



## **LIBRARY BOARD OF TRUSTEES MEETING**

Thursday, September 21, 2023 at 6:00 PM

Library Community Room - 805 1st Street East

### **AGENDA**

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#### **TRAINING**

1. Board Training

#### **MEETING OPENING**

- [2.](#) Approve Agenda
- [3.](#) Approve Minutes

#### **APPROVE BILLS**

- [4.](#) Approve Bills

#### **STATISTICS**

- [5.](#) August Statistics

#### **NEW BUSINESS**

6. Metal Roof Repair
7. IPL Strategic Plan Update

#### **UNFINISHED BUSINESS**

#### **MISCELLANEOUS**

8. IPL Sesquicentennial Celebration
9. Leadership Training
10. PLOT Form
11. Municode agenda management
12. Reports from Board/Director

#### **ADJOURNMENT**

This agenda is subject to change.

## **Director's Report**

### **Sept. 21, 2023**

#### **Library Vision**

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

#### **Board Training**

There are a series of three webinars from the State Library that look very good. They are about cities and libraries working together. The first one is about facilities and is Thursday, the night of our board meeting. It begins at 6, so we are meeting at 6 for the training prior to the meeting.

#### **Metal Roof Repair**

We have some stains on our ceiling tile in the modern link (north section with books for adults, DVDs, etc). I contacted four roofing companies about it and two came to take a look. The metal roof is letting some water in where there are seams or punctures, indicating that the adhesive isn't good anymore. It is a labor-intensive repair job. We've checked into insurance, which is a no, and I'm working on checking warranties, but that doesn't look too promising. I have a bid for the repair.

#### **IPL Strategic Plan Update**

The staff has been working on updating our strategic plan. I will have that for you to go over on Thursday.

#### **150<sup>th</sup> Anniversary**

We are doing a lot of planning for the library's sesquicentennial. I'll tell you about the plans, volunteer opportunities, and the t-shirt order.

#### **Staff Training**

Just a reminder that we will be closed on Sept. 28 for a staff training in Cedar Falls about productive partnerships within our communities. It is offered by the State Library of Iowa and involves thinking about our communities' unique strengths with Community Asset Mapping and how-tos for networking.

#### **Artwork Donation**

I've taken the art piece of the Mill to Elm Tree to see about getting it matted. We plan to use the same frame.

#### **Municode Agenda Management**

The City is going away from BoardDocs for their agenda/meeting management software and will be using Municode instead. Currently the new agendas are on Municode and the historical agendas and minutes are on BoardDocs, but everything will soon be transitioned to Municode. You can get all the links here: <https://www.independenceia.org/240/Library-Board-of-Trustees>

Independence Public Library  
Library Board of Trustees  
17th August 2023

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

Those present at the meeting were Laura Blaker, Melinda Engelbrecht, Jake Bass, Greg DeBoer, Nancy Dodge, Brad Schultz, Deb Clark, and Robin Bleichner. Also in attendance was Susi Lampe, City Clerk and Tom Huston, City Council representative.

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

A motion was made by Greg DeBoer and seconded by Jake Bass to amend the agenda as follows. Move the Eagle Scout proposal before the July Minutes. A motion was made by Jake Bass and seconded by Brad Schultz to approve the amended agenda. The motions carried unanimously.

Special Guest: Roman Johnson with the Eagle Scouts with a proposal for his Eagle Project. The project proposal would be a large chess/checkerboard made from cement with all pieces and housing of the items. A motion was made by Greg DeBoer and seconded by Brad Schultz.

A motion was made by Brad Schultz and seconded by Nancy Dodge to approve the minutes as written. The motion carried unanimously.

Bills were reviewed. Motion made by Greg DeBoer and seconded by Brad Schultz to approve the August bills. The motion carried unanimously.

#### Statistics

Website information was unavailable for the month of August. Several programs with great attendance for July.

#### New Business

##### Library Board Bylaws

A motion was made by Nancy Dodge and seconded by Brad Schultz to approve policy as written with the suggested changes. The motion carried unanimously.

