



West Branch Public Library  
300 N Downey St  
PO Box 460  
West Branch, IA 52358

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## Board of Trustees Meeting

November 12, 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  
October 8

Open Forum

Financial condition report and approval of expenditures  
October 2025  
November 2025 in progress

Director's Report

Discuss/Approve closing the library on Friday, November 28, 2025

Next meeting  
Next meeting December 10 @ 6:30pm

Adjourn

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### 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  
Erin Monaghan · Holly Wasion · Chris Humrichouse

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

October 8, 2025

Meeting commenced at: 6:35 PM

**Roll Call**

**Present:**

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

**Absent:**

- Holly Wasion (Trustee)

**Meeting Minutes:**

On a motion by Trustee Goodspeed and seconded by Trustee Osborne, the September 10, 2025 minutes were unanimously approved.

**Approve Meeting Minutes Corrections:**

Approve corrections to board meeting minutes from September 11, 2024:

Change meeting date from August 14, 2024 to September 11, 2024

Change date of previous minutes to August 14, 2024

On a motion by Trustee Humrichouse and seconded by Trustee Monaghan, the correction to the September 11, 2024 minutes was unanimously approved.

**Open Forum:**

Following up from the last meeting Mary has gotten in touch with either General Mills or Quaker about potential donations for early out snacks.

**Financial Condition Report:**

Moved by Trustee Goodspeed and seconded by Trustee Pettitt, the motion to approve the financial condition report was unanimously approved.

**Director's Report:**

*See meeting packet for additional notes*

**Discuss Strategic Plan Process**

**Present/Approve Annual Report**

Moved by Trustee Monaghan and seconded by Trustee Goodspeed, the motion to approve the library's Annual Plan was approved unanimously.

The meeting was adjourned at 7:36

Next Meeting is November 12th at 6:30pm

**October 2025**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		ARSL - annual membership for Jessie (paid by credit card)	\$ 75.00	
			ARSL - annual membership for Kat (paid by credit card)	\$ 50.00	
			<b>Subtotal</b>	<b>\$ 125.00</b>	
Training/Education	031-5-4-410-6230			<b>Subtotal</b>	\$ -
Building Maintenance	031-5-4-410-6310		PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10148940
			AMAZON - paper towels and trash bags	\$ 55.06	764J
			WALMART - dish soap and dryer sheets	\$ 10.42	1665683261
			SUMMIT FIRE PROTECTION - annual fire monitoring	\$ 600.00	3583724
			HOME DEPOT PRO - toilet paper	\$ 50.31	896376902
		<b>Subtotal</b>	<b>\$ 765.79</b>		
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 728.19	10-1-2025
			<b>Subtotal</b>	<b>\$ 728.19</b>	
Telephone	031-5-4-410-6373		LIBERTY	\$ 340.55	10-1-2025
			<b>Subtotal</b>	<b>\$ 340.55</b>	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 437.50	1207
			<b>Subtotal</b>	<b>\$ 437.50</b>	
Advertisement/Legal	031-5-4-410-6414			<b>Subtotal</b>	\$ -
Technology services	031-5-4-410-6419		GODADDY - website domain renewal (credit card)	\$ 46.38	190935
			CODEWORK - new steady state software (Faronics DeepFreeze, credit ca	\$ 831.60	260004
			GOOGLE - email accounts (paid by credit card)	\$ 42.00	
		<b>Subtotal</b>	<b>\$ 919.98</b>		
Contract Payments	031-5-4-410-6498			<b>Subtotal</b>	\$ -
Office Supplies	031-5-4-410-6506		AMAZON - laminating sheets, rubber bands	\$ 36.97	764J
			WALMART - paper clips	\$ 1.87	1665683261
		<b>Subtotal</b>	<b>\$ 38.84</b>		
Postage and Shipping	031-5-4-410-6508		USPS - interlibrary loan postage (credit card)	\$ 4.25	
			USPS - interlibrary loan postage (credit card)	\$ 8.50	
			USPS - interlibrary loan postage (credit card)	\$ 4.25	
		<b>Subtotal</b>	<b>\$ 17.00</b>		
Programs	031-5-4-410-6599	Youth	AMAZON - youth program supplies, witch hat contest	\$ 251.41	KLHL, 764J
			WALMART - youth program supplies	\$ 73.99	1665683261
			<b>Subtotal</b>	<b>\$ 325.40</b>	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19114208
			EO JOHNSON - printing charges	\$ 253.86	1839801
		<b>Subtotal</b>	<b>\$ 395.88</b>		
Capital Improvements	031-5-4-410-6761			<b>Subtotal</b>	\$ -
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 940.21	
			AMAZON - audiobook return (wrong format)	\$ (23.36)	1XV9-GLPN-DFW7
		Youth	AMAZON	\$ 297.88	
			BAKER & TAYLOR	\$ -	
		Electronic	KANOPY - streaming video	\$ 18.00	472074
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ 77.81	
				\$ -	
		<b>Subtotal</b>	<b>\$ 1,310.54</b>		
		<b>Total</b>	<b>\$ 5,404.67</b>		

