



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 13, 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. Aug. 9, 2022 Meeting Minutes
- 5. Trustee Continuing Education**
 - A. Trustee Handbook Ch. 12: Problem Solving and Decision Making
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Library Referendum Update
- 8. New Business**
 - A. Draft Policy: Public Comment*
 - B. Draft Policy: Photography and Video Recordings*
 - C. November 5th Library Board Meeting
- 9. Reports**
 - A. Director's Report
 - B. Library Statistics
 - C. Friends of the Library Report
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
August 09, 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, Tom Smith, Emmett Konrad and Randi Malone.

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 Randi Malone).

The minutes from the July 12, 2022 meeting were approved (motion Tom Smith, second Andy Brittingham)

Trustee Continuing Education:

Reviewed Chapter 11: Effective Board Meetings.

Financial Reports:

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

Unfinished Business:

Change order to replace the expansion tank and air separator while replacing the boiler was approved at \$7,044 total (motion by Emmett Konrad, second Tom Smith)

Discussion was had to initiate a steering committee for the new library. Steering committee's purposes is to advise the architect on esthetics and amenities, community engagement for the purpose of input and buy-in, and to educate the community on the impact the new library will have on functions. Steering committee is proposed to include the following individuals: Mayor, one council member, three library trustees, library director, one user group member, city manager, and two friends of the library members.

New Business:

Service animal policy was reviewed (motion Randi Malone, second Colleen Wilmott).

Reports:

No Friends of the Indianola Public library meeting.

Director's Report – director's report was reviewed.

Library Statistics:

Statistics continue to rebound to pre-COVID numbers.

Agenda items for next meeting:

Library steering committee meeting.

The meeting was adjourned by Andy Brittingham at 6:56 pm (motion Colleen Wilmott, second Tom Smith).

Sincerely,

Emmett Konrad
Meeting Secretary



Chapter 12: Problem Solving and Decision Making

During a board meeting, best practices in problem solving and decision making can follow this process:

- I. **Define the issue clearly:** The best way to define the issue is to make a motion. If you are not clear about the intent or meaning of the motion, ask for the motion to be clarified. It may be necessary to ask that the wording of the motion be amended for clarification. The chairperson should make it clear to all what a positive or a negative vote means.
- II. **Study the information:** Authoritative information helps the board understand issues and make good decisions. The director and committee reports are standard sources for information about the issues that come before the board. Remember that board members are not appointed for their expertise and experience in running a library, but rather for their ability to ask the right questions, draw upon their experience and leadership skills, and make informed decisions for the good of the library and community. Call on outside experts when necessary.
- III. **Consider the alternatives:** Approach every issue with an open mind. Play the "devil's advocate," asking the tough questions and encouraging other board members to voice their opinions. Even recommendations from the director or a committee must not be accepted without a hard look at the possible alternatives.
- IV. **Seek assistance:** Seek help from outside the board, including attorneys and other specialists who can guide you in making decisions. Remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility for the decisions that are made.
- V. **Assess the issue in light of your mission and long-range goals:** Every decision the board makes should be consistent with its long range plan and be for the greatest good of those who use the library.
- VI. **Project the consequences:** This is where the board member's vision comes in. A

board decision cannot be made in isolation. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal consequences with this decision? Will a decision to spend money in one area mean that less money will be available in other areas?

- VII. Reach a decision:** Set aside personal bias and emotions and cast your vote for what you think is the best interest of the library. Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members can live with and support the decision, even though it may not be each trustee's first choice. To reach consensus, an issue is discussed until agreement is reached among all members. This method is more time-consuming, but it has advantages over the majority vote. Building consensus helps avoid creating a win/lose atmosphere and forces a board to discuss an issue more thoroughly. Compromise is at the heart of arriving at consensus. Once a decision is made by the board as whole, you should support it regardless of how you voted.

"The best way to predict your future is to create it."

