



LIBRARY BOARD MEETING

Thursday, March 21, 2024 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.](#) February Statistics

NEW BUSINESS

- [6.](#) Personnel Policy
- [7.](#) Roof - Shingle Color and Design
- [8.](#) IPL Plan - Revisions
- [9.](#) Donor Wall & Recognition Changes
- [10.](#) Grant Project - Art Focus
- [11.](#) Budget Amendment

UNFINISHED BUSINESS

MISCELLANEOUS

- [12.](#) Little Free Library Update
- [13.](#) Director Evaluation
- [14.](#) Board Training
15. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
15th February 2024

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, Greg DeBoer, Nancy Dodge, Emily Ownby, Jake Bass, Deb Clark, and Robin Bleichner. Also in attendance, Michelle Nejd, Deputy Clerk.

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

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

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

Bills were reviewed. Motion made by Nancy Dodge and seconded by Jake Bass to approve the February bills. The motion carried unanimously.

Statistics

Bridges had its highest usage ever and the Facebook Reach was the second highest ever.

New Business

Library Hours Policy

A motion was made by Greg DeBoer and seconded by Nancy Dodge to approve the policy with the suggested changes. The motion carried unanimously.

Social Media Policy

A motion was made by Jake Bass and seconded by Greg DeBoer to approve the policy with the suggested changes. The motion carried unanimously.

Unfinished Business

None

Miscellaneous

One Book Indee

The Lager Queen of Minnesota was chosen for this year. There will be an estate planning program and a prom dress swap with more exciting things to come.

Community Kiosk

The kiosk is mostly complete and the library has started to get slides from community organizations. People are enjoying the display area and kids have artwork hanging up.

Iowa Legislative Bills

Laura went over the Iowa Legislative Process on “How a Bill Becomes a Law.”

Board Training

How a Bill Becomes a Law.

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 7:20 p.m.

Respectfully Submitted,

Deb Clark
Secretary

Independence Public Library Monthly Bills March 2024

Item #4.

1	003-410-6210 Dues & Memberships		\$32.00
2	Visa Card Services (Des Moines Register monthly fee)	\$32.00	
3	003-410-6371 Electricity & Gas Utilities		\$1,619.40
4	Independence Light & Power	\$1,537.92	
5	Mid American Energy	\$81.48	
6	003-410-6373 Communications (Phone & Internet)		\$274.00
7	Independence Light & Power	\$274.00	
8	003-410-6399 Other Maintenance/Repair		\$235.76
9	Amazon Capital Services (Exit light, entrance mats, cash drawer lock)	\$235.76	
10	003-410-6409 Janitorial		\$1,850.00
11	Superb Cleaning Services (Inv# 1087)	\$1,850.00	
12	003-410-6419 Computer Expense		\$304.43
13	US Cellular (hotspot monthly fee)	\$304.43	
14	003-410-6502 Books		\$3,031.31
15	Brodart (Acct# 140052, 141792, invoices listed below)	\$710.77	
16	Cengage Learning/Gale (Inv# 83855339)	\$51.73	
17	Visa Card Services (Barnes & Noble purchases)	\$83.76	
18	Ingram (Invoices listed below)	\$901.51	
19	Perma-bound (Inv# 1983295-00)	\$85.83	
20	Center Point Large Print (Inv# 2061998, 2080842)	\$140.55	
21	Amazon Capital Services (Amazon.com purchases)	\$1,057.16	
22	003-410-6506 Office Supplies		\$158.77
23	Visa Card Services (purchase at Staples - binders, dividers)	\$83.91	
24	Office Express (Inv# 47986, 49672)	\$74.86	
25	003-410-6507 Operating Supplies		\$192.46
26	Office Express (Inv# 47986, 48133)	\$107.74	
27	Visa Card Services (purchase at Sam's Club - wipes & plastic cutlery)	\$27.78	
28	Amazon Capital Services (light bulbs, thank you bags)	\$49.95	
29	Cole's Ace Hardware (Inv# 19952 - screwdriver)	\$6.99	
30	003-410-6508 Postage		\$21.39
31	Visa Card Services (Stamps.com fee)	\$21.39	
32	003-410-6530 Programming		\$1,047.58
33	Capital One/Walmart (Trans# 2132, 1675, 2472, 3410)	\$112.50	
34	Visa Card Services (FB advertising, supplies, pizza for Minecraft)	\$165.08	
35	Linda McCann (program fee)	\$170.00	
36	Network Nirvana (Inv# 144 - 3 months)	\$600.00	
37	003-410-6531 Video Recordings		\$326.27
38	Amazon Capital Services (Amazon.com purchases)	\$326.27	
39	003-410-6532 Audio Recordings		\$192.56
40	Blackstone Publishing (Inv# 2141923)	\$192.56	
41	003-410-6536 Ebooks		\$2,000.00
42	Overdrive (Inv# CD0649724052298)	\$2,000.00	
43	003-410-6537 Audos (Downloadable)		\$2,000.00
44	Overdrive (Inv# CD0649724052297)	\$2,000.00	
46	Total General Fund Expenses for Month	\$13,285.93	\$13,285.93
47	323-410-6727 Capital Outlay/Equipment		\$335.11
48	Amazon Capital Services (Hank Jr computer)	\$335.11	

