



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 11, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. June 13, 2023 Meeting Minutes*
 - B. June 19, 2023 Meeting Minutes*
- 4. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 5. Unfinished Business**
 - A. Capital Improvement Plan: Tuckpointing*
 - B. Capital Improvement Plan: Flooring Project*
- 6. New Business**
 - A. Library Board Opening
- 7. Reports**
 - A. Director's Report
 - B. Library Statistics
- 8. Trustee Comments**
- 9. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
May 9, 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, Thomas Smith, Sally Van Dorin, Randi Malone, and Cyd Dyer

Absent: Emmett Konrad

The meeting was called to order by President Andy Brittingham at 5:30 pm.

There were no public comments.

A motion was made by Randi Malone and seconded by Sally Van Dorin to approve the minutes of the May 9, 2023 meeting. One typographical error was corrected. Motion approved.

Monthly claims were presented for review and approval by Michele Patrick. Michele noted the most significant invoice was for Innovative (mobile app). She also highlighted a couple of estimated expenses for which invoices haven't been received. A motion was made by Cyd Dyer and seconded by Randi Malone to approve monthly claims. Motion approved.

Michele reported in review of financial reports that we are at about 80% of budget spent through 90% of the year, so things are looking good. Still projected to end the year below budget. Unused Capital Improvement Plan (CIP) funds will be pushed forward to the next fiscal year.

Unfinished business items. Michele reviewed the memo regarding tuckpointing estimates for the building. The bids received varied significantly in scope of work and cost, so her recommendation is to reject all proposals and reset the RFP. She will invite the same companies to resubmit bids under clarified requirements. A motion was made by Randi Malone to reject the bids, seconded by Sally Van Dorin. Motion approved.

Discussion regarding the flooring replacement project was tabled until a third bid for work is received.

There was a discussion about renovations to the bathrooms. There have been requests for countertops on which personal items may be placed instead of the floor. A representative from Cambron looked at it, but didn't have a recommendation because it would move beyond cosmetic improvements and create ADA issues. We can change the tiles and grip bars, and address larger improvement needs in the future. Cyd asked if hooks could be added to the walls, and Michele thought the current tiles are too brittle, but new tiles may allow that. Sally asked about adding a piece of furniture, but the spaces are too small. Michele's recommendation is to go forward with tile replacement. Andy noted that it would make sense to do that in conjunction with the flooring project.

The board revisited the discussion regarding engagement of Midwest Pano to create a virtual tour for the library at a proposed cost of \$1,088. Cyd noted that a video may be helpful in building awareness of needs in advance of a potential financing referendum. Andy asked how many other libraries have signed on. Randi believes that four or five have signed up since April, and perhaps a dozen prior to that. A motion was made by Andy Brittingham and seconded by Sally Van Dorin to move forward with the proposal. Motion approved.

New Business Items. A new Vice President is needed with the resignation from the board of Colleen Wilmott. The term would be one month and one year. Randi Malone offered to fill the position, and with no opposition, the appointment was made.

Michele reported that based on a recent roof inspection, maintenance and repairs needed are estimated at \$14,000. Michele asked that this be segmented for review of each area. Replacing the entire roof would cost approximately \$160,000. Andy said he didn't see that as a feasible option.

Director's Report and Library Statistics. The summer kickoff program was attended by hundreds of people, despite storms that forced most activity inside. Thanks to Janis, Alison and Jacy for their work to make that a success. Summer storytime has been expanded to multiple sessions to account for high attendance numbers. Alison continues to give the library a strong presence on social media platforms. Circulation numbers continue to be strong. May numbers are slightly lower than last year, but Michele noted that the kickoff program happened in May in 2022, and June this year.

Trustee Continuing Education. Michele presented the public comment policy with a proposed addition: "Residents may submit online public comment cards. Cards must be submitted at least 30 minutes prior to the meeting and will be distributed to board members. Submitted comment cards are public record." Comment cards would allow participation by the public in person or virtually. A motion was made by Randi Malone and seconded by Cyd Dyer to approve the additional language as presented. Motion approved.

