



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

September 10, 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
August 13

Open Forum

Financial condition report and approval of expenditures
August 2025
September 2025 in progress
Update on library trusts and savings accounts

Director's Report

Discuss/Approve Review of Telephone Policy

Discuss/Approve Review of Library Use by Sex Offenders Against Minors Policy

Next meeting
Next meeting October 8 @ 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
Erin Monaghan • Holly Wasion • Chris Humrichouse

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

August 13, 2025

Meeting commenced at: 6:30 PM

Roll Call

Present:

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

Absent:

- N/A

Meeting Minutes:

On a motion by Trustee Monaghan and seconded by Trustee Wasion, the July 9, 2025 minutes were unanimously approved.

Open Forum:

Trustee Wasion is teaching a class this semester and will be absent for the next few meetings due to time conflict.

Financial Condition Report:

Moved by Trustee Humrichouse and seconded by Trustee Goodspeed, the motion to approve the financial condition report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Discuss Summer Library Program wrap-up

It was a huge success!!

Discuss/Approve quote for fire monitoring service

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion to approve the change to the fire monitoring service to Summit Fire Protection was approved unanimously.

Discuss/Approve Review of Confidentiality Policy

Moved by Trustee Wasion and seconded by Trustee Humrichouse, the motion to approve the review of the Confidentiality Agreement was unanimously approved.

Discuss/Approve Review of Employee Handbook

Moved by Trustee Pettitt and seconded by Trustee Wasion, the motion to approve the review of the West Branch Employee Handbook was unanimously approved.

The meeting was adjourned at 7:19

Next Meeting is September 10th at 6:30pm

August 2025					
	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 - paper towels for restrooms	\$ 35.27	F1HD
			SUMMIT FIRE PROTECTION - fire extinguisher service	\$ 86.49	3398717
			Subtotal	\$ 121.76	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 1,076.63	8-1-2025
			Subtotal	\$ 1,076.63	
Telephone	031-5-4-410-6373		LIBERTY	\$ 250.55	8-1-2025
			Subtotal	\$ 250.55	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	1177
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email accounts (paid by credit card)	\$ 40.45	5316269217
			Subtotal	\$ 40.45	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		WALMART - staples, tape	\$ 16.62	1664500398
			AMAZON - cardboard cutters	\$ 47.16	T4D4
			Subtotal	\$ 63.78	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 25.00	
			USPS - stamps	\$ 139.00	
			Subtotal	\$ 164.00	
Programs	031-5-4-410-6599		AMAZON - popcorn oil	\$ 28.73	F1HD
			AMAZON - activity area supplies	\$ 199.55	7NWL
			AMAZON - storytime supplies	\$ 125.36	DWMJ, T4D4
		SLP	WALMART - summer library program prizes	\$ 108.18	1664500398
			Subtotal	\$ 461.82	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18800101
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 127.95	
			BAKER & TAYLOR	\$ 433.97	
			BAKER & TAYLOR - credit for canceled order	\$ (17.41)	credit 0003313771
		Youth	AMAZON	\$ 103.48	
			BAKER & TAYLOR	\$ 90.07	
		Electronic	KANOPY - streaming video	\$ 46.00	462601
			OVERDRIVE - ebooks	\$ 234.97	
			OVERDRIVE - audiobooks	\$ 47.50	
			OVERDRIVE - credit	\$ (41.36)	
		DVD	AMAZON	\$ 97.77	
		Library of Things/video games	AMAZON	\$ 104.23	3KHV
		Newspapers/Magazines	ADVANTAGE ARCHIVES - newspaper digitization (JP Morgan grant)	\$ 2,535.00	42869
			Subtotal	\$ 3,762.17	
			Total	\$ 6,503.18	

