



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 8, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Election of Board Secretary**
 - A. Election to Fill a Vacancy*
- 3. Public Comment**
- 4. Minutes Approval**
 - A. July 11, 2023 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims and Review Financial Reports*
- 6. Unfinished Business**
 - A. FY24 Capital Improvement Plan Update
- 7. New Business**
 - A. FY25 Capital Improvement Plan Review and Discussion
- 8. Reports**
 - A. Director's Report and Review of Library Statistics
 - B. Friends of the Library Report
- 9. Trustee Comments**
- 10. Adjourn**

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: August 2023
Subject: Election of Board Secretary

With Emmett Konrad's resignation, the Board needs to elect a secretary to fill the term through June 2024.

Indianola Public Library
Board of Trustees Meeting Minutes
July 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, Cyd Dyer, Sally Van Dorin and Randi Malone. Andy introduced and welcomed new board member Dawn Goodale.

Absent: Tom Smith, Emmett Konrad

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

There were no public comments.

A motion was made by Randi and seconded by Cyd to approve the June 13 minute notes. Motion was approved.

A motion was made by Cyd and seconded by Dawn to approve the June 19 Special Meeting minutes. Motion was approved.

Monthly claims were presented for review and approval by Michele. Sally moved and Cyd seconded the motion to approve claims. Motion approved.

Michele reviewed financial reports for the end of the budget year. The fiscal year ended slightly under budget. It indicated a large amount spent on repair/maintenance.

Unfinished business:

Capital Improvement Plan: Tuckpointing - The City rewrote and submitted bids. After discussion about the three bids, Cyd moved and Dawn seconded the bid by Woods Waterproofing & Restoration from Norwalk for \$12,600. The motion was approved.

Capital Improvement Plan: Flooring Project - Michele shared quotes for floor replacement in the entryway and meeting rooms. The board decided to use the bids made for the Kinetex product (carpet) rather than LVT (plank). Dawn moved and Sally seconded to accept the bid by Phillips' Floors of Indianola for \$35,009.00. The motion passed. The board then discussed the best way to make a choice on color/design/texture for the meeting rooms. Dawn, Sally, Michele and Alison (library staff) will meet with Phillips' to make that decision. Michele and the

board discussed possibilities for the piano in the meeting room when the flooring is being installed and agreed to extend an offer to the high school to donate the piano to them with the condition that they would need to arrange and pay for its arrangement to the high school. Plans are for the rooms to be repainted and a new dividing wall purchased with Capital Improvement Funds.

New Business:

Library Board Opening - Emmett Konrad submitted his resignation effective immediately. Michele and the board will be thinking about possible replacements for that position.

Reports:

Library Statistics - Michele had very positive statistics to share with the best circulation ever at the current time. She also said that the summer reading program, which ends on July 31 has had exceptionally high participation thus far. Most programs take a break in August and restart after Labor Day.

Director's Report - Indianola University - The library will present a program to 8 residents participating in this program to educate them on how the library fits into our city government. Ben Reeves will give a presentation as well.

New Library -Negotiations with the United Methodist Church are moving forward. Much is contingent on the timing of a referendum for the new library.

Trustee Comments

Cyd asked about the upcoming virtual tour video the board approved previously. The photos have been taken for the company to begin work on the video about IPL.

Adjourn

Dawn moved and Cyd seconded that the meeting be adjourned at about 6:15.