Michele presented the Reconsideration Procedure with proposed additional text. One item clarifies that patrons must submit separate statements of concern if they question multiple options. There are also additions regarding the board's review role and how often an item may be questioned. Randi said it should be clear that the board will evaluate whether or not the library director followed the policy, not the merits of a book or interpreting policy. Cyd asked if people are given a copy of the policy when they submit a concern, and Michele confirmed that they do. It was agreed that frequency of review of a particular item should be limited to a minimum of three years. The following changes were proposed (new text in bold):

- **If a patron would like multiple items considered, a separate Statement of Concern form must be completed for each item.**
- The Board of Trustees will review the Statement of Concern and evaluate **whether the item was selected in accordance with** the library's Collection Development Policy.

- The concerned individual will be notified **by the Board President** of the time and place where the public meeting addressing the appeal will take place.
- The decision of the Board is final, **and the item will not be considered again by the board for no less than three years from the date of decision.**

A motion was made by Cyd Dyer, and seconded by Randi Malone, to approve the text as proposed. Motion approved.

Agenda items for the next meeting may include a discussion on program policy, and a facility update connected to a potential referendum.

Andy Brittingham adjourned the meeting at approximately 6:30.

Respectfully submitted,
Thomas Smith
Acting Secretary

**Indianola Public Library
Board of Trustees Special Meeting**

Monday, June 19, 2023

(This meeting was held remotely using Zoom and in person. The meeting was made open to the public via reserved space at IPL as well as a public comment form)

Present: Andrew Brittingham, Cyd Dyer, Randi Malone, Sally Van Dorin, and Library Director Michele Patrick.

1. Call to Order.

- a. The meeting was called to order by President Andy Brittingham at 6:15 pm.

2. Public Comment.

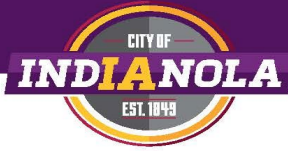
- a. There were no public comments.

3. Financial Reports:

- a. End of year fiscal claims were presented and approved (motion Cyd Dyer; second Sally Van Dorin).

4. Adjourn

- a. Brittingham adjourned the meeting at 6:18 pm.



Invoices for Board Meeting

July 11, 2023

Vendor	Amount	Description of services or goods
Amazon	\$2,943.92	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$1,915.67	Books
Baker and Taylor Entertainment	\$312.00	DVDs
Baker and Taylor Spoken Word	\$169.60	Books on CD
Book Page Magazine	\$402.00	Annual Subscription
City of Indianola (IMU)	\$1,995.73	Utilities
Dust Pros	\$1,613.00	Janitorial services and supplies
Envisionware	\$725.00	Mobile Printing Service contract renewal
Innovative	\$10,731.36	ILS search software annual fee
Springer Pest Control	\$91.30	Pest management (April and May)
TRM Disposal	\$112.00	Trash removal
Wells Fargo	\$2,928.09	See statements for details

Total: **\$23,939.67**

Approved

Date

Approved

Date

Budget Summary



Personnel	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	35,057.86	424,202.00	433,147.00	8,945.00	433,147.00	97.93%
Benefits	11,966.54	149,406.30	176,514.00	27,107.70	176,514.00	84.64%
TOTAL	47,024.40	573,608.30	609,661.00	36,052.70	609,661.00	94.09%

Collection	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	12,101.37	63,914.84	83,320.00	19,405.16	83,320.00	76.71%
Digital	4,000.00	13,624.93	21,625.00	8,000.07	21,625.00	63.01%
Special	432.26	5,515.43	6,000.00	484.57	6,000.00	91.92%
TOTAL	16,533.63	83,055.20	110,945.00	27,889.80	110,945.00	74.86%