Abraham Lincoln



Invoices for Board Meeting

September 13, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$1,093.90	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,000.88	Books
Baker and Taylor Entertainment	\$236.42	DVDs
Baker and Taylor Spoken Word	\$157.89	Books on CD
City of Indianola (IMU)	\$2,476.19	Utilities
Dust Pros	\$3,511.02	janitorial services and supplies
Findaway	\$349.94	Wonderbooks and Playaways
Iowa Water Management Co.	\$47.50	Monthly agreement
JanWay	\$920.33	Plastic bookbags
Jess' Lock and Key	\$120.00	Fixed lock on bathroom door
Library Furniture International	\$3,730.00	AV Shelving
Library Pass	\$1,125.00	Digital comic and graphic novel subscriptions
MidAmerican Energy	\$12.46	Natural Gas
PerMar Security	\$1,268.40	Monitoring services
SirsiDynix	\$21,991.45	Annual ILS contract
Spectrum Lighting	\$5,100.70	New ceiling light installation
TRM Disposal	\$106.00	Trash removal
Unique Management	\$130.00	Collection agency (Aug & Sept bills)
Waste Management	\$8.03	Recycling tote
Wells Fargo	\$6,938.96	See statements for details

Total: **\$52,304.57**

Approved

Date

Approved

Date

Budget Summary



Personnel	August	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	31,630.12	63,880.07	71,502.67	7,622.60	429,016.00	14.89%
Benefits	12,328.08	23,986.46	29,119.00	5,132.54	174,714.00	13.73%
TOTAL	43,958.20	87,866.53	100,621.67	12,755.14	603,730.00	14.55%

Collection	August	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	4,101.47	8,902.78	13,886.67	4,983.89	83,320.00	10.69%
Digital	0.00	0.00	3,604.17	3,604.17	21,625.00	0.00%
Special	509.40	509.40	1,000.00	490.60	6,000.00	8.49%
TOTAL	4,610.87	9,412.18	18,490.83	9,078.65	110,945.00	8.48%

Operations	August	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	891.88	2,341.33	4,388.67	2,047.34	26,332.00	8.89%
Operations	5,328.85	21,834.34	19,683.17	-2,151.17	118,099.00	18.49%
TOTAL	6,220.73	24,175.67	24,071.83	-103.84	144,431.00	18.49%

Capital Improvement	August	Year-to-Date			Budget	% Spent
Tuckpointing	0.00	0.00			18,000.00	0.00%
Bathroom Upgrades	0.00	0.00			20,000.00	0.00%
Flooring: Entry & Mtg Rooms	0.00	0.00			0.00	
TOTAL	0.00	0.00			38,000.00	0.00%

TOTAL	August	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	54,789.80	121,454.38	149,517.67	28,063.29	897,106.00	13.54%

Revenue Report | August 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(4,369.50)	(560,000.00)	(555,630.50)	0.78%
041-4100-44700	Library Service Reimbursements(R)	0.00	(80,000.00)	(80,000.00)	0.00%
041-4100-47641	Library Fines(R)	(651.41)	(3,000.00)	(2,348.59)	21.71%
041-4100-49400	Transfer In--Property Taxes(R)	(1,417.75)	(177,094.00)	(175,676.25)	0.80%
Total: Revenue		(6,438.66)	(820,094.00)	(813,655.34)	
Total: 041 - LIBRARY FUND		(6,438.66)	(820,094.00)	(813,655.34)	
Total:		(6,438.66)	(820,094.00)	(813,655.34)	

Expense Report | August 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	15,346.22	102,646.00	87,299.78	14.95%
041-4100-60130	Salary/Wages--Clerical(E)	48,533.85	326,370.00	277,836.15	14.87%
041-4100-61100	FICA(E)	4,719.28	32,819.00	28,099.72	14.38%
041-4100-61300	IPERS(E)	6,030.26	40,497.00	34,466.74	14.89%
041-4100-61420	Deferred Comp--457(E)	650.00	3,900.00	3,250.00	16.67%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	(2.12)	100.85%
041-4100-61440	Wellness Program(E)	65.00	1,700.00	1,635.00	3.82%
041-4100-61500	Health Insurance(E)	10,646.62	75,690.00	65,043.38	14.07%
041-4100-61501	Dental Insurance(E)	262.49	4,243.00	3,980.51	6.19%
041-4100-61502	Vision Insurance(E)	72.00	455.00	383.00	15.82%
041-4100-61503	HSA Expense(E)	835.36	11,500.00	10,664.64	7.26%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	291.30	3,300.00	3,008.70	8.83%
041-4100-61599	Workers' Comp Insurance(E)	162.03	360.00	197.97	45.01%
041-4100-62100	Membership Dues/Subscriptions(E)	0.00	805.00	805.00	0.00%
041-4100-62300	Education/Training(E)	150.00	3,600.00	3,450.00	4.17%
041-4100-62700	Mileage(E)	0.00	991.00	991.00	0.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	2,341.33	26,332.00	23,990.67	8.89%
041-4100-63710	Utilities(E)	5,113.03	23,395.00	18,281.97	21.86%
041-4100-63730	Telephone(E)	0.00	0.00	0.00	100.00%
041-4100-64020	Advertising & Legal Notices(E)	125.94	2,400.00	2,274.06	5.25%
041-4100-64082	Insurance--General Liability(E)	4,876.35	4,000.00	(876.35)	121.91%
041-4100-64083	Insurance--Property(E)	5,561.70	5,000.00	(561.70)	111.23%
041-4100-64084	Insurance--Boiler/Machinery(E)	602.00	700.00	98.00	86.00%
041-4100-64090	Janitorial Services(E)	3,516.06	21,820.00	18,303.94	16.11%
041-4100-64140	Printing(E)	0.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	179.24	1,400.00	1,220.76	12.80%
041-4100-65020	Library Books & Periodicals(E)	9,032.79	83,320.00	74,287.21	10.84%

