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## Board of Trustees Meeting

May 13, 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

April 8

Open Forum

Financial condition report and approval of expenditures

April 2026

May 2026 in progress

Director's Report

Discuss/Approve library staff salaries for FY27

Discuss/Approve funding source for new library roof (CD or savings)

Discuss/Approve appointing Rachel Richards to the Library Board of Trustees beginning July 1, 2026

Discuss/Approve Library Board Bylaws Review

Discuss/Approve Laptop Policy Review

Discuss/Approve Internet Policy Review

Next meeting

Next meeting June 10 @ 6:30pm

Adjourn

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### Staff

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

### Board of Trustees

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

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

April 8, 2026

Meeting commenced at: 6:34 PM

**Roll Call**

**Present:**

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

**Absent:**

- Seth Goodspeed (Vice President)

**Visitors:**

- N/A

**Meeting Minutes:**

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

**Open Forum:**

Discussion of potential impact of legislation being considered in this year's legislative session.  
Discussion of next steps for strategic planning in relation to the planning being done at the city level.

**Financial condition report and approval of expenditures:**

Moved by Trustee Monaghan 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 Library Landscaping**

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

Moved by Trustee Humrichouse and seconded by Trustee Wasion, the motion to amend the budget for the West Branch Times digitization grant was unanimously approved.

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

Moved by Trustee Pettitt and seconded by Trustee Humrichouse, the motion to approve the appointment of Amanda Frauenholz and Faye Goodspeed was unanimously approved.

**Discuss/Approve the Programming Librarian and Public Services Librarian Job Descriptions**

Moved by Trustee Monaghan and seconded by Trustee Humrichouse, the motion to approve the Public Services Librarian job description was unanimously approved.

**Discuss/Approve library staff salaries for FY27**

Moved by Trustee Pettitt the motion to table the discussion was approved with the addition of a friendly amendment from Trustee Monaghan to add until we have further discussion with the City Council.

**Discuss/Approve Laptop Policy Review -**

Moved by Trustee Osborne and seconded by Trustee Monaghan, the motion to table discussing the Laptop Policy was approved.

**Discuss/Approve Internet Policy Review**

Moved by Trustee Osborne and seconded by Trustee Monaghan, the motion to table discussing the Internet Policy was approved.

The meeting was adjourned at 7:55 PM

The next meeting will be May 13th at 6:30 PM.

**April 2026**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		JESSICA SCHAFFER - 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
			WALMART - first aid, cleaning, turtle supplies	\$ 30.79	3-25-26
			AMAZON - ziploc bags	\$ 16.09	P3HL
			Subtotal	\$ 74.85	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 534.25	4-1-2026
			Subtotal	\$ 534.25	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.24	4-1-2026
			Subtotal	\$ 230.24	
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
			GOOGLE - email accounts (credit card)	\$ 42.00	5532736680
			Subtotal	\$ 60.99	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - scotch tape	\$ 24.18	77TJ, CTXC
			AMAZON - scotch tape (broken dispenser)	\$ (24.18)	6LGF, 9VNO
			WALMART - binder clips	\$ 3.34	3-13-26
			<i>USPS - interlibrary loan postage (coded wrong by me)</i>	\$ 4.25	
			AMAZON - pens	\$ 10.49	QQFL
			QUILL - rubber bands, envelopes	\$ 54.30	48304746
			Subtotal	\$ 72.38	
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
			USPS - open access postage (credit card)	\$ 4.25	4-1-26
			Subtotal	\$ 251.71	
Programs	031-5-4-410-6599	Youth	AMAZON - program supplies	\$ 372.93	WQ31, VXQF, QQFL, P3HL
			WALMART - after school snacks	\$ 97.99	3-25-26
			<i>fraudulent charge - will be refunded</i>	\$ 1.99	4-6-2026
		Adult	WALMART - adult program snacks	\$ 25.03	3-30-26
		SLP	AMAZON - kids incentive samples	\$ 15.68	QQFL
			AMAZON - kickoff supplies	\$ 166.94	P3HL
			Subtotal	\$ 680.56	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	20055208
			EO JOHNSON - printing charges	\$ 250.23	INV1943805
			Subtotal	\$ 392.25	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 654.83	

