



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, November 16, 2023 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

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

APPROVE BILLS

- [3.](#) Approve Bills

STATISTICS

- [4.](#) October Statistics

NEW BUSINESS

- [5.](#) Fiscal Year 2024-25 Proposed Budget
- [6.](#) Closing for New Year Holiday

UNFINISHED BUSINESS

MISCELLANEOUS

- [7.](#) Roof Update
- [8.](#) Sesquicentennial Celebration
- [9.](#) Eagle Scout Project
- [10.](#) Stanley and Hazelton Library Service Contracts
- [11.](#) Mill & Depot Artwork
12. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
19th October 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, Deb Clark, and Robin Bleichner. Also in attendance was Lisa Lorenzen, Associate 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 Nancy Dodge and seconded by Greg DeBoer to approve the agenda with the addition of reports. 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 Deb Clark to approve the October bills. The motion carried unanimously.

Statistics

Patron numbers are being counted by a laser beam by the front door. A discussion was held about the banned books that were on display during Banned Book Week. These books are displayed annually but received more comments and attention from patrons this year.

New Business

IPLF Board Member Appointment

Mark White has termed out and will be leaving the library foundation board. Mike Ruffcorn is willing to serve. A motion was made by Greg DeBoer and seconded by Nancy Dodge to approve Mike Ruffcorn as the new member of the IPLF Board. The motion carried unanimously.

Art Donation

Dr. Dan and Vicki Kegler have offered the library art from their renovation of their office. A motion was made by Nancy Dodge and seconded by Greg DeBoer to approve the donation of three art pieces by P. Buckley Moss. The motion carried unanimously.

Close for Carpet Installation

The library will be closed for the carpet installation on Sunday, Dec. 10 and Monday, Dec. 11th. A motion was made by Greg DeBoer and seconded by Deb Clark to approve the closure of the library on the 10th and 11th of December. The motion carried unanimously.

Closing for Christmas

Close Sunday, Dec. 24 and Monday, Dec. 25 for the Christmas Holiday. A motion was made by Greg DeBoer and seconded by Nancy Dodge to approve the library being closed on the 24th and 25th of December. The motion carried unanimously.

Infectious Disease Policy

Reviewed the policy with a few minor wording changes. A motion was made by Deb Clark and seconded by Greg DeBoer to approve the policy with the changes. The motion carried unanimously.

Unfinished Business

None

Miscellaneous

Budget Committee Meeting

Nancy, Deb, and Robin will coordinate a meeting time with Laura to go over the budget for FY 2025.

IPL Sesquicentennial Celebration

Went over information on IPL website and request for volunteers to staff the display area in the Library Community Room during the exhibit, A Tribute to the Past.

Report from Board/Directors

Library staff have been certified as Dementia Friendly after taking the required training.

Adjournment

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

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Deb Clark
Secretary

DRAFT

Independence Public Library Monthly Bills November 2023

Item #3.

