



LIBRARY BOARD OF TRUSTEES MEETING

Thursday, December 19, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

AGENDA

MEETING OPENING

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

APPROVE BILLS

- [4.](#) Approve Bills

STATISTICS

- [5.](#) Statistics Report

NEW BUSINESS

- [6.](#) Continuing Education Policy
- [7.](#) Artwork Donation
- [8.](#) Budget Proposal Changes

UNFINISHED BUSINESS

MISCELLANEOUS

- [9.](#) Goals Update
- [10.](#) Library Director Evaluation
- [11.](#) Miscellaneous Updates
12. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
21st November 2024

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, Nancy Dodge, Jake Bass, Deb Clark, Quentin Stenger, Emily Ownby, and Robin Bleichner. Also in attendance, Michelle Nejdil Deputy Clerk.

Meeting was called to order by Robin Bleichner at 6:30 p.m.

A motion was made by Jake Bass seconded Nancy Dodge to approve the agenda with Roll Call changed to Introduction of Guests. The motion carried unanimously.

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

Bills were reviewed. Motion made by Jake Bass and seconded by Quentin Stenger to approve the August bills. The motion carried unanimously.

Statistics

Boo Bash was another success this year. Many creative games to play.

New Business

2026 Budget & CIP Proposal

Change on Line 4 to add longevity for the Program Coordinator. A motion was made by Jake Bass and seconded by Emily Ownby to approve changes. The motion carried unanimously.

IPLF Board Appointment

Kathie Appleby has been nominated. A motion was made by Emily Ownby and seconded by Quentin Stenger to appoint Kathie to the IPLF Board. The motion carried unanimously.

Security Camera Policy

A motion was made by Nancy Dodge and seconded by Jake Bass to approve the policy as written. The motion carried unanimously.

Unfinished Business

Library Board Bylaws

A motion was made by Quentin Stenger and seconded by Emily Ownby to approve the bylaws with the changes. The motion carried unanimously.

Miscellaneous

Oaklee Update

Oaklee has been winterized and an additional light has been added to make the area more visible at night.

Year in Review Infographic

Talked about sharing the information to different platforms for more exposure.

Board Training

Trustee Talking Points-Went over open meetings law with the changes recently made by the legislature.

Board and Staff Reports

City audit was okay as reported by Laura Blaker.

Jake Bass shared that tax aid will be available next year.

Adjournment

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

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Deb Clark

Secretary

Independence Public Library Monthly Bills December 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$7
2	Visa Card Services (DM Register, Courier, Gazette)	\$	573.79
3	Rotary Club of Independence (quarterly dues)	\$	148.00
4	EBSCO (Inv# 1753931 - Sports Illustrated renewal)	\$	67.00
6	003-410-6371 Electricity		\$1,632.84
7	Independence Light & Power	\$	1,575.75
8	Mid American Energy	\$	57.09
9	003-410-6373 Communications (Phone & Internet)		\$265.30
10	Independence Light & Power	\$	265.30
11	003-410-6399 Other Maintenance/Repair		\$80.02
12	Visa Card Services (light switch)	\$	80.02
13	003-410-6409 Janitorial		\$1,525.00
14	Epic Clean, LLC (December cleaning & CR carpet cleaning)	\$	1,525.00
15	003-410-6419 Computer Expense		\$238.38
16	Visa Card Services (WinZip, QR Code Generator)	\$	238.38
17	003-410-6502 Books		\$841.39
18	Brodart (Acct#140052 - Invoices listed below)	\$	298.89
19	Baker & Taylor (Acct#L0417982, 2038684662-63, 2038709873, 203	\$	214.29
20	Baker & Taylor (Acct#L0612272, 2038684946-47)	\$	89.97
21	Amazon Credit Services (Amazon.com purchases)	\$	238.24
22	003-410-6506 Office Supplies		\$27.05
23	Capital One/Walmart (Trans# 3252)	\$	7.47
24	Amazon Credit Services (literature holders)	\$	19.58
25	003-410-6507 Operating Supplies		\$97.48
26	Storey Kenworthy (Inv# 1217733)	\$	65.46
27	Amazon Credit Services (patron counter batteries, toy disinfectant spray)	\$	32.02
28	003-410-6530 Programming		\$729.24
29	Scholastic (Inv# 66787297, 66820587)	\$	244.16
30	Capital One/Walmart (Trans 1637, 4587, 1077)	\$	112.90
31	Visa Card Services (Facebook advertising, Cinema Saturday & Jingle on Main supplies)	\$	367.60
32	Vern'sTrue Value (Trans A172411 - dowels)	\$	4.58
33	003-410-6530 Video Recordings		\$173.46
34	Amazon Credit Services (Amazon.com purchases)	\$	173.46
35	003-410-6532 Audio Recordings		\$228.35
36	Blackstone Publishing (Inv# 2179505, 2179484)	\$	228.35
37	003-410-6537 Audiobooks (Downloadable)		\$2,000.00
38	OverDrive (Inv# CD0649724354966 - content credit)	\$	2,000.00
39	Total General Fund Expenses for Month	\$8,627.30	\$8,627.30
40	323-410-6727 Capital Outlay/Equipment		\$854.18
41	Amazon Credit Services (NAS, docking station)	\$	854.18
42			
43	Brodart Invoices - B6896953-54, B6896965-67, B6896988-89, B6896998-7001, B6897114		

