



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

March 8, 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. Feb 8, 2022 Meeting Minutes
- 5. Trustee Continuing Education**
 - A. Trustee Handbook: Chapter 9
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Boiler Replacement*
- 8. New Business**
 - A. POLICY REVIEW: Teen Space Policy*
 - B. POLICY REVIEW: Circulation Policy*
 - C. Addendum to Holiday Closure Schedule*
- 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
February 8, 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, Colleen Wilmott, Tom Smith, Emmett Conrad and Melanie Hundertmark

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 Cyd Dyer, second Tom Smith).

The minutes from the January 11, 2022 meeting were approved (motion Tom Smith, second Cyd Dyer).

Trustee Continuing Education:

State of Library of Iowa Trustee Handbook, Chapter 8: Evaluating Service – no comments on chapter

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion by Cyd Dyer, second Sally Van Dorin)

Unfinished Business:

Michele gave a brief update on the city facility plan and gave the Board options for the boiler replacement. Options included to move forward with the bidding process for replacement or to hold off on the process until a bond is decided. The Board decided to table the decision for a few months.

New Business:

Policy Review: Credit/Debit card policy updated to include donations (motion by Cyd Dyer, second Emmett Konrad)
Library Board Appointments were discussed.

Capital Improvement plan revision: FY24 change to furniture \$40,000 not \$60,000.

Teen Area: Furniture Replacement: Friends to partner for WC Phil Grant. Children's Furniture needs to be replaced. 4 new chairs and a rug \$5,000-\$6,000.

Charles and Earlene Ginter Memorial: a little more \$5,000 that may be used towards a piece of art; will discuss more next month

Director's Report:

Janis had 220 participants at the Stuffed Animal Sleepover on January 25th – the largest children's program held since COVID. Saturday story time began this month with low attendance as expected, but anticipate number to increase. Michele attended the City Council Retreat held at Simpson College. Addressing the city's building needs was identified as one of their top five priorities. Noon Lions were given an update by Michele on the building and library needs. New shelving for additional forward-facing displays were ordered.

Library Statistics:

Discussed current circulation stats that are continuing to improve. Some library programs are still struggling.

Friends Report: Sally Van Dorin gave an update on the Friends. Breakfast with Dr. Seuss and Trivia are both scheduled for February 26th. New shirts arrived.

Sincerely,
Melanie Hundertmark
Meeting Secretary



Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.
Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director.

Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.
- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.
- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.
- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life. Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life

in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

- ❖ Keep the city informed about board decisions.
- ❖ Consider a city council liaison to the library board.
- ❖ Attend a council meeting once a quarter and make a report about the library.
- ❖ Educate the council regarding the role of the library and **Public Library Standards**.
- ❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).
- ❖ Invite the city council to hold meetings at the library.
- ❖ Invite city officials to library programs.
- ❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *"It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*



Invoices for Board Meeting

March 8, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$960.76	Service call
Amazon	\$1,533.44	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,641.61	Books
Baker and Taylor Entertainment	\$200.00	DVDs
Baker and Taylor Spoken Word	\$105.20	Books on CD
Alison Brown	\$15.15	Summer Program Workshop @ Knoxville Public Library
City of Indianola (IMU)	\$1,071.07	Utilities
Demco	\$51.25	Book covering supplies
Iowa Water Management Co.	\$40.00	Monthly agreement
McCoy True Value	\$5.94	duct tape
MidAmerican Energy	\$983.70	Natural Gas
6-ft Geek	\$3,222.00	janitorial services and supplies (Feb&Mar)
TRM Disposal	\$106.00	Trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$7.17	Recycling tote
Workspace	\$853.74	office chairs
Wells Fargo	\$329.30	General Fund Total: \$329.30 See statements for details

Total: **\$12,191.33**

Approved

Date

Approved

Date

Budget Summary



Personnel	Feb	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	29,536.60	246,492.00	236,318.00	(10,174.00)	354,477.00	69.54%
Benefits	12,010.92	103,829.10	114,712.67	10,883.57	172,069.00	60.34%
TOTAL	41,547.52	350,321.10	351,030.67	709.57	526,546.00	66.53%

