

LIBRARY BOARD MEETING

Thursday, December 21, 2023 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Approve the Agenda
2. Approve Minutes

APPROVE BILLS

3. Approve Bills

STATISTICS

4. November Statistics

NEW BUSINESS

5. Behavior Policy
6. April Board Meeting Date

UNFINISHED BUSINESS

7. FY25 Budget Proposal

MISCELLANEOUS

8. Long Term Capital Improvement Plan
9. IPL Foundation Financial Processes
10. Board Training
11. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
16th November 2023

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

Those present at the meeting were Laura Blaker, Brad Schultz, Jake Bass, Nancy Dodge, Deb Clark, and Robin Bleichner. Also in attendance, Susi Lampe City Clerk, and Tom Huston, City Council representative.

Guests Roman Johnson and Andrew Johnson to answer any questions on the Eagle Scout project chess/checkerboard.

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

A motion was made by Jake Bass and seconded by Nancy Dodge to approve the agenda with the change of the Eagle Scout Project moving after the agenda. The motion carried unanimously.

Roman and Andrew answered questions about the time frame and location of the chess board project.

A motion was made by Nancy Dodge and seconded by Brad Schultz to approve the minutes as written. The motion carried unanimously.

Bills were reviewed. Motion made by Jake Bass and seconded by Nancy Dodge to approve the November bills. The motion carried unanimously.

Statistics

Looked at Ancestry.com due to the low volume of usage. Talked about using those funds for another program or materials.

New Business

Fiscal Year 2024-25 Proposed Budget

A motion was made by Jake Bass and seconded by Brad Schultz to approve Budget #2 '25 budget proposal with the option to change the budget to match the City of Independence decisions in regards to wages and salaries. The motion carried unanimously.

Closing the New Year Holiday

A motion was made by Jake Bass and seconded by Nancy Dodge to approve the library being closed on December 31st, 2023, and January 1st, 2024 for the New Year Holiday. The motion carried unanimously.

Unfinished Business

None

Miscellaneous

Roof Update

Laura shared photos of Permanent Roofing Specialists finished metal roof project. The library is happy with their work.

IPL Sesquicentennial Celebration

227 people visited the Library Community Room to tour the exhibit, A Tribute to the Past. The podcast and Faces of IPL are available on the website.

Stanley and Hazleton Library Service Contracts

We have notified each City but have not received a signed contract from either. The deadline is fast approaching, and it looks like we will need to discontinue services.

Mill & Depot Artwork

The Elm Tree donated time and materials and returned the artwork in the original frame with new matting. The library would like to mat and frame the railroad drawing to match the other artwork.

Adjournment

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

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Deb Clark
Secretary

Independence Public Library Monthly Bills December 2023

Item #3.