			AMAZON - damaged item refund	\$ (11.99)	1RYD-XFPR-9VFR
			LINDA MCCANN - 2 books	\$ 40.00	
		Youth	AMAZON	\$ 498.18	
			LINDA MCCANN - Iowa landmarks picture book	\$ 10.00	
		Electronic	KANOPIY - streaming video	\$ 30.00	499381
			OVERDRIVE - ebooks	\$ 197.97	06497CO26091017
			OVERDRIVE - ebooks	\$ 2.65	06497CP26106667
			OVERDRIVE - ebooks (pay per use)	\$ 2.49	06497CP26108489
			OVERDRIVE - audiobooks	\$ 343.98	06497CO26091017
			OVERDRIVE - audiobooks (pay per use)	\$ 72.20	06497CP26108489
		DVD	AMAZON	\$ 99.38	
			AMAZON - preorder price guarantee	\$ (0.91)	1PX4-FXMN-4KDQ
		Newspaper	TIPTON CONSERVATIVE - annual subscription	\$ 48.00	1157
		Library of Things	WALMART - volleyball	\$ 9.97	3-13-26
		Video Games	AMAZON	\$ 69.99	P3XW
			<b>Subtotal</b>	<b>\$ 2,066.74</b>	
			<b>Total</b>	<b>\$ 4,808.62</b>	

May 2026

Type	Number	Category	Payee	Amount	Invoice #	Reconciled?
Dues/Memberships	031-5-4-410-6210					<input type="checkbox"/>
			Subtotal	\$ -		
Travel/Conference	031-5-4-410-6240					<input type="checkbox"/>
			Subtotal	\$ -		
Building Maintenance	031-5-4-410-6310		WALMART - organizer, hooks, air freshener, sanitizer	\$ 55.12	4-28-26	<input type="checkbox"/>
			AMAZON - wall hooks, new trash cans, paper towels	\$ 104.60	CH1K, JJJ	<input type="checkbox"/>
			Subtotal	\$ 159.72		
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ -		<input type="checkbox"/>
			Subtotal	\$ -		
Telephone	031-5-4-410-6373		LIBERTY	\$ -		<input type="checkbox"/>
			Subtotal	\$ -		
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 437.50	1293	<input type="checkbox"/>
			Subtotal	\$ 437.50		
Advertisement/Legal	031-5-4-410-6414					<input type="checkbox"/>
			Subtotal	\$ -		
Technology services	031-5-4-410-6419		HP - replacement staff laptop (credit card)	\$ 652.69	H314937252	<input type="checkbox"/>
			GOOGLE - email accounts (credit card)	\$ 42.00	5551696792	<input type="checkbox"/>
			AMAZON - HDMI cables	\$ 24.88	JJJ	<input type="checkbox"/>
			Subtotal	\$ 719.57		
Contract Payments	031-5-4-410-6498			\$ -		<input type="checkbox"/>
			Subtotal	\$ -		
Office Supplies	031-5-4-410-6506					
			Subtotal	\$ -		
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.96	4-7-26	<input type="checkbox"/>
			USPS - postcard stamps (credit card)	\$ 61.00	4-22-26	<input type="checkbox"/>
			Subtotal	\$ 65.96		
Programs	031-5-4-410-6599	SLP	ORIENTAL TRADING - kids prizes (credit card)	\$ 101.44	742044583	
			AMAZON - kickoff supplies	\$ 67.11	FXXN	
			AMAZON - kids prizes	\$ 33.44	JJJ	
		Youth	WALMART - snacks	\$ 123.02		\$ 183.68
			WALMART - tablecloths	\$ 5.54		
			AMAZON - youth program supplies	\$ 105.50	G9N7, JJJ	
		Adult	JEN LOEB - presentation	\$ 275.00	4-27-26	
			Subtotal	\$ 711.05		
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	20212545	<input type="checkbox"/>
			Subtotal	\$ 142.02		
Capital Improvements	031-5-4-410-6761					
			Subtotal	\$ -		
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 334.42		<input type="checkbox"/>
			JEN LOEB - signed book	\$ 39.90		<input type="checkbox"/>
		Youth	AMAZON	\$ 72.19		<input type="checkbox"/>
		Electronic	KANOPY - streaming video	\$ 50.00	503664	<input type="checkbox"/>
			OVERDRIVE - ebooks (pay per use)	\$ 27.08	06497CP26143947	<input type="checkbox"/>
			OVERDRIVE - ebooks	\$ 230.72	06497CO26151983	<input type="checkbox"/>
			OVERDRIVE - audiobooks	\$ 291.73	06497CO26151983	<input type="checkbox"/>
		DVD	AMAZON	\$ -		<input type="checkbox"/>
		Newspaper	WEST BRANCH TIMES - annual subscription renewal	\$ 40.00	4-20-26	<input type="checkbox"/>
				\$ -		<input type="checkbox"/>
			Subtotal	\$ 1,086.04		
			Total	\$ 3,321.86		