Respectfully submitted,
Sally Van Dorin
Acting Secretary



Invoices for Board Meeting

August 8, 2023

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$1,837.60	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$4,181.22	Books
Baker and Taylor Entertainment	\$487.42	DVDs
Baker and Taylor Spoken Word	\$337.59	Books on CD
Dust Pros	\$1,591.50	Janitorial services and supplies
Iowa Water Management Co.	\$95.00	Monthly agreement (July & Aug)
MidAmerican Energy	\$17.76	Natural Gas
Montgomery College Library	\$21.00	Lost ILL charge
Rockwell Public Library	\$39.24	Damaged book charge
TRM Disposal	\$112.00	Trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$8.99	Recycling tote
Woosley Landscape and Mowing	\$340.00	Mowing services
Wells Fargo	\$6,244.95	See statements for details

Total: **\$16,358.77**

Approved

Date

Approved

Date

Budget Summary



Personnel	July	Year-to-Date	Budget	% Spent
Salaries	36,028.56	36,028.56	460,283.00	7.83%
Benefits	11,695.89	11,695.89	169,270.00	6.91%
TOTAL	47,724.45	47,724.45	629,553.00	7.58%

Collection	July	Year-to-Date	Budget	% Spent
Print	3,269.98	3,269.98	93,975.00	3.48%
Digital	0.00	0.00	23,850.00	0.00%
Special	549.85	549.85	9,400.00	5.85%
TOTAL	3,819.83	3,819.83	127,225.00	3.00%

Operations	July	Year-to-Date	Budget	% Spent
Repair/Maint	1,874.37	1,874.37	31,702.00	5.91%
Operations	28,759.30	28,759.30	140,729.00	20.44%
TOTAL	30,633.67	30,633.67	172,431.00	20.44%

TOTAL	July	Year-to-Date	Budget	% Spent
	82,177.95	82,177.95	929,209.00	8.84%

Capital Improvement FY24	July	Year-to-Date	Budget	% Spent
Dividing Wall Replacement	0.00	0.00	25,000.00	0.00%
Furniture Replacement	0.00	0.00	40,000.00	0.00%
Handicap Accessible Door	0.00	0.00	6,000.00	0.00%
Ceiling Tile Replacement	0.00	0.00	10,000.00	0.00%
Meeting Room Refresh	0.00	0.00	10,000.00	0.00%
Emergency Exit	0.00	0.00	12,000.00	0.00%
TOTAL	0.00	0.00	103,000.00	0.00%

Capital Improvement FY23	July	Year-to-Date	Budget	% Spent
Tuckpointing	0.00	0.00	18,000.00	0.00%
Bathroom Upgrades	0.00	0.00	20,000.00	0.00%
Flooring: Entry & Mtg Rooms	0.00	0.00	20,000.00	0.00%
TOTAL	0.00	0.00	58,000.00	0.00%

Revenue Report | July 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-1,884.66	-600,000.00	-598,115.34	0.31%
041-4100-44700	Library Service Reimbursements(R)	.00	-85,000.00	-85,000.00	0.00%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	.00	-1,000.00	-1,000.00	0.00%
041-4100-47641	Library Fines(R)	-141.38	-3,000.00	-2,858.62	4.71%
041-4100-49400	Transfer In--Property Taxes(R)	.00	-194,165.00	-194,165.00	0.00%
Total:		-2,026.04	-883,165.00	-881,138.96	

