



SPECIAL LIBRARY BOARD MEETING

Thursday, February 01, 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

STATISTICS

NEW BUSINESS

UNFINISHED BUSINESS

- [4.](#) FY2024-25 Budget Proposal

MISCELLANEOUS

5. Comments from Board and Staff

ADJOURNMENT

This agenda is subject to change.

Independence Public Library

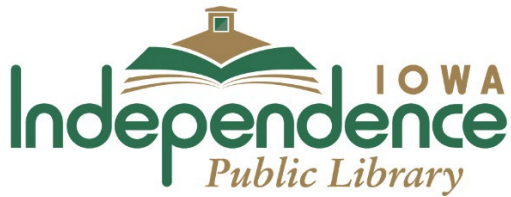
Library Board of Trustees Meeting

January 18, 2024

The meeting was called to order at 6:35pm by Board President Robin

1. Those present at the meeting were Brad Schultz, Greg De Boer, Jake Bass, Nancy Dodge, Robin Bleichner, and Laura Blaker, Library Director. Also in attendance was Lisa Lorenzen, Associate City Clerk, and Matt Schmitz, City Manager
2. Approve Agenda – A motion was made by Greg and seconded Brad. All in favor
3. Approve Minutes – A motion was made by Brad and seconded Nancy. All in favor
4. Bills – A motion was made by Nancy and seconded by Brad to approve the bills. All in favor
5. December Stats - Board reviewed – Laura is looking to total the number of physical copy checkouts and BRIDGES virtual checkouts to compare total checkouts from year to year.
6. New Business - Prizes and Incentives Policy - Board Motion to approve. A motion by Jake and seconded by Nancy. All in favor
7. Sex Offender Policy - Reviewed after 3 years - Motion to approve by Greg and seconded by Brad. All in favor
8. County Funding - Laura talked to the board about a meeting with County supervisors. Discussion about supervisors under the impression that County funds can be used for Rowley and Brandon city residents to have library cards at the Independence Public Library. Iowa Code is clear that each city and each unincorporated area are responsible for paying for library services for the residents in their jurisdiction.
9. Library Budget FY2025 - Matt Schmitz discussed a (1.6 million) budget cut to the cities general fund and discussed in general what that might look like for the Library budget.
10. Community Kiosk - Installed at the end of January. Station to include - Community Information, Online Catalog, Book and Program Promotions, and an Art Center.
11. One Book Indee - Book will be announced on Wednesday 1/24/24. 200 copies of the book around the town at select business locations and the library. Programs based on the themes of the book will run during February and March.
12. Board Training - Training on understanding city and library budgets
13. Board and Staff Reports - Brad, None - Greg, Leaving the state for a new position - Jake, None - Nancy, None - Laura, None – Robin, None
14. Motion to Adjourn at 7:45pm – A motion was made by Brad and seconded by Greg to adjourn. All in favor

Submitted,
Jake Bass



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Feb. 1, 2024

ITEM TITLE: FY2024-25 Budget Proposal

BACKGROUND:

The primary reason for our special meeting is to make some cuts to the fiscal year 24-25 library budget in order to do our part in helping with the overall city budget shortfall.

There is a revised budget proposal in the packet, heat maps that show the average number of patron visits each hour, and projected expenses for staffing that would cover the desk/assist the public during various times and days.

A couple things to pay attention to with the heat maps are that the 9:00 – 10:00 am times reflect 30 minutes of being open rather than one hour. Also, once a month on Wednesday evenings, the library is closed for staff development. I have extrapolated the average patron visit numbers on Wednesdays to include the twelve Wednesdays when we are closed for comparison purposes to other days of the week.

There are projected expenses for staffing the library at certain parts of days, all days, and seasonally. You can see that we have looked at and discussed various options and scenarios in an effort to make the best of the situation.

The budget in the packet reflects opening at 10 am instead of 9:30 am Monday through Saturday. It also represents closing on Sundays. Beyond the dollar amounts and traffic patterns, I am taking programming, staff implications, and balancing various other factors to try to come up with the best solutions.