September 2025					
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	\$ 50.00	10092469
			Subtotal	\$ 50.00	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1198
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		MOBILE BEACON - hotspot annual renewal x 2 (paid by credit card)	\$ 240.00	038059-20250821-1846
			GOOGLE - email accounts (paid by credit card)	\$ 42.00	5342714375
			AMAZON - patron PC replacement	\$ 989.10	
			Subtotal	\$ 1,271.10	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies	\$ 68.96	CGR9
			Subtotal	\$ 68.96	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18956290
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 37.25	
			BAKER & TAYLOR	\$ 364.54	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 41.80	
		Electronic	KANOPY - streaming video	\$ 26.00	467360
			OVERDRIVE - ebooks	\$ 230.83	460, 06497CP25265941
			OVERDRIVE - audiobooks	\$ 365.47	06497CO25260460
		DVD	AMAZON	\$ 67.00	CKGK, CGR9
				\$ -	
			Subtotal	\$ 1,132.89	
			Total	\$ 3,144.84	

<i>West Branch</i>							
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining \$</i>	<i>Average</i>
Full-Time Salaries	\$ -	\$ -	\$ -	\$ 105,228.00	\$ -	\$ 105,228.00	\$ -
Part-Time Salaries	\$ -	\$ -	\$ -	\$ 22,845.00	\$ -	\$ 22,845.00	\$ -
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00	\$ -
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ 1,510.00	\$ -	\$ 1,510.00	\$ -
Building Maintenance - 6310	\$ 4,353.73	\$ 121.76	\$ 50.00	\$ 15,994.00	\$ 4,525.49	\$ 11,468.51	\$ 1,508.50
Utilities - 6371	\$ -	\$ 1,076.63	\$ -	\$ 9,200.00	\$ 1,076.63	\$ 8,123.37	\$ 358.88
Telephone - 6373	\$ -	\$ 250.55	\$ -	\$ 2,868.00	\$ 250.55	\$ 2,617.45	\$ 83.52
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 5,100.00	\$ 1,242.50	\$ 3,857.50	\$ 414.17
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -
Technology Services - 6419	\$ 55.99	\$ 40.45	\$ 1,271.10	\$ 8,200.00	\$ 1,367.54	\$ 6,832.46	\$ 455.85
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ 2,516.00	\$ 1,870.00	\$ 646.00	\$ 623.33
Office Supplies - 6506	\$ 57.59	\$ 63.78	\$ -	\$ 1,000.00	\$ 121.37	\$ 878.63	\$ 40.46
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 77.37	\$ 1,500.00	\$ 291.37	\$ 1,208.63	\$ 97.12
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 68.96	\$ 5,800.00	\$ 1,992.92	\$ 3,807.08	\$ 664.31
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 2,800.00	\$ 747.49	\$ 2,052.51	\$ 249.16
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Collections - 6770	\$ 7,880.17	\$ 3,762.17	\$ 1,132.89	\$ 23,000.00	\$ 12,775.23	\$ 10,224.77	\$ 4,258.41
<i>Library Account total</i>	<i>\$ 16,613.07</i>	<i>\$ 6,503.18</i>	<i>\$ 3,144.84</i>	<i>\$ 209,621.00</i>	<i>\$ 26,261.09</i>	<i>\$ 183,359.91</i>	<i>\$ 8,753.70</i>
Operating (non-collections)	\$ 8,732.90	\$ 2,741.01	\$ 2,011.95			\$ 68,508.54	
Capital expenditures (any line)	\$ 4,140.00						
Group Insurance	\$ -	\$ -	\$ -	\$ 14,074.00	\$ -	\$ 14,074.00	\$ -
Workman's Comp	\$ -	\$ -	\$ -	\$ 220.00	\$ -	\$ 220.00	\$ -
FICA	\$ -	\$ -	\$ -	\$ 12,023.00	\$ -	\$ 12,023.00	\$ -
IPERS	\$ -	\$ -	\$ -	\$ 14,836.00	\$ -	\$ 14,836.00	\$ -
Self Funded Insurance	\$ -	\$ -	\$ -	\$ 1,908.00	\$ -	\$ 1,908.00	\$ -
Liability Insurance	\$ -	\$ -	\$ -	\$ 5,040.00	\$ -	\$ 5,040.00	\$ -
<i>General Fund total</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 48,101.00</i>	<i>\$ -</i>	<i>\$ 48,101.00</i>	<i>\$ -</i>
Library Total Expenditures	\$ 16,613.07	\$ 6,503.18	\$ 3,144.84	\$ 257,722.00	\$ 26,261.09	\$ 299,969.45	\$ 2,188.42

