



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

Board of Trustees Meeting

April 9, 2025, 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
March 12

Open Forum

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

Director's Report

Discuss/approve revision to Internet Policy

Discuss/approve review of Laptop Policy

Discuss recruitment of potential board members

Next meeting
Next meeting May 14 @ 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 · Erin Monaghan · Holly Wasion

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

March 12, 2025

Meeting commenced at: 6:34

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Secretary)
- Lizabeth Osborne (President)
- Lisa Kofoed (Trustee)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Public attendee: Douglas Klein

Absent:

- Seth Goodspeed (Vice President)
- Deb Kauffman-Watson (Trustee)

Meeting Agenda and Minutes:

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

On a motion by Trustee Monaghan and seconded by Trustee Osborne the February 2025 minutes were unanimously approved

Open Forum:

Discussed the current bills moving through the Iowa State Legislature HF 521 HF 284
Trustees will seek guidance about how they can respond as a group or individually to the impact of these bills on the library.

Financial Condition Report:

Note that Alliant charges YoY are higher due to a rate increase, not substantially more usage.

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

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

- None

Discuss/approve budget for replacement of patron computer

On a motion by Trustee Pettitt and seconded by Trustee Waison the decision to approve budget outside of the technology line item was unanimously approved.

Discuss ideas for outdoor plantings

- Jessie will reach out to Sarah a Cedar County Conservation to potentially do a program around native plants
- Jessie will reach out (via social media) about volunteers who may want to help with knowledge and/or manpower
- Additional ideas will be discussed

Training

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

Start Time: 7:20

End Time: 7:30

Trustee Training Time: 1 Hr + 10 minutes

Next meeting will be April 9 @ 6:30pm

The meeting was adjourned at 7:30

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		WALMART - gloves, storage bins, air freshener	\$ 23.71	
				Subtotal	\$ 23.71
Utilities	031-5-4-410-6371		ALLIANT	\$ 537.82	I-STMT 3-3-2025
				Subtotal	\$ 537.82
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.11	I-STMT 3-1-2025
				Subtotal	\$ 239.11
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 - nametags	\$ 61.99	848507
				Subtotal	\$ 61.99
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	I-STMT 3-3-2025
				Subtotal	\$ 100.00
Programs	031-5-4-410-6599	SLP	iREAD - program supplies and prizes	\$ 705.26	estimate
			IMAGESTUFF (SchoolLife) - brag tags (paid by credit card)	\$ 179.40	
		Youth	AMAZON - preschool playbook	\$ 65.00	
			AMAZON - spring break supplies	\$ 54.13	
		WARM	AMAZON - kids' prize	\$ 19.99	
		Misc	WALMART - storytime supplies, program snacks	\$ 56.15	
				Subtotal	\$ 1,079.93
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	\$ 94.39	
			BAKER & TAYLOR	\$ 487.68	
		Youth	AMAZON	\$ 157.13	
			BAKER & TAYLOR	\$ 74.28	
		Electronic	KANOPY - streaming video	\$ 8.00	442208
			OVERDRIVE - ebooks	\$ 55.00	06497CO25058530
			OVERDRIVE - ebooks	\$ 2.49	06497CP25066570
			OVERDRIVE - audiobooks	\$ 139.98	06497CO25058530
		DVD	AMAZON	\$ 46.64	
			WALMART	\$ -	
		LOT	AMAZON - board games	\$ 11.99	
				Subtotal	\$ 1,077.58
				Total	\$ 3,665.66

April 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		OASIS - repair two light fixtures	\$ 164.22	8307
			AMAZON - paper towels	\$ 34.99	
			Subtotal	\$ 199.21	
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	\$ 402.50	1148
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5215952373
			Subtotal	\$ 36.00	
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	AMAZON - tag chains	\$ 32.78	
		Youth	AMAZON - space program supplies	\$ 103.71	
			Subtotal	\$ 136.49	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18171581
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 384.93	
		Youth	AMAZON	\$ 51.04	
			BAKER & TAYLOR	\$ 125.73	
		Electronic	KANOPY - streaming video	\$ 22.00	446776
			OVERDRIVE - ebooks	\$ 111.97	06497CO25096002
			OVERDRIVE - audiobooks	\$ 467.86	06497CO25096002
		DVD	AMAZON	\$ 59.86	
			WALMART	\$ -	
		Newspaper	Tipton Conservative	\$ 46.00	
			Subtotal	\$ 1,269.39	
			Total	\$ 2,185.61	

