



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

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## **Board of Trustees Meeting**

December 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  
November 12

Open Forum

Financial condition report and approval of expenditures  
November 2025  
December 2025 in progress

Director's Report

Discuss/Approve Submission of FY2027 Budget to the City Council for consideration

Discuss/Approve Iowa Heart Foundation AED Donation Agreement

Next meeting  
Next meeting January 14 @ 6:30pm if needed (discuss)

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>

November 12, 2025

Meeting commenced at: 6:34PM

Roll Call

Present:

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

Absent:

- Holly Wasion (Trustee)
- Erin Monaghan (Trustee)

**Meeting Minutes:**

On a motion by Trustee Humrichouse and seconded by Trustee Osborne, the October 8, 2025 minutes were unanimously approved.

**Open Forum:**

Jessie will be presenting the annual report at the city council meeting on Monday November 17th at 7 pm. Any trustees who are able to attend in support are encouraged to do so.

**Financial Condition Report:**

Jessie will check with Heidi at the city office to better understand the ~\$90 increase in the Liberty bill year over year.

Moved by Trustee Pettitt 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*

**Discuss/Approve closing the library on Friday, November 28, 2025**

Moved by Trustee Goodspeed and seconded by Trustee Humrichouse, the motion to approve closing the library on Friday November, 28th was unanimously approved.

The meeting was adjourned at 7:17

Next meeting is December 10th at 6:30 PM.

November 2025					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		JESSICA SCHAFER - mileage to Cedar Co Libraries meeting	\$ 40.60	
			Subtotal	\$ 40.60	
Building Maintenance	031-5-4-410-6310		PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10203957
			SUMMIT FIRE PROTECTION - cell dialer installation	\$ 750.00	3601458
			SUMMIT FIRE PROTECTION - new fire alarm panel installation	\$ 1,220.00	3601443
			AMAZON - fish food	\$ 9.98	CHKC
			BEAVER HEATING & AIR - seasonal furnace service	\$ 150.00	22399
			AMAZON - storage containers	\$ 212.22	XVLV
			Subtotal	\$ 2,392.20	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 598.10	
			Subtotal	\$ 598.10	
Telephone	031-5-4-410-6373		LIBERTY	\$ 266.00	
			Subtotal	\$ 266.00	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 455.00	1216
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email accounts (paid by credit card)	\$ 42.00	5398750433
			MAX MEGA MENU - website menu plugin for <a href="http://wbpl.org">wbpl.org</a> (paid by credit card)	\$ 24.50	76247441
			AMAZON - tablet cases	\$ 33.16	
			AMAZON - headphones for patron computers	\$ 28.38	XVLV
			Subtotal	\$ 128.04	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		DEMCO - audiobook cases, labels	\$ 122.74	7713804
			AMAZON - brass fasteners	\$ 4.69	XVLV
			AMAZON - book tape	\$ 24.84	D666
			Subtotal	\$ 152.27	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 14.88	
			Subtotal	\$ 14.88	
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies, witch hat contest	\$ 234.19	
			ORIENTAL TRADING COMPANY - Dog Man party supplies (paid by credit ca	\$ 212.33	
			WALMART - youth program supplies	\$ 107.64	1666275086
			Subtotal	\$ 554.16	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19272027
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 880.05	
			AMAZON - returned item	\$ (20.40)	
			AMAZON - returned item	\$ (26.00)	
		Youth	AMAZON	\$ 402.19	
			BAKER & TAYLOR	\$ -	
		Electronic	KANOPY - streaming video	\$ 29.00	476694
			OVERDRIVE - ebooks	\$ 147.50	06497CO25354748
			OVERDRIVE - audiobooks	\$ 284.00	06497CO25354748
			OVERDRIVE - content credit	\$ (4.39)	
		DVD	AMAZON	\$ 30.91	
			BULLFROG FILMS - Citizen George DVD (paid by credit card)	\$ 109.00	107722
		Library of Things	AMAZON - video games	\$ 34.99	CHKC
		Newspapers	USA TODAY	\$ 400.35	
			Subtotal	\$ 2,267.20	
			Total	\$ 7,010.47	

December 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 - water fountain filter	\$ 84.20	FFH6
			Subtotal	\$ 84.20	
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	\$ 332.50	1231
			Subtotal	\$ 332.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email accounts (paid by credit card)	\$ 42.00	5427269225
			Subtotal	\$ 42.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - staff planner	\$ 13.99	FFH6
			Subtotal	\$ 13.99	
Postage and Shipping	031-5-4-410-6508		USPS - post office box annual fee	\$ 114.00	
			Subtotal	\$ 114.00	
Programs	031-5-4-410-6599			\$ -	
			Subtotal	\$ -	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19426943
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 63.74	
			BAKER & TAYLOR	\$ -	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ -	
		Electronic	KANOPY - streaming video	\$ 38.00	481033
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ -	
				\$ -	
		Library of Things	AMAZON	\$ -	
			Subtotal	\$ 101.74	
			Total	\$ 830.45	

