

## **Board of Trustees Meeting**

February 11, 2026 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

December 10

Open Forum

Financial condition report and approval of expenditures

December 2025

January 2026

February 2026 in progress

Director's Report

Discuss/Approve review of Library Director Job Description

Discuss/Approve Performance Plan and review of Library Director

Discuss/Approve Library director Performance Plan for 2026

Discuss procedures for setting library director and staff salaries

Next meeting

Next meeting March 11 @ 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>

December 10, 2025

Meeting commenced at: 6:32 PM

Roll Call

Present:

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

Absent:

**Meeting Minutes:**

On a motion by Trustee Goodspeed and seconded by Trustee Osborne, the November 12, 2025 minutes were unanimously approved.

**Open Forum:**

N/A

**Financial Condition Report:**

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

Additional Notes - Jessie has contacted Liberty and there was both a service charge and an error on the bill. She will keep an eye on future bills to ensure the error is corrected.

**Director's Report:**

*See meeting packet for additional notes*

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

Moved by Trustee Pettitt and seconded by Trustee Monaghan, the motion to approve submission of the FY2027 budget was unanimously approved.

**Discuss/Approve Iowa Heart Foundation AED Donation Agreement**

Moved by Trustee Goodspeed and seconded by Trustee Waison, the motion to approve the Iowa Heart Foundation AED Donation Agreement was unanimously approved.

The meeting was adjourned at 7:26 PM

The January meeting will be skipped as there is no pressing business.

The next meeting will be February 11th at 6:30 PM.

December 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 budget meeting	\$ 23.10	
				Subtotal	\$ 23.10
Building Maintenance	031-5-4-410-6310		AMAZON - water fountain filter	\$ 84.20	FFH6
			WALMART - turtle bulb, vinegar (cleaning)	\$ 10.28	
			OASIS ELECTRIC - repair lights/retrofit LEDs in main library a	\$ 469.60	8524
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10257011
			HOME-FRONT PROPERTY SERVICES - furniture repair	\$ 156.45	1225002
				Subtotal	\$ 770.53
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 428.24	12-1-2025
				Subtotal	\$ 428.24
Telephone	031-5-4-410-6373		LIBERTY	\$ 145.07	12-1-2025
				Subtotal	\$ 145.07
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 (credit card)	\$ 42.00	5427269225
			MAX MEGA MENU - website menu plugin for <a href="http://wbpl.org">wbpl.org</a> (credit card)	\$ 24.50	76247441
			MAINSTAY SYSTEMS - patron laptop	\$ 700.00	3116
				Subtotal	\$ 766.50
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		AMAZON - staff planner, binders, cardstock	\$ 47.93	
				Subtotal	\$ 47.93
Postage and Shipping	031-5-4-410-6508		USPS - post office box annual fee	\$ 114.00	
			USPS - interlibrary loan postage (credit card)	\$ 22.67	
			USPS - interlibrary loan postage (credit card)	\$ 13.46	
				Subtotal	\$ 150.13
Programs	031-5-4-410-6599	Youth	WALMART - after school snacks	\$ 36.40	
			ORIENTAL TRADING CO - youth program supplies (credit card)	\$ 70.72	
			AMAZON - youth program supplies	\$ 32.98	
				Subtotal	\$ 140.10
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	\$ 260.74	
			BAKER & TAYLOR	\$ -	
		Youth	AMAZON	\$ 28.56	
			BAKER & TAYLOR	\$ -	
		Electronic	KANOPI - streaming video	\$ 38.00	481033
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ -	
			BULLFROG FILMS - Citizen George DVD (paid by credit card)	\$ 109.00	107722
		Library of Things	AMAZON	\$ -	
				Subtotal	\$ 436.30
				Total	\$ 3,382.42

**January 2026**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		IOWA LIBRARY ASSOCIATION - membership for Kat (credit card)	\$ 80.00	
			IOWA LIBRARY ASSOCIATION - membership for Jessie (credit card)	\$ 137.00	
			Subtotal	\$ 217.00	
Travel/Conference	031-5-4-410-6240		EMPATHY STUDIOS - annual membership for online training	764.1	6038539000029094133
			Subtotal	\$ 764.10	
Building Maintenance	031-5-4-410-6310		AMAZON - paper towels	\$ 39.97	
			HOME DEPOT PRO - soap for restrooms	\$ 44.70	9243915237
			WALMART - extension cord, air freshener	\$ 17.95	
			AMAZON - turtle supplies	\$ 14.95	
			Subtotal	\$ 117.57	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 656.53	1-1-26
			Subtotal	\$ 656.53	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.32	1-1-26
			Subtotal	\$ 230.32	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 385.00	1242
			Subtotal	\$ 385.00	
Advertisement/Legal	031-5-4-410-6414			Subtotal	\$ -
Technology services	031-5-4-410-6419		GOOGLE - email accounts (credit card)	\$ 42.00	5454252437
			DREAMHOST - wbpl.org web hosting (credit card)	\$ 155.88	1-3-26
			Subtotal	\$ 197.88	
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		DEMCO - mylar for book jackets	\$ 113.98	7744470
			AMAZON - envelopes for thank you cards	\$ 6.78	
			AMAZON - chart paper	\$ 27.58	
			AMAZON - wall calendar for office	\$ 8.99	
			Subtotal	\$ 157.33	
Postage and Shipping	031-5-4-410-6508		USPS - stamps (credit card)	\$ 131.90	12-8-25
			USPS - interlibrary loan postage (credit card)	\$ 11.34	12-11-25
			USPS - interlibrary loan postage (credit card)	\$ 4.96	12-17-25
			USPS - interlibrary loan postage (credit card)	\$ 9.92	1-2-26
			Subtotal	\$ 158.12	
Programs	031-5-4-410-6599	Youth	WALMART - after school snacks, program supplies	\$ 19.50	12-13-25
			AMAZON - scavenger hunt prizes	\$ 19.98	
			AMAZON - program/storytime supplies	\$ 57.45	
		Winter Reading	AMAZON - Winter Reading Program decorations and supplies	\$ 135.49	
			Subtotal	\$ 232.42	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19584611
			EO JOHNSON - printing charges	\$ 193.17	INV189438
			Subtotal	\$ 335.19	
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 549.19	
		Youth	AMAZON	\$ 263.83	
		Electronic	KANOPI - streaming video	\$ 28.00	485031
			OVERDRIVE - ebooks	\$ 217.50	06497CO25400293
			OVERDRIVE - ebooks	\$ 160.00	06497CO26007203
			OVERDRIVE - audiobooks	\$ 615.25	06497CO25400293
			OVERDRIVE - audiobooks	\$ 360.49	06497CO26007203
		DVD	AMAZON	\$ 107.92	
		Library of Thing	PUTNAM MUSEUM - 1 year library pass	\$ 100.00	
			Subtotal	\$ 2,402.18	
			Total	\$ 5,853.64	

