



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

Ph: (319)643-2633  
Fax: (319)643-4148  
staff@wbpl.org  
www.wbpl.org

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## Board of Trustees Meeting

July 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

June 10

Open Forum

Financial condition report and approval of expenditures

June 2026

July 2026 in progress

Director's Report

Discuss/Approve bids for new library roof

Discuss/Approve closing the library early on July 13 for staff training

Discuss/Approve revision to Borrowing Policy and review of Equipment Policy

Strategic Plan discussion

Boardroom Essentials video

Next meeting

August 12 @ 6:30pm

Adjourn

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### Staff

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

### Board of Trustees

Erin Monaghan, President · Chris Humrichouse, Vice President · Annika Pettitt, Secretary  
Holly Wasion · Faye Goodspeed · Rachel Richards

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

June 10, 2026

Meeting commenced at: 6:40 PM

Roll Call

Present:

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

Absent:

- N/A

Visitors:

- N/A

**Meeting Minutes:**

On a motion by Trustee Humrichouse and seconded by President Wasion, the May 13, 2026 minutes were unanimously approved.

**Open Forum:**

Summer reading program kick-off went well. Attendance was a little lower than expected but feedback has been really positive.

Awaiting additional roof replacement quotes so a decision should be made soon.

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

*May 2026*

*June 2026 in progress*

*Fiscal Year 2026 status update*

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

**Director's Report:**

*See meeting packet for additional notes*

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

Moved by Trustee Humrichouse and seconded by Trustee Wasion, the motion to approve closing the library on Monday, July 6th was unanimously approved.

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

Moved by Trustee Pettitt and seconded by Trustee Humrichouse, the motion to approve the proposed revisions to the Conduct Policy were unanimously approved.

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

Moved by Trustee Goodspeed and seconded by President Wasion, the motion to approve the proposed revisions to the Safe Child & Vulnerable Adults Policy were unanimously approved.

**Nominate and vote on board officers for FY27**

Beginning July 1 the officers of the Library Board of Trustees will be

President: Erin Monaghan

Vice President: Chris Humrichouse

Secretary: Annika Pettitt

All nominations were unanimously approved.

The meeting was adjourned at 7:30 PM

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

**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	GYPH
			AMAZON - furnace filters, 2 more umbrellas	\$ 202.27	KWK6
			JACK & JILL - plants for planters (credit card)	\$ 79.50	5-22-26
			WALMART - first aid supplies, power strip	\$ 14.02	5-29-26
			VINICIO HERNANDEZ PACHECO - patio tiles	\$ 1,650.00	875264
			OASIS ELECTRIC - retrofit lights for LEDs	\$ 1,535.15	8692
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10586078
			Subtotal	\$ 3,637.26	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 613.32	6-1-2026
			Subtotal	\$ 613.32	
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
			AMAZON - noise meter, patron headphones	\$ 188.36	
			Subtotal	\$ 1,465.26	
Contract Payments	031-5-4-410-6498		LIBRARICA (CASSIE) - computer time management software	\$ 328.20	204269-112R
			Subtotal	\$ 328.20	
Office Supplies	031-5-4-410-6506		AMAZON - Sharpies	\$ 44.49	GYPH
			AMAZON - book tape	\$ 62.40	F34T
			Subtotal	\$ 106.89	
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 13.46	6-2-26
			USPS - interlibrary loan postage (credit card)	\$ 5.67	5-27-26
			USPS - interlibrary loan postage (credit card)	\$ 9.21	5-11-26
			Subtotal	\$ 28.34	
Programs	031-5-4-410-6599		SWANK - annual public performance license (movie showing)	\$ 117.00	INV10110367
		SLP	ILLINOIS LIBRARY ASSOCIATION (IREAD) - SLP supplies	\$ 600.66	
			DRAGON TRAINING ACADEMY	\$ 450.00	
			IA MISSISSIPPI RIVER MUSEUM	\$ 593.80	
			AMAZON - decorations, program supplies, prizes	\$ 758.44	GYPH, 37XW
			KATRINA KORSMO - reimbursed for SLP prizes from Walmart	\$ 17.76	
		Youth	AMAZON - youth program supplies	\$ 303.26	GYPH, CFFT, JKM1
			IMAGINATION PLAYGROUND - dino bones	\$ 166.37	734825
			Subtotal	\$ 3,007.29	
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	\$ 660.26	
		Youth	AMAZON	\$ 86.85	
		Electronic	KANOPY - streaming video	\$ 49.00	507626
			OVERDRIVE - ebooks (pay per use)	\$ 16.50	06497CO26209690
			OVERDRIVE - ebooks	\$ 314.98	06497CO26203836
			OVERDRIVE - audiobooks (pay per use)	\$ 97.78	06497CP26182512
			OVERDRIVE - audiobooks	\$ 953.11	06497CO26209690
		DVD	AMAZON	\$ 138.52	
		Newspaper	PRESS-CITIZEN	\$ 245.02	07/01/26
			Subtotal	\$ 2,562.02	
			<b>Total</b>	\$ 12,657.01	