**November 2025**

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		PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10203957
			SUMMIT FIRE PROTECTION - cell dialer installation	\$ 750.00	3601458
			SUMMIT FIRE PROTECTION - new fire alarm panel installation	\$ 1,220.00	3601443
			AMAZON - fish food	\$ 9.98	CHKC
			Subtotal	\$ 2,029.98	
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	\$ 455.00	1216
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - email accounts (paid by credit card)	\$ 42.00	5398750433
			MAX MEGA MENU - website menu plugin for <a href="http://wbpl.org">wbpl.org</a> (paid by credit card)	\$ 24.50	76247441
			Subtotal	\$ 66.50	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		DEMCO - audiobook cases, labels	\$ 122.74	7713804
			Subtotal	\$ 122.74	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		AMAZON - storytime supplies, witch hat contest	\$ 149.20	
			ORIENTAL TRADING COMPANY - Dog Man party supplies (paid by credit ca	\$ 212.33	
			Subtotal	\$ 361.53	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	19272027
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 372.46	
			AMAZON - returned item	\$ (20.40)	
		Youth	AMAZON	\$ 114.98	
			BAKER & TAYLOR	\$ -	
		Electronic	KANOPY - streaming video	\$ 29.00	476694
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
		DVD	AMAZON	\$ 17.95	
			BULLFROG FILMS - Citizen George DVD (paid by credit card)	\$ 109.00	107722
		Library of Things	AMAZON - video games	\$ 34.99	CHKC
		Newspapers	USA TODAY	\$ 400.35	
			Subtotal	\$ 1,058.33	
			Total	\$ 4,236.10	

