

LIBRARY BOARD MEETING

Thursday, February 19, 2026 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. Fines and Fees Policy
7. Library Board Bylaws

UNFINISHED BUSINESS

8. Library Budget FY 2026-27

MISCELLANEOUS

9. Programming Update
10. Legislative Update
11. Buildings and Grounds Updates
12. Library Board Training
13. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
January 15, 2026

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, Quentin Stenger, Deb Clark, Matt Rittgers, and Jake Bass. Also in attendance, Bret Weber, City Council Liaison, Michelle Nejdil Deputy Clerk.

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

A motion was made by Jake Bass, seconded by Matt Rittgers to approve the agenda. The motion carried unanimously.

A motion was made by Matt Rittgers and seconded by Quentin Stenger to approve the minutes with the correct spelling of Nancy's last name on page 2. The motion carried unanimously.

Bills were reviewed. Motion made by Matt Rittgers and seconded by Quentin Stenger to approve the bills as amended by Laura. The motion carried unanimously.

STATISTICS

Discussed the difference between Outside of Buchanan County Circulation (Open Access) versus Items Loaned to Other Libraries (Access Plus).

NEW BUSINESS

Library Director Evaluation

Great evaluation and positive comments. Keep up the great work.

BCCF Grant

A motion was made by Jake Bass and seconded by Quentin Stenger to approve the BCCF grant application to go towards park improvements, expanding use of the area and making it more functional.

UNFINISHED BUSINESS

MISCELLANEOUS

County Funding & Advocacy

Quentin suggested talking with county supervisors about the importance of improved funding and becoming more knowledgeable about library budgets.

Library Park and Fundraising

The snow removal issue is due to the person contracted not living near the library. The library continues to look for a replacement. The cleaning company is lacking in a few areas. Laura has had several discussions with the manager. We hope to see a better outcome.

Lamont Public Library

Lamont has a new Library Director. The trustees agreed that the new director in Lamont will benefit from visiting Laura and staff for help in her new role.

Library Board Training

The training covered how the library receives funds from the state, county, and city. Learned how the foundations attached to the library help in funding to cover library expenses.

Board and Staff Reports

Laura will be on vacation from Jan 22nd to Feb 2nd. Terms ending for Jake, Emily, and Nancy. Tax season has started and Jake stated that the volunteers will be using the Library Community Room from Feb 6th to April 10th on Fridays. May 2nd from 10:00 to 2:00, the library will be holding a fundraising event.

ADJOURNMENT

A motion was made by Nancy Dodge and seconded by Quentin Stenger to adjourn the meeting. Motion was carried unanimously. The meeting adjourned at 7:34 p.m.

Respectfully Submitted
Deb Clark
Secretary

Independence Public Library Monthly Bills February 2026

Item #4.

