



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

Library Board of Trustees Meeting

September 9, 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.

Establishment of quorum

Approve agenda

Approve minutes

August 12

Open Forum

Financial condition report and approval of expenditures

August 2026

September 2026 in progress

Director's Report

Discuss/Approve appointing Kathryn Burkle to the Library Board of Trustees

Discuss/Approve opening the library on Saturday, October 10 from noon-4 for book sale

Discuss/Approve Review of Telephone Policy

Discuss/Approve Review of Library Use by Sex Offenders Against Minors Policy

West Branch Employee Handbook Review

Training

Discuss Chapter 1 of Library Trustee's Handbook

Next meeting

October 14 @ 6:30pm

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>

August 12, 2026

Meeting commenced at: 6:35 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Holly Wasion (Trustee)
- Chris Humrichouse (Vice President)
- Erin Monaghan (President)
- Annika Pettitt (Secretary)
- Faye Goodspeed (Trustee)
- Rachel Richards (Trustee)

Absent:

- N/A

Visitors:

- N/A

Agenda Approval:

On a motion by Trustee Wasion and seconded by Trustee Pettitt, the agenda for the meeting was unanimously approved.

Meeting Minutes:

On a motion by Trustee Humrichouse and seconded by Trustee Goodspeed, the July 8, 2026 and July 17, 2026 meeting minutes were unanimously approved.

Open Forum:

N/A

Financial condition report and approval of expenditures:

On a motion by Trustee Wasion and seconded by Trustee Richards, the financial condition report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Discuss/Approve appointing Terri O'Leary to the Library Board of Trustees

Moved by Trustee Pettitt and seconded by Trustee Humrichouse the motion to appoint Terri O'Leary to the Library Board of Trustees was unanimously approved.

Discuss ADA Accessibility Checklist Priority 3**Discuss/Approve designated physical and internet posting places for library board meeting notices**

Moved by Trustee Humrichouse and seconded by Trustee Wasion the motion to approve the designated physical and internet posting places for library board meeting notices was unanimously approved.

Discuss/Approve Confidentiality Policy Review

Moved by Trustee Goodspeed and seconded by Trustee Wasion the motion to approve the provided Confidentiality Policy was unanimously approved.

Discuss board training**Discuss/Approve date/time for November board meeting**

Moved by Trustee Humrichouse and seconded by Trustee Wasion the motion to schedule the November board meeting on Wednesday November 4th was unanimously approved.

Next meeting

September 9 @ 6:30pm

August 2026					
	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 - trash bags, baking soda, restroom supplies, paper towels	\$ 111.06	
			HD SUPPLY - hand soap for restrooms	\$ 44.70	9251466942
			OASIS ELECTRIC - retrofit LEDs	\$ 1,125.34	8714
			SUMMIT FIRE PROTECTION - annual fire extinguisher service	\$ 47.25	4267295
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10709333
			Subtotal	\$ 1,378.35	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 1,069.97	8-3-2026
			Subtotal	\$ 1,069.97	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.50	8-1-2026
			Subtotal	\$ 230.50	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1335
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	\$ 42.00	5642952143
			Subtotal	\$ 42.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - folder tabs, desk organization	\$ 101.75	
			Subtotal	\$ 101.75	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	Jessica Schafer (reimbursement) - WALMART - adult prizes	\$ 76.54	7-14-26
			US Bank card - WALMART - adult prizes	\$ 39.73	7-22-26
			AMAZON - SLP supplies, prizes	\$ 302.06	
		Youth	AMAZON - youth program supplies (pets, crafts, storytime)	\$ 296.69	
			ZACK & OLLIE'S PUBLISHING - program kit	\$ 75.00	1010
			Subtotal	\$ 790.02	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 194.53	20691054
			Subtotal	\$ 194.53	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 833.29	
		Youth	AMAZON	\$ 233.82	
		Electronic	KANOPY - streaming video	\$ 32.00	515646
			OVERDRIVE - ebooks	\$ 149.97	06497CO26261709
			OVERDRIVE - audiobooks	\$ 263.74	06497CO26261709
			OVERDRIVE - audiobooks	\$ 47.50	06497CO26274194
			OVERDRIVE - audiobooks (pay per use)	\$ 148.13	06497CP26254161
		DVD	AMAZON	\$ 64.24	
		Library of Things	AMAZON - board games, literacy backpacks	\$ (65.34)	
			Subtotal	\$ 1,707.35	
			Total	\$ 5,916.97	

