



## **LIBRARY BOARD OF TRUSTEES MEETING**

**Thursday, October 19, 2023 at 6:30 PM**

**Library Community Room - 805 1st Street East**

### **AGENDA**

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#### **MEETING OPENING**

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

#### **APPROVE BILLS**

- [3.](#) Approve Bills

#### **STATISTICS**

- [4.](#) September Statistics

#### **NEW BUSINESS**

- [5.](#) IPLF Board Member Appointment
- [6.](#) Art Donation
- [7.](#) Close for Carpet Installation
- [8.](#) Closing for Christmas
- [9.](#) Infectious Disease Policy

#### **UNFINISHED BUSINESS**

#### **MISCELLANEOUS**

- [10.](#) Budget Committee Meeting
- [11.](#) Sesquicentennial Celebration

#### **ADJOURNMENT**

This agenda is subject to change.

Independence Public Library  
Library Board of Trustees  
21st September 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, Greg DeBoer, Nancy Dodge, Brad Schultz, Deb Clark, and Robin Bleichner. Also in attendance was Lisa Lorenzen, Associate Clerk, and Tom Huston, City Council representative.

#### Board Training

Training from the State Library that discusses cities and libraries working together. Tonight's hour-long webinar was about facilities.

Meeting was called to order by Robin Bleichner at 7:05 p.m.

A motion was made by Nancy Dodge and seconded by Greg DeBoer to approve the agenda. The motion carried unanimously.

A motion was made by Greg DeBoer 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 September bills. The motion carried unanimously.

#### Statistics

Mobile app usage was unavailable due to myLibro statistics module being down.

#### New Business

##### Metal Roof Repair

The roof repair estimate is \$10,895.00 a motion was made by Greg DeBoer and seconded by Nancy Dodge to approve the repairs with \$3000.00 coming from the Library Foundation. The motion carried unanimously.

##### IPL Strategic Plan Update

Reviewed the IPL Plan for fiscal years 2024-2026. Motion made by Brad Schultz and seconded by Greg DeBoer to approve the plan. The motion carried unanimously.

## Unfinished Business

None

## Miscellaneous

### IPL Sesquicentennial Celebration

The Celebration will kick off on September 25<sup>th</sup> with a proclamation from the Mayor of Independence and continued activities through November with volunteer opportunities and a t-shirt order. There are several programs, an exhibit, and an opportunity for the community to share their own memories and stories of the library.

### Leadership Training

Laura is attending leadership classes Tuesday mornings through Buchanan County Economic Development. It is a six-week training.

### Plot Form

A new form for credit card expenditures, known as the PLOT form, will be signed by the City Manager. Expenditures will still be approved by the library board.

### Municode Agenda management

New link for all city meeting documents located on the City of Independence website.

### Report from Board/Directors

Carpet in employee area is delayed due to back order of carpet.

### Adjournment

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

The meeting adjourned at 7:58 p.m.

Respectfully Submitted,

Deb Clark

Secretary

# Independence Public Library Monthly Bills October 2023

Item #3.

