

Library Board Meeting

Thursday, July 16, 2026 at 6:30 PM
Library Community Room - 805 1st Street East
Agenda

Meeting Opening

1. Introduction of Guests
2. Approve the Agenda
The agenda may be amended to remove items during this time, but no items may be added to the agenda.
3. Approve May 2026 Minutes
4. Approve June 2026 Minutes

Financials

5. Approve Bills

Statistics

6. Statistics Report

New Business

7. Prize and Incentives Policy
8. Fines and Fees Policy
9. Strategic Plan Update
10. August Board Meeting

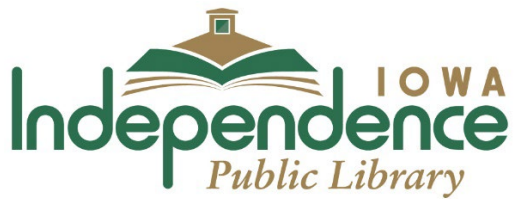
Unfinished Business

Miscellaneous

11. Programming Update
12. Park by the Library
13. Budget Forecast
14. Little Free Libraries
15. Website revision
16. Library Board Training
17. Board and Staff Reports

Adjournment

This agenda is subject to change.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Approve May 2026 minutes

BACKGROUND:

Review May 2026 Minutes

RECOMMENDATION:

Make needed changes and approve.

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

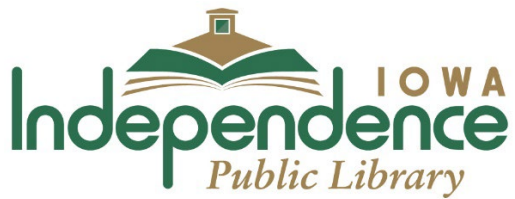
A motion was made by Nancy Dodge and seconded by Deb Clark to adjourn the meeting. Motion was carried unanimously.

The meeting adjourned at 7:09 p.m.

Respectfully Submitted,

Deb Clark, Secretary

DRAFT



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Approve June 18, 2026 minutes

BACKGROUND:

Review June 2026 Minutes

RECOMMENDATION:

Make needed changes and approve.

Independence Public Library Board of Trustees
June 18, 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 Bleicher, Nancy Dodge. Also in attendance was Susi Lampe City Clerk and guest Michael Coonrad.

The meeting was called to order by Robin Bleichner at 6:33 p.m.

Quorum was not met. Therefore, the board could only vote on the bills. Bills were reviewed. Motion by Robin Bleicher seconded by Nancy Dodge to approve the bills. Motion carried.

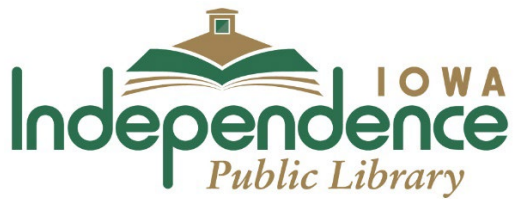
No other actions were taken.

Adjournment:

Motion by Robin Bleicher to adjourn, seconded by Nancy Dodge. Carried unanimously.

Meeting adjourned at 6:39 p.m.

Submitted by Nancy Dodge



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Approve Bills

BACKGROUND:

Review bills

RECOMMENDATION:

