



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, May 15, 2025 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

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

APPROVE BILLS

4. Approve Bills

STATISTICS

5. Statistics Report

NEW BUSINESS

6. Emergency and Safety Policy
7. Vision and Mission Policy
8. Wage and Salary Increases FY26

UNFINISHED BUSINESS

MISCELLANEOUS

9. Facility Update
10. Board Training
11. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
April 16, 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, Nancy Dodge, Emily Ownby, Matt Rittgers, Deb Clark, and Robin Bleichner. Also in attendance, Michele Nejd, Deputy Clerk.

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

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

A motion was made by Emily Dodge and seconded by Nancy Dodge to approve the minutes with the changes mentioned. The motion carried unanimously.

Bills were reviewed. Motion made by Nancy Dodge and seconded by Matt Rittgers to approve the March bills. The motion carried unanimously.

Statistics

Great participation with the Library Events with One Book Indee 2025.

New Business

Meeting Room Policy

A motion was made by Nancy Dodge and seconded by Emily Ownby to approve the policy as written. The motion carried unanimously.

Unfinished Business

None

Miscellaneous

Legislative Update

Laura gave us updated information on the Libraries and Museums Bill.

BCCF Grant Update

Grant submitted 4/15/25 for a seating area/shade and programing area in front Oaklee for events outside.

Facility Update

Light switches and wiring are done.

The sprinkler system has some leaks. Testing was done, an air switch was replaced, and new couplings are going to be installed. The hope is that the expense won't be more than \$5,000. The CIP positive fund balance will be used to cover the cost.

Tax Aide Volunteers

Volunteers for 2025 tax year. The board was given the opportunity to consider who might be a good fit to help with the tax prep. They need to be detail-oriented and computer-proficient. Volunteers would be provided 16 hours of training.

Board Training

Trustee Talking Point-Legal Odds and Ends

Board and Staff Reports

Laura - The registry for summer reading program prizes will be advertised and available online soon. There were comments made about the library during the public hearing prior to the vote for the FY2026 budget. Discussed posts on social media about the library and whether responses are warranted. Decided that decisions should be made on a case-by-case basis.

Adjournment

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

The meeting adjourned at 7:32 p.m.

Respectfully Submitted,
Deb Clark
Secretary

Independence Public Library Monthly Bills May 2025

Item #4.

1	003-410-6210 Dues & Memberships	\$94.99
2	Visa Card Services (DM Register, Courier)	\$94.99
3	003-410-6230 Training in House	\$90.00
4	Kirkwood Community College (Inv# 46796 -CPR training)	\$90.00
5	003-410-6310 Contract Repair/Maintenance	\$250.00
6	Compressed Air & Equipment (Inv# 202530616)	\$250.00
7	003-410-6371 Electricity/Gas Utilities	\$1,386.29
8	Independence Light & Power	\$1,371.75
9	Mid American Energy	\$14.54
10	003-410-6373 Communications (Phone & Internet)	\$283.15
11	Independence Light & Power	\$283.15
12	003-410-6399 Other Maintenance/Repair	\$286.16
13	Precision Plumbing Heating & Air (Inv# 2101-1113-8530)	\$115.00
14	3E Electrical, Engineering & Equipment Co. (Inv# 8811579-00)	\$171.16
15	003-410-6409 Janitorial	\$1,400.00
16	Epic Clean, LLC (May cleaning)	\$1,400.00
17	003-410-6414 Printing & Publishing	\$386.00
18	Woolverton (Inv# A167163011-SRP booklets)	\$386.00
19	003-410-6419 Computer Expense	\$717.64
20	Librarica LLC (Inv# 203559-111R)	\$461.85
21	Amazon Credit Serices (headphones for TVs)	\$239.80
22	Visa Card Services (Zoom.com fee)	\$15.99
23	003-410-6502 Books	\$3,795.75
24	Brodart (Acct#140052 - Invoices listed below)	\$1,081.92
25	Brodart (Acct#141792 - Inv# B6977573)	\$23.06
26	Baker & Taylor (Acct#L0417982, Invoices listed below)	\$754.26
27	Baker & Taylor (Acct# L0612272, Inv# 2039032689)	\$14.56
28	Baker & Taylor (Acct# L5503432, Inv# 2038995508, 2039034161)	\$182.85
29	Rosen Publishing (Inv# RSL 199819I)	\$617.80
30	Amazon Credit Services (Amazon.com purchases)	\$654.87
31	Perma-bound (Inv# 2007700-03, 2015127-00)	\$119.29
32	Cengage Group (Inv# 999100366238)	\$18.19
33	Center Point Large Print (Inv# 2166966)	\$57.34
34	Penworthy (Inv# 0608054-IN)	\$271.61
35	003-410-6506 Office Supplies	\$282.52
36	Storey Kenworthy (Inv# 1251759)	\$42.74
37	Amazon Credit Services (acrylic holders)	\$21.99
38	Demco (Inv# 7640186)	\$136.91
39	Visa Card Services (supplies)	\$80.88
40	003-410-6507 Operating Supplies	\$609.45
41	Visa Card Services (filters)	\$470.05
42	Capital One/Walmart (Trans# 0649)	\$9.19
43	Storey Kenworthy (Inv# 1251759)	\$72.96
44	Amazon Credit Services (lithium batteries, USB hub & charger block)	\$57.25
45	003-410-6530 Programming	\$2,803.52
46	Capital One/Walmart (Trans# 0537, 0323, 2451, 4481, 4177, 2731)	\$168.57
47	Network Nirvana (Inv# 161, 163)	\$1,300.00
48	Fonziba Koster (SRP program)	\$474.00
49	Grout Museum District (SRP program)	\$335.10
50	Tim Grover (SRP program)	\$200.00
51	Blank Park Zoo (SRP program)	\$200.00
52	Amazon Credit Services (coffee, craft supplies)	\$124.01
53	Visa Card Services (Facebook advertising)	\$1.84
54	003-410-6531 Video Recordings	\$66.89
55	Amazon Credit Services (Amazon.com purchases)	\$66.89
55	Total General Fund Expenses for Month	\$12,452.36 \$12,452.36
57	323-410-6770 Capital Outlay/Building	\$12,500.00
58	Heartland Mechanical (Inv# 762, sprinkler system repair)	\$12,500.00
59	Total Capital Outlay/Building for Month	\$12,500.00
60	Brodart Invoices - B6977588-90, B6977593-96, B6977924-26, B6977939-40, B6977949, B6977951,	
61	B6978002-03, B6978047, B6978136, B6978174	
62	Baker & Taylor Invoices - 2038982659-61, 2039018036-38, 20390365095-97	

