



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

December 14, 2021

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. November 2021 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Library Building Update
 - B. Personnel Update
 - C. 2022 Holiday Closures
- 7. New Business**
 - A. Review ADA Checklist: Additional Access
 - B. Annual Review of IPL Strategic Plan 2020-25
 - C. Short Years Partnership Donation Box*
 - D. Review Collection Development Policy*
 - E. Review: Reconsideration Procedure*
- 8. Reports**
 - A. Director's Report
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
November 9, 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, Colleen Willmott, Cyd Dyer, Sally Van Dorin, and Melanie Hundertmark. **Absent:** Tom Smith. Library staff attended: Janis & Jacy

The meeting was called to order by President Andy Brittingham at 5:45 p.m.

There were no public comments.

An agenda was approved (motion Sally Van Dorin, second Emmett Konrad).

The minutes from the October 12, 2021 meeting were approved (motion Melanie Hundertmark, second Sally Van Dorin).

Unfinished Business:

Building assessment: Matt Brown presented via Zoom an assessment of the current library building. The assessment prioritized maintenance issues into 1-5 years, 5-10 years, and 10+. The initial review of the building was 2019/2020, but the library was not part of the scope. Mr. Brown's assessment took a deeper dive into the building. Issues include, but were not limited to mechanical, the skylight, roof, space restraints, and safety/exit concerns. A cost analysis was done to determine values to fix items that would need to be done in the next 1-5 years. (Reference Formation Group Summary document).

The original boiler is a large issue for the library. It will be expensive to replace, but the alternative to not replacing it could impact daily operations if it fails. Other maintenance issue with the building could also become bigger issues if not addressed. Mr. Brown answered questions raised the Board.

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Discussion regarding additional repairs needed in 2021; a budget addendum was submitted due to being over-budget. Financial reports were approved (motion by Colleen Willmott, second Sally Van Dorin)

New Business:

The Sex Offender Policy was reviewed; changes approved (motion by Colleen Willmott, second Melanie Hundertmark). The Collection Development Policy was reviewed; changes approved (motion by Cyd Dyer, second Colleen Willmott). The Reconsideration of Materials Policy was reviewed; changed approved (motion by Sally Van Dorin, second Emmett Konrad).

Discussion regarding the 2022 Library closure schedule; approved (motion by Melanie Hundertmark, second Colleen Willmott)

Charles Ginter Memorial – sent flowers and a card for memorial; discussion on a memorial of art or sculpture or something kid-friendly.

Director's Report:

The Trunk or Treat event was a huge success with our largest turnout, estimated at 1,200-1,500. Janis and the rest of the library staff did a fantastic job. Alison facilitated an employee appreciation breakfast. Current outreach efforts through the newsletter, brochures, social media, posts, interview with KNIA, Indianola Magazine, and the monthly column in the Indianola Living magazine and Record Herald have helped to expand coverage for the library. Michele spoke with the local PEO chapter on October 21st. The Library Annual Report was presented to the city council and

covered by the Indianola Independent Advocate. The teen hangout on Wednesday afternoons continues to grow in popularity. The library received a noise complaint regarding the teens, but many residents jumped to defend the library and expressed support for the teen programming. Noise complaints are common with the building layout and are an additional reason why a larger library would accommodate a variety of activities including space for teens and quiet workspace.

Library Statistics:

Summer statistics of program attendance, door count, and checkouts were discussed and presented by Michele.

Friends Report: Quick update by Sally Van Dorin; one big weekend is being planned by the Friends for Dr. Suess and Trivia on the same day. New t-shirts are being designed. The Annual Meeting will be held on November 16th.

Agenda items for next meeting: No items were discussed.

Trustees Comments: Discussion regarding the Board's stance on the bond referendum and what can be said to the public.

The meeting was adjourned at 7:32 pm. (motion Colleen Willmott, second Melanie Hundertmark).