Discuss and approve the bills

Independence Public Library Monthly Bills July 2026

1	003-410-6210 Dues & Memberships		\$78.60
2	Visa Card Services (Des Moines Register, Waterloo/CF Courier)	\$ 78.60	
3	003-410-6320 Grounds Operation & Maintenance		\$60.00
4	Ranger Reed (Snow removal - March)	\$ 60.00	
5	003-410-6371 Electricity		\$1,371.65
6	Independence Light & Power	\$ 1,356.99	
7	Mid American Energy	\$ 14.66	
8	003-410-6373 Communications (Phone & Internet)		\$253.72
9	Independence Light & Power	\$ 253.72	
10	003-410-6399 Other Maintenance & Repair		\$142.93
11	Visa Card Services (toilet paper holders)	\$ 142.93	
12	003-410-6409 Janitorial		\$1,635.00
13	Midwest Janitorial Services (Inv# 261773)	\$ 1,635.00	
14	003-410-6419 Computer Expense		\$808.53
15	SenSource (Inv# 66931 - patron counter support annual renewal)	\$ 240.00	
16	Visa Card Services (Keeper renewal)	\$ 360.00	
17	US Cellular (Inv# 0814440619 - hotspot monthly fee)	\$ 208.53	
18	003-410-6490 Professional Services		\$15.00
19	Visa Card Services (background check-Kari)	\$ 15.00	
20	003-410-6502 Books		\$4,869.66
21	Brodart (Acct#140052 - Invoices listed below)	\$ 1,366.54	
22	Ingram (Acct# 20AZ626, 20C7887 - Invoices listed below)	\$ 1,117.43	
23	Cengage (Invoices listed below)	\$ 683.94	
24	Amazon Credit Services (Amazon.com purchases & Prime renewal)	\$ 560.88	
25	Library Ideas (Inv# 124573, 130752)	\$ 455.12	
26	Penworthy (Inv# 0618614-IN)	\$ 299.69	
27	Book Farm (Inv# REB15742-1)	\$ 53.93	
28	Junior Library Guild (Inv# 751322)	\$ 2.00	
29	Visa Card Services (Kelly Crull books)	\$ 40.66	
30	Center Point Large Print (Inv# 2252405)	\$ 58.74	
31	Perma-bound (Invoices & credits listed below)	\$ 230.73	
32	003-410-6506 Office Supplies		\$189.59
33	Storey Kenworthy (Inv# 11326721, 1328830)	\$ 109.49	
34	Visa Card Services (name tag)	\$ 15.16	
35	Amazon Credit Services (labels, bags)	\$ 64.94	
36	003-410-6507 Operating Supplies		\$272.31
37	Vern's True Value (fasteners)	\$ 0.27	
38	Amazon Credit Services (door stops, HDMI adapter)	\$ 41.18	
39	Cole's Ace Hardware (bolts)	\$ 1.88	
40	Storey Kenworthy (Inv# 11326721, 1328830)	\$ 228.98	
41	003-410-6508 Postage		\$78.28
42	Visa Card Services (ILL postage, hotspot postage)	\$ 78.28	
43	003-410-6530 Programming		\$26.68
44	Visa Card Services (Facebook advertising & 1000BBK photos)	\$ 26.68	
45	003-410-6531 Video Recordings		\$271.36
46	Amazon Credit Services (Amazon.com purchases)	\$ 271.36	
47	003-410-6532 Audio Recordings		\$197.95
48	Blackstone Publishing (Inv# 2238719, 2239109)	\$ 197.95	
49	003-410-6536 Ebooks		\$2,058.56
50	Overdrive (Inv# CD0649726225606-BRIDGES yearly fee)	\$ 2,058.56	
51	Total General Fund Expenses for Month	\$ 12,329.82	\$12,329.82

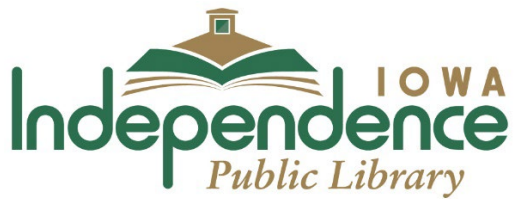
52 Brodart Invoices - B7263401, B7263447, B7263483, B7263486, B7263542-46, B7263550, B7263592,
53 B7263650-53, B7263698

54 Cengage Invoices - 999102845004, 999102862933, 999102865382, 999102866665, 999102880987

55 Ingram Invoices - 96954509, 97001052-55, 97026031, 97057049, 97088873, 97121720-22, 97180842, 97187833-35,
56 97227644, 97277824, 97364139-40, 97463595, 97509719-23, 97610660-63, 97640987-99, 97026591-92, 97170944,
57 97215119, 97245257, 97309826-27, 97337250, 97349007, 97463937, 97469110, 97510351, 97641727, 97678226

