LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, April 16, 2025 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. Meeting Room Policy

UNFINISHED BUSINESS

MISCELLANEOUS

7. Legislative Update
8. BCCF Grant Update
9. Facilities Update
10. Tax Aide Volunteers
11. Board Training
12. Board and Staff Reports

ADJOURNMENT

This agenda is subject to change.

Independence Public Library
Library Board of Trustees
20th March 2025

The meeting of the Library Board of Trustees was held in the Library Community Room of the Independence Public Library.

Those present at the meeting were Laura Blaker, Nancy Dodge, Emily Ownby, Jake Bass, Deb Clark, Quentin Stenger and Robin Bleichner. Also in attendance, Lisa Lorenzen, Associate Clerk, and Bret Weber City Council Liaison.

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

A motion was made by Jake Bass seconded by Nancy Dodge to approve the agenda. The motion carried unanimously.

A motion was made by Nancy Dodge and seconded by Emily Ownby to approve the minutes. The motion carried unanimously.

Bills were reviewed. Motion made by Quentin Stenger and seconded by Jake Bass to approve the March bills. The motion carried unanimously.

Statistics
Great participation with the Library Events for the month.

New Business

Budget Amendment FY25
A motion was made by Jake Bass and seconded by Nancy Dodge to the amended FY25 budget. The motion carried unanimously.

Reference Policy
A motion was made by Nancy Dodge and seconded by Emily Quentin Stenger to approve the policy as written. The motion carried unanimously.

Unfinished Business

IPL Budget FY 2026
A motion was made by Emily Ownby and seconded by Quentin Stenger update the difference in amount to make the budget balance. The bottom-line number remains the same.

DRAFT

Miscellaneous

Legislative Update
Went over House Bills that are pending and would be very detrimental to public libraries in Iowa. Discussed how to advocate for libraries in regards to the bills.

BCCF Grant Update
Grant proposal for a seating area/shade and programming area in the front of Oaklee for events outside.

Google to Microsoft
Moving from Google to Microsoft. City email addresses were updated to comply with police standards, and are now first initial last name @independenceia.gov. An example is lblaker@independenceia.gov. The City would like the library to move all work currently on Google over to Microsoft applications. There are some complications that would need to be addressed in order to do that and continue to provide the current level of customer service. Doing so will also require a great deal of time.

Lighting Update
Independence Light and Power updated the switches with no labor costs. Thank you, ILPT.

Board Training
Legislative Update

Board and Staff Reports
None

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

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Deb Clark
Secretary

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Independence Public Library Monthly Bills April 2025

