



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

May 9, 2023

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. City Manager's Report**
- 4. Minutes Approval**
 - A. April 11, 2023 Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. FY23 Capital Improvement Plan Update
- 7. New Business**
 - A. Approve FY24 Library Budget*
- 8. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 9. Trustee Continuing Education**
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

**Indianola Public Library
Board of Trustees Meeting Minutes
April 11, 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, Randi Malone, and Cyd Dyer.

Absent: Emmett Konrad.

1. Call to Order

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

2. Public Comment

- a. There were no public comments.

3. Minutes Approval

- a. The minutes from the March 14, 2023, meeting were approved (motion Sally Van Dorin; second Tom Smith).

4. Trustee Continuing Education

- a. Trustee Continuing Education was shifted to be at the end of the meeting.

5. Financial Reports

- a. Monthly financial reports were reviewed. Monthly claims with additional expenses were approved (motion Tom Smith; second Sally Van Dorin).
- b. Discussion was had regarding the possible readjustment of priorities on the list of repairs, including a roof inspection that is upcoming.
- c. Michele noted that we are 75% through the budget year and doing well, with revenue better than reflected.

6. Unfinished Business

- a. Referendum Update
 - i. Discussions are still being had with the city regarding the referendum. Michele hopes for a more official update later.
 - ii. Michele noted that Ben Reeves will be invited to the May Trustee meeting.

7. New Business

- a. Change in Copy Price*
 - i. The new copier was not working with dual pricing (one price for black & white and a different price for color printing). To make it work, a change in policy needs to be made to the copier pricing – assigning one price to color copies and black & white copies alike.
 - ii. The proposal to make all copies \$.15 per copy was approved (motion Colleen Willmott; second Randi Malone).

8. Reports

- a. Friends of the Library Report
 - i. Sally Van Dorin gave the Friends Report and gave details about the summer kickoff.

b. Director's Report

- i. Michele gave the Director's Report and discussed Midwest Pano – a virtual tour provider out of Story City. Midwest Pano provides 360 degree tours to various public buildings – including libraries – and posts them on Google for consumer viewing. The price for doing a virtual tour of IPL would be \$1,000 – but it would have to be completed in April. Discussion was had about the necessity and benefits/drawbacks of this service and consensus was to hold off and review in the new fiscal year.

c. Library Statistics

- i. Michele reported on the library statistics. Circulation is looking good and the use of Canopy has increased.

9. Trustee Continuing Education

- a. The continuing education focus for this meeting was collection development and associated policies.
- b. Policies were reviewed and it was suggested that point 7 and point 8 be swapped in the reconsideration policy. Additionally, it was suggested that we update point 7 for further clarity by phrasing it as: "The Board of Trustees will review the Statement of Concern and will evaluate if the item was selected following the library's collection development policy."
- c. A question was proposed as to whether or not public comment can be submitted electronically and Michele will check into that.
- d. Discussion was had regarding other potential changes to policies. Michele will send a copy of policies to all board members for review.
- e. Andy suggested creating operating procedures for the board to provide clearer guidance to the Library Board.

10. Agenda Items for Next Board Meeting

- a. Further policy review during Trustee Continuing Education

11. Trustee Comments

12. Adjourn

- a. Tom Smith motioned to adjourn.



Invoices for Board Meeting

May 9, 2023

Vendor	Amount	Description of services or goods
Amazon	\$2,312.06	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,505.19	Books
Baker and Taylor Entertainment	\$40.93	DVDs
City of Indianola (IMU)	\$990.97	Utilities
Demco	\$147.78	bookmarks, covering supplies, signage
Dust Pros	\$1,594.50	Janitorial services and supplies, painting to remove graffiti
Innovative	\$3,085.50	ILS Installation
Iowa Water Management Co.	\$47.50	Monthly agreement
Jess' Lock and Key	\$60.00	Installed doorstop in bathroom to prevent door from locking itself
Library Furniture International	\$6,948.00	Shelving, zig-zag
Library Market	\$1,500.00	LibraryCalendar annual subscription
MidAmerican Energy	\$99.98	Natural Gas
Playaway Products	\$747.50	Playaway devices (audiobooks)
TRM Disposal	\$112.00	Trash removal
Waste Management	\$8.03	Recycling tote
Woosley Landscape and Mowing	\$170.00	Mowing services
Wells Fargo	\$1,648.09	See statements for details