Collection	Feb	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	4,199.57	36,094.25	49,333.33	13,239.08	74,000.00	48.78%
Digital	0	6,960.76	9,990.00	3,029.24	14,985.00	46.45%
Special	190.21	2,072.23	2,933.33	861.10	4,400.00	47.10%
TOTAL	4,389.78	45,127.24	62,256.67	17,129.43	93,385.00	48.32%

Operations	Feb	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,575.55	12,568.63	10,583.33	(1,985.30)	15,875.00	79.17%
Operations	4,838.75	98,671.35	98,885.33	213.98	148,328.00	66.52%
TOTAL	6,414.30	111,239.98	109,468.67	(1,771.31)	164,203.00	67.75%

TOTAL	Feb	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	52,351.60	506,688.32	522,756.00	16,067.68	784,134.00	64.62%

Capital Improvement Plan

	Feb	Year-to-Date	Budget	% Spent
Lighting	0	0	30,000.00	0.00%
Boiler	0	0	60,000.00	0.00%
TOTAL CIP	0	0	90,000.00	

Revenue Report | Feb 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes(R)	(322,561.45)	(550,000.00)	(227,438.55)	58.65%
041-4100-44700	Library Service Reimbursements(R)	(47,150.00)	(89,000.00)	(41,850.00)	52.98%
041-4100-47641	Library Fines(R)	(2,190.15)	(1,000.00)	1,190.15	219.02%
041-4100-49400	Transfer In--Property Taxes(R)	(108,937.80)	(177,094.00)	(68,156.20)	61.51%
Total: LIBRARY FUND - LIBRARY		(480,839.40)	(817,094.00)		
Total:		(480,839.40)	(817,094.00)		

Expenditures | Feb 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration(E)	59,824.03	94,099.00	34,274.97	63.58%
041-4100-60130	Salary/Wages--Clerical(E)	186,668.00	260,378.00	73,710.00	71.69%
041-4100-61100	FICA(E)	18,136.80	27,011.00	8,874.20	67.15%
041-4100-61300	IPERS(E)	23,268.84	33,463.00	10,194.16	69.54%
041-4100-61420	Deferred Comp--457(E)	2,600.00	5,700.00	3,100.00	45.61%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	720.00	2,040.00	1,320.00	35.29%
041-4100-61500	Health Insurance(E)	45,328.56	81,738.00	36,409.44	55.46%
041-4100-61501	Dental Insurance(E)	2,310.40	4,106.00	1,795.60	56.27%
041-4100-61502	Vision Insurance(E)	288.00	431.00	143.00	66.82%
041-4100-61503	HSA Expense(E)	8,496.04	14,700.00	6,203.96	57.80%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	2,197.84	2,468.00	270.16	89.05%
041-4100-61599	Workers' Comp Insurance(E)	245.00	250.00	5.00	98.00%
041-4100-62100	Membership Dues/Subscriptions(E)	270.00	655.00	385.00	41.22%
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)	12,568.63	15,875.00	3,306.37	79.17%
041-4100-63710	Utilities(E)	14,826.17	22,714.00	7,887.83	65.27%
041-4100-64020	Advertising & Legal Notices(E)	565.89	2,200.00	1,634.11	25.72%
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)	13,221.83	21,000.00	7,778.17	62.96%
041-4100-64990	Misc Contractual(E)	624.90	1,300.00	675.10	48.07%
041-4100-65020	Library Books & Periodicals(E)	36,094.25	74,000.00	37,905.75	48.78%
041-4100-65021	Digital Materials(E)	6,960.76	14,985.00	8,024.24	46.45%
041-4100-65022	Special Collections(E)	2,072.23	4,400.00	2,327.77	47.10%

