



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 11, 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. September 13, 2022 Meeting Minutes
- 5. Trustee Continuing Education**
 - A. Trustee Handbook Ch. 13: Library Law and Legal Matters
- 6. Financial Reports**
 - A. Approve Monthly Claims
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Library Referendum Update
- 8. New Business**
 - A. Holiday Closings for 2023*
 - B. Integrated Library System*
 - C. Revise Fee Schedule - Circulation Policy*
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
September 13, 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, Tom Smith, Colleen Wilmott, Emmett Konrad, and Randi Malone.

The meeting was called to order by President Andy Brittingham at 5:45 p.m.

There were no public comments.

An agenda was approved (motion Sally Van Dorin, second Tom Smith).

The minutes from the August 09, 2022 meeting were approved (motion Randi Malone, second Cyd Dyer)

Trustee Continuing Education:

Reviewed Chapter 12: Problem Solving and Decision Making.

Financial Reports:

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

Unfinished Business:

Andy Brittingham updated the Board of Trustees on what occurred during the August Steering Committee meeting.

New Business:

Public Comment Policy draft was reviewed and approved without comment. (Colleen Wilmott motioned, Randi Malone second)

Photography and Video Recording Policy draft was reviewed and approved without comment. (Colleen Wilmott motioned, Cyd Dyer second)

Reports:

Indianola Public Library meeting was held in August. Most of the discussion was in regard to Dr. Suess, Dino Fest, and Friends helping at Trunk or Treat.

Director's Report – director's report was reviewed. Roof repair is coming. Lighting project is close to complete. Boiler preconstruction meeting has occurred. Will start on September 15 and will take approximately two weeks.x

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 6:25 pm (motion Colleen Wilmott, second Cyd Dyer).

Sincerely,

Emmett Konrad
Meeting Secretary



Chapter 13: Library Law and Legal Matters

It is important for board members to understand the essentials of a number of federal, state and local laws. Please consider this chapter to be legal information, not legal advice, which is defined as the application of law to specific circumstances. You should consult a lawyer if you want professional assurance that the information, and your interpretation of it, is accurate.

City-Library Ordinance

Most of Iowa's public libraries are established by an ordinance very similar to the sample ordinance in the appendix of this Handbook. Libraries established after Iowa's Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance or it may be substantially different. In the city-library ordinance you will likely find:

- ❖ The number of board members, how they are appointed, and their term of office
- ❖ The powers and duties of the board, including its authority to set the librarian's salary and control the library's expenditures
- ❖ Procedure for budgeting and approving bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (**Iowa Code 392.5**) For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is “Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?” Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards; Iowa has two such advisory boards, all others are administrative governing boards.

Open Meetings

“This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.” (Iowa Code 21.1)

Library board meetings are subject to the Iowa Open Meetings Law. Iowa law assumes that meetings are open to the public. Iowa citizens do not have to make a case to attend a governmental meeting such as a library board meeting. Even an informal meeting of library trustees would be subject to the Open Meetings Law if there is a majority of the trustees at the gathering and library business is discussed.

What is the Definition of a Meeting?

A meeting is defined as “a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body [library board] where there is deliberation or action upon any matter within the scope of the [library board’s] policy-making duties.” (Iowa Code 21.1)

How Much Notice Should Be Given for the Meeting?

Boards are required to publicly post their meeting notice at least 24 hours in advance. The posting should be in a prominent place, accessible to the community, in the building where the meeting is expected to take place. The agenda should also be posted online, ideally on the library website and the city website. The agenda must include the date, time, and meeting place. If a news/media agency requests a copy of the notice and agenda, the library board must supply it.

What Additional Information Must Be on the Agenda?

The agenda should include all business to be discussed at the meeting in enough detail to give community members a good idea of what topics will be discussed. If an item comes up at the meeting that has not been included on the agenda, action should be deferred to a later meeting. However, the law does allow for items that may come up on

an emergency basis.

What Should Be Included in the Minutes?

Minutes of all library board meetings must be kept and include the date, place, the members present, any action taken at the meeting and enough information to allow the public to determine how each member voted. Minutes are subject to the Open Records Law and must be made available to the public if requested.

When May a Meeting Be Closed?