Independence Public Library FY27 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	\$ 206,370.00	\$ -												\$ -	\$ 206,370.00	0.00%
Salaries - Part Time	\$ 110,235.00	\$ -												\$ -	\$ 110,235.00	0.00%
Wages - Overtime	\$ 750.00	\$ -												\$ -	\$ 750.00	0.00%
ICMA RC - City Share	\$ 3,000.00	\$ -												\$ -	\$ 3,000.00	0.00%
Dues & Memberships	\$ 3,600.00	\$ 78.60												\$ 78.60	\$ 3,521.40	2.18%
Training in House	\$ 500.00	\$ -												\$ -	\$ 500.00	0.00%
Meetings/Conferences/Miles	\$ 2,000.00	\$ -												\$ -	\$ 2,000.00	0.00%
Contract Repair & Maintenance	\$ 5,000.00	\$ -												\$ -	\$ 5,000.00	0.00%
Grounds Operation, Maintenance	\$ 1,000.00	\$ 60.00												\$ 60.00	\$ 940.00	6.00%
Electricity/Gas Utilities	\$ 21,600.00	\$ 1,371.65												\$ 1,371.65	\$ 20,228.35	6.35%
Communications (Phone)	\$ 3,400.00	\$ 253.72												\$ 253.72	\$ 3,146.28	7.46%
Other Maintenance/Repair	\$ 3,500.00	\$ 142.93												\$ 142.93	\$ 3,357.07	4.08%
Property & Casualty Insurance	\$ 16,492.00	\$ -												\$ -	\$ 16,492.00	0.00%
Janitorial	\$ 24,220.00	\$ 1,635.00												\$ 1,635.00	\$ 22,585.00	6.75%
Printing & Publishing	\$ 750.00	\$ -												\$ -	\$ 750.00	0.00%
Computer Expense	\$ 8,046.00	\$ 808.53												\$ 808.53	\$ 7,237.47	10.05%
Professional Services	\$ 75.00	\$ 15.00												\$ 15.00	\$ 60.00	20.00%
Library Books	\$ 32,000.00	\$ 4,869.66												\$ 4,869.66	\$ 27,130.34	15.22%
Office Equipment	\$ 500.00	\$ -												\$ -	\$ 500.00	0.00%
Office Supplies	\$ 4,000.00	\$ 189.59												\$ 189.59	\$ 3,810.41	4.74%
Operating Supplies	\$ 3,000.00	\$ 272.31												\$ 272.31	\$ 2,727.69	9.08%
Postage & Shipping	\$ 500.00	\$ 78.28												\$ 78.28	\$ 421.72	15.66%
Safety Supplies	\$ 75.00	\$ -												\$ -	\$ 75.00	0.00%
Programming	\$ 8,000.00	\$ 26.68												\$ 26.68	\$ 7,973.32	0.33%
Video Recordings	\$ 2,250.00	\$ 271.36												\$ 271.36	\$ 1,978.64	12.06%
Audio Recordings	\$ 3,000.00	\$ 197.95												\$ 197.95	\$ 2,802.05	6.60%
Ebooks	\$ 5,000.00	\$ 2,058.56												\$ 2,058.56	\$ 2,941.44	41.17%
Audiobooks (Downloadable)	\$ 8,000.00	\$ -												\$ -	\$ 8,000.00	0.00%
Video Streaming	\$ 2,500.00	\$ -												\$ -	\$ 2,500.00	0.00%
Totals	\$ 479,363.00	\$ 12,329.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,329.82	\$ 467,033.18	2.57%
Capital Outlay/Equipment	\$ 8,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,250.00	0.00%
Capital Outlay/Building	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	0.00%



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Statistics Report

BACKGROUND:

Statistics are included for review

RECOMMENDATION:

Discuss the statistics

Independence Public Library Circulation and Usage Report for June 2026

Materials Usage

City of Independence Circulation	4,396
Unincorporated Buchanan County Circulation	1,987
Incorporated Buchanan County w/Libraries	524
Contracting Cities	252
Outside of Buchanan County Circulation (Open Access)	460
Items Loaned to Other Libraries (Access Plus)	50
Total Materials Circulation for Month	7,669