<b>West Branch</b>										
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Budgeted</b>	<b>Expended</b>	<b>Remaining \$</b>	<b>Average</b>
Full-Time Salaries	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ -	\$ 105,228.00	\$ 41,800.99	\$ 63,427.01	\$ 8,866.88
Part-Time Salaries	\$ 1,580.00	\$ 1,800.00	\$ 1,460.00	\$ 1,570.00	\$ 1,570.00	\$ -	\$ 22,845.00	\$ 7,980.00	\$ 14,865.00	\$ 1,613.33
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 360.00	\$ 125.00	\$ 235.00	\$ -
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ -	\$ 40.60	\$ -	\$ 1,510.00	\$ 40.60	\$ 1,469.40	\$ -
Building Maintenance - 6310	\$ 4,353.73	\$ 121.76	\$ 255.23	\$ 765.79	\$ 2,392.20	\$ -	\$ 15,994.00	\$ 7,888.71	\$ 8,105.29	\$ 1,576.91
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ -	\$ 9,200.00	\$ 4,257.84	\$ 4,942.16	\$ 977.18
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ -	\$ 2,868.00	\$ 1,388.70	\$ 1,479.30	\$ 260.72
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 332.50	\$ 5,100.00	\$ 2,467.50	\$ 2,632.50	\$ 414.17
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -
Technology Services - 6419	\$ 55.99	\$ 40.45	\$ 1,317.08	\$ 919.98	\$ 128.04	\$ 42.00	\$ 8,200.00	\$ 2,503.54	\$ 5,696.46	\$ 471.17
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,516.00	\$ 1,870.00	\$ 646.00	\$ 623.33
Office Supplies - 6506	\$ 57.59	\$ 63.78	\$ -	\$ 38.84	\$ 152.27	\$ -	\$ 1,000.00	\$ 312.48	\$ 687.52	\$ 40.46
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ 14.88	\$ 114.00	\$ 1,500.00	\$ 453.56	\$ 1,046.44	\$ 102.56
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ -	\$ 5,800.00	\$ 3,321.86	\$ 2,478.14	\$ 814.10
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 142.02	\$ 2,800.00	\$ 1,427.41	\$ 1,372.59	\$ 249.16
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Collections - 6770	\$ 7,880.17	\$ 3,762.17	\$ 1,901.42	\$ 1,310.54	\$ 2,267.20	\$ 101.74	\$ 23,000.00	\$ 17,223.24	\$ 5,776.76	\$ 4,514.59
Library Account total	\$ 26,970.48	\$ 19,703.45	\$ 14,899.74	\$ 14,574.85	\$ 16,180.65	\$ 732.26	\$ 209,621.00	\$ 93,061.43	\$ 116,559.57	\$ 20,524.56
Operating (non-collections)	\$ 11,490.13	\$ 4,541.01	\$ 5,398.14	\$ 5,664.13	\$ 6,313.27	\$ 630.52			\$ 46,690.40	
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00					
Liability Insurance	\$ 7,310.78	\$ -	\$ -	\$ 13.00	\$ -	\$ -	\$ 10,000.00	\$ 7,323.78	\$ 2,676.22	\$ 610.32
FICA	\$ 702.29	\$ 1,009.84	\$ 693.11	\$ 701.53	\$ -	\$ -	\$ 9,798.00	\$ 3,106.77	\$ 6,691.23	\$ 258.90
IPERS	\$ 866.61	\$ 1,246.12	\$ 855.28	\$ 865.66	\$ -	\$ -	\$ 12,091.00	\$ 3,833.67	\$ 8,257.33	\$ 319.47
Group Insurance	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ 17,122.00	\$ 6,807.64	\$ 10,314.36	\$ 567.30
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 232.76	\$ 201.84	\$ -	\$ -	\$ 4,207.00	\$ 838.28	\$ 3,368.72	\$ 69.86
Workers' Comp	\$ 83.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ -	\$ -	\$ 300.00	\$ 158.20	\$ 141.80	\$ 158.20
General Fund total	\$ 10,866.48	\$ 4,184.76	\$ 3,508.11	\$ 3,508.99	\$ -	\$ -	\$ 53,518.00	\$ 22,068.34	\$ 31,449.66	\$ 1,839.03
Library Total Expenditures	\$ 37,836.96	\$ 23,888.21	\$ 18,407.85	\$ 18,083.84	\$ 16,180.65	\$ 732.26	\$ 263,139.00	\$ 115,129.77	\$ 194,699.63	\$ 9,594.15
Total Annual Income										
Type	July	August	September	October	November	December	Budgeted	Received	Remaining \$	Average
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -
State Library Funding	\$ -	\$ -	\$ 1,791.28	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 1,791.28	\$ 908.72	\$ 149.27
Fines	\$ 8.00	\$ 24.00	\$ -	\$ 9.00	\$ -	\$ -	\$ 400.00	\$ 41.00	\$ 359.00	\$ 3.42
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 13,887.51	\$ -	\$ -	\$ 26,000.00	\$ 13,887.51	\$ 12,112.49	\$ 1,157.29
Private Contributions	\$ 17.55	\$ 306.40	\$ 4.65	\$ 12.65	\$ -	\$ -	\$ 2,000.00	\$ 341.25	\$ 1,658.75	\$ 28.44
Interest Income	\$ -	\$ 288.82	\$ 410.34	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 699.16	\$ 1,300.84	\$ 58.26
Misc Revenues	\$ 106.45	\$ 219.95	\$ 349.60	\$ 62.00	\$ -	\$ -	\$ 1,000.00	\$ 738.00	\$ 262.00	\$ 61.50
Library Total Income	\$ 132.00	\$ 839.17	\$ 2,555.87	\$ 13,971.16	\$ -	\$ -	\$ 260,687.00	\$ 17,498.20	\$ 243,188.80	\$ 1,458.18
	Software refund (added to Misc Revenues)			178.75						
Total Investments		205.76								
Type	July	August	September	October	November	December				
Enlow Building Funds	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ -	\$ -				
Hansen Donation CD	\$ 63,148.49	\$ 63,437.31	\$ 63,846.58	\$ 63,846.58	\$ -	\$ -				
Krouth Principle	\$ 58,143.88	\$ 58,143.88	\$ 58,805.41	\$ 58,805.41	\$ -	\$ -				
Krouth Interest Fund	\$ 27,257.36	\$ 27,257.36	\$ 27,567.48	\$ 27,567.48	\$ -	\$ -				
Krouth Money Market	\$ 8,527.65	\$ 8,527.65	\$ 8,528.72	\$ 8,528.72	\$ -	\$ -				
Margery Gray Estate	\$ 16,363.46	\$ 16,363.46	\$ 16,365.53	\$ 16,365.53	\$ -	\$ -				
Library Total Investment	\$ 185,337.44	\$ 185,626.26	\$ 187,010.32	\$ 187,010.32	\$ -	\$ -				

