



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

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www.wbpl.org

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## Board of Trustees Meeting

June 10, 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

May 13

Open Forum

Financial condition report and approval of expenditures

May 2026

June 2026 in progress

Fiscal Year 2026 status update

Director's Report

Discuss/Approve closing the library on Monday, July 6th in observance of Independence Day

Discuss/Approve Revisions to Conduct Policy (f.k.a. Rules of Behavior)

Discuss/Approve Revisions to Safe Child & Vulnerable Adults Policy

Nominate and vote on board officers for FY27

Next meeting

Next meeting July 8 @ 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>

May 13, 2026

Meeting commenced at:6:35 PM

**Roll Call**

**Present:**

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

**Absent:**

- Seth Goodspeed (Vice President)

**Visitors:**

- N/A

**Meeting Minutes:**

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

**Open Forum:**

Library board additional trustee vote tabled by city council. Plan to move forward with voting at the next meeting. The City declined one candidate approved last meeting.

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

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

**Director's Report:**

*See meeting packet for additional notes*

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

Moved by Trustee Pettitt and seconded by Trustee Monaghan, the motion to approve the library staff salaries for FY27 was unanimously approved.

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

Moved by Trustee Humrichouse and seconded by Trustee Wasion, the motion to approve the use of Margery Gray Savings with additional funds from Krouth Savings, as needed, for the new library roof was unanimously approved.

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

Moved by Trustee Pettitt and seconded by President Osborne, the motion to appoint Rachel Richards to the Library Board of Trustees as unanimously approved.

**Discuss/Approve Library Board Bylaws Review**

Moved by Trustee Wasion and seconded by Trustee Humrichouse, the motion to approve the Board Bylaws was unanimously approved.

**Discuss/Approve Laptop Policy Review**

Moved by Trustee Humrichouse and seconded by Trustee Pettitt, the motion to approve the Laptop Policy was unanimously approved.

**Discuss/Approve Internet Policy Review**

Moved by Trustee Monaghan and seconded by Trustee Humrichouse, the motion to approve the Internet Policy was unanimously approved.

The meeting was adjourned at 7:55 PM

The next meeting will be June 10th at 6:30 PM.

**May 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 directors roundtable	\$ 34.80	5-5-26
			Subtotal	\$ 34.80	
Building Maintenance	031-5-4-410-6310		WALMART - organizer, hooks, air freshener, sanitizer	\$ 55.12	4-28-26
			AMAZON - wall hooks, new trash cans, decals, paper towels	\$ 110.29	CH1K, JJJ, QYFM
			AMAZON - desk vacuum	\$ 26.99	TRTL
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10541660
			Subtotal	\$ 242.40	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 621.52	5-4-2026
			Subtotal	\$ 621.52	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.24	5-1-2026
			LIBERTY	\$ 230.24	6-1-2026
			Subtotal	\$ 460.48	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 437.50	1293
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		HP - replacement staff laptop (credit card)	\$ 652.69	H314937252
			GOOGLE - email accounts (credit card)	\$ 42.00	5551696792
			AMAZON - HDMI cables	\$ 24.88	JJJ
			MAINTSTAY - laptop screen replacement	\$ 80.00	3365
			Subtotal	\$ 799.57	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		DEMCO - date due slips	\$ 63.94	7807365
			Subtotal	\$ 63.94	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.96	4-7-26
			USPS - postcard stamps (credit card)	\$ 61.00	4-22-26
			Subtotal	\$ 65.96	
Programs	031-5-4-410-6599	SLP	ORIENTAL TRADING - kids prizes (credit card)	\$ 101.44	742044583
			AMAZON - kickoff supplies	\$ 67.11	FXN
			AMAZON - kids prizes	\$ 45.43	JJJ, JTJG
			BARNYARD DISCOVERIES - kickoff	\$ 625.00	
		Youth	WALMART - snacks	\$ 128.56	
			WALMART - tablecloths	\$ 5.54	
			AMAZON - youth program supplies	\$ 135.86	G9N7, JJJ, 6D4P
			WHIMSICAL MAX - author visit	\$ 37.50	
		Adult	JEN LOEB - presentation	\$ 275.00	4-27-26
			REFUND fraudulent charge	\$ (1.99)	
			Subtotal	\$ 1,419.45	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	20212545
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 631.00	
			JEN LOEB - signed book	\$ 39.90	
		Youth	AMAZON	\$ 150.77	
		Electronic	KANOPY - streaming video	\$ 50.00	503664
			OVERDRIVE - ebooks (pay per use)	\$ 27.08	06497CP26143947
			OVERDRIVE - ebooks	\$ 230.72	06497CO26151983
			OVERDRIVE - audiobooks	\$ 291.73	06497CO26151983
		DVD	AMAZON	\$ 19.95	
		Newspaper	WEST BRANCH TIMES - annual subscription renewal	\$ 40.00	257, 4-20-26
			THE GAZETTE - annual subscription renewal	\$ 467.80	GAZ-3639477
			Subtotal	\$ 1,948.95	
			<b>Total</b>	\$ 6,236.59	

