



West Branch Public Library
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PO Box 460
West Branch, IA 52358

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Board of Trustees Meeting

March 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
February 11

Open Forum

Financial condition report and approval of expenditures
February 2026
March 2026 in progress

Director's Report

Discuss/Approve using \$20,000 of library savings to replace the roof for solar panels

Discuss/Approve quote for picnic table platform

Discuss/Approve review of Weather and Community Room Policies

Next meeting
Next meeting April 8 @ 6:30pm

Adjourn

Staff

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

Board of Trustees

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

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

February 11, 2026

Meeting commenced at: 6:34 PM

Roll Call

Present:

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

Absent:

- Chris Humrichouse (Trustee)

Meeting Minutes:

On a motion by Trustee Monaghan and seconded by Trustee Osborne, the December 10, 2025 minutes were unanimously approved.

Open Forum:

Liz and Seth discussed recent back and forth with the city office in terms of Jessie's potential pay change. The proposed pay increase will be tabled until the next budget cycle in July, the Board will be sure to bring this up again during that timeframe to ensure it is addressed appropriately.

Financial condition report and approval of expenditures:

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

Director's Report:

See meeting packet for additional notes

Jessie encouraged Trustees to review the ILOC conference sessions for Trustees. They should be available on their YouTube channel soon

(<https://www.youtube.com/@StateLibraryofIowaCE>).

Discuss/Approve review of Library Director Job Description:

Moved by Trustee Monaghan and seconded by Trustee Goodspeed, the motion to approve updating the salary range on the Library Director Job Description to \$55,000-\$75,000 was unanimously approved. No other changes were made.

Discuss/Approve Performance Plan and review of Library Director:

The trustees adjusted the score on several areas of the performance review (Goal 1 Objective A, Goal 1 Objective E, Goal 2 Objective A, Goal 3 Objective C) by increasing the rating by one point for each objective.

Trustee Osborne signed and returned the updated and approved Performance Plan.

Moved by Trustee Waison and seconded by Trustee Pettitt, the motion to approve the Performance Plan and review of Library Director Job was unanimously approved.

Discuss/Approve Library director Performance Plan for 2026:

The Trustees asked Jessie to update areas of the 2026 plan to remove some duties as specifically belonging to the director and adding in language around designees and removing explicitly language about participation in local festivals.

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion to approve the amended Library Director Performance Plan for 2026 was unanimously approved.

Discuss procedures for setting library director and staff salaries:

We will review proposed adjustments in the next meeting to give Jessie ample time to prepare her budget for the next fiscal year budgeting cycle.

The meeting was adjourned at 7:58 PM

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

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
			WALMART - hand soap	\$ 9.94	1-20-26
			Subtotal	\$ 334.94	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 659.09	2-2-2026
			Subtotal	\$ 659.09	
Telephone	031-5-4-410-6373		LIBERTY	\$ 219.44	2-1-2026
			Subtotal	\$ 219.44	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1254
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		AMAZON - charging cables for patrons	\$ 7.59	
			GOOGLE - email accounts (credit card)	\$ 42.00	5479409448
			Subtotal	\$ 49.59	
Contract Payments	031-5-4-410-6498		AMAZON - annual Business Prime subscription	\$ 129.00	173J-Q6QV-JRNU
			Subtotal	\$ 129.00	
Office Supplies	031-5-4-410-6506		AMAZON - sheet protectors	\$ 8.79	
			WALMART - scissors	\$ 50.91	1-12-26
			Subtotal	\$ 59.70	
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	\$ 129.26	
		Youth	AMAZON	\$ 106.57	
		Electronic	KANOPY - streaming video	\$ 30.00	490221
			OVERDRIVE - ebooks	\$ 5.50	16497CP20632552
			OVERDRIVE - ebooks	\$ 278.20	16497CO26043005
			OVERDRIVE - audiobooks	\$ 44.14	16497CP26032132
			OVERDRIVE - audiobooks	\$ 149.98	16497CO26043005
		DVD	AMAZON	\$ -	
			AMAZON - refund for damaged case	\$ (19.97)	1VKL-VF34-R1NL
			\$ -		
			Subtotal	\$ 723.68	
			Total	\$ 2,795.31	

March 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		HD SUPPLY - toilet paper	\$ 50.31	9246416004
			Subtotal	\$ 50.31	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1271
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		AMAZON - headphones, mouse	\$ 37.55	9VMT, WMM6
			GOOGLE - email accounts (credit card)	\$ 42.00	550566401
			Subtotal	\$ 79.55	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - thank you card envelopes	\$ 12.95	F71Q
			Subtotal	\$ 12.95	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.25	2-19-26
			Subtotal	\$ 4.25	
Programs	031-5-4-410-6599	Youth	AMAZON - youth program supplies	\$ 58.31	
		Winter Reading	AMAZON - Winter Reading prizes	\$ 280.38	
			Subtotal	\$ 338.69	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19899546
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 706.70	
		Youth	AMAZON	\$ 100.37	
		Electronic	KANOPY - streaming video	\$ 9.00	494768
			OVERDRIVE - ebooks (pay per use)	\$ 33.00	06497CP26067666
			OVERDRIVE - audiobooks (pay per use)	\$ 71.82	06497CP26067835
		DVD	AMAZON	\$ 107.80	
		LOT	AMAZON	\$ -	
			Subtotal	\$ 1,028.69	
			Total	\$ 2,058.96	

