



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, August 21, 2025 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.](#) Statistics Report

NEW BUSINESS

- [6.](#) Library Custodian Job Description
- [7.](#) Art Donation
- [8.](#) IPL Strategic Plan FY2026
- [9.](#) Homebound Policy

UNFINISHED BUSINESS

MISCELLANEOUS

- [10.](#) Special Board Meeting
- [11.](#) Park Update
- [12.](#) Board Training
13. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
July 17, 2025

The meeting of the Library Board of Trustees was held in the Library Community Room of the Independence Public Library.

Those present at the meeting were Laura Blaker, Nancy Dodge, Emily Ownby, Matt Ritgers, Deb Clark, and Jake Bass. Also in attendance, Deputy Clerk Michelle Nejdl and Bret Weber, City Council Liaison.

The meeting was called to order by Jake Bass at 6:30 p.m.

A motion was made by Nancy Dodge seconded by Emily Ownby to approve the agenda. The motion carried unanimously.

A motion was made by Nancy Dodge and seconded by Matt Ritgers to approve the minutes with the changes mentioned. The motion carried unanimously.

Bills were reviewed. Motion made by Emily Ownby and seconded by Nancy Dodge to approve the July bills. The motion carried unanimously.

Statistics

The library had several great programs and activities for the month of June. There were more checkouts and visitors than June of 2024, and many successful events. Sammy the Salamander was a big hit.

New Business

Election of Officers

Robin Bleichner President, Jake Bass-Vice President, and Deb Clark Secretary.

Little Free Libraries

The eight Little Free Libraries need repair and upkeep. Brainstormed about businesses sponsoring a free little library. Laura shared that we could purchase composite boxes that would cost \$400-\$500 apiece.

Strategic Plan

IPL achieved 20 of the 21 goals for fiscal year 2025. The staff is currently working on updating the plan.

Unfinished Business

None

Miscellaneous

Open Meeting Training

Open meetings training is now required by Iowa law to new members of governmental bodies. It is also recommended that current members take the training to refresh their knowledge. Laura will provide an email with the dates and times of the training.

Park Update

Quentin Stenger, Toni Smedley, Laura Blaker and Vonnice Hoskins are committee members that have met and talked about the park's advantage of being ADA compliant and requesting grant money for the park by the library that contains Oaklee.

Summer Reading Program Update

936 patrons have signed up with 586,000 minutes read which is 78% of the goal.

Board Training

A scavenger hunt of the library website.

Board and Staff Reports

Laura -Iowa Shares will only be running once a week with the state library paying for this service. Open access reports serving other communities' checkouts up 17%. There will be a meeting in regards to a possible transition to Microsoft 365 on July 18th with the City Manager. The City Manager would like access to the library's server.

Adjournment

A motion was made by Nancy Dodge and seconded by Emily Ownby to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,
Deb Clark
Secretary

Independence Public Library Monthly Bills August 2025

Item #4.