**June 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		AMAZON - umbrella	\$ 79.99	DWPQ
			AMAZON - extra water keys, pegboard hooks	\$ 26.33	GYKH
			JACK & JILL - plants for planters (credit card)	\$ 79.50	5-22-26
			VINICIO HERNANDEZ PACHECO - patio tiles	\$ 1,650.00	
			OASIS ELECTRIC (estimated)	\$ 500.00	
			Subtotal	\$ 2,335.82	
Utilities	031-5-4-410-6371		ALLIANT ENERGY (estimated)	\$ 650.00	
			Subtotal	\$ 650.00	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1305
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		ZOOM - Pro yearly renewal (credit card)	\$ 169.90	INV354385880
			MAINSTAY SYSTEMS - 3 new wifi APs & cloud key	\$ 1,065.00	3425
			GOOGLE - email accounts (credit card)	\$ 42.00	5588840875
			MAGIC DESKTOP + NEW KIDS' PC (estimate)	\$ 950.00	
			Subtotal	\$ 2,226.90	
Contract Payments	031-5-4-410-6498		LIBRARICA (CASSIE) - computer time management software(estimated)	\$ 328.20	
			Subtotal	\$ 328.20	
Office Supplies	031-5-4-410-6506		AMAZON - Sharpies	\$ 44.49	GYKH
			Subtotal	\$ 44.49	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 13.46	6-2-26
			Subtotal	\$ 13.46	
Programs	031-5-4-410-6599		SWANK - annual public performance license (movie showing)	\$ 114.00	
		SLP	ILLINOIS LIBRARY ASSOCIATION (IREAD) - SLP supplies	\$ 600.66	
			DRAGON TRAINING ACADEMY	\$ 450.00	
			IA MISSISSIPPI RIVER MUSEUM	\$ 500.00	
			AMAZON - decorations, program supplies, prizes	\$ 670.07	GYKH
		Youth	AMAZON - youth program supplies	\$ 75.32	GYKH
			Subtotal	\$ 2,410.05	
Office Equipment	031-5-4-410-6725		LEAF - copier lease + lease renewal fee	\$ 318.81	20369501
			EO JOHNSON - printing charges	\$ 187.12	INV1972168
			Subtotal	\$ 505.93	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 312.82	
		Youth	AMAZON	\$ 37.85	
		Electronic	KANOPIY - streaming video	\$ 49.00	507626
			OVERDRIVE - ebooks (pay per use)	\$ 16.50	06497CP26184640
			OVERDRIVE - ebooks		
			OVERDRIVE - audiobooks (pay per use)	\$ 97.78	06497CP26182512
			OVERDRIVE - audiobooks		
		DVD	AMAZON	\$ 52.84	
		Newspaper	PRESS-CITIZEN (estimated)	\$ 251.02	
			Subtotal	\$ 817.81	
			Total	\$ 9,735.16	

