



LIBRARY BOARD MEETING

Thursday, May 16, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Introduction of Guests
2. Approve the Agenda
- [3.](#) Approve Minutes

APPROVE BILLS

- [4.](#) Approve Bills

STATISTICS

- [5.](#) April Statistics

NEW BUSINESS

- [6.](#) Election for Vice President
- [7.](#) Unattended Child Policy
- [8.](#) Library Program Policy

UNFINISHED BUSINESS

MISCELLANEOUS

- [9.](#) Hiring Part-Time Staff
- [10.](#) Current Plans for Increasing Revenues
- [11.](#) On Reserve Podcast
- [12.](#) Summer Reading Program
- [13.](#) Board Training
14. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library

Library Board of Trustees

22nd. April 2024

The meeting of the Library Board of Trustees was held in the Library's Freedom Room of the Independence Public Library.

Those present at the meeting were Laura Blaker, Nancy Dodge, Emily Ownby, Jake Bass, Quentin Stenger, Brad Schultz, Deb Clark, and Robin Bleichner. Also in attendance, Michelle Nejd, Deputy Clerk.

Meeting was called to order by Robin Bleichner at 6:30 p.m.

A motion was made by Brad Schultz and seconded by Emily Ownby to approve the agenda. The motion carried unanimously.

A motion was made by Jake Bass and seconded by Brad Schultz to approve the minutes with the corrections. The motion carried unanimously.

Bills were reviewed. Motion made by Nancy Dodge and seconded by Brad Schultz to approve the April bills. The motion carried unanimously.

Statistics

Facebook had its highest reach since inception.

New Business

Art Donation

A motion was made by Jake Bass and seconded by Brad Schultz to pass on the art donation. The motion carried unanimously.

Genealogy Policy

A motion was made by Deb Clark and seconded by Nancy Dodge to approve the policy with the suggested changes. The motion carried unanimously.

Hot Spot Policy

A motion was made by Jake Bass and seconded by Quentin Stenger to approve the policy with recommended changes. The motion carried unanimously.

Director Evaluation

Discussed the results of the evaluation.

Unfinished Business

None

Miscellaneous

BCCF Grant Application

Grant submitted for Art Around Us. A component of the grant is to make a sculpture using the oak trunk in front of the Lee Mansion.

Increasing Revenue

Due to a smaller budget, the board discussed ideas for increasing revenues. The board brainstormed and notes from staff suggestions were shared. Proactive opportunities to increase revenue for the library could consist of sponsorships, selling items or having a fund-raising event, just to list a few.

Donor Wall Update

The donor wall has been changed as far as placement and adding another gift panel. The zinc plaque has arrived but has not been installed.

Eagle Scout Project Update

The chess board is poured and will have a sealer added. There is concrete instead of deck boards for the storage box to sit on.

Board Training

Trustee Talking Points-Open Meeting Law True/False questions.

Board and Staff Reports

Laura shared that Pam will be leaving her position with the library. She will be submitting an advertisement for the position soon.

The board needs to elect a new Vice President at the next meeting.

Adjournment

A motion was made by Jake Bass and seconded by Brad Schultz to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Deb Clark