1	003-410-6210 Dues & Memberships		\$186.99
2	Bulletin Journal (yearly renewal)	\$	109.00
3	Visa Card Services (Des Moines Register, Waterloo/CF Courier)	\$	77.99
4	003-410-6310 Contract Repair & Maintenance		\$122.38
5	Cole's Ace Hardware (Trans# 18065, 18071, 18055 - lighting supplies)	\$	122.38
6	003-410-6371 Electricity		\$1,497.71
7	Independence Light & Power	\$	1,483.13
8	Mid American Energy	\$	14.58
9	003-410-6373 Communications (Phone & Internet)		\$246.75
10	Independence Light & Power	\$	246.75
11	003-410-6399 Other Maintenance & Repair		\$120.00
12	Precision Plumbing, Heating & Air (Inv# 2101-1113-9064 - urinal repair)	\$	120.00
13	003-410-6409 Janitorial		\$1,051.00
14	Epic Clean, LLC (August cleaning)	\$	1,051.00
15	003-410-6419 Computer Expense		\$4,178.53
16	US Cellular (Inv# 0742299985 - monthly hotspot fees)	\$	208.53
17	Hawkeye Alarm & Signal Co. (Inv# 102296 - annual fees)	\$	600.00
18	Biblionix (Inv# 11272 - yearly renewal)	\$	3,370.00
19	003-410-6502 Books		\$2,362.74
20	Brodart (Acct#140052, 141792 - Invoices listed below)	\$	503.58
21	Baker & Taylor (Acct# L0612272, Inv# 2039165398, 2039183054)	\$	109.12
22	Bakert & Taylor (Acct# L0417982 - Invoices listed below)	\$	831.52
23	Amazon Credit Services (Amazon.com purchases)	\$	629.89
24	The Book Farm (Inv# RED15201-1)	\$	18.99
25	Penworthy (Inv# 0609730-IN, Credit 0609777)	\$	269.64
26	003-410-6506 Office Supplies		\$404.94
27	Storey Kenworthy (Inv# 1267273, 1269940)	\$	45.72
28	Demco (Inv# 7675238, 7678081)	\$	193.73
29	Print Express (Inv# 63767)	\$	161.55
30	Capital One/Walmart (Trans# 9712)	\$	3.94
31	003-410-6507 Operating Supplies		\$185.82
32	Cole's Ace Hardware (Trans# 23884, 24396 - weed killer, batteries)	\$	19.98
33	Storey Kenworthy (Inv# 1267273, 1269940)	\$	165.84
34	003-410-6508 Postage		\$87.95
35	Visa Card Services (postage stamps & book discussion set mailing fee)	\$	87.95
36	003-410-6530 Programming		\$160.00
37	Woolverton (Inv# A168239011 - 1000 BBK supplies)	\$	160.00
38	003-410-6531 Video Recordings		\$58.94
39	Amazon Credit Services (Amazon.com purchases)	\$	58.94
40	003-410-6532 Audio Recordings		\$207.85
41	Blackstone Publishing (Inv# 2206067)	\$	207.85
42	Total General Fund Expenses for Month	\$	10,871.60 \$10,871.60

43 Brodart Invoices - B7017415, 7027415, 7027440-41, B7027456, B7027459, B7027478, B7027532, B7027598-600,
 44 B7027661-63, B7027666-67, B7028070-71

Independence Public Library FY26 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	\$ 198,705.00	\$ 15,249.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,249.60	\$ 183,455.40	7.67%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,154.34	\$ 97,816.66	7.69%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26.38	\$ 723.62	3.52%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157.00	\$ 2,843.00	5.23%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 459.98	\$ 2,940.02	13.53%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00	0.00%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122.38	\$ 4,877.62	2.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	0.00%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,791.69	\$ 18,272.31	13.25%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 494.40	\$ 2,905.60	14.54%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.00	\$ 3,380.00	3.43%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,749.00	0.00%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,451.00	\$ 18,549.00	11.67%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,761.53	\$ 2,738.47	63.49%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,995.21	\$ 28,004.79	17.63%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,000.00	\$ 367.16	\$ 404.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 772.10	\$ 3,227.90	19.30%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473.32	\$ 2,226.68	17.53%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.95	\$ 412.05	17.59%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221.65	\$ 7,778.35	2.77%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 568.47	\$ 2,181.53	20.67%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 637.82	\$ 1,862.18	25.51%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 3,744.64	31.92%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00	0.00%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 10,871.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,300.18	\$ 429,488.82	9.54%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Circulation and Usage Report for July 2025

Item #5.

Materials Usage

City of Independence Circulation	3,924
Unincorporated Buchanan County Circulation	1,820
Incorporated Buchanan County w/Libraries	560
Contracting Cities	278
Outside of Buchanan County Circulation (Open Access)	450
Items Loaned to Other Libraries (Access Plus)	50

Total Materials Circulation for Month 7,082

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	7082	5705	794	3338	2179
2024	7435	5587	907	3351	2020
2023	7490	5052	832	2648	1638
2022	6573	4848	821	2682	1638
2021	6417	3285	419	2548	1426
2020	4900	2397	469	3711	1292
2019	7470	6340	1513	3319	1062

Patrons

Total Number of Patrons for Month 5,705

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	373
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	421
Early Literacy Station Usage for Month	341
Wireless Headphone Usage for Month	20