West Branch													
Type	July	August	September	October	November	December	January	February	March	April	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	\$ 7,452.98	\$ 7,452.98	\$ -	\$ 96,498.00	\$ 73,611.26	\$ 22,886.74
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.00	\$ 2,288.00	\$ 1,450.00	\$ 1,575.00	\$ -	\$ 24,804.00	\$ 10,685.85	\$ 14,118.15
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	\$ 23.71	\$ 199.21	\$ 14,000.00	\$ 3,075.39	\$ 10,924.61
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ 674.59	\$ 687.93	\$ 537.82	\$ -	\$ 9,900.00	\$ 5,360.36	\$ 4,539.64
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ 239.11	\$ 239.11	\$ 239.11	\$ -	\$ 2,868.00	\$ 2,150.22	\$ 717.78
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 367.50	\$ 402.50	\$ 5,785.00	\$ 3,902.50	\$ 1,882.50
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	\$ 36.00	\$ 36.00	\$ 6,500.00	\$ 5,793.31	\$ 706.69
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	\$ 100.00	\$ -	\$ 1,500.00	\$ 1,094.13	\$ 405.87
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 412.16	\$ 1,079.93	\$ 136.49	\$ 6,200.00	\$ 3,022.84	\$ 3,177.16
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,055.76	\$ 944.24
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	\$ 1,077.58	\$ 1,269.39	\$ 23,100.00	\$ 15,121.44	\$ 7,978.56
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 11,611.06	\$ 11,209.53	\$ 10,885.21	\$ 16,642.54	\$ 16,940.47	\$ 13,032.59	\$ 12,693.64	\$ 2,185.61	\$ 201,215.00	\$ 128,877.85	\$ 72,337.15
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 2,217.89	\$ 2,231.85	\$ 2,037.45	\$ 8,075.87	\$ 4,615.13	\$ 4,004.99	\$ 4,163.08	\$ 916.22			\$ 43,410.77
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	\$ 681.11	\$ -	\$ -	\$ 12,023.00	\$ 5,762.55	\$ 6,260.45
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ 691.16	\$ 769.99	\$ 1,260.88	\$ 840.44	\$ -	\$ -	\$ 14,836.00	\$ 7,027.67	\$ 7,808.33
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,583.34	\$ 1,582.25	\$ -	\$ -	\$ 14,074.00	\$ 12,652.67	\$ 1,421.33
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ 1,908.00	\$ 1,614.72	\$ 293.28
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	\$ 1,784.09	\$ -	\$ -	\$ 16,202.00	\$ 14,439.19	\$ 1,762.81
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 13,412.48	\$ 13,010.95	\$ 12,686.63	\$ 18,443.96	\$ 18,744.05	\$ 14,816.68	\$ 12,693.64	\$ 2,185.61	\$ 249,316.00	\$ 163,193.99	\$ 129,532.78
Total Annual Income													
Type	July	August	September	October	November	December	January	February	March	April	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	\$ 11.45	\$ -	\$ -	\$ 3,000.00	\$ 1,315.71	\$ 1,684.29
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	\$ 87.80	\$ -	\$ -	\$ 1,000.00	\$ 963.99	\$ 36.01
Library Total Income	\$ 525.15	\$ 477.00	\$ 14,977.11	\$ 2,301.14	\$ 450.82	\$ 2,566.58	\$ 67.40	\$ 99.25	\$ -	\$ -	\$ 258,679.00	\$ 21,464.45	\$ 237,214.55
Total Investments													
Type	July	August	September	October	November	December	January	February	March	April			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ 11,602.53	\$ 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	\$ 61,638.56	\$ -	\$ -			
Krouth Principal	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ 56,130.31	\$ 56,800.92	\$ 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	\$ 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	\$ 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	\$ 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	\$ 181,554.75	\$ -	\$ -			