Secretary

Independence Public Library Monthly Bills May 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$32.00
2	Visa Card Services (Des Moines Register monthly fee)	\$32.00	
3	003-410-6230 Training in House		\$30.00
4	Visa Card Services (Notary license fee - Amy)	\$30.00	
5	003-410-6320 Grounds Operation & Maintenance		\$40.00
6	Carter Palmer (Inv# 3, snow removal)	\$40.00	
7	003-410-6371 Electricity & Gas Utilities		\$1,189.95
8	Independence Light & Power	\$1,178.51	
9	Mid American Energy	\$11.44	
10	003-410-6373 Communications (Phone & Internet)		\$267.85
11	Independence Light & Power	\$267.85	
12	003-410-6399 Other Repair & Maintenance		\$613.90
13	Signs & More (Inv# 36201 update donor wall)	\$149.73	
14	Amazon Capital Services (soap dispenser)	\$21.99	
15	Visa Card Services (Smith Filters - geothermal filters)	\$442.18	
16	003-410-6409 Janitorial		\$2,789.00
17	Superb Cleaning Services (Inv# 1096)	\$1,850.00	
18	Fish Window Cleaning (Inv# 3143-24911)	\$939.00	
19	003-410-6414 Printing & Publishing		\$469.44
20	Oelwein Publishing (Help wanted advertising)	\$94.44	
21	Woolverton (Inv# A162872011 - SRP24 brochures)	\$375.00	
22	003-410-6419 Computer Expense		\$766.28
23	US Cellular (hotspot monthly fee)	\$304.43	
24	Librarica LLC (Inv# 203559-110R, yearly support fee)	\$461.85	
25	003-410-6502 Books		\$1,944.31
26	Brodart (Acct# 140052, 141792, invoices listed below)	\$1,083.47	
27	Cengage Learning/Gale (Invoices listed below)	\$284.70	
28	Center Point Large Print (Inv# 2095440)	\$109.78	
29	Ingram (Inv# 81556124, 81556125)	\$57.50	
30	Amazon Capital Services (Amazon.com purchases)	\$365.86	
31	Visa Card Services (Barnes & Noble purchases)	\$43.00	
32	003-410-6506 Office Supplies		\$43.95
33	Visa Card Services (Notary stamp & journal)	\$43.95	
34	003-410-6507 Operating Supplies		\$70.16
35	Office Express (Inv# 56412)	\$46.98	
36	Amazon Capital Services (cam locks)	\$13.59	
37	Cole's Ace Hardware (Inv# 24949 - epoxy/weld)	\$9.59	
38	003-410-6530 Programming		\$435.65
39	Capital One/Walmart (Trans# 5080, 0267)	\$119.65	
40	Japan America Society of Iowa (SRP24 program)	\$136.00	
41	Get Organized (SRP24 program)	\$150.00	
42	Visa Card Services (Minecraft pizza & Facebook advertising)	\$30.00	
43	003-410-6532 Audio Recordings		\$129.57
44	Blackstone Publishing (Inv# 2150883)	\$129.57	
45	Total General Fund Expenses for Month	\$8,822.06	\$8,822.06

46 Brodart Invoices -B6781071, B6781115-16, B6781251, B6781258, B6781267-68, B6781400-01, B6781421,
 47 B6781464, B6781470, B6781538, B6781542, B6781545-47, B6781573, B6781600-01, B6781611, B6781733

48 Cengage/Gale Invoices - 84254321, 84284576, 84277917, 84272591, 84186943

Independence Public Library FY24 Budget

Item #4.