To have a closed session, the government body must first meet in an open session. This means notice and the agenda, which reasonably apprises the public of what is about to occur, must be posted 24 hours in advance. The government body may go into closed session only with two-thirds majority vote of the entire board or a unanimous vote of all the trustees present. In addition, the specific reason to go into closed session under **Iowa Code 21.5** must be announced in open session. If a closed session is conducted (note: there is no requirement to have a closed session) detailed minutes of the closed session must be kept and the closed session must be audio recorded. No final action may be taken during the closed session.

There are very few reasons listed allowing a closed session and each reason has very specific requirements. The following examples illustrate the need to read and become familiar with the law before going into closed session. **Iowa Code 21.5(1)(i)** allows trustees to evaluate the professional competency of an employee or potential employee, but two criteria must be met: (1) the closed session must be *"necessary to prevent needless and irreparable injury to that individual's reputation"* and (2) the person you are evaluating must request a closed session. Without both requirements met, a closed session is not allowed by law.

Another example is when the government body is discussing the purchase of real estate. A closed session may be held only if the *"premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property."* This particular section is unique because after the transaction is complete the government body must make available the audio recording and minutes from the closed session.

The specific requirements of the Open Meetings Law can be confusing. If you are uncertain, seek legal advice before proceeding. Under the Open Meetings Law there are exceptions to the liability of the law if you *"reasonably relied upon a decision of a court or a formal opinion of the attorney general or the attorney for the governmental body."* You may also contact the **Citizens' Aide/Ombudsman Office** at 888-426-6283 or review the **Iowa Attorney General Sunshine Advisories**.

Board members should be familiar with Iowa's Open Meeting Law and each member should have a copy of the Iowa Open Meetings/Open Records Handbook, available from the **Iowa Freedom of Information Council**.

Open Records and Confidentiality

“Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.” (Iowa Code 22.2 and 22.7(13))

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- ❖ A confidentiality policy for the library is adopted by the board.
- ❖ Circulation records in an automated system are not kept after statistics are recorded and the material is returned; any fines or fees attached to the record are paid.
- ❖ Overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out.
- ❖ Phone reminders of overdue items and reserves left on answering machines maintain confidentiality by not verbally revealing the titles of the items.

Included in a confidentiality policy should be a statement about the custodian of the record and the circumstances within which library check-out records may be released. The identity of which customer requested which materials or information may be revealed only:

- ❖ If the library is presented with a court order. (The court order must indicate that this information is needed for the investigation of a particular person or an organization and may only be issued after a judge has determined if the connection between the case and the record makes it “cogent and compelling” that the information is released.)
- ❖ If the lawful custodian of the records, defined by an Iowa Attorney General’s opinion to be the library director, releases the information. (To safeguard customers’ confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See **Iowa Code 22.7(18)**.

Questions on Confidentiality and Open Records

An issue that is frequently raised is if a parent can see the titles checked out on a child's card. Parents, under **Iowa Code 613.16**, are liable for the acts of their children. At the same time, **Iowa Code 22.7 (13)** protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two Iowa Code sections.

As noted previously, **Iowa Code 22.7** does allow for discretion on the part of the custodian of the records, who is most often the library director. In other words, the Iowa Code gives the custodian of the records, the library director, the authority to decide whether or not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records only upon receiving a court order.

Some libraries in Iowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of a library patron, regardless of age, should be the exception rather than the rule. A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child's library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent's card.

Patron records may be used for purposes of fundraising by Library Friends or Foundation groups as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.

Gender Balance For Library Boards

"All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced." (**Iowa Code 69.16A**)

Note: striving for gender balance is a city government obligation because mayors appoint and councils approve library board members. Note that the law allows an exemption if a "good faith effort" has been made for three months to gender-balance appointments.

Your board can and should take a partnership role in helping your city government in this effort. For example, you and the director can develop a list of potential trustees ahead of when vacancies need to be filled. Be sure to include both male and female candidates, then submit your list to the mayor's office.

