

LIBRARY BOARD MEETING

Thursday, June 20, 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.](#) May Statistics

NEW BUSINESS

- [6.](#) Cleaning Contract
- [7.](#) Bulletin Board and Display Policy
- [8.](#) Gifts and Memorials Policy
- [9.](#) Wages and Salaries FY25

UNFINISHED BUSINESS

- [10.](#) Grant and Oak Tree

MISCELLANEOUS

- [11.](#) Summer Reading Program and Wishlist
- [12.](#) Hiring Update
- [13.](#) Board Member Update
- [14.](#) Board Training
15. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
18th May 2024

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, Jake Bass, Quentin Stenger, Deb Clark, and Robin Bleichner. Also in attendance, Lisa Lorenzen, Associate Clerk.

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

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

A motion was made by Nancy Dodge and seconded by Quentin Stenger to approve the minutes. The motion carried unanimously.

Bills were reviewed. Motion made by Nancy Dodge and seconded by Jake Bass to approve the May bills with the change in line 42. The motion carried unanimously.

Statistics

Patron numbers have increased and are close to the pre-Covid number.

New Business

Election of Vice President

A motion was made by Nancy Dodge and seconded by Emily Ownby to nominate Jake Bass as the Vice President. The motion carried unanimously.

Unattended Child Policy

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

Library Program Policy

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

Unfinished Business

None

Miscellaneous

Hiring Part-Time Staff

Received seven applications and will start interviews soon.

Current Plans for Increasing Revenue

Our plans for trying to obtain more revenues are to put out a donation jar at library events, offer and publicize an online wish list, and seek a few sponsorships. Online Wish List through MyRegistry: <https://qrco.de/iplwishlist>.

On Reserve Podcast

Two high school seniors chat about their plans following graduation.

Summer Reading Program

The summer reading program called Read, Renew, Repeat starts June 5th- July 31st. Laura handed out the Calendar of Events. Online registration starts as early as May 22nd and the kickoff and in person registration at the library is June 5th.

Board Training

Laura went over the summer reading program on the library website.

Board and Staff Reports

Shred Day sponsored by BankIowa is June 8th from 9:00 to 11:00 a.m. Will need volunteers from the board and BankIowa.

Adjournment

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

The meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Deb Clark

Secretary

Independence Public Library Monthly Bills June 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$485.21
2	Visa Card Services (Des Moines Register monthly fee)	\$32.00	
3	EBSCO (Inv# 1730056 - yearly magazine renewals)	\$453.21	
4	003-410-6371 Electricity & Gas Utilities		\$1,200.42
5	Independence Light & Power	\$1,188.98	
6	Mid American Energy	\$11.44	
7	003-410-6373 Communications (Phone & Internet)		\$266.35
8	Independence Light & Power	\$266.35	
9	003-410-6409 Janitorial		\$1,850.00
10	Superb Cleaning Services (Inv# 1100)	\$1,850.00	
12	003-410-6414 Printing & Publishing		\$398.15
13	Oelwein Publishing (Help wanted advertising)	\$338.04	
14	ACI (Inv# 6435335 - SRP banner)	\$60.11	
15	003-410-6419 Computer Expense		\$3,932.47
16	US Cellular (hotspot monthly fee)	\$209.21	
17	Visa Card Services (Meraki license & Keeper software renewal)	\$573.26	
18	ConverSight.ai Inc. (Inv# e835f0f4-0 - myLibro software renewal)	\$3,150.00	
19	003-410-6490 Professional Services		\$15.00
20	Visa Card Services (background check)	\$15.00	
21	003-410-6502 Books		\$5,524.93
22	Brodart (Acct# 140052, 141792, invoices listed below)	\$732.37	
23	The Book Farm (Inv# REB14622)	\$367.58	
24	Ingram (Invoices listed below)	\$1,996.42	
25	Amazon Capital Services (Amazon.com purchases)	\$909.21	
26	Library Ideas (Inv# 113494, 114026)	\$1,395.36	
27	Visa Card Services (Christianbook.com purchases)	\$123.99	
28	003-410-6506 Office Supplies		\$75.81
29	Office Express (Inv# 63076, 63665)	\$75.81	
30	003-410-6507 Operating Supplies		\$312.20
31	Office Express (Inv# 60791, 63076)	\$187.05	
32	Amazon Capital Services	\$66.89	
33	Cole's Ace Hardware (Inv# 25539 - weed killer)	\$37.98	
34	Vern's True Value (Inv# B274447 - brackets)	\$20.28	
35	003-410-6508 Postage		\$136.00
36	Visa Card Services (postage stamps)	\$136.00	
37	003-410-6530 Programming		\$1,059.95
38	Capital One/Walmart (Trans# 1473, 7704)	\$22.14	
39	Iowa State University (Insect Zoo program)	\$414.82	
40	Linday McDermott (Cold Blooded Redhead program)	\$300.60	
41	Network Nirvana (Inv#00145 - Minecraft programs)	\$320.00	
42	Visa Card Services (Facebook advertising)	\$2.39	
43	003-410-6531 Video Recordings		\$819.24
44	Amazon Capital Services (Amazon.com purchases)	\$765.28	
45	Visa Card Services (Barnes & Noble purchases)	\$53.96	
46	003-410-6532 Audio Recordings		\$388.72
47	Blackstone Publishing (Inv# 2154931, 2155964, 2157010)	\$388.72	
48	003-410-6536 Ebooks		\$1,900.00
49	Overdrive, Inc. (Inv# CD0649724158847)	\$1,900.00	
50	003-410-6537 Audiobooks (Downloadable)		\$1,500.00
51	Overdrive, Inc. (Inv# CD0649724158848)	\$1,500.00	
52	Total General Fund Expenses for Month	\$19,864.45	\$19,864.45
53	323-410-6727 Capital Outlay/Equipment		\$1,665.35
54	Amazon Capital Services (online catalog & 2 patron computers)	\$1,665.35	
55	Brodart Invoices - B6795475, B9795492, B6795495, B6795497, B6795500, B6795514-15, B6795517-18, B6795521-22,		
56	B6795524, B6795599, B6795633, B6795637, B6795643, B6795650, B6795483		
57	Ingram Invoices - 81850396, 81850398, 82000084, 82000085, 82000086		