**February 2026**

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		VINICIO HERNANDEZ PACHECO - community room door painting and trim	\$ 325.00	875261
				Subtotal	\$ 325.00
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	\$ -	
				Subtotal	\$ -
Advertisement/Legal	031-5-4-410-6414			Subtotal	\$ -
Technology services	031-5-4-410-6419			Subtotal	\$ -
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506			Subtotal	\$ -
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.25	
			USPS - interlibrary loan postage (credit card)	\$ 4.96	2-4-26
				Subtotal	\$ 9.21
Programs	031-5-4-410-6599	Youth	AMAZON - Play-Doh	\$ 27.10	P3G6
			AMAZON - decorations	\$ 19.10	JW3P
			WALMART - scavenger hunt prizes	\$ 19.94	2-4-26
				Subtotal	\$ 66.14
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19742900
				Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 107.34	
		Youth	AMAZON	\$ 35.72	
		Electronic	KANOPIY - streaming video	\$ 30.00	490221
			OVERDRIVE - ebooks	\$ 5.50	5497CP20632552
			OVERDRIVE - audiobooks	\$ 44.14	5497CP26032132
		DVD	AMAZON	\$ -	
				Subtotal	\$ 222.70
				Total	\$ 765.07

West Branch FY26														
Type		July	August	September	October	November	December	January	February	Budgeted	Expended		Remaining \$	
Full-Time Salaries		\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ -	\$ 105,228.00	\$ 57,001.35	\$	48,226.65	
Part-Time Salaries		\$ 1,580.00	\$ 1,800.00	\$ 1,460.00	\$ 1,570.00	\$ 1,315.72	\$ 1,240.00	\$ 1,570.00	\$ -	\$ 22,845.00	\$ 10,535.72	\$	12,309.28	
Dues/Memberships - 6210		\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 217.00	\$ -	\$ 360.00	\$ 342.00	\$	18.00	
Travel and Conference - 6240		\$ -	\$ -	\$ -	\$ -	\$ 40.60	\$ 23.10	\$ 764.10	\$ -	\$ 1,510.00	\$ 827.80	\$	682.20	
Building Maintenance - 6310		\$ 4,353.73	\$ 121.76	\$ 255.23	\$ 765.79	\$ 2,392.20	\$ 770.53	\$ 117.57	\$ 325.00	\$ 15,994.00	\$ 9,101.81	\$	6,892.19	
Utilities - 6371		\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ 428.24	\$ 656.53	\$ -	\$ 9,200.00	\$ 5,342.61	\$	3,857.39	
Telephone - 6373		\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ 145.07	\$ 230.32	\$ -	\$ 2,868.00	\$ 1,764.09	\$	1,103.91	
Janitorial Expense - 6409		\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 332.50	\$ 385.00	\$ -	\$ 5,100.00	\$ 2,852.50	\$	2,247.50	
Advertisement/Legal - 6414		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$	200.00	
Technology Services - 6419		\$ 55.99	\$ 40.45	\$ 1,317.08	\$ 919.98	\$ 103.54	\$ 766.50	\$ 197.88	\$ -	\$ 8,200.00	\$ 3,401.42	\$	4,798.58	
Contract Payments - 6498		\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,516.00	\$ 1,870.00	\$	646.00	
Office Supplies - 6506		\$ 57.59	\$ 63.78	\$ -	\$ 38.84	\$ 152.27	\$ 47.93	\$ 157.33	\$ -	\$ 1,000.00	\$ 517.74	\$	482.26	
Postage and Shipping - 6508		\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ 14.88	\$ 150.13	\$ 158.12	\$ 9.21	\$ 1,500.00	\$ 657.02	\$	842.98	
Programs (Misc) - 6599		\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ 140.10	\$ 232.42	\$ 66.14	\$ 5,800.00	\$ 3,760.52	\$	2,039.48	
Office Equipment - 6725		\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 142.02	\$ 335.19	\$ 142.02	\$ 2,800.00	\$ 1,904.62	\$	895.38	
Capital Improvements - 6761		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$	1,500.00	
Collections - 6770		\$ 7,880.17	\$ 3,762.17	\$ 1,901.42	\$ 1,310.54	\$ 2,158.20	\$ 436.30	\$ 2,402.18	\$ 222.70	\$ 23,000.00	\$ 20,073.68	\$	2,926.32	
Library Account total		\$ 26,970.48	\$ 19,703.45	\$ 14,899.74	\$ 14,574.85	\$ 15,792.87	\$ 12,222.60	\$ 15,023.82	\$ 765.07	\$ 209,621.00	\$ 119,952.88	\$	89,668.12	
Operating (non-collections)		\$ 11,490.13	\$ 4,541.01	\$ 5,398.14	\$ 5,664.13	\$ 6,034.49	\$ 4,186.12	\$ 5,021.46	\$ 542.37				\$ 36,084.08	
Capital expenditures (any line)		\$ 4,140.00				\$ 1,970.00			\$ 325.00					
Liability Insurance		\$ 7,310.78	\$ -	\$ -	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 7,323.78	\$	2,676.22	
FICA		\$ 702.29	\$ 1,009.84	\$ 693.11	\$ 701.53	\$ 682.08	\$ 676.28	\$ -	\$ -	\$ 9,798.00	\$ 4,465.13	\$	5,332.87	
IPERS		\$ 866.61	\$ 1,246.12	\$ 855.28	\$ 865.66	\$ 838.76	\$ 834.51	\$ -	\$ -	\$ 12,091.00	\$ 5,506.94	\$	6,584.06	
Group Insurance		\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ 17,122.00	\$ 10,211.46	\$	6,910.54	
Self Funded Insurance		\$ 201.84	\$ 201.84	\$ 232.76	\$ 201.84	\$ 201.84	\$ 310.75	\$ -	\$ -	\$ 4,207.00	\$ 1,350.87	\$	2,856.13	
Workers' Comp		\$ 83.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ -	\$ -	\$ 300.00	\$ 208.30	\$	91.70	
General Fund total		\$ 10,866.48	\$ 4,184.76	\$ 3,508.11	\$ 3,508.99	\$ 3,449.64	\$ 3,548.50	\$ -	\$ -	\$ 53,518.00	\$ 29,066.48	\$	24,451.52	
Library Total Expenditures		\$ 37,836.96	\$ 23,888.21	\$ 18,407.85	\$ 18,083.84	\$ 19,242.51	\$ 15,771.10	\$ 15,023.82	\$ 765.07	\$ 263,139.00	\$ 149,019.36	\$	150,203.72	
Total Annual Income														
Type		July	August	September	October	November	December	January	February	Budgeted	Received		Remaining \$	
General Property Tax		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$	226,587.00	
State Library Funding		\$ -	\$ -	\$ 1,791.28	\$ -	\$ -	\$ 956.77	\$ -	\$ -	\$ 2,700.00	\$ 2,748.05	\$	(48.05)	
Fines		\$ 8.00	\$ 24.00	\$ -	\$ 9.00	\$ 8.00	\$ 24.00	\$ -	\$ -	\$ 400.00	\$ 73.00	\$	327.00	
Rural Library Assistance		\$ -	\$ -	\$ -	\$ 13,887.51	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00	\$ 13,887.51	\$	12,112.49	
Private Contributions		\$ 17.55	\$ 306.40	\$ 4.65	\$ 12.65	\$ 126.50	\$ 1,181.90	\$ -	\$ -	\$ 2,000.00	\$ 1,649.65	\$	350.35	
Interest Income		\$ -	\$ 288.82	\$ 410.34	\$ -	\$ -	\$ 277.25	\$ -	\$ -	\$ 2,000.00	\$ 976.41	\$	1,023.59	
Misc Revenues		\$ 106.45	\$ 219.95	\$ 349.60	\$ 62.00	\$ 72.80	\$ 167.43	\$ -	\$ -	\$ 1,000.00	\$ 978.23	\$	21.77	
Library Total Income		\$ 132.00	\$ 839.17	\$ 2,555.87	\$ 13,971.16	\$ 207.30	\$ 2,607.35	\$ -	\$ -	\$ 260,687.00	\$ 20,312.85	\$	240,374.15	
Software refund (added to Misc Revenues)														
Total Investments			205.76											
Type		July	August	September	October	November	December	January	February	Budgeted	Received		Remaining \$	
Enlow Building Funds		\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 12,123.25	\$ -	\$ -					
Hansen Donation CD		\$ 63,148.49	\$ 63,437.31	\$ 63,846.58	\$ 63,846.58	\$ 63,846.58	\$ 64,499.95	\$ -	\$ -					
Krouth Principal		\$ 58,143.88	\$ 58,143.88	\$ 58,805.41	\$ 58,805.41	\$ 58,805.41	\$ 59,396.82	\$ -	\$ -					
Krouth Interest Fund		\$ 27,257.36	\$ 27,257.36	\$ 27,567.48	\$ 27,567.48	\$ 27,567.48	\$ 27,844.73	\$ -	\$ -					
Krouth Money Market		\$ 8,527.65	\$ 8,527.65	\$ 8,528.72	\$ 8,528.72	\$ 8,528.72	\$ 8,529.80	\$ -	\$ -					
Margery Gray Estate		\$ 16,363.46	\$ 16,363.46	\$ 16,365.53	\$ 16,365.53	\$ 16,365.53	\$ 16,367.59	\$ -	\$ -					
Library Total Investment		\$ 185,337.44	\$ 185,626.26	\$ 187,010.32	\$ 187,010.32	\$ 187,010.32	\$ 188,762.14	\$ -	\$ -					

