



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, November 20, 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

APPROVE BILLS

- [4.](#) Approve Bills

STATISTICS

- [5.](#) Statistics Report

NEW BUSINESS

- [6.](#) Close Early for Staff Development
- [7.](#) Library FY27 Budget Proposal

UNFINISHED BUSINESS

- [8.](#) Library Director Evaluation Format

MISCELLANEOUS

- [9.](#) Advocacy with City Council
- [10.](#) Annual Report FY25
- [11.](#) Board Training
12. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
October 16, 2025

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

Those present at the meeting were Laura Blaker, Robin Bleichner, Emily Ownby, Quentin Stenger, Deb Clark, and Jake Bass. Also in attendance, Bret Weber, City Council Liaison, Lisa Lorenzen, Associate Clerk, and Keith Wieland, County Supervisor.

The meeting was called to order by Robin Bleichner at 5:30 p.m.

A motion was made by Emily Ownby seconded by Quentin Stenger to approve the agenda. The motion carried unanimously.

A motion was made by Quentin Stenger and seconded by Emily Ownby to approve the minutes as written. The motion carried unanimously.

Bills were reviewed. Motion made by Deb Clark and seconded by Emily Ownby to approve the bills as amended by Laura. The motion carried unanimously.

Statistics

The library had several great programs and activities for October. Currently two Hot Spots are overdue and cell service to them has been turned off. The library staff will investigate replacement if devices not returned soon.

New Business

Confidentiality Policy

A motion was made by Jake Bass and seconded by Quentin Stenger to approve the updated circulation policy with changes. The motion carried unanimously.

Advocacy with City Council

We will match one trustee to one council member for better communication and relationships.

Unfinished Business

None

Miscellaneous

Quasqueton Library Services Contract

The City of Quasqueton has approved the contract for library services for their residents.

Facility and Grounds Update

Fall cleanup day went well, and the new shelving has been installed. Chris Cass has been contracted for the sidewalk snow removal.

Board Training

Tabled till next meeting.

Board and Staff Reports

Laura shared that there was a contract for training on the Microsoft 365 at Hawkeye Community College. There will be two days of staff development in December. Director evaluation is coming up again soon. The library board may decide to follow the recently used format or adopt the City's format.

Adjournment

All in attendance agreed to adjourn meeting.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Deb Clark

Secretary

Independence Public Library Monthly Bills November 2025

Item #4.

