



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 10, 2023

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Dec. 1, 2022 Library Board Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Indianola Public Library Board of Trustees Bylaws
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Library Referendum
- 8. New Business**
 - A. Warming Center
 - B. Policy Review: Meeting Room Policy*
- 9. Reports**
 - A. Staff Report: Jacy West (Soup-er Bowl)
 - 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

December 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, Tom Smith, Colleen Willmott, Cyd Dyer, Randi Malone, and Sally Van Dorin

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

There were no public comments.

An agenda was approved (motion Tom Smith, second Cyd Dyer).

The minutes from the November 8, 2022, meeting were approved (motion Cyd Dyer, second Sally Van Dorin).

Trustee Continuing Education

Reviewed City of Indianola Library Ordinances

Financial Reports

Monthly Financial Report and Monthly Claims were reviewed. Financial reports were approved (motion Tom Smith, second Randy Malone)

Unfinished Business

Plumbing Repair - The library will be closed on January 16-18 for urgent repairs of a plumbing issue.

Referendum Update - There is no new information to report, discussions continue on property purchase.

New Business

Fiscal Year 2024 Update - The budget is being developed and there will be some increases requested.

Policy Review - Test Proctoring - No changes will be made in the policy. (Motion Colleen Willmott, second Tom Smith)

Policy Change - Library of Things Cleaning Fee - The addition states that items returned should be cleaned before they are returned or a small cleaning fee ranging from \$2.00 - \$5.00 may be charged. (Motion Colleen Willmott, second Cyd Dyer).

Review: Strategic Plan Goals for 2022 - The four goals were accomplished for 2022. 2023's plan emphasizes communication and marketing.

Reports

Director's Report -

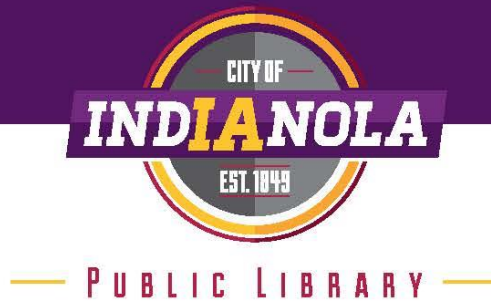
- Michele reported a \$2,000 grant had been received from Thiesen's to be used for food for after school programs.
- Alison has added TikTok to the library's social media presence.
- Library shelving will be addressing prioritized needs of more space for juvenile (grades 3-5) books and for families with young children.
- The Library Dinos appeared in the Home for the Holidays parade and the City holiday breakfast was held at the Library on Dec. 13.
- There was a staff resignation, and they are looking for a replacement.

Library Statistics - Numbers are up in all areas - programming, circulation, and library services.

Agenda Items for next meeting - Referendum Update

Adjourn

Motion Colleen Willmott, second Tom Smith



Indianola Public Library Board of Trustees By-Laws

I. Library Board

According to the requirements of Chapter 14, City Code of Indianola, the Library Board shall consist of seven members. Their powers and duties are outlined in the City Code.

It shall be the primary duty of the Board to establish policies and employ a director to implement those policies.

II. Officers

The officers of the Board shall consist of a president, vice president, and a secretary.

They shall be elected annually at the July meeting and shall hold office until their successors are elected and installed.

Officers may succeed themselves in office. The duties of the officers shall be such as are custom by law.

III. Meetings

Regular meetings shall be held monthly. The Board will determine the date and hour. All meetings shall be accordance with the Iowa Open Meetings Law. The Library Director shall prepare and publicize the monthly agenda.

The meeting place shall be at the Library or such other place as the Board may determine. When questions of parliamentary procedure occur, Robert's Rules of Order shall be used.

The president may call a special meeting at any time, provided that notice of said meeting is in accordance with Chapter 28A, Code of Iowa.

A quorum, consisting of four or more members, is required. In the event there is no quorum for a scheduled monthly meeting, those members able to be present may meet for the sole purpose of approving bills for payment.



IV. Committees

The president may appoint such special committees as may be needed from time to time. Standing committees shall consist of, but are not limited to: Personnel and Budget. One Board member shall also be appointed as a representative to the Friends of the Library board.

V. Policies

All policies shall be reviewed at least every three years.

VI. Library Director

The Library Director shall be the executive director of the policies adopted by the Board. Duties and responsibilities shall include, but are not limited to:

- Selecting materials.
- Overseeing maintenance and operation of the physical plant.
- Recruiting, hiring, training, and assigning library staff.
- Informing the Board, during monthly meetings, regarding the status of the collection, circulation, finances, physical plant, and other developments concerning the Library.
- Attending the Board meetings, except where the Board has granted leave or when the salary and/or competency of the Library Director is to be discussed.