1	003-410-6210 Dues & Memberships		\$586.
2	Magnolia Journal (2 year renewal)	\$30.00	
3	Visa Card Services (Cedar Rapids Gazette, Des Moines Register)	\$556.48	
4	003-410-6320 Grounds Operation & Maintenance		\$40.00
5	Carter Palmer (Inv# 1 - snow removal)	\$40.00	
6	003-410-6371 Electricity		\$1,719.09
7	Independence Light & Power	\$1,699.12	
8	Mid American Energy	\$19.97	
9	003-410-6373 Communications (Phone & Internet)		\$259.55
10	Independence Light & Power	\$259.55	
11	003-410-6399 Other Maintenance/Repair		\$486.03
12	Heartland Mechancial LLC (Inv# 641 - electric motor covers parts & labor)	\$380.25	
13	Spahn & Rose Lumber Co. (Inv#1568639 - concrete mix)	\$5.78	
14	Precision Plumbing & Heating & Air (Inv# 2101-1113-6117)	\$100.00	
15	003-410-6409 Janitorial		\$1,850.00
16	Superb Cleaning Services (Inv# 1079)	\$1,850.00	
17	003-410-6419 Computer Expense		\$102.43
18	Visa Card Services (Zoom monthly fee & WinZip yearly fee & reimbursement)	\$102.43	
19	003-410-6502 Books		\$2,245.71
20	Brodart (Acct# 140052, 141792, invoices listed below)	\$587.23	
21	Cengage Learning/Gale (Invoices listed below)	\$377.11	
22	Penworthy (Inv# 0595347-IN)	\$171.77	
23	Amazon Capital Services (Amazon.com purchases)	\$521.24	
24	Ingram (Invoices listed below)	\$564.36	
25	Center Point Large Print (Inv# 2058050)	\$24.00	
26	003-410-6506 Office Supplies		\$651.55
27	Visa Card Services (name tags)	\$32.59	
28	Storey Kenworthy (Inv# 1133211, 1135563)	\$131.11	
29	Capital One/Walmart (Trans# 2946, 3899, 8879)	\$60.76	
30	Amazon Capital Services (items purchased listed below)	\$427.09	
31	003-410-6507 Operating Supplies		\$357.94
32	Vern's True Value (Trans# A168410, A168536, A269442)	\$33.56	
33	Storey Kenworthy (Inv# 1133211, 1135532, 1135563)	\$305.39	
34	Amazon.com Capital Services (EXIT sign)	\$18.99	
34	003-410-6508 Postage		\$21.39
35	Visa Card Services (Stamps.com fee)	\$21.39	
36	003-410-6530 Programming		\$798.84
38	Capital One/Walmart (Trans# 9222, 4708, 8062)	\$292.02	
39	Visa Card Services (FB advertising, Minecraft pizza)	\$221.39	
40	PBC Vending (Inv# 2061:064934)	\$160.00	
41	Amazon Capital Services (Christmas crafts supplies)	\$125.43	
42	003-410-6531 Video Recordings		\$290.65
43	Amazon Capital Services (Amazon.com purchases)	\$290.65	
44	003-410-6532 Audio Recordings		\$148.48
45	Blackstone Publishing (Inv# 2131104)	\$148.48	
46	Total General Fund Expenses for Month	\$9,558.14	\$9,558.14
47	323-410-6727 Capital Outlay/Equipment		\$ 549.98
48	Amazon Capital Services (new CASSIE time management computer)	\$ 549.98	
49	Total Capital Outlay/Equipment for Month		\$ 549.98

50 Brodart Invoices - B6699861, B6699921, B6699940, B6699967-70, B6700058, B6700113, B6700158, B6700187,
51 B6700288-90
52 Ingram Invoices - 78629974-76, 78713326-27, 788688652, 78935059, 79158006
53 Cengage/Gale Invoices - 82957373, 82966453, 82983521, 82984439, 82994206, 83034674, 83047336
54 Amazon purchases - poster folders, construction paper, closed sign, storage container)

Independence Public Library FY24 Budget

Item #3.

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,188.94	\$ 114,266.06	38.39%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 8,670.78	\$ 8,314.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,687.25	\$ 62,912.75	39.85%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385.00	\$ 1,615.00	19.25%
Dues & Memberships	\$ 6,166.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ 32.00	\$ 586.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,916.29	\$ 2,249.71	63.51%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 160.00	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ 725.00	27.50%
Contract Repair & Maintenance	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 2,600.00	7.14%
Grounds Operation, Maintenance	\$ 713.00	\$ 112.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.50	\$ 560.50	21.39%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ 1,914.64	\$ 1,599.13	\$ 1,719.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,968.97	\$ 6,531.03	62.68%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ 259.55	\$ 259.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,562.05	\$ 2,167.95	41.88%
Other Maintenance/Repair	\$ 4,138.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ 486.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376.99	\$ 1,761.01	57.44%
Property & Casualty Insurance	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,900.00	0.00%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,689.00	\$ 12,800.00	51.68%
Printing & Publishing	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	33.33%
Computer Expense	\$ 9,079.00	\$ 929.18	\$ 638.64	\$ 3,685.99	\$ 1,200.99	\$ 15.99	\$ 165.58	\$ 102.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,738.80	\$ 2,340.20	74.22%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,450.93	\$ 15,102.07	57.52%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,710.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ 357.14	\$ 651.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,315.46	\$ 2,394.54	49.16%
Operating Supplies	\$ 2,820.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ 239.77	\$ 357.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,424.37	\$ 1,395.63	50.51%
Postage & Shipping	\$ 5,462.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,716.23	\$ 3,745.77	31.42%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,193.23	\$ 3,766.77	57.96%
Video Recordings	\$ 3,891.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ 150.29	\$ 290.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,758.00	\$ 2,133.00	45.18%
Audio Recordings	\$ 4,083.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ 279.98	\$ 148.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,678.35	\$ 1,404.65	65.60%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,513.44	\$ 3,926.56	47.22%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 3,500.00	36.36%
Totals	\$ 455,464.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 35,350.98	\$ 31,796.43	\$ 9,558.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,411.46	\$ 260,052.54	42.90%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ 16,450.02	3.24%
Capital Outlay/Building	\$ 20,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,227.22	\$ (7,227.22)	0.00%

