



LIBRARY BOARD MEETING

Monday, April 22, 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.](#) March Statistics

NEW BUSINESS

- [6.](#) Art Donation
- [7.](#) Emergency and Safety Policy
- [8.](#) Hotspot Policy
- [9.](#) Director Evaluation - Potential closed session due to Iowa Code 21.5(1),(i)

UNFINISHED BUSINESS

MISCELLANEOUS

- [10.](#) BCCF Grant Application
- [11.](#) Increasing Revenues
- [12.](#) Donor Wall Update
- [13.](#) Eagle Scout Project Update
- [14.](#) Library Board Training
15. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
March 22, 2024

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

Those present were Laura Blaker, Robin Bleichner, Greg DeBoer, Nancy Dodge, and Emily Hickey. Also in attendance were Lisa Lorenzen, Associate Clerk and Tom Huston, City Council representative.

MEETING OPENING

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

Motion made by Greg DeBoer seconded by Nancy Dodge to approve the agenda. Motion carried.

Motion made by Greg DeBoer to approve minutes seconded by Emily Hickey to approve the minutes. Motion carried unanimously.

APPROVE BILLS Bills were reviewed. A motion was made by Nancy Dodge and seconded by Greg DeBoer to approve the February bills. Motion carried unanimously. Susi Lampe, City Clerk, has sent notice of Insurance bill that is due before next meeting. Bill will be approved at next meeting.

STATISTICS

It was noted that Bridges is gaining popularity.

NEW BUSINESS

Personal Policy Reviewed changes in holiday and casual days. Motion by Greg DeBoer, seconded by Nancy Dodge to approve changes. Motion carried unanimously.

Roof - Shingles color and design Viewed possible choices. Discussed. It was decided to go with the Shake shingle in Vista Brown. Process of installing steel shingles will start in mid-September. Motion by Greg DeBoer, seconded by Emily Hickey to approve. Motion carried unanimously.

IPL Plan Overall IPL plan was reviewed. Several dates were altered to better fit the plan. Motion by Nancy Dodge, seconded by Greg DeBoer to approve changes. Motion carried unanimously.

Donor Wall & Recognition Changes After looking at the current Recognition Wall the best option was to change the location of the Gifts and Memorial plaques. There is a need for more space for recognizing gifts and donations. All memorials will be on the right and all gifts and donations will be placed on the left side. The general recognition sign will be replaced with a 15" X 15" Zinc outdoor plaque. Funds are available from the IPL Foundation and Ground and Maintenance. *Signs and More* will be hired to make the changes. Motion by Greg DeBoer, seconded by Emily Hickey to approve changes. Motion carried unanimously.

Grant Project Application will be made to the Buchanan County Community Foundation asking for funding for art projects: a tree sculpture, reframing of several art works to match existing art and creating a brochure of the art the library has. Motion by Greg DeBoer, seconded by Nancy Dodge to approve changes. Motion carried unanimously.

Budget Amendment A change to move funds from Library-Cap Outlay/E to Library-Cap Outlay/B. This is in regard to the steel roof repair. The City offered \$2,000 to assist with the repair of the steel roof, so there is also requested amendment for that change. Motion by Greg DeBoer, seconded by Emily Hickey to approve changes. Motion carried unanimously.

UNFINISHED BUSINESS

MISCELLANEOUS

Little Free Library Updates Doors have been fixed and/or replaced after vandalism. Curt Shurtz helped a lot. Different ideas of preventing further problems were mentioned. FRIENDS are planning to have a composite one made to see if this might be an option for the future.

Director Evaluation The evaluation will be done on line and then returned.

Board Training Deferred

Board and Staff Reports

Laura Blaker: Eagle Scout Project is scheduled for completion in April.

Geater Manufacturing donated money for the library to subscribe to Data Axle- a Research and Business database.

New hours for the library will start April 1, 2024.

No other reports.

This was Greg DeBoer's last meeting. Mayor Bleichner stopped in and thanked Greg for his years of service on the Library's Board of Trustees. Members of the board also express their appreciation for Greg's valued service and humor. Also, a thank you to Robin for the muffins.