1	003-410-6210 Dues & Memberships		\$236.00
2	Visa Card Services (DM Register, W/CF Courier)	\$ 70.00	
3	Rotary Club of Independence (quarterly dues-Laura)	\$ 166.00	
4	003-410-6230 Training in House		\$24.95
5	Visa Card Services (Stop the Scroll...class - Laura)	\$ 24.95	
6	003-410-6240 Meetings & Conferences		\$443.98
7	Visa Card Services (ILA Conference travel expenses - Laura)	\$ 234.02	
8	Erin Krempges (Performer's showcase mileage reimbursement)	\$ 169.96	
9	UnityPoint Health (Supervisor Drug Training - Laura)	\$ 40.00	
10	003-410-6310 Contract Maintenance/Repair		\$200.00
11	Heartland Mechanical (Inv# 789 - annual sprinkler inspection)	\$ 200.00	
12	003-410-6371 Electricity		\$1,575.05
13	Independence Light & Power	\$ 1,549.60	
14	Mid American Energy	\$ 25.45	
15	003-410-6373 Communications (Phone & Internet)		\$250.70
16	Independence Light & Power	\$ 250.70	
17	003-410-6409 Janitorial		\$2,253.00
18	Midwest Janitorial (Inv# 257379)	\$ 1,635.00	
19	Fish Window Cleaning (Inv# 3143-30610)	\$ 618.00	
20	003-410-6414 Printing & Publishing		\$281.63
21	Print Express (Inv# 64320 - IPL Year in Review 2024-2025)	\$ 281.63	
22	003-410-6419 Computer Expense		\$953.74
23	US Cellular (Inv# 0761990972 - monthly hotspot fees)	\$ 153.74	
24	ConverSight (part of yearly renewal fee for MyLibro)	\$ 800.00	
25	003-410-6502 Books		\$2,818.30
26	Brodart (Acct#140052 - Invoices listed below)	\$ 399.94	
27	Ingram (Inv# 91158287-88, 91263531-33, 91608027-28)	\$ 409.98	
28	Amazon Capital Services (Amazon.com purchases)	\$ 1,674.33	
29	Visa Card Services ("Celebrate the Season" & "Iowa Weird" books)	\$ 105.68	
30	Penworthy (Inv# 0611877-IN)	\$ 215.62	
31	Iowa Poetry Association (Lyrical Iowa 2025)	\$ 12.75	
32	003-410-6506 Office Supplies		\$560.59
33	Demco (Inv# 7725261)	\$ 329.29	
34	Amazon Capital Services (Amazon.com purchases)	\$ 49.89	
35	Capital One/Walmart (Trans# 2417)	\$ 10.92	
36	The Library Store (Inv# 764165)	\$ 69.69	
37	Storey Kenworthy (Inv# 1285370)	\$ 100.80	
38	003-410-6507 Operating Supplies		\$95.86
39	Cole's Ace Hardware (water softener salts)	\$ 35.96	
40	Amazon Capital Services (Amazon.com purchases)	\$ 34.83	
41	Storey Kenworthy (Inv# 1285370)	\$ 25.07	
42	003-410-6530 Programming		\$249.45
43	Visa (Facebook advertising)	\$ 7.23	
44	Amazon Capital Services (Amazon.com purchases)	\$ 42.92	
45	Capital One/Walmart (Trans# 3067, 0981, 5632, 0761, 1017, 2417, 0105)	\$ 145.36	
46	Erin Krempges (Boo Bash, iTAB & Minecraft supplies)	\$ 53.94	
47	003-410-6531 Video Recordings		\$206.30
48	Amazon Capital Services (Amazon.com purchases)	\$ 206.30	
49	003-410-6532 Audio Recordings		\$198.39
50	Blackstone Publishing (Inv# 2214792)	\$ 198.39	
51	Total General Fund Expenses for Month	\$ 10,347.94	\$10,347.94
52	Brodart Invoices - B7087631-32, B7087744, B7087886, B7087904-06, B7088163-65, B7088307-08, B7088490		

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	\$ 15,249.61	\$ 22,874.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,623.23	\$ 130,081.77	34.54%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ 11,487.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,575.49	\$ 70,395.51	33.57%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ 11.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38.17	\$ 711.83	5.09%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706.50	\$ 2,293.50	23.55%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805.97	\$ 2,594.03	23.71%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.05	8.32%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ 443.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.98	\$ 661.02	52.78%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322.38	\$ 4,677.62	6.45%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	0.00%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ 1,575.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,246.04	\$ 13,817.96	34.40%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,242.75	\$ 2,157.25	36.55%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141.61	\$ 3,358.39	4.05%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,749.00	0.00%
Janitorial	\$ 21,000.00	\$ 1,400.00	\$ 1,051.00	\$ 1,300.00	\$ 1,635.00	\$ 2,253.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,639.00	\$ 13,361.00	36.38%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ 281.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356.63	\$ 643.37	35.66%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ 953.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,459.32	\$ 1,040.68	86.12%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Library Books	\$ 34,000.00	\$ 3,632.47	\$ 2,362.74	\$ 1,656.75	\$ 2,682.61	\$ 2,818.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,152.87	\$ 20,847.13	38.68%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ 291.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.00	\$ (41.00)	116.40%
Office Supplies	\$ 4,000.00	\$ 367.16	\$ 404.94	\$ 210.99	\$ 58.14	\$ 560.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,601.82	\$ 2,398.18	40.05%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,210.31	\$ 1,489.69	44.83%
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	\$ 211.95	\$ 249.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,849.63	\$ 6,150.37	23.12%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,131.57	\$ 1,618.43	41.15%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090.04	\$ 1,409.96	43.60%
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	\$ 31,106.10	\$ 41,550.12	\$ 10,347.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,091.57	\$ 322,697.43	32.03%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Circulation and Usage Report for October 2025

Item #5.

