



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

April 12, 2022

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. March 8, 2022 Minutes
- 4. Trustee Continuing Education**
 - A. Library Building Size Comparison
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Boiler Replacement Update
 - B. Lighting Replacement Update
 - C. Building Project Update
- 7. New Business**
 - A. Resolition Requesting Facilities Improvements for the Indianola Public Library*
 - B. FY23 Budget*
 - C. Policy Change: Kanopy Streaming Video*
 - D. Policy Change: Video Games*
 - E. Policy Audit
- 8. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
March 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, Colleen Wilmott, Emmett Conrad and Melanie Hundertmark

The meeting was called to order by President Andy Brittingham at 5:46 p.m.

There were no public comments.

An agenda was approved (motion Cyd Dyer, second Emmett Conrad)

The minutes from the February 8, 2022 meeting were approved (motion Cyd Dyer, Colleen Wilmott)

Trustee Continuing Education:

State of Library of Iowa Trustee Handbook, Chapter 9: Board Relationships – discussion on a good clarification of roles

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion by Emmett Conrad, second Melanie Hundertmark)

Andy Brittingham asked for clarification on the 25% of annual budget in reserve and if capital improvement funds were part of this reserve; Michele Patrick confirmed city departments are asked to put 25% of budgets aside in case of an unforeseen emergency and the capital improvement funds are in the general fund.

Unfinished Business:

The Formation Group added an additional quote on the boiler replacement project bidding process that would include additional attention to alternative options vs. replacing the boiler with same current specifications. Michele asked the Board to vote on the two boiler replacement options. Discussion regarding the need for alternative options, supply and demand and the bidding process timing was discussed. Board agreed that the boiler replacement needs to move forward regardless of the bond decision to ensure proper heating/cooling of the building this summer and next winter.

The original option of \$5,800 to pay Formation Group to begin the boiler replacement project was approved by the Board (motion by Colleen Willmott, second by Cyd Dyer). If additional services are needed by Formation Group as the project begins, the Board will decide if additional funds should be used at that time. The vote included to start the process immediately.

April 18th is the deadline date to put a new library building on the ballot for 2022.

New Business:

Teen Space policy was updated and approved by Board (motion by Colleen Willmott, second Cyd Dyer).

Circulation Policy was updated to add a cap of \$80 per item cost if replacement is necessary. The check in-out process will include a checklist by library staff to ensure all items leaving the library, come back and in the same condition. Board approved the update (motion by Colleen Willmott, second Melanie Hundertmark).

Easter Sunday (April 17th) was approved by the Board as a library holiday (motion by Emmett Conrad, second Colleen Wilmott).

Director's Report:

There will be a presentation at the City Council meeting on April 18th at 7:00 pm regarding the bond referendum for a new city library to be added to ballot. The meeting is open to the public and Board members are encouraged to attend to show support. The Council will vote that evening on the ballot.

Library Statistics:

Discussed current circulation stats that are back up to pre-covid levels. Door counts and program attendance remain low.

Friends Report: Michele gave an update on Friends Trivia night and Dr. Seuss February 26th. Approximately 180 attended Breakfast with Dr. Seuss. Trivia was a smaller crowd than in past years and the presentation felt a little rushed with little downtime for socializing.

The meeting was adjourned by Andy Brittingham at 6:34 pm.

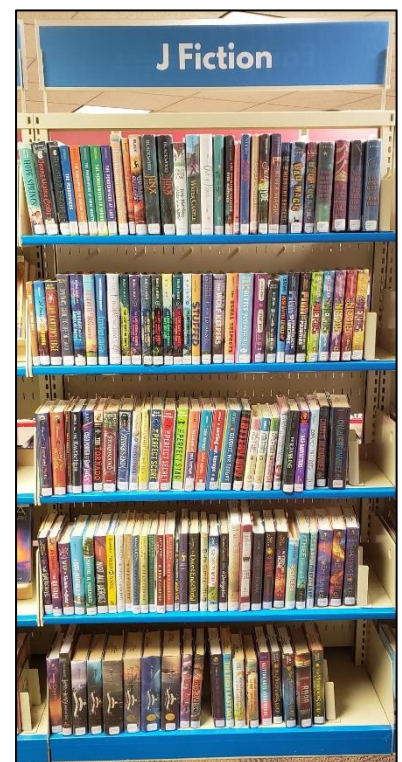
Sincerely,
Melanie Hundertmark
Meeting Secretary

