



## LIBRARY BOARD OF TRUSTEES MEETING

Thursday, March 20, 2025 at 6:30 PM

Library Community Room - 805 1st Street East

### AGENDA

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#### 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.](#) Budget Amendment FY25
- [7.](#) Reference Policy

#### UNFINISHED BUSINESS

- [8.](#) IPL Budget FY 2026

#### MISCELLANEOUS

- [9.](#) Legislative Update
- [10.](#) BCCF Grant Update
- [11.](#) Google to Microsoft
- [12.](#) Lighting Update
- [13.](#) Board Training
14. Board and Staff Reports

#### ADJOURNMENT

This agenda is subject to change.

Independence Public Library Minutes Feb. 20, 2025

Order 6:31 by Robin

Those in attendance were board members Robin Bleichner, Nancy Dodge, Emily Ownby, Matt Rittgers, and Quentin Stenger. Also present were Laura Blaker, Library Director, Lisa Lorenzen, Associate City Clerk, and Bret Weber, City Council Liaison.

Review Agenda Emily 1st motion, 2nd by Nancy to approve. Removing #15 (board training) from agenda. Passed unanimously.

December minutes reviewed, Motion to approve agenda by Nancy, 2nd by Emily. Passed unanimously.

Motion to approve January 2025 minutes by Quentin with 2nd Matt. Passed unanimously.

Bills reviewed. Motion to approve bills made by Nancy and 2nd by Quentin. Passed unanimously.

Circulation stats. Cake pan competition was successful and well received. Recent cake wars competition has increased check out numbers of cake pans.

Reviewed Library Board Bylaws. Voting occurred to accept changes mentioned on page 4, delineating which bills can be approved without a quorum. Motion to accept by Nancy, 2nd by Emily. Passed unanimously. Bylaws were updated.

Telephone policy reviewed. No changes made and a motion by Quentin was made to accept as written. Nancy second. Passed unanimously.

Meeting was left for open debate for Library Director review based on evaluations by all board members. The board reviewed results which were overwhelming in favor of the director. Motion to approve by Emily, Quentin 2nd. Vote passed unanimously.

Community Grant Proposal. Board considered grant funding requests to develop the courtyard surrounding the wood sculpture of Oaklee the squirrel. Another idea is to rejuvenate the little free libraries. Consideration given to reuse the same 8 libraries, use plastic to weatherproof and sides and back, door repairs, new paint, weatherproof strip. Consider looking into and ask Parks and Rec dept about cost for their all-inclusive play pad near the courthouse to consider something similar under Oaklee. More favor towards a courtyard around Oaklee than the little libraries because it is a new initiative and more competitive for the grant.

Budget. Salaries and wages are 4% instead of 3%. Everyone else gets 3% increase but better performance as determined by employee reviews goes up to 4%. Line 18 increase in

insurance budget. Introduce Kanopy to stream in 2026. Nancy made motion to approve with Matt to second. Passed unanimously.

Misc updates. Taxes to be done by Roberts and Eddy, no charge to library. The Board appreciates their donation. Tax aides library hosts to get help with their taxes, on Fridays every other week until April. Looking for volunteers next year. Evaluations on staff in process. All city emails are being changed to a .gov address. Still will receive old emails to be forwarded for a while. Indytel emails, stops on May 1st. One book Indee update = Tours set up at MHI. Tea time coming up.

Audits. Foundation needs more separation of duty, Keep track on spreadsheet for book sales. Discussion held about accepting the donation process, consideration given to having two staff signatures and donor signatures. Ultimately decided to leave for manageability.

Legislature HF521 on obscene material. Board updated on current legislation that can affect libraries and patrons.

Matt asked about crosswalk concerns.

Motion to adjourn at 7:41pm by Nancy with a second from Quentin.

Meeting ended.

Respectfully submitted by Quentin Stenger

# Independence Public Library FY25 Budget

Item #4.