Library of Things Usage

Activity Equipment	15
Puzzles	70
Hotspots	26
Cake Pans	2

Web Site Usage

Total Visitors 3,338

BRIDGES Usage

Total Usage 2,179

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,062
Facebook Total Reach	56,030
Mass Emails/Constant Contact Opened	2,985
Instagram Likes	137
Instagram Followers	594
Google Profile Interactions	507
Google Profile Views	333

Mobile App Usage

Patron Count	393
Usage	946

Kanopy Usage

Visits	300
Plays	11

Material Additions

Books	290
Audios	22
Videos	3

Total Additions for Month 315

Material Withdrawals

Total Withdrawals for Month 136

Additions Breakdown
Adult Biography & NonFiction = B-5, 100-3, 300-7, 500-1, 600-9, 700-4, 900-3
Adult Fiction = F-48, M-2, LP-9, LPM-1, LPW-1
Young Adult Fiction = YAF-6, Graphic Novel-1
Juvenile NonFiction = 300-1, 500-14, 700-23, 900-7
Juvenile Fiction = JF-48, Graphic Novel -5, Just Right - 2
Juvenile Easy NonFiction = 100-1, 500-5, 600-10, 700-6, 900-1
Juvenile Easy = Easy-50, BB-17
Audios = Adult-22
Videos = Adult-3
Withdrawals Breakdown
ANF-6, M-1, LPNF-3, AF-9, LPF-68, LPM-13, LPW-1, JNF-12, JF-2, Just Right-6, JE-3, BB-5, YAF-2, VOX-1, VOXJF-2, JDVD-2

Number of Days Open = 30

Study Rooms - 63 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

7/1/2025 Family Art Night - 27 children 1 teen 24 adults
 7/8/2025 Cards and Convo - 3 adults
 7/10/2025 Level Up Your Cooking - 18 adults
 7/16/2025 Caregivers Support Group - 11 adults
 7/22/2025 Dungeons & Dragons for Adults (Tuesday group) - 6 adults
 7/22/2025 Maynard 8 Miles - 26 adults
 7/23/2025 Craft & Convo - 8 adults
 7/24/2025 Dungeons & Dragons for Adults (Thursday group) - 7 adults 1 teen
 7/24/2025 Level Up Your Yoga - 9 adults
 7/28/2025 Book Discussion - 10 adults
 7/29/2025 Daytime Book Discussion - 5 adults
 7/29/2025 Mystery Masterpiece for Adults - 16 adults

Teen Events

7/11/2025 Minecraft - 11 teens 6 children 2 adults
 7/23/2025 Mystery Masterpiece for Teens - 7 teens 6 children 3 adults
 7/24/2025 iTAB Opening Meeting - 7 teens 2 adults
 7/27/2025 Dungeons & Dragons for Teens - 10 teens 3 children 1 adult
 6/30/2025 Lego-fy Yourself - 10 teens 5 children 1 adults

Children's Events

7/1/2025 Maker Monday Kits - 90 children
 7/1/2025 Tuneful Tuesday - 3 to 6 year olds - 23 children 10 adults
 7/1/2025 Tuneful Tuesday - 7 to 10 year olds - 9 children 5 adults
 7/2/2025 Creature Feature - 6 children 5 adults
 7/3/2025 Outdoor Story Time @ Jaycee Park - 24 children 18 adults
 7/7/2025 Breakout Camp - 10 children 2 adults
 7/8/2025 Tuneful Tuesday - 3 to 6 year olds - 28 children 18 adults
 7/8/2025 Tuneful Tuesday - 7 to 10 year olds - 8 children 3 adults
 7/9/2025 The Comedy Magic of Rick Eugene - 41 children 1 teen 23 adults
 7/10/2025 Story Time - 27 children 17 adults
 7/14/2025 Legos @ the Library - 11 children 1 teen 2 adults
 7/15/2025 Tuneful Tuesday - 3 to 6 year olds - 9 children 7 adults
 7/15/2025 Tuneful Tuesday - 7 to 11 year olds - 2 children 1 teen 1 adult
 7/16/2025 Dragon Training Academy - 30 children 15 adults
 7/17/2025 Outdoor Story Time @ Jaycee Park - 27 children 12 adults
 7/21/2025 Evening Story Time & Craft - 10 children 8 adults
 7/22/2025 Tuneful Tuesday - 3 to 6 year olds - 21 children 16 adults
 7/22/2025 Tuneful Tuesday - 7 to 11 year olds - 3 children 3 adults
 7/24/2025 Story Time - 27 children 12 adults
 7/27/2025 Mega Foam Blaster - 132 children 6 teens 68 adults
 7/29/2025 Tuneful Tuesday - 3 to 6 year olds - 48 children 25 adults
 7/29/2025 Tuneful Tuesday - 7 to 11 year olds - 8 children 4 adults
 7/31/2025 Outdoor Story Time @ Bathing Beach - 20 children 12 adults

