
Board of Trustees Meeting

April 8, 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

March 11

Open Forum

Financial condition report and approval of expenditures

March 2026

April 2026 in progress

Director's Report

Discuss library landscaping

Discuss/Approve budget amendment for West Branch Times digitization grant

Discuss/Approve appointing Amanda Frauenholz and Faye Goodspeed to the Library Board of Trustees beginning July 1, 2026

Discuss/Approve Public Services Librarian Job Description

Discuss/Approve Programming Librarian Job Description

Discuss/Approve library staff salaries for FY27

Discuss/Approve Laptop Policy Review

Discuss/Approve Internet Policy Review

Next meeting

Next meeting May 13 @ 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>

March 11, 2026

Meeting commenced at: 6:31 PM

Roll Call

Present:

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

Absent:

- Erin Monaghan (Trustee)

Visitors:

- Adam Kofoed - City Administrator, City of West Branch
- Heidi Van Auken - Finance Officer, City of West Branch

Meeting Minutes:

On a motion by Trustee Pettitt and seconded by Trustee Wasion, the February 11, 2025 minutes were unanimously approved.

Open Forum:

Financial condition report and approval of expenditures:

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

Director's Report:

See meeting packet for additional notes

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

Moved by Trustee Humrichouse and seconded by Trustee Pettitt, the motion to approve using \$20,000 of library savings to replace the roof for solar panels.

Discuss/Approve quote for picnic table platform:

Moved by Trustee Goodspeed and seconded by Trustee Wasion, the motion to approve the quote from Vinicio Hernandez to create the platform for the picnic tables was unanimously approved.

Discuss/Approve review of Weather Policies:

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to approve the weather policy was unanimously approved.

Discuss/Approve review of Community Room Policies:

Moved by Trustee Pettitt and seconded by Trustee Goodspeed, the motion to approve the community room policy with two typographical edits was unanimously approved.

The meeting was adjourned at 7:21 PM

The next meeting will be April 8th at 6:30 PM.

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
			AMAZON - paper towels, trash bags	\$ 88.20	MCR4
			LYNCH'S PLUMBING - men's room toilet repair	\$ 121.00	52475
			Subtotal	\$ 259.51	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 603.34	3-2-2026
			Subtotal	\$ 603.34	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.32	3-1-2026
			Subtotal	\$ 230.32	
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	\$ 132.24	
		Winter Reading	AMAZON - Winter Reading prizes	\$ 280.38	
		Adult	LINDA MICCANN - author visit	\$ 150.00	
			Subtotal	\$ 562.62	
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	\$ 955.64	
			AMAZON - book returned	\$ (2.85)	1HFV-DV7T-NFKW
		Youth	AMAZON	\$ 205.39	
		Electronic	KANOPIY - streaming video	\$ 9.00	494768
			OVERDRIVE - ebooks (pay per use)	\$ 33.00	06497CP26067666
			OVERDRIVE - audiobooks (pay per use)	\$ 71.82	06497CP26067835
		DVD	AMAZON	\$ 174.14	
		LOT	AMAZON	\$ 28.33	
			Subtotal	\$ 1,474.47	
			Total	\$ 3,771.53	

April 2026

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 County Lib Assoc meeting	24.65	
			Subtotal	\$ 24.65	
Building Maintenance	031-5-4-410-6310		AMAZON - trash bags	\$ 17.98	77TJ
			AMAZON - hangers for lost & found	\$ 9.99	67QQ
			Subtotal	\$ 27.97	
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	\$ 420.00	1282
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		AMAZON - replacement laptop charger	\$ 18.99	67QQ
			Subtotal	\$ 18.99	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - scotch tape	\$ 24.18	77TJ, CTXC
			Subtotal	\$ 24.18	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.25	3-9-26
			USPS - stamps (credit card)	\$ 234.00	3-19-26
			USPS - interlibrary loan postage (credit card)	\$ 9.21	3-23-26
			Subtotal	\$ 247.46	
Programs	031-5-4-410-6599	Youth	AMAZON - program supplies	\$ 117.97	F19G
				\$ -	
			Subtotal	\$ 117.97	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	20055208
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 231.60	
			AMAZON - damaged item refund	\$ (11.99)	1RYD-XFPR-9VFR
			LINDA MCCANN - 2 books	\$ 40.00	
		Youth	AMAZON	\$ 118.54	
			LINDA MCCANN - Iowa landmarks picture book	\$ 10.00	
		Electronic	KANOPY - streaming video	\$ -	
			OVERDRIVE - ebooks	\$ 197.97	
			OVERDRIVE - audiobooks	\$ 343.98	
		DVD	AMAZON	\$ 58.90	
		Newspaper	TIPTON CONSERVATIVE - annual subscription	\$ 48.00	1157
			Subtotal	\$ 1,037.00	
			Total	\$ 2,060.24	

