



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, September 18, 2025 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

1. Introduction of Guests
2. Approve the Agenda
- [3.](#) Approve Minutes for 8/21/25 and 8/28/25

APPROVE BILLS

- [4.](#) Approve Bills

STATISTICS

- [5.](#) Statistics Report

NEW BUSINESS

- [6.](#) Circulation Policy

UNFINISHED BUSINESS

- [7.](#) Custodian Job Description

MISCELLANEOUS

- [8.](#) Facility and Grounds Update
- [9.](#) Quasqueton Library Services Contract
- [10.](#) Board Training
11. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Library Board Thursday August 28 –

Attendance: Robin Bleichner, Emily Ownby, Nancy Dodge, Matt Rittgers, Jake Bass, Library Director Laura Blaker, City Council Brett Weber

1. Introduction – Meeting called to order by President Robin Bleichner at 6:30pm
2. Approve the Agenda - 1st Jake Bass 2nd Emily Ownby. Passes unanimously.
3. Library Cleaning Service - Board reviewed two bids for cleaning service. Midwest Janitorial Services (MJS) quote and FBG quote - Motion to approve MJS option 2: service provided 3 days per week - contract. 1st Jake Bass 2nd Nancy Dodge. Passes Unanimously.
4. Board and Staff Reports - none
5. Adjourn – Motion was made by 1st Emily Ownby 2nd Nancy Dodge - Unanimous

Library Board 8/21/2025 -

Attendance Robin Bleichner, Jake Bass, Matt Rittgers, Nancy Dodge, Quentin Stenger and IPL Director Laura Blaker. Associate Clerk- Lisa Lorenzen, City Council Member Brett Weber

6:31pm - Meeting Called to Order by Robin

1. Agenda – A motion was made to approve the agenda by 1st Nancy Dodge 2nd Quentin Stenger. Unanimously.
2. Approval Minutes - A Motion by 1st Jake Bass 2nd Nancy Dodge Approved with the changes of spelling of Matt's last name "Rittgers". Passing Unanimously.
3. Approve Bills - Bills reviewed. Conversation about Cleaning Service charges changing soon. Motion 1st Nancy Dodge 2nd Jake Bass. Unanimously.
4. Statistics - Kanopy Usage Reviewed - over 1,000 participants for the summer reading summer reading program - tuneful Tuesday, great attendance. Many appreciations were verbally sent to the library staff.
5. Library Custodian Job Description and Essential Functions - Review and sent to the City Manager for suggestions and Michelle. Suggestions - Frequency of Cleaning Added - Paid per hour - Motion to approve with changes – 1st Jake Bass 2nd Quentin Stenger. Passes Unanimously.
6. Art Donation - Motion to decline art donation 1st Jake Bass 2nd Nancy Dodge. Unanimously.
7. FY2026 Strategic Plan - Reviewed - Suggestion to change the number of teen group from six to five. Motion . 1st Nancy Dodge 2nd Quentin Stenger. Passing Unanimously.
8. Homebound Policy – Board reviewed the changes to the Patron Eligibility - Motion 1st Quentin Stenger 2nd Matt Rittgers. Passing Unanimously.
9. Special Board Meeting – Laura communicated a Special Meeting if needed next Thursday 8/28 if a cleaning company bid.
10. Park Update - Green space north, in front of the library – Quentin Stenger gave updates - unique and accessible - brainstorming different grants – progress continues.
11. Board Training - Open Meetings training online - each board member completes by October meeting – Link sent by Laura Blaker.
12. Reports – Laura Blaker - Iowa Library Association Conference - Early October - Sioux City
13. Motion to Adjourn 7:47pm 1st Jake Bass 2nd Quentin Stenger. Passed.

Independence Public Library FY26 Budget

Item #4.

