



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

April 11, 2023

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. March 14, 2023 Meeting Minutes*
- 4. Trustee Continuing Education**
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Referendum Update
- 7. New Business**
 - A. Change in Copy Price*
- 8. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

**Indianola Public Library
Board of Trustees Meeting Minutes
March 14, 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, Colleen Willmott, Tom Smith, Sally Van Dorin and Randi Malone. **Absent:** Cyd Dyer and Emmett Konrad.

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

There were no public comments.

The minutes from the February 14, 2023 meeting were approved (motion Colleen Willmott; second Sally Van Dorin).

Andy Brittingham attended a program regarding Library Trustees and Intellectual Freedom. Some takeaways that he shared were that there are no clearly defined answers. Challenges can come from the public as well as staff and board members. It was recommended to know the related policies and keep them up to date. Other ideas were to run a practice challenge and have an attorney other than the city council attorney review policies related to intellectual freedom. Andy will forward an email with links to the presentation.

Financial Reports:

Monthly Financial Reports were reviewed. Monthly Claims were approved (motion: Colleen Willmott; second Tom Smith).

Unfinished Business:

- Library Referendum Update – there was no update
- Capital Improvement Plan Review – The board decided it would be best to proceed as scheduled.

New Business:

- April 9 Building Closure – The library will be closed Sunday, April 9, 2023 (Motion: Colleen Willmott; second Sally Van Dorin)
- Policy Review: Collection Development – this item was tabled until the April meeting
- Policy Review: Bylaws – The bylaws were updated to align with Iowa's Open Records Law regarding quorums. (Motion: Sally Van Dorin; second: Randi Malone)
- New Policy: Volunteer Policy – policy approved. (Motion: Tom Smith; second Randi Malone)

Friends Report: Trivia Night went well and they will be potentially looking for a larger venue as well as possibly adding a silent auction and business sponsors. Membership is close to where it has been in

previous years. The board is discussing additional fundraising ideas as well as ways to increase membership. Friends are also sponsoring Dino Fest, Story Walk and the Summer Bash on June 1st.

Director's Report: Polaris ILS Conversion is going very well. The salary study and plan have been completed. Starting wages for library assistants increased from \$14.73 to \$15.63. DinoFest was very successful and had over 400 attendees. Michele is trying to reach out to the Warren County Board of Supervisors to assure that they will continue to fund the library.

Monthly Statistics: Monthly statistics were reviewed.

Agenda Items for Next Meeting: Collection and related policies

Trustee Comments: No comments

The meeting was adjourned at 7:00pm.

Secretary,

Colleen Willmott



Invoices for Board Meeting

April 11, 2023

Vendor	Amount	Description of services or goods
Amazon	\$2,139.70	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,875.83	Books
Baker and Taylor Entertainment	\$333.61	DVDs
Baker and Taylor Spoken Word	\$165.74	Books on CD
Brick Gentry	\$60.00	Review of volunteer policy
City of Indianola (IMU)	\$873.60	Utilities
Demco	\$818.18	bookmarks, covering supplies, signage
Dust Pros	\$1,536.50	Janitorial services and supplies
Envisionware	\$1,262.51	Annual renewal of Envisionware Software and maintenance
Innovative	\$6,171.00	ILS Installation
Iowa Water Management Co.	\$47.50	Monthly agreement
Menards	\$25.08	Playground sand
MidAmerican Energy	\$272.79	Natural Gas
Michele Patrick	\$41.39	Mileage and expenses to Metro Library Directors Meeting
Quality Plumbing	\$777.94	Replacement of failed sump pump
TRM Disposal	\$112.00	Trash removal
Unique Management	\$65.00	Collection agency
Wood Roofing Company	\$1,160.65	Repaired leak
Wells Fargo	\$3,367.14	See statements for details

Total: **\$22,106.16**

Approved

Date

Approved

Date

Budget Summary



Personnel	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	323,329.26	321,762.00	-1,567.26	429,016.00	75.37%
Benefits	114,241.68	132,385.50	18,143.82	176,514.00	64.72%
TOTAL	437,570.94	454,147.50	16,576.56	605,530.00	72.26%

Collection	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	44,628.49	62,490.00	17,861.51	83,320.00	53.56%
Digital	7,624.93	16,218.75	8,593.82	21,625.00	35.26%
Special	4,886.48	4,500.00	-386.48	6,000.00	81.44%
TOTAL	57,139.90	83,208.75	26,068.85	110,945.00	51.50%

