



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 11, 2022

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Minutes from December 14, 2021 Meeting
- 5. Trustee Continuing Education**
 - A. State Library of Iowa Trustee Handbook, Chapter 7: Planning for the Library's Future
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Library Building Update
 - B. Personnel Update
- 8. New Business**
 - A. Policy Review: Sustainability Policy*
 - B. Policy Review: Confidentiality of Library Records*
- 9. Reports**
 - A. Director's Report
 - B. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
December 14, 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, Melanie Hundertmark and Tom Smith.

The meeting was called to order by President Andy Brittingham at 5:47 p.m.

There were no public comments.

An agenda was approved (motion Sally Van Dorin, second Cyd Dyer).

The minutes from the November 9, 2021 meeting were approved (motion Colleen Willmott, second Andy Brittingham).

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Michele added a receipt for special shelves for the library; a budget addendum to cover over-budget items. Change to salary report due to a miscalculation on the budget summary percentage. Financial reports were approved (motion by Cyd Dyer, second Colleen Willmott)

Unfinished Business:

Building update by Michele: A referendum will need to be added by the City Council which will not happen in March with the new members. A tour of the library and safety building for the new council members is scheduled for next week. Feedback from council included that community is not in favor of a bond referendum at this time. Michele and board members will continue to share statistics and needs of the library to the new members. Meanwhile, capital improvement funds are in place to help with maintenance issues going forward. Funds have been held back awaiting a decision regarding the bond but can be used as needs arise. The bond is being tabled for now.

Personnel update: Jim resigned due to health issues and another employee was terminated due to multiple absences. This leaves two open positions. Michele has converted Jim's larger salary to help fund weekend coverage and a person for children programming. Two internal applicants are being considered for that position.

Holiday Closures: Discussion regarding being open New Years Eve until 5:00 pm and closed on New Years Day. The holiday change was approved (motion by Colleen Willmott, second Salley Van Dorin).

New Business:

ADA checklist: 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. Board reviewed priority 4.

Short years partnership: Discussed putting a box in the lobby for community to donate diapers. It would be a donation only. Discussed if a policy was needed to ensure other fairness to other organization who may want to use the library as a donation place. Decided to table but will revisit the need of policy if others begin to ask for space. (motion by Emmett Konrad, second Colleen Willmott)

Collection Policy: Reviewed changes made by Michele who worked with other library groups and schools for guidance, approved (motion by Colleen Willmott, second Melanie Hundertmark)

Reconsideration Policy: Discussed on timing if board approval, leaving it open for flexibility, approved (motion by Colleen Willmott, second Emmett Konrad)

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

Library Statistics:

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

Friends Report: No report.

Agenda items for next meeting:

Building updates will become a standing agenda item for future meetings.

Trustees Comments: Emmett will plan to attend the building tour to help with HVAC questions.

The meeting was adjourned at 6:37 pm. (motion Colleen Willmott, second Sally Van Dorin).

Sincerely,
Melanie Hundertmark
Meeting Secretary



Chapter 7: Planning for the Library's Future

Strategic planning is another major responsibility of library boards. Boards continuously guide and shape library service for their community as they make decisions about money, buildings, programming, technology and staffing levels. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map assisting the board and the director in making decisions that are in the best interests of the community. A plan also publicizes the library's priorities and its vision of the future. There are examples of service options to consider in the **Appendix**.

Strategic Planning is a Required Standard

Standard #17 [Tier 2]: *"The library has a written plan...projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public."*

To meet this standard, the plan must:

- ❖ Be current at the time of submission
- ❖ Address community needs based on community data
- ❖ Contain a mission statement, which describes the library's purpose in the community
- ❖ Include goals and measurable objectives

While not required, it is still good practice for the board to evaluate the plan annually in order to review progress achieved and discuss future goals.

Planning Approaches

There are several ways to approach a planning process. As a department of city

government, public libraries often join a broader planning effort conducted by the city, involving all city services. Another approach is to look at current trends in culture, business, and education and how libraries fit into those trends. Boards can opt to study and apply demographic data and census data. They can involve community members in focus group discussions.

There are also comprehensive planning models designed especially for public libraries, such as **Strategic Planning for Results** from the Public Library Association and **Libraries Transform** from the American Library Association.

Common Elements of Strategic Plans

Regardless of the planning method, strategic plans tend to address these common elements:

Demographics & Community Input

The first step in library planning is looking outward, not inward. What is your community like? What are the demographic, economic, technological, political, social, and cultural factors that may have an impact on library services? What is important to your community now and in the future?

To answer these questions, gather information about the community and involve stakeholders such as the city officials, business leaders, along with cultural, educational, human service, and social organizations. This could involve focus groups, surveys, and studying city demographic data and census data.