Expense Report | August 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65021	Digital Materials(E)	0.00	21,625.00	21,625.00	0.00%
041-4100-65022	Special Collections(E)	1,574.17	6,000.00	4,425.83	26.24%
041-4100-65060	Office Supplies(E)	219.01	3,200.00	2,980.99	6.84%
041-4100-65070	Materials/Supplies(E)	452.09	8,150.00	7,697.91	5.55%
041-4100-65079	Materials/Supplies--Program(E)	359.51	11,800.00	11,440.49	3.05%
041-4100-65080	Postage(E)	38.46	800.00	761.54	4.81%
041-4100-65990	Miscellaneous(E)	158.00	600.00	442.00	26.33%
041-4100-67240	Computer Hardware/Software(E)	725.00	28,238.00	27,513.00	2.57%
041-4100-69301	Transfer Out-CIP(E)	0.00	38,000.00	38,000.00	0.00%
Total: Expenditure		122,891.21	897,106.00	774,214.79	
Total: 041 - LIBRARY FUND		122,891.21	897,106.00	774,214.79	

Expense Report | August 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
301 - CAPITAL PROJECTS FUND					
301-4100-67900	Library-CIP(E)	12,375.00	58,000.00	45,625.00	21.34%
Total: Expenditure		12,375.00	58,000.00	45,625.00	
Total: 301 - CAPITAL PROJECTS FUND		12,375.00	58,000.00	45,625.00	
Total:		135,266.21	955,106.00	819,839.79	

Library Special Revenue | August 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(82.45)	0.00	82.45	100.00%
141-4100-44302	Enrich Iowa(R)	0.00	(6,000.00)	(6,000.00)	0.00%
141-4100-45040	Program Fees-Summer Reading(R)	(35.10)	(15,000.00)	(14,964.90)	0.23%
141-4100-47050	Donations/Contributions(R)	(1,227.24)	(40,000.00)	(38,772.76)	3.07%
141-4100-47051	Friends of the Library Contrib(R)	(5,042.30)	(10,000.00)	(4,957.70)	50.42%
Total: Revenue		<u>(6,387.09)</u>	<u>(71,000.00)</u>	<u>(64,612.91)</u>	
141-4100-65020	Library Books & Periodicals(E)	1,086.39	20,000.00	18,913.61	5.43%
141-4100-65023	Summer Reading Program Expense(E)	1,950.23	15,000.00	13,049.77	13.00%
141-4100-65024	Friends of the Library Expense(E)	427.33	10,000.00	9,572.67	4.27%
141-4100-65025	Enrich Iowa Expenses(E)	0.00	6,000.00	6,000.00	0.00%
141-4100-65070	Materials/Supplies(E)	0.00	20,000.00	20,000.00	0.00%
Total: Expenditure		<u>3,463.95</u>	<u>71,000.00</u>	<u>67,536.05</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>(2,923.14)</u>	<u>0.00</u>	<u>2,923.14</u>	
Total:		<u>(2,923.14)</u>	<u>0.00</u>	<u>2,923.14</u>	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: Sept. 13, 2022
Subject: Draft Policies

Public Comment Policy

The Public Comment policy was drafted using the City Council's Open Forum Policy as its template.
This is a new policy.

Photography and Video Recordings Policy

This is also a new policy.

Draft Policy

Public Comment Policy

During the Public Comment agenda item of a Library Board meeting, members of the public may address the Library Board on any subject over which the Library Board has the authority to act.