Sincerely,
Melanie Hundertmark
Meeting Secretary



Invoices for Board Meeting

December 14, 2021

Vendor	Amount	Description of services or goods
Amazon	\$902.25	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$3,147.07	Books
Baker and Taylor Entertainment	\$1,161.34	DVDs
Baker and Taylor Spoken Word	\$107.94	Books on CD
Bob's Custom Trophies	\$8.50	engraving for Trunk or Treat trophy
Brick Gentry	\$90.00	Review of Sex Offenders Policy
City of Indianola (IMU)	\$1,126.71	Utilities
Formation Group	\$450.00	Library Study
Iowa Water Management Co.	\$40.00	Monthly agreement
MidAmerican Energy	\$267.49	Natural Gas
6-ft Geek	\$1,450.00	janitorial services and supplies
TRM Disposal	\$106.00	Trash removal
Unique Management	\$50.00	Collection agency
Waste Management	\$7.17	Recycling tote
Wells Fargo	\$2,244.93	General Fund Total: \$452.78 See statements for details

Total: **\$11,159.40**

Approved

Date

Approved

Date

Budget Summary



Personnel	Nov	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	29,554.56	160,370.60	147,698.75	(12,671.85)	354,477.00	45.24%
Benefits	12,046.03	63,072.00	71,695.42	8,623.42	172,069.00	36.66%
TOTAL	41,600.59	223,442.60	219,394.17	(4,048.43)	526,546.00	42.44%

Collection	Nov	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	5,182.47	21,217.39	30,833.33	9,615.94	74,000.00	28.67%
Digital	-	6,960.76	6,243.75	(717.01)	14,985.00	46.45%
Special	479.53	1,306.67	1,833.33	526.66	4,400.00	29.70%
TOTAL	5,662.00	29,484.82	38,910.42	9,425.60	93,385.00	31.57%

Operations	Nov	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	5,247.50	12,169.53	6,614.58	(5,554.95)	15,875.00	76.66%
Operations	10,056.55	77,687.40	61,803.33	(15,884.07)	148,328.00	52.38%
TOTAL	15,304.05	89,856.93	68,417.92	(21,439.01)	164,203.00	54.72%

TOTAL	Nov	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	62,566.64	342,784.29	326,722.50	(16,061.79)	784,134.00	43.72%

Capital Improvement Plan

	Nov	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 | November 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes(R)	(296,810.59)	(550,000.00)	(253,189.41)	53.97%
041-4100-47641	Library Fines(R)	(1,526.78)	(1,000.00)	526.78	152.68%
041-4100-49400	Transfer In--Property Taxes(R)	(100,217.35)	(177,094.00)	(76,876.65)	56.59%
Total: LIBRARY FUND - LIBRARY		(398,554.72)	(728,094.00)		
Total:		(398,554.72)	(728,094.00)		

Expenditures | November 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration(E)	38,107.71	94,099.00	55,991.29	40.50%
041-4100-60130	Salary/Wages--Clerical(E)	122,262.86	260,378.00	138,115.14	46.96%
041-4100-61100	FICA(E)	11,804.25	27,011.00	15,206.75	43.70%
041-4100-61300	IPERS(E)	15,138.96	33,463.00	18,324.04	45.24%
041-4100-61420	Deferred Comp--457(E)	1,625.00	5,700.00	4,075.00	28.51%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	525.00	2,040.00	1,515.00	25.74%
041-4100-61500	Health Insurance(E)	28,330.35	81,738.00	53,407.65	34.66%
041-4100-61501	Dental Insurance(E)	1,312.45	4,106.00	2,793.55	31.96%
041-4100-61502	Vision Insurance(E)	180.00	431.00	251.00	41.76%
041-4100-61503	HSA Expense(E)	2,352.24	14,700.00	12,347.76	16.00%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,373.65	2,468.00	1,094.35	55.66%
041-4100-61599	Workers' Comp Insurance(E)	192.50	250.00	57.50	77.00%
041-4100-62100	Membership Dues/Subscriptions(E)	75.00	655.00	580.00	11.45%
041-4100-62300	Education/Training(E)	1,149.11	3,400.00	2,250.89	33.80%
041-4100-62700	Mileage(E)	34.72	970.00	935.28	3.58%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	12,169.53	15,875.00	3,705.47	76.66%
041-4100-63710	Utilities(E)	9,947.81	22,714.00	12,766.19	43.80%
041-4100-64020	Advertising & Legal Notices(E)	305.79	2,200.00	1,894.21	13.90%
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)	602.00	650.00	48.00	92.62%
041-4100-64090	Janitorial Services(E)	8,303.32	21,000.00	12,696.68	39.54%
041-4100-64140	Printing(E)	0.00	1,000.00	1,000.00	0.00%
041-4100-64990	Misc Contractual(E)	386.99	1,300.00	913.01	29.77%
041-4100-65020	Library Books & Periodicals(E)	21,217.39	74,000.00	52,782.61	28.67%
041-4100-65021	Digital Materials(E)	6,960.76	14,985.00	8,024.24	46.45%