How Our Library Building Stacks Up to Its Peers

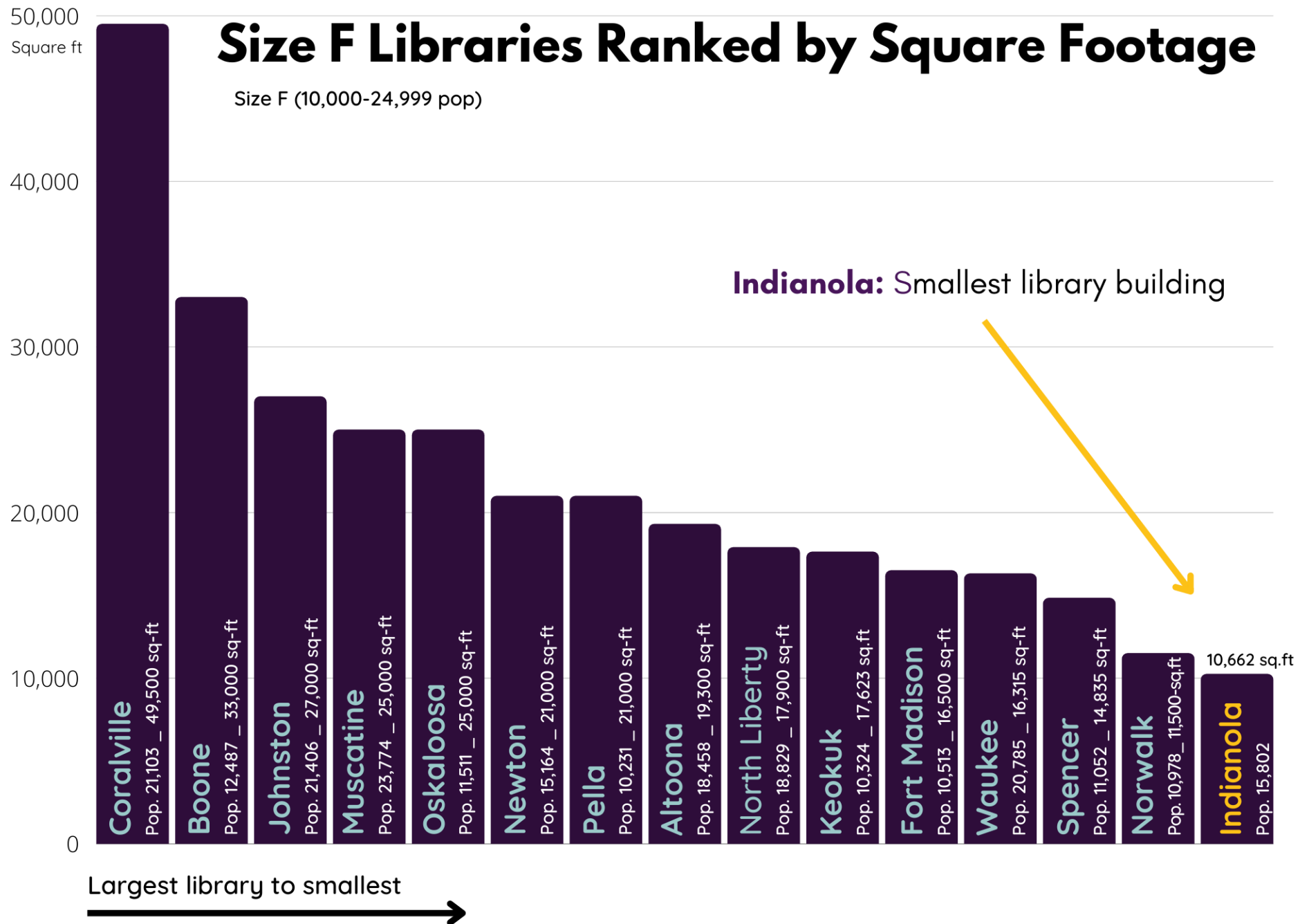
The State Library of Iowa divides public libraries into 9 size codes (A-I), with IPL in the size F category (towns with populations 10,000-24,999). The attached charts compare our library to other similar communities. In comparison to our peers, our library building is exceptionally small, which limits our library services and collections.