Line Item	Beginning Balance	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 190,942.00	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ 14,689.36	\$ 22,034.04	\$ 14,672.41	\$ 14,689.36	\$ 14,689.36	\$ -	\$ -	\$ -	\$ -	\$ 124,726.27	\$ 66,215.73	65.32%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ 7,906.50	\$ 10,639.47	\$ 7,261.85	\$ 6,208.80	\$ 7,192.77	\$ -	\$ -	\$ -	\$ -	\$ 61,832.25	\$ 40,062.75	60.68%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.43	\$ 724.57	3.39%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 116.00	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ 1,693.50	\$ 1,306.50	56.45%
Unemployment Compensation	\$ 1,378.00	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (3.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ 788.79	\$ 670.92	\$ 17.06	\$ 84.99	\$ -	\$ -	\$ -	\$ 2,132.81	\$ 1,367.19	60.94%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.23	\$ 184.77	38.41%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 604.02	\$ -	\$ -	\$ -	\$ 1,107.52	\$ 1,892.48	36.92%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ 120.00	\$ 40.00	\$ 120.00	\$ -	\$ -	\$ -	\$ 440.47	\$ 159.53	73.41%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ 2,031.61	\$ 1,632.84	\$ 1,768.71	\$ 1,947.06	\$ 1,997.07	\$ -	\$ -	\$ -	\$ 15,488.08	\$ 2,711.92	85.10%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ 265.30	\$ 267.35	\$ 271.90	\$ 270.20	\$ -	\$ -	\$ -	\$ 2,399.45	\$ 1,330.55	64.33%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ 80.02	\$ 317.04	\$ 153.72	\$ 246.25	\$ -	\$ -	\$ -	\$ 1,809.61	\$ 1,190.39	60.32%
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	\$ 1,525.00	\$ 1,400.00	\$ 1,400.00	\$ 1,312.50	\$ -	\$ -	\$ -	\$ 14,487.50	\$ 3,512.50	80.49%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ 238.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.38	\$ 1,246.62	82.19%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,584.55	\$ 1,598.54	\$ 1,369.39	\$ 841.39	\$ 978.82	\$ 2,739.57	\$ 1,451.87	\$ -	\$ -	\$ -	\$ 15,570.54	\$ 14,429.46	51.90%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ 252.34	\$ 27.05	\$ 206.07	\$ 486.01	\$ 155.44	\$ -	\$ -	\$ -	\$ 2,137.51	\$ 1,962.49	52.13%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ 97.48	\$ 332.02	\$ 73.45	\$ 108.08	\$ -	\$ -	\$ -	\$ 1,452.98	\$ 1,147.02	55.88%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292.00	\$ 508.00	36.50%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ 204.23	\$ 729.24	\$ 180.40	\$ 1,682.49	\$ 121.24	\$ -	\$ -	\$ -	\$ 4,052.43	\$ 3,442.57	54.07%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ 173.46	\$ 34.92	\$ 95.71	\$ 152.56	\$ -	\$ -	\$ -	\$ 1,396.39	\$ 1,853.61	42.97%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ 228.35	\$ 194.87	\$ 71.98	\$ 154.73	\$ -	\$ -	\$ -	\$ 1,249.18	\$ 2,250.82	35.69%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	44.44%
Totals	\$ 435,476.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 28,209.16	\$ 40,119.08	\$ 30,702.99	\$ 27,987.51	\$ 31,218.08	\$ 6,778.95	\$ -	\$ -	\$ -	\$ 263,431.40	\$ 172,044.60	60.49%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ 5,100.50	\$ -	\$ 559.00	\$ -	\$ -	\$ -	\$ 6,513.68	\$ 7,486.32	46.53%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