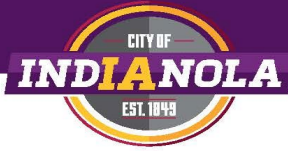
VII. Amendments

Amendments to the bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed changes are given to all members of the Board at least five days prior to the meeting.

VIII. Review of Bylaws

The bylaws shall be reviewed at least every three years.

Adopted 4/00; Reviewed 10/04; Revised 10/07; Reviewed 2/12, 4/17, 12/18, 7/21



Invoices for Board Meeting December 13, 2022

Vendor	Amount	Description of services or goods
Amazon	\$1,216.26	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,273.51	Books
Baker and Taylor Entertainment	\$127.32	DVDs
Baker and Taylor Spoken Word	\$26.98	Books on CD
Bob's Custom Trophies	\$8.50	engraving for Trunk or Treat trophy
City of Indianola (IMU)	\$968.85	Utilities
Demco	\$55.80	bookmarks
Dust Pros	\$1,484.50	Janitorial services and supplies, ceiling tiles
Findaway	\$709.41	Wonderbooks
Iowa Water Management Co.	\$47.50	Monthly agreement
MidAmerican Energy	\$483.39	Natural Gas
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$112.00	Trash removal
Unique Management	\$130.00	Collection agency (Dec & Jan)
Waste Management	\$8.03	Recycling tote
Workspace	\$4,696.41	Director's desk- Enrich Iowa funds
Wells Fargo	\$3,535.72	See statements for details

Total: **\$15,975.48**

Approved

Date

Approved

Date

Budget Summary



Personnel	December	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	31,477.84	207,929.20	214,508.00	6,578.80	429,016.00	48.47%
Benefits	12,013.93	75,329.18	87,357.00	12,027.82	174,714.00	43.12%
TOTAL	43,491.77	283,258.38	50,310.83	18,606.62	603,730.00	46.92%

Collection	December	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	3,946.05	33,405.35	41,660.00	8,254.65	83,320.00	40.09%
Digital	2,000.00	7,624.93	10,812.50	3,187.57	21,625.00	35.26%
Special	522.76	2,732.14	3,000.00	267.86	6,000.00	45.54%
TOTAL	6,468.81	43,762.42	55,472.50	11,710.08	110,945.00	39.45%

Operations	December	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,071.24	8,429.15	13,166.00	4,736.85	26,332.00	32.01%
Operations	5,491.43	69,240.35	59,049.50	-10,190.85	118,099.00	58.63%
TOTAL	6,562.67	77,669.50	72,215.50	-5,454.00	144,431.00	58.63%

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

TOTAL	December	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	56,523.25	404,690.30	448,553.00	43,862.70	897,106.00	45.11%

Expense Report | January 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	50,654.50	102,646.00	51,991.50	49.35%
041-4100-60130	Salary/Wages--Clerical(E)	157,274.66	326,370.00	169,095.34	48.19%
041-4100-61100	FICA(E)	15,382.30	32,819.00	17,436.70	46.87%
041-4100-61300	IPERS(E)	19,628.44	40,497.00	20,868.56	48.47%
041-4100-61420	Deferred Comp--457(E)	1,950.00	3,900.00	1,950.00	50.00%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	(2.12)	100.85%
041-4100-61440	Wellness Program(E)	165.00	1,700.00	1,535.00	9.71%
041-4100-61500	Health Insurance(E)	31,939.86	75,690.00	43,750.14	42.20%
041-4100-61501	Dental Insurance(E)	1,312.45	4,243.00	2,930.55	30.93%
041-4100-61502	Vision Insurance(E)	216.00	455.00	239.00	47.47%
041-4100-61503	HSA Expense(E)	2,714.92	11,500.00	8,785.08	23.61%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,456.50	3,300.00	1,843.50	44.14%
041-4100-61599	Workers' Comp Insurance(E)	311.59	360.00	48.41	86.55%
041-4100-62100	Membership Dues/Subscriptions(E)	0.00	805.00	805.00	0.00%
041-4100-62300	Education/Training(E)	1,402.95	3,600.00	2,197.05	38.97%
041-4100-62700	Mileage(E)	238.00	991.00	753.00	24.02%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	8,429.15	26,332.00	17,902.85	32.01%
041-4100-63710	Utilities(E)	12,047.16	23,395.00	11,347.84	51.49%
041-4100-64020	Advertising & Legal Notices(E)	737.10	2,400.00	1,662.90	30.71%
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)	10,320.97	21,820.00	11,499.03	47.30%
041-4100-64140	Printing(E)	0.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	527.34	1,400.00	872.66	37.67%
041-4100-65020	Library Books & Periodicals(E)	33,405.35	83,320.00	49,914.65	40.09%
041-4100-65021	Digital Materials(E)	7,624.93	21,625.00	14,000.07	35.26%

