

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, December 18, 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. Collection Development Policy
7. Interlibrary Loan Policy

UNFINISHED BUSINESS

MISCELLANEOUS

8. Staff Development
9. Library Director Evaluation
10. County Funding
11. Building and Grounds
12. Programming
13. Library Board Training
14. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
November 20, 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, Robin Bleichner, Emily Ownby, Quentin Stenger, Deb Clark, Matt Rittgers, and Nancy Dodge. Also in attendance, Bret Weber, City Council Liaison, Lisa Lorenzen Associate Clerk.

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

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

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

Bills were reviewed. Motion made by Quentin Stenger and seconded by Emily Ownby to approve the bills as amended by Laura. The motion carried unanimously.

Statistics

The Hot Spots are outdated; Laura and staff are researching new devices. The Boo Bash was an enormous success.

New Business

Close Early for Staff Development

A motion was made by Quentin Stenger to approve the additional days to close early for staff development. They are Tuesday, Dec. 2, and Wednesday, Jan. 7. The January one may canceled by the director if it is not needed or needs to be postponed. The motion was seconded by Nancy Dodge. The motion carried unanimously.

Library FY27 Budget Proposal

A motion was made by Emily Ownby seconded by Quentin Stenger to approve the FY27 budget proposal with the caveat if the insurance budget amount changes. If City Hall changes their recommendation for insurance, the director is approved in modifying it to their suggestion. The motion carried unanimously.

Unfinished Business

Library Director Evaluation Format

Motion made by Quentin Stenger and seconded by Matt Rittgers to approve the library evaluation that we typically have used in the past.

Miscellaneous

Advocacy with City Council

Discussed how our one-on-one discussions went with the city council members.

Annual Report FY25

Laura shared the FY25 year in review. A few of the board members will drop off the report at area businesses.

Board Training

The training covered library cards and services, including city funding, county funding, and the Iowa Code.

Board and Staff Reports

None

Adjournment

A motion was made by Nancy Dodge and seconded by Quentin Stenger to adjourn the meeting. Motion was carried unanimously.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Deb Clark

Secretary

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	\$ 15,249.61	\$ 22,874.42	\$ 15,273.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,896.83	\$ 114,808.17	42.22%	
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ 11,487.83	\$ 7,486.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,061.52	\$ 62,909.48	40.64%	
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ 11.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38.17	\$ 711.83	5.09%	
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 863.50	\$ 2,136.50	28.78%	
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ -	\$ 1,007.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,813.77	\$ 1,586.23	53.35%	
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.95	\$ 0.05	99.98%	
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ 443.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.98	\$ 661.02	52.78%	
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322.38	\$ 4,677.62	6.45%	
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ 430.00	38.57%	
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ 1,575.05	\$ -	\$ 1,512.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,758.81	\$ 12,305.19	41.58%	
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ -	\$ 252.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,495.55	\$ 1,904.45	43.99%	
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ -	\$ 320.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 461.82	\$ 3,038.18	13.19%	
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,749.00	\$ 0.00	0.00%	
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ 1,635.00	\$ 2,253.00	\$ 1,635.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,274.00	\$ 11,726.00	44.16%	
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ 281.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356.63	\$ 643.37	35.66%	
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ 953.74	\$ 1,621.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,081.19	\$ (581.19)	107.75%	
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 0.00	0.00%	
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,656.75	\$ 2,682.61	\$ 2,818.30	\$ 2,345.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,497.98	\$ 18,502.02	45.58%	
Office Equipment	\$ 250.00	\$ -	\$ -	\$ 291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.00	\$ (41.00)	116.40%	
Office Supplies	\$ 4,000.00	\$ 367.16	\$ 404.94	\$ 210.99	\$ 58.14	\$ 560.59	\$ 369.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,971.66	\$ 2,028.34	49.29%	
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ 297.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,508.01	\$ 1,191.99	55.85%	
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.95	\$ 412.05	17.59%	
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 0.00	0.00%	
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ 211.95	\$ 249.45	\$ 244.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,094.51	\$ 5,905.49	26.18%	
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ 150.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,282.33	\$ 1,467.67	46.63%	
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ 239.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,329.79	\$ 1,170.21	53.19%	
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	0.00%	
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 0.00	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 31,106.10	\$ 41,550.12	\$ 33,264.57	\$ 10,543.49	\$ -	\$ 185,551.69	\$ 289,237.31	39.08%						
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 0.00%	
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library FY26 Budget