Compatibility of Office

Not all possible combinations of public office have been tested in the courts or by the Iowa Attorney General's office. However, the following offices, specifically applying to libraries, are considered incompatible, meaning that one person should not hold both offices at the same time:

- ❖ Council member and library board member
- ❖ City clerk and library board member
- ❖ Mayor and library board member

A person may seek an office position currently incompatible with the office now held if the person gives up the current office upon taking over the new office (based on a 1912 Iowa Supreme Court decision "State v. Anderson" [136 N.W. 128] that addresses compatibility of office).

During your time on the board you may also come across situations that raise questions about conflict of interest. One example is a board member who wants to work as a substitute at the library and be paid. Although it is technically legal (**Iowa Code 362.5**) it is not recommended. Even if the board member abstains from voting on his or her pay, this practice still puts the library director in the position of supervising someone who is actually his or her employer. This could be a very difficult position for the library director if the board member's performance as a substitute is unsatisfactory.

Another example of potential conflict of interest is a board member whose relative is a library staff member. The employee may go around the director to take concerns to the board member when the issue should be resolved by the library director and the employee. Allowing this type of situation to continue undermines the authority of the director.

If you as a trustee are sincerely concerned about a potential conflict of interest, discuss the situation with the full board. Then consider a discussion with the city manager, city attorney, mayor and/or city council. Because to allow a potential conflict of interest to go unresolved could damage the library's credibility in the community for years to come. If you are unable to decide whether or not there is a conflict of interest, unresolved questions can be formally addressed to the Iowa Attorney General's Office by an elected official.

Board Liability

"A person who performs services for a municipality or an agency or subdivision of a municipality and who does not receive compensation is not personally liable for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for acts or omissions which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. For purposes of this section, 'compensation' does not include payments to reimburse a person for expenses." (Iowa Code 670.2)

The legal power of the board comes when the board acts as a body. To guard against potential liability, avoid the following:

- ❖ Acting in excess of authority, i.e. inappropriate expenditures or exceeding budget spending levels
- ❖ Failing to act when action should have been taken, i.e., failure to meet contractual obligations
- ❖ Negligence, i.e., unsafe buildings and grounds, failure to supervise funds
- ❖ Intentional misconduct, i.e., libel, improper discharging of an employee, theft
- ❖ Acting in violation of the law, i.e., authorizing payment of improper expenses, failing to follow proper rules for hiring

Fair Labor Standards Act (FLSA)

The federal Fair Labor Standards Act (FLSA) establishes standards for basic wages, overtime pay, record keeping, and child labor.

Basic Wages

Each library employee must be paid not less than the minimum wage. Library employees must be paid for hours worked and may not volunteer time without pay. As of this writing Iowa's minimum wage is \$7.25. For detailed information on Iowa's minimum wage, refer to the **Iowa Department of Workforce Development**.

Paying Library Staff During Training

According to Iowa Workforce Development: *"If any such gathering is required by an employer, or if an employer leads its employees to believe they will receive adverse treatment for not attending, the employer must pay its employees for the time spent in attendance."* (Iowa Workforce Development) This is also a Tier 1 standard addressed in Iowa Public Library Standards. **Standard #23:** *"The library allows the director to participate in continuing education opportunities during their work time."*

Overtime Pay

Within the public library are employees who are exempt and those who are non-exempt

from the FLSA regulations; one of the deciding criteria is whether the employee has independent decision-making authority. The director of a public library is usually an exempt employee if he or she directs a staff of at least two. Those employees who do not have independent decision-making authority, even if they have a library science degree, are non-exempt from the FLSA. To determine whether a position is exempt or non-exempt, call the Wage and Hour Division of the **U.S. Department of Labor** Iowa office at 515-284-4625.

Non-exempt employees must be paid overtime at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. A workweek is defined as seven consecutive 24 hour periods, fixed and regularly occurring; each workweek stands alone. Time off may be granted within the workweek if the employee has reached 40 hours before the end of the week. In other words, an employee may work 10 hours each day, four days straight within the workweek without being paid overtime. However, if the employee works 45 hours during one workweek and 35 hours during the next, five hours of overtime must be paid.

For libraries in the public sector, compensatory time may be given in lieu of overtime, but must be given at the rate of “time and a half” to non-exempt employees.

Recordkeeping

The FLSA requires that employers keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is the kind generally maintained by employers; the records do not have to be kept in any particular form and time clocks need not be used.

