



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

December 11, 2024, 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
November 13

Open Forum

Financial condition report and approval of expenditures
November 2024
December 2024 in progress

Director's Report

Discuss/Approve Submission of FY 2026 Budget to the City Council for consideration

Training

Look at State Library Website page for boards
<https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards>

Next meeting

Discuss moving meetings to a different day of the week
Next meeting January 8 @ 6:30pm

Adjourn

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
Lisa Kofoed · Deb Kauffman-Watson · Erin Monaghan · Holly Wasion

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

November 13, 2024

Meeting commenced at: 6:34 PM

Roll Call

Present:

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

Absent:

- Deb Kauffman-Watson (Trustee)
- Lisa Kofoed (Trustee)

Meeting Agenda and Minutes:

On a motion by Trustee Waison the agenda for the meeting was unanimously approved.

On a motion by Trustee Pettitt and seconded by Trustee Osborne, the October 2024, minutes were unanimously approved.

Open Forum:

Seth helped Jessie change the batteries on the alarm panel before the meeting and they should be good for 5 years!

Discussed the potential to get an AED in the building, some board members had knowledge of grants available through the state or insurance company that could pay for this. There is also some interest in CPR training for staff.

Financial Condition Report:

On a motion by Trustee Goodspeed and seconded by Trustee Waison the financial report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

The library accreditation was extended for a year so the deadline for the strategic planning isn't as strict, but Jessie hopes to continue to work towards the January deadline anyway.

Discuss/Approve director salary changes to meet new labor requirements for 2025

Moved by Trustee Monaghan and seconded by Trustee Goodspeed, the motion to accept the recommendation to change the director salary to meet new labor law requirements for 2025.

Discuss/Review the Weather Policy

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to maintain the current weather policy as suggested by the staff was unanimously approved.

Discuss/Review the Community Room Policy:

Moved by Trustee Pettitt and seconded by Trustee Osborne, the motion to maintain the current community room policy as suggested by the staff was unanimously approved.

Trustee Training:

Trustees read chapter 16 of the handbook

Trustee Training Time (15 minutes and 6 minutes):

Start Time: 7:21 PM

End Time: 7:27 PM

The meeting was adjourned at 7:30

Next Meeting is December 11th at 6:30 PM (There will be snacks!)

November 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		MILEAGE REIMBURSEMENT - Jessie Schafer (Cedar Co Libraries)	44.22	I-202410232163
			Subtotal	\$ 44.22	
Building Maintenance	031-5-4-410-6310		AMAZON - turtle supplies & first aid	\$ 18.47	
			WALMART - turtle supplies & building maintenance supplies	\$ 11.66	1659199882
			HD SUPPLY - toilet paper	\$ 56.74	834927972
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	8879768
			Subtotal	\$ 136.87	
Utilities	031-5-4-410-6371		ALLIANT	\$ 526.52	11-4-2024
			Subtotal	\$ 526.52	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.02	11-4-2024
			Subtotal	\$ 239.02	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts, paid by credit card	\$ 35.75	5097475800
			MAX MEGA MENU - website menu plugin for wbpl.org , paid by credit ca	\$ 24.50	66620841
			Subtotal	\$ 60.25	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		DEMCO - processing supplies	\$ 91.61	7558190
			Subtotal	\$ 91.61	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		WALMART - scavenger hunt prizes, craft supplies	\$ 71.44	1659199882
			Subtotal	\$ 71.44	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17395762
			EO JOHNSON - copier maintenance	\$ 172.91	INV1634460
			Subtotal	\$ 314.93	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 33.16	
			BAKER & TAYLOR	\$ 366.77	
		Youth	AMAZON	\$ 97.07	
			BAKER & TAYLOR	\$ 164.38	
		Electronic	KANOPY	\$ 4.00	424377
			OVERDRIVE - ebooks	\$ 227.50	06497CO24352067
			OVERDRIVE - audiobooks	\$ 122.99	06497CO24352067
			AMAZON	\$ -	
		DVD	AMAZON	\$ 109.78	
			WALMART	\$ -	
		Library of Things		\$ -	
		Newspapers/mags	USA Today	\$ 400.35	UT6363775
			Subtotal	\$ 1,526.00	
			Total	\$ 3,430.86	