1	**003-410-6210**	**Dues & Memberships**		**$242.99**
2		Rotary Club of Independence (quarterly dues-Laura)	$148.00	
3		Visa Card Services (DM Register, Courier)	$94.99	
4	**003-410-6230**	**Training in House**		**$100.00**
5		Hawkeye Community College (Inv# 16913	$100.00	
6	**003-410-6310**	**Contract Repair/Maintenance**		**$1,448.04**
7		Amazon Credit Services (lighting supplies)	$107.81	
8		Norby's Farm Fleet (Lighting supplies - invoices below)	$147.23	
9		Cole's Ace Hardware (Lighting supplies - invoices below)	$226.95	
10		Visa Card Services (lighting supplies)	$125.16	
11		Bowker Pinnacle Mechanical (Inv# 7827)	$840.89	
12	**003-410-6320**	**Grounds Operation & Maintenance**		**$39.00**
13		Hawkeye Fire & Safety (Inv# 149366)	$39.00	
14	**003-410-6371**	**Electricity/Gas Utilities**		**$1,657.91**
15		Independence Light & Power	$1,611.68	
16		Mid American Energy	$46.23	
17	**003-410-6373**	**Communications (Phone & Internet)**		**$266.25**
18		Independence Light & Power	$266.25	
19	**003-410-6399**	**Other Maintenance/Repair**		**$515.00**
20		Heartland Mechanical (Inv# 767)	$515.00	
21	**003-410-6408**	**Property & Casualty Insurance**		**$16,265.69**
22		ICAP (yearly renewal)	$16,265.69	
23	**003-410-6409**	**Janitorial**		**$1,400.00**
24		Epic Clean, LLC (April cleaning)	$1,400.00	
25	**003-410-6502**	**Books**		**$5,175.67**
26		Brodart (Acct#140052 - Invoices listed below)	$726.70	
27		Baker & Taylor (Acct#L0417982, 2038928620, 2038958055	$260.33	
28		Baker & Taylor (Acct# L0612272, Inv# 2038909302)	$14.23	
29		Baker & Taylor (Acct# L5503432, Inv# 203857482)	$2,540.75	
30		Penworthy (Inv# 0605825-IN)	$658.46	
31		Amazon Credit Services (Amazon.com purchases)	$608.31	
32		Perma-bound (Inv# 2007700-01, 2007700-02, 2009211-01	$366.89	
33	**003-410-6506**	**Office Supplies**		**$131.32**
34		Storey Kenworthy (Inv# 1245836)	$46.74	
35		Amazon Credit Services (labels)	$26.99	
36		Demco (Inv# 7620873)	$57.59	
37	**003-410-6507**	**Operating Supplies**		**$609.72**
38		Uline (Inv# 190103867 - wire shelving supplies)	$241.02	
39		Amazon Credit Services (microwave)	$139.99	
40		Storey Kenworthy (Inv# 1245836, 1241385)	$201.87	
41		Visa Card Servies (Batteries, gift bags)	$26.84	
42	**003-410-6530**	**Programming**		**$111.67**
43		Capital One/Walmart (Trans# 378, 1869, 7778, 437)	$85.88	
44		Amazon Credit Services (Program supplies)	$25.79	
45	**003-410-6531**	**Video Recordings**		**$453.43**
46		Amazon Credit Services (Amazon.com purchases)	$453.43	
47	**003-410-6532**	**Audio Recordings**		**$112.47**
48		Blackstone Publishing (Inv# 2193387)	$112.47	
49	**003-410-6536**	**Ebooks**		**$4,744.00**
50		Overdrive, Inc. (Inv# CD0649725092213)	$4,744.00	
51	**003-410-6537**	**Audiobooks (Downloadable)**		**$2,500.00**
52		Overdrive, Inc. (Inv# CD0649725092211)	$2,500.00	
53	**Total General Fund Expenses for Month**		**$35,773.16**	**$35,773.16**

54 Brodart Invoices - B6960293-94, B6960311-13, B6960401, B6960510, B6960630, B 6960719, B6960724,
55 B6960909, B6960931-32, B6960960-63, B6960971, B6960981, B6961031, B6961087, B6961092-93