March 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		Infopeople (Library Supervision and Management for Jessie) - paid	\$ 200.00	
			Subtotal	\$ 200.00	
Building Maintenance	031-5-4-410-6310		Johnson Controls (backup battery replacement)	\$ 1,048.17	51697800
			Amazon (turtle supplies)	\$ 6.74	
			Subtotal	\$ 1,054.91	
Utilities	031-5-4-410-6371		Alliant	\$ 432.86	I-STMT 3-4-2024
			Subtotal	\$ 432.86	
Telephone	031-5-4-410-6373		Liberty	\$ 238.75	I-STMT 3-4-2024
			Subtotal	\$ 238.75	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1082
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Mainstay (2 patron laptops)	\$ 2,089.00	2074
			Google Workspace (email and storage for wbpl.org) - CC	\$ 30.00	4924209518
			Subtotal	\$ 2,119.00	
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 refill)	\$ 151.00	March 3
				\$ 151.00	
Programs	031-5-4-410-6599	Youth	Amazon (program prizes)	\$ 45.47	
			Subtotal	\$ 45.47	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16160287
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 35.14	
			Baker & Taylor	\$ 429.38	
		Youth	Amazon	\$ 11.96	
			Baker & Taylor	\$ 98.70	
		Electronic	Kanopy	\$ 44.00	390670
			Overdrive (ebooks)	\$ 2.49	06497CP24065741
			Overdrive (audiobooks)	\$ 39.99	06497DA24047026
		DVD	Amazon	\$ 52.87	
			Amazon (presale price refund)	\$ (4.96)	17XM-3X3R-RPWL
			Walmart	\$ -	
		LOT	Amazon	\$ 44.07	
			Subtotal	\$ 753.64	
			Total	\$ 5,775.15	

Library Facilities

• Building/Grounds

- We received the new legs for the table in the Teen Room! They still need to be mounted.
- Vinicio Hernandez drew up a quote for painting the main library, hallway, and part of the community room. The quote is for \$2,250, and after consultation with the city administrator, I feel this is a fair quote and I plan to move forward.
- Peggy Tucker has been talking to library staff and Liz (Building and Grounds Committee) about ideas for the planted areas around the library.

Technology/IT

- Mainstay came on 3/27 to update CASSIE on the patron computers. This is the software that manages accounts and time. When updates are released, they must be installed one by one on each machine. All computers must be running the same version of the software so they have to be updated at the same time.
- We've been having issues with lagging/freezing on computer #3, which is not the one we're planning to replace but will be in line in FY26. Nick Tieskotter took a look at it while he was here but it's still freezing up. He has been notified.

Library Staff/Services

• Programs

○ Spring Break

- Mariokart and our afternoon movie went well! We had enough for a bracket for the Mariokart tournament and about 6 kids at the movie. There were some kids who aren't normally able to go to programs during school, so it was a success.
- We haven't had much interest in Tea/Tee Time. We're going to try marketing it at the senior potluck, which is also on the first Monday of the month.
- **Book Discussion:** The discussion of *The Tea Girl of Hummingbird Lane* was really fun, because a couple people talked about their time in China/Thailand.
- **After Hours Movie Night** returned after a long hiatus. This is one of our more popular programs, but attendance tends to ebb and flow. Movie choice and time of year play a big role and we'll keep experimenting. This time 5 people came for *A Real Pain*.

Upcoming Library Events/Activities

- **Storytime** - Fridays @ 10:15am
- **Early Out** - Wednesdays @ 2:00pm on early release days
- **STEAM with Ms. Howard** - Wednesday, April 16 at 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday (April 15) at 7pm
 - Next book: *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto
- **Tea/Tee Time** - First and third Monday at 1:30pm
 - Crafts, games, and social fun for adults 18 and over!
- **After Hours Movie Night** - Friday April 25 at 7pm (Adults 21+)
 - *A Complete Unknown* (Bob Dylan biopic)
- **Peeps Dioramas** - Take home craft! Sign up sheets are available at the library and we will give out a few Peeps to get started. We've got a lot of interest so far!
- **NASA space program with the Iowa Children's Museum** - Tuesday, April 15 4:00-6:30pm



March 2025

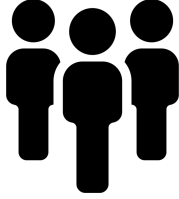
Circulation



2392

February: 2101
Mar 2024: 2384

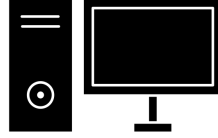
Visitors



1359

February: 1053
Mar 2024: 1143

Computer Use



279sessions
221 hours

Feb: 239, 157 hrs
Mar 2024: 179
150 hours

Program Attendance



403

February: 561
Mar 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 results of our planning session at the forefront when planning programs and displays.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 4/9/25
Re: Discuss/Approve Revisions to Internet Policy
Discuss/Approve Review of Laptop Use Policy

Background

The library is required to review policies at least once every 3 years. Both policies were revised in 2024, but I believe it is good practice to look critically at policies on a regular basis, especially with new trustees on the board.