West Branch												
Type	July	August	September	October	November	December	January	February	March	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 11,400.27	\$ -	\$ -	\$ 105,228.00	\$ 60,801.44	\$ 44,426.56
Part-Time Salaries	\$ 1,580.00	\$ 1,800.00	\$ 1,460.00	\$ 1,570.00	\$ 1,315.72	\$ 1,240.00	\$ 1,910.00	\$ -	\$ -	\$ 22,845.00	\$ 10,875.72	\$ 11,969.28
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	\$ 334.94	\$ 50.31	\$ 15,994.00	\$ 9,162.06	\$ 6,831.94
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ 428.24	\$ 656.53	\$ 659.09	\$ -	\$ 9,200.00	\$ 6,001.70	\$ 3,198.30
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ 145.07	\$ 230.32	\$ 219.44	\$ -	\$ 2,868.00	\$ 1,983.53	\$ 884.47
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 332.50	\$ 385.00	\$ 402.50	\$ 402.50	\$ 5,100.00	\$ 3,657.50	\$ 1,442.50
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	\$ 49.59	\$ 79.55	\$ 8,200.00	\$ 3,530.56	\$ 4,669.44
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ 2,516.00	\$ 1,999.00	\$ 517.00
Office Supplies - 6506	\$ 57.59	\$ 63.78	\$ -	\$ 38.84	\$ 152.27	\$ 47.93	\$ 157.33	\$ 59.70	\$ 12.95	\$ 1,000.00	\$ 590.39	\$ 409.61
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ 14.88	\$ 150.13	\$ 158.12	\$ 9.21	\$ 4.25	\$ 1,500.00	\$ 661.27	\$ 838.73
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ 140.10	\$ 232.42	\$ 66.14	\$ 338.69	\$ 5,800.00	\$ 4,099.21	\$ 1,700.79
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 142.02	\$ 335.19	\$ 142.02	\$ 142.02	\$ 2,800.00	\$ 2,046.64	\$ 753.36
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	\$ 723.68	\$ 1,028.69	\$ 23,000.00	\$ 21,603.35	\$ 1,396.65
Library Account total	\$ 26,970.48	\$ 19,703.45	\$ 14,899.74	\$ 14,574.85	\$ 15,792.87	\$ 12,222.60	\$ 19,163.91	\$ 2,795.31	\$ 2,058.96	\$ 209,621.00	\$ 128,182.17	\$ 81,438.83
Operating (non-collections)	\$ 11,490.13	\$ 4,541.01	\$ 5,398.14	\$ 5,664.13	\$ 6,034.49	\$ 4,186.12	\$ 5,361.46	\$ 2,071.63	\$ 1,030.27			\$ 32,313.97
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			\$ 325.00				
										without newspapers	\$ 13,023.35	\$ 9,976.65
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	\$ 1,018.25	\$ -	\$ -	\$ 9,798.00	\$ 5,483.38	\$ 4,314.62
IPERS	\$ 866.61	\$ 1,246.12	\$ 855.28	\$ 865.66	\$ 838.76	\$ 834.51	\$ 1,256.50	\$ -	\$ -	\$ 12,091.00	\$ 6,763.44	\$ 5,327.56
Group Insurance	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ 17,122.00	\$ 11,913.37	\$ 5,208.63
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 232.76	\$ 201.84	\$ 201.84	\$ 310.75	\$ 403.68	\$ -	\$ -	\$ 4,207.00	\$ 1,754.55	\$ 2,452.45
Workers' Comp	\$ 83.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ -	\$ -	\$ 300.00	\$ 233.35	\$ 66.65
General Fund total	\$ 10,866.48	\$ 4,184.76	\$ 3,508.11	\$ 3,508.99	\$ 3,449.64	\$ 3,548.50	\$ 4,405.39	\$ -	\$ -	\$ 53,518.00	\$ 33,471.87	\$ 20,046.13
Library Total Expenditures	\$ 37,836.96	\$ 23,888.21	\$ 18,407.85	\$ 18,083.84	\$ 19,242.51	\$ 15,771.10	\$ 23,569.30	\$ 2,795.31	\$ 2,058.96	\$ 263,139.00	\$ 174,677.39	\$ 143,775.58
Total Annual Income												
Type	July	August	September	October	November	December	January	February	March	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	\$ 5.91	\$ -	\$ -	\$ 2,000.00	\$ 1,655.56	\$ 344.44
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	\$ 167.02	\$ -	\$ -	\$ 1,000.00	\$ 1,145.25	\$ (145.25)
Library Total Income	\$ 132.00	\$ 839.17	\$ 2,555.87	\$ 13,971.16	\$ 207.30	\$ 2,607.35	\$ 172.93	\$ -	\$ -	\$ 260,687.00	\$ 20,485.78	\$ 240,201.22
	Software refund (added to Misc Revenues)		178.75									
Total Investments	205.76											
Type	July	August	September	October	November	December	January	February	March	Maturity Date		
Enlow Building Funds	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 12,123.25	\$ 12,123.25	\$ -	\$ -	7/13/2026		
Hansen Donation CD	\$ 63,148.49	\$ 63,437.31	\$ 63,846.58	\$ 63,846.58	\$ 63,846.58	\$ 64,499.95	\$ 64,499.95	\$ -	\$ -	8/4/2026		
Krouth Principal	\$ 58,143.88	\$ 58,143.88	\$ 58,805.41	\$ 58,805.41	\$ 58,805.41	\$ 59,396.82	\$ 59,396.82	\$ -	\$ -	6/2/2026		
Krouth Interest Fund	\$ 27,257.36	\$ 27,257.36	\$ 27,567.48	\$ 27,567.48	\$ 27,567.48	\$ 27,844.73	\$ 27,844.73	\$ -	\$ -	6/2/2026		
Krouth Money Market	\$ 8,527.65	\$ 8,527.65	\$ 8,528.72	\$ 8,528.72	\$ 8,528.72	\$ 8,529.80	\$ 8,529.80	\$ -	\$ -			
Margery Gray Estate	\$ 16,363.46	\$ 16,363.46	\$ 16,365.53	\$ 16,365.53	\$ 16,365.53	\$ 16,367.59	\$ 16,367.59	\$ -	\$ -			
Library Total Investment	\$ 185,337.44	\$ 185,626.26	\$ 187,010.32	\$ 187,010.32	\$ 187,010.32	\$ 188,762.14	\$ 188,762.14	\$ -	\$ -			

February 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		BEAVER HEATING & AIR - seasonal furnace maintenance	\$ 100.00	21257
			WALMART - storage bins, cleaning supplies	\$ 196.25	1660960143
				Subtotal	\$ 296.25
Utilities	031-5-4-410-6371		ALLIANT	\$ 687.93	2-3-2025
				Subtotal	\$ 687.93
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.11	2-1-2025
				Subtotal	\$ 239.11
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 472.50	1137
				Subtotal	\$ 472.50
Advertisement/Legal	031-5-4-410-6414				
				Subtotal	\$ -
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts (paid by credit card)	\$ 36.00	5165699601
				Subtotal	\$ 36.00
Contract Payments	031-5-4-410-6498		AMAZON - annual business Prime membership	\$ 129.00	
				Subtotal	\$ 129.00
Office Supplies	031-5-4-410-6506		AMAZON - tape	\$ 25.55	
			AMAZON - sign holders and colored paper	\$ 37.10	
				Subtotal	\$ 62.65
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3320324698
				Subtotal	\$ 77.37
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies	\$ 117.25	
			WALMART - snacks, program supplies	\$ 83.14	1660960143
			ALA - early literacy calendar, bookmarks & poster	\$ 80.35	
		Adult	AMAZON - Tea/Tee Time game	\$ 19.48	
		Winter Reading	AMAZON - WARM prizes	\$ 111.94	
				Subtotal	\$ 412.16
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17862071
				Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761				
				Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 24.00	
			BAKER & TAYLOR	\$ 645.10	
		Youth	AMAZON	\$ 118.85	
			BAKER & TAYLOR	\$ 184.23	
		Electronic	KANOPY - streaming video	\$ 51.00	4377566
			OVERDRIVE - ebooks	\$ 67.57	497CO25042054
			OVERDRIVE - audiobooks	\$ 399.05	497CO25042054
		DVD	AMAZON	\$ 79.83	
			AMAZON - refund on DVD	\$ (12.97)	1CRW-JVT3-9K3X
			WALMART	\$ 17.96	1660960143
				Subtotal	\$ 1,574.62
				Total	\$ 4,129.61

Library Facilities

- **Building/Grounds**
 - **Gardening:** I've contacted several companies regarding the landscaping for the spring/summer. I received one quote and I'm waiting on a second.
 - **Outdoor seating area:** I received two estimates for platforms for the picnic tables, one with patio tile and one concrete.
- **Technology/Mainstay IT**
 - Mary has been using the Nex Playground and tablets for activities, as well as a library Switch!

Library Staff/Services

- **Comprehensive Plan:** Jessie assisted a U of I student regarding the City's Comprehensive Plan. The student requested some information about library capacity, which is a more involved question than it seems on the surface since libraries don't have standards for capacity. There is a requirement for seating, but it doesn't include room for collections or programs.
- **Programs**
 - **Winter Reading Program** ended! We had about 45 *more* people sign up and about 40 more cards turned in than last year. Kids seemed to love the themed activities during programs and two of our prizes were claimed within hours of us notifying the winners.
 - **Song Sung Blue:** Our movie night for grownups was a lot of fun and we had a decent turnout! We've been receiving a lot of feedback that people are interested in our adult programs but didn't know we've been doing them.

Recurring Library Events/Activities

- **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: *A Walk in the Park* by Kevin Fedarko
- **Adult Night** - last Monday of the month at 6:15pm
 - For March we have Iowa author Linda McCann!