Expenditures | July 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	9,196.98	123,626.00	114,429.02	7.43%
041-4100-60130	Salary/Wages--Clerical(E)	26,831.58	336,657.00	309,825.42	7.97%
041-4100-61100	FICA(E)	2,685.12	34,895.00	32,209.88	7.69%
041-4100-61300	IPERS(E)	3,401.10	43,060.00	39,658.90	7.89%
041-4100-61420	Deferred Comp--457(E)	325.00	3,900.00	3,575.00	8.33%
041-4100-61430	Employee Assistance Program(E)	.00	255.00	255.00	0.00%
041-4100-61440	Wellness Program(E)	.00	570.00	570.00	0.00%
041-4100-61500	Health Insurance(E)	4,742.70	67,434.00	62,691.30	7.03%
041-4100-61501	Dental Insurance(E)	.00	3,928.00	3,928.00	0.00%
041-4100-61502	Vision Insurance(E)	.00	395.00	395.00	0.00%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	.00	4,833.00	4,833.00	0.00%
041-4100-61599	Workers' Comp Insurance(E)	154.29	400.00	245.71	38.57%
041-4100-62100	Membership Dues/Subscriptions(E)	.00	850.00	850.00	0.00%
041-4100-62300	Education/Training(E)	.00	3,600.00	3,600.00	0.00%
041-4100-62700	Mileage(E)	.00	1,250.00	1,250.00	0.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	1,874.37	31,702.00	29,827.63	5.91%
041-4100-63710	Utilities(E)	1,995.73	29,365.00	27,369.27	6.79%
041-4100-64020	Advertising & Legal Notices(E)	1,250.73	3,000.00	1,749.27	41.69%
041-4100-64082	Insurance--General Liability(E)	5,608.42	5,500.00	-108.42	101.97%
041-4100-64083	Insurance--Property(E)	6,245.00	6,500.00	255.00	96.07%
041-4100-64084	Insurance--Boiler/Machinery(E)	.00	700.00	700.00	0.00%
041-4100-64090	Janitorial Services(E)	1,731.28	22,728.00	20,996.72	7.61%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	25.00	1,440.00	1,415.00	1.73%
041-4100-65020	Library Books & Periodicals(E)	3,269.98	93,975.00	90,705.02	3.47%
041-4100-65021	Digital Materials(E)	.00	23,850.00	23,850.00	0.00%
041-4100-65022	Special Collections(E)	549.85	9,400.00	8,850.15	5.84%
041-4100-65060	Office Supplies(E)	190.42	4,000.00	3,809.58	4.76%
041-4100-65070	Materials/Supplies(E)	140.03	11,350.00	11,209.97	1.23%
041-4100-65079	Materials/Supplies--Program(E)	43.86	12,500.00	12,456.14	0.35%
041-4100-65080	Postage(E)	72.47	840.00	767.53	8.62%
041-4100-65990	Miscellaneous(E)	.00	870.00	870.00	0.00%
041-4100-67240	Computer Hardware/Software(E)	11,456.36	35,036.00	23,579.64	32.69%
041-4100-69301	Transfer Out-CIP(E)	.00	103,000.00	103,000.00	0.00%

Expenditures | July 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
301 - CAPITAL PROJECTS FUND					
301-4100-67900	Library-CIP(E)	.00	103,000.00	103,000.00	0.00%
Total:		81,790.27	1,125,609.00	1,043,818.73	

Library Special Revenue | July 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	193.80	20,000.00	19,806.20	0.96%
141-4100-65023	Summer Reading Program Expense(E)	2,049.11	15,000.00	12,950.89	13.66%
141-4100-65024	Friends of the Library Expense(E)	.00	20,000.00	20,000.00	0.00%
141-4100-65025	Enrich Iowa Expenses(E)	.00	5,000.00	5,000.00	0.00%
141-4100-65070	Materials/Supplies(E)	.00	10,000.00	10,000.00	0.00%
141-4100-69000	Transfer Out(E)	.00	.00	.00	100.00%
Expenditure		2,242.91	70,000.00	67,757.09	
141-4100-43000	Interest(R)	.00	.00	.00	100.00%
141-4100-44302	Enrich Iowa(R)	.00	-5,000.00	-5,000.00	0.00%
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	-15,000.00	0.00%
141-4100-47050	Donations/Contributions(R)	-1,014.35	-30,000.00	-28,985.65	3.38%
141-4100-47051	Friends of the Library Contrib(R)	-33.00	-20,000.00	-19,967.00	0.16%
Revenue		-1,047.35	-70,000.00	-68,952.65	
Total:		1,195.56	.00	-1,195.56	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: August 2023
Subject: FY24 Capital Improvement Plan

Since we are working on numerous Capital Improvement Plan projects this year, I plan to provide you with a written monthly update until they are completed (please see next page).

Next action steps for the Library Board:

- Form a committee to choose new furniture for the adult area.
- Flooring committee will continue to meet.

