



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 14, 2021

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. August 2021 Meeting Minutes
- 5. Trustee Continuing Education**
 - A. State Library Trustee Handbook, Ch. 6: Developing and Adopting Policies
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
- 8. New Business**
 - A. Review Capital Improvement Plan
 - B. Committee Assignments*
 - C. Early closure Dec. 16*
 - D. Mask Requirement for All Iowa Reads*
- 9. Reports**
 - A. Director's Report
 - B. Library Statistics
 - C. Building Reports
- 10. Friends of the Library Report**
- 11. Agenda Items for Next Meeting**
 - A. October 12, 2021 Library Board Meeting
- 12. Trustee Comments**

13. Adjourn

Indianola Public Library
Board of Trustees Meeting Minutes
August 10, 2021

(This meeting was held remotely using Zoom and in person. The meeting was made open to the public via reserved space at the IPL as well as a public comment form).

Present: Library Director Michele Patrick, Andy Brittingham, Emmett Konrad, Tom Smith, Cyd Dyer, Sally Van Dorin, and Melanie Hundertmark. **Absent:** Colleen Willmott.

The meeting was called to order by President Andy Brittingham at 5:30 p.m.

There were no public comments.

An agenda was approved (motion Tom Smith, second Cyd Dyer).

The minutes from the July 13, 2021 meeting were approved (motion Emmett Konrad, second Melanie Hundertmark).

The board reviewed Chapter 5 of the Trustee Handbook: Approving and Monitoring the Budget. Discussion of Special Revenue Funds and how those types of funds are used.

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Discussion re: needed painting/wall repairs after cubicle transition and stroller incident in library. Expenses approved by Andy Brittingham.

Unfinished Business:

Election of Officers discussed and approved (motion Cyd Dyer, second Tom Smith)

President: Andy Brittingham

Vice President: Colleen Willmott

Secretary: Melanie Hundertmark

Friends of the Library Representative: Sally Van Dorin

New Business:

Fine Free Policy for DVDs: Discussion re: memo presented by Director recommending extending the book fine free policy to DVDs. The elimination of \$.50/day for DVDs was approved (motion Cyd Dyer, second Tom Smith).

Policy Review: Code of Conduct: Suggested revisions to the library's Appropriate Behavior Policy discussed. Board asked to have language reviewed by City legal department prior to implementation. Director will obtain approval and add to future meeting agenda for board approval.

Policy Review: Safe Child Policy: Discussion and approval of new policy (motion Sally Van Dorin, second Melanie Hundertmark).

Director's Report:

Congratulations to part-time library assistant, Elizabeth Moats, for being accepted into the online library science program at the University of Pittsburgh. She will continue to work at IPL part-time while attending school. Michele updated the board on the new City software that will be implemented in September city-wide for meeting agendas and packets. The new software will allow public viewing with trustee access via log-in for detailed receipts, etc. The library was issued an electronic air fogger for disinfecting as part of the City's COVID Task Force efforts. They continue to monitor Warren County's cases, no changes to the library have been recommended at this time. A public survey is being drafted for distribution in September. Once complete, it will be sent to residents for completion through Survey

Monkey as well via paper copies in the library. Helping Hand refrigerators are getting use from the public and are not causing issues for the library or staff.

Library Statistics:

Summer statistics of program attendance, door count, and checkouts show the library has recovered from the effects of COVID in 2020. Circulation, library services, and library programs statistics were presented by Michele.

Friends Report: There was no July Friends meeting.

Agenda items for next meeting: No items were discussed.

Trustees Comments: Cyd Dyer asked for an update from Michele after the next COVID Task force meeting.

The meeting was adjourned at 6:00 pm. (motion Emmett Conrad, second Melanie Hundertmark).

Sincerely,
Melanie Hundertmark
Meeting Secretary

MEMORANDUM

To: Board of Trustees of the Indianola Public Library

From:

Date: September 14, 2021

Subject: State Library Trustee Handbook, Ch. 6: Developing and Adopting Policies

Recommendation:

Attachments: 1. Trustee Handbook Ch 6



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.
4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
 5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation**, **Collection Development**, **Internet Use**, and **Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the **Public Library Standards** webpage on the State Library website.