Expense Report | January 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections(E)	2,732.14	6,000.00	3,267.86	45.54%
041-4100-65060	Office Supplies(E)	676.68	3,200.00	2,523.32	21.15%
041-4100-65070	Materials/Supplies(E)	3,110.09	8,150.00	5,039.91	38.16%
041-4100-65079	Materials/Supplies--Program(E)	5,526.35	11,800.00	6,273.65	46.83%
041-4100-65080	Postage(E)	288.81	800.00	511.19	36.10%
041-4100-65990	Miscellaneous(E)	295.15	600.00	304.85	49.19%
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		404,690.26	897,106.00	492,415.74	
Total: 041 - LIBRARY FUND		404,690.26	897,106.00	492,415.74	
Total:		404,690.26	897,106.00	492,415.74	

Library Special Revenue | January 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(999.18)	0.00	999.18	100.00%
141-4100-44302	Enrich Iowa(R)	(8,630.55)	(6,000.00)	2,630.55	143.84%
141-4100-45040	Program Fees-Summer Reading(R)	(35.10)	(15,000.00)	(14,964.90)	0.23%
141-4100-47050	Donations/Contributions(R)	(2,791.79)	(40,000.00)	(37,208.21)	6.98%
141-4100-47051	Friends of the Library Contrib(R)	(7,735.32)	(10,000.00)	(2,264.68)	77.35%
Total: Revenue		<u>(20,191.94)</u>	<u>(71,000.00)</u>	<u>(50,808.06)</u>	
141-4100-65020	Library Books & Periodicals(E)	3,536.96	20,000.00	16,463.04	17.68%
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)	3,618.22	10,000.00	6,381.78	36.18%
141-4100-65025	Enrich Iowa Expenses(E)	653.73	6,000.00	5,346.27	10.90%
141-4100-65070	Materials/Supplies(E)	5,002.33	20,000.00	14,997.67	25.01%
141-4100-69000	Transfer Out(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>14,861.47</u>	<u>71,000.00</u>	<u>56,138.53</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>(5,330.47)</u>	<u>0.00</u>	<u>5,330.47</u>	
Total:		<u>(5,330.47)</u>	<u>0.00</u>	<u>5,330.47</u>	

Revenue Report | January 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(305,908.73)	(560,000.00)	(254,091.27)	54.63%
041-4100-44700	Library Service Reimbursements(R)	(47,650.00)	(80,000.00)	(32,350.00)	59.56%
041-4100-47055	Grants (non-governmental)(R)	(105.50)	0.00	105.50	100.00%
041-4100-47100	Refunds/Reimbursements(R)	(62.83)	0.00	62.83	100.00%
041-4100-47641	Library Fines(R)	(1,993.15)	(3,000.00)	(1,006.85)	66.44%
Total: Revenue		(355,720.21)	(643,000.00)	(287,279.79)	
Total: 041 - LIBRARY FUND		(355,720.21)	(643,000.00)	(287,279.79)	
Total:		(355,720.21)	(643,000.00)	(287,279.79)	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: January 10, 2023
Subject: Community Room Policy

The Community Room Policy requires a \$30 deposit for use of the room for social or private gatherings, such as birthday parties. The deposit covers the cost of cleaning the carpet, should the group spill on the carpet. Other groups, such as the Boy Scouts or DHS family visits, aren't required to provide a deposit, although they often also have food and drink.

The recommended change is to eliminate the deposit but add a clause stating that any group serving food or drink is subject to a potential carpet cleaning fee if they damage the carpet. Because it is too cumbersome to collect the deposit for all groups, the policy is enforced by restricting future use of the room until the fee is paid.

Community Room Policy

The Indianola Public Library provides meeting space for civic, cultural, and educational meetings by the community.

Room Specifications

The Community Room has a maximum seating capacity of 30 people auditorium style or 18 people conference style.

Availability

The Community Room is available free of charge for gatherings of two or more persons.

- Should it be necessary to cancel a meeting, notice should be given to the library no less than 24 hours in advance.

