

# LIBRARY BOARD OF TRUSTEES MEETING

Thursday, November 21, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

## AGENDA

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### MEETING OPENING

1. Roll Call
2. Approve the Agenda
- [3.](#) Approve Minutes

### APPROVE BILLS

- [4.](#) Approve Bills

### STATISTICS

- [5.](#) Statistics Report

### NEW BUSINESS

- [6.](#) 2026 Budget & CIP Proposal
- [7.](#) IPLF Board Appointment
- [8.](#) Security Camera Policy

### UNFINISHED BUSINESS

- [9.](#) Library Board Bylaws

### MISCELLANEOUS

- [10.](#) Oaklee Update
- [11.](#) Year in Review Infographic
- [12.](#) Board Training
13. Board and Staff Reports

### ADJOURNMENT

This agenda is subject to change.

Independence Public Library  
Library Board of Trustees  
17<sup>th</sup> October 2024

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, Deb Clark, Quentin Stenger, Robin Bleichner, and Matt Rittgers. Also in attendance, Lisa Lorenzen, Associate Clerk; and Bret Weber, City Council Liaison.

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

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

A motion was made by Nancy Dodge and seconded by Quentin Stenger to approve the minutes. The motion carried unanimously.

Bills were reviewed. Motion made by Deb Clark and seconded by Nancy Dodge to approve the August bills. The motion carried unanimously.

#### Statistics

The Community Room was used by outside groups ten times during the month.

#### New Business

##### IPL Strategic Plan

Went over the IPL Plan 2025-2027-10/10/24 Version. Motion made by Quentin Stenger to approve plan and seconded by Nancy Dodge.

#### Library Board Bylaws

Tabled until next meeting.

#### Therapy Dog for Programming

Discussion on whether a therapy dog in training would be acceptable for Tales to Tails programming at the library. Tabled item with a consensus that, for safety reasons, non-certified dogs should not be utilized for this program.

### Budget Committee

Members of this library board committee will remain the same: Robin Bleichner, Nancy Dodge and Deb Clark.

### Unfinished Business

None

### Miscellaneous

#### Squirrel Area and Naming

Talked about adding some lights on the statue. Thanked the Street Department for cleaning the debris around the project.

### Board Training

Trustee Talking Points-Library Cards/Services

### Board and Staff Reports

Boo Bash was a success again this year.

### Adjournment

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

The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Deb Clark

Secretary

# Independence Public Library Monthly Bills November 2024

Item #4.

1	<b>003-410-6210 Dues &amp; Memberships</b>			
2	Visa Card Services (Des Moines Register & Waterloo Cedar Falls Courier)	\$	89.08	
3	<b>003-410-6310 Contract Repair/Maintenance</b>			<b>\$200.00</b>
4	Heartland Mechanical (Annual sprinkler system inspection)	\$	200.00	
5	<b>003-410-6320 Grounds Operation/Maintenance</b>			<b>\$64.19</b>
6	Visa Card Services (Sealant for Oaklee the Squirrel)	\$	64.19	
7	<b>003-410-6371 Electricity</b>			<b>\$2,031.61</b>
8	Independence Light & Power	\$	2,017.07	
9	Mid American Energy	\$	14.54	
10	<b>003-410-6373 Communications (Phone &amp; Internet)</b>			<b>\$266.50</b>
11	Independence Light & Power	\$	266.50	
12	<b>003-410-6399 Other Maintenance/Repair</b>			<b>\$652.51</b>
13	Visa Card Services (geothermal filters)	\$	652.51	
14	<b>003-410-6409 Janitorial</b>			<b>\$1,400.00</b>
15	Epic Clean, LLC (November cleaning)	\$	1,400.00	
16	<b>003-410-6502 Books</b>			<b>\$1,369.39</b>
17	Brodart (Acct#140052, 141792 - Invoices listed below)	\$	672.12	
18	Baker & Taylor (Acct#L0417982, Invoices listed below)	\$	303.11	
19	Amazon Credit Services (Amazon.com purchases)	\$	381.41	
20	Iowa Poetry Association (Lyrical Iowa 2024)	\$	12.75	
21	<b>003-410-6506 Office Supplies</b>			<b>\$252.34</b>
22	Storey Kenworthy (Inv# 1208073, 1214634)	\$	252.34	
23	<b>003-410-6507 Operating Supplies</b>			<b>\$236.71</b>
24	Capital One/Walmart (Trans# 2419-hand soap)	\$	17.91	
25	Storey Kenworthy (Inv# 1214634)	\$	62.12	
26	Amazon Credit Services (speakerphone, light bulbs, thank you bags)	\$	156.68	
27	<b>003-410-6530 Programming</b>			<b>\$204.23</b>
28	Amazon Credit Services (craft supplies)	\$	16.99	
29	Capital One/Walmart (transactions listed below)	\$	142.24	
30	Visa Card Services (Facebook advertising)	\$	45.00	
31	<b>003-410-6531 Video Recordings</b>			<b>\$250.03</b>
32	Amazon Credit Services (Amazon.com purchases)	\$	250.03	
33	<b>003-410-6532 Audio Recordings</b>			<b>\$193.48</b>
34	Blackstone Publishing (Inv# 2173773, 2175870)	\$	193.48	
35	<b>Total General Fund Expenses for Month</b>		<b>\$7,210.07</b>	<b>\$7,210.07</b>

