

Library Board Meeting

Thursday, June 18, 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

Financials

4. Approve Bills

Statistics

5. Statistics Report

New Business

6. Prizes and Incentives Policy
7. Fines and Fees Policy

Unfinished Business

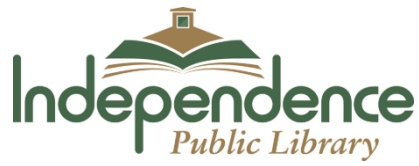
Miscellaneous

8. Staff Update
9. Park Update
10. Library Board Training
11. Board and Staff Reports

Adjournment

12. Motion for Adjournment

This agenda is subject to change.



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Approve Minutes

Background:

Review minutes.

Recommendation:

Make any needed changes and approve the minutes.

Attachments:

1. IPL Minutes 0526

Independence Public Library Board of Trustees
May 21, 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, Deb Clark, Matt Rittgers, Nancy Dodge, and Bret Weber. Also, in attendance Lisa Lorenzen Associate Clerk.

The meeting was called to order by Robin Bleichner at 6:34 p.m.

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

A motion was made by Nancy Dodge and seconded by Deb Clark to approve the minutes with changes. The motion carried unanimously.

Bills were reviewed. Motion made by Matt Rittgers and seconded by Nancy Dodge to approve the bills as corrected. The motion carried unanimously.

Statistics

Facebook total reach for the month of April was one of the highest ever.

New Business

Wage and Salary Increases FY27

A motion was made by Deb Clark and seconded by Nancy Dodge to approve the wage and salary increase description for fiscal year 2027. These are equivalent to the base and merit increases the city approved for other city employees by the city council. The motion carried unanimously.

Unfinished Business

Programming Update

Summer Reading program called Plant A Seed, Read begins June 3 to July 31st.

Park Update

The Go Nuts! Party for the Park on May 2 raised \$4,295.72.

Board Training

The training covered the summer reading brochure, Plant A Seed, Read.

Board and Staff Reports
None

Adjournment

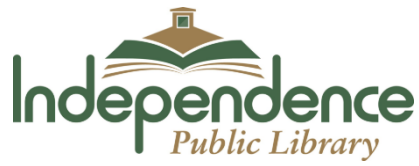
A motion was made by Nancy Dodge and seconded by Deb Clark to adjourn the meeting. Motion was carried unanimously.

The meeting adjourned at 7:09 p.m.

Respectfully Submitted,

Deb Clark, Secretary

DRAFT



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Approve Bills

Background:

Review bills.

Recommendation:

Discuss and approve the bills.

Attachments:

1. 26June Bills
2. FY26 Library Bills through June 2026

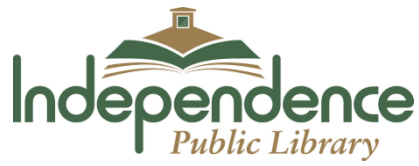
Independence Public Library Monthly Bills June 2026