**July 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		US BANK CARD - WALMART - trash bags	\$ 8.97	6-25-26
			PLUNKETT'S PEST CONTROL - bedbug inspection + treatment	\$ 149.00	10634978
			Subtotal	\$ 157.97	
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	\$ 455.00	1321
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419			\$ -	
			Subtotal	\$ -	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	US BANK CARD - WALMART - prize	\$ 9.84	6-25-26
				\$ -	
			Subtotal	\$ 9.84	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ -	
			Subtotal	\$ -	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ -	
		Youth	AMAZON	\$ -	
		Electronic	KANOPY - streaming video	\$ 49.00	511617
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - ebooks (pay per use)	\$ 23.49	06497CP26218849
			OVERDRIVE - audiobooks	\$ -	
			OVERDRIVE - audiobooks (pay per use)	\$ 73.69	06497CP26147808
			OVERDRIVE - audiobooks (pay per use)	\$ 192.89	06497CP26222059
			OVERDRIVE - annual participation and materials fees	\$ -	
		DVD	AMAZON	\$ -	
		Newspapers/Magazines		\$ -	
			Subtotal	\$ 339.07	
			Total	\$ 961.88	

<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>	<b>Average</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	\$ 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	\$ 3,637.26	\$ 15,994.00	\$ 13,325.77	\$ 2,668.23	\$ 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	\$ 613.32	\$ 9,200.00	\$ 8,374.13	\$ 825.87	\$ 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	\$ 1,465.26	\$ 8,200.00	\$ 5,856.38	\$ 2,343.62	\$ 471.17
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ 328.20	\$ 2,516.00	\$ 2,327.20	\$ 188.80	\$ 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	\$ 106.89	\$ 1,000.00	\$ 833.60	\$ 166.40	\$ 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	\$ 28.34	\$ 1,500.00	\$ 1,007.28	\$ 492.72	\$ 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	\$ 3,007.29	\$ 5,800.00	\$ 9,430.44	\$ (3,630.44)	\$ 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	\$ 2,562.02	\$ 31,580.00	\$ 28,626.84	\$ 2,953.16	\$ 4,514.59
<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>\$ 13,015.99</b>	<b>\$ 13,758.80</b>	<b>\$ 19,546.86</b>	<b>\$ 21,967.19</b>	<b>\$ 218,201.00</b>	<b>\$ 203,722.23</b>	<b>\$ 14,478.77</b>	<b>\$ 20,524.56</b>
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	\$ 10,094.99				
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			\$ 325.00				\$ 3,185.15				
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
<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>\$ 3,510.24</b>	<b>\$ 6,872.78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,518.00</b>	<b>\$ 47,147.92</b>	<b>\$ 6,370.08</b>	<b>\$ 3,928.99</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>\$ 16,526.23</b>	<b>\$ 20,631.58</b>	<b>\$ 19,546.86</b>	<b>\$ 21,967.19</b>	<b>\$ 271,719.00</b>	<b>\$ 250,870.15</b>	<b>\$ 20,848.85</b>	<b>\$ 20,905.85</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>	<b>Average</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)	\$ 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
<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>\$ 713.76</b>	<b>\$ 797.28</b>	<b>\$ 13,887.51</b>	<b>\$ -</b>	<b>\$ 260,687.00</b>	<b>\$ 36,228.43</b>	<b>\$ 224,458.57</b>	<b>\$ 3,019.04</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	\$ 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	\$ -	\$ -				
<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>\$ 190,269.24</b>	<b>\$ 190,269.24</b>	<b>\$ -</b>	<b>\$ -</b>				

June 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		AMAZON - paper towels for restrooms	\$ 37.00	
			TROUTLEAF NATIVE PLANTS - outdoor plantings	\$ 450.00	
			AMAZON - pest control supplies	\$ 50.08	
			WALMART - paper towel rolls, potting soil	\$ 15.24	
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	
			LYNCH'S EXCAVATING - permanent drainage pipes	\$ 4,991.65	20927
			OASIS ELECTRIC- retrofit light fixtures	\$ 496.40	8396
			AMAZON - urinal mats	\$ 24.99	
			Subtotal	\$ 6,115.36	
Utilities	031-5-4-410-6371		ALLIANT	\$ 513.24	
			Subtotal	\$ 513.24	
Telephone	031-5-4-410-6373		LIBERTY	\$ 240.67	
			Subtotal	\$ 240.67	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1159
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414	SLP		\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		ZOOM - Zoom Pro annual renewal (paid by credit card)	\$ 159.90	INV305649472
			GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5268778736
			LIBRARICA (CASSIE) - computer time management software	\$ 328.20	204269-111R
			MAINSTAY SYSTEMS - firewall upgrade	\$ 3,350.00	2837
			Subtotal	\$ 3,874.10	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - laminating sheets, hole punches, paperclips	\$ 51.99	
			AMAZON - pens	\$ 13.18	
			Subtotal	\$ 65.17	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		SWANK - annual public performance license (movie showing)	\$ 114.00	3946633
		Youth	AMAZON - youth program supplies	\$ 94.60	
			AMAZON - sensory program supplies	\$ 294.30	
		SLP	DAN KIRK - juggling program	\$ 495.00	
			AMAZON - kids' prizes	\$ 436.86	
			AMAZON - decorations and program supplies	\$ 443.11	
			AMAZON - kids' prizes and program supplies	\$ 179.79	
			AMAZON - kickoff party supplies	\$ 14.67	
			AMAZON - adult program supplies	\$ 70.59	
			WALMART - kickoff party supplies	\$ 113.07	
			MARY BUOL - program supplies	\$ 32.00	
			MARY BUOL - program supplies	\$ 58.50	
			Subtotal	\$ 2,346.49	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18488540
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 90.76	
			BAKER & TAYLOR	\$ 537.52	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 96.82	
		Electronic	KANOPY - streaming video	\$ 22.00	#455046
			OVERDRIVE - ebooks	\$ 4.48	5497CP25173748
			OVERDRIVE - ebooks	\$ 344.27	i497CO25189587
			OVERDRIVE - audiobooks	\$ 482.98	i497CO25189587
		DVD	AMAZON	\$ 19.95	
			WALMART	\$ -	
		Newspaper	PRESS-CITIZEN	\$ 251.02	PC0025266
			ADVANTAGE ARCHIVES - WB Times digitization (JP Morgan grant)	\$ 3,900.00	42687
			\$ -		
			Subtotal	\$ 5,749.80	
			Total	\$ 19,449.35	