February 2026

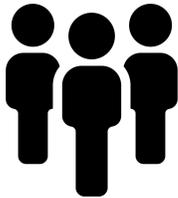
Circulation



2462

Jan: 1905
Feb 2025: 2101

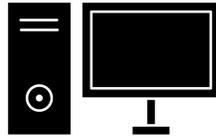
Visitors



1592

Jan: 1247
Feb 2025: 1053

Computer Use



**305 sessions
293 hours**

Jan: 198, 207 hrs
Feb 2025: 239
157 hours

Program Attendance



675

Jan: 489
Feb 2025: 561

**Libby
Checkouts**



577 audiobooks
Last month: 492

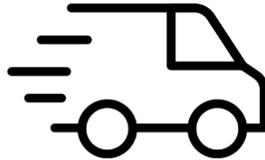
346 ebooks
Last month: 302

Volunteers



17 volunteer shifts
**Tasks: shelving and
early release
programs**

Interlibrary Loans



35 received
**9 lent to other
libraries**

**Program Attendance
by Age**



**646 at Kids & Family
Programs**
16 at Adult Programs

Memo

To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 3/11/26

Re: Discuss/Approve using library savings to replace the roof for solar panels

Background

The City Council is currently investigating solar power for the city, since utility rates from Alliant keep going up. Upon investigating potential sites for solar power, it was found that the library's roof would need to be reshingled before solar panels could be installed.

The city has received one proposal for solar from Red Lion that requires no upfront cost. They requested a proposal from at least one other company but have not received it yet.

The city Public Works director, Matt Goodale, inspected the library roof and estimated that it would need to be replaced within five years. We also had a third party roofing company (Tomlinson Cannon/AeroSaw) assess the roof and provide an accurate estimate for replacement. The representative also said the shingles needed to be replaced ASAP as they are significantly degraded.

Information

Solar Power

Additional documents:

[Staff Sheet prepared by Adam Kofoed](#) + [email update](#)

[Proposal from Red Lion Renewables](#)

The city looked into solar power several years ago, but the project was not prioritized by the city council and it was ultimately dropped. Recently, a city council member has approached Adam to look into solar power again due to increasing rates from Alliant. Adam requested proposals from several companies and has so far received one proposal, from Red Lion Renewables. ECG Solar also expressed interest but has not provided a proposal yet. Since the proposal from Red Lion is a Power Purchase Agreement that requires no initial investment from the city, the project is not subject to the normal bid process.

Part of Red Lion's proposal relies on their investors taking advantage of current tax credits that will not be available in the next fiscal year, which is why the project is progressing so quickly.

As you can see from the proposal, Red Lion estimates that the savings to the library will be \$2,062 per year.

It should be noted that there are other alternatives that could help the library save money on utilities, including completing the conversion to LEDs (220 bulbs left, ~\$4000 total) and upgrading the HVAC system (estimated that replacing the oldest furnace would cost about \$5,000 and has already been proposed in the FY27 budget).

It is ultimately up to the library board whether to go along with the solar project, regardless of whether the city decides to do it.

Library Roof

Additional documents:

[Estimate from Tomlinson Cannon/AeroSaw](#)

Upon investigating city property for the feasibility of installing solar panels, it was discovered by Red Lion and Matt Goodale that the library's roof will need to be replaced very soon, regardless of whether solar panels are installed. I am aware that a previous director, Nick Shimmin, identified the roof as a maintenance project for the near future as well. As soon as I heard about the condition of the roof, Heidi van Auken helped me contact a roofing company that would be able to provide an actual quote with a very short turnaround time, Tomlinson Cannon/AeroSaw.

Their estimate for a new roof from them was \$32,775-\$39,675 depending on whether we choose Class 3 or Class 4 shingles (the difference is the lifespan). The representative agreed with the earlier assessment that the shingles will not last more than a year or two. He said the shingles were about 70% degraded and offered to send pictures of the condition if requested.

This is just an estimate to give us an idea how much the roof will cost to replace; if we go ahead with replacing the roof, we would get bids for the project from several companies.

Funding

Additional documents:

[Bank to Book reconciliation sheet from January 2026](#)

The city administrator and city council have offered to split the cost of the new roof, if the library agrees to install solar panels.

Adam has offered to amend the current FY26 budget to add \$40,000 to the Capital Improvements line, with \$20,000 coming from the city and the other \$20,000 to come out of a library CD or savings account. There are several options for funding as seen on the Bank to Book reconciliation sheet Heidi provides every month. None of the donation CDs have any conditions that would prevent us from spending it on a large building maintenance project such as a new roof (in fact, building maintenance is one of the included requests for the Krouth interest CD).

The library CDs are not currently earmarked for any other projects and have been proposed as a source for funding building maintenance if needed.

Recommendation

The roof has been on a list of long-term capital improvement projects at least since Nick was the director, and we have received several opinions that it is now in critical condition. I will defer to the board, but since the roof needs to be replaced anyway, I think it would make sense to accept the city's proposal to cover half of the cost to install new shingles with the library paying up to \$20,000 from a CD, and agree to install solar panels.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: July 7, 2025

AGENDA ITEM: Discussion: Library Roof Discussion
PREPARED BY: Adam Kofoed, City Administrator
DATE: July 3, 2025

BACKGROUND:

With electric rates from Alliant Energy increasing approximately 10% per year (roughly 20% over two years), a Power Purchase Agreement (PPA) allows the City to:

- Lock in long-term energy pricing
- Reduce exposure to utility volatility
- Avoid upfront capital costs for solar installation
- Potentially generate immediate operational savings

LIBRARY

The library, for the most part is its own standing board where it governs itself based on money allocated by the city.

ROOF CONDITION

- \$25,000–\$30,000 total
- City offers 50% contribution (\$12,500–\$15,000)
- Library covers remaining \$12,500–\$15,000 via maturing CD

CONCLUSION

Council is offering to partner with the Library on a long-term cost stabilization strategy. They're willing to fund half of the roof replacement so the building can support solar infrastructure. The question for the Board is whether reallocating one maturing CD aligns with your long-term operational stability goals.

Library Roof Budget

2 messages

Adam Kofoed <adam@westbranchiowa.org>

Thu, Mar 5, 2026 at 1:58 PM

To: Jessica Schafer <jschafer@wbpl.org>

Cc: Roger Laughlin <mayor@westbranchiowa.org>, Heidi Van Auken
<heidi@westbranchiowa.org>

Hi Jessie,

Thanks for giving me a rundown on your roof reaching the end of its life. I'm sorry to hear about the news. The city will submit the budget to the state with an extra \$40,000 in capital improvements.

This money can only be spent if:

- Library Board agrees next week to split the \$40,000 50/50
- Library Board would need to sell a cd to make up the difference.

Thank you again for talking with me and considering council's offer. I will be at the meeting next Wednesday at 6:00pm.

Sincerely,

Adam

Adam Kofoed

City Administrator

City of West Branch

adam@westbranchiowa.org



Adam Kofoed
City of West Branch
West Branch, IA

February 26, 2026

RE: Solar Proposal – City of West Branch

Adam,

We are excited to help the City of West Branch reduce its energy costs by integrating solar in similar fashion as we have with Williamsburg, Wapello, Lisbon, Perry, and other counties, schools, and municipalities throughout the state. After our meeting and site walks, we may be able to reduce your energy costs by approximately **\$37,000/yr** in energy costs and **\$3,700,000** over the next 30 years with **\$0** upfront costs through a customized Red Lion Renewables power purchase agreement (PPA) in similar fashion as we have with 50 other communities and schools throughout Iowa. Not only will you be reducing current energy costs and adding predictability to your energy budget, you will be doing so in a fiscally responsible manner and hedging against future utility rate increases.

Of the eighteen (18) meters evaluated for solar. Adding **674 kW** of solar at ten (10) facilities throughout the city producing a combined **828,000 kWhr/yr** may reduce your Alliant Energy costs by up to **\$148,000/yr** and offset an average **86-99%** of the annual electricity historically consumed by those facilities. We've confirmed the consolidated meter usage and have increased the size of that array accordingly. We've also looked at a combined roof option at the water plant. See inside this proposal for more details.