49 Brodart Invoices -B6750249, B6750255, B6750269, B6750284-85, B6750303, B6753018, B6750331, B6750349,
50 B6750356, B6750429, B6750433, B6750478

51 Ingram Invoices - 80169357, 80320176-77, 80355237, 80379690, 80566012, 80615288-89, 80619533, 80719126-29,
52 80747244-45, 80885777-78

Independence Public Library FY24 Budget

Item #4.

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	\$ 14,265.69	\$ 21,371.12	\$ 14,090.17	\$ 14,265.70	\$ -	\$ -	\$ -	\$ -	\$ 120,915.93	\$ 64,539.07	65.20%
Salaries - Part Time	\$ 104,600.00	\$ -	\$ 8,205.71	\$ 8,456.18	\$ 8,039.75	\$ 8,670.78	\$ 8,314.83	\$ 11,194.59	\$ 6,493.23	\$ 8,029.66	\$ -	\$ -	\$ -	\$ -	\$ 67,404.73	\$ 37,195.27	64.44%
Wages - Overtime	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 16.46	\$ 176.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193.02	\$ 556.98	25.74%
ICMA RC - City Share	\$ 2,000.00	\$ -	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 77.00	\$ 114.50	\$ 357.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ 1,213.50	\$ 786.50	60.68%
Dues & Memberships	\$ 6,166.00	\$ 553.17	\$ 171.00	\$ 131.00	\$ 1,817.64	\$ 625.00	\$ 32.00	\$ 586.48	\$ 554.00	\$ 23.68	\$ 32.00	\$ -	\$ -	\$ -	\$ 4,525.97	\$ 1,640.03	73.40%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 272.50	\$ 440.50	38.22%
Electricity/Gas Utilities	\$ 17,500.00	\$ -	\$ 1,479.14	\$ 2,022.40	\$ 2,234.57	\$ 1,914.64	\$ 1,599.13	\$ 1,719.09	\$ 1,857.44	\$ 1,624.35	\$ 1,619.40	\$ -	\$ -	\$ -	\$ 16,070.16	\$ 1,429.84	91.83%
Communications (Phone)	\$ 3,730.00	\$ -	\$ 260.95	\$ 261.45	\$ 260.55	\$ 260.00	\$ 259.55	\$ 259.55	\$ 267.95	\$ 267.80	\$ 274.00	\$ -	\$ -	\$ -	\$ 2,371.80	\$ 1,358.20	63.59%
Other Maintenance/Repair	\$ 4,138.00	\$ 1,047.66	\$ 122.60	\$ -	\$ 554.35	\$ 166.35	\$ -	\$ 486.03	\$ -	\$ -	\$ 235.76	\$ -	\$ -	\$ -	\$ 2,612.75	\$ 1,525.25	63.14%
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	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00	\$ -	\$ -	\$ -	\$ 19,239.00	\$ 7,250.00	72.63%
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	\$ 102.43	\$ 320.42	\$ 320.42	\$ 304.43	\$ -	\$ -	\$ -	\$ 7,684.07	\$ 1,394.93	84.64%
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	\$ 2,245.71	\$ 2,180.32	\$ 1,198.09	\$ 3,031.31	\$ -	\$ -	\$ -	\$ 26,860.65	\$ 8,692.35	75.55%
Office Equipment	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199.87	\$ 50.13	79.95%
Office Supplies	\$ 4,710.00	\$ 309.68	\$ 343.98	\$ 134.39	\$ 376.76	\$ 141.96	\$ 357.14	\$ 651.55	\$ 108.75	\$ 495.69	\$ 158.77	\$ -	\$ -	\$ -	\$ 3,078.67	\$ 1,631.33	65.36%
Operating Supplies	\$ 2,820.00	\$ 20.48	\$ 117.10	\$ 274.97	\$ 241.37	\$ 172.74	\$ 239.77	\$ 357.94	\$ 206.38	\$ 148.86	\$ 192.46	\$ -	\$ -	\$ -	\$ 1,972.07	\$ 847.93	69.93%
Postage & Shipping	\$ 5,462.00	\$ 1,461.89	\$ 21.39	\$ 147.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 21.39	\$ 153.39	\$ 1,043.51	\$ 21.39	\$ -	\$ -	\$ -	\$ 2,934.52	\$ 2,527.48	53.73%
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	\$ 798.84	\$ 290.11	\$ 345.21	\$ 1,047.58	\$ -	\$ -	\$ -	\$ 6,876.13	\$ 2,083.87	76.74%
Video Recordings	\$ 3,891.00	\$ 140.68	\$ 137.21	\$ 580.57	\$ 134.66	\$ 323.94	\$ 150.29	\$ 290.65	\$ 206.48	\$ 39.92	\$ 326.27	\$ -	\$ -	\$ -	\$ 2,330.67	\$ 1,560.33	59.90%
Audio Recordings	\$ 4,083.00	\$ 82.57	\$ 1,476.43	\$ 315.00	\$ 32.95	\$ 342.94	\$ 279.98	\$ 148.48	\$ 247.80	\$ 361.41	\$ 192.56	\$ -	\$ -	\$ -	\$ 3,480.12	\$ 602.88	85.23%
Ebooks	\$ 7,440.00	\$ 940.00	\$ 1,573.44	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 16.04	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 5,529.48	\$ 1,910.52	74.32%
Audiobooks (Downloadable)	\$ 5,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 1,500.00	72.73%
Totals	\$ 455,464.00	\$ 15,400.11	\$ 32,948.30	\$ 35,971.27	\$ 34,386.23	\$ 35,350.98	\$ 31,796.43	\$ 42,238.35	\$ 29,383.31	\$ 30,507.34	\$ 13,285.93	\$ -	\$ -	\$ -	\$ 301,268.25	\$ 154,195.75	66.15%
														\$ -			
Capital Outlay/Equipment	\$ 17,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.98	\$ 946.97	\$ 585.83	\$ 335.11	\$ -	\$ -	\$ -	\$ 2,417.89	\$ 14,582.11	14.22%
Capital Outlay/Building	\$ 20,000.00	\$ -	\$ 2,859.68	\$ 9,140.00	\$ -	\$ 3,895.00	\$ 11,332.54	\$ -	\$ 748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,975.22	\$ (7,975.22)	0.00%