How this affects library services

- The library's shelves are at capacity with no room for growth, especially the teen and children's sections.
- Although the library's activity and usage justify adding staff, the staff room doesn't have room to add a workspace without taking space away from the already crowded teen room.
- The library's one meeting room doesn't accommodate the number of requests from community groups we receive.
- The library's one program room is shared by the kids, teens, and adult programs and doesn't accommodate these needs.

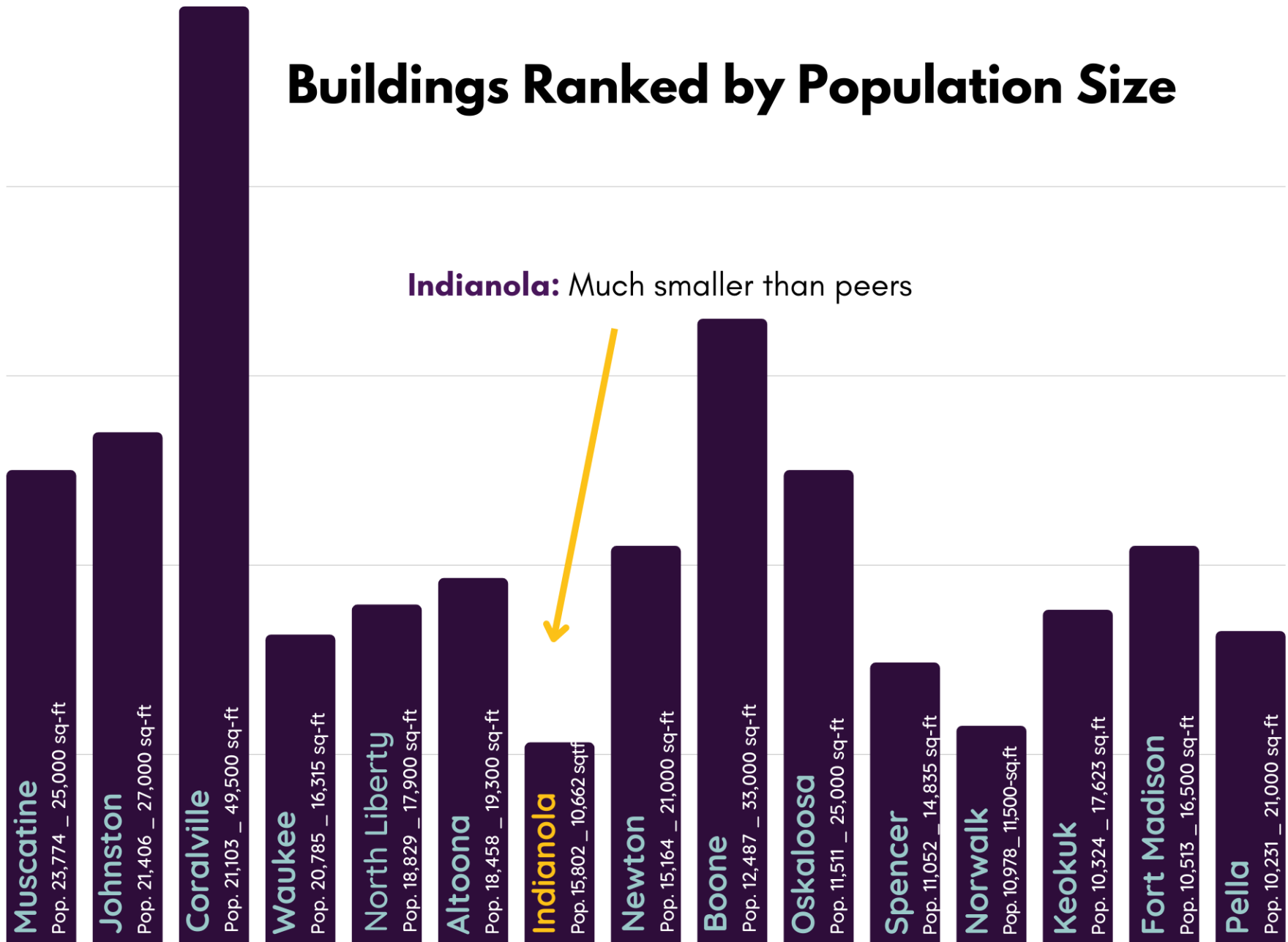


Children's shelves are at capacity.



Buildings Ranked by Population Size

Indianola: Much smaller than peers



Largest town to smallest





Invoices for Board Meeting

April 12, 2022

Vendor	Amount	Description of services or goods
Amazon	\$1,686.45	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Automatic Door Group	\$907.64	Repair of automatic door
Baker and Taylor	\$4,765.40	Books
Baker and Taylor Entertainment	\$905.09	DVDs
Baker and Taylor Spoken Word	\$169.61	Books on CD
City of Indianola (IMU)	\$933.08	Utilities
Demco	\$271.63	Book covering supplies
Dust Pros	\$1,450.00	Janitorial services and supplies
Envisionware	\$742.85	Annual maintenance and subscription of software
Findaway	\$1,064.74	Wonderbooks
Iowa Water Management Co.	\$40.00	Boiler service
McCoy True Value	\$5.94	Duct tape
Library Furniture International	\$5,669.00	Memorial - children's chairs
Library Market	\$2,000.00	Event calendar and meeting room scheduling software
MidAmerican Energy	\$565.27	Natural gas
Provisio	\$100.00	Kiosk software for Library of Things tablet
Rainbow Printing	\$804.00	Library cards
TRM Disposal	\$106.00	Trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$7.17	Recycling
Wells Fargo	\$2,607.93	General Fund Total: \$2607.93 See statements for details

