

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, February 20, 2025 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Roll Call
2. Approve the Agenda
- [3.](#) Approve December Minutes
- [4.](#) Approve January Minutes

APPROVE BILLS

- [5.](#) Approve Bills

STATISTICS

- [6.](#) Statistics Report

NEW BUSINESS

- [7.](#) Library Board Bylaws
- [8.](#) Telephone Usage Policy
- [9.](#) Library Director's Evaluation - Potential closed session due to Iowa Code 21.5(1),(i)
- [10.](#) BCCF Grant Proposal

UNFINISHED BUSINESS

- [11.](#) IPL Budget FY2026

MISCELLANEOUS

- [12.](#) Miscellaneous Updates
- [13.](#) Audit Findings and Response
- [14.](#) Legislative Update
- [15.](#) Board Training
16. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library

Library Board of Trustees

Thursday, December 19 2024

Those present at the meeting were Nancy Dodge, Jake Bass, Quentin Stenger, Emily Ownby, Robin Bleichner, and Library Director Laura Blaker. Also, in attendance was Deputy Clerk Michelle Nejdli.

1. Intro - Meeting called to order President Robin Bleichner at 6:30
2. Approve Agenda – A motion was made 1st Jake Bass 2nd Emily Ownby. Passing Unanimously
3. Approve Minutes - A motion was made 1st Nancy Dodge 2nd Quentin Stenger. Passing unanimously
4. Approve Bills - A motion was made 1st Jake Bass 2nd Emily Ownby. Passing Unanimously
5. Stats Report
6. Continuing Education Policy 3 year review- A motion was made 1st – Quentin Stenger 2nd – Nancy Dodge. Passing Unanimously
7. Artwork Donation - Scott Jans - Motion to accept - 1st Nancy Dodge 2nd Emily Ownby - Conversation about finding out about pricing on framing.
 - Board took a field trip around the library. Laura discussed the artwork plan document for the art pieces in different areas of the library. Pricing for framing and name plates.
8. Budget Proposal Changes - Changes with longevity to Coordinator position. A motion was made 1st Emily Ownby 2nd Nancy Dodge. Passing Unanimously
 - Budget changes edits for a potential lighting system changes in the library. Budget approval with contingency of Laura finding out more quotes before budgets are due.
9. Goals Update - Board reviewed the status of Strategic Plan. Updates on good progress and need more work/time/money areas.
10. Library Director Evaluation - The City Manager wants all department heads to be evaluated at the same time in January. Laura will reach out to Susi to confirm our current process for evaluation.
11. Miscellaneous Updates - Laura provided updates about the staff 1 on 1s. Going well and well received by most staff members. Little free libraries need some repairs. Facebook ads have library credit cards locked down. Laura has submitted a request to review through Facebook. Dollars being spent for a new server and installed.
12. Board and Staff Reports -
 - Emily Ownby - Silent Book Club idea
 - Quentin Stenger - Autism Awareness Education
13. Adjournment - A motion was made 1st – Jake Bass 2nd – Emily Ownby

Submitted,

Jake Bass

Independence PublicLibrary
Library Board of Trustees

January 16,2025

The meeting of the Library Board of Trustees was held in the Library Freedom Room of the Independence PublicLibrary.

Those present at the meeting were Deb Clark, Quentin Stenger, Matt Rittgers, Jake Bass, Emily Ownby, and Robin Bleichner. Also in attendance was Deputy Clerk Michelle and Bret Weber City Council Liaison.

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 bills only and move the other items to February's meeting. The motion carried unanimously.

Bills were reviewed. Motion made by Jake Bass and seconded by Emily Ownby to approve the February bills. The motion carried unanimously.

Adjournment

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

The meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Deb Clark
Secretary

Independence Public Library Monthly Bills February 2025

Item #5.