Independence Public Library Circulation and Usage Report for February 2024

Item #5.

Materials Usage

City of Independence Circulation	3,222
Unincorporated Buchanan County Circulation	1,232
Incorporated Buchanan County w/Libraries	373
Contracting Cities	187
Outside of Buchanan County Circulation (Open Access)	312
Items Loaned to Other Libraries (Access Plus)	33
Total Materials Circulation for Month	5,359

Patrons

Total Number of Patrons for Month	4,213
--	--------------

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	404
In-House Laptop Usage for Month	1
Wireless Computer Usage for Month	343
Early Literacy Station Usage for Month	214
Wireless Headphone Usage for Month	12

Library of Things Usage

Activity Equipment	0
Puzzles	56
Hotspots	17
Cake Pans	1

Web Site Usage

Total Visitors	3,287
-----------------------	--------------

BRIDGES Usage

Total Usage	1,878
--------------------	--------------

Facebook, Civic Send, Instagram & Google Profile

Facebook Likes	2,039
Facebook Total Reach	55,036
Mass Emails/Constant Contact Opened	1,939
Instagram Likes	183
Instagram Followers	549
Google Profile Interactions	384
Google Profile Views	243

Mobile App Usage

Patron Count	268
Usage	1745

Database Usage

Ancestry	1 sessions 12 searches
----------	------------------------

Material Additions

Books	207
Audios	7
Videos	14
Total Additions for Month	228

Material Withdrawals

Total Withdrawals for Month	884
------------------------------------	------------