Independence Public Library FY25 Budget

Item #4.

Line Item	Beginning Balance	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Remaining Balance	Percent Expended
Salaries - Full Time	\$ 190,942.00	\$ 14,573.77	\$ 14,688.61	\$ 14,689.36	\$ 14,689.36	\$ 22,034.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,675.14	\$ 110,266.86	42.25%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ 7,067.97	\$ 7,906.50	\$ 10,639.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,168.83	\$ 60,726.17	40.40%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 863.50	\$ 2,136.50	28.78%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ 299.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,381.35	\$ (1,381.35)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ 56.99	\$ 89.08	\$ 788.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,359.84	\$ 2,140.16	38.85%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	0.00%
Meetings/Conferences/Miles	\$ 1,000.00	\$ -	\$ -	\$ 132.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.16	\$ 867.84	13.22%
Contract Repair & Maintenance	\$ 3,000.00	\$ -	\$ 303.50	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503.50	\$ 2,496.50	16.78%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ 64.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.47	\$ 439.53	26.75%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ 1,037.18	\$ 2,031.61	\$ 1,632.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,775.24	\$ 8,424.76	53.71%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ 252.10	\$ 266.50	\$ 265.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,590.00	\$ 2,140.00	42.63%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ 652.51	\$ 80.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,092.60	\$ 1,907.40	36.42%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,525.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,375.00	\$ 7,625.00	57.64%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ 238.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.38	\$ 1,246.62	82.19%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,584.55	\$ 1,598.54	\$ 1,369.39	\$ 841.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,400.28	\$ 19,599.72	34.67%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ 230.43	\$ 252.34	\$ 27.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289.99	\$ 2,810.01	31.46%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ 169.24	\$ 236.71	\$ 97.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 939.43	\$ 1,660.57	36.13%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.00	\$ 654.00	18.25%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ 404.67	\$ 204.23	\$ 729.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,068.30	\$ 5,426.70	27.60%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ 57.67	\$ 250.03	\$ 173.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,113.20	\$ 2,136.80	34.25%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ 103.48	\$ 193.48	\$ 228.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 827.60	\$ 2,672.40	23.65%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,500.00	44.44%
Totals	\$ 434,098.00	\$ 33,751.35	\$ 35,164.06	\$ 29,500.22	\$ 28,209.16	\$ 40,119.08	\$ 8,627.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,371.17	\$ 258,726.83	40.40%
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854.18	\$ 13,145.82	6.10%
Capital Outlay/Building	\$ 68,000.00	\$ 46,115.00	\$ -	\$ 46,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,865.00	\$ (24,865.00)	136.57%

Independence Public Library Circulation and Usage Report for November 2024

Item #5.

