

LIBRARY BOARD MEETING

Thursday, May 21, 2026 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. Wage and Salary Increases FY27

UNFINISHED BUSINESS

MISCELLANEOUS

7. Programming Update
8. Park Update
9. Library Board Training
10. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
April 16, 2026

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, Quentin Stenger, Deb Clark, Matt Rittgers, Nancy Dodge, Emily Ownby and Jake Bass. Also, in attendance Lisa Lorenzen Associate Clerk.

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 Nancy Dodge and seconded by Quentin Stenger to approve the minutes as written. The motion carried unanimously.

Bills were reviewed. Motion made by Matt Rittgers and seconded by Jake Bass to approve the bills. The motion carried unanimously.

Statistics

Facebook total reach for the month of March was one of the highest ever.

New Business Technology Plan

A motion was made by Quentin Stenger and seconded by Emily Ownby to approve the Technology Plan. The motion carried unanimously.

Internet Usage Policy

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

Unfinished Business

None

Park Update

The library submitted applications for the T-Mobile Grant and the Buchanan County Community Foundation Grant. The Go Nuts! Party for the Park is on May 2 from 10 am-2 pm.

Staff Update

A library page has been moved to the library assistant position and the maintenance position has been filled.

Board Training

The training covered the labor laws.

Board and Staff Reports

None

Adjournment

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

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,
Deb Clark
Secretary

DRAFT

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	\$ 22,874.42	\$ 15,273.60	\$ 15,273.61	\$ 15,273.61	\$ 15,273.62	\$ 15,273.60	\$ 15,273.61	\$ 15,250.00	\$ -	\$ 175,514.88	\$ 23,190.12	88.33%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ 11,487.83	\$ 7,486.03	\$ 7,600.09	\$ 6,812.97	\$ 7,867.63	\$ 8,203.99	\$ 7,049.30	\$ 7,894.78	\$ -	\$ 88,490.28	\$ 17,480.72	83.50%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ 11.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.40	\$ -	\$ 73.57	\$ 676.43	9.81%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 157.00	\$ 116.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ -	\$ 2,764.50	\$ 235.50	92.15%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ 1,007.80	\$ 227.00	\$ 70.00	\$ 32.00	\$ 232.00	\$ 75.00	\$ -	\$ 2,449.77	\$ 950.23	72.05%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.95	\$ 0.05	99.98%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ 443.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.98	\$ 661.02	52.78%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ -	\$ 2,272.38	\$ 2,727.62	45.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ 148.00	\$ 300.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 778.00	\$ (78.00)	111.14%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ 1,575.05	\$ 1,512.77	\$ 1,773.84	\$ 1,972.49	\$ 1,854.84	\$ 1,649.84	\$ 1,281.18	\$ -	\$ 17,291.00	\$ 3,773.00	82.09%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ 252.80	\$ 14.00	\$ 247.95	\$ 248.95	\$ 252.87	\$ 265.77	\$ -	\$ 2,525.09	\$ 874.91	74.27%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ 320.21	\$ -	\$ -	\$ 172.68	\$ 4,927.07	\$ -	\$ -	\$ 5,561.57	\$ (2,061.57)	158.90%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,340.52	\$ -	\$ -	\$ -	\$ 14,340.52	\$ 14,408.48	49.88%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ 1,635.00	\$ 2,253.00	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ 2,574.00	\$ -	\$ 18,388.00	\$ 2,612.00	87.56%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ 281.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356.63	\$ 643.37	35.66%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ 953.74	\$ 1,621.87	\$ 439.00	\$ -	\$ -	\$ -	\$ 461.85	\$ -	\$ 8,982.04	\$ (1,482.04)	119.76%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ 15.00	\$ 60.00	20.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,656.75	\$ 2,682.61	\$ 2,818.30	\$ 2,345.11	\$ 1,188.62	\$ 2,996.81	\$ 3,235.17	\$ 1,934.40	\$ 6,114.95	\$ -	\$ 30,967.93	\$ 3,032.07	91.08%
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	\$ 560.59	\$ 369.84	\$ 103.78	\$ 446.97	\$ 189.52	\$ 112.51	\$ 637.55	\$ -	\$ 3,461.99	\$ 538.01	86.55%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ 297.70	\$ 100.23	\$ 93.82	\$ 21.61	\$ 309.63	\$ 259.80	\$ -	\$ 2,293.10	\$ 406.90	84.93%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ 234.00	\$ 12.05	\$ 179.32	\$ 7.10	\$ 57.24	\$ -	\$ 577.66	\$ (77.66)	115.53%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ 211.95	\$ 249.45	\$ 244.88	\$ 548.28	\$ 1,141.13	\$ 719.05	\$ 140.34	\$ 2,667.63	\$ -	\$ 7,310.94	\$ 689.06	91.39%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ 150.76	\$ -	\$ 390.64	\$ 191.74	\$ 117.68	\$ 450.67	\$ -	\$ 2,433.06	\$ 316.94	88.47%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ 239.75	\$ 281.00	\$ 193.45	\$ 152.97	\$ 380.57	\$ 165.55	\$ -	\$ 2,503.33	\$ (3.33)	100.13%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,744.00	\$ -	\$ -	\$ 5,499.36	\$ 0.64	99.99%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	100.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 31,106.10	\$ 41,550.12	\$ 33,264.57	\$ 33,533.19	\$ 29,136.33	\$ 36,998.56	\$ 46,867.96	\$ 43,072.92	\$ 40,563.37	\$ -	\$ 405,180.53	\$ 69,608.47	85.34%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ 5,266.47	12.23%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Monthly Bills May 2026