September 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		Mary Buol (reimbursement) - DOLLAR GENERAL - storage totes	\$ 159.80	8-19-26
			SUMMIT FIRE PROTECTION - annual fire monitoring	\$ 600.00	4389080
			LEE'S LOCK & KEY - service on Poplar St entrance lock	\$ 75.00	20847
			Subtotal	\$ 834.80	
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	\$ 437.50	1350
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	\$ 42.00	5668307176
			US Bank card - MOBILE BEACON - 2 hotspots annual renewal	\$ 240.00	038059-20260821-1454
			US Bank card - CODEWORK - DeepFreeze (steady state software) renewal	\$ 191.40	CTDHVXZM0002
			AMAZON - keyboard for staff,	\$ 10.00	
			Subtotal	\$ 483.40	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		US Bank card - USPS - interlibrary loan postage, stamps	\$ 69.17	8-19-26
			US Bank card - USPS - interlibrary loan postage	\$ 4.87	8-26-26
			Subtotal	\$ 74.04	
Programs	031-5-4-410-6599	Youth	AMAZON - after school supplies,	\$ 121.57	
			US Bank card - WALMART - youth prizes, snacks	\$ 35.25	8-24-26
			Subtotal	\$ 156.82	
Office Equipment	031-5-4-410-6725		EO JOHNSON - printing overage charges, toner shipping	\$ 106.03	INV2022039
			LEAF - copier lease	\$ 209.17	20848501
			Subtotal	\$ 315.20	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 490.38	
		Youth	AMAZON	\$ 223.79	
		Electronic	KANOPY - streaming video	\$ 38.00	520451
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - ebooks (PPU)	\$ 49.50	06497CP26294217
			OVERDRIVE - audiobooks	\$ -	
			OVERDRIVE - audiobooks (PPU)	\$ 39.93	06497CP26297957
		DVD	AMAZON	\$ 105.76	
			Subtotal	\$ 947.36	
			Total	\$ 3,249.12	

<i>West Branch</i>							
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining \$</i>	<i>Average</i>
Full-Time Salaries	\$ 7,896.59	\$ -	\$ -	\$ 105,197.00	\$ 7,896.59	\$ 97,300.41	\$ 2,632.20
Part-Time Salaries	\$ 2,014.74	\$ -	\$ -	\$ 21,632.00	\$ 2,014.74	\$ 19,617.26	\$ 671.58
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 370.00	\$ -	\$ 370.00	\$ -
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ 1,480.00	\$ -	\$ 1,480.00	\$ -
Building Maintenance - 6310	\$ 612.91	\$ 1,378.35	\$ 834.80	\$ 20,320.00	\$ 2,826.06	\$ 17,493.94	\$ 942.02
Utilities - 6371	\$ 1,038.35	\$ 1,069.97	\$ -	\$ 11,000.00	\$ 2,108.32	\$ 8,891.68	\$ 702.77
Telephone - 6373	\$ 230.50	\$ 230.50	\$ -	\$ 3,192.00	\$ 461.00	\$ 2,731.00	\$ 153.67
Janitorial Expense - 6409	\$ 455.00	\$ 402.50	\$ 437.50	\$ 5,100.00	\$ 1,295.00	\$ 3,805.00	\$ 431.67
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -
Technology Services - 6419	\$ 697.23	\$ 42.00	\$ 483.40	\$ 5,500.00	\$ 1,222.63	\$ 4,277.37	\$ 407.54
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ 2,576.00	\$ 1,870.00	\$ 706.00	\$ 623.33
Office Supplies - 6506	\$ 36.11	\$ 101.75	\$ -	\$ 1,000.00	\$ 137.86	\$ 862.14	\$ 45.95
Postage and Shipping - 6508	\$ 5.67	\$ -	\$ 74.04	\$ 1,000.00	\$ 79.71	\$ 920.29	\$ 26.57
Programs (Misc) - 6599	\$ 519.51	\$ 790.02	\$ 156.82	\$ 8,500.00	\$ 1,466.35	\$ 7,033.65	\$ 488.78
Office Equipment - 6725	\$ 209.17	\$ 194.53	\$ 315.20	\$ 2,844.00	\$ 718.90	\$ 2,125.10	\$ 239.63
Capital Improvements - 6761	\$ 17,200.00	\$ -	\$ -	\$ 1,500.00	\$ 17,200.00	\$ (15,700.00)	\$ 5,733.33
Collections - 6770	\$ 2,103.04	\$ 1,707.35	\$ 947.36	\$ 22,000.00	\$ 4,757.75	\$ 17,242.25	\$ 1,585.92
<i>Library Account total</i>	<i>\$ 34,888.82</i>	<i>\$ 5,916.97</i>	<i>\$ 3,249.12</i>	<i>\$ 213,411.00</i>	<i>\$ 44,054.91</i>	<i>\$ 169,356.09</i>	<i>\$ 14,684.97</i>