36 Brodart Invoices - B6883201-02, B6883204-05, B6883261, B6883265-66, B6883301, B6883475-76,  
37 B6883550, B6883564, B6883571-72, B2663634, B6883674, B6883685-87, B6883733, B6883239  
38 Baker & Taylor Invoices - 2038598985, 2038598987, 2038634413, 2038634415-16, 2038664639-40  
39 Walmart - Trans# 8418, 2713, 2419, 3251, 4481, 1837, 1617, 2599 - supplies

**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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,641.10	\$ 132,300.90	30.71%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ 7,906.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,529.36	\$ 71,365.64	29.96%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628.00	\$ 2,372.00	20.93%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (1,381.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 571.05	\$ 2,928.95	16.32%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503.50	\$ 2,496.50	16.78%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.47	\$ 439.53	26.75%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ 2,031.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,142.40	\$ 10,057.60	44.74%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,324.70	\$ 2,405.30	35.51%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,012.58	\$ 1,987.42	33.75%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,850.00	\$ 9,150.00	49.17%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,515.00	\$ 1,485.00	78.79%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,558.89	\$ 20,441.11	31.86%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ 252.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262.94	\$ 2,837.06	30.80%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 841.95	\$ 1,758.05	32.38%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.00	\$ 654.00	18.25%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ 204.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,339.06	\$ 6,155.94	17.87%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 939.74	\$ 2,310.26	28.92%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599.25	\$ 2,900.75	17.12%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	0.00%
<b>Totals</b>	<b>\$ 434,098.00</b>	<b>\$ 33,751.35</b>	<b>\$ 35,164.06</b>	<b>\$ 29,500.22</b>	<b>\$ 28,209.16</b>	<b>\$ 7,210.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,834.86</b>	<b>\$ 300,263.14</b>	<b>30.83%</b>
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	0.00%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

# Independence Public Library Circulation and Usage Report for October 2024

Item #5.

## Materials Usage

City of Independence Circulation	2,880
Unincorporated Buchanan County Circulation	1,564
Incorporated Buchanan County w/Libraries	415
Contracting Cities	136
Outside of Buchanan County Circulation (Open Access)	229
Items Loaned to Other Libraries (Access Plus)	52
<b>Total Materials Circulation for Month</b>	<b>5,276</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	5276	4548	744	2217	2033
2023	5694	5337	858	3344	1833
2022	4804	4964	799	2288	1562
2021	4710	3189	589	2160	1284
2020	4646	2528	513	2710	1211
2019	5978	4942	1086	2593	1145
2018	5921	5784	1275	2578	1029

## Patrons

<b>Total Number of Patrons for Month</b>	<b>4,548 *</b>
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## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	382
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	362
Early Literacy Station Usage for Month	177
Wireless Headphone Usage for Month	7

## Library of Things Usage

Activity Equipment	4
Puzzles	43
Hotspots	27
Cake Pans	3

## Web Site Usage

<b>Total Visitors</b>	<b>2,217</b>
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## BRIDGES Usage

<b>Total Usage</b>	<b>2,033</b>
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## Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,834
Facebook Total Reach	78,408
Mass Emails/Constant Contact Opened	2,474
Instagram Likes	334
Instagram Followers	581
Google Profile Interactions	424
Google Profile Views	307

## Mobile App Usage

Patron Count	349
Usage	927

## Material Additions

Books	185
Audios	6
Videos	18
<b>Total Additions for Month</b>	<b>209</b>

## Material Withdrawals

<b>Total Withdrawals for Month</b>	<b>228</b>
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### Additions Breakdown