1	<b>003-410-6210 Dues &amp; Memberships</b>		<b>\$625.00</b>
2	Rotary Club of Independence (quarterly dues)	\$143.00	
3	Visa Card Services (DM Register monthly & The Courier yearly renewals)	\$482.00	
4	<b>003-410-6240 Meetings &amp; Conferences</b>		<b>\$115.00</b>
5	Visa Card Services (Iowa Library Association - Laura)	\$115.00	
6	<b>003-410-6371 Electricity</b>		<b>\$1,914.64</b>
7	Independence Light & Power	\$1,903.20	
8	Mid American Energy	\$11.44	
9	<b>003-410-6373 Communications (Phone &amp; Internet)</b>		<b>\$260.00</b>
10	Independence Light & Power	\$260.00	
11	<b>003-410-6399 Other Maintenance/Repair</b>		<b>\$166.35</b>
12	Precision Plumbing Heating & Air (Inv# 2101-1113-5850-capped water & drain lines)	\$166.35	
13	<b>003-410-6409 Janitorial</b>		<b>\$1,850.00</b>
14	Superb Cleaning Services (Inv# 1075)	\$1,850.00	
15	<b>003-410-6419 Computer Expense</b>		<b>\$15.99</b>
16	Visa Card Services (Zoom monthly fee)	\$15.99	
17	<b>003-410-6502 Books</b>		<b>\$2,684.58</b>
18	Brodart (Acct# 140052, 141792, invoices listed below)	\$934.82	
19	Cengage Learning/Gale (Inv# 82323537, 82639382)	\$173.18	
20	Penguin Random House (Inv# 1081485170)	\$23.25	
21	Amazon Credit Services (Amazon.com purchases)	\$449.52	
22	Ingram (Inv# 77857851, 78003724-25, 78022035, 78112470)	\$357.72	
23	Penworthy (Inv# 0594143-IN)	\$559.91	
24	Michael Frederick (Inv# 589999)	\$50.00	
25	Visa Card Services (Barnes & Noble purchases & Celebrate the Season)	\$136.18	
26	<b>003-410-6506 Office Supplies</b>		<b>\$141.96</b>
27	Storey Kenworthy (Inv# 1117021)	\$79.38	
28	Amazon Credit Services (barcode scanner)	\$62.58	
29	<b>003-410-6507 Operating Supplies</b>		<b>\$172.74</b>
30	Vern's True Value (Trans# B266026 - toilet seat, wasp spray)	\$38.57	
31	Storey Kenworthy (Inv# 1117021)	\$134.17	
32	<b>003-410-6508 Postage</b>		<b>\$21.39</b>
33	Visa Card Services (Stamps.com fee)	\$21.39	
34	<b>003-410-6530 Programming</b>		<b>\$1,686.53</b>
35	Network Nirvana (Inv# 00138 - minecraft programs)	\$600.00	
36	Walmart (Trans# 232, 6615, 8680, 9037)	\$56.50	
37	Visa Card Services (FB advertising, Minecraft pizza)	\$185.03	
38	Zoobean, Inc. (Inv# 30144 - Beanstack yearly renewal)	\$845.00	
39	<b>003-410-6531 Video Recordings</b>		<b>\$323.94</b>
40	Amazon Credit Services (Amazon.com purchases)	\$323.94	
41	<b>003-410-6532 Audio Recordings</b>		<b>\$342.94</b>
42	Blackstone Publishing (Inv# 2118297, 2120229)	\$309.99	
43	Weston Woods, Inc. (Inv# 52881346)	\$32.95	
44	<b>003-410-6536 Ebooks</b>		<b>\$1,000.00</b>
45	Overdrive (Inv# CD0649723327926)	\$1,000.00	
46	<b>003-410-6537 Audiobooks (Downloadable)</b>		<b>\$1,000.00</b>
47	Overdrive (Inv# CD0649723327936)	\$1,000.00	
48	<b>Total General Fund Expenses for Month</b>	<b>\$12,321.06</b>	<b>\$12,321.06</b>
49	<b>323-410-6770 Capital Outlay/Building</b>		<b>\$ 3,895.00</b>
50	Permanent Roofing Specialists (Payment for materials)	\$ 3,895.00	
51	<b>Total Capital Outlay/Building for Month</b>		<b>\$ 3,895.00</b>

52 Brodart Invoices - B6671983, B6669636, B6670025-26, B6670138-40, B6670163-64, B6670344, B6670364-67,  
53 B6670424-26, B6670456, B6670699, B6670821-26, B6670829, B6670831, B6670780

Independence Public Library FY24 Budget

Item #3.