Outreach Programs/Events

7/29/2025 Reader's Circle @ Lexington Estate - 8 adults

Passive Programs/Events

7/9/2025 Name the Turtle - 81 children 5 teens 12 adults

Virtual Recordings

Independence Public Library Circulation and Usage Report for July 2025

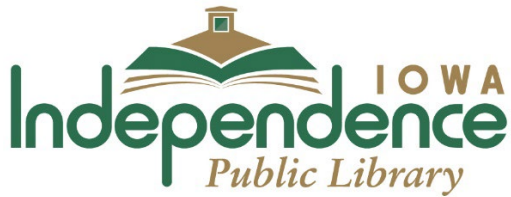
Item #5.

7/1/2025 Maker Monday Pinwheel Video - 18 views

NonLibrary Events (Community Room)

7/18/2025 B & D Services training - 7 people

7/31/2025 Buchanan County Community Foundation - 55 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

ITEM TITLE: Library Custodian Job Description and Essential Functions

BACKGROUND:

The library is looking at either a new cleaning service or a new custodian who would be an employee of the library for our cleaning needs.

RECOMMENDATION:

Look at the custodian job description and essential functions. Make needed changes and approve.

CITY OF INDEPENDENCE

Job Description

Item #6.

Position: Custodian

Supervises: NA

Department: Library

Employee Status: Permanent Part-time

FLSA Status: Non-Exempt

Gives work direction to: NA

Reports to: Library Director

Creation Date: August 2025

POSITION SUMMARY

At will public service position and reports to the Library Director. Responsible for maintaining a clean, welcoming environment for library patrons and staff. Performs tasks such as routine cleaning, mopping, and sanitizing. Cleaning is to be done when the library is closed. The ideal candidate is detail-oriented, reliable, and takes pride in a clean space.

ESSENTIAL JOB DUTIES

- Vacuuming carpets and rugs in all designated areas.
- Sweeping and mopping hard floor surfaces (e.g., tile, vinyl).
- Emptying trash bins and recycling and ensure proper disposal.
- Cleaning and sanitizing restrooms, including toilets, sinks, mirrors, and fixtures.
- Refilling soap dispensers, paper towels, and toilet paper as needed.
- Wiping tables and counters, and spot cleaning doors and windows.
- Sanitization of high-touch areas (e.g., door handles, light switches).
- Ensure compliance with health and safety regulations, including maintaining clean and hazard-free public areas.

MARGINAL JOB DUTIES

- Cleaning spots on carpet.
- Keep storage area neat and orderly.
- Monitor and maintain inventory of cleaning supplies and communicate with restocking is needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to follow written and verbal instructions.
- Strong attention to detail and time management skills.
- Ability to work without supervision.
- Physical ability to perform cleaning tasks; ability to bend, stretch, and lift; and standing for extended periods of time.
- Familiarity with safe handling of cleaning chemicals and equipment.

ENTRY REQUIREMENTS

Education/Training: High school diploma or equivalent preferred.

Work Experience: Previous cleaning experience is a plus but not required.

Required licenses, registrations and certifications: None

Required drug testing: As required per the employee handbook

Residency requirement: None

Other testing required: None

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

9-12 hours per week. Work must be done outside of the library's open hours. There is no guaranteed number of hours each week or month.

1. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
2. The Library Director reserves the right to reassign job duties or combine positions at any time.
3. The City of Independence and the Independence Public Library, as a city department, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Mayor or Designee's Signature

Date

Date

Library Director's Signature

Date

ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis August 2025

Position Library Custodian

1. Work hours: From varies To varies Number of days per week 9-12 hours per week

2. Is Overtime Required? Non-exempt

How much? (avg.) _____ How often? (avg.) _____ Seasonal? _____

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? Iowa Drivers License

4. Position supervises 0 (#) of city employees. List employees:

5. Position gives work direction to 0 (#) of city employees. List employees:

Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching			X			
Standing	X					
Walking		X				
Sitting			X			
Jumping					X	
Turning body		X				
Bending/twisting			X			
Squatting			X			
Ascending/descending steps				X		
Ascending/descending ladders				X		
Ascending/descending ramps					X	
Reaching/working at/below shoulder level		X				
Reaching/working above shoulder level			X			
Lifting above shoulder level			X			
Kneeling/crawling			X			
Equilibrium	X					
Pushing/pulling			X			
Throwing					X	
Walking on uneven ground					X	
Working in trenches						X

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground	X					
Balancing	X					
Handling/gross feeling (texture)			X			
Fine fingering manipulation			X			
Tasting/smelling					X	
Accommodation (focal length change)			X			
Field of vision (peripheral vision)		X				
Turning wrenches/valves/handles			X			
Hand operation of knobs, levers or cranks				X		
High speed assembly (left/right/either/both)					X	
Fine assembly (left/right/either/both)				X		
Strong grip (left/right/either/both)			X			
Ability to actuate mechanism with feet (left/right/either both)					X	
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)		X				
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)	X					
Highly accurate depth perception			X			
Ability to perceive spoken voice clearly (with or without hearing aid)			X			
Ability to hear warning horns or sirens over 70 decibels				X		
Comprehensible speech		X				
Finely developed balance and coordination			X			
Ability to differentiate colors precisely					X	
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion					X	

*Sporadic: This function is essential but done intermittently.

*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 40 lbs

Examples of lifting requirements of this weight are (list object and weight):

7. The heaviest weight carried while walking from place to place weighs: _____

Examples of lifting requirements of this weight are (list object and weight): _____

8. The heaviest pushed/pulled weight by the employee is: _____ and it is pushed/pulled a distance of _____ at a frequency of _____

9. In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds		x				
11 to 25 lbs.		x				
26 to 50 lbs.				x		
51 to 100 lbs.						x
Over 100 lbs.						x

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds		x				
11 to 25 lbs.			x			
26 to 50 lbs.				x		
51 to 100 lbs.						x
Over 100 lbs.						x

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R		x				
	L		x				
Firm grasping	R		x				
	L		x				
Fine manipulation (keyboarding/ typing)	R				x		
	L				x		

12. Does the job require a specific grip strength? Yes _____ No x

Grip strength measured _____

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both					x	
Right					x	
Left					x	

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

	Yes	No	Comment
a. Vision			
1. color vision	x		To see what needs to be cleaned
2. depth perception	x		To navigate library
3. peripheral vision	x		To navigate library
b. Hearing	x		Need to hear staff members
c. Touch	x		

15. Would occasional interruption of consciousness jeopardize self or others? Yes x No _____

Work Environment

16. The work environment is: Inside x Outside _____

17. Is this position considered a "safety sensitive position"? Yes _____ No x

18. Does the job require:

	Yes	No	Comments (what kind)
Working at unprotected heights	x		
Being around moving machinery		x	
Driving automotive equipment/heavy equipment		x	
Exposure to marked changes in temperature/humidity		x	
Exposure to dust, fumes, gases	x		Dust
Working on uneven ground		x	
Confined space entry		x	
Limited mobility		x	
Wearing a respirator		x	
Protective equipment: safety glasses, safety shoes, etc.	x		Possibly gloves with chemicals
Travel from inside to outside		x	
Outdoor exposures	x		To get garbage outside front door
Extreme cold		x	
Extreme heat		x	
Wet and/or humid	x		
High noise levels		x	
Vibration		x	
Moving mechanical parts hazard		x	
Electrical shock hazard	x		
Heights hazard	x		
Exposure to radiation		x	
Explosive hazard		x	
Toxic/caustic chemical hazard	x		
Other conditions: dust/mist/gas/fumes	x		Dust, cleaning chemicals

