



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

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## Board of Trustees Meeting

October 8, 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  
September 10

Approve corrections to board meeting minutes from September 11, 2024:  
Change meeting date from August 14, 2024 to September 11, 2024  
Change date of previous minutes to August 14, 2024

Open Forum

Financial condition report and approval of expenditures  
September 2025  
October 2025 in progress

Director's Report

Discuss Strategic Plan progress

Present/Approve Annual Report

Next meeting  
Next meeting November 12 @ 6:30pm

Adjourn

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### Staff

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

### Board of Trustees

Lizabeth Osborne, President • Seth Goodspeed, Vice President • Annika Pettitt, Secretary  
Erin Monaghan • Holly Wasion • Chris Humrichouse

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

September 10, 2025

Meeting commenced at: 6:36 PM

**Roll Call**

**Present:**

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

**Absent:**

- Seth Goodspeed (Vice President)

**Meeting Minutes:**

On a motion by Trustee Monaghan and seconded by Trustee Humrichouse, the August 13, 2025 minutes were unanimously approved.

**Open Forum:**

Volunteers and snacks are needed for youth programs (early out days and after school). Erin and Chris will reach out to local contacts who may be able to volunteer or donate snacks. Volunteers are most needed after 1:30 on Wednesdays.

**Financial Condition Report:**

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

**Director's Report:**

*See meeting packet for additional notes*

Additions to the Packet: Trustee Monaghan is sitting in on the comprehensive strategic planning process with the city and we're grateful for her providing input from a library perspective.

**Discuss/Approve Review of Telephone Policy**

Moved by Trustee Humrichouse and seconded by Trustee Osborne the motion to approve the Telephone Policy as it exists was approved unanimously.

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

Moved by Trustee Monaghan and seconded by Trustee Osborne, the motion to approve the Library Use by Sex Offenders Against Minors Policy was approved unanimously.

The meeting was adjourned at 7:18

Next Meeting is October 8th at 6:30pm

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 10/8/2025

**Re:** Approve correction to board meeting minutes from September 11, 2024

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## **Background**

When doing the yearly audit of the city, it was discovered that there were two typos in the meeting minutes from the September 11 meeting. The minutes were copied from the previous month but the dates had not been updated. No one noticed the typo and the minutes were approved at the next meeting.

While it appeared at first that the minutes were duplicated, the notes are actually different beginning in the Meeting Agenda and Minutes section. The next meeting date is listed as October at the end, so the meeting was indeed in September.

## **Information**

I shared this information with Heidi, who was working with the auditors. While it is technically too late to change the minutes, she recommended that we put the correction on our agenda for the next meeting and add the corrected version to our posting.

## **Recommendation**

Approve the corrected minutes on the following pages.

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

~~August 14~~ September 11, 2024

Meeting commenced at: 6:37 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Trustee/Acting Secretary)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent: N/A

- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

**Meeting Agenda and Minutes:**

On a motion by Trustee Kauffman-Watson the agenda for the meeting was unanimously approved.

On a motion by Trustee Monaghan and seconded by Trustee Osborne, the ~~July 10~~ August 14 2024, minutes were unanimously approved.

**Open Forum:**

No items for open forum

**Financial Condition Report:**

Received two of the annual Johnson Control bills for their typical monitoring service they provide annually.

Still waiting for final numbers from the city for annual totals and salaries are estimates, but none of this is a concern.

On a motion by Trustee Pettitt and seconded by Trustee Kauffman-Watson the financial report was unanimously approved.

**Director's Report:**

*See meeting packet for additional notes*

Additions to the Packet:

There is a candidate for the Programming Librarian position who is excited for the position but cannot move into the role right away. After discussion with Kat and the city, it is decided that the staff will make due with limited staff until she is eligible to take the position officially.

**Discuss/Approve quote for upgraded security camera system from Mainstay Systems:**

Moved by Trustee Kauffman-Watson and seconded by Trustee Waison, the motion to accept the approve the expenditure as suggested by the staff was unanimously approved.

**Discuss/Approve Revisions to Bylaws:**

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to accept the revised Bylaw updates and revisions as suggested by the staff was unanimously approved.

**Discuss/Approve Revisions to the Telephone Policy:**

Moved by Trustee Pettitt and seconded by Trustee Monaghan, the motion to accept the revised policy as suggested by the staff was unanimously approved.

