



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

February 14, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. Jan. 10, 2023 Meeting Minutes
- 4. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 5. New Business**
 - A. Late Opening for Software Conversion*
- 6. Reports**
 - A. Director's Report
 - B. Library Statistics
- 7. Agenda Items for Next Meeting**
- 8. Trustee Comments**
- 9. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
January 10, 2023

(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, Sally Van Dorin, Tom Smith, Emmett Konrad, Randi Malone, Cyd Dyer, and Colleen Willmott.

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 Randi Malone, second Sally Van Dorin).

The minutes from the December 13, 2022 meeting were approved (motion Cyd Dyer, second Tom Smith)

Trustee Continuing Education:

Reviewed Trustee Bylaws.

Financial Reports:

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

Unfinished Business:

Michele updated the board on the Library Referendum.

New Business:

Warming Center was discussed. There are other buildings in Indianola that are warming centers.

Policy Review: Meeting Room Policy (motion by Randi Malone, second Sally Van Dorin)

Reports:

Staff reported on the Superbowl event the library is hosting from noon to 5PM every Friday.

Sally Van Dorin provided an update of the Friends of the Indianola Public Library.

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

Library Statistics:

Numbers are up in all areas.

Agenda items for next meeting:

None.

Trustee comments:

None.

The meeting was adjourned (motion by Randi Malone, second by Colleen Willmott)by Andy Brittingham at 6:14 pm.

Sincerely,

Emmett Konrad
Meeting Secretary



Invoices for Board Meeting

February 14, 2023

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$1,858.54	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,288.77	Books
Baker and Taylor Entertainment	\$0.00	DVDs
Baker and Taylor Spoken Word	\$310.04	Books on CD
Cengage Learning	\$0.00	Large print books
City of Indianola (IMU)	\$901.23	Utilities
Dust Pros	\$1,502.00	Janitorial services and supplies
Findaway	\$47.49	Wonderbooks
Fire Extinguisher Company	\$58.25	Annual inspection
Iowa Water Management Co.	\$47.50	Monthly agreement
Library Furniture International	\$6,948.00	Shelving (zigzag)
MidAmerican Energy	\$596.13	Natural Gas
Provisio	\$30.00	kiosk software for tablet
Quality Plumbing	\$8,260.00	Repair of leaking pipes in basement
TRM Disposal	\$112.00	Trash removal
Waste Management	\$8.03	Recycling tote
Wells Fargo	\$477.28	See statements for details

Total: **\$24,424.76**

Approved

Date

Approved

Date

Revenue Report | Jan 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(308,431.08)	(560,000.00)	(251,568.92)	55.08%
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)	(2,321.89)	(3,000.00)	(678.11)	77.40%
041-4100-49400	Transfer In--Property Taxes(R)	(97,990.23)	(177,094.00)	(79,103.77)	55.33%
Total: Revenue		(456,561.53)	(820,094.00)	(363,532.47)	
Total: 041 - LIBRARY FUND		(456,561.53)	(820,094.00)	(363,532.47)	
Total:		(456,561.53)	(820,094.00)	(363,532.47)	

Expense Report | Jan 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	58,550.26	102,646.00	44,095.74	57.04%
041-4100-60130	Salary/Wages--Clerical(E)	180,559.98	326,370.00	145,810.02	55.32%
041-4100-61100	FICA(E)	17,696.50	32,819.00	15,122.50	53.92%
041-4100-61300	IPERS(E)	22,571.94	40,497.00	17,925.06	55.74%
041-4100-61420	Deferred Comp--457(E)	2,275.00	3,900.00	1,625.00	58.33%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	(2.12)	100.85%
041-4100-61440	Wellness Program(E)	190.00	1,700.00	1,510.00	11.18%
041-4100-61500	Health Insurance(E)	36,682.56	75,690.00	39,007.44	48.46%
041-4100-61501	Dental Insurance(E)	1,574.94	4,243.00	2,668.06	37.12%
041-4100-61502	Vision Insurance(E)	252.00	455.00	203.00	55.38%
041-4100-61503	HSA Expense(E)	3,102.60	11,500.00	8,397.40	26.98%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,749.69	3,300.00	1,550.31	53.02%
041-4100-61599	Workers' Comp Insurance(E)	348.98	360.00	11.02	96.94%
041-4100-62100	Membership Dues/Subscriptions(E)	395.00	805.00	410.00	49.07%
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)	8,726.48	26,332.00	17,605.52	33.14%
041-4100-63710	Utilities(E)	12,047.16	23,395.00	11,347.84	51.49%
041-4100-64020	Advertising & Legal Notices(E)	901.10	2,400.00	1,498.90	37.55%
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)	583.59	1,400.00	816.41	41.69%
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 | Jan 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65022	Special Collections(E)	2,786.22	6,000.00	3,213.78	46.44%
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)	6,177.09	11,800.00	5,622.91	52.35%
041-4100-65080	Postage(E)	338.60	800.00	461.40	42.33%
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		448,905.68	897,106.00	448,200.32	
Total: 041 - LIBRARY FUND		448,905.68	897,106.00	448,200.32	
Total:		448,905.68	897,106.00	448,200.32	

