

LIBRARY BOARD MEETING

Thursday, August 15, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Introduction of Guests
2. Approve the Agenda
3. Approve Minutes

APPROVE BILLS

4. Approve Bills

STATISTICS

5. Statistics Report

NEW BUSINESS

6. Meeting Room Policy
7. Library Card Policy
8. Strategic Plan Summary FY2024
9. AI Learning Circuit for Staff Development

UNFINISHED BUSINESS

10. Oak Trees by Library

MISCELLANEOUS

11. Facility Update
12. Summer Reading Program Update
13. Library Advocacy
14. Board Training
15. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
18th July 2024

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

Those present at the meeting were Laura Blaker, Nancy Dodge, Emily Ownby, Jake Bass, Deb Clark, Quentin Stenger and Robin Bleichner. Also in attendance, Mayor Brad Bleichner; Lisa Lorenzen, Associate Clerk; and Bret Weber, City Council Liaison.

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

A motion was made by Deb Clark seconded by Jake Bass to approve the agenda. The motion carried unanimously.

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

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

Statistics

The genealogy database, Ancestry.com, is ending August 31st. We will not renew due to budget limitations.

New Business

Voting for Officers

A motion was made by Nancy Dodge and seconded by Quentin Stenger to approve Robin Bleichner as President, Jake Bass as Vice President, and Deb Clark as Secretary. The motion carried unanimously.

Censorship and Re-evaluation Policy

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

Unfinished Business

Continued discussion about the oak grove and the possibility of having a sculpture carved into the trunk of the oak that was removed last summer. The IPL

Foundation Board has approved the remainder of funds needed to do the project. Some research is currently being done by board member Quentin Stenger and ISU to find the cause of two of the oaks dying prior to their normal lifespan. A motion was made by Quentin Stenger and seconded by Jake Bass to approve moving forward with the project of carving the tree trunk into a sculpture on the grounds north of the library in the case that research shows the tree root system would not negatively affect the other trees in the oak grove. If other trees are affected, the project is not to move forward. The motion carried unanimously.

Miscellaneous

Geothermal Update

One compressor in each of the two big geothermal units (each unit contains two compressors) has failed. These are original to the library and approximately 16 years old. The least expensive quote for replacement is \$24,590.00 through Bowker Pinnacle. The City will help the library and fund these repairs.

Advocacy with Elected Officials

Bret Weber has agreed to become the City Council Liaison. Discussion about the library and how to create more awareness with the council.

Board Training

Trustee Talking Points- How does the Independence Public Library help our community? Great discussion of programs and activities by the library.

Board and Staff Reports

None

Adjournment

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

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Deb Clark
Secretary

Independence Public Library Monthly Bills August 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$1
2	Bulletin Journal (yearly renewal)	\$ 109.00	
3	Visa Card Services (Des Moines Register)	\$ 32.00	
4	003-410-6310 Contract Repair & Maintenance		\$303.50
5	Bowker Pinnacle Mechanical (Inv# 4283-diagnosis compressor issues)	\$ 303.50	
6	003-410-6320 Grounds Operation & Maintenance		\$96.28
7	Visa Card Services (garden hose reel cart)	\$ 96.28	
8	003-410-6371 Electricity		\$1,694.51
9	Independence Light & Power	\$ 1,680.01	
10	Mid American Energy	\$ 14.50	
11	003-410-6373 Communications (Phone & Internet)		\$268.40
12	Independence Light & Power	\$ 268.40	
13	003-410-6409 Janitorial		\$1,400.00
14	Epic Clean, LLC (August cleaning)	\$ 1,400.00	
15	003-410-6419 Computer Expense		\$5,287.00
16	Hawkeye Alarm & Signal Company (Inv# 97931-yearly fee)	\$ 300.00	
17	Biblionix (Inv# 10232-yearly renewal for automation system)	\$ 3,370.00	
18	Visa Card Services (Deep Freeze yearly renewal, Office for public computers)	\$ 1,617.00	
19	003-410-6502 Books		\$2,264.20
20	Brodart (Acct#140052, 141792 - Invoices listed below)	\$ 815.00	
21	Amazon Credit Services (Amazon.com purchases)	\$ 650.65	
22	Visa (Barnes & Noble & Caitlin Clark book)	\$ 115.96	
23	Penworthy (Inv# 0601212, 0601337)	\$ 546.14	
24	Cengage Learning/Gale (Inv# 84653646, 84777560)	\$ 136.45	
25	003-410-6506 Office Supplies		\$61.34
26	Storey Kenworthy (Inv# 1192579)	\$ 61.34	
27	003-410-6507 Operating Supplies		\$182.51
28	Vern's True Value (Trans# B277461-weed killer)	\$ 22.99	
29	Storey Kenworthy (Inv# 1192579)	\$ 129.37	
30	Amazon Credit Services (light bulbs, signage)	\$ 30.15	
31	003-410-6530 Programming		\$113.57
32	Visa Card Services (Facebook advertising)	\$ 41.00	
33	Capital One/Walmart (Trans# 1497, 1281, 3085, 0955)	\$ 72.57	
34	003-410-6531 Video Recordings		\$51.44
35	Amazon Credit Services (Amazon.com purchases)	\$ 51.44	
36	Total General Fund Expenses for Month		\$11,863.75