December 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 Budge	22.51	
			Subtotal	\$ 22.51	
Building Maintenance	031-5-4-410-6310		OASIS ELECTRIC - retrofit light fixtures	\$ 508.80	8223
			WALMART - air freshener	\$ 12.96	
			AMAZON - paper towels and trash bags	\$ 59.78	
			Subtotal	\$ 581.54	
Utilities	031-5-4-410-6371		ALLIANT	\$ 450.02	12-2-2024
			Subtotal	\$ 450.02	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.02	12-2-2024
			Subtotal	\$ 239.02	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 367.50	1126
			Subtotal	\$ 367.50	
Advertisement/Legal	031-5-4-410-6414			Subtotal	\$ -
Technology services	031-5-4-410-6419		AMAZON - staff Chromebook, screen cleaner	\$ 176.81	
			MAINSTAY - upgraded security cameras	\$ 4,712.00	2513
			MAX MEGA MENU - website menu plugin for <a href="#">wbpl.org</a> , paid	\$ 24.50	66620841
			GOOGLE WORKSPACE - library email accounts, paid by credit	\$ 28.80	5118885504
			Subtotal	\$ 4,942.11	
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		AMAZON - calendars	\$ 34.88	
			Subtotal	\$ 34.88	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3319934028
			USPS - 1 yr PO Box	\$ 110.00	
			PITNEY BOWES - postage refill	\$ 100.00	
			PITNEY BOWES - ink	\$ 63.90	
			Subtotal	\$ 351.27	
Programs	031-5-4-410-6599			Subtotal	\$ -
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17551574
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 18.35	
			BAKER & TAYLOR	\$ 370.62	
		Youth	AMAZON	\$ 141.64	
			BAKER & TAYLOR	\$ 120.86	
		Electronic	KANOPI	\$ 31.00	428603
			OVERDRIVE - ebooks	\$ 318.48	06497CO24369060
			OVERDRIVE - audiobooks	\$ 243.96	06497CO24369060
		DVD	AMAZON	\$ -	
			WALMART	\$ -	
		Library of Things	AMAZON	\$ -	
			Subtotal	\$ 1,244.91	
			Total	\$ 8,375.78	