Child Labor Standards

Fourteen is the minimum age for library work; youths 14 and 15 years old may work at the library outside of school hours under the following conditions:

- ❖ No more than 3 hours per school day and 18 hours in the school week
- ❖ No more than 8 hours on a non-school day or 40 hours in a non-school week
- ❖ Work may not begin before 7:00 a.m. or continue after 7:00 p.m. except from June 1 through Labor Day when permissible evening hours are extended to 9:00 p.m.

A library may hire youths 16 years of age and older to work unlimited hours within the guidelines of the FLSA.

For more information on FLSA, see the Wage and Hour Division of the **U.S. Department of Labor**.

Iowa Gift Law

“Except as otherwise provided in this section, a public official, public employee, or

candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor." (Iowa Code 68B.22)

The library's director and trustees are subject to the Iowa Gift Law. You cannot accept a gift for personal use that has a value of over \$3.00 from anyone who wants to do business with the library. For example, you cannot personally accept a gift from a book salesperson who could sell books to your library. However, if the benefit is available generally, it is not considered a gift. For example, if Baker & Taylor provides book discounts to library staff members in all libraries, it is not considered a gift to an individual employee and does not fall under the Iowa Gift Law.

Digital Millennium Copyright Act (DMCA)

On October 12, 1998, Congress passed the Digital Millennium Copyright Act (DMCA). The law became effective in October 2000 and it has been incorporated into the Copyright Act (Title 17 of the U. S. Code). This landmark legislation updated U.S. copyright law to meet the demands of the Digital Age and to conform U.S. law to the requirements of the World Intellectual Property Organization (WIPO) and treaties that the U.S. signed in 1996. Divided into five "titles," the DMCA is a complex act that addresses a number of issues that are of concern to libraries. Among its many provisions, the Act:

- ❖ Imposes rules prohibiting the circumvention of technological protection measures
- ❖ Sets limitations on copyright infringement liability for online service providers (OSPs)
- ❖ Expands an existing exemption for making copies of computer programs
- ❖ Provides a significant updating of the rules and procedures regarding archival preservation
- ❖ Mandates a study of distance education activities in networked environments
- ❖ Mandates a study of the effects of anti-circumvention protection rules on the "first sale" doctrine

The DMCA provides safe harbor from copyright infringement liability for online service providers. In order to qualify for safe harbor protection, certain online service providers—like public libraries—must designate an agent as the person who will receive notices of copyright infringement.

To designate an agent, a service provider must do two things: (1) make contact information for the agent available to the public on its website and (2) provide that same information to the federal copyright office, which maintains a centralized online directory of designated agent contact information for public use. The service provider must also ensure that this information is up to date.

The DMCA License renews for \$6.00 every three years. The license recognizes the public library as a provider of public Internet access and helps to alleviate problems when people illegally download content via the library's computers.

If your library has ever received a "cease and desist" letter from your Internet service provider, you'll appreciate the benefit of this license. It's not uncommon for public libraries to be notified of illegal downloading activity happening on the library's computers, typically by people illegally downloading movies. So this DMCA license indicates that a public library will pledge to curtail illegal use of its public Internet computers and to report the library director (typically) as an "agent."

For more information, see the **DMCA webpage** on the State Library website.

For answers to other legal questions, refer to the **Library Law FAQ** developed by the State Library Law Librarian.



Invoices for Board Meeting

October 11, 2022

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$230.60	Service call
Amazon	\$2,057.76	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$5,540.30	Books
Baker and Taylor Entertainment	\$359.51	DVDs
Baker and Taylor Spoken Word	\$253.32	Books on CD
Center Point Large Print	\$539.28	Large print books- western subscription renewal
City of Indianola (IMU)	\$2,053.30	Utilities
Dave Bunch Piano Service	\$95.00	Piano tuning
Dust Pros	\$1,510.00	janitorial services and supplies
Findaway	\$668.11	Wonderbooks and Playaways
Iowa Water Management Co.	\$47.50	Monthly agreement
Library Furniture International	\$3,111.00	AV Shelving
MidAmerican Energy	\$14.28	Natural Gas
Michele Patrick	\$33.93	Mileage to Metro Library Directors Meeting
Proscreening	\$79.00	new employee drug test and background check
REP Industries	\$155.20	Interlibrary Loan and Book Club Book bands
TRM Disposal	\$106.00	Trash removal
Wells Fargo	\$3,394.28	See statements for details