August 2025					
	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	\$ 35.27	F1HD
			SUMMIT FIRE PROTECTION - fire extinguisher service	\$ 86.49	3398717
			Subtotal	\$ 121.76	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 1,076.63	8-1-2025
			Subtotal	\$ 1,076.63	
Telephone	031-5-4-410-6373		LIBERTY	\$ 250.55	8-1-2025
			Subtotal	\$ 250.55	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	1177
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email accounts (paid by credit card)	\$ 40.45	5316269217
			Subtotal	\$ 40.45	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		WALMART - staples, tape	\$ 16.62	1664500398
			AMAZON - cardboard cutters	\$ 47.16	T4D4
			Subtotal	\$ 63.78	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 25.00	
			USPS - stamps	\$ 139.00	
			Subtotal	\$ 164.00	
Programs	031-5-4-410-6599		AMAZON - popcorn oil	\$ 28.73	F1HD
			AMAZON - activity area supplies	\$ 199.55	7NWL
			AMAZON - storytime supplies	\$ 125.36	DWMJ, T4D4
		SLP	WALMART - summer library program prizes	\$ 108.18	1664500398
			Subtotal	\$ 461.82	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18800101
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 127.95	
			BAKER & TAYLOR	\$ 433.97	
			BAKER & TAYLOR - credit for canceled order	\$ (17.41)	credit 0003313771
		Youth	AMAZON	\$ 103.48	
			BAKER & TAYLOR	\$ 90.07	
		Electronic	KANOPY - streaming video	\$ 46.00	462601
			OVERDRIVE - ebooks	\$ 234.97	
			OVERDRIVE - audiobooks	\$ 47.50	
			OVERDRIVE - credit	\$ (41.36)	
		DVD	AMAZON	\$ 97.77	
		Library of Things/video games	AMAZON	\$ 104.23	3KHV
		Newspapers/Magazines	ADVANTAGE ARCHIVES - newspaper digitization (JP Morgan grant)	\$ 2,535.00	42869
			Subtotal	\$ 3,762.17	
			Total	\$ 6,503.18	

Library Facilities

- **Building/Grounds**

- **Poplar Street entrance:** We noticed it was getting hard to get our keys in and out of the lock on the main door. Something similar happened to the door on the Downey side several years ago, and ultimately the door got stuck unlocked and needed to be serviced. We didn't want to wait for this one to get that bad, so we called a locksmith and had the door serviced. They were able to adjust it and it works better now! I'm very happy we got ahead of the problem and we don't have to do something like rekey the whole library.

- **Technology/Mainstay IT**

- **Yacker Tracker:** Our noise monitor worked very well in August, but with the after school crowds we realized there's usually noise around the other computers, too. We purchased a second Yacker Tracker because it's been such a help.
- **Early literacy computer:** We ordered a new mini computer and touchscreen monitor to switch over the kids' computer to Magic Desktop software. We've set up the hardware and purchased the license, we just need to find time to get it configured and mounted!
- **Technology subscriptions:** A lot of our subscriptions renew around this time of year. We paid for our library circulation system, our steady state protection software (DeepFreeze), and a year of coverage on our mobile hotspots. The hotspots have not received much usage over the past year, primarily one patron. We'll keep two for now (one for staff use) but it's not a program we're looking to expand. Many libraries are experiencing this.



Library Staff/Services

- **Slowing down:** We scheduled very few programs in August on purpose. We've discovered that August is a busy time for people doing other activities, with vacations and fairs in full swing. We also like to have some time to recover from the Summer Library Program and prepare for fall and school year programs.
- **Back to school:** With school starting again, we're seeing the return of our waves of students after school! The first two early release days were just as busy as last year, and we're working on keeping them busy and making sure everyone knows expectations for being in the library. We put out a request on social media for help with snacks and received a lot of donations! We'll continue to put calls out when we need donations since it seems to work well.
- **Weeding:** Libraries have to make room on the shelves for all the fun new books we buy, so we periodically go through our collections and weed out items that meet certain criteria. Usually we pull things that haven't circulated in 3-5 years, or if they're outdated or in bad condition. We monitor different sections for usage trends, too, because some sections aren't as popular with the rise of internet information.