Item #4.

1	003-410-6210 Dues & Memberships	\$75.00
2	Visa Card Services (W/CF Courier & DM Register)	\$75.00
3	003-410-6371 Electricity	\$1,281.18
4	Independence Light & Power	\$1,264.82
5	MidAmerican Energy	\$16.36
6	003-410-6373 Communications (Phone & Internet)	\$265.77
7	Independence Light & Power	\$265.77
8	003-410-6409 Janitorial	\$2,574.00
9	Midwest Janitorial (Inv# 260624)	\$1,635.00
10	Fish Window Cleaning (Inv# 3143-32668)	\$939.00
11	003-410-6490 Professional Services	\$15.00
12	Visa Card Services (background check)	\$15.00
13	003-410-6419 Computer Expense	\$461.85
14	Librarica, LLC (Inv# 203559-112R-yearly support renewal)	\$461.85
15	003-410-6502 Books	\$6,114.95
16	Brodart (Acct#140052 - Invoices listed below)	\$1,027.88
17	Ingram (Acct# 20C7887 - Invoices listed below)	\$374.97
18	Ingram (Acct# 20AZ626 - Invoices listed below)	\$1,655.99
19	Book Farm, LLC	\$977.30
20	Cengage Learning Inc. (Inv# 999102639460, 999102656037)	\$85.00
21	Center Point Large Print (Inv# 2246676)	\$204.19
22	Amazon Capital Services (Amazon.com purchases)	\$918.88
23	Perma-Bound (Invoices listed below)	\$870.74
24	003-410-6506 Office Supplies	\$637.55
25	Amazon Capital Services (paper shredder, laminating pouches)	\$244.92
26	Storey Kenworthy (Inv# 1315764)	\$81.35
27	Demco (Inv# 7800241)	\$311.28
28	003-410-6507 Operating Supplies	\$259.80
29	Storey Kenworthy (Inv# 1315764, 1315778)	\$93.25
30	Cole's Ace Hardware (Trans# 47140)	\$36.97
31	Amazon Capital Services (drawer lock)	\$8.98
32	Visa Card Services (Stain for Oaklee, late payment fee & interest)	\$120.60
33	003-410-6508 Postage	\$57.24
34	Visa Card Services (ILL postage & hotspots shipping fee)	\$57.24
35	003-410-6530 Programming	\$2,667.63
36	Robison Reptiles, LLC (SRP program)	\$380.00
37	Incrediblebats, Inc. (SRP program)	\$450.00
38	Grout Museum District (SRP program)	\$393.40
39	National Mississippi River Museum & Aquarium (SRP program)	\$311.80
40	Thomas Nissen (Network Nirvana Minecraft programs)	\$450.00
41	Do Art Productions, LLC (SRP program)	\$495.00
42	Kelly Crull (SRP program)	\$100.00
43	Buchanan County Extension (STEM Adventures program)	\$20.00
44	Visa Card Services (programming supplies)	\$67.43
45	003-410-6531 Video Recordings	\$450.67
46	Amazon Capital Services (Amazon.com purchases)	\$450.67
47	003-410-6532 Audio Recordings	\$165.55
48	Blackstone Publishing (Inv# 2232151, 2232562)	\$165.55
49	003-410-6538 Video Streaming	\$2,000.00
50	Kanopy (Inv# KFSL-0813, yearly renewal)	\$2,000.00
51	Total General Fund Expenses for Month	\$17,026.19 \$17,026.19