Reflective Mission Statement

Generally defined as an organization's purpose, a mission statement should be an easily understood expression of what the library does for the community. A mission statement should reflect the library's service priorities. For example: "Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners."

Customer-Driven Goals

The words goals and objectives are often used interchangeably, but they are different. Goals should be written with the focus on community members, indicating the benefit, value, or enjoyment that people will realize as a result of the library providing a specific service or program. For example: "Patrons will receive assistance on using their personal devices (tablets, e-readers, smart phones) either through one-on-one training support or through group sessions."

Measurable Objectives

Objectives, on the other hand, are defined as "the way the library will measure its progress toward reaching a goal". Every objective contains these three elements:

- ❖ **Target Audience:** a target audience could be any age group – children, teens, senior citizens, or the entire community.
- ❖ **Measurement:** a measure is something to count, i.e. number of programs presented, number of people who attended programs. A measure can also gauge people’s reaction to or satisfaction with a service, discovering the difference that a service or program made in someone’s life.
- ❖ **Date or Time Frame:** an objective needs to predict a date – a month or a season of the year – when the objective will be accomplished. For example: By fall of 2020, library staff will have added Bold360 Chat service for community residents.

Plan Evaluation

While not required by standards, it is recommended that the board, director, and staff evaluate the library’s plan at least annually. Having a deliberate discussion about planning progress reveals what was accomplished in the past year. It also helps decide whether unmet goals are still worthy of moving forward and whether new goals and objectives should be added. Annually evaluating the library’s planning progress celebrates successes and points the way toward future endeavors.

In Summary

A library should undertake a formal planning process every three to five years to reevaluate the library’s service to the community and its future. Planning involves looking at what is possible and considering a wide range of alternatives. Open-mindedness and creativity will help you develop a plan that will make the most effective use of library resources. Keep in mind the present and future needs of the entire community served by the library. Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from the members of the public, as well as from staff.

Find more information on the **Planning Process**, including templates, methods, and how to get assistance on the State Library website.

“It takes as much energy to wish it as it does to plan it.”

Eleanor Roosevelt



Invoices for Board Meeting

January 13, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$2,366.74	Service call (boiler repair)
Amazon	\$1,214.56	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,608.63	Books
Baker and Taylor Entertainment	\$742.39	DVDs
Baker and Taylor Spoken Word	\$148.70	Books on CD
City of Indianola (IMU)	\$1,003.65	Utilities
Excel Lawn & Landscape	\$312.00	Mowing services (last bill was Sept)
Findaway	\$1,222.39	Wonderbooks
MidAmerican Energy	\$517.64	Natural Gas
Miller Electrical Services	\$111.81	Installation of breaker box lock
6-ft Geek	\$1,634.00	janitorial services and supplies
Springer Pest Control	\$83.00	Pest management
TRM Disposal	\$106.00	Trash removal
Unique Management	\$50.00	Collection agency
WT Cox	\$223.56	Des Moines Register subscription renewal
Wells Fargo	\$452.08	General Fund Total: \$452.09 See statements for details

Total: \$12,797.15

Approved

Date

Approved

Date

Budget Summary



Personnel	Dec	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	28,014.65	188,385.20	177,238.50	(11,146.70)	354,477.00	53.14%
Benefits	11,993.31	75,065.31	86,034.50	10,969.19	172,069.00	43.63%
TOTAL	40,007.96	263,450.51	263,273.00	(177.51)	526,546.00	50.03%

Collection	Dec	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	4,424.04	25,641.43	37,000.00	11,358.57	74,000.00	34.65%
Digital	-	6,960.76	7,492.50	531.74	14,985.00	46.45%
Special	187.12	1,493.79	2,200.00	706.21	4,400.00	33.95%
TOTAL	4,611.16	34,095.98	46,692.50	12,596.52	93,385.00	36.51%

Operations	Dec	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	450.00	12,619.53	7,937.50	(4,682.03)	15,875.00	79.49%
Operations	7,527.48	85,214.85	74,164.00	(11,050.85)	148,328.00	57.45%
TOTAL	7,977.48	97,834.38	82,101.50	(15,732.88)	164,203.00	59.58%

TOTAL	Dec	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	52,596.60	395,380.87	392,067.00	(3,313.87)	784,134.00	50.42%

Capital Improvement Plan

	Dec	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 | December 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes(R)	(318,364.45)	(550,000.00)	(231,635.55)	57.88%
041-4100-44700	Library Service Reimbursements(R)	(47,150.00)	(89,000.00)	(41,850.00)	52.98%
041-4100-47641	Library Fines(R)	(1,728.74)	(1,000.00)	728.74	172.87%
041-4100-49400	Transfer In--Property Taxes(R)	(100,217.35)	(177,094.00)	(76,876.65)	56.59%
Total: LIBRARY FUND - LIBRARY		(467,460.54)	(817,094.00)		
Total:		(467,460.54)	(817,094.00)		