1	003-410-6210 Dues & Memberships		\$17.06
2	Visa Card Services (DM Register, Courier, Gazette, credit for late fees)	\$	17.06
3	003-410-6320 Grounds Operation & Maintenance		\$40.00
4	Carter Palmer (Inv#2 - snow removal)	\$	40.00
5	003-410-6371 Electricity/Gas Utilities		\$1,947.06
6	Independence Light & Power	\$	1,878.63
7	Mid American Energy	\$	68.43
8	003-410-6373 Communications (Phone & Internet)		\$271.90
9	Independence Light & Power	\$	271.90
10	003-410-6399 Other Maintenance/Repair		\$153.72
11	Precision Plumbing Heating & Air (Inv# 8091- toilet repairs)	\$	153.72
12	003-410-6409 Janitorial		\$1,400.00
13	Epic Clean, LLC (December cleaning & CR carpet cleaning)	\$	1,400.00
14	003-410-6502 Books		\$2,739.57
15	Brodart (Acct#140052 - Invoices listed below)	\$	417.39
16	Brodart (Acct#141792 - Inv# B6924199)	\$	77.14
17	Baker & Taylor (Acct#L0417982, Invoices listed below)	\$	487.09
18	Baker & Taylor (Acct#L0612272, Inv# 2038769898, 2038800967)	\$	27.62
19	Amazon Credit Services (Amazon.com purchases)	\$	888.36
20	Perma-bound (Inv# 1998678-02)	\$	14.42
21	Penworthy (Inv# 0605310-IN)	\$	799.22
22	Visa Card Services ("A Wilder Shore" book)	\$	28.33
23	003-410-6506 Office Supplies		\$486.01
24	Storey Kenworthy (Inv# 1232635)	\$	90.98
25	Capital One/Walmart (Trans# 3607)	\$	40.04
26	Amazon Credit Services (acrylic holders, headphones, labels)	\$	121.63
27	Demco (Inv# 7594194)	\$	233.36
28	003-410-6507 Operating Supplies		\$73.45
29	Storey Kenworthy (Inv# 1228638)	\$	73.45
30	003-410-6530 Programming		\$1,682.49
31	Capital One/Walmart (Trans# 1689, 1991, 3607, 3793)	\$	137.49
32	Jocelyn C. Green (Inv# 01292025-1 - OBI 2025 presentation fee)	\$	350.00
33	Zoobean (Inv# 33733 - Beanstack yearly renewal)	\$	845.00
34	Kathy J. Wilson (Jane Austen presentation)	\$	150.00
35	Katie Hopkins Presentations (Inv# 0006-Abraham Lincoln program)	\$	200.00
36	003-410-6530 Video Recordings		\$95.71
37	Amazon Credit Services (Amazon.com purchases)	\$	95.71
38	003-410-6532 Audio Recordings		\$71.98
39	Blackstone Publishing (Inv# 2184798)	\$	71.98
40	Total General Fund Expenses for Month	\$8,978.95	\$8,978.95

41 Brodart Invoices - B6923950-51, B6923994, B6924007-08, B6924029, B6924076, B6924101-02, B6924159-61,
 42 B6924168, B6924178, B6924218, B6924260

43 Baker & Taylor Invoices - 2038787875, 2038787877, 2038787879, 2038812962-63, 2038812965, 2038851283-84,
 44 2038851286

Independence Public Library FY25 Budget

Item #5.