Patrons

Total Number of Patrons for Month	6,798
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Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	752
In-House Laptop Usage for Month	0
Wireless Computer Usage for Month	455
Early Literacy Station Usage for Month	259
Wireless Headphone Usage for Month	31

Library of Things Usage

Activity Equipment	20
Puzzles	85
Hotspots	26
Cake Pans	3
Memory Kits	1

Web Site Usage

Total Visitors	3,771
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BRIDGES Usage

Total Usage	2,396
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Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,318
Facebook Total Reach	89,750
Mass Emails/Constant Contact Opened	2,921
Instagram Likes	68
Instagram Followers	621
Google Profile Interactions	642
Google Profile Views	552

Mobile App Usage

Patron Count	437
Usage	1954

Kanopy Usage

Visits	385
Plays	119

Material Additions

Books	426
DVDs	10
CDs	3
VOX Books	30
Total Additions for Month	469

Material Withdrawals

Total Withdrawals for Month	116
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Additions Breakdown

Adult Biography & NonFiction = B-2, 100-3, 300-5, 500-4, 600-13, 700-3, 900-3
 Adult Fiction = F-74, M-31, SF-18, LPF-2, LP Rotating - 126
 Young Adult Fiction = YAF-16, GR-4
 Juvenile Biography & NonFiction = JB-1, 300-2, 500-5, 700-1, 800-1, 900-1
 Juvenile Fiction = JF-16, GR-19, Just Right-3
 Juvenile Easy NonFiction = 300-1, 500-4, 600-2, 700-1
 Juvenile Easy = Easy-45, BB-20
 CDs = Adult-3
 DVDs = Adult-8, Juvenile-2
 VOX Books - JF-7, JE-23

Withdrawals Breakdown

ANF-7, AF-9, LPF-13, LPNF-1, JF-2, Just Right-28, JENF-1, JE-41. BB-6, DVD-4, JDVD-3, Puzzle-1

Usage Comparison					
Year	Materials	Patrons	Computer	Web Site	BRIDGES
2026	7669	6798	1207	3771	2396
2025	7801	6485	803	3553	2146
2024	7490	5828	885	3870	1930
2023	8085	5759	772	3614	1772
2022	7473	5348	961	2927	1678
2021	6814	3445	457	2793	1326
2020	2145	428	187	4008	1399

Independence Public Library Circulation and Usage Report for June 2026

Study Rooms - 24 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

6/3/2026 Summer Reading Program Kickoff - 132 children 15 teens 44 adults
6/9/2026 Books to Blooms Bookvase Workshop - 20 adults 1 teen
6/14/2026 Paint & Play: Miniatures & More - 6 children 12 teens 4 adults
6/16/2026 All Iowa Reads with Allen Eskens - 2 adults
6/17/2026 Caregiver Support Group - 10 adults
6/22/2026 Book Discussion - 14 adults
6/23/2026 Daytime Book Discussion - 7 adults
6/23/2026 Dungeons & Dragons for Adults - 6 adults
6/25/2026 Dungeons & Dragons for Adults - 7 adults
6/27/2026 Plant Swap - 17 adults 2 teens 3 children
6/29/2026 Forest Walk @ Jakway Park - 5 adults 1 child
6/30/2026 Family Nature Art Night - 22 children 17 adults

Teen & Tween Events

6/12/2026 Minecraft - 16 teens 7 children 2 adults
6/15/2026 Digital Art Workshop - 8 teens 1 child 2 adults
6/18/2026 Open iTAB meeting - 7 teens 2 adults
6/28/2026 Dungeons & Dragons for Teens - 16 teens 4 children 2 adults

