59,319.25	\$ 59,319.25	\$ -			
Krouth Principle	\$ 52,617.91	\$ 52,617.91	\$ 53,153.77	\$ 53,153.77	\$ 53,153.77	\$ 53,894.66	\$ 53,894.66	\$ 53,894.66	\$ 54,637.71	\$ 54,637.71	\$ 54,637.71	\$ -			
Krouth Interest Fund	\$ 24,666.83	\$ 24,666.83	\$ 24,918.03	\$ 24,918.03	\$ 24,918.03	\$ 25,265.35	\$ 25,265.35	\$ 25,265.35	\$ 25,613.69	\$ 25,613.69	\$ 25,613.69	\$ -			
Krouth Money Market	\$ 8,519.12	\$ 8,519.12	\$ 8,520.19	\$ 8,520.19	\$ 8,520.19	\$ 8,521.26	\$ 8,521.26	\$ 8,521.26	\$ 8,522.32	\$ 8,522.32	\$ 8,522.32	\$ -			
Margery Gray Estate	\$ 16,347.09	\$ 16,347.09	\$ 16,349.15	\$ 16,349.15	\$ 16,349.15	\$ 16,351.21	\$ 16,351.21	\$ 16,351.21	\$ 16,353.25	\$ 16,353.25	\$ 16,353.25	\$ -			
Library Total Investment	\$ 170,423.32	\$ 170,585.18	\$ 171,893.68	\$ 171,893.68	\$ 171,910.64	\$ 173,790.78	\$ 173,790.78	\$ 173,790.78	\$ 175,676.16	\$ 175,676.16	\$ 175,799.78	\$ -			

Library Facilities

• Building/Grounds

- The exterior door to the community room is rusted beyond repair and swells up when the weather gets warm. Matt worked on it last year and it was usable last summer and winter, so we were hopeful it would be okay this summer but unfortunately it's getting stuck far more frequently. Because it's now severely damaged and hindering the public's ability to use the community room outside library hours, I've decided to go ahead with professional repair/replacement. I've reached out to two companies for quotes and will update you at the next meeting and discuss the budgetary implications.
- I spoke to Adam and Heidi separately about the situation with Lynch's Excavating and the downspouts. Lynch's have been called and emailed, and if they do not cooperate I have gotten permission from the city administrator to look elsewhere and get quotes from other companies. I have spoken to Heidi about "rolling over" the money earmarked for the downspouts and amending the FY26 budget if necessary.
- The outdoor areas on the Poplar Street side of the building have been planted! Peggy Tucker worked with Troutleaf Native Plants to plant a variety of pollinators.



Library Staff/Services

• Programs

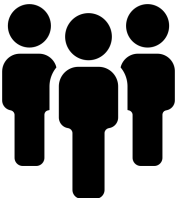
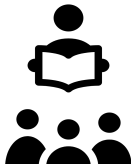
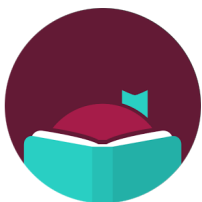
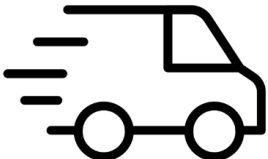
- **Early Out Programs:** we had LOTS of kids here for the last few early out programs! While 20-30 participated in the activities, we counted 60 kids in the library the last couple Wednesdays. Mary usually planned several activities for different age groups to try to keep them occupied and a lot of them wanted to use computers or just hang out.
- **Book Discussion:** We talked about Tim Johnston's *Distant Sons* and the All Iowa Reads program, since we've read many of the selections through the years!
- **Make It OK** presentation for Mental Health Awareness. While the audience was small (4 people combined in person/virtual), 2 of them specifically thanked us for hosting a program on an important topic.

• Staff

- Kat attended a free workshop at Main Street West Branch about making the most out of marketing. Since she's in charge of the library's social media, it was very valuable. She said it was more informative than some of the online sessions she's attended!

Upcoming Library Events/Activities

- **STEAM with Ms. Howard** - Wednesday, June 18 at 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday (June 17) at 7pm
 - June book: *The Women* by Kristin Hannah
- **Tea/Tee Time** - First and third Monday at 1:30pm
 - Crafts, games, and social fun for adults 18 and over!
- **Summer Library Program** see attached flyer!