1	003-410-6210 Dues & Memberships		\$32.00
2	Visa Card Services (DM Register monthly fee)	\$32.00	
3	003-410-6310 Contract Repair & Maintenance		\$200.00
4	Heartland Mechanical, LLC (annual sprinkler inspection)	\$200.00	
5	003-410-6371 Electricity		\$1,599.13
6	Independence Light & Power	\$1,599.13	
7	Mid American Energy		
8	003-410-6373 Communications (Phone & Internet)		\$259.55
9	Independence Light & Power	\$259.55	
10	003-410-6399 Other Maintenance/Repair		\$0.00
11	Precision Plumbing Heating & Air (Inv# 2101-1113-5850-capped water & drain lines)		
12	003-410-6409 Janitorial		\$1,850.00
13	Superb Cleaning Services (Inv# 1077)	\$1,850.00	
14	003-410-6419 Computer Expense		\$165.58
15	Visa Card Services (Zoom monthly fee & WinZip yearly fee)	\$165.58	
16	003-410-6502 Books		\$2,774.51
17	Brodart (Acct# 140052, 141792, invoices listed below)	\$1,219.38	
18	Cengage Learning/Gale (Inv# 82811803, 82858967)	\$145.44	
19	Iowa Poetry Association (Lyrical Iowa 2023)	\$12.75	
20	Amazon Credit Services (Amazon.com purchases)	\$523.21	
21	Ingram (Invoices listed below)	\$702.94	
22	Center Point Large Print (Inv# 2056629)	\$103.89	
23	Visa Card Services (Barnes & Noble purchases & Christmas from the Heart)	\$66.90	
24	003-410-6506 Office Supplies		\$357.14
25	Demco (Inv#7382287, 7391554)	\$177.90	
26	Storey Kenworthy (Inv# 1127100, 1127162)	\$126.11	
27	Capital One/Walmart (Trans# 3949)	\$39.18	
28	Amazon Credit Services (Amazon.com purchases)	\$13.95	
29	003-410-6507 Operating Supplies		\$239.77
30	Vern's True Value (Trans# B267375)	\$7.98	
31	Storey Kenworthy (Inv# 1127100)	\$118.90	
32	Capital One/Walmart (Trans# 3238)	\$19.95	
33	Amazon.com Credit Services (Amazon.com purchases)	\$92.94	
34	003-410-6508 Postage		\$21.39
35	Visa Card Services (Stamps.com fee)	\$21.39	
36	003-410-6530 Programming		\$1,033.01
37	Kathy J Wilson (Determined, Defiant & Self-Reliant program fee)	\$150.00	
38	Capital One/Walmart (Trans# 1282, 1475, 7194)	\$40.36	
39	Visa Card Services (FB credit, Minecraft pizza)	\$106.66	
40	Erin Zikmund (refreshments & supplies)	\$104.03	
41	Denny's Punkin' Patch (Boo Bash pumpkins)	\$62.50	
42	Scholastic (Inv# 54698468 - Ho Ho Holiday books)	\$302.96	
43	Amazon Credit Services (Boo Bash supplies)	\$266.50	
44	003-410-6531 Video Recordings		\$150.29
45	Amazon Credit Services (Amazon.com purchases)	\$150.29	
46	003-410-6532 Audio Recordings		\$279.98
47	Blackstone Publishing (Inv# 2126478, 2127672)	\$279.98	
48	Weston Woods, Inc. (Inv# 52881346)		
49	003-410-6536 Ebooks		\$0.00
50	Overdrive (Inv# CD0649723327926)		
51	003-410-6537 Audiobooks (Downloadable)		\$0.00
52	Overdrive (Inv# CD0649723327936)		
53	Total General Fund Expenses for Month	\$8,962.35	\$8,962.35
54	323-410-6770 Capital Outlay/Building		\$ 11,332.54
55	Bowker Pinnacle (Inv# 11275 - geothermal refrigerant leaks repairs)	\$ 7,332.54	
56	Permanent Roofing Specialists (Partial payment of labor)	\$ 4,000.00	
57	Total Capital Outlay/Building for Month		\$ 11,332.54
58	Brodart Invoices - B6684253, B6684391, B6684411-14, B6684416, B6684429, B6684448, B6684451-53, B6684458,		
59	B6684480-81, B6684508, B6684546, B6684600, B6684836, B6684844, B6684933, B6684976, B6684345, B6684490		
60	Ingram Invoices - 78255638-39, 78279020, 78285486, 78346276-77, 78434884-86		