Line Item	Beginning Balance	FY23 Expenses	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 185,455.00	\$ -	\$ 14,126.21	\$ 14,265.68	\$ 14,265.68	\$ 14,265.68	\$ 14,265.69	\$ 21,371.12	\$ 14,090.17	\$ 14,265.70	\$ 14,265.71	\$ 14,216.33	\$ -	\$ -	\$ 149,397.97	\$ 36,057.03	80.56%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 8,670.78	\$ 8,314.83	\$ 11,194.59	\$ 6,493.23	\$ 8,029.66	\$ 7,830.12	\$ 8,089.24	\$ -	\$ -	\$ 83,324.09	\$ 21,275.91	79.66%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ 176.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193.02	\$ 556.98	25.74%
ICMA RC - City Share	\$ 2,000.00	\$ -	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 114.50	\$ 357.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ 1,927.50	\$ 72.50	96.38%
Dues & Memberships	\$ 6,166.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ 32.00	\$ 586.48	\$ 554.00	\$ 23.68	\$ 32.00	\$ 175.00	\$ 32.00	\$ -	\$ 4,732.97	\$ 1,433.03	76.76%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ -	\$ 60.00	\$ 240.00	20.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 160.00	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 525.00	\$ 475.00	52.50%
Contract Repair & Maintenance	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 2,600.00	7.14%
Grounds Operation, Maintenance	\$ 713.00	\$ 112.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 120.00	\$ -	\$ 36.00	\$ 40.00	\$ -	\$ 348.50	\$ 364.50	48.88%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ 1,914.64	\$ 1,599.13	\$ 1,719.09	\$ 1,857.44	\$ 1,624.35	\$ 1,619.40	\$ 1,414.70	\$ 1,189.95	\$ -	\$ 18,674.81	\$ (1,174.81)	106.71%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ 259.55	\$ 259.55	\$ 267.95	\$ 267.80	\$ 274.00	\$ 271.10	\$ 267.85	\$ -	\$ 2,910.75	\$ 819.25	78.04%
Other Maintenance/Repair	\$ 4,138.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ 486.03	\$ -	\$ 235.76	\$ -	\$ 613.90	\$ -	\$ -	\$ 3,226.65	\$ 911.35	77.98%
Property & Casualty Insurance	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,738.68	\$ -	\$ -	\$ 13,738.68	\$ (4,838.68)	154.37%
Janitorial	\$ 26,489.00	\$ 2,689.00	\$ 1,750.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 2,789.00	\$ -	\$ 23,878.00	\$ 2,611.00	90.14%
Printing & Publishing	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 469.44	\$ -	\$ 1,469.44	\$ 1,530.56	48.98%
Computer Expense	\$ 9,079.00	\$ 929.18	\$ 638.64	\$ 3,685.99	\$ 1,200.99	\$ 15.99	\$ 165.58	\$ 102.43	\$ 320.42	\$ 320.42	\$ 304.43	\$ 304.43	\$ 766.28	\$ -	\$ 8,754.78	\$ 324.22	96.43%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 35,553.00	\$ 5,053.19	\$ 2,112.90	\$ 3,099.69	\$ 2,480.35	\$ 2,684.58	\$ 2,774.51	\$ 2,245.71	\$ 2,180.32	\$ 1,198.09	\$ 3,031.31	\$ 1,248.63	\$ 1,944.31	\$ -	\$ 30,053.59	\$ 5,499.41	84.53%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ 50.13	79.95%
Office Supplies	\$ 4,710.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ 357.14	\$ 651.55	\$ 108.75	\$ 495.69	\$ 158.77	\$ 554.60	\$ 43.95	\$ -	\$ 3,677.22	\$ 1,032.78	78.07%
Operating Supplies	\$ 2,820.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ 239.77	\$ 357.94	\$ 206.38	\$ 148.86	\$ 192.46	\$ 180.87	\$ 70.16	\$ -	\$ 2,223.10	\$ 596.90	78.83%
Postage & Shipping	\$ 5,462.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 153.39	\$ 1,043.51	\$ 21.39	\$ 35.42	\$ -	\$ -	\$ 2,969.94	\$ 2,492.06	54.37%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ 27.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.64	\$ 72.36	27.64%
Programming	\$ 8,960.00	\$ 60.11	\$ 334.60	\$ 641.92	\$ 638.22	\$ 1,686.53	\$ 1,033.01	\$ 798.84	\$ 290.11	\$ 345.21	\$ 1,047.58	\$ 468.44	\$ 435.65	\$ -	\$ 7,780.22	\$ 1,179.78	86.83%
Video Recordings	\$ 3,891.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ 150.29	\$ 290.65	\$ 206.48	\$ 39.92	\$ 326.27	\$ -	\$ -	\$ -	\$ 2,330.67	\$ 1,560.33	59.90%
Audio Recordings	\$ 4,083.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ 279.98	\$ 148.48	\$ 247.80	\$ 361.41	\$ 192.56	\$ 183.58	\$ 129.57	\$ -	\$ 3,793.27	\$ 289.73	92.90%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 16.04	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 5,529.48	\$ 1,910.52	74.32%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 1,500.00	72.73%
Totals	\$ 455,464.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 35,350.98	\$ 31,796.43	\$ 42,238.35	\$ 29,383.31	\$ 30,507.34	\$ 35,738.76	\$ 43,404.02	\$ 8,822.06	\$ -	\$ 375,947.16	\$ 79,516.84	82.54%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ 946.97	\$ 585.83	\$ 335.11	\$ -	\$ -	\$ -	\$ 2,417.89	\$ 14,582.11	14.22%
Capital Outlay/Building	\$ 20,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ 748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,975.22	\$ (7,975.22)	0.00%

Independence Public Library Circulation and Usage Report for April 2024

Item #5.