Expenditures | November 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections(E)	1,306.67	4,400.00	3,093.33	29.70%
041-4100-65060	Office Supplies(E)	825.86	3,000.00	2,174.14	27.53%
041-4100-65070	Materials/Supplies(E)	2,720.18	7,857.00	5,136.82	34.62%
041-4100-65079	Materials/Supplies--Program(E)	2,545.61	5,700.00	3,154.39	44.66%
041-4100-65080	Postage(E)	255.03	750.00	494.97	34.00%
041-4100-65990	Miscellaneous(E)	150.00	500.00	350.00	30.00%
041-4100-67240	Computer Hardware/Software(E)	23,671.12	25,512.00	1,840.88	92.78%
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)	18,300.00	43,920.00	25,620.00	41.67%
Total: LIBRARY FUND - LIBRARY		342,784.29	872,134.00		
Total:		342,784.29	872,134.00		

Library Special Revenue Report | November 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE					
141-4100-43000	Interest(R)	(301.78)	0.00	301.78	100.00%
141-4100-44302	Enrich Iowa(R)	(5,107.04)	(7,000.00)	(1,892.96)	72.96%
141-4100-45040	Program Fees-Summer Reading(R)	(1,566.66)	0.00	1,566.66	100.00%
141-4100-47050	Donations/Contributions(R)	(10,799.67)	(5,000.00)	5,799.67	215.99%
141-4100-47051	Friends of the Library Contrib(R)	(451.54)	(10,000.00)	(9,548.46)	4.52%
141-4100-65020	Library Books & Periodicals(E)	3,244.45	5,000.00	1,755.55	64.89%
141-4100-65023	Summer Reading Program Expense(E)	1,522.46	0.00	(1,522.46)	100.00%
141-4100-65024	Friends of the Library Expense(E)	533.51	10,000.00	9,466.49	5.34%
141-4100-65025	Enrich Iowa Expenses(E)	805.46	7,000.00	6,194.54	11.51%
141-4100-65070	Materials/Supplies(E)	2,899.10	20,000.00	17,100.90	14.50%
Total: LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE		(9,221.71)	20,000.00		
Total:		(9,221.71)	20,000.00		



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From:
Date: December 14, 2021
Subject: Library Building Update

Recommendation:

Attachments: None



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From:
Date: December 14, 2021
Subject: Personnel Update

Recommendation:

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: December 14, 2021
Subject: 2022 Holiday Closures

Recommendation: In my original holiday building closure recommendation, I proposed closing the building on Friday, Dec. 31st to observe the New Year's Day holiday (library open on Saturday, New Year's Day). This coincided with the City of Indianola's observance, whose buildings would already be closed on Saturday, Jan. 1.

Upon further consideration, I recommend amending the closure schedule to close the library on Saturday, Jan. 1st instead of the 31st. Full-time staff will need to find another day (M-F) to take off.