# Independence Public Library Monthly Bills March 2025

1	<b>003-410-6210 Dues &amp; Memberships</b>	<b>\$84.99</b>
2	Visa Card Services (DM Register, Courier)	\$84.99
3	<b>003-410-6310 Contract Repair/Maintenance</b>	<b>\$604.02</b>
4	Amazon Credit Services (electrical supplies)	\$604.02
5	<b>003-410-6320 Grounds Operation &amp; Maintenance</b>	<b>\$120.00</b>
6	Carter Palmer (Inv# 3 - snow removal)	\$120.00
7	<b>003-410-6371 Electricity/Gas Utilities</b>	<b>\$1,997.07</b>
8	Independence Light & Power	\$1,943.51
9	Mid American Energy	\$53.56
10	<b>003-410-6373 Communications (Phone &amp; Internet)</b>	<b>\$270.20</b>
11	Independence Light & Power	\$270.20
12	<b>003-410-6399 Other Maintenance/Repair</b>	<b>\$246.25</b>
13	Precision Plumbing Heating & Air (Inv# 8257- toilet repairs)	\$246.25
14	<b>003-410-6409 Janitorial</b>	<b>\$1,312.50</b>
15	Epic Clean, LLC (March cleaning)	\$1,312.50
16	<b>003-410-6502 Books</b>	<b>\$1,451.87</b>
17	Brodart (Acct#140052 - Invoices listed below)	\$152.31
18	Baker & Taylor (Acct#L0417982, 2038870724, 203890008)	\$165.23
19	Amazon Credit Services (Amazon.com purchases)	\$1,134.33
20	<b>003-410-6506 Office Supplies</b>	<b>\$155.44</b>
21	Storey Kenworthy (Inv# 11238883)	\$29.94
22	Capital One/Walmart (Trans# 7112)	\$38.38
23	Amazon Credit Services (labels)	\$28.09
24	Demco (Inv# 7613997)	\$59.03
25	<b>003-410-6507 Operating Supplies</b>	<b>\$108.08</b>
26	Amazon Credit Services (thank you bags)	\$25.98
27	Storey Kenworthy (Inv# 1237080)	\$82.10
28	<b>003-410-6530 Programming</b>	<b>\$121.24</b>
29	Capital One/Walmart (Trans# 3035, 2789, 3651, 1567)	\$105.72
30	Visa (1000 BBK supplies)	\$15.52
31	<b>003-410-6530 Video Recordings</b>	<b>\$152.56</b>
32	Amazon Credit Services (Amazon.com purchases)	\$152.56
33	<b>003-410-6532 Audio Recordings</b>	<b>\$154.73</b>
34	Blackstone Publishing (Inv# 2187805, 2188918, 2190183)	\$154.73
35	<b>Total General Fund Expenses for Month</b>	<b>\$6,778.95</b>
36	<b>323-410-6727 Capital Outlay/Equipment</b>	
37	Amazon Credit Services (Kiosk computer)	\$559.00
38	<b>Total Capital Outlay/Equipment for Month</b>	<b>\$559.00</b>

39 Brodart Invoices - B6939452-53, B6939476-79, B6939529

Item #4.

# Independence Public Library Circulation and Usage Report for February 2025

Item #5.

## Materials Usage

City of Independence Circulation	2,699
Unincorporated Buchanan County Circulation	1,829
Incorporated Buchanan County w/Libraries	461
Contracting Cities	112
Outside of Buchanan County Circulation (Open Access)	363
Items Loaned to Other Libraries (Access Plus)	48
<b>Total Materials Circulation for Month</b>	<b>5,512</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	5512	3592	650	3711	1936
2024	5359	4213	748	3287	1878
2023	5443	3564	654	2706	1,698
2022	5007	3058	628	2480	1420
2021	4043	1589	193	2529	1388
2020	5975	5677	1196	2868	1094
2019	6417	4728	1102	2986	1116

## Patrons

<b>Total Number of Patrons for Month</b>	<b>3,592</b>
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## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	299
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	350
Early Literacy Station Usage for Month	172
Wireless Headphone Usage for Month	14

## Library of Things Usage

Activity Equipment	2
Puzzles	87
Hotspots	14
Cake Pans	0

## Web Site Usage

<b>Total Visitors</b>	<b>3,711</b>
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## BRIDGES Usage

<b>Total Usage</b>	<b>1,936</b>
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## Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,961
Facebook Total Reach	42,818
Mass Emails/Constant Contact Opened	2,607
Instagram Likes	70
Instagram Followers	580
Google Profile Interactions	454
Google Profile Views	263

## Mobile App Usage

Patron Count	366
Usage	668

## Material Additions

Books	274
Audios	8
Videos	8
<b>Total Additions for Month</b>	<b>290</b>

## Material Withdrawals

<b>Total Withdrawals for Month</b>	<b>431</b>
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### Additions Breakdown