**Discuss strategic planning training on October 23rd and set time**

Training will occur at 5:00 PM and will last about 2 hours.

We can choose to invite others from the community who will be interested as a stakeholder (up to 10). We can discuss more formally at our October meeting and make invitations then, members of Mainstreet West Branch and Erin from Parks and Rec were mentioned as possible options for invitees.

**Trustee Training:**

Trustees read chapters 13 of the handbook

Trustee Training Time (30 minutes and 22 minutes):

Start Time: 7:07 PM

End Time: 7:29 PM

Trustees should read chapters 14 and 15 before the next meeting.

The meeting was adjourned at 7:34

Next Meeting is October 9 at 6:30 PM

| 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              |
|                      |                  |            | AMAZON - replacement vacuum cleaner                              | \$ 189.99   | FMNV                  |
|                      |                  |            | Subtotal   | \$ 239.99   |                       |
| 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   |                       |
|                      |                  |            | GODADDY - wbpl.org domain renewal (paid by credit card)          | \$ 45.98    |                       |
|                      |                  |            | Subtotal   | \$ 1,317.08 |                       |
| 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    |                       |
|                      |                  |            | USPS - interlibrary loan postage                                 | \$ 9.21     |                       |
|                      |                  |            | USPS - interlibrary loan postage                                 | \$ 7.10     |                       |
|                      |                  |            | Subtotal   | \$ 93.68    |                       |
| Programs             | 031-5-4-410-6599 | Youth      | AMAZON - storytime supplies                                      | \$ 300.95   | GR9, CWQZ, D3MF, HJY4 |
|                      |                  |            | Subtotal   | \$ 300.95   |                       |
| 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   | \$ 214.88   |                       |
|                      |                  |            | BAKER & TAYLOR   | \$ 460.82   |                       |
|                      |                  | Youth      | AMAZON   | \$ 13.48    |                       |
|                      |                  |            | BAKER & TAYLOR   | \$ 91.94    |                       |
|                      |                  | Electronic | KANOPY - streaming video   | \$ 26.00    | 467360                |
|                      |                  |            | OVERDRIVE - ebooks   | \$ 399.78   | 547, 06497CO25282569  |
|                      |                  |            | OVERDRIVE - audiobooks   | \$ 534.96   | 460, 06497CO25282569  |
|                      |                  | DVD        | AMAZON   | \$ 86.95    | CKGK, CGR9, FMNV      |
|                      |                  |            |  | \$ -        |                       |
|                      |                  |            | Subtotal   | \$ 1,828.81 |                       |
|                      |                  |            | Total  | \$ 4,325.03 |                       |

| October 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    | 10148940  |
|                      |                  |            | 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   | \$ 437.50   | 1207      |
|                      |                  |            | Subtotal   | \$ 437.50   |           |
| Advertisement/Legal  | 031-5-4-410-6414 |            |  |             |           |
|                      |                  |            | Subtotal   | \$ -        |           |
| Technology services  | 031-5-4-410-6419 |            | CODEWORK - new steady state software (Faronics DeepFreeze) | \$ 831.60   | 190935    |
|                      |                  |            | Subtotal   | \$ 831.60   |           |
| 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 | Youth      | AMAZON - youth program supplies                            | \$ 47.96    | KLHL      |
|                      |                  |            | Subtotal   | \$ 47.96    |           |
| Office Equipment     | 031-5-4-410-6725 |            | LEAF - copier lease  | \$ 142.02   | 19114208  |
|                      |                  |            | Subtotal   | \$ 142.02   |           |
| Capital Improvements | 031-5-4-410-6761 |            |  |             |           |
|                      |                  |            | Subtotal   | \$ -        |           |
| Materials            | 031-5-4-410-6770 | Adult      | AMAZON   | \$ 54.12    |           |
|                      |                  |            | BAKER & TAYLOR   | \$ -        |           |
|                      |                  | Youth      | AMAZON   | \$ 19.40    |           |
|                      |                  |            | BAKER & TAYLOR   | \$ -        |           |
|                      |                  | Electronic | KANOPY - streaming video                                   | \$ 18.00    | 472074    |
|                      |                  |            | OVERDRIVE - ebooks   | \$ -        |           |
|                      |                  |            | OVERDRIVE - audiobooks                                     | \$ -        |           |
|                      |                  | DVD        | AMAZON   | \$ 57.86    |           |
|                      |                  |            |  | \$ -        |           |
|                      |                  |            | Subtotal   | \$ 149.38   |           |
|                      |                  |            | Total  | \$ 1,658.46 |           |