Adult Biography & NonFiction = B-9, 000-2, 100-1, 300-3, 600-3, 700-2, 900-3  
 Adult Fiction = F-71, M-8, SF-1  
 Young Adult Fiction = F-5, Graphic Novel-2  
 Juvenile Biography & NonFiction = B-3, 000-3, 300-1, 600-2, 800-1, 900-2, Graphic Novel-1  
 Juvenile Fiction = JF-22, Graphic Novel -3, Just Right - 3  
 Juvenile Easy NonFiction = 300-1, 500-1  
 Juvenile Easy = Easy-28, BB-4  
 CD= Adult-6  
 DVD= Adult-13, Juvenile-5

### Withdrawals Breakdown

ANF-10, AF-22, LPF-1, AdGR-3, YAF-2, YAGR-1, JF-108, JGR-7, JE-71, BB-1, Just Right-1, Puzzle-1

Number of Days Open = 31

\* Includes Boo Bash attendance

## Study Rooms - 50 usages

### Library Events (Community Room)

#### **Adult Events & General Interest (All Ages) Events**

10/3/2024 The Art of Chainsaw Carving - 25 adults  
 10/5/2024 An Afternoon with Frank Lloyd Wright - 29 adults  
 10/8/2024 BCHC Spotlight Series: Stroke Prevention & Awareness - 7 adults  
 10/9/2024 Craft & Convo - 7 adults 2 children  
 10/14/2024 Evening Craft & Convo - 3 adults  
 10/15/2024 Iowa Haunted Corridor - 37 adults  
 10/16/2024 Alzheimer's Association Caregive Support Group - 6 adults  
 10/17/2024 Dungeons & Dragons for Adults - 4 adults  
 10/21/2024 Understanding Dyslexia - 24 adults 3 teens 2 children  
 10/28/2024 Book Discussion - 10 adults

#### **Teen Events**

10/20/2024 Dungeons & Dragons for Teens - 11 teens 2 children 2 adults

#### **Children's Events**

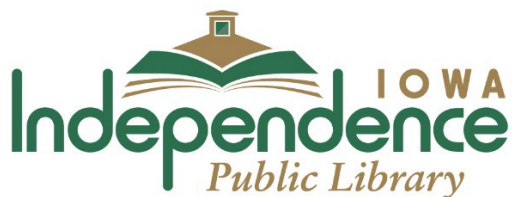
10/3/2024 Story Time - 9 children 5 adults  
 10/10/2024 Story Time - 6 children 5 adults  
 10/10/2024 Tiny Art - 6 children 1 teen 1 adult  
 10/17/2024 Story Time - 9 children 6 adults  
 10/24/2024 Story Time - 6 children 5 adults  
 10/25/2024 Boo Bash! (held at Falcon Civic Center) - 244 children 6 teens 122 adults  
 10/29/2024 Legos @ the Library - 14 children 3 teens 9 adults  
 10/31/2024 Story Time - 7 children 8 adults

### Outreach Events

10/22/2024 Reader's Circle @ Lexington - 8 adults 7 children

### NonLibrary Events (Community Room)

10/1/2024 Habitat for Humanity meeting - 6 people  
 10/7/2024 B & D Services Suicide Prevention training - 12 people  
 10/8/2024 USDA Farm Service Agency - 14 people  
 10/18/2024 Full Circle Services Mental Health First Aid training - 19 people  
 10/22/2024 Ace Hardware Group meeting - 28 people  
 10/23/2024 Goldfinch Court Homeowners Association - 27 people  
 10/24/2024 Building Directions for Families Psychological First Aid training - 29 people  
 10/30/2024 Buchanan County Economic Development - 20 people



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** 2026 Budget & CIP Proposal

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### **BACKGROUND:**

The Capital Improvement Plan budget and the library's operating budget have been approved by the Library's Budget Committee.

### **RECOMMENDATION:**

Go over the budget, discuss, answer questions, and approve the proposal or a modified version of it.