November 2024					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		MILEAGE REIMBURSEMENT - Jessie Schafer (Cedar Co Libraries)	44.22	I-202410232163
			Subtotal	\$ 44.22	
Building Maintenance	031-5-4-410-6310		AMAZON - turtle supplies & first aid	\$ 18.47	
			WALMART - turtle supplies & building maintenance supplies	\$ 11.66	1659199882
			HD SUPPLY - toilet paper	\$ 56.74	834927972
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	8879768
			Subtotal	\$ 136.87	
Utilities	031-5-4-410-6371		ALLIANT	\$ 526.52	11-4-2024
			Subtotal	\$ 526.52	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.02	11-4-2024
			Subtotal	\$ 239.02	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts, paid by credit card	\$ 35.75	5097475800
			Subtotal	\$ 35.75	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		DEMCO - processing supplies	\$ 91.61	7558190
			Subtotal	\$ 91.61	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		WALMART - scavenger hunt prizes, craft supplies	\$ 71.44	1659199882
			Subtotal	\$ 71.44	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17395762
			EO JOHNSON - copier maintenance	\$ 172.91	INV1634460
			EO JOHNSON - copier maintenance REMOVED	\$ (172.91)	
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 33.16	
			BAKER & TAYLOR	\$ 366.77	
		Youth	AMAZON	\$ 97.07	
			BAKER & TAYLOR	\$ 164.38	
		Electronic	KANOPY	\$ 4.00	424377
			OVERDRIVE - ebooks	\$ 227.50	06497CO24352067
			OVERDRIVE - audiobooks	\$ 122.99	06497CO24352067
			AMAZON	\$ -	
		DVD	AMAZON	\$ 109.78	
			WALMART	\$ -	
		Library of Things		\$ -	
		Newspapers/mags	USA Today	\$ 400.35	UT6363775
			Subtotal	\$ 1,526.00	
			Total	\$ 3,233.45	

## Library Facilities

- **Building/Grounds**

- **Closed for snow:** The library was scheduled to be open the Sunday after Thanksgiving, but I made the decision to stay closed due to the snow. While it looked like many of the roads were somewhat clear by Sunday at noon, the sidewalks all around the library were still completely covered. It was too much for Kat (or myself!) to shovel by hand and I wasn't sure the conditions would be safe for our patrons.

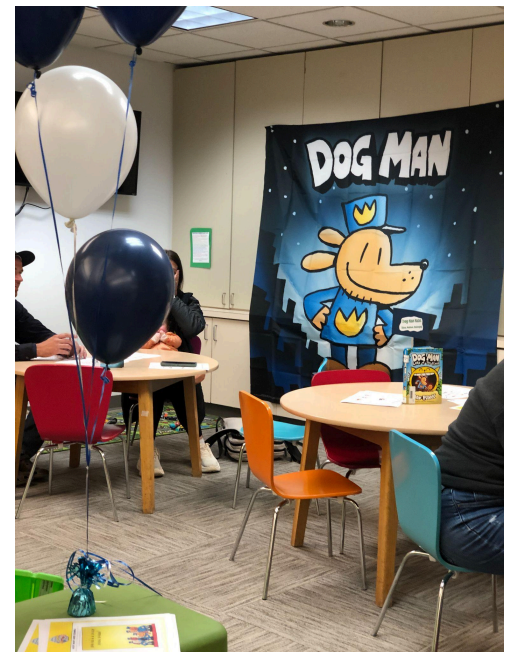


- **Technology/Mainstay IT**

- **New laptop:** We've continued having issues with the patron laptop that's still on Windows 10, so I decided to take advantage of seasonal low prices and purchase a new laptop now. I checked Amazon but Mainstay was able to get us a good model for a better price this time. They dropped it off but it needs a little more setup to go into circulation.
- **Network issues:** We've noticed that the main computer at the circulation desk frequently loses connection to the internet, and increasingly it doesn't reconnect. We asked Mainstay to investigate when they were here and Brody thought it was probably old cables/connectors causing interruptions. He made the decision to switch it to wifi for now and see if we encounter any further issues.