56 Norby's Farm Fleet Invoices - Inv# 3397292, 3397532, 3397586, 3398737, 3398623, credit 3398652, 3398653

57 Cole's Ace Hardware Invoices - 13243, 13280, 13285, 13395, 13161, 13680

Independence Public Library FY25 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	$ 190,942.00	$ 14,573.77	$ 14,688.61	$ 14,689.36	$ 14,689.36	$ 22,034.04	$ 14,672.41	$ 14,689.36	$ 14,689.36	$ 14,689.36	$ -	$ -	$ -	$ 139,415.63	$ 51,526.37	73.01%
Salaries - Part Time	$ 101,895.00	$ 7,949.22	$ 7,605.67	$ 7,067.97	$ 7,906.50	$ 10,639.47	$ 7,261.85	$ 6,208.80	$ 7,192.77	$ 7,599.57	$ -	$ -	$ -	$ 69,431.82	$ 32,463.18	68.14%
Wages - Overtime	$ 750.00	$ -	$ -	$ -	$ -	$ -	$ 25.43	$ -	$ -	$ -	$ -	$ -	$ -	$ 25.43	$ 724.57	3.39%
ICMA RC - City Share	$ 3,000.00	$ 157.00	$ 157.00	$ 157.00	$ 157.00	$ 235.50	$ 116.00	$ 357.00	$ 357.00	$ 357.00	$ -	$ -	$ -	$ 2,050.50	$ 949.50	68.35%
Unemployment Compensation	$ 1,378.00	$ 233.18	$ 849.03	$ 299.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,381.35	$ (3.35)	
Dues & Memberships	$ 3,500.00	$ 184.00	$ 141.00	$ 99.98	$ 56.99	$ 89.08	$ 788.79	$ 670.92	$ 17.06	$ 84.99	$ 242.99	$ -	$ -	$ 2,375.80	$ 1,124.20	67.88%
Training in House	$ 300.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 115.23	$ -	$ -	$ 100.00	$ -	$ -	$ 215.23	$ 84.77	71.74%
Meetings/Conferences/Miles	$ 1,000.00	$ -	$ -	$ 132.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 132.16	$ 867.84	13.22%
Contract Repair & Maintenance	$ 3,000.00	$ -	$ 303.50	$ -	$ -	$ 200.00	$ -	$ -	$ -	$ 604.02	$ 1,448.04	$ -	$ -	$ 2,555.56	$ 444.44	85.19%
Grounds Operation, Maintenance	$ 600.00	$ -	$ 96.28	$ -	$ -	$ 64.19	$ -	$ 120.00	$ 40.00	$ 120.00	$ 39.00	$ -	$ -	$ 479.47	$ 120.53	79.91%
Electricity/Gas Utilities	$ 18,200.00	$ 1,411.67	$ 1,694.51	$ 1,967.43	$ 1,037.18	$ 2,031.61	$ 1,632.84	$ 1,768.71	$ 1,947.06	$ 1,997.07	$ 1,657.91	$ -	$ -	$ 17,145.99	$ 1,054.01	94.21%
Communications (Phone)	$ 3,730.00	$ 268.30	$ 268.40	$ 269.40	$ 252.10	$ 266.50	$ 265.30	$ 267.35	$ 271.90	$ 270.20	$ 266.25	$ -	$ -	$ 2,665.70	$ 1,064.30	71.47%
Other Maintenance/Repair	$ 3,000.00	$ -	$ -	$ 360.07	$ -	$ 652.51	$ 80.02	$ 317.04	$ 153.72	$ 246.25	$ 515.00	$ -	$ -	$ 2,324.61	$ 675.39	77.49%
Property & Casualty Insurance	$ 15,011.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 16,265.69	$ -	$ -	$ 16,265.69	$ (1,254.69)	108.36%
Janitorial	$ 18,000.00	$ 3,250.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,525.00	$ 1,400.00	$ 1,400.00	$ 1,312.50	$ 1,400.00	$ -	$ -	$ 15,887.50	$ 2,112.50	88.26%
Printing & Publishing	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000.00	0.00%
Computer Expense	$ 7,000.00	$ 228.00	$ 5,287.00	$ -	$ -	$ -	$ 238.38	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,753.38	$ 1,246.62	82.19%
Professional Services	$ 75.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 75.00	0.00%
Other Contractual Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Library Books	$ 30,000.00	$ 2,742.21	$ 2,264.20	$ 1,584.55	$ 1,598.54	$ 1,369.39	$ 841.39	$ 978.82	$ 2,739.57	$ 1,451.87	$ 5,175.67	$ -	$ -	$ 20,746.21	$ 9,253.79	69.15%
Office Equipment	$ 250.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 250.00	0.00%
Office Supplies	$ 4,100.00	$ 412.02	$ 61.34	$ 306.81	$ 230.43	$ 252.34	$ 27.05	$ 206.07	$ 486.01	$ 155.44	$ 131.32	$ -	$ -	$ 2,268.83	$ 1,831.17	55.34%
Operating Supplies	$ 2,600.00	$ 144.76	$ 182.51	$ 108.73	$ 169.24	$ 236.71	$ 97.48	$ 332.02	$ 73.45	$ 108.08	$ 609.72	$ -	$ -	$ 2,062.70	$ 537.30	79.33%
Postage & Shipping	$ 800.00	$ -	$ -	$ -	$ 146.00	$ -	$ -	$ 146.00	$ -	$ -	$ -	$ -	$ -	$ 292.00	$ 508.00	36.50%
Safety Supplies	$ 100.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100.00	0.00%
Programming	$ 7,495.00	$ 179.88	$ 113.57	$ 436.71	$ 404.67	$ 204.23	$ 729.24	$ 180.40	$ 1,682.49	$ 121.24	$ 111.67	$ -	$ -	$ 4,164.10	$ 3,330.90	55.56%
Video Recordings	$ 3,250.00	$ 49.68	$ 51.44	$ 530.92	$ 57.67	$ 250.03	$ 173.46	$ 34.92	$ 95.71	$ 152.56	$ 453.43	$ -	$ -	$ 1,849.82	$ 1,400.18	56.92%
Audio Recordings	$ 3,500.00	$ 212.30	$ -	$ 89.99	$ 103.48	$ 193.48	$ 228.35	$ 194.87	$ 71.98	$ 154.73	$ 112.47	$ -	$ -	$ 1,361.65	$ 2,138.35	38.90%
Ebooks	$ 6,500.00	$ 1,755.36	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,744.00	$ -	$ -	$ 6,499.36	$ 0.64	99.99%
Audiobooks (Downloadable)	$ 4,500.00	$ -	$ -	$ -	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,500.00	$ -	$ -	$ 4,500.00	$ -	100.00%
Totals	$ 435,476.00	$ 33,751.35	$ 35,164.06	$ 29,500.22	$ 28,209.16	$ 40,119.08	$ 30,702.99	$ 27,987.51	$ 31,218.08	$ 29,424.88	$ 35,773.16	$ -	$ -	$ 321,850.49	$ 113,625.51	73.91%
Capital Outlay/Equipment	$ 14,000.00	$ -	$ -	$ -	$ -	$ -	$ 854.18	$ 5,100.50	$ -	$ 559.00	$ -	$ -	$ -	$ 6,513.68	$ 7,486.32	46.53%
Capital Outlay/Building	$ 68,000.00	$ 46,115.00	$ -	$ 46,750.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 92,865.00	$ (24,865.00)	136.57%