Invoices for Board Meeting

September 14, 2021

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$1,556.64	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$3,981.73	Books
Baker and Taylor Entertainment	\$463.67	DVDs
Baker and Taylor Spoken Word	\$95.68	Books on CD
City of Indianola (IMU)	\$2,120.76	Utilities
Excel Lawn & Landscape	\$208.00	Mowing services
Iowa Division of Labor Services	\$40.00	Boiler Inspection
McCoy True Value	\$10.31	5 duplicate building keys
MidAmerican Energy	\$15.72	Natural Gas
Opening the Book	\$327.00	signage
Quality Plumbing	\$555.50	Three repairs: 2 toilets, 1 sink
SirsiDynix	\$21,403.17	Annual ILS contract
6-ft Geek	\$3,171.20	janitorial services and supplies (Aug & Sept)
Springer Pest Control	\$83.00	Pest management
TRM Disposal	\$97.00	Trash removal
Unique Management	\$100.00	Collection services (Aug & Sept)
Waste Management	\$7.17	Recycling tote
Wells Fargo	\$6,065.33	General Fund Total: \$6065.33* See statements for details *Alison's not included, will be in October's packet

Total: \$42,260.88

Approved

Date

Approved

Date

Budget Summary



Personnel	Aug	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	28,327.43	56,640.66	59,079.50	2,438.84	354,477.00	15.98%
Benefits	12,748.61	24,068.97	28,678.17	4,609.20	172,069.00	13.99%
TOTAL	41,076.04	80,709.63	87,757.67	7,048.04	526,546.00	15.33%

Collection	Aug	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	6,523.41	6,523.41	12,333.33	5,809.92	74,000.00	8.82%
Digital	0	0	2,497.50	2,497.50	14,985.00	0.00%
Special	273.44	273.44	733.33	459.89	4,400.00	6.21%
TOTAL	6,796.85	6,796.85	15,564.17	8,767.32	93,385.00	7.28%

Operations	Aug	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	611.64	651.64	2,645.83	1,994.19	15,875.00	4.10%
Operations	11,667.49	25,298.72	24,721.33	(577.39)	148,328.00	17.06%
TOTAL	12,279.13	25,950.36	27,367.17	1,416.81	164,203.00	15.80%

TOTAL	Aug	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	60,152.02	113,456.84	130,689.00	17,232.16	784,134.00	14.47%

Capital Improvement Plan

	Aug	Year-to-Date	Budget	% Spent
Lighting	0.00	0.00	30,000.00	0.00%
Boiler	0.00	0.00	60,000.00	0.00%
TOTAL CIP	0.00	0.00	90,000.00	0.00%

Revenue Report | August 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes (R)	(8,590.52)	(550,000.00)	(541,409.48)	1.56%
041-4100-44700	Library Service Reimbursements (R)	0.00	(89,000.00)	(89,000.00)	0.00%
041-4100-47641	Library Fines (R)	(640.88)	(1,000.00)	(359.12)	64.09%
041-4100-49400	Transfer In--Property Taxes (R)	(3,123.74)	(177,094.00)	(173,970.26)	1.76%
Total: LIBRARY FUND - LIBRARY		(12,355.14)	(817,094.00)		
Total:		(12,355.14)	(817,094.00)		

Expenditures | August 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration (E)	12,772.02	94,099.00	81,326.98	13.57%
041-4100-60130	Salary/Wages--Clerical (E)	43,868.64	260,378.00	216,509.36	16.85%
041-4100-61100	FICA (E)	4,156.83	27,011.00	22,854.17	15.39%
041-4100-61300	IPERS (E)	5,346.85	33,463.00	28,116.15	15.98%
041-4100-61420	Deferred Comp--457 (E)	650.00	5,700.00	5,050.00	11.40%
041-4100-61430	Employee Assistance Program (E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program (E)	230.00	2,040.00	1,810.00	11.27%
041-4100-61500	Health Insurance (E)	11,332.14	81,738.00	70,405.86	13.86%
041-4100-61501	Dental Insurance (E)	524.98	4,106.00	3,581.02	12.79%
041-4100-61502	Vision Insurance (E)	72.00	431.00	359.00	16.71%
041-4100-61503	HSA Expense (E)	855.36	14,700.00	13,844.64	5.82%
041-4100-61550	Life Insurance/ADD/LTD/STD (E)	549.46	2,468.00	1,918.54	22.26%
041-4100-61599	Workers' Comp Insurance (E)	113.75	250.00	136.25	45.50%
041-4100-62100	Membership Dues/Subscriptions (E)	0.00	655.00	655.00	0.00%
041-4100-62300	Education/Training (E)	50.00	3,400.00	3,350.00	1.47%
041-4100-62700	Mileage (E)	34.72	970.00	935.28	3.58%
041-4100-63100	Repair/Maint--Bldg/Grounds (E)	651.64	15,875.00	15,223.36	4.10%
041-4100-63710	Utilities (E)	4,061.32	22,714.00	18,652.68	17.88%
041-4100-64020	Advertising & Legal Notices (E)	75.69	2,200.00	2,124.31	3.44%
041-4100-64082	Insurance--General Liability (E)	3,756.57	1,200.00	(2,556.57)	313.05%
041-4100-64083	Insurance--Property (E)	4,658.26	4,000.00	(658.26)	116.46%
041-4100-64084	Insurance--Boiler/Machinery (E)	0.00	650.00	650.00	0.00%
041-4100-64090	Janitorial Services (E)	1,826.67	21,000.00	19,173.33	8.70%
041-4100-64140	Printing (E)	0.00	1,000.00	1,000.00	0.00%
041-4100-64990	Misc Contractual (E)	123.50	1,300.00	1,176.50	9.50%
041-4100-65020	Library Books & Periodicals (E)	6,523.41	74,000.00	67,476.59	8.82%
041-4100-65021	Digital Materials (E)	0.00	14,985.00	14,985.00	0.00%