19. What machines/equipment are operated by this position? _____

Cognitive or Situational Functions

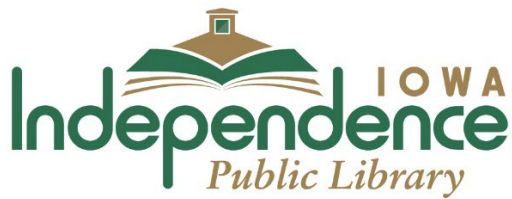
20. In a work day, the job requires (check appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Decision-making abilities: what work needs done, where the work will be done, when, how, and by whom			X			
Developing budgets						X
Purchasing supplies, equipment, and materials			X			
Assigning work to people, giving instructions					X	
Receiving instructions and directives from superiors			X			
Giving advice and recommendations			X			

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Listening to issues and problems from subordinates					X	
Solving production/equipment, tool/facility problems				X		
Solving personnel problems involving counseling, grievances, or other personal issues						X
Developing department procedures and policies, i.e., safety programs					X	
Interviewing job applicants						X
Selection of applicants for job positions						X
Orientation of new employees					X	
Recognizing and rewarding subordinates					X	
Inspection or testing for quality			X			
Taking corrective actions to resolve performance problems			X			
Disciplining or terminating employees						X
Issuing regular reports or other written communications				X		
Scheduling work schedules/shifts						X
Monitor progress, quality and cost of work and make adjustments as needed					X	
Attend and participate in regular department, commission, or other City meetings as needed					X	
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards		X				
Interpersonal skills sufficient to work closely with others on a team			X			
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks			X			
Sustained concentration and prolonged commitment to job tasks			X			
High level cognitive, interpretive or judgment skills				X		
Ability to influence other (selling-type skills)					X	
Ability to plan, negotiate, direct, control and monitor others' activities						X
Ability to express creativity through writing, painting, decorating, composing, or inventing						X
Ability to work alone effectively under stress in situations dangerous to self or others					X	

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

Employee _____ Date _____
Reviewed and amended by the Library Board in conjunction with the Library Director, August 2025.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

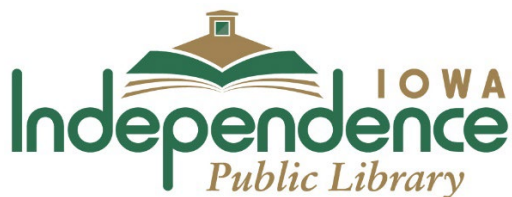
ITEM TITLE: Art Donation description

BACKGROUND:

A resident has offered the library a donation of a picture of two boys and a girl studying in a school setting.

RECOMMENDATION:

Discuss and decide whether to accept the art donation.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

ITEM TITLE: IPL Strategic Plan FY2026 Description

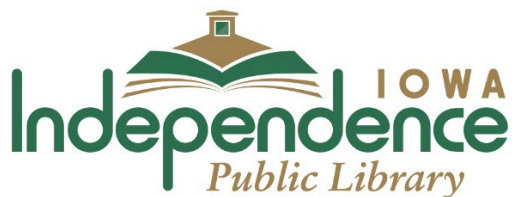
BACKGROUND:

A revised plan for fiscal year 2026 has been developed by the IPL staff. Please look at the plan ahead of time, and there will be time for discussion at the board meeting.

RECOMMENDATION:

Approve the fiscal year 2026 strategic plan and approve it with any needed changes.