West Branch													
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining \$</i>
Full-Time Salaries	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ -	\$ -	\$ 105,228.00	\$ 68,401.62	\$ 36,826.38
Part-Time Salaries	\$ 1,580.00	\$ 1,800.00	\$ 1,460.00	\$ 1,570.00	\$ 1,315.72	\$ 1,240.00	\$ 1,910.00	\$ 1,710.00	\$ -	\$ -	\$ 22,845.00	\$ 12,585.72	\$ 10,259.28
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 217.00	\$ -	\$ -	\$ -	\$ 360.00	\$ 342.00	\$ 18.00
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ -	\$ 40.60	\$ 23.10	\$ 764.10	\$ -	\$ -	\$ 24.65	\$ 1,510.00	\$ 852.45	\$ 657.55
Building Maintenance - 6310	\$ 4,353.73	\$ 121.76	\$ 255.23	\$ 765.79	\$ 2,392.20	\$ 770.53	\$ 117.57	\$ 334.94	\$ 259.51	\$ 27.97	\$ 15,994.00	\$ 9,399.23	\$ 6,594.77
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ 428.24	\$ 656.53	\$ 659.09	\$ 603.34	\$ -	\$ 9,200.00	\$ 6,605.04	\$ 2,594.96
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ 145.07	\$ 230.32	\$ 219.44	\$ 230.32	\$ -	\$ 2,868.00	\$ 2,213.85	\$ 654.15
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 332.50	\$ 385.00	\$ 402.50	\$ 402.50	\$ 420.00	\$ 5,100.00	\$ 4,077.50	\$ 1,022.50
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	\$ 18.99	\$ 8,200.00	\$ 3,549.55	\$ 4,650.45
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	\$ 24.18	\$ 1,000.00	\$ 614.57	\$ 385.43
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ 14.88	\$ 150.13	\$ 158.12	\$ 9.21	\$ 4.25	\$ 247.46	\$ 1,500.00	\$ 908.73	\$ 591.27
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ 140.10	\$ 232.42	\$ 66.14	\$ 562.62	\$ 117.97	\$ 5,800.00	\$ 4,441.11	\$ 1,358.89
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 142.02	\$ 335.19	\$ 142.02	\$ 142.02	\$ 142.02	\$ 2,800.00	\$ 2,188.66	\$ 611.34
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	\$ 1,474.47	\$ 1,037.00	\$ 23,000.00	\$ 23,086.13	\$ (86.13)
Library Account total	\$ 26,970.48	\$ 19,703.45	\$ 14,899.74	\$ 14,574.85	\$ 15,792.87	\$ 12,222.60	\$ 19,163.91	\$ 12,105.49	\$ 3,771.53	\$ 2,060.24	\$ 209,621.00	\$ 141,265.16	\$ 68,355.84
Operating (non-collections)	\$ 11,490.13	\$ 4,541.01	\$ 5,398.14	\$ 5,664.13	\$ 6,034.49	\$ 4,186.12	\$ 5,361.46	\$ 3,781.63	\$ 2,297.06	\$ 1,023.24			\$ 27,434.50
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			\$ 325.00					
											without newspapers	\$ 14,506.13	\$ 8,493.87
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	\$ 712.24	\$ -	\$ -	\$ 9,798.00	\$ 6,195.62	\$ 3,602.38
IPERS	\$ 866.61	\$ 1,246.12	\$ 855.28	\$ 865.66	\$ 838.76	\$ 834.51	\$ 1,256.50	\$ 878.88	\$ -	\$ -	\$ 12,091.00	\$ 7,642.32	\$ 4,448.68
Group Insurance	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ 17,122.00	\$ 13,615.28	\$ 3,506.72
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	\$ 3,293.03	\$ -	\$ -	\$ 53,518.00	\$ 36,764.90	\$ 16,753.10
Library Total Expenditures	\$ 37,836.96	\$ 23,888.21	\$ 18,407.85	\$ 18,083.84	\$ 19,242.51	\$ 15,771.10	\$ 23,569.30	\$ 15,398.52	\$ 3,771.53	\$ 2,060.24	\$ 263,139.00	\$ 192,536.19	\$ 121,037.31
Total Annual Income													
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>Budgeted</i>	<i>Received</i>	<i>Remaining \$</i>
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	\$ -	\$ 15.00	\$ -	\$ -	\$ 400.00	\$ 88.00	\$ 312.00
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	\$ 200.80	\$ -	\$ -	\$ 2,000.00	\$ 1,856.36	\$ 143.64
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	\$ 128.30	\$ -	\$ -	\$ 1,000.00	\$ 1,273.55	\$ (273.55)
Library Total Income	\$ 132.00	\$ 839.17	\$ 2,555.87	\$ 13,971.16	\$ 207.30	\$ 2,607.35	\$ 172.93	\$ 344.10	\$ -	\$ -	\$ 260,687.00	\$ 20,829.88	\$ 239,857.12