Expenditures | August 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections (E)	273.44	4,400.00	4,126.56	6.21%
041-4100-65060	Office Supplies (E)	181.05	3,000.00	2,818.95	6.04%
041-4100-65070	Materials/Supplies (E)	1,755.16	7,857.00	6,101.84	22.34%
041-4100-65079	Materials/Supplies--Program (E)	309.08	5,700.00	5,390.92	5.42%
041-4100-65080	Postage (E)	53.85	750.00	696.15	7.18%
041-4100-65990	Miscellaneous (E)	0.00	500.00	500.00	0.00%
041-4100-67240	Computer Hardware/Software (E)	1,092.85	25,512.00	24,419.15	4.28%
041-4100-69301	Transfer Out-CIP (E)	0.00	90,000.00	90,000.00	0.00%
041-4100-69621	Transfer Out Info & Tech (E)	7,320.00	43,920.00	36,600.00	16.67%
Total: LIBRARY FUND - LIBRARY		113,456.84	872,134.00		
Total:		113,456.84	872,134.00		

Special Revenue Account | August 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE					
141-4100-43000	Interest (R)	(28.52)	0.00	28.52	100.00%
141-4100-44302	Enrich Iowa (R)	0.00	(7,000.00)	(7,000.00)	0.00%
141-4100-45040	Program Fees-Summer Reading (R)	(1,566.66)	0.00	1,566.66	100.00%
141-4100-47050	Donations/Contributions (R) [Memorials]	(1,945.38)	(5,000.00)	(3,054.62)	38.91%
141-4100-47051	Friends of the Library Contrib (R)	0.00	(10,000.00)	(10,000.00)	0.00%
141-4100-65020	Library Books & Periodicals (E) [Memorials]	350.17	5,000.00	4,649.83	7.00%
141-4100-65023	Summer Reading Program Expense (E)	1,336.21	0.00	(1,336.21)	100.00%
141-4100-65024	Friends of the Library Expense (E)	375.00	10,000.00	9,625.00	3.75%
141-4100-65025	Enrich Iowa Expenses (E)	0.00	7,000.00	7,000.00	0.00%
141-4100-65070	Materials/Supplies (E) [ARPA Grant]	742.71	20,000.00	19,257.29	3.71%
Total: LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE		(736.47)	20,000.00		
Total:		(736.47)	20,000.00		

IPL's Capital Improvement Plan

FY2020

- ✓ Interior painting | \$18,320
- ✓ Five floor electrical outlets | \$5,189

FY2021

- Circulation desk replacement | \$25,000 – *project deferred*

FY2022 (Current Year)

- Boiler replacement | \$60,000, boiler installed in 1984
- Lighting replacement | \$30,000



FY2023

- Public bathrooms renovations | \$20,000
- Entryway flooring & Rooms A & B | \$20,000
- Tuckpointing library exterior | \$18,000



Deterioration of library exterior



Entryway tile (installed in 1984)



Bathroom (installed 1984)

FY2024

- RFID Tagging & Security Gates | \$60,000
- Self-checkout stations | \$15,000
- Furniture replacement | \$20,000
 - Purchased in 1984, reupholstered in 2011



