



West Branch Public Library
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West Branch, IA 52358

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Board of Trustees Meeting

March 12, 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
February 13

Open Forum

Financial condition report and approval of expenditures
February 2025
March 2025 in progress

Director's Report

Discuss/approve budget for replacement of patron computer

Discuss ideas for outdoor plantings

Training

Discuss ILOC video "Evaluating Your Library's Value Beyond Cost-Benefit Analysis"
<https://youtu.be/-6Sa2bUpfl8?si=Pp9ZgLYffkp872Pp>

Next meeting

Next meeting April 9 @ 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>

February 13, 2025

Meeting commenced at: 6:33 PM

Roll Call

Present:

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

Absent:

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

Meeting Agenda and Minutes:

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

On a motion by Trustee Pettitt and seconded by Trustee Waison the December 2024 minutes were unanimously approved

Open Forum:

The board agreed that closing the library for inclement weather on 2/12 was a very smart idea.

Financial Condition Report:

-Question the Liability Insurance shows a cost over budgeted amount. Jessie confirmed this is a value calculated by the city and not something that will need to be found/reallocated from other library funds.

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

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

- Author visit with H.W. Bouwman has been rescheduled for Friday 2/21 at 5:30

Discuss painting the interior of the library

-Jessie has a recommendation for someone to paint the interior walls of the library. Given the time since the last painting and the availability of both maintenance and capital improvement funds, the board agrees that she should get a quote.

Motion to adjourn to closed session

Purpose of adjournment: To evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.

On a motion by Trustee Goodspeed and seconded by Trustee Monaghan the motion to close the session was unanimously approved at 7:04

Discuss/Approve performance plan and review of Library Director

Closed Session Adjourned: 7:35

Discuss/Approve Library director performance plan for 2025

Provided limited feedback and adjustments to the Library Director performance plan and goals for 2025.

Discuss times for future meetings

Still staying with Wednesdays for the foreseeable future.