Total: **\$24,866.80**

Approved

Date

Approved

Date

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From:
Date: April 12, 2022
Subject: Review Financial Reports

Recommendation:

Attachments:

1. FY22 Monthly Budget Summary
2. March Revenue Report
3. March Expenditures
4. March Special Revenue Report

Budget Summary



Personnel	March	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	29,900.72	276,392.80	265,857.75	(10,535.05)	354,477.00	77.97%
Benefits	12,138.18	115,967.30	129,051.75	13,084.45	172,069.00	67.40%
TOTAL	42,038.90	392,360.10	394,909.50	2,549.40	526,546.00	74.52%

Collection	March	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	2,880.75	39,034.34	55,500.00	16,465.66	74,000.00	52.75%
Digital	0	8,960.76	11,238.75	2,277.99	14,985.00	59.80%
Special	458.50	2,666.17	3,300.00	633.83	4,400.00	60.59%
TOTAL	3,339.25	50,661.27	70,038.75	19,377.48	93,385.00	54.25%

Operations	March	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,000.76	13,569.39	11,906.25	(1,663.14)	15,875.00	85.48%
Operations	9,531.82	112,687.00	111,246.00	(1,441.00)	148,328.00	75.97%
TOTAL	10,532.58	126,256.39	123,152.25	(3,104.14)	164,203.00	76.89%

TOTAL	March	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	55,910.73	569,277.76	588,100.50	18,822.74	784,134.00	72.60%

Capital Improvement Plan

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

Revenue Report | March 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-40000	Property Taxes(R)	(335,842.17)	(550,000.00)	(214,157.83)	61.06%
041-4100-44700	Library Service Reimbursements(R)	(47,150.00)	(89,000.00)	(41,850.00)	52.98%
041-4100-47641	Library Fines(R)	(2,452.09)	(1,000.00)	1,452.09	245.21%
041-4100-49400	Transfer In--Property Taxes(R)	(113,649.74)	(177,094.00)	(63,444.26)	64.17%
Total: LIBRARY FUND - LIBRARY		(499,094.00)	(817,094.00)		
Total:		(499,094.00)	(817,094.00)		