Independence Public Library Circulation and Usage Report for November 2023

Item #4.

Materials Usage

City of Independence Circulation	2,778
Unincorporated Buchanan County Circulation	1,552
Incorporated Buchanan County w/Libraries	337
Contracting Cities	139
Outside of Buchanan County Circulation (Open Access)	253
Items Loaned to Other Libraries (Access Plus)	51
Total Materials Circulation for Month	5,110

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2023	5110	3478	604	1979	1690
2022	4639	3149	666	2060	1548
2021	5026	2995	255	2454	1295
2020	4083	1021	214	2729	1216
2019	5536	4429	940	2227	1126
2018	5753	5484	1251	2202	993
2017	5792	5540	1594	2657	808

Patrons

Total Number of Patrons for Month	3,478
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	271
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	333
Early Literacy Station Usage for Month	148
Wireless Headphone Usage for Month	8

Library of Things Usage

Activity Equipment	0
Puzzles	45
Hotspots	13
Cake Pans	0

Web Site Usage

Total Visitors	1,979
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BRIDGES Usage

Total Usage	1,690
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Facebook, Civic Send, Instagram & Google Profile

Facebook Likes	2,000
Facebook Total Reach	72,349
Mass Emails/Constant Contact Opened	1,820
Instagram Likes	114
Instagram Followers	535
Google Profile Interactions	289
Google Profile Views	317

Mobile App Usage

Patron Count	240
Usage	886

Database Usage

Ancestry	2 session 19 searches
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Material Additions

Books	197
Audios	9
Videos	4
Total Additions for Month	210

Material Withdrawals

Total Withdrawals for Month	476
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Additions Breakdown
Adult Biography & NonFiction = B-16, 100-2, 200-1, 300-2, 600-2, 700-1, 800-2, 900-4
Adult Fiction = F-57, M-4, SF-4, LPF-14, LPM-1, LPW- 8, GR-1
Young Adult Fiction = YAF-4, GR-4
Juvenile Biography & NonFiction = 300-1, 600-2
Juvenile Fiction = JF-7, Just Right - 1, Graphic Novel-2
Juvenile Easy NonFiction = 600-1
Juvenile Easy = Easy-43, BB-13
Audios = Adult-6, YA-1, Juvenile-2
Videos = Adult-3, Juvenile-1
Withdrawals Breakdown
ANF-13, AF-447, YAF-2, JNF-2, JGR-2, JF-3, JE-1, BB-2, VOX-3

Number of Days Open = 29

Study Rooms - 31 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

11/4/2023 Tribute to Our Past Exhibit Opening - 32 adults 1 teen
11/4-11/7/2023 Tribute to Our Past Exhibit - 203 adults 3 teens 21 children
11/9/2023 Determined, Defiant, and Self-Reliant - 14 adults
11/15/2023 Craft & Convo - 7 adults
11/15/2023 Alzheimer's Association Caregive Support Group - 5 adults
11/27/2023 Book Discussion - 8 adults
11/28/2023 Writer's Group - 2 adults

Teen Events

11/10/2023 Minecraft - 9 teens 4 children 2 adults
11/19/2023 Dungeons & Dragons - 18 teens 2 adults