Traditional financing could take 10-30 years or more to payback from energy alone on a 30+year asset without tax credits available to others and not accounting for maintenance, insurance, and production risk as long as you have cash available. However, we propose a better solution.

Red Lion Renewables proposes to finance, own, and operate the solar project through our standard power purchase agreement (PPA) just like the ones we have for Perry, Dallas Center, Perry Schools, Polk County, and other Iowa counties, cities, and school districts that would save **\$37,000/year initially** in energy costs and over **\$3,700,000** over the 30 year life of the array without **\$0 out of pocket** capital spend.

With the recent "big beautiful bill" changes, we have a short window to gain such savings. We suggest moving forward with review quickly and further analysis of demand data. Let's get started toward predictable fiscally responsible energy that inspires the next generation to become problem solvers.

Sincerely,

Terry Dvorak, CEO

Financing Solar

Several finance options are available to Customers for solar projects. Red Lion Renewables' innovative power purchase agreements (PPAs) provide Customers a no-down, low-cost option to traditional financing.

Power Purchase Agreement (PPA) Relationship Map



Through our PPA, the Customer simply agrees to purchase the electricity produced by the solar array located on their property. Red Lion Renewables and Investors fund the project. Red Lion Renewables develops and constructs the array, maintains it, insures it, takes on production risk, and is the long-term owner. Investors receive tax benefits and are short-term owners.

Compared to Traditional Financing

Traditional means, such as loans, bonds, or leases, don't allow schools, churches, or cities to take advantage of available tax incentives. However, by utilizing a Red Lion Renewables PPA, Customers indirectly benefit from federal and state tax incentives and can gain solar-produced electricity at a lower rate than fossil-fueled electricity. With no upfront costs required, lower electricity rates, and long-term predictability, the Customer gains more control over its energy costs for years to come.

	Loan / Bond	Lease	PPA
Down Payment / Upfront Costs	Yes	Yes	No
Maintenance	Yes	Yes	No
Insurance	Yes	Yes	No
Production Risk	Yes	Yes	No
Warranty Risk	Yes	Yes	No
End of Term Options	No	No	Yes

West Branch - Solar Layout Options

City Offices

- The City Offices meter could be offset with a fixed rooftop array as shown below.



City of West Branch

City Offices

Solar

Solar Array Size (kW-DC)	12
Solar Annual Production (kWh)	13,398
Current Annual Usage (kWh)	15,565
Electrical Usage Offset	86.1%



City Hall

- The City Hall meter could be partially offset with a fixed rooftop array as shown below.
- Aesthetics should be considered for this building.



City of West Branch

City Hall

Solar

Solar Array Size (kW-DC)	19
Solar Annual Production (kWh)	20,416
Current Annual Usage (kWh)	20,680
Electrical Usage Offset	98.7%



Library

- The Library meter could be offset with a fixed rooftop array as shown below.
- LED light upgrades and possible reduction in solar array size once determined to be considered.
- Roof replacement should be considered before installing solar array.



City of West Branch

Library

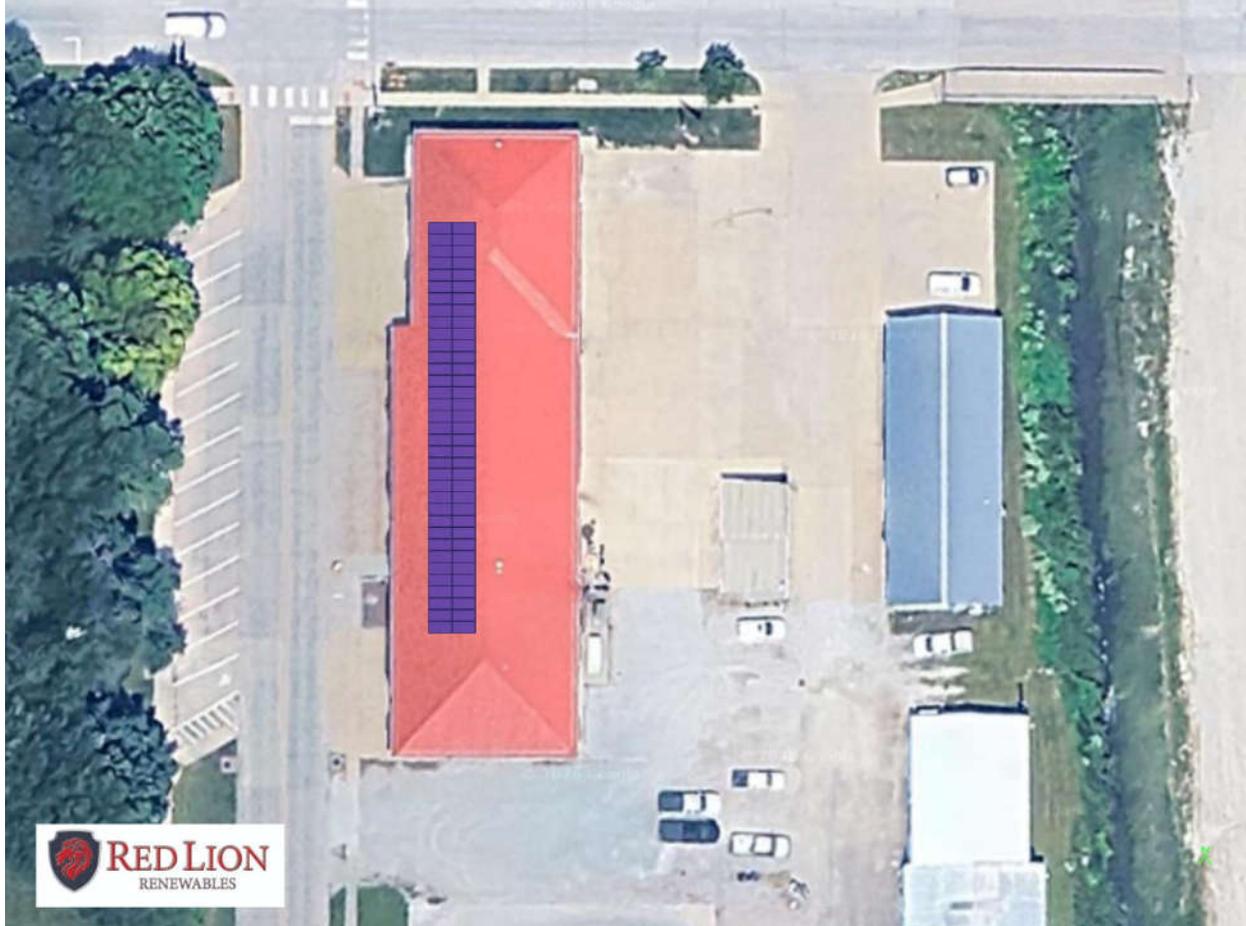
Solar

Solar Array Size (kW-DC)	33
Solar Annual Production (kWh)	36,366
Current Annual Usage (kWh)	35,749
Electrical Usage Offset	101.7%



Fire Department

- The Fire Department meter could be offset with a fixed rooftop array as shown below.



City of West Branch

Fire Dept

Solar

Solar Array Size (kW-DC)	41
Solar Annual Production (kWh)	44,660
Current Annual Usage (kWh)	45,600
Electrical Usage Offset	97.9%



Street Shop

- The Street Shop meter can be offset with a rooftop solar array as shown below.



City of West Branch

Street Shop?