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Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00%	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 31,106.10	\$ 41,550.12	\$ 33,264.57	\$ 10,543.49	\$ -	\$ 185,551.69	\$ 289,237.31	39.08%							
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%	0.00%	
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	

Independence Public Library Circulation and Usage Report for November 2025

Item #5.

Materials Usage

City of Independence Circulation	2,702
Unincorporated Buchanan County Circulation	1,089
Incorporated Buchanan County w/Libraries	345
Contracting Cities	201
Outside of Buchanan County Circulation (Open Access)	266
Items Loaned to Other Libraries (Access Plus)	55

Total Materials Circulation for Month

4,658

Patrons

Total Number of Patrons for Month	3,364
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	347
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	382
Early Literacy Station Usage for Month	119
Wireless Headphone Usage for Month	7

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	4658	3364	730	2909	1807
2024	5093	3569	747	2372	1848
2023	5110	3478	508	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

Library of Things Usage

Activity Equipment	8
Puzzles	86
Hotspots	13
Cake Pans	1

Web Site Usage

Total Visitors	2,909
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BRIDGES Usage

Total Usage	1,807
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	4,020
Facebook Total Reach	40,036
Mass Emails/Constant Contact Opened	3,202
Instagram Likes	59
Instagram Followers	596
Google Profile Interactions	338
Google Profile Views	455

Mobile App Usage

Patron Count	408
Usage	812

Kanopy Usage

Visits	187
Plays	79

Material Additions

Books	221
Other (Memory Kit)	1
Total Additions for Month	222

Material Withdrawals

Total Withdrawals for Month	321
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Additions Breakdown

Adult Biography & NonFiction = B-4, 100-1, 300-2, 600-10, 800-3, 900-2

Adult Fiction = F-88, M-6, SF/Fantasy-3, W-1

Young Adult Fiction = YAF-12, GR-2

Juvenile NonFiction = B-2, 000-1, 500-1, 700-1, 900-2

Juvenile Fiction = JF-23, Graphic Novel -15, Just Right - 1

Juvenile Easy NonFiction = 500-4, 600-1

Juvenile Easy = Easy-23, BB-13

Other = Memory Kit-1

Withdrawals Breakdown

ANF-5, AF-10, LPF-41, JNF-1, JF-217, JGR-2, JE-2, AdCD-37, JCD-1, AdDVD-1, YADVD-1, JDVD-2, Vox-1,

Independence Public Library Circulation and Usage Report for November 2023

Item #5.

Study Rooms - 40 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 11/3/2025 Silent Book Club - 28 adults
- 11/12/2025 Craft & Convo - 5 adults
- 11/17/2025 Legos @ the Library - 15 children 6 adults
- 11/18/2025 Dungeons & Dragons for Adults - 6 adults
- 11/18/2025 BCHD Spotlight Series : Women's Health - 38 adults
- 11/19/2025 Caregiver Support Group - 12 adults
- 11/20/2025 Dungeons & Dragons for Adults - 8 adults
- 11/24/2025 Book Discussion - 8 adults
- 11/25/2025 Daytime Book Discussion - 6 adults

Teen Events

- 11/14/2025 Minecraft - 16 teens 6 children 2 adults
- 11/16/2025 Dungeons & Dragons for Teens - 10 teens 3 children 2 adults
- 11/20/2025 iTAB meeting - 11 teens 1 adult