Children's Events

11/2/2023 Story Time - 7 children 6 adults
11/9/2023 Story Time - 11 children 9 adults
11/14/2023 Legos @ the Library - 12 children 2 teens 8 adults
11/16/2023 Story Time - 10 children 8 adults
11/30/2023 Story Time - 6 children 4 adults

Passive Programs/Events

11/6/2023 Thank a Vet cards - 14 adults 21 teens 137 children

Outreach Events

11/8/2023 WeeCare Preschool - 15 children 4 adults
11/24/2023 Reader's Circle @ Lexington Estate - 9 adults

NonLibrary Events (Community Room)

11/15/2023 Chautauqua Literary Meeting - 8 people
11/21/2023 Joint Government Meeting - 19 people

BEHAVIOR POLICY

It is the intent of the Independence Public Library Board of Trustees and the library staff to provide a pleasant and safe environment for patrons so that they may have effective access to information and ideas. People are expected to observe the rights of other people and to use the library for its intended purpose.

The Library Director and on-duty staff shall have the responsibility for enforcing the policy and determining when behavior is inappropriate in the library.

The following kinds of behavior will not be tolerated in the library:

- Any behavior that endangers the safety or health of any person.
- Violation of any local, state, or federal law as it pertains to the public library. This includes, but is not limited to vandalism, theft, possession or consumption of alcoholic beverages or controlled substances on library grounds.
- Smoking, including e-cigarettes, and the use of tobacco products in the building or on the grounds.
- Disorderly, loud, or abusive behavior or language.
- Fighting or challenging to fight, running, pushing, shoving, throwing things, and climbing on furniture.
- Behavior that is willfully annoying, harassing, or threatening to another person.
- Solicitation of any kind is not allowed in the building or on the grounds.
- Use of the site for rollerblading, skating, skateboarding, bike ramping, loitering, or other inappropriate purposes.
- Inappropriate dress such as bare feet, no shirt, etc.
- Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- Only drinks with lids are acceptable.
- Food may be brought in as long as it is not disruptive to other patrons and does not make a mess. Food is not allowed in computer areas. Exceptions may be made at the discretion of the Library Director.
- Other kinds of behavior deemed inappropriate in the opinion of Library Director or designated staff members.

Enforcement of these rules may take the form of any of the following actions, depending on the severity of the misconduct which will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. There is no requirement that any particular disciplinary action precede any other action. The library may choose to implement any of the procedures listed, including immediate banishment from the premises, at any time, depending on the seriousness of the violation. If a young person is asked to leave and needs a ride, staff will make the phone call for a ride.

Patrons will be held financially responsible for damage. Parents/guardians of minor children will be held responsible for damage caused by their children.

BEHAVIOR POLICY

Item #5.

Disciplinary Guidelines:

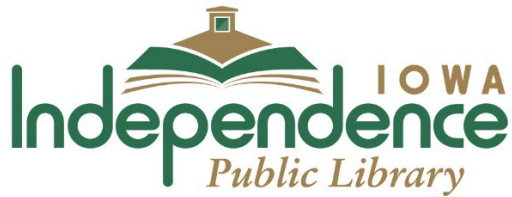
- Minor Disruption. In the case of a minor disruption, the library patron will receive two warnings. At the third offense, the patron must leave the library for the rest of the day.
- Extreme Misconduct. In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.

Extended Ban from the Library. Patrons who engage in repeated disruptive behaviors that interfere with others' use of the library, or who engage in behaviors that violate city code or state statutes, may be banned for an extended period of time. Following are suggested guidelines for infractions:

- After two warnings (see disciplinary guidelines above), the patron interfering with library operation will be asked to leave the premises for the day. If it is a minor, the library director or designated staff member will make realistic attempts to notify the parent/guardian.
- The second offense will result in exclusion from the library for one week. If it is a minor, the library director or designated staff member will make realistic attempts to notify the parent/guardian.
- The third offense will result in exclusion from the library for one month. If the disruptive behavior is that of a minor, a meeting will be arranged by the parent/guardian to meet with the library director and a board member/s. If it is an adult, the meeting will be between the patron, library director, and a board member/s. The patron may not return to the library until the determined time has passed and the meeting has taken place.
- The fourth offense will result in exclusion from the library for six months. If the offense is that of a minor, a meeting will be arranged by the parent/guardian to meet with the library director and a board member/s. If it is an adult, the meeting will be between the patron, library director, and a board member/s. The patron may not return to the library until the determined time has passed and the meeting has taken place.