Operations	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	14,298.24	37,427.64	34,592.00	-2,835.64	34,592.00	108.20%
Operations	15,329.77	142,655.80	126,799.00	-15,856.80	126,799.00	112.51%
Capital Improvement Plan*	38,000.00	38,000.00	38,000.00	0.00	38,000.00	100.00%
TOTAL	67,628.01	218,083.44	199,391.00	-18,692.44	199,391.00	109.37%

*CIP funds show as spent because they were transferred to FY24 budget

TOTAL	June	Year-to-Date	YTD Budget	Variance	Budget	% Spent
	131,186.04	874,746.94	919,997.00	45,250.06	919,997.00	95.08%

CITY OF INDIANOLA IA

Revenue | June 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-40000	Property Taxes(R)	-558,241.08	-560,000.00	-1,758.92	99.68%
041-4100-44700	Library Service Reimbursements(R)	-94,800.00	-80,000.00	14,800.00	118.50%
041-4100-47100	Refunds/Reimbursements(R)	-62.83	.00	62.83	100.00%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-5.00	.00	5.00	100.00%
041-4100-47410	Library Cards(R)	-4.90	.00	4.90	100.00%
041-4100-47641	Library Fines(R)	-4,004.26	-3,000.00	1,004.26	133.47%
041-4100-49000	Transfer In(R)	.00	-8,610.00	-8,610.00	0.00%
041-4100-49400	Transfer In--Property Taxes(R)	-177,331.96	-177,094.00	237.96	100.13%
Total:		-834,450.03	-828,704.00	5,746.03	

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-60110	Salary/Wages--Administration(E)	128,088.17	102,646.00	-25,442.17	124.78%
041-4100-60130	Salary/Wages--Clerical(E)	296,113.82	330,501.00	34,387.18	89.59%
041-4100-61100	FICA(E)	31,481.68	32,819.00	1,337.32	95.92%
041-4100-61300	IPERS(E)	40,382.57	40,497.00	114.43	99.71%
041-4100-61420	Deferred Comp--457(E)	3,900.00	3,900.00	.00	100.00%
041-4100-61430	Employee Assistance Program(E)	252.12	250.00	-2.12	100.84%
041-4100-61440	Wellness Program(E)	474.99	1,700.00	1,225.01	27.94%
041-4100-61500	Health Insurance(E)	60,396.06	75,690.00	15,293.94	79.79%
041-4100-61501	Dental Insurance(E)	3,035.86	4,243.00	1,207.14	71.54%
041-4100-61502	Vision Insurance(E)	401.74	455.00	53.26	88.29%
041-4100-61503	HSA Expense(E)	5,234.84	13,300.00	8,065.16	39.35%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	3,497.49	3,300.00	-197.49	105.98%
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)	323.65	991.00	667.35	32.65%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	37,427.64	34,592.00	-2,835.64	108.19%
041-4100-63710	Utilities(E)	20,017.09	23,395.00	3,377.91	85.56%
041-4100-64020	Advertising & Legal Notices(E)	2,102.35	2,400.00	297.65	87.59%
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)	20,452.43	21,820.00	1,367.57	93.73%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	1,291.52	1,400.00	108.48	92.25%
041-4100-65020	Library Books & Periodicals(E)	63,914.84	83,320.00	19,405.16	76.71%
041-4100-65021	Digital Materials(E)	13,624.93	21,625.00	8,000.07	63.00%
041-4100-65022	Special Collections(E)	5,515.43	6,000.00	484.57	91.92%
041-4100-65060	Office Supplies(E)	1,990.35	3,200.00	1,209.65	62.19%
041-4100-65070	Materials/Supplies(E)	5,364.92	8,150.00	2,785.08	65.82%
041-4100-65079	Materials/Supplies--Program(E)	11,721.23	11,800.00	78.77	99.33%
041-4100-65080	Postage(E)	610.11	800.00	189.89	76.26%
041-4100-65990	Miscellaneous(E)	709.66	600.00	-109.66	118.27%
041-4100-67240	Computer Hardware/Software(E)	64,819.45	36,938.00	-27,881.45	175.48%
041-4100-69301	Transfer Out-CIP(E)	38,000.00	38,000.00	.00	100.00%
Total:		874,746.92	919,997.00	45,250.08	