1	003-410-6210 Dues & Memberships		\$70.00
2	Visa Card Services (DM Register, W/CF Courier)		\$70.00
3	003-410-6320 Grounds Operation & Maintenance		\$300.00
4	Hyman Services (snow removal)		\$150.00
5	Ranger Reed (snow removal)		\$150.00
6	003-410-6371 Electricity		\$1,972.49
7	Independence Light & Power		\$1,887.55
8	Mid American Energy		\$84.94
9	003-410-6373 Communications (Phone & Internet)		\$247.95
10	Independence Light & Power		\$247.95
11	003-410-6409 Janitorial		\$1,635.00
12	Midwest Janitorial (Inv# 225957)		\$1,635.00
13	003-410-6502 Books		\$2,996.81
14	Brodart (Acct#140052 - Invoices listed below)		\$872.60
15	Brodart (Acct# 141792, Inv# B7151608)		\$19.26
16	Ingram (Acct# 20AZ626 - Invoices listed below)		\$959.27
17	Junior Library Guild (Inv# 740110)		\$16.06
18	Library Ideas (Inv# 123638)		\$404.42
19	Cengage Learning Inc. (Inv# 999101889229, 999102015855, 999102139537, 999102		\$242.18
20	Center Point Large Print (Inv# 2225112, 2221826)		\$88.81
21	Amazon Capital Services (Amazon.com purchases)		\$394.21
22	003-410-6506 Office Supplies		\$446.97
23	Demco (Inv# 7752110, 7752361)		\$205.45
24	Visa Card Services (Double-sided tape, masking tape@Walmart)		\$27.50
25	Storey Kenworthy (Inv# 1302410)		\$92.65
26	Amazon Capital Services (labels, hotspot cases, bags)		\$121.37
27	003-410-6507 Operating Supplies		\$93.82
28	Vern's True Value (Trans# B294451)		\$29.96
29	Cole's Ace Hardware (Inv# 35166, 38539)		\$24.80
30	Storey Kenworthy (Inv# 1302410)		\$39.06
31	003-410-6508 Postage		\$12.05
32	Visa Card Services (ILL postage)		\$12.05
33	003-410-6530 Programming		\$1,141.13
34	Mike Cox (Storm Chasing Network program fee)		\$250.00
35	Iowa Psychic Bureau (Psychic work on cold cases program fee)		\$350.00
36	ACI (Inv# 6773802, 6773448, 6773538 - OBI poster, banner, brochu		\$421.31
37	Visa Card Services (refreshments, Facebook advertising)		\$119.82
38	003-410-6531 Video Recordings		\$390.64
39	Amazon Capital Services (Amazon.com purchases)		\$390.64
40	003-410-6532 Audio Recordings		\$193.45
41	Blackstone Publishing (Inv# 2223441)		\$193.45
42	003-410-6537 Audiobooks (Downloadable)		\$4,000.00
43	OverDrive (Inv# CD0649726041103)		\$4,000.00
44	Total General Fund Expenses for Month	\$13,500.31	\$13,500.31
45	323-410-6727 Capital Outlay/Equipment		\$733.53
46	US Cellular (Inv# 0781487520, hot spots)		\$733.53
47	Total Capital Outlay/Equipment for Month		\$733.53

48 Brodart Invoices - B7150977, B7151052-54, B7151089-90, B7151094, B7151184-85, B7151190-91, B7151312-13,
49 B7151329-30, B7151332, B7151609-10, B7151632, B7151635, B7151186

50 Ingram Invoices 92582366-67, 92606675, 92621488, 92691931, 92836698, 93028650, 93054957, 93124304,
51 93162509, 93167938, 93201291-63, 93257195, 93303372-73, 93389059-62, 93561352, 93604276, 93694622,
52 93730696, 93767374-76, 93809808-09, 93861733-34, 93899164, 91749292, 91767846, 91784850, 91808063,
53 93930645, 93971452, 93983567, 94006380, 94056635-36, 94091712

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	\$ 15,273.60	\$ 15,273.61	\$ 15,273.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,444.05	\$ 84,260.95	57.59%
Salaries - Part Time	\$ 105,971.00	\$ 8,154.34	\$ 8,380.63	\$ 7,552.69	\$ 11,487.83	\$ 7,486.03	\$ 7,600.09	\$ 6,812.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,474.58	\$ 48,496.42	54.24%
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	\$ 157.00	\$ 116.00	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,336.50	\$ 1,663.50	44.55%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ 1,007.80	\$ 227.00	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ 2,110.77	\$ 1,289.23	62.08%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299.95	\$ 0.05	99.98%
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ 148.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 718.00	\$ (18.00)	102.57%
Electricity/Gas Utilities	\$ 21,064.00	\$ 1,293.98	\$ 1,497.71	\$ 1,505.63	\$ 1,373.67	\$ 1,575.05	\$ 1,512.77	\$ 1,773.84	\$ 1,972.49	\$ -	\$ -	\$ -	\$ -	\$ 12,505.14	\$ 8,558.86	59.37%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ 252.80	\$ 14.00	\$ 247.95	\$ -	\$ -	\$ -	\$ -	\$ 1,757.50	\$ 1,642.50	51.69%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ 320.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 461.82	\$ 3,038.18	13.19%
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	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00	\$ -	\$ -	\$ -	\$ -	\$ 12,544.00	\$ 8,456.00	59.73%
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	\$ 1,621.87	\$ 439.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,520.19	\$ (1,020.19)	113.60%
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	\$ 2,345.11	\$ 1,188.62	\$ 2,996.81	\$ -	\$ -	\$ -	\$ -	\$ 19,683.41	\$ 14,316.59	57.89%
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	\$ 369.84	\$ 103.78	\$ 446.97	\$ -	\$ -	\$ -	\$ -	\$ 2,522.41	\$ 1,477.59	63.06%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ 297.70	\$ 100.23	\$ 93.82	\$ -	\$ -	\$ -	\$ -	\$ 1,702.06	\$ 997.94	63.04%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ 234.00	\$ 12.05	\$ -	\$ -	\$ -	\$ -	\$ 334.00	\$ 166.00	66.80%
Safety Supplies	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 61.65	\$ 160.00	\$ 1,166.58	\$ 211.95	\$ 249.45	\$ 244.88	\$ 548.28	\$ 1,141.13	\$ -	\$ -	\$ -	\$ -	\$ 3,783.92	\$ 4,216.08	47.30%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ 150.76	\$ -	\$ 390.64	\$ -	\$ -	\$ -	\$ -	\$ 1,672.97	\$ 1,077.03	60.84%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ 239.75	\$ 281.00	\$ 193.45	\$ -	\$ -	\$ -	\$ -	\$ 1,804.24	\$ 695.76	72.17%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,755.36	\$ 3,744.64	31.92%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 3,000.00	57.14%
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	\$ 33,264.57	\$ 33,533.19	\$ 29,136.33	\$ 13,500.31	\$ -	\$ -	\$ -	\$ -	\$ 251,178.03	\$ 223,610.97	52.90%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ 5,266.47	12.23%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Independence Public Library Circulation and Usage Report for January 2026