<b>West Branch</b>															
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Budgeted</b>	<b>Expended</b>	<b>Remaining \$</b>
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	\$ 74.85	\$ 159.72	\$ -	\$ 15,994.00	\$ 9,605.83	\$ 6,388.17
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ 428.24	\$ 656.53	\$ 659.09	\$ 603.34	\$ 534.25	\$ -	\$ -	\$ 9,200.00	\$ 7,139.29	\$ 2,060.71
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ 145.07	\$ 230.32	\$ 219.44	\$ 230.32	\$ 230.24	\$ -	\$ -	\$ 2,868.00	\$ 2,444.09	\$ 423.91
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 332.50	\$ 385.00	\$ 402.50	\$ 402.50	\$ 420.00	\$ 437.50	\$ -	\$ 5,100.00	\$ 4,515.00	\$ 585.00
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	\$ 60.99	\$ 719.57	\$ -	\$ 8,200.00	\$ 4,311.12	\$ 3,888.88
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	\$ 72.38	\$ -	\$ -	\$ 1,000.00	\$ 662.77	\$ 337.23
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ 14.88	\$ 150.13	\$ 158.12	\$ 9.21	\$ 4.25	\$ 251.71	\$ 65.96	\$ -	\$ 1,500.00	\$ 978.94	\$ 521.06
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ 140.10	\$ 232.42	\$ 66.14	\$ 562.62	\$ 680.56	\$ 711.05	\$ -	\$ 5,800.00	\$ 5,714.75	\$ 85.25
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 142.02	\$ 335.19	\$ 142.02	\$ 142.02	\$ 392.25	\$ 142.02	\$ -	\$ 2,800.00	\$ 2,580.91	\$ 219.09
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	\$ 2,066.74	\$ 1,086.04	\$ -	\$ 23,000.00	\$ 25,201.91	\$ (2,201.91)
<b>Library Account total</b>	<b>\$ 26,970.48</b>	<b>\$ 19,703.45</b>	<b>\$ 14,899.74</b>	<b>\$ 14,574.85</b>	<b>\$ 15,792.87</b>	<b>\$ 12,222.60</b>	<b>\$ 19,163.91</b>	<b>\$ 12,105.49</b>	<b>\$ 3,771.53</b>	<b>\$ 4,808.62</b>	<b>\$ 3,321.86</b>	<b>\$ -</b>	<b>\$ 209,621.00</b>	<b>\$ 147,335.40</b>	<b>\$ 62,285.60</b>
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	\$ 2,741.88	\$ 2,235.82				\$ 21,898.51
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			\$ 325.00							
													without newspapers	\$ 16,621.91	\$ 6,378.09
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
<b>General Fund total</b>	<b>\$ 10,866.48</b>	<b>\$ 4,184.76</b>	<b>\$ 3,508.11</b>	<b>\$ 3,508.99</b>	<b>\$ 3,449.64</b>	<b>\$ 3,548.50</b>	<b>\$ 4,405.39</b>	<b>\$ 3,293.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,518.00</b>	<b>\$ 36,764.90</b>	<b>\$ 16,753.10</b>
<b>Library Total Expenditures</b>	<b>\$ 37,836.96</b>	<b>\$ 23,888.21</b>	<b>\$ 18,407.85</b>	<b>\$ 18,083.84</b>	<b>\$ 19,242.51</b>	<b>\$ 15,771.10</b>	<b>\$ 23,569.30</b>	<b>\$ 15,398.52</b>	<b>\$ 3,771.53</b>	<b>\$ 4,808.62</b>	<b>\$ 3,321.86</b>	<b>\$ -</b>	<b>\$ 263,139.00</b>	<b>\$ 200,722.21</b>	<b>\$ 107,315.30</b>
<b>Total Annual Income</b>															
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Budgeted</b>	<b>Received</b>	<b>Remaining \$</b>
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)
<b>Library Total Income</b>	<b>\$ 132.00</b>	<b>\$ 839.17</b>	<b>\$ 2,555.87</b>	<b>\$ 13,971.16</b>	<b>\$ 207.30</b>	<b>\$ 2,607.35</b>	<b>\$ 172.93</b>	<b>\$ 344.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,687.00</b>	<b>\$ 208,229.88</b>	<b>\$ 239,857.12</b>
Software refund (added to Misc Revenues)			178.75												
<b>Total Investments</b>															
<b>205.76</b>															
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Maturity Date</b>		
Enlow Building Funds	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 11,896.60	\$ 12,123.25	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 16,367.59	\$ -	\$ -	\$ -	\$ -			
<b>Library Total Investment</b>	<b>\$ 185,337.44</b>	<b>\$ 185,626.26</b>	<b>\$ 187,010.32</b>	<b>\$ 187,010.32</b>	<b>\$ 187,010.32</b>	<b>\$ 188,762.14</b>	<b>\$ 188,762.14</b>	<b>\$ 188,762.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			