Additions Breakdown	
Adult Biography & NonFiction = B-1, 000-1, 100-2, 200-1, 300-3, 500-3, 600-7, 700-2, 900-2	
Adult Fiction = F-68, M-4, SF-1, LPF-4	
Young Adult NonFiction = 700-1	
Young Adult Fiction = YAF-18, Graphic Novel-2	
Juvenile Biography & NonFiction = B-2, 000-1, 500-4, 900-1	
Juvenile Fiction = JF-30, Graphic Novel -2, Just Right - 1	
Juvenile Easy NonFiction = 300-1, 600-1	
Juvenile Easy = Easy-39, BB-5	
Audios = Adult-7	
Videos = Adult-9, YA-1, Juvenile-4	
Withdrawals Breakdown	
B-1, ANF-10, AF-287, YAB-12, YAF-84, JB-29, JNF-1, JF-160, JENF-30, JE-2, BB-57, Just Right-20, YACD-17, AdDVD-140, JDVD-34	

Study Rooms - 39 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

2/7/2024 Craft & Convo - 8 adults
 2/13/2024 Exploring Your Options: Estate Planning - 52 adults
 2/17/2024 Dementia: a day in the life - 27 adults
 2/18/2024 Speech Showcase - 16 adults 10 teens 2 children
 2/19/2024 Book Discussion - 15 adults
 2/20/2024 Writer's Group - 3 adults
 2/21/2024 Alzheimer's Association Caregive Support Group - 6 adults
 2/27/2024 The Midwest is Best: a conversation with J Ryan Stradal - 45 adults

Teen Events

2/9/2024 Minecraft - 9 teens 2 children 2 adults
 2/11/2024 Dungeons & Dragons - 6 teens 4 children 1 adult

Children's Events

2/1/2024 Story Time - 9 children 6 adults
 2/5/2024 Legos @ the Library - 26 children 2 teen 21 adults
 2/8/2024 Story Time - 11 children 7 adults
 2/8/2024 Crafts for Care Centers - 0 attendees
 2/10/2024 1000 Books Before Kindergarten Graduation - 5 children 11 adults
 2/15/2024 Story Time - 8 children 6 adults
 2/22/2024 Story Time - 7 children 6 adults
 2/29/2024 Story Time - 8 children 5 adults

Tours

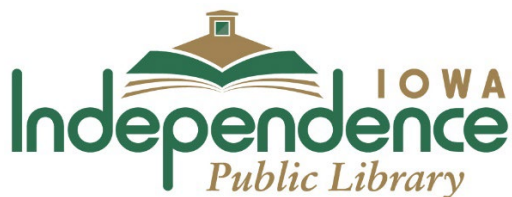
2/13/2024 ICSD 3rd grade tours (5 classes) - 97 children 13 adults

Outreach Events

2/7/2024 Read Aloud Day @ ICSD 6th graders - 8 teens 8 children 1 adult

NonLibrary Events (Community Room)

2/8/2024 Between the Rivers Rug Hooking Guild - 11 people
 2/9/2024 B & D Services training - 9 people
 2/14/2024 USDA NASDA survey training - 9 people
 2/21/2024 USDA Farm Service Agency manager's meeting - 18 people
 2/23/2024 Independence Premium Foods meeting - 5 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

ITEM TITLE: Personnel Policy

BACKGROUND:

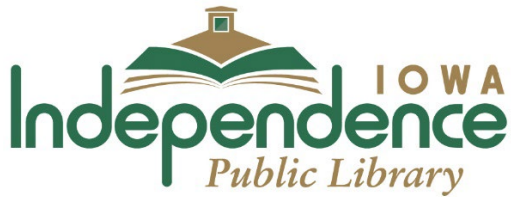
The personnel policy includes holidays and casual days. Since those are to be changed starting in April, we need to update the personnel policy so that it is also reflective of the changes.

RECOMMENDATION:

Review and approve revised policy with holiday changes.

PERSONNEL POLICY

- Job descriptions for all library employees are on file in the library director's office.
- The Independence Public Library abides by the City of Independence Personnel Policy Handbook on file in the library director's office. The following are clarifications:
 - The Employee Acknowledgment of Receipt of Handbook states that "Library personnel are governed by Chapter 22 Library Board of Trustees." To further clarify, the library director will use the procedures outlined in the City of Independence Personnel Policy Handbook for employee discipline up to and including termination as needed.
 - Holidays and Casual Days are as follows
 - Holidays observed by the Library are:
 - New Year's Day
 - **Presidents Day**
 - **Good Friday**
 - Easter
 - **Mother's Day**
 - Memorial Day
 - **Father's Day**
 - Independence Day
 - Labor Day
 - **Veterans Day**
 - Thanksgiving Day
 - **Christmas Eve Day**
 - Christmas Day
 - ~~Early closings will be:~~
 - ~~Day before Thanksgiving~~
 - ~~Christmas Eve Day~~
 - New Year's Eve Day
 - The full-time library employees are entitled to ~~32~~ **8** hours (~~4-1~~ days) casual time to compensate them for the difference in holiday hours.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