Line Item	Beginning Balance	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 198,705.00	\$ 15,249.60	\$ 15,249.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,499.20	\$ 168,205.80	15.35%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,534.97	\$ 89,436.03	15.60%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26.38	\$ 723.62	3.52%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314.00	\$ 2,686.00	10.47%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537.97	\$ 2,862.03	15.82%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295.00	\$ 1,105.00	21.07%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122.38	\$ 4,877.62	2.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	0.00%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,297.32	\$ 16,766.68	20.40%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 743.90	\$ 2,656.10	21.88%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.00	\$ 3,380.00	3.43%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,749.00	0.00%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,751.00	\$ 17,249.00	17.86%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 925.00	7.50%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,970.06	\$ 2,529.94	66.27%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,765.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,761.08	\$ 26,238.92	22.83%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ 291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.00	\$ (41.00)	116.40%
Office Supplies	\$ 4,000.00	\$ 367.16	\$ 404.94	\$ 210.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 983.09	\$ 3,016.91	24.58%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,061.69	\$ 1,638.31	39.32%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.95	\$ 412.05	17.59%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,388.23	\$ 6,611.77	17.35%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 836.10	\$ 1,913.90	30.40%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 891.65	\$ 1,608.35	35.67%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 3,744.64	31.92%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00	0.00%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	0.00%
Totals	\$ 474,789.00	\$ 34,428.58	\$ 34,658.83	\$ 8,255.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,343.33	\$ 397,445.67	16.29%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Monthly Bills September 2025

Item #4.

1	003-410-6210 Dues & Memberships		\$77.99
2	Visa Card Services (DM Register, W/CF Courier)	\$ 77.99	
3	003-410-6240 Meetings & Conferences		\$295.00
4	Visa Card Services (ILA Conference - Laura)	\$ 295.00	
5	003-410-6371 Electricity		\$1,505.63
6	Independence Light & Power	\$ 1,491.05	
7	Mid American Energy	\$ 14.58	
8	003-410-6373 Communications (Phone & Internet)		\$249.50
9	Independence Light & Power	\$ 249.50	
10	003-410-6409 Janitorial		\$1,300.00
11	Epic Clean, LLC (September cleaning)	\$ 1,300.00	
12	003-410-6414 Printing & Publishing		\$75.00
13	Oelwein Publishing (Inv# 304295093-94-cleaning services)	\$ 75.00	
14	003-410-6419 Computer Expense		\$208.53
15	US Cellular (Inv# 0748849167 - monthly hotspot fees)	\$ 208.53	
16	003-410-6502 Books		\$1,765.87
17	Brodart (Acct#140052 - Invoices listed below)	\$ 266.99	
18	Brodart (Acct#141792 - Inv# B7045671)	\$ 39.06	
19	Baker & Taylor (Acct# L0612272, Invoices below*)	\$ 139.34	
20	Baker & Taylor (Acct# L0417982 - Invoices listed below**)	\$ 300.58	
21	Ingram (Inv# 86726137)	\$ 83.81	
22	Amazon Capital Services (Amazon.com purchases)	\$ 687.93	
23	Rosen Publishing (Inv# RSL202561I)	\$ 21.95	
24	Penworthy (Inv# 0610157-IN)	\$ 226.21	
25	003-410-6504 Office Equipment		\$291.00
26	Library Furniture International, LLC (Inv# 2025-245)	\$ 291.00	
27	003-410-6506 Office Supplies		\$210.99
28	Amazon Capital Services (printer cartridge)	\$ 150.89	
29	Capital One/Walmart (Trans# 2395, 3261)	\$ 13.36	
30	Storey Kenworthy (Inv# 1276685)	\$ 46.74	
31	003-410-6507 Operating Supplies		\$588.37
32	Cole's Ace Hardware (Trans# 27542 - water softener salt)	\$ 35.96	
33	Amazon Capital Services (cleaning supplies, adapters, lights)	\$ 395.70	
34	Capital One/Walmart (Trans# 2395, 2244, 3261)	\$ 58.73	
35	Storey Kenworthy (Inv# 1276685)	\$ 97.98	
36	003-410-6530 Programming		\$1,166.58
37	Visa (Facebook advertising)	\$ 13.41	
38	Laura Blaker (reimbursement for 1000BBK graduation supplies)	\$ 15.25	
39	Amazon Capital Services (supplies for programs)	\$ 42.19	
40	Zoobean (Inv# 38369 - Beanstack yearly renewal)	\$ 845.00	
41	Capital One/Walmart (Trans# 2395, 1745, 3261)	\$ 100.73	
42	Michelle Sprout Murray (Amazing Iowa presentation)	\$ 150.00	
43	003-410-6531 Video Recordings		\$267.63
44	Amazon Capital Services (Amazon.com purchases)	\$ 267.63	
45	003-410-6532 Audio Recordings		\$253.83
46	Blackstone Publishing (Inv# 2208080, 2209248)	\$ 253.83	
47	Total General Fund Expenses for Month	\$ 8,255.92	\$8,255.92

48 Brodart Invoices - B7045538, B7045540, B7045639, B7045674, B7045754, B7045850-51, B7045855, B7045857-59

49 Baker & Taylor Invoices*- 2039165398, 2039183054, 2039233647

50 Baker & Taylor Invoices**- 2039233439-41, 2039259346-47

Independence Public Library Circulation and Usage Report for August 2025

Item #5.