Item #5.

Materials Usage

City of Independence Circulation	2,694
Unincorporated Buchanan County Circulation	1,807
Incorporated Buchanan County w/Libraries	438
Contracting Cities	273
Outside of Buchanan County Circulation (Open Access)	396
Items Loaned to Other Libraries (Access Plus)	75
Total Materials Circulation for Month	5,683

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2026	5683	3628	659	3385	2146
2025	5970	3911	730	2553	2314
2024	5931	3409	684	2526	1824
2023	5621	3409	684	2526	1824
2022	4870	2733	722	2735	1527
2021	3304	906	178	3063	1388
2020	5848	5424	1088	2836	1302

Patrons

Total Number of Patrons for Month **3,628**

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	283
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	376
Early Literacy Station Usage for Month	104
Wireless Headphone Usage for Month	17

Library of Things Usage

Activity Equipment	5
Puzzles	73
Hotspots	21
Cake Pans	19

Web Site Usage

Total Visitors **3,385**

BRIDGES Usage

Total Usage **2,146**

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,202
Facebook Total Reach	99,613
Mass Emails/Constant Contact Opened	3,518
Instagram Likes	110
Instagram Followers	600
Google Profile Interactions	547
Google Profile Views	535

Mobile App Usage

Patron Count	408
Usage	2090

Kanopy Usage

Visits	543
Plays	121

Material Additions

Books	220
DVDs	22
CDs	16
Library of Things (Jigsaw Puzzles)	10
Hotspots (upgraded)	7
Total Additions for Month	275

Material Withdrawals

Total Withdrawals for Month **273**

Additions Breakdown
Adult Biography & NonFiction = B-2, 000-1, 100-3, 200-2, 300-3, 500-3, 600-10, 700-3, 900-2
Adult Fiction = F-66, M-6, SF-5, LPF-40, LPM-3, GR-1
Young Adult Fiction = YAF-15
Juvenile Biography & NonFiction = 500-1, 600-1
Juvenile Fiction = JF-27, Graphic Novel-8, Just Right-3
Juvenile Easy = Easy-14, BB-1
DVDs = Adult-18, Juvenile-4
CDs = Adult-16
Jigsaw Puzzles = 10
Hotspots (upgraded) = 7
Withdrawals Breakdown
ANF-3, AF-6, LPF-38, YAF-5, YAGR-4, JNF-3, JF-4, Just Right-1, JE-2, BB-3, YACD-1, Hotspots-3

Number of Days Open = 30

Study Rooms - 48 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 1/7/2026 Craft & Convo - 4 adults
- 1/9/2026 Build-A-Fort Family Fun Night - 18 adults 2 teens 22 children
- 1/12/2026 Stamp, Fold, Create: Greeting Card Workshop - 10 adults
- 1/19/2026 Unplug & Play - 2 adults 2 children
- 1/20/2026 Dungeons & Dragons - 6 adults
- 1/22/2026 Dungeons & Dragons - 7 adults
- 1/26/2026 Book Discussion - 9 adults
- 1/27/2026 Daytime Book Discussion - 7 adults
- 1/28/2026 Drug Trends Training - 6 adults 1 teen
- 1/29/2026 Gentle Movement w/Steeple Studio - 6 adults