Line Item	Beginning Balance	FY23 Expenses	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 185,455.00	\$ -	\$ 14,126.21	\$ 14,265.68	\$ 14,265.68	\$ 7,132.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,790.41	\$ 135,664.59	26.85%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 4,105.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,806.85	\$ 75,793.15	27.54%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ 733.54	2.19%
ICMA RC - City Share	\$ 2,000.00	\$ -	\$ 77.00	\$ 77.00	\$ 77.00	\$ 38.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269.50	\$ 1,730.50	13.48%
Dues & Memberships	\$ 5,613.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,297.81	\$ 2,315.19	58.75%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 160.00	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ 725.00	27.50%
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	\$ 1,914.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,650.75	\$ 9,849.25	43.72%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,042.95	\$ 2,687.05	27.96%
Other Maintenance/Repair	\$ 3,090.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,890.96	\$ 1,199.04	61.20%
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	\$ 1,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,989.00	\$ 13,811.00	41.97%
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	\$ 15.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,470.79	\$ 1,679.21	79.40%
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	\$ 2,684.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,430.71	\$ 15,069.29	50.59%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,400.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,306.77	\$ 3,093.23	29.70%
Operating Supplies	\$ 2,800.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 826.66	\$ 1,973.34	29.52%
Postage & Shipping	\$ 4,000.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,673.45	\$ 2,326.55	41.84%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ 27.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.64	\$ 72.36	27.64%
Programming	\$ 8,900.00	\$ 60.11	\$ 334.60	\$ 641.92	\$ 638.22	\$ 1,686.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,361.38	\$ 5,538.62	37.77%
Video Recordings	\$ 3,750.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,317.06	\$ 2,432.94	35.12%
Audio Recordings	\$ 4,000.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,249.89	\$ 1,750.11	56.25%
Ebooks	\$ 6,500.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,513.44	\$ 2,986.56	54.05%
Audiobooks (Downloadable)	\$ 4,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	44.44%
Totals	\$ 440,063.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 23,614.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,319.98	\$ 297,743.02	32.34%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,894.68	\$ (15,894.68)	0.00%

# Independence Public Library Circulation and Usage Report for September 2023

Item #4.

## Materials Usage

City of Independence Circulation	3,140
Unincorporated Buchanan County Circulation	1,236
Incorporated Buchanan County w/Libraries	350
Contracting Cities	383
Outside of Buchanan County Circulation (Open Access)	287
Items Loaned to Other Libraries (Access Plus)	37
<b>Total Materials Circulation for Month</b>	<b>5,433</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2023	5433	3558	1028	2587	1677
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>3,558</b>
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## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	331
In-House Laptop Usage for Month	292
Wireless Computer Usage for Month	405
Early Literacy Station Usage for Month	178
Wireless Headphone Usage for Month	17

## Library of Things Usage

Activity Equipment	5
Puzzles	52
Hotspots	23
Cake Pans	2

## Web Site Usage

<b>Total Visitors</b>	<b>2,587</b>
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## BRIDGES Usage

<b>Total Usage</b>	<b>1,677</b>
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## Facebook, Civic Send, Instagram & Google Profile

Facebook Likes	1,977
Facebook Total Reach	50,194
Mass Emails/Constant Contact Opened	1,902
Instagram Likes	67
Instagram Followers	529
Google Profile Interactions	352
Google Profile Views	354

## Mobile App Usage

Patron Count	229
Usage	710

## Database Usage

Ancestry	2 sessions 39 searches
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## Material Additions

Books	150
Audios	6
Videos	8
<b>Total Additions for Month</b>	<b>164</b>

## Material Withdrawals

<b>Total Withdrawals for Month</b>	<b>83</b>
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<b>Additions Breakdown</b>
Adult Biography & NonFiction = 000-1, 200-4, 300-2, 600-4
Adult Fiction = F-79, M-5, SF-9, LP-1
Young Adult Fiction = YAF-4, GR-1
Juvenile Biography & NonFiction = B-1, 800-1, 900-1
Juvenile Fiction = JF-13, SF-8, Just Right - 1, Graphic Novel-4
Juvenile Easy NonFiction = 800-1
Juvenile Easy = Easy-9, BB-1
Audios = Adult-6
Videos = Adult-5, Juvenile-3
<b>Withdrawals Breakdown</b>
ANF-1, AF-27, LPF-22, JNF-1, JF-3, JE-2, Just Right-2, BB-2, AdCD-22, JDVD-1