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration(E)	45,346.49	94,099.00	48,752.51	48.19%
041-4100-60130	Salary/Wages--Clerical(E)	143,038.73	260,378.00	117,339.27	54.94%
041-4100-61100	FICA(E)	13,859.28	27,011.00	13,151.72	51.31%
041-4100-61300	IPERS(E)	17,783.54	33,463.00	15,679.46	53.14%
041-4100-61420	Deferred Comp--457(E)	1,950.00	5,700.00	3,750.00	34.21%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	590.00	2,040.00	1,450.00	28.92%
041-4100-61500	Health Insurance(E)	33,996.42	81,738.00	47,741.58	41.59%
041-4100-61501	Dental Insurance(E)	1,785.42	4,106.00	2,320.58	43.48%
041-4100-61502	Vision Insurance(E)	216.00	431.00	215.00	50.12%
041-4100-61503	HSA Expense(E)	2,779.92	14,700.00	11,920.08	18.91%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,648.38	2,468.00	819.62	66.79%
041-4100-61599	Workers' Comp Insurance(E)	218.75	250.00	31.25	87.50%
041-4100-62100	Membership Dues/Subscriptions(E)	75.00	655.00	580.00	11.45%
041-4100-62300	Education/Training(E)	1,155.11	3,400.00	2,244.89	33.97%
041-4100-62700	Mileage(E)	34.72	970.00	935.28	3.58%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	12,619.53	15,875.00	3,255.47	79.49%
041-4100-63710	Utilities(E)	11,342.01	22,714.00	11,371.99	49.93%
041-4100-64020	Advertising & Legal Notices(E)	452.49	2,200.00	1,747.51	20.57%
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)	9,866.49	21,000.00	11,133.51	46.98%
041-4100-64990	Misc Contractual(E)	436.99	1,300.00	863.01	33.61%
041-4100-65020	Library Books & Periodicals(E)	25,641.43	74,000.00	48,358.57	34.65%
041-4100-65021	Digital Materials(E)	6,960.76	14,985.00	8,024.24	46.45%
041-4100-65022	Special Collections(E)	1,493.79	4,400.00	2,906.21	33.95%

EXPENSE REPORT | December 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65060	Office Supplies(E)	887.64	3,000.00	2,112.36	29.59%
041-4100-65070	Materials/Supplies(E)	2,987.39	7,857.00	4,869.61	38.02%
041-4100-65079	Materials/Supplies--Program(E)	2,864.03	5,700.00	2,835.97	50.25%
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)	23,731.12	25,512.00	1,780.88	93.02%
041-4100-69621	Transfer Out Info & Tech(E)	21,960.00	43,920.00	21,960.00	50.00%
Total: LIBRARY FUND - LIBRARY		395,380.89	781,134.00		
Total:		395,380.89	781,134.00		

SPECIAL REVENUE | December 2021

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE					
141-4100-44302	Enrich Iowa(R)	(7,351.07)	(7,000.00)	351.07	105.02%
141-4100-47050	Donations/Contributions(R)	(13,461.97)	(5,000.00)	8,461.97	269.24%
141-4100-47051	Friends of the Library Contrib(R)	(484.79)	(10,000.00)	(9,515.21)	4.85%
141-4100-65020	Library Books & Periodicals(E)	3,397.79	5,000.00	1,602.21	67.96%
141-4100-65024	Friends of the Library Expense(E)	1,028.78	10,000.00	8,971.22	10.29%
141-4100-65025	Enrich Iowa Expenses(E)	3,739.23	7,000.00	3,260.77	53.42%
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		(10,232.93)	20,000.00		
Total:		(10,232.93)	20,000.00		

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: January 11, 2022
Subject: Policy Review: Sustainability Policy*

Recommendation:

My recommendation is to remove this policy from the library's official policies because it is a statement of support and not a policy. To be considered a policy, it would need to define a course of action the library would take.

Attachments: 1. Sustainability Policy

Policy: Sustainability

By promoting the sharing of resources and efficient use of technology, the Indianola Public Library is by design eco-friendly since it encourages residents to recycle information rather than purchase it and discard it later. The Library Board of Trustees, therefore, supports all efforts within the city structure to manage and develop activities that meet the needs of present community members without compromising the ability of future generations to meet their needs.