Total: **\$22,018.03**

Approved

Date

Approved

Date

Budget Summary



Personnel	April	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	32,611.09	355,940.35	360,955.83	5,015.48	433,147.00	82.18%
Benefits	11,548.42	125,790.10	147,095.00	21,304.90	176,514.00	71.26%
TOTAL	44,159.51	481,730.45	50,805.08	26,320.38	609,661.00	79.02%

Collection	April	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	3,724.87	48,353.36	69,433.33	21,079.97	83,320.00	58.03%
Digital	2,000.00	9,624.93	18,020.83	8,395.90	21,625.00	44.51%
Special	196.69	5,083.17	5,000.00	-83.17	6,000.00	84.72%
TOTAL	5,921.56	63,061.46	92,454.17	29,392.71	110,945.00	56.84%

Operations	April	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	3,449.16	22,841.90	28,826.67	5,984.77	34,592.00	66.03%
Operations	13,056.54	117,663.67	137,332.50	19,668.83	164,799.00	71.40%
TOTAL	16,505.70	140,505.57	166,159.17	25,653.60	161,391.00	71.40%

Capital Improvement	April	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	April	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	66,586.77	685,297.48	766,664.17	81,366.69	919,997.00	74.49%

CITY OF INDIANOLA IA

Budget / Actual

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-554,900.33	-560,000.00	-5,099.67	99.08%
041-4100-44700	Library Service Reimbursements(R)	-94,800.00	-80,000.00	14,800.00	118.50%
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)	-3,027.44	-3,000.00	27.44	100.91%
041-4100-49000	Transfer In(R)	.00	-8,610.00	-8,610.00	0.00%
041-4100-49400	Transfer In--Property Taxes(R)	-176,270.91	-177,094.00	-823.09	99.53%
Revenue		-829,171.91	-828,704.00	467.91	
041 - LIBRARY FUND		-829,171.91	-828,704.00	467.91	
Total:		-829,171.91	-828,704.00	467.91	

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	101,552.17	102,646.00	1,093.83	98.93%
041-4100-60130	Salary/Wages--Clerical(E)	254,388.18	330,501.00	76,112.82	76.97%
041-4100-61100	FICA(E)	26,401.89	32,819.00	6,417.11	80.44%
041-4100-61300	IPERS(E)	33,938.67	40,497.00	6,558.33	83.80%
041-4100-61420	Deferred Comp--457(E)	3,250.00	3,900.00	650.00	83.33%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	-2.12	100.84%
041-4100-61440	Wellness Program(E)	424.99	1,700.00	1,275.01	24.99%
041-4100-61500	Health Insurance(E)	50,910.66	75,690.00	24,779.34	67.26%
041-4100-61501	Dental Insurance(E)	2,549.26	4,243.00	1,693.74	60.08%
041-4100-61502	Vision Insurance(E)	339.16	455.00	115.84	74.54%
041-4100-61503	HSA Expense(E)	4,459.48	13,300.00	8,840.52	33.52%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	2,914.89	3,300.00	385.11	88.33%
041-4100-61599	Workers' Comp Insurance(E)	348.98	360.00	11.02	96.93%
041-4100-62100	Membership Dues/Subscriptions(E)	780.00	805.00	25.00	96.89%
041-4100-62300	Education/Training(E)	1,432.95	3,600.00	2,167.05	39.80%
041-4100-62700	Mileage(E)	278.64	991.00	712.36	28.11%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	22,841.90	34,592.00	11,750.10	66.03%
041-4100-63710	Utilities(E)	17,546.81	23,395.00	5,848.19	75.00%
041-4100-64020	Advertising & Legal Notices(E)	1,966.35	2,400.00	433.65	81.93%
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)	17,072.84	21,820.00	4,747.16	78.24%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	1,070.30	1,400.00	329.70	76.45%
041-4100-65020	Library Books & Periodicals(E)	48,353.36	83,320.00	34,966.64	58.03%
041-4100-65021	Digital Materials(E)	9,624.93	21,625.00	12,000.07	44.50%
041-4100-65022	Special Collections(E)	5,083.17	6,000.00	916.83	84.71%
041-4100-65060	Office Supplies(E)	1,466.67	3,200.00	1,733.33	45.83%
041-4100-65070	Materials/Supplies(E)	4,495.52	8,150.00	3,654.48	55.15%
041-4100-65079	Materials/Supplies--Program(E)	9,663.47	11,800.00	2,136.53	81.89%
041-4100-65080	Postage(E)	553.17	800.00	246.83	69.14%
041-4100-65990	Miscellaneous(E)	512.45	600.00	87.55	85.40%
041-4100-67240	Computer Hardware/Software(E)	49,784.45	36,938.00	-12,846.45	134.77%
041-4100-69301	Transfer Out-CIP(E)	.00	38,000.00	38,000.00	0.00%