**April 2025**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		MILEAGE REIMBURSEMENT - Jessie Schafer (Cedar Co Libraries	\$ 32.90	
			Subtotal	\$ 32.90	
Building Maintenance	031-5-4-410-6310		OASIS - repair two light fixtures	\$ 164.22	8307
			AMAZON - paper towels	\$ 34.99	
			AMAZON - turtle supplies	\$ 6.68	
			DONAHUE'S CARPET CLEANING - library carpet cleaning	\$ 575.04	10688
			WEBSTAUANT STORE - table legs for teen room booth (paid b	\$ 104.26	
			WALMART - turtle tank light	\$ 6.98	
			AMAZON - turtle supplies, garden hose nozzle	\$ 19.98	
			Subtotal	\$ 912.15	
Utilities	031-5-4-410-6371		ALLIANT	\$ 490.38	4-4-2025
			Subtotal	\$ 490.38	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.17	4-1-2025
			Subtotal	\$ 239.17	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1148
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5215952373
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - paper trays	\$ 5.29	
			QUILL - copy paper	\$ 42.99	4492055
			Subtotal	\$ 48.28	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	
			Subtotal	\$ 100.00	
Programs	031-5-4-410-6599	SLP	AMAZON - tag chains	\$ 32.78	
			iREAD - program supplies and prizes	\$ 705.26	304796
		Youth	AMAZON - space program supplies	\$ 103.71	
			AMAZON - Peeps contest prizes	\$ 60.24	
			WALMART - Peeps, program snacks, program prizes	\$ 89.27	
			Subtotal	\$ 991.26	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18171581
			EO JOHNSON - printing charges	\$ 214.84	INV1735881
			Subtotal	\$ 356.86	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 808.52	
		Youth	AMAZON - incl story box supplies	\$ 244.53	
			AMAZON - refund	\$ (3.93)	14KK-RLTV-KP7T
			BAKER & TAYLOR	\$ 284.66	
		Electronic	KANOPIY - streaming video	\$ 22.00	446776
			OVERDRIVE - ebooks	\$ 111.97	06497CO25096002
			OVERDRIVE - ebooks	\$ 38.49	06497CO25123529
			OVERDRIVE - audiobooks	\$ 467.86	06497CO25096002
			OVERDRIVE - audiobooks	\$ 102.99	06497CO25123529
		DVD	AMAZON	\$ 117.13	
		Video Games	AMAZON	\$ 43.85	
		Newspaper	Tipton Conservative	\$ 46.00	
			Subtotal	\$ 2,284.07	
			Total	\$ 5,893.57	

## Library Facilities

- **Building/Grounds**
  - **Patio tiles:** In progress! Started construction May 6
  - **Gardening:** Getting paperwork from Preston Mayhew! We hope he'll be able to start soon.
- **Technology/Mainstay IT**
  - Director's laptop battery is shot; new one has arrived, awaiting setup and software configuration.
  - Our wifi access points are at least 5 years old and struggling to stream properly; getting Mainstay to replace them with new ones soon.
  - One of the patron laptops' screen broke; our IT people can replace just the screen.