Total: **\$20,248.37**

Approved

Date

Approved

Date

Budget Summary



Personnel	September	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	31,783.96	95,664.03	107,254.00	11,589.97	429,016.00	22.30%
Benefits	11,476.45	35,462.91	43,678.50	8,215.59	174,714.00	20.30%
TOTAL	43,260.41	131,126.94	150,932.50	19,805.56	603,730.00	21.72%

Collection	September	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	3,684.75	13,066.95	20,830.00	7,763.05	83,320.00	15.68%
Digital	5,624.93	5,624.93	5,406.25	-218.68	21,625.00	26.01%
Special	441.58	1,666.34	1,500.00	-166.34	6,000.00	27.77%
TOTAL	9,751.26	20,358.22	27,736.25	7,378.03	110,945.00	18.35%

Operations	September	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	2,554.19	4,881.01	6,583.00	1,701.99	26,332.00	18.54%
Operations	29,294.67	51,429.22	29,524.75	-21,904.47	118,099.00	43.55%
TOTAL	31,848.86	56,310.23	36,107.75	-20,202.48	144,431.00	43.55%

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

TOTAL	September	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	84,860.53	207,795.39	149,517.67	-58,277.72	897,106.00	23.16%

Capital Improvement Plan (FY22)

	September	Year-to-Date	Budget	% Spent
Lighting	19,536.72	19,536.72	30,000.00	65.12%
Boiler	0.00	5,250.00	60,000.00	5.83%
TOTAL CIP	19,536.72	24,786.72	90,000	27.54%

Revenue Report | September 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(12,108.61)	(560,000.00)	(547,891.39)	2.16%
041-4100-44700	Library Service Reimbursements(R)	0.00	(80,000.00)	(80,000.00)	0.00%
041-4100-47641	Library Fines(R)	(988.38)	(3,000.00)	(2,011.62)	32.95%
Total: Revenue		(13,096.99)	(643,000.00)	(629,903.01)	
Total: 041 - LIBRARY FUND		(13,096.99)	(643,000.00)	(629,903.01)	
Total:		(13,096.99)	(643,000.00)	(629,903.01)	

Expense Report | September 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	23,019.34	102,646.00	79,626.66	22.43%
041-4100-60130	Salary/Wages--Clerical(E)	72,644.69	326,370.00	253,725.31	22.26%
041-4100-61100	FICA(E)	7,066.97	32,819.00	25,752.03	21.53%
041-4100-61300	IPERS(E)	9,030.64	40,497.00	31,466.36	22.30%
041-4100-61420	Deferred Comp--457(E)	975.00	3,900.00	2,925.00	25.00%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	(2.12)	100.85%
041-4100-61440	Wellness Program(E)	90.00	1,700.00	1,610.00	5.29%
041-4100-61500	Health Insurance(E)	15,969.93	75,690.00	59,720.07	21.10%
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)	1,253.04	11,500.00	10,246.96	10.90%
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)	199.42	360.00	160.58	55.39%
041-4100-62100	Membership Dues/Subscriptions(E)	0.00	805.00	805.00	0.00%
041-4100-62300	Education/Training(E)	450.00	3,600.00	3,150.00	12.50%
041-4100-62700	Mileage(E)	0.00	991.00	991.00	0.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	4,881.01	26,332.00	21,450.99	18.54%
041-4100-63710	Utilities(E)	7,616.19	23,395.00	15,778.81	32.55%
041-4100-64020	Advertising & Legal Notices(E)	163.94	2,400.00	2,236.06	6.83%
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)	5,085.85	21,820.00	16,734.15	23.31%
041-4100-64140	Printing(E)	0.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	327.99	1,400.00	1,072.01	23.43%
041-4100-65020	Library Books & Periodicals(E)	13,066.95	83,320.00	70,253.05	15.68%
041-4100-65021	Digital Materials(E)	5,624.93	21,625.00	16,000.07	26.01%