December 2024

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		OASIS ELECTRIC - retrofit light fixtures	\$ 508.80	8223
			Subtotal	\$ 508.80	
Utilities	031-5-4-410-6371		ALLIANT	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 367.50	1126
			Subtotal	\$ 367.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		AMAZON - staff Chromebook, screen cleaner	\$ 176.81	
			MAINSTAY - upgraded security cameras	\$ 4,712.00	2513
			GOOGLE WORKSPACE - library email accounts, paid by credit	\$ 28.80	5118885504
			Subtotal	\$ 4,917.61	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506				
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3319934028
			USPS - 1 yr PO Box	\$ 110.00	
			Subtotal	\$ 187.37	
Programs	031-5-4-410-6599			\$ -	
			Subtotal	\$ -	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17551574
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 10.87	
			BAKER & TAYLOR	\$ 222.68	
		Youth	AMAZON	\$ 117.25	
			BAKER & TAYLOR	\$ 3.59	
		Electronic	KANOPY	\$ 31.00	428603
			OVERDRIVE - ebooks	\$ 318.48	06497CO24369060
			OVERDRIVE - audiobooks	\$ 243.96	06497CO24369060
		DVD	AMAZON	\$ -	
			WALMART	\$ -	
		Library of Things	AMAZON	\$ -	
			Subtotal	\$ 947.83	
			Total	\$ 7,071.13	