Independence Public Library Circulation and Usage Report for March 2025

Materials Usage

City of Independence Circulation	3,109
Unincorporated Buchanan County Circulation	1,767
Incorporated Buchanan County w/Libraries	476
Contracting Cities	71
Outside of Buchanan County Circulation (Open Access)	228
Items Loaned to Other Libraries (Access Plus)	55
Total Materials Circulation for Month	**5,706**

Usage Comparison

Year	Materials	Patrons	Computer	Web Site	BRIDGES
2025	5706	4387	737	4274	2261
2024	5707	4141	778	2534	1902
2023	6051	4114	915	2780	1,824
2022	5861	3546	768	2867	1642
2021	4568	2140	478	2926	1267
2020	5586	3753	799	3749	1378
2019	6546	5936	1348	2909	1125

Patrons

Total Number of Patrons for Month	**4,387**

Computer & Wireless Headphone Usage

Desktop Computer Usage for Month	333
In-House Laptop Usage for Month	2
Wireless Computer Usage for Month	402
Early Literacy Station Usage for Month	249
Wireless Headphone Usage for Month	7

Library of Things Usage

Activity Equipment	1
Puzzles	76
Hotspots	24
Cake Pans	4

Web Site Usage

Total Visitors	**4,274**

BRIDGES Usage

Total Usage	**2,261**

Facebook, Civic Send, Instagram & Google Profile

Facebook Followers	3,001
Facebook Total Reach	47,482
Mass Emails/Constant Contact Opened	2,983
Instagram Likes	89
Instagram Followers	582
Google Profile Interactions	432
Google Profile Views	335