## Library Facilities

### • Building/Grounds

- **LEDs:** Oasis did a big chunk of upgrades for us, about \$1500 worth! It turned out they ordered a different style of lights that are more blue-toned and didn't match the current ones. I did a quick assessment and decided to have them use the daylight bulbs in the area above the storytime area but keep going with the warmer, softer LEDs elsewhere. It actually turned out very nice, the storytime area almost looks like it has skylights now! (We just need someone tall to help us remove the scotch tape from the ceiling.)
- **Pest control:** We had a patron report that they saw a bedbug in the reading area by the newspapers. We called our pest control company, who came out the next day to do a proper inspection and treat the whole affected area and all of our fabric chairs. They only found one juvenile bedbug, and no adults or eggs, which is good news. He said it was probably a straggler that came in on someone's clothing. He will be back to follow up.

We're pretty sure we know who brought it in since they have also returned books with bugs in them. We spoke to them discreetly about what we'd observed and gave them some resources for assistance. I'm also researching policies/best practices in other libraries to make sure we handle this in the best way for everyone. Bedbugs are a nuisance but do not pose an actual health risk so banning patrons is not legally recommended.

### • Technology/Mainstay IT

- **Windows Updates:** Some of the computers were updating (and locking so patrons can't use them) despite "freezing" software that's supposed to prevent that, so we had Mainstay install Windows update blocker (WUB) software that should work better and can be turned on and off. It caused a problem with Minecraft, so we left it off on the desktop computers, and left it on on the laptops which were having the update problem in the first place. We'll have to do a few update cycles to make sure it's working properly but so far Minecraft and the laptops are both working great!
- **Microsoft Office install:** Mainstay was setting up a new laptop for the city office and they asked me if I had any license keys for Microsoft Office that Nick Shimmin had received when he was doing IT. He did not leave good records of IT information, but I managed to track down an email in his account with a volume license that worked. It had enough licenses left that I also got Office installed on my new laptop; I did not think we had any licenses that would still work since Microsoft is trying to transition everyone to Microsoft365.
- **Community room TV casting issue:** We had a group trying to cast from an Apple device to our big TV but were unable to. After some research and consultation with Mainstay, we can't open the Community Room wifi to casting safely. So we found an adapter that will allow a patron to physically connect an iPhone to the TV, that should work with newer iOS devices.



## Library Staff/Services

### • Summer Library Program

#### ○ Registrations to date:

- Adults: 173
- Kids: 159
- Little kids: 70
- Total: 402
- Last year we had 409 all summer, so we're doing great halfway through the program!

- **Reading logs:** This year's kids program, we're using a desk pet model Mary Buol brought from her experience as a teacher! They log reading on a seed chart and different amounts of seeds can be turned in for a toy pet (and a decoratable cardboard house to put them in!) or accessories for them like toy food and sports equipment. It took a few weeks for more kids to build up enough seeds for prizes, and they're loving it so far! We also simplified the grownup program to a similar reading log model with its own prizes. This year, considering feedback we got from teens who either wanted to do the kid one or wanted more grownup prizes, we let teens decide whether they

want to do the kid or adult model and that has been great for an age group that varies a lot in maturity (and they still have a dedicated teen event each week).

- **Prizes:** Each age group has drawings for bigger prizes, and we opted for 4 prize drawings throughout June and July instead of one at the end, with multiple winners for each. We've given away 2 rounds of themed prize bags and smaller prizes like T-shirts and certificates from local businesses. We have a good mix of SLP branded stuff, donated certificates (and a whole gardening basket from Earl May!) and purchased items, and almost all of our adult prize books were donations!


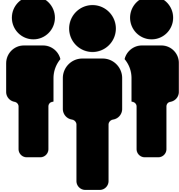
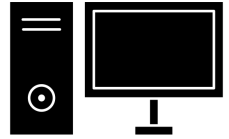