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	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ 14,689.36	\$ 22,034.04	\$ 14,672.41	\$ 14,689.36	\$ 14,689.36	\$ 14,689.36	\$ 14,689.36	\$ -	\$ -	\$ 154,104.99	\$ 36,837.01	80.71%
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	\$ 7,192.77	\$ 7,599.57	\$ 7,445.48	\$ -	\$ -	\$ 76,877.30	\$ 25,017.70	75.45%
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	\$ 357.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ 2,407.50	\$ 592.50	80.25%
Unemployment Compensation	\$ 1,378.00	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (3.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ 788.79	\$ 670.92	\$ 17.06	\$ 84.99	\$ 242.99	\$ 94.99	\$ -	\$ 2,470.79	\$ 1,029.21	70.59%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ -	\$ -	\$ 100.00	\$ 90.00	\$ -	\$ 305.23	\$ (5.23)	101.74%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 604.02	\$ 1,448.04	\$ 250.00	\$ -	\$ 2,805.56	\$ 194.44	93.52%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ 120.00	\$ 40.00	\$ 120.00	\$ 39.00	\$ -	\$ -	\$ 479.47	\$ 120.53	79.91%
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	\$ 1,997.07	\$ 1,657.91	\$ 1,386.29	\$ -	\$ 18,532.28	\$ (332.28)	101.83%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ 265.30	\$ 267.35	\$ 271.90	\$ 270.20	\$ 266.25	\$ 283.15	\$ -	\$ 2,948.85	\$ 781.15	79.06%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ 80.02	\$ 317.04	\$ 153.72	\$ 246.25	\$ 515.00	\$ 286.16	\$ -	\$ 2,610.77	\$ 389.23	87.03%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,265.69	\$ -	\$ -	\$ 16,265.69	\$ (1,254.69)	108.36%
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	\$ 1,312.50	\$ 1,400.00	\$ 1,400.00	\$ -	\$ 17,287.50	\$ 712.50	96.04%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386.00	\$ -	\$ 386.00	\$ 614.00	38.60%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ 238.38	\$ -	\$ -	\$ -	\$ -	\$ 717.64	\$ -	\$ 6,471.02	\$ 528.98	92.44%
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	\$ 1,451.87	\$ 5,175.67	\$ 3,795.75	\$ -	\$ 24,541.96	\$ 5,458.04	81.81%
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	\$ 155.44	\$ 131.32	\$ 282.52	\$ -	\$ 2,551.35	\$ 1,548.65	62.23%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ 97.48	\$ 332.02	\$ 73.45	\$ 108.08	\$ 609.72	\$ 609.45	\$ -	\$ 2,672.15	\$ (72.15)	102.78%
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	\$ 121.24	\$ 111.67	\$ 2,803.52	\$ -	\$ 6,967.62	\$ 527.38	92.96%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ 173.46	\$ 34.92	\$ 95.71	\$ 152.56	\$ 453.43	\$ 66.89	\$ -	\$ 1,916.71	\$ 1,333.29	58.98%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ 228.35	\$ 194.87	\$ 71.98	\$ 154.73	\$ 112.47	\$ -	\$ -	\$ 1,361.65	\$ 2,138.35	38.90%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,744.00	\$ -	\$ -	\$ 6,499.36	\$ 0.64	99.99%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 4,500.00	\$ -	100.00%
Totals	\$ 435,476.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 28,209.16	\$ 40,119.08	\$ 30,702.99	\$ 27,987.51	\$ 31,218.08	\$ 29,424.88	\$ 58,265.00	\$ 12,452.36	\$ -	\$ 356,794.69	\$ 78,681.31	81.93%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ 5,100.50	\$ -	\$ 559.00	\$ -	\$ -	\$ -	\$ 6,513.68	\$ 7,486.32	46.53%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00	\$ -	\$ 105,365.00	\$ (37,365.00)	154.95%