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: December 14, 2021
Subject: Review ADA Checklist: Additional Access

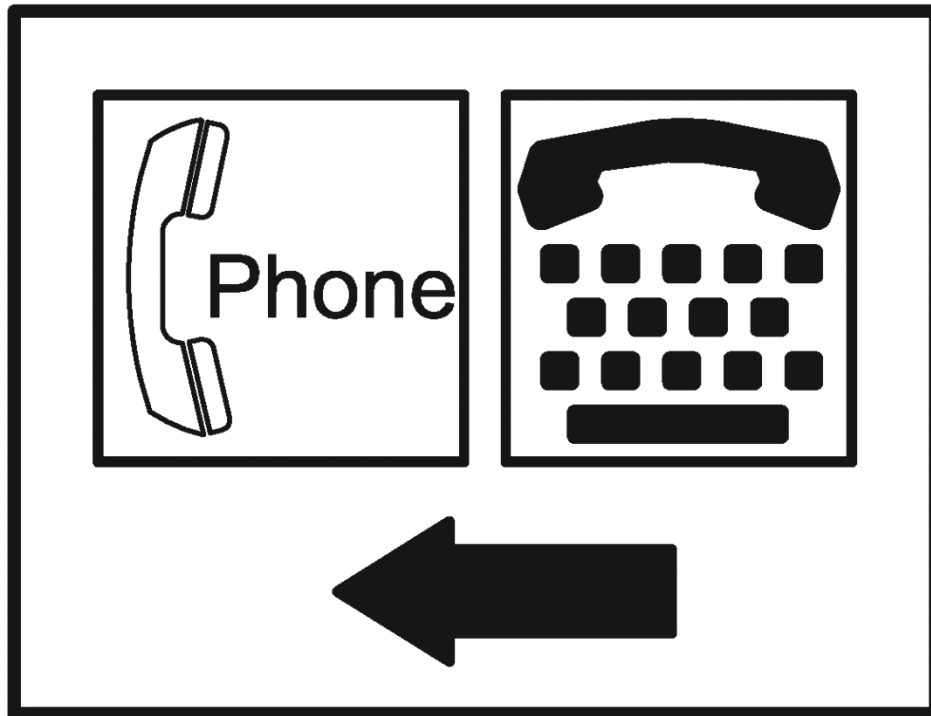
Recommendation: As part of the library's accreditation application with the State Library of Iowa, one of four ADA priorities must be reviewed by the Library Board at least once every three years. The library doesn't need to meet these ADA requirements (the building is "grandfathered" in), but they are required to be reviewed so you are aware of any potential issues.

Attachments: 1. ADA Checklist Priority 4

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project

Building Indianola Public Library

Location 207 N. B St, Indianola, IA

Date 11/23/2021

Surveyors

Contact Information Michele Patrick

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.



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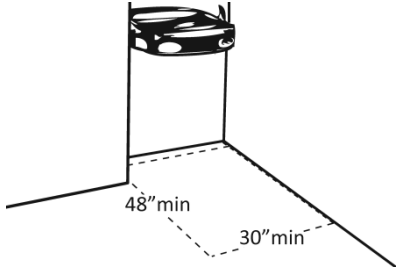
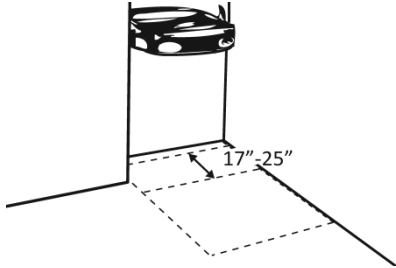
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

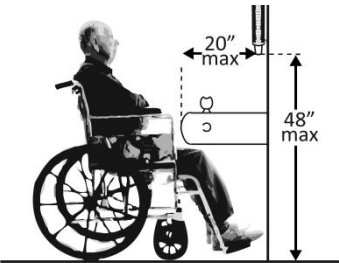
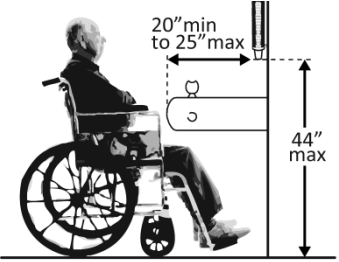
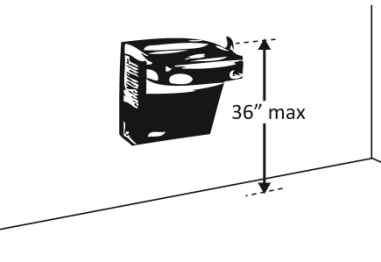
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