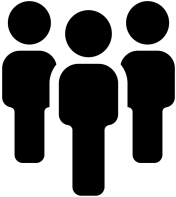
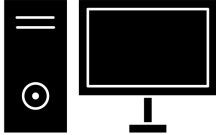
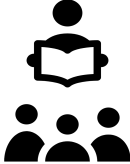


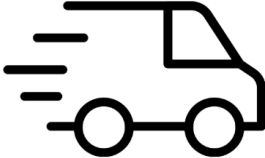

## Library Staff/Services

- **Cedar County Board of Supervisors:** Library directors made a presentation at the Cedar County Board of Supervisors budget meeting on December 2. I think the presentation went well! Denise Smith from Tipton had some prepared remarks, and several other librarians shared stories from their libraries. We emphasized that our libraries are busier than ever not just with programming but providing vital spaces and services to the community. Members of the board were very engaged this year and asked us some good questions.
  - Cedar County gives us \$145,500 to be divided among libraries based on rural circulation.
- **Programs**
  - **Pajama storytimes** have been so popular that we've had to clarify expectations for kids and parents. All checkouts and free play must be done before the stories.
  - **Children's Book Week - Dog Man Party:** We received a kit from Every Child a Reader with free books and materials to host a Dog Man themed event for Children's Book Week!



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
  - Next book: *The Lost Bookshop* by Evie Woods
- **Adult Night** - last Monday of the month at 6:15pm
  - No program in December due to the holidays!

November 2025			
<div>Circulation</div> <div></div> <div>1905</div> <div>Oct: 2511</div> <div>Nov 2024: 1958</div>	<div>Visitors</div> <div></div> <div>1247</div> <div>Oct: 1852</div> <div>Nov 2024: 814</div>	<div>Computer Use</div> <div></div> <div>198 sessions 207 hours</div> <div>Oct: 401, 318 hrs</div> <div>Nov 2024: 202 164 hours</div>	<div>Program Attendance</div> <div></div> <div>489</div> <div>Oct: 696</div> <div>Nov 2024: 74</div>
<div>Libby Checkouts</div> <div></div> <div>492 audiobooks Last month: 513</div> <div>302 ebooks Last month: 396</div>	<div></div>	<div>Interlibrary Loans</div> <div></div> <div>41 received</div> <div>28 lent to other libraries</div>	<div>Program Attendance by Age</div> <div></div> <div>478 at Kids &amp; Family Programs</div> <div>11 at Adult Programs</div>

# Memo

**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 12/10/2025

**Re:** Discuss/Approve Submission of FY2027 Budget to the City Council for consideration

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## Background

The city's budget process usually follows a procedure which takes about 5 months. This is how it looks for the library:

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

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

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

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

I received information from the city administrator with guidelines for the budget after our November meeting, and I have been working to create a proposal based on this information. Meetings with the city administrator and finance officer will begin January 19.

## Information

I have prepared an initial budget following the template from previous years. The library was not asked to make any additional cuts for the next fiscal year. Inflation is at 2.9%, and the city administrator said our total budget expenses should not increase by more than 2.9%.

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

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

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

## Changes:

- **Salaries - increased by 3.9%, per the city office**

- The national cost of living increase for this year is 2.9%. The city office suggested that raises should not exceed 3.9%, allowing for a cost-of-living increase and merit raise. For the library, raises are ultimately decided by the board in May, but this is how we budget for them. **This is not the final number on raises for FY27.**
- I have budgeted for the maximum raise for all regular staff (director, public services librarian, and programming librarian). I have not budgeted a raise for Becky, who does still help out on occasion but only a few times a year.
- You'll notice the spreadsheet shows a decrease from the FY26 budget. This is because Jessie and Mary did not receive raises in FY26 since they had been at their current salary for less than 1 year, and I also budgeted fewer hours for Becky next fiscal year.

- **Dues/Memberships & Travel/Conference - decreased \$20**

- Membership fees for the same professional organizations for 2-3 staff. Dues for the Iowa Library Association are increasing 3%.
- \$849 annual membership fee for Ryan Dowd's online training series for the library. We have used his occasional free training sessions in the past, and found them to be extremely valuable. Topics include de-escalation, sexual harassment, and how to handle situations involving homeless patrons, patrons with substance abuse problems, and mental illnesses. We have not yet signed up for the training series for FY26, but I plan to start in the new year.
- Travel/Conference also includes some money for other paid online classes. I have taken paid library administration classes, and I would like to keep the option open for Kat or Mary to take library classes as well.
- This line also includes mileage for meetings and conferences.

- **Building Maintenance - increased \$4,326**

- General maintenance tends to be either well under budget or have large expenses that could not be foreseen. I increased our maintenance budget for FY26 because I knew about some bigger projects on the horizon. Some potential large projects not yet addressed include platforms for the picnic tables, replacing scratched floor tiles, repairing east side sidewalks, repairing/replacing furnaces, and potentially replacing an automatic door opener. I hope some of these projects can be completed in the spring during the current fiscal year.
- The outdoor planted areas are too much work for volunteers or our reduced staff to maintain. I would like to add some money to the building budget to hire a landscaper to plant and maintain the planters and flowerbeds. I have begun gathering information about companies but this is a very rough estimate at this point.
- For these reasons, I have recommended increasing the building maintenance budget again.

- **Utilities & Telephone - increased \$2,124**

- While our electrical usage went down due to reduced hours, smart thermostats, and transitioning to LED lighting, significant rate increases have led to Utilities costs going back up.
- It is difficult to estimate our telephone and internet costs because we made several changes to our services recently, and our billing hasn't stabilized yet (we have been in touch with Liberty about errors on our invoices). We added a static IP address to our internet service, but dropped one of three phone lines since our fire alarm no longer needs a dedicated line.