Operations	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	19,392.74	25,944.00	6,551.26	34,592.00	56.06%
Operations	104,607.13	95,099.25	-9,507.88	126,799.00	82.50%
TOTAL	123,999.87	121,043.25	-2,956.62	161,391.00	82.50%

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

TOTAL	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	618,710.71	686,899.50	68,188.79	915,866.00	67.55%

Revenue Report | March 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-40000	Property Taxes(R)	-324,702.04	-560,000.00	-235,297.96	57.98%
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	.00	105.50	100.00%
041-4100-47100	Refunds/Reimbursements(R)	-62.83	.00	62.83	100.00%
041-4100-47410	Library Cards(R)	-4.90	.00	4.90	100.00%
041-4100-47641	Library Fines(R)	-2,765.00	-3,000.00	-235.00	92.16%
041-4100-49000	Transfer In(R)	.00	-8,610.00	-8,610.00	0.00%
041-4100-49400	Transfer In--Property Taxes(R)	-103,158.02	-177,094.00	-73,935.98	58.25%
Revenue		-478,448.29	-828,704.00	-350,255.71	57.73%

Expense Report | March 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	88,486.15	102,646.00	14,159.85	86.20%
041-4100-60130	Salary/Wages--Clerical(E)	234,843.11	326,370.00	91,526.89	71.95%
041-4100-61100	FICA(E)	23,978.24	32,819.00	8,840.76	73.06%
041-4100-61300	IPERS(E)	30,860.17	40,497.00	9,636.83	76.20%
041-4100-61420	Deferred Comp--457(E)	2,925.00	3,900.00	975.00	75.00%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	-2.12	100.84%
041-4100-61440	Wellness Program(E)	399.99	1,700.00	1,300.01	23.52%
041-4100-61500	Health Insurance(E)	46,167.96	75,690.00	29,522.04	60.99%
041-4100-61501	Dental Insurance(E)	2,305.96	4,243.00	1,937.04	54.34%
041-4100-61502	Vision Insurance(E)	307.87	455.00	147.13	67.66%
041-4100-61503	HSA Expense(E)	4,071.80	13,300.00	9,228.20	30.61%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	2,623.59	3,300.00	676.41	79.50%
041-4100-61599	Workers' Comp Insurance(E)	348.98	360.00	11.02	96.93%
041-4100-62100	Membership Dues/Subscriptions(E)	625.00	805.00	180.00	77.63%
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	24.01%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	19,392.74	34,592.00	15,199.26	56.06%
041-4100-63710	Utilities(E)	16,400.42	23,395.00	6,994.58	70.10%
041-4100-64020	Advertising & Legal Notices(E)	1,127.03	2,400.00	1,272.97	46.95%
041-4100-64082	Insurance--General Liability(E)	4,876.35	4,000.00	-876.35	121.90%
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)	15,424.34	21,820.00	6,395.66	70.68%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	964.28	1,400.00	435.72	68.87%
041-4100-65020	Library Books & Periodicals(E)	44,628.49	83,320.00	38,691.51	53.56%
041-4100-65021	Digital Materials(E)	7,624.93	21,625.00	14,000.07	35.25%
041-4100-65022	Special Collections(E)	4,886.48	6,000.00	1,113.52	81.44%
041-4100-65060	Office Supplies(E)	1,137.48	3,200.00	2,062.52	35.54%
041-4100-65070	Materials/Supplies(E)	3,677.34	8,150.00	4,472.66	45.12%
041-4100-65079	Materials/Supplies--Program(E)	8,956.22	11,800.00	2,843.78	75.90%
041-4100-65080	Postage(E)	500.92	800.00	299.08	62.61%
041-4100-65990	Miscellaneous(E)	414.65	600.00	185.35	69.10%
041-4100-67240	Computer Hardware/Software(E)	42,698.45	36,938.00	-5,760.45	115.59%
041-4100-69301	Transfer Out-CIP(E)	.00	38,000.00	38,000.00	0.00%
Expenditures		618,710.71	915,866.00	297,155.29	67.55%