Independence Public Library Circulation and Usage Report for March 2025

Item #5.

Materials Usage

City of Independence Circulation	2,620
Unincorporated Buchanan County Circulation	1,263
Incorporated Buchanan County w/Libraries	416
Contracting Cities	165
Outside of Buchanan County Circulation (Open Access)	312
Items Loaned to Other Libraries (Access Plus)	38
Total Materials Circulation for Month	4,814

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	4814	4180	748	4188	2124
2024	5580	4308	839	3075	1876
2023	5004	3587	613	N/A	1617
2022	4101	1995	318	2302	1092
2021	600	0	47	3384	1523
2020	6546	5401	1009	2552	995
2019	6020	5336	1309	2727	921

Patrons

Total Number of Patrons for Month	4,180
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	317
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	430
Early Literacy Station Usage for Month	211
Wireless Headphone Usage for Month	13

Library of Things Usage

Activity Equipment	19
Puzzles	44
Hotspots	20
Cake Pans	1

Web Site Usage

Total Visitors	4,188
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BRIDGES Usage

Total Usage	2,124
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,032
Facebook Total Reach	48,443
Mass Emails/Constant Contact Opened	2,548
Instagram Likes	152
Instagram Followers	584
Google Profile Interactions	388
Google Profile Views	366

Mobile App Usage

Patron Count	378
Usage	641

Material Additions

Books	190
Audios	4
Videos	20
Total Additions for Month	214

Material Withdrawals

Total Withdrawals for Month	340
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Additions Breakdown

Adult NonFiction = 000-3, 100-2, 300-4, 500-5, 600-24, 700-5, 800-1, 900-3
 Adult Fiction = F-24, M-2, SF-1, Graphic Novel-3, LPF-24, LPM-3, LPW-2
 Young Adult Fiction = YAF-6, Graphic Novel-1
 Juvenile Biography & NonFiction = JB-4, 500-4, 600-1, 900-1
 Juvenile Fiction = JF-28, Graphic Novel -2, Just Right - 12
 Juvenile Easy = Easy-23, BB-1
 VOX Books = JE-1
 Audios = Adult-4
 DVDs = Adult-19, YA-1

Withdrawals Breakdown

ANF-2, AF-25, LPNF-4, LPF-41, JNF-24, JF-1, Just Right-8, JENF-1, JE-33, BB-78, JCD-80, DVD-2, JDVD-41,

Study Rooms - 35 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

4/3/2025 Family Art Night - 14 adults 15 children
 4/8/2025 BCHC Spotlight Series : Senior Life Services - 10 adults
 4/9/2025 Craft & Convo - 9 adults 2 children
 4/11/2025 Tax Aide with AARP - 20 adults
 4/14/2025 The Man, the Myth, the Woman: Conspirators Behind the Lincoln Assassination - 19 adults
 4/15/2025 Crochet for Beginners - 9 adults
 4/15/2025 Dungeons & Dragons for Adults (Tuesday group) - 5 adults
 4/16/2025 Alzheimer's Association Caregiver Support Group - 8 adults
 4/21/2025 Book Discussion - 19 adults
 4/22/2025 Crochet for Beginners - 7 adults
 4/24/2025 Dungeons & Dragons for Adults (Thursday group) - 7 adults
 4/24/2025 Habitat for Humanity Open House - 9 adults
 4/29/2025 Crochet for Beginners - 9 adults