- **Technology Services - decreased \$2,700**

- Working with an IT contractor is more expensive than in-house IT, which accounts for some of the increases over the past two years, as well as increased costs of hardware. Computers that used to cost \$700 or \$800 now regularly exceed \$1000. Coming up with a technology plan and getting back on a regular replacement schedule is something I am continuing to work on.
- Our mobile hotspot usage remains fairly low. We are currently at one staff and one patron hotspot, and that seems to be keeping up with demand.
- This line has decreased overall since we already did the major upgrade to our firewall that was recommended by our IT company and budgeted for previously.

- **Contract Payments - increased \$60**

- This category usually includes the annual fees for some of our library software and other yearly contracts.
- The cost of our catalog/circulation software had a rate increase and we are also adding texting capability (\$110) to increase communication options for our patrons.
- Our new "steady state" protection software, DeepFreeze, costs less annually than SmartShield did, so the increase in this category is more modest.

- **Office Supplies - no change**

- Costs have varied from \$700-\$2450 over the past few years.
- The office supplies category includes things like DVD and audiobook cases, and we are purchasing far fewer of these than we used to, which accounts for some of the reduction in spending. However, we are now having to purchase more mylar covering and tape to cover hardcover books ourselves due to our primary book vendor closing.
- We've also solicited and received many donations for paper supplies, which helps keep costs down in this area.

- **Postage and Shipping - decreased \$500**

- Since 2020, the State Library has paid for a courier service to transport interlibrary loan materials between public libraries in Iowa. While we were reluctant to reduce our postage budget too much in case this service was suddenly canceled, the State Library has shown a commitment to funding the IA Shares service, even when faced with budget cuts. We have been shipping far fewer packages ever since the IA Shares program started.

- We canceled our postage meter in FY26 and now buy stamps directly from the post office for letters and postcards. On the rare occasions that we have packages to ship that aren't part of the IA Shares program (from college libraries, or out of state), I pay for postage at the post office using my city credit card. These charges have been very low.

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- **Programs - increased \$2,700**

- We hadn't been using our programming budget in many years, mostly due to stagnation or lack of staff and planning time. Our new programming librarian, however, has rejuvenated the position and had many ideas for programs and interactive activity areas. Our monthly spending has increased drastically, but our participation numbers show that it's a worthwhile investment.
- I am budgeting for several presenters throughout the year, as well as supplies for storytimes, adult programs, and the activity area. I am also increasing the budget for the Summer Library Program based on our participation in the summer of 2025.
- The Friends of the Library continue to offset the costs of grand prizes and occasional larger programs.

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

- Being the primary collection manager for the library and also doing the statistical reports for several years, I have been tracking usage trends for some time. Our circulation of DVDs and books on CD has dropped, so we do not need to spend as much on physical media.
- However, our ebook and digital audiobook collection (Libby), as well as our Library of Things (games, puzzles, cake pans) continue to be popular. Ebook and downloadable audiobook circulation is constantly increasing.
- I am proposing another small decrease in budget for the physical media, including video games and the Library of Things, while digital media budget is increased. We have some flexibility in Materials, and I am able to prioritize high demand titles and purchase more or less based on what's happening with our budget. I tend to invest more in materials if there's room at the end of the fiscal year.