**January 2025**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		IOWA LIBRARY ASSOCIATION - membership for Kat (credit card)	\$ 70.00	
			IOWA LIBRARY ASSOCIATION - membership for Jessie (credit card)	\$ 115.00	
			Subtotal	\$ 185.00	
Travel/Conference	031-5-4-410-6240			Subtotal	\$ -
Building Maintenance	031-5-4-410-6310		AMAZON - filters	\$ 77.46	
			WALMART - batteries	\$ 31.06	
			Subtotal	\$ 108.52	
Utilities	031-5-4-410-6371		ALLIANT	\$ 674.59	I-STMT 1-2-2025
			Subtotal	\$ 674.59	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.11	I-STMT 1-1-2025
			Subtotal	\$ 239.11	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 280.00	1131
			Subtotal	\$ 280.00	
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	514110479
			DREAMHOST - <a href="http://wbpl.org">wbpl.org</a> web hosting (paid by credit card)	\$ 155.88	35641410
			Subtotal	\$ 191.63	
Contract Payments	031-5-4-410-6498			Subtotal	\$ -
Office Supplies	031-5-4-410-6506		AMAZON - laminator and laminating pouches	\$ 77.11	
			AMAZON - mailing labels	\$ 26.97	
			Subtotal	\$ 104.08	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	January 3, 2025
			Subtotal	\$ 100.00	
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies, program prizes	\$ 157.24	
			WALMART - storytime supplies	\$ 7.56	
			Subtotal	\$ 164.80	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17705296
			EO JOHNSON - printing charges	\$ 137.38	INV1681335
			Subtotal	\$ 279.40	
Capital Improvements	031-5-4-410-6761			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 84.37	
			BAKER & TAYLOR	\$ 287.54	
		Youth	AMAZON	\$ 13.62	
			BAKER & TAYLOR	\$ 17.53	
		Electronic	KANOPI	\$ 59.00	432411
			OVERDRIVE - ebooks	\$ 308.18	06497CO25008184
			OVERDRIVE - ebooks	\$ 53.00	06497CO25012917
			OVERDRIVE - ebooks	\$ 60.00	06497DA25018807
			OVERDRIVE - audiobooks	\$ 77.49	06497CO25008184
			OVERDRIVE - audiobooks	\$ 130.80	06497DA25018807
		DVD	AMAZON	\$ 19.95	
		Library of Things	PUTNAM MUSEUM - 1 year library pass	\$ 100.00	12/19/2024
			Subtotal	\$ 1,211.48	
			Total	\$ 3,538.61	

West Branch FY25																	
Type		July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended		
Full-Time Salaries		\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 11,113.86	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 96,498.00	\$ 95,970.20		
Part-Time Salaries		\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.00	\$ 2,288.00	\$ 1,450.00	\$ 1,575.00	\$ 1,680.00	\$ 995.00	\$ 1,680.00	\$ 24,804.00	\$ 15,040.85		
Dues/Memberships - 6210		\$ -	\$ -	\$ 60.00	\$ 100.00	\$ -	\$ -	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ 345.00		
Travel and Conference - 6240		\$ -	\$ 79.00	\$ -	\$ -	\$ 44.22	\$ 22.51	\$ -	\$ -	\$ -	\$ 32.90	\$ -	\$ -	\$ 600.00	\$ 178.63		
Building Maintenance - 6310		\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 581.54	\$ 108.52	\$ 296.25	\$ 23.71	\$ 912.15	\$ 2,371.05	\$ 6,115.36	\$ 14,000.00	\$ 12,274.74		
Utilities - 6371		\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ 674.59	\$ 687.93	\$ 537.82	\$ 490.38	\$ 468.95	\$ 513.24	\$ 9,900.00	\$ 6,832.93		
Telephone - 6373		\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ 239.11	\$ 239.11	\$ 239.11	\$ 239.17	\$ 239.17	\$ 240.67	\$ 2,868.00	\$ 2,869.23		
Janitorial Expense - 6409		\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 367.50	\$ 402.50	\$ 455.00	\$ 402.50	\$ 5,785.00	\$ 4,760.00		
Advertisement/Legal - 6414		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 200.00	\$ 75.00		
Technology Services - 6419		\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 35.75	\$ 4,942.11	\$ 191.63	\$ 36.00	\$ 36.00	\$ 36.00	\$ 1,163.80	\$ 3,874.10	\$ 6,500.00	\$ 10,831.21		
Contract Payments - 6498		\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,999.00		
Office Supplies - 6506		\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ 91.61	\$ 34.88	\$ 104.08	\$ 62.65	\$ 61.99	\$ 48.28	\$ 2.28	\$ 65.17	\$ 2,000.00	\$ 630.79		
Postage and Shipping - 6508		\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 351.27	\$ 100.00	\$ 77.37	\$ 100.00	\$ 100.00	\$ 77.37	\$ -	\$ 1,500.00	\$ 1,271.50		
Programs (Misc) - 6599		\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 412.16	\$ 374.67	\$ 991.26	\$ 194.07	\$ 2,346.49	\$ 6,200.00	\$ 5,217.91		
Office Equipment - 6725		\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 142.02	\$ 356.86	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,554.64		
Capital Improvements - 6761		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -		
Collections - 6770		\$ 1,892.18	\$ 1,597.95	\$ 2,071.41	\$ 1,655.92	\$ 1,526.00	\$ 1,244.91	\$ 1,211.48	\$ 1,574.62	\$ 1,077.58	\$ 2,284.07	\$ 2,012.40	\$ 5,749.80	\$ 23,100.00	\$ 23,898.32		
<i>Library Account total</i>		<i>\$ 13,323.13</i>	<i>\$ 19,859.07</i>	<i>\$ 11,611.06</i>	<i>\$ 11,209.53</i>	<i>\$ 10,885.21</i>	<i>\$ 16,642.54</i>	<i>\$ 16,940.47</i>	<i>\$ 13,032.59</i>	<i>\$ 11,988.38</i>	<i>\$ 15,026.55</i>	<i>\$ 15,649.09</i>	<i>\$ 28,582.33</i>	<i>\$ 201,215.00</i>	<i>\$ 184,749.95</i>		

## Library Facilities

- **Building/Grounds**

- Public Works has been keeping up with the shoveling/salt when we've gotten snow, including on Saturdays and Friday mornings, which is extremely helpful.
- Vinicio Hernandez finished installing trim on the Community Room door, so that project is officially complete.
- I received a quote from Vinicio for patio stones in the front of the library. I would like to find a quote for concrete platforms as well so the board can have options.

- **Technology/Mainstay IT**

- **New laptop:** It's been added to circulation! The screen is smaller but it's lightweight and has a fast processor, and kids have been happy with the performance
- **Minor software issues:** Mainstay has also helped with other minor requests, including a problem with shortcuts not staying on the desktop on computers with our management software on them.



## Library Staff/Services

- **Accreditation:** The survey is complete and I just need to upload the documents for our accreditation cycle!
- **ILOC:** Jessie attended the Iowa Libraries Online Conference on January 29! There were a lot of good ideas, especially about programs, from libraries all over Iowa.
- **Wish Tree:** the library received many gifts from our Wish Tree, including a lot of snacks for after school! This will be a big help. We also received plenty of cardstock, and have several cases of plain printer paper thanks to Kathy Fait and John Fuller.