Information

Both policies underwent some editing in the 2024 review and do not require significant changes at this time. I am suggesting only a minor change to the Internet Policy to increase clarity for the average reader, as suggested in our Trustee Handbook. The Laptop Use Policy has been working well with the increased usage during this school year.

Recommendation

The staff's recommended policies are as follows:

Internet Policy

Purpose

The West Branch Public Library is committed to digital equity and provides free access to the internet to all patrons. Public internet access may be provided through public use computers and laptops, a 24-hour wireless network accessible in and around the library building, and mobile internet hotspots available to check out to eligible library patrons.

Intellectual Freedom

Just as the library does not restrict access to other material forms and formats, we cannot refuse access to internet content that someone else may deem objectionable. The principles of intellectual freedom that apply to the traditional monographic library of books also apply to the modern electronic access internet library.

Minors

As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/guardian. Library staff cannot enforce any restrictions which a parent/guardian may place on a

minor's use of library internet. Neither the library nor its staff are responsible for the internet content selected and/or accessed by their child/children.

General

The library has no control over the information accessed through the internet and is not responsible for its content. The library is not responsible for the accuracy or security of information transmitted via the internet.

The library staff is not responsible for any technical difficulties arising while or from using the library's internet access. The library does not guarantee or troubleshoot connections made on personal devices.

In accordance with Iowa State Law, it is unlawful to display offensive material in a public place where children may be present; this includes pornography, offensive language, and acts of violence. Any user viewing such material may be asked to move to a less public area of the library.

Use of the Library's internet connection in an illegal, disruptive, or destructive manner may result in the loss of internet or library privileges.

A time limit of 60 minutes may be imposed on the library's computers if another patron is awaiting computer access. An Express computer is provided for short-term use with a time limit of 20 minutes. Internet use through the library's wireless network and mobile hotspots conforms to rules set out in this policy.

Revised 04/25

Revised 04/24

Reviewed 12/21

Reviewed 12/20

Revised 12/19

Revised 12/16

Revised 08/13

Reviewed 04/13

Revised 03/10

Laptop Use Policy

The purpose of this policy is to provide guidelines for the use of in-library-use laptop computers available only for patron use within the West Branch Public Library, and Chromebooks available for use outside of the library. These guidelines have been instituted to ensure continued availability of the equipment for patron use.

Availability

In-library-use laptops are available for use on a first-come first-serve basis to all patrons over the age of nine (9) with a valid library account. Laptops may not be reserved or held in advance of their use. Chromebooks are available to all patrons over the age of fourteen (14) per the Borrowing Policy.

The patron to whom the laptop is checked out will be responsible for any loss or damage that occurs before it is returned to library staff. The patron will be liable for a replacement cost of \$1,000 if an in-library-use laptop and \$300 if a Chromebook is damaged or stolen.

Patrons wishing to use a laptop or Chromebook must request one from the library circulation desk. Users must have an account in good standing as outlined by the Borrowing Policy. Users who do not meet those guidelines must reconcile their account before checkout.

Unacceptable use

Patrons may lose the ability to use laptops for reasons including, but not limited to, the following:

- causing damage to the laptop or Chromebook, power cords, or headphones through action or neglect
- leaving an in-library-use laptop unattended or failing to return it to the circulation desk before leaving the building
- removing an in-library-use laptop from the library building
- installing any software or application that requires administrator privileges
- attempting to circumvent any security or protective measure
- altering any software or settings of the laptop or Chromebook

The library is not responsible for any damage or loss of data resulting from the use of the library's equipment. All users must abide by all other library policies involved in the use of the laptops or Chromebooks including the Borrowing Policy, Internet Policy and Media Use Policy.

Reviewed 04/25

Adopted 11/09

Revised 04/24

Reviewed 11/21

Reviewed 12/20

Reviewed 10/19

Revised 08/16

Reviewed 03/15

Reviewed 05/12