<b>West Branch Public Library</b>					
<b>Expenditures</b>					
<b>Type</b>	<b>FY2026</b>	<b>FY2027 Estimate</b>	<b>Requested</b>	<b>Difference (Req-FY26)</b>	<b>Description</b>
<b>Salaries - Full Time</b>	\$ 105,228.00	\$ 102,656.39	\$ 102,656.39	\$ (2,571.61)	In Salaries Tab - director and full-time librarian
<b>Salaries - Part Time</b>	\$ 22,845.00	\$ 21,979.84	\$ 21,979.84	\$ (865.16)	In Salaries Tab - programming librarian and on-call help
<b>Overtime</b>	\$ -	\$ -	\$ -	\$ -	
<b>Dues/Memberships</b>	\$ 360.00	\$ 366.15	\$ 370.00	\$ 10.00	In Details Sheet
<b>Travel/Conference</b>	\$ 1,510.00	\$ 1,480.00	\$ 1,480.00	\$ (30.00)	In Details Sheet - online training, possible local conference
<b>Building Maintenance</b>	\$ 15,994.00	\$ 20,320.00	\$ 20,320.00	\$ 4,326.00	In Details Sheet - some potential larger projects (furnace, door openers)
<b>Utilities</b>	\$ 9,200.00	\$ 11,000.00	\$ 11,000.00	\$ 1,800.00	Significant rate increases, estimated
<b>Telephone</b>	\$ 2,868.00	\$ 3,192.00	\$ 3,192.00	\$ 324.00	Increase for static IP, stopped 1 phone line (fire alarms)
<b>Janitorial Expense</b>	\$ 5,100.00	\$ 5,040.00	\$ 5,100.00	\$ -	\$35/hr, 2-3 hr/week cleaning (status quo)
<b>Advertisement/Legal</b>	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	Amount based off of prior years (status quo)
<b>Technology Services</b>	\$ 8,200.00	\$ 5,447.00	\$ 5,500.00	\$ (2,700.00)	In Details Sheet - firewall already replaced
<b>Contract Payments</b>	\$ 2,516.00	\$ 2,576.00	\$ 2,576.00	\$ 60.00	In Details Sheet - based on current costs
<b>Office Supplies</b>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	Estimate - past years sporadic from \$630 - \$2450 (status quo)
<b>Postage and Shipping</b>	\$ 1,500.00	\$ 827.00	\$ 1,000.00	\$ (500.00)	In Details Sheet - no postage meter
<b>Misc (Programs)</b>	\$ 5,800.00	\$ 8,314.00	\$ 8,500.00	\$ 2,700.00	In Details Sheet - need more supplies since attendance is up
<b>Office Equipment</b>	\$ 2,800.00	\$ 2,844.00	\$ 2,844.00	\$ 44.00	In Details Sheet
<b>Capital Improvements</b>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
<b>Materials</b>	\$ 23,000.00	\$ 22,000.00	\$ 22,000.00	\$ (1,000.00)	In Details Sheet
<b><i>Library Account Spending</i></b>	<b>\$ 209,621.00</b>	<b>\$ 210,742.38</b>	<b>\$ 211,218.23</b>	<b>\$ 1,597.23</b>	<b>0.76%</b>
<i>Non-Salary Exp</i>	\$ 81,548.00	\$ 86,106.15	\$ 86,582.00	6.17%	
<b>Liability Insurance</b>	\$ 10,000.00				Not updated, will be handled by city office staff
<b>FICA</b>	\$ 9,798.00	\$ 9,534.67	\$ 9,534.67	\$ (263.33)	7.65% of Salaries for FY27
<b>IPERS</b>	\$ 12,091.00	\$ 11,765.66	\$ 11,765.66	\$ (325.34)	9.44% of Salaries for FY27
<b>Group Insurance</b>	\$ 17,122.00	\$ -	\$ -	\$ (17,122.00)	Not updated, will be handled by city office staff
<b>Self-Funded Insurance Claims</b>	\$ 4,207.00	\$ -	\$ -	\$ (4,207.00)	Not updated, will be handled by city office staff
<b>Workers' Comp</b>	\$ 300.00	\$ -	\$ -	\$ (300.00)	Not updated, will be handled by city office staff
<b><i>General Fund Total</i></b>	<b>\$ 53,518.00</b>	<b>\$ 21,300.33</b>	<b>\$ 21,300.33</b>	<b>\$ (22,217.67)</b>	
<b>Library Total Expenditures</b>	<b>\$263,139.00</b>	<b>\$ 232,042.72</b>	<b>\$ 232,518.57</b>	<b>\$ (20,620.43)</b>	
	<b>FY25 Budget</b>	<b>FY25 Actual</b>	<b>FY26 Budget</b>	<b>FY26 Actual</b>	
State Library Funding	\$ 2,600.00	\$ 2,751.00	\$ 2,700.00	\$ -	
Fines	\$ 400.00	\$ 402.79	\$ 400.00	\$ -	
Rural Library Assistance	\$ 24,792.00	\$ 28,734.02	\$ 26,000.00	\$ 27,775.02	
Private Contributions	\$ 3,000.00	\$ 1,316.00	\$ 2,000.00	\$ -	
General Property Tax	\$ 226,587.00	\$ 226,587.00	\$ -	\$ -	
Interest Income	\$ 300.00	\$ 3,574.97	\$ 2,000.00	\$ -	
Misc Revenues	\$ 1,000.00	\$ 964.00	\$ 1,000.00	\$ -	
<b>Library Total Income</b>	<b>\$ 258,679.00</b>	<b>\$ 264,329.78</b>	<b>\$ 34,100.00</b>	<b>\$ 27,775.02</b>	