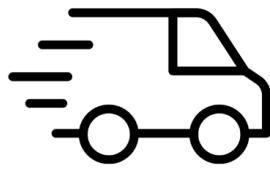

- **SLP Programs:**

- **Kickoff:** The weather was warm but manageable and the attendees loved meeting the animals in our Barnyard trailer, playing outdoor games and eating ice cream. We counted 96 and signed up upwards of 60 people on the day!
- **Tuesday: Teen Time** (6th-12th graders). We have a pretty regular group of 6-10 that are so excited about it, a few of them showed up on Monday once! Mary prepares engaging crafts and sometimes guests with activities.
- **Tuesday: Family Events.** Our larger all-ages event night with mostly hired presenters have been a big draw! Our first one, decorating plant pots with Mrs. Buol, and Dragon Academy, a terrific interactive performer with dragon puppets and activities, both got about 30. Ocean Odyssey with real sharks from the Mississippi River Museum was standing room only with 68! Finally, Miss Sarah brought us our own temporary worm habitat (go check it out!) and activities, and got a engaged group of 11.
- **Wednesday: Cubby Park.** Mary has been seeing large crowds at some of these, 20-40, even on hot days (though one was cancelled for rain) and Mary says it's a great mix of ages and attracting new families.
- **Wednesday: Bear Time.** Mary thought it was important to have a dedicated older kid (2-5 grade) activity group to replace the older kid storytime in the summer, and she's been getting a good group of about 10 for afternoon activities.



- **Thursday Theater.** Keeping kids attention through the whole movie, but the movies have been getting 5-10 each week.
- **Friday: Tater Tots Storytime** (Little kids): continuing and getting a consistent group.

**June 2026**

<p><b>Circulation</b></p>  <p><b>2854</b></p> <p>May: 2574 June 2025: 2370</p>	<p><b>Visitors</b></p>  <p><b>1425</b></p> <p>May: 1746 June 2025: 1376</p>	<p><b>Computer Use</b></p>  <p><b>296 sessions 401 hours</b></p> <p>May: 330, 321 hrs June 2025: 304 243 hours</p>	<p><b>Program Attendance</b></p>  <p><b>475</b></p> <p>May: 843 June 2025: 482</p>
<p><b>Libby Checkouts</b></p>  <p><b>643 audiobooks</b> Last month: 659</p> <p><b>350 ebooks</b> Last month: 319</p>	<p><b>Volunteers</b></p>  <p><b>21 volunteer shifts</b></p> <p><b>Tasks: kickoff help, shelving, hosting STEAM night, scanning weeded books, and gardening!</b></p>	<p><b>Interlibrary Loans</b></p>  <p><b>34 received</b></p> <p><b>26 lent to other libraries</b></p>	<p><b>Program Attendance by Age</b></p>  <p><b>450 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:** 7/8/2026  
**Re:** Discuss/Approve bids for new library roof

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## Background

The library's roof needs to be replaced ASAP. We have already determined it will be funded 50% by the city with an addition to the library's budget (up to \$20,000), and 50% from the library's savings accounts. If the cost of the roof exceeds \$40,000, the city will only pay \$20,000 and the library will have to pay the rest.

While we initially received quotes for a traditional asphalt roof, we have since decided we would prefer to pursue a metal roof. We have had several roofing companies inspect our roof and provide quotes for both types.

## Information

A lower gauge number means thicker, heavier metal (e.g., 22-gauge is thicker than 26-gauge). 29-gauge is not generally recommended for buildings that will be inhabited, and is not resistant to hail or heavy snow.

The following is a summary from Google. Please follow up on the linked sources if you have questions, this is not a professional source.

## Common Roof Gauges & What They Mean

Choosing the right thickness depends on your building's purpose and your budget. [\[1\]](#)

- **24-Gauge (~0.024 inches):** The premium standard for residential homes and standing seam roofs. It provides excellent resistance to hail and heavy snow, and resists "oil-canning" (the rippling effect on flat, wide metal surfaces). [\[1, 2\]](#)
- **26-Gauge (~0.018 inches):** The industry standard for versatile, budget-friendly residential and light commercial projects. It is easier to cut and manipulate but more prone to denting than 24-gauge. [\[1, 2, 3\]](#)
- **29-Gauge (~0.014 inches):** The thinnest option, primarily used for agricultural buildings, sheds, or temporary structures. It is cost-effective but not recommended for homes or areas with severe weather. [\[1, 2\]](#)
- **22-Gauge (~0.030 inches):** A heavy-duty, commercial-grade thickness. It provides extreme rigidity but is rarely used for residential applications due to cost. [\[1\]](#)

Our estimates for a new roof have ranged from \$24,700-\$87,790.50.

<p>Tomlinson Cannon/AeroSaw</p>	<p><b><u>Asphalt</u></b></p> <p><b><u>Metal</u></b> Corrugated Metal Roof (gauge not specified)</p> <p>Install 1x4 Purlins (supports)</p> <p>Install vapor barrier</p> <p>Install of Corrugated Metal Roof</p> <p>Includes panels, stops, trims, fasteners, screws Drip edge to be replaced in readily accessible areas. (If customer wants drip edge replaced on eaves, additional time and material charge for removal and reinstallation of gutters.)</p> <p><b>Tear-off/disposal?</b></p> <p>*Rotted or deteriorated roof sheathing (decking) or wall boards will be replaced at an additional time and material charge.</p>	<p>Not included; installed over existing roof</p>	<p>\$32,775-\$39,675</p> <p><b>\$51,750</b></p>
<p>Everest Exteriors</p>	<p><b><u>Asphalt</u></b></p> <p><b><u>Metal</u></b></p> <p><b>29-gauge exposed-fastener metal panels</b></p> <p>Synthetic underlayment, full deck</p> <p>Ice &amp; water shield — eaves, valleys, penetrations</p> <p>Eave &amp; rake drip /</p>		<p>\$34,426.86</p> <p><b>\$45,521</b></p>