March 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		WALMART - gloves, storage bins, air freshener	\$ 23.71	
			Subtotal	\$ 23.71	
Utilities	031-5-4-410-6371		ALLIANT	\$ 537.82	I-STMT 3-3-2025
			Subtotal	\$ 537.82	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.11	I-STMT 3-1-2025
			Subtotal	\$ 239.11	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 367.50	1141
			Subtotal	\$ 367.50	
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	5187346951
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		BANKER'S ADVERTISING COMPANY - nametags	\$ 61.99	848507
			Subtotal	\$ 61.99	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	I-STMT 3-3-2025
			Subtotal	\$ 100.00	
Programs	031-5-4-410-6599	SLP	IMAGESTUFF (SchoolLife) - brag tags (paid by credit card)	\$ 179.40	
		Youth	AMAZON - preschool playbook	\$ 65.00	
			AMAZON - spring break supplies	\$ 54.13	
		WARM	AMAZON - kids' prize	\$ 19.99	
		Misc	WALMART - storytime supplies, program snacks	\$ 56.15	
			Subtotal	\$ 374.67	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18018067
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 94.39	
			BAKER & TAYLOR	\$ 487.68	
		Youth	AMAZON	\$ 157.13	
			BAKER & TAYLOR	\$ 74.28	
		Electronic	KANOPY - streaming video	\$ 8.00	442208
			OVERDRIVE - ebooks	\$ 55.00	06497CO25058530
			OVERDRIVE - ebooks	\$ 2.49	06497CP25066570
			OVERDRIVE - audiobooks	\$ 139.98	06497CO25058530
		DVD	AMAZON	\$ 46.64	
			WALMART	\$ -	
		LOT	AMAZON - board games	\$ 11.99	
			Subtotal	\$ 1,077.58	
			Total	\$ 2,960.40	

Library Facilities

- **Building/Grounds**

- **Hail:** I had two roofing companies check our roof for damage. They found damage, but it isn't much more extensive than the problems that already existed. We're getting quotes for metal roofs and will need to determine funding before our CDs mature in June.
- **Gardening:** I never received a quote from the second landscaping company who came out to check out the grounds. Preston Mayhew quoted us:
 - \$200 for the first planting + 75% cost of plants,, around May 1st.
 - \$30 every week for maintaining the gardens until about August 31st.

- **Technology/Mainstay IT**

- We've been working with Mainstay on some computer updating issues. The software works great but the scheduled updates aren't matching our workflow so we had them turned off.



Library Staff/Services

- **Cedar County Libraries:** Unfortunately, the Cedar County Board of Supervisors have decided to reduce funding for all of their non-department partnerships, including the Cedar County Libraries Association, by 25%. I shared this information with the city administrator, who said this will not affect the library's budget, because they have been preparing for cuts due to property tax reform.
 - We also had our regular meeting where we shared information about our libraries, programming, struggles, etc. It makes me grateful our board has been functioning so smoothly!