FY2025

- Chiller replacement | \$80,000
 - Installed in 1984, 1 compressor replaced in 2021
- Roof replacement | \$40,000



Standing water on roof

FY2026

- Carpet replacement | \$35,000
 - Current carpet squares installed in 2011
- Parking lot replacement (asphalt overlay) | \$75,000

FY2027

- Security cameras for library exterior and parking lot | \$30,000

Other concerns

- Skylight
- Expansion of staff space



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: September 14, 2021
Subject: Committee Assignments*

Recommendation: With the election of officers at the last meeting, a couple of committee assignments automatically changed, with Andy Brittingham now chairing the Personnel Committee and Colleen Willmott chairing the Budget Committee. If there are other changes, this would be the time to approve them.

Personnel Committee

Andy Brittingham, chair
Emmett Konrad
Sally VanDorin

Budget Committee

Colleen Willmott, chair
Cyd Dyer
Tom Smith

Unassigned: Melanie Hundertmark

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: September 14, 2021
Subject: Early closure Dec. 16*

Recommendation: Close the library at 5:00 pm on Thursday, Dec. 16th, in order to hold a program for adults as part of the library's popular Wizarding Weekend.

Background:

The Wizarding Weekend events take place Thursday through Saturday, with the adult party on Thursday, the teen event on Friday, and family activities on Saturday. Due to the number of expected participants and the small size of the library's meeting rooms, these events take place after hours and the whole building is used for activities.

Permission is needed to close the library early on Thursday for the adult event.

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: September 14, 2021
Subject: Mask Requirement for All Iowa Reads*

Recommendation: The annual All Iowa Reads event is a community discussion led by Simpson College faculty and sponsored by the two library book clubs and the Simpson College book club. In response to health concerns, this year's facilitator has stipulated that she will only lead this discussion if participants are required to wear masks.

It is my recommendation that we accept this requirement. If so, the library will have masks available at the event.

Attachments: None

Director's Report

August 2021



Sept. 11 Display

Jacy has set up a Sept. 11 remembrance display in the south hallway with posters provided by the National September 11 Memorial & Museum.



South Entrance

The flower planters have been installed at the south entrance and filled with flowers. We will continue efforts to improve that entrance's appearance.

Boiler Inspection

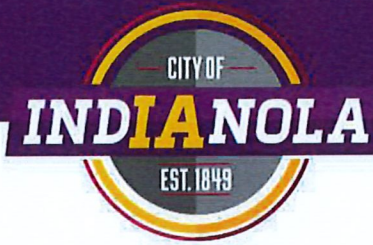
The boiler failed its annual inspection. The problem has been fixed, and we are waiting for the reinspection. The boiler was installed in 1984.



Mayor's Proclamations

Mayor Pam Pepper has made two recent proclamations highlighting the library:

- August 9 as **National Book Lover's Day**, announced at the Aug. 9 Council Meeting
- September as **National Library Card Sign-up Month**, announced at the Sept. 7 Council Meeting



— Office of the Mayor —

PROCLAMATION

BOOK LOVERS DAY

WHEREAS, reading has many benefits, including reducing stress, increasing knowledge, vocabulary and empathy, strengthening thinking skills and improving memory; and

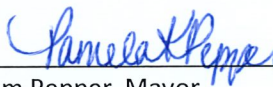
WHEREAS, books can take a reader on adventures to new worlds without leaving the comforts of home; and

