



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

February 8, 2022

5:00 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Minutes: Jan. 11, 2022 Meeting*
- 5. Trustee Continuing Education**
 - A. Trustee Handbook Ch. 8: Evaluating Service
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Update: City Facility Plan
 - B. FY22 Capital Improvement Plan: Boiler Replacement*
- 8. New Business**
 - A. Policy Review: Credit/Debit Policy*
 - B. Library Board Appointments
 - C. Capital Improvement Plan Revision
 - D. Teen Area: Furniture Replacement
 - E. Charles and Earlene Ginter Memorial
- 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
January 11, 2022

(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, Cyd Dyer, Sally Van Dorin, and Melanie Hundertmark

The meeting was called to order by President Andy Brittingham at 5:48 p.m.

There were no public comments.

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

The minutes from the December 14, 2021 meeting were approved (motion Sally Van Dorin, second Cyd Dyer).

Trustee Continuing Education:

State of Library of Iowa Trustee Handbook, Chapter 7: Planning for the Library's Future:

Board discussed that the current plan is complete and accurate

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Michele clarified the expense for Air-Con Mechanical was for a service call and maintenance and that a lock was required to be installed for the boiler during the fire inspection; work done by Miller Electrical Services. Financial reports were approved (motion by Melanie Hundertmark, second Cyd Dyer)

Unfinished Business:

Library building update: Tour of library building went well with the Mayor and new Council members. After the tour and discussion, Michele feels as if the bond referendum could be approved in September, but still too early to know for sure. In coming weeks, the new city members will review strategic plans from OPN to get a better idea of the building situation and how long it has been in discussion.

Personnel Update: Kelsie Purdy was hired as the children's program assistant. 2 other library staff have been hired.

New Business:

Policy Review: Sustainability Policy: recommended to remove the policy from the library's official policies because it is a statement of support and not a policy. Board approved the removal.

Policy Review: Confidentiality of Library Records: Revision to include internet and electronic search records to protected information. Motion to approve by Cyd Dyer, second Sally Van Dorin.

Director's Report:

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.

Jacy is submitting a grant this month to the Warren County Master Gardeners for the funds and volunteers to get a seed lending library going by spring. Patrons would check out seeds and be able to donate seeds back to the library at harvest.

Library Statistics:

Discussed current circulation stats for December.

Friends Report: Sally Van Dorin gave an update on the Friends. T-shirts have been ordered. February 26th will be Breakfast Dr. Seuss in the morning and Trivia at Sky View Winery that evening. The book sale proceeds will be given to the Friends to be used on programming beginning this year. New board members were added.

Agenda items for next meeting:

Capital Improvement Plan needs to be discussed. The boiler will need to be replaced if the bond does not get added in September as well as possible other items.

Andy Brittingham and Tom Smith's terms will end in June 2022. The replacement process to be discussed including the application process.

Trustees Comments: Melanie asked about potential COVID staffing issues as cases rise. Program changes to provide coverage as well as shortening hours if necessary were discussed.

The meeting was adjourned at 6:21 pm. (motion Cyd Dyer, second Sally Van Dorin).

Sincerely,
Melanie Hundertmark
Meeting Secretary



Chapter 8: Evaluating Service and Advocating for Advancements

Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

A successful library reflects the strategic plan and the annual budget working to support each other.

Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

Advocating For Advancements

As a library advocate, it is necessary that you understand the value and importance of public library service. And further, that you communicate that value to the community, government leaders, and other decision-makers. When you advocate for better public library service, you are promoting a better quality of life for your community today and in the future. Advocacy is a primary role of library trustees because you have statutory responsibility for your library's governance and are expected to better its services.

As a volunteer leader of the library, you can be a good advocate for the organization because your motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate. You serve as the connection between the local community and its public library and are in a unique position to promote the library and see that it meets the needs of the community.

Advocacy efforts will generally be part of a planned board effort, where the board speaks with one voice. You, as an individual board member, can speak about the board's official position on issues and can also promote the interests of the library at any time. Advocacy may include establishing a relationship with the mayor, city council, and county board of supervisors; communicating to the taxpayers the needs and plans of the library; and carrying out public relations activities for the library.