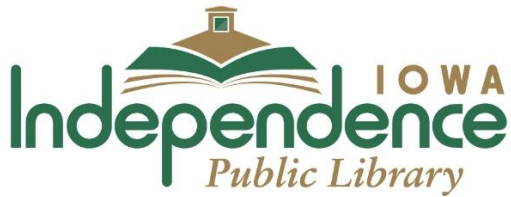


	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
1	003-410-6010	Wages - Full-Time	\$185,455.00	\$190,942.00	\$196,594.00	
2		Library Director Salary	\$78,542.00	\$80,868.00	\$83,264.00	3% increase, \$/hr + longevity
3		Ass't Library Director	\$61,277.00	\$63,069.00	\$64,911.00	3% increase, \$/hr + longevity
4		Program Coordinator	\$45,636.00	\$47,005.00	\$48,419.00	3% increase, \$/hr
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime
6	003-410-6020	Wages - Part-Time	\$104,600.00	\$101,895.00	\$104,998.53	3% increase
7		Part-Time Wages	\$102,334.00	\$99,561.00	\$102,547.83	3% increase
8		Maintenance	\$2,266.00	\$2,334.00	\$2,450.70	5% increase
9	003-410-6143	Iowa RC - City Share	\$2,000.00	\$3,000.00	\$3,000.00	Retirement fund
10	003-410-6210	Dues & Memberships	\$5,613.00	\$3,500.00	\$3,400.00	ILA Dues - \$165, Print Periodicals \$2643, Rotary - \$592
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$700 in Library Friends dollars to cover meals.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$1,000.00	\$1,400.00	Two days at ILA conference (Sioux City) for 3 people + online workshops
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,000.00	\$5,000.00	Geothermal, lighting, locks, sprinkler system, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$700.00	Snow Removal \$500, General Maintenance \$200
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,200.00	\$21,064.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22, \$18,036 '23, \$19,875 '24 +\$360 for Bitdefender +204 outdoor light
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,400.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$3,500.00	Geothermal Filters \$1500, Light Bulbs and Ballasts \$700, lighting system part replacements \$600, General Maintenance \$700
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$15,011.00	\$16,500.00	\$7,496.73 in 2017-18; \$8,369.68 in 2018-19; \$9,291 in 2019-20; \$7,011 in 2020-21; \$8,271 In 2021-22; \$10,108 In 2022-23, \$13,738 in '24, \$15,011 in '25
19	003-410-6409	Janitorial	\$23,800.00	\$18,000.00	\$21,000.00	Cleaning Services, window cleaning, carpet cleaning, cleaning time reduced in fy'25

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
20	003-410-6414	Printing and Publishing	\$2,000.00	\$1,000.00	\$1,000.00	Job advertisements, publicity & marketing for events and services
21	003-410-6419	Computer Expense	\$8,150.00	\$7,000.00	\$7,500.00	Automated catalog/checkout program \$3500 Alarm system \$300 Deep Freeze Security Software (cloud-based) \$895 Time management software \$525 Patron Counter \$200 Service for 7 hotspots -\$2484 ( \$1000 with \$1484 from Foundation) Mobile app \$2,800 (\$400 with \$2400 from IPLF) QR Code Generator \$180 LibraryAware \$1,260 (\$500 with \$760 from IPLF) Supplemented with \$4,644 from Foundation
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00	\$0.00	\$0.00	
24	003-410-6502	Library Books	\$30,500.00	\$30,000.00	\$34,000.00	Amount needed to maintain current collection status - \$52,000-\$10,000 (IPLF) = \$42,000 Working with consultant to maximize dollars. Supplemented by \$10,000 from library foundation/friends.
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$250.00	
26	003-410-6506	Office Supplies	\$4,400.00	\$4,100.00	\$4,000.00	
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,600.00	\$2,700.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$4,000.00	\$800.00	\$500.00	Printing and general postage expenses
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$75.00	
30	003-410-6530	Programming	\$8,900.00	\$7,495.00	\$8,000.00	Over 6300 people attended IPL programs in FY'24. More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,750.00	\$3,250.00	\$2,750.00	DVDs - usage down slightly. Would like to offer video streaming as society moves that direction. DVD sales have been declining since 2006. In 2020, DVD and Blu-Ray sales made up only 11% of total home video sales revenue. In the last 2 years, DVD prices are up 28%.