- **Programs**

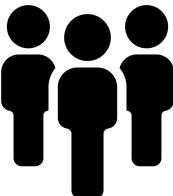
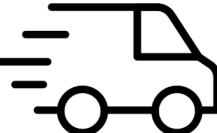
- **Pajama storytimes** have been so popular that we've had to clarify expectations for kids and parents. All checkouts and free play must be done before the stories.
- **Tween Book Club:** Mary started a book club for tweens and we had about 7 kids come to the first couple meetings! This is great since we've struggled to get kids to come to book groups in the past.



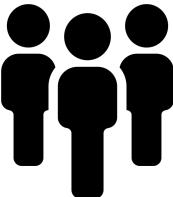
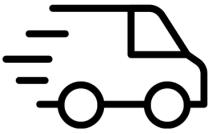
## Upcoming Library Events/Activities

- **Winter Reading Program** all month! Sign up for winter sports themed Bingo card and win prizes!
- **Tween Book Club** - ages 9-13 meet twice a month
  - Current book: *Escape from Mr. Lemoncello's Library* by Chris Grabenstein
- **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: *James* by Percival Everett
- **Adult Night** - last Monday of the month at 6:15pm
  - February will be a movie night!

## December 2025

Circulation	Visitors	Computer Use	Program Attendance
 <b>2189</b> Nov: 1905 Dec 2024: 2036	 <b>1194</b> Nov: 1247 Dec 2024: 1017	 <b>203 sessions</b> <b>185 hours</b> Nov: 198, 207 hrs Dec 2024: 217 194 hours	 <b>482</b> Nov: 489 Dec 2024: 261
<b>Libby Checkouts</b>  <b>536 audiobooks</b> Last month: 492		<b>Interlibrary Loans</b>  <b>42 received</b> <b>23 lent to other libraries</b>	<b>Program Attendance by Age</b>  <b>475 at Kids &amp; Family Programs</b> <b>7 at Adult Programs</b>

## January 2026

Circulation	Visitors	Computer Use	Program Attendance
 <b>2529</b> Jan 2025: 2226	 <b>1518</b> Jan 2025: 1206	 <b>329 sessions</b> <b>281 hours</b> Jan 2025: 252 221 hours	 <b>610</b> Jan 2025: 430
<b>Libby Checkouts</b>  <b>616 audiobooks</b> <b>355 ebooks</b>	<b>January was another big month for audiobooks!</b> <b>Only one shy of our record of 617 checkouts in a month.</b>	<b>Interlibrary Loans</b>  <b>36 received</b> <b>25 lent to other libraries</b>	<b>Program Attendance by Age</b>  <b>600 at Kids &amp; Family Programs</b> <b>10 at Adult Programs</b>

# Memo

**To:** Library Board of Trustees

**From:** Jessie Schafer, Director

**Date:** 2/11/26

**Re:** Discuss/Approve review of Library Director Job Description

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## Background

The library is required to review policies regularly including job descriptions. The Library Director job description hasn't been reviewed since the job was posted in 2023, so it is due to be reviewed again.

## Information

There has not been much change in the position, so no significant edits are suggested. I can gather some statistics about library director salaries if the board would like to update the salary range during the next review (next year), but I do not suggest changing it at this time.

## Recommendation

Recommend approving the job description as found below with no suggested changes.

## Library Director

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Department: LIBRARY

Immediate Supervisor: LIBRARY BOARD OF TRUSTEES

Classification: FULL-TIME, SALARY

Salary: \$50,000 - \$65,000

### Job Summary

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance.

### Job Scope

Directly responsible to the Library Board of Trustees for the administration of all Library affairs. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

### Essential Job Duties and Responsibilities

Carry out library policy per direction of the Library Board of Trustees. Create and maintain reports and documents related to Library issues. Supervise, train, and evaluate Library personnel. Ensure proper collection development practices. Prepare and manage Library budget as directed by the Library Board of Trustees.

Make recommendations to the Library Board of Trustees on planning and budgeting issues. Maintain the high standards of the Library through accreditation. Other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. Must be able to lift 25 pounds.

Minimum Education, Experience and Certification

Training and experience in Library Science is required. A Masters Degree in Library Science or equivalent library experience is required. A minimum of one year full time library experience is required. Experience with computers and associated technology is required. Supervisory and budget preparation experience greatly desired. Must be endorsed as a Library Director by the State library of Iowa or be willing and able to be endorsed within two years of hire.

Knowledge, Skills and Abilities

Must be willing to participate in continuing education programs. Must be skilled in the use of computers; able to plan and implement their use. Aware of current literary trends and issues of library-information policy. Must be able to meet and deal with the general public in a pleasant, courteous and professional manner.

Demonstrates working proficiency in the ability to work with variety of individuals and groups in a constructive manner while appreciating the unique contribution of diverse individuals (i.e. individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, and veteran status) is required. Able and willing to make presentations before community groups. Able to work evenings, weekends, and summers.

Reviewed 2/26

Revised 12/23

Revised 03/23

Revised 02/21

Revised 01/20

Reviewed 12/16

Revised 10/10

# Memo

**To:** Library Board of Trustees  
**From:** Jessie Schafer, Director  
**Date:** 2/11/2026  
**Re:** Discuss/Approve Library Director's Performance plan and review for 2025  
Discuss/Approve Library Director's Performance plan for 2026

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## **Background**

One of the library board's primary responsibilities is to evaluate the library director on an annual basis. To do this, the library director prepares an annual performance plan which is approved by the library board and then used for review at the end of the year. Both the plan for 2025 as well as proposed plan for 2026 are attached on subsequent pages.

## **Information**

The 2025 performance plan includes an initial self-review and scoring which has been used by the library board as a starting point for discussion. As with any review, the board is free to make any changes they would like.

For the board's discussion, it is not necessary to request a closed session. However, the director has traditionally left the room so that the board can discuss without me present.

## **Recommendation**

Approval of the 2025 review and 2026 performance plan are recommended with any changes desired.

# **Library Director Performance Document – 2025**

## ***Work Plan***

### **Responsibilities**

- 50% Supervision and Management
- 15% Collection Management
- 30% Maintain accreditation and Agency coordination
- 5% Professional development

### **Job Summary and Scope**

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance. Directly responsible to the Library Board of Trustees. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

### **Director WORK PLAN**

Director Work Plan derives from the Goals and Objectives Pertaining to Job Performance. Items within the objectives should be specific activities expressed with measure and timeline for completion. Review the Work Plan with Board of Trustees and revise as necessary. Both parties should indicate agreement by signing the Director Work Plan.

The Board of Trustees approves the Director Work Plan and Director Performance Assessment.