## Library Staff/Services


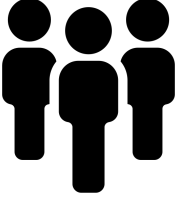
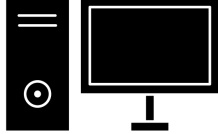



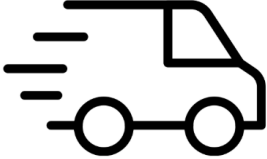

- **Director's roundtable:** Jessie attended a meeting with other library directors in southeastern Iowa. There are directors from a variety of libraries, from What Cheer to Iowa City Public Library! Becky Heil from the State Library shared a presentation about celebrating libraries of the past, present, and future, and then there was time for discussion. It's always eye-opening to hear what other libraries are going through.
- **Programs**
  - **Book discussion:** In April we read *The Berry Pickers* by Amanda Peters; the Book Club has a steady crowd of about 12 and in depth discussions!
  - **Tween Book Club:** We wrapped the spring cycle May 5 with a celebration and movie version of *Mr. Lemoncello's Library*. Mary had an engaged group of about 6 that are excited to do more in the fall!
  - **Jen Loeb** gave a fascinating presentation about her experiences climbing the world's tallest mountains, showed off her climbing gear and photos. You can read all about the presentation in the WB Times, or check out her photo book *7 Summits* from our catalog.
- **Summer Library Program:** We're gearing up for Summer Library Program and Mary is working hard gathering materials and prizes, planning and booking events, and telling all the schoolkids about it! Our theme is Plant a Seed, Read. We'll have activities based around gardening, farms, where our food comes from, growing things in our lives, tons of new activities, and a brand new incentive system for the kids to adopt a desk pet and earn accessories for them.



## Recurring Library Events/Activities

- **Pajama Storytime** - family storytime with a bedtime activity! Tuesdays at 6:45pm
- **Early Out** - activities after school on early release Wednesdays at 2:00pm
- **STEAM with Ms. Howard** - fun experiments every 3rd Thursday 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday at 7pm
  - Next book: *The Quiet Librarian* by Allen Eskens (All Iowa Reads book for 2026!)
- **Adult Night** - last Monday of the month at 6:15pm
  - *Memorial Day, so no program in May.*

### April 2026

<p><b>Circulation</b></p>  <p><b>2682</b></p> <p>Mar: <b>2681</b></p> <p>Apr 2025: 2265</p>	<p><b>Visitors</b></p>  <p><b>1716</b></p> <p>Mar: <b>1663</b></p> <p>Apr 2025: 1502</p>	<p><b>Computer Use</b></p>  <p><b>311 sessions</b> <b>318 hours</b></p> <p>Mar: <b>305, 317</b> hrs</p> <p>Apr 2025: 370 270 hours</p>	<p><b>Program Attendance</b></p>  <p><b>692</b></p> <p>Mar: <b>551</b></p> <p>Apr 2025: 466</p>
<p><b>Libby Checkouts</b></p>  <p><b>648 audiobooks</b> Last month: 641</p> <p><b>340 ebooks</b> Last month: 398</p> <p><b>Most checkouts in a month for audiobooks again!</b></p>	<p><b>Volunteers</b></p>  <p><b>18 volunteer shifts</b></p> <p><b>Tasks: shelving, early release programs, hosting STEAM night and crochet programs!</b></p>	<p><b>Interlibrary Loans</b></p>  <p><b>42 received</b></p> <p><b>37 lent to other libraries</b></p>	<p><b>Program Attendance by Age</b></p>  <p><b>662 at Kids &amp; Family Programs</b></p> <p><b>25 at Adult Programs</b></p>

# Memo



**To:** Library Board of Trustees  
**From:** Jessie Schafer, Director  
**Date:** 5/13/2026  
**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 salary suggestions based on standard practice without checking what other city employees in similar situations would be receiving. Because of this, some library staff are behind other departments in raises.

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 at this point in the budget cycle might raise some questions in an audit. Changes to salaries should be started sooner in the process, before the proposals are presented to the city council, and can no longer be changed for FY27.

While it looks like we have a bit of a cushion in the full-time line (\$2,540 over), the finance officer told me that has to be reserved for overtime for Kat or overages for part-time employees.

## Evaluations

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 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.

**Salaries from the budget proposal**

See table below.

<b>Staff</b>	<b>FY2026 Salary (current)</b>	<b>COLA only 2.9%</b>	<b>COLA + 1% raise 3.9%</b>
<b>Jessica Schafer</b> Library Director	\$ 58,700	\$ 60,403	<b>\$60,990</b>
<b>Kat Korsmo</b> Public Services Librarian	\$ 40,102.40	\$ 41,265.37	<b>\$41,666.39</b>
<b>Mary Buol</b> Programming Librarian	\$ 20,800	\$ 21,403.20	<b>\$21,611.20</b>
<b>Becky Knoche</b> On-Call Library Assistant	\$15.36/hr	-	-
<b>Full-time</b>	\$ 98,802.40	\$ 101,668.37	<b>\$102,656.39</b>
<b>Part-time</b>	(incl. Becky) \$ 22,845.00	\$21,403.20	<b>\$21,611.20</b>
<b>Total</b>	\$ 119,602.40	\$ 123,071.57	<b>\$ 124,267.59</b>

There is no flexibility for additional raises for the upcoming fiscal year, so this table shows exactly what was in the budget proposal approved by the city council on April 20. If the library board would like to make up for the raises staff didn’t receive in FY26, those discussions should be made according to the following schedule:

October: Staff evaluations.