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$2,500.00	Usage up 12%, but usage up 20% for downloadable audiobooks. Divert more funds there, as that is the format more people will be going to. Purchase Vox books (books with built-in audio) for children due to high demand. Supplemented by \$5000 from foundation.
33	003-410-6536	eBooks	\$6,500.00	\$6,500.00	\$5,500.00	Usage down 6% as more people listen to audiobooks. ebooks are typically purchased for a year or for 26 uses. Goal is to cut wait times for our patrons. Need to maintain currency of collection. Supplemented by \$5000 in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$4,500.00	\$7,000.00	Usage up 20%. This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies.
35	003-410-6538	Video Streaming			\$2,000.00	Introduce video streaming service (Kanopy) to patrons as DVD costs increase and people gravitate to streaming for convenience/accessibility.
		<b>Total Expenses</b>	<b>\$440,063.00</b>	<b>\$434,098.00</b>	<b>\$459,456.53</b>	
36			1.37%	-1.36%	5.84%	
	Account #	Revenues	Budget 2024	Budget 2025	Proposed Budget 2026	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$42,500.00	\$42,500.00	
39	003-410-4470	28E Funds	\$6,250.00	\$6,500.00	\$6,600.00	Contracts with Quasqueton, Stanley, Hazleton
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$2,500.00	\$3,500.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$75.00	
43	003-410-4765	Fines/Book Charges	\$1,400.00	\$1,750.00	\$1,600.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment.
44		<b>Total Revenue</b>	<b>\$57,925.00</b>	<b>\$58,525.00</b>	<b>\$59,475.00</b>	

	<b>Capital Outlay</b>					
45	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$6,000.00	\$6,000 computers and equipment
46	323-410-6770	Capital Outlay/Building		\$68,000.00	\$0.00	
47		Total Capital Equipment	<b>\$17,000.00</b>	<b>\$82,000.00</b>	<b>\$6,000.00</b>	
	<b>Summary</b>					
48		Revenues from other sources	\$57,925.00	\$58,525.00	<b>\$59,475.00</b>	The 59,475 in revenues is supplemented by over \$33,000 from Friends/Foundation/Donations
49		City (2026 budget w/out CIP minus revenues)	\$382,138.00	\$375,573.00	<b>\$399,981.53</b>	
50		City (2026 budget with CIP minus revenues)	\$399,138.00	\$457,573.00	<b>\$405,981.53</b>	
51		Total Expenditures	\$457,063.00	\$516,098.00	<b>\$465,456.53</b>	
52			-0.49%	112.92%	<b>90.19%</b>	



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** IPLF Foundation Board Appointment

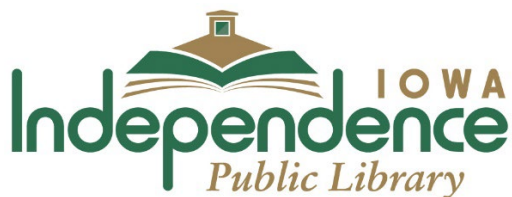
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### **BACKGROUND:**

The Friends of the Library would like to propose Kathie Appleby as the next foundation board member. She has been active as a Friends of the Library member for over a decade. Kathie used to work for the US Postal service but has since retired.

### **RECOMMENDATION:**

Approve Kathie Appleby as the newest member of the IPLF board.



## LIBRARY BOARD ITEM DESCRIPTION

---

**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** Security Camera Policy

---

### **BACKGROUND:**

It is time for the three-year review of the security camera policy.

### **RECOMMENDATION:**

Review Security Camera Policy and approve with any needed changes.

# SECURITY CAMERA POLICY

Item #8.

## **Purpose**

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Independence Public Library. The library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and on library grounds in lieu of direct supervision.

Cameras will not be installed for the purpose of monitoring staff performance.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

## **Privacy and Confidentiality**

Camera placement shall be determined by the library director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.

Cameras are not positioned to identify a person's reading, viewing or listening activities. However, recorded images may include identifiable persons requesting information or checking out an item. Records will be treated as confidential as provided in Iowa Code §22.7 (13). Protected information shall be held in confidence by the library staff under the library's confidentiality policy.

## **Public Notice**

Signage shall be displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

## **Data Storage**

Cameras will record activities in real time and images will be saved to the camera server's hard drive. Current software deletes images automatically as the capacity of the hard drive is reached.

Cameras will not be monitored continuously by library staff.

In situations involving banned patrons, stored images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of time the individual is banned.

# SECURITY CAMERA POLICY

Item #8.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Independence Public Library, its staff or board; nor the City of Independence is responsible for loss of property or personal injury.

## **Authority to Access Recorded Data**

The library director may designate library staff members who may access video in real time or recorded formats. Generally, in addition to the director, the assistant director and all staff manning the circulation desk will be granted authority.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated workstations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

## **Law Enforcement**

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the assistant director or other designated staff member.

If Law Enforcement notifies library staff that a life may be in danger and time is of the essence, and requests to view security camera footage, law enforcement shall be allowed to view the pertinent footage including, but not limited to the Main Entrance, and Exterior of Building.