Expense Report | September 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections(E)	1,666.34	6,000.00	4,333.66	27.77%
041-4100-65060	Office Supplies(E)	281.53	3,200.00	2,918.47	8.80%
041-4100-65070	Materials/Supplies(E)	1,932.47	8,150.00	6,217.53	23.71%
041-4100-65079	Materials/Supplies--Program(E)	1,168.70	11,800.00	10,631.30	9.90%
041-4100-65080	Postage(E)	95.80	800.00	704.20	11.98%
041-4100-65990	Miscellaneous(E)	237.00	600.00	363.00	39.50%
041-4100-67240	Computer Hardware/Software(E)	23,029.70	28,238.00	5,208.30	81.56%
041-4100-69301	Transfer Out-CIP(E)	0.00	38,000.00	38,000.00	0.00%
Total: Expenditure		207,795.39	897,106.00	689,310.61	
Total: 041 - LIBRARY FUND		207,795.39	897,106.00	689,310.61	
Total:		207,795.39	897,106.00	689,310.61	

Library Special Revenue | September 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(357.40)	0.00	357.40	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)	(1,551.85)	(40,000.00)	(38,448.15)	3.88%
141-4100-47051	Friends of the Library Contrib(R)	(5,175.13)	(10,000.00)	(4,824.87)	51.75%
Total: Revenue		<u>(7,119.48)</u>	<u>(71,000.00)</u>	<u>(63,880.52)</u>	
141-4100-65020	Library Books & Periodicals(E)	1,120.56	20,000.00	18,879.44	5.60%
141-4100-65023	Summer Reading Program Expense(E)	2,050.23	15,000.00	12,949.77	13.67%
141-4100-65024	Friends of the Library Expense(E)	488.66	10,000.00	9,511.34	4.89%
141-4100-65025	Enrich Iowa Expenses(E)	0.00	6,000.00	6,000.00	0.00%
141-4100-65070	Materials/Supplies(E)	3,730.00	20,000.00	16,270.00	18.65%
141-4100-69000	Transfer Out(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>7,389.45</u>	<u>71,000.00</u>	<u>63,610.55</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>269.97</u>	<u>0.00</u>	<u>(269.97)</u>	
Total:		<u>269.97</u>	<u>0.00</u>	<u>(269.97)</u>	

Recommended Library Building Closures for 2023

The suggested building closures follow the City's paid holiday schedule and adheres to the library's long-held tradition of closing when the actual holiday falls on a weekend.

Closed:

Sun, Jan. 1 (New Year's Day)

Mon, Jan 2 (New Year's Day observed)

Mon, Jan 16 (MLK Day – Staff training)

Mon, Feb 20 (President's Day)

Mon, May 29 (Memorial Day)

Tue, July 4 (Independence Day)

Mon, Sept. 4 (Labor Day)

Thurs, Nov. 23 (Thanksgiving)

Fri, Nov. 24 (Day after Thanksgiving)

Sun, Dec. 24 (Christmas Eve)

Mon, Dec. 25 (Christmas)

Tues, Dec. 26 (Christmas Eve observed)

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October 2022
Subject: Integrated Library System

When we purchased our current Integrated Library System software in 2018, its selling point was its cloud-based platform (BlueCloud). At that time, it had too many bugs for everyday use, but it would be ready very soon. Five years later, those bugs remain. The Library must either sign a new five-year contract and hope BlueCloud will be ready sometime soon or switch to a different ILS.

Polaris Leap

Based on several factors, a staff committee has recommend switching to an ILS called Polaris Leap.

Hosted Data

Our data is currently hosted on City servers with City IT staff managing it. This is cumbersome for both the library and our IT Dept. Regardless of which company we use, we will migrate our data to them for a hosted service, which unfortunately comes with a one-time migration fee.

Budget Impact

Since this is not a budgeted item in FY22, the data migration, set up fees, and staff training fees will come from the Library's reserves. I have discussed this with the City's CFO.

Timing

The contract must be signed this month with the transition happening in the next fiscal year.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October 2022
Subject: Change to Fee Schedule

Overdue Fines

We currently charge overdue fines (50 cents per day) for Library of Things items, puzzles, and games. My recommendation is to change the fee schedule to remove overdue fines on puzzles and games. These collections are now large enough that overdue fines aren't necessary. It also simplifies our policy.