IPL Plan 2025-2027 Fiscal Year 2026 Version							
Pillars/Mission	Wide Variety of Opportunities		Relevant Services		Community Partnerships		Enhanced Marketing
Values	Empower individuals Encourage creativity and innovation		Excel in service to others		Engage in relationships and community		Enact proactive, relevant solutions
Goals: In 2025, Independence Public Library will be or have...	Activities that connect and engage community	Easy access to information, books, and learning tools	Relevant, up-to-date Collection	Services that Meet our Community's Needs	Enhanced Partnerships within the Community	Community involvement in library programming and collections	Increased public awareness and support.
Objectives: Broad Actions to achieve goal	Offer improvements that increase engagement and interactivity.	Develop and implement plans to reduce barriers for our service population.	Provide a relevant physical collection that meets the informational and recreational needs of our community.	Enhance services for those who are physically and/or mentally challenged and unable to come to library	Strengthen partnerships/relationships with the City and City Council.	Develop Active Teen Group	Effectively demonstrate the value of the library to the community.
Strategies - Planned, specific time-sensitive actions to meet objective	Offer a minimum of five intergenerational events in FY26.	Support technology use by assisting people individually as needs arise, evaluating the service by tracking the needs and success rate in FY26.	Continue to update Library of Things Collection, and increase checkouts 10% through awareness of items and the LOT catalog search in FY 2026.	Increase awareness of possible homebound patrons, increasing communications to six additional entities who work with those populations by April 2026.	Create a plan for the transition from Google products to Microsoft 365 for library staff by October 2025.	Establish active group of at least six 7-12 grade students by January 2026.	Maintain social media engagement levels at 9% for fiscal year 2026.
	Determine feasibility and potential funding sources for improvements to park north of Library by July of 2026.	Determine next steps for Little Free Libraries. Develop a plan to improve, replace, or dispose of them by March 2026.	Explore sustainability and viable solutions of long-term collection development by Feb. 2026.	Evaluate needs of care centers and adult services and determine whether we have the resources/staffing to improve services. Due October 2026.	Transition from Google products to Microsoft 365 by October of 2026.	Teen group will work to benefit the library for teens and/or children in at least two ways in fiscal year August 2026.	Share information, services, and opportunities through a year-long campaign to increase public awareness and demonstrate the library's value in FY26.
	Increase interest with new art and an art brochure for distribution in FY2026.	Improve, replace, or dispose of Little Free Libraries by November of 2026.			Assist other city departments and/or show appreciation for their assistance in four ways by July 2026.		
Objectives: Broad Actions to achieve goal		Increase access to early literacy for children up to age six.	Maintain and provide a relevant virtual collection that meets the informational and recreational needs of our community.	Evaluate current and potential future services to determine relevancy	Strengthen partnerships with organizations and businesses	Goal: Enhanced Partnerships Objective: Strengthen Partnerships with schools and homeschool families	Demonstrate Support for the Community
Strategies - Planned, specific time-sensitive actions to meet objective		Increase awareness and improve the administrative process of 1000 Books Before Kindergarten by April 2026.	Provide access and increase awareness and usage of Kanopy streaming video to 125 accounts by September 2026.	Create a technology services plan by November 2025, begin to implement as budget allows in FY 26-27.	Evaluate methods of accessing and sharing community information, increasing community involvement/sharing in at least two ways during fiscal year 2026.	Partner with ICSD in regards to four projects during 2025-2026 school year. (Ex - Community Kiosk, Letters to Vets, iTAB, Silver Cord, etc)	Encourage all staff to represent the library by visibly volunteering a minimum of two hours in the community each fiscal year 2026-2027.
		Thirty 1000 Books Before Kindergarten graduates by October 2025.		Explore credit card services and implement, if feasible, by February 2026.	Increase library awareness by promoting relevant services to/with organizations and businesses in FY 2026 by trying three methods of promotion we haven't used recently.	Partner with other area schools (St. John's, Liberty Christian) with at least two total projects during 2025-26 school year. Connect with homeschool families to share resources and open the door for feedback and collaboration in three or more methods during 2025-26 school year.	Library presence at a minimum of two community events in fiscal year 2026. Use three or more ways to share non-library information, especially community events and news in fiscal year 2026.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

ITEM TITLE: Homebound Policy

BACKGROUND:

There were some questions about the eligibility of people for the homebound policy. Clarifying the criteria should help to clear up the ambiguity.

RECOMMENDATION:

Look through the homebound policy and make changes as needed.