ADJOURNMENT Motion by Greg DeBoer, seconded by Nancy Dodge to adjourn at 7:45. Motion carried unanimously.

Submitted
Nancy Dodge

Independence Public Library Monthly Bills April 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$175.00
2	Visa Card Services (Des Moines Register monthly fee)	\$32.00	
3	Rotary Club of Independence (Quarterly dues)	\$143.00	
4	003-410-6230 Training in House		\$30.00
5	Visa Card Services (Notary training - Amy)	\$30.00	
6	003-410-6240 Meetings & Conferences		\$250.00
7	Visa Card Services (Pop YS Conference - Erin & Vonnie)	\$250.00	
8	003-410-6320 Grounds Operation & Maintenance		\$36.00
9	Hawkeye Fire & Safety (Inv# 139038-annual fire extinguisher inspection)	\$36.00	
10	003-410-6371 Electricity & Gas Utilities		\$1,414.70
11	Independence Light & Power	\$1,373.64	
12	Mid American Energy	\$41.06	
13	003-410-6373 Communications (Phone & Internet)		\$271.10
14	Independence Light & Power	\$271.10	
15	003-410-6408 Property & Casualty Insurance		\$13,738.68
16	ICAP (yearly fees)	\$13,738.68	
17	003-410-6409 Janitorial		\$1,850.00
18	Superb Cleaning Services (Inv# 1093)	\$1,850.00	
19	003-410-6419 Computer Expense		\$304.43
20	US Cellular (hotspot monthly fee)	\$304.43	
21	003-410-6502 Books		\$1,248.63
22	Brodart (Acct# 140052, 141792, invoices listed below)	\$583.33	
23	Cengage Learning/Gale (Inv# 84016994)	\$52.48	
24	Visa Card Services (Barnes & Noble purchase & Caitlin Clark book)	\$58.10	
25	Ingram (Invoices listed below)	\$269.78	
26	Sheri Shonk ("Walk with Me" book)	\$12.00	
27	Amazon Capital Services (Amazon.com purchases)	\$272.94	
28	003-410-6506 Office Supplies		\$554.60
29	Visa Card Services (Bookmarks)	\$68.00	
30	Demco (Inv# 7453628)	\$216.98	
31	Office Express (Inv# 54246)	\$139.04	
32	Amazon Capital Services (library hour decals)	\$130.58	
33	003-410-6507 Operating Supplies		\$180.87
34	Office Express (Inv# 54246, 54322)	\$165.74	
35	Amazon Capital Services (toy disinfectant spray)	\$15.13	
36	003-410-6508 Postage		\$35.42
37	Visa Card Services (Return OBI author signing books)	\$35.42	
38	003-410-6530 Programming		\$468.44
39	Capital One/Walmart (Trans# 5456, 6777, 8082, 9439)	\$193.80	
40	Visa Card Services (FB advertising, pizza for Minecraft, OBI programs)	\$234.04	
41	Dan Lake (reimbursement for supplies for Pretzel Dips program)	\$40.60	
42	003-410-6532 Audio Recordings		\$183.58
43	Blackstone Publishing (Inv# 2146342)	\$183.58	
44	Total General Fund Expenses for Month	\$20,741.45	\$20,741.45

45 Brodart Invoices -B6768128-30, B6768152-54, B6768223-25, B6768315, B6768403-04, B6768490,
 46 B6768494, B6768499, B6768545, B6768547, B6768607, B6768700, B6768406

47 Ingram Invoices - 80940462, 80996563-66, 81217946-47, 81385341-42

Independence Public Library FY24 Budget

Item #4.