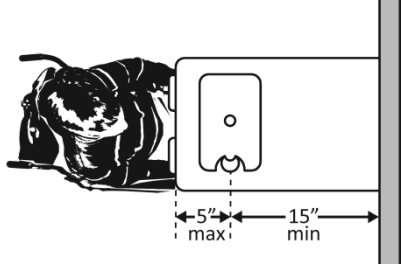
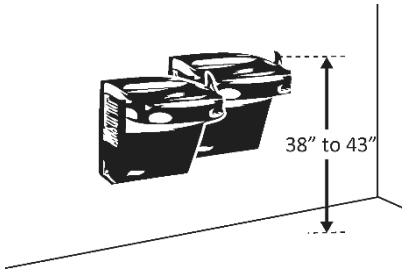
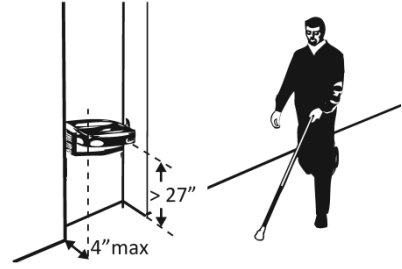
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

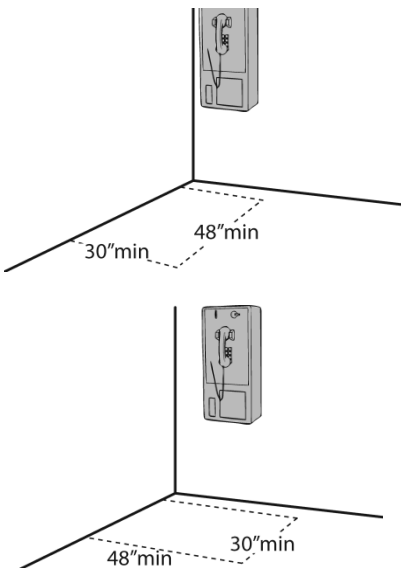
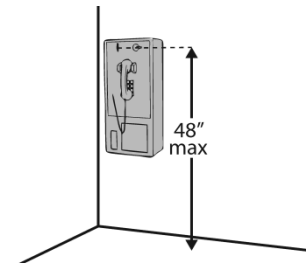
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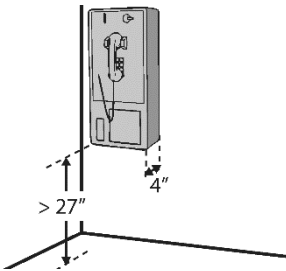
Priority 4 – Additional Access		Comments	Possible Solutions
Drinking Fountains			
4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?* [See 2010 ADA Standards for Accessible Design – 602.2]	☐Yes ☒No Measurement: 29" wide	 Installed before 2012 - has a parallel approach. Forward approach is 29" wide and does not meet width standards. Photo #:	*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
4.2 If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain? [306.2.2, 306.2.3] Note: If the drinking fountain is primarily for children’s use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.	☒Yes ☐No Measurement: Forward approach is 24" beneath the drinking fountain.	 Photo #:	• Alter space • Replace drinking fountain •

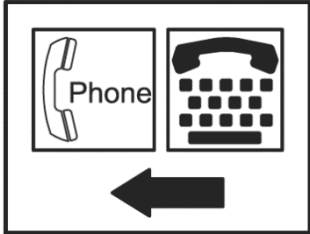
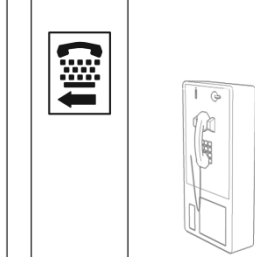
4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [308.2.2]	☒ Yes ☐ No Measurement: 19" deep Operable parts 39" high		Photo #:	• Adjust drinking fountain • Replace drinking fountain •
4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [308.2.2]	☐ Yes ☐ No Measurement: NA - 19" deep		Photo #:	• Adjust drinking fountain • Replace drinking fountain •
4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist? Is the force required to activate the control no more than 5 pounds? [309.4]	☒ Yes ☐ No ☒ Yes ☐ No Measurement:		Photo #:	• Change control • Adjust control •
4.6 Is the spout outlet no higher than 36 inches above the floor? [602.4]	☐ Yes ☒ No Measurement: Spout outlet is 39" high		Photo #:	• Adjust drinking fountain • Replace drinking fountain •