Mobile App Usage

Patron Count	372
Usage	838

Material Additions

Books	274
Audios	8
Videos	8
Total Additions for Month	**290**

Material Withdrawals

Total Withdrawals for Month	**241**

Additions Breakdown
Adult NonFiction = 200-1, 300-2, 700-1
Adult Fiction = F-52, M-2, SF-3, Graphic Novel-1
Young Adult Fiction = YAF-23, Graphic Novel-3
Juvenile Biography & NonFiction = JB-2, 300-1
Juvenile Fiction = JF-63, JSF-1, Graphic Novel -7, Just Right - 3
Juvenile Easy NonFiction = 500-1, 600-1
Juvenile Easy = Easy-27, BB-1
VOX Books = JE-33, JF-12
Hotspot = 1
Withdrawals Breakdown
ANF-1, AF-308, YAF-1, YAGN-1, JF-3, Just Right-72, JE-4, JDVD-1, AdCD-1, Vox-1, Hotspot-1

Number of Days Open = 31

Independence Public Library Circulation and Usage Report for March 2025

Study Rooms - 34 usages

Library Events (Community Room)

Adult Events & General Interest (All Ages) Events

3/1/2025	MHI Tour 10:00 AM group - 76 adults
3/1/2025	MHI Tour 1:00 PM group - 54 adults
3/1/2025	MHI Carriage Rides - 22 adults 18 children
3/2/2025	Rescue & Relics : Exploring the Fire Department - 30 adults 2 teens 14 children
3/3/2025	OBI Author Visit : From Fire to Fair - 49 adults
3/4/2025	Daytime Book Discussion - 8 adults
3/9/2025	Upstairs Downtown Tour - 106 adults 1 teen 3 children
3/10/2025	Paint and Sip - 17 adults
3/11/2025	Dungeons & Dragons for Adults - 4 adults
3/12/2025	Craft & Convo - 8 adults 1 teen 2 children
3/14/2025	Tax Aide with AARP - 18 adults
3/15/2025	MHI Tour 10:00 AM group - 73 adults 1 teen 2 children
3/15/2025	MHI Tour 1:00 PM group - 56 adults 5 teens 2 children
3/18/2025	Burning Through Time : History of Independence Fires - 44 adults
3/19/2025	Alzheimer's Association Caregiver Support Group - 5 adults
3/20/2025	Dungeons & Dragons for Adults - 7 adults
3/24/2025	Book Discussion - 19 adults
3/25/2025	Keep Calm and Read Jane Austen - 15 adults
3/28/2025	Tax Aide with AARP - 19 adults

Teen Events

3/16/2025	Dungeons & Dragons for Teens - 9 teens 3 child 2 adults
3/27/2025	A Case of Stolen Identity - 3 teens 1 adult

Children's Events

3/6/20025	Story Time - 11 children 9 adults
3/13/2025	Story Time - 9 children 7 adults
3/17/2025	Legos @ the Library - 11 children 1 teen 5 adults
3/20/2025	Story Time - 14 children 9 adults
3/27/2025	Story Time - 15 children 10 adults

Passive Programs/Events

2/1/2025-3/31/2025	Flurry of Winter Reading Challenge - 77 adults 25 teens 65 children

NonLibrary Events (Community Room)

3/2/2025	Independence High School Mock Trial - 9 people
3/6/2025	Iowa Rural Water Association training - 23 people
3/11/2025	USDA-FSA meeting - 17 people
3/21/2025	B & D Services training - 8 people
3/26/2025	Scooters Coffee meeting - 11 people

MEETING ROOM POLICY

Community Room Usage:

The Independence Public Library maintains its Community Room meeting facilities primarily as a setting in which to hold its programs and activities. In addition, the Community Room is made available to local agencies, clubs, businesses, and other organizations as a meeting site, subject to the rules and regulations of use established by the Library Board of Trustees. Use of the room should reflect the educational, cultural, social, and recreational role the library plays in the community.

The library board subscribes to Article IV of the Library Bill of Rights, which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. However, granting of permission to use library facilities does not in any way constitute an endorsement of the group's particular beliefs or purposes by the board, staff, or city.