Line Item	Beginning Balance	FY23 Expenses	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 185,455.00	\$ -	\$ 14,126.21	\$ 14,265.68	\$ 14,265.68	\$ 14,265.68	\$ 14,265.69	\$ 21,371.12	\$ 14,090.17	\$ 14,265.70	\$ 14,265.71	\$ -	\$ -	\$ -	\$ 135,181.64	\$ 50,273.36	72.89%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 8,670.78	\$ 8,314.83	\$ 11,194.59	\$ 6,493.23	\$ 8,029.66	\$ 7,830.12	\$ -	\$ -	\$ -	\$ 75,234.85	\$ 29,365.15	71.93%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ 176.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193.02	\$ 556.98	25.74%
ICMA RC - City Share	\$ 2,000.00	\$ -	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 114.50	\$ 357.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ -	\$ 1,570.50	\$ 429.50	78.53%
Dues & Memberships	\$ 6,166.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ 32.00	\$ 586.48	\$ 554.00	\$ 23.68	\$ 32.00	\$ 175.00	\$ -	\$ -	\$ 4,700.97	\$ 1,465.03	76.24%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ -	\$ -	\$ 30.00	\$ 270.00	10.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 160.00	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 525.00	\$ 475.00	52.50%
Contract Repair & Maintenance	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 2,600.00	7.14%
Grounds Operation, Maintenance	\$ 713.00	\$ 112.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 120.00	\$ -	\$ 36.00	\$ -	\$ -	\$ 308.50	\$ 404.50	43.27%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ 1,914.64	\$ 1,599.13	\$ 1,719.09	\$ 1,857.44	\$ 1,624.35	\$ 1,619.40	\$ 1,414.70	\$ -	\$ -	\$ 17,484.86	\$ 15.14	99.91%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ 259.55	\$ 259.55	\$ 267.95	\$ 267.80	\$ 274.00	\$ 271.10	\$ -	\$ -	\$ 2,642.90	\$ 1,087.10	70.86%
Other Maintenance/Repair	\$ 4,138.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ 486.03	\$ -	\$ -	\$ 235.76	\$ -	\$ -	\$ -	\$ 2,612.75	\$ 1,525.25	63.14%
Property & Casualty Insurance	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,738.68	\$ -	\$ -	\$ 13,738.68	\$ (4,838.68)	154.37%
Janitorial	\$ 26,489.00	\$ 2,689.00	\$ 1,750.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ -	\$ -	\$ 21,089.00	\$ 5,400.00	79.61%
Printing & Publishing	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	33.33%
Computer Expense	\$ 9,079.00	\$ 929.18	\$ 638.64	\$ 3,685.99	\$ 1,200.99	\$ 15.99	\$ 165.58	\$ 102.43	\$ 320.42	\$ 320.42	\$ 304.43	\$ 304.43	\$ -	\$ -	\$ 7,988.50	\$ 1,090.50	87.99%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 35,553.00	\$ 5,053.19	\$ 2,112.90	\$ 3,099.69	\$ 2,480.35	\$ 2,684.58	\$ 2,774.51	\$ 2,245.71	\$ 2,180.32	\$ 1,198.09	\$ 3,031.31	\$ 1,248.63	\$ -	\$ -	\$ 28,109.28	\$ 7,443.72	79.06%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ 50.13	79.95%
Office Supplies	\$ 4,710.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ 357.14	\$ 651.55	\$ 108.75	\$ 495.69	\$ 158.77	\$ 554.60	\$ -	\$ -	\$ 3,633.27	\$ 1,076.73	77.14%
Operating Supplies	\$ 2,820.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ 239.77	\$ 357.94	\$ 206.38	\$ 148.86	\$ 192.46	\$ 180.87	\$ -	\$ -	\$ 2,152.94	\$ 667.06	76.35%
Postage & Shipping	\$ 5,462.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 153.39	\$ 1,043.51	\$ 21.39	\$ 35.42	\$ -	\$ -	\$ 2,969.94	\$ 2,492.06	54.37%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ 27.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.64	\$ 72.36	27.64%
Programming	\$ 8,960.00	\$ 60.11	\$ 334.60	\$ 641.92	\$ 638.22	\$ 1,686.53	\$ 1,033.01	\$ 798.84	\$ 290.11	\$ 345.21	\$ 1,047.58	\$ 468.44	\$ -	\$ -	\$ 7,344.57	\$ 1,615.43	81.97%
Video Recordings	\$ 3,891.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ 150.29	\$ 290.65	\$ 206.48	\$ 39.92	\$ 326.27	\$ -	\$ -	\$ -	\$ 2,330.67	\$ 1,560.33	59.90%
Audio Recordings	\$ 4,083.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ 279.98	\$ 148.48	\$ 247.80	\$ 361.41	\$ 192.56	\$ 183.58	\$ -	\$ -	\$ 3,663.70	\$ 419.30	89.73%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 16.04	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 5,529.48	\$ 1,910.52	74.32%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 1,500.00	72.73%
Totals	\$ 455,464.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 35,350.98	\$ 31,796.43	\$ 42,238.35	\$ 29,383.31	\$ 30,507.34	\$ 35,738.76	\$ 20,741.45	\$ -	\$ -	\$ 344,462.53	\$ 111,001.47	75.63%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ 946.97	\$ 585.83	\$ 335.11	\$ -	\$ -	\$ -	\$ 2,417.89	\$ 14,582.11	14.22%
Capital Outlay/Building	\$ 20,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ 748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,975.22	\$ (7,975.22)	0.00%