|                                    |                     |                    |                    |                    |                      |                     |                      |
|------------------------------------|---------------------|--------------------|--------------------|--------------------|----------------------|---------------------|----------------------|
| <b>West Branch</b>                 |                     |                    |                    |                    |                      |                     |                      |
| <b>Type</b>                        | <b>July</b>         | <b>August</b>      | <b>September</b>   | <b>October</b>     | <b>Budgeted</b>      | <b>Expended</b>     | <b>Remaining \$</b>  |
| Full-Time Salaries                 | \$ 7,600.18         | \$ -               | \$ -               | \$ -               | \$ 105,228.00        | \$ 7,600.18         | \$ 97,627.82         |
| Part-Time Salaries                 | \$ 1,580.00         | \$ -               | \$ -               | \$ -               | \$ 22,845.00         | \$ 1,580.00         | \$ 21,265.00         |
| 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          | \$ 239.99          | \$ 50.00           | \$ 15,994.00         | \$ 4,765.48         | \$ 11,228.52         |
| Utilities - 6371                   | \$ 926.68           | \$ 1,076.63        | \$ -               | \$ -               | \$ 9,200.00          | \$ 2,003.31         | \$ 7,196.69          |
| Telephone - 6373                   | \$ 250.55           | \$ 250.55          | \$ -               | \$ -               | \$ 2,868.00          | \$ 501.10           | \$ 2,366.90          |
| Janitorial Expense - 6409          | \$ 420.00           | \$ 420.00          | \$ 402.50          | \$ 437.50          | \$ 5,100.00          | \$ 1,680.00         | \$ 3,420.00          |
| Advertisement/Legal - 6414         | \$ -                | \$ -               | \$ -               | \$ -               | \$ 200.00            | \$ -                | \$ 200.00            |
| Technology Services - 6419         | \$ 55.99            | \$ 40.45           | \$ 1,317.08        | \$ 831.60          | \$ 8,200.00          | \$ 2,245.12         | \$ 5,954.88          |
| Contract Payments - 6498           | \$ 1,870.00         | \$ -               | \$ -               | \$ -               | \$ 2,516.00          | \$ 1,870.00         | \$ 646.00            |
| Office Supplies - 6506             | \$ 57.59            | \$ 63.78           | \$ -               | \$ -               | \$ 1,000.00          | \$ 121.37           | \$ 878.63            |
| Postage and Shipping - 6508        | \$ 50.00            | \$ 164.00          | \$ 93.68           | \$ -               | \$ 1,500.00          | \$ 307.68           | \$ 1,192.32          |
| Programs (Misc) - 6599             | \$ 1,462.14         | \$ 461.82          | \$ 300.95          | \$ 47.96           | \$ 5,800.00          | \$ 2,272.87         | \$ 3,527.13          |
| Office Equipment - 6725            | \$ 463.45           | \$ 142.02          | \$ 142.02          | \$ 142.02          | \$ 2,800.00          | \$ 889.51           | \$ 1,910.49          |
| Capital Improvements - 6761        | \$ -                | \$ -               | \$ -               | \$ -               | \$ 1,500.00          | \$ -                | \$ 1,500.00          |
| Collections - 6770                 | \$ 7,880.17         | \$ 3,762.17        | \$ 1,828.81        | \$ 149.38          | \$ 23,000.00         | \$ 13,620.53        | \$ 9,379.47          |
| <b>Library Account total</b>       | <b>\$ 26,970.48</b> | <b>\$ 6,503.18</b> | <b>\$ 4,325.03</b> | <b>\$ 1,658.46</b> | <b>\$ 209,621.00</b> | <b>\$ 39,457.15</b> | <b>\$ 170,163.85</b> |
| <b>Operating (non-collections)</b> | \$ 11,490.13        | \$ 2,741.01        | \$ 2,496.22        | \$ 1,509.08        |                      |                     | \$ 63,839.34         |