Materials Usage

City of Independence Circulation	2,836
Unincorporated Buchanan County Circulation	1,506
Incorporated Buchanan County w/Libraries	374
Contracting Cities	110
Outside of Buchanan County Circulation (Open Access)	186
Items Loaned to Other Libraries (Access Plus)	81
Total Materials Circulation for Month	5,093

Patrons

Total Number of Patrons for Month	3,569
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	324
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	423
Early Literacy Station Usage for Month	181
Wireless Headphone Usage for Month	5

Library of Things Usage

Activity Equipment	1
Puzzles	45
Hotspots	14
Cake Pans	2

Web Site Usage

Total Visitors	2,372
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BRIDGES Usage

Total Usage	1,848
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,850
Facebook Total Reach	36,830
Mass Emails/Constant Contact Opened	2,800
Instagram Likes	88
Instagram Followers	579
Google Profile Interactions	357
Google Profile Views	266

Mobile App Usage

Patron Count	350
Usage	1313

Material Additions

Books	129
Audios	4
Videos	5
Cake Pans	22
Jigsaw Puzzles	28
Total Additions for Month	188

Material Withdrawals

Total Withdrawals for Month	88
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Additions Breakdown

Adult Biography & NonFiction = B-3, 200-2, 300-2, 500-2, 600-3, 800-1, 900-2
 Adult Fiction = F-37, M-3
 Juvenile Biography & NonFiction = 500-3, 600-2, 700-3
 Juvenile Fiction = JF-19, Graphic Novel -4, Just Right - 1
 Juvenile Easy NonFiction = 500-5, 600-1
 Juvenile Easy = Easy-21, BB-15
 CD= Adult-4
 DVD= Adult-5
 Cake Pan = 22
 Jigsaw Puzzles = 28

Withdrawals Breakdown

F-3, J600-1, JF- 31, JSF-2, JGR-1, JE-12, DVD -1, Cake Pan-37

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2024	5093	3569	747	2372	1848
2023	5110	3478	604	1979	1690
2022	4639	3149	666	2060	1548
2021	5026	2995	255	2454	1295
2020	4083	1021	214	2729	1216
2019	5536	4429	940	2227	1126
2018	5753	5484	1251	2202	993

Study Rooms - 41 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

11/6/2024 Craft & Convo - 10 adults 2 children
 11/12/2024 BCHC Spotlight Series - 6 adults 4 teens
 11/18/2024 Advanced Care Planning - 4 adults
 11/19/2024 Dungeons & Dragons for Adults Group 1 - 4 adults
 11/21/2024 Dungeons & Dragons for Adults Group 2 - 7 adults
 11/25/2024 Book Discussion - 11 adults

Teen Events

11/10/2024 Dungeons & Dragons Miniature Painting - 4 teens 6 adults
 11/15/2024 Minecraft - 14 teens 3 children 3 adults
 11/17/2024 Dungeons & Dragons - 12 teens 3 children 3 adults

Children's Events

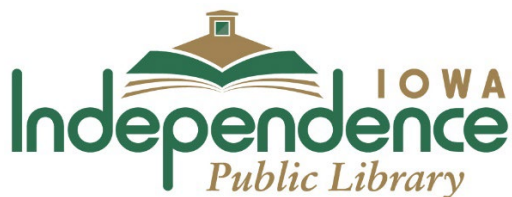
11/7/2024 Story Time - 12 children 7 adults
 11/14/2024 Story Time - 5 children 5 adults
 11/19/2024 Legos @ the Library - 14 children 1 teen 11 adults
 11/21/2024 Story Time - 10 children 7 adults

Outreach Events

10/13 - 11/4/2024 Thank a Vet cards - 42 adults 5 teens 153 children
 11/19/2024 Reader's Circle @ Lexington - 6 adults

NonLibrary Events (Community Room)

11/12/2024 USDA - NRCS Cover Crop Training meeting - 20 people
 11/14/2024 USDA Farm Service Agency - 23 people
 11/20/2024 Buchanan County Health Center Leadership Training - 16 people
 11/21/2024 Buchanan County Health Center Leadership Training - 16 people
 11/22/2024 Buchanan County Health Center Leadership Training - 16 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

ITEM TITLE: Continuing Education Policy

BACKGROUND:

It is time for the three-year review of the continuing education policy.