Community, Civic, and Educational Group Meetings

Community groups are limited to reserving the room twice every seven days, up to two hours each meeting. Exceptions may be made at the discretion of the director.

Private, Social Gatherings

There is no rental fee, but a \$30.00 refundable deposit will be charged for social gatherings, such as birthday parties and baby showers.

Business or Commercial Groups

A rental fee is required for business meetings or commercial gatherings whose intent is to benefit the interests of a business. Fees are \$25 for 2 hours per day, \$5 each additional hour.

Walk-in Individuals or Groups

The Community Room is also available free of charge by walk-in groups or individuals if it is not already reserved by another party. It is available on a first-come, first-served basis. Staff cannot guarantee the availability of the room beforehand. There is a two-hour daily time limit.

Limitations

- The library's Code of Conduct policy applies to meetings in the Community Room.
- The Community Room may be reserved and used only during times that the library is open. Meetings must be over and the Community Room returned to its original condition at least fifteen minutes before closing time.

- Sales of goods or services are not permitted. The room may not be used for sales, order placement, or fundraising. Admission fees are not permitted.
- The library does not provide storage space for groups using the Community Room.
- Organizations using the Community Room may not disrupt other patrons and may have future use of the Community Rooms denied to them should they do so.
- The library is not responsible for theft or damage of equipment or material supplied by users.
- Permission to use a meeting room does not imply library endorsement of the aims, policies, or activities of any group or organization.

Room Usage and Cleanup

- The contact person who signs the Community Room Form is the responsible party for all costs and damages that may occur to the room, its contents, and furniture. Costs will be billed to the responsible party.
- A \$30 cleaning fee will be charged if damages to the room include the need for carpet cleaning. Future reservations will be suspended until the fee is paid.
- Furniture should be left in the arrangement in which it was found.
- Set-up and clean-up must be accomplished within the reserved time.
- Children under age 18 must be supervised.
- Arrangements may be made for use of the following items:
 - Transparency overhead projector
 - Piano
 - TV screen
 - Whiteboard and markers

Adopted 8/99; revised 3/17; revised 2/19; revised 7/21

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January 2023

Director's Report

New Integrated Library System

So far things are going very smoothly with our conversion to the new library computer system (Polaris). Our "go live" date is April 14, which should allow enough time for staff training and acclimation before the rush of summer.

Upcoming dates:

- | | |
|-----------|---|
| Jan 16-18 | Closed for plumbing repairs |
| Jan. 28 | Party with the Pidgeon (previously Breakfast with Dr Seuss) |
| Feb. 28 | Friends of the Library Trivia |

Circulation



Print	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adults	1,744	2,934	3,087	15,358	19,805	21,947
Teens	307	363	400	2,218	3,455	3,412
Children	1,626	3,389	3,374	16,167	25,694	26,476
Total	3,677	6,686	6,861	33,743	48,954	51,835

Entertainment	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	197	1,093	1,263	4,954	6,904	8,755
Magazines	66	161	145	939	1,073	1,088
Audiobooks	81	139	135	782	936	1,097
Games & Puzzles	85	272	424	609	1,740	2,561
Library of Things	0	61	41	0	234	408
Total	429	1,726	2,008	7,284	10,887	13,909

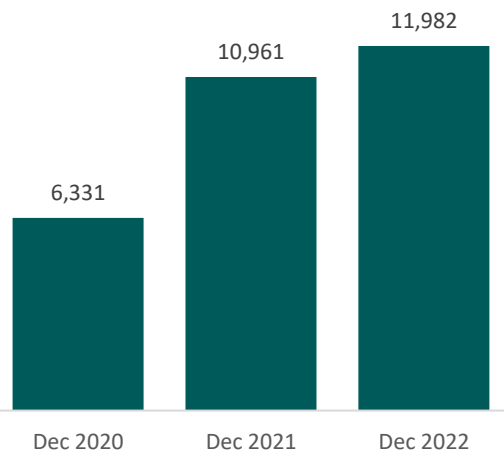
Digital	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,396	1,432	1,623	8,185	8,709	9,992
Eaudio books	793	1,058	1,301	5,233	6,129	7,479
Digital Magazines	32	59	51	249	306	384
Streaming Videos	4	0	138	7	1	494
Total	2,225	2,549	3,113	13,674	15,145	18,349

Total	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
	6,331	10,961	11,982	54,701	74,986	84,093

