



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 12, 2022

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Library Special Session**
 - A. Library Referendum Discussion
- 5. Minutes**
 - A. June 14, 2022 Meeting Minutes*
- 6. Financial Reports**
 - A. Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
- 8. New Business**
 - A. Officer Elections & Committee Assignments
- 9. Director's Report**
 - A. July Report
- 10. Trustee Comments**
- 11. Adjourn***

Indianola Public Library
Board of Trustees Meeting Minutes
June 14, 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, Cyd Dyer, Colleen Wilmott, Tom Smith, Sally Van Dorin, and Emmett Konrad.

The meeting was called to order by Vice President Colleen Willmott at 5:46 p.m.

There were no public comments.

An agenda was approved

Emmett Konrad asked the minutes from the May 10, 2022 meeting be revised to the following:

“Unfinished Business:

The boiler replacement RFP increased to \$82K from \$60k maximum in order to obtain competitive bids. City requires 3-4 bids and the lowest will be approved. Bids will go out next week. Emmett Konrad completed an owner review of the RFP documents and provided his professional input to improve efficiency, prolong the life of the system, and assist in making the documents more clear and concise for competitive bidding purposes. The comments were relayed to Formation Group and were not incorporated in the RFP.”

The minutes were approved (motion Tom Smith, second Cyd Dyer) with the proposed amendment.

Trustee Continuing Education:

Reviewed Chapter 10: Evaluating the Library Director. There were no questions.

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion by Tom Smith, second Cyd Dyer)

Unfinished Business:

The boiler replacement bids came in with two bidders. Baker Group was the apparent low bidder at \$57,839 or \$54,230 without a water heater replacement required to install the boiler flue. Emmett noted the compression tank replacement he asked to be included in the RFP was not included and should be completed as a change order. Baker Group’s bid of \$57,839 was approved (motion by Emmett Konrad, second by Cyd Dyer).

Potential artwork for the Charles Ginter removal was reviewed. The board decided to hold off on installing the memorial artwork until a future date.

New Business:

Surplus furniture donation to the First United Methodist Church (FUMC) was discussed. The donation was approved (motion by Tom Smith, Second by Emmett Konrad)

Reports:

The Friends of the Indianola Public library did not have a meeting in June.

Director's Report –
The library was reaccredited for three years.

The lighting project will be completed in the fall.

Library Statistics:

Statistics continue to rebound to pre-COVID numbers. Canopy children's videos are a hit.

Agenda items for next meeting:

The meeting was adjourned by Sally Van Dorin, second by Tom Smith at 7:00 pm.

Sincerely,

Emmett Konrad
Meeting Secretary



Invoices for Board Meeting

July 12, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$649.28	Service call
Amazon	\$1,284.85	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,321.07	Books
Baker and Taylor Spoken Word	\$180.17	Books on CD
Book Page Magazine	\$390.00	Annual Subscription
City of Indianola (IMU)	\$2,329.07	Utilities
Des Moines Public Library	\$18.99	Unreturned ILL book- charge forwarded to patron
Dust Pros	\$1,530.75	Janitorial services and supplies
Envisionware	\$725.00	Annual renewal of MobilePrint Service
Findaway	\$663.91	Wonderbooks
Iowa Water Management Co.	\$40.00	Monthly agreement
MidAmerican Energy	\$269.46	Natural Gas
Quality Plumbing	\$581.55	Repair of both toilets
Record Herald	\$16.11	Yearly subscription
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$106.00	Trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$8.03	Recycling tote
WT Cox	\$2,617.32	Magazine subscription renewals
Wells Fargo	\$190.66	General Fund Total: \$190.66 See statements for details

Approved

Date

Approved

Date

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: July 12, 2022
Subject: Review Financial Reports

Recommendation:

Attachments:

1. Budget Summary | June 2022
2. Revenue Report | June 2022
3. Expenditures Report | June 2022
4. Library Special Revenue | June 2022

Budget Summary



Personnel	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	31,053.00	381,451.10	354,477.00	(26,974.10)	354,477.00	107.61%
Benefits	12,245.10	154,948.50	172,069.00	17,120.50	172,069.00	90.05%
TOTAL	43,298.10	536,399.60	526,546.00	(9,853.60)	526,546.00	101.87%

Collection	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	7,505.87	58,054.68	74,000.00	15,945.32	74,000.00	78.45%
Digital	0.00	18,960.76	14,985.00	(3,975.76)	14,985.00	126.53%
Special	985.80	4,167.06	4,400.00	232.94	4,400.00	94.71%
TOTAL	8,491.67	81,182.50	93,385.00	12,202.50	93,385.00	86.93%

Operations	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,088.21	17,140.26	15,875.00	(1,265.26)	15,875.00	107.97%
Operations	9,273.41	144,882.00	148,328.00	3,446.00	148,328.00	97.68%
TOTAL	10,361.62	162,022.26	164,203.00	2,180.74	164,203.00	98.67%

TOTAL	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	62,151.39	779,604.36	781,134.00	1,529.64	781,134.00	99.80%