Library of Things

With this change, the Library of Things would remain the only collection in the library to accrue overdue fines. I recommend keeping fines in place for the Library of Things, primarily because of the high-demand items such as hot spots.

October 2022

Director's Report

Log Cabin Days Parade

The library dinos won Best Historical Float in this year's Log Cabin Days parade. This is the fourth year the library has won an award in the Log Cabin Days parade. Alison, Janis, Denise, Kelsey, and myself were the dinos, with Jody driving the float, and Friends of the Library throwing candy.



Iowa Library Association Conference

Alison, Janis, and Jacy will be presenting a session on our popular subscription box service at this year's Iowa Library Association Conference, Oct 13-14 in Coralville. The staff librarians, along with myself, will be attending.

Kanopy Credits Increase

Now that we've had time to assess Kanopy's usage, we were able to increase patrons' monthly credit limits from five to ten credits and still remain within budget.

Printed Notices

To reduce the number of paper notices mailed, beginning Dec. 19 holds notices and first, second, and third overdue notices will be sent by text or email only. We will continue to mail paper letters for all final overdue and billed notices. We will inform patrons of this change for the next couple of months before the change.

Annual Library Report

I will give the library's annual report to the City Council on Monday, Nov. 7 during the 6 pm study session. FY21 was an exceptional year for the library, so it will be a very positive report and an opportunity to educate the public on the library's successful services and programs.

Alice Gaumer

Long-time library employee Alice Gaumer died Oct. 4th. Flowers were sent to her funeral on behalf of the Library Board and staff.

Building Updates

- The boiler installation is complete.
- The lighting project is almost complete.



Circulation



Print	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adults	2,779	3,301	3,696	7,872	10,546	11,913
Teens	357	415	558	1,100	2,296	2,114
Children	2,878	4,300	4,370	8,168	14,713	14,854
Total	6,014	8,016	8,624	17,140	27,555	28,881

Entertainment	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	885	1,085	1,376	2,835	3,605	4,707
Magazines	170	187	189	473	553	591
Audiobooks	133	154	165	406	481	555
Games & Puzzles	96	256	377	304	917	1,306
Library of Things	0	35	70	0	101	219
Total	1,284	1,717	2,177	4,018	5,657	7,378

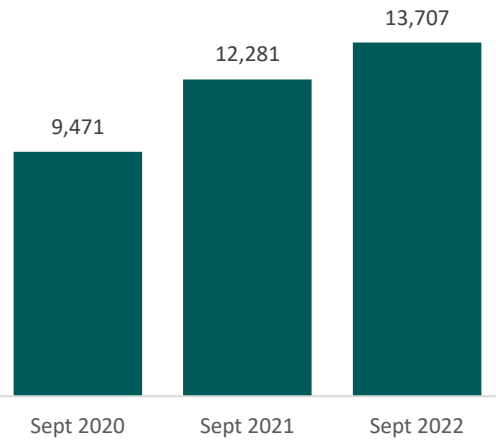
Digital	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,277	1,486	1,621	4,073	4,458	5,045
Eaudio	856	989	1,181	2,723	3,026	3,654
Digital Magazines	39	73	48	125	139	180
Streaming Videos	1	0	56	2	0	276
Comics	NA	NA	16	NA	NA	16
Total	2,173	2,548	2,906	6,923	7,623	9,155

Total	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
	9,471	12,281	13,707	28,081	40,835	45,414