### Staff Training

A motion was made by Greg DeBoer and seconded by Jake Bass to have the library closed for staff training on Sept 28<sup>th</sup> in Cedar Falls. The motion carried unanimously.

### Artwork Donation

The library was given a pen and ink drawing of the mill to place in the library. The artist signature is: dboody. A motion was by Jake Bass and seconded by Nancy Dodge to accept the donation. The motion carried unanimously.

### Unfinished Business

None

### Miscellaneous

#### LFL Refresh

The Little Free Libraries will be refreshed by volunteers of the Immanuel Lutheran Church. They will be putting different books in the libraries, cleaning the libraries, and taking notice of any maintenance issues. Thank you for your service and time.

### Facility Maintenance

Geothermal repairs for the library are almost done. A bill will be forthcoming.

### 1000 Books Before Kindergarten Graduation

Six children graduated in August and the library held a graduation ceremony and celebration for the children and their supporters.

### 150<sup>th</sup> Anniversary

Independence was the first library in Iowa that was supported by taxes. The free, tax-supported library was approved by the City Council in 1873, so this is the 150<sup>th</sup> Anniversary. There will be a podcast, programs, an exhibit, and more in October and November to celebrate the library's sesquicentennial.

### Board Training

Looked at pictures for the 150<sup>th</sup> Anniversary and discussed library history.

### Report from Board/Directors

Jake Bass-Underground tours.

### Adjournment

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

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Deb Clark  
Secretary

DRAFT

# Independence Public Library Monthly Bills September 2023

Item #4.

1	<b>003-410-6210 Dues &amp; Memberships</b>		<b>\$1,817.64</b>
2	ProQuest (Inv# 70801880 - Ancestry.com annual renewal)	\$1,760.69	
3	McCall's Quilting (yearly subscription)	\$24.95	
4	Visa Card Services (Des Moines Register monthly subscription)	\$32.00	
5	<b>003-410-6240 Meetings &amp; Conferences</b>		<b>\$160.00</b>
6	Visa Card Services (State Library of Iowa Learning Circuit - all staff)	\$160.00	
7	<b>003-410-6371 Electricity</b>		<b>\$2,234.57</b>
8	Independence Light & Power	\$2,223.13	
9	Mid American Energy	\$11.44	
10	<b>003-410-6373 Communications (Phone &amp; Internet)</b>		<b>\$260.55</b>
11	Independence Light & Power	\$260.55	
12	<b>003-410-6399 Other Maintenance/Repair</b>		<b>\$554.35</b>
13	Visa Card Services (geothermal filters)	\$554.35	
14	<b>003-410-6409 Janitorial</b>		<b>\$1,850.00</b>
15	Superb Cleaning Services (Inv# 1071)	\$1,850.00	
16	<b>003-410-6419 Computer Expense</b>		<b>\$1,200.99</b>
17	Faronics (Inv# INUS0221445, Deep Freeze annual renewal)	\$1,185.00	
18	Visa Card Services (Zoom monthly fee)	\$15.99	
19	<b>003-410-6502 Books</b>		<b>\$2,480.35</b>
20	Brodart (Acct# 140052, 141792, invoices listed below)	\$514.64	
21	Cengage Learning/Gale (Inv# 81671680, 81691658)	\$272.41	
22	Penguin Random House (Inv# 1081139546, 1081393711)	\$45.75	
23	Amazon Credit Services (Amazon.com purchases)	\$702.46	
24	Ingram (Inv# 77137150-51, 77206021, 77327440-42, 77587191-93)	\$531.72	
25	Center Point Large Print (Inv# 2039125)	\$30.37	
26	InfoUSA Marketing, Inc. (Inv# 10004131536 - PolkCity Directory 2024)	\$355.00	
27	Independence Public Library (reimburse petty cash - books)	\$28.00	
28	<b>003-410-6506 Office Supplies</b>		<b>\$376.76</b>
29	Storey Kenworthy (Inv# 1110053)	\$80.14	
30	Amazon Credit Services (construction paper)	\$47.90	
31	Demco (Inv# 7350045)	\$248.72	
32	<b>003-410-6507 Operating Supplies</b>		<b>\$241.37</b>
33	Vern's True Value (Trans# B265467 - batteries)	\$25.48	
34	Storey Kenworthy (Inv# 1115273)	\$100.58	
35	Amazon Credit Services (light bulbs, batteries)	\$98.33	
36	Independence Public Library (reimburse petty cash - supplies)	\$16.98	
37	<b>003-410-6508 Postage</b>		<b>\$21.39</b>
38	Visa Card Services (Stamps.com fee)	\$21.39	
39	<b>003-410-6530 Programming</b>		<b>\$638.22</b>
40	ACI (Inv# 6281446 - banner for 150th anniversary)	\$99.86	
41	Walmart (Trans# 9983, 5419, 6860, 2365, 0764, 3352, 4171)	\$144.33	
42	Visa Card Services (Posters, bookmarks, gift card, backdrop, FB advertising)	\$364.03	
43	Independence Public Library (reimburse petty cash - gift card)	\$30.00	
44	<b>003-410-6531 Video Recordings</b>		<b>\$134.66</b>
45	Amazon Credit Services (Amazon.com purchases)	\$134.66	
46	<b>003-410-6532 Audio Recordings</b>		<b>\$32.95</b>
47	Weston Woods Studios, Inc. (Inv# 50598303)	\$32.95	
48	<b>Total General Fund Expenses for Month</b>	<b>\$12,003.80</b>	<b>\$12,003.80</b>