Library Special Revenue Fund | Jan 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(1,169.98)	0.00	1,169.98	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)	(5,822.10)	(40,000.00)	(34,177.90)	14.56%
141-4100-47051	Friends of the Library Contrib(R)	(9,841.12)	(10,000.00)	(158.88)	98.41%
Total: Revenue		<u>(25,498.85)</u>	<u>(71,000.00)</u>	<u>(45,501.15)</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)	3,738.22	10,000.00	6,261.78	37.38%
141-4100-65025	Enrich Iowa Expenses(E)	2,715.83	6,000.00	3,284.17	45.26%
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>17,043.57</u>	<u>71,000.00</u>	<u>53,956.43</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>(8,455.28)</u>	<u>0.00</u>	<u>8,455.28</u>	
Total:		<u>(8,455.28)</u>	<u>0.00</u>	<u>8,455.28</u>	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: February 2023
Subject: Late Opening April 13

I am requesting to delay opening the library until 2:00 pm on Thursday, April 13th for the software conversion of the new Integrated Library System.

There is a storytime scheduled for 10:30 am that day, but Janis has moved the location to the firehouse for a special storytime with the Indianola Fire Department.

February 2023

Director's Report

New Library Assistant

Emma Klocke has been hired as our new part-time library assistant. Along with working at the library, Emma is enrolled in graduate school. Prior to joining the library staff, Emma worked as the marketing director and then the executive director of the Knoxville Chamber of Commerce.

Elephant and Piggy Party

The Friends of the Library's Elephant and Piggy Party was a big success. Despite bad weather that morning, attendance surpassed last year's Breakfast with Dr. Seuss.



Circulation



Print	Jan 2020	Jan 2021	Jan 2022	YTD-FY21	YTD-FY22	YTD-FY23
Adults	1,753	3,077	3,458	17,111	22,882	25,405
Teens	294	333	422	2,512	3,788	3,834
Children	1,656	3,755	4,424	17,823	29,449	30,900
Total	3,703	7,165	8,304	37,446	56,119	60,139

Entertainment	Jan 2020	Jan 2021	Jan 2022	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	263	1,146	1,392	5,217	8,050	10,147
Magazines	58	152	191	997	1,225	1,279
Audiobooks	70	149	181	852	1,085	1,278
Games & Puzzles	69	314	455	678	2,054	3,016
Library of Things	0	35	50	0	269	458
Total	460	1,796	2,269	7,744	12,683	16,178

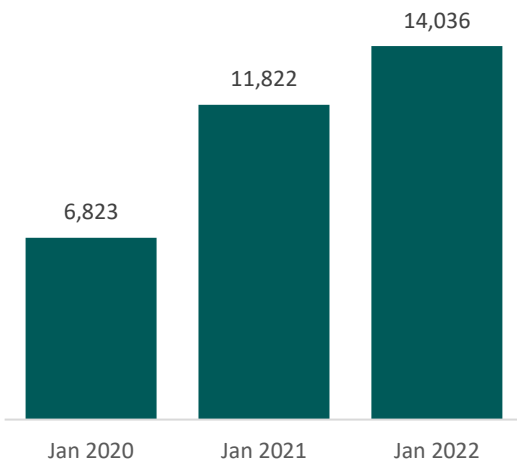
Digital	Jan 2020	Jan 2021	Jan 2022	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,703	1,678	1,846	9,888	10,387	11,838
Eaudio books	906	1,137	1,367	6,139	7,266	8,846
Digital Magazines	49	46	83	298	352	467
Streaming Videos	2	0	167	9	1	661
Total	2,660	2,861	3,463	16,334	18,006	21,812

