

## LIBRARY BOARD MEETING

Thursday, September 19, 2024 at 6:30 PM

Library Community Room - 805 1st Street East

### AGENDA

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#### 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. Equipment Policy

#### UNFINISHED BUSINESS

#### MISCELLANEOUS

7. Facility Update
8. Board Training
9. Board and Staff Reports

#### ADJOURNMENT

This agenda is subject to change.

Library Board of Trustees, Independence Public Library  
15<sup>th</sup> August 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 and Robin Bleichner. Also in attendance, Michelle Nejdil Deputy Clerk, Leann Harrison from the Historical Society, and Bret Weber City Council Liaison.

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

A motion was made by Jake Bass seconded Quentin Stenger to approve the agenda with Unfinished Business moved after Statistics. The motion carried unanimously.

A motion was made by Nancy Dodge and seconded by Quentin Stenger 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

Mega Foam Blaster event was an enormous success.

#### Unfinished Business

Quentin Stenger presented a comprehensive slide show about the oak trees in front of the library and the preservation/care of the trees. The board approved the reconstruction of the tree stump and Laura will reach out to the artist to know when he can start the project.

#### New Business

##### Meeting Room Policy

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

##### Library Card Policy

A motion was made by Nancy Dodge and seconded by Jake Bass to approve the policy with the recommended changes. The motion carried unanimously.

## Strategic Plan Summary FY2024

Laura summarized that the strategic plan had 20 out of the 23 items finished in the fiscal year of 2024. Excellent job resounded from the board.

## AI Learning Circuit for Staff Development

Laura will be sending a few staff members to the learning circuit in September.

## Miscellaneous

### Facility Update

Two of the big geothermal units have been repaired. Each contains two compressors, and one compressor in each has been replaced. The City will help the library and fund these repairs. An electrical switch was not working and Dan, maintenance technician, will help with this issue. New roof slated to start on Sept 9<sup>th</sup> or 16<sup>th</sup>.

### Summer Reading Program

This year's program had 881 participants and 749,343 minutes read by the community.

### Library Advocacy

Laura will be publishing an article about saving money by using the library.

### Board Training

Trustee Talking Points-Trustee Ethics-From the official statement from United for Libraries.