Materials Usage

City of Independence Circulation	3,172
Unincorporated Buchanan County Circulation	1,333
Incorporated Buchanan County w/Libraries	616
Contracting Cities	121
Outside of Buchanan County Circulation (Open Access)	315
Items Loaned to Other Libraries (Access Plus)	81
Total Materials Circulation for Month	5,638

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	5638	4043	636	2516	2098
2024	6216	4690	832	2520	1839
2023	7490	5052	832	2648	1638
2022	6573	4848	821	2682	1638
2021	6417	3285	419	2548	1426
2020	4900	2397	469	3711	1292
2019	7470	6340	1513	3319	1062

Patrons

Total Number of Patrons for Month	4,043
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	323
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	313
Early Literacy Station Usage for Month	198
Wireless Headphone Usage for Month	13

Library of Things Usage

Activity Equipment	22
Puzzles	74
Hotspots	23
Cake Pans	3

Web Site Usage

Total Visitors	2,516
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BRIDGES Usage

Total Usage	2,098
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,076
Facebook Total Reach	46,084
Mass Emails/Constant Contact Opened	2,762
Instagram Likes	99
Instagram Followers	597
Google Profile Interactions	423
Google Profile Views	379

Mobile App Usage

Patron Count	393
Usage	1017

Kanopy Usage

Visits	749
Plays	156

Material Additions

Books	146
Audios	10
Videos	10
Total Additions for Month	166

Material Withdrawals

Total Withdrawals for Month	792
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Additions Breakdown

Adult Biography & NonFiction = B-1, 200-1, 300-3, 600-5, 900-1
 Adult Fiction = F-68, M-4, SF-1
 Young Adult Fiction = YAF-4, Graphic Novel-2
 Juvenile NonFiction = 700-1, 900-1
 Juvenile Fiction = JF-10, Graphic Novel -6, Just Right - 3
 Juvenile Easy = Easy-20, BB-15
 Audios = Adult-10
 Videos = Adult-7, Juvenile-3

Withdrawals Breakdown

B-36, ANF-220, AF-10, LPF-20, LPM-2, YAF-141, JB-61, JNF-206, JF-1, Just Right-1, JE-1, BB-3, DVD-84, JDVD-6

Study Rooms - 37 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

8/20/2025 Craft & Convo - 7 adults 2 children
 8/20/2025 Caregivers Support Group - 9 adults
 8/25/2025 Book Discussion - 10 adults 2 children
 8/26/2025 Daytime Book Discussion - 5 adults
 8/26/2025 Dungeons & Dragons for Adults (Tuesday group) - 5 adults
 8/28/2025 Dungeons & Dragons for Adults (Thursday group) - 8 adults

Teen Events

8/6/2025 Lego-fy Yourself - 4 teens 9 children 2 adults
 8/19/2025 Hygge Night - 10 teens 1 adult
 8/24/2025 Dungeons & Dragons for Teens - 8 teens 3 children 2 adults
 8/28/2025 iTAB Opening Meeting - 8 teens 2 adults

Children's Events

8/1/2025 Stuffed Animal Sleepover - 37 children 2 adults
 8/6/2025 Creature Feature - 8 children 8 adults
 8/7/2025 Outdoor Story Time - 27 children 18 adults
 8/14/2025 Outdoor Story Time - 23 children 13 adults
 8/18/2025 Legos @ the Library - 8 children 3 teens 7 adults
 8/21/2025 Outdoor Story Time - 14 children 8 adults
 8/28/2025 Outdoor Story Time - 11 children 6 adults

Outreach Programs/Events

8/12/2025 Davis Adult Day Care - 10 adults
 8/26/2025 Reader's Circle @ Lexington Estate - 7 adults

NonLibrary Events (Community Room)

8/4/2025 Buchanan County Democrats - 18 people
 8/7/2025 City Strategic Planning - 22 people
 8/14/2025 YSF Cheerleading Parent meeting - 10 people

CIRCULATION POLICY

Item #6.