Adult Biography & NonFiction = 300-4, 400-1, 900-3  
 Adult Fiction = F-72, M-22, SF-3, W-30, LPF-23, LPM-8, LPW-5  
 Young Adult Fiction = GR-1  
 Juvenile Biography & NonFiction = JB-3, 300-1, 500-1, 600-6, 700-13  
 Juvenile Fiction = JF-5, JM-1, Graphic Novel -2, Just Right - 53  
 Juvenile Easy NonFiction = 300-2, 600-3, 700-3  
 Juvenile Easy = Easy-7, BB-2  
 Audios = Adult-8  
 DVDs = Adult-5, YA-1, Juv-2

### Withdrawals Breakdown

ANF-3, AF-143, YAF-2, JB-18, JNF-56, JF-3, Just Right-65, JENF-33, JE-3, AdDVD-97, JDVD-5, VOX-2, LOT-1

## Study Rooms - 33 usages

### Library Events (Community Room)

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

2/5/2025 Craft & Convo - 13 adults 2 children  
 2/10/2025 Anyplace But Here - 40 adults  
 2/13/2025 Mission Sleeping Mats - 18 adults 1 teen  
 2/14/2025 Tax Aide with AARP - 20 adults  
 2/18/2025 Dungeons & Dragons for Adults Group 1 - 5 adults  
 2/19/2025 Alzheimer's Association Caregiver Support Group  
 2/20/2025 Dungeons & Dragons for Adults Group 2 - 8 adults  
 2/22/2025 MHI Tour 10:00 AM group - 49 adults 2 teens  
 2/22/2025 MHI Tour 1:00 PM group - 50 adults  
 2/23/2025 Tea Time at the Library - 20 adults 1 teen 15 children  
 2/24/2025 Book Discussion - 17 adults  
 2/28/2025 Tax Aide with AARP - 19 adults

#### **Teen Events**

2/7/2025 Minecraft - 13 teens 4 children 2 adults  
 2/16/2025 Dungeons & Dragons for Teens - 7 teens 1 child 2 adults

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

2/6/2025 Story Time - 8 children 6 adults  
 2/8/2025 1000 Books Before Kindergarten Graduation - 5 children 10 adults  
 2/13/2025 Story Time - 8 children 6 adults  
 2/18/2025 Building Big with Boxes - 19 children 13 adults  
 2/20/2025 Story Time - 5 children 5 adults  
 2/25/2025 Legos @ the Library - 29 children 1 teen 20 adults  
 2/27/2025 Story Time - 14 children 10 adults

### NonLibrary Events (Community Room)

2/18/2025 Quasqueton & Independence Garden Clubs - 12 people  
 2/19/2025 USDA-FSA meeting - 19 people  
 2/21/2025 B & D Services training - 9 people

# BUDGET WORKSHEET

## CALENDAR 2/2025, FISCAL 8/2025

Item #6.