- **Programs**


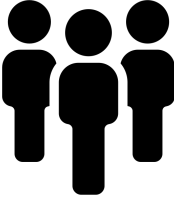

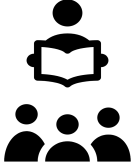


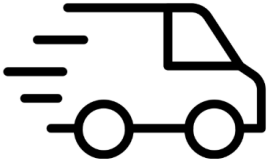

- **Book discussion:** We had a special guest at our book discussion. Neil Korsmo sat in and talked about his experiences working in rescue and enforcement for the National Park Service! It tied into our book *A Walk in the Park* really well and people had a lot of questions for him.
- **Linda McCann** came to discuss the true story of the Rosie the Riveter program during WWII and Rosies in Iowa. It was a great program and Linda herself said we had great turnout!
- **Shamrock Smash:** the kids enjoyed games, crafts, and snacks for spring break!



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: *The Berry Pickers* by Amanda Peters
- **Adult Night** - last Monday of the month at 6:15pm
 - In April we're having Jennifer Loeb share her 7 Summits presentation! She has climbed all of the tallest mountains in the world and will share photos and stories.

March 2026

<p>Circulation</p>  <p>2681</p> <p>Feb: 2462 Mar 2025: 2392</p>	<p>Visitors</p>  <p>1663</p> <p>Feb: 1592 Mar 2025: 1359</p>	<p>Computer Use</p>  <p>305 sessions 317 hours</p> <p>Feb: 305, 293 hrs Mar 2025: 279 221 hours</p>	<p>Program Attendance</p>  <p>551</p> <p>Feb: 675 Mar 2025: 403</p>
<p>Libby Checkouts</p>  <p>641 audiobooks Last month: 577</p> <p>398 ebooks Last month: 346</p> <p>Most checkouts in a month for audiobooks AND ebooks!</p>	<p>Volunteers</p>  <p>16 volunteer shifts</p> <p>Tasks: shelving, early release programs, art with kids!</p>	<p>Interlibrary Loans</p>  <p>59 received</p> <p>28 lent to other libraries</p>	<p>Program Attendance by Age</p>  <p>534 at Kids & Family Programs</p> <p>17 at Adult Programs</p>

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 4/8/2026

Re: Discuss/Approve budget amendment for West Branch Times digitization grant

Background

The library received a grant from an anonymous donor to complete the digitization of the West Branch Times. We reached out to the company we worked with before, Advantage Archives, and received a quote to finish through 2023. The donation covered the exact amount on the quote, \$12,480. It was deposited in May 2025.

Information

The project was done in three parts. One part of the project was completed and billed in FY25, but there was enough room in various lines of our budget to cover the first phase of the project without amending (notably, the Salaries and Utilities lines, which ended up being less than estimated).

The second and third invoice were paid in FY26 for a total of \$8,580 that came out of our line for Collections. This is a significant amount we could still spend on books, ebooks, audiobooks, etc. this fiscal year. Including the digitization, we are already over budget for this line this year.

Advantage Archives invoices:

July 2025	\$ 6,045
August 2025	\$ 2,535
Total	\$8,580

Since the library took in the money for the project through the donation, we are not asking the city for any additional money, we are simply asking for an amendment in the records so that we can spend the money we brought in through the donation.

Requested amendment:

	Old total	New total
Collections 031-5-4-410-6770	\$23,000	\$31,580

Recommendation

Recommend amending the budget for line 031-5-4-410-6770 to \$31,580.

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 4/8/26

Re: Discuss/Approve appointing Amanda Frauenholz and Faye Goodspeed to the Library Board of Trustees

Background

The Library Board of Trustees will have two vacancies after June 30th due to expiring terms, and currently has one vacant position. Library board members and staff have been recruiting potential board members by word of mouth, posters, and postings on the library website and social media. We received a few inquiries and two applications. Ideally there should be more of a gender balance on the board but a good faith attempt has been made and these were the only applicants so far.

Both of these applicants live in the West Branch city limits, so the remaining vacant seat will be the Cedar County representative.

Information

See attached applications.

Recommendation

Recommend approving Amanda Frauenholz and Faye Goodspeed for the Library Board of Trustees.



Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Library Today's Date 2/2/26
(Please print)

Name: Ammanda Franckel Address: 307 W. 6th St WB

Phone: (home) _____ Phone: (cell) 319-325-6486

Email: Izzys_treasures@gmail.com

Do you live within the corporate city limits of West Branch? Yes No

How long have you been a resident of West Branch? 5 years

Occupation: Business Owner Employer: myself

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I served for five years on the main street West Branch Board, and have been a patron of the library

What contributions do you feel you can make to this board / commission?

Have the library of this community & want to see it thrive.