<b>West Branch</b>																
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$	Average
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$	Average
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	\$ 7,619.46	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 105,228.00	\$ 102,621.71	\$ 2,606.29	\$ 8,866.88
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	\$ 1,625.00	\$ 1,350.00	\$ 1,910.00	\$ 1,710.00	\$ 22,845.00	\$ 19,180.72	\$ 3,664.28	\$ 1,613.33
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	\$ 34.80	\$ -	\$ 1,510.00	\$ 887.25	\$ 622.75	\$ -
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	\$ 242.40	\$ 2,335.82	\$ 15,994.00	\$ 12,024.33	\$ 3,969.67	\$ 1,576.91
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ 598.10	\$ 428.24	\$ 656.53	\$ 659.09	\$ 603.34	\$ 534.25	\$ 621.52	\$ 650.00	\$ 9,200.00	\$ 8,410.81	\$ 789.19	\$ 977.18
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ 266.00	\$ 145.07	\$ 230.32	\$ 219.44	\$ 230.32	\$ 230.24	\$ 460.48	\$ -	\$ 2,868.00	\$ 2,904.57	\$ (36.57)	\$ 260.72
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	\$ 402.50	\$ 5,100.00	\$ 4,917.50	\$ 182.50	\$ 414.17
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	\$ 799.57	\$ 2,226.90	\$ 8,200.00	\$ 6,618.02	\$ 1,581.98	\$ 471.17
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,516.00	\$ 1,999.00	\$ 517.00	\$ 623.33
Office Supplies - 6506	\$ 57.59	\$ 63.78	\$ -	\$ 38.84	\$ 152.27	\$ 47.93	\$ 157.33	\$ 59.70	\$ 12.95	\$ 72.38	\$ 63.94	\$ 44.49	\$ 1,000.00	\$ 771.20	\$ 228.80	\$ 40.46
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	\$ 13.46	\$ 1,500.00	\$ 992.40	\$ 507.60	\$ 102.56
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 325.40	\$ 554.16	\$ 140.10	\$ 232.42	\$ 66.14	\$ 562.62	\$ 680.56	\$ 1,419.45	\$ 2,410.05	\$ 5,800.00	\$ 8,833.20	\$ (3,033.20)	\$ 814.10
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	\$ 505.93	\$ 2,800.00	\$ 3,086.84	\$ (286.84)	\$ 249.16
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Collections - 6770	\$ 7,880.17	\$ 3,762.17	\$ 1,901.42	\$ 1,310.54	\$ 2,158.20	\$ 436.30	\$ 2,402.18	\$ 723.68	\$ 1,474.47	\$ 2,066.74	\$ 1,948.95	\$ 817.81	\$ 31,580.00	\$ 26,882.63	\$ 4,697.37	\$ 4,514.59
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	\$ 13,015.99	\$ 13,758.80	\$ 19,546.86	\$ 18,717.14	\$ 218,201.00	\$ 200,472.18	\$ 17,728.82	\$ 20,524.56
Operating (non-collections)	\$ 9,910.13	\$ 2,741.01	\$ 3,938.14	\$ 4,094.13	\$ 4,718.77	\$ 2,946.12	\$ 3,451.46	\$ 2,071.63	\$ 2,297.06	\$ 2,741.88	\$ 4,287.64	\$ 8,589.15				
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			\$ 325.00				\$ 2,150.00				
Liability Insurance	\$ 7,310.78	\$ -	\$ -	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 7,323.78	\$ 2,676.22	\$ 610.32
FICA	\$ 702.29	\$ 1,009.84	\$ 693.11	\$ 701.53	\$ 682.08	\$ 676.28	\$ 1,018.25	\$ 712.24	\$ 707.20	\$ 684.70	\$ -	\$ -	\$ 9,798.00	\$ 7,587.52	\$ 2,210.48	\$ 632.29
IPERS	\$ 866.61	\$ 1,246.12	\$ 855.28	\$ 865.66	\$ 838.76	\$ 834.51	\$ 1,256.50	\$ 878.88	\$ 872.68	\$ 844.90	\$ -	\$ -	\$ 12,091.00	\$ 9,359.90	\$ 2,731.10	\$ 779.99
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	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ 17,122.00	\$ 17,019.10	\$ 102.90	\$ 1,418.26
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 232.76	\$ 201.84	\$ 201.84	\$ 310.75	\$ 403.68	\$ -	\$ 228.45	\$ 3,641.27	\$ -	\$ -	\$ 4,207.00	\$ 5,624.27	\$ (1,417.27)	\$ 468.69
Workers' Comp	\$ 83.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ 25.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 233.35	\$ 66.65	\$ 233.35
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	\$ 3,510.24	\$ 6,872.78	\$ -	\$ -	\$ 53,518.00	\$ 47,147.92	\$ 6,370.08	\$ 3,928.99
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	\$ 16,526.23	\$ 20,631.58	\$ 19,546.86	\$ 18,717.14	\$ 271,719.00	\$ 247,620.10	\$ 24,098.90	\$ 20,635.01
Total Annual Income																
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$	Average
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)	\$ 229.00
Fines	\$ 8.00	\$ 24.00	\$ -	\$ 9.00	\$ 8.00	\$ 24.00	\$ -	\$ 15.00	\$ 6.00	\$ 7.00	\$ -	\$ -	\$ 400.00	\$ 101.00	\$ 299.00	\$ 8.42
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 13,887.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,887.51	\$ -	\$ 26,000.00	\$ 27,775.02	\$ (1,775.02)	\$ 2,314.59
Private Contributions	\$ 17.55	\$ 306.40	\$ 4.65	\$ 12.65	\$ 126.50	\$ 1,181.90	\$ 5.91	\$ 200.80	\$ 4.25	\$ 686.68	\$ -	\$ -	\$ 2,000.00	\$ 2,547.29	\$ (547.29)	\$ 212.27
Interest Income	\$ -	\$ 288.82	\$ 410.34	\$ -	\$ -	\$ 277.25	\$ -	\$ 646.76	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 1,623.17	\$ 376.83	\$ 135.26
Misc Revenues	\$ 106.45	\$ 219.95	\$ 349.60	\$ 62.00	\$ 72.80	\$ 167.43	\$ 167.02	\$ 128.30	\$ 56.75	\$ 103.60	\$ -	\$ -	\$ 1,000.00	\$ 1,433.90	\$ (433.90)	\$ 119.49
Library Total Income	\$ 132.00	\$ 839.17	\$ 2,555.87	\$ 13,971.16	\$ 207.30	\$ 2,607.35	\$ 172.93	\$ 344.10	\$ 713.76	\$ 797.28	\$ 13,887.51	\$ -	\$ 260,687.00	\$ 36,228.43	\$ 224,458.57	\$ 3,019.04
Software refund (added to Misc Revenues)			178.75													
Total Investments		205.76														
Type	July	August	September	October	November	December	January	February	March	April	May	June	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	\$ 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	\$ 65,145.66	\$ 65,145.66	\$ -	\$ -	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	\$ 59,981.19	\$ 59,981.19	\$ -	\$ -	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	\$ 28,118.68	\$ 28,118.68	\$ -	\$ -	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	\$ 8,530.85	\$ 8,530.85	\$ -	\$ -				
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	\$ 16,369.61	\$ 16,369.61	\$ -	\$ -				
Library Total Investment	\$ 185,337.44	\$ 185,626.26	\$ 187,010.32	\$ 187,010.32	\$ 187,010.32	\$ 188,762.14	\$ 188,762.14	\$ 188,762.14	\$ 190,269.24	\$ 190,269.24	\$ -	\$ -				