- The community room at the Independence Public Library is available on a first-come, first serve basis. Library programs and activities have priority.

- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Independence. Every effort will be made to give adequate advance notice.

- To allow for the most access for the most organizations, the number of meetings allowed per organization shall be limited to once per month. Exceptions must be approved by the library director.

- Persons wishing to use the community room must submit the library's written application form.

- Written applications may be accepted up to two months in advance of the requested date of use. Application forms must be submitted at least five days prior to the booking.

- Reservations are not taken over the phone and are not considered to be official until the written application has been turned in and a library employee informs the contact person that the reservation has been approved.

- The meeting room is available for use during regular library hours. It may also be available before or after hours with approval from the library director. For early morning use, the key must be picked up during open hours. When providing the key to a person who will unlock doors and use the room, a copy of a picture ID must be made for the library to keep until the key is returned. The key must be returned to a library employee during library hours the day of the meeting or event.

MEETING ROOM POLICY

- The community room is available for use by patrons eighteen years of age or older. Those under the age of eighteen also may use the community room when an adult parent or guardian has read and signed the application form and when the sponsoring group provides adult supervision during the event.

- The community room may not be used for private parties, showers, receptions, reunions, or other private social events. Exceptions can be made for book signings promoted and organized by the author or his/her designee.

- The community room may not be used to solicit or conduct business with members of the public. Exceptions may be made by the director for nonprofit events that benefit the community by providing a needed service.

- The community room may be used for meetings of an internal business nature, such as staff meetings, employee training sessions, or other meetings of employees.

- Approved artistic, dramatic, and literary performances or art displays for which an admission fee or free will donation is requested are permitted. The fee or donation would be retained by the sponsoring organization. Such performances are consistent with the library's mission.

- The following statement must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held at the Independence Public Library Community Room:
  "This program is sponsored by _____ and will be held in the Community Room of the Independence Public Library."

- Smoking, including e-cigarettes, and the use of tobacco products, alcoholic beverages, and controlled substances are not allowed in the library facility or on library grounds.

- Refreshments or light meals may be served. There is a sink, refrigerator, and a microwave that may be used. Please provide your own paper goods.

- Groups using the meeting room will be responsible for proper supervision of children, setting up chairs and tables, restoring the meeting room to the same condition in which it was found, and any costs arising from any loss, damage, or excessive janitorial services.

- No materials may be affixed to the walls. You may request to borrow the library's white board easel. Signage outside the meeting room must be pre-approved by a library staff member.

- Groups showing films or using other media must secure necessary performance rights. The library shall not be held liable for the organization's failure to do so.

- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.

MEETING ROOM POLICY

- The library is not responsible for damage to materials or equipment brought in by a group.

- If a group requires audio-visual equipment, the user must be trained in advance. It is the responsibility of the group using the room to initiate and set up a time convenient to the library trainer for this to take place before the event. The group is responsible for any damage to library property incurred while in its use.

- Library staff will inspect the room after each use. The library reserves the right to deny future use to individuals or groups causing damage or disruption.

- The organization using the room is responsible for the following maintenance/household items:
    - Allowance of time before and after for set-up and tear-down/clean-up on your application form.
    - Initial set-up of tables and chairs. A minimum of two physically capable people are recommended for set-up, as the tables are heavy.
    - Immediate communication about any spills…this will enable the library to remove spots before they set.
    - Tearing down/cleaning the room. Remember you will need at least two people capable of carrying the tables.This consists of the following:
        - Wiping off the chairs
        - Cleaning the tables
        - Cleaning the counter and kitchenette
        - Removing all items belonging to your group
        - Vacuuming the room (use the vacuum in the storage closet)
        - Removing your own trash if accumulated one or more full bags
        - Set up the room as found or as determined between the group and the library staff.

Study Room Usage:

- All rooms are available during regular library hours on a first-come, first-serve basis unless reserved in advance. Advance reservations take priority.

- Study rooms may be reserved up to two months in advance of the meeting date.

