

Webb Shadle Public Library

Board Minutes

Monday, June 29, 2026 @ 5:15 pm

Mission Statement: *To promote community, access, relationships, and literacy.*

Attendees: Abby Glann (President), Eric Hoffman (Vice President), Sarah Reid (Secretary), Nick Clark, Nick Haselhuhn

Call to order: 5:19 pm

Approve agenda: Motion by Reid, 2nd Hoffman, Passed.

Community Comment: none

Approve Minutes from May meeting: Motion Clark, 2nd Hoffman. Passed.

Approve current bills: Motion Hoffman, 2nd Clark. Passed.

Director's Report:

- Glick gave training on the information contained in the report and how it relates to the library's tier status. The April report was presented; the May report will be sent by email.
- The roof started leaking in June, and a roof inspection revealed a damaged ridge vent, which has now been repaired. Ultimately, the roof is in need of replacement.
- Unrelated, the area below the south windows is in significant need of repair. Glick has received an estimate for the needed repairs and will seek two more quotes, as well. She will also approach Friends to see if they'd be willing to pay for it.
- The new computers have ongoing issues with DeepFreeze, but DeepFreeze was finally able to determine how to solve the issue and the computers should be completely ready by the end of July if everything goes well.
- Friends received a \$4500 grant from the Marion County Community Foundation

City Council Update (Glann/Reid): The Council voted to approve Nick Haselhuhn to join the Board of Trustees

Marion County Coalition Update (Glick): No new updates.

New Business:

- Introduce new Trustee, Nick Haselhuhn. Glick will schedule new Board member training next month.
- Coffee with the Council Update (Glick): No response from the Council. Glick will see if any Council members will agree to be a judge at the Pet Show.
- Board Application update: Review & Vote: Motion Hoffman, 2nd Clark. Passed.
- New Library Sign Policy: Review & Vote: Motion Hoffman, 2nd Clark. Passed.
- Collection Development Policy: Discuss for reapproval (Vote in July): tabled until July.
- Training: Board Self-Evaluation (Discussion): We discussed the items in the self-evaluation checklists provided by the State Library

- Director Review (Discussion): JoEllen is doing a great job. Her performance review will be uploaded into the shared drive.
- Year-end Budget review (Review & Vote):

Motion to:

1. Move 599.79 from Improvements to Building Repair and Maintenance. BRM=\$0. /122.16 Imp
2. Move 396.90 from Utilities to Library Materials. LM=\$0/Utilities=\$68.77
3. Move 120.84 from Improvements to Other Contract Services= OCS \$0/ 1.32 Improvements
4. Move 150 from Janitorial to Petty Cash. PC \$0. Janitorial \$100.
5. Move 203.15 from Telephone to Computers. Tele \$0. Computers 64.35
6. Move 64.35 from Utilities to Computers. \$0. Utilities 4.42
7. Move 134.04 from PT Wages to Office Supplies. OS \$0. PT Wages 34.71
8. Move 88.22 from Tech Services to Programs. Prog \$0. Tech Serv 13.73.
9. Move 87.96 from Janitorial to Training. Train \$0. Jan 12.04.
10. Move .91 from Improvements to Subscription. Sub \$0. Imp .41
11. Move 9.92 from Full Time Wages to Transfer Out.
12. Move 4.42 from Utilities to Transfer Out.
13. Move 34.71 from PT Wages to Transfer Out.
14. Move 13.73 from Tech Services to Transfer Out.
15. Move 12.04 from Janitorial to Transfer out.
16. Move .41 from Improvements to Transfer Out.

by Hoffman, 2nd Clark. Passed.

- Nominees for officers for 2026/27 fiscal year (July vote): No Nominees
- July meeting date (Discussion): The July meeting will be July 13 to accommodate vacation schedules.

Adjourn: Motion Reid, 2nd Haselhuhn. Passed. 7:32 pm

The next meeting is scheduled for July 13, 2026 at 5:15 pm

City Council Meeting Attendance 3rd Tuesday at 5:30 July 21: Glann August 18: Glann September 15: October 20: November 17: December 15:	Trustee Training Hours 2025/26 Goal: 5 hours minimum Clark: 4.25 Glann: 6.75 Hoffman: 4 Reid: 5 Haselhuhn: .5
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WEBB SHADLE PUBLIC LIBRARY
BOARD EXPENSE REPORT
June 29, 2026

LINE ITEM	INVOICE #	VENDOR NAME	DETAILS	AMOUNT
Utilities	577590089	Mid-American	June	130.18
Utilities	579904600	Mid-American	May	485.67
Utilities		City of Pleasantville	Water	59.34
Telephone		Kinetic Business		146.25
Other Contract Services	63656	Elite Pest Control	Date: 5/26/26	40.00
Other Contract Services	63957	Elite Pest Control	Date: 6/22/26	40.00
Other Contract Services	5-22-26	Rays Window Cleaning		30.00
Janitorial		Celeste Hudspeth		125.00
Library Material	261578 (5/26/26)	Bound to Stay Bound	Books	365.12
Subscriptions	DM8543373	Des Moines Register	6/01/26 - 6/30/26	15.00
Subscriptions	DM8543373	Des Moines Register	7/1/26-7/31/26	29.90
Other Contract Services	6055	Forbes		167.34
Maintenance	6514-38368	Sherwin Williams	Reimburse Jenn Latch for exterior paint purchase	56.12
Computers	WebbShadle 2026-001	CW Smith	Purchased two 5 hr cards of CW's IT labor. Locked in rate of 110. Friends is paying 287.92 of this fee. Each card is 550	812.08
Technology		JK Technology	On site It support (2hrs) / 125 an hour	267.50
Programs		Sam's Club	Famous Amos Cookies (3)/Pillsbury Cookies/Variety Pack	51.28
Maintenance		Sam's Club	Bath Tissue/ Floor Cleaner	28.57
Programs	4/18/26	Hobby Lobby	Bags for May Day /May day Stickers	20.60
Maintenance	6/10/26	Wheeler Roofing	Repairs to Roof – removed existing ridge vent and cap. Replaced w/ omni 30 vent & new ridge cap to stop leaking. Sealed all.	785.35
Technology Services		Zoom	Reimburse Abby Glann Payment Date 6/17/26	16.99
Office Supplies		Demco	Paperfold Book Jackets (50 ct)(2)- Book Jacket 12x300 roll & bookmarks	134.70
Library Material	113-4026616-7793040	Amazon (May 19, 26)	Books	329.51
Library Material	113-4522562-9210639	Amazon (May 19, 26)	Books	97.99

Library Material	113-7494575-1820260	Amazon (May 19, 26)	DVD	18.94
Library Material	113-5437127-4345804	Amazon (May 19, 26)	Book	15.95
Office Supplies	113-0635869-3900236	Amazon (May 23, 26)	Cardstock/Pens/Ream of Copy Paper	58.22
Library Material	113-2143845-8972203	Amazon (May 23, 26)	Books	175.15
Library Material	113-2287190-2173802	Amazon (May 23,26)	Books	243.47
Library Material	113-8105703-8941006	Amazon (May 23, 26)	Book	10.27
Library Material	113-8135145-7761866	Amazon (May 23, 26)	Book	11.11
Library Material	113-8168938-1205849	Amazon (May 23, 26)	Book	11.33
Library Material	113-5717975-0897853	Amazon (May 23, 26)	Books	101.84
Maintenance	114-4319490-2297869	Amazon (May 25,26)	Disinfecting Wipes, Bathroom Cleaner, Box Multifold Paper Towel, trash bags/ cordless vac/ toilet cleaner/floor cleaner/Swiffer pad refill & cleaner	234.65