In carrying out its advocacy role, one of the main responsibilities of library boards is to obtain adequate funding for the library. As a representative of the general public, you can make a more effective case for the importance of adequate funding for the library than the director, who may be viewed as having a vested interest in a larger budget.

Effective advocacy requires:

- ❖ A deep personal commitment to your library and the services it provides.
- ❖ A willingness to go out into your community on behalf of the library.
- ❖ A sense of what the community needs the library to be in the future.
- ❖ A willingness to work to help move the library forward.

Telling the Library Story

Don't wait for a budget presentation to make a case for needed funding or to describe library programs and services. To make sure the library is seen as an essential community service, tell the library story all year. Invite officials to library programs and activities. Ask the director to provide reference services and assistance to city departments and officials. Share your successes with your city and county. Awards, record numbers at summer library programs, staff accomplishments and news articles should be part of regular reporting about the library to the city council.

In your community there are people who use the library and people who pay taxes to support the library but do not use it. Embrace all community members and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but initiating opportunities to meet with community groups such as Rotary, Kiwanis, school parent-teacher groups, Chamber of Commerce. Learn about community issues, interests, and concerns. Work with the director and other board members to communicate how the library can meet the needs of the community.

A successful advocate can bring new users and new revenue into the library, as well as increased awareness of library service. Legislators have been known to change their view of libraries after speaking to a trustee advocate. Or the people you talk with might become so enthused that they will leave a bequest to the library in their will, help with a fundraiser, or speak to state or federal legislators on behalf of the library.

More information regarding **Advocacy** is available on the State Library website.

Intellectual Freedom Advocate

Finally, as a trustee advocate, you will be a defender of intellectual freedom, defined by the American Library Association as the “the right of every individual to both seek and receive information from all points of view without restriction.” Once the board has established a collection development policy and library resources are purchased which respond to community needs, trustee advocates must recognize a sacrosanct responsibility to permit people access to those materials. One of the most frequent questions asked of trustee advocates (usually in front of an audience) is whether a particular book or other item should be in the library's collection. The response must be unequivocal in defense of intellectual freedom.

See **Chapter 15: Intellectual Freedom** for more information.

“A library outranks any other one thing that a community can do to benefit its people.”

Andrew Carnegie



Invoices for Board Meeting

February 8, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$1,303.93	Service call (boiler repair)
Amazon	\$983.09	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$3,660.05	Books
Baker and Taylor Entertainment	\$401.40	DVDs
Baker and Taylor Spoken Word	\$76.65	Books on CD
City of Indianola (IMU)	\$935.55	Utilities
Demco	\$636.38	Book covering supplies
Fire Extinguisher Company	\$70.25	Annual inspection
Iowa Water Management Co.	\$40.00	Monthly agreement
MidAmerican Energy	\$1,027.32	Natural Gas
Springer Pest Control	\$83.00	Pest management
TRM Disposal	\$106.00	Trash removal
Unique Management	\$50.00	Collection agency
Waste Management	\$14.34	Recycling tote (Jan and Feb bills)
Wells Fargo	\$2,503.98	General Fund Total: \$2503.98 See statements for details

Total: **\$11,891.94**

Approved

Date

Approved

Date

Budget Summary



Personnel	Jan	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	28,570.00	216,955.00	206,778.25	(10,176.75)	354,477.00	61.20%
Benefits	16,672.00	91,818.00	100,373.58	8,555.58	172,069.00	53.36%
TOTAL	45,242.00	308,773.00	307,151.83	(1,621.17)	526,546.00	59%

Collection	Jan	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	4,613.00	31,895.00	43,166.67	11,271.67	74,000.00	43.10%
Digital	0	6,961.00	8,741.25	1,780.25	14,985.00	46.45%
Special	359.00	1,882.00	2,566.67	684.67	4,400.00	42.77%
TOTAL	4,972.00	40,738.00	54,474.58	13,736.58	93,385.00	44%

Operations	Jan	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,626.00	10,993.00	9,260.42	(1,732.58)	15,875.00	69.25%
Operations	7,886.00	93,319.00	86,524.67	(6,794.33)	148,328.00	62.91%
TOTAL	9,512.00	104,312.00	95,785.08	(8,526.92)	164,203.00	64%