Expenditures | Feb 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65060	Office Supplies(E)	1,284.10	3,000.00	1,715.90	42.80%
041-4100-65070	Materials/Supplies(E)	3,636.43	7,857.00	4,220.57	46.28%
041-4100-65079	Materials/Supplies--Program(E)	4,081.88	5,700.00	1,618.12	71.61%
041-4100-65080	Postage(E)	417.38	750.00	332.62	55.65%
041-4100-65990	Miscellaneous(E)	169.99	500.00	330.01	34.00%
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		506,688.33	781,134.00		
Total:		506,688.33	781,134.00		

Library Special Revenue | Feb 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)	(17,807.94)	(5,000.00)	12,807.94	356.16%
141-4100-47051	Friends of the Library Contrib(R)	(1,901.09)	(10,000.00)	(8,098.91)	19.01%
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)	1,582.67	10,000.00	8,417.33	15.83%
141-4100-65025	Enrich Iowa Expenses(E)	3,739.23	7,000.00	3,260.77	53.42%
141-4100-65070	Materials/Supplies(E)	3,123.55	20,000.00	16,876.45	15.62%
Total: LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE		(14,232.53)	20,000.00		
Total:		(14,232.53)	20,000.00		

General Ledger | Feb 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
041-4100-63100 - Repair/Maint--Bldg/Grounds							
12/1/2021	53-1	AP	IOWA WATER MANAGEMENT CO.			40.00	0.00
1/1/2022	55-1	AP	IOWA WATER MANAGEMENT CO.			40.00	0.00
1/11/2022	376-1	AP	EXTINGUISHER COMPANY, THE			70.25	0.00
1/31/2022	293-1	AP	AIR-CON MECHANICAL CORP.			324.43	0.00
1/31/2022	294-1	AP	AIR-CON MECHANICAL CORP.			979.50	0.00
2/1/2022	397-1	AP	IOWA WATER MANAGEMENT CO.			40.00	0.00
2/8/2022	523-1	AP	SPRINGER PROFESSIONAL HOME SERVICES			81.37	0.00
Total: 041-4100-63100 - Repair/Maint--Bldg/Grounds						1,575.55	0.00
041-4100-63710 - Utilities							
1/20/2022	409-1	AP	MID AMERICAN ENERGY CO.			1,027.32	0.00
2/1/2022	339-1	AP	IMU - UTILITIES			935.55	0.00
Total: 041-4100-63710 - Utilities						1,962.87	0.00
041-4100-64090 - Janitorial Services							
1/24/2022	474-1	AP	T.R.M. DISPOSAL LLC			106.00	0.00
1/28/2022	356-1	AP	WASTE MANAGEMENT OF IOWA			14.34	0.00
2/9/2022	530-1	AP	A 6FT GEEK LLC			45.00	0.00
2/9/2022	529-1	AP	A 6FT GEEK LLC			1,450.00	0.00
Total: 041-4100-64090 - Janitorial Services						1,615.34	0.00
041-4100-64990 - Misc Contractual							
1/1/2022	422-1	AP	UNIQUE MANAGEMENT SERVICES			50.00	0.00
1/31/2022	496-1	AP	TRUENORTH COMPANIES LC			25.00	0.00
11/30/2022	196-1	AP	TRUENORTH COMPANIES LC			18.75	0.00
Total: 041-4100-64990 - Misc Contractual						93.75	0.00
041-4100-65020 - Library Books & Periodicals							
12/30/2021	303-1	AP	BAKER AND TAYLOR			278.18	0.00