Exceptions to the above may be authorized by the Library Director and/or a designee. If a patron would like to request a review of the exclusion order, they may do so at a meeting arranged when a patron is asked to leave the library for a period of one month or longer. If a review is requested after the initial meeting, the exclusion order remains in effect pending the review. The president or designated library board member may review the situation and provide a final decision on behalf of the library board.

Staff members provide library services but do not provide medical services. The 911 emergency telephone contact will be used for medical, fire, or police assistance as **seen as appropriate, by on-duty staff.** ~~in the opinion of staff.~~



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 21, 2023

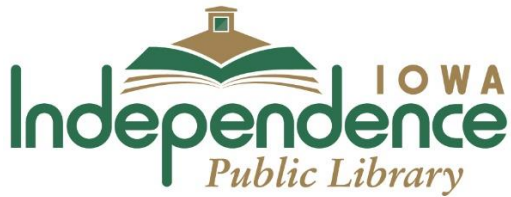
ITEM TITLE: April Board Meeting Date

BACKGROUND:

I am requesting that the April Board meeting date be changed from Thursday, April 18 to Monday, April 22. I have a conflict the evening of April 18.

RECOMMENDATION:

I would recommend passing the change of date for the April Library Board Meeting from the 18th to the 22nd of April.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 21, 2023

ITEM TITLE: FY25 Budget Proposal

BACKGROUND:

The City Manager, Matt Schmitz, encouraged the library to more closely reflect actual costs for budget line items than what was previously approved as the budget proposal in November. We went through the line items and added to the request to more accurately reflect funding needs. The proposed budget revision is attached. The last two columns at the right are the line item proposals and an explanation of that.

If the library board approves this revision, that does not mean that the library will be funded at these levels. We can expect that cuts will need to be made. Income will not increase much next fiscal year due to tax changes made at the state level.

RECOMMENDATION:

The budget committee would recommend approval of the revised budget.

	Account #	Expenses	Budget 2024	Budget '25 approved 11/23	Budget '25 #2 Proposal	Explanation
1	003-410-6010	Wages - Full-Time	\$185,455.00	\$194,614.60	\$194,614.60	
2		Library Director Salary	\$78,542.00	\$82,418.00	\$82,418.00	5% increase, \$39.13/hr + longevity
3		Ass't Library Director	\$61,277.00	\$64,272.60	\$64,272.60	5% increase, \$30.15/hr + longevity
4		Program Coordinator	\$45,636.00	\$47,924.00	\$47,924.00	5% increase, \$23.04/hr
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime
6	003-410-6020	Wages - Part-Time	\$104,600.00	\$109,830.00	\$109,830.00	5% increase
7		Part-Time Wages	\$102,334.00	\$107,450.70	\$107,450.70	5% increase
8		Maintenance	\$2,266.00	\$2,379.30	\$2,379.30	5% increase
9	003-410-6143	Iowa RC - City Share	\$2,000.00	\$3,000.00	\$3,000.00	
10	003-410-6210	Dues & Memberships	\$5,613.00	\$5,363.00	\$6,800.00	Rotary & ILA Dues - \$1350, Print Periodicals \$2600, Online databases/streaming \$2850
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$500 in Library Friends dollars.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$7,000.00	\$7,000.00	ILA Conference - 2 days, 3 people \$1000; #2 - National Conference 3 people \$1800 registration, \$2200 3 tickets, \$1400 hotel, \$600 food and transportation during stay \$6000 total + \$1000 ILA Conf.
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,500.00	\$4,000.00	Geothermal, sprinkler system, door lock issues, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$750.00	Snow Removal \$500, General Maintenance \$250
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,500.00	\$18,500.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,730.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$4,000.00	Geothermal Filters \$2000, Light Bulbs and Ballasts \$800, General Maintenance \$1200
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$10,615.00	\$15,011.00	\$7,496.73 in 2017-18; \$8,369.68 in 2018-19; \$9,291 in 2019-20; \$7,011 in 2020-21; \$8,271 In 2021-22; \$10,108 In 2022-23 15% increase recommended
19	003-410-6409	Janitorial	\$23,800.00	\$24,800.00	\$26,000.00	Cleaning Services, window cleaning, carpet cleaning
20	003-410-6414	Printing and Publishing	\$2,000.00	\$2,500.00	\$3,000.00	Job advertisements, publicity & marketing for events and services