4.7 Is the spout: At least 15 inches from the rear of the drinking fountain? No more than 5 inches from the front of the drinking fountain? [602.5]	☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: Spout is 16" from rear of drinking fountain and 2" from the front.		Photo #:	• Adjust spout • Replace drinking fountain •
4.8 If there is more than one drinking fountain, is there at least one for standing persons? [211.2] Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]	☐ Yes ☐ No ☐ Yes ☐ No Measurement: NA - Only one drinking fountain		Photo #:	• Adjust drinking fountain • Install new drinking fountain for standing height •
4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]	☒ Yes ☐ No Measurement: Leading edge is 32"		Does not protrude into the circulation path Photo #:	• Adjust drinking fountain • Replace drinking fountain • Add tactile warning such as permanent planter or partial walls

Public Telephones

4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]	☐ Yes ☐ No		This section is not applicable: The library does not have a public telephone Photo #:	• Move telephone • Install new telephone for clear floor space •
4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]	☐ Yes ☐ No Measurement:		NA Photo #:	• Adjust telephone • •

4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]	☐ Yes ☐ No Measurement:		NA Photo #:	• Adjust telephone • •
4.13 Does at least one telephone have a volume control? [704.3]	☐ Yes ☐ No		NA Photo #:	• Install volume control • Replace telephone with one that has volume control •
4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]	☐ Yes ☐ No		NA Photo #:	• Add pictogram • •
4.15 Does at least one telephone have a TTY? [217.4.1] Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.	☐ Yes ☐ No		NA Photo #:	• Install TTY • •

4.16 Is the touch surface of the TTY keypad at least 34 inches above the floor? [704.4.1] Note: If a seat is provided, TTY is not required to be 34 inches minimum above the floor	☐ Yes ☐ No Measurement:		NA Photo #:	• Adjust height of TTY • •
4.17 Is the TTY identified by the International Symbol of TTY? [703.7.2.2]	☐ Yes ☐ No		NA Photo #:	• Add symbol • •
4.18 Do signs that provide direction to public telephones also provide direction to the TTY? [216.9.2]	☐ Yes ☐ No		NA Photo #:	• Add signs • •
4.19 Do telephones that do not have a TTY provide direction to the TTY? [216.9.2]	☐ Yes ☐ No		NA Photo #:	• Add signs • •

Fire Alarm Systems				
4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]	☒ Yes ☐ No		Photo #:	• Install audible and visual alarms • •

Memo

December 2021

To: Library Board of Trustees
From: Michele Patrick, Director
RE: Strategic Plan Review

Annual Strategic Plan Review

2021 Goals

Completed

- ✓ Replace outdated computers with laptops for flexible use within the library.
- ✓ Add a wireless printing option for patrons.
- ✓ Explore an alternate structure for the library's fine and fee schedule.
- ✓ Create a "library of things" with nontraditional items for checkout.
- ✓ Improve collection visibility by adding strategic display areas
- ✓ Expand evening and weekend hours so more people can access the library.
- ✓ Conduct a policy audit to update policies to meet the changing library experience.
- ✓ Revise and update the marketing guidelines.
- ✓ Create a marketing calendar.

2021 Goals In-Progress and moved to 2022

- Develop and support an ongoing self-directed education program for all staff members.
- Develop a marketing guide for creating images specifically for certain mediums.
- Complete a signage audit to identify inconsistent branding.
- Explore new genres to create niche collections.

2022

- Install energy-efficient lighting throughout the library to improve visibility.

- Expand the teen space, improve seating, and renovate it to create a distinct identity within the library.
- Explore ways to improve findability of materials in the adult sections.
- Implement at least one new nontraditional promotion in the community each year, such as lawn signs in high-traffic areas and table tents in local restaurants.

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: December 14, 2021
Subject: Short Years Partnership Donation Box*

Recommendation: Grant permission to a local nonprofit organization called Short Years Partnership to place a diaper donation box in the library lobby pending a memorandum of agreement.