Expenditures | March 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
LIBRARY FUND - LIBRARY					
041-4100-60110	Salary/Wages--Administration(E)	67,062.80	94,099.00	27,036.20	71.27%
041-4100-60130	Salary/Wages--Clerical(E)	209,329.95	260,378.00	51,048.05	80.39%
041-4100-61100	FICA(E)	20,340.38	27,011.00	6,670.62	75.30%
041-4100-61300	IPERS(E)	26,091.47	33,463.00	7,371.53	77.97%
041-4100-61420	Deferred Comp--457(E)	2,925.00	5,700.00	2,775.00	51.32%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	850.00	2,040.00	1,190.00	41.67%
041-4100-61500	Health Insurance(E)	50,994.63	81,738.00	30,743.37	62.39%
041-4100-61501	Dental Insurance(E)	2,572.89	4,106.00	1,533.11	62.66%
041-4100-61502	Vision Insurance(E)	324.00	431.00	107.00	75.17%
041-4100-61503	HSA Expense(E)	8,913.72	14,700.00	5,786.28	60.64%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	2,472.57	2,468.00	(4.57)	100.19%
041-4100-61599	Workers' Comp Insurance(E)	245.00	250.00	5.00	98.00%
041-4100-62100	Membership Dues/Subscriptions(E)	720.00	655.00	(65.00)	109.92%
041-4100-62300	Education/Training(E)	1,185.26	3,400.00	2,214.74	34.86%
041-4100-62700	Mileage(E)	34.72	970.00	935.28	3.58%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	13,569.39	15,875.00	2,305.61	85.48%
041-4100-63710	Utilities(E)	16,880.94	22,714.00	5,833.06	74.32%
041-4100-64020	Advertising & Legal Notices(E)	685.72	2,200.00	1,514.28	31.17%
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)	15,062.00	21,000.00	5,938.00	71.72%
041-4100-64140	Printing(E)	0.00	1,000.00	1,000.00	0.00%
041-4100-64990	Misc Contractual(E)	833.09	1,300.00	466.91	64.08%
041-4100-65020	Library Books & Periodicals(E)	39,034.34	74,000.00	34,965.66	52.75%
041-4100-65021	Digital Materials(E)	8,960.76	14,985.00	6,024.24	59.80%

Expenditures | March 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections(E)	2,666.17	4,400.00	1,733.83	60.59%
041-4100-65060	Office Supplies(E)	2,183.94	3,000.00	816.06	72.80%
041-4100-65070	Materials/Supplies(E)	3,716.02	7,857.00	4,140.98	47.30%
041-4100-65071	Materials/Supplies--Janitorial(E)	0.00	0.00	0.00	100.00%
041-4100-65079	Materials/Supplies--Program(E)	5,032.02	5,700.00	667.98	88.28%
041-4100-65080	Postage(E)	494.88	750.00	255.12	65.98%
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%
041-4100-69301	Transfer Out-CIP(E)	0.00	90,000.00	90,000.00	0.00%
041-4100-69621	Transfer Out Info & Tech(E)	32,940.00	43,920.00	10,980.00	75.00%
Total: LIBRARY FUND - LIBRARY		569,277.20	872,134.00		
Total:		569,277.20	872,134.00		

Library Special Revenue | March 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)	(18,727.83)	(5,000.00)	13,727.83	374.56%
141-4100-47051	Friends of the Library Contrib(R)	(2,863.97)	(10,000.00)	(7,136.03)	28.64%
141-4100-65020	Library Books & Periodicals(E)	4,557.06	5,000.00	442.94	91.14%
141-4100-65024	Friends of the Library Expense(E)	2,214.86	10,000.00	7,785.14	22.15%
141-4100-65025	Enrich Iowa Expenses(E)	3,739.23	7,000.00	3,260.77	53.42%
141-4100-65070	Materials/Supplies(E)	3,318.77	20,000.00	16,681.23	16.59%
Total: LIBRARY SPECIAL REVENUE FUND - LIBRARY SPECIAL REVENUE		(15,112.95)	20,000.00		
Total:		(15,112.95)	20,000.00		