West Branch											
Type	July	August	September	October	November	December	Budgeted	Expended	Remaining \$	Average	Percent remaining
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ -	\$ 96,498.00	\$ 40,269.68	\$ 56,228.32	\$ 8,053.94	58.27%
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ -	\$ 24,804.00	\$ 4,427.85	\$ 20,376.15	\$ 885.57	82.15%
Dues/Memberships - 6210	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ 360.00	\$ 60.00	\$ 300.00	\$ 12.00	83.33%
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ 44.22	\$ -	\$ 600.00	\$ 123.22	\$ 476.78	\$ 24.64	79.46%
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 508.80	\$ 14,000.00	\$ 2,374.96	\$ 11,625.04	\$ 373.23	83.04%
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ -	\$ 9,900.00	\$ 3,010.00	\$ 6,890.00	\$ 602.00	69.60%
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ -	\$ 2,868.00	\$ 1,193.87	\$ 1,674.13	\$ 238.77	58.37%
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 5,785.00	\$ 2,380.00	\$ 3,405.00	\$ 402.50	58.86%
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 60.25	\$ 4,917.61	\$ 6,500.00	\$ 5,493.68	\$ 1,006.32	\$ 115.21	15.48%
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,870.00	\$ 530.00	\$ 374.00	22.08%
Office Supplies - 6506	\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ 91.61	\$ -	\$ 2,000.00	\$ 251.46	\$ 1,748.54	\$ 50.29	87.43%
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 187.37	\$ 1,500.00	\$ 652.86	\$ 847.14	\$ 93.10	56.48%
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 6,200.00	\$ 734.46	\$ 5,465.54	\$ 146.89	88.15%
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 314.93	\$ 142.02	\$ 3,000.00	\$ 1,523.21	\$ 1,476.79	\$ 276.24	49.23%
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100.00%
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 1,805.86	\$ 1,655.92	\$ 1,526.00	\$ 947.83	\$ 23,100.00	\$ 9,425.74	\$ 13,674.26	\$ 1,695.58	59.20%
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 11,345.51	\$ 11,109.53	\$ 11,082.62	\$ 7,071.13	\$ 201,215.00	\$ 73,790.99	\$ 127,424.01	\$ 13,343.97	68.00%
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 2,217.89	\$ 2,131.85	\$ 2,234.86	\$ 6,123.30			\$ 62,805.69		
Liability Insurance	\$ -	\$ 7,086.73	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 7,086.73	\$ (2,046.73)	\$ 7,086.73	-40.61%
FICA	\$ 684.21	\$ 1,007.24	\$ 569.90	\$ 572.76	\$ -	\$ -	\$ 12,023.00	\$ 2,834.11	\$ 9,188.89	\$ 236.18	76.43%
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ -	\$ -	\$ 14,836.00	\$ 3,465.20	\$ 11,370.80	\$ 288.77	76.64%
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ -	\$ -	\$ 14,074.00	\$ 6,324.72	\$ 7,749.28	\$ 527.06	55.06%
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ 1,908.00	\$ 807.36	\$ 1,100.64	\$ 67.28	57.69%
Workman's Comp	\$ 61.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ -	\$ -	\$ 220.00	\$ 116.60	\$ 103.40	\$ 9.72	47.00%
General Fund total	\$ 1,844.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ -	\$ -	\$ 16,202.00	\$ 7,248.68	\$ 8,953.32	\$ 604.06	55.26%
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 13,146.93	\$ 12,910.95	\$ 11,082.62	\$ 7,071.13	\$ 249,316.00	\$ 94,425.71	\$ 217,695.98	\$ 6,753.31	87.32%
Total Annual Income											
Type	July	August	September	October	November	December	Budgeted	Received	Remaining \$	Average	Remaining %
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 276.75	\$ 488.55	\$ -	\$ -	\$ -	\$ 300.00	\$ 765.30	\$ (465.30)	\$ 63.78	n/a
Rural Library Assistance	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ -	\$ 24,792.00	\$ 14,367.01	\$ 10,424.99	\$ 1,197.25	42.05%
State Library Funding	\$ -	\$ -	\$ -	\$ 1,827.85	\$ -	\$ -	\$ 2,600.00	\$ 1,827.85	\$ 772.15	\$ 152.32	29.70%
Private Contributions	\$ 430.15	\$ 26.70	\$ 11.35	\$ 65.26	\$ -	\$ -	\$ 3,000.00	\$ 533.46	\$ 2,466.54	\$ 44.46	82.22%
Fines	\$ -	\$ 52.00	\$ -	\$ 102.29	\$ -	\$ -	\$ 400.00	\$ 154.29	\$ 245.71	\$ 12.86	61.43%
Misc Revenues	\$ 95.00	\$ 121.55	\$ 110.20	\$ 305.74	\$ -	\$ -	\$ 1,000.00	\$ 632.49	\$ 367.51	\$ 52.71	36.75%
Library Total Income	\$ 525.15	\$ 477.00	\$ 14,977.11	\$ 2,301.14	\$ -	\$ -	\$ 258,679.00	\$ 18,280.40	\$ 240,398.60	\$ 1,523.37	92.93%
Total Investments											
Type	July	August	September	October	November	December					
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ -	\$ -					
Hansen Donation CD	\$ 59,319.25	\$ 60,397.57	\$ 60,885.05	\$ 60,885.05	\$ -	\$ -					
Krouth Principle	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ -	\$ -					
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ 26,313.41	\$ 26,313.41	\$ -	\$ -					
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ 8,524.46	\$ 8,524.46	\$ -	\$ -					
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ 16,357.35	\$ 16,357.35	\$ -	\$ -					
Library Total Investment	\$ 175,676.16	\$ 177,987.65	\$ 179,564.14	\$ 179,564.14	\$ -	\$ -					