Teen Events

4/11/2025 Minecraft - 20 teens 2 adults
 4/13/2025 Dungeons & Dragons for Teens - 7 teens 1 child 1 adult

Children's Events

4/3/2025 Story Time - 15 children 14 adults
 4/10/2025 Story Time - 10 children 10 adults
 4/17/2025 Story Time - 14 children 10 adults
 4/24/2025 Story Time - 16 children 14 adults

Outreach Programs/Events

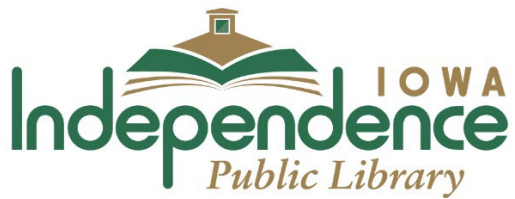
4/22/2025 Reader's Circle @ Lexington Estate - 4 people

Passive Programs/Events

4/6 - 4/12/2025 National Library Week : What's the Draw? - 5 adults 2 teens 5 children
 4/7 - 4/14/2025 Peeps Diorama Contest - 7 adults 3 teens 10 children
 4/21/2025 Neighborhood Forest Free Trees - 11 adults 79 children

NonLibrary Events (Community Room)

4/2/2025 USDA-FSA meeting - 17 people
 4/7/2025 Oelwein Community Schools online testing - 14 people
 4/7/2025 Buchanan County Democrats - 20 people
 4/8/2025 Oelwein Community Schools online testing - 10 people
 4/25/2025 B & D Services training - 16 people
 4/26/2025 City of Independence strategic planning - 21 people
 4/29/2025 Independence Premium Foods meeting - 4 people
 4/30/2025 Independence Premium Foods meeting - 4 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 15, 2025

ITEM TITLE: Emergency and Safety Policy

BACKGROUND:

It is time for the three-year review of the Emergency and Safety Policy.

RECOMMENDATION:

Approve the policy with any changes deemed necessary.

EMERGENCY AND SAFETY POLICY

Violence or Assault

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur (911 or 334-2520).

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so with the nearest fire extinguisher. Fire extinguishers are located on the west wall of the staff area, on the south wall of the hallway to the basement, on the wall in the foyer between the water fountains and the door to the women's restroom, and at the bottom of the basement stairs. However, if there is any doubt about whether the fire can be controlled, sound the alarm by pulling the nearest fire alarm (near fire extinguishers and in the community room).

1. A staff member will make an announcement over the intercom, "This is an emergency. Please calmly use the nearest exit to evacuate the building and make your way to the grounds north of the library."
2. If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke.
3. The librarian in charge should make an effort to see that everyone leaves, directing staff and patrons to exit the building as quickly as possible. Gather staff and patrons on the grounds north of the library. Do not return to the building for any reason until approval is given by the Fire Department.

Health emergencies

Call 911 immediately in the event of any serious problem.

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The AED is available as needed, and is located **in the library proper** by the ~~coffee area~~ inside set of double doors. **Naloxone may be given by trained staff in the case of a suspected overdose.** No **other** medication, including aspirin, should ever be dispensed to the public.

EMERGENCY AND SAFETY POLICY

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.** Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

1. A staff member will make an announcement over the intercom, "This is an emergency. Please calmly use the nearest exit to evacuate the building and make your way to the grounds north of the library."
2. The staff should make sure everyone leaves, directing staff and patrons to exit the building as quickly as possible. Gather staff and patrons on the grounds north of the library.
3. Staff will call the police (911). If there is not a cell phone to use, walk to a neighboring building or house and ask to use their phone.
4. Do not return to the building until approval is given by the Police Department.

Weather Emergencies

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado siren will be activated. When the tornado siren sounds **or when there is a tornado warning for our area:**

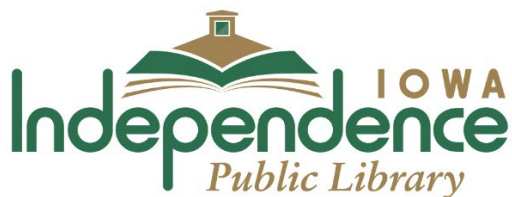
1. A staff member will disarm the door by Flutterby Cove.
2. A staff member will use the intercom to announce: "A tornado warning is in effect for the Independence area. This means that a tornado has been sighted. For your safety, we ask that you follow the staff to the basement."
3. Take a cell phone and flashlight.
4. All staff and patrons must go to the basement.

See Other Closings under the Library Hours Policy.