Number of Days Open = 29

**Study Rooms - 32 usages**

**Library Events (Community Room)**

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

9/6/2023 Craft & Convo - 5 adults  
9/19/2023 Dungeons & Dragons for Adults: an Intro - 10 adults  
9/20/2023 Alzheimer's Association Caregiver Support Group - 6 adults  
9/25/2023 Book Discussion - 13 adults  
9/26/2023 Writer's Group - 3 adults

**Teen Events**

9/23/2023 Minecraft - 2 teens 14 children 2 adults

**Children's Events**

9/5/2023 Legos @ the Library - 14 children 1 teen 9 adults  
9/7/2023 Story Time - 12 children 12 adults  
9/14/2023 Story Time - 8 children 4 adults  
9/21/2023 Story Time - 15 children 9 adults

**Virtual Events**

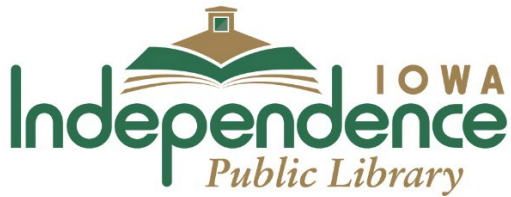
9/21/2023 Third Thursday with Hoover's Library - 1 attendee

**Outreach Events**

9/19/2023 Reader's Circle @ Lexington Estate - 7 adults

**NonLibrary Events (Community Room)**

9/6/2023 Self Advocacy Group - 10 people  
9/12/2023 Care Initiative Hospice meeting - 5 people  
9/14/2023 Girl Scouts recruitment - 31 people  
9/19/2023 Buchanan County Economic Development child care meeting - 9 people  
9/26/2023 Americorps Seniors Reading Buddies Brunch - 11 people  
9/27/2023 Ladies Literary meeting - 14 people



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** IPLF Board Member Appointment

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### **BACKGROUND:**

The Independence Public Library Foundation (IPLF) has a governing board. Members are appointed by the Independence Public Library Board. There are two community representatives, one Friends of the Library representative, and two IPL Board member representatives. The term of one of the community representatives, Mark White, is over.

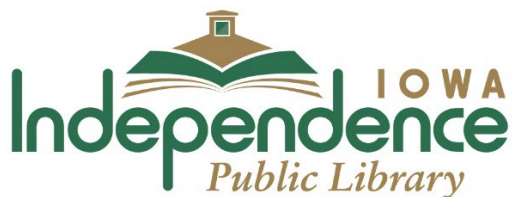
### **DISCUSSION:**

Mike Ruffcorn, formerly a bank president and frequent library user, is open to being the new member of the foundation board.

### **RECOMMENDATION:**

The library director would recommend appointing Mike Ruffcorn to the foundation board.





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Art Donation

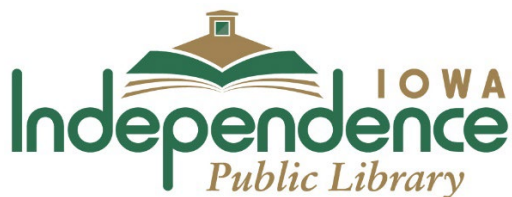
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**BACKGROUND:**

A generous individual has offered to donate several framed art pieces to the library.