**May 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		HD SUPPLY - toilet paper	\$ 56.74	862570447
			VINICIO HERNANDEZ PACHECO - interior painting	\$ 2,250.00	875252
			WALMART - cleaning supplies	\$ 14.31	1662727989
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	9146711
			Subtotal	\$ 2,371.05	
Utilities	031-5-4-410-6371		ALLIANT	\$ 468.95	5-6-2025
			Subtotal	\$ 468.95	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.17	5-1-2025
			Subtotal	\$ 239.17	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 455.00	1151
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414		WEST BRANCH COMMUNITY SCHOOLS - SLP ad in The Bear	\$ 75.00	
			Subtotal	\$ 75.00	
Technology services	031-5-4-410-6419		AMAZON - replacement patron desktop	\$ 949.05	
			GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5238150555
			DATA443 - steady state software	\$ 178.75	40845
			Subtotal	\$ 1,163.80	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		WALMART - folder tabs	\$ 2.28	1662727989
			Subtotal	\$ 2.28	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3320702511
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599		AMAZON - dinosaur supplies	\$ 73.75	
			WALMART - program snacks	\$ 109.49	1662727989
			AMAZON - adult program snacks	\$ 5.99	
			AMAZON - SLP supplies	\$ 4.84	
			Subtotal	\$ 194.07	
Office Equipment	031-5-4-410-6725		Leaf - copier lease	\$ 142.02	18331291
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 210.38	
			BAKER & TAYLOR	\$ 303.63	
		Youth	AMAZON	\$ 167.12	
			AMAZON - credit	\$ (17.47)	1WQC-931V-1LFX
			BAKER & TAYLOR	\$ 117.80	
		Electronic	KANOPY - streaming video	\$ 71.00	450920
			OVERDRIVE - ebooks	\$ 4.48	06497CP25138331
			OVERDRIVE - ebooks	\$ 124.99	06497CO25145041
			OVERDRIVE - audiobooks	\$ 489.73	06497CO25145041
		DVD	AMAZON	\$ 39.94	
			WALMART	\$ -	
		Newspaper	WEST BRANCH TIMES - 1 year subscription	\$ 38.00	04-22-2025
			THE GAZETTE - 1 year subscription	\$ 462.80	06/2025 GAZM3D89
			Subtotal	\$ 2,012.40	
			Total	\$ 7,201.11	