Independence Public Library Circulation and Usage Report for March 2024

Item #5.

Materials Usage

City of Independence Circulation	3,407
Unincorporated Buchanan County Circulation	1,280
Incorporated Buchanan County w/Libraries	563
Contracting Cities	136
Outside of Buchanan County Circulation (Open Access)	285
Items Loaned to Other Libraries (Access Plus)	36
Total Materials Circulation for Month	5,707

Patrons

Total Number of Patrons for Month	4,141
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	366
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	412
Early Literacy Station Usage for Month	203
Wireless Headphone Usage for Month	21

Library of Things Usage

Activity Equipment	1
Puzzles	35
Hotspots	19
Cake Pans	1

Web Site Usage

Total Visitors	2,534
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BRIDGES Usage

Total Usage	1,902
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,669
Facebook Total Reach	109,158
Mass Emails/Constant Contact Opened	2,560
Instagram Likes	243
Instagram Followers	551
Google Profile Interactions	405
Google Profile Views	261

Mobile App Usage

Patron Count	N/A
Usage	N/A

Database Usage

Ancestry	7 sessions 94 searches
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Material Additions

Books	171
Vox Books	9
Audios	5
Videos	2
Total Additions for Month	187

Material Withdrawals

Total Withdrawals for Month	369
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Additions Breakdown

Adult Biography & NonFiction = B-3, 300-1, 700-1, 800-1, 900-1
 Adult Fiction = F-50, M-1, SF-21,W-17, GR-1, LPF-1
 Young Adult Biography = B-1
 Young Adult Fiction = YAF-6
 Juvenile Biography & NonFiction = B-1, 300-2, 500-1, 800-1, 900-1
 Juvenile Fiction = JF-13, Graphic Novel -7, Just Right - 5
 Juvenile Easy = Easy-34, BB-1
 Vox Books = 9
 Audios = Adult-5
 Videos = Adult-1, Juvenile-1

Withdrawals Breakdown

AF-13, YANF-29, YAF-1, JF-2, JE-261, Just Right-34, AdCD-1, AdDVD-5, JDVD-23

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	5707	4141	778	2534	1902
2023	6051	4114	915	2780	1,824
2022	5861	3546	768	2867	1642
2021	4568	2140	478	2926	1267
2020	5586	3753	799	3749	1378
2019	6546	5936	1348	2909	1125
2018	7012	6005	1406	2776	1038

Study Rooms - 38 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

3/4/2024 Brewery Beginnings - 24 adults
 3/5/2024 Daytime Book Discussion - 13 adults
 3/7/2024 Learn Cribbage - 20 adults
 3/11/2024 Make Your Own Pretzel Dips - 11 adults 2 teens
 3/14/2024 Pie Making Workshop - 19 adults
 3/18/2024 Beer Styles for Beginners - 29 adults
 3/19/2024 Writer's Group - 1 adult
 3/20/2024 Craft & Convo - 13 adults 2 children
 3/20/2024 Alzheimer's Caregiver Support Group - 10 adults
 3/24/2024 Apple Pie Contest - 16 adults 6 teens 6 children
 3/25/2024 Book Discussion - 17 adults
 3/26/2024 Pretzel Making - 19 adults