TOTAL	Jan	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	59,726.00	453,823.00	457,411.50	3,588.50	784,134.00	58%

Capital Improvement Plan

	Jan	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 | Jan 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes(R)	(320,013.00)	(550,000.00)	(229,987.00)	58.18%
041-4100-44700	Library Service Reimbursements(R)	(47,150.00)	(89,000.00)	(41,850.00)	52.98%
041-4100-47641	Library Fines(R)	(1,964.18)	(1,000.00)	964.18	196.42%
041-4100-49400	Transfer In--Property Taxes(R)	(108,033.62)	(177,094.00)	(69,060.38)	61.00%
Total: LIBRARY FUND - LIBRARY		(477,160.80)	(817,094.00)		
Total:		(477,160.80)	(817,094.00)		

Expenditures | Jan 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration(E)	52,585.26	94,099.00	41,513.74	55.88%
041-4100-60130	Salary/Wages--Clerical(E)	164,370.17	260,378.00	96,007.83	63.13%
041-4100-61100	FICA(E)	15,961.11	27,011.00	11,049.89	59.09%
041-4100-61300	IPERS(E)	20,480.58	33,463.00	12,982.42	61.20%
041-4100-61420	Deferred Comp--457(E)	2,275.00	5,700.00	3,425.00	39.91%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	655.00	2,040.00	1,385.00	32.11%
041-4100-61500	Health Insurance(E)	39,662.49	81,738.00	42,075.51	48.52%
041-4100-61501	Dental Insurance(E)	2,047.91	4,106.00	2,058.09	49.88%
041-4100-61502	Vision Insurance(E)	252.00	431.00	179.00	58.47%
041-4100-61503	HSA Expense(E)	8,078.36	14,700.00	6,621.64	54.95%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,923.11	2,468.00	544.89	77.92%
041-4100-61599	Workers' Comp Insurance(E)	245.00	250.00	5.00	98.00%
041-4100-62100	Membership Dues/Subscriptions(E)	75.00	655.00	580.00	11.45%
041-4100-62300	Education/Training(E)	1,170.11	3,400.00	2,229.89	34.42%
041-4100-62700	Mileage(E)	34.72	970.00	935.28	3.58%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	10,993.08	15,875.00	4,881.92	69.25%
041-4100-63710	Utilities(E)	12,863.30	22,714.00	9,850.70	56.63%
041-4100-64020	Advertising & Legal Notices(E)	509.19	2,200.00	1,690.81	23.15%
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)	11,606.49	21,000.00	9,393.51	55.27%
041-4100-64990	Misc Contractual(E)	525.46	1,300.00	774.54	40.42%
041-4100-65020	Library Books & Periodicals(E)	31,894.68	74,000.00	42,105.32	43.10%
041-4100-65021	Digital Materials(E)	6,960.76	14,985.00	8,024.24	46.45%
041-4100-65022	Special Collections(E)	1,882.02	4,400.00	2,517.98	42.77%

Expenditures | Jan 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65060	Office Supplies(E)	1,051.05	3,000.00	1,948.95	35.04%
041-4100-65070	Materials/Supplies(E)	2,995.15	7,857.00	4,861.85	38.12%
041-4100-65079	Materials/Supplies--Program(E)	3,609.02	5,700.00	2,090.98	63.32%
041-4100-65080	Postage(E)	361.37	750.00	388.63	48.18%
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)	25,620.00	43,920.00	18,300.00	58.33%
Total: LIBRARY FUND - LIBRARY		453,822.94	781,134.00		
Total:		453,822.94	781,134.00		

Library Special Revenue | Jan 2022

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)	(17,394.63)	(5,000.00)	12,394.63	347.89%
141-4100-47051	Friends of the Library Contrib(R)	(1,095.84)	(10,000.00)	(8,904.16)	10.96%
141-4100-65020	Library Books & Periodicals(E)	4,382.12	5,000.00	617.88	87.64%
141-4100-65024	Friends of the Library Expense(E)	1,380.41	10,000.00	8,619.59	13.80%
141-4100-65025	Enrich Iowa Expenses(E)	3,739.23	7,000.00	3,260.77	53.42%
141-4100-65070	Materials/Supplies(E)	3,089.83	20,000.00	16,910.17	15.45%
Total: LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE		(13,249.95)	20,000.00		
Total:		(13,249.95)	20,000.00		