Materials Usage

City of Independence Circulation	2,955
Unincorporated Buchanan County Circulation	1,160
Incorporated Buchanan County w/Libraries	413
Contracting Cities	149
Outside of Buchanan County Circulation (Open Access)	306
Items Loaned to Other Libraries (Access Plus)	33
Total Materials Circulation for Month	5,016

Patrons

Total Number of Patrons for Month	4,416
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	385
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	460
Early Literacy Station Usage for Month	199
Wireless Headphone Usage for Month	22

Library of Things Usage

Activity Equipment	6
Puzzles	56
Hotspots	19
Cake Pans	5

Web Site Usage

Total Visitors	3,116
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BRIDGES Usage

Total Usage	2,112
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	4,012
Facebook Total Reach	53,067
Mass Emails/Constant Contact Opened	2,751
Instagram Likes	44
Instagram Followers	598
Google Profile Interactions	426
Google Profile Views	388

Mobile App Usage

Patron Count	402
Usage	713

Kanopy Usage

Visits	589
Plays	110

Material Additions

Books	210
Audios	0
Videos	0
Total Additions for Month	210

Material Withdrawals

Total Withdrawals for Month	447
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Additions Breakdown

Adult Biography & NonFiction = B-1, 100-1, 200-2, 300-4, 600-5, 700-2, 900-2
 Adult Fiction = F-50, M-4, W-1
 Young Adult Fiction = YAF-4, GR-13
 Juvenile NonFiction = B-4, 300-2, 500-21, 600-3, 700-7, 900-7
 Juvenile Fiction = JF-21, Graphic Novel -13, Just Right - 6
 Juvenile Eas NonFiction = 100-1, 500-6, 600-2
 Juvenile Easy = Easy-19, BB-9

Withdrawals Breakdown

ANF- 2, AF-250, JNF-2, JF-1, Just Right-1, JE-186, BB-3, JDVD-1, JCD-1

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	5016	4416	845	3116	2112
2024	5276	4548	744	2217	2033
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

Study Rooms - 49 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

10/6/2025 Silent Book Club - 19 adults 1 child
 10/11/2025 An Afternoon with Frank Lloyd Wright - 26 adults
 10/14/2025 BCHC Spotlight Series : Cybersecurity - 7 adults
 10/15/2025 Craft & Convo - 5 adults 2 children
 10/15/2025 Caregiver Support Group - 11 adults
 10/20/2025 Amazing Iowa - 10 adults
 10/21/2025 Dungeons & Dragons for Adults - 6 adults
 10/22/2025 Stigma Associated with Substance Use Disorder - 4 adults
 10/23/2025 Dungeons & Dragons for Adults - 8 adults
 10/27/2025 Book Discussion - 11 adults 2 children
 10/28/2025 Daytime Book Discussion - 5 adults

Teen Events

10/3/2025 Minecraft - 15 teens 3 children 2 adults
 10/16/2025 iTAB Meeting - 6 teens 2 adults
 10/26/2025 Dungeons & Dragons for Teens - 10 teens 5 children 2 adults

Children's Events

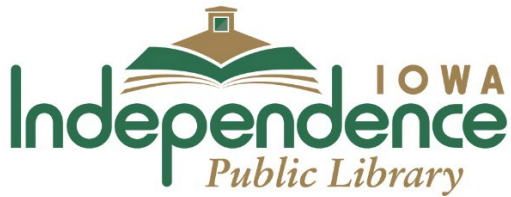
10/2/2025 Story Time - 8 children 8 adults
 10/9/2025 Story Time - 11 children 8 adults
 10/13/2025 Tales to Tails - 5 children 6 adults
 10/16/2025 Story Time - 11 children 7 adults
 10/21/2025 Tales to Tails - 7 children 4 adults
 10/23/2025 Story Time - 11 children 7 adults
 10/24/2025 Boo Bash - 282 children 9 teens 148 adults
 10/30/2025 Story Time - 13 children 8 adults
 10/30/2025 Legos @ the Library - 5 children 4 adults

Outreach Programs/Events

10/14/2025 Reader's Circle @ Lexington Estate - 6 adults

NonLibrary Events (Community Room)

10/7/2025 Independence Premium Foods meeting - 5 people
 10/7/2025 BankIowa First Time Homebuyer Education - 2 people
 10/8/2025 Independence Premium Foods meeting - 5 people
 10/9/2025 Independence Lions Club Suicide Awareness program - 6 people
 10/15/2025 Mission 2030 : Citizens for Independence Schools - 22 people
 10/25/2025 Self Defense Class with Carl Scharff - 5 people
 10/28/2025 Jeremy Adams for School Board - 4 people
 10/29/2025 Goldfinch Homeowners Association meeting - 43 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 2025