Total	Jan 2020	Jan 2021	Jan 2022	YTD-FY21	YTD-FY22	YTD-FY23
	6,823	11,822	14,036	61,524	86,808	98,129

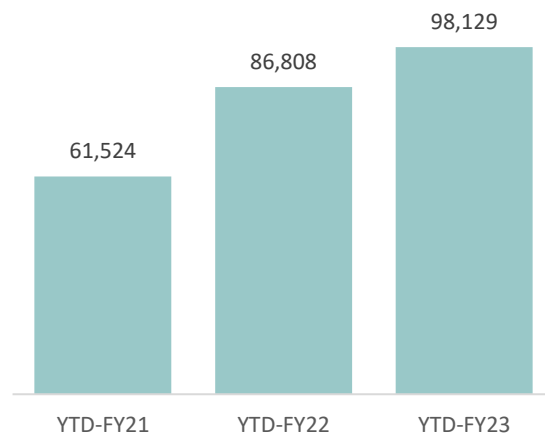
Circulation



Monthly Circulation



Year to Date Circulation



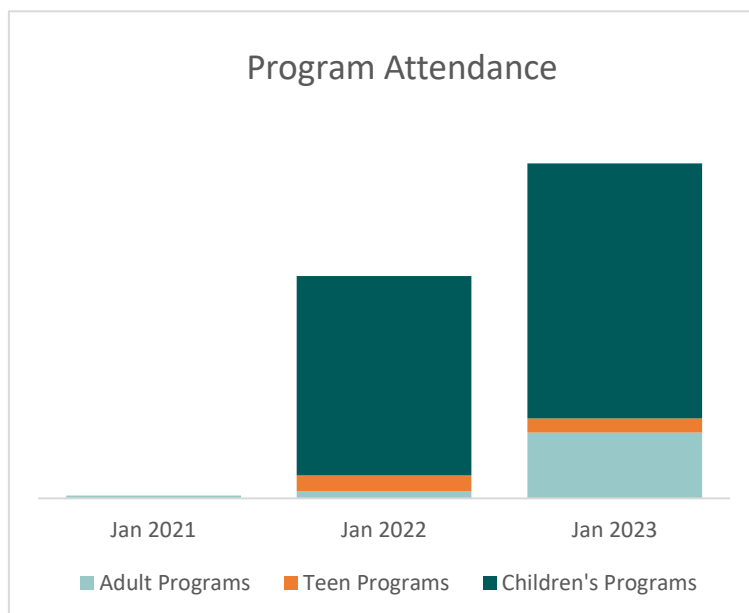
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Library Programs



Attendance	Jan 2021	Jan 2022	Jan 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	10	25	238	81	190	511
Teen Programs	0	58	50	0	379	484
Children's Programs	0	719	920	25	4,880	6,028
Library Meetings	17	17	22	107	139	153
Total Attendance	27	819	1,230	213	5,588	7,176

Number of Programs	Jan 2021	Jan 2022	Jan 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	6	9	7	59	46
Teen Programs	0	5	4	0	45	36
Children's Programs	0	29	34	2	184	209
Total Number	1	40	47	9	288	291



Library Services



User Statistics	Jan 2021	Jan 2022	Jan 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	18	61	78	277	468	638
Door Count	128	4,747	5,712	17,836	36,876	52,686
In-House Browsing	0	379	576	0	3,271	4,178
Number of Home Deliveries	Not tracked	5	7	Not tracked	34	47
Number of Home Delivery Items	Not tracked	104	109	Not tracked	674	599
Interlibrary Loans (IPL loaned)	13	13	22	101	108	120

Computer Usage	Jan 2021	Jan 2022	Jan 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	71	202	298	1,245	1,597	2,086
WiFi Sessions	data error	367	623	data error	2,088	4,491
WiFi Unique Users	data error	195	243	data error	947	1,739
Mobile App Launches	1,150	967	1,515	8,247	6,477	11,217
Mobile App Page Views	1,276	1,127	1,723	9,139	7,643	12,461

Public Meeting Room	Jan 2021	Jan 2022	Jan 2023	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	8	14	0	66	72
Meeting Attendance	0	38	104	0	280	463