General Ledger | Jan 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
041-4100-63100 - Repair/Maint--Bldg/Grounds							
12/8/2021	202-1	AP	AIR-CON MECHANICAL CORP.	[Boiler repair]		2,366.74	0.00
12/9/2021	315-1	AP	MILLER ELECTRICAL SERVICES	[breaker lock - fire alarms]		111.81	0.00
12/14/2021	176-1	AP	EXCEL LAWNS & LANDSCAPE LLC	[Fall mowing]		312.00	0.00
12/14/2021	421-1	AP	SPRINGER PROFESSIONAL HOME SERVICES			83.00	0.00
1/31/2022	3-1	JE	MOVE FORMATION GROUP STUDY COST TO CIP			0.00	4,500.00
Total: 041-4100-63100 - Repair/Maint--Bldg/Grounds						2,873.55	(4,500.00)
041-4100-63710 - Utilities							
12/20/2021	314-1	AP	MID AMERICAN ENERGY CO.			517.64	0.00
1/1/2022	233-1	AP	IMU - UTILITIES			1,003.65	0.00
Total: 041-4100-63710 - Utilities						1,521.29	0.00
041-4100-64090 - Janitorial Services							
12/24/2021	346-1	AP	T.R.M. DISPOSAL LLC			106.00	0.00
1/5/2022	426-1	AP	A 6FT GEEK LLC			184.00	0.00
1/5/2022	425-1	AP	A 6FT GEEK LLC			1,450.00	0.00
Total: 041-4100-64090 - Janitorial Services						1,740.00	0.00
041-4100-64990 - Misc Contractual							
12/1/2021	321-1	AP	UNIQUE MANAGEMENT SERVICES			50.00	0.00
1/5/2022	401-1	AP	TRUENORTH COMPANIES LC			31.25	0.00
Total: 041-4100-64990 - Misc Contractual						81.25	0.00
041-4100-65020 - Library Books & Periodicals							
11/9/2021	223-1	AP	BAKER & TAYLOR ENTERTAINMENT			43.49	0.00
11/20/2021	422-1	AP	BAKER AND TAYLOR SPOKEN WORD			91.97	0.00
12/1/2021	209-1	AP	BAKER AND TAYLOR			135.00	0.00
12/2/2021	211-1	AP	BAKER AND TAYLOR			661.82	0.00
12/6/2021	213-1	AP	BAKER AND TAYLOR			292.84	0.00

General Ledger | Jan 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/9/2021	215-1	AP	BAKER AND TAYLOR			185.39	0.00
12/14/2021	216-1	AP	BAKER AND TAYLOR			432.00	0.00
12/14/2021	441-1	AP	FINDAWAY WORLD LLC	[Wonderbooks]		714.25	0.00
12/14/2021	224-1	AP	BAKER & TAYLOR ENTERTAINMENT			66.62	0.00
12/16/2021	218-1	AP	BAKER AND TAYLOR			247.68	0.00
12/20/2021	225-1	AP	BAKER & TAYLOR ENTERTAINMENT			58.66	0.00
12/21/2021	423-1	AP	BAKER AND TAYLOR SPOKEN WORD			56.73	0.00
12/22/2021	227-1	AP	BAKER & TAYLOR ENTERTAINMENT			21.74	0.00
12/22/2021	219-1	AP	BAKER AND TAYLOR			269.21	0.00
12/22/2021	226-1	AP	BAKER & TAYLOR ENTERTAINMENT			587.57	0.00
12/28/2021	221-1	AP	BAKER AND TAYLOR			200.41	0.00
12/30/2021	334-1	AP	WT. COX SUBSCRIPTIONS	[DM Register]		223.56	0.00
1/3/2022	228-1	AP	BAKER & TAYLOR ENTERTAINMENT			0.00	35.69
Total: 041-4100-65020 - Library Books & Periodicals						4,288.94	(35.69)
041-4100-65022 - Special Collections							
1/1/2022	408-1	AP	AMAZON CAPITAL SERVICES	[Library of Things]		359.25	0.00
Total: 041-4100-65022 - Special Collections						359.25	0.00
041-4100-65060 - Office Supplies							
1/1/2022	409-1	AP	AMAZON CAPITAL SERVICES	[Packing tape, receipt paper, floor matt (anti-fatigue		163.41	0.00
Total: 041-4100-65060 - Office Supplies						163.41	0.00
041-4100-65070 - Materials/Supplies							
1/1/2022	412-1	AP	AMAZON CAPITAL SERVICES	[Wire brush - 3D cleaner]		4.40	0.00
Total: 041-4100-65070 - Materials/Supplies						4.40	0.00
041-4100-65079 - Materials/Supplies--Program							
12/1/2021	420-1	AP	AMAZON CAPITAL SERVICES			0.00	5.70
12/1/2021	418-1	AP	AMAZON CAPITAL SERVICES			0.00	5.69