1	003-410-6210 Dues & Memberships		\$604.21
2	Visa Card Services (W/CF Courier & DM Register)	\$75.00	
3	EBSCO (Inv# 1815488 - yearly subscription renewals)	\$529.21	
4	003-410-6230 Training in House		\$700.00
5	Heather Woody Unlimited, Inc. (Inv# 3150 - staff training)	\$700.00	
6	003-410-6310 Contract Repair & Maintenance		\$610.00
7	Precision Plumbing, Heating, Air (Inv# i1086 (new toilet)	\$610.00	
8	003-410-6371 Electricity		\$1,304.09
9	Independence Light & Power	\$1,289.43	
10	MidAmerican Energy	\$14.66	
11	003-410-6373 Communications (Phone & Internet)		\$255.67
12	Independence Light & Power	\$255.67	
13	003-410-6409 Janitorial		\$1,635.00
14	Midwest Janitorial (Inv# 261201)	\$1,635.00	
15	003-410-6414 Printing & Publishing		\$457.11
16	ACI (Inv# 6837402-SRP banner)	\$60.11	
17	Woolverton (Inv# A172216011-SRP booklets)	\$397.00	
18	003-410-6419 Computer Expense		\$2,839.97
19	Dell Technologies (Inv# 10877342149 -desktops, laptops)	\$2,839.97	
20	003-410-6502 Books		\$4,345.55
21	Brodart (Acct#140052 - Invoices listed below)	\$867.15	
22	Ingram (Acct# 20C7887 - Invoices listed below)	\$470.10	
23	Ingram (Acct# 20AZ626 - Invoices listed below)	\$599.67	
24	Library Ideas (Inv# 129051, 123984, 124941)	\$1,734.64	
25	Amazon Capital Services (Amazon.com purchases)	\$673.99	
26	003-410-6506 Office Supplies		\$397.73
27	Amazon Capital Services (construction paper)	\$47.94	
28	Visa Card Services (Staples - office chair)	\$349.79	
29	003-410-6507 Operating Supplies		\$279.70
30	Storey Kenworthy (Inv# 1321666)	\$252.62	
31	Amazon Capital Services (drawer lock)	\$17.46	
32	Visa Card Services (Cole's Ace Hardware - Gorilla glue)	\$9.62	
33	003-410-6508 Postage		\$17.16
34	Visa Card Services (ILL postage)	\$17.16	
35	003-410-6530 Programming		\$1,037.58
36	Amazon Credit Services (SRP26 programming supplies)	\$330.75	
37	Erin Krempges (reimbursement for supplies)	\$15.97	
38	Thomas Nissen (Inv# 00170 - Fall Minecraft programs)	\$500.00	
39	Elissa Dodge (supplies reimbursement for Book Vase program)	\$50.56	
40	Visa Card Services (programming supplies)	\$140.30	
41	003-410-6531 Video Recordings		\$63.88
42	Amazon Capital Services (Amazon.com purchases)	\$63.88	
43	003-410-6532 Audio Recordings		\$107.94
44	Blackstone Publishing (Inv# 2236589)	\$107.94	
45	Total General Fund Expenses for Month	\$14,655.59	\$14,655.59
46	323-410-6727 Capital Outlay/Equipment		\$5,266.47
47	Amazon.com (UPS battery)	\$435.00	
48	Dell Technologies (Inv# 10877342149 -desktops, laptops)	\$4,831.47	
49	Total Capital Outlay/Equipment for Month		\$5,266.47

50 Brodart Invoices - B7238446, B7238494-97, B7238501, B7238503-07, B7238731, B7238746
51 Ingram Invoices Acct# 20C7887 - 96525596, 96570760, 96635426, 96661347-48, 96684733-34,
52 96812920, 96854752-55, 96884609
53 Ingram Invoices Acct# 20AZ626 - 96525001-02, 96557119-20, 96635093-94, 96683614-18,
54 96719025-29, 96748033, 96776617, 96812612-13, 96916957-58