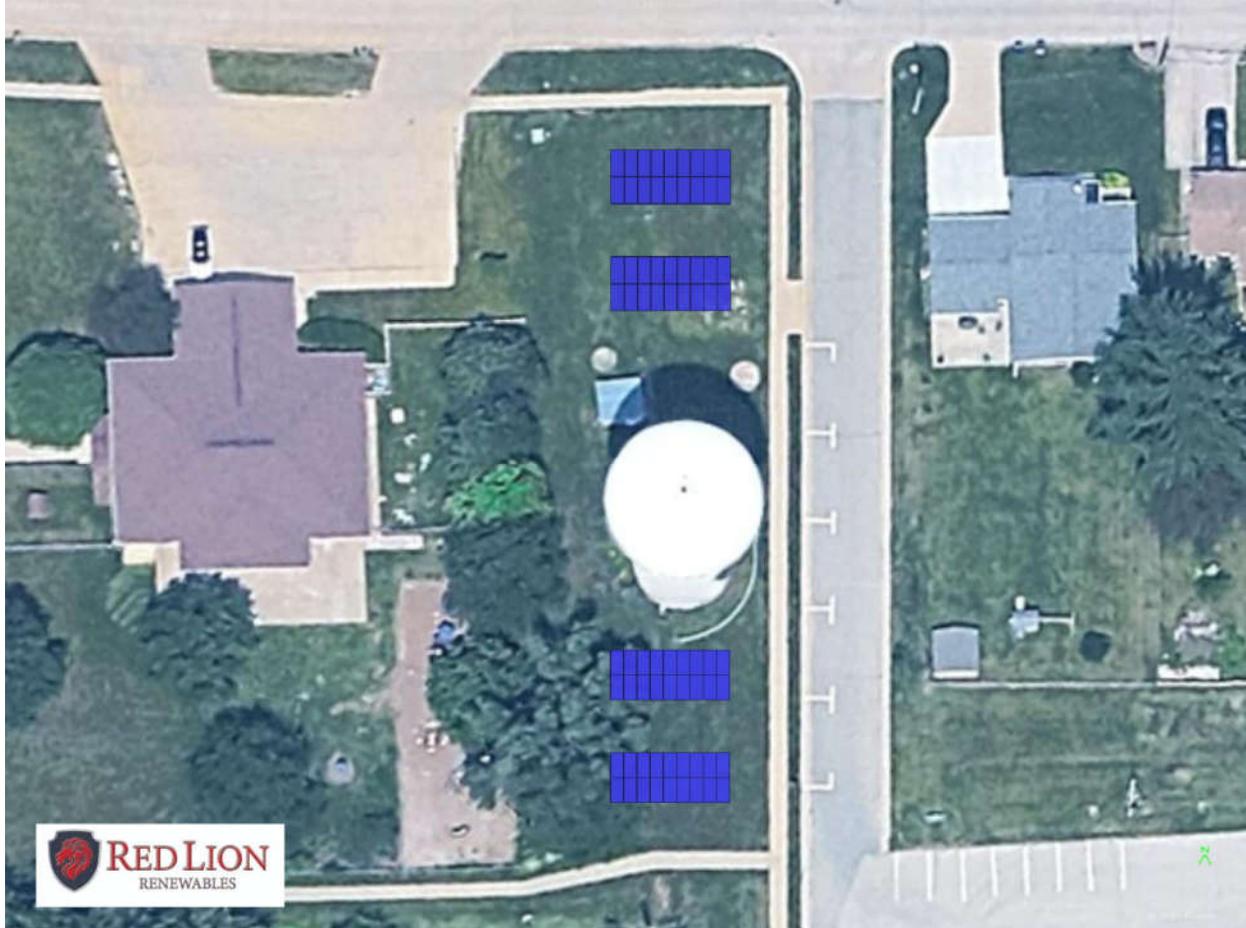
Solar

Solar Array Size (kW-DC)	10
Solar Annual Production (kWh)	11,484
Current Annual Usage (kWh)	11,440
Electrical Usage Offset	100.4%



North Water Tower

- The North Water Tower meter can be partially offset with a ground mount solar array as shown below. A fence may be required at this location.
- Property boundaries to be confirmed.



**North Water
Tower**

City of West Branch

Solar

Solar Array Size (kW-DC)	42
Solar Annual Production (kWh)	57,002
Current Annual Usage (kWh)	274,100
Electrical Usage Offset	20.8%



Well 4 Pumps

- The Well 4 Pumps meter can be offset with a ground mount solar array as shown below.



City of West Branch

Well 4

Solar

Solar Array Size (kW-DC)	26
Solar Annual Production (kWh)	34,835
Current Annual Usage (kWh)	34,962
Electrical Usage Offset	99.6%



South Water Tower

- The South Water Tower meter can be offset with a ground mount solar array as shown below.



City of West Branch

South Water Tower

Solar

Solar Array Size (kW-DC)	6
Solar Annual Production (kWh)	7,917
Current Annual Usage (kWh)	7,893
Electrical Usage Offset	100.3%



Cubby Park

- The Cubby Park meter can be offset with a rooftop solar array as shown below.



Cubby Park 301
Scott Dr

City of West Branch

Solar

Solar Array Size (kW-DC)	6
Solar Annual Production (kWh)	7,917
Current Annual Usage (kWh)	9,100
Electrical Usage Offset	87.0%



WWTP

- The WWTP meter can be offset with ground mount solar arrays as shown below.
- The gravel road would be treated for dust control by the City.
- If dust control not feasible, the array would move to the north side of the lagoons.



City of West Branch

WWTP

Solar

Solar Array Size (kW-DC)	290
Solar Annual Production (kWh)	395,850
Current Annual Usage (kWh)	397,650
Electrical Usage Offset	99.5%





RED LION RENEWABLES

Financial Option Summary

City of West Branch	City		City Hall		Library	Fire Dept	Street Shop	North Water		South Water		Cubby Park	WWTP	Total Solar
	Offices	City Hall	City Hall	City Hall	Library	Fire Dept	Street Shop	Tower	Well 4	Tower	301 Scott Dr	WWTP		
Solar														
Solar Array Size (kW-DC)	12	19	33	41	10	26	6	6	290		6	290		674
Solar Annual Production (kWh)	13,398	20,416	36,366	44,660	11,484	34,835	7,917	7,917	395,850		7,917	395,850		828,043
Current Annual Usage (kWh)	15,565	20,680	35,749	45,600	11,440	34,962	7,893	7,893	397,650		9,100	397,650		852,739
Electrical Usage Offset	86.1%	98.7%	101.7%	97.9%	100.4%	99.6%	100.3%	100.3%	99.5%		87.0%	99.5%		97.1%
Current Annual Energy Cost (\$)	\$3,032	\$4,692	\$7,093	\$8,782	\$2,712	\$6,579	\$1,632	\$1,632	\$71,535		\$2,375	\$71,535		\$ 155,582
Average Blended Electrical Rate (\$/kWh)	\$0.195	\$0.227	\$0.198	\$0.193	\$0.237	\$0.188	\$0.207	\$0.207	\$0.180		\$0.261	\$0.180		\$0.182
Savings/Revenue														
Effective Offset Rate	\$0.179	\$0.215	\$0.192	\$0.187	\$0.216	\$0.181	\$0.176	\$0.176	\$0.179		\$0.235	\$0.179		\$0.180
Energy offset	\$2,403	\$4,395	\$6,971	\$8,366	\$2,482	\$6,316	\$1,396	\$1,396	\$70,972		\$1,857	\$70,972		\$148,834
Cash Purchase Option														
Installed Cost/Budget (Solar)	\$29,476	\$44,915	\$80,005	\$98,252	\$25,265	\$61,758	\$14,036	\$14,036	\$701,800		\$14,036	\$701,800		\$ 1,630,983
Simple Payback year	12.3	10.2	11.5	11.7	10.2	9.8	10.1	10.1	9.9		7.6	9.9		11.0
PPA - no money down option														
PPA Price - 20-year, 2.5% annual escalator	\$0.1350		\$0.1350	\$0.1350		\$0.1350								
Year 1 PPA energy payments	(\$1,809)	(\$2,756)	(\$4,909)	(\$6,029)	(\$1,550)	(\$4,703)	(\$1,069)	(\$1,069)	(\$53,440)		(\$1,069)	(\$53,440)		(\$111,786)
Annual Savings / Net Revenue	\$595	\$1,639	\$2,062	\$2,337	\$931	\$1,613	\$327	\$327	\$17,533		\$789	\$17,533		\$37,049
30-yr Life Savings - end term buy														\$ 3,730,226

Notes:

Effective offset rate based on current Alliant rates and currently required net metering.
 Expected system life beyond 30 years.
 Pricing based on full portfolio of sites to gain economies of scale. Pricing may adjust with a smaller scope of sites.
 Water Plant, Downtown Lights, and Lift Station removed for lack of space for solar array or planned operational changes.
 LED assessment to be performed at City Hall and Library for potential reduction in size.
 Library roofing life should be considered prior to solar installation.
 Fences should be considered around North Water Tower and Well 4.