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	\$ 21,310.78	\$ -	\$ 170,708.75	\$ 14,746.25	92.05%
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	\$ 10,133.70	\$ -	\$ 93,457.79	\$ 11,142.21	89.35%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ 176.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131.64	\$ -	\$ 324.66	\$ 425.34	43.29%
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	\$ 435.50	\$ -	\$ 2,363.00	\$ (363.00)	118.15%
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	\$ 485.21	\$ 5,218.18	\$ 947.82	84.63%
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	\$ 1,200.42	\$ 19,875.23	\$ (2,375.23)	113.57%
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	\$ 266.35	\$ 3,177.10	\$ 552.90	85.18%
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	\$ 13,739.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,738.68	\$ -	\$ -	\$ 13,738.68	\$ 0.32	100.00%
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	\$ 1,850.00	\$ 25,728.00	\$ 761.00	97.13%
Printing & Publishing	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 469.44	\$ 398.15	\$ 1,867.59	\$ 1,132.41	62.25%
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	\$ 3,932.47	\$ 12,687.25	\$ (3,608.25)	139.74%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ 15.00	\$ 60.00	20.00%
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	\$ 5,524.93	\$ 35,578.52	\$ (25.52)	100.07%
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	\$ 75.81	\$ 3,753.03	\$ 956.97	79.68%
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	\$ 312.20	\$ 2,535.30	\$ 284.70	89.90%
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	\$ -	\$ 136.00	\$ 3,105.94	\$ 2,356.06	56.86%
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	\$ 528.69	\$ 1,059.95	\$ 8,993.21	\$ 26.79	99.70%
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	\$ -	\$ -	\$ 819.24	\$ 3,149.91	\$ 741.09	80.95%
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	\$ 388.72	\$ 4,181.99	\$ (98.99)	102.42%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 16.04	\$ 2,000.00	\$ -	\$ -	\$ 1,900.00	\$ 7,429.48	\$ 10.52	99.86%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 1,500.00	\$ 5,500.00	\$ -	100.00%
Totals	\$ 460,303.00	\$ 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	\$ 40,926.72	\$ 19,864.45	\$ 427,916.27	\$ 32,386.73	92.96%
Capital Outlay/Equipment	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ 946.97	\$ 585.83	\$ 335.11	\$ -	\$ -	\$ 1,665.35	\$ 4,083.24	\$ 6,916.76	37.12%
Capital Outlay/Building	\$ 28,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ 748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,975.22	\$ 24.78	0.00%

Independence Public Library Circulation and Usage Report for May 2024

Item #5.