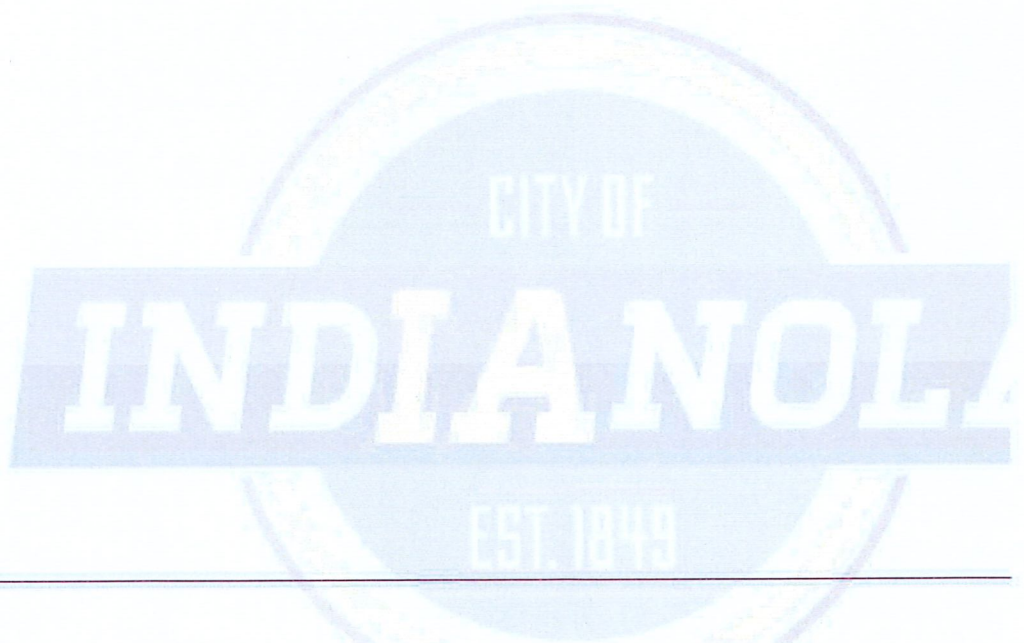
WHEREAS, books can also teach new skills and spread vital information; and

WHEREAS, Book Lovers Day encourages people to celebrate reading and literature; and

WHEREAS, the Indianola Public Library has over 10,000 active users that have access to more than 159,000 items.

NOW, THEREFORE, I, Mayor Pepper, do hereby proclaim August 9 as Book Lovers Day throughout the City of Indianola and encourage all citizens to visit our Public Library to get lost in a good book.


Pam Pepper, Mayor





— Office of the Mayor —

PROCLAMATION

Library Card Sign-up Month

WHEREAS, the Indianola Public Library connects residents to information and to each other in order to foster learning, discovery, growth and meaningful experiences and relationships; and

WHEREAS, a library card can give you access to free books and media, adventure passes, book boxes, puzzles and games and more; and

WHEREAS, our local library has over 10,000 active users that have access to more than 159,000 items; and

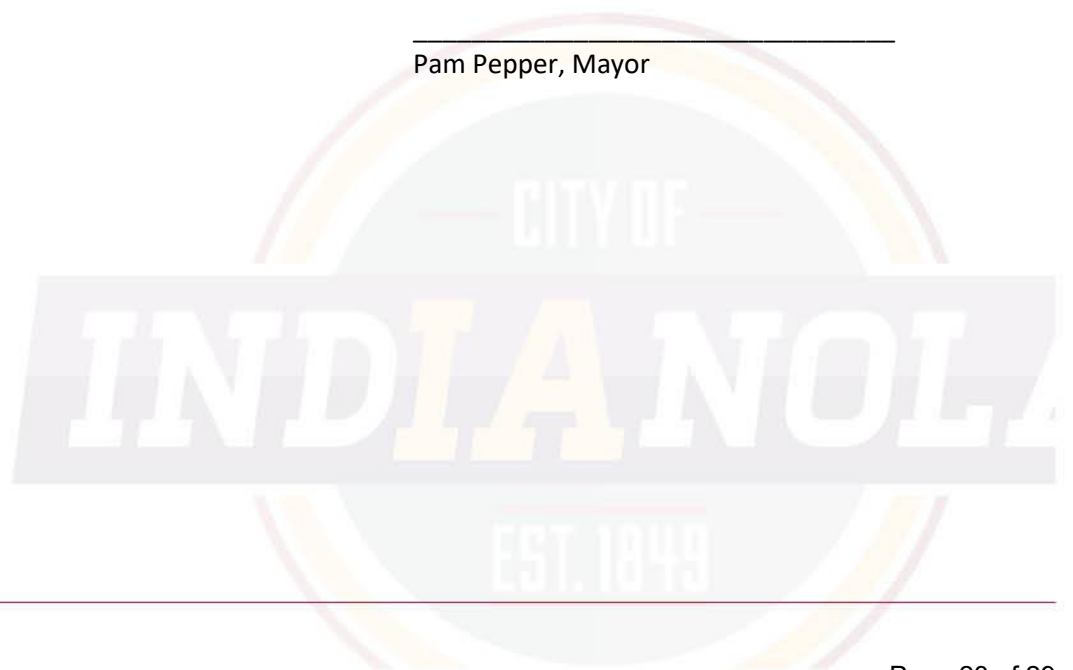
WHEREAS, Indianola's librarians handpick books for library users with curbside or homebound delivery services; and

WHEREAS, our public library also offers programs and events for citizens of all ages, meeting spaces, computer access and space to enjoy a good book.