	<p>perimeter trim</p> <p>Ridge cap &amp; closure strips</p> <p>Pipe boots &amp; penetration flashings</p> <p>Fasteners, clips &amp; sealants</p> <p><b>24-gauge standing seam panels</b></p> <p>Synthetic underlayment, full deck</p> <p>Ice &amp; water shield — eaves, valleys, penetrations</p> <p>Custom-bent eave, rake &amp; counter-flashing</p> <p>Ridge / hip caps &amp; closures</p> <p>Concealed clip &amp; fastening system (\$2,400)</p> <p>Pipe boots &amp; penetration flashings</p> <p>Sealants, butyl tape &amp; misc.</p> <p><b>Tear-off &amp; disposal of existing roof system</b></p>	<p>\$4,226.95 (included in quote)</p>	<p><b>\$87,790.50</b></p>
Eric Gerot Construction	<p><b><u>Metal</u></b></p> <p><b>28-gauge Anti Siphon Channel (exposed fastener)</b></p> <p><b>26-gauge Anti Siphon Channel (exposed fastener)</b></p>		<p><b>\$32,000</b></p> <p><b>\$40,000</b></p>



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



**RECIPIENT:**

**West Branch Public Library**

300 North Downey Street  
 West Branch, Iowa 52358

Quote #11151	
Sent on	Mar 04, 2026
<b>Total</b>	<b>\$51,750.00</b>



**Roofing Installation**

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

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



Product/Service	Description	Total
		Not included
OCFLEX	Upgrade shingles to Owens Corning Duration Flex (Class 4 Shingle). Class 4 is more resistant to hail damage. This is the additional cost to upgrade.	\$6,900.00*
Preferred Protection Warranty	<p>As an Owens Corning Preferred contractor we include an exclusive limited-lifetime warranty featuring:</p> <ul style="list-style-type: none"> <li>• First 10 years: Full coverage from workmanship</li> <li>• First 15 years: Blow off coverage up to 130 MPH</li> <li>• First 25 years: Algae staining resistance</li> <li>• First 50 years: Full coverage for material defects (labor and materials)</li> <li>• 50 years to Lifetime: 20% coverage for material defects (materials only)</li> </ul> <p>See actual warranty information for complete details.</p>	\$0.00*
Roofing and Siding Terms and Conditions	<p>- Rotted or deteriorated roof sheathing (decking) or wall boards will be replaced at an additional time and material charge.</p> <p>-Drip edge to be replaced in readily accessible areas. Drip edge on rakes will be replaced on all roof installations. On eaves, where gutter brackets or nails do not allow for easy access to remove, drip edge will not be replaced. If customer wants drip edge replaced on eaves, additional time and material charge for removal and reinstallation of gutters.</p> <p>-We will do our best effort to protect existing gutters during installation. During removal of roof, if gutters are damaged or fall due to existing deterioration or damage, Tomlinson Cannon is not liable.</p> <p>-All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications listed above involving extra costs will be executed only upon agreement with customer and will become an extra charge over and above the estimate.</p> <p>-We will give our best effort to clean-up debris and fasteners. We cannot guarantee that all will be removed from the site.</p> <p>-We will do our best to protect the landscaping surrounding your home. However, some damage to flowerbeds and shrubs may be unavoidable.</p>	
Metal Roof Install	<p>Installation of new metal roof.</p> <ul style="list-style-type: none"> <li>- Install 1x4 Purlins</li> <li>- Install vapor barrier</li> <li>- Install of Corrugated Metal Roof</li> <li>- Includes panels, stops, trims, fasteners, screws</li> </ul>	\$51,750.00*

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Product/Service	Description	Total
Metal Roof Warranty Terms & Conditions	Your metal roof comes with a limited lifetime warranty featuring: <ul style="list-style-type: none"> <li>• 20 year warranty the roof fasteners will remain secure and not leak</li> <li>• 40 year warranty the paint will not crack, peel, or fade under normal conditions</li> <li>• Lifetime warranty for workmanship</li> </ul> See actual warranty information for complete details.	\$0.00




\* Non-taxable

**A deposit of \$25,875.00 will be required to begin.**

<b>Subtotal</b>	\$51,750.00
<b>Iowa, Iowa City (0.0%)</b>	\$0.00
<b>Iowa, Johnson County (0.0%)</b>	\$0.00
<b>Iowa State (6.0%)</b>	\$0.00
<b>Total</b>	<b>\$51,750.00</b>

## Attachments

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

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

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

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

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

Warranties do not become effective until full payment is received.

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

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

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# EVEREST EXTERIORS

Exterior Construction & Restoration

## PROJECT BID

June 8, 2026

### PREPARED FOR

#### West Branch Public Library

Attn: Jessie Schafer  
300 N Downey St  
West Branch, IA 52358  
(319) 643-2633

### PREPARED BY

#### Colton Woods — Project Manager

Everest Exteriors Inc.  
221 3rd Ave SE, Suite 525  
Cedar Rapids, IA 52401  
CertainTeed ShingleMaster PRO #C141056

## Project Overview

Everest Exteriors is pleased to present the following bid for a complete metal roofing system at the West Branch Public Library. The scope covers full tear-off of the existing roof, inspection and preparation of the deck, and installation of a new metal roof system with all associated underlayment, trim, and flashings. Two options are presented below so the Library can weigh long-term performance against budget. Both options are priced on a measured roof area of **65.03 squares** (6,503 sq. ft.).