The meeting was adjourned at 7:49

Next Meeting is March 12, 2025 at 6:30 PM

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 11,113.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,498.00	\$ 58,705.30	\$ 37,792.70
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.00	\$ 2,288.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,804.00	\$ 7,660.85	\$ 17,143.15
Dues/Memberships - 6210	\$ -	\$ -	\$ 60.00	\$ 100.00	\$ -	\$ -	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ 345.00	\$ 15.00
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ 44.22	\$ 22.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 145.73	\$ 454.27
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 581.54	\$ 108.52	\$ 296.25	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 2,852.47	\$ 11,147.53
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ 674.59	\$ 687.93	\$ -	\$ -	\$ -	\$ -	\$ 9,900.00	\$ 4,822.54	\$ 5,077.46
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ 239.11	\$ 239.11	\$ -	\$ -	\$ -	\$ -	\$ 2,868.00	\$ 1,911.11	\$ 956.89
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 367.50	\$ -	\$ -	\$ -	\$ 5,785.00	\$ 3,500.00	\$ 2,285.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 35.75	\$ 4,942.11	\$ 191.63	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 5,721.31	\$ 778.69
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,999.00	\$ 401.00
Office Supplies - 6506	\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ 91.61	\$ 34.88	\$ 104.08	\$ 62.65	\$ 61.99	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 515.06	\$ 1,484.94
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 351.27	\$ 100.00	\$ 77.37	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 994.13	\$ 505.87
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 331.81	\$ 790.25	\$ -	\$ -	\$ 495.00	\$ 6,200.00	\$ 2,516.32	\$ 3,683.68
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 142.02	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 1,913.74	\$ 1,086.26
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 2,071.41	\$ 1,655.92	\$ 1,526.00	\$ 1,244.91	\$ 1,211.48	\$ 1,574.62	\$ 775.97	\$ -	\$ -	\$ -	\$ 23,100.00	\$ 13,550.44	\$ 9,549.56
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 11,611.06	\$ 11,209.53	\$ 10,885.21	\$ 16,642.54	\$ 16,940.47	\$ 4,049.26	\$ 2,137.73	\$ -	\$ -	\$ 495.00	\$ 201,215.00	\$ 107,153.00	\$ 94,062.00
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 2,217.89	\$ 2,231.85	\$ 2,037.45	\$ 8,075.87	\$ 4,615.13	\$ 2,474.64	\$ 1,361.76	\$ -	\$ -				\$ 49,691.84
Liability Insurance	\$ -	\$ 7,086.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 7,086.73	\$ (2,046.73)
FICA	\$ 684.21	\$ 1,007.24	\$ 569.90	\$ 572.76	\$ 585.39	\$ 636.65	\$ 1,025.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,023.00	\$ 5,081.44	\$ 6,941.56
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ 691.16	\$ 769.99	\$ 1,260.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,836.00	\$ 6,187.23	\$ 8,648.77
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,583.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,074.00	\$ 11,070.42	\$ 3,003.58
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,908.00	\$ 1,412.88	\$ 495.12
Workman's Comp	\$ 61.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 171.80	\$ 48.20
General Fund total	\$ 1,844.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,803.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,202.00	\$ 12,655.10	\$ 3,546.90
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 13,412.48	\$ 13,010.95	\$ 12,686.63	\$ 18,443.96	\$ 18,744.05	\$ 4,049.26	\$ 2,137.73	\$ -	\$ -	\$ 495.00	\$ 249,316.00	\$ 138,163.50	\$ 160,844.34
Total Annual Income															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 276.75	\$ 488.55	\$ -	\$ 248.97	\$ 754.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 1,768.86	\$ (1,468.86)
Rural Library Assistance	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,792.00	\$ 14,367.01	\$ 10,424.99
State Library Funding	\$ -	\$ -	\$ -	\$ 1,827.85	\$ -	\$ 922.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,750.59	\$ (150.59)
Private Contributions	\$ 430.15	\$ 26.70	\$ 11.35	\$ 65.26	\$ 5.05	\$ 715.75	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 1,304.26	\$ 1,695.74
Fines	\$ -	\$ 52.00	\$ -	\$ 102.29	\$ 119.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 298.29	\$ 101.71
Misc Revenues	\$ 95.00	\$ 121.55	\$ 110.20	\$ 305.74	\$ 77.80	\$ 148.50	\$ 17.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 876.19	\$ 123.81
Library Total Income	\$ 525.15	\$ 477.00	\$ 14,977.11	\$ 2,301.14	\$ 450.82	\$ 2,566.58	\$ 67.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258,679.00	\$ 21,365.20	\$ 237,313.80
Total Investments															
Type	July	August	September	October	November	December	January	February	March	April	May	June			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ -	\$ -	\$ -	\$ -	\$ -			
Hansen Donation CD	\$ 59,319.25	\$ 60,397.57	\$ 60,885.05	\$ 60,885.05	\$ 60,885.05	\$ 61,638.56	\$ 61,638.56	\$ -	\$ -	\$ -	\$ -	\$ -			
Krouth Principle	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ 56,130.31	\$ 56,800.92	\$ 56,800.92	\$ -	\$ -	\$ -	\$ -	\$ -			
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ 26,313.41	\$ 26,313.41	\$ 26,313.41	\$ 26,627.79	\$ 26,627.79	\$ -	\$ -	\$ -	\$ -	\$ -			
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ 8,524.46	\$ 8,524.46	\$ 8,524.46	\$ 8,525.54	\$ 8,525.54	\$ -	\$ -	\$ -	\$ -	\$ -			
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ 16,357.35	\$ 16,357.35	\$ 16,357.35	\$ 16,359.41	\$ 16,359.41	\$ -	\$ -	\$ -	\$ -	\$ -			
Library Total Investment	\$ 175,676.16	\$ 177,987.65	\$ 179,564.14	\$ 179,564.14	\$ 179,813.11	\$ 181,554.75	\$ 181,554.75	\$ -	\$ -	\$ -	\$ -	\$ -			