Materials Usage

City of Independence Circulation	3,101
Unincorporated Buchanan County Circulation	1,422
Incorporated Buchanan County w/Libraries	260
Contracting Cities	151
Outside of Buchanan County Circulation (Open Access)	232
Items Loaned to Other Libraries (Access Plus)	29
Total Materials Circulation for Month	5,195

Patrons

Total Number of Patrons for Month	3,745
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	326
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	351
Early Literacy Station Usage for Month	252
Wireless Headphone Usage for Month	6

Library of Things Usage

Activity Equipment	33
Puzzles	31
Hotspots	28
Cake Pans	2

Web Site Usage

Total Visitors	4,691
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BRIDGES Usage

Total Usage	1,919
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,730
Facebook Total Reach	52,347
Mass Emails/Constant Contact Opened	1,959
Instagram Likes	147
Instagram Followers	565
Google Profile Interactions	423
Google Profile Views	213

Mobile App Usage

Patron Count	298
Usage	768

Database Usage

Ancestry	5 sessions 70 searches
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Material Additions

Books	304
Audios	0
Videos	15
Total Additions for Month	319

Material Withdrawals

Total Withdrawals for Month	532
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Additions Breakdown

Adult Biography & NonFiction = B-17, 100-3, 200-1, 300-8, 600-41, 700-37, 800-6, 900-8
 Adult Fiction = F-95, M-20, SF-21
 Young Adult Fiction = YAF-5, Graphic Novel-1
 Juvenile Biography & NonFiction = 000-1, 400-1, 500-4, 600-3, 700-3, 900-1
 Juvenile Fiction = JF-7, Graphic Novel -1, Just Right - 2
 Juvenile Easy = Easy-10, BB-5
 Juvenile Easy NonFiction = 000-1, 200-1, 500-1
 Videos = Adult-11, YA-1, Juvenile-3

Withdrawals Breakdown

B-51, ANF-190, AF-103, LPF-1, AdGR-12,YAF-1, JNF-53, JGR-46, JF-2, BB-2, AdCD-7, AdDVD-18, JDVD-1

Number of Days Open = 29

Study Rooms - 33 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

5/8/2024 Craft & Convo - 5 adults 2 children
 5/13/2024 Independence Community School District Year End Mentoring Event - 15 children 7 teens 24 adults
 5/15/2024 Alzheimer's Caregiver Support Group - 6 adults
 5/20/2024 Book Discussion - 11 adults
 5/22/2024 Crochet for Beginners - 5 adults 1 teen
 5/23/2024 The Great Fire of 1874 - 34 adults
 5/28/2024 Crochet for Beginners - 9 adults 1 teen

Teen Events

5/26/2024 Dungeons & Dragons - 10 teens 3 children 2 adults

Children's Events

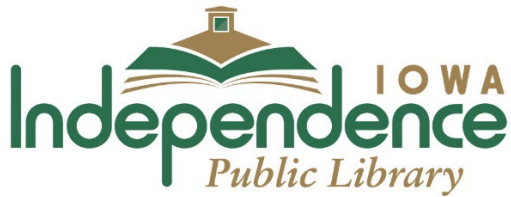
5/2/2024 Story Time - 4 children 4 adults
 5/9/2024 Story Time - 9 children 6 adults
 5/9/2024 Legos @ the Library - 13 children 3 teens 8 adults
 5/16/2024 Story Time - 4 children 3 adults
 5/23/2024 Story Time - 7 children 6 adults
 5/30/2024 Story Time - 17 children 7 adults

Outreach Events

5/7/2024 Readers Circle @ Lexington Estate - 7 adults
 5/8/2024 Career Day @ Preschool - 20 children 4 adults
 5/10/2024 West Elementary Field Day - 224 children 105 teens 28 adults

NonLibrary Events (Community Room)

5/3/2024 B & D Services training - 12 people
 5/6/2024 City of Independence Childcare Marketing Study - 21 people
 5/6/2024 City of Independence Council Meeting & Childcare Study Information - 33 people
 5/9/2024 Between the Rivers Rug Hooking Guild - 7 people
 5/28/2024 Independence Garden Club - 18 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

ITEM TITLE: Cleaning Contract

BACKGROUND:

Supreme Cleaning is downsizing and will only be cleaning through June. I have advertised, gone through applications, interviewed, and called references. I had one service and several individuals apply for the position. I decided a service would be better for our library and staff, and got very good references for EpicClean.