RED LION

RENEWABLES



RED LION

RENEWABLES



Williamsburg Solar Project



- Solar on 5 Facilities
 - Library
 - Recreation Center
 - Family Aquatic Center
 - Fire Station
 - Lift Station
- 74% energy offset
- 303 kW-dc
- 400,000 kWh/yr
- 4,500 Tons coal avoided
- 140,000 Equivalent trees planted
- \$3,300/yr, \$264,000 lifetime savings
- Financed through a Red Lion Renewables power purchased agreement (PPA).



Environmental Benefits	
	CO2 Emission Saved 13,486,000 lbs
	Equivalent Trees Planted 140,000
	Light Bulbs Powered 3,030



Investors and donors welcome. Contact Terry with Red Lion Renewables for more information.

2719 Georgetown Avenue | Norwalk, IA 50211 | 515.991.4594 | www.RedLionRenewables.com

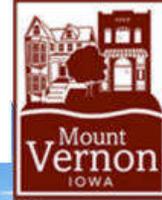


RED LION
RENEWABLES



RED LION
RENEWABLES

Mt. Vernon Solar Project



- **Reliable and Clean Solar Energy**
 - **3 Solar Units**
 - Police Station
 - Recreation Center Roof
 - Recreation Center Carport
 - **Financed through a Red Lion Renewables power purchased agreement (PPA) with no upfront cost to Mt. Vernon.**
- **288 kW-dc**
 - **351,000 kWh/yr**
 - **99% Energy offset**
 - **\$5,000/yr, \$865,000+ lifetime savings**



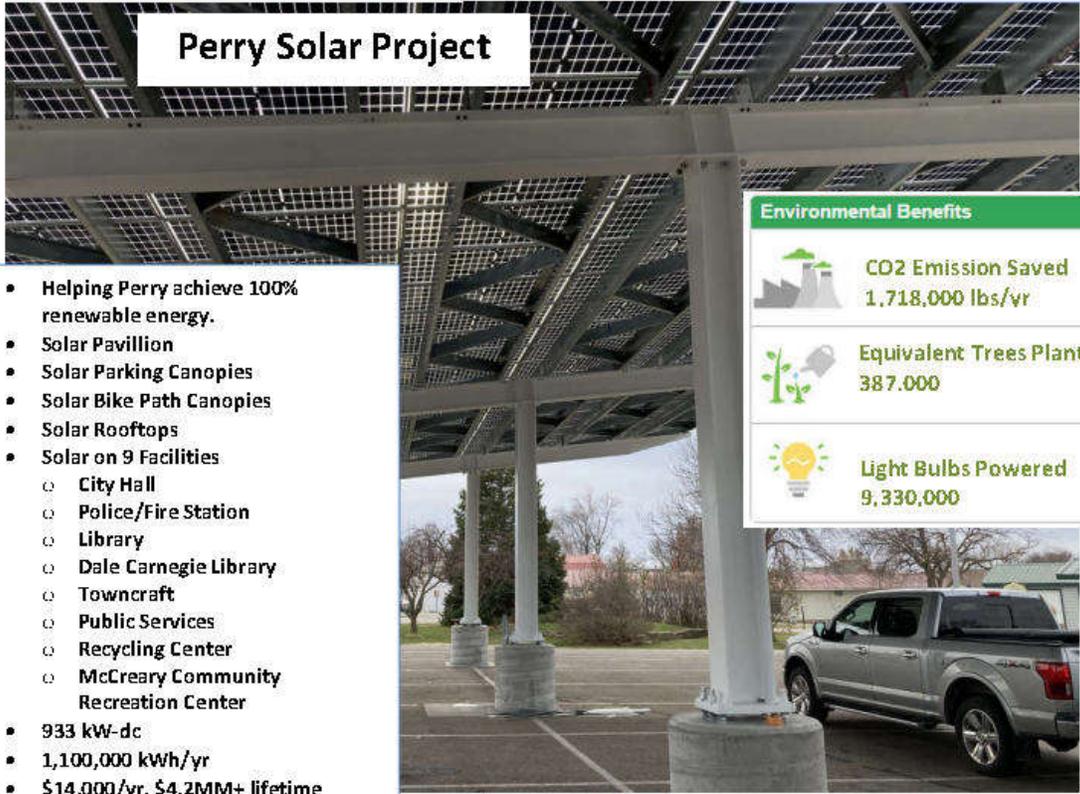
Environmental Benefits

-  **CO2 Emission Saved**
335,000 lbs/yr
-  **Equivalent Trees Planted**
50,200
-  **Light Bulbs Powered**
2,880



Thank you to the Mt. Vernon for making a difference!

2719 Georgetown Avenue | Norwalk, IA 50211 | 515.991.4594 | www.RedLionRenewables.com



Perry Solar Project

- Helping Perry achieve 100% renewable energy.
- Solar Pavillion
- Solar Parking Canopies
- Solar Bike Path Canopies
- Solar Rooftops
- Solar on 9 Facilities
 - City Hall
 - Police/Fire Station
 - Library
 - Dale Carnegie Library
 - Towncraft
 - Public Services
 - Recycling Center
 - McCreary Community Recreation Center
- 933 kW-dc
- 1,100,000 kWh/yr
- \$14,000/yr, \$4.2MM+ lifetime savings
- Financed through a Red Lion Renewables power purchased agreement (PPA).

Environmental Benefits

-  **CO2 Emission Saved**
1,718,000 lbs/yr
-  **Equivalent Trees Planted**
387,000
-  **Light Bulbs Powered**
9,330,000



Thank you to the community of Perry for making a difference!

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RED LION
RENEWABLES



RED LION
RENEWABLES

Making Solar Savings Possible

- Solar
 - Battery Storage
 - EV Charging
 - LED Lighting
-
- Experience
 - Knowledge
 - Innovation



Solar Arrays at 150 customer facilities

- 13,500 kW-dc
- 17,100,000 kWh/yr
- 26,336,000 lbs CO2 avoided/yr
- 4,000,000 trees planted equiv/20 yrs.
- \$26,300,000 30-yr savings
-and counting



Responsible. Solar. Finance.

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Solar Savings Challenge

How much can you save?
 What impact will you make?
 What will your children be inspired to do?