Library Special Revenue | March 2023

141 - LIBRARY SPECIAL REVENUE FUND

Account Number	Account Title	YTD	Budget	Variance	% Budget
141-4100-65020	Library Books & Periodicals(E)	3,712.97	20,000.00	16,287.03	18.56%
141-4100-65023	Summer Reading Program Expense(E)	2,660.47	15,000.00	12,339.53	17.73%
141-4100-65024	Friends of the Library Expense(E)	5,137.86	10,000.00	4,862.14	51.37%
141-4100-65025	Enrich Iowa Expenses(E)	8,100.46	6,000.00	-2,100.46	135.00%
141-4100-65070	Materials/Supplies(E)	12,199.07	20,000.00	7,800.93	60.99%
141-4100-69000	Transfer Out(E)	.00	.00	.00	100.00%
Expenditure		31,810.83	71,000.00	39,189.17	
141-4100-43000	Interest(R)	-1,893.15	.00	1,893.15	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)	-7,369.18	-40,000.00	-32,630.82	18.42%
141-4100-47051	Friends of the Library Contrib(R)	-11,007.40	-10,000.00	1,007.40	110.07%
Revenue		-28,935.38	-71,000.00	-42,064.62	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2023
Subject: Change in Copy Price

Due to a technical glitch with our new photocopier, we can no longer charge different prices for copies (\$.15 for black/white and \$.50 for color) but must charge the same price. I'm requesting we change the fee schedule to charge \$.15 per copy regardless of whether it is color or black/white. We will still make a profit on each copy.

April 2023

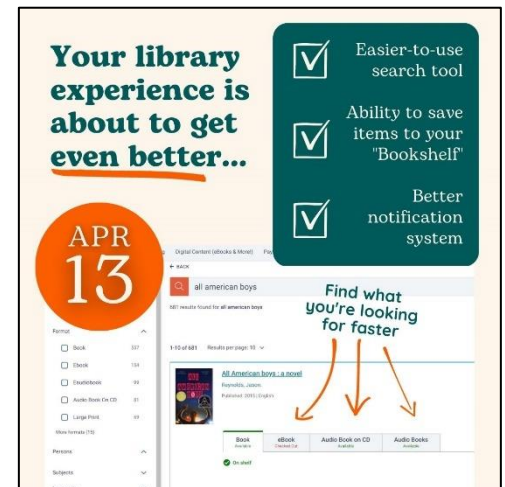
Director's Report

Stuffie Sleepover

Despite stormy weather we had a good turnout for our stuffie sleepover. Volunteers from the Indianola Preschool and Friends of the Library helped Janis and Kelsey with the event.

Polaris ILS Conversion

A lot of behind-the-scenes work is being done to prepare for our new ILS. We are currently doing all operations in an offline line mode. If all goes well, everything done in the offline mode will be uploaded Thursday morning, and we'll be back to normal operations when we open at 2 pm that day. Since we'll be closed that morning, Janis will be doing storytime at the Fire Station.



Volunteer Recruitment

Jacy is busy recruiting volunteers for the new volunteer database. The first step was reaching out to the Friends membership and adding those who responded to the database.

Circulation



Print	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adults	2,535	3,349	3,831	21,751	28,986	32,352
Teens	385	476	403	3,182	4,633	4,597
Children	2,950	4,883	5,258	23,114	38,190	40,491
Total	5,870	8,708	9,492	48,047	71,809	77,440

Entertainment	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	759	1,182	1,666	6,587	10,043	13,097
Magazines	135	132	113	1,201	1,502	1,546
Audiobooks	110	183	73	1,057	1,398	1,486
Games & Puzzles	175	363	575	981	2,738	3,974
Library of Things	17	62	62	17	361	581
Total	1,196	1,922	2,489	9,843	16,042	20,684

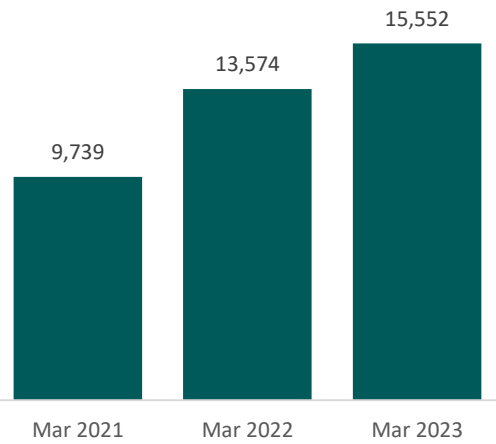
Digital	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,583	1,791	1,886	12,970	13,772	15,459
Eaudio books	1,028	1,089	1,387	8,025	9,339	11,462
Digital Magazines	61	63	81	437	452	631
Streaming Videos	1	1	217	10	3	1,011
Total	2,673	2,944	3,571	21,442	23,566	28,563