Teen Events

3/2/2024 - 3/3/2024 Prom Dress Swap - 4 teens 3 adults
 3/8/2024 Minecraft - 12 teens 4 children 2 adults
 3/17/2024 Dungeons & Dragons - 12 teens 5 children 2 adults

Children's Events

3/7/2024 Story Time - 8 children 5 adults
 3/14/2024 Story Time - 6 children 6 adults
 3/16/2024 Kids No-Bake Apple Pie - 15 children 6 adults
 3/21/2024 Story Time - 4 children 4 adults
 3/28/2024 Story Time - 8 children 5 adults

Passive Programs/Events

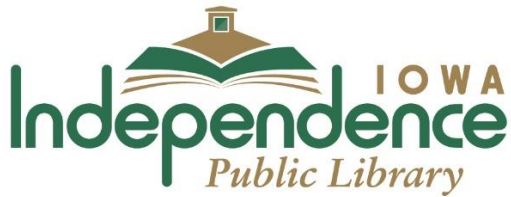
2/1/2024 - 3/1/2024 One Book Indee Bingo for Children - 23 children
 2/1/2024 - 3/1/2024 One Book Indee Bingo for Teens - 6 teens
 2/1/2024 - 3/17/2024 Cards for Care Centers - 38 children 8 adults
 2/1/2024-3/31/2024 One Book Indee Challenge - 101 adults 5 teens

Outreach Events

3/26/2024 Reader's Circle @ Lexington Estate - 7 adults

NonLibrary Events (Community Room)

3/8/2024 B & D Services training - 9 people
 3/14/2024 Between the Rivers Rug Hooking Guild - 7 people
 3/22/2024 B & D Services training - 8 people
 3/26/2024 USDA Farm Service Agency manager's meeting - 16 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

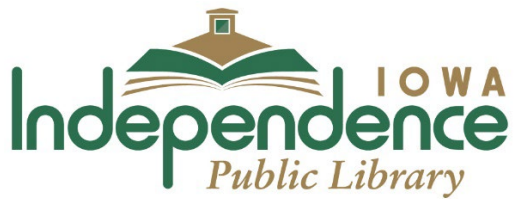
ITEM TITLE: Art Donation

BACKGROUND:

A local resident would like to donate a painting by E.W. Steffen to the library. The artist was a well-known mid-20th Century painter of birds from Cedar Rapids, Iowa. As a teacher, he traveled extensively in the summer to sketch and paint birds.

RECOMMENDATION:

Discuss and determine whether to accept the E.W. Steffen painting.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

ITEM TITLE: Genealogy Policy

BACKGROUND:

The Genealogy Policy is in need of a three-year review.

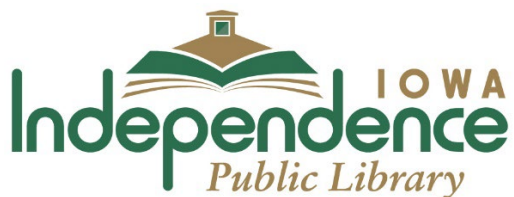
RECOMMENDATION:

Review and approve the policy with any changes.

GENEALOGY POLICY

Item #7.

- At the request of and in cooperation with the Buchanan County Genealogical Society, all requests for information on deceased individuals or family genealogy will be passed on to the Buchanan County Genealogical Society.
- All money received in the mail, or otherwise received for such work, will be given to the Buchanan County Genealogical Society with the query.
- All donated books dealing with a particular family history or genealogy will be given over to the Buchanan County Genealogical Society library.
- The Independence Public Library and the Buchanan County Genealogical Society select and acquire books and other items independently of one another, yet they cooperate in giving service to the public.
- Contact Information for the Buchanan County Genealogical Society:
 - Buchanan County Genealogical Society
103 4th Ave SE
Independence, IA 50644-0004
Phone: (319) 334-9333
Email: Buchanancoia@yahoo.com
Website: www.rootsweb.com/iabegs2/
<https://www.buchanancountyhistory.com/genealogical-society/>



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

ITEM TITLE: Hotspot Policy

BACKGROUND:

The Hotspot Policy needs to be reviewed and some changes in wording and fines will be recommended.