Children's Events

- 11/6/2025 Story Time - 8 children 6 adults
- 11/13/2025 Story Time - 10 children 10 adults
- 11/20/2025 Story Time - 9 children 6 adults
- 11/21/2025 Perler Pixels & Patterns - 1 child 2 adults
- 11/24/2025 Tales to Tails - 7 children 3 adults

Outreach Programs/Events

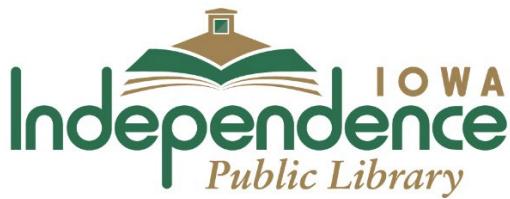
- 11/1/2025 Public Health Car Seat Check Vendor Fair - 4 children 3 adults
- 11/25/2025 Reader's Circle @ Lexington Estate - 9 adults

Passive Programs

- 11/4/2025 Thank a Vet cards - 196 children 13 adults

NonLibrary Events (Community Room)

- 11/3/2025 Troop 4034 Girl Scouts meeting - 24 people
- 11/13/2025 Rehabilitation Center of Independence HR Roundtable - 8 people
- 11/13/2025 Cub Scouts Wolf Den meeting - 7 people
- 11/23/2025 Troop 4034 Girl Scouts meeting - 11 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

ITEM TITLE: Collection Development Policy

BACKGROUND:

It's time for the three- year review of the Collection Development Policy.

RECOMMENDATION:

Review the policy and approve or amend.

COLLECTION DEVELOPMENT POLICY

Item #6.

Introduction

- ~~In support of its vision to~~ The library's vision is to be the heart of the community, where lives are enriched, lifelong learning is realized, and people of all ages connect, engage, discover, and create. In support of this, ~~as an essential component providing relevant services and engaging people~~ ~~community wide~~, the Independence Public Library acquires and makes available **to the public** for public use the largest number, highest quality and widest range of ~~books and other~~ library materials which its resources will allow.
- This policy statement is intended to inform the public and guide the library staff in collection development.

Definition of Collection Development

- Collection development is the process by which the staff of the library determines the overall nature, depth, and scope of the library's collection. Collection development includes selection of individual items, but also extends to planning, budget-making, and evaluation of the collection. This process requires the combined efforts of the entire library staff.

General Principles

- The library actively pursues the twin goals of contemporary significance and permanent value in collection development. Guided by a sense of responsibility to both the present and the future in adding materials to its collection, it attempts to maintain an overall balance. The goal is a range of materials, not an equality of numbers, working with constraints of budgets, availability, and space.
- The Independence Public Library is a popular materials library rather than an archival library, selecting materials to serve the full range of ages, various points of view, and a wide scope of interests.
- The Independence Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and the Freedom to Read and Freedom to View Statements. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Collection Development Policy

- These policy statements govern the selection of the Independence Public Library's collection of materials. They may be subject to revision as changes

COLLECTION DEVELOPMENT POLICY

occur in the needs of the community, in the emphasis of the library's objectives or its organization and procedure.

- The library's materials are selected, organized, and made accessible in order to anticipate the needs of the community the library serves. The library recognizes the importance of materials of permanent value and timely materials on current issues. Materials are purchased in ~~whatever the~~ **formats that** best suits its **suit the** patrons' needs. As new technology is developed, these formats may change.

Selection of Library Materials

- Authority and responsibility for the selection of library materials rests with the library board, who delegates the responsibility to the library director. Selection duties may be delegated, by the library director, to qualified personnel. Suggestions for materials from staff members and from library patrons are encouraged and seriously considered in the selection process.
- ~~The library uses standard selection tools to review potential additions to the library's collection. Titles not included in these selection tools are reviewed on a title by title basis by the library's selection staff.~~
- To build a diversified collection which supports the library's mission, the following guidelines are used. These guidelines apply to purchased, as well as donated materials. An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.
 - ~~Availability and sustainability of format~~
 - Suitability of subject, style, and level, **and format** for the intended audience
 - Consideration of the work as a whole
 - Positive reviews by critics and/or staff
 - ~~Authority and significance of the author, producer, publisher etc.~~
 - Timeliness, or permanence, or enduring value of the material
 - ~~Technical quality~~
 - Authority, quality, and significance of the author/creator, content, and production
 - ~~Relevance to the community's needs~~ **Relevance to community interests, needs, and popular demand**
 - Representation of diverse ~~points of view~~ **perspectives** and broad knowledge base
 - ~~Popular demand~~
 - Scarcity of the material on the subject and availability elsewhere
 - ~~Overall~~ **Balance and** relationship of the item to the existing collection
 - Cost **relative to budget constraints**