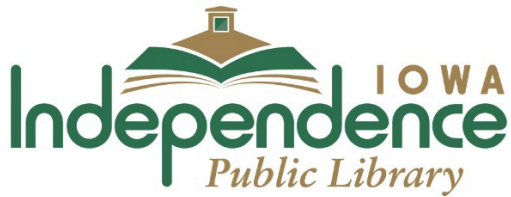
	Account #	Expenses	Budget 2024	Budget '25	Budget '25 #2	
21	003-410-6419	Computer Expense	\$8,150.00	\$11,275.00	\$12,500.00	Includes automated catalog and checkout program \$3500, alarm system \$300, Deep Freeze Security Software (cloud-based) \$895, time management software \$500, Patron Counter \$200, SPOT Global Print - \$395, service for hotspots -\$2510 , mobile app \$2,650 (\$500 more from IPLF), WinZip \$170, QR Code Generator \$180, LibraryAware \$1,200
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00	\$0.00	\$0.00	
24	003-410-6502	Library Books	\$30,500.00	\$31,000.00	\$35,000.00	Amount needed to maintain current collection status. Working with consultant to maximize dollars. Supplemented by \$9,000 plus from library foundation/friends
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$250.00	
26	003-410-6506	Office Supplies	\$4,400.00	\$4,600.00	\$5,000.00	Materials processing supplies, paper, bookmarks
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,800.00	\$2,800.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$4,000.00	\$4,000.00	\$5,500.00	2 newsletters at about \$2500 each, general postage expenses
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$100.00	
30	003-410-6530	Programming	\$8,900.00	\$9,400.00	\$9,400.00	More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,750.00	\$3,500.00	\$4,000.00	DVDs are a high-demand checkout item in our collection.
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$3,750.00	Purchase fewer audios on CD, but an increased number of Vox books (books with built-in audio) for children.
33	003-410-6536	eBooks	\$6,500.00	\$7,000.00	\$7,500.00	Usage has increased for ebooks. Downloadables are purchased for a year or for 26 uses. Goal is to cut wait times by purchasing more "advantage" copies for our library. Need to maintain the currency of this collection for convenient use by citizens. Supplemented by \$2,000 plus in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$5,000.00	\$5,500.00	This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies of the downloadable audios.
35		Total Expenses	\$440,063.00	\$470,602.60	\$488,660.60	
36			1.37%	6.94%	11.04%	

	Account #	Revenues	Budget 2024	Budget '25	Budget '25 #2	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$40,000.00	\$41,000.00	Small increase in '24
39	003-410-4470	28E Funds	\$6,250.00	\$5,500.00	\$7,000.00	Contracts with Quasqueton, Stanley, Hazleton
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$5,000.00	\$2,500.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$75.00	
43	003-410-4765	Fines/Book Charges	\$1,400.00	\$1,400.00	\$1,400.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment.
		Total Revenue	\$57,925.00	\$57,175.00	\$57,175.00	
44	Capital Outlay					
45	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$14,000.00	\$10,000 replace server, \$4,000 computers and equipment
46	323-410-6770	Capital Outlay/Building		\$68,000.00	\$68,000.00	Asphalt shingles - \$50,000 (10-15 years of life/10 year warranty), Steel shingles - \$68,000 (25+ years of life & 20 year all-inclusive warranty, 50 year pro-rated warranty)
47		Total Capital Equipment	\$17,000.00	\$82,000.00	\$82,000.00	
48	Summary					
49		Revenues from other sources	\$57,925.00	\$57,175.00	\$57,175.00	
50		City (2023 budget w/out CIP minus revenues)	\$382,138.00	\$413,427.60	\$431,485.60	
51		City (2023 budget with CIP minus revenues)	\$399,138.00	\$495,427.60	\$513,485.60	
52		Total Expenditures	\$457,063.00	\$552,602.60	\$570,660.60	
			-0.49%	120.90%	124.85%	