Capital Improvement Plan

	June	Year-to-Date	Budget	% Spent
Lighting	0.00	0.00	30,000.00	0.00%
Boiler	5,250.00	5,250.00	60,000.00	8.75%
TOTAL CIP	5,250.00	5,250.00	90,000.00	5.83%

Remaining CIP funds have been transferred to FY23

Revenue Report | June 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(550,000.37)	(550,000.00)	0.37	100.00%
041-4100-44700	Library Service Reimbursements(R)	(94,300.00)	(89,000.00)	5,300.00	105.96%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	(65.90)	0.00	65.90	100.00%
041-4100-47641	Library Fines(R)	(3,206.89)	(1,000.00)	2,206.89	320.69%
041-4100-49400	Transfer In--Property Taxes(R)	(200,413.23)	(177,094.00)	23,319.23	113.17%
Total: Revenue		(847,986.39)	(817,094.00)	30,892.39	
Total: 041 - LIBRARY FUND		(847,986.39)	(817,094.00)	30,892.39	
Total:		(847,986.39)	(817,094.00)	30,892.39	

Expenditures | June 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	92,398.49	94,099.00	1,700.51	98.19%
041-4100-60130	Salary/Wages--Clerical(E)	289,052.62	260,378.00	(28,674.62)	111.01%
041-4100-61100	FICA(E)	28,104.34	27,011.00	(1,093.34)	104.05%
041-4100-61300	IPERS(E)	36,008.97	33,463.00	(2,545.97)	107.61%
041-4100-61420	Deferred Comp--457(E)	3,900.00	5,700.00	1,800.00	68.42%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	995.00	2,040.00	1,045.00	48.77%
041-4100-61500	Health Insurance(E)	67,992.84	81,738.00	13,745.16	83.18%
041-4100-61501	Dental Insurance(E)	3,360.36	4,106.00	745.64	81.84%
041-4100-61502	Vision Insurance(E)	432.00	431.00	(1.00)	100.23%
041-4100-61503	HSA Expense(E)	10,375.60	14,700.00	4,324.40	70.58%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	3,296.76	2,468.00	(828.76)	133.58%
041-4100-61599	Workers' Comp Insurance(E)	245.00	250.00	5.00	98.00%
041-4100-62100	Membership Dues/Subscriptions(E)	870.00	655.00	(215.00)	132.82%
041-4100-62300	Education/Training(E)	1,445.26	3,400.00	1,954.74	42.51%
041-4100-62700	Mileage(E)	239.70	970.00	730.30	24.71%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	17,140.26	15,875.00	(1,265.26)	107.97%
041-4100-63710	Utilities(E)	21,986.63	22,714.00	727.37	96.80%
041-4100-63730	Telephone(E)	159.99	0.00	(159.99)	100.00%
041-4100-64020	Advertising & Legal Notices(E)	1,273.74	2,200.00	926.26	57.90%
041-4100-64082	Insurance--General Liability(E)	3,756.57	1,200.00	(2,556.57)	313.05%
041-4100-64083	Insurance--Property(E)	4,658.26	4,000.00	(658.26)	116.46%
041-4100-64084	Insurance--Boiler/Machinery(E)	602.00	650.00	48.00	92.62%
041-4100-64090	Janitorial Services(E)	20,325.51	21,000.00	674.49	96.79%
041-4100-64140	Printing(E)	0.00	1,000.00	1,000.00	0.00%
041-4100-64990	Misc Contractual(E)	1,199.36	1,300.00	100.64	92.26%
041-4100-65020	Library Books & Periodicals(E)	58,054.68	74,000.00	15,945.32	78.45%

Expenditures | June 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65021	Digital Materials(E)	18,960.76	14,985.00	(3,975.76)	126.53%
041-4100-65022	Special Collections(E)	4,167.06	4,400.00	232.94	94.71%
041-4100-65060	Office Supplies(E)	2,841.30	3,000.00	158.70	94.71%
041-4100-65070	Materials/Supplies(E)	6,157.83	7,857.00	1,699.17	78.37%
041-4100-65071	Materials/Supplies--Janitorial(E)	0.00	0.00	0.00	100.00%
041-4100-65079	Materials/Supplies--Program(E)	5,959.36	5,700.00	(259.36)	104.55%
041-4100-65080	Postage(E)	699.24	750.00	50.76	93.23%
041-4100-65990	Miscellaneous(E)	563.39	500.00	(63.39)	112.68%
041-4100-67240	Computer Hardware/Software(E)	28,223.87	25,512.00	(2,711.87)	110.63%
041-4100-69621	Transfer Out Info & Tech(E)	43,920.00	43,920.00	0.00	100.00%
Total: Expenditure		779,604.35	782,134.00	2,529.65	
Total: 041 - LIBRARY FUND		779,604.35	782,134.00	2,529.65	
Total:		779,604.35	782,134.00	2,529.65	