### GOOD — EXPOSED FASTENER

## Exposed-Fastener Metal Roof

# \$45,521.00

\$700.00 / SQ × 65.03 SQ

*The dependable workhorse — a proven, budget-friendly metal system. Average service life: 25–40 years.*

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Tear-off & disposal of existing roof system	65.03 SQ	\$65.00 / SQ	\$4,226.95
Synthetic underlayment, full deck	65.03 SQ	\$30.00 / SQ	\$1,950.90
Ice & water shield — eaves, valleys, penetrations	1 LS	Lump sum	\$1,200.00
Eave & rake drip / perimeter trim	1 LS	Lump sum	\$1,450.00
Ridge cap & closure strips	1 LS	Lump sum	\$850.00
Pipe boots & penetration flashings	1 LS	Lump sum	\$650.00
Fasteners, clips & sealants	1 LS	Lump sum	\$900.00
29-ga. exposed-fastener metal panels (installed)	65.03 SQ	Material & labor	\$34,293.15
<b>OPTION TOTAL</b>			<b>\$45,521.00</b>

BETTER — DESIGNER STANDING SEAM  
Standing Seam Metal Roof

**\$87,790.50**

\$1,350.00 / SQ × 65.03 SQ

Our designer-grade architectural profile — clean concealed-fastener lines and premium finishes for a high-end look. Average service life: 50+ years.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Tear-off & disposal of existing roof system	65.03 SQ	\$65.00 / SQ	\$4,226.95
Synthetic underlayment, full deck	65.03 SQ	\$30.00 / SQ	\$1,950.90
Ice & water shield — eaves, valleys, penetrations	1 LS	Lump sum	\$1,200.00
Custom-bent eave, rake & counter-flashing	1 LS	Lump sum	\$3,200.00
Ridge / hip caps & closures	1 LS	Lump sum	\$1,800.00
Concealed clip & fastening system	1 LS	Lump sum	\$2,400.00
Pipe boots & penetration flashings	1 LS	Lump sum	\$650.00
Sealants, butyl tape & misc.	1 LS	Lump sum	\$1,100.00
24-ga. standing seam panels (installed)	65.03 SQ	Material & labor	\$71,262.65
<b>OPTION TOTAL</b>			<b>\$87,790.50</b>

### Bid Summary

Option	System	Avg. Lifespan	Rate / SQ	Total
<b>Good</b>	Exposed-Fastener Metal	25–40 yrs	\$700.00	<b>\$45,521.00</b>
<b>Better</b>	Designer Standing Seam	50+ yrs	\$1,350.00	<b>\$87,790.50</b>

### Terms & Notes

- Pricing is based on a measured roof area of 65.03 squares. Any change in scope or measured area will be reflected in a revised bid.
- Deteriorated or rotted decking discovered during tear-off is replaced on a per-sheet/per-SF basis and is not included in the base price unless noted.
- Final color, panel profile, and trim details to be confirmed at contract signing.
- This bid is valid for 30 days from the date above.
- Everest Exteriors is fully licensed and insured; certificates of insurance available upon request.

ACCEPTED BY (West Branch Public Library)

EVEREST EXTERIORS INC.

Signature / Date

Colton Woods, Project Manager / Date



## **Eric Gerot Construction, LLC**

Eric Gerot, Owner (319) 930-1012  
Linsey Gerot, Business Manager (319) 430-5271  
180 3<sup>rd</sup> St E Riverside, IA 52327  
gerotconstruction@gmail.com

### **BILLED TO:**

Roger Laughlin  
laughlin@Lcom.net

### **DATE:**

4/10/2026

# ESTIMATE

---

### **Job Description:** Library Bids

1. 28 guage Tuf Rib Anti Siphon Channel \$32,000|
  - 1.26 guage Tuf Rib Anti Siphon Channel \$40,000
  - 1.26 gauge Standing Seam, Includes shingle tear-off & apply new synthetic paper \$72,000
- 

WE ASK THAT YOU PAY 15% OF THE ESTIMATE DOWN PRIOR TO STARTING THE JOB. THE REMAINDER OF THE BALANCE SHALL BE PAID WITHIN 14 CALENDAR DAYS UPON COMPLETEION OF THE JOB.

THANK YOU FOR YOUR BUSINESS!

# Proposal

**ARW Construction Co., LLC**  
 2311 320th Street  
 Hopkinton, Iowa 52237  
 (515) 669-3246  
 (319) 327-0380

Proposal Submitted To: <b>West Branch Public Library</b>		Job Name	Job #
Address: <b>300 N. Downey st.</b>		Job Location: <b>300 N. Downey st. west Branch IA.</b>	
<b>West Branch IA.</b>		Date: <b>6-5-2016</b>	Date of Plans
Phone #: <b>319-643-2633</b>	Fax #	Architect	

We hereby submit specifications and estimates for: a New metal Roof as stated below;