- Individuals shall be limited to three minutes speaking time.
- A maximum of twenty minutes per meeting will be set aside for Public Comment, unless additional time is granted by the presiding officer. A majority vote of the Trustees may extend or decrease the time limitations on this rule.
- Preference will be given to individuals who did not speak at the previous meeting's Public Comment.
- Individuals may not speak more than once during Public Comment.
- All remarks shall be addressed to the Board as a whole and not to an individual Trustee or Library staff member.

Any individual addressing the Library Board will be asked by the presiding officer to clearly state their name and address prior to speaking so that their name may be accurately recorded in the minutes of the meeting.

Group Presentations

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the presiding officer prior to the meeting and be granted permission by the presiding officer.

Further Action

Matters presented during Public Comment which require further investigation or information shall be referred to library staff, and if the Library Board determines that action is required, the item may be placed on a future agenda.

Draft Policy

Photography and Video Recordings Policy

The Indianola Public Library frequently engages in photographing and making video recordings to document and promote the library's many services, programs, and events. Recognition of the importance these images have in communicating the library's mission and role to the community is balanced with our patrons' right to privacy while at the library.

Photos and Videos taken by Library Staff

- Library staff will make every effort to notify members of the public verbally or through signage when they are taking photos or recording.
- Anyone who does not wish to be photographed or filmed must notify library staff immediately. This includes parents/guardians speaking on behalf of minors.
- If library staff has not been notified otherwise, consent is assumed from those participating in library events, programs, and services.

Photos and Videos taken by Visitors and Patrons

- Taking pictures or filming other people in the library is prohibited unless authorized by the library director and the patrons involved (including parents/guardians of minors)

Use of Library Images

Images published on the library's website, social media sites, print publications, and other materials are not for general distribution and may not be duplicated without prior permission from the library director.

Related Policies

- Library Code of Conduct

Sept 2022

Director's Report

Comics Plus Graphic Novel & Manga Digital Service

To help meet the demand for graphic novels and manga, we have added a digital library called Comics Plus to our collection. Patrons can access Comics Plus by downloading the LibraryPass app or through the website, where graphic novels are separated into age group portals (kids, teens, and adults).

Fall Programming

Fall events include new programs such as Minecraft, Pokemon, Lego, and I Survived clubs for school-aged children and preschool playdates, along with the return of popular programs, including the teen hangouts, Nerf games, puzzle competitions, escape rooms, and book clubs.

Building Updates

Roof

- We discovered a couple of holes in the roof during the August 29th rainstorm. Two holes were patched but an additional repair is needed. Wood Roofing will be doing that repair within the next couple of weeks.

Lighting

- Circulation desk: Two bulbs arrived damaged and we're waiting for replacements.
- Lights below skylight: The fixtures have been converted to LED and the replacements for the broken lenses have been ordered.
- Meeting room & hall: Replacing these lights is scheduled for Sept. 23. We will be able to complete this without closing the library, although we may need to temporarily close the south hallway.



Ceiling Tile Replacement

- Several ceiling tiles in the meeting rooms were sagging and in danger of crumbling due to repeated water damage. We contracted with DustPros (our cleaning service) to replace them in Rooms A & B. Replacing the tiles throughout the rest of the library has been added to our Capital Improvement Plan.

Boiler Replacement

- The boiler replacement process will start Sept. 19 and is expected to take 2 weeks. We will not need to close the library, but we may need to temporarily close the south entrance if removing the old boiler takes longer than expected.

Highlights from the Summer Reading Challenge



Circulation



Print	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adults	2,502	3,543	4,076	5,093	7,245	8,217
Teens	378	758	707	743	1,881	1,556
Children	2,878	4,519	4,782	5,290	10,413	10,484
Total	5,758	8,820	9,565	11,126	19,539	20,257

Entertainment	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	984	1,213	1,549	1,950	2,520	3,331
Magazines	151	152	192	303	366	402
Audiobooks	128	160	194	273	327	390
Games & Puzzles	129	316	437	208	661	929
Library of Things	0	30	70	0	66	149
Total	1,392	1,871	2,442	2,734	3,940	5,201