Teen Events

- 1/15/2026 iTAB meeting - 8 teens 2 adults
- 1/18/2026 Dungeons & Dragons - 8 teens 4 children 1 adult

Children's Events

- 1/8/2026 Story Time - 6 children 5 adults
- 1/15/2026 Story Time - 4 children 4 adults
- 1/22/2026 Story Time - 3 children 3 adults
- 1/22/2026 Tales to Tails - 2 children 2 adults
- 1/29/2026 Story Time & Dance Party - 5 children 6 adults

Outreach Programs/Events

- 1/5/2026 Silent Book Club - 12 adults, 1 teen
- 1/13/2026 Reader's Circle @ Lexington Estate - 7 adults

Passive Programs

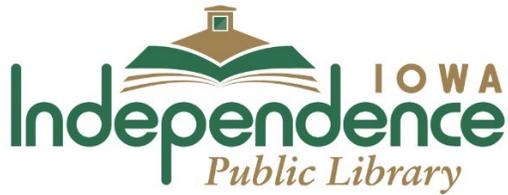
- 1/3/2026 Pop-up Cinema Saturday - 10 adults 3 children
- 1/5-1/24/2026 Cake Wars - 9 adults 2 teens 13 children

Tours

- 1/13/2026 St John's 3rd Grade Class - 10 children 1 adult

NonLibrary Events (Community Room)

- 1/5/2026 Troop 4034 Girl Scouts meeting - 16 people
- 1/20/2026 Banklwa First Time Homebuyer's Class - 3 people
- 1/21/2026 USDA - Farm Service Agency meeting - 16 people
- 1/22/2026 Cub Scout Wolf Den 3075 meeting - 5 people
- 1/27/2026 Troop 4034 Girl Scouts meeting - 16 people
- 1/28/2026 Cub Scouts Den meeting - 9 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

ITEM TITLE: Fines and Fees Policy

BACKGROUND:

This is a proposal of changes to the fines and fees policy.

RECOMMENDATION:

Come to a consensus on any changes to the current policy and approve.

FINES AND FEES POLICY

Fines

The Independence Public Library is fine free with the exception of items that are high cost, very popular, or items belonging to other libraries.

Patrons are expected to return materials by their due dates to ensure that all library users have equitable access. Materials are considered overdue if not received by the due date. Items returned in the book drop when the library is closed are considered to have been returned on the last open day of the library.

The following items accumulate fines:

- Interlibrary loans, bookclub books, and Express Books begin accumulating fines the first day the item is overdue and are assessed \$.25 per day.
- Games, sports equipment, and eReader fines begin accumulating the first day the item is overdue. They are assessed at \$1.00 per day.
- Hotspot fines begin the first day the item is overdue and are assessed at \$10.00 per day until the device is returned.
- The maximum fine on a material is \$10.00 with the exception of the eReaders and hotspots.

The number of items overdue or the number of days overdue will determine if a patron is able to check out. If a patron has six or more items overdue, they may not check out. In addition, a patron with items overdue for a certain length of time will also lose checkout privileges. Those overdue items will be labeled "problems."

The following items are a problem after they are overdue 10 days:

Hot Spots, ~~Games, Sports Equipment,~~ **Outdoor Recreation, Games, Crafts, Exercise Equipment,** and Interlibrary Loans (ILL)

The following items are a problem after they are overdue 30 days:

Books (with the exception of ILL), DVDs, cake pans, eReaders, Audiobooks on CD, jigsaw puzzles, and magazines.

If an item has not been returned ~~two months~~ **60 days** after the date it became a problem, **one of two things will be required: returning the item and paying a \$5.00 fine, or** payment to replace the item ~~will be required~~. Specifics are as follows:

- **Return of the original item 60 days after the problem date will result in a \$5.00 fine.**
- **If the item cannot be returned, replacement costs need to be paid.**

FINES AND FEES POLICY

- A cardholder paying for the replacement cost of an item will not have to pay for the overdue fine associated with the same item.
- IPL does not allow patrons to bring in a new or duplicate item to replace the lost/damaged item due to variables in binding, format, etc.
- ~~Once replacement costs have been paid, **After 120 days**, the material will be removed from the library's collection. Should the patron locate the material and return it to the library, the item will be treated as a donation and any fees will not be reimbursed.~~
- **If a patron pays for replacement of the item and then locates it, the item will be considered a donation and any fees will not be reimbursed.**