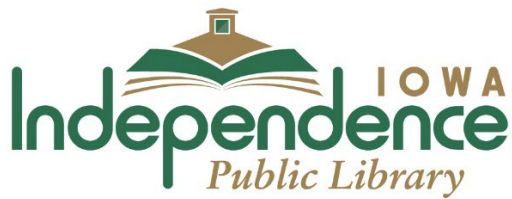
ITEM TITLE: Close Early for Staff Development

BACKGROUND:

Due to training for the transition to Microsoft 365 and to work with the instructor's schedule, we need to add an additional closure for staff development. I would propose that we close at 5 pm on Tuesday, Dec. 2 and on Wednesday, January 7.

RECOMMENDATION:

Approve early closures for staff development on Dec. 2 and Jan. 7.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 2025

ITEM TITLE: Library FY27 Budget Proposal

BACKGROUND:

Go through the draft budget proposal for fiscal year 2027 and discuss any changes that may be needed.

RECOMMENDATION:

Approve the draft budget proposal after any needed changes are made.

Independence Public Library

Budget Proposal FY2725

Item #7.

	Account #	Expenses	Budget 2025	Budget 2026	Proposed Budget 2027	Explanation
1	003-410-6010	Wages - Full-Time	\$190,942.00	\$198,705.00	\$206,597.00	
2		Library Director Salary	\$80,868.00		\$87,384.00	4% increase, \$86,364 Salary + longevity
3		Ass't Library Director	\$63,069.00		\$68,078.00	4% increase, \$31.98/hr + longevity
4		Program Coordinator	\$47,005.00		\$51,135.00	4% increase, \$24.44/hr + longevity
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime
6	003-410-6020	Wages - Part-Time	\$101,895.00	\$105,971.00	\$109,975.94	3.75% increase
7		Part-Time Wages	\$99,561.00		\$107,426.90	3.75% increase
8		Maintenance	\$2,334.00		\$2,549.04	4% increase
9	003-410-6143	Iowa RC - City Share	\$3,000.00	\$3,000.00	\$3,000.00	Retirement fund
10	003-410-6210	Dues & Memberships	\$3,500.00	\$3,400.00	\$3,600.00	ILA Dues - \$300, Print Periodicals \$2636, Rotary - \$664
11	003-410-6230	Training	\$300.00	\$300.00	\$600.00	Monthly in-house staff development supplies, expenses, trainers. Possible MS365 training. Supplemented by \$700 in Library Friends dollars to cover meals.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$1,400.00	\$2,000.00	Two days at ILA conference (Cedar Rapids) for 4 people
13	003-410-6310	Contract Repair & Maintenance	\$3,000.00	\$5,000.00	\$5,500.00	Geothermal, lighting, locks, sprinkler system, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$700.00	\$900.00	Snow Removal \$500, General Maintenance \$300; supplemented last year by over \$3,500 for Oaklee sculpture & bike rack from Friends/Foundation.
15	003-410-6371	Electric/Gas Utilities	\$18,200.00	\$21,064.00	\$21,600.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22, \$18,036 '23, \$19,875 '24, 20,021 '25
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,400.00	\$3,400.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,000.00	\$3,500.00	\$3,200.00	Geothermal Filters \$1500, Light Bulbs and Ballasts \$700, General Maintenance \$1000
18	003-410-6408	Property and Casualty Insurance	\$15,011.00	\$28,749.00	\$33,061.35	\$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, \$13,738 in '24, \$16,266 in '25
19	003-410-6409	Janitorial	\$18,000.00	\$21,000.00	\$24,220.00	Cleaning Services \$1685 monthly, window cleaning \$1800, carpet cleaning \$2,200