May 2025			
Circulation  2343 April: 2265 May 2024: 2272	Visitors  1376 April: 1502 May 2024: 1370	Computer Use  304 sessions 243 hours Apr: 370, 270 hrs May 2024: 280 253 hours	Program Attendance  482 April: 466 May 2024: 455
Libby Checkouts  617 audiobooks *75 more than the previous record! 331 ebooks	Interlibrary Loans  35 received 36 lent to other libraries 3 borrowed from other states	Fun stats fact: Visits to our website wbpl.org were up 61% in May! 	Program Attendance by Age  473 at Kids & Family Programs 9 at Adult Programs

Strategic plan progress update coming soon!

LEVEL UP AT YOUR LIBRARY

SUMMER LIBRARY PROGRAM

west branch public library
wbpl

SIGN IN

Register after Memorial Day at the library!

MENU

JUNE & JULY 2025

KICKOFF PARTY!



WEEKLY PROGRAMS



Cubby Park Story & Playtime

Wednesdays at 10:00 am

Enjoy a story and then play at the park.

Thursday Theater

Thursdays at 1:30 pm

Movies and popcorn! See website for movie titles.

Summer Storytime

Fridays at 10:15 am

Stories, activities, games, & crafts!



TEEN PROGRAMS



Wednesdays at 1:30 pm

Activities just for teens 6th to 12th grade every week.

ADULT PROGRAMS



West Branch Murder Mystery

June 27 at 6:30 pm

Help us solve the mystery! Adults can come to the library for a murder mystery party.

Woodland Wildflowers

July 21 at 6:30 pm

Sarah Subbert from Cedar County Conservation will talk about native wildflowers and answer your questions!

Tea/Tee Time

1st and 3rd Monday of the month at 1:30 pm

Different activities every week, from games to cooking! Pick up a calendar at the library.

Friday, June 6 at 5 pm at the library

Stop by the library for outdoor games, hot dogs, sno cones, and more! Register if you haven't already!

SPECIAL EVENTS FOR ALL



Dinosaurs Come to West Branch

June 10 at 6:30 pm

We have a T-rex! Dinosaur encounter with an adult T-rex, baby dinosaurs, photo ops, and a Q&A with the dinosaurs' handlers!

Juggler in Yellow Shoes

June 17 at 6:30 pm

Family-friendly comedy routines, a wide variety of juggling, zany balloon twisting, and audience participation!

Scavenger Hunt at Cubby Park

June 24 at 6:30 pm

Like the library scavenger hunts? Come to Cubby Park for a special summer edition! Join us for stories and then play at the park.

Nature Talk with Miss Sarah

July 8 at 6:30 pm

Experience nature up close and personal with Sarah Subbert from Cedar County Conservation

David Casas Magic

July 15 at 6:30 pm

David's magic show is family-friendly and completely unforgettable!

The Dealt Hand

July 22 at 4:00 pm

Great for adults and family fun! The Dealt Hand brings a huge selection of games and teaches you how to play.



START

CONTESTS

June

Create your own game

July

Coming soon!

**LEVEL UP
AT YOUR
LIBRARY**

- Move one space for every activity you do or every time you read for 15 mins! List of activities on back.
- Every 5 spaces (and start and finish) you get a tag!
- Come to the library to show your progress and get tags.
- Tags can be used to buy prizes at the library
- Play unlimited boards til July 31, and keep all your tags!

START

LEVEL UP AT YOUR LIBRARY

2025
SUMMER LIBRARY PROGRAM!



Kids
(Grades K-5)

Move one
space on the
board every
time you:

- . Attend a library program
- . Read for 15 minutes



- . Play a board game
- . Play an outdoor game
- . Practice a sport
- . Try a new digital game
- . Read outside
- . Read to someone else
- . Ask a librarian for a book recommendation
- . Visit a National Park
- . "Level up" something old and make it better!
- . Make your own game (enter the June contest if you want!)

- . Read a graphic novel
- . Draw or make an outfit for your leveled up hero!
- . Go outside for 30 mins
- . Draw your concept for a digital game
- . Learn a new craft, sport, or skill
- . Help someone else in need



Memo

To: Library Board of Trustees
From: Jessica Schafer, Director
Date: 6/11/2025
Re: Discuss/Approve Library Board officers for 2025-2026

Background

Per the WBPL Board of Trustees bylaws, the library board is to hold officer appointments in June/July when terms end. 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.

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 July 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.