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	3,960.72	20,000.00	16,039.28	19.80%
141-4100-65023	Summer Reading Program Expense(E)	6,352.88	15,000.00	8,647.12	42.35%
141-4100-65024	Friends of the Library Expense(E)	5,709.07	10,000.00	4,290.93	57.09%
141-4100-65025	Enrich Iowa Expenses(E)	8,100.46	6,000.00	-2,100.46	135.00%
141-4100-65070	Materials/Supplies(E)	20,516.71	20,000.00	-516.71	102.58%
141-4100-69000	Transfer Out(E)	.00	.00	.00	100.00%
141 - LIBRARY SPECIAL REVENUE FUND		44,639.84	71,000.00	26,360.16	
Expenditure		44,639.84	71,000.00	26,360.16	
141 - LIBRARY SPECIAL REVENUE FUND					
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)	-285.10	-15,000.00	-14,714.90	1.90%
141-4100-47050	Donations/Contributions(R)	-13,934.18	-40,000.00	-26,065.82	34.83%
141-4100-47051	Friends of the Library Contrib(R)	-12,646.91	-10,000.00	2,646.91	126.46%
141 - LIBRARY SPECIAL REVENUE FUND		-35,496.74	-71,000.00	-35,503.26	
Revenue		-35,496.74	-71,000.00	-35,503.26	
Total:		9,143.10	.00	-9,143.10	

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: July 11, 2023
Subject: Library Board Opening

Recommendation: Discussion regarding Library Board opening following the resignation of Emmett Konrad.

Attachments: None

July 2023

Director's Report

Indianola University

The City is hosting an eight-week “citizens’ university” program designed to educate residents on local government. The library’s part of the program will be the evening of Thursday, July 20th. I’ll give participants a tour of the building, talk about the library, and Ben Reeves will give his presentation. Eight residents are participating in the program.

Summer Reading Program

The summer reading program ends July 31st. It looks like we have exceptionally high participation this year, but we won’t know the specifics until the end. We take a break from most programs in August and restart after Labor Day.

Circulation



Print	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adults	3,388	3,910	4,170	30,032	39,339	42,726
Teens	1,133	849	1,027	5,099	6,461	6,386
Children	6,649	7,029	7,708	35,261	53,851	56,286
Total	11,170	11,788	12,905	70,392	99,651	105,398

Entertainment	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	1,274	1,526	2,066	9,315	13,728	17,746
Magazines	177	179	210	1,612	1,980	2,041
Audiobooks	163	202	179	1,440	1,887	2,193
Games & Puzzles	266	477	750	1,558	3,862	5,457
Library of Things	47	60	63	99	560	752
Total	1,927	2,444	3,268	14,024	22,017	28,189

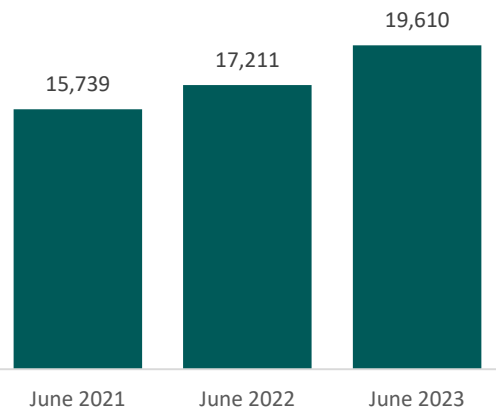
Digital	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,566	1,645	1,755	17,229	18,807	20,542
Eaudio books	1,048	1,163	1,467	11,682	12,655	15,541
Digital Magazines	28	53	85	521	600	843
Streaming Videos	0	118	130	14	275	1,465
Total	2,642	2,979	3,437	29,446	32,337	38,391