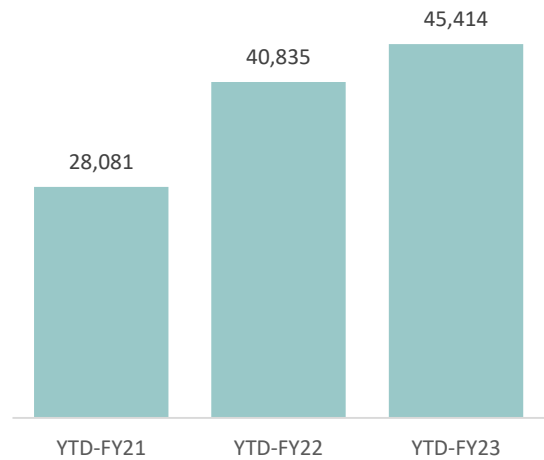
Circulation



Monthly Circulation



Year to Date Circulation

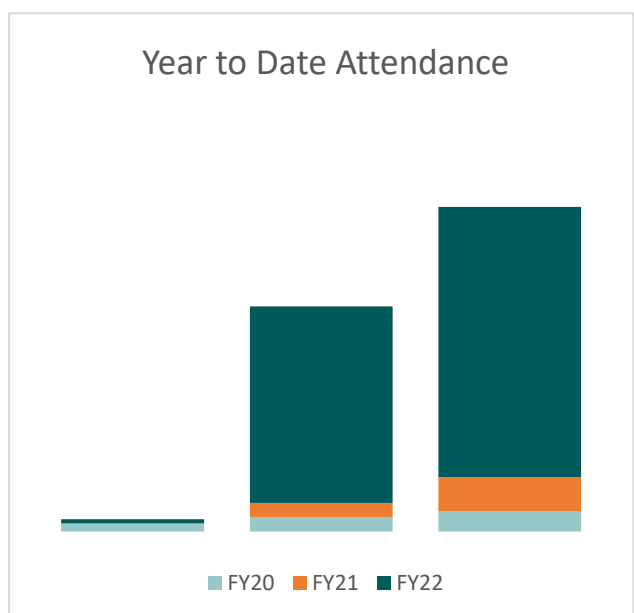
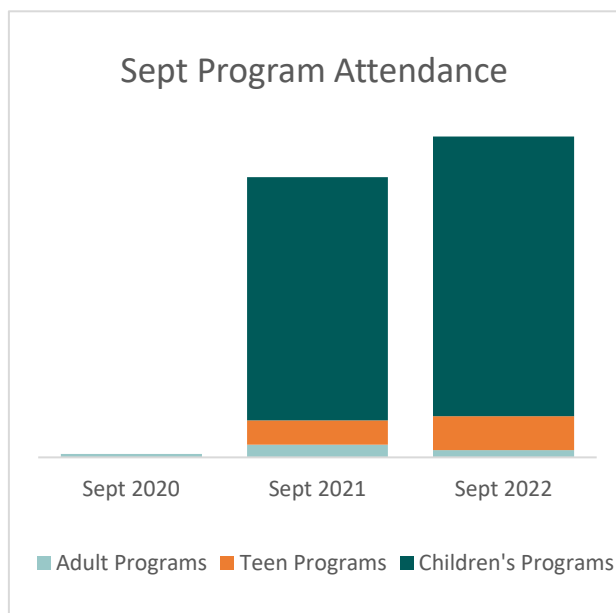


Library Programs



Attendance	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	9	33	19	48	86	119
Teen Programs	0	63	88	0	85	207
Children's Programs	0	630	725	25	1,171	1,609
Library Meetings	17	17	18	41	42	54
Total Attendance	26	743	850	114	1,384	1,989

Number of Programs	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	7	5	4	37	20
Teen Programs	0	9	7	0	16	12
Children's Programs	0	36	35	2	49	59
Total Attendance	1	52	47	6	102	91



Library Services



User Statistics	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	45	75	75	95	255	188
Door Count	3,692	5,303	6,647	10,604	17,617	22,914
In-House Browsing	Not tracked	443	651	Not tracked	1,944	1,270
Number of Home Deliveries	Not tracked	4	8	Not tracked	Not tracked	14
Number of Home Delivery Items	Not tracked	71	91	Not tracked	Not tracked	175
Interlibrary Loans (IPL loaned)	10	16	24	39	47	34

Computer Usage	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	114	219	332	1,660	380	611
WiFi Sessions	data error	358	709	data error	12,153	1,366
WiFi Unique Users	data error	133	265	data error	data error	536
Mobile App Launches	664	880	1,451	data error	2,354	3,249
Mobile App Page Views	736	980	1,652	data error	2,617	3,673

Public Meeting Room	Sept 2020	Sept 2021	Sept 2022	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	16	9	0	28	10
Meeting Attendance	0	54	85	0	83	94