49 Brodart Invoices - B6652139-40, B6652222-23, B6652280-81, B6652291, B6652328, B6652390, B6652401, B6652405-06,  
50 B6652424-25, B6652567, B6652234

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,391.89	\$ 157,063.11	15.31%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,661.89	\$ 87,938.11	15.93%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 2,000.00	\$ -	\$ 77.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77.00	\$ 1,923.00	3.85%
Dues & Memberships	\$ 5,613.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,672.81	\$ 2,940.19	47.62%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.00	\$ 840.00	16.00%
Contract Repair & Maintenance	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00	0.00%
Grounds Operation, Maintenance	\$ 600.00	\$ 112.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112.50	\$ 487.50	18.75%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,736.11	\$ 11,763.89	32.78%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 782.95	\$ 2,947.05	20.99%
Other Maintenance/Repair	\$ 3,090.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,724.61	\$ 1,365.39	55.81%
Property & Casualty Insurance	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,900.00	0.00%
Janitorial	\$ 23,800.00	\$ 2,689.00	\$ 1,750.00	\$ 1,850.00	\$ 1,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,139.00	\$ 15,661.00	34.20%
Printing & Publishing	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	50.00%
Computer Expense	\$ 8,150.00	\$ 929.18	\$ 638.64	\$ 3,685.99	\$ 1,200.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,454.80	\$ 1,695.20	79.20%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,500.00	\$ 5,053.19	\$ 2,112.90	\$ 3,099.69	\$ 2,480.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,746.13	\$ 17,753.87	41.79%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,400.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,164.81	\$ 3,235.19	26.47%
Operating Supplies	\$ 2,800.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 653.92	\$ 2,146.08	23.35%
Postage & Shipping	\$ 4,000.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,652.06	\$ 2,347.94	41.30%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ 27.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.64	\$ 72.36	27.64%
Programming	\$ 8,900.00	\$ 60.11	\$ 334.60	\$ 641.92	\$ 638.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,674.85	\$ 7,225.15	18.82%
Video Recordings	\$ 3,750.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 993.12	\$ 2,756.88	26.48%
Audio Recordings	\$ 4,000.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,906.95	\$ 2,093.05	47.67%
Ebooks	\$ 6,500.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,513.44	\$ 3,986.56	38.67%
Audiobooks (Downloadable)	\$ 4,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 3,500.00	22.22%
Totals	\$ 440,063.00	\$ 15,400.11	\$ 32,948.30	\$ 35,894.27	\$ 12,003.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,246.48	\$ 343,816.52	21.87%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,999.68	\$ (11,999.68)	0.00%

# Independence Public Library Circulation and Usage Report for August 2023

Item #5.