### Board and Staff Reports

None

### Adjournment

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

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Deb Clark  
Secretary

# Independence Public Library Monthly Bills September 2024

Item #4.
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1	<b>003-410-6210 Dues &amp; Memberships</b>		\$
2	Visa Card Services (Des Moines Register, W/CF Courier, Our Iowa)	\$	99.98
3	<b>003-410-6240 Meetings/Conferences/ Mileage</b>		<b>\$132.16</b>
4	Visa Card Services (State Library of Iowa workshop fees)	\$	100.00
5	Amy McGraw (mileage reimbursement to Manchester)	\$	32.16
6	<b>003-410-6371 Electricity</b>		<b>\$1,967.43</b>
7	Independence Light & Power	\$	1,952.89
8	Mid American Energy	\$	14.54
9	<b>003-410-6373 Communications (Phone &amp; Internet)</b>		<b>\$269.40</b>
10	Independence Light & Power	\$	269.40
11	<b>003-410-6399 Other Maintenance/Repair</b>		<b>\$360.07</b>
12	Visa Card Services (light switches)	\$	360.07
13	<b>003-410-6409 Janitorial</b>		<b>\$1,400.00</b>
14	Epic Clean, LLC (September cleaning)	\$	1,400.00
15	<b>003-410-6502 Books</b>		<b>\$1,667.02</b>
16	Brodart (Acct#140052, 141792 - Invoices listed below)	\$	600.68
17	Baker & Taylor (Acct#L0417982, L0612272, Invoices listed below)	\$	102.84
18	Amazon Credit Services (Amazon.com purchases)	\$	461.05
19	Data Axle (Inv# 10004243661 - Polk City Directory)	\$	355.00
20	Center Point Large Print (Inv# 2111579)	\$	29.37
21	Cengage Learning/Gale (Inv# 84777560)	\$	82.47
22	Visa Card Services (Barnes & Noble purchases)	\$	35.61
23	<b>003-410-6506 Office Supplies</b>		<b>\$306.81</b>
24	Demco (Inv# 7524954)	\$	138.59
25	Storey Kenworthy (Inv# 1200448)	\$	168.22
26	<b>003-410-6507 Operating Supplies</b>		<b>\$108.73</b>
27	Visa Card Services (hotspot replacement back)	\$	12.60
28	Amazon Credit Services (lighting fixtures, supplies)	\$	96.13
29	<b>003-410-6530 Programming</b>		<b>\$436.71</b>
30	Erin Zikmund (reimbursement for 1000 BBK graduation supplies)	\$	34.92
31	Visa Card Services (Facebook advertising, 1000 BBK supplies)	\$	79.48
32	Capital One/Walmart (Trans# 0181, 0913, 4725, 3805, 0965)	\$	122.31
33	Katie Hopkins (Iowa Haunted Corridor presentation fee)	\$	200.00
34	<b>003-410-6531 Video Recordings</b>		<b>\$530.92</b>
35	Visa Card Services (Target.com purchases)	\$	86.63
36	Amazon Credit Services (Amazon.com purchases)	\$	444.29
37	<b>003-410-6532 Audio Recordings</b>		<b>\$89.99</b>
38	Blackstone Publishing (Inv# 2166542)	\$	89.99
39	<b>Total General Fund Expenses for Month</b>		<b>\$7,369.22    \$7,369.22</b>
40	<b>323-410-6770 Capital Outlay/Building</b>		<b>\$46,750.00</b>
41	Bowker Pinnacle Mechanical (Inv# 4416 - compressor replacement)	\$	24,950.00
42	Permanent Roofing Specialists (Contract# 11191435 - labor)	\$	21,800.00
43	<b>Total Capital Outlay/Building for Month</b>		<b>\$46,750.00</b>

44 Brodart Invoices - B6845704-05, B6845707, B6845737-38, B6845758, B6845763, B6845776-77,  
45 B6845783, B6845826, B6845841, B6846089, B6846095, B6846278, B6846320, B6846340, B6846342  
46 Baker & Taylor Invoices - 2038465181, 2038498245, 2038465189, 2038498626

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,262.38	\$ 161,679.62	15.33%
Salaries - Part Time	\$ 101,895.00	\$ 7,949.22	\$ 7,605.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,554.89	\$ 86,340.11	15.27%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314.00	\$ 2,686.00	10.47%
Unemployment Compensation	\$ -	\$ 233.18	\$ 849.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,082.21	\$ (1,082.21)	
Dues & Memberships	\$ 3,500.00	\$ 184.00	\$ 141.00	\$ 99.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 424.98	\$ 3,075.02	12.14%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303.50	\$ 2,696.50	10.12%
Grounds Operation, Maintenance	\$ 600.00	\$ -	\$ 96.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96.28	\$ 503.72	16.05%
Electricity/Gas Utilities	\$ 18,200.00	\$ 1,411.67	\$ 1,694.51	\$ 1,967.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,073.61	\$ 13,126.39	27.88%
Communications (Phone)	\$ 3,730.00	\$ 268.30	\$ 268.40	\$ 269.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 806.10	\$ 2,923.90	21.61%
Other Maintenance/Repair	\$ 3,000.00	\$ -	\$ -	\$ 360.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.07	\$ 2,639.93	12.00%
Property & Casualty Insurance	\$ 15,011.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,011.00	0.00%
Janitorial	\$ 18,000.00	\$ 3,250.00	\$ 1,400.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050.00	\$ 11,950.00	33.61%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
Computer Expense	\$ 7,000.00	\$ 228.00	\$ 5,287.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,515.00	\$ 1,485.00	78.79%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Library Books	\$ 30,000.00	\$ 2,742.21	\$ 2,264.20	\$ 1,667.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,673.43	\$ 23,326.57	22.24%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0.00%
Office Supplies	\$ 4,100.00	\$ 412.02	\$ 61.34	\$ 306.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780.17	\$ 3,319.83	19.03%
Operating Supplies	\$ 2,600.00	\$ 144.76	\$ 182.51	\$ 108.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436.00	\$ 2,164.00	16.77%
Postage & Shipping	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	0.00%
Safety Supplies	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	0.00%
Programming	\$ 7,495.00	\$ 179.88	\$ 113.57	\$ 436.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730.16	\$ 6,764.84	9.74%
Video Recordings	\$ 3,250.00	\$ 49.68	\$ 51.44	\$ 530.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 632.04	\$ 2,617.96	19.45%
Audio Recordings	\$ 3,500.00	\$ 212.30	\$ -	\$ 89.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302.29	\$ 3,197.71	8.64%
Ebooks	\$ 6,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 4,744.64	27.01%
Audiobooks (Downloadable)	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	0.00%
<b>Totals</b>	<b>\$ 434,098.00</b>	<b>\$ 33,751.35</b>	<b>\$ 35,164.06</b>	<b>\$ 7,369.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,284.63</b>	<b>\$ 357,813.37</b>	<b>17.57%</b>
Capital Outlay/Equipment	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	0.00%
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 August 2024