August 2024					
	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		ALA - Leadership webinar	\$ 79.00	CREDIT CARD - 24686
			Subtotal	\$ 79.00	
Building Maintenance	031-5-4-410-6310		Amazon - shears, trash bags	\$ 33.76	
			Plunkett's Pest Control - scheduled pest control	\$ 50.00	8675626
			Plunkett's Pest Control - scheduled pest control 8/7/24	\$ 50.00	8714371
			Amazon - replace broken umbrella	\$ 52.99	
			Johnson Controls - fire alarm test & inspect	\$ 391.19	24247795
			Johnson Controls - alarm & detection - monitoring	\$ 658.30	24247823
			Summit Fire Protection - annual fire extinguisher servicing	\$ 89.97	189011874
			Subtotal	\$ 1,326.21	
Utilities	031-5-4-410-6371		Alliant	\$ 695.36	
			Subtotal	\$ 695.36	
Telephone	031-5-4-410-6373		Liberty	\$ 238.72	
			Subtotal	\$ 238.72	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00	1102
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace - library email accounts, paid by credit card	\$ 36.00	5027798464
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498		Biblionix - annual renewal - circulation/catalog software	\$ 1,870.00	10231
			Subtotal	\$ 1,870.00	
Office Supplies	031-5-4-410-6506		Demco (date due slips, new stamp)	\$ 51.22	7512253
			Subtotal	\$ 51.22	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes - postage refill + late charge + finance charge	\$ 143.60	August 4, 2024
			Subtotal	\$ 143.60	
Programs	031-5-4-410-6599	SLP	Amazon (prizes and program supplies)	\$ 57.80	
			Subtotal	\$ 57.80	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16928219
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 128.43	
			Baker & Taylor	\$ 423.48	
		Youth	Amazon	\$ 65.47	
			Baker & Taylor	\$ 147.66	
		Electronic	Kanopy (streaming video)	\$ 39.00	410308
			Overdrive	\$ 483.75	06497CO24221056
		DVD	Amazon	\$ 104.86	
			Walmart	\$ -	
		Library of Thing	Amazon	\$ 205.30	
			Subtotal	\$ 1,597.95	
			Total	\$ 6,692.88	

BANK TO BOOK RECONCILIATION				
6/30/2025				
BANK BALANCE @				
	CASH - FIDELITY BANK & TRUST			\$ 8,273,591.40
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND			\$ 36,930.60
	SUB TOTAL			\$ 8,310,522.00
ADD:	CD'S:	Bank/CD #	Maturity Date	
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026	\$ 11,896.60
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026	\$ 106,767.84
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1037 (Old 1034)	8/4/2025	\$ 63,148.49
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1038 (Old 1035)	9/2/2025	\$ 58,143.88
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1039 (Old 1036)	9/2/2025	\$ 27,257.36
	GEN FUND-STREETSCAPE-ACCIONA DONATION CD	GREENSTATE-1040 (Old 1033)	12/5/2025	\$ 7,894.14
	SAVINGS ACCOUNTS			
	GENERAL FUND SAVINGS	GREENSTATE-0001		\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT		\$ 8,527.65
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT		\$ 16,363.46
	TOTAL CD'S & SAVINGS ACCOUNTS			\$ 300,004.42
	SUB TOTAL			\$ 8,610,526.42
PLUS	O/S DEPOSITS			\$ -
PLUS	ADJUSTMENTS			\$ -
LESS:	O/S CREDIT CARD			\$ -
LESS:	O/S CHECKS			\$ 96,784.06
	ENDING BOOK BALANCE			\$ 8,513,742.36