<b>West Branch</b>								
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>Budgeted</b>	<b>Expended</b>	<b>Remaining \$</b>
Full-Time Salaries	\$ 7,600.18	\$ 11,400.27	\$ 7,600.18	\$ 7,600.18	\$ -	\$ 105,228.00	\$ 34,200.81	\$ 71,027.19
Part-Time Salaries	\$ 1,580.00	\$ 1,800.00	\$ 1,580.00	\$ 1,580.00	\$ -	\$ 22,845.00	\$ 6,540.00	\$ 16,305.00
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 125.00	\$ -	\$ 360.00	\$ 125.00	\$ 235.00
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,510.00	\$ -	\$ 1,510.00
Building Maintenance - 6310	\$ 4,353.73	\$ 121.76	\$ 255.23	\$ 765.79	\$ 2,029.98	\$ 15,994.00	\$ 7,526.49	\$ 8,467.51
Utilities - 6371	\$ 926.68	\$ 1,076.63	\$ 928.24	\$ 728.19	\$ -	\$ 9,200.00	\$ 3,659.74	\$ 5,540.26
Telephone - 6373	\$ 250.55	\$ 250.55	\$ 281.05	\$ 340.55	\$ -	\$ 2,868.00	\$ 1,122.70	\$ 1,745.30
Janitorial Expense - 6409	\$ 420.00	\$ 420.00	\$ 402.50	\$ 437.50	\$ 455.00	\$ 5,100.00	\$ 2,135.00	\$ 2,965.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 55.99	\$ 40.45	\$ 1,317.08	\$ 919.98	\$ 66.50	\$ 8,200.00	\$ 2,400.00	\$ 5,800.00
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ 2,516.00	\$ 1,870.00	\$ 646.00
Office Supplies - 6506	\$ 57.59	\$ 63.78	\$ -	\$ 38.84	\$ 122.74	\$ 1,000.00	\$ 282.95	\$ 717.05
Postage and Shipping - 6508	\$ 50.00	\$ 164.00	\$ 93.68	\$ 17.00	\$ -	\$ 1,500.00	\$ 324.68	\$ 1,175.32
Programs (Misc) - 6599	\$ 1,462.14	\$ 461.82	\$ 518.34	\$ 537.73	\$ 149.20	\$ 5,800.00	\$ 3,129.23	\$ 2,670.77
Office Equipment - 6725	\$ 463.45	\$ 142.02	\$ 142.02	\$ 395.88	\$ 142.02	\$ 2,800.00	\$ 1,285.39	\$ 1,514.61
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 7,880.17	\$ 3,762.17	\$ 1,901.42	\$ 1,310.54	\$ 1,058.33	\$ 23,000.00	\$ 15,912.63	\$ 7,087.37
<b>Library Account total</b>	<b>\$ 26,970.48</b>	<b>\$ 19,703.45</b>	<b>\$ 15,019.74</b>	<b>\$ 14,797.18</b>	<b>\$ 4,023.77</b>	<b>\$ 209,621.00</b>	<b>\$ 80,514.62</b>	<b>\$ 129,106.38</b>
Operating (non-collections)	\$ 11,490.13	\$ 4,541.01	\$ 5,518.14	\$ 5,886.46	\$ 2,965.44			\$ 51,038.93
Capital expenditures (any line)	\$ 4,140.00				\$ 1,970.00			
Liability Insurance	\$ 7,310.78	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 7,310.78	\$ 2,689.22
FICA	\$ 702.29	\$ 1,009.84	\$ -	\$ -	\$ -	\$ 9,798.00	\$ 1,712.13	\$ 8,085.87
IPERS	\$ 866.61	\$ 1,246.12	\$ -	\$ -	\$ -	\$ 12,091.00	\$ 2,112.73	\$ 9,978.27
Group Insurance	\$ 1,701.91	\$ 1,701.91	\$ -	\$ -	\$ -	\$ 17,122.00	\$ 3,403.82	\$ 13,718.18
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ -	\$ 4,207.00	\$ 403.68	\$ 3,803.32
Workers' Comp	\$ 83.05	\$ 25.05	\$ -	\$ -	\$ -	\$ 300.00	\$ 108.10	\$ 191.90
<b>General Fund total</b>	<b>\$ 10,866.48</b>	<b>\$ 4,184.76</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,518.00</b>	<b>\$ 15,051.24</b>	<b>\$ 38,466.76</b>
<b>Library Total Expenditures</b>	<b>\$ 37,836.96</b>	<b>\$ 23,888.21</b>	<b>\$ 15,019.74</b>	<b>\$ 14,797.18</b>	<b>\$ 4,023.77</b>	<b>\$ 263,139.00</b>	<b>\$ 95,565.86</b>	<b>\$ 218,612.07</b>
<b>Total Annual Income</b>								
<b>Type</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>Budgeted</b>	<b>Received</b>	<b>Remaining \$</b>
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
State Library Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ -	\$ 2,700.00
Fines	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 8.00	\$ 392.00
Rural Library Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00	\$ -	\$ 26,000.00
Private Contributions	\$ 17.55	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 17.55	\$ 1,982.45
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Misc Revenues	\$ 106.45	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 106.45	\$ 893.55
<b>Library Total Income</b>	<b>\$ 132.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,687.00</b>	<b>\$ 132.00</b>	<b>\$ 260,555.00</b>
Software refund (added to Misc Revenues)			178.75	\$ -	\$ -			