52 Brodart Invoices - B7217807, B7217904-06, B7218077-78, B7218080, B7218091, B7218107, B7218109-45,
53 B7218154, B7218171, Credit B7220960

55 Ingram Invoices Acct# 20C7887 - 96232020, 9628786, 96406492, 96424254, 96457468-69

56 Ingram Invoices Acct# 20AZ626 - 95678180, 95714641, 95799790, 95832783-84, 95867891, 95927901-02,
57 95956512, 95963186, 95971342, 95984479, 95989710-12, 96027531-32, 96147207, 96187489-90,

58 96248876, 96286162-67, 96318646, 96365606-09, 96423174, 96442305-06, 96492347-48,

59 Unapplied Cash 002026

60 Perma-Bound Invoices Inv# 2032454-01, 2032454-02, 2037489-00, 2040353-00, 2041004-00

Independence Public Library Circulation and Usage Report for April 2026

Item #5.

Materials Usage

City of Independence Circulation	2,639
Unincorporated Buchanan County Circulation	1,074
Incorporated Buchanan County w/Libraries	493
Contracting Cities	110
Outside of Buchanan County Circulation (Open Access)	383
Items Loaned to Other Libraries (Access Plus)	64
Total Materials Circulation for Month	4,763

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2026	4763	3729	701	3035	2254
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

Patrons

Total Number of Patrons for Month	3,729
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	299
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	402
Early Literacy Station Usage for Month	104
Wireless Headphone Usage for Month	26

Library of Things Usage

Activity Equipment	7
Puzzles	47
Hotspots	17
Cake Pans	3

Web Site Usage

Total Visitors	3,035
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BRIDGES Usage

Total Usage	2,254
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,273
Facebook Total Reach	73,344
Mass Emails/Constant Contact Opened	2,920
Instagram Likes	142
Instagram Followers	609
Google Profile Interactions	415
Google Profile Views	452

Mobile App Usage

Patron Count	434
Usage	2344

Kanopy Usage

Visits	174
Plays	53

Material Additions

Books	335
DVDs	6
CDs	12
Total Additions for Month	353

Material Withdrawals

Total Withdrawals for Month	476
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Additions Breakdown
Adult Biography & NonFiction = B-2, 100-3, 300-4, 500-4, 600-10, 700-3, 900-3
Adult Fiction = F-87, M-14, SF-2, W-23, GR-3, LPF-12, LPF-20, LPM-3, LPW-5
Young Adult Fiction = YAF-8, GR-1
Juvenile NonFiction = JB-5, 300-1, 500-1, 700-4, 800-1, 900-2
Juvenile Fiction = JF-36, Graphic Novel-8, Just Right-7
Juvenile Easy = Easy-52, BB-11
CDs = Adult-12
DVDs = Adult-3, Juvenile-3
Withdrawals Breakdown
ANF-1, AF-245, GR-1, YAF-1, YAGR-1, JF-19, Just Right-56, JENF-30, JE-69, JDVD-53

Number of Days Open = 28

Study Rooms - 36 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 4/10/2026 Tax-Aide - 16 people
- 4/15/2026 Caregiver Support Group - 4 adults
- 4/21/2026 BCHC Spotlight Series - GLP1s Explained - 19 adults
- 4/23/2026 Dungeons & Dragons - 8 adults
- 4/27/2026 Book Discussion - 12 adults
- 4/28/2026 Daytime Book Discussion - 4 adults
- 4/28/2026 Dungeons & Dragons - 7 adults

Teen & Tween Events

- 4/16/2026 iTAB meeting - 8 teens 2 adults
- 4/19/2026 Dungeons & Dragons - 11 teens 1 child 1 adults
- 4/24/2026 Minecraft - 14 teens 3 children 2 adults

Children's Events

- 4/2/2026 Story Time - 17 children 10 adults
- 4/9/2026 Story Time - 8 children 4 adults
- 4/16/2026 Story Time - 15 children 9 adults
- 4/17/2026 STEM Adventures with ISU Extension - Drop, the Water Cycle - 4 children 1 adult
- 4/20/2026 LEGOS @ the Library - 12 children 9 adults
- 4/23/2026 Story Time - 19 children 13 adults
- 4/23/2026 Sensory Stay & Play - 19 children 13 adults
- 4/30/2026 Story Time - 9 children 5 adults

Outreach Programs/Events

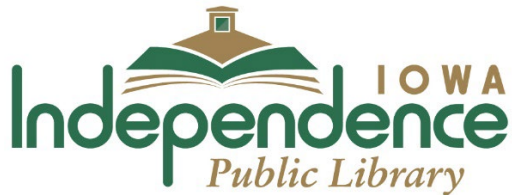
- 4/6/2026 Silent Book Club - 5 adults
- 4/28/2026 Reader's Circle @ Lexington Estate - 6 adults
- 4/30/2026 Title I Reading Night Out - 22 children 18 adults

