

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, October 16, 2025 at 5:30 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. Confidentiality Policy
7. Advocacy with City Council

UNFINISHED BUSINESS

MISCELLANEOUS

8. Quasqueton Library Services
9. Facility and Grounds Update
10. Board Training
11. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
September 18, 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, Nancy Dodge, Emily Ownby, Quentin Stenger, Matt Rittgers, Deb Clark, and Jake Bass. Also in attendance, Bret Weber, City Council Liaison.

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

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

A motion was made by Emily Ownby and seconded by Quentin Stenger to approve the minutes as written. The motion carried unanimously.

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

Statistics

The library had several great programs and activities for August. Kanopy is off to a great start.

New Business

Circulation Policy

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

Unfinished Business

Library Custodian Job Description

A motion was made by Nancy Dodge and seconded by Quentin Stenger to approve the Library Custodian Job description with the suggested changes. The motion carried unanimously.

Miscellaneous

Facility and Grounds Update

Fall cleanup day September 17th at 10:00 a.m. Still looking for a solution for sidewalk snow removal.

Quasqueton Library Services Contract

The City of Quasqueton is planning to get community input prior to approving the payment for library services. It will cost \$13.75 per person.

Board Training

Tour of the library with new/updated artwork and shelving that will be up before next board meeting.

Board and Staff Reports

Jake shared that the Tax Aid Sessions and Reading Buddies will be held at the library. Laura shared that the staff had Narcan training online. The podcast series has been discontinued at this time. Tales to Tails will start with Shakespeare the Certified Therapy Dog on October 13, 2025.

Adjournment

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

The meeting adjourned at 7:25 p.m.

Respectfully Submitted,
Deb Clark
Secretary

Independence Public Library Monthly Bills October 2025

Item #4.

1	003-410-6210 Dues & Memberships		
2	Visa Card Services (DM Register)	\$	32.00
3	003-410-6371 Electricity		\$1,373.67
4	Independence Light & Power	\$	1,359.09
5	Mid American Energy	\$	14.58
6	003-410-6373 Communications (Phone & Internet)		\$248.15
7	Independence Light & Power	\$	248.15
8	003-410-6399 Other Maintenance/Repair)		\$21.61
9	Cole's Ace Hardware (Trans# 28691 - sealer for Oaklee)	\$	21.61
10	003-410-6409 Janitorial		\$1,635.00
11	Midwest Janitorial (Inv# 256857)	\$	1,635.00
12	003-410-6419 Computer Expense		\$535.52
13	US Cellular (Inv# 0755131433 - monthly hotspot fees)	\$	183.53
14	Visa Card Services (Microsoft Office for new patron computers)	\$	200.00
15	Amazon Capital Services (wireless keyboard, monitor)	\$	151.99
16	003-410-6502 Books		\$2,682.61
17	Brodart (Acct#140052 - Invoices listed below)	\$	791.57
18	Brodart (Acct#141792 - Inv# B7045671)	\$	25.93
19	Baker & Taylor (Acct# L0612272, 2039264526)	\$	13.63
20	Baker & Taylor (Acct# L0417982 - 2039274402)	\$	18.74
21	Ingram (Inv# 90875583-85)	\$	85.19
22	Amazon Capital Services (Amazon.com purchases)	\$	886.65
23	Visa Card Services ("What Every Veteran Needs to Know" book)	\$	36.00
24	Cengage Learning Inc. (Invoices listed below)	\$	469.90
25	Data Axle (Inv# 10004349984-Polk City Directory)	\$	355.00
26	003-410-6506 Office Supplies		\$58.14
27	Capital One/Walmart (Trans# 3171)	\$	6.07
28	Storey Kenworthy (Inv# 1281780)	\$	52.07
29	003-410-6507 Operating Supplies		\$52.76
30	Capital One/Walmart (Trans# 9846, 2832)	\$	25.30
31	Storey Kenworthy (Inv# 1281780)	\$	27.46
33	003-410-6530 Programming		\$211.95
34	Visa (Facebook advertising)	\$	70.22
35	Erin Krempges (reimbursement for supplies)	\$	21.37
36	Capital One/Walmart (Trans# 9846, 3887, 4461, 0231, 2659)	\$	120.36
38	003-410-6531 Video Recordings		\$89.17
39	Amazon Capital Services (Amazon.com purchases)	\$	89.17
40	Total General Fund Expenses for Month	\$	6,940.58 \$6,940.58
41	Brodart Invoices - B7068132, B7068146-49, B7068152-55, B7068249-50, B7068275, B7068328, B7068395,		
42	B7068435-36, B7068454, B7068504, B7068513, B7068559, B7068710, B7068745, B7068777, B7068781,		
43	B7068832, B7068916, B7068949		
44	Cengage Learning Invoices - 999101201292, 999101293146, 999101375976, 999101408352, 999101434086,		
45	999101484504, 999101498319, 999101520496		