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	\$ 14,265.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,923.25	\$ 128,531.75	30.69%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 8,670.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,372.42	\$ 71,227.58	31.90%
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	\$ 77.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308.00	\$ 1,692.00	15.40%
Dues & Memberships	\$ 6,166.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ 32.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,329.81	\$ 2,836.19	54.00%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 2,600.00	7.14%
Grounds Operation, Maintenance	\$ 713.00	\$ 112.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112.50	\$ 600.50	15.78%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ 1,914.64	\$ 1,599.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,249.88	\$ 8,250.12	52.86%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ 259.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,302.50	\$ 2,427.50	34.92%
Other Maintenance/Repair	\$ 4,138.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,890.96	\$ 2,247.04	45.70%
Property & Casualty Insurance	\$ 8,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,900.00	0.00%
Janitorial	\$ 26,489.00	\$ 2,689.00	\$ 1,750.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,839.00	\$ 14,650.00	44.69%
Printing & Publishing	\$ 3,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	33.33%
Computer Expense	\$ 9,079.00	\$ 929.18	\$ 638.64	\$ 3,685.99	\$ 1,200.99	\$ 15.99	\$ 165.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,636.37	\$ 2,442.63	73.10%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 35,553.00	\$ 5,053.19	\$ 2,112.90	\$ 3,099.69	\$ 2,480.35	\$ 2,684.58	\$ 2,774.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,205.22	\$ 17,347.78	51.21%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,710.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ 357.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,663.91	\$ 3,046.09	35.33%
Operating Supplies	\$ 2,820.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ 239.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,066.43	\$ 1,753.57	37.82%
Postage & Shipping	\$ 5,462.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,694.84	\$ 3,767.16	31.03%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ 27.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.64	\$ 72.36	27.64%
Programming	\$ 8,960.00	\$ 60.11	\$ 334.60	\$ 641.92	\$ 638.22	\$ 1,686.53	\$ 1,033.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,394.39	\$ 4,565.61	49.04%
Video Recordings	\$ 3,891.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ 150.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,467.35	\$ 2,423.65	37.71%
Audio Recordings	\$ 4,083.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ 279.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,529.87	\$ 1,553.13	61.96%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,513.44	\$ 3,926.56	47.22%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 3,500.00	36.36%
Totals	\$ 455,464.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 35,350.98	\$ 8,962.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,019.24	\$ 292,444.76	35.79%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00	0.00%
Capital Outlay/Building	\$ 20,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,227.22	\$ (7,227.22)	0.00%

Independence Public Library Circulation and Usage Report for October 2023

Item #4.

Materials Usage

City of Independence Circulation	3,164
Unincorporated Buchanan County Circulation	1,588
Incorporated Buchanan County w/Libraries	425
Contracting Cities	206
Outside of Buchanan County Circulation (Open Access)	248
Items Loaned to Other Libraries (Access Plus)	63
Total Materials Circulation for Month	5,694

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2023	5694	5337	858	3344	1833
2022	4804	4964	799	2288	1562
2021	4710	3189	589	2160	1284
2020	4646	2528	513	2710	1211
2019	5978	4942	1086	2593	1145
2018	5921	5784	1275	2578	1029
2017	5776	6563	1688	3221	999

Patrons

Total Number of Patrons for Month	5,337 *
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	411
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	447
Early Literacy Station Usage for Month	243
Wireless Headphone Usage for Month	14

Library of Things Usage

Activity Equipment	3
Puzzles	64
Hotspots	16
Cake Pans	2

Web Site Usage

Total Visitors	3,344
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BRIDGES Usage

Total Usage	1,833
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Facebook, Civic Send, Instagram & Google Profile

Facebook Likes	1,991
Facebook Total Reach	69,672
Mass Emails/Constant Contact Opened	1,814
Instagram Likes	100
Instagram Followers	529
Google Profile Interactions	439
Google Profile Views	365

Mobile App Usage

Patron Count	232
Usage	832

Database Usage

Ancestry	1 session 8 searches
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Material Additions

Books	253
Audios	1
Videos	31
Total Additions for Month	285

Material Withdrawals

Total Withdrawals for Month	33
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Additions Breakdown
Adult Biography & NonFiction = B-22, 000-1, 100-1, 200-1, 300-4, 600-5, 900-1
Adult Fiction = F-69, M-5, GR-1
Young Adult Fiction = YAF-6, GR-1
Juvenile Biography & NonFiction = B-3, 000-4, 300-1, 500-4, 600-5, 700-12, 900-7
Juvenile Fiction = JF-27, Just Right - 7, Graphic Novel-20
Juvenile Easy NonFiction = 300-1, 500-3, 600-5
Juvenile Easy = Easy-28, BB-9
Audios = Adult-1
Videos = Adult-22, YA-1, Juvenile-8
Withdrawals Breakdown
ANF-3, AF-6, YAF-2, JNF-16, JE-1, BB-4, AdDVD-1

* Includes Boo Bash total attendance

Number of Days Open = 31

Study Rooms - 50 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

10/10/2023 The Rest of the Story...How Libraries Grew Up - 23 adults
 10/11/2023 Craft & Convo - 5 adults
 10/18/2023 Alzheimer's Association Caregiver Support Group - 5 adults
 10/21/2023 An Afternoon with Frank Lloyd Wright - 27 adults
 10/23/2023 Book Discussion - 12 adults
 10/24/2023 Writer's Group - 2 adults
 10/26/2023 IPL: Iowa's First Free Public Library - 44 adults