Patron Eligibility

Any patron living within the city limits of Independence with a valid library card who is unable to come to the library for one or more of the following reasons, is eligible for the program:

- Persons with a temporary **or long-term** hardship ~~due to a major illness/injury~~ **illness or injury.**
- ~~Persons with an ongoing need due to physical handicap~~
- ~~Persons with a long term illness~~
- **Persons who are generally confined to home due to mobility problems or the need for assistive devices.**
- ~~Homebound seniors.~~ **Persons who are medically discouraged from leaving home.**

Exceptions to the delivery service area may be made on an individual basis at the library director's discretion.

Application

An application for Homebound Services must be completed by the library patron requesting home delivery of materials and approved by the Independence Public Library. Applications can be picked up for a homebound patron at the library, printed out from the Library's website, or mailed to the patron.

Loan Periods/Fines

Materials will be assigned their standard loan period unless pick up is scheduled later than the loan period, in which case the loan would be extended to that day. Overdue fines will not be charged on homebound materials, but the Library's standard fees will apply for damaged or lost items.

Materials and Responsibilities

Books and Audiobooks are eligible for homebound delivery. The library staff or volunteers will select materials for use, check the materials out, and arrange to have a staff member or volunteer deliver to and pick up materials at the home of the patron.

The individual assigned will be available only for scheduled visits to discuss reading selections and delivery of books. They will not provide assistance with activities of daily living or advice on financial or personal matters.

HOMEBOUND POLICY

Homebound patrons and volunteers will sign a release form relieving the library of any liabilities.

Environment Required for Homebound Delivery:

Patrons requesting homebound services must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes. Patrons must also protect all library materials while in their custody. Volunteers/staff members may choose not to deliver to a residence or leave a residence immediately and recommend suspension of service for any of the following reasons:

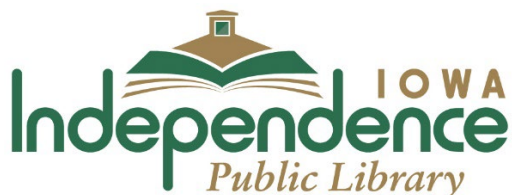
- The home or the path to the home is unsafe or unsanitary.
- Pets are not controlled.
- The person delivering materials feels unsafe, offended, or harassed.

The Library Director shall send written notice to the patron of the reason for and the length of any suspension of service. No suspension of service in excess of thirty (30 days) shall be imposed without recommendation by the Director and approval of the Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.

Disclaimer:

The homebound program could be discontinued at any time.

The patron and volunteers will agree to hold harmless and release the Independence Public Library, its officers, agents, employees, volunteers and representatives from any loss liability, claim, suit or judgment that may arise out of or in conjunction with the Library Homebound Delivery Service.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

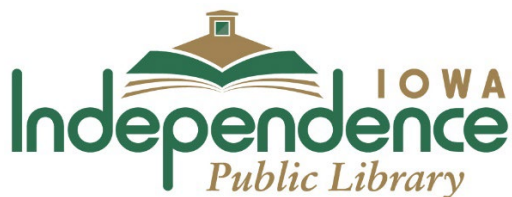
ITEM TITLE: Special Board Meeting Description

BACKGROUND:

Due to coming changes in the library's cleaning services, the library may need to approve a bid or job description revisions prior to finalizing changes in our services. Please look at August 28 to see if you would be able to have a special library board meeting that evening at 6:30 pm. If that date won't work, look at other possibilities.

RECOMMENDATION:

Determine a date in the future when it would be possible to have a special meeting and approve. If it turns out that there is not a need to have a meeting, it will be cancelled and all board members will be notified.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

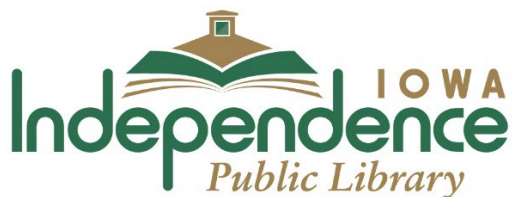
ITEM TITLE: Park Update

BACKGROUND:

There is a group working on ideas and possible funding for the park north of the library. They will provide an update.

RECOMMENDATION:

Become more aware of what the park committee is working on.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 21, 2025

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.