Stipulations

- Patrons must have a valid library card in hand or know their library card number to check out materials.
- If a person would like to check out and does not have their library card or know their number, the following information or identification will be acceptable: driver's license, social security card, school ID, immigration card, a picture ID, or knowledge of physical address.
- All library materials must be checked out on the borrower's card.
- The library has a policy for open borrowing privileges, allowing anyone regardless of age to select from any part of the library collection.
- It is the responsibility of parent(s)/guardian(s) to monitor their minor child's use of library materials.

Loan Periods

- The loan period for books and audio books is three weeks. High demand materials may have a two week check out period.
- The loan period for Express Books is one week.
- The loan period for DVDs, cake pans, hotspots, games, and sports equipment is one week.
- The loan period for eReaders, puzzles, and periodicals is two weeks.
- The library staff may limit the number of books checked out on an author or subject.
- The loan period for Interlibrary Loans borrowed for our patrons is two weeks, though the time may be extended upon request.
- The loan period for Interlibrary Loans provided to other libraries is six weeks.
- Reference books remain in the library.

Limits

- DVDs are limited to five per family.
- Vox books are limited to three per family.
- Games and sports equipment are limited to four items per family.
- Puzzles are limited to two per family.

CIRCULATION POLICY

- Cardholders with fines or fees of \$10.00 or more ~~and/or overdue materials~~ may not check out library materials, equipment, study rooms or the Community Room.
- Families with fines or fees of \$10.00 or more ~~and/or overdue materials~~ may not check out library materials, equipment, study rooms or the Community Room.
- An individual or family's borrowing privileges may be limited or restored at the discretion of the library director. Long-term habitual abuse would be one reason to limit privileges.
- See the eReader and Hotspot Policies for specifics related to these devices.

Renewals

- Unless there is a reserve on a material, the material may be renewed within the limits set forth below.
- On any material renewal, the new term starts on the day of renewal.
- Materials of all types (including puzzles) may be renewed no more than two times. This may be extended one additional time at the discretion of library staff.
- eReaders, Express Books, games, sports equipment, and hotspots may not be renewed.

Reserves

- Reserves may be placed on all circulating items; excluding Express Books.
- A reserved item will be held for five working days following patron notification, with the exception of eReaders, hotspots, sports equipment, and games, which may be held up to two business days (M-F) following the date of notification.

Requests for Purchase

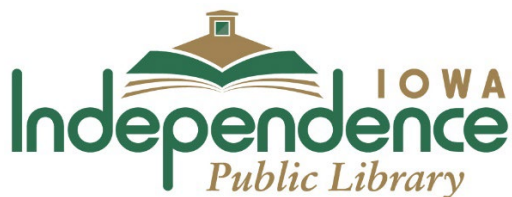
- A patron may request an item for purchase if the material is not found in the library's collection.

Copyright Restrictions

- Copyright laws limit videos to home use only viewing.
- It is illegal to duplicate any copyrighted book, magazine, CD, or DVD.

Overdues

- Overdue notices may be sent on unreturned materials.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Sept. 18, 2025

ITEM TITLE: Circulation Policy

BACKGROUND:

There are a few things in the circulation policy that don't fit our process, so I am proposing a few changes.

RECOMMENDATION:

The board will discuss and vote on possible changes to the circulation policy.

CITY OF INDEPENDENCE

Job Description

Item #7.

Position: Library Custodian

Supervises: NA

Department: Library

Employee Status: Part-time Regular

FLSA Status: Non-Exempt

Gives work direction to: NA

Reports to: Library Director

Creation Date: August 2025

POSITION SUMMARY

At will public service position and reports to the Library Director. Responsible for maintaining a clean, welcoming environment for library patrons and staff. Performs tasks such as routine cleaning, mopping, and sanitizing. Cleaning is to be done when the library is closed. The ideal candidate is detail-oriented, reliable, and takes pride in a clean space.