ITEM TITLE: Roof – Shingle Color and Design

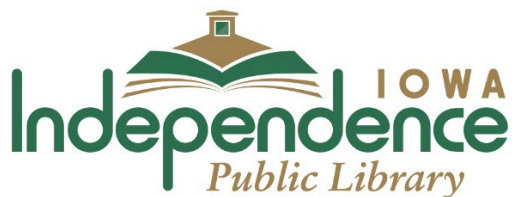
BACKGROUND:

Next fiscal year, the library will be replacing the shingles with steel shingles. The board needs to determine the color and design to make sure that there won't be any supply issues. The shingles won't be installed until September of 2024.

RECOMMENDATION:

Review and make color and style decisions for the library shingles.

IPL PLAN Fiscal Years 2024-2026								
Pillars/Mission	Wide Variety of Opportunities		Relevant Services		Community Partnerships		Enhanced Marketing	
Values	Empower individuals Encourage creativity and innovation		Excel in service to others		Engage in relationships and community		Enact proactive, relevant solutions	
Goals: In 2025, Independence Public Library will be or have...	Activities that connect and engage community	Easy access to information, books, and learning tools	Relevant, up-to-date Collection	Services that Meet our Community's Needs	Enhanced Partnerships within the Community	Community involvement in library programming and collections	Increased public awareness and engagement	Increased efficacy and efficiency in marketing
Objectives: Broad Actions to achieve goal	Offer improvements that increase engagement and interactivity.	Develop and implement plans to reduce barriers for our service population.	Provide a relevant physical collection that meets the informational and recreational needs of our community.	Enhance services for those who are physically and/or mentally challenged and unable to come to library	Strengthen partnerships with organizations and businesses	Gather and record community stories.	Overall increase of usage and visits	Organize marketing responsibilities for better efficiency
Strategies - Planned, specific time-sensitive actions to meet objective	Reach 240 adopters of the MyLibro mobile app by June 2024. Explore possibility of winter reading program for fiscal year 2025. Take better advantage of volunteer availability, refining the process and expectations by March 2024.	Enhance framework of technology support for patrons through analysis and testing by May 2024.	Continue to evaluate collection development plan developed with collection consultant during FY24. Explore sustainability and viable solutions of long-term collection development by March 2025. Solicit and Incorporate Teen Advisory Board book recommendations during FY24-25 Assess usage and modify Library of Things with circulation reports and patron input by Nov. 2024.	Develop plan to increase awareness of homebound service by April 2024. Offer minimum of four programs annually at care centers/adult day care in fiscal year 2024 and 2025. Enhance book collection service at care centers by April 2025.	Encourage all staff to represent the library by volunteering a minimum of two hours in the community each fiscal year 2024 through 2026. Implement Community Kiosk by partnering with local organizations to streamline distribution of current information by January 2024.	Produce and distribute 4 or more podcasts with one or more podcasts having a guest by June 2024. 25 or more people submit stories for the Faces of Independence Public Library before January of 2024.	Assess trends in an effective social media campaign and maintain engagement levels at 9% for fiscal years 2024 and 25. Create 24 videos to promote programs and services in fiscal years 2024 and 2025. Explore social media opportunities for teens with teen advisory board during FY25 Library presence at a minimum of two community events in fiscal years 2024 and 2025. Promote vision/mission/motto/core values via social media and other avenues in fiscal years 2024 and 2025.	Continually assess and explore staff roles for best overall social media presence in fiscal year 2024. Clarify expectations and provide training to equip and empower all staff to assist with social media by the end of fiscal year 2024.
Objectives: Broad Actions to achieve goal		Increase access to early literacy for children up to age six.	Maintain and provide a relevant virtual collection that meets the informational and recreational needs of our community.	Evaluate current and potential future services to determine relevancy	Strengthen partnerships with schools and homeschool families	Develop Teen Advisory Board		
Strategies - Planned, specific time-sensitive actions to meet objective		Twenty or more children will graduate from 1,000 Books Before Kindergarten by September 2024. Promote Early Literacy practices (Singing, Reading, Talking, Writing and Playing) with various tools and methods during FY 2023 and 2024.	Evaluate BRIDGES holds and develop budget plan by June 2025. Evaluate possible streaming platforms and determine best course of action to fit our budget and meet our community's needs by Jan. 2025	Evaluate overall computer and technology services to meet the current needs of our service population by April-June 2024. Create and implement a technology services plan by December 2026. Explore options and implement, if feasible, credit card payments by December 2023 May 2024. Explore offering Notary Public Services and implement, if feasible, by March April 2024.	Partner with school personnel to introduce ITAB into the Jr/Sr High School. Explore at least two ways to connect with students by March Sept. 2024. Partner with school in regards to three projects during 2023-2024 school year. (Ex - Little Free Library, Community Kiosk, etc) Survey homeschool families to determine services/programming needs by February April 2024. Provide support and resources based on survey results by September 2024.	Establish active group of at least five 7-12 grade students by April 2024. Teen advisory board begins providing programming input by June 2024.		