Passive Programs

- 4/6-4/9/2026 Peeps Diorama Contest - 7 children 1 teen 4 adults
- 4/20-4/25/2026 National Library Week Scavenger Hunt - 14 children 2 adults

NonLibrary Events (Community Room)

- 4/6/2026 Girl Scouts Troop 4034 meeting - 15 people
- 4/9/2026 Independence Premium Foods meeting - 6 people
- 4/14/2026 City of Independence technology training & Department Head meeting - 15 people
- 4/15/2026 Oelwein Community Schools testing - 21 people
- 4/16/2026 Oelwein Community Schools testing - 22 people
- 4/21/2026 Iowa Rural Water Association meeting - 21 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 21, 2026

ITEM TITLE: Wage and Salary Increases FY27

BACKGROUND:

Wage increases by the City next fiscal year will be according to performance ratings on employee evaluations. The attached document for wage and salary increase outlines the ratings and percentage increases they will be following. A base 2% increase is increased according to the overall performance rating.

RECOMMENDATION:

I would recommend that the library staff follow the same increases as the City for fiscal year 2027, as outlined on the attached form.

Library Staff Wage and Salary Increases for Fiscal Year 2027

The City Council of the City of Independence authorized and approved wage and salary increases for fiscal year 2027, effective at the beginning of the pay period including July 1, 2026.

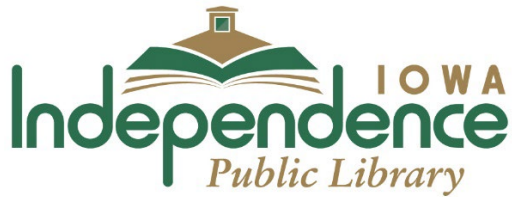
They authorized a base 2% increase to the current rate of pay, provided the employee has a satisfactory performance evaluation, excluding longevity pay.

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

- Ratings between 1.00 and 2.00 will receive no merit increase.
- Ratings between 2.01 and 2.50 will receive an additional 0.50% merit increase, totaling 2.50%.
- Ratings between 2.51 and 3.00 will receive an additional 1.00% merit increase, totaling 3.00%.
- Ratings between 3.01 and 3.50 will receive an additional 1.50% merit increase, totaling 3.50%.
- Ratings between 3.51 and 4.00 will receive an additional 2.00% 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 2027 part-time and full-time wage and salary increases.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 21, 2026

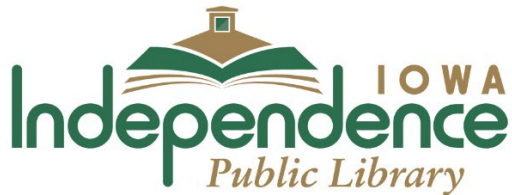
ITEM TITLE: Programming Update

BACKGROUND:

The library has been busy planning for the summer reading program. Online registration begins May 20 and we will have information on the website and in print for June.

RECOMMENDATION:

Be aware of the programming planned for the summer.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 21, 2026

ITEM TITLE: Park Update

BACKGROUND:

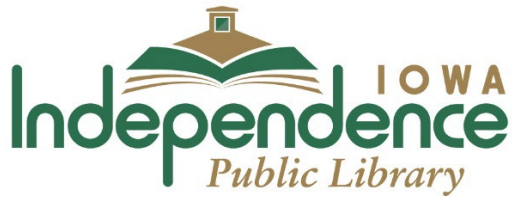
There is good and bad news about the park. The good news is the results of the Party for the Park with \$4,295.72 raised for the park project! Many people contributed and made the fundraiser a success. If you see Maud Bentley, Steve and Wendy Gibbs, Travis and Michelle McBride, or Carter Homan, please tell them thank you! The Friends of the Library were also very generous in donating all of the book sale funds to the park project. Everyone was very generous with their time and talents. Thanks to all the bakers and volunteers, too. The group effort and generosity of many made it a success! We matched the McElroy Grant and will receive that \$6,300.

There are two grants written for the park project that are pending. We won't know the results until mid and later June.

The bad news is that the large limb that came down at the end of last week will likely soon mark the end of life for that tree. In addition to that tree, the northernmost one will also need to be removed, as it is dying.

RECOMMENDATION:

Awareness of the status of the park project and the trees.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: May 21, 2026

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.