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	\$ 190,942.00	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ 14,689.36	\$ 22,034.04	\$ 14,672.41	\$ 14,689.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,036.91	\$ 80,905.09	57.63%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ 7,906.50	\$ 10,639.47	\$ 7,261.85	\$ 6,208.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,639.48	\$ 47,255.52	53.62%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ 724.57	3.39%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 116.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,336.50	\$ 1,663.50	44.55%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (1,381.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ 788.79	\$ 670.92	\$ 17.06	\$ -	\$ -	\$ -	\$ -	\$ 2,047.82	\$ 1,452.18	58.51%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ 184.77	38.41%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503.50	\$ 2,496.50	16.78%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ 120.00	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 320.47	\$ 279.53	53.41%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ 2,031.61	\$ 1,632.84	\$ 1,768.71	\$ 1,947.06	\$ -	\$ -	\$ -	\$ -	\$ 13,491.01	\$ 4,708.99	74.13%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ 265.30	\$ 267.35	\$ 271.90	\$ -	\$ -	\$ -	\$ -	\$ 2,129.25	\$ 1,600.75	57.08%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ 80.02	\$ 317.04	\$ 153.72	\$ -	\$ -	\$ -	\$ -	\$ 1,563.36	\$ 1,436.64	52.11%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,525.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ 13,175.00	\$ 4,825.00	73.19%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ 238.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.38	\$ 1,246.62	82.19%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,584.55	\$ 1,598.54	\$ 1,369.39	\$ 841.39	\$ 978.82	\$ 2,739.57	\$ -	\$ -	\$ -	\$ -	\$ 14,118.67	\$ 15,881.33	47.06%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ 252.34	\$ 27.05	\$ 206.07	\$ 486.01	\$ -	\$ -	\$ -	\$ -	\$ 1,982.07	\$ 2,117.93	48.34%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ 97.48	\$ 332.02	\$ 73.45	\$ -	\$ -	\$ -	\$ -	\$ 1,344.90	\$ 1,255.10	51.73%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292.00	\$ 508.00	36.50%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ 204.23	\$ 729.24	\$ 180.40	\$ 1,682.49	\$ -	\$ -	\$ -	\$ -	\$ 3,931.19	\$ 3,563.81	52.45%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ 173.46	\$ 34.92	\$ 95.71	\$ -	\$ -	\$ -	\$ -	\$ 1,243.83	\$ 2,006.17	38.27%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ 228.35	\$ 194.87	\$ 71.98	\$ -	\$ -	\$ -	\$ -	\$ 1,094.45	\$ 2,405.55	31.27%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	44.44%
Totals	\$ 434,098.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 28,209.16	\$ 40,119.08	\$ 30,702.99	\$ 27,987.51	\$ 8,978.95	\$ -	\$ -	\$ -	\$ -	\$ 234,413.32	\$ 199,684.68	54.00%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ 5,100.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,954.68	\$ 8,045.32	42.53%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

Independence Public Library Circulation and Usage Report for January 2025

Item #6.

Materials Usage

City of Independence Circulation	3,193
Unincorporated Buchanan County Circulation	1,582
Incorporated Buchanan County w/Libraries	602
Contracting Cities	140
Outside of Buchanan County Circulation (Open Access)	381
Items Loaned to Other Libraries (Access Plus)	72
Total Materials Circulation for Month	5,970

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	5970	3911	730	2553	2314
2024	5931	3409	684	2526	1824
2023	5621	3409	684	2526	1824
2022	4870	2733	722	2735	1527
2021	3304	906	178	3063	1388
2020	5848	5424	1088	2836	1302
2019	6632	4679	1170	3328	1205

Patrons

Total Number of Patrons for Month	3,911
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	372
In-House Laptop Usage for Month	3
Wireless Computer Usage for Month	355
Early Literacy Station Usage for Month	217
Wireless Headphone Usage for Month	14

Library of Things Usage

Activity Equipment	3
Puzzles	92
Hotspots	23
Cake Pans	31

Web Site Usage

Total Visitors	2,553
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BRIDGES Usage

Total Usage	2,314
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,902
Facebook Total Reach	45,784
Mass Emails/Constant Contact Opened	2,899
Instagram Likes	109
Instagram Followers	591
Google Profile Interactions	503
Google Profile Views	305

Mobile App Usage

Patron Count	365
Usage	1065

Material Additions

Books	185
Audios	0
Videos	0
Total Additions for Month	185

Material Withdrawals

Total Withdrawals for Month	147
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Additions Breakdown
Adult Biography & NonFiction = B-1, 000-1, 100-2, 200-4, 300-2, 500-1, 600-4, 800-1, 900-6
Adult Fiction = F-104, GR-1, LPF-6, LPRotating-6
Young Adult Fiction = 3
Juvenile Biography & NonFiction = JB-1, 900-4
Juvenile Fiction = JF-8, Graphic Novel -4, Just Right - 4
Juvenile Easy = Easy-21, BB-1
Withdrawals Breakdown
ANF-4, AF-22, YAF-108, JNF-1, JF-1, JE-4, BB-3, AdDVD-2, AdCD-1, Puzzle-1