RECOMMENDATION:

I recommend the approval of the cleaning contract with EpicClean.

Cleaning Services Contract

EpicClean, LLC and the Independence Public Library

Location: Independence Public Library
805 1st Street East, Independence, Iowa, 50644

EpicClean, LLC agrees to provide all cleaning equipment, supplies, and necessities (excludes consumable products such as toilet paper, paper towels, etc.) to perform the jobs requested.

Compensation: Cleaning services 4 days/week, invoiced on the 1st of the month, due by the last day of the month, in the amount of \$1400/month.

Payable to EpicClean, LLC 312 6th Street SW Independence, Iowa, 50644
Phone: 319.327.3558 Email: sdde@live.com

Special services:

Interior/Exterior Windows- price quoted upon request

Carpet cleaning- price quoted upon request

Power washing- price quoted upon request

Cleaning Help: EpicClean has contracted workers that may assist or substitute in the event that the owner, Sara Davis, cannot clean.

EpicClean requests a group chat with Library employees to communicate about upcoming events, schedule changes, specific cleaning needs, etc., in order for EpicClean to make arrangements to meet specific needs.

EpicClean is committed to a high standard of cleaning, and will make adjustments as requested by Library staff.

Term: 1 year.

Cancellation: This contract may be canceled at any time with a minimum 30-day written notice from either party. The current Agreement will be effective July 1, 2024.

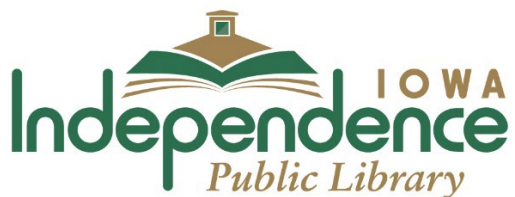
This agreement is made and entered into with agreement to the terms and conditions as outlined above in this agreement. In Witness thereof, the parties have executed this agreement effective as of _____, 2024.

Sara Davis _____
EpicClean, LLC

Date: _____

Laura Blaker _____
Independence Public Library

Date: _____



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

ITEM TITLE: Bulletin Board and Display Policy

BACKGROUND:

It is time for the three-year review/revision of the Bulletin Board and Display Policy

RECOMMENDATION:

Update the Bulletin Board and Display Policy.

Bulletin Board and Community Kiosk

Community notices of a cultural, recreational, educational or community service nature will be posted on the Independence Public Library bulletin board **and community kiosk slide show**. They are subject to the following priorities:

1. ~~Library programs~~
 2. ~~Programs co-sponsored by the Library~~
 3. Programs **or news** of a cultural, recreational, educational or community service nature sponsored by non-profit organizations.
 4. Programs **or news** of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.
- The appearance and content of the notice/**slide** must be suitable for the Library's general public service area.
 - The library will not display advertisements for commercial products or establishments. For example, product advertisements, childcare information, tutoring information, **job notices**, items for sale, and garage sale notices would not be permitted. Exceptions are items for sale for the purpose of a library fundraiser, or a Friends of the Library fundraiser, **or exceptions by the library director (for example, the director may permit special cases like a notice for census jobs)**.
 - The only political announcements that will be accepted are notice of programs or events. Items that support or oppose candidates will not be posted.
 - Limited space **and the need for a dynamic display** allows only short-term notices. Each poster or item will be dated by a staff member, **and each slide will be placed on the community kiosk for the duration of one month**. Four weeks is the maximum length of time any item outside of library information can be posted. Items will not be returned to the owner unless special arrangements are made when the item is brought to the library.
 - Announcements, flyers, **and kiosk slides** must be posted by library staff. No materials will be placed on library windows or doors.
 - The library may distribute multiple copies of on-going publications, informational brochures, pamphlets, etc. of a cultural, recreational or educational nature. **Copies of community information from the kiosk binders can be copied for patrons at the copy amount listed in the Fines and Fees Policy.**
 - Items that fall within the guidelines of this policy will be made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

BULLETIN BOARD/DISPLAY POLICY

Item #7.