Children's Events

6/3/2026 Creature Feature - 39 children 2 teens 20 adults
6/8/2026 Maker Monday Kits - 75 children
6/8/2026 LEGOS @ the Library - 22 children 2 teens 15 adults
6/10/2026 Not-So-Creepy Crawlers - 49 children 2 teens 21 adults
6/17/2026 Become a Boxitect - 8 children 2 adults
6/22/2026 Become a Frosting Master - 11 children 2 adults
6/23/2026 Tuneful Tuesdays (3 to 5 year olds) - 28 children 12 adults
6/23/2026 Tuneful Tuesdays (6 to 8 year olds) - 13 children 2 teens 5 adults
6/23/2026 Tales to Tails - 5 children 1 teen 1 adult
6/24/2026 Step into the Boots of a Park Ranger - 18 children 1 teen 14 adults
6/29/2026 Maker Monday Kits - 100 children
6/30/2026 Tuneful Tuesdays (3 to 5 year olds) - 43 children 16 adults
6/30/2026 Tuneful Tuesdays (6 to 8 year olds) - 22 children 3 adults

Library Events (Outdoors)

6/3/2026 Supersize Bubble Lab - 64 children 5 teens 47 adults
6/4/2026 Outdoor Storytime - 45 children 22 adults
6/11/2026 Outdoor Storytime - 24 children 14 adults
6/18/2026 Outdoor Storytime - 37 children 20 adults
6/25/2026 Outdoor Storytime - 32 children 17 adults

Outreach Programs/Events

6/2/2026 Reader's Circle @ Lexington Estate - 13 adults
6/6/2026 Shred Day - 74 adults

Passive Programs

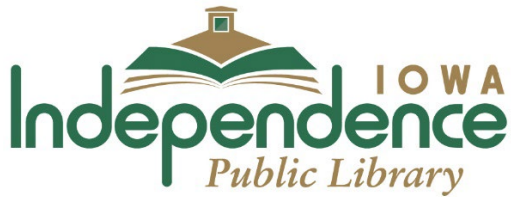
6/8-6/17/2026 Name the Turtle - 208 children 5 teens 22 adults
6/15/6/22/2026 Seeds of Kindness - 70 children 3 teens 42 adults

Virtual Programs

6/8/2026 Maker Monday
6/29/2026 Maker Monday

NonLibrary Events (Community Room)

6/1/2026 Independence Swim Team meeting - 42 people
6/19/2026 Full Circle Services training - 33 people
6/23/2026 Iowa Natural Heritage Foundation - 18 people
6/24/2026 BCHC training - 12 people
6/27/2026 Buchanan County Young Democrats - 7 people
6/29/2026 Families First Counseling training - 46 people



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Prize and Incentives Policy

BACKGROUND:

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

RECOMMENDATION:

Make any changes to further improve the policy and then approve.

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.

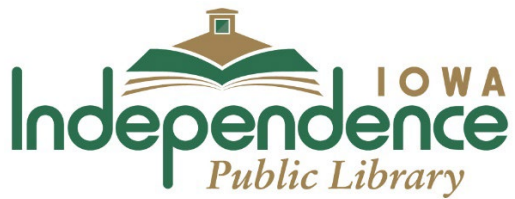
Acceptable Prize Donations

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: July 16, 2026

ITEM TITLE: Fines and Fees Policy

BACKGROUND:

Review the changes to the fines and fees policy.

RECOMMENDATION:

Discuss changes, make any additional modifications, 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.

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:

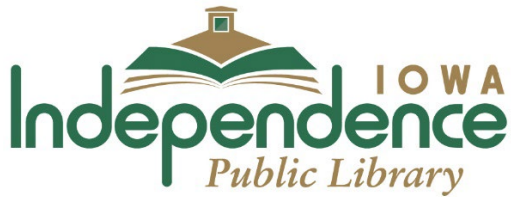
• Books	Hardcover	\$15.00
	Paperback	\$ 8.00
• Laptop Computer	Newer than 1 year old	\$1200.00
	1 or more years old	\$ 800.00
• Magazines (all)	Per issue	\$ 3.00
• CDs - single	Newer than 5 years old	\$10.00
	Over 5 years old	\$ 8.00
• CDs - set	Newer than 5 years old	\$40.00
	Over 5 years old	\$20.00
• 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/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: July 16, 2026

ITEM TITLE: Strategic Plan Update

BACKGROUND:

Review the library's progress towards strategic plan goals. We accomplished 23 goals that were due in FY26, have 4 that we did not accomplish, and one was out of our control.