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
003-410-4400 FEDERAL GRANTS	.00	.00	.00	.00	_____
003-410-4440 DIRECT STATE AID (ENRICH IOWA)	5,145.97	5,081.58	5,000.00	5,601.25	<u>\$5,600.00</u>
003-410-4441 OPEN ACCESS/ACCESS PLUS (STATE	.00	.00	.00	.00	_____
003-410-4442 IOWA INFRASTRUCTURE GRANT	.00	.00	.00	.00	_____
003-410-4465 COUNTY CONTRIBUTION	41,256.44	42,494.12	42,500.00	.00	<u>\$43,700.00</u>
003-410-4470 28E FUNDS - OTHER CITIES	6,293.07	6,404.69	6,500.00	.00	_____
FY2026: CONTRACTS WITH QUAKSY, STANLEY, HAZLETON					
003-410-4500 CHARGES/FEES FOR SERVICES	4,451.74	4,165.06	2,500.00	2,604.05	<u>\$4,000.00</u>
003-410-4700 PUBLIC SOURCE CONTRIB	39.00	.00	.00	.00	_____
003-410-4705 DONATIONS	255.00	225.00	200.00	300.00	<u>\$300.00</u>
003-410-4711 IPERS REIMBURSEMENT	.00	.00	.00	.00	_____
003-410-4715 REFUNDS	386.90	.00	1,378.00	1,378.31	_____
FY2023 AMEND 2: IMWCA SHOE GRIP GRANT \$307.57, COLONIAL LIFE (PAYROLL REFUND) \$386.90 FY2025 AMEND #1: ADP \$1,378.31					
003-410-4755 CONCESSIONS-RECREATION	87.30	77.75	75.00	.00	_____
003-410-4765 LIBRARY FINES & BOOK CHARGES	3,444.00	1,821.95	1,750.00	984.62	_____
FY2024: REPRESENTS GOING FINE FREE. WOULD STILL CHARGE FINES FOR DAMAGED OR LOST ITEMS. WILL REPLACE LOST REVENUE FROM OTHER SOURCES-LIBRARY FRIENDS & FOUNDATION FY2026: ARE PRIMARILY FINE FREE. REVENUE IS FOR FEES FOR DAMAGED OR LOST ITEMS, FINES FOR HOTSPOTS & SPORTS EQUIP					
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# BUDGET WORKSHEET

## CALENDAR 2/2025, FISCAL 8/2025

Item #6.

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
LIBRARY TOTAL	61,359.42	60,270.15	59,903.00	10,868.23	<u>\$63,303.00</u>
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TOTAL REVENUE	61,359.42	60,270.15	59,903.00	10,868.23	_____
003-410-6010 SALARIES - FULL-TIME	184,866.96	184,974.44	190,942.00	124,726.27	_____
FY2023: ANTICIPATED HIGHER WAGES. ALSO 1 PAYCHECK AT FY22 WAGES AND 26 AT FY23 WAGES.					
003-410-6020 SALARIES - PART-TIME	100,358.59	101,109.61	101,895.00	61,832.25	_____
FY2023: COUNCIL APPROVED PART-TIME WAGES UP TO \$15.00/HR. ANYTHING ABOVE THE DEPARTMENT WAS TO FIND WITHIN BUDGET TO PAY FOR THE DIFFERENCE. DIDN'T RECEIVE DOCUMENTATION ON WHERE EXTRA FUNDS WOULD BE COMING FROM.					
003-410-6040 WAGES - OVERTIME	269.50	349.34	750.00	25.43	_____
003-410-6143 ICMA RC - CITY SHARE	1,500.50	2,520.00	3,000.00	1,693.50	_____
003-410-6170 UNEMPLOYMENT COMPENSATION	.00	.00	1,378.00	1,381.35	_____
FY2025 AMEND #1: ADP ERROR IN SET-UP					
003-410-6184 CELL PHONE ALLOWANCES	.00	.00	.00	.00	_____
003-410-6210 DUES & MEMBERSHIPS	5,772.96	5,218.18	3,500.00	2,030.76	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$553 FY2026: ILA DUES \$165 / PRINT PERIODICALS \$2,643 / ROTARY \$592					
003-410-6220 EDUCATIONAL MATERIAL	.00	.00	.00	.00	_____
003-410-6230 TRAINING IN HOUSE	210.19	60.00	300.00	115.23	_____

# BUDGET WORKSHEET

## CALENDAR 2/2025, FISCAL 8/2025

Item #6.