February 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		BEAVER HEATING & AIR - seasonal furnace maintenance	\$ 100.00	21257
			WALMART - storage bins, cleaning supplies	\$ 196.25	1660960143
				Subtotal	\$ 296.25
Utilities	031-5-4-410-6371		ALLIANT	\$ 687.93	2-3-2025
				Subtotal	\$ 687.93
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.11	2-1-2025
				Subtotal	\$ 239.11
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 472.50	1137
				Subtotal	\$ 472.50
Advertisement/Legal	031-5-4-410-6414				
				Subtotal	\$ -
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts (paid by credit card)	\$ 36.00	5165699601
				Subtotal	\$ 36.00
Contract Payments	031-5-4-410-6498		AMAZON - annual business Prime membership	\$ 129.00	
				Subtotal	\$ 129.00
Office Supplies	031-5-4-410-6506		AMAZON - tape	\$ 25.55	
			AMAZON - sign holders and colored paper	\$ 37.10	
				Subtotal	\$ 62.65
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3320324698
				Subtotal	\$ 77.37
Programs	031-5-4-410-6599	Youth	AMAZON - storytime supplies	\$ 117.25	
			WALMART - snacks, program supplies	\$ 83.14	1660960143
		Adult	AMAZON - Tea/Tee Time game	\$ 19.48	
		Winter Reading	AMAZON - WARM prizes	\$ 111.94	
				Subtotal	\$ 331.81
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17862071
				Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761				
				Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 24.00	
			BAKER & TAYLOR	\$ 645.10	
		Youth	AMAZON	\$ 118.85	
			BAKER & TAYLOR	\$ 184.23	
		Electronic	KANOPY - streaming video	\$ 51.00	4377566
			OVERDRIVE - ebooks	\$ 67.57	497CO25042054
			OVERDRIVE - audiobooks	\$ 399.05	497CO25042054
		DVD	AMAZON	\$ 79.83	
			AMAZON - refund on DVD	\$ (12.97)	1CRW-JVT3-9K3X
			WALMART	\$ 17.96	1660960143
				Subtotal	\$ 1,574.62
				Total	\$ 4,049.26

March 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			\$ -	
			Subtotal	\$ -	
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	1141
			Subtotal	\$ 367.50	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts (paid by credit card)	\$ 36.00	5187346951
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		BANKER'S ADVERTISING COMPANY	\$ 61.99	848507
			Subtotal	\$ 61.99	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES -	\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	iREAD - program supplies and prizes	\$ 705.26	estimate
		Youth	AMAZON - preschool playbook	\$ 65.00	
		WARM	AMAZON - kids' prize	\$ 19.99	
			Subtotal	\$ 790.25	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18018067
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 54.01	
			BAKER & TAYLOR	\$ 365.77	
		Youth	AMAZON	\$ 57.01	
			BAKER & TAYLOR	\$ 49.56	
		Electronic	KANOPIY - streaming video	\$ 8.00	442208
			OVERDRIVE - ebooks	\$ 55.00	06497CQ25058530
			OVERDRIVE - audiobooks	\$ 139.98	06497CQ25058530
		DVD	AMAZON	\$ 46.64	
			WALMART	\$ -	
		LOT	AMAZON	\$ -	
			Subtotal	\$ 775.97	
			Total	\$ 2,173.73	

February 2024

Type	Number	Category	Payee	Amount
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 bathrooms)	\$ 30.59
			Walmart (duct tape, ziploc bags, batteries, baking soda)	\$ 23.07
			Subtotal	\$ 53.66
Utilities	031-5-4-410-6371		Alliant	\$ 541.36
			Subtotal	\$ 541.36
Telephone	031-5-4-410-6373		Liberty	\$ 238.79
			Subtotal	\$ 238.79
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 (email and storage for wbpl.org) - CC	\$ 30.00
			Amazon (chargers)	\$ 31.48
			Subtotal	\$ 61.48
Contract Payments	031-5-4-410-6498		Amazon Prime subscription	\$ 129.00
			Subtotal	\$ 129.00
Office Supplies	031-5-4-410-6506			
			Subtotal	\$ -
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter lease)	\$ 77.37
			Subtotal	\$ 77.37
Programs	031-5-4-410-6599	Youth	Amazon (program craft)	\$ 11.79
		All ages	Walmart (Winter Reading prizes)	\$ 43.39
			Amazon (Winter Reading prizes)	\$ 271.06
			Subtotal	\$ 326.24
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02
			Subtotal	\$ 142.02
Capital Improvements	031-5-4-410-6761			
			Subtotal	\$ -
Materials	031-5-4-410-6770	Adult	Amazon	\$ -
			Baker & Taylor	\$ 797.88
		Youth	Amazon	\$ -
			Baker & Taylor	\$ 107.10
		Electronic	Kanopy	\$ 11.00
			Overdrive (ebook)	\$ 27.50
			Overdrive (audio)	\$ 283.99
		DVD	Amazon	\$ 70.66
			Walmart	\$ -
			Subtotal	\$ 1,298.13
			Total	\$ 3,288.05

Library Facilities

• Building/Grounds

- With the snow melting, I've been keeping an eye on the grounds to make sure there are no sinkholes or other safety issues forming.
- Booth table from the Teen Room is broken. It was never stable to begin with, so I am looking into ordering new legs for it. There's still the cafe table in the room and some teens have said they like it without the table, so this isn't a high priority to fix.