Independence Public Library FY26 Budget

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	\$ 15,273.62	\$ 15,273.60	\$ 15,273.61	\$ 22,886.81	\$ 7,636.80	\$ 190,788.49	\$ 7,916.51	96.02%
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	\$ 7,867.63	\$ 8,203.99	\$ 7,049.30	\$ 11,446.30	\$ 3,663.94	\$ 95,705.74	\$ 10,265.26	90.31%
Wages - Overtime	\$ 750.00	\$ 26.38	\$ -	\$ -	\$ 11.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.40	\$ -	\$ 73.57	\$ 676.43	9.81%
ICMA RC - City Share	\$ 3,000.00	\$ 157.00	\$ 157.00	\$ 157.00	\$ 235.50	\$ 157.00	\$ 116.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ 357.00	\$ 435.50	\$ 78.50	\$ 2,921.50	\$ 78.50	97.38%
Dues & Memberships	\$ 3,400.00	\$ 272.99	\$ 186.99	\$ 77.99	\$ 32.00	\$ 236.00	\$ 1,007.80	\$ 227.00	\$ 70.00	\$ 32.00	\$ 232.00	\$ 75.00	\$ 604.21	\$ 3,053.98	\$ 346.02	89.82%
Training in House	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 24.95	\$ 275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 999.95	\$ (699.95)	333.32%
Meetings/Conferences/Miles	\$ 1,400.00	\$ -	\$ -	\$ 295.00	\$ -	\$ 443.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.98	\$ 661.02	52.78%
Contract Repair & Maintenance	\$ 5,000.00	\$ -	\$ 122.38	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ 610.00	\$ 2,882.38	\$ 2,117.62	57.65%
Grounds Operation, Maintenance	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.00	\$ 148.00	\$ 300.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 778.00	\$ (78.00)	111.14%
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	\$ 1,854.84	\$ 1,649.84	\$ 1,281.18	\$ 1,304.09	\$ 18,595.09	\$ 2,468.91	88.28%
Communications (Phone)	\$ 3,400.00	\$ 247.65	\$ 246.75	\$ 249.50	\$ 248.15	\$ 250.70	\$ 252.80	\$ 14.00	\$ 247.95	\$ 248.95	\$ 252.87	\$ 265.77	\$ 255.67	\$ 2,780.76	\$ 619.24	81.79%
Other Maintenance/Repair	\$ 3,500.00	\$ -	\$ 120.00	\$ -	\$ 21.61	\$ -	\$ 320.21	\$ -	\$ -	\$ 172.68	\$ 4,927.07	\$ -	\$ -	\$ 5,561.57	\$ (2,061.57)	158.90%
Property & Casualty Insurance	\$ 28,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,340.52	\$ -	\$ -	\$ -	\$ 14,340.52	\$ 14,408.48	49.88%
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	\$ 1,635.00	\$ 1,635.00	\$ 2,574.00	\$ 1,635.00	\$ 20,023.00	\$ 977.00	95.35%
Printing & Publishing	\$ 1,000.00	\$ -	\$ -	\$ 75.00	\$ -	\$ 281.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457.11	\$ 813.74	\$ 186.26	81.37%
Computer Expense	\$ 7,500.00	\$ 583.00	\$ 4,178.53	\$ 208.53	\$ 535.52	\$ 953.74	\$ 1,621.87	\$ 439.00	\$ -	\$ -	\$ -	\$ 461.85	\$ 2,839.97	\$ 11,822.01	\$ (4,322.01)	157.63%
Professional Services	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ 15.00	\$ 60.00	20.00%
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	\$ 3,235.17	\$ 1,876.23	\$ 6,087.73	\$ 4,345.55	\$ 35,228.09	\$ (1,228.09)	103.61%
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	\$ 189.52	\$ 112.51	\$ 637.55	\$ 397.73	\$ 3,859.72	\$ 140.28	96.49%
Operating Supplies	\$ 2,700.00	\$ 287.50	\$ 185.82	\$ 588.37	\$ 52.76	\$ 95.86	\$ 297.70	\$ 100.23	\$ 93.82	\$ 21.61	\$ 309.63	\$ 259.80	\$ 279.70	\$ 2,572.80	\$ 127.20	95.29%
Postage & Shipping	\$ 500.00	\$ -	\$ 87.95	\$ -	\$ -	\$ -	\$ -	\$ 234.00	\$ 12.05	\$ 179.32	\$ 7.10	\$ 57.24	\$ 17.16	\$ 594.82	\$ (94.82)	118.96%
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	\$ 719.05	\$ 140.34	\$ 2,274.23	\$ 1,037.58	\$ 7,955.12	\$ 44.88	99.44%
Video Recordings	\$ 2,750.00	\$ 509.53	\$ 58.94	\$ 267.63	\$ 89.17	\$ 206.30	\$ 150.76	\$ -	\$ 390.64	\$ 191.74	\$ 117.68	\$ 450.67	\$ 63.88	\$ 2,496.94	\$ 253.06	90.80%
Audio Recordings	\$ 2,500.00	\$ 429.97	\$ 207.85	\$ 253.83	\$ -	\$ 198.39	\$ 239.75	\$ 281.00	\$ 193.45	\$ 152.97	\$ 380.57	\$ 165.55	\$ 107.94	\$ 2,611.27	\$ (111.27)	104.45%
Ebooks	\$ 5,500.00	\$ 1,755.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,744.00	\$ -	\$ -	\$ 5,499.36	\$ 0.64	99.99%
Audiobooks (Downloadable)	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 7,000.00	\$ -	100.00%
Video Streaming	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	100.00%
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	\$ 36,998.56	\$ 46,867.96	\$ 43,014.75	\$ 51,409.58	\$ 26,034.83	\$ 442,003.40	\$ 32,785.60	93.09%
Capital Outlay/Equipment	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733.53	\$ -	\$ -	\$ -	\$ 5,266.47	\$ 6,000.00	\$ -	100.00%
Capital Outlay/Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Statistics Report

Background:

Statistics included for review.

Recommendation:

Discuss the statistics.