General Ledger | Feb 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
1/3/2022	315-1	AP	BAKER & TAYLOR ENTERTAINMENT			56.51	0.00
1/4/2022	305-1	AP	BAKER AND TAYLOR			354.30	0.00
1/5/2022	316-1	AP	BAKER & TAYLOR ENTERTAINMENT			86.75	0.00
1/5/2022	324-1	AP	BAKER & TAYLOR ENTERTAINMENT			10.49	0.00
1/6/2022	306-1	AP	BAKER AND TAYLOR			269.95	0.00
1/7/2022	325-1	AP	BAKER & TAYLOR ENTERTAINMENT			13.99	0.00
1/11/2022	318-1	AP	BAKER & TAYLOR ENTERTAINMENT			4.19	0.00
1/11/2022	319-1	AP	BAKER & TAYLOR ENTERTAINMENT			67.15	0.00
1/12/2022	317-1	AP	BAKER & TAYLOR ENTERTAINMENT			88.86	0.00
1/12/2022	307-1	AP	BAKER AND TAYLOR			327.93	0.00
1/17/2022	308-1	AP	BAKER AND TAYLOR			834.83	0.00
1/18/2022	320-1	AP	BAKER & TAYLOR ENTERTAINMENT			27.29	0.00
1/18/2022	321-1	AP	BAKER & TAYLOR ENTERTAINMENT			10.49	0.00
1/18/2022	322-1	AP	BAKER & TAYLOR ENTERTAINMENT			13.99	0.00
1/19/2022	309-1	AP	BAKER AND TAYLOR			260.68	0.00
1/24/2022	310-1	AP	BAKER AND TAYLOR			253.52	0.00
1/26/2022	311-1	AP	BAKER AND TAYLOR			360.22	0.00
1/26/2022	525-1	AP	BAKER AND TAYLOR SPOKEN WORD			28.08	0.00
1/27/2022	526-1	AP	BAKER AND TAYLOR SPOKEN WORD			26.98	0.00
1/28/2022	323-1	AP	BAKER & TAYLOR ENTERTAINMENT			21.69	0.00
1/31/2022	312-1	AP	BAKER AND TAYLOR			385.52	0.00
2/1/2022	313-1	AP	BAKER AND TAYLOR			299.59	0.00
2/1/2022	511-1	AP	AMAZON CAPITAL SERVICES			118.39	0.00
Total: 041-4100-65020 - Library Books & Periodicals						4,199.57	0.00
041-4100-65022 - Special Collections							
2/1/2022	515-1	AP	AMAZON CAPITAL SERVICES			190.21	0.00

General Ledger | Feb 2022

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Total: 041-4100-65022 - Special Collections						190.21	0.00
041-4100-65060 - Office Supplies							
2/1/2022	513-1	AP	AMAZON CAPITAL SERVICES			205.27	0.00
Total: 041-4100-65060 - Office Supplies						205.27	0.00
041-4100-65070 - Materials/Supplies							
1/27/2022	361-1	AP	DEMCO EDUCATIONAL CORP			636.38	0.00
2/1/2022	514-1	AP	AMAZON CAPITAL SERVICES			4.90	0.00
Total: 041-4100-65070 - Materials/Supplies						641.28	0.00
041-4100-65079 - Materials/Supplies--Program							
2/1/2022	512-1	AP	AMAZON CAPITAL SERVICES			320.24	0.00
Total: 041-4100-65079 - Materials/Supplies--Program						320.24	0.00

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: March 8, 2022
Subject: Boiler Replacement*

Recommendation: The Scope of Review submitted by the Formation Group has been revised to include the performance of heating load calculations to determine the correct boiler size needed for the building. With this change, the cost of the project increased from \$5,800 to \$7,660. Changes in the revised document are indicated in blue.

Trustees should determine which proposal to accept and whether to replace the boiler this spring or early fall.

Attachments:

1. Library Boiler Replacement Ltr 2.15.22
2. Library Boiler Replacement Ltr 1.28.22



February 15, 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.
- [Perform heating load calculations on the building based on the existing drawings showing wall and roof sections. If any modifications to these sections have occurred, Library to let us know \(for example, if the roof was replaced and additional insulation was added, since this will affect the boiler size\).](#) (IMEG)
- 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)

Fee:

- **Total fee \$7650.00**

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,

A handwritten signature in black ink, appearing to read 'Matt Brown', with a long horizontal line extending to the right.

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



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: Michele Patrick, Library Director
Date: March 8, 2022
Subject: POLICY REVIEW: Teen Space Policy*

Recommendation: No recommended changes to current policy.