Thank you for your interest! We will contact you after your application has been reviewed.



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Application Form

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Board or Commission Library Board Today's Date 1/12/2020

(Please print)

Name: Faye Goodspeed Address: 329 S. 1st St

Phone: (home) 520-349-3599 Phone: (cell) same

Email: Faye.goodspeed50@gmail.com

Do you live within the corporate city limits of West Branch? Yes No

How long have you been a resident of West Branch? 4 yrs

Occupation: Retired teacher Employer: _____

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I've been involved with library through
Friends of the library & volunteering on
Wednesdays on the ED program. And retired teacher 😊

What contributions do you feel you can make to this board / commission?

I am active in any organization I've been in
is Hoova Days & Friends. I like to bring new
ideas for consideration & implementation. And I
have the time.

Thank you for your interest! We will contact you after your application has been reviewed.

Memo

To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 4/9/26

Re: Discuss/Approve revision of Programming Librarian Job Description
Discuss/Approve revision of Public Services Librarian Job Description

Background

The library is required to review policies regularly including job descriptions. The Programming Librarian job description hasn't been reviewed since the job was posted in 2024, so it is due to be reviewed again. The Public Services Librarian position was created in 2023 and it is due to be reviewed too.

Information

There has not been any change in the duties of the Programming Librarian, so no edits are suggested. The Public Services Librarian job description is missing a few responsibilities and needs some updates.

I have looked at the salaries of similarly sized libraries on the Iowa [Public Library Survey](#) and I suggest increasing the pay range for both positions.

The closest comparison to our Programming Librarian position would be a Children's Librarian, and the Public Services Librarian is somewhere between a Department Head and Clerk. Kat has a Master's degree, 15+ years of library experience, and is certified by the State Library of Iowa, so her qualifications far exceed that of a typical library clerk. Her position also requires quite a bit of specialized knowledge, putting it in a higher tier than a clerk or aide.

Position	Average salary	Minimum salary	Maximum salary	75th percentile
Children's Librarian	\$17.74	\$11.00	\$24.53	\$20.03
Department Head	\$19.55	\$12.52	\$38.68	\$19.84
Clerk	\$14.32	\$10.25	\$23.50	\$15.58

Based on this, I would suggest changing the salary range of the Programming Librarian to \$15-24, and the Public Services Librarian to \$15-25.

Recommendation

Recommend approving the job descriptions with changes .

PROGRAMMING LIBRARIAN

Department: LIBRARY

Immediate Supervisor: LIBRARY DIRECTOR

Classification: PART-TIME, HOURLY

Salary: \$15-24

Job Summary

Plan and implement Library programs for children, teens, families, and adults of all ages. Check Library materials in and out. Assist in other library avenues as assigned.

Job Scope

Works under the supervision of the Library Director. Work with local schools and daycare providers in identifying curricular needs of students in the area and ways the Library can assist. Work with community members, local business, and organizations to provide educational and recreational programs and events for adults.

Essential Job Duties and Responsibilities

- Plan and implement programming for children, teens, and families such as storytimes and after-school activities.
- Plan and implement programming for adults in line with community needs and strategic plan goals, including educational events, author visits, crafts, and movies.
- Plan and implement a Summer Library Program for all age groups, with the assistance of other library staff.
- Assist with circulation, interlibrary loan, cataloging of materials, outreach services and volunteer coordination as needed.
- Other duties as assigned.

Physical and Environmental Conditions

Frequent use of a computer. Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside the City. Must be able to lift 25 pounds. Must be able to communicate with staff and patrons.

Minimum Education, Experience and Certification

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service and management experience is greatly desired.

Knowledge, Skills and Abilities

Must be familiar with child development and children's literature. Must be able to meet and deal with the public in a pleasant, courteous and professional manner. Must be willing and able to make presentations before community groups and patrons. Must be aware of current literary trends and issues of library information policy. Must be able to use a computer, the internet, and general office equipment. Must be able to work evenings, weekends, and summers.



PUBLIC SERVICES LIBRARIAN

Department: LIBRARY

Immediate Supervisor: LIBRARY DIRECTOR

Classification: FULL-TIME, HOURLY

Salary: \$15-25

Job Summary

Be the first point of contact with library visitors. Check Library materials in and out. Perform proper shelving of Library materials. Assist in cataloging and processing of library materials. Create promotional materials and oversee social media marketing. Assist in other library avenues as assigned.