November: Board notifies director of recommended salaries.

December & January: Jessie adds salaries into her budget and negotiations if any.

February: Budget Frozen for April hearings.

April: Levy and Budget hearings.

May or June: City approves salary resolution (for salaries determined in January/February).

**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:** 5/13/2026  
**Re:** Discuss/Approve funding source for new library roof (CD or savings)

---

## 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 replaced before solar panels could be installed.

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 two third party roofing companies (Tomlinson Cannon/AeroSaw and Everest Exteriors) assess the roof and provide estimates for replacement. The representative from Tomlinson Cannon specifically told staff the shingles needed to be replaced ASAP as they are significantly degraded. We also received a quote for a metal roof from Eric Gerot Construction, which does not appear to be significantly more than a traditional asphalt roof.

The city's plans for solar power have changed and the library will likely no longer be included as a site for solar panels. The roof, however, still needs to be replaced.

## Information

Our estimates for a new roof have ranged from \$32,000-\$72,000 for a high end metal roof.

Tomlinson Cannon/AeroSaw	asphalt	\$32,775-\$39,675
Everest Exteriors	asphalt	\$34,426.86
Eric Gerot Construction	metal	\$32,000-\$72,000

The city council initially agreed to pay for 50% of the new roof as part of the solar project. Because that project has been pushed back and no longer includes the library, the city has agreed to fund 50% of the new roof up to \$20,000 (half of up to \$40,000 total for the roof) even without the solar project. You'll find a letter of support from the city in the following pages.

The library trustees have several savings accounts and CDs that could be used to fund the library's portion of the project. The Krouth Interest CD is stipulated that it should be spent to support 1) the salary of the library director, 2) maintenance of the library building, 3) and books if the other two conditions are met satisfactorily. None of the other accounts have any requirements for use.

<b>CDs</b>	<b>Maturity Date</b>	<b>Total</b>
ENLOW BUILDING CD	7/13/2026	\$ 12,123.25
HANSEN DONATION CD	8/4/2026	\$ 64,499.95
KROUTH PRINCIPAL CD	6/2/2026	\$ 59,396.82
KROUTH INTEREST CD	6/2/2026	\$ 27,844.73
<b>SAVINGS ACCOUNTS</b>		
KROUTH INTEREST		\$ 8,529.80
M GRAY SAVINGS		\$ 16,367.59

Upon talking with the finance officer, we feel that it would make sense to use the Margery Gray savings account in its entirety to fund the library's half of a new roof and close the account. If needed, additional funds could be taken from the Krouth Interest savings account. Heidi does not feel the library needs to keep so many funds in multiple savings accounts and it would be preferable to consolidate if possible.

The other option is to withdraw the Krouth CD when it matures on June 2 and use that to fund the roof.

### **Recommendation**

Recommend using all of the Margery Gray savings account and some of the Krouth money market account to pay for the library's share of a new roof.



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May 5, 2026

Dear Jessie,

On behalf of the City of West Branch this letter serves as formal confirmation of the City's commitment to support the upcoming library roof renovation project.

The City agrees to contribute fifty percent (50%) of the total project cost, not to exceed twenty thousand dollars (\$20,000). This commitment is based on a total project cost of up to forty thousand dollars (\$40,000). In the event that the total project cost is less than \$40,000, the City's contribution will be adjusted accordingly to maintain the 50% share.

This funding commitment is contingent upon the receipt of a formal bid or contract documentation outlining the total cost of the project. Payment will be issued in accordance with the City's standard claims and disbursement procedures.

We value the important role the library plays in our community and are pleased to partner in maintaining and improving this vital public resource.

If you have any questions or require additional documentation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Kofoed".

Adam Kofoed  
City Administrator  
City of West Branch  
(319) 643-5888  
[adam@westbranchiowa.org](mailto:adam@westbranchiowa.org)

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Director

**Date:** 5/13/26

**Re:** Discuss/Approve appointing Rachel Richards 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 several applications. Ideally there should be more of a gender balance on the board but a good faith attempt has been made and so far our only applicants have been women.