CITY OF INDIANOLA IA

Budget / Actual

Account Number	Account Title	YTD	Budget	Variance	% Budget
Expenditure		685,297.48	919,997.00	234,699.52	
041 - LIBRARY FUND		685,297.48	919,997.00	234,699.52	
Total:		685,297.48	919,997.00	234,699.52	

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	3,814.99	20,000.00	16,185.01	19.07%
141-4100-65023	Summer Reading Program Expense(E)	3,391.08	15,000.00	11,608.92	22.60%
141-4100-65024	Friends of the Library Expense(E)	5,371.26	10,000.00	4,628.74	53.71%
141-4100-65025	Enrich Iowa Expenses(E)	8,100.46	6,000.00	-2,100.46	135.00%
141-4100-65070	Materials/Supplies(E)	12,696.73	20,000.00	7,303.27	63.48%
Expenditure		33,374.52	71,000.00	37,625.48	
141-4100-43000	Interest(R)	-2,129.48	.00	2,129.48	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)	-8,770.26	-40,000.00	-31,229.74	21.92%
141-4100-47051	Friends of the Library Contrib(R)	-11,077.40	-10,000.00	1,077.40	110.77%
Revenue		-30,642.79	-71,000.00	-40,357.21	
141 - LIBRARY SPECIAL REVENUE FUND		2,731.73	.00	-2,731.73	
Total:		2,731.73	.00	-2,731.73	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: May 2023
Subject: FY24 Library Budget

The FY24 Library Budget is presented for your approval. It includes an 11% increase over FY23.

Notable increases:

- Utilities and property insurance: market adjustments
- Special collection: we plan to add educational toys and STEM kits
- Materials/Supplies: we plan to upgrade some of our shelving

Notable decreases

At first glance there appear to be two notable decreases: Repair/Maint – Building and Grounds and Computer Hardware/Software. Rest assured; these are not actually decreases. The original FY23 budget was \$20,131 for Repair/Maint and \$28,238 for Computer/Software. Midway through FY23 unexpected expenses prompted budget amendments for additional funds, so while FY24 funds appear to be less than FY23 they are significant increases over the original FY23 budget.

Capital Improvement Plan

The \$103,000 CIP fund includes several projects:

- Emergency exit in staff area
- Dividing wall replacement in meeting rooms
- Ceiling tile replacements
- Installation of accessible doors in east entrance
- Furniture replacement in adult section

FY24 Library Budget

Account	Title	FY23	FY24	Budget Variance
REVENUE				
041-4100-40000	Property Taxes	560,000	600,000	7%
041-4100-44700	Library Service Reimbursements	80,000	85,000	6%
041-4100-47400	Misc Sales (Copies/Scrap/etc)	0	1,000	100%
041-4100-47641	Library Fines	3,000	3,000	0%
041-4100-49400	Transfer In--Property Taxes	177,094	194,165	9%
Total		820,094	883,165	7.14%
EXPENDITURES				
041-4100-60110	Salary/Wages--Administration	102,646	123,626	17%
041-4100-60130	Salary/Wages--Clerical	330,501	332,526	1%
041-4100-61100	FICA	32,819	34,895	6%
041-4100-61300	IPERS	40,497	43,060	6%
041-4100-61420	Deferred Comp--457	3,900	3,900	0%
041-4100-61430	Employee Assistance Program	250	255	2%
041-4100-61440	Wellness Program	1,700	570	-198%
041-4100-61500	Health Insurance	75,690	67,434	-12%
041-4100-61501	Dental Insurance	4,243	3,928	-8%
041-4100-61502	Vision Insurance	455	395	-15%
041-4100-61503	HSA Expense	13,300	9,600	-39%
041-4100-61550	Life Insurance/ADD/LTD/STD	3,300	4,833	32%
041-4100-61599	Workers' Comp Insurance	360	400	10%
041-4100-62100	Membership Dues/Subscriptions	805	850	5%
041-4100-62300	Education/Training	3,600	3,600	0%
041-4100-62700	Mileage	991	1,250	21%
041-4100-63100	Repair/Maint--Bldg/Grounds	34,592	31,702	-9%
041-4100-63710	Utilities	23,395	29,365	20%
041-4100-64020	Advertising & Legal Notices	2,400	3,000	20%
041-4100-64082	Insurance--General Liability	4,000	5,500	27%
041-4100-64083	Insurance--Property	5,000	6,500	23%
041-4100-64084	Insurance--Boiler/Machinery	700	700	0%
041-4100-64090	Janitorial Services	21,820	22,728	4%
041-4100-64140	Printing	1,200	1,200	0%
041-4100-64990	Misc Contractual	1,400	1,440	3%