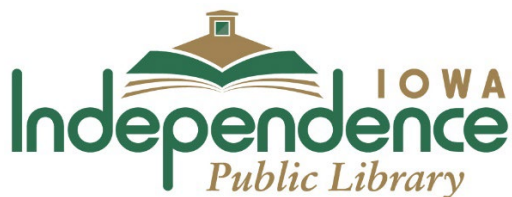
RECOMMENDATION:

Review Continuing Education Policy and approve with any needed changes.

CONTINUING EDUCATION POLICY

Item #6.

- The library director, within two years of hire, will be certified on a IV, V, or VI level as required for accreditation in *In Service to Iowa: Public Library Standards*, sixth edition, 2016 – revised 2019.
- All full-time employees will participate in the State Library of Iowa Certification program. Once certified, employees will complete the continuing education required to maintain certification.
- All library staff, with the exception of the maintenance technician and PRN staff, are expected to attend in-house staff development opportunities.
- As per the City of Independence Personnel Policy Handbook, registration fees, mileage, meals and hotel fees will be reimbursed.
- Iowa Library Association dues will be paid out of the library budget for all full-time employees.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

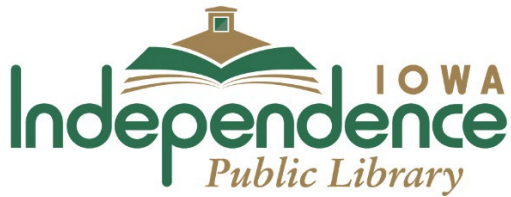
ITEM TITLE: Artwork Donation

BACKGROUND:

Scott Jans, an artist from Fairbank, has some paintings of local interest that he would like to donate to the library.

RECOMMENDATION:

See and discuss the art pieces and determine whether they can be used in the library.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

ITEM TITLE: Budget Proposal Changes

BACKGROUND:

When we discussed the budget last month, there were some minor changes due to longevity for staff. We have had problems with our lighting system, and are also looking to get a quote for updating/changing the lighting system.

RECOMMENDATION:

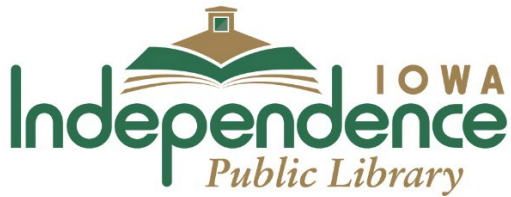
Approve the new budget with the stipulation of adding the quote for the lighting system changes to the CIP when received.