Job Scope

Works under the supervision of the Library Director. Serves as the primary customer contact for the Library. Supervises circulation, volunteer coordination, and marketing. Creates promotional materials for the Library.

Essential Job Duties and Responsibilities

- Perform accurate circulation of Library materials through the use of the computer system.
- Create and maintain patron accounts in the computer system.
- Place interlibrary loan requests. Prepare incoming and outgoing interlibrary loan materials.
- Answer reference questions over the phone, internet, and in person.
- Process overdue notices and collect fees as guided by the Library Director and Assistant Director.
- Create and maintain accurate patron accounts through the use of the computer system.
- Assist with collection management under the guidance of the Library Director Collection Services Librarian.
- Create public relations materials to promote library programs and services, including posters, news releases, social media posts, and brochures.
- Coordinate and supervise volunteers with the assistance of other library staff.

Physical and Environmental Conditions

Frequent use of a computer. Must be able to bend, sit, stand and reach for proper shelving and for assisting patrons with requests. Must be able to push library book cart. Must be able to lift 25 pounds. Must have the ability to sufficiently communicate with staff and community members.

Minimum Education, Experience and Certification

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service experience is greatly desired.

Knowledge, Skills and Abilities

Able to meet and deal with the public in a pleasant, courteous and professional manner. Familiar with library filing systems and alphabetizing. Able to use a computer, the internet, and general office equipment.. Familiar with literature, authors, and issues of library information policy.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 4/8/2026
Re: Discuss/Approve Library Staff Salaries for FY2027

Background

The Library Board approved the FY27 budget proposal which included up to a 3.9% raise for library staff, to account for inflation and potential merit raises.

The current Social Security Cost-of-Living-Adjustment is 2.9%. The city of West Branch has a merit raise system that allows for 0-6% wage increases based on performance.

The budget submitted to the City Council has the following lines for salary:

Full-time	\$105,197
Part-time	\$21,632
Total	\$126,829

Information

The Library Director and Programming Librarian did not receive raises last July 1, when the council had approved up to 4.5%. This was an oversight on my part, since I made the suggestion based on standard practice without checking what other employees in similar situations would be receiving. Erin Laughlin started her director position about the same time as me and received the same raises as me prior to July 1, 2025, but she also received a raise for FY26 when I did not. Mary's performance the first six months also warranted the raise that was budgeted for.

The city administrator tried to correct this discrepancy by adding money to the library's salary budget for larger raises this year, but the city attorney suggested that doing so might raise some questions in an audit. We do have a bit of a cushion over my initial numbers in the full-time line (\$2,540 over), but the city office told me that has to be reserved for overtime or overages for part-time employees.

Mary has been doing fantastic work in her limited hours as Programming Librarian. Our programs have expanded under her oversight and formerly stagnant programs have renewed interest, such as Pajama Storytime. Her evaluation reflected our satisfaction with her performance, and I would definitely recommend a merit raise on top of the COLA.

Kat's evaluation also went well and she continues to meet or exceed expectations for her job. We have identified some goals for future improvement but she handles the myriad tasks thrown at her well and her organization

continues to impress me. She often accomplishes tasks before I even ask. She also deserves a merit raise in addition to a COLA.

Becky Knoche is considered seasonal/temporary part-time, so the city office provides no instruction on raises. She has a full-time job now and only worked a few hours in the last fiscal year, mostly helping with the turtle tank cleaning, so I don't think we need to budget much for her help. Since Mary doesn't get paid leave, any time she misses throughout the year increases the budget for Becky's help. We can also use the overtime reserve of \$2,540 for Becky or Mary if needed.

See table below.

Staff	FY2026 Salary (current)	COLA only 2.9%	COLA + raise 3.9%
Jessica Schafer Library Director	\$ 58,700	\$ 60,403	\$60,990
Kat Korsmo Public Services Librarian	\$ 40,102.40	\$ 41,265.37	\$41,666.39
Mary Buol Programming Librarian	\$ 20,800	\$ 21,403.20	\$21,611.20
Becky Knoche On-Call Library Assistant	\$15.36/hr	-	-
Full-time	\$ 98,802.40	\$ 101,668.37	\$102,656.39
Part-time	(incl. Becky) \$ 22,845.00	\$21,403.20	\$21,611.20
Total	\$ 119,602.40	\$ 123,071.57	\$ 124,267.59

The part-time lines look a little different because I budgeted quite a bit for Becky in FY26 and did not find that necessary in FY27.