Item Fees

If a material is lost or damaged to the extent that it must be removed from the collection, a replacement cost will be charged. The replacement cost will be determined by current market values as determined by the library catalog database. Dates are based on copyright of the item. If the material cannot be replaced, or the prices aren't in the database, the following fees will be used:

• Books	Hardcover	\$15.00
	Paperback	\$ 8.00
• Laptop Computer	Newer than 1 year old	\$1200.00
	1 or more years old	\$ 800.00
• Magazines (all)	Per issue	\$ 3.00
• CDs - single	Newer than 5 years old	\$10.00
	Over 5 years old	\$ 8.00
• CDs - set	Newer than 5 years old	\$40.00
	Over 5 years old	\$20.00
• DVDs - single	Newer than 5 years old	\$20.00
	Over 5 years old	\$10.00
• DVDs - series	Newer than 5 years old	\$35.00
	Over 5 years old	\$25.00
• Cake Pans		\$15.00
• eReader (device only)		\$150.00

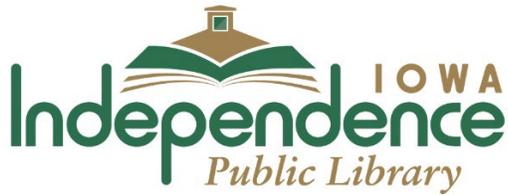
FINES AND FEES POLICY

Item #6.

- **Hotspot** \$195.00
- **Single Disc from Golf Disc Set** \$ 5.00

Other Fees

- eReader accessory fees will be assessed at the following replacement prices:
Protective Cover - \$15.00, Power Cord - \$15.00, Carrying Case - \$25.00.
- Hotspot accessory fees will be assessed at the following replacement prices:
Protective Case - \$15.00, Charging cord/adaptor - \$15.00.
- Billfold sized library cards will be replaced at \$1.00 per card.
- Printing fees are assessed at \$.10 per one side (black and white) and \$0.50 per side (color).
- Photocopier fees are assessed at \$.10 per side (8½" x 11" or an 8½" x 14") and \$.20 per side for 11" x 17". Color copies are \$.50 per side.
- Patrons must use library-supplied paper. Resume paper is available to purchase from the library at \$.10 per page in addition to the copy/printing fee.
- Faxing fees are assessed at \$1.00 per page for outgoing faxes and \$.10 per page for incoming faxes.
- There is no charge to scan and e-mail a file to the patron. If the scan is printed, charges are as outlined above.
- A mylar book cover can be purchased for \$0.50.
- Cleaning/repairing a patron's personal CD or DVD on the library's disk repair machine may be done for \$1.00 per disk.
- Earbuds may be purchased for \$0.50.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

ITEM TITLE: Library Board Bylaws

BACKGROUND:

It is time for the yearly review of the library board bylaws.

RECOMMENDATION:

Go over the bylaws and determine if any changes are needed.

Independence Public Library Board of Trustees ByLaws

Section I **LIBRARY BOARD**

- In accordance with Chapter 22 of the City of Independence Ordinance, the Independence Public Library Board of Trustees will have seven members for terms of service as specified in the noted Ordinance.
- The general powers and duties of the Independence Public Library Board of Trustees are specified in Chapter 22 of the Municipal Code of the City of Independence.
- The Board will exercise its powers and duties as follows:
 1. Employ a competent and qualified individual to serve as Librarian, also hereinafter called the Director.
 2. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in Section VI of the By-Laws. This evaluation will be performed annually under the direction of the personnel committee of the Board of Trustees, and will be discussed with the Director.
 3. Cooperate with the Director in determining and adopting written policies to govern all operations and programs of the Library.
 4. Report to and cooperate with other public officials, boards and the Independence community in support of a good public relations program within the community.
 5. Assist in the preparation of and seek adequate support for the annual Library budget.
 6. Develop long-range goals for the Library and work toward the achievement of these goals.

Section II **INDEMNIFICATON OF MEMBERS**

- The Board shall indemnify any member made a party to an action, suit, or proceeding in tort or contract, or for violation of any of the other civil rights laws, State, Federal or local, under which the member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgment, compromise, or settlement of the

Independence Public Library Board of Trustees ByLaws

action, suit or proceeding; and reasonable expenses, including attorney's fees actually and reasonably incurred by the member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that a Board member is liable for gross negligence or willful misconduct in the performance of his or her duties. The rights of indemnification and reimbursement contained in this bylaw shall not be deemed exclusive of any other rights to which a member may be entitled by Statute or otherwise.