Rachel Richards lives in unincorporated Cedar County and will be our rural representative. I will notify the Cedar County Board of Supervisors.

## **Information**

See attached applications.

## **Recommendation**

Recommend approving Rachel Richards 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 4/23/26

(Please print)

Name: Rachel Richards Address: 185 Cedar-Muscatine

Phone: (home) \_\_\_\_\_ Phone: (cell) 319-325-7710

Email: rachelrichards0811@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? 11 years

Occupation: Mom 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 use the library regularly with my kids. We all love it and want it to do well.

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

Giving a parents point of view on what kids aged 5-10 enjoy and pushing for maintaining or increasing revenue for the library.

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:** 5/13/2026  
**Re:** Discuss/Approve review of Library Board Bylaws

---

## Background

The library is required to review policies routinely per state accreditation guidelines, including the board bylaws. Unlike other library policies, the bylaws require a supermajority (5 members) to approve any changes.

## Information

The bylaws are included below. There have been no suggestions for changes since the last revision.

There was some discussion about using a consent agenda for all recurring business, following the ILOC presentation for trustees, “Building the Board Culture That Your Library Deserves.” A consent agenda for a library board meeting could group the review of minutes, approval of expenditures, and the director’s report into one agenda item to streamline meetings.

## Recommendation

Recommend approving review of library board bylaws or revising according to the board’s wishes.

# BYLAWS OF THE WEST BRANCH PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES

- A. In accordance with the requirement of Chapter 22 of the Code of Ordinances of West Branch, Iowa, the Board of Trustees of the West Branch Public Library shall consist of seven (7) members, six (6) of which are city residents to be appointed by the Mayor with the approval of the City Council. The seventh member may be a Cedar County resident recommended by the Mayor and approved by the Cedar County Supervisors. The existing Board of Trustees members must approve all appointees.
- B. Board of Trustees members shall be appointed to three (3) year terms, with no member serving more than three (3) consecutive terms, exclusive of interim appointments.
- C. The general powers and duties of the Board of Trustees are described in Chapter 392.5 of the code of Iowa
- D. The Board of Trustees shall exercise its powers and duties by:
  - 1. Employing a competent and qualified Director;

2. Determining and adopting written policies to govern the operation and program of the West Branch Public Library, including personnel policies and policies governing the selection of library materials, supplies, and equipment, and the disposal of same;
  3. Preparing and seeking adequate support for the annual budget;
  4. Administering and controlling all library trust funds and controlling the expenditure of allocated tax revenues;
  5. Reporting to and cooperating with other public officials, City Council, and the community as a whole, to support a public relations program for the library; and
  6. Developing long-range goals for the library and continuously guiding, shaping, and building library services for the community.
- E. Any member of the Board of Trustees absenting himself/herself from three (3) consecutive regular meetings without valid excuse shall be reported by a designated member of the Board of Trustees to the Mayor, and a request may be made to declare vacancy, and appoint a new member. An excuse is valid only if expressed to another Board of Trustees member or to the Director prior to the start of the regular meeting.

## OFFICERS

- A. The officers of the Board of Trustees shall consist of a President, a Vice President, and a Secretary. Officers shall be elected the first meeting each July and shall hold office for one year. If an office becomes vacant before the term is completed, the Board of Trustees shall elect a successor to serve the remainder of the term. Officers may serve up to three (3) consecutive full terms in the same office, unless the Board of Trustees unanimously approves to extend an officer's consecutive terms beyond the three year maximum.
- B. The duties of the officers shall be as follows:
1. The President shall perform all the duties that are articulated on page 59 of the Iowa Library Trustee's Handbook, 2021[1] as well as those that are specified in the Bylaws.
  2. The Vice-President, in the absence or disability of the President, shall perform all the duties of the President.
  3. The city's Financial Officer prepares financial reports in cooperation with the library Director.
  4. The Secretary shall record all proceedings of the Board of Trustees. All minutes and other records and accounts will be kept in the library. The Secretary shall perform such other duties, as the Board of Trustees shall require.