Attachments:

1. 26May Stats

Independence Public Library Circulation and Usage Report for May 2026

Materials Usage

City of Independence Circulation	2,589
Unincorporated Buchanan County Circulation	1,090
Incorporated Buchanan County w/Libraries	365
Contracting Cities	160
Outside of Buchanan County Circulation (Open Access)	437
Items Loaned to Other Libraries (Access Plus)	37

Total Materials Circulation for Month **4,678**

Patrons

Total Number of Patrons for Month **4,301**

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	322
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	344
Early Literacy Station Usage for Month	131
Wireless Headphone Usage for Month	15

Library of Things Usage

Activity Equipment	23
Puzzles	49
Hotspots	24
Cake Pans	3

Web Site Usage

Total Visitors **2,752**

BRIDGES Usage

Total Usage **2,311**

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,278
Facebook Total Reach	59,728
Mass Emails/Constant Contact Opened	3,158
Instagram Likes	69
Instagram Followers	615
Google Profile Interactions	451
Google Profile Views	431

Mobile App Usage

Patron Count	435
Usage	1424

Kanopy Usage

Visits	288
Plays	94

Material Additions

Books	313
DVDs	27
CDs	4
Jigsaw Puzzles	18

Total Additions for Month **362**

Material Withdrawals

Total Withdrawals for Month **20**

Additions Breakdown
Adult Biography & NonFiction = B-3, 100-4, 300-11, 500-2, 600-17, 700-1, 900-5
Adult Fiction = F-96, M-3, SF-5, W-1, GR-1, LPF-14, LPM-4, LPW-1
Young Adult Fiction = YAF-21, GR-1
Juvenile NonFiction = 000-2, 500-27, 600-3, 900-3
Juvenile Fiction = JF-13, GR-25, Just Right-4
Juvenile Easy NonFiction = 500-19
Juvenile Easy = Easy-27
CDs = Adult-4
DVDs = Adult-24, Juvenile-3
Jigsaw Puzzles = 18
Withdrawals Breakdown
ANF-8, AF-3, JNF-1, JF-2, JENF-2, BB-3, Jigsaw Puzzle-1

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2026	4678	4301	666	2752	2311
2025	4853	3443	642	3443	2138
2024	5195	3745	678	4691	1919
2023	5041	3421	66	1985	1810
2022	4497	3036	644	2995	1494
2021	3886	2109	297	2363	1221
2020	1627	0	58	3324	1500

Independence Public Library Circulation and Usage Report for May 2026

Study Rooms - 24 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

- 5/18/2026 Book Discussion - 12 adults
- 5/19/2026 Book Discussion - 6 adults
- 5/19/2026 Dungeons & Dragons - 5 adults
- 5/20/2026 Caregiver Support Group - 8 adults
- 5/21/2026 Dungeons & Dragons - 5 adults

Teen & Tween Events

- 5/17/2026 Dungeons & Dragons - 8 teens 2 children 2 adults
- 5/21/2026 iTAB meeting - 6 teens 1 adult
- 5/26/2026 DIY Journal Workshop - 1 teen 1 child 1 adult

Children's Events

- 5/7/2026 Story Time - 17 children 8 adults
- 5/8/2026 STEM Adventures with ISU Extension - Ray, How Light Works - 3 children 1 adult
- 5/11/2026 LEGOS @ the Library - 5 children 5 adults
- 5/14/2026 Story Time - 19 children 11 adults
- 5/14/2026 Stay & Play Dance Party - 19 children 11 adults
- 5/21/2026 Story Time - 12 children 9 adults
- 5/28/2026 Story Time - 18 children 9 adults

Library Events (Outdoors)

- 5/2/2026 Go Nuts! Party in the Park - 340 people

Outreach Programs/Events

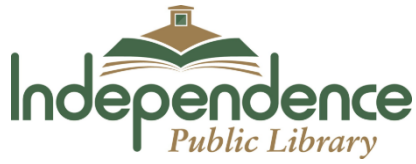
- 5/4/2026 Silent Book Club - 5 adults
- 5/8/2026 SRP Promotion - East Elementary Field Day - 252 children 30 adults
- 5/12/2026 Reader's Circle @ Lexington Estate - 7 adults
- 5/15/2026 SRP Promotion - West Elementary Field Day - 391 children 33 adults
- 5/19/2026 SRP Promotion - St. John's - 85 children 10 teens 9 adults
- 5/22/2026 SRP Promotion - Liberty Christian - 10 children 3 teens 4 adults