Section III OFFICERS

- The officers of the Board of Trustees will be President, Vice-President and Secretary, each serving terms of one year and shall be designated the "Executive Committee." Officers may succeed themselves in office. An officer must be a Board member during his/her term in office. Vacancies in any office may be filled by Board appointment to the remainder of the term at the next regular meeting of the Board of Trustees after the vacancy occurs. Any officer may be removed for any reason, at any time, by a Board action in which a majority of the entire Board (as opposed to a majority of those present) has voted for such removal.
- Nominations and voting for the three officers will take place at the June or July meeting. Officers will be installed immediately after the election, and will hold office until their successors are elected and installed.
- The duties of the officers are as follows:
 - The President will:
 1. Preside at all meetings of the Board;
 2. Appoint all standing and ad hoc committees;
 3. Lead the Director in preparation of the agenda for Board meetings;
 4. Serve as liaison for the library staff.
 - The Vice President will:
 1. Perform such functions as may be assigned by the President of the Board;
 2. Perform all the functions of the President in his/her absence or disability.
 - The Secretary will:
 1. Record and properly file, in permanent form, complete proceedings of each Board meeting. (This responsibility may be discharged by the use of appropriate library personnel.)

Independence Public Library Board of Trustees ByLaws

2. Send a copy of such proceedings to each Board member prior to the subsequent meeting. (This responsibility may be discharged by the use of appropriate personnel.)
3. Perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President.

Section IV MEETINGS

- Regular meetings will be held on the third Thursday of each month at 6:30 pm unless otherwise posted, with locations being determined by the Board.
- Special meetings may be held at any time, at the call of either the President or any two members of the Board; however, at least twenty-four hours advance notice of the special meeting must be given to all Board members.
- An agenda for each regular Board meeting will be prepared by the Director in cooperation with the President and sent to the Board members prior to the meeting, together with necessary discussion materials.
- The agenda will be made available to the public prior to the meeting, by posting, or advertising it in places generally available to the public. The agenda will include where the public can attend or listen to the meeting.
- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-Board members who wish to address the Board will **may** be given the opportunity under any action or miscellaneous, as determined by the president.
- Robert's Rules of Order will govern the parliamentary procedures of the Board.
- A quorum at any meeting will consist of four or more Board members.
- Electronic Meetings:

(Reference Code of Iowa §21.8)

- The Independence Public Library Board shall provide for electronic meetings for trustees of the library board and ensure the meeting meets Iowa Code chapter 21 requirements.
 - The meetings can fit one or more of the following definitions:
 - In-Person Meeting – members physically meeting in the same location.
 - Hybrid Meeting – involving both remote participation and in-person participation by members.

Independence Public Library Board of Trustees ByLaws

- Remote participation – real-time participation by a remotely located individual.
- Teleconference participation – participation using audio conference tools involving multiple participants in at least two separate locations.
- Virtual meeting – meeting involving real-time interaction in which participants do not share a physical location.
 - Trustees attending electronically and in-person have the same participation and voting rights.
 - The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
 - Minutes are kept of the meeting, but they need not include a reference explaining why electronic means were used during the meeting.

- Voting:
 - Voting on all matters of business may be by verbal ayes and nays or by a show of hands, unless a record of the vote is required. When a record is required or desired, the vote shall be by show of hands, followed by a roll call response.
 - All resolutions require four “yes” votes in a seven member meeting to pass.
 - The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the president who shall vote last.
 - The presiding officer shall announce the result of the vote
 - In the absence of a quorum at a regularly scheduled meeting, specific bills may be approved for payment with the unanimous approval of those members present. Expenses that can be approved include utilities, postal expenses, credit card payments, payments for conferences or other training, and expenses through vendors from which a discount may be obtained or a penalty/late fee may be imposed if not paid within a certain time period.

- Notice and conduct of meetings shall be in keeping with the requirements of the Iowa Public Record and Open Meetings Law, Code of Iowa, Chapters 21 and 22.