## **A. GOALS AND OBJECTIVES FOR JOB PERFORMANCE**

<b>Goal 1: Supervision and library management</b>	<b>Score</b>
<p><b>Objective A:</b> Plan, organize, and supervise library activities and staff. Provide access and support for all library services and act as resource person for the staff. Consult with library staff and Board of Trustees in providing effective services. Train and supervise librarians and staff.</p> <p>1. To ensure completion of employee reviews by the end of January 2026.</p> <p><b>Employee reviews were finished in November 2025, with self-evaluation and supervisor comments.</b></p> <p>2. To provide a minimum of quarterly feedback for ongoing individual library staff goals/objectives.</p> <p>a. Encourage employees to pursue continuing education opportunities relating to their job duties.</p> <p><b>Provided regular informal feedback and check-ins, but I need to work on scheduling formal check-ins about goals throughout the year.</b></p> <p><b>Kat prioritized continuing education in 2025 and completed all requirements for her re-certification by December 2025. Mary is also encouraged to pursue continuing education through the State Library of Iowa and has an account.</b></p> <p>3. To formalize the 2025 Strategic Plan by the end of April 2025 using information from the planning session.</p> <p>a. Ensure the completion of the 2025 strategic plan items. Keep board updated if changes are necessary.</p> <p><b>Strategic Plan was completed by April 2025 and edited in December 2025 after board discussions and a meeting with Becky Heil.</b></p> <p><b>Strategic Plan timeline is regularly updated.</b></p> <p>b. Participate in the city's comprehensive planning process</p> <p><b>Had a meeting with a University of Iowa student about including the library in the city's Capital Improvements Plan and submitted a project proposal.</b></p> <p><b>Worked with board member Erin Monaghan as a liaison to the Comprehensive Plan committee.</b></p> <p><b>Provided input to the student writing the community input survey on library goals.</b></p>	4

<b>Objective B:</b>	<p>Prepare and manage the Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues.</p> <ol style="list-style-type: none"> <li>1. To prepare the next annum budget for submittal to Library Board of Trustees by November or December 2025 board meeting (to align with city timeline)</li> </ol> <p><b>Completed by December 2025 board meeting in line with the city's budget timeline.</b></p> <ol style="list-style-type: none"> <li>2. Will have the FY2025 budget fully obligated by the end of the fiscal year.             <ol style="list-style-type: none"> <li>a. Will successfully hold budget within income and line item restrictions allowing for amendments as approved by the library board.</li> <li>b. Oversee amendments if needed</li> </ol> </li> </ol> <p><b>Expended budget to the level of previous years. Utilities came in under budget because it was difficult to project based on increased energy efficiency in the building vs increasing rates. Technology came in significantly over budget due to necessary security camera upgrades.</b></p>	5
<b>Objective C:</b>	<p>Coordinate, process, and oversee requests of facility needs and building maintenance.</p> <ol style="list-style-type: none"> <li>1. To ensure safety of building and maintain an attractive, welcoming space.             <ol style="list-style-type: none"> <li>a. Schedule such cosmetic improvements as allowed by the budget, including interior painting by July 2025.</li> </ol> <p><b>Interior of library painted in May 2025, as budgeted.</b></p> </li> <li>2. To ensure upkeep of outdoor spaces and plants             <ol style="list-style-type: none"> <li>a. Solicit volunteers and community resources to plan and maintain outdoor areas</li> </ol> <p><b>Found volunteers to plant and maintain outdoor areas in spring 2025, and received feedback to help with future planning (hiring help). Volunteers ordered plants and maintained landscaping and planters.</b></p> <ol style="list-style-type: none"> <li>b. Ensure the completion of permanent drainage tiling around the library by November 2025.</li> </ol> <p><b>Drainage tile was installed in June 2025, as budgeted.</b></p> </li> </ol>	4
<b>Objective D:</b>	<p>Make and implement policy decisions affecting operation.</p> <p>As these questions come up on a day-to-day basis and are simply part of the regular operational process, no specific tasks can be highlighted.</p>	4

	<b>Policies were reviewed with board and staff on schedule. Decisions were made as needed, based on discussions with staff.</b>	
<b>Objective E:</b>	<p>Use outreach media to grow a patron base.</p> <ol style="list-style-type: none"> <li>1. To use library's social media outlets to market the library             <ol style="list-style-type: none"> <li>a. Continue to target social media, including Facebook groups</li> <li>b. Promote the library website and services regularly</li> </ol> </li> </ol> <p><b>We continued active promotion on Facebook, and received higher engagement on certain posts, e.g. dinosaur program video went viral.</b></p> <p><b>While we promoted programs and displays regularly, I could continue to improve consistency on sharing the library website and services.</b></p> <ol style="list-style-type: none"> <li>2. Provide more outreach to bulletin boards, including Post Office and Serving Cafe.</li> </ol> <p><b>Some programs shared at City Office and Post Office. Need to work on being more consistent with physical posting.</b></p> <ol style="list-style-type: none"> <li>3. Work with Main Street West Branch and Parks and Recreation to promote the library and provide community information.</li> </ol> <p><b>Encouraged Kat to attend a workshop with Main Street about utilizing Facebook and she has used the information from that program. Mary and I attended Coffee &amp; Collaboration events to network with the city and share information about library services with city businesses.</b></p>	3
	<b>Total Score/# objectives</b>	20/25
<b>Goal 2:</b>	<b>Collection Management</b>	
<b>Objective A:</b>	<p>To actively develop library collections through the selection and purchase of new materials.</p> <ol style="list-style-type: none"> <li>1. Select new materials for the collection, in keeping with budgetary restraints.</li> <li>2. Select and promote materials to align with the goals of our strategic plan. Intentionally purchase diverse titles.</li> <li>3. Purchase ebook and e-audio titles as part of regular selection process (monthly).</li> <li>4. Work with the Programming Librarian to build youth collections.</li> <li>5. Continue to actively maintain collections through regular weeding. Weed youth and adult nonfiction collections by December 2025.</li> </ol>	