## COMMITTEES

- A. At the Annual Meeting of the Board of Trustees, the President may appoint four (4) standing committees, of three members each, as follows.
1. The Finance Committee shall work with the Director to prepare the annual budget and submit it to the Board of Trustees for approval. Other duties are to establish guidelines, practices, and materials for actively soliciting gifts and bequests.
  2. The Building and Grounds Committee shall oversee the general care of the buildings and grounds in co-operation with the Director.
  3. The Technology Committee assists the Director in planning and executing technology changes to areas such as computers, Internet access, automation, and telephony.

4. The Accreditation Committee reviews library policy and bylaws on a regular basis, assists the Director to prepare for accreditation, and recommends changes to the Board of Trustees.
- B. The President may also appoint such special committees as may be needed from time to time.

## MEETINGS

- A. Regular meetings shall be held monthly. Any changes to the time, date, and location of the meeting are the responsibility of the Board of Trustees President and must be made available to all Board of Trustees members at least 48 hours prior to the start of the meeting.
- B. The Annual Meeting will be held after the close of the fiscal year and shall include annual reports from the Director and the city's Financial Officer.
- C. Special meetings may be held at any time at the call of the President or at the call of any three (3) members of the Board of Trustees, provided that notice be given to all members at least 48 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of four (4) or more members and is necessary to conduct all business requiring a vote of the Board of Trustees. If a quorum is not present, a special meeting must be called at a time when a quorum is possible.
- E. The Order of Business at meetings shall follow these guidelines:
  1. Roll call
  2. Approval of agenda
  3. Approval of minutes from the previous meeting
  4. Correspondence / Open Forum (all items subject to a three (3) minute time limit)
  5. Financial condition report and approval of expenditures
  6. Report of the Director
  7. Committee reports
  8. Unfinished business
  9. New business
  10. Adjournment
- F. An agenda for Board of Trustees meetings shall be prepared by the Library Director and Board President. It shall be publicly posted in compliance with the Open Meetings and Open Records legislation of the State of Iowa (Chapters 21 and 22, Code of Iowa).
- G. By law, the public may attend and participate in all open meetings of the Board of Trustees. Any individual or group may request inclusion on the agenda by contacting the President at least 24 hours prior to the scheduled starting time. It shall be the sole decision of the Board of Trustees President whether to include the request on the current agenda, at the next regular meeting, or to call a special meeting.
- H. Roberts' Rules of Order shall govern in the parliamentary procedure of the Board of Trustees.

## THE DIRECTOR

- A. The Director shall implement the policies adopted by the Board of Trustees. Among his/her duties and responsibilities shall be:
  1. To promote an atmosphere conducive to friendly and courteous service to the public. Professional ethics require that all problems be directed to the Board of Trustees for consideration. Such problems may be presented either orally or in writing;
  2. To select the library materials;

3. To oversee maintenance and operation of the physical plant in cooperation with the Board of Trustees or Building and Grounds Committee, if applicable;
  4. To recruit, train, assign, and supervise librarians and such extra personnel as may be required from time to time for special projects. The recruitment of such personnel requires the prior approval of the Board of Trustees;
  5. To inform the Board of Trustees continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
  6. To prepare and present a monthly Director's Report to the board Board of Trustees;
  7. To prepare and present a monthly statement of bills for the approval of the Board of Trustees;
  8. To attend all regular meetings of the Board of Trustees in accordance with Open Meetings legislation; and
  9. To work within the City government, communicating with City employees, City Council and Mayor, to ensure that the library is regarded as an important part of the City government.
- B. The Library Board authorizes the Library Director to submit invoices to the City Finance Officer on behalf of the Library Board upon receipt, providing such purchases are within the budget and do not exceed \$5,000. Purchases exceeding \$5,000 or outside the budget must be approved by a majority vote of the Library Board prior to payment.

## AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board of Trustees, providing that two conditions are met:
1. Notice of proposed amendments are given to all members of the Board of Trustees at least 24 hours in advance of the meeting; and
  2. A super majority (5 affirmative votes) of Board of Trustees members is obtained.
- B. An up-to-date copy of the Bylaws may be made available to the public upon request.

Reviewed 05/2026

Revised 09/2024

Revised 04/2024

Revised 02/2022

Reviewed 03/2018

Reviewed 11/2014

Revised 11/2011

Revised 12/2007

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[1] Scott, Michael. 2021. Iowa Library Trustee's Handbook. State Library of Iowa, State of Iowa. 108 pp.

# Memo



**To:** Library Board of Trustees  
**From:** Jessie Schafer, Director  
**Date:** 5/13/2026  
**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 both policies 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.

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Revised 04/25

Revised 04/24

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## **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.

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