DETAILS				
<b><u>Dues/Memberships</u></b>				
	<b>ILA membership</b>	Director	\$ 113.30	3% increase from last year
		Public Services Librarian	\$ 72.10	3% increase from last year
		Programming Librarian	\$ 25.75	3% increase from last year
	<b>ARSL Memberships</b>	Director	\$ 75.00	
		Public Services Librarian	\$ 50.00	
		Programming Librarian	\$ 30.00	
		<b>Total</b>	<b>\$ 366.15</b>	
<b><u>Travel/Conference</u></b>				
	<b>ILA Conference</b>	Registration	\$ 180.00	2 registrants at \$90 per person - will eat meals outside of conference due to cost
		Travel	\$ 100.00	Travel to and from Cedar Rapids
		Meals	\$ 120.00	1 meal per day, 2 days, 2 people
		<b>Total</b>	<b>\$ 400.00</b>	
	<b>ARSL Conference</b>	Virtual registration	\$ 55.00	1 registrant @ \$55 per person
		Ryan Dowd monthly training	\$ 849.00	De-escalation training
		Other online courses, mileage	\$ 176.00	
		<b>Total</b>	<b>\$ 1,480.00</b>	
<b><u>Building Maintenance</u></b>				
	Summit Fire Control		\$ 880.00	Fire alarm inspection (\$280) and annual monitoring service (\$600)
	General Pest Control		\$ 350.00	\$50 7 times per year
	Fire extinguisher		\$ 90.00	Last two years it was was \$90
	Carpet Cleaning		\$ 600.00	One cleaning is approximately \$600
	Building and Grounds Supplies		\$ 1,500.00	FY23 \$2,453, FY24 \$1230, FY25 \$1570 (incl \$450 plants)
	Gardening service		\$ 1,400.00	~\$200 per month for 7 months
	Automatic door replacment		\$ 5,500.00	Cost of one door in 2021
	New furnace		\$ 5,000.00	Estimate from HVAC repair company
	Other General Maintenance		\$ 5,000.00	FY25 \$7242, FY24 \$7,400, FY23 \$14,925 FY22 \$10,400, FY2021 \$4,790, FY2020
	<b>Total</b>		<b>\$ 20,320.00</b>	
<b><u>Technology Services</u></b>				
	<b>Website and software</b>	Google	\$ 504.00	Email, online file server backup \$7.20 per user/month, 5 users (or delete Nick?)
		Go Daddy	\$ 47.00	Web domain renewal (wbpl.org URL)
		Dreamhost	\$ 156.00	Library website hosting (website files)
		Zoom	\$ 160.00	Library Zoom account - price increased 3/24
		Other software	\$ 340.00	Includes website plug-ins, one-time software purchases, subscriptions
	<b>Hotspots</b>	Mobile Beacon	\$ 240.00	\$120 annual hotspot service, reduced to two lines
	<b>Computers</b>	Regular PC repair	\$ 400.00	Repair/replacement of broken hardware, billed by Mainstay (status quo)
		Computer Replacement	\$ 3,600.00	Replacing 3 computers @ \$1200 each
	<b>Total</b>		<b>\$ 5,447.00</b>	
<b><u>Contract Payments</u></b>	Apollo		\$ 1,980.00	Circulation system software renewal with added 2-way texting capability
	CASSIE		\$ 328.00	Public Use Computer management renewal
	DeepFreeze (Codework)		\$ 139.00	Steady-state software (\$11.55 per license x 12)
	Amazon Prime		\$ 129.00	Prime business shipping and discounts
	<b>Total</b>		<b>\$ 2,576.00</b>	
<b><u>Postage &amp; Shipping</u></b>	<b>USPS</b>	Stamps	\$ 417.00	purchase ~3x year
		ILL shipping	\$ 300.00	~\$25 per month
		<b>Total</b>	<b>\$ 717.00</b>	
	<b>Postal box</b>	Annual renewal	\$ 110.00	\$2 increase last year

	<b>Total</b>		<b>\$ 827.00</b>	
<b><u>Programs</u></b>				
	<b>Program Materials</b>	Estimate	\$ 4,500.00	~\$450/month for 10 non-SRP months (craft supplies, prizes, snacks, etc.)
		Swank movie licensing	\$ 114.00	yearly public performance license
	<b>Performers (non-SRP)</b>	Authors, speakers, etc.	\$ 500.00	~2 per year
	<b>Summer Programming</b>	Program Supplies	\$ 2,000.00	Individual program supplies - prizes, decorations, materials, snacks, etc.
		Special Performers	\$ 1,200.00	These are invited performers which need payment - includes ~2-3
		<b>Total</b>	<b>\$ 8,314.00</b>	
<b><u>Office Equipment</u></b>				
	<b>Printer/Copier</b>	Leaf (copier lease)	\$ 1,704.00	\$142 monthly estimate
		EO Johnson	\$ 1,140.00	Printing overage estimate of \$95/month, slight increase
		<b>Total</b>	<b>\$ 2,844.00</b>	
<b><u>Materials</u></b>	<b>Periodicals</b>			
		Tipton Conservative	\$ 46.00	- annual subscription
		West Branch Times	\$ 38.00	- annual subscription
		Iowa City Press Citizen	\$ 251.00	- annual subscription
		Cedar Rapids Gazette	\$ 462.00	- annual subscription
		USA Today	\$ 400.00	- annual subscription
		<b>Total</b>	<b>\$ 1,197.00</b>	
	<b>Electronic</b>	Bridges	\$ 950.00	- annual platform fee (increased to keep magazines)
		Ebooks	\$ 3,000.00	Advantage purchases for WBPL patrons based on increasing usage
		Audiobooks	\$ 4,000.00	Advantage purchases for WBPL patrons based on increasing usage
		Video	\$ 400.00	Kanopy streaming
		<b>Total</b>	<b>\$ 8,350.00</b>	
		Books/Movies/audiobooks	<b>\$ 12,053.00</b>	book vendor closing could change costs
		Library of Things/video games	<b>\$ 400.00</b>	video games, indoor/outdoor games
		<b>Total</b>	<b>\$ 22,000.00</b>	

SALARIES							
Staff member	Position	Rate Period	Weekly Hours	Rate - current	Total Current	2.9% COLA	3.9% inflation + raise
Mary Buol	Programming Librarian	Hourly	20	\$ 20.00	\$ 20,800.00	\$ 21,403.20	\$21,611.20
Kat Korsmo	Public Services Librarian	Hourly	40	\$ 19.28	\$ 40,102.40	\$ 41,265.37	\$41,666.39
Jessica Schafer	Library Director	Salary	40	\$ 58,700.00	\$ 58,700.00	\$ 60,403.00	\$60,990.00
					\$ 119,602.40	\$ 123,071.57	\$ 124,267.59
				Full-time total:	\$ 98,802.40	\$ 101,668.37	102,656.39
On-Call							
Becky Knoche	Part-time on call	Hourly	2 hours/month	\$ 15.36	\$ 368.64		
				Part-time total:	\$ 21,168.64	\$ 21,771.84	21,979.84
				Total Salaries:	\$ 119,971.04	\$ 123,440.21	124,636.23

# Memo

**To:** Library Board of Trustees  
**From:** Jessie Schafer, Library Director  
**Date:** 12/10/2025  
**Re:** Discuss/Approve Iowa Heart Foundation AED Donation Agreement

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## **Background**

At a prior meeting, the Library Board requested that the library investigate an AED for the library. I have been working with Heidi at the city office looking for organizations that fund AEDs for public buildings.