November 2023					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
				Subtotal	\$ -
Training/Education	031-5-4-410-6230				
				Subtotal	\$ -
Building Maintenance	031-5-4-410-6310		Amazon	\$ 78.74	R1FT, 6JXQ
			Menards (light bulbs)	\$ 79.99	I-37565
			Rebate	\$ (23.64)	
				Subtotal	\$ 135.09
Utilities	031-5-4-410-6371		Alliant	\$ 493.45	11-1-2023
				Subtotal	\$ 493.45
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	11-1-2023
				Subtotal	\$ 238.75
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1062
				Subtotal	\$ 437.50
Advertisement/Legal	031-5-4-410-6414				
				Subtotal	\$ -
Technology services	031-5-4-410-6419		DMCA designated agent (copyright - paid by credit card)	\$ 6.00	
			Google Workspace (email and storage for wbpl.org)	\$ 30.00	
			Mainstay (laptop batteries)	\$ 60.00	1968
			Max Mega Menu (website menu plugin for wbpl.org , paid by CC)	\$ 24.50	55155082
				Subtotal	\$ 120.50
Contract Payments	031-5-4-410-6498				
				Subtotal	\$ -
Office Supplies	031-5-4-410-6506		Quill (barcode labels)	\$ 17.50	35060764
			Quill (rubber bands)	\$ 11.72	35160479
				Subtotal	\$ 29.22
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill)	\$ 63.90	1023998025
				Subtotal	\$ 63.90
Programs	031-5-4-410-6599		Oriental Trading (paid by credit card)	\$ 26.91	726753433-01
		Adult	Amazon (contest prize)	\$ 19.99	CKXP
			Amazon (cooking program)	\$ 46.85	1NM6
		Kids	Amazon (prize)	\$ 32.88	3X46
			Walmart (program snacks)	\$ 76.71	I-1652198795
				Subtotal	\$ 203.34
Office Equipment	031-5-4-410-6725		Koch Office Group (printing)	\$ 260.77	482837
			Leaf (copier lease)	\$ 142.02	15558802
				Subtotal	\$ 402.79
Capital Improvements	031-5-4-410-6761				
				Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	Amazon	\$ -	
			Amazon (returned books)	\$ (34.98)	NTX, 1T6X-DXYX-HMRP
			Baker & Taylor	\$ 1,140.02	
		Youth	Amazon	\$ 159.70	3J1H, FYY9, KD1W
			Baker & Taylor	\$ 76.17	
		Electronic	Kanopy	\$ 20.00	373469
			Overdrive - audio	\$ 410.73	33, 06497CO23395193
			Overdrive - ebook	\$ 96.49	33, 06497CO23395193
		DVD	Amazon	\$ 119.81	11HV
			Walmart	\$ -	
		Library of Things	Putnam Museum (1 year pass)	\$ 80.00	11-10-2023
		Newspapers/mags	USA Today	\$ 399.24	11-20-2023
				Subtotal	\$ 2,467.18
				Total	\$ 4,591.72

Library Facilities

- **Building/Grounds**
 - Geery Howe volunteered to trim our plants for us. Since none of us have a particularly green thumb, we really appreciate the help. We put a lot of the cuttings into the book sale!
- **Mainstay IT**
 - We have our new security cameras! The camera quality is much better and the interface is super easy to work with. Staff are now learning the new system.
 - We had Mainstay look at our oldest patron computer while they were here. It needs a new hard drive, and given the age of the computer we will probably opt to replace the whole computer.


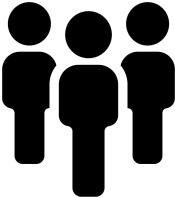


Library Staff/Services

- The Cedar County Libraries Association met with the Cedar County Board of Supervisors to make our funding request for the next fiscal year. WBPL gets about \$24,000 a year from the county to support rural Cedar County residents who use our library services.
- **Programs**
 - **STEAM with Ms. Howard:** volunteers from the University of Iowa brought real brain specimens and kids got hands-on experiences! Our social media push worked and 29 people attended.
 - **Early Out Programs:** We did a soft-launch of an early out activity on 12/3, Mary's first week! It went well, a good number of the kids in the library participated..
 - **Friday storytimes:** Mary took over on 12/6 and we had 12 people come! Great start.
 - **Book Discussion:** We had a great meeting about *This Is Happiness*. Opinions were mixed about the book, but 13 people participated, including one on Zoom from Indiana!
 - Programs that will be starting again in January or after: Tuesday night storytime, teen programs, After Hours movie nights, and more! We're so excited to have programs again.

Recurring Library Events/Activities

- **Storytime** - Fridays @ 10:15am
- **WBPL Book Discussion** - every 3rd Tuesday (November 19) at 7pm
 - Next book: reread a book you read as a child/teen!

November 2024

Circulation	Visitors	Computer Use	Program Attendance
 <p>1958</p> <p>October: 2213</p> <p>Nov 2023: 2226</p>	 <p>814</p> <p>October: 1111</p> <p>Nov 2023: 1230</p>	 <p>202 sessions 164 hours</p> <p>Oct: 317, 284 hrs</p> <p>Nov 2023: 212 144 hours</p>	 <p>74</p> <p>*Friday storytimes, STEAM night, & book discussion</p> <p>October: 34</p> <p>Nov 2023: 530</p>

Memo

To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 12/11/2024

Re: Discuss/Approve Submission of FY 2026 Budget to the City Council for consideration

Background

The city's budget process, in how it pertains to the library, usually follows a procedure which takes about 5 months:

November/December: The library director prepares a budget as a starting point. The library board may discuss and change any part(s) of the proposal.