37 Brodart Invoices - B6828738, B6828777, B6828825, B6828831, B6828856, B6808873, B6828882,
 38 B6828893, B6828907-08, B6828941, B6828974, B6829296, B6829298, B6829333, B6829357, B6829367,
 39 B6829443, B6829478-80, B6829493

Independence Public Library FY25 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	\$ 190,942.00	\$ 14,575.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,575.94	\$ 176,366.06	7.63%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,949.22	\$ 93,945.78	7.80%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325.00	\$ 3,175.00	9.29%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303.50	\$ 2,696.50	10.12%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.28	\$ 503.72	16.05%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,106.18	\$ 15,093.82	17.07%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536.70	\$ 3,193.30	14.39%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,650.00	\$ 13,350.00	25.83%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,515.00	\$ 1,485.00	78.79%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,006.41	\$ 24,993.59	16.69%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 444.98	\$ 61.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506.32	\$ 3,593.68	12.35%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 327.27	\$ 2,272.73	12.59%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	0.00%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 146.92	\$ 113.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.49	\$ 7,234.51	3.48%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.12	\$ 3,148.88	3.11%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212.30	\$ 3,287.70	6.07%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	0.00%
Totals	\$ 434,098.00	\$ 33,363.34	\$ 11,863.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,227.09	\$ 388,870.91	10.42%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	0.00%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,115.00	\$ 21,885.00	0.00%

Independence Public Library Circulation and Usage Report for July 2024

Item #5.

Materials Usage

City of Independence Circulation	4,368
Unincorporated Buchanan County Circulation	1,874
Incorporated Buchanan County w/Libraries	514
Contracting Cities	224
Outside of Buchanan County Circulation (Open Access)	432
Items Loaned to Other Libraries (Access Plus)	23
Total Materials Circulation for Month	7,435

Patrons

Total Number of Patrons for Month **5,587**

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	526
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	381
Early Literacy Station Usage for Month	330
Wireless Headphone Usage for Month	18

Library of Things Usage

Activity Equipment	25
Puzzles	59
Hotspots	26
Cake Pans	1

Web Site Usage

Total Visitors **3,351**

BRIDGES Usage

Total Usage **2,020**

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,783
Facebook Total Reach	65,274
Mass Emails/Constant Contact Opened	3,069
Instagram Likes	157
Instagram Followers	571
Google Profile Interactions	517
Google Profile Views	272

Mobile App Usage

Patron Count	313
Usage	994

Database Usage

Ancestry 1 sessions 4 searches

Material Additions

Books	214
Audios	13
Videos	8
Outdoor Game (chess set)	1
Total Additions for Month	236

Material Withdrawals

Total Withdrawals for Month **265**

Additions Breakdown
Adult Biography & NonFiction = B-5, 100-1, 300-2, 500-1, 700-1, 900-3
Adult Fiction = F-105, M-2, SF-1, LPF-17, LPW-1
Young Adult Fiction = YAF-8, GR-5
Juvenile Biography & NonFiction = B-2, 300-6, 500-5, 900-4
Juvenile Fiction = JF-11, Graphic Novel -9, Just Right - 1
Juvenile Easy = Easy-15, BB-3
Juvenile Easy NonFiction = 300-3, 500-1, 600-2
Outdoor Game (chess set) = 1
Audios = Adult-13
Videos = Adult-7, Juvenile-1
Withdrawals Breakdown
ANF-6, AF-11, YAF-61, JNF-4, BB-1, Just Right-1, VOX-1, AdCD-178, JDVD-2