ESSENTIAL JOB DUTIES

- Vacuuming carpets and rugs in all designated areas.
- Sweeping and mopping hard floor surfaces (e.g., tile, vinyl).
- Emptying trash bins and recycling and ensure proper disposal.
- Cleaning and sanitizing restrooms, including toilets, sinks, mirrors, and fixtures.
- Refilling soap dispensers, paper towels, and toilet paper as needed.
- Wiping tables and counters, and spot cleaning doors and windows.
- Sanitization of high-touch areas (e.g., door handles, light switches).
- Ensure compliance with health and safety regulations, including maintaining clean and hazard-free public areas.

MARGINAL JOB DUTIES

- Cleaning spots on carpet.
- Keep storage area neat and orderly.
- Monitor and maintain inventory of cleaning supplies and communicate when restocking is needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to follow written and verbal instructions.
- Strong attention to detail and time management skills.
- Ability to work without supervision.
- Physical ability to perform cleaning tasks; ability to bend, stretch, and lift; and standing for extended periods of time.
- Familiarity with safe handling of cleaning chemicals and equipment.

ENTRY REQUIREMENTS

Education/Training: High school diploma or equivalent preferred.

Work Experience: Previous cleaning experience is a plus but not required.

Required licenses, registrations and certifications: None

Required drug testing: As required per the employee handbook

Residency requirement: None

Other testing required: None

WORK ENVIRONMENT

See Essential Functions Job Analysis.

HOURS OF WORK

~~3-4 cleanings per week totaling 9-12 hours per week.~~ **9-12 hours per week with frequency and time ranges established by the director.** Work must be done outside of the library's open hours. There is no guaranteed number of hours each week or month.

1. Job descriptions in no way state or imply the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
2. The Library Director reserves the right to reassign job duties or combine positions at any time.
3. The City of Independence and the Independence Public Library, as a city department, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

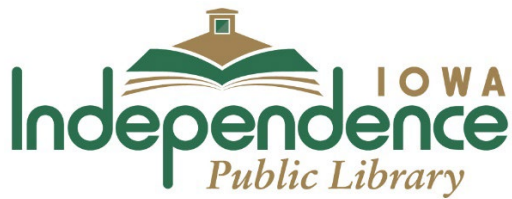
Date

Library Director's Signature

Date

Mayor

Date



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: September 18, 2025

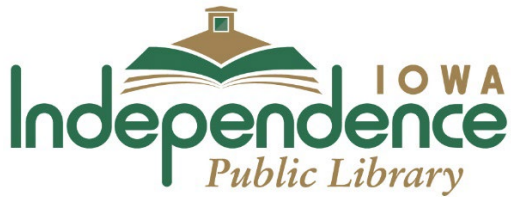
ITEM TITLE: Library Custodian Job Description

BACKGROUND:

The new library custodian job description needs a few changes to comply with human resources recommendations.

RECOMMENDATION:

Look at the revised custodian job description. Make needed changes and approve.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: September 18, 2025

ITEM TITLE: Facility and Grounds Update

BACKGROUND:

I'm considering a fall clean-up day to get the park area looking better and prepared for fall.

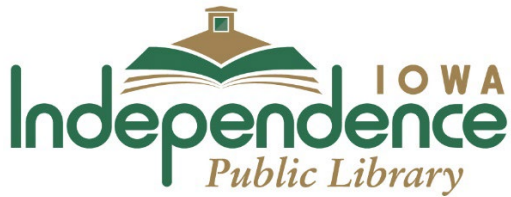
I'm still looking at solutions for sidewalk snow removal.

MJS cleaning services will begin Oct. 1.

New to us/newly framed and/or matted artwork has been hung with appropriate art recognition plaques.

RECOMMENDATION:

Discuss the various things being planned or happening with the library facility to bring everyone up-to-date.



LIBRARY BOARD ITEM DESCRIPTION

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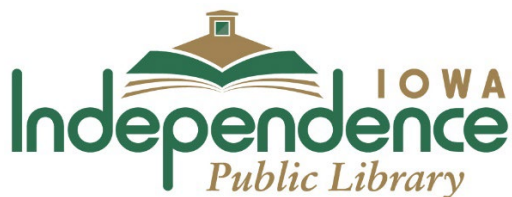
ITEM TITLE: Quasqueton Library Services Update

BACKGROUND:

The City of Quasqueton is planning to get community input prior to approving the payment for library services. I don't believe that the date for the community forum has been set, but it might be during the next planned meeting on Oct. 13.

RECOMMENDATION:

This is informational so the library board is aware of the situation with the library services contract with Quasqueton.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Sept. 18, 2025

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.