Incident Reports

Incident reports must be filed in all cases when it was necessary to call for outside help and in other situations in which the administration and staff should be informed because of possible repercussions. Copies of all reports will be kept by the Library Director and will be reported to the Library Board of Trustees as deemed necessary by the director. A log of incident reports, patrons banned and problem patrons will be available for staff to review in case of repeat offenders.

For Infectious Disease Outbreaks, please see the Infectious Disease Policy.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 15, 2025

ITEM TITLE: Vision and Mission

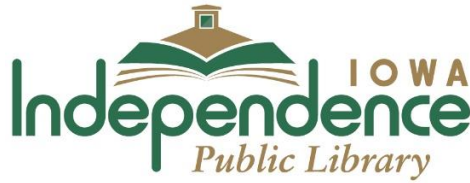
BACKGROUND:

It is time to review the Vision and Mission and determine if changes should be made.

RECOMMENDATION:

Discuss ideas for the Vision and Mission. It likely will take additional time to fine tune changes, but approve if we are at the point of finalization.

Independence Public Library Vision and Mission Statements



VISION:

To be an essential component, providing relevant services and engaging people community-wide.

MISSION:

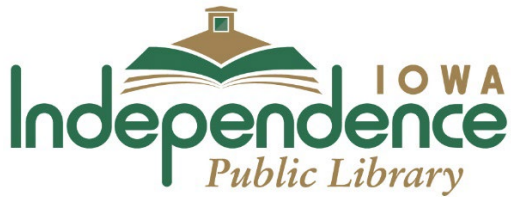
To strengthen our community by providing an environment where exceptional service, relevant resources, and inspiring opportunities lead to personal growth and collaborative development.

MOTTO:

Where Minds are Free to Grow!

CORE VALUES:

- Excel in service to others
- Enact proactive, relevant solutions
- Empower individuals
- Engage in relationships and community
- Evaluate and improve continually
- Encourage creativity and innovation



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 15, 2025

ITEM TITLE: Wage and Salary Increases FY26

BACKGROUND:

The library board will set the wage and salary increases for library staff members. The city council has set their rate of increase as stated in the other attached form.

RECOMMENDATION:

Approve the wage and salary increases as outlined in the attached form.

Library Staff Wage and Salary Increases for Fiscal Year 2026

The City Council of the City of Independence authorized and approved wage and salary increases for fiscal year 2026, beginning with the pay period including July 1, 2025.

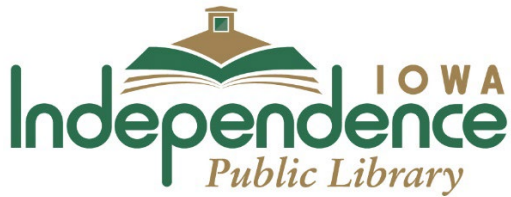
They authorized a base 3% increase to the current rate of pay, provided the employee has a satisfactory performance evaluation, excluding longevity pay.

Merit increases, determined based on the performance review rating of the employee, are as follows:

- Ratings between 1.00 and 1.99 will receive no merit increase.
- Ratings between 2.00 and 2.25 will receive an additional 0.25% merit increase, totaling 3.25%.
- Ratings between 2.26 and 2.50 will receive an additional 0.50% merit increase, totaling 3.50%.
- Ratings between 2.51 and 2.75 will receive an additional 0.75% merit increase, totaling 3.75%.
- Ratings between 2.76 and 3.00 will receive an additional 1.00% merit increase, totaling 4.00%.

The Library Board of Trustees sets and determines the amounts for Library Staff.

Library employees will follow the same increases and schedule as outlined above for Fiscal Year 2026 part-time and full-time wage and salary increases with the exception of the Maintenance Technician, whose wage will increase by 5% due to the type of work and ability to find a replacement.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 15, 2025

ITEM TITLE: Facility Updates

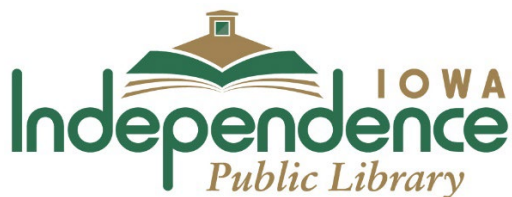
BACKGROUND:

The Sprinkler System has required many repairs and replacements to keep it running and in condition to work if we had a fire. Discuss what was done to the system to get it back in order.

The land lines for the fire notifier (connected with the sprinkler system) are frequently unable to connect. Discuss going to a cell dialer instead.

RECOMMENDATION:

Increase awareness of the repairs that were done to the sprinkler system and changes that need to be made for the fire notification system.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 15, 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.