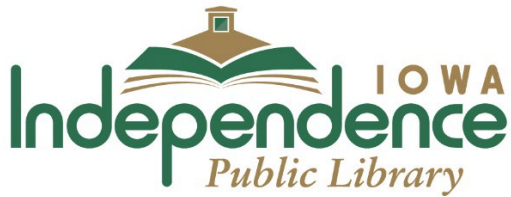
**If a life is not in danger**, the execution of a search warrant is required for law enforcement to view recorded images. Such records will be released only pursuant to valid court order.

In the event of a search warrant, which is executable immediately, the library director or designee will comply with the search warrant and consult legal counsel as needed.

## **Public Disclosure**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint in accordance with Iowa Code Chapter 22.





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** Library Board Bylaws

---

### **BACKGROUND:**

This was tabled last month due to changes not having been posted 48 hours in advance of the meeting, which is required before modifying the bylaws. Changes need to be made to comply with state open meetings law changes.

### **RECOMMENDATION:**

Review Library Board Bylaws and approve with any needed changes.

# Independence Public Library Board of Trustees ByLaws

## Section I **LIBRARY BOARD**

- In accordance with Chapter 22 of the City of Independence Ordinance, the Independence Public Library Board of Trustees will have seven members for terms of service as specified in the noted Ordinance.
- The general powers and duties of the Independence Public Library Board of Trustees are specified in Chapter 22 of the Municipal Code of the City of Independence.
- The Board will exercise its powers and duties as follows:
  1. Employ a competent and qualified individual to serve as Librarian, also hereinafter called the Director.
  2. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in Section VI of the By-Laws. This evaluation will be performed annually under the direction of the personnel committee of the Board of Trustees, and will be discussed with the Director.
  3. Cooperate with the Director in determining and adopting written policies to govern all operations and programs of the Library.
  4. Report to and cooperate with other public officials, boards and the Independence community in support of a good public relations program within the community.
  5. Assist in the preparation of and seek adequate support for the annual Library budget.
  6. Develop long-range goals for the Library and work toward the achievement of these goals.

## Section II **INDEMNIFICATION OF MEMBERS**

- The Board shall indemnify any member made a party to an action, suit, or proceeding in tort or contract, or for violation of any of the other civil rights laws, State, Federal or local, under which the member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgment, compromise, or settlement of the

# **Independence Public Library Board of Trustees**

## **ByLaws**

Item #9.

action, suit or proceeding; and reasonable expenses, including attorney's fees actually and reasonably incurred by the member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that a Board member is liable for gross negligence or willful misconduct in the performance of his or her duties. The rights of indemnification and reimbursement contained in this bylaw shall not be deemed exclusive of any other rights to which a member may be entitled by Statute or otherwise.

### **Section III**

### **OFFICERS**

- The officers of the Board of Trustees will be President, Vice-President and Secretary, each serving terms of one year and shall be designated the "Executive Committee." Officers may succeed themselves in office. An officer must be a Board member during his/her term in office. Vacancies in any office may be filled by Board appointment to the remainder of the term at the next regular meeting of the Board of Trustees after the vacancy occurs. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.
- Nominations and voting for the three officers will take place at the June or July meeting. Officers will be installed immediately after the election, and will hold office until their successors are elected and installed.
- The duties of the officers are as follows:
  - The President will:
    1. Preside at all meetings of the Board;
    2. Appoint all standing and ad hoc committees;
    3. Lead the Director in preparation of the agenda for Board meetings;
    4. Serve as liaison for the library staff.
  - The Vice President will:
    1. Perform such functions as may be assigned by the President of the Board;
    2. Perform all the functions of the President in his/her absence or disability.
  - The Secretary will:
    1. Record and properly file, in permanent form, complete proceedings of each Board meeting. (This responsibility may be discharged by the use of appropriate library personnel.)

# Independence Public Library Board of Trustees

## ByLaws

2. Send a copy of such proceedings to each Board member prior to the subsequent meeting. (This responsibility may be discharged by the use of appropriate personnel.)
3. Perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President.