Attachments: 1. Teen Space Policy

POLICY REVIEW

Teen Space

The Teen Space is intended for use by patrons age 12-18 years old, and its purpose is to centralize the information and recreation resources of this age group while offering teens a safe, supportive, and positive space that is uniquely their own.

Guidelines

The Teen Space is designated for this age group; however, people of all ages wishing to browse and checkout the teen collection are welcome to do so. The study space and equipment is reserved exclusively for teen use. Parents and siblings may be in the space if they are accompanied by a teen between the ages of 12-18.

The library's Appropriate Behavior policy applies to persons using this space.

Adopted 6/19

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: March 8, 2022
Subject: POLICY REVIEW: Circulation Policy*

Recommendation: A new policy is recommended to clarify procedures for the Library of Things collection.

Important additions to the policy:

1. Clarifies that LOT items are checked by two separate staff members when they are returned to confirm that the item has been returned undamaged with no missing pieces.
2. Prior to checking out an item, patrons have the opportunity to review the item and confirm in writing that it is complete and undamaged.
3. If an item is damaged, is missing pieces, or is not returned, the patron will be billed the replacement cost up to \$80.00. Capping the bill at \$80.00 allows the library to provide items that are more expensive without creating an unreasonable financial barrier to patrons should the item break or be lost.

Attachments: 1. Circulation Policy Draft

POLICY: Circulation

Loan Periods, Check Out Limits, and Fines

Material Type	Checkout Limits (per card)	Loan Period	Renewals	Fines	Replacement Costs
Books, magazines, and audiobooks	None	3 weeks	Two	None	Item cost at time of purchase
Movies	Five	1 week	Two	None	Item cost at time of purchase
Games	Two	1 week	Two	50¢/day	Item cost at time of purchase
Puzzles	One	3 weeks	Two	50¢/day	Item cost at time of purchase
Library of Things	One	1 week	Two	50¢/day	Item cost at time of purchase up to \$80.00
Interlibrary loan	None	Varies	None	50¢/day	Determined by lending library

Fines will be assessed daily until the item is returned, up to a maximum fine of \$5.00 or the cost of the item, whichever is less.

Suspended Privileges

Accounts with materials overdue by seven or more days will be frozen until all overdue items are renewed, returned, or purchased in the case of loss or damage.

Fines must be under \$5.00 to check out.

Notices

Notices are sent when an item is one day overdue, seven days overdue, and 14 days overdue. A final notice is sent when an item is 28 days overdue.

Billed Items

Accounts with materials overdue 35 days will be billed for the cost of replacing the items. This bill is final. Accounts will be suspended until the bill is paid.

Renewals:

If an item is eligible for renewal, the library will automatically renew the item for the patron at the due date. Items will not renew once they have reached the maximum number of renewals. Interlibrary Loan items, and book club sets are not eligible for automatic renewals.

Holding Items:

If an item is checked out, a hold may be placed on it and the patron will be notified when it is available. A patron must have a library account before a hold can be placed.

In addition, items not owned by the library may be requested through interlibrary loan. A fee for interlibrary loan items is assessed if the item is located and must be paid prior to checking out any interlibrary loan materials.

Reference:

The genealogy reference collection does not circulate.

At Home Delivery:

At Home Delivery is provided to those people, living within the corporate city limits of Indianola, who are unable to come to the library on their own due to a disability, either long- or short-term. Books are delivered to patrons on a regular basis.

Copying Services

A copy machine and computer printer are provided for use by the public at 15¢ per black and white copy and 50¢ per color copy. Patrons are responsible for all items printed.

Digital Materials

The library offers a collection of digital materials to patrons with valid library cards. Some digital materials are limited to patrons who reside in the city limits of Indianola or rural Warren County. The number of items checked out per patron is limited and checkout periods vary.

Library of Things

Items in the Library of Things collection are chosen to fit various needs of the community. These include accessibility tools, general tools, technology, or recreational items that may come at a higher price. These items are especially important to include so they are accessible to the community when price would be a barrier.