| Capital expenditures (any line)    | \$ 4,140.00         |                    |                    |                    |                      |                     |                      |
|                                    |                     |                    |                    |                    |                      |                     |                      |
| Liability Insurance                | \$ 7,310.78         | \$ -               | \$ -               | \$ -               | \$ 10,000.00         | \$ 7,310.78         | \$ 2,689.22          |
| FICA                               | \$ 702.29           | \$ -               | \$ -               | \$ -               | \$ 9,798.00          | \$ 702.29           | \$ 9,095.71          |
| IPERS                              | \$ 866.61           | \$ -               | \$ -               | \$ -               | \$ 12,091.00         | \$ 866.61           | \$ 11,224.39         |
| Group Insurance                    | \$ 1,701.91         | \$ -               | \$ -               | \$ -               | \$ 17,122.00         | \$ 1,701.91         | \$ 15,420.09         |
| Self Funded Insurance              | \$ 201.84           | \$ -               | \$ -               | \$ -               | \$ 4,207.00          | \$ 201.84           | \$ 4,005.16          |
| Workers' Comp                      | \$ 83.05            | \$ -               | \$ -               | \$ -               | \$ 300.00            | \$ 83.05            | \$ 216.95            |
| <b>General Fund total</b>          | <b>\$ 10,866.48</b> | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 53,518.00</b>  | <b>\$ 10,866.48</b> | <b>\$ 42,651.52</b>  |
| <b>Library Total Expenditures</b>  | <b>\$ 37,836.96</b> | <b>\$ 6,503.18</b> | <b>\$ 4,325.03</b> | <b>\$ 1,658.46</b> | <b>\$ 263,139.00</b> | <b>\$ 50,323.63</b> | <b>\$ 276,654.71</b> |
|                                    |                     |                    |                    |                    |                      |                     |                      |
|                                    |                     |                    |                    |                    |                      |                     |                      |
| <b>Total Annual Income</b>         |                     |                    |                    |                    |                      |                     |                      |
| <b>Type</b>                        | <b>July</b>         | <b>August</b>      | <b>September</b>   | <b>October</b>     | <b>Budgeted</b>      | <b>Received</b>     | <b>Remaining \$</b>  |
| General Property Tax               | \$ -                | \$ -               | \$ -               | \$ -               | \$ 226,587.00        | \$ -                | \$ 226,587.00        |
| State Library Funding              | \$ -                | \$ -               | \$ -               | \$ -               | \$ 2,700.00          | \$ -                | \$ 2,700.00          |
| Fines                              | \$ 8.00             | \$ -               | \$ -               | \$ -               | \$ 400.00            | \$ 8.00             | \$ 392.00            |
| Rural Library Assistance           | \$ -                | \$ -               | \$ -               | \$ -               | \$ 26,000.00         | \$ -                | \$ 26,000.00         |
| Private Contributions              | \$ 17.55            | \$ -               | \$ -               | \$ -               | \$ 2,000.00          | \$ 17.55            | \$ 1,982.45          |
| Interest Income                    | \$ -                | \$ -               | \$ -               | \$ -               | \$ 2,000.00          | \$ -                | \$ 2,000.00          |
| Misc Revenues                      | \$ 106.45           | \$ -               | \$ -               | \$ -               | \$ 1,000.00          | \$ 106.45           | \$ 893.55            |
| <b>Library Total Income</b>        | <b>\$ 132.00</b>    | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 260,687.00</b> | <b>\$ 132.00</b>    | <b>\$ 260,555.00</b> |