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: April 12, 2022
Subject: Lighting Replacement Update

Recommendation:

The library's Capital Improvement Plan addresses three light-related problems in the library:

1. Replacing outdated overhead fixtures with energy-efficient LED fixtures.
2. Replacing the broken light fixtures beneath the skylight. We are unable to buy replacement parts for the current fixtures and need a complete replacement.
3. Replacing the central control switch, which adjusts lighting in the separate areas of the building.

I am working with lighting companies and electricians to obtain quotes. Per the city's financial policy, a minimum of three quotes is required for goods and services costing between \$5,000 - \$39,000.

Attachments: None

RESOLUTION NO. _____

**RESOLUTION REQUESTING FACILITIES IMPROVEMENTS FOR THE
INDIANOLA PUBLIC LIBRARY**

WHEREAS, the Board of Trustees of the Library (the “Board of Trustees”) exists pursuant to Chapter 22 of the Code of Ordinances of the City of Indianola, Iowa (the “Code”); and

WHEREAS, pursuant to section 22.05 of the Code, the Board of Trustees is given certain powers and duties regarding the operation and management of the Indianola Public Library (the “Library”); and

WHEREAS, a well-stocked and well-designed Library contributes to the vitality of a city such as Indianola and is a necessary to serve the needs of its citizens; and

WHEREAS, sections 22.05(2) and (3) of the Code, provide that the Board of Trustees is empowered to:

* * *

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

* * *

; and

WHEREAS, the Board of Trustees has evaluated the physical structure of the Library and the appropriateness of the physical plant of the Library for the continued use as a library; and

WHEREAS, the Board of Trustees believes it is in the best interest of the citizens of Indianola to investigate replacement of the physical plant and buildings of the Library; and

WHEREAS, the Board of Trustees has no authority to finance replacement of the Library or borrow funds necessary for such a project, such authority only resides in the City Council of the City of Indianola; and

WHEREAS, the Board of Trustees urges the City Council of the City of Indianola to investigate financing a new Library.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees that a presentation be made to the City Council of the City of Indianola explaining the need for a new building; and

IT IS FURTHER RESOLVED the Board of Trustees that a request be made of the City Council of the City of Indianola that they take such steps as are necessary to obtain funding for a new Library building.

DATED this ____ day of April 2022.

ATTEST:

_____, Chair

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: April 12, 2022
Subject: FY23 Budget*

Recommendation:

The library's FY23 budget is before the Trustees for approval. It has been approved by the City Council and includes a 13.75% increase over the current budget (excluding Capital Improvement Plan expenses).

Attachments: 1. FY23 Library Budget

Library Budget FY23

Revenue

Acct#	Title	FY22	FY23	% Change
41410040000	Property Taxes	550,000.00	560,000.00	1.79%
41410044700	Library Service Reimbursements	89,000.00	80,000.00	-11.25%
41410047641	Library Fines	1,000.00	3,000.00	66.67%
41410049400	Transfer In--Property Taxes	177,094.00	177,094.00	0.00%
Revenue Total		817,094.00	820,094.00	0.37%