	<p>I continued to purchase new items at least monthly and as needed for the various collections in the library. Navigated changes to book ordering with the closing of our primary book vendor, Baker &amp; Taylor. I am very proud of the strength of our collection and still receive regular compliments on the selection from patrons. We have an ongoing list of diverse titles purchased.</p> <p>Young adult fiction and juvenile fiction were weeded in October-December 2025. Juvenile nonfiction weeding was started in December 2025, but not completed by January 2026. Adult nonfiction has not been weeded as planned.</p>	4
<b>Objective B:</b>	<p>To maintain library catalog, including creating new records and editing existing records as needed.</p> <ol style="list-style-type: none"> <li>1. Check for consistency of RDA information across collections quarterly. (January, April, July, October 2025.)</li> <li>2. Add missing information to existing records when gaps are identified by staff, patrons, SILO reports, or other sources.</li> <li>3. Investigate reclassification of nonfiction sections using BISAC or other patron-oriented cataloging system.</li> </ol> <p><b>Catalog was regularly maintained. RDA information was added as needed. No progress was made on switching to BISAC cataloging for nonfiction materials, but we have begun a weeding project that may lead to reorganization. Other physical reorganization projects were also</b></p>	4
<b>Total Score/# objectives</b>		8/10
<b>Goal 3:</b>	<b>Maintain accreditation and agency coordination</b>	
<b>Objective A:</b>	<p>Maintain accreditation documentation and submit by due date.</p> <ol style="list-style-type: none"> <li>1. To complete State Library annual report by November 2025</li> <li>2. To update one section of Accessibility Checklist</li> <li>3. Begin Library Accreditation process in July 2025 (to be completed by July 2026)</li> <li>4. Utilize library software to monitor statistics and maintain patron records in accordance with public library standards.</li> </ol> <p><b>Annual Survey submitted in October 2025. Accessibility Checklist Priority 2 was completed in June 2025. Accreditation survey is complete as of January 2026, documents are organized and ready to be submitted.</b></p>	5
<b>Objective B:</b>	Maintain close communication with the State Library, city, county, and state offices. Represent West Branch Public Library at meetings and in community groups relevant to the library.	

	<ol style="list-style-type: none"> <li>1. To attend all West Branch City Council meetings when not otherwise obligated to be at other required work-related activities</li> <li>2. To assist with Hoover's Hometown Days, Fall Fest, and Christmas Past primarily by providing advertising, promotional materials as needed</li> <li>3. To attend or assign representation for all Cedar County Library Association meetings</li> <li>4. To act as liaison to and assist the Friends of the West Branch Public Library             <ol style="list-style-type: none"> <li>a. To attend all Friends of the WBPL meetings unless otherwise obligated for work-related activities</li> <li>b. To update Friends' annual request list and provide it for their review</li> </ol> </li> <li>5. To work with local businesses and service groups to improve library interaction with community             <ol style="list-style-type: none"> <li>a. Participate in networking opportunities such as those hosted by Main Street West Branch and the city.</li> </ol> </li> </ol> <p><b>Attended all above meetings as required, including City Council and Cedar County meetings (Library Association and county budget session).</b></p> <p><b>Regularly updated City Council and staff about library events, in meetings and in written reports.</b></p> <p><b>Attended all Friends of the Library meetings and made requests for funds via email. Still need to make a more organized wishlist for the Friends.</b></p> <p><b>Attended Main Street Coffee &amp; Collaboration events to network with local businesses when able.</b></p>	4
<b>Objective C:</b>	<p>Create and maintain reports and documents related to Library issues.</p> <ol style="list-style-type: none"> <li>1. To present annual report to library board by October 2025 board meeting and to the city council by the end of November 2025</li> <li>2. To record all statistics relevant to library use and state requirements monthly</li> <li>3. To provide library staff with budget and use statistics to ensure accurate operation of their jobs             <ol style="list-style-type: none"> <li>a. Provide quarterly updates to staff</li> </ol> </li> </ol> <p><b>Maintained all statistics and submitted/presented reports on time. Regularly updated staff about budget and statistical trends. Provided reports upon request, but not at scheduled times.</b></p>	4
<b>Objective D:</b>	<p>Review, revise, and initiate new policies and procedures as outlined by State Library of Iowa regulations.</p> <ol style="list-style-type: none"> <li>1. To include at least 75% of board policies for regular review.</li> </ol> <p><b>Reviewed about 60% of policies throughout 2025, which is still in line with accreditation standards. Conveyed any changes to library staff after reviews.</b></p>	3

<b>Total Score/# objectives</b>		16/20
<b>Goal 4:</b>	<b>Professional improvement</b>	
<b>Objective A:</b>	Contributes to the profession through active participation in professional associations or other scholarly activities.  <b>Member of the Iowa Library Association and Association of Rural and Small Libraries. Actively follow and participate in virtual discussions for both groups.</b>	4
<b>Objective B:</b>	Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.  1. To complete continuing education as required to maintain certification.  <b>Participated in a variety of continuing education throughout the year on library and management topics. Still on pace for the next certification cycle. Subscribed to new education series for staff on de-escalation.</b>	5
<b>Total Score/# objectives</b>		9/10
<b>Totals</b>		53/65

### Scoring

1 unsatisfactory      2 deficient      3 satisfactory      4 superior      5 outstanding/excellent

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**To be signed after official approval by the Library Board of Trustees**

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*Library Director*

*Date*

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*Library Board President*

*Date*

# **Library Director Performance Document – 2026**

## ***Work Plan***

### **Responsibilities**

- 50% Supervision and Management
- 15% Collection Management
- 30% Maintain accreditation and Agency coordination
- 5% Professional development

### **Job Summary and Scope**

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance. Directly responsible to the Library Board of Trustees. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

### **Director WORK PLAN**

Director Work Plan derives from the Goals and Objectives Pertaining to Job Performance. Items within the objectives should be specific activities expressed with measure and timeline for completion. Review the Work Plan with Board of Trustees and revise as necessary. Both parties should indicate agreement by signing the Director Work Plan.

The Board of Trustees approves the Director Work Plan and Director Performance Assessment.