	Account #	Expenses	Budget 2025	Budget 2026	Proposed Budget 2027	Explanation
20	003-410-6414	Printing and Publishing	\$1,000.00	\$1,000.00	\$1,000.00	Annual report, newsletters, job advertising, etc
21	003-410-6419	Computer Expense	\$7,000.00	\$7,500.00	\$8,046.00	Automated catalog/checkout program \$3370; Alarm system \$300; Deep Freeze Security Software (cloud-based) \$1,185; Time management software \$462; Patron Counter \$240; Service for 7 hotspots -\$2484 (\$1484 with \$1000 from Foundation); Mobile app \$3,360 (\$500 with \$2860 from IPLF); QR Code Generator \$180; LibraryAware \$1,260 (\$1260 from IPLF); Keeper \$325 Total \$13,166 Supplemented with \$5,120 from Foundation
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00	\$0.00	\$0.00	
24	003-410-6502	Library Books	\$30,000.00	\$34,000.00	\$36,000.00	Amount needed to maintain current collection status - \$54,000-\$12,000 (IPLF) = \$42,000 Working with consultant to maximize dollars. Supplemented by \$12,000 from library foundation/friends.
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$500.00	
26	003-410-6506	Office Supplies	\$4,100.00	\$4,000.00	\$4,200.00	
27	003-410-6507	Operating Supplies	\$2,600.00	\$2,700.00	\$3,000.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$800.00	\$500.00	\$500.00	Printing and general postage expenses
29	003-410-6510	Safety Supplies	\$100.00	\$75.00	\$75.00	
30	003-410-6530	Programming	\$7,495.00	\$8,000.00	\$8,500.00	Over 8000 people attended IPL programs in FY'25. More than \$10,000 Library Foundation/Friends of the Library/Wishlist Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,250.00	\$2,750.00	\$2,250.00	DVDs - library usage down 11%. Moving towards video streaming. In the last 2 years, DVD prices are up 21%.

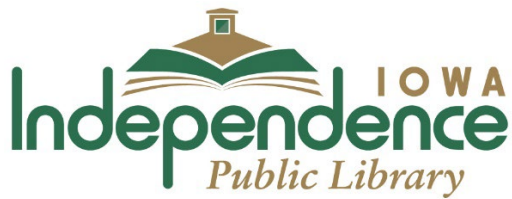
	Account #	Expenses	Budget 2025	Budget 2026	Proposed Budget 2027	Explanation
32	003-410-6532	Audio Recordings	\$3,500.00	\$2,500.00	\$3,000.00	Usage down 10% for audio CDs. Huge demand for children's books with built-in audio. These are called Vox Books and average \$58 per title.
33	003-410-6536	eBooks	\$6,500.00	\$5,500.00	\$5,500.00	ebooks are typically purchased for a year or for 26 uses. Goal is to cut wait times for our patrons. Need to maintain currency of collection. Supplemented by \$4000 in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$7,000.00	\$10,000.00	Usage up 10%. Cost per item approx \$70. This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies. Supplemented by \$4000 in library foundation funds.
35	003-410-6538	Video Streaming		\$2,000.00	\$2,500.00	Continue with video streaming service (Kanopy) to patrons as DVD costs increase and people gravitate to streaming for convenience/accessibility.
		Total Expenses	\$434,098.00	\$474,789.00	\$503,550.29	
36			-1.36%		6.06%	
	Account #	Revenues	Budget 2025	Budget 2026	Proposed Budget 2027	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,250.00	\$5,000.00	
38	003-410-4465	County	\$42,500.00	\$42,500.00	\$43,000.00	
39	003-410-4470	28E Funds	\$6,500.00	\$6,600.00	\$6,800.00	Contracts with Quasqueton, Stanley, Hazleton
40	003-410-4500	Charges/Fees for Services	\$2,500.00	\$3,500.00	\$3,500.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$0.00	
43	003-410-4765	Fines/Book Charges	\$1,750.00	\$1,600.00	\$1,600.00	We are primarily fine free. The revenue is for fees for damaged or lost items, or for fines from hotspots and sports equipment.
44		Total Revenue	\$58,525.00	\$59,475.00	\$60,100.00	

Independence Public Library

Budget Proposal FY27/25

Item #7.

	Capital Outlay					
45	323-410-6727	Capital Outlay - Equipment	\$14,000.00	\$6,000.00	\$8,250.00	computers, AWE Station, monitors, TV replacement, login system
46	323-410-6770	Capital Outlay/Building	\$68,000.00	\$0.00	\$35,000.00	Flooring in main portion of library. Vinyl has pulled apart and seams too large to repair. Replacement needed before flooring begins to curl.
47		Total Capital Equipment	\$82,000.00	\$6,000.00	\$43,250.00	
	Summary					
48		Revenues from other sources	\$58,525.00		\$60,100.00	The \$60,100 in revenues is supplemented by over \$36,000 from Friends/Foundation/Donations
49		City (2026 budget w/out CIP minus revenues)	\$375,573.00		\$443,450.29	
50		City (2026 budget with CIP minus revenues)	\$457,573.00		\$486,700.29	
51		Total Expenditures	\$516,098.00		\$546,800.29	
52			112.92%		113.73%	



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 2025

ITEM TITLE: Library Director Evaluation Format

BACKGROUND:

Discuss the evaluation format to be used to assess the performance of the library director.