### Section IV

### MEETINGS

- Regular meetings will be held on the third Thursday of each month at 6:30 pm unless otherwise posted, with locations being determined by the Board.
- Special meetings may be held at any time, at the call of either the President or any two members of the Board; however, at least twenty-four hours advance notice of the special meeting must be given to all Board members.
- An agenda for each regular Board meeting will be prepared by the Director in cooperation with the President and sent to the Board members prior to the meeting, together with necessary discussion materials.
- The agenda will be made available to the public prior to the meeting, by posting, or advertising it in places generally available to the public. **The agenda will include where the public can attend or listen to the meeting.**
- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will be given the opportunity under any action or miscellaneous, as determined by the president.
- Robert's Rules of Order will govern the parliamentary procedures of the Board.
- A quorum at any meeting will consist of four or more Board members.
- Electronic Meetings:

(Reference Code of Iowa §21.8)

- ~~A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical, a quorum is not achievable in any other manner, and only if the governmental body complies with all of the following:~~ **The Independence Public Library Board shall provide for electronic meetings for trustees of the library board and ensure the meeting meets Iowa Code chapter 21 requirements.**

# Independence Public Library Board of Trustees

## ByLaws

- **The meetings can fit one or more of the following definitions:**
  - **In-Person Meeting – members physically meeting in the same location.**
  - **Hybrid Meeting – involving both remote participation and in-person participation by members.**
  - **Remote participation – real-time participation by a remotely located individual.**
  - **Teleconference participation – participation using audio conference tools involving multiple participants in at least two separate locations.**
  - **Virtual meeting – meeting involving real-time interaction in which participants do not share a physical location.**
- **Trustees attending electronically and in-person have the same participation and voting rights.**
- **The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.**
- **Minutes are kept of the meeting, but they need not include a reference explaining why electronic means were used during the meeting.**
- ~~▪ The governmental body complies with §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.~~
- ~~▪ Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.~~
- ~~▪ A meeting conducted in compliance with this section shall not be considered in violation of these bylaws.~~
- ~~▪ A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in §21.5.~~
- ~~Electronic attendance at meetings, either via telephone or other means, shall be permitted for a Trustee or library director when meeting in person is impossible or impractical, either individually or as a group. Meetings must permit simultaneous participation by all Trustees. Advance notice of electronic meetings and/or participation is required.~~
- **Voting:**

## Independence Public Library Board of Trustees ByLaws

- Voting on all matters of business may be by verbal ayes and nays or by a show of hands, unless a record of the vote is required. When a record is required or desired, the vote shall be by show of hands, followed by a roll call response.
  - All resolutions require four “yes” votes in a seven member meeting to pass.
  - ~~Absentee voting of a board member may be done via phone or digital participation in the absence of a quorum, according to guidelines for Electronic Meetings.~~
  - The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the president who shall vote last.
  - The presiding officer shall announce the result of the vote
  - In the absence of a quorum at a regularly scheduled meeting, bills may be approved for payment with the unanimous approval of those members present.
- Notice and conduct of meetings shall be in keeping with the requirements of the Iowa Public Record and Open Meetings Law, Code of Iowa, Chapters 21 and 22.

### Section V **COMMITTEES**

- The President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President.
- Examples of committees are, but not limited to Budget, Building, Personnel, and Executive.

### Section VI **THE DIRECTOR**

- The Director’s duties and responsibilities will be as follows:
  1. Select the library materials—books, magazines, audio materials, video materials, etc.
  2. Maintain and operate the physical plant;
  3. Recruit, hire, train, assign, evaluate, and discipline members of the Library staff; up to and including termination; as needed.

# **Independence Public Library Board of Trustees ByLaws**

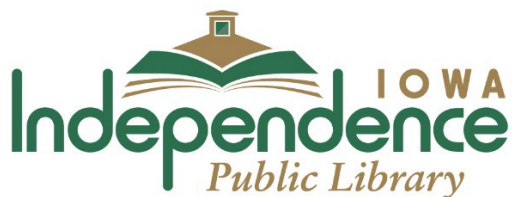
Item #9.

4. Keep the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes, and problems within the Library.
  5. Prepare as directed by the President, the agenda for the monthly meeting of the Board and collect and distribute such documents and materials necessary to accomplish the goals of the agenda.
- The Director ordinarily will be expected to attend all meetings of the Board.

## **Section VII**

### **AMENDMENTS TO THE BYLAWS**

- Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, (provided that notice of the proposed amendments has been given to the Board members at least 48 hours prior to the meeting). These Bylaws shall be reviewed annually.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** Oaklee Update

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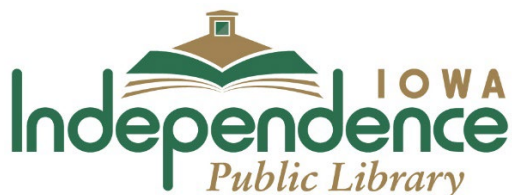
### **BACKGROUND:**

The squirrel carving is now officially named Oaklee. A light was added to the pole by the Lee Mansion to add some visibility at night. It would be nice to do more, but will probably need to wait for better weather and funding.