Library Capital Improvement Plan (CIP) Proposal
2024-2032

Item #8.

12/18/2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
										for Project
Computers -	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	Computer Equipment	
Estimated Cost	\$17,000	\$14,000	\$9,000	\$8,000	\$11,000	\$9,000	\$8,000	\$14,000	\$9,000	\$99,000
Flooring -				Hard Surface - main library	Hard Surface - Flutterby Cove, Comm Room, Bathroom, Teen etc					
Estimated Cost			\$32,000	\$15,500						\$47,500
Furniture -					Replace worn furniture		Replace worn furniture	Replace worn furniture		
Estimated Cost					\$6,000		\$6,000	\$6,000		\$18,000
Roof -		Replace shingles with steel shingles								
Estimated Cost		\$68,000								\$68,000
Other Projects -					Digital Sign Replacement					
Estimated Cost					\$18,000					\$18,000
Total for Year	\$17,000	\$82,000	\$41,000	\$29,500	\$29,000	\$15,000	\$14,000	\$14,000	\$9,000	\$250,500



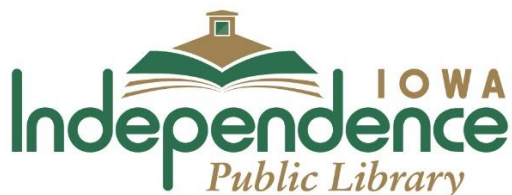
LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 21, 2023

ITEM TITLE: Long Term Capital Improvement Plan

BACKGROUND:

For your information, I am attaching the long-term capital improvement plan, or CIP, for your information. The 2024 CIP is for the current year, and the '25 CIP is what is in the library's budget proposal for capital improvement. Each year we will revisit what is requested from the City for the next year's capital improvement projects.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 21, 2023

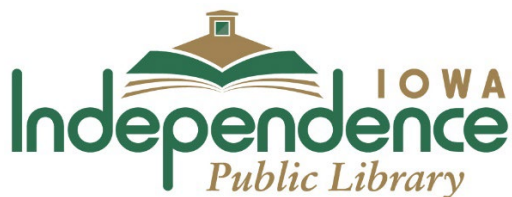
ITEM TITLE: IPL Foundation Financial Processes

BACKGROUND:

There was discussion at the last Independence City Council meeting in regards to the audit and the way that the library foundation keeps track of and distributes funds. It was implied that there weren't many processes in place to enforce accountability and that one person took care of all of the financials.

There are several things the library has in place for decision-making, record-keeping and financial processing of the Library Foundation Funds:

- The Foundation has a five-member foundation board and they establish a budget, receive financial updates, and make investment decisions with the assistance of a broker.
- The Friends of the Library is a group that meets monthly, reviews their budget in detail, approves expenditures, and tracks income which is primarily from book sales and membership dues.
- Nine staff members (three full-time and six part-time) are trained and take donations and payments, issuing pre-numbered receipts for the Foundation and recording books/materials sold on a Friends spreadsheet for that purpose.
- Two full-time staff members keep track of the expenses and receipts, deposit funds, write checks, and reconcile the books.
- Friends members use pre-numbered receipts in the bi-annual book sales to keep track of sales and income from those events.
- The Friends Treasurer authorizes specific payments.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 21, 2023

ITEM TITLE: Board Training

BACKGROUND:

The library board will discuss the Library Foundation 501(c)3, including why we have it, how we track finances, who makes decisions about it, and what the funds are used for during board training.