Library Facilities

• Building/Grounds

- Fire monitoring: Summit is unable to utilize our existing monitoring panel. The Simplex panels are proprietary to Johnson Controls; Summit was hopeful they would be able to take over the programming with the cell dialer conversion, but it's not possible. They offered to contact JCI to see if we could have a technician reprogram the panel, or sell us a new panel at cost for \$1,220 (the Simplex panel was \$5,950 in 2019). While this expense was not included in my calculations, another service call from JCI would cost around \$1,000 so I am going to accept the offer of a new panel.
 - Since our JCI contract is ending as soon as the paperwork goes through, I've purchased a smoke detector with app notifications as a stopgap.
- No updates on the community room door painting or patio tiles.
- New keypad for the community room has been a real asset, as it allows us to provide a specific timeframe the code is active. This is much more secure than the previous lock!

• Technology/Mainstay IT

- Patron PC protection software: I have followed up with Mainstay and I have a contact for a vendor that offers DeepFreeze.
- Purchased another new patron PC and Mainstay picked it up on 9/2 for onboarding.

Library Staff/Services

• Interlibrary loan deliveries

- ILLs delivery transitioned to the Area Education Agencies starting on August 4. Our hub was not ready the first week, so we were without ILL deliveries for some time.
- Our delivery schedule has changed several times as the AEAs navigate the additions to their van routes. We may get deliveries when the library is closed, and we have provided the driver with an access code for the community room to swap out totes.

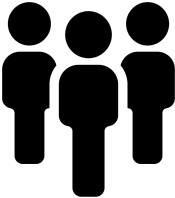
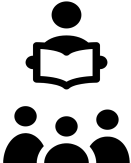
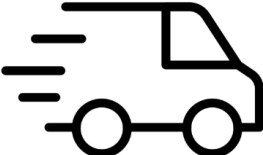
• Fall programs

- **Early out:** the library has been packed on the first two early out days, with 60-70 kids coming in. Mary is trying to find a balance of activities to offer to keep them busy. She's considering sending a reminder to the elementary school of our policies because many of the children at the program are too young or unsupervised but not participating in the program.
- **Pajama storytime:** only one family came to the first one, and we're going to push the time back to 6:45 so people can come after dinner.
- **Adult programs:** we are going to do an adult program on the last Monday of the month in the evening! September will be Scam and Fraud Prevention with Laura Kriegermeier, Elder Rights Coordinator at Heritage AAA.



Upcoming Library Events/Activities

- **Pajama Storytime** - family storytime with a bedtime activity! Tuesdays at 6:45pm
- **Early Out** - activities after school on early release Wednesdays at 2:00pm
- **STEAM with Ms. Howard** - fun experiments every 3rd Thursday 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday at 7pm
 - September book: *An Invisible Thread* by Laura Schroff and Alex Tresniowski
- **Adult Night** - last Monday of the month at 6:15pm
 - September 29: Scam and Fraud Prevention
 - October 27: Wreath-making (tentative)
 - November 24: Nutrition for Health Aging: dietary tips to maintain health and independence

August 2025			
Circulation  2562 July: 3165 Aug 2024: 2340	Visitors  1246 July: 1437 Aug 2024: 925	Computer Use  291 sessions 276 hours July: 316, 300 hrs Aug 2024: 254 268 hours	Program Attendance  248 July: 372 Aug 2024: 20
Libby Checkouts  506 audiobooks Last month: 562 386 ebooks Last month: 363	Fun fact!  We broke our one-month checkout record for ebooks on Libby!	Interlibrary Loans  41 received 20 lent to other libraries	Program Attendance by Age  241 at Kids & Family Programs 7 at Adult Programs

2025 Strategic Plan Items

Ongoing

☐ Increase attendance at adult programs

- 20 people registered for the Murder Mystery Party, which is more than any single adult program last summer! We think using an RSVP system may have helped.
- Unfortunately none of the July programs were as popular, even the one required registration for.