November/December: The library board approves a final proposal in November or December.

January and February: City administrator, finance officer, and city council review all department budget proposals.

February/March: City council makes the final approval of budgets.

I received information from the city administrator with guidelines for the budget after our November meeting, and I have been working to create a proposal based on this information. Meetings with the city administrator and finance officer will begin after December 16.

Information

I have prepared an initial budget following the template from previous years. The library was not asked to make any additional cuts for the next fiscal year. Inflation is at 2.4%, and the city administrator said our total budget expenses should not increase by more than 2.4%. My proposal is almost exactly 2.4% more than last year.

The first page (overview) includes totals of each line item as well as comparison to the current year's budget. I referenced prior estimates as well as pricing changes I could see in our expenditures (e.g. the cost of our Post Office box continuing to go up every year). Reasoning is explained briefly next to any changes, and in detail on the Details sheet.

The next pages are the Details listings for those lines that are not just estimated from prior numbers and are broken down further with explanations.

The last page is an overview of existing and proposed Salaries.

Changes:

- **Salaries - increased by 4.5%, per the city office**

- The national cost of living increase for this year is 2.4%. The city office suggested using a 4.5% increase as a placeholder, as this also leaves room for merit raises if the board sees fit. For the library, raises are ultimately decided by the board in May, but this way there will be room in the budget for them. **Actual raises do not need to be decided at this time.**
- Since the library director position will receive a salary increase on January 1, halfway through the current budget, I do not plan to request the full 4.5% increase for myself when raises are decided. However, I am leaving it in the budget proposal for now per the instructions from the city office.
- Mary Buol, the new Programming Librarian, will have worked for 5 months when raises are discussed in May. Like the director position, I am factoring a 4.5% raise into the budget, but it is not customary to offer a significant raise less than a year into a job with the city. She will be evaluated at that time.
- Becky Knoche is considered seasonal/temporary part-time, so the city office provides no instruction on raises. I have included the standard 4.5% raise in the calculations, but this can be decided in May.

- **Dues/Memberships & Travel/Conference - increased \$910.00**

- Membership fees for the same professional organizations for three staff.
- Last year, I reduced the conference budget by over \$2,000 because we were going through transitions and felt virtual training would be more feasible than traveling to conferences.
- I have added \$800 back into this line for an annual membership for Ryan Dowd's online training series for the library. We have used his occasional free training sessions in the past, and found them to be extremely valuable. Topics include de-escalation, sexual harassment, and how to handle situations involving homeless patrons, patrons with substance abuse problems, and mental illnesses. We feel this is a better use of funds than planning for out-of-state travel at this time.
- Travel/Conference also includes some money for paid online classes. I have taken paid library administration classes, and I would like to keep the option open for Kat or Mary to take library classes as well.

- **Building Maintenance - increased \$1,994**

- General maintenance tends to be either well within budget or vastly exceeding what was budgeted. We are currently under our target for FY2024, but we have not addressed all of the building needs we previously identified. These include painting the inside of the library, replacing scratched floor tiles, repairing east side sidewalks, repairing/replacing furnaces, and potentially replacing an automatic door opener.
- We would also like to improve our outdoor space with brick/stone platforms for the picnic tables. Public Works might be able to help with this project, but I did not receive an estimate from Matt

Goodale yet so I have gone with an estimate using online tools. If Public Works can install the tiles, this cost would be significantly reduced.

- For these reasons, I have recommended increasing the building maintenance budget.

- **Utilities & Telephone - reduced \$700**

- Utilities costs are expected to rise 10% over the next year, in addition to a 15% that already occurred in October 2024. However, our usage has gone down due to reduced library hours and installing smart thermostats and LED lighting. Even with the increases, I believe our costs will be down in the next fiscal year.
- Telephone and internet costs are based on current rates.

- **Janitorial expense - reduced \$685**

- After having Moppy Mo's for a full year, we have a better idea of the average cost of cleaning the library. It is not as high as estimated last year, so I have reallocated some of that budget.
- Monica is more expensive than previous custodians, but we have continued to be happy with the service. She performs all tasks listed on the job description and communicates about schedule changes and supply needs. Previous janitorial services, while cheaper, often did not deliver the amount of work paid for, while Moppy Mo's has exceeded expectations.