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
003-410-6240 MTGS/CONFERENCES/MILES	349.00	525.00	1,000.00	132.16	_____
FY2024: 3-4 STAFF TO ATTEND DUBUQUE ILA CONFERENCE FY2025: REGIONAL CONFERENCE \$1,000 FY2026: 2 DAYS AT ILA CONFERENCE IN SIOUX CITY FOR 3 PEOPLE / ONLINE WORKSHOPS					
003-410-6310 CONTRACT REPAIR/MAINT - BLDGS	1,356.00	200.00	3,000.00	503.50	_____
003-410-6320 GROUNDS OPERATION, MAIN	470.40	348.50	600.00	280.47	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$113					
003-410-6371 ELECTRIC/GAS UTILITIES	18,036.92	19,875.23	18,200.00	11,543.95	<u>\$20,200.00</u>
003-410-6373 COMMUNICATIONS (PHONE/INTERNET)	3,108.18	3,177.10	3,730.00	1,857.35	_____
003-410-6399 OTHER MAINTENANCE/REPAIR	1,786.95	3,226.65	3,000.00	1,409.64	_____
FY2024: GEOTHERMAL FILTERS \$2,000; LIGHT BULBS/BALLASTS \$600; GENERAL MAINT \$800 FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$1,048					
003-410-6402 ADVERTISING	.00	.00	.00	.00	_____
003-410-6408 PROPERTY & CASUALTY INSURANCE	10,108.38	13,738.68	15,011.00	.00	_____
003-410-6409 JANITORIAL	19,250.00	25,728.00	18,000.00	11,775.00	<u>\$19,400.00</u>
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$2,689					
003-410-6412 MEDICAL/Wellness EXPENSE	.00	.00	.00	.00	_____
003-410-6414 PRINTING & PUBLISHING	701.32	1,867.59	1,000.00	.00	_____
FY2024: JOB ADVERTISEMENTS, PUBLICITY FOR PROGRAMS/EVENTS FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$1,000					
003-410-6419 COMPUTER EXPENSE	9,556.37	12,687.25	7,000.00	5,753.38	_____

# BUDGET WORKSHEET

## CALENDAR 2/2025, FISCAL 8/2025

Item #6.

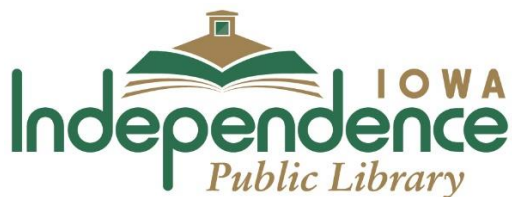
ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
FY2024: AUTOMATED CATALOG & CHECKOUT PROGRAM \$3,500; DEEP FREEZE SECURITY SOFTWARE \$895; TIME MGMT SOFTWARE \$500; PATRON COMPUTER \$200; PRINTERON \$620; HOT SPOT SVCS \$1785; WINZIP \$170; QR CODE GENERATOR \$180 FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$929					
003-410-6490 PROFESSIONAL SERVICES	.00	15.00	75.00	.00	_____
003-410-6499 OTHER CONTRACTUAL SERV	79.33	.00	.00	.00	_____
FY2023 AMEND 2: COLONIAL LIFE (PAYROLL REFUND) \$79.33					
003-410-6502 LIBRARY BOOKS, FILMS, RECORDS	26,823.57	35,578.52	30,000.00	11,379.10	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$5,053					
003-410-6504 OFFICE EQUIPMENT	104.30	199.87	250.00	.00	_____
003-410-6506 OFFICE SUPPLIES	3,926.14	3,753.03	4,100.00	1,496.06	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$310					
003-410-6507 OPERATING SUPPLIES	2,904.16	2,535.30	2,600.00	1,271.45	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$20					
003-410-6508 POSTAGE & SHIPPING	1,874.14	3,105.94	800.00	292.00	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$1,462					
003-410-6510 SAFETY SUPPLIES	543.39	27.64	100.00	.00	_____
FY2023 AMEND 2: IMWCA SHOE GRIP GRANT \$307.57					
003-410-6530 PROGRAMMING	9,680.53	8,933.21	7,495.00	2,248.70	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$60					
003-410-6531 VIDEO RECORDINGS	3,608.37	3,149.91	3,250.00	1,148.12	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$141					

# BUDGET WORKSHEET

## CALENDAR 2/2025, FISCAL 8/2025

Item #6.