August 2026

Circulation

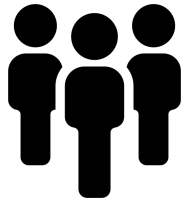


2539

Last month: 2761

2025: 2552

Visitors

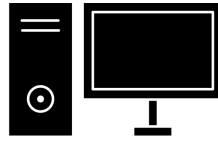


1171

Last month: 1309

2025: 1246

Computer Use



**258 sessions
323 hours**

Last month: 267
348 hrs

2025: 291
276 hours

Program Attendance



65

Last month: 285

2025: 248

Libby
Checkouts



686 audiobooks

Last month: 657

311 ebooks

Last month: 336

125 magazines

Last month: 123

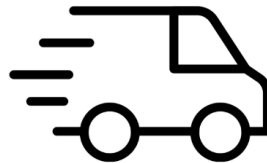
Volunteers



16 volunteer shifts

**Tasks: shelving,
and gardening!**

Interlibrary Loans



28 received

**23 lent to other
libraries**

Program Attendance
by Age



**55 at Kids & Family
Programs**

10 at Adult Programs

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 9/9/2026

SUBJECT: Discuss/Approve appointing Kathryn Burkle to the Library Board of Trustees

Background

The Library Board of Trustees will have a vacancy when Annika Pettitt moves after September. 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.

The vacancy is for a city resident.

According to the West Branch ordinances, "All resident members [of the Library Board of Trustees] are to be appointed by the Mayor with the approval of the Council."

The Library Board bylaws state that "The existing Board of Trustees members must approve all appointees," so we traditionally have the board vote on applicants and then submit approved applications to the Mayor and City Council.

Information

See attached application.

Recommendation

Recommend approving Kathryn Burkle 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 Board Today's Date 8/24/2026

(Please print)

Name: Kathryn Burkle Address: 406 Ridge View Drive

Phone: (home) _____ Phone: (cell) 319-430-8144

Email: kaburkle@outlook.com

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

How long have you been a resident of West Branch? 3 years

Occupation: Retired Employer: University of Iowa Hospital

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?

My experience working with patients, staff and volunteers at the U of Iowa for over 25 years will be helpful working with library patrons + staff.

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

I enjoy working with people and sharing my love of reading with all ages.

Thank you for your consideration.

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: 9/9/2026

Re: Discuss/Approve opening the library on Saturday, October 10 from 12pm-4pm for book sale

Background

The Friends of the Library periodically host large book sales as a fundraiser. This year, they have been working to coordinate with Main Street West Branch to host a book sale during Fall Fest, which will be the weekend of Friday, October 9.

Information

Initially the Friends tried to get a location downtown for the sale but Town Hall is already in use, so the sale will be at the library like it has traditionally been.

Book sales used to run during our open hours on Saturday and Sunday, but since we are now closed Saturday this limits the time that the sale could coincide with Fall Fest activities.

I spoke with the Friends, and I would like to have the library staffed for four hours on Saturday, as well as our regular Sunday hours to give people more time to shop the book sale. I suggested the same hours as Sunday to keep it simple: noon-4:00 pm. I have already asked the staff and Kat is happy to work Saturday, October 10 because she will likely be going on vacation the next week. This will not be overtime for her.

My intention is to advertise the book sale and be included on Fall Fest promotional materials. Since Kat will be around to supervise the building, she will be able to check things out for people if they want to use the library, but she will mostly be doing tasks she does during her work time on Sunday. I don't see a need to promote it as an extra day of library service as that might confuse people, I just want a library staff person in the building during the sale.

The Friends plan to have volunteers to help with book sale set-up on Friday and teardown on Sunday.

Recommendation

Recommend opening the library on Saturday, October 10 from 12:00 pm to 4:00 pm for the Friends of the Library book sale.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 9/9/2026
Re: Discuss/Approve Review of Telephone Policy

Background

The library is required to review policies at least once every 3 years. The Telephone Policy was revised last year.

Information

There have been no developments that warrant further revisions to the telephone policy. The existing policy is included below.