Account	Title	FY23	FY24	Budget Variance
041-4100-65020	Library Books & Periodicals	83,320	93,975	11%
041-4100-65021	Digital Materials	21,625	23,850	9%
041-4100-65022	Special Collections	6,000	9,400	36%
041-4100-65060	Office Supplies	3,200	4,000	20%
041-4100-65070	Materials/Supplies	8,150	11,350	28%
041-4100-65079	Materials/Supplies--Program	11,800	12,500	6%
041-4100-65080	Postage	800	840	5%
041-4100-65990	Miscellaneous	600	870	31%
041-4100-67240	Computer Hardware/Software	36,938	35,036	-5%
041-4100-69301	Transfer Out-CIP	38,000	103,000	63%
Total		919,997	1,028,078	11%

May 2023

Director's Report

Polaris ILS Conversion

The conversion to Polaris was relatively seamless. We are working out a few remaining wrinkles, but operations are for the most part running smoothly. Jody Ross deserves the credit for the successful conversion.

Storytime at the Firehouse

More than 100 people turned out for Storytime at the Firehouse. It was so well received, that we will do another joint storytime with the fire department this fall.



Summer Kickoff

The summer kickoff party will be June 1 from 6-8 pm with lots of activities and food. We're planning a busy summer with more than 100 events during June and July, in addition to the reading challenges for all ages.

TikTok Fame

The library's latest TikTok video has over 300,000 views (and counting). Kudos to Alison Brown for her stellar job promoting the library.



Circulation



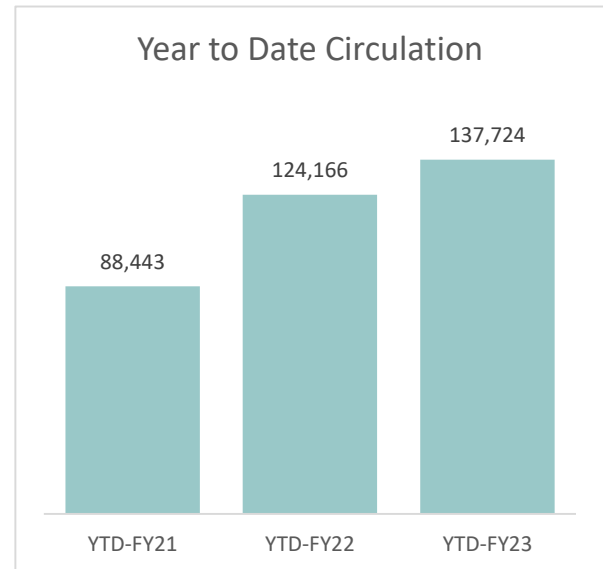
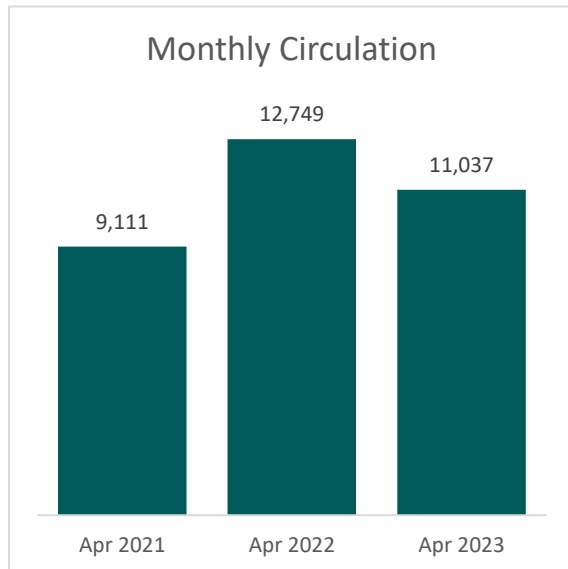
Print	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adults	2,371	3,353	2,484	24,122	32,339	34,836
Teens	325	459	284	3,507	5,092	4,881
Children	2,766	4,400	3,483	25,880	42,590	43,974
Total	5,462	8,212	6,251	53,509	80,021	83,691