- Persons wishing to use a study room must check it out at the circulation desk. The door will be unlocked by a library employee if it is not already unlocked.

- Rooms may be used for 4 hours per day. If nobody is waiting for the room, this time may be extended for a maximum of 4 additional hours. Exceptions may be made at the discretion of library staff.

MEETING ROOM POLICY

- **To allow for the most access for the most people, the number of reservations allowed per person or group shall be limited to a maximum of three times per week, or 8 hours, whichever is less. Exceptions must be approved by the library director.**

- A reserved study room not occupied within 15 minutes of the reserved time will be considered canceled and available for use by other individuals.

- Any study room left unattended for more than 15 minutes without staff notification will be considered vacant and available for use by others.

- The maximum occupancy of each individual study room is as follows:
    - Independence Room & Buchanan Rooms - 3
    - Iowa Room - 4
    - Freedom Room - 12

- The adult checking out the study room (or, if a minor has checked out a room, the parent or guardian) is responsible for any damages incurred during use of the room.

- There is no storage for groups using the library. Please do not bring items ahead of time or leave items in the library.

- The library is not responsible for damage to materials or equipment brought in by a group.

- The library reserves the right to deny future use to individuals or groups causing damage or disruption.

MEETING ROOM POLICY

APPLICATION FORM FOR USE OF COMMUNITY ROOM

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form. This includes set-up, clean-up and tear-down, and allowing enough time to set up and tear down within your scheduled time.

Before planning to use the room, you must receive a confirmation of this request from library staff. Filling out this form does not indicate approval of the request.

Today's Date _____Name of Organization_____

Title/Purpose of Event_____

Name of Responsible Individual _____

Address_____

E-Mail_____ Phone _____

Date of your event/meeting _____ Day of Week_____

Start Time (allow for set-up)_____End Time (allow for tear-down)_____

Number of people expected to attend _____
Please count the actual number of people who attend and notify a library staff person or e-mail to iplibrary@independenceia.org the day of your event.

Do you have a need for any equipment (Please circle any needed equipment)?
Microphone Projector Laptop Cable TV DVD Player Whiteboard Easel

I have read the meeting room policy and agree to abide by it.

Signature _____ Date _____

There is no charge for use of the community room. Please take good care of it and do a thorough job of cleaning so this service can be continued. Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Independence Public Library Foundation.

For use by Library Personnel only:

Date application turned in: _____

Approved _____
Not Approved _____ Reason_____

Notification Date _____ Employee _____

Notes:_____
_____
_____

Number of People who Attended: _____

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

ITEM TITLE: Meeting Room Policy

BACKGROUND:

The Meeting Room Policy needs to be updated to align with current practice.

RECOMMENDATION:

Discuss the Meeting Room Policy and approve with any needed changes.

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

ITEM TITLE: Legislative Update

BACKGROUND:

Good news…the bills that had been proposed did not pass the second funnel, so they will not go any further this year.

RECOMMENDATION:

Further awareness of the status of the library bills that had been proposed.

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

ITEM TITLE: BCCF Grant Update

BACKGROUND:

The grant has been submitted. Further decisions and plans for the “Transforming our Park” project will be shared.

RECOMMENDATION:

Find out more about the grant proposal.

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

ITEM TITLE: Facilities Update

BACKGROUND:

The lighting transition to direct wiring instead of utilizing the low-voltage lighting panels is complete. We are very happy with the results.

The sprinkler system compressor has been running more than normal. The drain valve and air switch were replaced and some settings have been adjusted. These haven't fixed the problem, so the next recommendation is to have a company come in to check for leaks.

RECOMMENDATION:

Have updated information about the library facility.

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

ITEM TITLE: Tax Aide Volunteers

BACKGROUND:

The RSVP Tax Aide program at the library was very successful. The program depends on volunteers, and they are seeking volunteers to staff the program here at Independence next year. They are looking for detail-oriented, computer proficient volunteers willing to train and assist people with taxes.

RECOMMENDATION:

Brainstorm people who would be possibilities to assist with the program.

LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: April 16, 2025

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.