Item #5.

## Materials Usage

City of Independence Circulation	3,305
Unincorporated Buchanan County Circulation	1,753
Incorporated Buchanan County w/Libraries	574
Contracting Cities	270
Outside of Buchanan County Circulation (Open Access)	266
Items Loaned to Other Libraries (Access Plus)	48
<b>Total Materials Circulation for Month</b>	<b>6,216</b>

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
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
2018	7839	7670	1971	2714	1049

## Patrons

**Total Number of Patrons for Month** **4,690**

## Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	543
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	288
Early Literacy Station Usage for Month	219
Wireless Headphone Usage for Month	41

## Library of Things Usage

Activity Equipment	17
Puzzles	65
Hotspots	30
Cake Pans	4

## Web Site Usage

**Total Visitors** **2,520**

## BRIDGES Usage

**Total Usage** **1,839**

## Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	2,800
Facebook Total Reach	45,200
Mass Emails/Constant Contact Opened	2,592
Instagram Likes	97
Instagram Followers	574
Google Profile Interactions	415
Google Profile Views	280

## Mobile App Usage

Patron Count	319
Usage	1412

## Database Usage

Ancestry ? sessions ? searches

## Material Additions

Books	145
Audios	0
Videos	28
<b>Total Additions for Month</b>	<b>173</b>

## Material Withdrawals

**Total Withdrawals for Month** **402**

Additions Breakdown
Adult Biography & NonFiction = 100-1, 200-1, 300-5, 500-1, 800-1, 900-2
Adult Fiction = F-56, M-11, SF-4, LPF-1
Young Adult Fiction = YAF-5
Juvenile Biography & NonFiction = B-3, 300-1, 400-5, 600-1, 700-1, 800-1
Juvenile Fiction = JF-8, Graphic Novel -1, Just Right - 4
Juvenile Easy = Easy-29, BB-3
Videos = Adult-19, Juvenile-9
Withdrawals Breakdown
ANF-120, AF-259, YAF-2, JNF-1, JF-2, JE-3, BB-12, JDVD-3

Number of Days Open = 31

**Study Rooms - 26 usages**

**Library Events (Community Room)**

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

- 8/5/2024 Evening Craft & Convo - 7 adults
- 8/19/2024 Book Discussion - 14 adults
- 8/20/2024 Legos @ the Library - 7 adults 4 teens 8 children
- 8/21/2024 Alzheimer's Caregiver Support Group - 13 adults
- 8/28/2024 Craft & Convo - 12 adults