General Ledger | Jan 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
1/1/2022	410-1	AP	AMAZON CAPITAL SERVICES			620.27	0.00
Total: 041-4100-65079 - Materials/Supplies--Program						620.27	(11.39)
041-4100-65080 - Postage							
1/18/2022	12-1	JE	DISTRIBUTE POSTAGE			106.34	0.00
Total: 041-4100-65080 - Postage						106.34	0.00
041-4100-69621 - Transfer Out Info & Tech							
1/31/2022	25-1	RC	December Recurring Transfers			3,660.00	0.00
Total: 041-4100-69621 - Transfer Out Info & Tech						3,660.00	0.00



MEMORANDUM

7.A.

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: Update: City Facility Plan

Recommendation: Discussion Item

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: FY22 Capital Improvement Plan: Boiler Replacement*

Recommendation: Please review the proposal from the Formation Group to oversee the bidding process and installation of a new boiler.

Attachments: 1. Library Boiler Replacement - Formation Group



January 28, 2022

Andy Lent
City of Indianola
207 North B Street
Indianola, IA 50125

Andy:

We thank you for Indianola's continued confidence in Formation Group to assist with the boiler replacement for the Indianola Public Library. Duration of work must be completed and billed by June 30, 2022.

The scope of the work is included below and is limited to the **Indianola Library facility located at 207 North B St., Indianola, IA**

Inclusions (Scope of Review):

- Review the existing installation to gather information. (FG/IMEG)
- Meet with the owner to understand any issues that need to be addressed. (FG/IMEG)
- Prepare a narrative outlining the scope of work for the contractor(s). This would be a narrative, possibly marked up PDF's if there are existing drawings, plus photos. (IMEG)
- The contractor(s) would assume any engineer of record role. Since this is an equipment replacement, likely a permit is all that is needed.
- Prepare boiler specifications for contractors to use in getting quotes. (IMEG)
- Information for valves, piping and insulation would be covered in notes on the plans or in the narrative. (IMEG)
- Conduct a walk-thru with the contractor(s). Assuming this would occur at the same time for all contractors. (FG/IMEG)
- Develop request for proposals. (FG)
- Review bids and give input. (FG/IMEG)
- Review boiler shop drawings. (IMEG)
- Review the installation at job completion and prepare a punch list. (IMEG)
- We assume the existing boiler is adequately sized and will be replaced with a similar BTU output. We are not anticipating running heating load calculations for a different boiler output.

Fee:

- **Total fee \$5800.00**

Please let me know if you have any questions regarding this summary. We look forward to assisting the Library Board with the boiler replacement project.

Respectfully,

President
Matt Brown, AIA
President
PO Box 290
Grimes, IA 50111
mattb@formationgroup-us.com
www.formationgroup-us.com



MEMORANDUM

8.A.

To: Board of Trustees of the Indianola Public Library
From:
Date: February 8, 2022
Subject: Policy Review: Credit/Debit Policy*

Recommendation:

Attachments: 1. POLICY Debit and credit policy review

Debit/Credit Card

Credit and debit cards may be used in the payment of library fines, services, meeting room reservations, ~~and~~ copier/printer charges, and donations. The following guidelines apply:

Credit/debit cards cannot be used for amounts under \$5.00.