Tours

- 5/6/2026 Homeschool Tour - 11 children 1 teen 4 adults

NonLibrary Events (Community Room)

- 5/5/2026 USDA Farm Service Agency meeting - 27 people
- 5/14/2026 Become a RAGBRAI Host - 5 people
- 5/28/2026 USDA Farm Service Agency meeting - 30 people



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Prizes and Incentives Policy

Background:

The library would like to further delineate acceptance of donations and gifts for programs like the Summer Reading Program and others, where there are incentives and prizes. Suggested additions are regarding the acceptance and consideration of those items.

Recommendation:

Recommendation: I would recommend making any changes to improve the policy followed by policy approval.

Attachments:

1. Prizes and Incentives Policy2

PRIZES AND INCENTIVES POLICY

Incentives

Incentives are rewards provided to all participants who meet an established goal. All who complete activities and meet the requirements for incentives given to qualifying recipients may receive incentives.

Prizes

The Independence Public Library may distribute prizes through drawings when the number of prizes available is not sufficient for all qualifying participants. For these situations, random chance drawings of qualifying participants through traditional or digital means may be utilized. As no fees are involved, these drawings are not considered raffles.

Employees of the Independence Public Library are not eligible to receive prizes that are provided to drawing winners when there are other qualifying participants. Those who live in the same household as the library director are not eligible to receive prizes when there are other qualifying participants, except in the case of a live event with a public drawing. For example, if all who are attending a program are asked to put their name in a drawing, only staff members are ineligible.

Library staff members are not eligible to enter contests where prizes are earned as a result of a vote by the public or designated judge/s. All family members of library employees and others are eligible.

If the names from a random drawing are from the same household, no more than two members of one household may receive a random prize for the same program, i.e. the summer reading program, unless there are no other eligible participants.

Prize Eligibility

Incentives

Incentives are rewards provided to all participants who meet an established goal. All who complete activities and meet the requirements for incentives given to qualifying recipients may receive incentives.

Prizes & Drawings

The Independence Public Library may distribute prizes through drawings when the number of prizes available is not sufficient for all qualifying participants. For these situations, random-chance drawings of qualifying participants through traditional or

PRIZES AND INCENTIVES POLICY

digital means may be utilized. As no fees are involved, these drawings are not considered raffles.

Eligibility Rules:

- **Library Employees:** Employees of the Independence Public Library are not eligible to receive prizes that are provided to drawing winners when there are other qualifying participants. Staff members may enter contests which are judged or voted upon for fun, but are ineligible to win prizes as a result of a vote by the public or designated judge/s.
- **Director's Household:** Those who live in the same household as the library director are not eligible to receive prizes when there are other qualifying participants, except in the case of a live event where a drawing is done in public view. *(For example: If all who are attending a program are asked to put their name in a drawing, only staff members are ineligible.)*
- **Family Members:** All family members of library employees are eligible to win drawings and enter judged contests.
- **Household Limit:** If the names from a random drawing are from the same household, no more than two members of one household may receive a random prize for the same program (i.e., the Summer Reading Program), unless there are no other eligible participants.

Prize Donations and Sponsorships

To maintain public trust and ensure the Independence Public Library remains a neutral and welcoming space for the entire community, the library reserves the right to review all donations intended for prizes, raffles, and incentives.

Unacceptable Donations

To ensure the library remains free from political or sectarian influence, the library will not accept curated prize baskets or specific prize packages from:

- Religious organizations.
- Political campaigns, parties, or politically motivated advocacy groups.
- Organizations or businesses whose primary purpose is to promote a specific social, ideological, or religious agenda.

PRIZES AND INCENTIVES POLICY

In addition, the library will not accept prize packages that include proselytizing literature, political campaign materials, or overt branding intended to advocate for a specific cause or belief system.