I checked with the finance officer and unfortunately there isn't much flexibility for raises for this fiscal year. The city office only added a cushion for overtime, and the amount for salaries is exactly what was in the proposal the board approved: 3.9%.

Recommendation

I would recommend giving Mary, Kat, and Jessie a 3.9% raise as shown in our initial budget proposal.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 4/9/25
Re: Discuss/Approve Review of Internet Policy
Discuss/Approve Review of Laptop Use Policy

Background

The library is required to review policies at least once every 3 years. Both policies were revised in 2025, but I would like to get back on schedule with reviewing policies regularly.

Information

Both policies underwent some editing in the 2024 review and do not require significant changes at this time. The Laptop Use Policy has been working well even with the high usage during this school year.

Recommendation

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

Internet Policy

Purpose

The West Branch Public Library is committed to digital equity and provides free access to the internet to all patrons. Public internet access may be provided through public use computers and laptops, a 24-hour wireless network accessible in and around the library building, and mobile internet hotspots available to check out to eligible library patrons.

Intellectual Freedom

Just as the library does not restrict access to other material forms and formats, we cannot refuse access to internet content that someone else may deem objectionable. The principles of intellectual freedom that apply to the traditional library of books also apply to the modern internet library.

Minors

As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/guardian. Library staff cannot enforce any restrictions which a parent/guardian may place on a minor's use of library internet. Neither the library nor its staff are responsible for the internet content selected and/or accessed by their child/children.

General

The library has no control over the information accessed through the internet and is not responsible for its content. The library is not responsible for the accuracy or security of information transmitted via the internet.

The library staff is not responsible for any technical difficulties arising while or from using the library's internet access. The library does not guarantee or troubleshoot connections made on personal devices.

In accordance with Iowa State Law, it is unlawful to display offensive material in a public place where children may be present; this includes pornography, offensive language, and acts of violence. Any user viewing such material may be asked to move to a less public area of the library.

Use of the Library's internet connection in an illegal, disruptive, or destructive manner may result in the loss of internet or library privileges.

A time limit of 60 minutes may be imposed on the library's computers if another patron is awaiting computer access. An Express computer is provided for short-term use with a time limit of 20 minutes.

Internet use through the library's wireless network and mobile hotspots conforms to rules set out in this policy.

Reviewed 04/26

Revised 04/25

Revised 04/24

Reviewed 12/21

Reviewed 12/20

Revised 12/19

Revised 12/16

Revised 08/13

Reviewed 04/13

Revised 03/10

Laptop Use Policy

The purpose of this policy is to provide guidelines for the use of in-library-use laptop computers available only for patron use within the West Branch Public Library, and Chromebooks available for use outside of the library. These guidelines have been instituted to ensure continued availability of the equipment for patron use.

Availability

In-library-use laptops are available for use on a first-come first-serve basis to all patrons over the age of nine (9) with a valid library account. Laptops may not be reserved or held in advance of their use. Chromebooks are available to all patrons over the age of fourteen (14) per the Borrowing Policy.

The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for a replacement cost of \$1,000 if an in-library-use laptop and \$300 if a Chromebook is damaged or stolen.

Patrons wishing to use a laptop or Chromebook must request one from the library circulation desk. Users must have an account in good standing as outlined by the Borrowing Policy. Users who do not meet those guidelines must reconcile their account before checkout.

Unacceptable use

Patrons may lose the ability to use laptops for reasons including, but not limited to, the following:

- causing damage to the laptop or Chromebook, power cords, or headphones through action or neglect
- leaving an in-library-use laptop unattended or failing to return it to the circulation desk before leaving the building
- removing an in-library-use laptop from the library building
- installing any software or application that requires administrator privileges
- attempting to circumvent any security or protective measure
- altering any software or settings of the laptop or Chromebook

The library is not responsible for any damage or loss of data resulting from the use of the library's equipment. All users must abide by all other library policies involved in the use of the laptops or Chromebooks including the Borrowing Policy, Internet Policy and Media Use Policy.

Reviewed 04/26

Adopted 11/09

Reviewed 04/25

Revised 04/24

Reviewed 11/21

Reviewed 12/20

Reviewed 10/19

Revised 08/16

Reviewed 03/15

Reviewed 05/12