**October 2024**

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210		ARSL - Association of Rural and Small Libraries renewal for JS (CC)	\$ 50.00	74216
			ARSL - Association of Rural and Small Libraries mebership for KK (CC)	\$ 50.00	
			<b>Subtotal</b>	<b>\$ 100.00</b>	
Travel/Conference	031-5-4-410-6240				
			<b>Subtotal</b>	<b>\$ -</b>	
Building Maintenance	031-5-4-410-6310		PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	8830392
			HD SUPPLY - hand soap for bathrooms	\$ 89.40	829630961
			OASIS ELECTRIC - fix strobing light	\$ 138.43	8182
			<b>Subtotal</b>	<b>\$ 277.83</b>	
Utilities	031-5-4-410-6371		ALLIANT	\$ 525.14	I-STMT 10-2-2024
			<b>Subtotal</b>	<b>\$ 525.14</b>	
Telephone	031-5-4-410-6373		LIBERTY	\$ 239.02	I-STMT 10-1-2024
			<b>Subtotal</b>	<b>\$ 239.02</b>	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1115
			<b>Subtotal</b>	<b>\$ 402.50</b>	
Advertisement/Legal	031-5-4-410-6414				
			<b>Subtotal</b>	<b>\$ -</b>	
Technology services	031-5-4-410-6419		GOOGLE WORKSPACE - library email accounts, paid by credit card	\$ 36.00	5077624046
			<b>Subtotal</b>	<b>\$ 36.00</b>	
Contract Payments	031-5-4-410-6498				
			<b>Subtotal</b>	<b>\$ -</b>	
Office Supplies	031-5-4-410-6506		GRAY BARN INDUSTRIES - notary stamps x 2	\$ 55.22	189066
			<b>Subtotal</b>	<b>\$ 55.22</b>	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 100.00	
			<b>Subtotal</b>	<b>\$ 100.00</b>	
Programs	031-5-4-410-6599	Youth		\$ -	
			<b>Subtotal</b>	<b>\$ -</b>	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17236469
			EO JOHNSON - printing charges	\$ 189.12	INV1626491
			<b>Subtotal</b>	<b>\$ 331.14</b>	
Capital Improvements	031-5-4-410-6761				
			<b>Subtotal</b>	<b>\$ -</b>	
Materials	031-5-4-410-6770	Adult books	AMAZON	\$ 193.50	
			BAKER & TAYLOR	\$ 648.49	
		Youth books	AMAZON	\$ 44.89	
			BAKER & TAYLOR	\$ 218.07	
		Electronic	KANOPY - streaming video	\$ 4.00	419687
			OVERDRIVE - ebooks	\$ 114.99	06497CO24276840
			OVERDRIVE - audiobooks	\$ 255.22	06497CO24276840
		DVD	AMAZON	\$ 40.25	
		Video Games	AMAZON	\$ 59.99	
		ILL	COWETA PUBLIC LIBRARY - damaged ILL replacement	\$ 36.99	
			DIVINE WORD COLLEGE - lost ILL replacement	\$ 39.53	L090924
		<b>Subtotal</b>	<b>\$ 1,655.92</b>		
		<b>Total</b>	<b>\$ 3,722.77</b>		

## Library Facilities

### • Building/Grounds

- **Fire monitoring:** We started getting calls from Johnson Controls again, so we once again contacted them and asked to be removed from the database. We think it worked!
- **Community room door:** Vinicio painted the door beige to match the accent tiles on the building! He's going to come back to add trim to the inside drywall and paint it.
- **Building Maintenance:** I have scheduled seasonal furnace maintenance and also a visit from Oasis Electric to convert more lights to LEDs.

### • Technology/Mainstay IT

- **Patron PC protection software:** DeepFreeze was installed on 10/30! We're now learning how it works but it seems much more convenient since we can control it from one staff computer. It can also run Windows updates automatically, which will significantly reduce the time Kat spends updating computers every month.
- **New patron PC:** The new PC was added when DeepFreeze was installed. Printing doesn't work so we've contacted Mainstay to get it configured, but otherwise it's ready to go.
- **Windows 10 sunseting:** One of our patron laptops is so old it cannot be upgraded to Windows 11. We have applied for extended support of Windows 10 on this device, but it will need to be replaced within the next year.