- Posting of a notice does not imply endorsement by library staff or Board of Trustees.
- **Additional guidelines will be readily provided to non-profit organizations interested in submitting community kiosk slides.**

Signs

The digital sign (located at the exterior sign near First Street) and the monitor (located by the circulation desk) are to be used for library hours and information pertinent to the library or Friends of the Library. Exceptions must be approved by the Library Director.

Signs placed on the library grounds must be approved by the library director. Only non-profit, community-based signs will be considered.

Display Case

The Library, as part of its vision statement “engaging people community-wide”, offers the use of the display case in the lobby on the south side of the Community Room doors on a first come, first serve basis to non-profit organizations, community groups, individual or government agencies who wish to promote events or display items.

Subject/Content

- Preference is given to organizations or individuals who are representing educational, cultural, recreational or community service activities. The Library retains priority rights to use the display case for library purposes.
- The appearance and content of the display must be suitable for the Library’s general public service area.
- The library will not display advertisements for commercial products or establishments. For example, product advertisements, child care information, tutoring information, items for sale, and garage sale notices would not be permitted. Exceptions are items for sale for the purpose of a library fundraiser or a Friends of the Library fundraiser.
- The only political announcements that will be accepted are displays of programs or events. Items that support or oppose candidates will not be accepted.
- Placement of materials in a display area does not imply endorsement by library staff or Board of Trustees.
- All displays are subject to approval by the Library Director or Assistant Director.

How to Apply and Fees

Persons wishing to use the display case must submit a signed, written application form.

Written applications must be presented at least one month prior to the requested date of use, and no more than six months prior to the requested date of use.

BULLETIN BOARD/DISPLAY POLICY

Item #7.

Requests are not taken over the phone and are not considered to be official until the written application has been turned in and the Library Director or Assistant Director informs the contact person the request has been approved.

There is no fee to use the display case.

Display Period

There is a limit of one non-library display each month. There will be times requests will not be accommodated due to library programming. Displays can be left up for 7-14 days, depending on the schedules of the library and the organization with the display. Extensions may be granted on a case by case basis and must be agreed upon prior to the display being installed.

Installation and Liability

The group or individual is responsible for setting up the display and for removing the display.

The organization or individual assumes all responsibility for the items on display. The case is locked; however, the Library's insurance does not cover displayed items.

All items used for display purposes must be inside the locked display case, nothing can be placed in front of the display case. Handouts may be placed in the Library's information area.

A sign will be included in the display identifying the organization or individual responsible for the display. The sign will be made by the library. Contact information should be included in the display or given to Library staff for persons who inquire about any of the information in the display.

Display Set Up Times

The preferred time for set up of the display case during the week is prior to library hours. On weekends, it is preferable to set up/tear down during library hours. Times must be pre-arranged with library staff.

Supplies

Bring your own supplies for hanging items. Use poster putty or frosted scotch tape to hang items on display case walls. Push pins, thumbtacks, heavy-duty tape or staples are not to be used in hanging items up.

Fishing line or string may be used to hang items from hooks and wooden rods in the display case; the weight of an item should be considered before hanging the item up.

Supplies that may be borrowed from the library are various colored fabrics not needed by the library at that time, boxes to place under the fabric for height, and a step stool or ladder.

Dimensions of Display Case

The display case is angled and has a variety of depths. The widest depth is 32¼" and angles to the narrowest depth of 9⅞".

BULLETIN BOARD/DISPLAY POLICY

Item #7.

The width of the display case is 97 $\frac{5}{8}$ ".

The height of the display case area is 70".

Independence Public Library Display Case Application Form

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form.

Before planning to use the Display Case, you must receive a confirmation of this request from the Library Director or Assistant Director. Filling out this form does not indicate approval of the request.

Date of Application _____

Name of Organization _____

Title/Purpose of Display _____

Name of Responsible Individual _____

Contact Information E-Mail _____

Phone _____

Requested Display Installation Date _____

Time _____

Requested Display Removal Date _____
(display time 7-14 days)

Time _____

I have read the Display Policy and agree to comply with it. I understand that the Independence Public Library/City of Independence/library representatives and its insurers shall not be responsible or liable for loss or damage to the items placed on display. I acknowledge that I or my group are responsible for loss, damage or destruction of the items placed on display and the collection and removal of the items placed on display upon expiration of the display period.