Number of Days Open = 30

Study Rooms - 44 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

1/8/2025 Craft & Convo - 9 adults
 1/14/2025 Navigating Grief & Loss - 12 adults
 1/15/2025 Alzheimer's Caregiver Support Group - 6 adults
 1/27/2025 Book Discussion - 13 adults
 1/28/2025 Dungeons & Dragons for Adults Group 1 - 4 adults
 1/30/2025 Dungeons & Dragons for Adults Group 2 - 7 adults

Teen Events

1/20/2025 Teen Hygge Night - 6 teens 1 adult

Children's Events

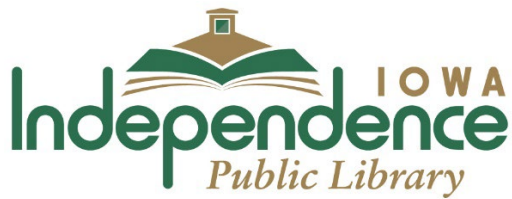
1/2/2025 Story Time - 12 children 7 adults
 1/9/2025 Story Time - 14 children 8 adults
 1/16/2025 Story Time - 4 children 5 adults
 1/23/2025 Story Time - 15 children 12 adults
 1/23/2025 Legos @ the Library - 8 children 1 teen 9 adults
 1/30/2025 Story Time - 9 children 8 adults

Passive Programs/Events

1/6-1/25/2025 Cake Wars! - 10 adults 4 teens 5 children

NonLibrary Events (Community Room)

1/9/2025 Iowa State Education Association Listening Post - 12 people
 1/14/2025 Buchanan County Health Center training - 18 people
 1/15/2025 Buchanan County Health Center training - 18 people
 1/16/2025 Buchanan County Health Center training - 18 people
 1/22/2025 USDA-FSA meeting - 23 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

ITEM TITLE: Library Board Bylaws

BACKGROUND:

The bylaws need to be reviewed and modified due to the discovery that we have to delineate the bills that can be approved without a quorum.

RECOMMENDATION:

Discuss the proposed changes to the bylaws. Make needed changes and approve.

Independence Public Library Board of Trustees ByLaws

Section I **LIBRARY BOARD**

- In accordance with Chapter 22 of the City of Independence Ordinance, the Independence Public Library Board of Trustees will have seven members for terms of service as specified in the noted Ordinance.
- The general powers and duties of the Independence Public Library Board of Trustees are specified in Chapter 22 of the Municipal Code of the City of Independence.
- The Board will exercise its powers and duties as follows:
 1. Employ a competent and qualified individual to serve as Librarian, also hereinafter called the Director.
 2. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in Section VI of the By-Laws. This evaluation will be performed annually under the direction of the personnel committee of the Board of Trustees, and will be discussed with the Director.
 3. Cooperate with the Director in determining and adopting written policies to govern all operations and programs of the Library.
 4. Report to and cooperate with other public officials, boards and the Independence community in support of a good public relations program within the community.
 5. Assist in the preparation of and seek adequate support for the annual Library budget.
 6. Develop long-range goals for the Library and work toward the achievement of these goals.

Section II **INDEMNIFICATION OF MEMBERS**

- The Board shall indemnify any member made a party to an action, suit, or proceeding in tort or contract, or for violation of any of the other civil rights laws, State, Federal or local, under which the member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgment, compromise, or settlement of the

Independence Public Library Board of Trustees

ByLaws

Item #7.

action, suit or proceeding; and reasonable expenses, including attorney's fees actually and reasonably incurred by the member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that a Board member is liable for gross negligence or willful misconduct in the performance of his or her duties. The rights of indemnification and reimbursement contained in this bylaw shall not be deemed exclusive of any other rights to which a member may be entitled by Statute or otherwise.