| September 2024       |                  |            |  |             |                      |
|----------------------|------------------|------------|--|-------------|----------------------|
| Type                 | Number           | Category   | Payee  | Amount      | Invoice #            |
| Dues/Memberships     | 031-5-4-410-6210 |            | IA SECRETARY OF STATE - notary renewals for JS and KK          | \$ 60.00    | 9-6-2024             |
|                      |                  |            | Subtotal   | \$ 60.00    |                      |
| Travel/Conference    | 031-5-4-410-6240 |            |  |             |                      |
|                      |                  |            | Subtotal   | \$ -        |                      |
| Building Maintenance | 031-5-4-410-6310 |            | AMAZON - paper towels, disinfecting wipes                      | \$ 54.04    | 1DD6-MX1V-47T4       |
|                      |                  |            | AMAZON - turtle/fish supplies                                  | \$ 21.21    | 1JPN-Y9W4-6JXX       |
|                      |                  |            | PLUNKETT'S PEST CONTROL - scheduled pest control               | \$ 50.00    | 8779050              |
|                      |                  |            | Subtotal   | \$ 125.25   |                      |
| Utilities            | 031-5-4-410-6371 |            | ALLIANT  | \$ 661.67   | 9-3-2024             |
|                      |                  |            | Subtotal   | \$ 661.67   |                      |
| Telephone            | 031-5-4-410-6373 |            | LIBERTY  | \$ 238.72   | 9-3-2024             |
|                      |                  |            | Subtotal   | \$ 238.72   |                      |
| Janitorial Services  | 031-5-4-410-6409 |            | MOPPY MO'S   | \$ 350.00   | 1107                 |
|                      |                  |            | Subtotal   | \$ 350.00   |                      |
| Advertisement/Legal  | 031-5-4-410-6414 |            |  |             |                      |
|                      |                  |            | Subtotal   | \$ -        |                      |
| Technology services  | 031-5-4-410-6419 |            | MOBILE BEACON - hotspot annual renewal x 2                     | \$ 240.00   | 038059-20240822-1916 |
|                      |                  |            | GOOGLE WORKSPACE - library email accounts, paid by credit card | \$ 36.00    | 5056006364           |
|                      |                  |            | AMAZON - headphones and mice for patron PCs                    | \$ 45.83    | 16RC-L3G1-RQX3       |
|                      |                  |            | Subtotal   | \$ 321.83   |                      |
| Contract Payments    | 031-5-4-410-6498 |            |  |             |                      |
|                      |                  |            | Subtotal   | \$ -        |                      |
| Office Supplies      | 031-5-4-410-6506 |            | AMAZON - post its, drawer liners, glue, box cutters            | \$ 53.41    | 1JM4-XG3L-LTKH       |
|                      |                  |            | Subtotal   | \$ 53.41    |                      |
| Postage and Shipping | 031-5-4-410-6508 |            | PITNEY BOWES - postage meter lease                             | \$ 77.37    | 3319485697           |
|                      |                  |            | Subtotal   | \$ 77.37    |                      |
| Programs             | 031-5-4-410-6599 |            | AMAZON - coloring books  | \$ 60.12    | 1VCM-W6VM-T7Y6       |
|                      |                  |            | Subtotal   | \$ 60.12    |                      |
| Office Equipment     | 031-5-4-410-6725 |            | LEAF - copier lease  | \$ 142.02   | 17085428             |
|                      |                  |            | Subtotal   | \$ 142.02   |                      |
| Capital Improvements | 031-5-4-410-6761 |            |  |             |                      |
|                      |                  |            | Subtotal   | \$ -        |                      |
| Materials            | 031-5-4-410-6770 | Adult      | AMAZON   | \$ 106.15   |                      |
|                      |                  |            | BAKER & TAYLOR   | \$ 943.21   |                      |
|                      |                  | Youth      | AMAZON   | \$ 23.08    |                      |
|                      |                  |            | BAKER & TAYLOR   | \$ 471.22   |                      |
|                      |                  | Electronic | KANOPY   | \$ 28.00    | 414984               |
|                      |                  |            | OVERDRIVE - ebooks   | \$ 122.48   | 36 ; 06497CO24261294 |
|                      |                  |            | OVERDRIVE - audiobooks   | \$ 217.49   | 06497CO24261294      |
|                      |                  | DVD        | AMAZON   | \$ 136.78   |                      |
|                      |                  |            | WALMART  | \$ -        |                      |
|                      |                  | Other      | DES MOINES PUBLIC LIBRARY - lost interlibrary loan replacement | \$ 23.00    | 279                  |
|                      |                  |            | Subtotal   | \$ 2,071.41 |                      |
|                      |                  |            | Total  | \$ 4,161.80 |                      |