**DISCUSSION:**

There are several beautiful pieces. The question hinges around wall space and whether there are good locations to hang them.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Close for Carpet Installation

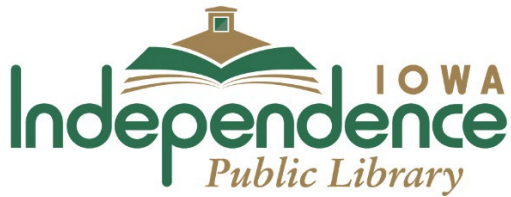
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### **BACKGROUND:**

The staff area and the Friends store will be getting replacement carpet installed in December. In order to move the desks, bookcases, etc that need to be moved to other areas, we will need to be closed for two days.

### **RECOMMENDATION:**

Staff would recommend that we close Sunday, Dec. 10 and Monday, Dec. 11 for the carpet installation. Doing the installation partially over a Sunday allows for less impact to the community.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Closing for Christmas

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### **BACKGROUND:**

Typically, the library closes on Christmas Eve at 1:00 pm and is closed all day on Dec. 25<sup>th</sup>. This year, Christmas Eve falls on a Sunday when our typical hours are 1:00-4:00 pm, a time when we would normally be closed on Christmas Eve.

### **RECOMMENDATION:**

Staff would recommend that we close Sunday, Dec. 24 and Monday, Dec. 25 for the Christmas Holiday.

# INFECTIOUS DISEASE POLICY

Item #9.

## Purpose:

Infectious Disease Outbreak Policy: An infectious disease outbreak policy differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding almost immediately after the event or crisis. Recovery from an infectious disease outbreak may be slow and limited staff, services, and hours may be necessary for an extended period of time.

To establish the protocol for the Independence Public Library (hereafter referred to as "Library" for purposes of this document) that will be used in the event of a pandemic or infectious disease outbreak. This is an addendum to the policies set forth by the City of Independence (hereafter referred to as "City" for the purposes of this document). The intent is not to supersede the City's policies but to clarify the management and protocols of the Library with governance and decision-making as authorized by the Independence City Ordinance. If there is a serious outbreak, the Library must plan for staff being unable to report to work. In addition, during an infectious disease outbreak, businesses, social organizations and/or schools may be required to take unique measures to help slow the spread of the illness, including closing down. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines, limiting the number of people allowed in the Library, and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crisis. It is important to ensure that core business activities of the Library can be maintained for several weeks or more within the unique situation of an infectious disease outbreak.

## Library Closure/Reopening:

The Independence Public Library will close due to an infectious disease outbreak or pandemic in the event that a mandate order or recommendation for closure is issued by public health or government officials on the local, county, state, or federal level.

At the discretion of the Library Board or the Library Director/Designee in conjunction with the Library Board President/two Library Board Members, the Library may close, reduce its operating hours, or limit services temporarily due to conditions caused by the infectious disease outbreak. These could be, but are not limited to: a staff shortage

## INFECTIOUS DISEASE POLICY

Item #9.

due to illness, quarantine, or other protected leave, Independence Community School District closure, following recommendations of the State Library of Iowa, or being unable to meet social distancing or other recommendations from public health or government officials.

Reopening will follow the same protocols in how those decisions are made and who is authorized to make them.

In the event of closure or reopening, reduction in operating hours, or reduction in services, the Library Director or designee will communicate with staff, the Library Board of Trustees, and the City Manager. The public will be informed of changes in services and hours through normal channels like the Library website, social media, and email newsletters.

### Staffing:

Minimum staffing levels for a temporary period of time is defined as two employees available to be present at the Library during all open hours with a maximum eight-hour workday and 40-hour work week per employee. An inability to maintain this temporary, minimal level or a necessity to maintain the temporary, minimal level for more than three days will result in reduced hours or closing the Library.