COLLECTION DEVELOPMENT POLICY

Item #6.

- **These criteria apply to all collection formats, including the Library of Things, with additional consideration for durability, safety, storage, and maintenance requirements.**
- **While collection development primarily resides at the local level, participation in broader consortia or package subscriptions for digital books, audiobooks, magazines, and streaming video provides access to a wider array of resources than individual libraries could acquire alone. In these cases, selection authority is delegated to the consortium or vendor. Where the Library retains selection authority, the established criteria will be applied.**

Replacement of Library Materials

A replacement is an item purchased to take the place of an identical title previously held in the collection. It is not the library's policy to automatically replace all materials withdrawn because of loss, damage, or wear. The need for replacement in each case is judged by the following factors:

- Existence of adequate coverage of the subject area, especially if more current materials are available
- Demand for the specific title
- Cost and/or availability

Material Preservation

- Certain materials of long-range value and/or usefulness may be preserved through binding, digitizing, or other techniques.

Duplicates

- Duplicate copies of certain materials are appropriate in the case of consistently high demand.

Disposal of Material

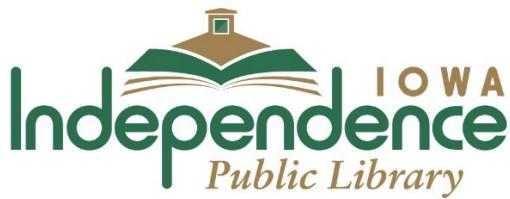
- In order to continue to develop a useful collection of library materials, the library removes books and other materials which are no longer useful. The same criteria are used in the removal of materials as in their acquisition. Specific judgments of the removal of materials may be made for one or more of the following reasons:
 - Poor physical condition

COLLECTION DEVELOPMENT POLICY

- Obsolescence of information
- Insufficient public use or basic value
- Items removed from the collection may be recycled, disposed, or sold to the Friends of the Library per Iowa Code. Any proceeds from sales or recycling will be used to benefit the library.
- Magazine back issues will be kept for one year.
- All newspapers will be kept for three months, except the Independence Bulletin-Journal, which will be kept for one year.

Evaluation of Materials by the Public

- In order to ensure effective communication between the library and the community it serves concerning the range of ideas, and information in the library's collection, the library maintains a material evaluation procedure. A reconsideration request form may be obtained by speaking with the library director.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

ITEM TITLE: Interlibrary Loan Policy

BACKGROUND:

It's time for the three- year review of the Interlibrary Loan Policy.

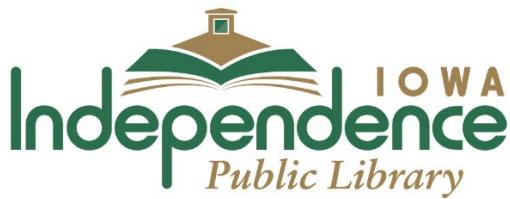
RECOMMENDATION:

Review the policy and approve or amend.

INTERLIBRARY LOAN POLICY

Item #7.