☒ ~~Tea/Tee Time programs~~

- ~~Attendance has been very low, so we are trying a registration system for specific topics.~~
- Pivot: We will be switching to evening programs in the fall, with the goal of one adult program per month.

☒ ~~Include sensory elements in storytimes and children's activity areas~~

- Sensory elements were added to the May activity area (kinetic sand).
- Sensory area was created as part of the Summer Library Program decorations, including seating area and sensory/fidget toys
- We have purchased a light table and sensory table for more upcoming activities.

October

☐ Community Resource Center in front foyer

Planning

☐ Participate in the city-wide strategic planning process

- Kickoff meeting with University students scheduled for 9/19!

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 9/10/2025
Re: Discuss/Approve Review of Telephone Policy

Background

The library is required to review policies at least once every 3 years. The Telephone Policy was revised last year.

Information

There have been no developments that warrant further revisions to the telephone policy. The existing policy is included below.

Recommendation

No changes to the Telephone Policy are recommended.

Telephone Policy

The West Branch Public Library's telephones are for library business use and emergency use only. A public phone is available at the library circulation desk for local out-going calls with a time limit of two (2) minutes. The public phone does not accept return phone calls, and all return calls should be directed to the library's main phone number. Patrons expecting phone calls should notify the library staff and remain near the staff desk. When a patron receives a phone call on the library's business phone, the staff will attempt to locate the patron but do not guarantee that the patron will be found or accept the call. There is a two (2) minute time limit for patrons receiving calls. The library staff will not take phone messages for patrons under any circumstance.

Reviewed 09/25
Revised 09/24
Revised 03/23
Revised 03/22
Reviewed 02/20
Reviewed 02/18
Reviewed 11/14
Reviewed 05/11
Reviewed 01/09

Approved 09/05

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 9/10/2025

Re: Discuss/Approve Review of Library Use by Sex Offenders Against Minors Policy

Background

In 2009, the state passed Iowa Code section 692A which stated that a sex offender convicted of a crime against a minor had the following restrictions in regards to public libraries:

- They cannot be present upon the real property of a public library without the written permission of the library administrator. In addition, offenders may not loiter within three hundred feet of the real property boundary of a public library.
- They cannot loiter within three hundred feet of the real property boundary of a public library.
- They cannot be employed by or volunteer for a public library.

Libraries had to create policies at that point to handle how people who fall into this classification should use the library.

Information

There have never been any instances of use of this policy at WBPL, so we do not have any applicable experience in the execution of the policy. We used sample policies provided by the state in order to create and alter the policy.

The existing policy is included below.

Recommendation

Recommendation is to approve the review of the policy as written.

Library Use by Sex Offenders Against Minors Policy

In accordance with Chapter 692A.113 of the Code of Iowa, the Board of Trustees prohibits a sex offender (defined as a person who is required to be registered in the Iowa Sex Offender Registry) who has been

convicted of a sex offense against a minor from being upon or within 300 feet of library property without written permission of the Library director.

The library director may only give written permission to be present upon library property as the result of an affirmative vote at a meeting of the Library Board of Trustees in which a quorum is present. Those receiving permission will be subject to limitations on their library use. To be considered by the Board of Trustees, a written letter requesting permission must be received by the Library Director or Board of Trustees President at least 24 hours prior to any regularly scheduled Board of Trustees meeting.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card. Such persons may not make use of the library's homebound delivery service.

Violations of this policy will be immediately reported to law enforcement and permission to use library services will be rescinded.

Reviewed 09/25

Reviewed 03/23

Reviewed 03/22

Reviewed 02/20

Reviewed 2/17

Reviewed 12/13

Revised 12/10

Revised 09/09

Adopted 08/09