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,748.81	\$ 152,956.19	23.02%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,087.66	\$ 81,883.34	22.73%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26.38	\$ 723.62	3.52%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471.00	\$ 2,529.00	15.70%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569.97	\$ 2,830.03	16.76%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295.00	\$ 1,105.00	21.07%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122.38	\$ 4,877.62	2.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	0.00%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,670.99	\$ 15,393.01	26.92%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 992.05	\$ 2,407.95	29.18%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141.61	\$ 3,358.39	4.05%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,749.00	0.00%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ 1,635.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,386.00	\$ 15,614.00	25.65%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 925.00	7.50%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,505.58	\$ 1,994.42	73.41%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,656.75	\$ 2,682.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,334.57	\$ 23,665.43	30.40%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,041.23	\$ 2,958.77	26.03%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114.45	\$ 1,585.55	41.28%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.95	\$ 412.05	17.59%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ 211.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.18	\$ 6,399.82	20.00%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925.27	\$ 1,824.73	33.65%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 891.65	\$ 1,608.35	35.67%
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%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 31,106.10	\$ 6,940.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,134.09	\$ 367,654.91	22.56%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Circulation and Usage Report for September 2025

Item #5.

Materials Usage

City of Independence Circulation	2,792
Unincorporated Buchanan County Circulation	1,180
Incorporated Buchanan County w/Libraries	434
Contracting Cities	125
Outside of Buchanan County Circulation (Open Access)	376
Items Loaned to Other Libraries (Access Plus)	53
Total Materials Circulation for Month	4,960

Patrons

Total Number of Patrons for Month	4,082
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	298
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	446
Early Literacy Station Usage for Month	175
Wireless Headphone Usage for Month	11

Library of Things Usage

Activity Equipment	6
Puzzles	69
Hotspots	20
Cake Pans	2

Web Site Usage

Total Visitors	2,773
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BRIDGES Usage

Total Usage	2,099
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,082
Facebook Total Reach	39,303
Mass Emails/Constant Contact Opened	2,760
Instagram Likes	79
Instagram Followers	597
Google Profile Interactions	435
Google Profile Views	347

Mobile App Usage

Patron Count	395
Usage	699

Kanopy Usage

Visits	349
Plays	161

Material Additions

Books	154
Audios	1
Videos	18
Total Additions for Month	173

Material Withdrawals

Total Withdrawals for Month	792
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Additions Breakdown

Adult Biography & NonFiction = B-3, 000-2, 100-1, 200-1, 300-2, 600-4, 700-1, 800-1, 900-4
 Adult Fiction = F-61, M-3, SF-1, LPF-9, LPM-2
 Young Adult Fiction = YAF-1
 Juvenile NonFiction = B-1, 200-1, 500-3, 700-2
 Juvenile Fiction = JF-11, Graphic Novel -3, Just Right - 2
 Juvenile Easy = Easy-25, BB-10
 Audios = Adult-1
 Videos = Adult-12, YA-1, Juvenile-5

Withdrawals Breakdown

B-2, ANF-12, AF-467, M-25, W-51, SF-38, YAF-17, JNF-2, JF-2, JGN-2, Just Right-1, JE-1, BB-5, DVD-1, YADVD-1, JDVD-3, JCD-21, LPF-40, Jigsaw Puzzles-8

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	4960	4082	744	2773	2099
2024	5433	3558	736	2587	1677
2023	5455	4603	998	2118	1656
2022	5553	3561	462	2157	1351
2021	4724	2677	640	3068	1294
2020	6037	5301	1464	2331	1138
2019	7470	6340	1513	3319	1062

Study Rooms - 34 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

9/9/2025 BCHC Spotlight Series - 33 adults
 9/11/2025 Cancer in Iowa: 99 Counties Project - 30 adults
 9/15/2025 Dot Day - 15 children 11 adults
 9/16/2025 A Public Health Approach to Alzheimer's and Dementia - 6 adults
 9/17/2025 Craft & Convo - 5 adults
 9/17/2025 Caregiver Support Group - 16 adults
 9/22/2025 Book Discussion - 5 adults
 9/23/2025 Daytime Book Discussion - 6 people
 9/23/2025 Dungeons & Dragons for Adults - 6 adults
 9/24/2025 Tax-Aide Volunteer Info Session - 4 adults
 9/25/2025 Dungeons & Dragons for Adults - 8 adults

Teen Events

9/18/2025 iTAB Opening Meeting - 7 teens 1 adult
 9/21/2025 Dungeons & Dragons for Teens - 14 teens 3 children 2 adults

Children's Events

9/4/2025 Story Time - 9 children 9 adults
 9/11/2025 Story Time - 9 children 6 adults
 9/18/2025 Story Time - 12 children 7 adults
 9/19/2025 Coaster Creations - 8 children 4 adults
 9/25/2025 Story Time - 15 children 9 adults
 9/29/2025 Legos @ the Library - 10 children 2 teens 6 adults