Library Special Revenue Fund | June 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(1,297.13)	0.00	1,297.13	100.00%
141-4100-44302	Enrich Iowa(R)	(7,351.07)	(7,000.00)	351.07	105.02%
141-4100-45040	Program Fees-Summer Reading(R)	(1,566.66)	0.00	1,566.66	100.00%
141-4100-47050	Donations/Contributions(R)	(24,002.54)	(5,000.00)	19,002.54	480.05%
141-4100-47051	Friends of the Library Contrib(R)	(5,611.72)	(10,000.00)	(4,388.28)	56.12%
Total: Revenue		<u>(39,829.12)</u>	<u>(22,000.00)</u>	<u>17,829.12</u>	
141-4100-65020	Library Books & Periodicals(E)	6,308.61	5,000.00	(1,308.61)	126.17%
141-4100-65023	Summer Reading Program Expense(E)	7,262.58	0.00	(7,262.58)	100.00%
141-4100-65024	Friends of the Library Expense(E)	3,113.96	10,000.00	6,886.04	31.14%
141-4100-65025	Enrich Iowa Expenses(E)	9,779.19	7,000.00	(2,779.19)	139.70%
141-4100-65070	Materials/Supplies(E)	13,104.36	20,000.00	6,895.64	65.52%
141-4100-69000	Transfer Out(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>39,568.70</u>	<u>42,000.00</u>	<u>2,431.30</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>(260.42)</u>	<u>20,000.00</u>	<u>20,260.42</u>	
Total:		<u>(260.42)</u>	<u>20,000.00</u>	<u>20,260.42</u>	

MEMORANDUM

8.A.

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: July 12, 2022
Subject: Officer Elections & Committee Assignments

Recommendation: Current Committee Assignments:

Personnel Committee

Andy Brittingham (chair)
Emmett Konrad
Sally Van Dorin

Budget Committee

Colleen Willmott (chair)
Cyd Dyer
Thomas Smith

Liason to the Friends of the Library

Sally Van Dorin

Attachments: None

July 2022

Director's Report

Building Updates

- **Lighting:** The library will be closed to the public Aug. 1-2 for the lighting installation.
 - During this time, we'll offer curbside pickup for holds and mobile printing from 10 am to 6 pm.
 - Staff librarians will use those days to catch up on projects, prep for fall, and straighten the library.
- **Boiler:** The boiler has been ordered and is on track to be installed mid-September.

Personnel Changes

- Judy Hayden joined our staff the first week of July as our new library assistant. Judy is a retired English professor.
- Alex Ellis will join the staff next week as a new library assistant. Alex's education is in history and IT and has experience working in small libraries.
- I am interviewing candidates for the remaining open library assistant position.



Circulation FY22

Print	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adults	1,880	3,388	3,910	33,037	30,032	39,339
Teens	240	1,133	849	3,586	4,999	6,461
Children	2,122	6,649	7,029	29,965	35,261	53,851
TOTAL	4,242	11,170	11,788	66,588	70,292	99,651

Entertainment	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
DVDs & Video Games	381	1,269	1,518	11,967	9,158	13,619
Music CDs	9	5	8	969	157	109
Magazines	56	177	179	1,416	1,612	1,980
Audiobooks	95	163	202	2,698	1,440	1,887
Games & Puzzles	41	266	477	1,031	1,558	3,862
Library of Things	-	47	60	-	99	560
TOTAL	582	1,927	2,444	18,081	14,024	22,017

Digital	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,503	1,566	1,645	14,686	17,229	17,292
Eaudiobooks	985	1,048	1,163	9,840	11,682	12,655
Digital Magazines	36	28	53	398	521	600
Streaming Videos	1	0	118	17	14	275
TOTAL	2,525	2,642	2,979	24,941	29,446	30,822

	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	7,349	15,739	17,211	109,610	113,762	152,490

Library Programs



Attendance	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	41	94	82	551	209	421
Teen Programs	0	27	170	244	27	763
Children's Programs	39	1429	1833	6138	1454	7068
Library Meetings	9	6	6	201	170	266
Total Attendance	89	1556	2091	7134	1860	8518

Program Numbers	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	2	11	11	37	22	119
Teen Programs	0	3	8	29	3	77
Children's Programs	2	31	39	153	33	316
Total # of Programs	4	45	58	219	58	512



Library Services

User Statistics	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	26	136	190	616	598	956
Door Count	1,637	7,452	10,024	51,478	39,383	67,905
In-house Browsing	0	1,216	691	3,452	1,517	5,748
At Home Deliveries	NA	NA	6	NA	NA	62
At Home Items Delivered	NA	NA	92	NA	NA	1,190
Curbside Deliveries	98	26	0	98	3,186	123
ILL Requests (IPL loaned)	9	21	15	120	186	199

Computer Usage	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	45	133	249	3,809	2,079	2,803
WiFi Sessions	data error	data error	818	data error	data error	4,853
WiFi Unique Users	data error	data error	258	data error	data error	2,031
Mobile App Launches	993	1096	1685	6812	13002	12,709
Mobile App Page Views	1216	1277	1957	35110	14473	15,264

Public Meeting Room	June 2020	June 2021	June 2022	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	0	0	1	85	0	108
Meeting Attendance	0	0	6	1,028	0	545