## Library Staff/Services


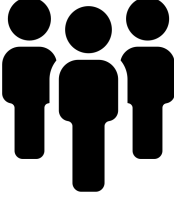
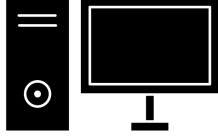



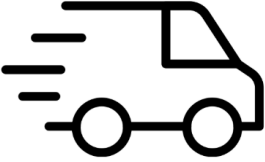

- **Cedar County Libraries Association:** Jessie attended a meeting with the other Cedar County library directors on 10/15. It's a good opportunity to check in and see what other librarians in the area are struggling with and what's been going well.
  - The libraries will be making a presentation to the Cedar County Board of Supervisors with a request for funding. Each library must prepare a brief report, so Jessie's working on that.
- **Book ordering:** Our longtime book supplier, Baker & Taylor, is closing before the end of the year. Staff have had to invest considerable time in following the proceedings, researching alternatives, and reordering books that had been canceled.
- **Strategic Plan:** is being revised since city planning is still in progress..
- **Programs**
  - **Early out:** Programs are still very busy but have been going smoothly. All computers are used on Wednesdays, so we should try to maintain our current number of laptops going forward (6 desktops and 5 laptops).
  - **Pajama storytime:** has really taken off! We had up to 29 people come which is about as many as Mary can handle at a program.
  - **Adult programs:** October's adult program was a movie night! 5 people came.
  - **Witch Hat Decorating Contest:** We did this program a couple years ago and it went well, and it was a huge hit this time as well! We had 33 hats turned in and a lively voting period.



## Upcoming Library Events/Activities

- **Pajama Storytime** - family storytime with a bedtime activity! Tuesdays at 6:45pm
- **Early Out** - activities after school on early release Wednesdays at 2:00pm
- **STEAM with Ms. Howard** - fun experiments every 3rd Thursday 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday at 7pm
  - November book: *Hello Beautiful* by Ann Napolitano
- **Adult Night** - last Monday of the month at 6:15pm
  - November 24: Nutrition for Health Aging: dietary tips to maintain health and independence

### October 2025

<p><b>Circulation</b></p>  <p><b>2511</b></p> <p>Sept: 2350 Oct 2024: 2213</p>	<p><b>Visitors</b></p>  <p><b>1852</b></p> <p>Sept: 1513 Oct 2024: 1111</p>	<p><b>Computer Use</b></p>  <p><b>401 sessions 318 hours</b></p> <p>Sept: 310, 274 hrs Oct 2024: 317 284 hours</p>	<p><b>Program Attendance</b></p>  <p><b>696</b></p> <p>Sept: 515 Oct 2024: 34</p>
<p><b>Libby Checkouts</b></p>  <p><b>513 audiobooks</b> Last month: 495</p> <p><b>396 ebooks</b> Last month: 383</p>	<p><b>Fun fact!</b></p>  <p><b>October was once again our highest month EVER in ebook circulation!</b></p> <p><b>Last year the story was audiobooks, but this year people are loving ebooks more than ever!</b></p>	<p><b>Interlibrary Loans</b></p>  <p><b>45 received</b></p> <p><b>30 lent to other libraries</b></p>	<p><b>Program Attendance by Age</b></p>  <p><b>684 at Kids &amp; Family Programs</b></p> <p><b>12 at Adult Programs</b></p>

# Memo



**To:** Library Board of Trustees

**From:** Jessie Schafer, Library Director

**Date:** 11/12/2025

**Re:** Discuss/Approve closing the library on Friday, November 28, 2025

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## **Background**

The City of West Branch holiday schedule was amended in March to recognize Juneteenth as an official city holiday and remove the day after Thanksgiving (Black Friday). Traditionally, the city offices and library were closed on Thanksgiving and the day after Thanksgiving so staff could travel and spend time with their families.

## **Information**

During discussions regarding holiday hours, city council members suggested that staff who wished to have Black Friday off in addition to Juneteenth could use their own personal vacation time. Unfortunately, this is complicated for the library and city office, which must be staffed if they aren't closed for the holiday.

The library is sometimes open on other days that are generally expected to be holidays, and visits are minimal. The evening of New Year's Eve is always quiet (one year we recorded 1 patron between 5:30 and 8:00), and the last two years we have received 4 and 5 visitors total in the 4 hours we are open on Easter Sunday. Many of our regulars will likely be expecting us to be closed based on previous years.

Note: This is an ongoing discussion with the city council, and city staff are working on a proposal to reinstate Black Friday as a city holiday in exchange for accruing less sick time. Library staff are in favor of this proposal, and if it passes at the November 17th city council meeting the library will not need to approve additional closed days.

## **Recommendation**

Recommendation is to close the library the day after Thanksgiving, Friday, November 28, 2025, if the city council does not approve it as a city holiday.