- premium Texture hidden fastener snap lock metal over existing shingles, synthetic felt underlay
- all new drip edge with eave metal Notched and seamed on drip edge
- valley metal with valley metal Notched and seamed on to valley cleat
- hidden fastener rake corner covers
- hidden fastener snap Ridge caps with vented Z snap closures
- new boot for pipe
- metal to be Roll formed on site, Transportation, labor included
- (Not including soffit, fascia, or gutters)
- price as stated Above in the 16" panel, 1" Rib 26 Gauge metal: <sup>16"</sup>24,700.<sup>00</sup>; 24 Gauge: <sup>24"</sup>27,900.<sup>00</sup>
- price as stated Above in the 12" panel, 1" Rib 26 Gauge metal: <sup>12"</sup>29,613.<sup>00</sup>; 24 Gauge: <sup>24"</sup>31,500.<sup>00</sup>
- Add <sup>12"</sup>2800.<sup>00</sup> to any of prices Above for 1/2" Rib metal
- Add 3600.<sup>00</sup> to prices Above for a complete existing shingle tear off and disposal
- Add 2900.<sup>00</sup> to prices Above for a snow bar with Rib clamps for a snow stop:

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$As Stated Above Dollars

With payments to be made as follows: 50 % before starting, Rest when finished

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Robert Hellmuth

We hold you harmless of any and all liabilities due to construction.

Note – this proposal may be withdrawn by us if not accepted within 15 days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as specified above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Director

**Date:** 7/8/2026

**Re:** Discuss/Approve closing the library at 6:00pm on July 13 for training

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## **Background**

Main Street West Branch is offering free training for West Branch businesses and employees prior to the Herbert Hoover Library & Museum reopening this summer. The training is relevant to library staff and I would like all of us to attend if possible, but it is at 6:30pm on Monday, July 13 and the library is normally open until 7:00.

## **Information**

According to the information we received, this free hospitality training will cover the following topics:

- West Branch "must know" facts and attractions
- Where to eat, shop, and explore
- Visitor FAQs and how to answer them
- Hospitality best practices
- How every business can help cross-promote the community and each other

While it is obviously geared toward commerce downtown, I think the information about West Branch facts, attractions, and amenities would be extremely useful to us as reference librarians. We often receive visitors from out of town who stop by and ask us questions about the area, food options, and where they can stay. People expect librarians to know things! And none of us are really West Branch natives, so we don't know how to answer the questions as well as we'd like.

I would like to close the library an hour early so we all have the option to attend together. Mary is not usually scheduled for Monday nights and may not be able to make it, but I have invited her.

## **Recommendation**

Recommend closing the library at 6:00pm on Monday, July 13 so staff may attend free West Branch training.

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 7/8/2026

**Re:** Discuss/Approve Review of Borrowing Policy and Equipment Policy

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## **Background**

The library is required to review all policies at least once every 3 years. The Borrowing Policy and Equipment Policy were both reviewed last year after undergoing revisions in 2024. I recommend reviewing all policies regularly so the board is familiar with library operations.

## **Information**

The previous revisions to the policies have been working well.

Based on discussions with staff and changes to our interlibrary loan delivery service (IA Shares), we recommend increasing the limit on ILL requests per patron. The current limit of 4 arbitrarily restricts patrons who are interested in items we are unable to keep on our shelves, including series we don't own, obscure nonfiction that doesn't fit in our collection, or books we have in more accessible formats like large print or audiobooks. Interlibrary loans no longer cost the library postage for the majority of items, as long as they are available in other public libraries as part of the State Library's delivery system. Another concern is that patrons who request a lot of items would not be able to finish them in the checkout time, but this obviously varies widely from person to person. When items from other libraries are not returned and we end up incurring replacement costs from the lending library, it is usually one item at a time, not the maximum number currently allowed; the limit has little effect on the number of ILLs that are lost.

Staff recommend changing the limit of ILL requests to 10 and having conversations with patrons so they understand transit time, checkout time, and the consequences of not returning books belonging to other libraries.

We have considered a stricter borrowing limit on video games due to the cost and desirability of these items, but we have only had one instance of abuse of the policy, several years ago when one patron checked out 25 games on two cards (the patron's and their child's card) and moved away without returning them. Police were unable to locate the patron or retrieve the items. While this does still weigh on our memories and make us nervous when patrons ask how many games they're allowed to check out, it's not good practice to change policy based on one isolated incident. The limit of 25 items on an account without specific restrictions is easy to remember.

We have been following our revamped Equipment Policy (formerly Media Use policy) for a year and it is much more relevant than the prior version.

Both policies are attached below.

## **Recommendation**

Recommend increasing the limit on interlibrary loan requests to 10; no other changes suggested.

# Borrowing Policy

Anyone living within West Branch city limits or unincorporated parts of Cedar County will be eligible for a West Branch Public Library card. Other Iowa residents belonging to a participating Open Access library may also register for a card and make use of the West Branch Public Library collection. Service to eligible patrons will not be denied or abridged because of religious, social, racial, or political affiliation, or because of the age, sex, or physical capability of the patron.

## Registration

To obtain a local library card, a prospective patron must provide photo identification and proof of current residence. The library staff reserves the right to refuse service to those without adequate identification.

Library users without photo identification, proof of residence, or are under the age of 14 may create an unverified account (referred to as a “Quick Card”) which is limited to 3 items on the account at a time. The user must be able to provide their full name, valid address, and phone number to register for a Quick Card.

West Branch School District students may use their Student ID to get a library card with an initial limit of 3 items on their account at a time and access to local card benefits (e.g. access to ebooks). Upon proof of residence, the checkout limit will be lifted.