Number of Days Open = 30

Study Rooms - 19 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 7/1/2024 Crochet for Beginners - 8 adults 1 teen
- 7/2/2024 Crochet for Beginners - 5 adults 1 teen
- 7/5/2024 Fitness Friday - 3 adults
- 7/8/2024 Getting Started with Composting - 11 adults
- 7/12/2024 Fitness Friday - 7 adults
- 7/15/2024 Evening Craft & Convo - 2 adults
- 7/17/2024 Alzheimer's Caregiver Support Group - 9 adults
- 7/19/2024 Fitness Friday - 4 adults
- 7/22/2024 Book Discussion - 9 adults
- 7/24/2024 Craft & Convo - 8 adults 6 children
- 7/26/2024 Fitness Friday - 4 adults

Teen Events

- 7/11/2024 Recycled No-Sew T-shirt Bag - 5 teens 1 children 2 adults
- 7/12/2024 Minecraft - 16 teens 3 children 2 adults
- 7/24/2024 Chess Basics - 4 teens 2 children 5 adults
- 7/30/2024 Minute to Win It - 4 teens 2 adults

Children's Events

- 7/1/2024 Maker Monday Patriotic Windssock - 75 kits
- 7/3/2024 Creature Feature w/ Fontana - 20 children 13 adults
- 7/10/2024 Meet the Reptiles - 79 children 4 teens 45 adults
- 7/11/2024 Outdoor Story Time - 19 children 9 adults
- 7/18/2024 Outdoor Story Time - 18 children 9 adults
- 7/23/2024 Evening Story Time & Craft - 12 children 11 adults
- 7/25/2024 Outdoor Story Time - 22 children 16 adults
- 7/28/2024 Mega Foam Blaster - 186 children 8 teens 94 adults
- 7/29/2024 Legos @ the Library - 29 children 2 teens 22 adults

Virtual Events

- 7/1/2024 Maker Monday Patriotic Windssock - 139 views

Outreach Events

- 7/9/2024 Nature Reads (Hiking) - 10 adults 1 teen 8 children
- 7/16/2024 Reader's Circle @ Lexington - 6 adults

Passive Program/Events

- 7/12/2024 Name the Turtle - 83 children 7 teens
- 7/18/2024 Summer Reading Program Coloring Sheets - 20 sheets

NonLibrary Events (Community Room)

- 7/6/2024 Indee Soccer Club meeting - 10 people
- 7/25/2024 Buchanan County Community Foundation Grant Award Ceremony - 50 people

MEETING ROOM POLICY

Community Room Usage:

The Independence Public Library maintains its Community Room meeting facilities primarily as a setting in which to hold its programs and activities. In addition, the Community Room is made available to local agencies, clubs, businesses, and other organizations as a meeting site, subject to the rules and regulations of use established by the Library Board of Trustees. Use of the room should reflect the educational, cultural, social, and recreational role the library plays in the community.

The library board subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. However, granting of permission to use library facilities does not in any way constitute an endorsement of the group's particular beliefs or purposes by the board, staff, or city.

- The community room at the Independence Public Library is available on a first-come, first serve basis. Library programs and activities have priority.
- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Independence. Every effort will be made to give adequate advance notice.
- To allow for the most access for the most organizations, the number of meetings allowed per organization shall be limited to once per month. Exceptions must be approved by the library director.
- Persons wishing to use the community room must submit the library's written application form.
- Written applications may be accepted up to two months in advance of the requested date of use. Application forms must be submitted at least five days prior to the booking.
- Reservations are not taken over the phone and are not considered to be official until the written application has been turned in and a library employee informs the contact person that the reservation has been approved.
- The meeting room is available for use during regular library hours. It may also be available before or after hours with approval from the library director. For early morning use, the key must be picked up during open hours. When providing the key to a person who will unlock doors and use the room, a copy of a picture ID must be made for the library to keep until the key is returned. The key must be returned to a library employee during library hours the day of the meeting or event.