The reduction in hours represent the largest cuts in dollar amounts, but there are also suggested cuts to cleaning, publishing/marketing, staff development, supplies, software, programming, materials, etc.

RECOMMENDATION:

Discussion and decision for next fiscal year's library budget.

	Account #	Expenses	Budget 2024	Budget '25 approved 11/23	Cuts 01/29/24	Explanation
1	003-410-6010	Wages - Full-Time	\$185,455.00	\$194,614.60	\$190,942.00	
2		Library Director Salary	\$78,542.00	\$82,418.00	\$80,868.00	3% increase, \$/hr + longevity
3		Ass't Library Director	\$61,277.00	\$64,272.60	\$63,069.00	3% increase, \$/hr + longevity
4		Program Coordinator	\$45,636.00	\$47,924.00	\$47,005.00	3% increase, \$/hr
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime
6	003-410-6020	Wages - Part-Time	\$104,600.00	\$109,830.00	\$98,026.02	3% increase
7		Part-Time Wages	\$102,334.00	\$107,450.70	\$95,692.02	3% increase Open 10 am Mon-Sat \$4,180, close Sundays \$5,532
8		Maintenance	\$2,266.00	\$2,379.30	\$2,334.00	3% 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	\$5,363.00	\$3,500.00	Rotary & ILA Dues - \$1350, Print Periodicals \$2600 cut newspaper, periodicals, Ancestry.com -\$2113
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$500 in Library Friends dollars.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$7,000.00	\$1,000.00	One day at ILA conference + online, no national conference
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,500.00	\$3,000.00	Geothermal, sprinkler system, door lock issues, and other repairs +200
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$600.00	Snow Removal \$500, General Maintenance \$100
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,500.00	\$18,200.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22 +\$700
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,730.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$3,000.00	Geothermal Filters \$2000, Light Bulbs and Ballasts \$800, General Maintenance \$1200 -90
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$10,615.00	\$15,011.00	\$7,496.73 in 2017-18; \$8,369.68 in 2018-19; \$9,291 in 2019-20; \$7,011 in 2020-21; \$8,271 In 2021-22; \$10,108 In 2022-23 +\$6,111 recommendation from City
19	003-410-6409	Janitorial	\$23,800.00	\$24,800.00	\$18,000.00	Cleaning Services, window cleaning, carpet cleaning, cut cleaning time -\$5800 cut back number of cleaning days
20	003-410-6414	Printing and Publishing	\$2,000.00	\$2,500.00	\$1,000.00	Job advertisements, publicity & marketing for events and services - 1000

	Account #	Expenses	Budget 2024	Budget '25	Cuts 01/29/24	Explanation
21	003-410-6419	Computer Expense	\$8,150.00	\$11,275.00	\$7,000.00	Automated catalog/checkout program \$3500 alarm system \$300 Deep Freeze Security Software (cloud-based) \$895 time management software \$500 Patron Counter \$200 SPOT Global Print - \$395 Service for hotspots -\$3654 (reduce two hot spots now \$1785-1044=\$741 with \$1900 from Foundation) mobile app \$2,650 (now \$250 with \$2400 from IPLF) WinZip \$170 QR Code Generator \$180 LibraryAware \$1,200 (\$1200 from IPLF) \$5500 from Foundation - \$1150 overall line item
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00	\$0.00	\$0.00	
24	003-410-6502	Library Books	\$30,500.00	\$31,000.00	\$30,000.00	Amount needed to maintain current collection status - \$51,000-9,000 (IPLF) = \$42,000 Working with consultant to maximize dollars. Supplemented by \$9,000 plus from library foundation/friends. - \$500
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$250.00	
26	003-410-6506	Office Supplies	\$4,400.00	\$4,600.00	\$4,100.00	-\$400.00
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,800.00	\$2,600.00	Paper towels, toilet paper, garbage bags, basic operational -\$200
28	003-410-6508	Postage & Shipping	\$4,000.00	\$4,000.00	\$800.00	print newsletters, general postage expenses cut newsletters - \$3200
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$100.00	
30	003-410-6530	Programming	\$8,900.00	\$9,400.00	\$7,495.00	More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars. (Minecraft -1000, no movie license -405) -1405
31	003-410-6531	Video Recordings	\$3,750.00	\$3,500.00	\$3,250.00	DVDs are a high-demand checkout item in our collection. -\$500
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$3,500.00	Purchase fewer audios on CD, but an increased number of Vox books (books with built-in audio) for children. -500