Credit/debit cards may not be used to obtain cash.

If fines or fees are paid online through the City of Indianola's payment services, patrons are responsible for notifying the library and providing proof of payment.

Adopted 8/12; Revised 8/17; Revised 2/19

Debit/Credit Card – Clean Copy

Credit and debit cards may be used in the payment of library fines, services, meeting room reservations, copier/printer charges, and donations. The following guidelines apply:

Credit/debit cards cannot be used for amounts under \$5.00.

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Adopted 8/12; Revised 8/17; Revised 2/19

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From:
Date: February 8, 2022
Subject: Policy Review: Credit/Debit Policy

Recommendation: The recommended policy change would allow people to make donations to the library using the credit card portal.

Attachments: 1. POLICY Debit and credit policy review

Debit/Credit Card

Credit and debit cards may be used in the payment of library fines, services, meeting room reservations, ~~and~~ copier/printer charges, and donations. The following guidelines apply:

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Adopted 8/12; Revised 8/17; Revised 2/19



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: Library Board Appointments

Recommendation: Discussion Item

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: Capital Improvement Plan Revision

Recommendation: The Building Assessment identified additional repairs to the library building which need to be added to the library's five-year Capital Improvement Plan.

Attachments:

1. IPL_CIP Plan Suggested Revisions
2. IPL_CIP Plan Revised Clean Copy

IPL's Capital Improvement Plan: Suggested Revisions in Red

	Estimates	Notes
FY2021		
Circulation desk replacement	25,000	Deferred - move to FY23
FY2022		
Boiler replacement	60,000	Probably closer to \$100,000
Lighting replacement	30,000	Deferred - move to FY24
CIP Total	\$60,000	FY22
FY2023		
Public bathrooms renovations	20,000	*need a better estimate
Entryway flooring & Rooms A & B	20,000	Waiting for estimate from Phillips flooring
Tuckpointing library exterior	18,000	
Fire exit - staff room	12,000	Noted in building assessment
Skylight flashing and sealants	6,500	Noted in building assessment
Exterior light repair	700	Submitted to FY23 general budget
Clean and seal lintels	1,500	Submitted to FY23 general budget
Roof ventilation & drain extensions	4,000	Submitted to FY23 general budget
Circulation desk replacement	25,000	Deferred from FY21
CIP Total	\$184,500	FY23
FY2024		
RFID tagging & security gates	60,000	Defer
Self-checkout stations	15,000	Defer
Furniture replacement	60,000	Currently budgeted at \$20,000
Lighting replacement	30,000	Deferred from FY21
CIP Total	\$90,000	FY24
FY2025		
Chiller replacement	80,000	
& including air handler	24,000	New item: identified by building assessment
Condenser replacement	24,000	New item: identified by building assessment
Roof replacement	40,000	
CIP Total	\$168,000	FY25

FY2026

Carpet replacement	35,000
Parking lot repairs	75,000

CIP Total	\$110,000	FY26
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FY2027

Exterior security cameras	30,000	
Skylight replacement	108,000	Added by building assessment
	138,000	

CIP Total	\$138,000	FY27
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Future years

West entrance reconfiguration	225,000	
RFID tagging & security gates	60,000	Deferred from FY24
Self-checkout stations	15,000	Deferred from FY24
Sidewalk replacement		Identified in building assessment
Children & teen furniture replacement		
Replace ceiling tiles throughout building		
Storytime room renovation		
Mtg room dividing wall replacement		

IPL's Capital Improvement Plan: Clean Copy

	Estimates	Notes
FY2022		
Boiler replacement	60,000	
CIP Total	\$60,000	FY22
FY2023		
Public bathrooms renovations	20,000	
Entryway flooring & Rooms A & B	20,000	
Tuckpointing library exterior	18,000	
Fire exit - staff room	12,000	
Skylight flashing and sealants	6,500	
Circulation desk replacement	25,000	
CIP Total	\$184,500	FY23
FY2024		
Furniture replacement	60,000	
Lighting replacement	30,000	
CIP Total	\$90,000	FY24
FY2025		
Chiller/air handler/condenser	128,000	
Roof replacement	40,000	
CIP Total	\$168,000	FY25
FY2026		
Carpet replacement	35,000	
Parking lot repairs	75,000	
CIP Total	\$110,000	FY26
FY2027		
Exterior security cameras	30,000	
Skylight replacement	108,000	
	138,000	
CIP Total	\$138,000	FY27