The Short Years Partnership organization has asked the library to host a donation box for their diaper bank. This donation box would be located in the east entrance next to the Helping Hand refrigerator. It measures "18.3"w x 30"h x 18.3" d (slightly smaller than the Helping Hand refrigerator).

I suggest agreeing to the request with a MOA stating that the library wouldn't monitor the box and could discontinue the partnership at any time.

Attachments: None

C. Circulation

Collection Development Policy

Purpose Statement

The Collection Development Policy exists to guide librarians in the selection of materials and to inform the public about the principals behind collection decisions.

Collection Goals

Materials selected for the collection will meet the current and long-term needs of Indianola and area residents of all ages and abilities for information, education, discovery, and recreation.

Criteria for Selection

The following criteria are considered during the selection process.

1. Merits of a work in relation to the needs and interests of the community
2. Popular demand, particularly concerning books on the bestseller lists for which there is a persistent local demand.
3. Longevity of public interest
4. Representation of a range of subjects and views in varying formats and reading levels
5. Artistic or literary excellence
6. Technical quality
7. Consideration of the work as a whole

~~Cost to acquire and maintain the material.~~ Poor quality of materials or inability to endure public usage may disqualify otherwise suitable materials

Budget and physical space may restrict the acquisition of materials.

Purchasing materials does not ~~include confer~~ endorsement of their contents by the Indianola Public Library or City of Indianola. Individual items that may be controversial or offensive to some users or staff may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the library's ability to serve the community.

Access

Censorship is an individual matter. While a person may reject materials for themselves and their child(ren), they may not exercise censorship to restrict access to the materials by others.

1. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Responsibility for children rests solely with their parents or legal guardians.
2. **The** guiding principles of this policy are the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Responsibility for Selection

1. Responsibility for collection development lies with librarians who apply professional knowledge, experience, and the criteria of this policy.
2. Ultimate responsibility rests with the director who operates within the framework of policies determined by the Library Board of Trustees.

Collection Maintenance

1. To ensure the collection remains up-to-date and relevant to the community's needs, it is the responsibility of assigned librarians to reevaluate the usefulness of materials in the collection.
2. Materials that are badly worn, damaged, or are no longer used will be removed.
3. Materials withdrawn will be recycled, donated, or sold with proceeds benefiting the library.

Public Input

1. Patron suggestions will be considered using the selection criteria.
2. Gifts and donations are subject to these same selection criteria.
3. Any ~~Indianola resident~~ **resident of Indianola or rural Warren County** who objects to the presence or absence of a work may do so by completing a Statement of Concern About Library Resources form, which may be obtained in person at the library. The director will consider the request and respond to the complainant. If the complainant wishes to appeal the director's decision, they may do so by asking for an appeal to the Library Board of Trustees.

Related Policies

Gifts and Memorials
Bill of Rights Statement
Freedom to Read Statement

Adopted 5/00; reviewed; 1/02, reviewed 11/07; reviewed 2/12; reviewed 6/16;
revised 8/20; revised 11/21

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Reconsideration Procedure

The following procedure will be followed when a resident feels that action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. When a library patron expresses concern about a book or other material in the library's collection, library staff will listen neutrally, taking care not to appear to agree or disagree.
2. Library staff will offer a packet of materials that includes the library's Collection Development Policy, Statement of Concern form, the Library Bill of Rights, the Freedom to Read statement, and the library director's business card.
3. At this point, the patron has the option to speak to the director and/or submit a Statement of Concern.
4. Once a formal Statement of Concern is received, the director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
5. The director will notify the concerned person by letter of the decision.
6. If the individual is not satisfied with the decision, they may submit a written appeal to the Board of Trustees.
7. The Board of Trustees will review the Statement of Concern and evaluate it using the library's Collection Development Policy.
8. The concerned individual will be notified of the time and place where the public meeting addressing the appeal will take place.
9. The Board of Trustees reserves the right to limit the length of public comments.
10. The decision of the board is final.

Statement of Concern Form

Residents of Indianola and rural Warren County may express concern regarding library selection decisions. To do so, please complete this form and return it to the library director.