Adopted 04/08/08. Reviewed 2/12; 5/17

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: January 11, 2022
Subject: Policy Review: Confidentiality of Library Records*

Recommendation:

There are two suggested modifications to the Confidentiality of Library Records:

1. Revision of the first paragraph for brevity and clarity.
2. Add internet and electronic search records to protected information

Attachments:

1. Confidentiality of Library Records
2. Confidentiality of Library Records - Clean Copy

Confidentiality of Library Records

The confidentiality of library records is central to intellectual freedom and directly related to the ability of patrons to use library materials and pursue information without fear of public scrutiny or intimidation.

~~Whereas the preservation of confidentiality of library records is essential to maintaining public libraries as institutions in which the individual is encouraged to exercise his/her freedom to read and seek information without fear of public scrutiny, the Board of Trustees of the Indianola Public Library adopts the following policy:~~

The Board of Trustees of the Indianola Public Library affirms that all library circulation records are confidential. Patron rights to privacy includes information sought or received, and resources consulted, borrowed, acquired, or transmitted. This information includes, but is not limited to database search records, **internet and electronic search records**, reference questions and interviews, interlibrary loan records, identifiable information about uses of library materials, programs, facilities, or services.

Information may be released only under the provisions of the Code of Iowa, Section 22.7(13):

“The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.”

Said records shall not be available to any agency of state, federal, or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction.

The library director shall be the “lawful custodian of the records.”

Upon receipt of such process, order, or subpoena, the library director will consult with legal counsel, if necessary, to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. The Library Board of Trustees will be notified of any subpoenas received.

This Library will retain patron use records only for the period needed for retrieval of overdue materials, payment of outstanding fees, and compilation of statistics. Such records that are no longer needed for these purposes shall be destroyed.

Adopted 2/8/00; revised 9/10/02; reviewed 10/07; reviewed 2/12; reviewed 3/17; revised 2/19

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Adopted 2/8/00; revised 9/10/02; reviewed 10/07; reviewed 2/12; reviewed 3/17; revised 2/19

January 2022

Director's Report

Digitizing Newspapers Funding Approved

Funding for the project to digitize Warren County newspapers from 1857-1980 has been approved by the Warren County Supervisors. This project is in cooperation with the Warren County Historical Society and Warren County public libraries and schools.

Seed Lending Library

Jacy is submitting a grant this month to the Warren County Master Gardeners for funds and volunteers to get our seed lending library ready by spring. Patrons would check out seeds, and (if all goes well) be able to donate seeds back to the library at harvest.

Circulation FY22



Print	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adults	3,523	1,744	2,934	21,310	15,358	19,805
Teens	265	307	363	2,327	2,118	3,455
Children	2,536	1,626	3,389	20,076	16,167	25,694
TOTAL	6,324	3,677	6,686	43,713	33,643	48,954

Entertainment	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	1,209	197	1,088	8,096	4,811	6,850
Music CDs	62	-	5	611	143	54
Magazines	134	66	161	942	939	1,073
Audiobooks	275	81	139	1,943	782	936
Games & Puzzles	151	85	272	577	609	1,740
Library of Things	0	0	61	0	0	234
TOTAL	1,831	429	1,726	12,169	7,284	10,887

Digital	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,015	1,396	1,432	6,182	8,185	7,194
Eaudiobooks	719	793	1,058	4,544	5,233	6,129
Digital Magazines	38	32	59	136	249	306
Streaming Videos	2	4	0	4	7	1
TOTAL	1,774	2,225	2,549	10,866	13,674	13,630

	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	9,929	6,331	10,961	66,748	54,601	73,471

Library Programs



Attendance	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	48	0	12	425	71	165
Teen Programs	57	0	75	57	0	236
Children's Programs	715	0	483	859	0	729
Library Meetings	8	6	8	8	6	171
Total Attendance	828	6	578	1349	77	1301

Program Numbers	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	8	0	4	38	9	53
Teen Programs	4	0	7	23	0	40
Children's Programs	33	0	26	160	2	155
Total # of Programs	45	0	37	221	11	248

Library Services



User Statistics	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	26	10	44	380	259	407
Door Count	5,206	0	4,471	39,077	7,708	32,131
In-house Browsing	426	0	362	2,558	0	2,892
At Home Deliveries	NA	NA	5	NA	NA	29
At Home Items Delivered	NA	NA	103	NA	NA	575
Curbside Deliveries	0	680	12	0	1,859	110
ILL Requests (IPL loaned)	21	9	16	90	88	95

Computer Usage	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	378	100	229	2,936	1,174	1,395
WiFi Sessions	5,777	NA	304	107,563	NA	1,721
WiFi Unique Users	NA	NA	135	NA	NA	752
Mobile App Launches	493	830	873	1,792	7,097	5,510
Mobile App Page Views	592	912	1051	2135	7863	6,516

Public Meeting Room	Dec 2019	Dec 2020	Dec 2021	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	11	0	7	68	0	58
Meeting Attendance	65	0	73	603	0	242