## Library Facilities

### • Building/Grounds

- **Fire monitoring:** Our new panel has been installed and Summit Fire has taken over the monitoring! (They contract with USA Central for the 24/7 monitoring.)
  - Johnson Controls has not yet processed our termination so we were getting daily calls that the monitoring signal was failing. We called them to put it in test mode.
- **Community room door:** I have accepted a bid from Vinicio for \$225 to paint the door.
- **Patio tiles:** I also requested a bid from him for the tiling under the picnic tables..



### • Technology/Mainstay IT

- **Patron PC protection software:** it took some doing because the company is based in Canada and their postal system just went on strike, but we paid for the new steady state software by credit card and we will be receiving the licenses soon.
- **New patron PC:** Mainstay brought the computer back here, it is in the back office while they continue to work on it remotely. It also needs an adapter to connect to our monitor.

## Library Staff/Services

### • Staff

- **Kat was on vacation from September 15-September 27** (she had a great time in Upper Michigan!) so Jessie was the primary customer service person and worked Sunday 9/20.
- Mary stayed late several days so Jessie could go home early, which was very nice!


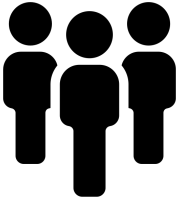
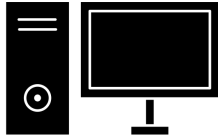
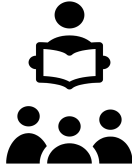


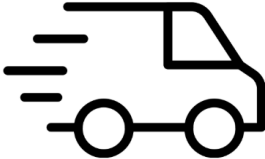

### • Fall programs

- **Early out:** We sent a letter home with elementary kids about library programs, expectations, and listed our Safe Child Policy. Between the letter and kids generally settling down once they got back into the routine of school, the last couple weeks have gone smoother.
- **Pajama storytime:** moving the program to 6:46 helped! We had several families at the last few storytimes, with up to 13 people!
- **STEAM night:** We had a couple more people than usual on our new Thursday time! (pictured)
- **Adult programs:** We had 8 people come to the Adult Night presentation on Scam & Fraud Prevention. Most of the attendees were library regulars so I'm not sure if putting the flyers around town helped much. At least more people came!



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
  - October 27: Movie Night! We're showing the new *Superman* film.
  - November 24: Nutrition for Health Aging: dietary tips to maintain health and independence

| September 2025  |  |   |  |
|---|--|---|--|
| <div>Circulation</div> <div></div> <div>2350</div> <div>August: 2562</div> <div>Sept 2024: 2194</div>                            | <div>Visitors</div> <div></div> <div>1513</div> <div>August: 1246</div> <div>Sept 2024: 983</div>                   | <div>Computer Use</div> <div></div> <div>310 sessions<br/>274 hours</div> <div>August: 291, 276 hrs</div> <div>Sept 2024: 298<br/>241 hours</div> | <div>Program Attendance</div> <div></div> <div>515</div> <div>August: 248</div> <div>Sept 2024: 51</div>                        |
| <div>Libby Checkouts</div> <div></div> <div>495 audiobooks<br/>Last month: 506</div> <div>383 ebooks<br/>Last month: 386</div> | <div>Fun fact!</div> <div></div> <div>August and September we recorded our highest EBOOK circulations ever!</div> | <div>Interlibrary Loans</div> <div></div> <div>55 received</div> <div>21 lent to other libraries</div>  | <div>Program Attendance by Age</div> <div></div> <div>498 at Kids &amp; Family Programs</div> <div>17 at Adult Programs</div> |

## 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.
- 8 people came to the Adult Night presentation on Scam & Fraud Prevention. Most of the attendees were library regulars so I'm not sure if putting the flyers around town helped, but more people did come than the afternoon programs.

#### ☒ ~~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.

#### ☐ Host 2 programs geared toward single parents and provide programming for their children during the adult event.

- Amber Brown from LSI shared information about Parents as Teachers during storytime on October 3, and met with some parents in the community room to discuss resources during the activities.

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

- Sensory elements were added to the May and October 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.
- Sensory tubs have been incorporated in the activity area.

### October

#### ☐ Community Resource Center in front foyer

- Split bulletin boards into Community Postings & Library Information (in hallway) and Resource Center (in small entryway), to maximize space and give patrons a quieter place to look over food, housing, financial, legal etc. help resources.
- Will continue adding resources this fall!

### Planning

#### ☐ Participate in the city-wide strategic planning process

- Kickoff meeting with University students happened on 9/19!
- Students received introductions from city stakeholders and a tour of West Branch. They have written follow-up reports about their observations.
- We're hoping to get some information from their community input survey so we can know what to focus on for our next strategic plan. They've started working on the survey.