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
1	003-410-6010	Wages - Full-Time	\$185,455.00	\$190,942.00	\$196,816.00	
2		Library Director Salary	\$78,542.00	\$80,868.00	\$83,284.00	3% increase, \$82,243 Salary + longevity
3		Ass't Library Director	\$61,277.00	\$63,069.00	\$64,917.00	3% increase, \$30.46/hr + longevity
4		Program Coordinator	\$45,636.00	\$47,005.00	\$48,615.00	3% increase, \$23.28/hr + 16 pay periods with 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	\$104,600.00	\$101,895.00	\$104,998.53	3% increase
7		Part-Time Wages	\$102,334.00	\$99,561.00	\$102,547.83	3% increase
8		Maintenance	\$2,266.00	\$2,334.00	\$2,450.70	5% increase
9	003-410-6143	Iowa RC - City Share	\$2,000.00	\$3,000.00	\$3,000.00	Retirement fund
10	003-410-6210	Dues & Memberships	\$5,613.00	\$3,500.00	\$3,400.00	ILA Dues - \$165, Print Periodicals \$2643, Rotary - \$592
11	003-410-6230	Training	\$300.00	\$300.00	\$300.00	Monthly in-house staff development supplies, expenses, trainers. Supplemented by \$700 in Library Friends dollars to cover meals.
12	003-410-6240	Meetings/ Conferences/Miles	\$1,000.00	\$1,000.00	\$1,400.00	Two days at ILA conference (Sioux City) for 3 people + online workshops
13	003-410-6310	Contract Repair & Maintenance	\$2,800.00	\$3,000.00	\$5,000.00	Geothermal, lighting, locks, sprinkler system, and other repairs
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$600.00	\$700.00	Snow Removal \$500, General Maintenance \$200
15	003-410-6371	Electric/Gas Utilities	\$17,500.00	\$18,200.00	\$21,064.00	\$19,670 in 2019-20, \$15,309 in 2020-21, \$17,057 in '22, \$18,036 '23, \$19,875 '24 +\$360 for Bitdefender +204 outdoor light
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,730.00	\$3,400.00	Internet, phone, cable services
17	003-410-6399	Other Maintenance/Repair	\$3,090.00	\$3,000.00	\$3,500.00	Geothermal Filters \$1500, Light Bulbs and Ballasts \$700, lighting system part replacements \$600, General Maintenance \$700
18	003-410-6408	Property and Casualty Insurance	\$8,900.00	\$15,011.00	\$16,500.00	\$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, \$13,738 in '24, \$15,011 in '25
19	003-410-6409	Janitorial	\$23,800.00	\$18,000.00	\$21,000.00	Cleaning Services, window cleaning, carpet cleaning, cleaning time reduced in fy'25

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
20	003-410-6414	Printing and Publishing	\$2,000.00	\$1,000.00	\$1,000.00	Job advertisements, publicity & marketing for events and services
21	003-410-6419	Computer Expense	\$8,150.00	\$7,000.00	\$7,500.00	Automated catalog/checkout program \$3500 Alarm system \$300 Deep Freeze Security Software (cloud-based) \$895 Time management software \$525 Patron Counter \$200 Service for 7 hotspots -\$2484 (\$1000 with \$1484 from Foundation) Mobile app \$2,800 (\$400 with \$2400 from IPLF) QR Code Generator \$180 LibraryAware \$1,260 (\$500 with \$760 from IPLF) Supplemented with \$4,644 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	\$30,500.00	\$30,000.00	\$34,000.00	Amount needed to maintain current collection status = \$52,000-\$10,000 (IPLF) = \$42,000 Working with consultant to maximize dollars. Supplemented by \$10,000 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	\$4,100.00	\$4,000.00	
27	003-410-6507	Operating Supplies	\$2,800.00	\$2,600.00	\$2,700.00	Paper towels, toilet paper, garbage bags, basic operational
28	003-410-6508	Postage & Shipping	\$4,000.00	\$800.00	\$500.00	Printing and general postage expenses
29	003-410-6510	Safety Supplies	\$100.00	\$100.00	\$75.00	
30	003-410-6530	Programming	\$8,900.00	\$7,495.00	\$8,000.00	Over 6300 people attended IPL programs in FY'24. More than \$8,000 Library Foundation/Friends of the Library Funds supplement these programming dollars.
31	003-410-6531	Video Recordings	\$3,750.00	\$3,250.00	\$2,750.00	DVDs - usage down slightly. Would like to offer video streaming as society moves that direction. DVD sales have been declining since 2006. In 2020, DVD and Blu-Ray sales made up only 11% of total home video sales revenue. In the last 2 years, DVD prices are up 28%.