Future years

West entrance reconfiguration	225,000
RFID tagging & security gates	60,000
Self-checkout stations	15,000
Sidewalk replacement	
Children & teen furniture replacement	
Replace ceiling tiles throughout building	
Storytime room renovation	
Mtg room dividing wall replacement	



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: Teen Area: Furniture Replacement

Recommendation: Discussion Item

Attachments: None



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: February 8, 2022
Subject: Charles and Earlene Ginter Memorial

Recommendation: Discussion Item

Attachments: None

February 2022

Director's Report

Children's Programming

Janis had 220 participants at the Stuffed Animal Sleepover on Jan. 25 - the largest children's program we've held since COVID.

Saturday Storytime began this month. As expected, the turnout was small, but we anticipate it growing once more people know about it.



City Council Retreat

I attended the City Council Retreat held on Simpson's campus Jan. 24. Addressing the city's building needs was identified as one of their top five priorities.

Noon Lions

I spoke to the Indianola Noon Lions on Feb. 7 and gave them an update on the library and building needs.

New Shelving

We have ordered more forward-facing display shelves and divider shelves for the adult nonfiction section using ENRICH Iowa funds. The divider shelves are easier for patrons to use when books are larger (such as cookbooks) and forward-facing shelves help us market our collection.



Circulation FY22



Print	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adults	2,475	1,753	3,077	23,785	17,111	22,882
Teens	260	294	333	2,587	2,412	3,788
Children	2,110	1,656	3,755	22,186	17,823	29,449
TOTAL	4,845	3,703	7,165	48,558	37,346	56,119

Entertainment	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	616	263	1,140	8,712	5,074	7,990
Music CDs	80	-	6	691	143	60
Magazines	108	58	152	1,050	997	1,225
Audiobooks	196	70	149	2,139	852	1,085
Games & Puzzles	69	69	314	646	678	2,054
Library of Things	0	0	35	0	0	269
TOTAL	1,069	460	1,796	13,238	7,744	12,683

Digital	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,208	1,703	1,678	7,390	9,888	8,872
Eaudiobooks	856	906	1,137	5,400	6,139	7,266
Digital Magazines	67	49	46	203	298	352
Streaming Videos	1	2	0	5	9	1
TOTAL	2,132	2,660	2,861	12,998	16,334	16,491

	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	8,046	6,823	11,822	74,794	61,424	85,293

Library Programs



Attendance	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	20	10	719	445	81	884
Teen Programs	7	0	43	208	0	279
Children's Programs	381	0	719	4903	25	1448
Library Meetings	24	17	17	121	107	188
Total Attendance	432	27	1498	5677	213	2799

Program Numbers	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	4	1	29	25	7	82
Teen Programs	1	0	5	24	0	45
Children's Programs	22	0	6	98	2	161
Total # of Programs	27	1	40	147	9	288

Library Services



User Statistics	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	45	18	61	425	277	468
Door Count	2,957	128	4,745	42,034	17,836	36,876
In-house Browsing	240	0	379	2,798	0	3,271
At Home Deliveries	NA	NA	5	NA	NA	34
At Home Items Delivered	NA	NA	104	NA	NA	679
Curbside Deliveries	0	737	6	0	2,596	116
ILL Requests (IPL loaned)	16	13	13	106	101	108

Computer Usage	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	223	71	202	3,159	1,245	1,597
WiFi Sessions	NA	NA	367	NA	NA	2,088
WiFi Unique Users	NA	NA	195	NA	NA	947
Mobile App Launches	850	1150	967	2642	8247	6,477
Mobile App Page Views	1010	1276	1127	3145	9139	7,643

Public Meeting Room	Jan 2020	Jan 2021	Jan 2022	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	8	0	8	69	0	66
Meeting Attendance	61	0	38	623	0	280