	# Sites	kW-dc	kWh/yr	Annual Savings	Lifetime Savings	Environmental Impact
School District						
Albia	7	200	236,000	\$3,600	\$442,000	33,000 trees
Keokuk	6	603	739,000	32,600	\$2,887,000	103,000 trees
Knoxville	11	1,232	1,583,000	\$8,500	\$370,000	550,000 trees
Mediapolis	3	300	366,000	\$7,600	\$600,000	128,000 trees
Notre Dame	1	276	377,000	\$6,500	\$612,000	176,000 trees
Pekin	3	233	304,000	\$12,000	\$640,000	150,000 trees
Perry	5	185	253,000	\$11,100	\$1,200,000	36,000 trees
Sigourney	3	275	321,000	\$12,000	\$385,000	160,000 trees
Wapello	4	678	840,000	\$16,000	\$1,460,000	197,000 trees
W Burlington	4	576	707,000	\$8,500	\$1,680,000	350,000 trees
City						
Dallas Center	9	430	577,000	\$ 8,800	\$ 120,000	82,000 trees
Ft Madison	8	439	579,000	\$ 20,000	\$ 2,400,000	136,000 trees
Knoxville	8	1,630	2,108,000	\$ 8,000	\$ 1,560,000	740,000 trees
Lisbon	4	108	139,000	\$ 8,000	\$ 350,000	60,000 trees
Mt Vernon	3	315	383,000	\$ 6,500	\$ 865,000	65,000 trees
Palo	3	232	350,000	\$ 15,300	\$ 650,000	120,000 trees
Perry	10	1,809	2,223,000	\$ 20,800	\$ 5,220,000	780,000 trees
Wapello	9	437	564,000	\$ 14,000	\$ 1,630,000	198,000 trees
Williamsburg	5	303	400,000	\$ 3,300	\$ 264,000	140,000 trees
County						
Hamilton	6	177	242,000	\$ 3,500	\$ 311,000	68,000 trees
Lee	5	155	205,000	\$ 2,000	\$ 758,000	58,000 trees
Louisa	5	374	502,000	\$ 6,000	\$ 1,140,000	141,000 trees
Polk	11	374	470,000	\$ 3,800	\$ 1,000,000	165,000 trees
Pottawattamie	6	130	171,700	\$ 3,500	\$ 316,000	60,000 trees
Story	5	49	67,000	\$ 3,000	\$ 250,000	24,000 trees
Wapello	1	22	30,000	\$ 600	\$ 57,000	8,000 trees
Warren	3	57	78,000	\$ 800	\$ 139,000	11,000 trees
Other	16	2,100	2,641,000	\$53,000	\$ 1,424,000	742,000 trees
Total	164	13,699	17,455,700	\$299,300	\$28,730,000	5,481,000 trees

Environmental impact as equivalent number of trees planted.

3466 Dolphin Drive Southeast
 Iowa City, Iowa 52240
 319-337-2225
 info@tomlinson-cannon.com | www.tomlinson-cannon.com



RECIPIENT:

West Branch Public Library

300 North Downey Street
 West Branch, Iowa 52358

Quote #11151	
Sent on	Mar 04, 2026
Total	\$32,775.00



Roofing Installation

Your new roof will be installed by experienced professionals with an industry leading warranty. Since 1948 we have stood behind our quality products and workmanship. Rest assured for years to come we will be here to support your needs. We promise to bring you excellent service and be there every step of the way!

Product/Service	Description	Total
Roofing Labor & Material	<ul style="list-style-type: none"> - Remove & haul existing roofing material - Repair or replace rotted sheathing on an additional time and material charge with owner's prior approval (when possible) - Install ice and water barrier where required - Install synthetic underlayment - Install starter strip on perimeter of roof - Drip Edge to be replaced on rakes. Will replace on eaves if gutters are not secured to the drip edge. If gutters are secured to the drip edge, existing drip edge will remain on eaves. - Install Owens Corning Duration shingle (Class 3 Impact Resistance), limited-lifetime warranty - Install caps over ridge vents - Install vents - Install new vent pipe boots - Inspect chimney and step flashing - Seal and flash roof projections where required - Clean roof, gutters and ground of debris 	\$32,775.00*



Product/Service	Description	Total
OCFLEX	Upgrade shingles to Owens Corning Duration Flex (Class 4 Shingle). Class 4 is more resistant to hail damage. This is the additional cost to upgrade.	Not included \$6,900.00*
Preferred Protection Warranty	<p>As an Owens Corning Preferred contractor we include an exclusive limited-lifetime warranty featuring:</p> <ul style="list-style-type: none"> • First 10 years: Full coverage from workmanship • First 15 years: Blow off coverage up to 130 MPH • First 25 years: Algae staining resistance • First 50 years: Full coverage for material defects (labor and materials) • 50 years to Lifetime: 20% coverage for material defects (materials only) <p>See actual warranty information for complete details.</p>	\$0.00*
Roofing and Siding Terms and Conditions	<p>- Rotted or deteriorated roof sheathing (decking) or wall boards will be replaced at an additional time and material charge.</p> <p>-Drip edge to be replaced in readily accessible areas. Drip edge on rakes will be replaced on all roof installations. On eaves, where gutter brackets or nails do not allow for easy access to remove, drip edge will not be replaced. If customer wants drip edge replaced on eaves, additional time and material charge for removal and reinstallation of gutters.</p> <p>-We will do our best effort to protect existing gutters during installation. During removal of roof, if gutters are damaged or fall due to existing deterioration or damage, Tomlinson Cannon is not liable.</p> <p>-All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications listed above involving extra costs will be executed only upon agreement with customer and will become an extra charge over and above the estimate.</p> <p>-We will give our best effort to clean-up debris and fasteners. We cannot guarantee that all will be removed from the site.</p> <p>-We will do our best to protect the landscaping surrounding your home. However, some damage to flowerbeds and shrubs may be unavoidable.</p>	

3466 Dolphin Drive Southeast
 Iowa City, Iowa 52240
 319-337-2225
 info@tomlinson-cannon.com | www.tomlinson-cannon.com



Product/Service	Description	Total
Financing Options	<p>Tomlinson Cannon offers 3 great financing options through our lending partner Greensky. \$0 down required, no prepayment penalty and get approved in minutes! Select a plan below to apply:</p> <p>Lowest Payment Option - 10 years, 10.99% APR</p> <p>Standard Financing Option: 5 years, 6.99%</p> <p>12 months, no interest, no payment: Interest applies on unpaid balance after 12 months</p> <p>See attachment for additional information and disclosures</p>	

* Non-taxable

A deposit of \$16,387.50 will be required to begin.

Subtotal	\$32,775.00
Iowa, Iowa City (0.0%)	\$0.00
Iowa, Johnson County (0.0%)	\$0.00
Iowa State (6.0%)	\$0.00
Total	\$32,775.00

Attachments

View online <https://l.jbbr.io/wAjv1jT>

-  Fixed Deck-Mounted Skylight System - FS.pdf
-  TC Roofing Information.pdf
-  TC Financing.pdf

3466 Dolphin Drive Southeast
Iowa City, Iowa 52240
319-337-2225
info@tomlinson-cannon.com | www.tomlinson-cannon.com



Fair Pricing Policy: Get our best priced when booked in the next 5 days. 5% discount when booked by , or next business day: \$

This quote is valid for the 1 year, after which values may be subject to change.

Refer to provided attachments for project drawing (if applicable), terms and conditions and warranty information.

Warranties do not become effective until full payment is received.

A deposit may be required prior to starting the work depending on the size of the project. Payment in full is due upon project completion.

Payment is due upon work completion. A 1.5% per month (18% per annum) late fee will be added to invoices that become past due. If further collection efforts become necessary—including but not limited to filing a lien, initiating small claims proceedings, or employing a collection agency or attorney—all related costs, filing fees, and attorney's fees will be the responsibility of the client.