Capital Improvement Plan Update

August 2023



Project List:

Tuckpointing

- Work has started on the northwest corner of HVAC courtyard. Scheduled to be completed this fall.

Flooring Replacement

- Committee has narrowed choices. Additional meetings to be scheduled.

Bathroom Upgrades

- Contracted with Miller Electric to install vents. Waiting for installation.
- Waiting for flooring committee to choose tile.

Meeting Room Upgrades

- A structural engineer will inspect the crack in the meeting room wall on Aug. 15. This will determine if it's ok to caulk and paint over the crack or if there are more serious issues.
- The City's inspector is working with Wastewater Pollution Control to look for possible cracks in the sewer pipes located under the meeting room. Mysterious wet spots appeared on the floor this spring, and I'd like to verify that nothing is wrong before we install new carpet.

Dividing Wall Replacement | Meeting Room

- Need three quotes:
 - Two site visits completed, third one scheduled. No quotes received yet.

Automatic Door | East Entrance

- Need three quotes:
 - Two quotes received. Waiting for third quote.
 - Contracted with Miller Electric to install 120 Volt power to entrance. Waiting for installation

Ceiling Tile Replacement

- Contacted our janitorial services. Waiting for quote.

Furniture in Adult Area

- I have solicited references from other Des Moines metro libraries for furniture companies.

Next steps: form a selection committee.

Staff Area Emergency Exit

- Not started

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: August 2023
Subject: Capital Improvement Plan Review

Suggested changes to the FY25 Capital Improvement Plan:

Carpet Replacement

The meeting room flooring project has convinced me that the budgeted amount for replacing carpet in the main library is too low. The Norwalk Public Library is roughly the same size as ours. Based on the bids they received this year to replace their carpet, I recommend increasing this request to \$70,000.

Roof Replacement

The initial estimate for roof replacement was \$40,000. However, Wood Roofing puts the cost at \$161,000. We need to increase the amount to \$161,000 or decide to move forward with proactive maintenance as outlined in our roof inspection for \$20,000.

Circulation Desk

My recommendation is to postpone this desk replacement and incorporate it into a larger renovation project to reconfigure the circulation desk and work area. I would budget this for FY29.

IPL's Capital Improvement Plan

	Estimates	Notes
FY2025		
Circulation desk	25,000	
Chiller replacement	136,000	
Carpet replacement	35,000	
Roof replacement	40,000	
CIP Total	\$211,000	
FY2026		
Parking lot repairs	75,000	
CIP Total	\$361,000	
FY2027		
Exterior security cameras	30,000	
RFID tagging	65,000	
Self checkout station	20,000	
CIP Total	\$95,000	
FY2028		
Furniture Replacement (childrens & teen)	15,000	
Shelving replacement	40,000	
Exterior book drop	10,000	
CIP Total	\$65,000	

Potential future projects

Replace handicap door on south entrance

Replace doors and trim for meeting rooms, bathrooms

Interior painting

August 2023

Director's Report

Summer Reading Recap

Since the end of COVID, we've seen a steady increase in program attendance, circulation, and door count over the summer. Most notable this year was attendance at Jacy's adult programs – a 48% increase over last year.

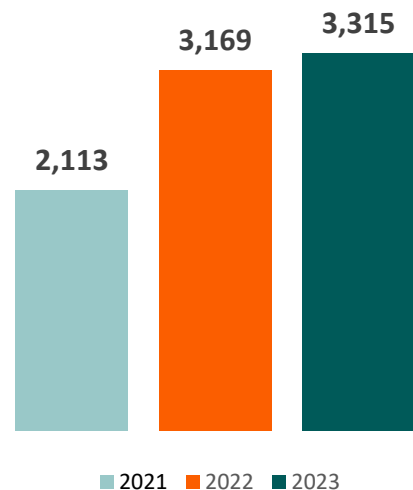
Virtual Tour Update

We received the virtual tour back from Midwest Pano. There is quite a bit of customizing that needs to be done on our end, but I hope to have that finished soon.