Total	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
	9,739	13,574	15,552	79,332	111,417	126,687

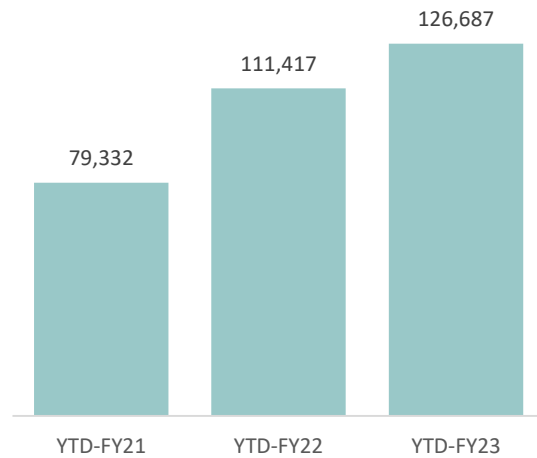
Circulation



Monthly Circulation



Year to Date Circulation

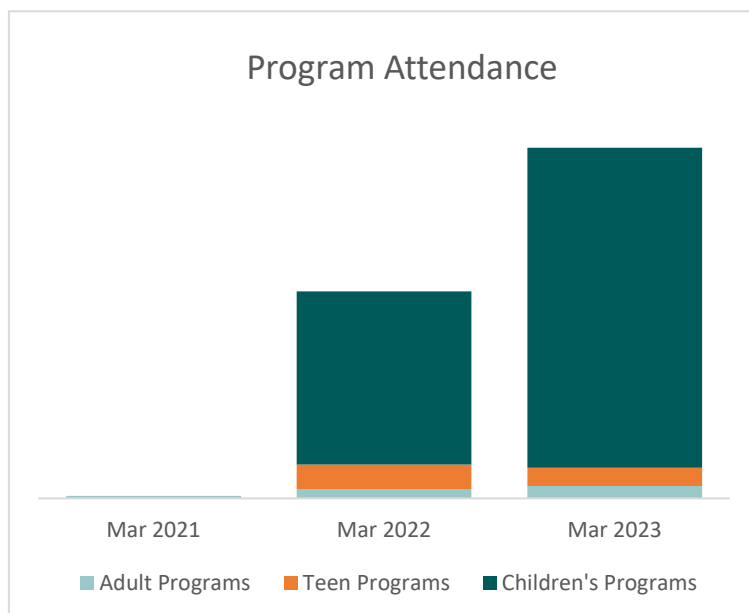


Library Programs



Attendance	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	10	37	51	99	276	804
Teen Programs	0	103	76	0	548	615
Children's Programs	0	713	1,318	25	6,250	8,151
Library Meetings	8	18	22	130	177	196
Total Attendance	18	871	1,467	254	7,251	9,766

Number of Programs	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	8	9	9	74	66
Teen Programs	0	10	6	0	61	48
Children's Programs	0	34	37	2	245	281
Total Number	1	52	52	11	380	395



Library Services



User Statistics	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	55	85	101	361	617	824
Door Count	3,896	5,590	7,039	24,094	46,945	65,338
In-House Browsing	0	467	451	0	4,079	4,959
Number of Home Deliveries	Not tracked	6	6	Not tracked	47	165
Number of Home Delivery Items	Not tracked	101	65	Not tracked	920	675
Interlibrary Loans (IPL loaned)	23	24	23	136	153	156

Computer Usage	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	214	273	314	1,584	2,067	2,666
WiFi Sessions	data error	498	778	data error	2,915	5,891
WiFi Unique Users	data error	220	322	data error	1,344	2,312
Mobile App Launches	983	1,009	1,822	10,177	8,476	14,510
Mobile App Page Views	1,068	1,185	2,033	11,273	9,971	16,135

Public Meeting Room	Mar 2021	Mar 2022	Mar 2023	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	5	21	0	79	106
Meeting Attendance	0	55	120	0	373	660