Signature: _____ **Date:** _____

BANK TO BOOK RECONCILIATION			
1/31/2026			
BANK BALANCE @ _____			
	CASH - FIDELITY BANK & TRUST		\$ 10,938,562.03
	CASH - FIDELITY BANK & TRUST - PERPETUAL CARE FUND		\$ 38,190.60
	SUB TOTAL		\$ 10,976,752.63
ADD:	CD'S:	Bank/CD #	Maturity Date
	ENLOW BUILDING CD	LIBERTY SAVINGS-10447	7/13/2026 \$ 12,123.25
	CEMETERY PERPETUAL CARE	HILLS BANK-30282503	2/11/2026 \$ 108,714.22
	LIBRARY-HANSEN DONATION CD	GREENSTATE-1041 (Old 1037)	8/4/2026 \$ 64,499.95
	LIBRARY-KROUTH PRINCIPAL CD	GREENSTATE-1042 (Old 1038)	6/2/2026 \$ 59,396.82
	LIBRARY-KROUTH INTEREST CD	GREENSTATE-1043 (Old 1039)	6/2/2026 \$ 27,844.73
	GEN FUND-STREETScape-ACCIONA DONATION CD	GREENSTATE-1044 (Old 1040)	12/7/2026 \$ 8,057.79
	SAVINGS ACCOUNTS		
	GENERAL FUND SAVINGS	GREENSTATE-0001	\$ 5.00
	LIBRARY - KROUTH INTEREST	FIDELITY-SAVINGS ACCOUNT	\$ 8,529.80
	LIBRARY - M GRAY SAVINGS	FIDELITY-SAVINGS ACCOUNT	\$ 16,367.59
	TOTAL CD'S & SAVINGS ACCOUNTS		\$ 305,539.15
	SUB TOTAL		\$ 11,282,291.78
PLUS	O/S DEPOSITS		\$ -
PLUS	ADJUSTMENTS		\$ -
LESS:	O/S CREDIT CARD		\$ -
LESS:	O/S CHECKS		\$ 5,761.63
	ENDING BOOK BALANCE		\$ 11,276,530.15

Memo

To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 3/11/26
Re: Discuss/Approve quote for picnic table platform

Background

We received picnic tables and umbrellas as part of a grant in 2022-2023. We now have tables, umbrellas, and planters, but once the tables were put in place it became difficult for Public Works to mow around them. The tables are extremely heavy and made with multiple parts so that moving them repeatedly is not only difficult for city staff, it will cause structural damage over time.

For the past two years, we have been looking into alternatives to leaving the picnic tables on the grass in a way that would make the outdoor space look finished and inviting, and also reduce the strain on Public Works staff when doing lawn care.

Information

Vinicio Hernandez has done projects with paving stones in West Branch, and spoke to Liz Osborne about doing this project for the library. He had access to some paving stones he would even be willing to donate, so materials costs would be greatly reduced. Vinicio has done other projects in the library before, including painting and trim, and we have been happy with his work.

In previous discussions, the library board has liked the idea of paving stones due to the combination of aesthetics, cost, and lower maintenance. There will still be some maintenance required, but not as much as adding mulch and consistently weeding. We also discussed mulch, which was not favored by Public Works due to the upkeep.

The estimate for paving stones is \$1650.

To provide the board with an alternative, I got a bid from Hatfield Concrete. Hatfield suggested one patio with grass borders. Due to the uneven ground behind the library, significant substrate and leveling would have to be done, and the platform would be reinforced. Because of this, the cost is significantly higher: \$8,537.

Recommendation

Recommend going forward with paving stones from Vinicio Hernandez, as previously discussed.

Vinicio Hernandez Pacheco

PO Box 176
West Branch, IA 52358
phone: 319.430.8185

BID

Date: 2/1/2026

To: **West Branch Public Library**
re. landscaping

SCOPE OF WORK	RATE	TOTAL
create paving stone pads for under 3 picnic tables		
pads to be 80 inch diameter (side to side) hexagons with appropriate		
stone then sand substrate, edging and 4x8 grey paving stones		
including all materials	\$1,650.00	\$1,650.00
extra work, if requested	\$55/hr	
	TOTAL:	\$1,650.00

If you have any questions concerning this bid

call: Vinicio Hernandez 319.430.8185
e-mail: vinguat@yahoo.com



www.hatfieldconcrete.com

Hatfield Concrete LLC

ESTIMATE

Date: 2/26/26.

1420 Baker Avenue

West Branch, IA 52358

Austin Hatfield

(319)333-2167

BID TO: West Branch Public Library

Job Name: Back Patio/ Sitting Area

ITEM DESCRIPTION	Qty.	Amount
Patio 30'6"x36' @6" Thick	1,098	\$7,137.00
#4 Rebar for reinforcement	45	\$5440.00
Rock (3/4 road stone) for subgrade	1	\$375.00
Haul off soil spoils	2	\$400.00
Shop Supplies	1	\$75.00

Estimate Total: \$8,537.00

Thank you. We Appreciate Your Business

AUTHORIZED SIGNATURE: _____

DATE: _____

Memo

To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 3/11/26

Re: Discuss/Approve review of Weather Policy and Community Room Policies

Background

The library is required to review policies at least once every 3 years. The Weather Policy and Community Room Policies were last reviewed in 2024.

Information

There have been no events or new information which suggest changes to these policies.

Much of the community room policy is needed through court cases or legal advice from the state law library. Items like who may use the room, admission, selling and fundraising, content, and public notice are all from their legal recommendations. Staff have not experienced any issues with the current policy.

Recommendation

No changes are recommended at this time. Recommend approving policy as written.

Weather Policy

(See also Safe Child Policy)

The library seeks to ensure the safety of all library patrons and staff through the weather policy. Any closings will be reported through the KCRG weather closing website*, on the library website, and through the library's social media accounts. In the event of severe weather, the library will follow the following procedures:

Severe weather

The library will close at the discretion of the library director based on condition of roads and sidewalks, visibility, and expected duration of severe weather. (Please see Safe Child Policy in regards to children left at the library during severe weather) Dates closed due to inclement weather will not count as due dates for borrowed materials.

Severe weather

All patrons and staff will be moved to the restrooms until an all clear issued by the national weather service.

**As a private organization, the library has no control over the notice's duration on the KCRG website.*

Reviewed 11/24
Reviewed 08/22
Reviewed 08/21
Reviewed 08/20
Revised 01/19
Revised 02/16
Revised 03/13
Reviewed 02/10
Revised 10/08
Reviewed 03/08
Reviewed 09/05

Community Room Policies

The purpose of the Library's community room is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas.

The community room is available to any group or individual on a first come, first served basis with Library sponsored events taking priority. Minors (under 18) are to be under Adult supervision (18 or over) at all times during the use of the room. Organizations that may use the room include non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102(18)), a non-profit group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. All individuals or groups must request the room at least 24 hours in advance of use or at the discretion of library staff.

There is no fee for the use of the community room, but a deposit may be required at the discretion of the Library Director. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that result from use.

Admission may not be charged for any events in the library's community room.

Selling and fundraising in the Community Room is not permitted with the exception of events of which the library is a direct financial beneficiary.

The Library neither approves or disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are represented.

The community room is available for use during the hours the library is open. If a group requests to use the room outside regular business hours, a key must be checked out on a valid library card or access code obtained for the agreed use period. Refreshments may be served in the meeting rooms provided the room is left in the condition it was found and users bring their own utensils and supplies. Meeting room users must follow all applicable City codes.

The teen room may be reserved for small groups during normal library hours and during regular school hours when teens would not be expected to be present.

Smoking is prohibited in all areas of the Library, including the community room, lobby and vestibules.

No alcoholic beverages are allowed on the premises except during select adult-level programs pursuant to City of West Branch Resolution 1079. No lit candles, open flames, or activities which produce smoke are allowed.

Meeting room reservation information is a public record and subject to public notice.

The Library Board and Trustees or the City of West Branch are not responsible for accidents, injury, or loss of individual property while using the community room. Storage of materials is not allowed without prior approval from the Library Director. This policy shall be administered by the Library Director, or her/his designee, who is authorized to adopt rules to implement it. Exceptions may be granted for programs deemed to be in the public interest.

Reviewed 3/26

Reviewed 11/24

Revised 01/23

Reviewed 03/22

Revised 01/20

Revised 05/17

Revised 05/14

Revised 03/11

Revised 09/08

Revised 03/06