Materials Usage

City of Independence Circulation	3,267
Unincorporated Buchanan County Circulation	1,414
Incorporated Buchanan County w/Libraries	438
Contracting Cities	141
Outside of Buchanan County Circulation (Open Access)	275
Items Loaned to Other Libraries (Access Plus)	45
Total Materials Circulation for Month	5,580

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	5580	4308	839	3075	1876
2023	5004	3587	613	N/A	1617
2022	4101	1995	318	2302	1092
2021	600	0	47	3384	1523
2020	6546	5401	1009	2552	995
2019	6020	5336	1309	2727	921
2018	5679	5980	1643	3072	691

Patrons

Total Number of Patrons for Month	4,308
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	394
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	445
Early Literacy Station Usage for Month	197
Wireless Headphone Usage for Month	20

Library of Things Usage

Activity Equipment	9
Puzzles	42
Hotspots	13
Cake Pans	3

Web Site Usage

Total Visitors	3,075
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BRIDGES Usage

Total Usage	1,876
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,695
Facebook Total Reach	58,811
Mass Emails/Constant Contact Opened	1,974
Instagram Likes	134
Instagram Followers	559
Google Profile Interactions	408
Google Profile Views	244

Mobile App Usage

Patron Count	285
Usage	661

Database Usage

Ancestry	1 session 11 searches
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Material Additions

Books	240
Audios	5
Videos	6
Total Additions for Month	251

Material Withdrawals

Total Withdrawals for Month	532
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Additions Breakdown
Adult Biography & NonFiction = B-1, 000-10, 100-12, 200-2, 300-11, 500-2, 600-3, 700-2, 900-4
Adult Fiction = F-45, M-14, SF-1,W-4, GR-3, LPF-8
Young Adult Fiction = YAF-12
Juvenile Biography & NonFiction = B-3, 500-10, 600-1, 800-1, 900-3
Juvenile Fiction = JF-12, JM-1, Graphic Novel -1, Just Right - 9
Juvenile Easy = Easy-57, BB-4
Juvenile Easy NonFiction = 500-1, 600-3
Audios = Adult-5
Videos = Adult-5, Juvenile-1
Withdrawals Breakdown
B-2, ANF-169, AF-2, LPF-86, JNF-93, JF-1, JE-28, BB-2, Just Right-1, AdCD-80, JCD-67, JDVD-1

Study Rooms - 35 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

4/8/2024 Rosie the Riveters of Iowa - 20 adults
 4/10/2024 Craft & Convo - 7 adults
 4/17/2024 Alzheimer's Caregiver Support Group - 7 adults
 4/18/2024 Canva for Nonprofits - 3 adults
 4/22/2024 Book Discussion - 13 adults
 4/23/2024 Writer's Group - 2 adults
 4/24/2024 Crochet for Beginners - 9 adults 2 teens
 4/29/2024 Crochet for Beginners - 8 adults 1 teen

Teen Events

4/5/2024 Minecraft - 13 teens 2 children 2 adults
 4/28/2024 Dungeons & Dragons - 11 teens 2 children 2 adults

Children's Events

4/4/2024 Story Time - 4 children 5 adults
 4/11/2024 Story Time - 3 children 3 adults
 4/16/2024 Legos @ the Library - 10 children 3 teens 7 adults
 4/18/2024 Story Time with Miss Iowa - 8 children 7 adults
 4/25/2024 Story Time - 7 children 5 adults

Passive Programs/Events

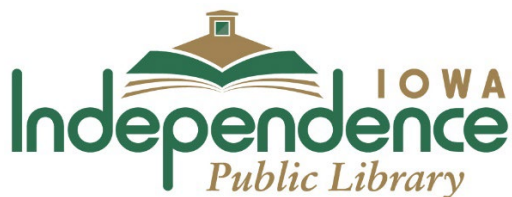
4/7/2024 - 4/27/2024 National Library Week - How Do You Library? - 13 adults 1 teen 5 children