The level of absence of Library staff due to illness or absence due to orders by public health or government officials will be a factor in the ability to carry out services and maintain open hours. Phases may include:

- Cancellation or modification to virtual offerings ~~with~~ **from** in-person programs and special events
- Cancellation of meeting room reservations.
- Cancellation or modification to virtual offerings with in-person outreach activities including preschool and other site visits.
- Offer curbside services, appointments, limit numbers of people or amount of time spent in the library.
- Staff Library at minimum staffing level for a temporary period of time. Employees may be reallocated and have shifts modified to provide coverage.
- Reduce open hours as needed.

## INFECTIOUS DISEASE POLICY

Item #9.

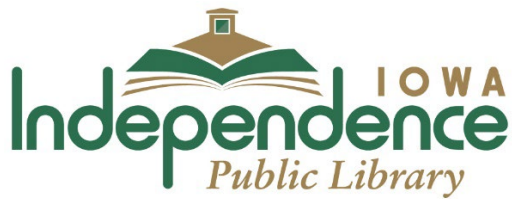
- Close the Library as determined by the process stated under the Library Closure/Reopening segment of this policy.

If the Library is open or in the event of closure, partial closure, or quarantines, work schedules may be modified for scaled-down services, work-from-home schedules, or no work schedule. Work from Home Agreements are required for staff who work from home.

Employees are expected to report to work on time as scheduled, excluding any absences excused by the Library Director or designee.

If the library closes or modifies its hours and employees are sent home with regular work-from-home hours, reduced work-from-home schedules or no work hours, they will be compensated for their regularly scheduled hours.

Other requirements placed on staff will encourage following CDC guidelines for prevention and may require disclosure as to whereabouts, illness, exposure to the disease, etc. Staff will follow City policies regarding travel, PPE, and personnel issues as a City Department. Policies set by the City will follow the Library's chain of command for permissions; however, the rules set by the City will be upheld.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Infectious Disease Policy

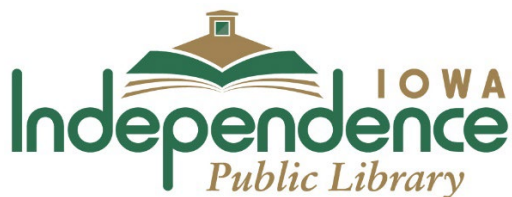
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### **BACKGROUND:**

The library reviews policies a minimum of once every three years, as recommended by the State Library of Iowa. The Infectious Disease Policy is up for review.

### **RECOMMENDATION:**

Staff would recommend that we modify the Infectious Disease Policy with the minor wording change on page 2, as shown with the strike-through and bold font.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Budget Committee Meeting

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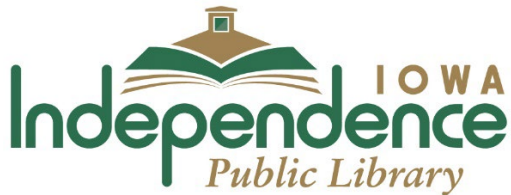
### **BACKGROUND:**

Those on the library budget committee are Robin Bleichner, Deb Clark, and Nancy Dodge. We need to set up a first meeting to evaluate the budget and work on both the Capital Improvement Plan and the operating budget proposals. .

### **RECOMMENDATION:**

The recommendation is to bring your calendars so we can set up a meeting.





## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** October 19, 2023

**ITEM TITLE:** Sesquicentennial Celebration

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### **BACKGROUND:**

The library has many things coming up in the next several weeks for the 150<sup>th</sup> Anniversary of the Independence Public Library, which was also the first, tax-supported library in Iowa.

### **RECOMMENDATION:**

Support the library and our celebration by taking part in the sesquicentennial. Advocate by spreading the word of the events with friends and neighbors, and share and engage in posts about it on Facebook.

The podcast is out, so you will want to listen to that, as it has stories and info about the last 35 years of our library. Two historical programs are coming up, including one with local historians telling about the history of our library and city. In addition, there is A Tribute to our Past: City and Library History Exhibit. Attend the exhibit opening on Saturday, Nov. 4<sup>th</sup> at 10 am.