Independence Public Library Board of Trustees
ByLaws
 Section V
COMMITTEES

- The President may appoint ad hoc committees as needed. If a committee member is unable to serve, a replacement will be appointed by the President.
- Examples of committees are, but not limited to Budget, Building, Personnel, and Executive.

Section VI
THE DIRECTOR

- The Director's duties and responsibilities will be as follows:
 1. Select the library materials—books, magazines, audio materials, video materials, etc.
 2. Maintain and operate the physical plant;
 3. Recruit, hire, train, assign, evaluate, and discipline members of the Library staff; up to and including termination; as needed.
 4. Keep the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes, and problems within the Library.
 5. Prepare as directed by the President, the agenda for the monthly meeting of the Board and collect and distribute such documents and materials necessary to accomplish the goals of the agenda.
- The Director ordinarily will be expected to attend all meetings of the Board.

Section VII
AMENDMENTS TO THE BYLAWS

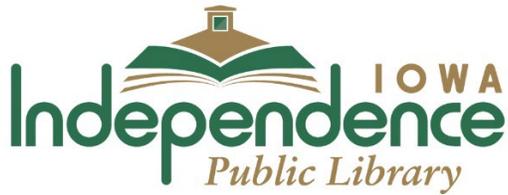
- Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, (provided that notice of the proposed amendments has been given to the Board members at least 48 hours prior to the meeting). These Bylaws shall be reviewed annually.

	Account #	Expenses	Budget 2025	Budget 2026	Proposed Budget 2027	Explanation	Revised Budget 2027	Explanation or difference from proposal
1	003-410-6010	Wages - Full-Time	\$190,942.00	\$198,705.00	\$206,370.00		\$206,370.00	
2		Library Director Salary	\$80,868.00		\$87,404.00	4% increase, \$86,364 Salary + longevity		
3		Ass't Library Director	\$63,069.00		\$67,927.00	4% increase, \$31.98/hr + longevity		
4		Program Coordinator	\$47,005.00		\$51,039.00	4% increase, \$24.44/hr + longevity		
5	003-410-6040	Overtime Salary	\$750.00	\$750.00	\$750.00	Program Coordinator and Assistant Director Overtime	\$750.00	
6	003-410-6020	Wages - Part-Time	\$101,895.00	\$105,971.00	\$109,975.94	3.75% increase	\$110,235.00	\$259.06
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	\$3,000.00	
10	003-410-6210	Dues & Memberships	\$3,500.00	\$3,400.00	\$3,600.00	ILA Dues - \$300, Print Periodicals \$2636, Rotary - \$664	\$3,600.00	
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.	\$500.00	-\$100.00
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	\$2,000.00	
13	003-410-6310	Contract Repair & Maintenance	\$3,000.00	\$5,000.00	\$5,500.00	Geothermal, lighting, locks, sprinkler system, and other repairs	\$5,000.00	-\$500.00
14	003-410-6320	Grounds Operation/Maint	\$600.00	\$700.00	\$900.00	Snow Removal \$600, General Maintenance \$300; supplemented last year by over \$3,500 for Oaklee sculpture & bike rack from Friends/Foundation.	\$1,000.00	\$100.00
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	\$21,600.00	
16	003-410-6373	Communications (Phone/Internet)	\$3,730.00	\$3,400.00	\$3,400.00	Internet, phone, cable services	\$3,400.00	
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	\$3,500.00	\$300.00
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	\$39,079.00	\$6,017.65
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	\$24,220.00	
	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	\$750.00	\$250.00

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	\$8,046.00	
22	003-410-6490	Professional Services	\$75.00	\$75.00	\$75.00		\$75.00	
23	003-410-6499	Other Contractual Services	\$0.00	\$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.	\$32,000.00	-\$4,000.00
25	003-410-6504	Office Equipment	\$250.00	\$250.00	\$500.00		\$500.00	
26	003-410-6506	Office Supplies	\$4,100.00	\$4,000.00	\$4,200.00		\$4,000.00	-\$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	\$3,000.00	
28	003-410-6508	Postage & Shipping	\$800.00	\$500.00	\$500.00	Printing and general postage expenses	\$500.00	
29	003-410-6510	Safety Supplies	\$100.00	\$75.00	\$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.	\$8,000.00	-\$500.00
31	003-410-6531	Video Recordings	\$3,250.00	\$2,750.00	\$2,500.00	DVDs - library usage down 11%. Moving towards video streaming. In the last 2 years, DVD prices are up 21%.	\$2,250.00	-\$250.00
	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.	\$3,000.00	
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.	\$5,000.00	-\$500.00
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.	\$8,000.00	-2,000.00
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.	\$2,500.00	

Item #8.