Replacement fees will be capped at \$80 when an item is not returned, is damaged, or is missing pieces. This fee limit will apply to any items purchased for the collection that cost \$80.00 or more; items under \$80.00 will reflect their exact replacement value if they are billed to a patron.

Library of Things items are checked in by two library staff members at the time they are returned. Prior to checkout, patrons sign an agreement form confirming that all pieces of the item are present and undamaged at the time of checkout.

Adopted 8/99; Revised 12/03; Revised 01/04; Revised 02/07; Revised 02/14; Revised 4/17; Revised 12/18; Revised 5/19; Revised 6/19; Revised 6/21



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: March 8, 2022
Subject: Addendum to Holiday Closure Schedule*

Recommendation:

I recommend adding Easter Sunday (April 17) to the list of holiday closures for 2022.

Attachments: None

March 2022

Director's Report

Master Gardeners Grant

We were awarded the \$500 grant from the Warren County Master Gardeners for the start of our seed lending library. Congratulations to Jacy for successfully writing this grant and leading this project.

Conference Presentation

Congratulations to Janis and Alison whose presentation on subscription boxes was accepted at the State Library's YS Pop Conference. The conference will be held in Ames this April.

COVID Update

Although the City has dropped its mask mandate for city employees, we will continue with our daily cleaning protocols and will continue to provide N95 masks for employees who want them.

Circulation FY22



Print	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adults	2,894	2,105	2,755	26,679	19,216	25,637
Teens	275	285	369	2,862	2,697	4,157
Children	2,854	2,341	3,858	22,530	20,164	33,307
TOTAL	6,023	4,731	6,982	52,071	42,077	63,101

Entertainment	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	1,386	611	802	10,098	5,685	8,792
Music CDs	132	-	9	823	143	69
Magazines	147	69	145	1,197	1,066	1,370
Audiobooks	193	95	130	2,332	947	1,215
Games & Puzzles	148	128	321	794	806	2,375
Library of Things	-	-	30	-	-	299
TOTAL	2,006	903	1,437	15,244	8,647	14,120

Digital	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,110	1,499	1,594	8,500	11,387	10,466
Eaudiobooks	805	858	984	6,205	6,997	8,250
Digital Magazines	45	78	37	248	376	389
Streaming Videos	-	-	1	5	9	2
TOTAL	1,960	2,435	2,616	14,958	18,769	19,107

	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	9,989	8,069	11,035	82,273	69,493	96,328

Library Programs



Attendance	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	37	8	49	482	89	239
Teen Programs	29	0	66	237	0	360
Children's Programs	875	0	657	5778	25	2105
Library Meetings	19	15	20	140	122	208
Total Attendance	960	23	792	6637	236	2912

Program Numbers	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	4	1	7	29	8	89
Teen Programs	3	0	6	27	0	51
Children's Programs	33	0	27	131	2	188
Total # of Programs	40	1	40	187	10	328

Library Services



User Statistics	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	84	29	64	509	306	532
Door Count	5,026	2,362	4,479	47,060	20,198	41,355
In-house Browsing	377	0	341	3,175	0	3,612
At Home Deliveries	NA	NA	7	NA	NA	41
At Home Items Delivered	NA	NA	140	NA	NA	819
Curbside Deliveries	0	293	5	0	2,889	121
ILL Requests (IPL loaned)	15	12	21	121	113	129

Computer Usage	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	430	125	197	3,589	1,370	1,794
WiFi Sessions	NA	NA	329	NA	NA	2,417
WiFi Unique Users	NA	NA	177	NA	NA	1,124
Mobile App Launches	857	947	990	3,499	9,194	7,467
Mobile App Page Views	963	1,066	1,143	4,108	10,205	8,786

Public Meeting Room	Feb 2020	Feb 2021	Feb 2022	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	11	0	8	80	0	74
Meeting Attendance	338	0	38	961	0	318