## **Information**

Per recommendations from other Iowa libraries, Heidi reached out to the Iowa Heart Foundation regarding their AED donation program. We joined a waiting list, and were recently notified that we will be receiving a free AED.

The Iowa Heart Foundation has sent an agreement to be signed by the entity receiving the AED. Part of the agreement is to receive proper training, and Heidi has already started working on scheduling training for staff. The city administrator advised that the Library Board would be most appropriate to approve and sign the agreement.

## **Recommendation**

Recommend approving the attached agreement.



## AED DONATION AGREEMENT

By accepting this donation of an automated electronic defibrillator (“AED”) from the Iowa Heart Center Foundation d/b/a the Iowa Heart Foundation, **City of West Branch** agrees to the following terms and conditions:

1. **City of West Branch** will appoint an individual that is responsible for the management of the AED, which includes routinely scheduled checks to (1) ensure that the AED remains in its designated location on **City of West Branch**’s premises; (2) inspect/test the AED to ensure that it is in proper working order in accordance with manufacturer specifications; and (3) ensure that the batteries, pads, and any other necessary supplies are replaced according to manufacturer specifications upon expiration.
2. **City of West Branch** will partner with a qualified local organization to provide training to its staff on proper operation of the AED in accordance with manufacturer instructions and generally accepted standards.
3. **City of West Branch** will properly install the AED in accordance with manufacturer specifications and register the AED with Zoll.
4. **City of West Branch** voluntarily accepts the AED “as-is” and the Iowa Heart Foundation makes no guarantees as to the operability or reliability of the AED.
5. **City of West Branch** hereby waives, releases, discharges and covenants not to sue the Iowa Heart Foundation and any of its directors, officers, employees, and agents from any and all liability, claim, and/or cause of action arising out of or related to any loss, damage, or injury, including death that occurs as a result of the use or misuse of the AED. The entire risk as to the performance of the AED is assumed by **City of West Branch**.
6. The Iowa Heart Foundation, including its directors, officers, employees, and agents, makes no representations whatsoever, extends no warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose, and assumes no responsibilities whatsoever with respect to design, development, manufacture, or use of the AED.
7. **City of West Branch** and its successors agree to indemnify and hold harmless the Iowa Heart Foundation from any and all claims, liability, and damages including any and all claims made by third parties arising from the use or misuse of the AED.
8. This Agreement shall be construed in accordance with the laws of the State of Iowa.

The undersigned represents and warrants that he/she is duly authorized and has legal capacity to execute and deliver this Agreement on behalf of **City of West Branch**.

**City of West Branch**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS FOR EDUCATIONAL PURPOSES ONLY.**

**You Now Own an AED - Important Things to Know**

***Model: Zoll AED 3***

1. Register your AED::  
<https://www.zolldeviceregistration.com/en>
  - From there they will want to:
    - [Click here to create an account](#) as a first-time user.
    - Register your device serial numbers and their locations.
    - Log in any time to view or make changes to your registrations.
2. Watch the Training Video: <https://www.youtube.com/watch?v=C59vH4FHOkY>

Place your AED in a central location that is not restricted and easy to access.

**Maintenance of your AED is Essential!**

1. With a permanent marker write the date of install on the lid of the AED and the month and year on the battery and future new batteries.
2. Make note of expiration dates for pads and batteries and set reminders to replace items before the date occurs.
3. Create a monthly AED maintenance schedule. Implement recordkeeping practices by documenting completion date and any supplies replaced.
4. The Readiness indicator flashes every 6 seconds to indicate the defibrillator is ready for use. If the defibrillator needs attention, the Readiness indicator does not flash, and an alert tone sounds every 15 minutes. The readiness indicator is located in the center of the AED below the handle.
5. Verify that electrodes (pads) are within their expiration date.
6. Verify that electrodes (pads) are pre-connected to the input connector.
7. Verify that batteries are within their expiration date.
8. Verify that supplies are available for use (scissors, razor, mask, gloves, extra batteries).
9. Annual AED and CPR training are an essential part of an AED maintenance schedule.

**Public Access Defibrillation: Legal Resources** (\*Note that these laws and regulations are subject to change from time to time. Verify enforcement and accuracy on date of reference.)

Statutes:

1. Iowa Code §147A.15: regarding liability for a person who damages, takes, or removes any component of AED equipment located in a public or privately owned location.
2. Iowa's Good Samaritan Law (Iowa Code § 613.17): Under certain circumstances can provide protection to a person who retrieves, uses, attempts to use, or fails to use an AED in response to a sudden cardiac emergency, and entities or persons who provide instruction in the use of an AED. Can also provide protection to an entity that owns, manages, or is otherwise responsible for the premises where an AED is located (if the person/entity maintains the AED in a condition for immediate and effective use at all times on the standards developed by the Iowa Department of Health and Human Services (see Iowa Admin. Code r. 641-143.1-3).

Regulations:

1. Iowa Admin. Code r. 641-143.1-3: Iowa Department of Health and Human Services standards for AED Maintenance
2. Iowa Admin Code r. 491-5.4: The Racing and Gaming Commission requires every licensee to have a properly functioning and readily accessible AED at their facility.