MEETING ROOM POLICY

- The community room is available for use by patrons eighteen years of age or older. Those under the age of eighteen also may use the community room when an adult parent or guardian has read and signed the application form and when the sponsoring group provides adult supervision during the event.
- The community room may not be used for private parties, showers, receptions, reunions, or other private social events. Exceptions can be made for book signings promoted and organized by the author or his/her designee.
- The community room may not be used to solicit or conduct business with members of the public. Exceptions may be made by the director for nonprofit events that benefit the community by providing a needed service.
- The community room may be used for meetings of an internal business nature, such as staff meetings, employee training sessions, or other meetings of employees.
- Approved artistic, dramatic, and literary performances or art displays for which an admission fee or free will donation is requested are permitted. The fee or donation would be retained by the sponsoring organization. Such performances are consistent with the library's mission.
- The following statement must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held at the Independence Public Library Community Room:
"This program is sponsored by _____ and will be held in the Community Room of the Independence Public Library."
- Smoking, including e-cigarettes, and the use of tobacco products, alcoholic beverages, and controlled substances are not allowed in the library facility or on library grounds.
- Refreshments or light meals may be served. There is a sink, refrigerator, and a microwave that may be used. Please provide your own paper goods.
- Groups using the meeting room will be responsible for proper supervision of children, setting up chairs and tables, restoring the meeting room to the same condition in which it was found, and any costs arising from any loss, damage, or excessive janitorial services.
- No materials may be affixed to the walls. You may request to borrow the library's white board easel. Signage outside the meeting room must be pre-approved by a library staff member.
- Groups showing films or using other media must secure necessary performance rights. The library shall not be held liable for the organization's failure to do so.
- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.

MEETING ROOM POLICY

Item #6.

- The library is not responsible for damage to materials or equipment brought in by a group.
- If a group requires audio-visual equipment, the user must be trained in advance. It is the responsibility of the group using the room to initiate and set up a time convenient to the library trainer for this to take place before the event. The group is responsible for any damage to library property incurred while in its use.
- Library staff will inspect the room after each use. The library reserves the right to deny future use to individuals or groups causing damage or disruption.
- The organization using the room is responsible for the following maintenance/household items:
 - Allowance of time before and after for set-up and tear-down/clean-up on your application form.
 - Initial set-up of tables and chairs. A minimum of two physically capable people are recommended for set-up, as the tables are heavy.
 - Immediate communication about any spills...this will enable the library to remove spots before they set.
 - Tearing down/cleaning the room. Remember you will need at least two people capable of carrying the tables. This consists of the following:
 - Wiping off the chairs
 - Cleaning the tables
 - Cleaning the counter and kitchenette
 - Removing all items belonging to your group
 - Vacuuming the room (use the vacuum in the storage closet)
 - Removing your own trash if accumulated one or more full bags
 - Set up the room as found or as determined between the group and the library staff.

Study Room Usage:

- All rooms are available during regular library hours on a first-come, first-serve basis unless reserved in advance. Advance reservations take priority.
- Study rooms may be reserved up to two months in advance of the meeting date.
- Persons wishing to use a study room must check it out at the circulation desk. The door will be unlocked by a library employee if it is not already unlocked.
- Rooms may be used for 4 hours per day. If nobody is waiting for the room, this time may be extended for a maximum of 4 additional hours. Exceptions may be made at the discretion of library staff.
- A reserved study room not occupied within 15 minutes of the reserved time will be considered canceled and available for use by other individuals.

MEETING ROOM POLICY

- Any study room left unattended for more than 15 minutes without staff notification will be considered vacant and available for use by others.
- The maximum occupancy of each individual study room is as follows:
 - Independence Room & Buchanan Rooms - 3
 - Iowa Room - 4
 - Freedom Room - 12
- The adult checking out the study room (or, if a minor has checked out a room, the parent or guardian) is responsible for any damages incurred during use of the room.
- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.
- The library is not responsible for damage to materials or equipment brought in by a group.
- The library reserves the right to deny future use to individuals or groups causing damage or disruption.

APPLICATION FORM FOR USE OF COMMUNITY ROOM

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form. This includes set-up, clean-up and tear-down, and allowing enough time to set

MEETING ROOM POLICY

up and tear down within your scheduled time.

Before planning to use the room, you must receive a confirmation of this request from library staff. Filling out this form does not indicate approval of the request.

Today's Date _____ Name of Organization _____

Title/Purpose of Event _____

Name of Responsible Individual _____

Address _____

E-Mail _____ Phone _____

Date of your event/meeting _____ Day of Week _____

Start Time (allow for set-up) _____ End Time (allow for tear-down) _____

Number of people expected to attend _____

Please count the actual number of people who attend and notify a library staff person or e-mail to iplibrary@independenceia.org the day of your event.

Do you have a need for any equipment (Please circle any needed equipment)?