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

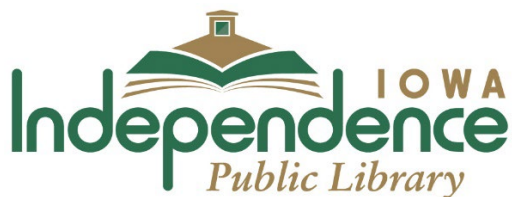
ITEM TITLE: IPL Plan - Revisions

BACKGROUND:

The library staff would like to move the deadline for some of the goals in the IPL Plan back. There are various reasons, probably the main one being that we were overzealous in our estimation of when we could achieve the goals. We will look at the suggested changes and discuss.

RECOMMENDATION:

Review and approve changes to goal deadlines in the IPL Plan.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

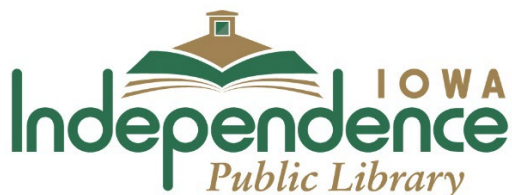
ITEM TITLE: Donor Wall & Recognition Changes

BACKGROUND:

The Gifts portion of the library's donor wall is getting full. We will need to make some changes in order to recognize additional gifts in a similar fashion. There are a couple of different options we can discuss.

RECOMMENDATION:

Discuss and determine how to move forward with recognition of gifts on the donor wall.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

ITEM TITLE: Grant Project – Art Focus

BACKGROUND:

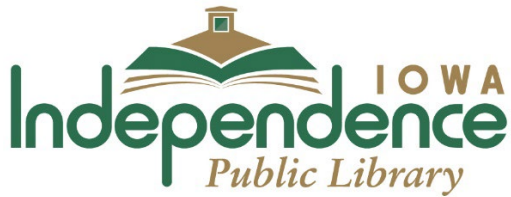
The library would like to apply for a grant from the Buchanan County Community Foundation. This gets more difficult all the time, as it usually works best to have a new project, yet most projects continue on and require additional funds and staff time beyond the scope of the grant. This year I am looking at asking for funding for an art grant, including carving a sculpture in the tree trunk in front of the Lee Mansion, mounting and framing of an art piece or two, and developing and printing an art brochure for residents and visitors.

RECOMMENDATION:

Discuss and vote on moving forward with an art-focused grant for the Buchanan County Community Foundation application.