## **A. GOALS AND OBJECTIVES FOR JOB PERFORMANCE**

<b>Goal 1: Supervision and library management</b>		<b>Score</b>
<b>Objective A:</b>	<p>Plan, organize, and supervise library activities and staff. Provide access and support for all library services and act as resource person for the staff. Consult with library staff and Board of Trustees in providing effective services. Train and supervise librarians and staff.</p> <ol style="list-style-type: none"> <li>1. To ensure completion of employee reviews by the end of January 2027.</li> <li>2. To work with library staff and come up with a plan to provide regular feedback on individual goals/objectives.             <ol style="list-style-type: none"> <li>a. Find a procedure and schedule that works best for the director and staff.</li> <li>b. Encourage employees to pursue continuing education opportunities relating to their job duties.</li> </ol> </li> <li>3. To monitor the progress of the 2026 Strategic Plan and begin the process for the next Strategic Plan.             <ol style="list-style-type: none"> <li>a. Ensure the completion of the 2026 strategic plan items. Keep board updated if changes are necessary.</li> <li>b. Participate in the city's comprehensive planning process.</li> <li>c. Begin the planning process for the next Strategic Plan.</li> </ol> </li> </ol>	
<b>Objective B:</b>	<p>Prepare and manage the Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues.</p> <ol style="list-style-type: none"> <li>1. To prepare the next annum budget for submittal to Library Board of Trustees by November or December 2026 board meeting (to align with city timeline)</li> <li>2. Will have the FY2026 budget fully obligated by the end of the fiscal year.             <ol style="list-style-type: none"> <li>a. Will successfully hold budget within income and line item restrictions allowing for amendments as approved by the library board.</li> <li>b. Oversee budget amendments if needed.</li> </ol> </li> </ol>	
<b>Objective C:</b>	<p>Coordinate, process, and oversee requests of facility needs and building maintenance.</p> <ol style="list-style-type: none"> <li>1. To ensure safety of building and maintain an attractive, welcoming space.             <ol style="list-style-type: none"> <li>a. Schedule such cosmetic improvements as allowed by the budget, including replacing damaged floor tiles by November 2026.</li> </ol> </li> <li>2. To ensure upkeep of outdoor spaces and plants             <ol style="list-style-type: none"> <li>a. Hire a gardening company to maintain the planted areas.</li> </ol> </li> </ol>	

	<p>b. Oversee the installation of platforms for the picnic tables by July 2025 (end of the FY25 budget cycle).</p>	
<b>Objective D:</b>	<p>Make and implement policy decisions affecting operation.</p> <p>As these questions come up on a day-to-day basis and are simply part of the regular operational process, no specific tasks can be highlighted.</p>	
<b>Objective E:</b>	<p>Use outreach media to grow a patron base.</p> <ol style="list-style-type: none"> <li>1. To use library's social media outlets to market the library             <ol style="list-style-type: none"> <li>a. Continue to target social media, including Facebook groups</li> <li>b. Promote the library website and services regularly</li> </ol> </li> <li>2. Provide more outreach to bulletin boards, including Post Office and Serving Cafe.</li> <li>3. Work with Main Street West Branch and Parks and Recreation to promote the library and provide community information.</li> </ol>	
<b>Total Score/# objectives</b>		/25
<b>Goal 2:</b>	<b>Collection Management</b>	
<b>Objective A:</b>	<p>To actively develop library collections through the selection and purchase of new materials.</p> <ol style="list-style-type: none"> <li>1. Select new materials for the collection, in keeping with budgetary restraints.</li> <li>2. Select and promote materials to align with the goals of our strategic plan. Intentionally purchase diverse titles.</li> <li>3. Purchase ebook and e-audio titles as part of regular selection process (monthly).</li> <li>4. Work with the Programming Librarian to build youth collections.</li> <li>5. Continue to actively maintain collections through regular weeding. Weed adult nonfiction and fiction collections by December 2026. Finish weeding youth nonfiction by July 2026.</li> </ol>	
<b>Objective B:</b>	<p>To maintain library catalog, including creating new records and editing existing records as needed.</p> <ol style="list-style-type: none"> <li>1. Check for consistency of RDA information across collections regularly.</li> <li>2. Add missing information to existing records when gaps are identified by staff, patrons, SILO reports, or other sources.</li> <li>3. Use library records to investigate reorganization projects to better utilize library spaces, including potential reclassification of nonfiction sections using BISAC or other patron-oriented cataloging system.</li> </ol>	

<b>Total Score/# objectives</b>		<b>/10</b>
<b>Goal 3:</b>	<b>Maintain accreditation and agency coordination</b>	
<b>Objective A:</b>	<p>Maintain accreditation documentation and submit by due date.</p> <ol style="list-style-type: none"> <li>1. To complete State Library annual report by November 2026</li> <li>2. To update one section of Accessibility Checklist in Summer 2026.</li> <li>3. Submit accreditation documents by February 29, 2026. Maintain service standards for next accreditation cycle.</li> <li>4. Utilize library software to monitor statistics and maintain patron records in accordance with public library standards.</li> </ol>	
<b>Objective B:</b>	<p>Maintain close communication with the State Library, city, county, and state offices. Represent West Branch Public Library at meetings and in community groups relevant to the library.</p> <ol style="list-style-type: none"> <li>1. To attend all West Branch City Council meetings when not otherwise obligated to be at other required work-related activities.</li> <li>2. To assist with Hoover's Hometown Days, Fall Fest, and Christmas Past primarily by providing advertising, promotional materials as needed.</li> <li>3. To attend or assign representation for all Cedar County Library Association meetings.</li> <li>4. To act as liaison to and assist the Friends of the West Branch Public Library. <ul style="list-style-type: none"> <li>a. To attend all Friends of the WBPL meetings unless otherwise obligated for work-related activities.</li> <li>b. To create a Friends' request list and provide it for their review.</li> </ul> </li> <li>5. To work with local businesses and service groups to improve library interaction with community. <ul style="list-style-type: none"> <li>a. Participate in networking opportunities such as those hosted by Main Street West Branch and the city.</li> </ul> </li> </ol>	
<b>Objective C:</b>	<p>Create and maintain reports and documents related to Library issues.</p> <ol style="list-style-type: none"> <li>1. To present annual report to library board by November 2026 board meeting and to the city council by the end of November 2026.</li> <li>2. To record all statistics relevant to library use and state requirements monthly.</li> <li>3. To provide library staff with budget and use statistics to ensure accurate operation of their jobs. <ul style="list-style-type: none"> <li>a. Provide regular updates to staff on budgetary concerns.</li> </ul> </li> </ol>	

<b>Objective D:</b>	Review, revise, and initiate new policies and procedures as outlined by State Library of Iowa regulations.  1. To include at least 75% of board policies for regular review. 2. Identify other policies the library could add and work with the library board to write them. (e.g. bulletin board policy, programming policy.)	
	<b>Total Score/# objectives</b>	/20
<b>Goal 4:</b>	<b>Professional improvement</b>	
<b>Objective A:</b>	Contributes to the profession through active participation in professional associations or other scholarly activities.	
<b>Objective B:</b>	Participates in continuing education, conferences, workshops, seminars, or other activities that enhance professional knowledge.  1. To complete continuing education as required to maintain certification.  2. To renew certification by December 2026.	
	<b>Total Score/# objectives</b>	/10

### Scoring

1 unsatisfactory      2 deficient      3 satisfactory      4 superior      5 outstanding/excellent

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**To be signed after official approval by the Library Board of Trustees**

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*Library Director*

*Date*

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*Library Board President*

*Date*