- **Technology Services - increased \$1,700.00**

- Working with an IT contractor is more expensive than in-house IT, which accounts for some of the increases over the past two years, as well as increased costs of hardware. Computers that used to cost \$700 or \$800 now regularly exceed \$1000. Coming up with a technology plan and getting back on a regular replacement schedule is something I'd like to focus on. I hope to replace 3 computers in the next fiscal year.
- Mainstay IT told me several months ago that our firewall system is due for an upgrade that will cost \$3,350. They warned me in advance so I could include it in the next budget.
- Our mobile hotspots peaked in usage in 2023, but decreased significantly in 2023. We are currently at one staff and one patron hotspot, and that seems to be keeping up with demand.
- We have previously discussed adding a solar charging station to the outdoor seating area. This would provide a more versatile outdoor work area and add services that can be used even when the library is closed. Basic weatherproof models run about \$130.

- **Contract Payments - increased \$116**

- Costs aren't expected to increase much this fiscal year, but I have added our Amazon Prime subscription to this category.

- **Office Supplies - decreased \$1,000**

- While these costs varied from \$700-\$2450 over the past few years, I believe our purchasing in this area is holding steady at a lower rate.

- The office supplies category includes things like DVD and audiobook cases, and we are purchasing far fewer of these than we used to, which accounts for some of the reduction in spending.

- **Programs - decreased \$400**

- We haven't used our programming budget in many years. While I am hoping a new Programming Librarian will provide new ideas and renewed interest in our programs, I don't believe our supply costs will be as high as years past. We have many craft supplies already, and the Friends of the Library continue to offset the costs of grand prizes for the Summer Library Program.
- I am still budgeting for several presenters and special events throughout the year.

- **Materials - decreased \$100**

- Being the primary collection manager for the library and also doing the statistical reports for the last year and a half, I have been tracking usage trends for some time. Our circulation of DVDs and books on CD has dropped, so we do not need to spend as much on physical media.
- However, our ebook and digital audiobook collection (Libby), as well as our Library of Things (games, puzzles, cake pans) continue to be popular. 2024 was our highest year yet for digital audiobooks!
- I am proposing a small decrease in budget for the physical media, while digital media remains the same.