- Items not owned by the Independence Public Library may be borrowed through interlibrary loan.
- Items must be published at least six months prior to the date of request.
- Patrons must reside in Buchanan County and have a valid library card in good standing with the Independence Public Library. Patrons who reside outside of Buchanan County will be referred to a library in their county.
- **There is no fee for borrowing through interlibrary loan, individually or as a book club. When a state-organized courier is available, that service will be used to eliminate shipping costs when possible.**
- The individual/book club member is responsible for any expenses associated with the ILL process, including but not limited to, charges from the lending library, microfilm rental charges, overdue costs as determined by the lending library, and replacement costs for lost or damaged items.
- A patron may have three interlibrary loan requests in process at one time.
- Renewals are determined by the lending library.
- Patrons must check out interlibrary loan books within three working days after notification.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

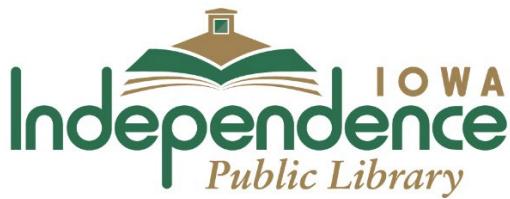
ITEM TITLE: Staff Development

BACKGROUND:

The library won't be ready to do the training on January 7th, so the library will stay open to the public that evening rather than close.

RECOMMENDATION:

Be aware of the change in schedule for January 7th.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

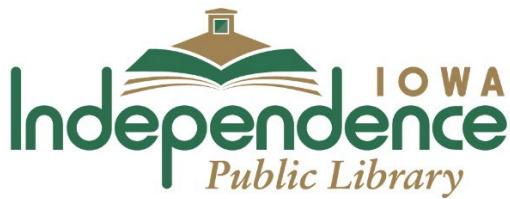
ITEM TITLE: Library Director Evaluation

BACKGROUND:

The evaluation for the library director will need to be done prior to the January Library Board Meeting. Information will be sent so board members will be able to fill it out online.

RECOMMENDATION:

Fill out the library director's evaluation prior to the January Library Board Meeting.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

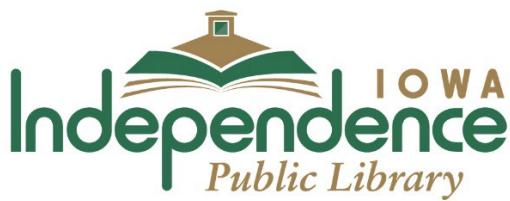
ITEM TITLE: County Funding

BACKGROUND:

Go over the information about county funding for the Public Libraries of Buchanan County.

RECOMMENDATION:

Learn the status of county funding and encourage patrons who live outside of the city to support increased funding.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

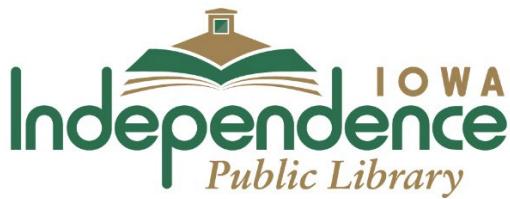
ITEM TITLE: Buildings and Grounds

BACKGROUND:

We have a different person for snow removal due to cost. The library will receive a McElroy Grant for \$6,300 for the green space by the library if we can match that dollar amount.

RECOMMENDATION:

Learn updated information about the buildings and grounds.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 2025

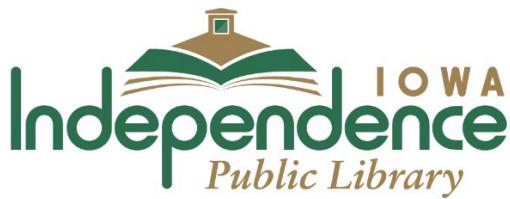
ITEM TITLE: Programming

BACKGROUND:

The library has been active with holiday programming with Jingle on Main, Ho Ho Holiday, Frosty's Workshop, and soon...the Noon Year's Eve Celebration. They have all been fun and successful. Plans are in the works for a Winter Reading Recharge starting January 2, One Book Indee (to be announced Jan. 21), and Cake Wars, which will also take place during January.

RECOMMENDATION:

Find out about the major programs that have recently been completed and those that are coming up soon.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Dec. 18, 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.