NOW, THEREFORE, I, Mayor Pepper, do hereby proclaim September as Library Card Sign-up Month throughout the City of Indianola and encourage all citizens to join our biggest treasure, the Public Library.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Indianola, Iowa this 7th day of September 2021.

Pam Pepper, Mayor





MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: September 14, 2021
Subject: Library Statistics

Recommendation:

Attachments: 1. August Reports

Circulation FY22



Print	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adults	3,687	2,502	3,543	7,623	5,093	7,245
Teens	502	378	758	1,253	743	1,881
Children	3,166	2,878	4,519	7,778	5,290	10,413
TOTAL	7,355	5,758	8,820	16,654	11,126	19,539

Entertainment	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	1,342	930	1,202	2,376	1,851	2,496
Music CDs	103	54	11	282	99	24
Magazines	185	151	152	360	303	366
Audiobooks	332	128	160	744	273	327
Games & Puzzles	90	129	316	100	208	661
Library of Things	-	-	30	-	-	66
TOTAL	2,052	1,392	1,871	3,862	2,734	3,940

Digital	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,069	1,348	1,450	2,132	2,796	2,972
Eaudiobooks	856	944	1,041	1,551	1,867	2,037
Digital Magazines	10	43	43	16	86	66
Streaming Videos	1	0	0	1	1	-
TOTAL	1,936	2,335	2,534	3,700	4,750	5,075

	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	11,343	9,485	13,225	24,216	18,610	28,554

Library Services



User Statistics	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	105	27	92	183	50	180
Door Count	6,531	3,539	5,497	15,453	6,912	12,314
In-house Browsing	455	0	549	900	0	1,501
At Home Deliveries	NA	NA	5	NA	NA	10
At Home Items Delivered	NA	NA	124	NA	NA	252
Curbside Deliveries	0	137	26	0	445	54
ILL Requests	16	8	16	32	29	32

Computer Usage	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	554	132	271	1,160	266	512
WiFi Sessions	NA	2,569	164	NA	5,141	355
WiFi Unique Users	NA	514	80	NA	994	168
Mobile App Launches	NA	857	972	NA	1690	1,965
Mobile App Page Views	NA	930	1111	NA	1881	2,305

Public Meeting Room	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	10	0	11	11	0	12
Meeting Attendance	118	0	22	125	0	29

Library Programs



Attendance	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	18	15	31	233	39	53
Adult - passive	0	0	50	0	0	86
Teen Programs	0	0	22	59	0	22
Teen - passive	0	0	25	0	0	98
Children's Programs	0	0	0	1,064	0	541
Children - passive	0	0	1019	0	0	1852
Library Meetings	16	16	18	23	24	25
Total Attendance	34	31	71	1,379	63	641
Total Passive	0	0	1094	0	0	2036

Program Numbers	Aug 2019	Aug 2020	Aug 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	2	1	6	6	6	30
Teen Programs	0	0	2	8	0	7
Children's Programs	0	0	6	18	2	13
Total # of Programs	2	1	14	32	8	50

Building Report

August Building Repairs

- Three separate repairs to the public restrooms, two toilets and a leaking faucet
- Roof repair
- Boiler repair
- Skylight repair
- Broken door hinges caused by shifting of skylight

Tuckpointing

After a rainstorm on Thursday, Aug. 26, library staff discovered what appeared to be water seeping up from the floor in meeting rooms A & B. The ceiling was not wet, and there were no obvious roof leaks. While investigating possible sources of the water, one of the City's building inspectors discovered some deteriorating masonry on the outside of the building. A contractor was consulted and tuckpointing to repair the exterior has been added to the library's capital improvement plan.



Water Damage

The cause of the water damage in the meeting rooms is still undetermined. So far, we have consulted the following experts:

- City of Indianola Water Pollution Control (sewer camera detected no issues with the sewer line)
- Indianola Municipal Utility – Water Department
- Wood Roofing
- Air-Con Mechanical (HVAC)
- Woods Waterproofing and Restoration
- On Tuesday, a foundation repair company will inspect the water leaks

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: September 14, 2021
Subject: October 12, 2021 Library Board Meeting

Recommendation:

1. Annual Library Report
2. 2022 Building Closure Schedule

Attachments: None