## Materials Check Out

A patron must provide a valid library card number or patron name which can be cross-referenced with library records. Only persons listed on the account will be allowed to check out. The patron assumes the responsibility for the care and return of library materials in accord with established policies. At the discretion of the library staff, a patron may be refused additional materials if it is known that they have not returned overdue items.

## Loan Periods

All loans may be renewed for additional periods unless a Reserved Checkout List exists for a given item. The library reserves the right to require an item to be physically present in the library for renewals. Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational programs.

## Loan Limitations

**Media & Library of Things (DVDs, Games, CDs, Cake Pans etc.):** 25 items may be loaned for a 1 week period.

**Interlibrary Loans:** 4-10 items may be in a requested or borrowed state at one time. Loans will be for a 3 week period. Items will be returned if not picked up after 1 week.

**Electronic equipment (Chromebooks, Wireless Hotspots, etc.):** 1 of each item may be loaned for a 1 week period – patron must be age 14 or older, and must have a verified library card (i.e. not a Quick Card).

**All other items:** 25 items may be loaned for a 3 week period.

## Collection Access

In accordance with the American Library Association interpretation of the Library Bill of Rights (June 30, 1972) the West Branch Public Library shall afford minors access to all collections.

## Overdue Items and Lost Items

Failure to return items is considered theft of city property per the Code of Iowa, Chapter 714.5, Theft of Library materials and equipment. Items which have not been returned for two months or of whom the mailing address

is found to be invalid with no further contact information may be turned over to a third-party to attempt return of the items or monetary equivalence.

## **Overdue Notification**

Patrons will be notified that materials are overdue at regular intervals after the due date.

1 week overdue: notification by email, text message, or phone call

3 weeks overdue: postcard sent by mail

6 weeks overdue: letter sent by mail

9 weeks overdue: letter sent by mail

In the event a patron fails to respond to overdue notifications within a reasonable amount of time, the director may choose to consider the overdue item stolen and proceed with the matter as specified by the Code of Iowa Chapter 714.5.

## **Lost or Destroyed Item Charge**

The patron of record will be billed for the current replacement cost of the item. If the item is not available for purchase through normal library options, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection.

# **Equipment Policy**

The purpose of the Equipment Policy is to help assure that audiovisual and computing equipment is available for patron and staff use. The library collection includes many different media formats and the library seeks to provide equipment to utilize them. To maintain access for the library, designated library media and computing equipment may not be used outside of the library except for library programs. Chromebooks, wireless hotspots, and other equipment specifically added to the circulating collection may be checked out and used outside the library as indicated. Patrons must be 14 years old and have a verified library card in order to check out equipment that leaves the library.

The library equipment is provided for, but not restricted to, the use of library materials. The library is not responsible for damage to personal items or equipment used in conjunction with library equipment. Any data saved on a library device may be erased when the session or time of use has ended. The library is not responsible for any information left on a library device. The library holds no responsibility for the privacy of data entered or saved onto devices, or transmitted over the internet. The library's wireless network is an open network.

The library works to keep equipment in good working order, but is not responsible for the loss of data due to equipment malfunction.

Users are responsible for any damage caused to the library equipment and may be billed for repair or replacement.

Time and use restrictions may be placed to assure that other patrons have access to the media and computing equipment.

# Strategic Plan Timeline 2025-2026

Year	Month	Objective
2025	January	<i>Adult Program - month off</i>
	February	Sensory storytime/activity ✓ Dramatic play Adult Program ✓ Tee/Tea Time
	March	Adult Program ✓ Tee/Tea Time x2
	April	Sensory storytime/activity Adult Program ✓ Tee/Tea Time x2
	May	Adult Program ✓ Tee/Tea Time
	June	Sensory storytime/activity ✓ Dramatic play Adult Program ✓ Tee/Tea Time/SLP
	July	<b>Add Resources for Seniors to website</b> ✓ Adult Program ✓ Tee/Tea Time
	August	Sensory storytime/activity <i>Adult Program - month off (end of summer break)</i>
	September	<b>Single parent program held</b> Adult Program ✓ NEW TIME: Scam & Fraud Prevention
	October	<b>Begin Community Resource Center in foyer</b> ✓ Sensory storytime/activity ✓ Dramatic play Adult Program ✓ Movie
	November	<b>Single parent program held</b> ✓ LSI during storytime October 3 Adult Program ✓ Nutrition for Healthy Aging
	December	Sensory storytime/activity <i>Adult Program - month off (holidays)</i> <b>Participate in citywide planning process</b> ✓
2026	January	Adult Program ✓ Actively Aging
	February	Sensory storytime/activity Adult Program ✓ Movie
	March	Adult Program ✓ Linda McCann
	April	Sensory storytime/activity Adult Program ✓ Jen Loeb

<b>May</b>	<b>Finish adding information to Community Resource Center</b> <i>Adult Program - month off (Memorial Day)</i>
<b>June</b>	<b>Single parent program held</b> Sensory storytime/activity <input checked="" type="checkbox"/> Sensory bins, garden play
<b>July</b>	Adult Program <input checked="" type="checkbox"/> Hoover Library Adult Program
<b>August</b>	Sensory storytime/activity Adult Program
<b>September</b>	Single parent program held Adult Program
<b>October</b>	Sensory storytime/activity Adult Program
<b>November</b>	Adult Program
<b>December</b>	Sensory storytime/activity Adult Program <b>Participate in citywide planning process</b>

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