Microphone Projector Laptop Cable TV DVD Player Whiteboard Easel

I have read the meeting room policy and agree to abide by it.

Signature _____ Date _____

There is no charge for use of the community room. Please take good care of it and do a thorough job of cleaning so this service can be continued. Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Independence Public Library Foundation.

For use by Library Personnel only:

Date application turned in: _____

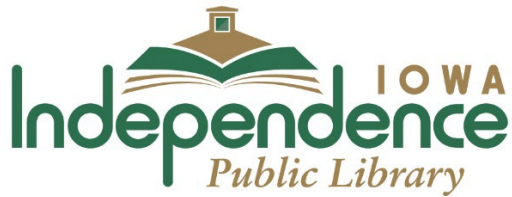
Approved _____

Not Approved _____ Reason _____

Notification Date _____ Employee _____

Notes: _____

Number of People who Attended: _____



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 15, 2024

ITEM TITLE: Meeting Room Policy

BACKGROUND:

It is time for the three-year review/revision of the Meeting Room Policy.

RECOMMENDATION:

Update the Meeting Room Policy.

LIBRARY CARD POLICY

Registration for a Library Card

- Application for library cards can be done at the library or online using the library's website.
- Eligibility for a library card:
 - a. Minimum age of five years old;
 - b. Resident of Independence, Iowa; or Resident of Iowa who qualifies for Open Access by living in an incorporated city with a library; or a city or rural area that contracts for library service.
 - c. Identification and current address may be verified through presentation of items such as a driver's license, passport, school ID, utility bill, or **other proof** or documents **documentation**.
 - d. Children 11 years and under must have a parent/guardian signature.
 - e. **The origin, age, background, or viewpoint of the library user does not deny or abridge that person's right to full participation in the use of the library and its material collections as stated through the above eligibility requirements.** *(decided to move this statement from Collection Development Policy to Library Card Policy)*
- Criteria for business card application:
 - a. The business must be located within one of the eligible areas as listed above;
 - b. The principal, manager, owner or department head must apply for the library card;
 - c. The business is responsible for the items checked out on the business card.
- Patrons must have a current library card on file at the library to check out materials and/or equipment.
- Library cards are valid for a period of three years and can be renewed. To renew a card, the patron may be required to fill out a new application form. This can be done in-person or online.

Responsibilities of Card Holder

- Return materials on time and in the condition they were in when checked out or pay the appropriate fees. (see fee schedule in Fines and Fees Policy)
- Notify library staff of any change in contact information.

LIBRARY CARD POLICY

Item #7.

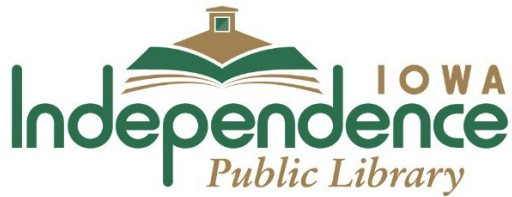
- Share cardholder information only with those you are giving permission to use the card. Possession of a library card or library card number implies cardholder consent unless the card has been reported as lost or stolen, or there is reason to believe that consent has not been given.

Lost Card

- A patron who loses a library card will be charged for the replacement card. (see fee schedule in Fines and Fees Policy)

Stolen Library Card

- A patron who has his/her library card stolen is responsible for all items checked out on this card before he/she notifies the library staff of the theft. Upon being notified of the theft, the staff will replace the card at no charge.
- If a patron has his/her card stolen a second time, then the patron must pay for a new library card.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 15, 2024

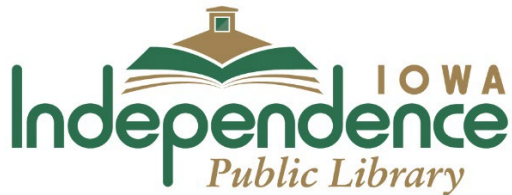
ITEM TITLE: Library Card Policy

BACKGROUND:

It is time for the three-year review/revision of the Library Card Policy.

RECOMMENDATION:

Update the Library Card Policy.



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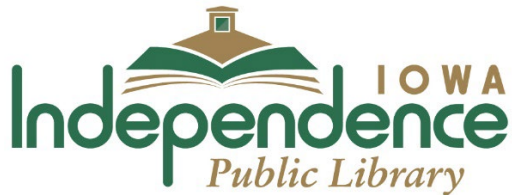
ITEM TITLE: Strategic Plan Summary FY2024

BACKGROUND:

The library works to continually improve by establishing and working towards intentional progress through its strategic plan. We were successful in accomplishing many of the goals and fell short on a few. We will go over our progress during fiscal year 2024.

