



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, January 16, 2025 at 6:30 PM

Library Freedom Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Roll Call
2. Approve the Agenda
3. Approve Minutes

APPROVE BILLS

4. Approve Bills

STATISTICS

5. Statistics Report

NEW BUSINESS

UNFINISHED BUSINESS

MISCELLANEOUS

6. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library

Library Board of Trustees

Thursday, December 19 2024

Those present at the meeting were Nancy Dodge, Jake Bass, Quentin Stenger, Emily Ownby, Robin Bleichner, and Library Director Laura Blaker. Also, in attendance was Deputy Clerk Michelle NejdI.

1. Intro - Meeting called to order President Robin Bleichner at 6:30
2. Approve Agenda – A motion was made 1st Jake Bass 2nd Emily Ownby. Passing Unanimously
3. Approve Minutes - A motion was made 1st Nancy Dodge 2nd Quentin Stenger. Passing unanimously
4. Approve Bills - A motion was made 1st Jake Bass 2nd Emily Ownby. Passing Unanimously
5. Stats Report
6. Continuing Education Policy 3 year review- A motion was made 1st – Quentin Stenger 2nd – Nancy Dodge. Passing Unanimously
7. Artwork Donation - Scott Jans - Motion to accept - 1st Nancy Dodge 2nd Emily Ownby - Conversation about finding out about pricing on framing.
 - Board took a field trip around the library. Laura discussed the artwork plan document for the art pieces in different areas of the library. Pricing for framing and name plates.
8. Budget Proposal Changes - Changes with longevity to Coordinator position. A motion was made 1st Emily Ownby 2nd Nancy Dodge. Passing Unanimously
 - Budget changes edits for a potential lighting system changes in the library. Budget approval with contingency of Laura finding out more quotes before budgets are due.
9. Goals Update - Board reviewed the status of Strategic Plan. Updates on good progress and need more work/time/money areas.
10. Library Director Evaluation - The City Manager wants all department heads to be evaluated at the same time in January. Laura will reach out to Susi to confirm our current process for evaluation.
11. Miscellaneous Updates - Laura provided updates about the staff 1 on 1s. Going well and well received by most staff members. Little free libraries need some repairs. Facebook ads have library credit cards locked down. Laura has submitted a request to review through Facebook. Dollars being spent for a new server and installed.
12. Board and Staff Reports -
 - Emily Ownby - Silent Book Club idea
 - Quentin Stenger - Autism Awareness Education
13. Adjournment - A motion was made 1st – Jake Bass 2nd – Emily Ownby