RECOMMENDATION:

Review and approve the policy with changes.

HOTSPOT CIRCULATION POLICY

Mobile hotspot service is provided by US Cellular. Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside this area will be the responsibility of the borrower. User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed.

Eligibility:

- Buchanan County resident of 18 years of age or older
- ~~Cardholder must be in good standing, meaning he/she has had a library card for a minimum of 30 days with household fines/fees of less than \$10.00.~~
- **Must have been a cardholder for 30 days or more.**
- **Cardholder must be in good standing, meaning he/she has household fines and/or fees of less than \$10.00 \$25.00 for 30 days prior to checkout.**
- Photo ID (driver's license, state ID, military ID, student ID, passport) must be presented prior to the first checkout. ID must have current address, or additional proof of address is required.
- Current email address on file with the library.
- One hotspot may be borrowed per household.

Checkout:

- Seven Day Checkout Period
 - Overdue fees are \$10.00/day until device is returned. There is no day of grace. Maximum fine of \$225.00, the cost of replacement.
- No Renewals
 - Cardholder or member of household eligible to check out again in 2 days.
- Reservations available on a first-come, first-serve basis.
- Staff confirms all items present in the hotspot kit.
- Cardholder will sign IPL's hotspot borrowing agreement.
- A new borrowing agreement will be signed for each hotspot checkout. This assures the patron has acknowledged financial responsibility for lost or damaged equipment.

Check in:

1. Hotspots must be returned to library staff, not in the book/AV return.

2. Check in of a hotspot must be 30 minutes or more before the library closes.
Cardholder must remain present until equipment is checked and cleared from the cardholder's account.

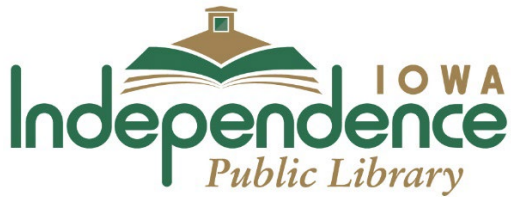
The Borrower Agreement is signed and dated signifying a proper return.

3. If a hotspot is returned to the book or AV return instead of in person, the cardholder will be charged a fee of \$10.00, in addition to any other accumulated fines or fees.

Lost/Damaged Replacement Fees:

1. If hotspot is not returned by one day past the due date, the library will deactivate it remotely.
2. Each day the hotspot is not returned, \$10 is charged to the borrower's account. If fees total the replacement cost or more, the maximum cost is \$225 plus any fees for improper return of the device.
 - a. Hotspot - \$195.00
 - b. Protective case - \$15.00
 - c. Charging cord/adaptor - \$15.00
 - d. The library will not accept replacement hotspots or accessories purchased by the cardholder.

By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

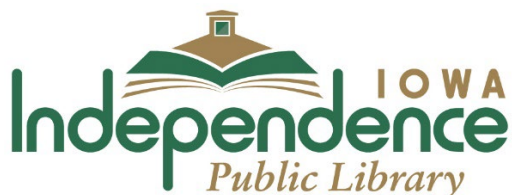
ITEM TITLE: Director Evaluation – Potential closed session pursuant to Iowa Code Chapter 21.5(1),(i)

BACKGROUND:

Library Director evaluation and discussion.

RECOMMENDATION:

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



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

ITEM TITLE: BCCF Grant Application

BACKGROUND:

Art Around Us was submitted for our 2024 grant request from the Buchanan County Community Foundation.