Teen Events

10/13/2023 Minecraft - 15 teens 2 adults
 10/22/2023 Dungeons & Dragons - 7 teens 9 children 2 adults

Children's Events

10/5/2023 Story Time - 15 children 10 adults
 10/12/2023 Story Time - 9 children 7 adults
 10/17/2023 Legos @ the Library - 12 children 2 teens 10 adults
 10/19/2023 Story Time - 4 children 3 adults
 10/26/2023 Story Time - 9 children 8 adults
 10/27/2023 Boo Bash (at Falcon Center) - 227 children 12 teens 234 adults

NonLibrary Events (Community Room)

10/2/2023 Law Enforcement Training - 16 people
 10/3/2023 Law Enforcement Training - 16 people
 10/4/2023 Law Enforcement Training - 16 people
 10/5/2023 Law Enforcement Training - 16 people
 10/6/2023 Law Enforcement Training - 16 people
 10/14/2023 The Book Club - 5 people
 10/21/2023 Friends of Cedar Rock - 23 people
 10/25/2023 USDA Farm Service Agency meeting - 15 people
 10/25/2023 Goldfinch Homeowners Association - 22 people
 10/26/2023 Northeast Iowa Area Agency on Aging - 8 people
 10/30/2023 Meet the Candidates - 18 people

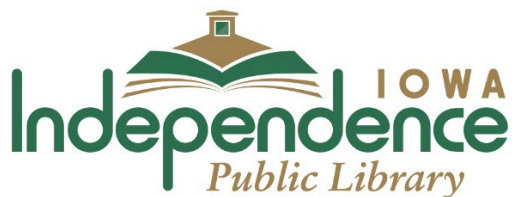
Budget Proposal FY 2024

Item #5.

	Account #	Expenses	Budget 2024	Budget 2025	Budget #2 '25	Explanation
1	003-410-6010	Salaries - Full-Time	\$185,455.00	\$190,035.00	\$194,614.60	
2		Library Director Salary	\$78,542.00	\$80,480.00	\$82,418.00	2.5% increase, \$38.20/hour + longevity \$1020; #2 - 5%
3		Ass't Library Director Salary	\$61,277.00	\$62,775.00	\$64,272.60	2.5% increase, \$29.43/hr + longevity \$1560; #2 - 5%
4		Program Coordinator	\$45,636.00	\$46,780.00	\$47,924.00	2.5% increase, \$22.49/hr; 2 - 5%
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime
6	003-410-6020	Salaries - Part-Time	\$104,600.00	\$107,231.00	\$109,830.00	2.5% increase; 2 - 5%
7		Part-Time Wages	\$102,334.00	\$104,882.00	\$107,450.70	2.5% increase; 2 - 5%
8		Janitor	\$2,266.00	\$2,349.00	\$2,379.30	3.7% increase; 2 - 5%
9	003-410-6143	Iowa RC - City Share	\$2,000.00	\$3,000.00	\$3,000.00	
10	003-410-6210	Dues & Memberships	\$5,613.00	\$3,610.00	\$5,363.00	Rotary & ILA Dues - \$1310, Print Periodicals \$2300, Ancestry.com - \$1753 (drop) , LibraryAware - \$1200 move to Comp. Expense (line 21); #2 - added Ancestry.com back in
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$500 in Library Friends dollars.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$1,000.00	\$7,000.00	ILA Conference - 2 days, 3 people \$1000; National Conference 3 people \$1800 registration, \$2200 3 tickets, \$1400 hotel, \$600 food and transportation during stay \$6000 total
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,500.00	\$3,500.00	Geothermal, sprinkler system, door lock issues, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$600.00	Snow Removal \$400, General Maintenance \$200
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,500.00	\$18,500.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,730.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$3,000.00	Geothermal Filters \$2000, Light Bulbs and Ballasts \$600, General Maintenance \$800
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$10,615.00	\$10,615.00	\$7,496.73 in 2017-18; \$8,369.68 in 2018-19; \$9,291 in 2019-20; \$7,011 in 2020-21; \$8,271 in 2021-22; \$10,108 in 2022-23 5% increase
19	003-410-6409	Janitorial	\$23,800.00	\$24,800.00	\$24,800.00	Cleaning Services, window cleaning, carpet cleaning
20	003-410-6414	Printing and Publishing	\$2,000.00	\$2,500.00	\$2,500.00	Job advertisements, publicity & marketing for events and services