Signature _____ Date _____

For use by Library Personnel only:

BULLETIN BOARD/DISPLAY POLICY

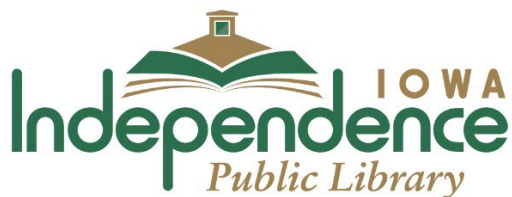
Item #7.

Approved _____ Not Approved _____ Reason _____

Notification Date _____ Staff Member's Initials _____

Notes _____

DRAFT



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

ITEM TITLE: Gifts and Memorials Policy

BACKGROUND:

It is time for the three-year review/revision of the Gifts and Memorials Policy.

RECOMMENDATION:

Update the Gifts and Memorials Policy.

GIFTS AND MEMORIALS POLICY

The Independence Public Library Board of Trustees recognizes that donors wish to assure the perpetuation and/or enrich the library, its services, and facility in the community. Monetary gifts, bequests, endowments and memorial or honorary contributions benefit the library by providing diverse revenue sources.

Consideration

Gifts may be accepted by the Library Director when in keeping with the guidelines of this policy and when precedent has been set. When a unique gift or situation needs to be addressed, the Library Board of Trustees will make a determination regarding the offer. The following are overall points of consideration for the Library Board and Director in making determinations concerning gifts:

- a. Value to the community in keeping with the Library's mission.
- b. Maintenance requirements and costs.
- c. Stipulations associated with the gift.
- d. Manageability for library purposes.
- e. Falls within the guidelines of library policies. An example would be: books donated specifically for the collection must meet the requirements of the collection development policy.
- f. Gifts requiring appraisal shall be appraised through the donor and the cost of such appraisal shall be borne by the donor.

Ultimate use

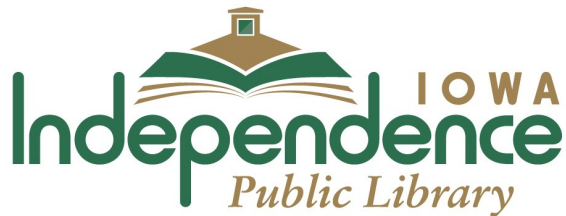
Gifts may be declined or accepted after consideration. The library staff/board may take up to six weeks to make this decision. If accepted, the materials become the property of the Independence Public Library. Materials may be added to the collection, used for fundraising purposes, given to the Friends of the Independence Public Library, given to another library or institution, or disposed of in any other manner. The library also reserves the right to withdraw a gift from its collection.

Recognition

Acknowledgement may encourage others to give gifts to the library. If the gift meets the guidelines of the library's donor wall or other naming opportunities and the donor would like to be recognized as such, recognition will be given in that manner. If the donor would like to remain anonymous, the gift will be kept confidential in keeping with those wishes.

Receipt

A tax receipt is available upon the request of the donor.



319-334-2470



iplibrary@independenceia.org



www.independenceia.org/library

Item #9.

Library Salaries and Wages for Fiscal Year 2025

The salaries and wages for library staff have been determined by the library board for fiscal year 2024-2025. Beginning July 1, 2024, the following is the salary for 26 pay periods:

Laura Blaker \$79,848 (\$3,071.08 bi-weekly)

Wages beginning July 1, 2024, for the hourly library staff are as follows. The full-time totals include 26 pay periods, the amount for fiscal year 2024.

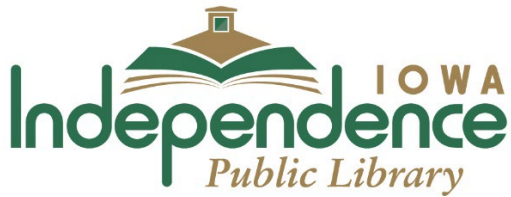
Amy McGraw	\$29.57 per hour
Erin Zikmund	\$22.60 per hour
Shay Berns	\$15.40 per hour
Michelle Burke	\$16.80 per hour
Dan Fischels	\$21.50 per hour
Vonnie Hoskins	\$18.85 per hour
Amy Kelly	\$15.45 per hour
Natalie Maximovich	\$14.00 per hour
Beth Messenger	\$15.24 per hour
Kelly Post	\$16.17 per hour
Michelle Sims	\$12.00 per hour
Toni Smedley	\$15.66 per hour