Expenses

Acct#	Title	FY22	FY23	% Change
41410060110	Salary/Wages--Administration	94,099.00	99,740.00	5.66%
41410060130	Salary/Wages--Clerical	260,378.00	326,370.00	20.22%
41410061100	FICA	27,011.00	32,597.00	17.14%
41410061300	IPERS	33,463.00	40,223.00	16.81%
41410061420	Deferred Comp--457	5,700.00	3,900.00	-46.15%
41410061430	Employee Assistance Program	162.00	250.00	35.20%
41410061440	Wellness Program	2,040.00	1,700.00	-20.00%
41410061500	Health Insurance	81,738.00	75,690.00	-7.99%
41410061501	Dental Insurance	4,106.00	4,243.00	3.23%
41410061502	Vision Insurance	431.00	455.00	5.27%
41410061503	HSA Expense	14,700.00	11,500.00	-27.83%
41410061550	Life Insurance/ADD/LTD/STD	2,468.00	3,300.00	25.21%
41410061599	Workers' Comp Insurance	250.00	360.00	30.56%
41410062100	Membership Dues/Subscriptions	655.00	805.00	18.63%
41410062300	Education/Training	3,400.00	3,600.00	5.56%
41410062700	Mileage	970.00	991.00	2.12%
41410063100	Repair/Maint--Bldg/Grounds	15,875.00	26,332.00	39.71%
41410063710	Utilities	22,714.00	23,395.00	2.91%
41410064020	Marketing & Legal Fees	2,200.00	2,400.00	8.33%
41410064082	Insurance--General Liability	1,200.00	4,000.00	70.00%
41410064083	Insurance--Property	4,000.00	5,000.00	20.00%
41410064084	Insurance--Boiler/Machinery	650.00	700.00	7.14%
41410064090	Janitorial Services	21,000.00	21,820.00	3.76%
41410064140	Printing	1,000.00	1,200.00	16.67%
41410064990	Misc Contractual	1,300.00	1,400.00	7.14%
41410065020	Library Books & Periodicals	74,000.00	83,320.00	11.19%
41410065021	Digital Materials	14,985.00	21,625.00	30.71%
41410065022	Special Collections	4,400.00	6,000.00	26.67%
41410065060	Office Supplies	3,000.00	3,200.00	6.25%
41410065070	Materials/Supplies	7,857.00	8,150.00	3.60%
41410065079	Materials/Supplies--Program	5,700.00	11,800.00	51.69%
41410065080	Postage	750.00	800.00	6.25%
41410065990	Miscellaneous	500.00	600.00	16.67%
41410067240	Computer Hardware/Software	25,512.00	28,238.00	9.65%
041-4100-69621	Transfer Out - Info Tech (IT services)	43,920.00	removed from budget	
Expense Total (excluding CIP & IT)		738,214.00	855,704.00	13.73%

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: April 12, 2022
Subject: Policy Change: Kanopy Streaming Video*

Recommendation:

We have purchased a subscription to Kanopy streaming video, which includes movies, children's shows, and the Great Courses library. Since Kanopy charges for each download, we can control costs by limiting the number of downloads, giving patrons a certain number of credits they can use each month. The amount of time they have access to an item depends on the type of show they download (between 48 hours and 30 days).

Like our subscription to Overdrive, I recommend limiting this service to Indianola and rural Warren County patrons. The current Circulation Policy regarding digital materials would not change:

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.

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: April 12, 2022
Subject: Policy Change: Video Games*

Recommendation:

Jacy has created a new video game collection for the library. These games would circulate using the same rules as the Library of Things, which limits patrons to one video game which they can check out for one week with options for renewals.

Recommended changes to the Circulation Policy include

- Adding the word "board" to our games policy to differentiate between board games and video games
- Adding video games to the Library of Things line

Suggested changes are highlighted in red.

Material Type	Checkout limits (per card)	Loan Period	Renewals	Fines
Board Games	2	One Week	Two	50¢/day
Library of Things and Video Games	1	One Week	Two	Item cost at time of purchase up to \$80.00

Attachments: 1. Circulation Policy - Clean Copy with Revisions

POLICY: Circulation

Loan Periods, Check Out Limits, and Fines

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

Claims Returned

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

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; Revised 3/22

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: April 12, 2022
Subject: Policy Audit

Recommendation:

Our strategic plan calls for a policy audit in 2022. I completed the audit, comparing our policies to five libraries which serve similar or slightly larger populations. As a result, I've determined that we need to add the following policies:

- Volunteer Policy
- Photo and Video Policy

I will draft these policies and bring them to you for approval at a future meeting.

Attachments: None



MEMORANDUM

8.A.