RECOMMENDATION:

Discuss the strategic plan and progress made at IPL. Offer any suggestions for FY27 improvement areas.

2024-2027 IPL Plan Gantt Chart July 2026		Library Comments	Status/Comments
	<u>KEY</u> Done Lavender Current Priorities Light yellow Areas to develop plans/work on Bright yellow Areas out of our control Aqua		
Pillar	Wide Variety of Opportunities		
Goal	Activities that connect and engage community		
Objective	Offer improvements that increase engagement and interactivity.		
Strategy	Offer a minimum of five intergenerational events in FY26.		Legos, Fort Night, Family Art Night, Dot Day, Story Time
Strategy	Determine feasibility and potential funding sources for improvements to park north of Library by July of 2026.		McElroy Grant, fundraiser, grants, private donations
Strategy	Increase interest through art updates and an art brochure ready for distribution in FY2026.		Art updates done, making final changes on brochure
Goal	Easy access to information, books, and learning tools		
Objective	Develop and implement plans to reduce barriers for our service population.		
Strategy	Support technology use by assisting people individually as needs arise, evaluating the service by tracking the patterns, needs and success rate in FY26.		Just-in-time help for patrons, continuing to track
Strategy	Determine next steps for Little Free Libraries. Develop a plan to improve, replace, or dispose of them by March 2026.	Oct '26	Met with stewards, develop ideas/plan, work on implementing it
Strategy	Improve, replace, or dispose of Little Free Libraries by November of 2026.	FY27	

Objective	Increase access to early literacy for children up to age six.		
Strategy	Increase awareness and improve the administrative process of 1000 Books Before Kindergarten by April 2026.		promote w/ preschools, story time, social media; made administrative changes
Strategy	Thirty 1000 Books Before Kindergarten graduates by October 2025.		45 have completed

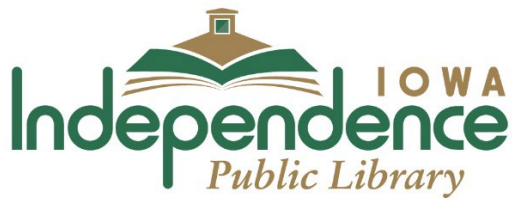
2024-2027 IPL Plan Gantt Chart July 2026		Library Comments	Status/Comments
	KEY Done Lavender Current Priorities Light yellow Areas to develop plans/work on Bright yellow Areas out of our control Aqua		
Pillar	Relevant Services		
Goal	Relevant, up-to-date Collection		
Objective	Provide a relevant physical collection that meets the informational and recreational needs of our community.		
Strategy	Continue to update Library of Things Collection, and increase checkouts 10% through awareness of items and the LOT catalog search in FY 2026.		new binder, social media posts with photos, 11.67% increase
Strategy	Explore sustainability and viable solutions of long-term collection development by Feb. 2026.		Amy expanded Excel knowledge, learn more about pivot tables
Objective	Maintain and provide a relevant virtual collection that meets the informational and recreational needs of our community.		
Strategy	Provide access and increase awareness and usage of Kanopy streaming video to 125 accounts by September 2026.		128 accts as of 7/6/26
Goal	Services that Meet our Community's Needs		

Objective	Enhance services for those who are physically and/or mentally challenged and unable to come to library		
Strategy	Increase awareness of possible homebound patrons, increasing communications to six additional entities who work with those populations by April 2026.		Letters and bookmarks to physical therapy, churches, pharmacies
Strategy	Evaluate needs of care centers and adult services and determine whether we have the resources/staffing to improve services. Due October 2026.		
Objective	Evaluate current and potential future services to determine relevancy		
Strategy	Create a technology services plan by November 2025, begin to implement as budget allows in FY 26-27.		Plan is done, approved, working on it
Strategy	Explore credit card services and implement, if feasible, by February 2026.		Met with city, City changing financial systems, not ready to move forward