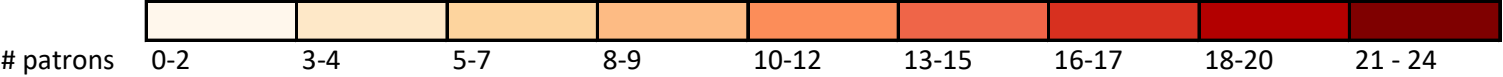
33	003-410-6536	eBooks	\$6,500.00	\$7,000.00	\$6,500.00	Usage has increased for ebooks. Downloadables are purchased for year or for 26 uses. Goal is to cut wait times by purchasing more "advantage" copies for our library. Need to maintain the currency of this collection for convenient use by citizens. Supplemented by \$2,000 plus in library foundation funds.
	Account #	Expenses	Budget 2024	Budget '25	Cuts 01/29/24	Explanation
34	003-410-6537	Audiobooks	\$4,500.00	\$5,000.00	\$4,500.00	This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies of the downloadable audios.
35		Total Expenses	\$440,063.00	\$470,602.60	\$430,229.02	
36			1.37%	6.94%	-2.23%	
	Account #	Revenues	Budget 2024	Budget '25		
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$40,000.00	\$42,500.00	add 2000
39	003-410-4470	28E Funds	\$6,250.00	\$5,500.00	\$6,500.00	Contracts with Quasqueton, Stanley, Hazleton +250
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$5,000.00	\$2,500.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$75.00	
43	003-410-4765	Fines/Book Charges	\$1,400.00	\$1,400.00	\$1,750.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment. +350
		Total Revenue	\$57,925.00	\$57,175.00	\$58,525.00	add 600
	Capital Outlay					
44	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$14,000.00	\$10,000 replace server, \$4,000 computers and equipment
45	323-410-6770	Capital Outlay/Building		\$68,000.00	\$68,000.00	Asphalt shingles - \$50,000 (10-15 years of life/10 year warranty), Steel shingles - \$68,000 (25+ years of life & 20 year all-inclusive warranty, 50 year pro-rated warranty)
46		Total Capital Equipment	\$17,000.00	\$82,000.00	\$82,000.00	
	Summary					

47		Revenues from other sources	\$57,925.00	\$57,175.00	\$58,525.00	
48		City (2023 budget w/out CIP minus revenues)	\$382,138.00	\$413,427.60	\$371,704.02	
49		City (2023 budget with CIP minus revenues)	\$399,138.00	\$495,427.60	\$453,704.02	
50		Total Expenditures	\$457,063.00	\$552,602.60	\$512,229.02	
51			-0.49%	120.90%	112.07%	

Average Patron Visits Calendar Year 2023

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su					15.89	15.59	14.12				
Mo	5.05	16.81	18.1	15.72	12.88	13.46	16.02	18.05	17.97	18.46	11.95
Tu	5.3	13.73	15.04	14	14.4	15.86	17.07	19.03	14.45	14.61	10.23
We	8.74	17.44	16.14	16.18	19.45	16.01	16.62	17.53	16.83	10.93	8.97
Th	12.56	23.61	15.31	14.02	15.54	12.83	12.96	14.57	13.43	13.07	8.9
Fr	4.11	15.25	15.75	15.03	16.2	17.73	16.14	15.05			
Sa	5.58	19.44	21.27	16.56	13.08	13.12	15.8				

Legend



		Time of Day Averages		
Day	Avg totals	9:30-12	12-4	4-8
Su	15.20		15.2	
Mo	14.95	13.32	14.52	16.61
Tu	13.97	11.36	15.33	14.58
We	14.99	14.11	17.07	13.57
Th	14.25	17.16	13.84	12.49
Fr	14.41	11.70	16.28	15.05
Sa	14.98	15.43	14.64	