Total	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
	15,739	17,211	19,610	113,862	154,005	171,978

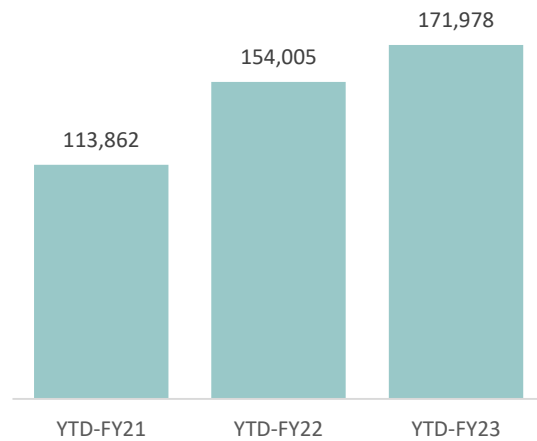
Circulation



Monthly Circulation



Year to Date Circulation

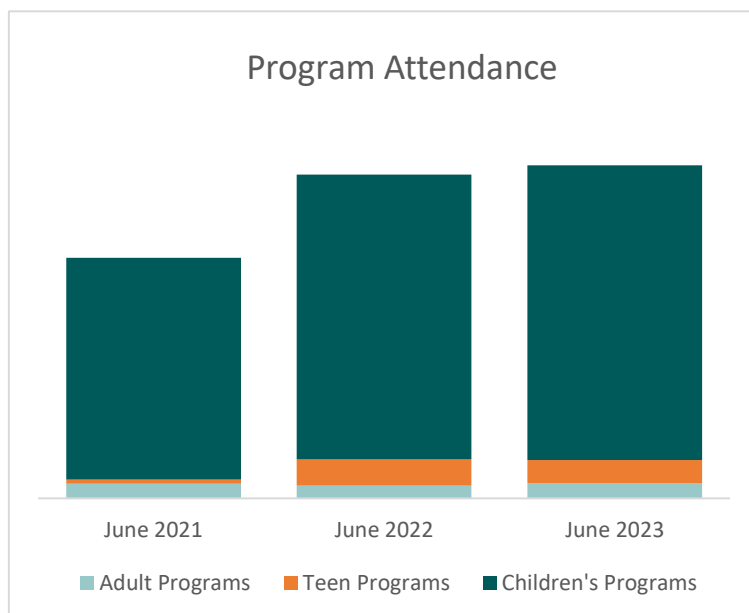


Library Programs



Attendance	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	94	82	98	209	421	991
Teen Programs	27	170	148	27	848	849
Children's Programs	1,429	1,833	1,898	1,454	11,200	13,086
Library Meetings	6	6	9	170	217	233
Total Attendance	1,556	2,091	2,153	1,860	12,686	15,159

Number of Programs	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	11	11	10	22	96	86
Teen Programs	3	8	6	3	77	61
Children's Programs	31	39	36	33	339	373
Total Number	45	58	52	58	512	520



Library Services



User Statistics	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	136	190	200	598	956	1,195
Door Count	7,452	10,024	11,621	39,383	67,905	90,001
In-House Browsing	1,216	691	928	1,517	5,748	7,190
Number of Home Deliveries	Not tracked	6	5	Not tracked	62	184
Number of Home Delivery Items	Not tracked	92	105	Not tracked	1,190	942
Interlibrary Loans (IPL loaned)	21	15	13	186	199	209

Computer Usage	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	133	249	512	2,079	2,803	3,728
WiFi Sessions	data error	818	1,002	data error	4,853	8,305
WiFi Unique Users	data error	258	350	data error	2,031	3,215
Mobile App Launches	1,096	1,685	2,178	13,002	12,709	20,049
Mobile App Page Views	1,277	1,957	2,661	14,473	15,264	22,861

Public Meeting Room	June 2021	June 2022	June 2023	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	1	0	0	108	121
Meeting Attendance	0	6	0	0	545	725