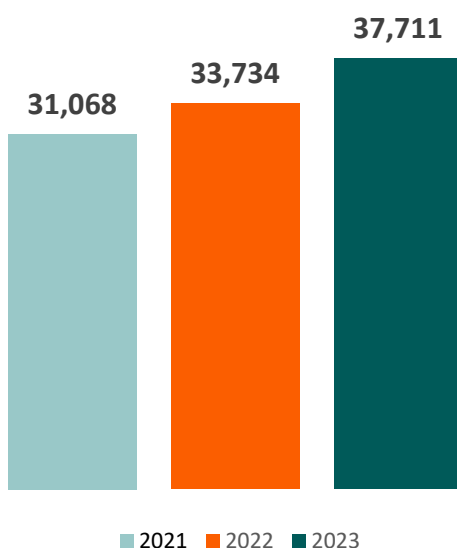
Piano

I reached out to Mike Richardson and Valerie Hagener at the high school regarding the piano. They were very happy with the proposed donation and are working on the logistics of a transfer.

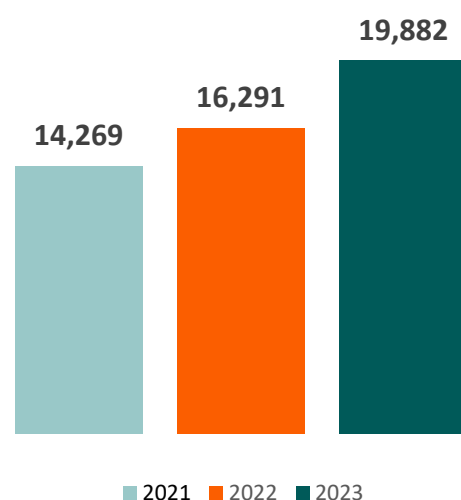
Summer Program Attendance



Summer Circulation



Summer Door Count



Circulation



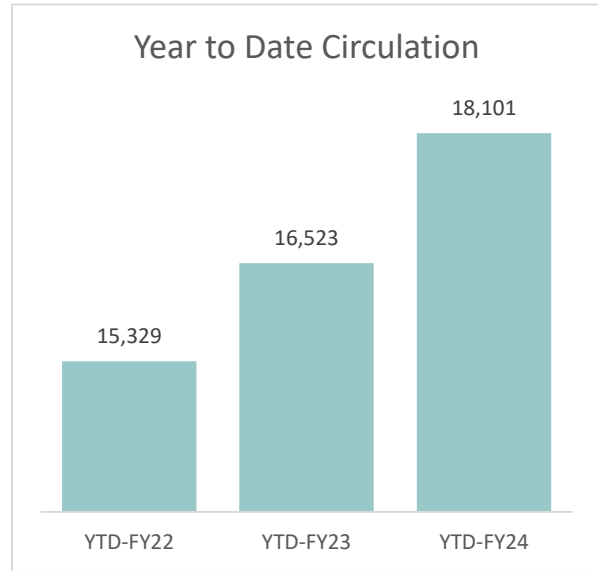
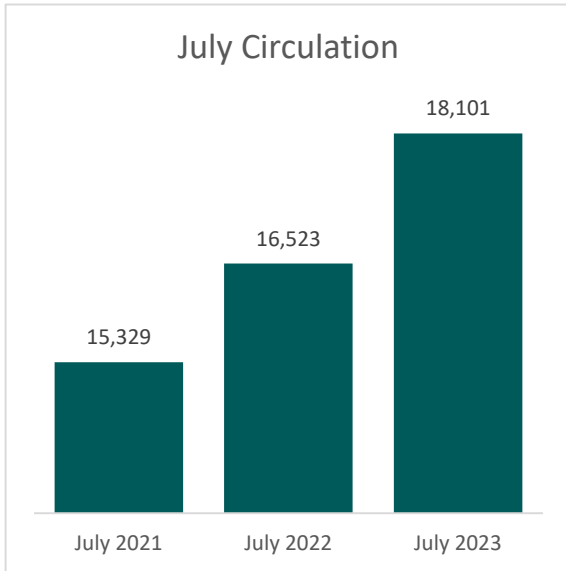
Print	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,702	4,141	4,342	3,702	4,141	4,342
Teens	1,123	849	859	1,123	849	859
Children	5,894	5,702	6,289	5,894	5,702	6,289
Total	10,719	10,692	11,490	10,719	10,692	11,490