**Teen Events**

- 8/11/2024 Dungeons & Dragons Minifigure Painting - 4 teens 3 children 2 adults

**Children's Events**

- 8/1/2024 Outdoor Story Time - 19 children 16 adults
- 8/2/2024 Stuffed Animal Sleepover - 32 children 2 adults
- 8/6/2024 Composting for Kids - 5 children 6 adults
- 8/7/2024 Creature Feature with Fontana - 7 children 1 teen 6 adults
- 8/8/2024 Outdoor Story Time - 19 children 9 adults
- 8/10/2024 1000 Books Before Kindergarten Graduation - 8 children 1 teen 25 adults
- 8/15/2024 Outdoor Story Time - 11 children 9 adults
- 8/22/2024 Outdoor Story Time - 5 children 5 adults
- 8/29/2024 Outdoor Story Time - 7 children 4 adults

**Virtual Events**

- 8/10/2024 The Great Fire of 1874 presentation video - 67 views 4,617 reach

**Outreach Events**

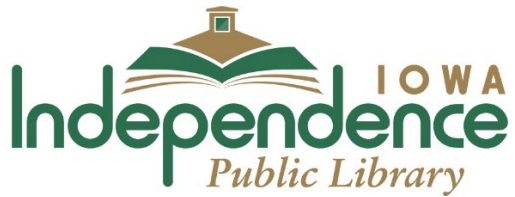
- 8/13/2024 Davis Adult Day Care - 11 adults
- 8/20/2024 Reader's Circle @ Lexington - 7 adults

**Passive Program/Events**

- 8/7 - 8/24/2024 Create a Butterfly - 71 children 4 adults

**NonLibrary Events (Community Room)**

- 8/6/2024 Independence Rotary Club meeting - 12 people
- 8/8/2024 Juvenile Court Services meeting - 22 people
- 8/22/2024 Independence Premium Foods meeting - 8 people



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** September 19, 2024

**ITEM TITLE:** Library Card Policy

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**BACKGROUND:**

It is time for the three-year review/revision of the Equipment Policy.

**RECOMMENDATION:**

Update the Equipment Policy.



# EQUIPMENT POLICY

Item #6.

## Fax Machine

- The fax machine is for library as well as public use.
- Library personnel will fax materials for patrons.
- Fax fees are listed in the Fees Policy.

## Photocopier

- Materials to be photocopied are subject to copyright laws; it is the responsibility of the patron(s) to abide by all copyright limitations.
- The public may access the photocopier or be assisted by library personnel.
- Photocopy fees are listed in the Fees Policy.

## Technology Equipment

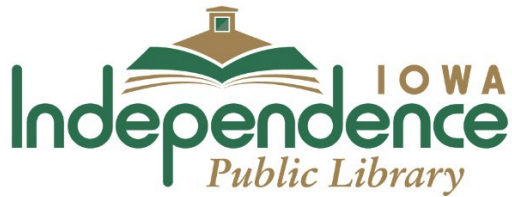
- Hotspots are loaned in accordance with the Hotspot Policy.
- ~~• The library's multi-use multimedia projector will not be loaned for public use due to the expense and potential risk of damage.~~

## Portable Screen

- The portable screen may be loaned to organizations at the discretion of the library director. Costs for damages will be assumed by the borrowing organization.

## Games and Sports Equipment

- Games and sports equipment will be checked out in accordance with the Circulation and Fines & Fees Policies.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** September 19, 2024

**ITEM TITLE:** Facility Update

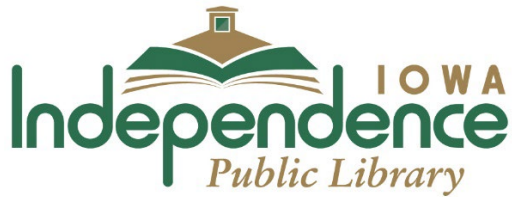
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### **BACKGROUND:**

Our shingles are currently being replaced, and they look amazing! Signage will be updated soon (thank you to the Friends). Lighting issues have been resolved for the time being.

### **RECOMMENDATION:**

Get information about the library facility repairs and upgrades.



## LIBRARY BOARD ITEM DESCRIPTION

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**DATE OF MEETING:** September 19, 2024

**ITEM TITLE:** Board Training

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### **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.