2024-2027 IPL Plan Gantt Chart July 2026		Library Comments	Status/Comments
	KEY Done Lavender Current Priorities Light yellow Areas to develop plans/work on Bright yellow Areas out of our control Aqua		
Pillar	Community Partnerships		
Goal	Enhanced Partnerships within the Community		
Objective	Strengthen partnerships/relationships with the City and City Council.		
Strategy	Create a plan for the transition from Google products to Microsoft 365 for library staff by October 2025.		Shortage of knowledge, time, money, assistance
Strategy	Transition from Google products to Microsoft 365 by October of 2026.		Shortage of knowledge, time, money, assistance

Strategy	Assist other city departments and/or show appreciation for their assistance in four ways by July 2026.		Christmas gifts to all depts, invitation to trainings, posting thank yous on social media, treats to depts
Objective	Strengthen partnerships with organizations and businesses		
Strategy	Evaluate methods of accessing and sharing community information, increasing community involvement/sharing in at least two ways during fiscal year 2026		Facebook sharing, Soles4Souls, Lions glasses, Kluesners stickers
Strategy	Increase library awareness by promoting relevant services to/with organizations and businesses in FY 2026 by trying three methods of promotion we haven't used recently.		Year end report in community, asked businesses to donate for WRP, school tours, events in community, emailed community organizations
Objective	Strengthen partnerships with schools and homeschool families		
Strategy	Partner with ICSD in regards to four projects during 2025-2026 school year. (Ex - Community Kiosk, Letters to Vets, Silver Cord, etc)		Letters to vets, silver cord, school tours, read aloud day, comm kiosk
Strategy	Partner with other area schools (St. John's, Liberty Christian) with at least two total projects during 2025-26 school year.		St. John's school tours, flyers, SRP promotions
Strategy	Connect with homeschool families to share resources and open the door for feedback and collaboration in three or more methods during the 2025-26 school year.		STEM activities/programs, emails, tour, library of things
Goal	Community involvement in library programming and collections		
Objective	Develop Active Teen Group		
Strategy	Establish active group of at least five 7-12 grade students by January 2026.		9 teens!
Strategy	Teen group will work to benefit the library in at least three ways by August of 2026.		Idea of Frosty's workshop and other programs, volunteering, recommended books, planned float for 7/4
2024-2027 IPL Plan Gantt Chart July 2026		Library Comments	Status/Comments

	KEY Done Lavender Current Priorities Light yellow Areas to develop plans/work on Bright yellow Areas out of our control Aqua		
Pillar	Enhanced Marketing		
Goal	Increased public awareness and support		
Objective	Effectively demonstrate the value of the library to the community.		
Strategy	Maintain social media engagement levels at 9% for fiscal year FY26.		11% after 6/26
Strategy	Share information, services, and opportunities through a year-long campaign to increase public awareness and demonstrate the library's value in FY26.		What you saved photos/ article, reports to city council, Oaklee, statistical snippets, annual report, ROI, wishlist, rural resident campaign
Objective	Demonstrate Support for the Community		
Strategy	Encourage all staff to represent the library by volunteering a minimum of two hours in the community each fiscal years 2026-2027.		Food drive, ringing bell, concessions, 4th of July tickets, etc
Strategy	Library presence at a minimum of two community events in fiscal year 2026.		Jingle on Main, Family Fun Fest, Farmers Market
Strategy	Use three or more ways to share non-library information, especially community events and news in fiscal year 2026.		Kiosk, Social Media, digital sign, displays



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

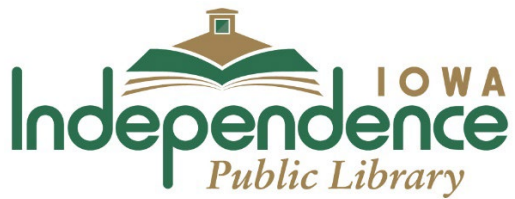
ITEM TITLE: August Board Meeting

BACKGROUND:

Proposing a change in meeting time for August if it would work for the library board. Please check your calendars to see if Tuesday, Aug. 18 at 6:30 pm would work or at 5:30 pm on August 20.