Outreach Events

4/10/2024 Wee Care Preschool Visit (2 classes) - 13 children 4 adults
 4/17/2024 Readers Circle @ Lexington Estate - 7 adults
 4/22/2024 Title 1 Family Literacy Night - 23 children 18 adults

NonLibrary Events (Community Room)

4/3/2024 B & D Services training - 8 people
 4/4/2024 Oelwein School District student testing - 15 people
 4/5/2024 Oelwein School District student testing - 14 people
 4/23/2024 BCHC Leadership Development - 38 people
 4/26/2024 B & D Services training - 12 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

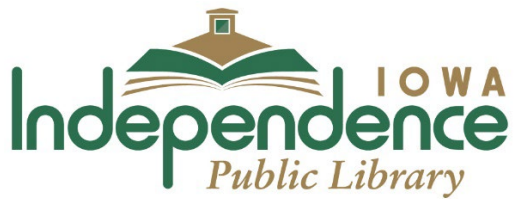
ITEM TITLE: Election for Vice President

BACKGROUND:

We no longer have a vice president since he moved away, so we need to elect a new vice president.

RECOMMENDATION:

Nominate and elect a vice president.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

ITEM TITLE: Unattended Child Policy

BACKGROUND:

It is time for the three-year review/revision of the Unattended Child Policy.

RECOMMENDATION:

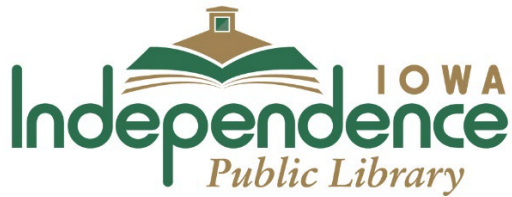
Update the Unattended Child Policy.

UNATTENDED CHILD POLICY

Item #7.

Children are welcome in our library and we are concerned about their safety and welfare. The library is a public place, like a grocery store or a shopping mall. Please supervise **Children must be supervised with** and exercise the same precautions here that ~~you~~ would **be** exercised in any other public place. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while ~~their~~ children are in the library.

- The Independence Public Library and the City of Independence are not responsible for unattended children.
- Children eight years of age or younger are to be accompanied by a parent or caregiver of at least thirteen years of age while in the library.
- The parent or caregiver is to be in view of children ages five and under.
- If an unattended child is being disruptive or is habitually left unattended for long periods of time, an effort will be made to locate the responsible parent or caregiver. If the parent/caregiver is not located and/or has not picked up the child within one hour, or if the library is closing, the police will be called for assistance.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

ITEM TITLE: Library Program Policy

BACKGROUND:

It is time for the three-year review/revision of the Library Program Policy.

RECOMMENDATION:

Update the Library Program Policy.

PROGRAM POLICY

Item #8.

The Independence Public Library supports its mission to be essential, providing relevant services and engaging people community-wide by offering programs that do one or more of the following: fill a need, are timely, meaningful, encourage discovery, personal growth, and/or collaborative development.

Library staff utilize their expertise, collections, services and facilities in developing and delivering programming. Library staff use the following criteria in making decisions about program topics, speakers, format, and accompanying resources:

- Community needs and interests
- Popular appeal
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Safety for presenters and participants
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present **programs or** co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library sponsored programs, with the exception of honoring donors or volunteers, are open to the public. The Library's philosophy of open access to information and ideas extends to programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

Due to space limitations and/or the nature of the program, attendance at programs may be limited to a certain number and/or age group. Registration may be required for planning purposes or when attendance must be limited. When limits must be established, attendance will be determined on the requirements of the program first, then on a first-come, first-serve basis...either via registration or at the door.