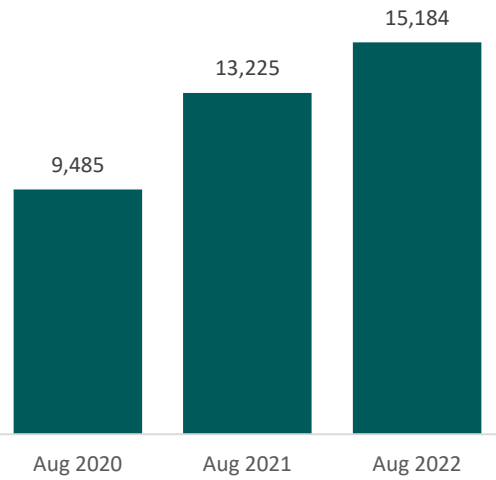
Digital	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,348	1,450	1,759	2,796	2,972	3,424
Eaudio books	944	1,041	1,277	1,867	2,037	2,473
Digital Magazines	43	43	74	86	66	132
Streaming Videos	0	0	67	1	0	220
Total	2,335	2,534	3,177	4,750	5,075	6,249

Total	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
	9,485	13,225	15,184	18,610	28,554	31,707

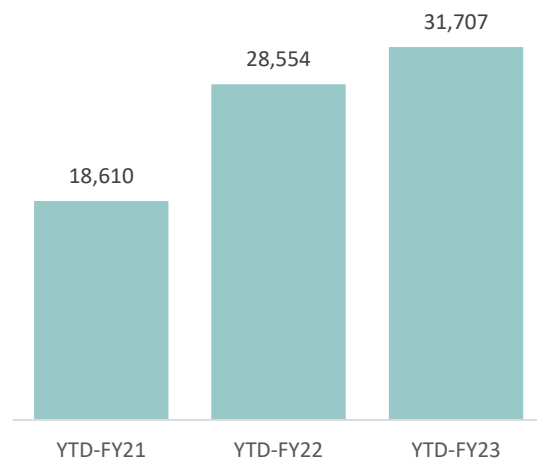
Circulation



Monthly Circulation



Year to Date Circulation

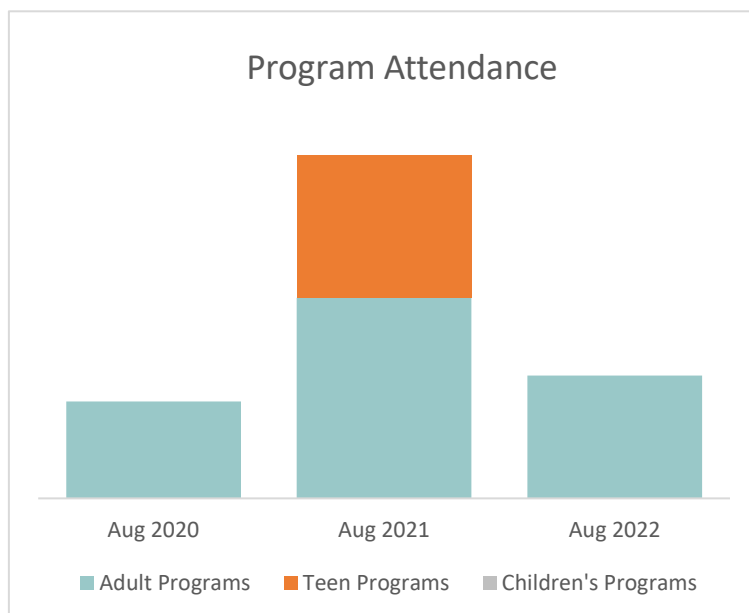


Library Programs



Attendance	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	15	31	19	39	53	100
Teen Programs	0	22	0	0	22	119
Children's Programs	0	0	0	25	541	884
Library Meetings	16	18	27	24	25	36
Total Attendance	31	71	46	88	641	1,139

Number of Programs	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	6	6	3	30	15
Teen Programs	0	2	0	0	7	5
Children's Programs	0	6	0	2	13	24
Total Attendance	1	14	6	5	50	44



Library Services



User Statistics	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	27	92	102	50	180	215
Door Count	3,539	5,497	6,204	6,912	12,314	22,471
In-House Browsing	0	549	735	0	1,501	1,354
Number of Home Deliveries	Not tracked	5	7	Not tracked	10	13
Number of Home Delivery Items	Not tracked	124	94	Not tracked	252	178
Interlibrary Loans (IPL loaned)	13	17	19	29	31	29

Computer Usage	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	132	271	297	1,160	266	576
WiFi Sessions	data error	164	668	data error	5,141	1,325
WiFi Unique Users	514	80	237	994	994	508
Mobile App Launches	857	972	1,767	1,690	1,690	3,565
Mobile App Page Views	930	1,111	1,952	1,881	1,881	3,973

Public Meeting Room	Aug 2020	Aug 2021	Aug 2022	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	11	11	11	0	12
Meeting Attendance	0	22	37	125	0	46