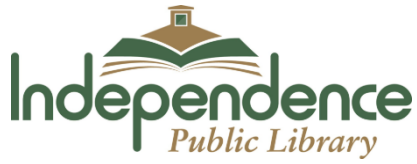
Acceptable Prize Donations

The library deeply values community support and welcomes organizations wishing to contribute to our programs through the following methods:

- **Wishlist:**
Using the library's Wishlist to donate items on a pre-approved list.
- **Monetary Donations for Pre-Approved Purchases:**
Individuals and organizations may donate funds specifically earmarked for library staff to purchase prizes that align with the program's theme and the library's collection and selection policies.
- **General Sponsorship:**
Individuals and organizations may sponsor a program financially. They will be recognized in accordance with standard library practice/minimum funding levels.
- **Generic Prizes:**
Donation of new, neutral items that align well with the program and do not promote a specific organization's agenda. Commercial branding like a restaurant coupon or store gift card is typically acceptable, but ideological, religious, or political branding is not.

Consideration

The Library Director retains discretion over the acceptance, distribution, and display of all donated prize materials and may consult with the Library Board of Trustees with unique situations or gifts. Items that do not align with the library's mission of neutrality and maintaining a welcoming environment will be declined.



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Fines and Fees Policy

Background:

The City has passed a coin acceptance policy. To align with their policy, we want to update ours in that aspect.

Recommendation:

I recommend passage of the changes to the Fines and Fees Policy.

Attachments:

1. Fines and Fees Policy19

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.

Fines and fees must be paid for with cash. Staff will accept a maximum of \$5.00 in loose coins or coin rolls per transaction or day from an individual.

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, 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 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. Specifics are as follows:

- Return of the original item 60 days after the problem date will result in a \$5.00 fine.

FINES AND FEES POLICY

- If the item cannot be returned, replacement costs need to be paid.
- 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.
- After 120 days, the material will be removed from the library's collection.
- 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:

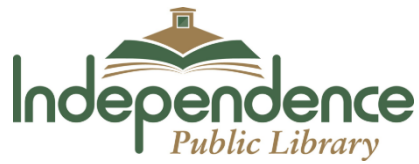
• Books	Hardcover	\$15.00
	Paperback	\$ 8.00
• Laptop Computer	Newer than 1 year old	\$1200.00
	1 or more years old	\$ 800.00
• Magazines (all)	Per issue	\$ 3.00
• CDs - single	Newer than 5 years old	\$10.00
	Over 5 years old	\$ 8.00
• CDs - set	Newer than 5 years old	\$40.00
	Over 5 years old	\$20.00
• 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
• Hotspot		\$195.00

FINES AND FEES POLICY

- **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/adapter - \$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: June 18, 2026

Item Title: Staff Update

Background:

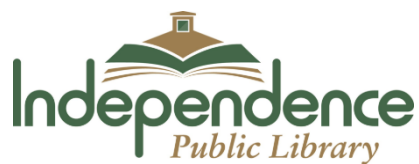
The library has a new staff member hired as a page. Kari Knudtson started on Tuesday, June 16.

Recommendation:

Informational about the library staff.

Attachments:

None



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Park Update

Background:

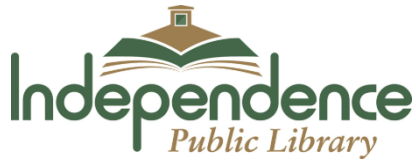
The Buchanan County Community Foundation Grant and the T-Mobile Hometown Grant were not received for the park project. They were strong applications, but were not funded. With the donations, McElroy Grant, in-kind work, and the fundraiser, we can move forward with some of the project.

Recommendation:

Get a status report on the plans for the park.

Attachments:

None



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Library Board Training

Background:

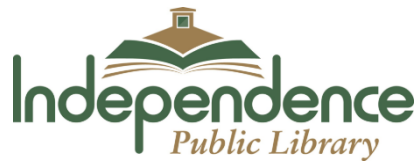
An important part of being a library trustee is taking part in a variety of board development training. It is also a requirement for accreditation with the State Library of Iowa.

Recommendation:

The library board will take part in training applicable to their roles and responsibilities.

Attachments:

None



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Board and Staff Reports

Background:

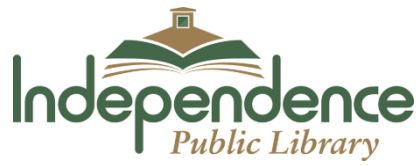
Reports from Board and Staff.

Recommendation:

Discussion of Reports.

Attachments:

None



Library Board

Item Description

Date of Meeting: June 18, 2026

Item Title: Motion for Adjournment

Background:

Consider adjourning the meeting.

Recommendation:

Motion to Adjourn.

Attachments:

None