RECOMMENDATION:

Determine which evaluation to use and approve the preferred format.

ADP Assessment

Adaptability

Bias

Budget

Communication

Computer Skills

Conflict Management

Decision Making

Dependability

Due Process

Employee Development

Employee Management

Ethics

Initiative

Interpersonal Skills

Job Knowledge and Skills & Abilities

Leadership

Organizational Skills

Problem Solving

Productivity

Project Management

Quality

Resident Responsiveness/Service

Results Driven

Safety

Self Development

Strategic Thought

Teamwork

Technical Skills

Assessment typically used

Keeps Board informed about issues, needs, and operations of the library.

Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and research.

Supports and executes Board policy and intent with public and staff.

Seeks and accepts constructive criticism of work.

Seriously considers and/or acts on individual Board member's suggestions.

Provides leadership in developing long and short term goals to accomplish vision of library.

Keeps the Board updated on implementation of library goals and objectives.

Gains community respect and support for the library.

Maintains an effective press and media campaign.

Keeps abreast of local, state and national library issues.

Develops and executes personnel procedures and practices.

Develops good staff morale and loyalty to the organization.

Delegates authority to members appropriate to the positions each holds

Recruits and assigns the best available personnel in terms of their competencies.

Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

Staff development, continued learning, and ongoing evaluation are prioritized to foster a culture of growth and excellence.

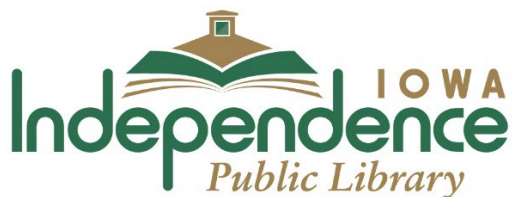
Stays informed of the needs of the library -- plant, facilities, equipment and supplies.

Evaluates financial needs and makes recommendations for adequate financing.

Determines that funds are wisely spent and within budget limitations.

Supervises operations, insisting on competent and efficient performance.

Maintains high standards of ethics, honesty and integrity in all professional matters.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 2025

ITEM TITLE: Advocacy with City Council

BACKGROUND:

Discuss how things went in one-on-one discussions between board members and city council members.

RECOMMENDATION:

Decide what content the next discussions should cover.

Council/Library Board Matches 10/2025

Quentin: Kathryn Jensen / Melissa Appleby - 1st Ward

Deb: Bret Weber – 2nd Ward

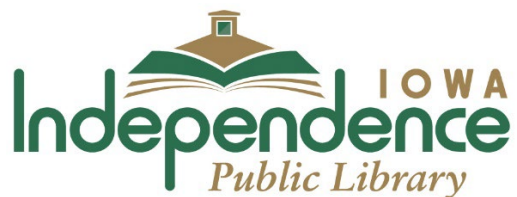
Emily: Mike O’Loughlin – 3rd Ward

Nancy: Deb Hanna – 4th Ward

Matt: Matt Mayner – 5th Ward

Robin: Brian Prusator – At-Large 1

Jake: Ralph Moore - At-Large 2



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 2025

ITEM TITLE: Annual Report FY25

BACKGROUND:

Share the Annual Report for last fiscal year and talk about the information included in it.

RECOMMENDATION:

Discuss how the library makes a difference in the community.

IPL Year in Review

Fiscal Year 2025

Item #10.

INSPIRING A LOVE OF READING AND LEARNING!