ACCOUNT #	NAME	YTD EXPENDED 2 YRS AGO	YTD EXPENDED LAST YR	NET BUDGET	YTD EXPENDED	NEW BUDGET
003-410-4400	FEDERAL GRANTS	4,993.95	0	0	0	_____
003-410-4440	DIRECT STATE AID (EN	5,354.08	5,145.97	5,000.00	5,081.58	_____
003-410-4441	OPEN ACCESS/ACCESS P	0	0	0	0	_____
003-410-4442	IOWA INFRASTRUCTURE	0	0	0	0	_____
003-410-4465	COUNTY CONTRIBUTION	40,054.80	41,256.44	40,000.00	42,494.12	_____
003-410-4470	28E FUNDS - OTHER CI	6,209.32	6,293.07	6,250.00	6,404.69	_____
003-410-4500	CHARGES/FEES FOR SER	5,204.13	4,451.74	5,000.00	2,601.41	_____
003-410-4700	PUBLIC SOURCE CONTRI	0	39	0	0	_____
003-410-4705	DONATIONS	30	255	200	200	_____
003-410-4711	IPERS REIMBURSEMENT	0	0	0	0	_____
003-410-4715	REFUNDS	364.11	386.9	0	0	_____
003-410-4755	CONCESSIONS-RECREATI	64	87.3	75	67.65	_____
003-410-4765	LIBRARY FINES & BOOK	2,850.68	3,444.00	1,400.00	1,282.68	_____
	LIBRARY TOTAL	65,125.07	61,359.42	57,925.00	58,132.13	_____
	TOTAL REVENUE	65,125.07	61,359.42	57,925.00	58,132.13	_____
003-410-6010	SALARIES - FULL-TIME	160,084.73	184,866.96	185,455.00	128,048.78	_____
003-410-6020	SALARIES - PART-TIME	82,097.25	100,358.59	104,600.00	71,195.43	_____
003-410-6040	WAGES - OVERTIME	118.51	269.5	750	193.02	_____
003-410-6143	ICMA RC - CITY SHARE	0	1,500.50	2,000.00	1,392.00	_____
003-410-6184	CELL PHONE ALLOWANCE	0	0	0	0	_____
003-410-6210	DUES & MEMBERSHIPS	6,771.53	5,772.96	6,166.00	4,493.97	_____
003-410-6220	EDUCATIONAL MATERIAL	0	0	0	0	_____
003-410-6230	TRAINING IN HOUSE	242.95	210.19	300	0	_____
003-410-6240	MTGS/CONFERENCES/MIL	1,118.40	349	1,000.00	275	_____
003-410-6310	CONTRACT REPAIR/MAIN	20,141.53	1,356.00	2,800.00	200	_____
003-410-6320	GROUND OPERATION, M	0	470.4	713	272.5	_____
003-410-6371	ELECTRIC/GAS UTILITI	17,057.47	18,036.92	17,500.00	14,450.76	_____
003-410-6373	COMMUNICATIONS (PHON	3,194.75	3,108.18	3,730.00	2,097.80	_____
003-410-6399	OTHER MAINTENANCE/RE	1,908.97	1,786.95	4,138.00	2,376.99	_____
003-410-6402	ADVERTISING	0	0	0	0	_____
003-410-6408	PROPERTY & CASUALTY	8,270.73	10,108.38	8,900.00	0	_____
003-410-6409	JANITORIAL	21,400.00	19,250.00	26,489.00	17,389.00	_____
003-410-6412	MEDICAL/WELLNESS EXP	148	0	0	0	_____
003-410-6414	PRINTING & PUBLISHIN	1,385.45	701.32	3,000.00	1,000.00	_____
003-410-6419	COMPUTER EXPENSE	10,328.29	9,556.37	9,079.00	7,379.64	_____
003-410-6490	PROFESSIONAL SERVICE	45	0	75	0	_____
003-410-6499	OTHER CONTRACTUAL SE	0	79.33	0	0	_____
003-410-6502	LIBRARY BOOKS, FILMS	29,002.31	26,823.57	35,553.00	23,829.34	_____
003-410-6504	OFFICE EQUIPMENT	1,275.67	104.3	250	199.87	_____
003-410-6506	OFFICE SUPPLIES	2,749.48	3,926.14	4,710.00	2,919.90	_____
003-410-6507	OPERATING SUPPLIES	2,698.53	2,904.16	2,820.00	1,779.61	_____
003-410-6508	POSTAGE & SHIPPING	4,800.93	1,874.14	5,462.00	2,913.13	_____
003-410-6510	SAFETY SUPPLIES	0	543.39	100	27.64	_____
003-410-6530	PROGRAMMING	10,317.63	9,680.53	8,960.00	5,828.55	_____
003-410-6531	VIDEO RECORDINGS	3,096.00	3,608.37	3,891.00	2,004.40	_____
003-410-6532	AUDIO RECORDINGS	5,224.39	4,042.56	4,083.00	3,287.56	_____
003-410-6536	EBOOKS	11,300.84	4,559.35	7,440.00	3,529.48	_____
003-410-6537	AUDIOBOOKS	0	2,500.00	5,500.00	2,000.00	_____