Section III

OFFICERS

- The officers of the Board of Trustees will be President, Vice-President and Secretary, each serving terms of one year and shall be designated the "Executive Committee." Officers may succeed themselves in office. An officer must be a Board member during his/her term in office. Vacancies in any office may be filled by Board appointment to the remainder of the term at the next regular meeting of the Board of Trustees after the vacancy occurs. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.
- Nominations and voting for the three officers will take place at the June or July meeting. Officers will be installed immediately after the election, and will hold office until their successors are elected and installed.
- The duties of the officers are as follows:
 - The President will:
 1. Preside at all meetings of the Board;
 2. Appoint all standing and ad hoc committees;
 3. Lead the Director in preparation of the agenda for Board meetings;
 4. Serve as liaison for the library staff.
 - The Vice President will:
 1. Perform such functions as may be assigned by the President of the Board;
 2. Perform all the functions of the President in his/her absence or disability.
 - The Secretary will:
 1. Record and properly file, in permanent form, complete proceedings of each Board meeting. (This responsibility may be discharged by the use of appropriate library personnel.)

Independence Public Library Board of Trustees

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2. Send a copy of such proceedings to each Board member prior to the subsequent meeting. (This responsibility may be discharged by the use of appropriate personnel.)
3. Perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President.

Section IV MEETINGS

- Regular meetings will be held on the third Thursday of each month at 6:30 pm unless otherwise posted, with locations being determined by the Board.
- Special meetings may be held at any time, at the call of either the President or any two members of the Board; however, at least twenty-four hours advance notice of the special meeting must be given to all Board members.
- An agenda for each regular Board meeting will be prepared by the Director in cooperation with the President and sent to the Board members prior to the meeting, together with necessary discussion materials.
- The agenda will be made available to the public prior to the meeting, by posting, or advertising it in places generally available to the public. The agenda will include where the public can attend or listen to the meeting.
- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will be given the opportunity under any action or miscellaneous, as determined by the president.
- Robert's Rules of Order will govern the parliamentary procedures of the Board.
- A quorum at any meeting will consist of four or more Board members.
- Electronic Meetings:

(Reference Code of Iowa §21.8)

- The Independence Public Library Board shall provide for electronic meetings for trustees of the library board and ensure the meeting meets Iowa Code chapter 21 requirements.
 - The meetings can fit one or more of the following definitions:
 - In-Person Meeting – members physically meeting in the same location.
 - Hybrid Meeting – involving both remote participation and in-person participation by members.

Independence Public Library Board of Trustees

ByLaws

- Remote participation – real-time participation by a remotely located individual.
 - Teleconference participation – participation using audio conference tools involving multiple participants in at least two separate locations.
 - Virtual meeting – meeting involving real-time interaction in which participants do not share a physical location.
 - Trustees attending electronically and in-person have the same participation and voting rights.
 - The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
 - Minutes are kept of the meeting, but they need not include a reference explaining why electronic means were used during the meeting.
-
- Voting:
 - Voting on all matters of business may be by verbal ayes and nays or by a show of hands, unless a record of the vote is required. When a record is required or desired, the vote shall be by show of hands, followed by a roll call response.
 - All resolutions require four “yes” votes in a seven member meeting to pass.
 - The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the president who shall vote last.
 - The presiding officer shall announce the result of the vote
 - In the absence of a quorum at a regularly scheduled meeting, **specific bills may be approved for payment with the unanimous approval of those members present. Expenses that can be approved include utilities, postal expenses, credit card payments, payments for conferences or other training, and expenses through vendors from which a discount may be obtained or a penalty/late fee may be imposed if not paid within a certain time period.**

 - Notice and conduct of meetings shall be in keeping with the requirements of the Iowa Public Record and Open Meetings Law, Code of Iowa, Chapters 21 and 22.

Independence Public Library Board of Trustees

ByLaws

Section V

COMMITTEES

- The President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President.
- Examples of committees are, but not limited to Budget, Building, Personnel, and Executive.

Section VI

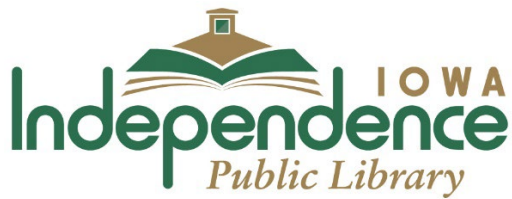
THE DIRECTOR

- The Director's duties and responsibilities will be as follows:
 1. Select the library materials—books, magazines, audio materials, video materials, etc.
 2. Maintain and operate the physical plant;
 3. Recruit, hire, train, assign, evaluate, and discipline members of the Library staff; up to and including termination; as needed.
 4. Keep the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes, and problems within the Library.
 5. Prepare as directed by the President, the agenda for the monthly meeting of the Board and collect and distribute such documents and materials necessary to accomplish the goals of the agenda.
- The Director ordinarily will be expected to attend all meetings of the Board.