Submitted,

Jake Bass

Independence Public Library Monthly Bills January 2025

			Item #4.
1	003-410-6210 Dues & Memberships	\$670.92	
2	Visa Card Services (DM Register, Courier, Gazette, late fees)	\$ 152.92	
3	Rotary Club of Independence (quarterly dues)	\$ 148.00	
4	Iowa Library Association (yearley dues - Laura, Amy, Erin)	\$ 370.00	
5	003-410-6230 Training in House	\$115.23	
6	UnityPoint Health (Supervisory training - Laura)	\$ 20.23	
7	Roy Kenagy (Excel online training)	\$ 95.00	
8	003-410-6320 Grounds Operation & Maintenance	\$120.00	
9	Carter Palmer (Inv#1 - snow removal)	\$ 120.00	
10	003-410-6371 Electricity/Gas Utilities	\$1,768.71	
11	Independence Light & Power	\$ 1,706.71	
12	Mid American Energy	\$ 62.00	
13	003-410-6373 Communications (Phone & Internet)	\$267.35	
14	Independence Light & Power	\$ 267.35	
15	003-410-6399 Other Maintenance/Repair	\$317.04	
16	Precision Plumbing Heating & Air (Inv# 7971 & 8035- toilet repairs)	\$ 317.04	
17	003-410-6409 Janitorial	\$1,400.00	
18	Epic Clean, LLC (December cleaning & CR carpet cleaning)	\$ 1,400.00	
19	003-410-6502 Books	\$978.82	
20	Brodart (Acct#140052 - Invoices listed below)	\$ 272.25	
21	Baker & Taylor (Acct#L0417982, 2038736011-15, 2038763172-76)	\$ 245.51	
22	Baker & Taylor (Acct#L0612272, 2038726506)	\$ 19.78	
23	Amazon Credit Services (Amazon.com purchases)	\$ 193.27	
24	Perma-bound (Inv# 1999705-02)	\$ 5.94	
25	Cengage Larning/Gale (Inv# 86042190)	\$ 34.84	
26	Center Point Large Print (Inv# 2143924)	\$ 169.22	
27	Visa Card Services (Celebrate the Season)	\$ 38.01	
28	003-410-6506 Office Supplies	\$148.22	
29	Storey Kenworthy (Inv# 1221300)	\$ 98.14	
30	Capital One/Walmart (Trans# 3313)	\$ 12.26	
31	Amazon Credit Services (walkie-talkies & tally counter)	\$ 37.82	
32	003-410-6507 Operating Supplies	\$332.02	
33	Storey Kenworthy (Inv# 1221300)	\$ 112.76	
34	Vern's True Value (Trans# B281695 - softener salt)	\$ 19.47	
35	Consolidated Electrical Distributor (Inv# 8743197-00 - light bulbs)	\$ 107.88	
36	Amazon Credit Services (light bulbs)	\$ 22.00	
37	Visa Card Services (janitorial supplies)	\$ 69.91	
38	003-410-6508 Postage	\$146.00	
39	Visa Card Services (postage stamps)	\$ 146.00	
40	003-410-6530 Programming	\$180.40	
41	Capital One/Walmart (Trans# 3163, 0327, 1841)	\$ 136.86	
42	Visa Card Services (Facebook advertising)	\$ 2.83	
43	Erin Krempges (reimbursement for supplies)	\$ 40.71	
44	003-410-6530 Video Recordings	\$34.92	
45	Amazon Credit Services (Amazon.com purchases)	\$ 34.92	
46	003-410-6532 Audio Recordings	\$194.87	
47	Blackstone Publishing (Inv# 2183580)	\$ 194.87	
48	Total General Fund Expenses for Month	\$6,674.50	
49	323-410-6727 Capital Outlay/Equipment	\$5,100.50	
50	Dell Marketing L.P. (Inv# 10791429924 - new server)	\$ 5,100.50	
51	Total Capital Outlay/Equipment for Month	\$5,100.50	

Independence Public Library FY25 Budget

Item #4.

Line Item	Beginning Balance	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 190,942.00	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ 14,689.36	\$ 22,034.04	\$ 14,672.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,347.55	\$ 95,594.45	49.94%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ 7,906.50	\$ 10,639.47	\$ 7,261.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,430.68	\$ 53,464.32	47.53%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ 724.57	3.39%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 116.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 979.50	\$ 2,020.50	32.65%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (1,381.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ 788.79	\$ 670.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,030.76	\$ 1,469.24	58.02%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ 184.77	38.41%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503.50	\$ 2,496.50	16.78%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280.47	\$ 319.53	46.75%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ 2,031.61	\$ 1,632.84	\$ 1,768.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,543.95	\$ 6,656.05	63.43%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ 265.30	\$ 267.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,857.35	\$ 1,872.65	49.79%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ 80.02	\$ 317.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,409.64	\$ 1,590.36	46.99%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,525.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,775.00	\$ 6,225.00	65.42%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ 238.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.38	\$ 1,246.62	82.19%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,584.55	\$ 1,598.54	\$ 1,369.39	\$ 841.39	\$ 978.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,379.10	\$ 18,620.90	37.93%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ 252.34	\$ 27.05	\$ 148.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,438.21	\$ 2,661.79	35.08%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ 97.48	\$ 332.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,271.45	\$ 1,328.55	48.90%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292.00	\$ 508.00	36.50%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ 204.23	\$ 729.24	\$ 180.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,248.70	\$ 5,246.30	30.00%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ 173.46	\$ 34.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,148.12	\$ 2,101.88	35.33%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ 228.35	\$ 194.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,022.47	\$ 2,477.53	29.21%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	44.44%
Totals	\$ 434,098.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 28,209.16	\$ 40,119.08	\$ 30,702.99	\$ 6,674.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,121.36	\$ 229,976.64	47.02%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ 5,100.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,954.68	\$ 8,045.32	42.53%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

Independence Public Library Circulation and Usage Report for December 2024

Item #5.