Outreach Programs/Events

9/9/2025 Reader's Circle @ Lexington Estate - 7 adults

NonLibrary Events (Community Room)

9/11/2025 Girl Scouts of Buchanan County Recruitment Night - 19 people
 9/17/2025 Farm Service Agency - 14 people
 9/18/2025 Farm Service Agency - 16 people
 9/22/2025 Americorps Back to School brunch - 17 people
 9/30/2025 B & D Services training - 9 people

CONFIDENTIALITY POLICY

The Independence Public Library Board of Trustees recognizes library circulation records and other records identifying specific users are confidential in nature. No individual except authorized library staff shall have access to patron records other than his or her own without the cardholder's consent. Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Library will respond to requests for information about library users.

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and includes Internet and electronic resource search records; reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials or services.

- Information about items checked out on the card can only be given to the cardholder or to another person with the cardholder's permission. 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.
- Overdue library accounts may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
- Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including the library website, and social media sites, newspaper, and other media.
- Contact information made public for displays and meetings is provided by the owner and is considered public information.
- For information about security camera confidentiality, please see the Security Camera Policy.

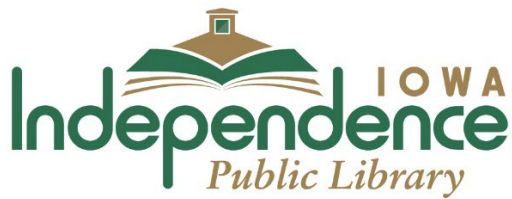
Except as noted, at no time will the Library Director, who serves as custodian of the records, release protected records except under Court order. Furthermore, the Library Board will resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Related Documents:

Constitution of the United States First Amendment and Fourth Amendment

Code of Ethics of the American Library Association

Code of Iowa, Examination of Public Records Chapter 22.7



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Oct 16, 2025

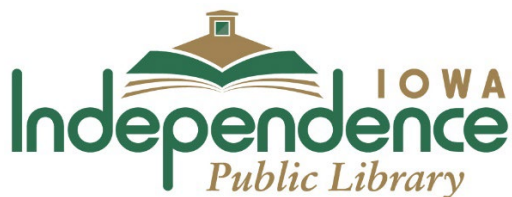
ITEM TITLE: Confidentiality Policy

BACKGROUND:

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

RECOMMENDATION:

Review the policy and approve or amend.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Oct 16, 2025

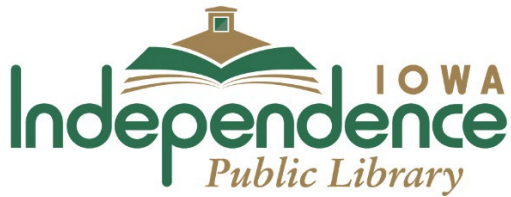
ITEM TITLE: Advocacy with City Council

BACKGROUND:

There are some things that would be advantageous to discuss with individual council members. Having a plan and relationships with the council would help with communications.

RECOMMENDATION:

Discuss how to form or solidify relationships between the library board/staff and members of the city council, as well as how to be proactive in addressing any issues that arise.



LIBRARY BOARD ITEM DESCRIPTION

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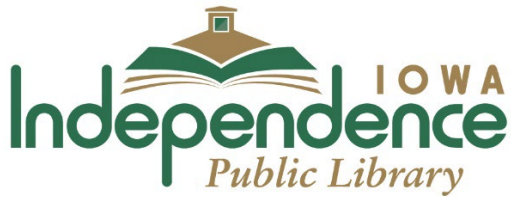
ITEM TITLE: Quasqueton Library Services

BACKGROUND:

The agreement to pay for library services by the City of Quasqueton was narrowly approved at their council meeting on Monday, Oct. 13.

RECOMMENDATION:

Discuss whether there are more efficient and effective ways to dispel the myths of library services for cities without libraries and the Buchanan County 28e agreement. Are there better ways to get the actual information out so more people understand it?



LIBRARY BOARD ITEM DESCRIPTION

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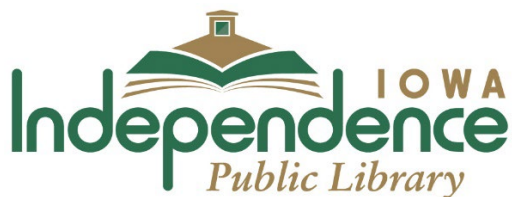
ITEM TITLE: Facility and Grounds Update

BACKGROUND:

The library should have its new table and umbrella set up by the time we have the library meeting. The new shelving has been installed and the grounds have gotten some TLC (thanks, volunteers). Snow removal services have been acquired.

RECOMMENDATION:

Discuss updates on what is happening with the facility and grounds.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Oct 16, 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.