Here are a few of the basics:

Request Summary: The library (IPL) will increase availability, awareness, and involvement in the arts by promoting artists and their works. IPL will facilitate the creation of a one-of-a-kind sculpture, improve access and engagement in the arts, and further appreciation and understanding of the visual arts.

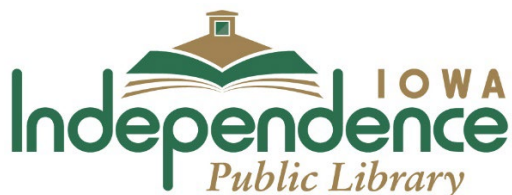
The components of the grant are a chainsaw sculpture using the oak trunk in front of the Lee Mansion, an interactive art fair with local and state artists demonstrating their craft, improved presentation of library artwork including framing and signage, an art brochure including art inside and outside of the library, a Robert Tabor (past local artist) program, and a dedication of the sculpture with a family-friendly outdoor event.

I have proposed a grant of \$3,600 from BCCF with donated and agency funds of \$2,500, with a total project cost of \$6,100. The donated funds are from the IPL Foundation, the IPL Friends Group, and the Independence Area Art Association. Agency funds are salaries/wages for the planning and implementation of the project/program. Four letters of support were included as well as some visuals of the library/Lee Mansion setting.

We will find out about the grant the middle of June.

RECOMMENDATION:

Keeping you up-to-date with additional information about the grant request.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

ITEM TITLE: Increasing Revenues

BACKGROUND:

It sounds like the budget will get worse before it gets any better. Being proactive in trying to increase revenues could help, but also takes staff resources away from normal library operations and services.

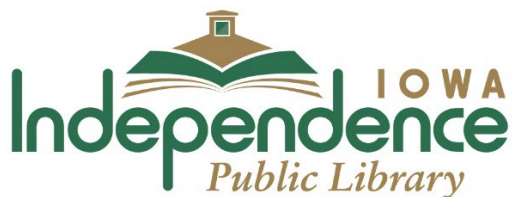
Most opportunities for increased revenues would come through the library foundation. Because these things take time and energy away from other library services, I would like to focus on ones that would raise more funds with a small amount of time, or those that would involve willing volunteers who were able to do most of the work.

A few things that the staff have thought about are online wish lists, sponsorships, selling items or doing a silent auction or raffle, increasing awareness and making donating easier, having a fundraising event, and putting a donation jar out at programs.

Other considerations are fees for programs and services. That can also be discussed now or in a future meeting.

RECOMMENDATION:

Discussion of ideas surrounding ways to increase revenues for the library.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

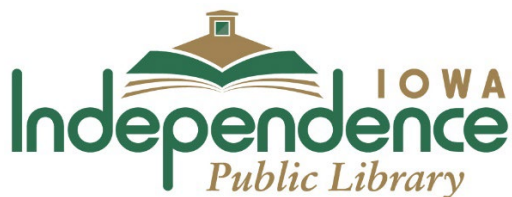
ITEM TITLE: Donor Wall Update

BACKGROUND:

The donor wall has been changed as far as placement and adding another gift panel, as discussed at the last library board meeting. The zinc plaque is on order.

RECOMMENDATION:

Look at the changes!



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 2024

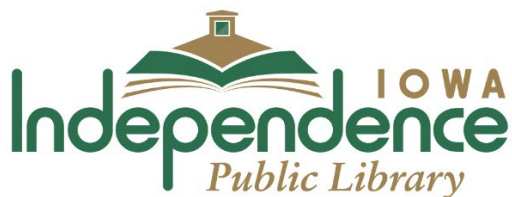
ITEM TITLE: Eagle Scout Project Update

BACKGROUND:

Roman Johnson and Travis Schwartz with Larson Construction have been working on the Eagle Scout Project. The project is a large chessboard that is located between the library and the Lee Mansion. As of Thursday morning, April 18th, the chessboard has been poured, but not the surrounding concrete. They are making a change and doing cement rather than deck boards under the storage box.

RECOMMENDATION:

I just want to keep you posted on the progress.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: April 22, 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.