Section VII

AMENDMENTS TO THE BYLAWS

- Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, (provided that notice of the proposed amendments has been given to the Board members at least 48 hours prior to the meeting). These Bylaws shall be reviewed annually.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

ITEM TITLE: Telephone Usage Policy

BACKGROUND:

The Telephone Usage Policy needs to be reviewed to stay within the three-year review cycle required for state accreditation.

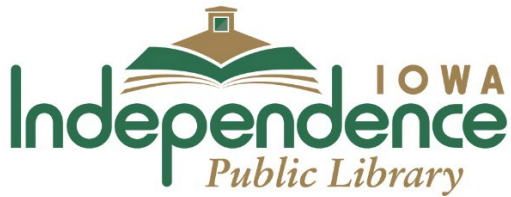
RECOMMENDATION:

Discuss the Telephone Usage Policy and approve with any needed changes.

TELEPHONE USAGE POLICY

Item #8.

- In order to provide an environment conducive to using the library, patrons must use a voice level appropriate for the area of the library. When on the phone in the main library a quiet voice should be used. When in a study room or in the lobby a normal voice can be used.
- Cell phones should be either turned to vibrate or to a low ring level while in the library. Conversations should be short or relocated to the lobby or a study room.
- Patrons are permitted to use the public use telephone in the lobby for calls. Patrons are asked to keep their conversations short so as not to tie up the library phone lines.
- Employees may use the phones for library business. For personal business, calls may be made using library phones or personal cell phones if they are not impairing job performance.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

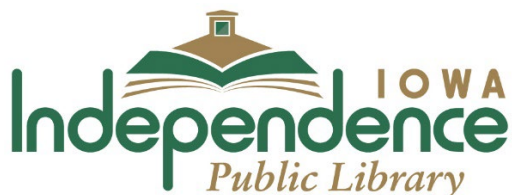
ITEM TITLE: Director Evaluation – Potential closed session pursuant to Iowa Code Chapter 21.5(1),(i)

BACKGROUND:

Library Director evaluation and discussion.

RECOMMENDATION:

There may be a motion to enter a potential closed session pursuant to Iowa Code Chapter 21.5(1),(i) to evaluate the professional competency of an individual whose appointment, hiring, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion to re-enter the open public meeting.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

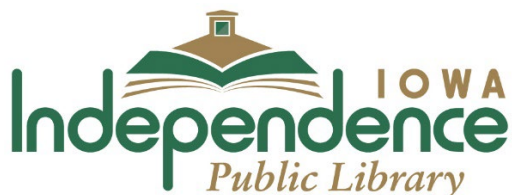
ITEM TITLE: BCCF Grant Proposal

BACKGROUND:

The library typically applies for the Buchanan County Community Foundation Grant each year. This year, I have a couple grant ideas. One is to design and propose a courtyard/story time area around Oaklee, our squirrel carving. Another idea for the grant would be to update and rejuvenate the little free libraries.

RECOMMENDATION:

Discuss the grant proposal ideas and approve.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

ITEM TITLE: IPL Budget FY 2026

BACKGROUND:

We have updated information about what looks like it will be approved in the City Operating and Capital Budgets for next fiscal year. There are just a couple changes to the budget previously approved by the library board in December. The changes have been advised by the City. They include a small change in Salaries and Wages (basically going from 3% to 4%) and a large addition to Property and Casualty Insurance.

RECOMMENDATION:

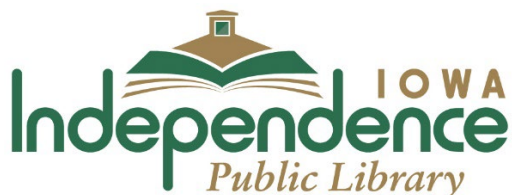
Discuss the updated budget proposal for the library and approve.