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
003-410-6532 AUDIO RECORDINGS	4,042.56	4,181.99	3,500.00	1,022.47	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$83					
003-410-6536 EBOOKS	4,559.35	7,429.48	6,500.00	1,755.36	_____
FY2024: E-BOOK USAGE HAS INCREASED. ALSO USING \$2,000+ IN FOUNDATION MONIES FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$940					
003-410-6537 AUDIOBOOKS	2,500.00	5,500.00	4,500.00	2,000.00	_____
FY2024 AMEND #1: FY2023 CLAIM CARRY OVER \$1,000					
003-410-6538 VIDEO STREAMING	.00	.00	.00	.00	_____
003-410-6710 CIP 232 FUND-DO NOT USE/AMEND	.00	.00	.00	.00	_____
003-410-6727 CAPITAL EQUIPMENT	.00	.00	.00	.00	_____
-----	-----	-----	-----	-----	
LIBRARY TOTAL	418,348.06	450,015.46	435,476.00	247,673.50	<u>\$438.876.00</u>
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TOTAL EXPENSES	418,348.06	450,015.46	435,476.00	247,673.50	_____
=====	=====	=====	=====	=====	
LIBRARY TOTAL	356,988.64-	389,745.31-	375,573.00-	236,805.27-	_____
=====	=====	=====	=====	=====	
005-410-6747 H-M CONTRIBUTIONS LIBRARY	.00	.00	.00	.00	_____
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LIBRARY TOTAL	.00	.00	.00	.00	_____



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Budget Amendment FY25

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### **BACKGROUND:**

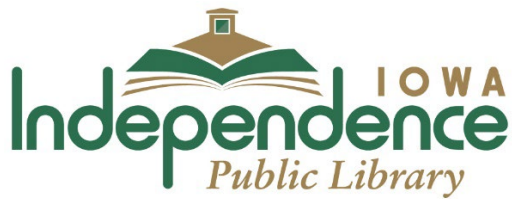
The library is bringing in more revenues from direct state aid, the county contribution and fees for services than expected, so we would like to adjust those revenue lines and increase the electric/gas utilities and janitorial expense lines.

### **RECOMMENDATION:**

Approve the changes, allowing us to spend more in a few expense items that will be going over the original budget.

## REFERENCE POLICY

- During the library's hours of operation, the staff will answer quick, ready reference questions either in person, by telephone, or e-mail (electronic mail).
- While the library staff does not perform research services, patrons involved in lengthy research or genealogy projects will receive guidance on resources and searching methods. Genealogy questions may also be referred to the Buchanan County Genealogy Society as they have many additional resources available.
- Reference interviews. In helping patrons in their search for information the library staff must determine the need of the user by conducting a reference interview. To properly conduct this interview each staff member will be asked to take part in reference interview training.
- Types of Reference Questions:
  - Books and authors: Patrons who wish to know if the library has a specific book or particular author will be instructed in the use of the card catalog.
  - Homework: The library staff does not provide the answers to homework questions. It is felt that the function of the library staff is to instruct students in the use of library tools, rather than to provide the answers.
  - Professional opinions: Medical, legal, tax, etc. literature is kept in the library for patron use. The library staff doesn't interpret or give opinion on such questions.
  - Contests, quizzes, and crossword puzzles: These questions are not answered, but the patron will be directed to sources from which the answer might be found.
  - Online searches: Patrons will be encouraged to use the library's Internet connection to obtain information they require from online sources and databases. Patrons must agree to appropriate usage policies prior to using the computer.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Reference Policy

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### **BACKGROUND:**

It is time for the three-year review of the Reference Policy.

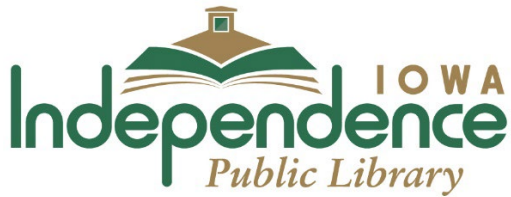
### **RECOMMENDATION:**

Approve the policy with any changes deemed necessary.