		Total Expenses	\$434,098.00	\$474,789.00	\$503,573.29		\$501,950.00	-1,623.29
36			-1.36%		6.06%		5.72%	\$10,330 of increase is insurance, \$11,929 is wage increases, after that the increase was \$4,902
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		\$5,000.00		
38	003-410-4465 County	\$42,500.00	\$42,500.00	\$43,000.00		\$44,600.00		2% increase from county figured, usually don't have amount until March
39	003-410-4470 28E Funds	\$6,500.00	\$6,600.00	\$6,800.00	Contracts with Quasqueton, Stanley, Hazleton	\$6,800.00		
40	003-410-4500 Charges/Fees for Services	\$2,500.00	\$3,500.00	\$3,500.00		\$3,500.00		
41	003-410-4705 Donations	\$200.00	\$200.00	\$200.00		\$200.00		
42	003-410-4755 Concessions - Recreation	\$75.00	\$75.00	\$0.00		\$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.	\$1,600.00		
44		Total Revenue	\$58,525.00	\$59,475.00	\$60,100.00	\$61,700.00		



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

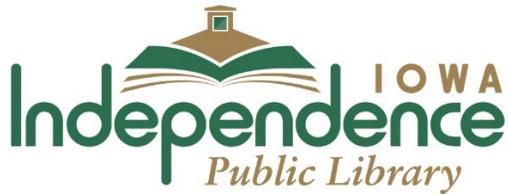
ITEM TITLE: Library Budget FY2026-27

BACKGROUND:

There have been a few changes to the budget since it was approved. The library director and assistant director met with the budget committee and made a few changes. The main hard-surface flooring was kept in instead of modifying it to be done in steps, and some other changes were also made. Look at the revised budget 2027 towards the right. If an item is in purple, it has been changed. The dollar amount that the line item was modified is listed to the right of the purple cells.

RECOMMENDATION:

Look over the budget and come to agreement about how much should be in the individual line items. It appears that the council will approve the budget presented here for the library.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

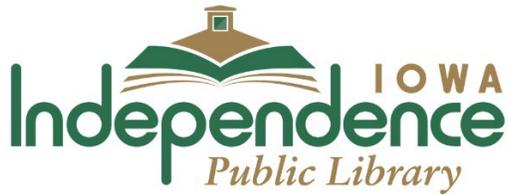
ITEM TITLE: Programming Update

BACKGROUND:

The library has been busy with many programs, both for the Winter Reading Recharge and One Book Indee. The Winter Reading Recharge is over on Feb. 28, so you still have time to get involved with this reading bingo program. We are in the midst of many great programs related to the selected title, *To Catch a Storm* by Mindy Mejia.

RECOMMENDATION:

Be aware of current program opportunities.



LIBRARY BOARD ITEM DESCRIPTION

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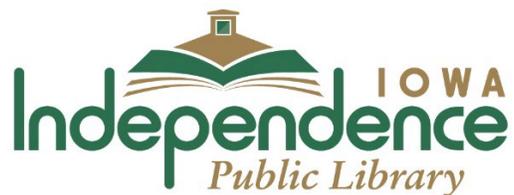
ITEM TITLE: Legislative Update

BACKGROUND:

There are a plethora of bills being discussed, and some that have passed the first funnel, that have the potential to cripple public libraries across the state. Some deal with governance, library collection and access (physical and digital), and access according to age. Many of the bills open up the library and staff to legal liabilities, would move control of gifts to the city council, and tax reform resulting in decreased general fund dollars.

RECOMMENDATION:

Be aware of and advocate against proposed legislation that will hurt and/or close public libraries.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

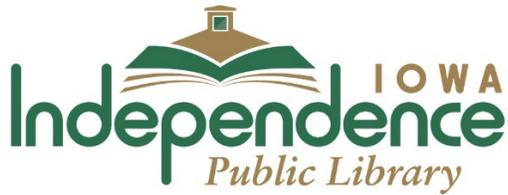
ITEM TITLE: Buildings and Grounds Updates

BACKGROUND:

Updates on snow removal, cleaning, and the park.

RECOMMENDATION:

Stay informed with this information.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: February 19, 2026

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.