RECOMMENDATION:

Find out more about the library's strategic plan and what we have accomplished during fiscal year 2024.



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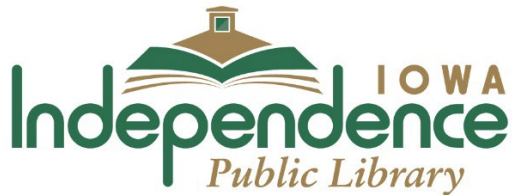
ITEM TITLE: AI Learning Circuit for staff development

BACKGROUND:

The state library is offering staff development focusing on Artificial Intelligence for libraries. They will discuss basics of AI, what to watch for, and ethics. I'm planning to ask the library staff if they are all interested in going to this learning opportunity. If staff would want to go as a group, we would need to close the library on Thursday, Sept. 26.

RECOMMENDATION:

If the library staff thinks this is an opportunity that would be most beneficial for all of us to attend, I would recommend the library board to approve the staff development and closing the library on Sept. 26.



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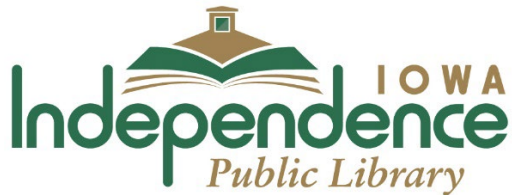
ITEM TITLE: Oak Trees by Library

BACKGROUND:

Quentin Stenger, library board member, has been researching the oak grove by the library. One of the trees died and was removed last year and another appears to be dying. Stenger has looked at the soil, the trees, and possible causes of the issues. He will report his findings.

RECOMMENDATION:

Take any actions as needed and deemed necessary, keeping in mind that the space is a City property and that the Library Board of Trustees do not have authority over some of those decisions.



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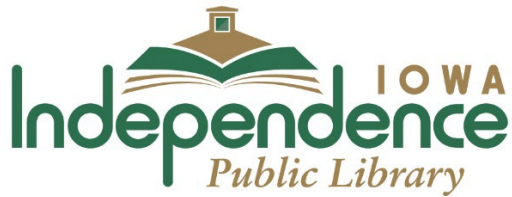
ITEM TITLE: Facility Update

BACKGROUND:

The geothermal has been repaired, so the building is cooling well again. One of our 5-button light switches has gone out and the switch is something that is no longer manufactured, nor is there a replacement part made for it. I believe we have a temporary solution to that issue. I'm hoping to get an approximate date for the shingle replacement prior to our board meeting to share that with you.

RECOMMENDATION:

Get information about the library facility repairs and upgrades that are planned.



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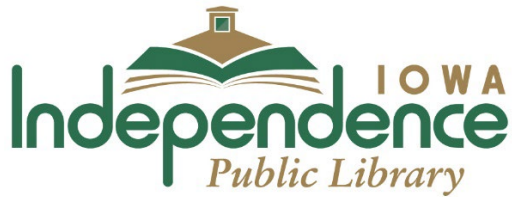
ITEM TITLE: Summer Reading Program Update

BACKGROUND:

I will share some information and statistics about the summer reading program and library usage during June and July.

RECOMMENDATION:

Get information about the summer reading program 2024.



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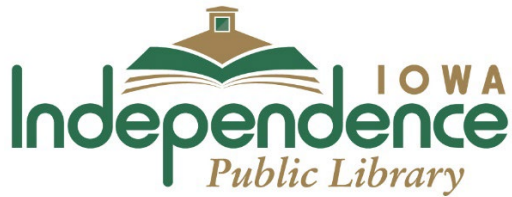
ITEM TITLE: Library Advocacy

BACKGROUND:

I am looking at doing an article showing how much the community saves when sharing resources by checking out materials. Informing the board about the probably article to read, be aware of, and talk with others about.

RECOMMENDATION:

Provide feedback on the idea of an article providing a dollar amount saved by the community by sharing resources over the course of a year.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: August 15, 2024

ITEM TITLE: Board Training

BACKGROUND:

An important part of being a library trustee is taking part in a variety of board development training. It is also a requirement for accreditation with the State Library of Iowa.

RECOMMENDATION:

The board will take part in training applicable to their roles and responsibilities.