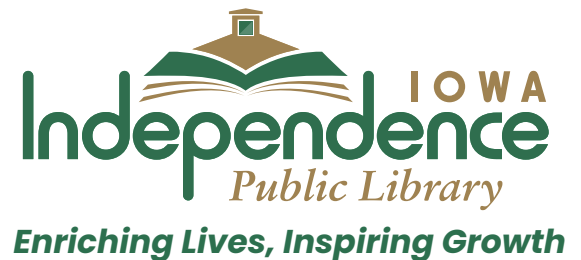
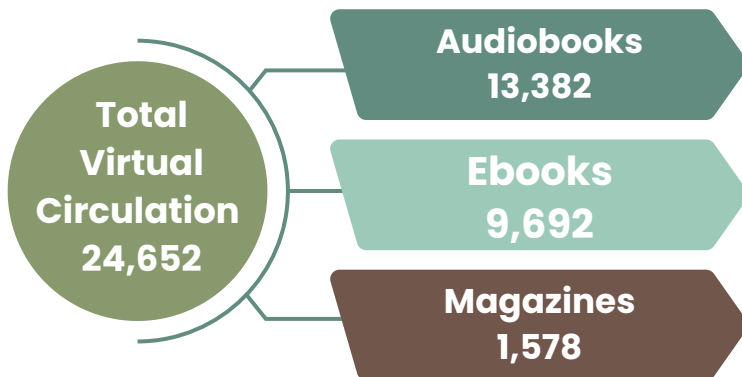
"As a longtime library patron with young children, I have seen firsthand the invaluable role the library plays in fostering a love of reading and learning for all ages, especially in my son. The library has provided a welcoming space for him to learn, listen to and read stories, connect with library staff, and come out of his shell."

-Kara Webb



Library Visitors - 51,925
Library Card Holders - 4,878
New Library Cards - 481

Virtual (Libby) Usage



**AVERAGE OF 18
VISITORS
PER HOUR**



**AVERAGE OF
242 ITEMS
CHECKED
OUT EACH
DAY**

Physical Collection Usage

Adult Books 21,871	Teen Books 1,898	Juvenile Books 29,947	Total Book Circulation 53,716	84.3%
Adult Videos 2,727	Teen Videos 174	Juvenile Videos 3,054	Total Video Circulation 5,955	9.4%
Adult Audios 817	Teen Audios 19	Juvenile Audios 1,418	Total Audio Circulation 2,254	3.5%
Magazines 631	Library of Things 1,109	Other Items 26	Total Other Circulation 1,766	2.8%
Total Physical Items Circulation 63,691				

IPL Year in Review

Fiscal Year 2025

Item #10.

Programs & Attendance

Adult & Family Programs

145 – Programs
3,008 – People Attended

Teen Programs

26 – Programs
338 – People Attended

Children Programs

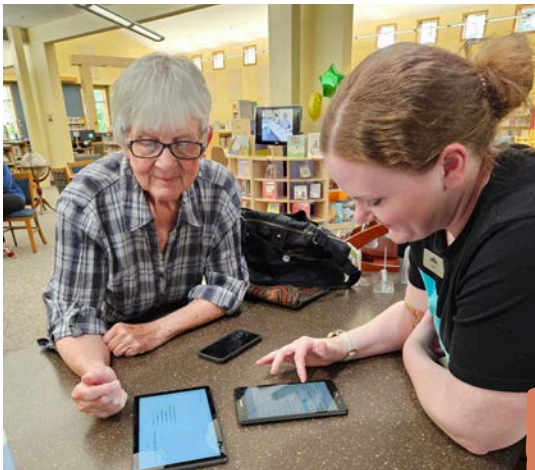
94 – Programs
4,660 – People Attended

"The programs at the Independence Public Library have been so important, powerful and helpful on many topics. Through one of their programs, I gained a much better understanding of autism and now have contacts I can reach out to with questions. With an autistic family member, this has been especially valuable to me."
-Patty Reisinger

**Total
Programs
265**

**Total
Attendance
8,006**

**ENGAGING
THE
COMMUNITY**



Computer & Social Media Usage



Facebook
Followers 3,044
Reach 644,346



Instagram
Followers 1,565



Website
Usage 34,466



myLIBRO

Mobile App Users 386
Usage 11,446

**PROMOTING
DIGITAL INCLUSION**

**Desktop
Usage
4,569**

**Wireless
Usage
4,394**

**InHouse
Laptops
& Card
Catalog
Usage
729**

**Early
Literacy
Computers
2,778**

"As a frequent library patron, I appreciate having computers available and friendly, knowledgeable staff to assist me with internet searches, printing, scanning, and faxing. I also appreciate having day, evening, and weekend hours so I am able to go when it works best for my schedule."
-Heather Jones