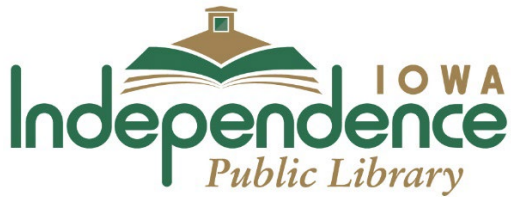
PROGRAM POLICY

Item #8.

Performers or authors may sell books or CDs as part of a library program. Sale of any other products at library programs is not permitted unless authorized by the Library Director. Authors are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including the library website, and social media sites, newspaper, and other media.

Programs may be cancelled for a number of reasons, chiefly: severe weather, closure of the Library, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.



LIBRARY BOARD ITEM DESCRIPTION

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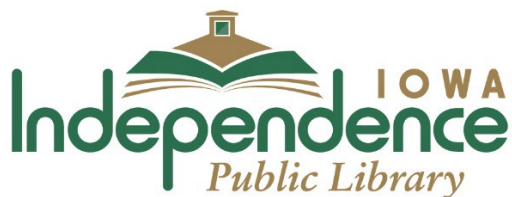
ITEM TITLE: Hiring Part-Time Staff

BACKGROUND:

One of our part-time staff members retired, so I have advertised and received some applications. I am doing interviews this week and hope to hire in the next week and a half, after references, a background check, etc. I will plan to hire one or two individuals.

RECOMMENDATION:

Discussion of possible hiring options.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

ITEM TITLE: Current Plans for Increasing Revenues

BACKGROUND:

Our plans for trying to obtain more revenues in the near future are to put out a donation jar at library events, offer and publicize an online wish list, and seek a few sponsorships.

RECOMMENDATION:

Information for the library board.

Plans for increasing revenues this summer:

Online Wish List through MyRegistry:

<https://qrco.de/iplwishlist>



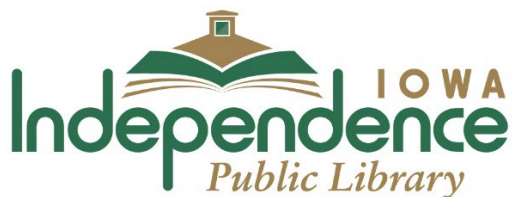
Donation jar out at programs

Sponsorships –

Pizza Ranch – donating pizzas for Minecraft

Asked Fareway to donate ice cream sandwiches for Summer Reading Kick-off Day

Added Kwik Star to our request list for coupons for the Summer Reading Program Prizes.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

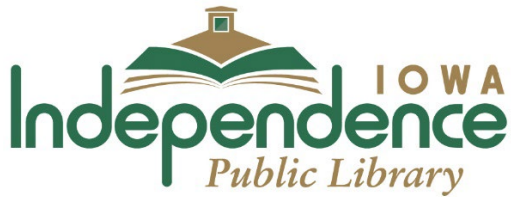
ITEM TITLE: On Reserve Podcast

BACKGROUND:

The library has been doing some podcasts called On Reserve, and a new one came out last week. This one is about high school seniors and their plans following graduation. Check them out on your podcast app or on the library's website.

RECOMMENDATION:

Listen to the On Reserve Podcasts!



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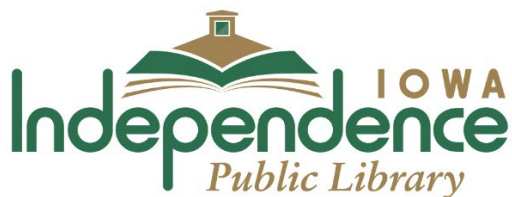
ITEM TITLE: Summer Reading Program

BACKGROUND:

The Summer Reading Program booklets are available! Online registration begins May 22 and in-person registration and the kick-off starts June 5. The theme is Read, Renew, Repeat. Take a look at the program offerings and mark your calendar for those you would like to attend!

RECOMMENDATION:

Take a booklet and familiarize yourself with the summer reading program.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 16, 2024

ITEM TITLE: Board Training

BACKGROUND:

An important part of being a library trustee is taking part in a variety of board development training. It is also a requirement for accreditation with the State Library of Iowa.

RECOMMENDATION:

The board will take part in training applicable to their roles and responsibilities.