	Account #	Expenses	Budget 2024	Budget 2025	Budget #2 '25	
21	003-410-6419	Computer Expense	\$8,150.00	\$11,275.00	\$11,275.00	Includes automated catalog and checkout program \$3500, alarm system \$300, Deep Freeze Security Software (cloud-based) \$895, time management software \$500, Patron Counter \$200, SPOT Global Print - \$395, service for hotspots -\$1785 (\$750 more from IPLF) , mobile app \$2,150 (\$1000 more from IPLF), WinZip \$170, QR Code Generator \$180, LibraryAware \$1,200 (moved from Dues & Memberships)
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00			
24	003-410-6502	Library Books	\$30,500.00	\$31,000.00	\$31,000.00	Amount needed to maintain current collection status. Working with consultant to maximize dollars. Supplemented by \$9,000 plus from library foundation/friends
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$250.00	
26	003-410-6506	Office Supplies	\$4,400.00	\$4,600.00	\$4,600.00	Materials processing supplies, paper, bookmarks
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,800.00	\$2,800.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$4,000.00	\$4,000.00	\$4,000.00	2 newsletters at about \$2500 each. \$1000 from the library foundation.
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$100.00	
30	003-410-6530	Programming	\$8,900.00	\$9,400.00	\$9,400.00	More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,750.00	\$3,500.00	\$3,500.00	DVDs are a high-demand checkout item in our collection.
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$3,500.00	Purchase fewer audios on CD, but an increased number of Vox books (books with built-in audio) for children.
33	003-410-6536	eBooks	\$6,500.00	\$7,000.00	\$7,000.00	Usage has increased for ebooks. Downloadables are purchased for a year or for 26 uses. Goal is to cut wait times by purchasing more "advantage" copies for our library. Need to maintain the currency of this collection for convenient use by citizens. Supplemented by \$2,000 plus in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$5,000.00	\$5,000.00	This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies of the downloadable audios.
35		Total Expenses	\$440,063.00	\$452,671.00	\$467,602.60	
36			1.37%	2.87%	6.26%	

	Account #	Revenues	Budget 2024	Budget 2025	Budget #2 '25	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$40,000.00	\$40,000.00	
39	003-410-4470	28E Funds	\$6,250.00	\$5,500.00	\$5,500.00	
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$5,000.00	\$5,000.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$75.00	
43	003-410-4765	Fines/Book Charges	\$1,400.00	\$1,400.00	\$1,400.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment.
		Total Revenue	\$57,925.00	\$57,175.00	\$57,175.00	
44	Capital Outlay					
45	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$14,000.00	\$10,000 replace server, \$4,000 computers and equipment
46	323-410-6770	Capital Outlay/Building		\$68,000.00	\$68,000.00	asphalt roof - \$50,000, steel shingles - \$68,000
47		Total Capital Equipment	\$17,000.00	\$82,000.00	\$82,000.00	
48	Summary					
49		Revenues from other sources	\$57,925.00	\$57,175.00	\$57,175.00	57175
50		City (2023 budget w/out CIP minus revenues)	\$382,138.00	\$395,496.00	\$410,427.60	
51		City (2023 budget with CIP minus revenues)	\$399,138.00	\$477,496.00	\$492,427.60	
52		Total Expenditures	\$457,063.00	\$534,671.00	\$549,602.60	
			-0.49%	116.98%	120.25%	



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

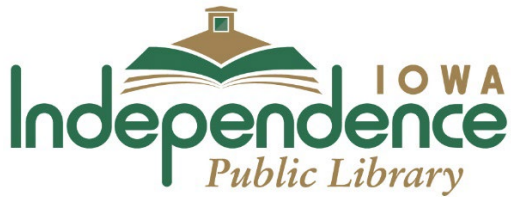
ITEM TITLE: Fiscal Year 2024-25 Proposed Budget

BACKGROUND:

The library needs to turn in a budget proposal for fiscal year 2024-25. The budget committee from the board of trustees has gone over the budget and would like to propose Budget #2 '25. There are still items that may be changed, as the city is not sure at this time what they plan to do for salary/wage increases.