## Materials Usage

City of Independence Circulation	4,102
Unincorporated Buchanan County Circulation	1,723
Incorporated Buchanan County w/Libraries	332
Contracting Cities	143
Outside of Buchanan County Circulation (Open Access)	303
Items Loaned to Other Libraries (Access Plus)	57
<b>Total Materials Circulation for Month</b>	<b>6,660</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2023	6660	4538	903	2577	1706
2022	5455	4603	998	2118	1656
2021	5553	3561	462	2157	1351
2020	4724	2677	640	3068	1294
2019	6037	5301	1464	2331	1138
2018	6722	7169	2061	2891	1099
2017	7198	8137	1980	3529	834

## Patrons

<b>Total Number of Patrons for Month</b>	<b>4,538</b>
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## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	498
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	405
Early Literacy Station Usage for Month	192
Wireless Headphone Usage for Month	21

## Library of Things Usage

Activity Equipment	5
Puzzles	47
Hotspots	24
Cake Pans	5

## Web Site Usage

<b>Total Visitors</b>	<b>2,577</b>
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## BRIDGES Usage

<b>Total Usage</b>	<b>1,706</b>
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## Facebook, Civic Send, Instagram & Google Profile

Facebook Likes	1,956
Facebook Total Reach	67,978
Mass Emails/Constant Contact Opened	1,879
Instagram Likes	63
Instagram Followers	525
Google Profile Interactions	346
Google Profile Views	442

## Mobile App Usage

Patron Count	N/A
Usage	N/A

## Database Usage

Ancestry	6 sessions 96 searches
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## Material Additions

Books	196
Audios	7
Videos	39
<b>Total Additions for Month</b>	<b>242</b>

## Material Withdrawals

<b>Total Withdrawals for Month</b>	<b>201</b>
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<b>Additions Breakdown</b>
Adult Biography & NonFiction = 200-1, 300-5, 600-2, 900-4
Adult Fiction = F-65, M-2, SF-1, LP-12, LPM-2
Young Adult Fiction = YAF-1
Juvenile Biography & NonFiction = B-1, 300-1, 500-7, 600-6, 700-3, 900-7
Juvenile Fiction = JF-21, Just Right - 3, Graphic Novel-6
Juvenile Easy NonFiction = 500-3
Juvenile Easy = Easy-33, BB-10
Audios = Adult-7
Videos = Adult-28, YA-3, Juvenile-8
<b>Withdrawals Breakdown</b>
ANF-1, AF-10, LPF-183, JNF-4, AdDVD-2, JDVD-1

Number of Days Open = 31



**Study Rooms - 32 usages**

**Library Events (Community Room)**

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

8/9/2023 Craft & Convo - 6 adults  
8/16/2023 Alzheimer's Association Caregiver Support Group - 6 adults  
8/28/2023 Book Discussion - 8 adults  
8/29/2023 Writer's Group - 3 adults

**Teen Events**

8/20/2023 Dungeons & Dragons - 8 teens 10 children 2 adults  
8/24/2023 Blackout Poetry - 1 teen 1 adult

**Children's Events**

8/2/2023 Creature Feature - 17 children 1 teen 12 adults  
8/3/2023 Outdoor Story Time - 19 children 9 adults  
8/12/2023 1000 Books Before Kindergarten Graduation - 11 children 22 adults  
8/14/2023 Legos @ the Library - 6 children 2 teens 13 adults  
8/17/2023 Story Time - 23 children 8 adults  
8/24/2023 Story Time - 9 children 6 adults  
8/31/2023 Story Time - 7 children 9 adults

**Virtual Events**

8/17/2023 Third Thursday with Hoover's Library - 1 attendee

**Outreach Events**

8/1/2023 Rock painting @ Lexington Estate - 11 adults  
8/4/2023 Tiny Art @ Kidsville - 25 children 3 adults  
8/29/2023 Reader's Circle @ Lexington Estate - 7 adults  
8/29/2023 Davis Adult Day Care - 12 adults

**NonLibrary Events (Community Room)**

8/23/2023 Ashley Hinson town hall meeting - 28 people  
8/24/2023 NEI3A board meeting - 9 people  
8/30/2023 Natural Resource Conservation Service - 9 people