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
1	003-410-6010	Wages - Full-Time	\$185,455.00	\$190,942.00	\$198,674.00	
2		Library Director Salary	\$78,542.00	\$80,868.00	\$84,082.00	4% increase, \$83,041 Salary + longevity
3		Ass't Library Director	\$61,277.00	\$63,069.00	\$65,520.00	4% increase, \$30.75/hr + longevity
4		Program Coordinator	\$45,636.00	\$47,005.00	\$49,072.00	4% increase, \$23.50/hr + 16 pay periods with longevity
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	\$101,895.00	\$105,995.00	4% increase
7		Part-Time Wages	\$102,334.00	\$99,561.00	\$103,544.00	4% increase
8		Maintenance	\$2,266.00	\$2,334.00	\$2,451.00	5% increase
9	003-410-6143	Iowa RC - City Share	\$2,000.00	\$3,000.00	\$3,000.00	Retirement fund
10	003-410-6210	Dues & Memberships	\$5,613.00	\$3,500.00	\$3,400.00	ILA Dues - \$165, Print Periodicals \$2643, Rotary - \$592
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$700 in Library Friends dollars to cover meals.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$1,000.00	\$1,400.00	Two days at ILA conference (Sioux City) for 3 people + online workshops
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,000.00	\$5,000.00	Geothermal, lighting, locks, sprinkler system, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$700.00	Snow Removal \$500, General Maintenance \$200
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,200.00	\$21,064.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22, \$18,036 '23, \$19,875 '24 +\$360 for Bitdefender +204 outdoor light
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,400.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$3,500.00	Geothermal Filters \$1500, Light Bulbs and Ballasts \$700, lighting system part replacements \$600, General Maintenance \$700
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$15,011.00	\$28,756.00	\$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, \$13,738 in '24
19	003-410-6409	Janitorial	\$23,800.00	\$18,000.00	\$21,000.00	Cleaning Services, window cleaning, carpet cleaning, cleaning time reduced in fy'25

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
20	003-410-6414	Printing and Publishing	\$2,000.00	\$1,000.00	\$1,000.00	Job advertisements, publicity & marketing for events and services
21	003-410-6419	Computer Expense	\$8,150.00	\$7,000.00	\$7,500.00	Automated catalog/checkout program \$3500 Alarm system \$300 Deep Freeze Security Software (cloud-based) \$895 Time management software \$525 Patron Counter \$200 Service for 7 hotspots -\$2484 (\$1000 with \$1484 from Foundation) Mobile app \$2,800 (\$400 with \$2400 from IPLF) QR Code Generator \$180 LibraryAware \$1,260 (\$500 with \$760 from IPLF) Supplemented with \$4,644 from Foundation
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	\$30,000.00	\$34,000.00	Amount needed to maintain current collection status = \$52,000-\$10,000 (IPLF) = \$42,000 Working with consultant to maximize dollars. Supplemented by \$10,000 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	\$4,100.00	\$4,000.00	
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,600.00	\$2,700.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$4,000.00	\$800.00	\$500.00	Printing and general postage expenses
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$75.00	
30	003-410-6530	Programming	\$8,900.00	\$7,495.00	\$8,000.00	Over 6300 people attended IPL programs in FY'24. More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,750.00	\$3,250.00	\$2,750.00	DVDs - usage down slightly. Would like to offer video streaming as society moves that direction. DVD sales have been declining since 2006. In 2020, DVD and Blu-Ray sales made up only 11% of total home video sales revenue. In the last 2 years, DVD prices are up 28%.