	Patron Visits May 2023 - August 2023										
Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su					14.24	14.79	11.62				
Mo	8.08	24.5	26.56	22.08	18.14	19	20.64	16.03	21	20.5	13.92
Tu	7.67	16.72	17.72	19.69	16.72	17.83	20.31	18.22	10.75	13.06	10.78
We	18.39	28.42	20.53	20.22	28	21.83	19.06	17.08	17.64	13.89	12.03
Th	14.58	32.17	17.81	17.44	18.67	15.78	14.61	13.31	13.11	12.31	9.39
Fr	5.53	17.15	19.71	16.68	18.35	17.88	15.62	13.09			
Sa	3.26	17.32	17.09	11.79	11.76	11.24	14.26				
	Legend										
	# patrons	0-2	3-4	5-7	8-9	10-12	13-15	16-17	18-20	21 - 24	
	Time of Day Averages										
Day	Avg totals	9:30-12	12-4	4-8							
Su	13.55		13.55								
Mo	19.13	19.71	19.97	17.86							
Tu	15.41	14.04	18.64	13.20							
We	19.74	22.45	22.28	15.16							
Th	16.29	21.52	16.63	12.03							
Fr	15.50	14.13	17.13	13.09							
Sa	12.39	12.56	12.26								

	Patron Visits September 2022 - April 2023										
Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su					17.3	16.37	16.86				
Mo	3.07	13.35	14.99	12.94	11.25	11.63	14.16	16.97	15.81	15.13	10.99
Tu	3.74	12.12	12.72	10.63	13.28	13.99	14.54	17.44	14.18	14.72	9.21
We	3.39	11.47	12.29	12.05	14.08	12.38	14.65	17.38	19.98	11.42	8.38
Th	9.76	16.03	12.76	9.85	10.47	9.34	10.47	13.65	11.63	13.22	9.46
Fr	2.84	11.66	13.25	11.84	13.22	15.57	16.28	13.91			
Sa	5.86	17.87	20.61	16.6	14.17	13.47	14.61				
	Legend										
	# patrons	0-2	3-4	5-7	8-9	10-12	13-15	16-17	18-20	21 - 24	
	Time of Day Averages										
Day	Avg totals	9:30-12	12-4	4-8							
Su	16.84		16.84								
Mo	12.75	10.47	12.50	14.73							
Tu	12.42	9.53	13.11	13.89							
We	12.50	9.05	13.29	14.29							
Th	11.51	12.85	10.03	11.99							
Fr	12.32	9.25	14.23	13.91							
Sa	14.74	14.78	14.71								

FY 2025 Projected Expenses for Staffing Days and Times

Partial Days			
Cost	Staff Hours	Public Hours	Day/Time
\$ 6,556.00	4	4	4 hour evening
\$ 4,917.00	3	3	3 hour evening
\$ 3,884.43	3	3	Wed evening - 3 hour evening (Staff development)
\$ 4,179.45	3	3	Open at 10 am (30 minutes later)
\$ 4,097.50	2.5	2.5	2.5 hour morning
Complete Days			
Cost	Staff Hours	Public Hours	Day/Time
\$ 14,341.25	11.25	10.5	Monday closure (prog coord desk hours)
\$ 18,438.75	11.25	10.5	Tuesday or Thursday closure
\$ 12,898.93	11.25	10.5	Wed closure (prog coord desk hours, staff development)
\$ 13,521.75	8.25	7.5	Friday closure
\$ 10,694.48	7.25	6.5	Saturday closure
\$ 5,531.63	3.75	3	Sunday Closure (prog coord desk hours 1/5 of Sundays)
Seasonal Changes			
Cost	Staff Hours	Public Hours	Day/Time
\$ 3,114.10	3	3	Close 9:30-10 am seasonal Labor day - Mem Day
\$ 1,548.86	3.75	3	Close Sundays Mem Day - Labor Day
\$ 2,950.20	2	2	Close Tuesday morning with 10 am start Labor Day - Mem Day