To: Board of Trustees of the Indianola Public Library

From:

Date: April 12, 2022

Subject: Friends of the Library Report

Recommendation:

Attachments: None

April 2022

Director's Report

DinoFest

Almost 300 people filled the library April 4 for Dinofest. Due to our limited program space, the event was spread throughout the library. In addition to library staff, several members from the Friends Board (including Sally) along with 11 volunteers from Simpson's Phi Beta Phi sorority helped with the event. Credit for the event's success goes to our children's librarians Janis and Kelsey.



Library Archives Online

The University of Iowa's Carnegie Libraries in Iowa Project has finished digitizing our records and [our library archives](#) are now online.

New Wind Tunnel

The Friends of the Library have purchased a wind tunnel as a new activity for the children's section. A protected fan blows soft toys, such as scarves, into the air. We plan to have it assembled and ready for play by the end of the month.



LibraryCalendar

The calendar software provided by the city's website is not robust enough to handle our room reservations and events calendar effectively, so we have purchased new software called LibraryCalendar. In addition to a user friendly interface for patrons, it automates many of the calendar and reservation functions staff currently do manually. The goal is to launch the new calendar by May 1.

Library Brand Refresh

Alison has completed a brand refresh for the library which includes an updated logo and color pallet that compliments the city's purple logo and website colors.

City of Indianola City Manager Candidate Breakfast

The library hosted the employee breakfast with the city manager candidates. About 70 employees attended, which was more than the room could comfortably seat. Candidate Benjamin Reeves from Santaquin City, Utah, was ultimately selected by the city council as Indianola's new city manager. He begins his new position May 23.





Circulation FY22

Print	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adults	2,594	2,535	3,349	29,273	21,751	28,986
Teens	270	385	476	3,132	3,082	4,633
Children	2,749	2,950	4,883	25,279	23,114	38,190
TOTAL	5,613	5,870	8,708	57,684	47,947	71,809

Entertainment	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
Movies & TV	1,199	753	1,168	11,297	6,438	9,960
Music CDs	127	6	14	950	149	83
Magazines	118	135	132	1,315	1,201	1,502
Audiobooks	158	110	183	2,490	1,057	1,398
Games & Puzzles	169	175	363	963	981	2,738
Library of Things	0	17	62	0	17	361
TOTAL	1,771	1,196	1,922	17,015	9,843	16,042

Digital	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,382	1,583	1,791	9,882	12,970	12,257
Eaudiobooks	790	1,028	1,089	6,995	8,025	9,339
Digital Magazines	40	61	63	288	437	452
Streaming Videos	1	1	1	6	10	3
TOTAL	2,213	2,673	2,944	17,171	21,442	22,051

	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	9,597	9,739	13,574	91,870	79,232	109,902

Library Programs



Attendance	Mar 2020	Mar 2021	Mar 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	3	10	37	485	99	276
Teen Programs	7	0	103	244	0	463
Children's Programs	321	0	713	461	25	2818
Library Meetings	21	8	18	161	130	226
Total Attendance	352	18	871	1351	254	3783

Program Numbers	Mar 2020	Mar 2021	Mar 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	4	1	8	33	9	97
Teen Programs	2	0	10	29	0	61
Children's Programs	20	0	34	151	2	222
Total # of Programs	26	1	52	213	11	380

Library Services



User Statistics	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	35	55	85	544	361	617
Door Count	2,781	3,896	5,590	49,841	24,094	46,945
In-house Browsing	277	0	467	3,452	0	4,079
At Home Deliveries	not tracked	not tracked	6	not tracked	not tracked	47
At Home Items Delivered	not tracked	not tracked	101	not tracked	not tracked	920
Curbside Deliveries	not tracked	137	2	not tracked	3,026	123
ILL Requests (IPL loaned)	13	23	24	134	136	153

Computer Usage	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	172	214	273	3,761	1,584	2,067
WiFi Sessions	data error	data error	498	data error	data error	2,915
WiFi Unique Users	data error	data error	220	data error	data error	1,344
Mobile App Launches	853	983	1,009	4,352	10,177	8,476
Mobile App Page Views	986	1,068	1,185	5,094	11,273	9,971

Public Meeting Room	March 2020	March 2021	March 2022	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	5	0	5	85	0	79
Meeting Attendance	67	0	55	1,028	0	373