### **RECOMMENDATION:**

Discuss and provide feedback.





## LIBRARY BOARD ITEM DESCRIPTION

---

**DATE OF MEETING:** November 21, 2024

**ITEM TITLE:** Year in Review Infographic

---

### **BACKGROUND:**

We have an infographic sheet highlighting statistics from the 23-24 fiscal year (July 1, 2023 – June 30, 2024).

### **RECOMMENDATION:**

Go over the infographic sheet and discuss.

# Year in Review 2023-2024

Item #11.



## 51,442

LIBRARY VISITORS

## 4,858

LIBRARY CARD  
HOLDERS

## 577

NEW CARDS  
ISSUED



## 22,198

VIRTUAL ITEMS  
USAGE

EBOOKS	9,292
AUDIOBOOKS	11,991
MAGAZINES	915



## 65,605

PHYSICAL ITEMS USAGE

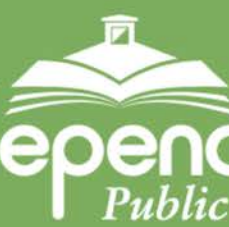
ADULT BOOKS	22,332
YOUNG ADULT BOOKS	2,147
CHILDREN BOOKS	30,378
MAGAZINES	658
DVDS	6,698
AUDIOS	2,485
OTHER	907



## \$1.3 Million

COLLECTIVELY  
SAVED BY  
COMMUNITY  
MEMBERS BY  
BORROWING  
MATERIALS!



 **IOWA**  
**Independence**  
*Public Library*

## 237

PROGRAMS  
OFFERED

## 6,356

PEOPLE  
ATTENDED

### 《》 ADULT & FAMILY PROGRAMS

113 live programs  
1,908 attended

### 《》 CHILDREN PROGRAMS

95 live programs  
4,084 attended

### 《》 TEEN PROGRAMS

25 live programs  
354 attended

### 《》 VIRTUAL PROGRAMS

4 programs  
10 attended





# Year in Review

## 2023-2024

**12,389**  
COMPUTER USAGE



**4,525**  
DESKTOPS

**4,509**  
WIRELESS

### SOCIAL MEDIA & WEBSITE

**35,402**  
WEBSITE  
USAGE

**2,778**  
FACEBOOK  
FOLLOWERS

**1,593**  
INSTAGRAM  
LIKES

**867,859**  
FACEBOOK  
REACH

**2,633**  
EARLY LITERACY  
COMPUTERS

**722**  
LAPTOPS &  
CARD CATALOG



### LIBRARY OF THINGS USAGE

**214**  
HOTSPOTS

**578**  
JIGSAW PUZZLES

**23**  
CAKE PANS

**102**  
GAMES/SPORTS  
EQUIPMENT

### IN-HOUSE USAGE

**416**  
STUDY  
ROOMS

**49**  
COMMUNITY ROOM  
USAGE BY  
OUTSIDE GROUPS

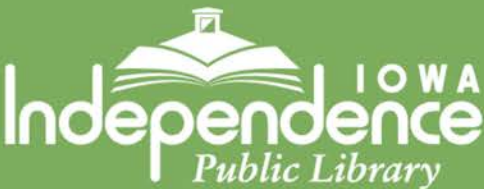
**565**  
LEGOS

**34**  
GAMES

**161**  
ART KITS &  
FLOWER  
KITS

**353**  
ACTIVITY  
TABLES

**162**  
WIRELESS  
HEADPHONES



**42,386**

PHYSICAL ITEMS OWNED



**36,318**  
BOOKS

**2,107**  
AUDIOS



**3,528**  
VIDEOS

**433**  
OTHER



**155,334**

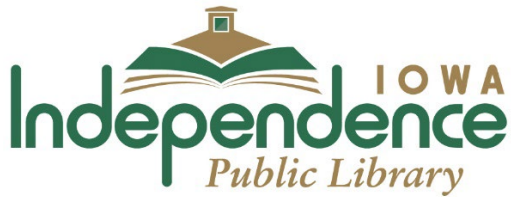
VIRTUAL ITEMS OWNED



**105,544**  
EBOOKS

**49,790**  
AUDIOBOOKS





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** November 21, 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.