Robin Bleichner
Library Board of Trustees President

Date



805 1st St East Independence, IA 50644



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

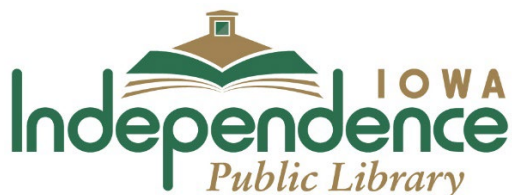
ITEM TITLE: Wages and Salaries FY25

BACKGROUND:

July 2024 starts a new fiscal year, which also means changes in wages and salaries. The budget supporting the wages/salaries has already been approved, but the individual wages have not. We will take a look so the library board can make a decision.

RECOMMENDATION:

Approved the proposed wages and salaries that correspond with the fiscal year 2025 budget.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

ITEM TITLE: Grant and Oak Tree

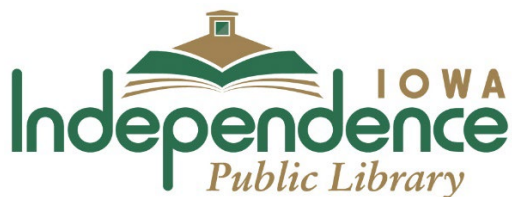
BACKGROUND:

I wrote a proposal for the Buchanan County Community Foundation Grant. It was asking for a chainsaw artist to sculpt the oak tree taken down last summer, for an art fair featuring area artists and their crafts, and an update to the signage and framing for some of the art pieces.

I did not receive a grant, so that leaves us with figuring out what to do with the oak trunk still on the grounds.

RECOMMENDATION:

Discuss ideas and, if needed, funding for the trunk.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

ITEM TITLE: Summer Reading Program and Online Wish List

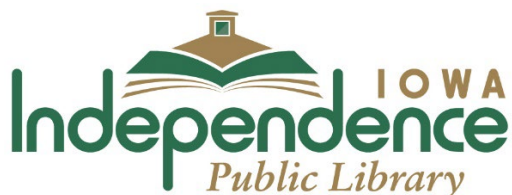
BACKGROUND:

An update on the summer reading program progress as of June 18:

- As of June 18, we have 744 people registered for the program.
- Kickoff day was especially successful with 650 people coming to the library that day!
- We are aiming for 500,000 minutes or more read during the program and over 155,000 minutes have been read to date.
- We still have a few remaining prizes and a library of things item on the wishlist that have not been purchased, but that fundraiser has been very successful with these approximate donation amounts: \$800 worth of prizes purchased through the list, \$400 donated to purchase prizes, and \$400 worth of Library of Things and program supplies purchased through the list.

RECOMMENDATION:

Find out the latest about the summer reading program and sign up if you haven't already!



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

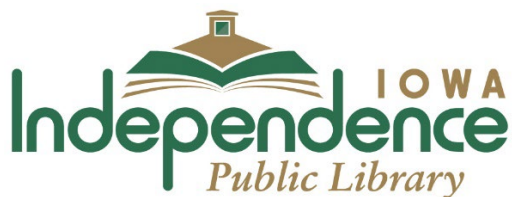
ITEM TITLE: Hiring Update

BACKGROUND:

- Natalie Maximovich has been hired as a library assistant and has been with us two weeks.
- I've been interviewing potential cleaners and cleaning services and am recommending that we go with EpicClean. There will be a cleaning contract on the agenda to take affect July 1.
- Melissa Sims has been hired as a library page to work every third weekend and to substitute other needed hours. She started on June 19th.

RECOMMENDATION:

Information about recent hires and changes in the cleaning contract.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 2024

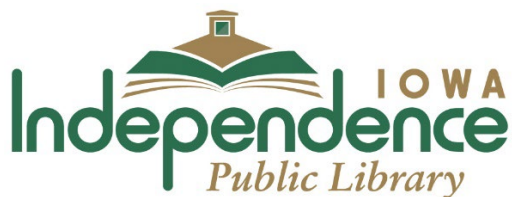
ITEM TITLE: Board Member Update

BACKGROUND:

- Quentin Stenger has been appointed for the regular term on the library board starting July 2024. Initially, he was filling Greg DeBoer's position after he moved.
- Matt Rittgers has been appointed to the position that will be vacated by Brad Schultz, beginning July 2024.

RECOMMENDATION:

Information about member changes on the library board.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: June 20, 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.