RECOMMENDATION:

The budget committee would recommend approval of Budget #2 '25.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

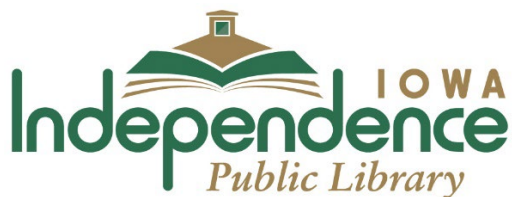
ITEM TITLE: Closing for the New Year Holiday

BACKGROUND:

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

RECOMMENDATION:

Staff would recommend that we close Sunday, Dec. 31 and Monday, Jan. 1 for the New Year Holiday.



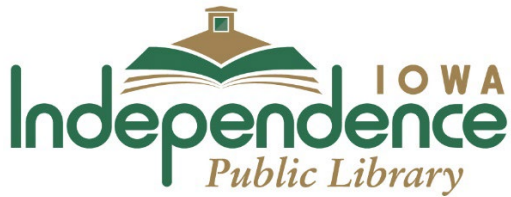
LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

ITEM TITLE: Roof Update

BACKGROUND:

Permanent Roofing Specialists have completed the repairs and sealing on the metal roof of the library. They have shared photos with me that I can show you during the meeting. I think they were thorough and did a good job with the repairs.



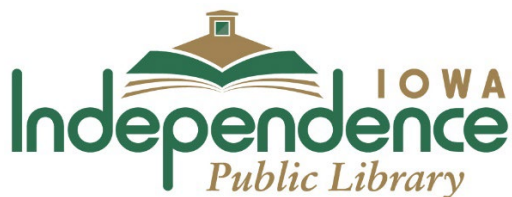
LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

ITEM TITLE: Sesquicentennial Celebration

BACKGROUND:

The Sesquicentennial Celebration has been received well from the community. The three presentations went well with the one with the most local information, Independence Public Library: Iowa's First Free Library with the most attendance. The exhibit opening was great with Mayor Bleichner and State Librarian, Michael Scott, providing opening remarks. The exhibit received many favorable comments and had 227 people go through. The podcast and Faces of IPL are still available, and the t-shirts are being offered for sale until noon on Nov. 20th.



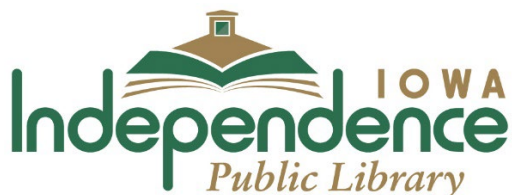
LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

ITEM TITLE: Eagle Scout Project

BACKGROUND:

Our prospective Eagle Scout has turned in more information for his chess board project. I will share the information with you. If there are suggestions for modifications, I will share those.



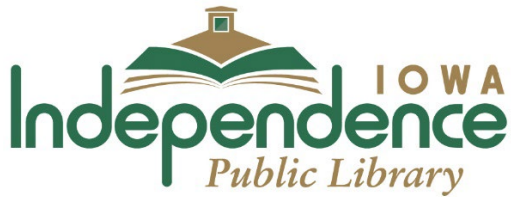
LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

ITEM TITLE: Stanley and Hazelton Library Service Contracts

BACKGROUND:

Stanley and Hazelton have contracted for library services from the libraries in the county (Aurora, Fairbank, Independence, Jesup, Lamont, and Winthrop) for many years. The contract has been changed to increase \$0.25 per person per year instead of the previous \$1.00 per person per year, so the increase in cost has been reduced. We have notified each City but have not received a signed contract from either. The deadline is fast approaching and it looks like we will need to discontinue services.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: November 16, 2023

ITEM TITLE: Mill and Depot Artwork

BACKGROUND:

The artwork of the Mill has been matted and returned to us with the original frame. Elm Tree donated their time and materials! It looks very nice. The library has a copy of the railroad depot drawing by the same artist, Diana Boody. The library is interested in matting and framing the railroad drawing to match the other artwork.