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$2,500.00	Usage up 12%, but usage up 20% for downloadable audiobooks. Divert more funds there, as that is the format more people will be going to. Purchase Vox books (books with built-in audio) for children due to high demand. Supplemented by \$5000 from foundation.
33	003-410-6536	eBooks	\$6,500.00	\$6,500.00	\$5,500.00	Usage down 6% as more people listen to audiobooks. ebooks are typically purchased for a year or for 26 uses. Goal is to cut wait times for our patrons. Need to maintain currency of collection. Supplemented by \$5000 in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$4,500.00	\$7,000.00	Usage up 20%. This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies.
35	003-410-6538	Video Streaming			\$2,000.00	Introduce video streaming service (Kanopy) to patrons as DVD costs increase and people gravitate to streaming for convenience/accessibility.
		Total Expenses	\$440,063.00	\$434,098.00	\$474,789.00	
36			1.37%	-1.36%	9.37%	
	Account #	Revenues	Budget 2024	Budget 2025	Proposed Budget 2026	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$42,500.00	\$42,500.00	
39	003-410-4470	28E Funds	\$6,250.00	\$6,500.00	\$6,600.00	Contracts with Quasqueton, Stanley, Hazleton
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$2,500.00	\$3,500.00	
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	\$1,750.00	\$1,600.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment.
44		Total Revenue	\$57,925.00	\$58,525.00	\$59,475.00	

	Capital Outlay					
45	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$6,000.00	\$6,000 computers and equipment
46	323-410-6770	Capital Outlay/Building		\$68,000.00	\$0.00	
47		Total Capital Equipment	\$17,000.00	\$82,000.00	\$6,000.00	
	Summary					
48		Revenues from other sources	\$57,925.00	\$58,525.00	\$59,475.00	The 59,475 in revenues is supplemented by over \$33,000 from Friends/Foundation/Donations
49		City (2026 budget w/out CIP minus revenues)	\$382,138.00	\$375,573.00	\$415,314.00	
50		City (2026 budget with CIP minus revenues)	\$399,138.00	\$457,573.00	\$421,314.00	
51		Total Expenditures	\$457,063.00	\$516,098.00	\$480,789.00	
52			-0.49%	112.92%	93.16%	



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

ITEM TITLE: Miscellaneous Updates

BACKGROUND:

A few updates:

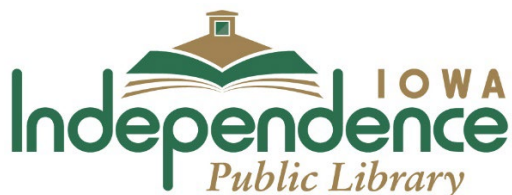
Roberts & Eddy have agreed to do the library foundation tax preparation again this year.

We have Tax Aide here every other Friday through tax season to help people who make appointments with their taxes. We need to find some volunteers who could help with tax preparations in future years to continue this program.

I have been working on evaluations and starting meeting with staff members to go over them. They are being done through ADP.

RECOMMENDATION:

Bring you up-to-date and ask any questions you have.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 20, 2025

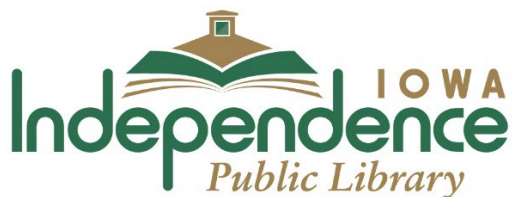
ITEM TITLE: Audit Findings and Response

BACKGROUND:

The IPL Foundation is audited as part of the City audit. The records for fiscal year 2024 have been audited. The IPLF came back with a finding for lack of segregation of accounting duties. We have gotten that flag every year. I will share the foundation's response to that finding.

RECOMMENDATION:

Be aware of the library foundation and why it is difficult to have complete segregation of duties. Understand how the foundation shares responsibilities with transactions and does its best to provide compensating controls.



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DATE OF MEETING: February 20, 2025

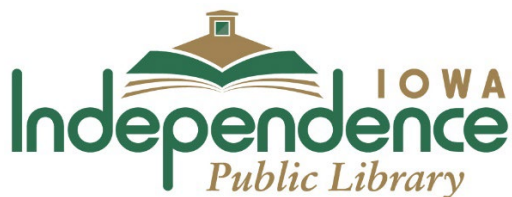
ITEM TITLE: Legislative Update

BACKGROUND:

There is a bill in the house and one in the senate about public libraries and prohibiting inappropriate material for minors. The subcommittee has recommended passage of HF 274.

RECOMMENDATION:

See where you can track bills and find out the latest news about this bill that has been introduced.



LIBRARY BOARD ITEM DESCRIPTION

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