## Library Facilities

### • Building/Grounds

- **Picnic tables** are almost done! The platforms have been completed and we're currently upgrading the umbrellas to match the building accents and hold up to wind better.
- **Gardening:** Unfortunately we weren't able to make it work with PM Properties, so we purchased some plants from Jack & Jill at a discount (along with some donations!) and Liz planted them for us. Weeding and watering has been a group effort so far and Peggy Tucker will be able to help with the natives in the flowerbed again.
- **LEDs:** Oasis will come this month to continue the LED project. They won't be completing the whole library, but usually do about \$500 worth of upgrades for us.

### • Technology/Mainstay IT

- New access points were installed and the wifi speeds are MUCH faster! I now get over 250Mbps in the office and before I was getting under 20 (yikes!).
- My new laptop has been onboarded and is working great! It's much more portable and has hours of battery life.
- We are considering additional technology upgrades using any money left in the budget this fiscal year, including upgrading the AWE Learning station in the children's area. That computer is barely functional (it had 3 uses in May) and the AWE systems are expensive and difficult to work with at best. We've heard good things about Magic Desktop, which is software we will purchase and install on our own computer (which we would probably need to buy new).



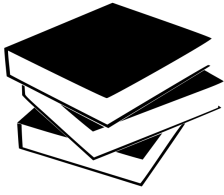
## Library Staff/Services

### • Programs

- **Book discussion:** In May we read *The Quiet Librarian* by Allen Eskens, which was this year's All Iowa Reads book. The book club likes to read the AIR books but they're usually pretty critical of the selections, which is interesting.
- **STEAM night:** Ms. Howard helped kids design their own rockets using water bottles, vinegar, and baking soda, and then we blasted them off in the back yard!
- **Summer Library Program** has officially started! We have a good number of signups and some people have already read enough to earn prizes.
  - **Did you know:** There are several organizations that provide themes, graphics, resources, and merchandise for summer programs. The State Library of Iowa works with iREAD, which is developed by the Illinois Library Association, to provide our graphics and program ideas and resources every year.
  - We ordered supplies in April this year, and had some difficulty getting our reading logs sorted out in time for the program. Next year we will have to be mindful of ordering earlier and will probably just design our own log sheets from the beginning. iREAD provided great customer service as we tried to track down our orders and was willing to work with us so we could get our program up and running.