CONNECTING, GATHERING, MEETING...A COMMUNITY CENTER FOR INDEPENDENCE



In-House Usage

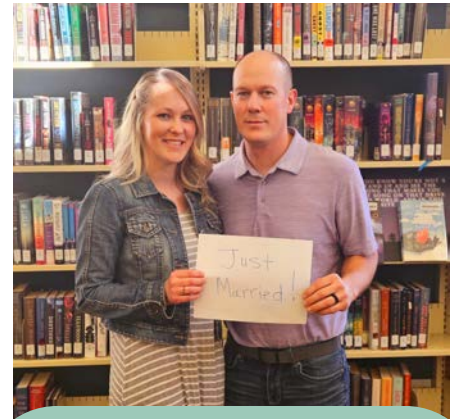
- Legos – 626
- Puzzles – 340
- Activity Tables – 324
- Kits and Games – 217
- Headphones – 173

TOTAL USAGE – 1680

Room Usage

- Study Rooms – 420
- Community Room – 57
(by outside groups)

TOTAL USAGE – 477
(by outside groups)



OUR FIRST LIBRARY WEDDING!

"I moved to Independence this summer, and I didn't really know anyone at first, but the library made me feel so welcome. Joining iTAB has been one of the best things ever, it's such a fun teen group where I've met amazing new friends and gotten to help plan cool events. " –Raelynn Kolthoff, age 14



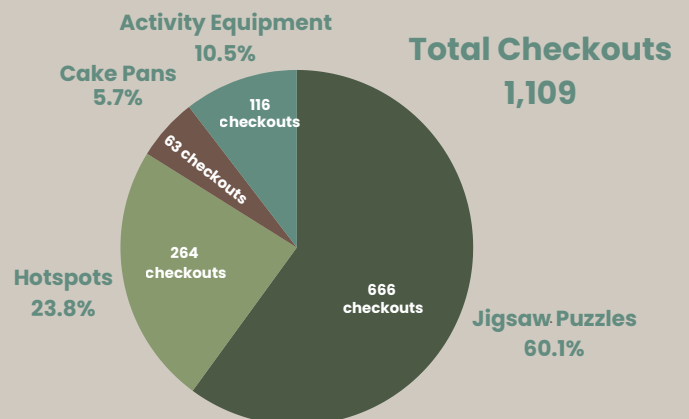
Our new mascot was carved from an oak tree trunk by chainsaw artist, Clint Henik. The community named him Oaklee.



On the Go
with Oaklee!

**OUR NEW MASCOT,
OAKLEE**

Library of Things Usage



IPL Year in Review

Fiscal Year 2025



**RETURN
ON
INVESTMENT**

Value of Usage:

Physical Materials	\$943,683.00
Virtual (Libby)	\$458,802.00
Technology Access/ Services	\$202,850.00
Programming	\$177,745.00
Reference Services	\$15,780.00
Total	\$1,798,860.00

Wow!

**Return on Investment to
the community for
every dollar spent is \$3.26**

Not Included:

Inspiring reading and learning; outreach to care centers, daycares, and homebound; study room usage; outcomes from job applications and submitting forms; notary service; copy and faxing services; improving knowledge and skills; providing a safe space for children; fostering connections, community, curiosity, and growth

**A GREAT
VALUE
FOR THE
COMMUNITY!**



"For over 20 years I have been proud to support the library with my time, talents, and taxes. I am so delighted to see the variety of offerings continue to meet the ever changing needs of area residents. The library is a valued and trusted community resource, having a deeper and broader impact than can ever be quantified by dollars and cents."

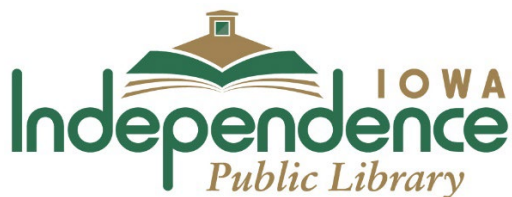
- John Klotzbach

Contact Us!

805 1st St East Independence, Iowa
www.independenceia.gov/library
 319-334-2470
iplibrary@independenceia.gov



*Savings on the "I Saved" signs on this page reflect savings from the checkout of physical items only



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: Nov. 20, 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.