Materials Usage

City of Independence Circulation	2,763
Unincorporated Buchanan County Circulation	1,365
Incorporated Buchanan County w/Libraries	392
Contracting Cities	37
Outside of Buchanan County Circulation (Open Access)	209
Items Loaned to Other Libraries (Access Plus)	66
Total Materials Circulation for Month	4,832

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	4832	3107	675	N/A	1896
2023	4690	3620	652	1957	1835
2022	4937	3129	635	1740	1563
2021	4689	3021	433	2102	1269
2020	2611	114	52	2809	1227
2019	5280	4509	1016	2237	1148
2018	5776	5497	1165	2416	1005

Patrons

Total Number of Patrons for Month	3,107
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	365
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	310
Early Literacy Station Usage for Month	262
Wireless Headphone Usage for Month	7

Library of Things Usage

Activity Equipment	8
Puzzles	52
Hotspots	18
Cake Pans	4

Web Site Usage

Total Visitors	N/A
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BRIDGES Usage

Total Usage	1,896
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,866
Facebook Total Reach	48,989
Mass Emails/Constant Contact Opened	2,599
Instagram Likes	81
Instagram Followers	581
Google Profile Interactions	320
Google Profile Views	233

Mobile App Usage

Patron Count	356
Usage	926

Material Additions

Books	331
Audios	6
Videos	6
Hotspot	1
Jigsaw Puzzles	15
Total Additions for Month	359

Material Withdrawals

Total Withdrawals for Month	1
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Additions Breakdown

Adult Biography & NonFiction = B-3, 000-1, 100-3, 200-2, 300-4, 600-1, 700-2, 900-3
 Adult Fiction = F-247, SF-1, GR-1
 Young Adult Fiction = 3
 Juvenile Biography & NonFiction = 500-1, 600-4, 700-1
 Juvenile Fiction = JF-3, Graphic Novel -7, Just Right - 1
 Juvenile Easy NonFiction = 100-1
 Juvenile Easy = Easy-27, BB-15
 CD= Adult-6
 DVD= Adult-4, Juvenile-2
 Hotspot = 1
 Jigsaw Puzzles = 15

Withdrawals Breakdown

JE-1

Study Rooms - 27 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

12/4/2024 Craft & Convo - 9 adults 2 children
 12/9/2024 Craft & Cocoa - 16 adults
 12/16/2023 Book Discussion - 16 adults
 12/17/2024 Dungeons & Dragons for Adults Group 1 - 5 adults
 12/18/2024 Alzheimer's Association Caregiver Support Group - 6 adults
 12/16/2024 Dungeons & Dragons for Adults Group 2 - 7 adults

Teen Events

12/22/2024 Dungeons & Dragons for Teens - 12 teens 2 adults

Children's Events

12/5/2024 Story Time - 12 children 7 adults
 12/12/2024 Story Time - 11 children 7 adults
 12/13/2024 Ho Ho Holiday - 105 children 4 teens 94 adults
 12/19/2024 Story Time - 10 children 7 adults
 12/26/2024 Story Time - 17 children 16 adults
 12/26/2024 Legos @ the Library - 10 children 5 teens 9 adults
 12/31/2024 Noon Year's Ever Party - 83 children 3 teens 66 adults

Outreach Events

12/6/2024 Jingle on Main - 172 children 10 teens 113 adults
 12/10/2024 Reader's Circle @ Lexington - 5 adults

Passive Programs/Events

12/7/2024 Cinema Saturday - 6 adults 3 teens 5 children
 12/21/2024 Cinema Saturday - 8 adults 2 teens 2 children
 12/22/2024 Cinema Sunday (pop up program) - 6 adults 1 child
 12/28/2024 Cinema Saturday - 9 adults 1 teen 3 children
 12/29/2024 Cinema Sunday (pop up program) - 3 adults 1 teen 1 child
 12/31/2024 Cinema Tuesday (pop up program) - 14 adults 10 children
 12/10-12/26/24 Paper ornaments for Christmas trees - 66 children 8 adults

NonLibrary Events (Community Room)

12/10/2024 USDA Farm Service Agency - 11 people
 12/17/2024 Independence Premium Foods Leadership Meeting - 8 people
 12/18/2024 Independence Premium Foods Leadership Meeting - 8 people