May 2026

**Circulation**

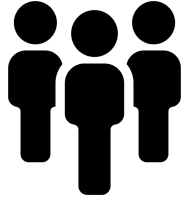


**2574**

Apr: 2682

May 2025: 2370

**Visitors**

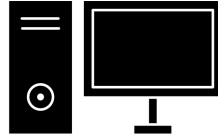


**1746**

Apr: 1716

May 2025: 1376

**Computer Use**



**330 sessions  
321 hours**

Apr: 311 , 318 hrs

May 2025: 304  
243 hours

**Program Attendance**



**843**

Apr: 692

May 2025: 482

**Libby  
Checkouts**



**659 audiobooks**

Last month: 648

**319 ebooks**

Last month: 340

**Most checkouts in  
a month for  
audiobooks again!**

**\*yes this true for  
another month**

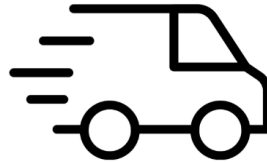
**Volunteers**



**18+ volunteer shifts**

**Tasks: shelving,  
early release  
programs, hosting  
STEAM night and  
gardening!**

**Interlibrary Loans**



**37 received**

**22 lent to other  
libraries**

**Program Attendance  
by Age**



**768 at Kids & Family  
Programs**

**9 at Adult Programs**

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Director

**Date:** 6/10/2026

**Re:** Discuss/Approve closing the library on Monday, July 6th in observance of Independence Day

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## **Background**

The City of West Branch Holiday schedule includes Monday, July 6th as a paid holiday since July 4th lands on a Saturday. Full-time staff members (Jessie and Kat) are entitled to a paid holiday for Independence Day and it must be observed during the same pay period, preferably the same week.

## **Information**

The library has two options for the paid holidays:

1. **Close the library on the same day as the city office, Monday the 6th.**

This would be the easiest in terms of scheduling, and be straightforward for the community since other city entities will also be closed. It is unlikely that the library would be very busy that day if we were to be open, because the week of the 4th of July is usually slower. This way all staff would get a day off in the middle of the Summer Library Program, which is deserved.

2. **Select other days for Kat and Jessie to take off and remain open every day.**

Jessie has already requested Friday, July 3rd off for vacation, so that could count as her paid holiday. However, Kat plans to work on Friday to cover for Jessie, so Kat would have to swap one day for Friday and take off another day for the holiday. Coverage during open hours is still possible, just more complicated.

## **Recommendation**

Recommend closing the library on Monday, July 6th to give staff a day off and maintain alignment with the city office.

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 6/10/2026

**Re:** Discuss/Approve Revisions to Conduct Policy (f.k.a. Rules of Behavior)

---

## Background

The library is required to review policies at least once every 3 years. The Conduct Policy/Rules of Behavior have not been reviewed in 2 years.

## Information

I looked at some other examples of library conduct policies and made some changes to the wording/formatting of the policy. I believe the nature of the policy remains the same, but I hope these changes improve clarity for users and aid in staff's ability to enforce the rules. I welcome the Board's input on the wording and content.

"Conduct Policy" is the term most commonly used by the State Library, so I would like to change the name of this policy for consistency.

## Recommendation

The staff's recommended policy is as follows:

## ~~Rules of Behavior~~ Conduct Policy

(See also Safe Child & Vulnerable Adults Policy)

The purpose of the ~~Rules of Behavior~~ ~~Conduct Policy~~ is to maintain a safe and pleasant environment for all library patrons. ~~These rules ensure~~ This policy ensures access to library services, materials, and facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility.

The library is an alcohol, drug, and tobacco free area, unless specifically noted for a library-sponsored program where alcohol will be permitted (see West Branch City Ordinance 45.02).

~~Behavior expected of all library patrons includes, but is not limited to, the following:~~

- ~~• Respect for other patrons and staff~~
- ~~• Careful use of library materials~~
- ~~• Ensuring other patrons' access to the library and its materials~~

Library patrons are expected to:

- Be safe
- Be respectful of other patrons, library staff, and volunteers
- Be respectful of library materials and facilities

- Obey the law
- Comply with requests from library staff

Patrons have the responsibility to use the library in a manner that does not interfere with the rights of other individuals to use library materials, resources, and services, and in a manner that does not limit the ability of library staff to conduct library business.

Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

- ~~Running~~
- ~~Yelling~~
- ~~Cursing~~
- Behaving in a disorderly, loud, or disruptive manner.
- ~~Verbally abusing a staff member or patron~~ Willfully annoying, harassing or threatening another person.
- Willfully exposing patrons or staff to offensive images or language.
- Exhibiting/viewing obscene materials that could be observed by a minor (Iowa Code 728.2)
- Violence of any kind
- Vandalism
- Theft of property
- Illegal use of or selling drugs.
- Possession of an open container and/or consumption of alcohol or any controlled substances unless at a library-sponsored program where alcohol is permitted; being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
- Smoking or using nicotine products on library property.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the Director or his/her designee.
- Bringing animals into the library, except service animals, unless authorized by the Director or designee.
- Using a cell phone, pager, audio player or other electronic device in a manner that disrupts library patrons or staff operations.
- Impacting library cleanliness by not properly disposing of waste items.
- Entering non-public areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Failing to comply with staff requests, including requests to leave the library.
- ~~Failing to exit the building or failure to leave as directed by library staff~~

Any patron ~~purposely causing a disturbance and/or engaging in illegal activities~~ engaging in prohibited behaviors will be asked to stop and may be asked to leave the library if the behavior continues. If a patron will not leave and continues to disrupt others, local law enforcement officers will be called.

Failure to comply with the ~~Rules of Behavior~~ Conduct Policy may result in loss of library privileges. The decision and terms of the loss of library privileges will be determined by the Library Director. Appeals for such decisions may be made at any regularly scheduled library Board of Trustees Meeting. A written letter of appeal must be received by the Library Board of Trustees President or Library Director at least 24 hours prior to the scheduled meeting. A loss of privileges for a minor must be appealed by a parent or legal guardian.

Revised 06/26

Revised 06/24

Revised 06/22

Reviewed 06/21

Revised 06/20

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 6/10/2026

**Re:** Discuss/Approve Revisions to Safe Child & Vulnerable Adults Policy

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## Background

The library is required to review policies at least once every 3 years. The Safe Child & Vulnerable Adults Policy has not been reviewed in 2 years.

## Information

We updated the Safe Child Policy to include Vulnerable adults last time. I do not think we need to make significant changes to the policy at this time, however I did see one statement in my review of other libraries that I would like to include, regarding adult supervision outside.

## Recommendation

The staff's recommended policy is as follows:

# Safe Child and Vulnerable Adults Policy

(See also Rules of Behavior [Conduct Policy](#))

The library is a public building and all patrons, including minors, are welcome. However, at no time will the Library assume the responsibility of a surrogate care provider for children or vulnerable adults in the Library. A vulnerable adult is defined as a person over the age of 18 who is unable or unwilling to care for themselves. The library does not have staff, training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults. **There is no adult supervision outdoors at any time except during outdoor programming as advertised.**

All children under the age of 6 years of age must have a parent or caregiver present in the library at all times. A caregiver is defined as someone 13 years of age or older who has the mental and physical capacity to care for the child should an emergency arise. Children between the ages of 6 and 8 years should not be left unattended for more than one hour or the length of a supervised library program.

Staff will intervene when children or vulnerable adults are left unattended and if issues relating to safety and well-being or disruptive behaviors occur.

In the event a child under 6 years of age is left unattended or a child between the ages of 6 and 8 years is left unattended for more than one hour, or if the child or vulnerable adult is disruptive or needs supervision, the staff will attempt to contact a parent, guardian, or other caregiver. If a parent, guardian, or caregiver cannot be

located within one half hour, or if the library is closing, the police will be called to assume responsibility for the child.

Revised 05/26

Revised 06/24

Reviewed 03/22

Reviewed 03/21

Revised 02/20

Revised 06/17

Reviewed 05/14

Reviewed 04/11

Revised 03/08

Revised 10/07

Revised 09/05

# Memo

**To:** Library Board of Trustees  
**From:** Jessica Schafer, Director  
**Date:** 6/10/2026  
**Re:** Discuss/Approve Library Board officers for 2026-2027

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## **Background**

Per the WBPL Board of Trustees bylaws, the library board is to hold officer appointments in June or July when terms end. Board members may nominate officers and then vote on the slate at the end of the meeting. New officers will take over beginning with the next meeting.

## **Information**

The section in the bylaws outlines the officers as:

- 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.