West Branch Public Library						
Expenditures						
Type	FY2025	FY2026 Estimate	Requested	Official Master	Difference (Req-FY25)	Description
Salaries - Full Time	\$ 96,498.00	\$ 101,248.80	\$ 101,248.80		\$ 4,750.80	In Salaries Tab - director and full-time librarian
Salaries - Part Time	\$ 24,804.00	\$ 23,240.80	\$ 23,240.80		\$ (1,563.20)	In Salaries Tab - programming librarian more on-call help
Overtime		\$ -	\$ -		\$ -	
Dues/Memberships	\$ 360.00	\$ 360.00	\$ 360.00		\$ -	In Details Sheet (status quo)
Travel/Conference	\$ 600.00	\$ 1,510.00	\$ 1,510.00		\$ 910.00	In Details Sheet - online de-escalation training series, local conference
Building Maintenance	\$ 14,000.00	\$ 15,994.00	\$ 15,994.00		\$ 1,994.00	In Details Sheet - some potential larger projects
Utilities	\$ 9,900.00	\$ 9,007.00	\$ 9,200.00		\$ (700.00)	Reduced cost + increased 15% 10/24
Telephone	\$ 2,868.00	\$ 2,868.00	\$ 2,868.00		\$ -	Approximately \$239 per month (has not increased)
Janitorial Expense	\$ 5,785.00	\$ 5,040.00	\$ 5,100.00		\$ (685.00)	\$35/hr, 2-3 hr/week cleaning - based on FY24 cost
Advertisement/Legal	\$ 200.00	\$ 200.00	\$ 200.00		\$ -	Amount based off of prior years (status quo)
Technology Services	\$ 6,500.00	\$ 8,168.60	\$ 8,200.00		\$ 1,700.00	In Details Sheet - new firewall needed, computer replacement
Contract Payments	\$ 2,400.00	\$ 2,516.00	\$ 2,516.00		\$ 116.00	In Details Sheet - based on last year's costs
Office Supplies	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00		\$ (1,000.00)	Estimate - past years sporadic from \$770 - \$2450
Postage and Shipping	\$ 1,500.00	\$ 1,420.00	\$ 1,500.00		\$ -	In Details Sheet (status quo)
Misc (Programs)	\$ 6,200.00	\$ 5,714.00	\$ 5,800.00		\$ (400.00)	In Details Sheet
Office Equipment	\$ 3,000.00	\$ 2,664.00	\$ 2,800.00		\$ (200.00)	In Details Sheet
Capital Improvements	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ -	
Materials	\$ 23,100.00	\$ 23,000.00	\$ 23,000.00		\$ (100.00)	In Details Sheet
Library Account Spending	\$ 201,215.00	\$ 205,451.20	\$ 206,037.60	\$ -	\$ 4,822.60	
<i>Non-Salary Exp</i>	\$ 79,913.00	\$ 80,961.60	\$ 81,548.00		2.05%	
Group Insurance	\$ 29,655.00	\$ 29,655.00	\$ 16,152.00		\$ -	Not updated, will be handled by city office staff
Workman's Comp	\$ 300.00	\$ 300.00	\$ 300.00		\$ -	Not updated, will be handled by city office staff
FICA	\$ 11,830.00	\$ 9,523.45	\$ 9,523.45		\$ (2,306.55)	7.65% of Salaries
IPERS	\$ 14,550.00	\$ 11,751.82	\$ 11,751.82		\$ (2,798.18)	9.44% of Salaries
Liability Insurance	\$ 4,585.00	\$ 4,585.00	\$ 4,585.00		\$ -	Not updated, will be handled by city office staff
General Fund Total	\$ 60,920.00	\$ 55,815.27	\$ 42,312.27		\$ (5,104.73)	
Library Total Expenditures	\$262,135.00	\$ 261,266.47	\$ 248,349.87		\$ (282.13)	

DETAILS				
<u>Dues/Memberships</u>				
	ILA membership	Director	\$ 110.00	
		Public Services Librarian	\$ 70.00	
		Programming Librarian	\$ 25.00	
	ARSL Memberships	Director	\$ 75.00	
		Public Services Librarian	\$ 50.00	
		Programming Librarian	\$ 30.00	
		Total	\$ 360.00	
<u>Travel/Conference</u>				
	ILA Conference	Registration	\$ 180.00	2 registrants at \$90 per person - will eat meals outside of conference due to cost
		Travel	\$ 100.00	Travel to and from Cedar Rapids
		Meals	\$ 120.00	1 meal per day, 2 days, 2 people
		Total	\$ 400.00	
	ARSL Conference	Virtual registration	\$ 110.00	2 registrants @ \$55 per person
		Ryan Dowd monthly training	\$ 800.00	De-escalation training
		Other online courses, mileage	\$ 200.00	
		Total	\$ 1,510.00	
<u>Building Maintenance</u>				
		Johnson Controls	\$ 1,102.00	\$1,050 plus estimate 5% increase
		General Pest Control	\$ 350.00	\$50 7 times per year
		Fire extinguisher	\$ 142.00	Last year was only \$90, but was \$142 year before
		Carpet Cleaning	\$ 600.00	One cleaning is approximately \$600
		Building and Grounds Supplies	\$ 1,500.00	FY23 \$2,453, FY24 \$1230, FY25 est \$700
		Stone tile for picnic tables	\$ 6,000.00	Estimate based on online tools
		General Maintenance	\$ 6,300.00	FY 24 \$7,400, FY23 \$14,925 FY22 \$10,400, FY2021 \$4,790, FY2020 \$6,500,
		Total	\$ 15,994.00	
<u>Technology Services</u>				
	Website and software	Google	\$ 345.60	Email, online file server backup \$7.20 per user/month, 4 users (delete Nick)
		Go Daddy	\$ 47.00	Web domain renewal (wbpl.org URL)
		Dreamhost	\$ 156.00	Library website hosting (website files)
		Zoom	\$ 160.00	Library Zoom account - price increased 3/24
		Other software	\$ 340.00	Includes website plug-ins, one-time software purchases, subscriptions
	Hotspots	Mobile Beacon	\$ 240.00	\$120 annual hotspot service, reduced to two lines
	Other technology	Solar charging station	\$ 130.00	for outdoor seating area
	Network	SonicWall firewall	\$ 3,350.00	Upgrade to Basic Plan as recommended by Mainstay
	Computers	Regular PC repair	\$ 400.00	Repair/replacement of broken hardware, billed by Mainstay (status quo)
		Computer Replacement	\$ 3,000.00	Replacing 3 computers @ \$1000 each
		Total	\$ 8,168.60	
<u>Contract Payments</u>				
		Apollo	\$ 1,880.00	Circulation system software renewal, rate increased in FY24
		CASSIE	\$ 328.00	Public Use Computer management renewal
		Data 443	\$ 179.00	Steady-state software
		Amazon Prime	\$ 129.00	Prime business shipping and discounts
		Total	\$ 2,516.00	
<u>Postage & Shipping</u>				
	Postage Meter	Lease	\$ 312.00	\$78 quarterly
		Postage & Supplies	\$ 1,000.00	
		Total	\$ 1,312.00	