Recommendation

No changes to the Telephone Policy are recommended.

Telephone Policy

The West Branch Public Library's telephones are for library business use and emergency use only. A public phone is available at the library circulation desk for local out-going calls with a time limit of two (2) minutes. The public phone does not accept return phone calls, and all return calls should be directed to the library's main phone number. Patrons expecting phone calls should notify the library staff and remain near the staff desk. When a patron receives a phone call on the library's business phone, the staff will attempt to locate the patron but do not guarantee that the patron will be found or accept the call. There is a two (2) minute time limit for patrons receiving calls. The library staff will not take phone messages for patrons under any circumstance.

Reviewed 09/26
Reviewed 09/25
Revised 09/24
Revised 03/23
Revised 03/22
Reviewed 02/20
Reviewed 02/18
Reviewed 11/14
Reviewed 05/11

Reviewed 01/09
Approved 09/05

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 9//2026

Re: Discuss/Approve Review of Library Use by Sex Offenders Against Minors Policy

Background

In 2009, the state passed Iowa Code section 692A which stated that a sex offender convicted of a crime against a minor had the following restrictions in regards to public libraries:

- They cannot be present upon the real property of a public library without the written permission of the library administrator. In addition, offenders may not loiter within three hundred feet of the real property boundary of a public library.
- They cannot loiter within three hundred feet of the real property boundary of a public library.
- They cannot be employed by or volunteer for a public library.

Libraries had to create policies at that point to handle how people who fall into this classification should use the library.

Information

There have never been any instances of use of this policy at WBPL, so we do not have any applicable experience in the execution of the policy. We used sample policies provided by the state in order to create and alter the policy.

The existing policy is included below.

Recommendation

Recommendation is to approve the review of the policy as written.

Library Use by Sex Offenders Against Minors Policy

In accordance with Chapter 692A.113 of the Code of Iowa, the Board of Trustees prohibits a sex offender (defined as a person who is required to be registered in the Iowa Sex Offender Registry) who has been

convicted of a sex offense against a minor from being upon or within 300 feet of library property without written permission of the Library director.

The library director may only give written permission to be present upon library property as the result of an affirmative vote at a meeting of the Library Board of Trustees in which a quorum is present. Those receiving permission will be subject to limitations on their library use. To be considered by the Board of Trustees, a written letter requesting permission must be received by the Library Director or Board of Trustees President at least 24 hours prior to any regularly scheduled Board of Trustees meeting.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card. Such persons may not make use of the library's homebound delivery service.

Violations of this policy will be immediately reported to law enforcement and permission to use library services will be rescinded.

Reviewed 09/26

Reviewed 09/25

Reviewed 03/23

Reviewed 03/22

Reviewed 02/20

Reviewed 2/17

Reviewed 12/13

Revised 12/10

Revised 09/09

Adopted 08/09

Memo



To: Library Board of Trustees

From: Jessie Schafer, Director

Date: 9/9/2026

Re: Discuss/Approve Review of West Branch Employee Handbook

Background

The library is required to review policies routinely per state accreditation guidelines, and one of the required policies is a personnel policy. The board last reviewed the employee handbook in 2025. As a city department, the library uses the city's employee handbook along with the other departments. City administrators have been working on updating the manual for the past several years so it meets standards and addresses all relevant issues.

The current version was last compiled in March 2025. One revision was made setting forth guidelines for flex pay on observed holidays. (For example, if a holiday is on a day when a full-time employee is not scheduled to work, they are officially allowed to flex those holiday hours and observe it on another day. This is to ensure that all full-time employees are receiving the same number of paid holiday benefits regardless of work schedule.) Another revision reduced the amount of sick time accrued in exchange for adding the day after Thanksgiving as a paid holiday.

The city office has worked with outside human resources consultants to update the handbook, so this is mostly a review of the handbook. However, if the board has any concerns, I can bring them to the city office.

Information

The handbook is provided as a link to a download from our website due to size and length. This is available under About - Policies on our website, and printed copies are available upon request.

[Employee Handbook, revised March 17, 2025](#)

[Resolution 2025-85 August 4 – Amending the Employee Handbook \(Amendment #5\)](#) - Holiday flex hours

[2025-127 November 21 – Amending the Employee Handbook \(Amendment #6\)](#) - Reducing sick time and adding the day after Thanksgiving as a paid holiday

Recommendation

Recommendation is to approve review of the handbook.