Technology/IT

- One of our patron PCs is on its last legs. Because of the security camera replacement, we don't have enough left in the IT budget to replace a computer, but I think we have enough flexibility in other lines to replace at least one computer this fiscal year. I'm working on updating our equipment listing, which has gotten outdated over the past few years.

Library Staff/Services

- **Continuing education:** Since we're getting back into a rhythm with three staff and regular programs, Kat and I have been focusing on our continuing education again. The state library sends out a list of online education opportunities every month and I've encouraged Kat to start prioritizing training. As a part-time employee, Mary is not required to be certified but she is welcome to participate in any training she might find helpful.
- **Programs**
 - **Book Discussion:** We had a really great discussion about *A Fever in the Heartland* for Black History Month. We continue to prioritize reading books with a wide range of content, and members appreciate the diversity.
 - **Author visit:** Our visit with H.M. Bouwman about the book *Scattergood* was a big success! About 19 people came and we had some great discussions about her writing process and the history of *Scattergood*.
 - **Winter Reading Program:** 61 people signed up and 5 winners were drawn!



Upcoming Library Events/Activities

- **Storytime** - Fridays @ 10:15am
- **Early Out** - Wednesdays @ 2:00pm on early release days
- **STEAM with Ms. Howard** - Wednesday, March 19 at 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday (March 18) at 7pm
 - Next book: *The Tea Girl of Hummingbird Lane* by Lisa See
- **Tea/Tee Time** - First and third Monday at 1:30pm in the community room
 - Crafts, games, and social fun for adults 18 and over!
- **Spring break**
 - **Mario Kart Tournament** - Monday 3/17 at 3-4:30pm (Ages 9-14)
 - **Movie** - Wednesday 3/19 at 12:30 *Raya and the Last Dragon*
 - **Storytime with Sarah Subbert from Cedar County Conservation** - Friday 3/21 at 10:15
- **After Hours Movie Night** - Friday 3/28 at 7pm (Adults 21+)
 - *A Real Pain*

February 2025

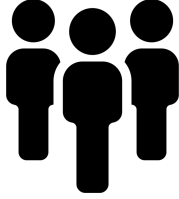
Circulation



2101

January: 2226
Feb 2024: 2384

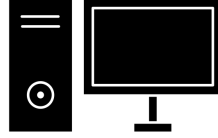
Visitors



1053

January: 1206
Feb 2024: 1143

Computer Use



239 sessions
157 hours

Jan: 252, 220 hrs
Feb 2024: 179
150 hours

Program Attendance



561

January: 430
Feb 2024: 351

New strategic plan is still in progress! Since our accreditation was pushed back, the document is not the most immediate priority, however we are keeping the new service responses of Stimulate Imagination and Know Your Community at the forefront when planning programs and displays.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 3/12/2025
Re: Discuss/approve budget for replacement of patron computer

Background

Each year the library budgets to replace several of the oldest library computers so the technology is constantly refreshed and up-to-date. This includes staff and patron computers, and is important for the functionality and security of library technology. In FY25, I had budgeted \$2,850 to replace three of the oldest computers.

We ended up having to spend \$4,712 to replace our security cameras in December, so no computers have been replaced yet.

One of the three oldest patron desktops has a failing hard drive and is virtually unusable at this point.

Information

The Technology line of our current budget only has \$778 left, which will not cover a computer, software, and setup from Mainstay along with our usual monthly technology costs. However, we have space in several other categories in our projected budget, including Office Supplies (\$1,484 74% remaining) and Building Maintenance (\$11,147 79% remaining). Given the timeline of the rest of the year, I'm comfortable we will be able to absorb the cost of the computer in other categories without going over the total budget, even with some larger building maintenance projects on the horizon.

The PC in question was purchased in 2018 and has been struggling for quite some time. It is slow to start up, slow to open programs, and often lags or freezes up entirely. Patrons avoid the computer whenever possible, and we are busy enough after school that it's affecting our service to have a PC essentially out of commission. Children avoid that computer and use computers on the adult side instead, causing more noise in the adult work area. We had Mainstay look at the computer, and their recommendation was that the hard drive is failing. Since the entire PC is so old, they recommend replacing the whole tower, not just the drive.

Recommendation

Recommend proceeding with replacement of one patron desktop computer in FY25.