RECOMMENDATION:

Discuss and decide on whether to change the August board meeting time or to leave it the same.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

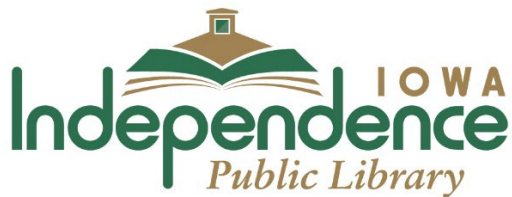
ITEM TITLE: Programming Update

BACKGROUND:

Share information about the summer reading program and RAGBRAI.

RECOMMENDATION:

Have knowledge of library programming.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

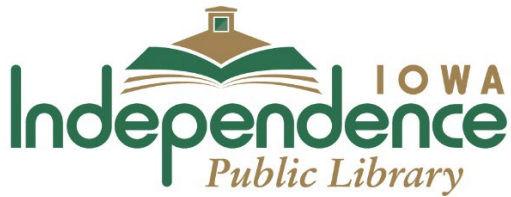
ITEM TITLE: Park Project

BACKGROUND:

The Library Foundation Board recommends moving forward with park donations using specific recognition for various levels of giving. Go over the foundation's plan for levels and types of recognition.

RECOMMENDATION:

Discuss the recognition/donor plan for the park.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

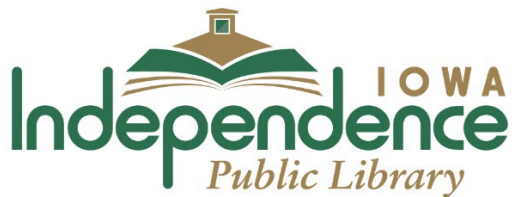
ITEM TITLE: Budget Forecast

BACKGROUND:

With changes to state taxes, there will be a reduction to the general fund of at least \$300,000. The City is planning to start the budget process in September.

RECOMMENDATION:

Board awareness of upcoming budget shortfall.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

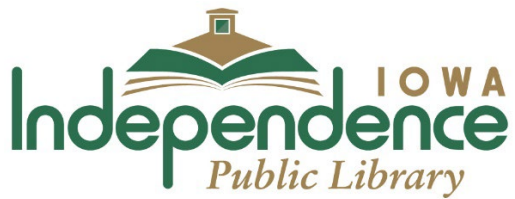
ITEM TITLE: Little Free Libraries

BACKGROUND:

An update on the status. The LFL stewards will have met prior to the board meeting, so we may have a plan further developed.

RECOMMENDATION:

Know about the status of the little free libraries.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

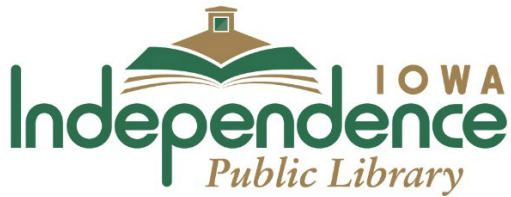
ITEM TITLE: Little Free Libraries

BACKGROUND:

See the library website revisions.

RECOMMENDATION:

Know how to navigate the library website with the changes.



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

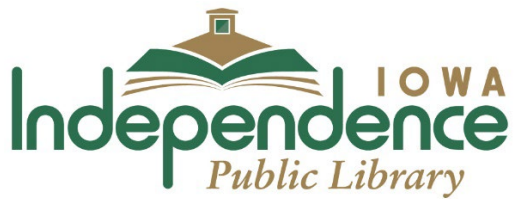
ITEM TITLE: Library Board Training

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



LIBRARY BOARD ITEM DESCRIPTION

DATE OF MEETING: July 16, 2026

ITEM TITLE: Board and Staff Reports

BACKGROUND:

Provide any relevant information you would like to share.

RECOMMENDATION:

Be knowledgeable of information that will help you in your role as a board member.