## Patron Visits

13,977

## Programs

200 Programs      3,924 Attendees

## Library Cards ↑

- 126 new library cards were issued
- Anyone from Iowa is eligible for a library card
- Residents of West Branch and Cedar County get ebook access too

## Circulation

Physical 16,628 ↓      Digital 10,863 ↑

Amount Saved ↑

\$644,783      \$37,602



## Interlibrary Loan ↑

- 629 items we don't own were borrowed from other libraries
- 375 lent out
- Delivery to other public libraries is FREE thanks to a delivery system sponsored by the State Library



**\$370**

The amount the average library user saved this year by using the library instead of buying media themselves.

## Collection

Physical items

Digital items



923

269

16,982 ↑

154,339

827 ↑

Questions Answered

Including research, book/movie recommendations, technology help



- The library received an anonymous grant to digitize the complete run of the West Branch Times
- Issues from 1878-2023
- Newspapers are searchable by keyword, including names & places



## Computer Use

3,339 sessions ↑

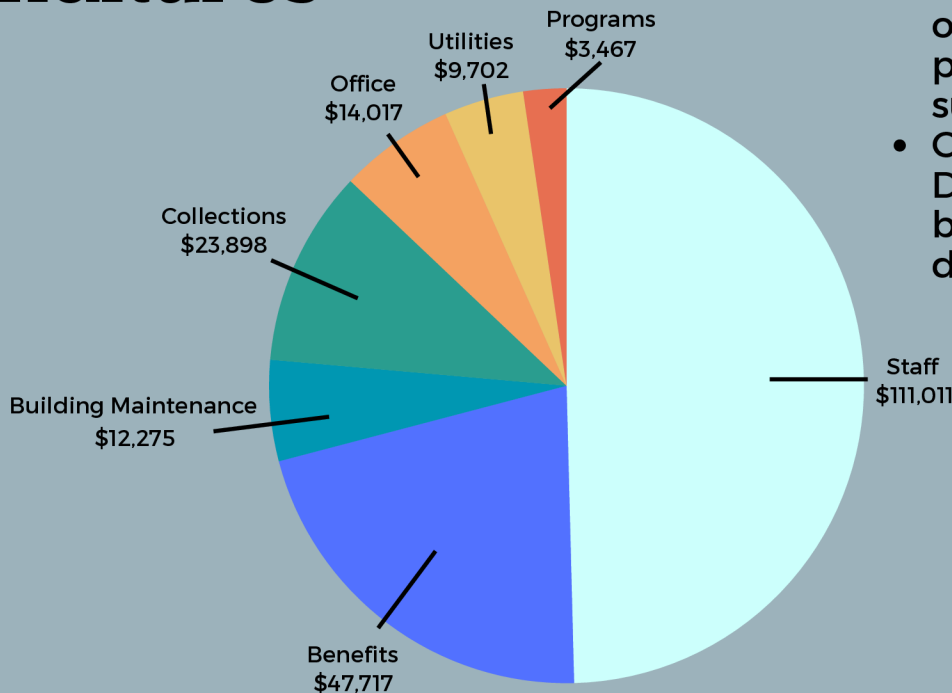
## Wifi Use

1,430 sessions ↓

- The library has 12 computers for public use
- In-library computer use increased in FY25 while WiFi use dropped
- More people used the library's computers instead of bringing their own devices



# Expenditures



- Office: technology, office equipment, postage, office supplies
- Collections: books, DVDs, games, digital books, audiobooks, digital video

## Condition of the Library



### Recent projects:

- Permanent drainage tile in back of library to improve integrity of foundation and grounds
- Native Iowa plants for landscaping
- 2 new desktop computers for patrons

- Updated fire alarm system
- Updated security camera system
- Replaced door to community room with WiFi door lock

### Upcoming projects:

- Platforms for picnic tables
- Repair east side sidewalks
- Repair interior tile



#### 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 Wason • Chris Humrichouse

#### Friends of the Library

Lisa Nelson, President • Sarah Hetrick, Vice President • Kelley Schlitz, Treasurer • Liz Solchenberger, Secretary  
Faye Goodspeed, at-large member • Shawn Pierce, at-large member