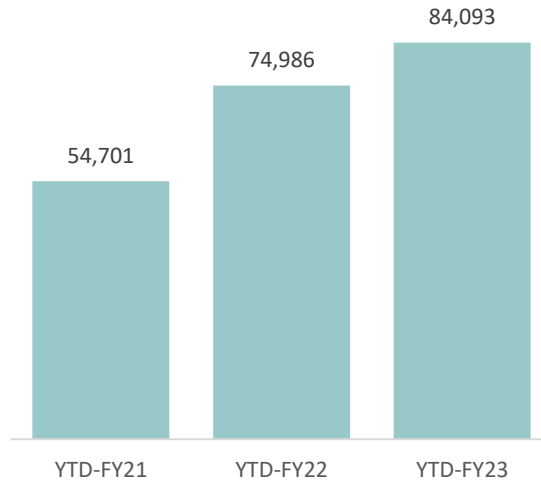
Circulation



Monthly Circulation



Year to Date Circulation

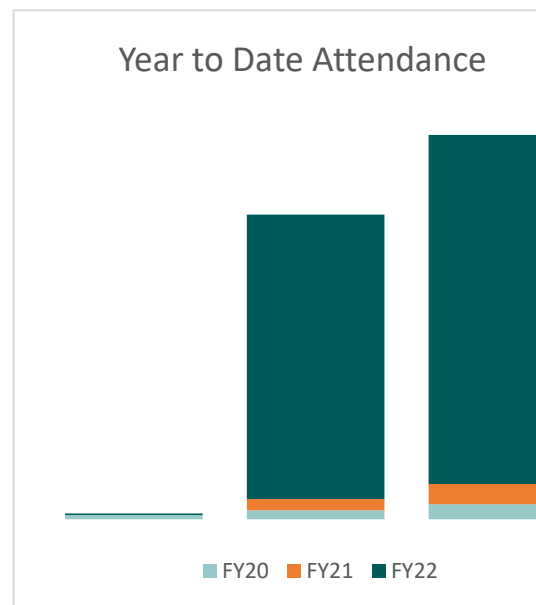
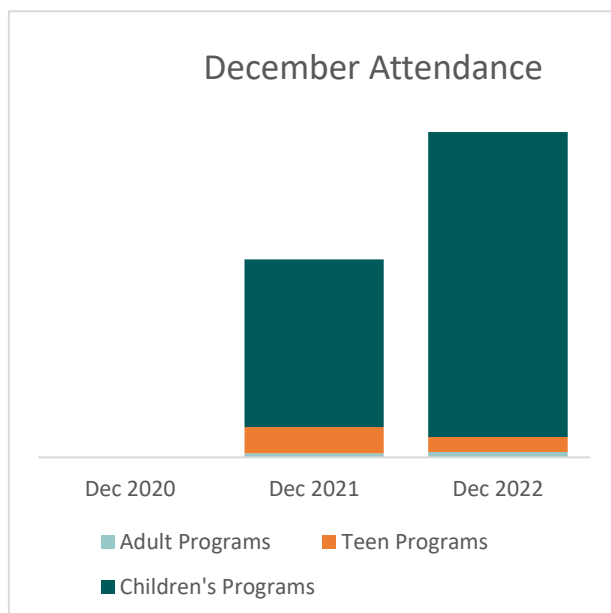


Library Programs



Attendance	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	0	12	15	71	165	273
Teen Programs	0	75	44	0	321	434
Children's Programs	0	483	878	25	4,161	5,108
Library Meetings	6	8	7	90	122	131
Total Attendance	6	578	944	186	4,769	5,946

Number of Programs	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	0	4	3	6	53	37
Teen Programs	0	7	4	0	40	32
Children's Programs	0	26	39	2	155	175
Total Number	0	37	46	8	248	244



Library Services



User Statistics	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	10	44	54	259	407	560
Door Count	0	4,471	5,097	7,708	32,131	46,974
In-House Browsing	0	362	452	0	2,892	3,602
Number of Home Deliveries	Not tracked	5	6	Not tracked	29	40
Number of Home Delivery Items	Not tracked	103	71	Not tracked	575	490
Interlibrary Loans (IPL loaned)	9	16	11	88	95	98

Computer Usage	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	100	229	277	1,174	1,395	1,788
WiFi Sessions	data error	304	566	data error	1,721	3,868
WiFi Unique Users	data error	135	227	data error	752	1,496
Mobile App Launches	830	873	1,652	7,097	5,510	9,702
Mobile App Page Views	912	1,051	1,775	7,863	6,516	10,738

Public Meeting Room	Dec 2020	Dec 2021	Dec 2022	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	7	11	0	58	58
Meeting Attendance	0	73	58	0	242	359