003-410-6710	CIP 232 FUND-DO NOT	0	0	0	0	_____
003-410-6727	CAPITAL EQUIPMENT	0	0	0	0	_____
	LIBRARY TOTAL	404,779.34	418,348.06	455,464.00	299,084.37	_____
	TOTAL EXPENSES	404,779.34	418,348.06	455,464.00	299,084.37	_____
	LIBRARY TOTAL	-339,654.27	-356,988.64	-397,539.00	-240,952.24	_____
005-410-6747	H-M CONTRIBUTIONS LI	0	0	0	0	_____
	LIBRARY TOTAL	0	0	0	0	_____
	TOTAL EXPENSES	0	0	0	0	_____
	HOTEL-MOTEL TAX TOTA	0	0	0	0	_____
013-410-6727	CAPITAL EQUIPMENT-LI	0	0	0	0	_____
	LIBRARY TOTAL	0	0	0	0	_____
	TOTAL EXPENSES	0	0	0	0	_____
	LIBRARY REPLACEMENT	0	0	0	0	_____
112-410-6110	FICA - CITY/LIBRARY	17,546.59	20,829.39	22,247.00	14,660.01	_____
112-410-6130	IPERS - CITY/LIBRARY	22,622.03	26,950.86	27,452.00	18,826.83	_____
112-410-6131	WORK COMP/LIBRARY	231.17	288.68	824	293.79	_____
112-410-6142	PENSION - CITY MANAG	0	0	0	0	_____
112-410-6143	ICMA RC - CITY SHARE	0	2,000.00	0	0	_____
112-410-6150	GROUP INSURANCE BEN/	43,040.07	48,946.34	37,133.00	32,112.51	_____
112-410-6154	EMPLOYEE SELF-FUND I	28,303.38	24,793.93	29,753.00	4,989.00	_____
112-410-6182	VEHICLE ALLOWANCE	0	0	0	0	_____
112-410-6184	DO NOT USE-CELL ALLO	0	0	0	0	_____
	LIBRARY TOTAL	111,743.24	123,809.20	117,409.00	70,882.14	_____
	TOTAL EXPENSES	111,743.24	123,809.20	117,409.00	70,882.14	_____
	EMPLOYEE BENEFITS TO	111,743.24	123,809.20	117,409.00	70,882.14	_____
131-410-4300	INTEREST	0	0	0	0	_____
	LIBRARY TOTAL	0	0	0	0	_____
	TOTAL REVENUE	0	0	0	0	_____
	LIBRARY MEMORIAL TRU	0	0	0	0	_____
323-410-6727	LIBRARY-CAP OUTLAY/E	5,300.00	10,200.00	17,000.00	2,082.78	11,000.00
	Move to 323-410-6770			-6,000.00		
323-410-6770	LIBRARY-CAP OUTLAY/B	21,152.00	15,000.00	20,000.00	27,975.22	28,000.00
	Receive from 323-410-6727 (steel roof repair)			6,000.00		
	Receive from City (steel roof repair)			2,000.00		
	LIBRARY TOTAL	26,452.00	25,200.00	37,000.00	30,058.00	_____
	TOTAL EXPENSES	26,452.00	25,200.00	37,000.00	30,058.00	_____
	CAP OUTLAY SAVINGS/L	26,452.00	25,200.00	37,000.00	30,058.00	_____
	LIBRARY TOTAL (REV L	-477,849.51	-505,997.84	-551,948.00	-341,892.38	_____



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

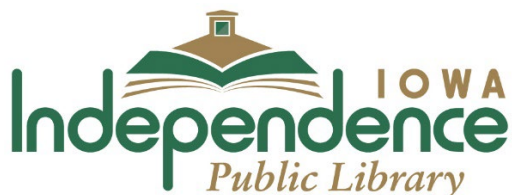
ITEM TITLE: Budget Amendment

BACKGROUND:

Budget amendments from the departments are due to the City by March 28. We need to request an amendment to the repair of the steel roof. The attached document shows the changes (all on the 2nd page in bold).

RECOMMENDATION:

Discuss and vote on a library budget amendment to provide to the City.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

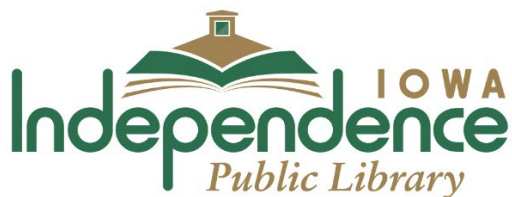
ITEM TITLE: Little Free Library Update

BACKGROUND:

As you know, there has been some vandalism with several of the Little Free Libraries. I'll update you on repairs, security camera feasibility, and plans for the future.

RECOMMENDATION:

Update about the library's eight Little Free Libraries.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

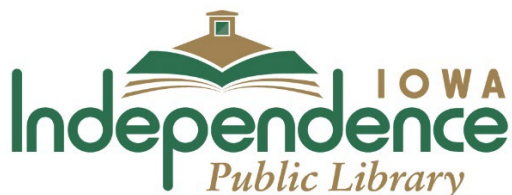
ITEM TITLE: Director Evaluation

BACKGROUND:

We can discuss the director's evaluation and whether to move forward as usual, or to modify the process.

RECOMMENDATION:

Discuss and determine how to do the director's evaluation.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: March 21, 2024

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.