	Account #	Expenses	Budget 2024	Budget 2025	Proposed Budget 2026	Explanation
32	003-410-6532	Audio Recordings	\$4,000.00	\$3,500.00	\$2,500.00	Usage up 12%, but usage up 20% for downloadable audiobooks. Divert more funds there, as that is the format more people will be going to. Purchase Vox books (books with built-in audio) for children due to high demand. Supplemented by \$5000 from foundation.
33	003-410-6536	eBooks	\$6,500.00	\$6,500.00	\$5,500.00	Usage down 6% as more people listen to audiobooks. 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 \$5000 in library foundation funds.
34	003-410-6537	Audiobooks	\$4,500.00	\$4,500.00	\$7,000.00	Usage up 20%. This line item is for downloadable audiobooks. Reduce wait times by purchasing more "advantage" copies.
35	003-410-6538	Video Streaming			\$2,000.00	Introduce video streaming service (Kanopy) to patrons as DVD costs increase and people gravitate to streaming for convenience/accessibility.
		Total Expenses	\$440,063.00	\$434,098.00	\$459,678.53	
36			1.37%	-1.36%	5.89%	
	Account #	Revenues	Budget 2024	Budget 2025	Proposed Budget 2026	
37	003-410-4440	Direct State Aid	\$5,000.00	\$5,000.00	\$5,000.00	
38	003-410-4465	County	\$40,000.00	\$42,500.00	\$42,500.00	
39	003-410-4470	28E Funds	\$6,250.00	\$6,500.00	\$6,600.00	Contracts with Quasqueton, Stanley, Hazleton
40	003-410-4500	Charges/Fees for Services	\$5,000.00	\$2,500.00	\$3,500.00	
41	003-410-4705	Donations	\$200.00	\$200.00	\$200.00	
42	003-410-4755	Concessions - Recreation	\$75.00	\$75.00	\$75.00	
43	003-410-4765	Fines/Book Charges	\$1,400.00	\$1,750.00	\$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	\$57,925.00	\$58,525.00	\$59,475.00	

	Capital Outlay					
45	323-410-6727	Capital Outlay - Equipment	\$17,000.00	\$14,000.00	\$6,000.00	\$6,000 computers and equipment
46	323-410-6770	Capital Outlay/Building		\$68,000.00	\$0.00	
47		Total Capital Equipment	\$17,000.00	\$82,000.00	\$6,000.00	
	Summary					
48		Revenues from other sources	\$57,925.00	\$58,525.00	\$59,475.00	The 59,475 in revenues is supplemented by over \$33,000 from Friends/Foundation/Donations
49		City (2026 budget w/out CIP minus revenues)	\$382,138.00	\$375,573.00	\$400,203.53	
50		City (2026 budget with CIP minus revenues)	\$399,138.00	\$457,573.00	\$406,203.53	
51		Total Expenditures	\$457,063.00	\$516,098.00	\$465,678.53	
52			-0.49%	112.92%	90.23%	



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

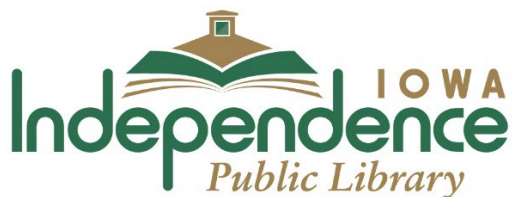
ITEM TITLE: Goals Update

BACKGROUND:

The library board approved the strategic plan for 24-25 in October. As often happens, there are a few things that have changed and may no longer be achievable within the timeframes provided in the plan. Others are coming along nicely. This is an update on the status of various strategies in the plan.

RECOMMENDATION:

Find out where we are with our strategic plan.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

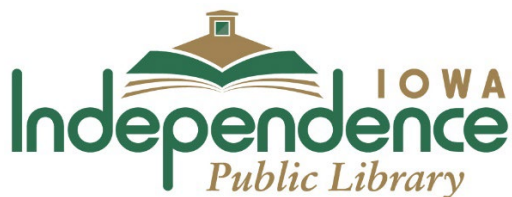
ITEM TITLE: Library Director Evaluation

BACKGROUND:

The library board typically evaluates me in April. This year the city is planning to have everyone do evaluations at the same time, and that is in January and February. My evaluation will need to be done early as well.

RECOMMENDATION:

We will discuss the process for my evaluation.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: December 19, 2024

ITEM TITLE: Miscellaneous Updates

BACKGROUND:

An update on some miscellaneous happenings: staff 1:1 meetings, the little free libraries, unplanned closures, artwork overview, Facebook Ads, and server replacement.

RECOMMENDATION:

We will discuss some things going on so you are aware and up-to-date.