	Postal box	Annual renewal	\$ 108.00	2023-24 rate, no increase last year
	Total		\$ 1,420.00	
<u>Programs</u>				
	Program Materials	Estimate	\$ 2,500.00	Approximately \$250 per month for 10 non-SRP months
		Swank movie licensing	\$ 114.00	yearly public performance license
	Performers (non-SRP)	Authors, speakers, etc.	\$ 500.00	~2 per year
	Summer Programming	Program Supplies	\$ 1,600.00	Individual program supplies - prizes, decorations, materials, snacks, etc.
		Special Performers	\$ 1,000.00	These are invited performers which need payment - includes ~2-3
	Total		\$ 5,714.00	
<u>Office Equipment</u>				
	Printer/Copier	Leaf (copier lease)	\$ 1,704.00	\$142 monthly estimate
		EO Johnson	\$ 960.00	Printing overage estimate of \$80/month (down from \$103)
	Total		\$ 2,664.00	
<u>Materials</u>				
	Periodicals	Tipton Conservative	\$ 44.00	- annual subscription
		West Branch Times	\$ 35.00	- annual subscription
		Iowa City Press Citizen	\$ 227.00	- annual subscription
		Cedar Rapids Gazette	\$ 462.00	- annual subscription
		USA Today	\$ 400.00	- annual subscription
	Total		\$ 1,168.00	
	Electronic	Bridges	\$ 902.00	- annual subscription (increased \$100)
		Ebooks	\$ 2,500.00	Advantage purchases for WBPL patrons based on increasing usage
		Audiobooks	\$ 3,500.00	Advantage purchases for WBPL patrons based on increasing usage
		Video	\$ 400.00	Kanopy streaming
	Total		\$ 7,302.00	
		Books/Movies/audiobooks	\$ 13,830.00	
		Library of Things/video games	\$ 700.00	video games, indoor/outdoor games based on circulation
	Total		\$ 23,000.00	
			\$ 50,680.60	

SALARIES							
Staff member	Position	Rate Period	Weekly Hours	Rate - current	Total Current	2.4% COLA	4.5% inflation + raise
Mary Buol	Programming Librarian	Hourly	20	\$ 20.00	\$ 20,800.00	\$ 21,299.20	\$21,736.00
Kat Korsmo	Public Services Librarian	Hourly	40	\$ 18.36	\$ 38,188.80	\$ 39,105.33	\$39,907.30
Jessica Schafer	Interim Director	Salary	40	\$ 58,700.00	\$ 58,700.00	\$ 60,108.80	\$61,341.50
					\$ 117,688.80	\$ 120,513.33	\$ 122,984.80
				Full-time total:	\$ 96,888.80	\$ 99,214.13	101,248.80
On-Call							
Becky Knoche	Part-time on call	Hourly	8 hours/month	\$ 15.00	\$ 1,440.00	\$ 1,474.56	1,504.80
				Part-time total:	\$ 22,240.00	\$ 22,773.76	23,240.80
				Total Salaries:	\$ 119,128.80	\$ 121,987.89	124,489.60