Your Name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Email _____

Library Material

Title _____

Author _____

Book _____ Music/DVD _____ Other _____

1. Did you read/view the entire work? _____ If "no," which parts did you read/view?

2. What brought this title to your attention?

3. What are your specific concerns about this item? (Please cite pages)

4. What action would you like the library to take?

Signature: _____ Date: _____

December 2021

Director's Report

Digitizing Historic Records

We have loaned some of our records (1884-1920) to the University of Iowa's Carnegie Libraries in Iowa Project for digitization. Records to be digitized include our accession books, the land deed, Carnegie building specifications, the dedication booklet, library board meeting minutes, annual reports, and a speech by librarian Hannah Babb. Once completed, these records will be available on the project's website.

Delta Kappa Gamma

I spoke to the Indianola chapter of Delta Kappa Gamma on Monday, Dec. 6 at the Sports Page. They were an attentive and appreciative group.

Iowa Library Association Executive Board

I finished my term as the ILA Treasurer and Executive Board member this month. I enjoyed serving as treasurer but am ready to transfer that responsibility to the new treasurer. I will continue to serve on the ILA Finance Committee.

Online Memorial Gifts

We have made arrangements to allow donors to use the City's online portal for memorial gifts. They can now give online through our website, in addition to the options of sending a check.

Memorial: Bob Sallee

The family of Bob Sallee has designated the library as the recipient of his memorial gifts.

Circulation FY22



Print	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adults	3,092	2,652	3,147	17,787	13,614	16,871
Teens	292	381	386	2,062	1,811	3,092
Children	3,119	2,987	3,593	17,540	14,541	22,305
TOTAL	6,503	6,020	7,126	37,389	29,966	42,268

Entertainment	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	1,367	840	1,099	6,887	4,614	5,762
Music CDs	91	1	14	549	143	49
Magazines	113	195	183	808	873	912
Audiobooks	271	109	146	1,668	701	797
Games & Puzzles	121	110	305	426	524	1,468
Library of Things	-	-	42	-	-	173
TOTAL	1,963	1,255	1,789	10,338	6,855	9,161

Digital	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	949	1,291	1,391	5,167	6,789	7,277
Eaudiobooks	746	847	976	3,825	4,440	5,071
Digital Magazines	38	38	59	98	217	247
Streaming Videos	0	0	1	2	3	1
TOTAL	1,733	2,176	2,427	9,092	11,449	12,596

	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	10,199	9,451	11,342	56,819	48,270	64,025

Library Programs



Attendance	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	16	11	21	377	71	153
Adult - passive	0	0	18	0	0	161
Teen Programs	29	0	82	144	0	246
Teen - passive	0	0	16	0	0	163
Children's Programs	656	0	585	3808	0	3678
Children - passive	0	0	457	0	0	3002
Library Meetings	34	27	56	89	84	98
Total Attendance	735	38	744	4418	155	4175
Total Passive	0	0	491	0	0	0

Program Numbers	Nov 2019	Nov2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	3	1	5	30	9	49
Teen Programs	4	0	9	19	0	33
Children's Programs	33	0	31	127	2	129
Total # of Programs	40	1	45	176	11	211

Library Services



User Statistics	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	44	17	51	354	249	363
Door Count	5,404	2,978	4,446	33,871	17,708	27,660
In-house Browsing	422	0	245	2,132	0	2,530
At Home Deliveries	NA	NA	5	NA	NA	24
At Home Items Delivered	NA	NA	30	NA	NA	472
Curbside Deliveries	0	495	10	0	1,179	98
ILL Requests (IPL loaned)	19	9	20	79	67	79

Computer Usage	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	390	109	223	2,558	1,074	1,166
WiFi Sessions	3,657	NA	346	3,657	12,153	1,417
WiFi Unique Users			151			617
Mobile App Launches	646	829	954	646	6267	4,637
Mobile App Page Views	771	909	1165	771	6951	5,465

Public Meeting Room	Nov 2019	Nov 2020	Nov 2021	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	16	0	10	41	0	51
Meeting Attendance	106	0	29	432	0	169