## Budget FY 2026 Changes    03/20/25

	Previously Approved				
	Budget		Revised Budget		Difference
Full-Time Wages	\$	198,674.00	\$	198,705.00	\$ (31.00)
Part-Time Wages	\$	105,995.00	\$	105,971.00	\$ 24.00
Property & Casualty Insurance	\$	28,756.00	\$	28,749.00	\$ 7.00





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** IPL Budget FY 2026

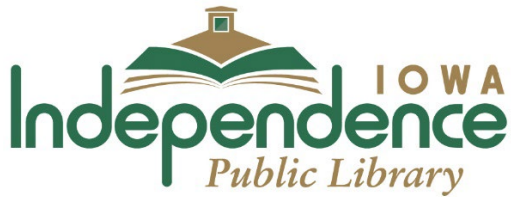
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### **BACKGROUND:**

The FY 2026 budget was approved last month. There are some slight changes that need to be made, as my budget insurance line item was a few dollars different than the one that was turned into the state on a report. The other attached document shows the differences in the wages and insurance line items. The increases and decreases equal each other, so there is no change in the bottom line.

### **RECOMMENDATION:**

Approve the budget with the small changes in the wages and insurance line items.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Legislative Update

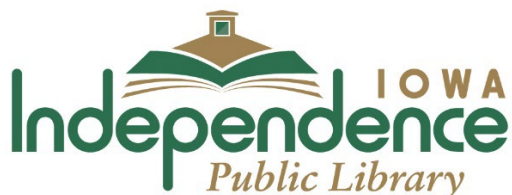
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### **BACKGROUND:**

There are still several bills alive in the house and senate after the first funnel. They have to do with removing the exemption for libraries and educational institutions for obscene materials, penalties for dissemination of obscene materials, and not allowing cities and schools to pay for memberships to some professional associations, like the Iowa Library Association.

### **RECOMMENDATION:**

Discuss the current bills that are a threat to our libraries and go advocate with our legislators!



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Grant Update

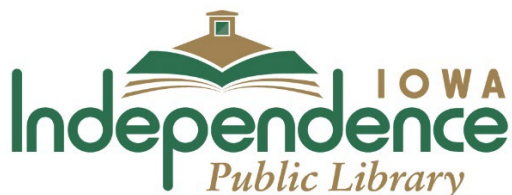
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### **BACKGROUND:**

I've received several quotes for pieces of the Oaklee story time area for the Buchanan County Community Foundation Grant. Some of them are much more expensive than I think we can justify, so I am looking at some alternative ideas.

### **RECOMMENDATION:**

Discuss the area and ideas to make it reasonably priced, functional, and attractive.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Google to Microsoft

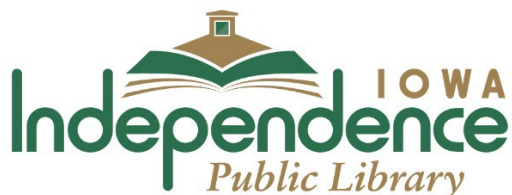
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### **BACKGROUND:**

The library has been using Google and many of its products - gmail, drive, calendar, and forms since we moved to the new library in 2008. The city uses Microsoft 365 products. They are providing outlook email addresses to all of our staff, full-time and part-time, and want us to change our work to use Microsoft 365 instead of Google products to have more uniformity throughout the city and also for security purposes. It will be a very complex and time-consuming process involving a lot of training and changes in workflow.

### **RECOMMENDATION:**

Gain awareness of the library workflow and involvement in making this change. It appears this will impact our ability to reach several of our goals in our strategic plan due to the time needed to focus on these changes.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Lighting Update

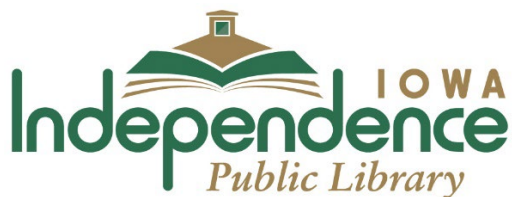
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### **BACKGROUND:**

ILPT electricians, Eric and Ryan, have been here this week working on the conversion to traditional lighting. They are fabulous to work with and have done a great job. They want the new system to work well for us, so have talked through it and have come up with a solution that will be easy to use and easy to maintain in the future.

### **RECOMMENDATION:**

Awareness of the status of our lighting.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** March 20, 2025

**ITEM TITLE:** Board Training

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### **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.