Entertainment	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	626	990	1,058	7,213	11,033	14,155
Magazines	136	158	122	1,337	1,660	1,668
Audiobooks	92	136	130	1,149	1,534	1,616
Games & Puzzles	137	331	294	1,118	3,069	4,268
Library of Things	16	57	44	33	418	625
Total	1,007	1,672	1,648	10,850	17,714	22,332

Digital	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,092	1,769	1,695	14,062	15,541	17,154
Eaudio books	1,518	1,057	1,243	9,543	10,396	12,705
Digital Magazines	28	36	63	465	488	694
Streaming Videos	4	3	137	14	6	1,148
Total	2,642	2,865	3,138	24,084	26,431	31,701

Total	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
	9,111	12,749	11,037	88,443	124,166	137,724

Circulation

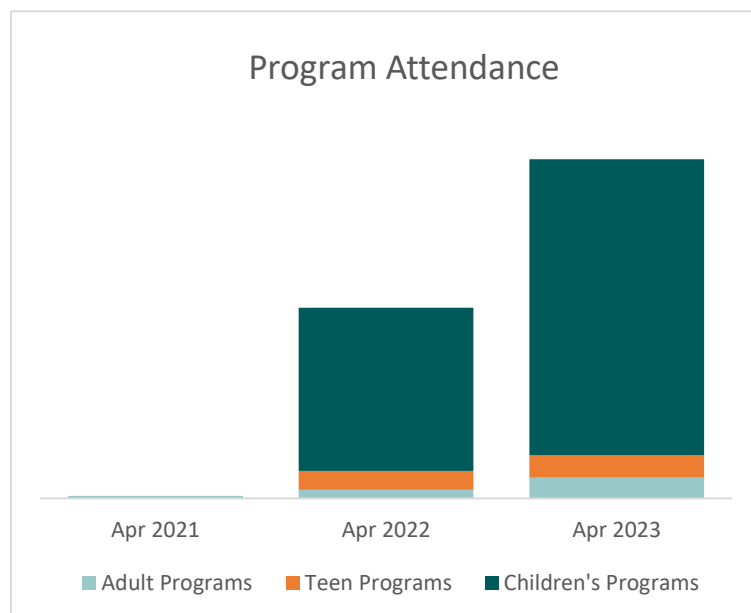


Library Programs



Attendance	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	9	31	75	108	307	879
Teen Programs	0	68	80	0	616	695
Children's Programs	0	589	1,068	25	6,839	9,219
Library Meetings	18	18	19	148	195	215
Total Attendance	27	706	1,242	281	7,957	11,008

Number of Programs	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	7	8	10	81	74
Teen Programs	0	5	6	0	66	54
Children's Programs	0	31	40	2	276	321
Total Number	1	43	54	12	423	449



Library Services



User Statistics	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	45	62	79	406	679	903
Door Count	3,862	5,599	7,205	27,956	52,544	72,543
In-House Browsing	143	526	507	143	4,605	5,466
Number of Home Deliveries	Not tracked	4	7	Not tracked	51	172
Number of Home Delivery Items	Not tracked	91	67	Not tracked	1,011	742
Interlibrary Loans (IPL loaned)	15	19	17	151	172	173

Computer Usage	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	204	261	183	1,788	2,328	2,849
WiFi Sessions	data error	492	719	data error	3,407	6,610
WiFi Unique Users	data error	198	293	data error	1,542	2,605
Mobile App Launches	865	1,168	1,665	11,042	9,644	16,175
Mobile App Page Views	978	1,673	2,165	12,251	11,644	18,300

Public Meeting Room	Apr 2021	Apr 2022	Apr 2023	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	10	9	0	89	115
Meeting Attendance	0	124	43	0	97	703