Entertainment	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	1,307	1,782	1,954	1,307	1,782	1,954
Magazines	214	210	170	214	210	170
Audiobooks	167	196	190	167	196	190
Games & Puzzles	345	492	709	345	492	709
Library of Things	36	79	83	36	79	83
Total	2,069	2,759	3,106	2,069	2,759	3,106

Digital	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,522	1,665	1,806	1,522	1,665	1,806
Eaudio books	996	1,196	1,525	996	1,196	1,525
Digital Magazines	23	58	46	23	58	46
Streaming Videos	0	153	128	0	153	128
Total	2,541	3,072	3,505	2,541	3,072	3,505

Total	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
	15,329	16,523	18,101	15,329	16,523	18,101

Circulation

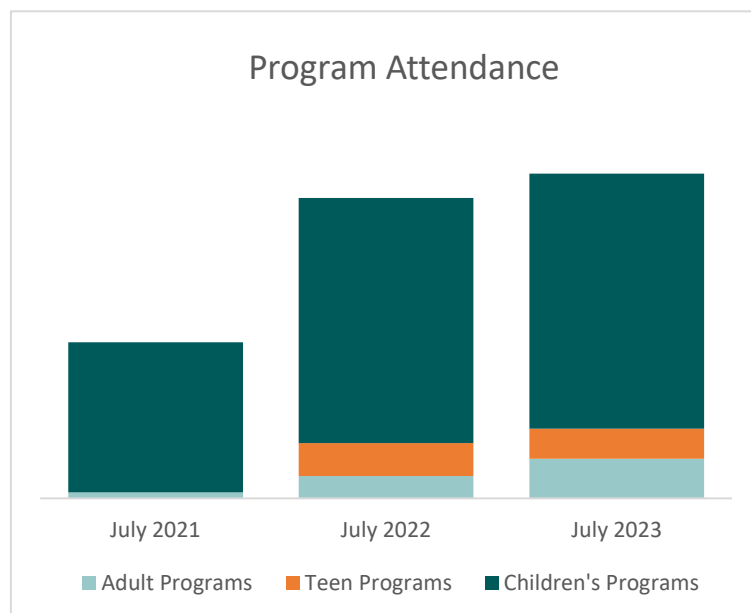


Library Programs



Attendance	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	22	81	143	22	81	143
Teen Programs	0	119	108	0	119	108
Children's Programs	541	884	920	541	884	920
Library Meetings	7	9	8	7	9	8
Total Attendance	570	1,093	1,179	570	1,093	1,179

Number of Programs	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	5	9	11	5	9	11
Teen Programs	0	5	5	0	5	5
Children's Programs	7	24	24	7	24	24
Total Number	12	38	40	12	38	40



Library Services



User Statistics	July 2021	July 2022	July 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	88	113	118	88	113	118
Door Count	6,817	6,267	8,261	6,817	6,267	8,261
In-House Browsing	952	619	493	952	619	493
Number of Home Deliveries	5	6	10	5	6	10
Number of Home Delivery Items	128	84	154	128	84	154
Interlibrary Loans (IPL loaned)	14	10	26	14	10	26

Computer Usage	July 2021	July 2022	July 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	241	279	329	241	279	329
WiFi Sessions	191	657	914	191	657	914
WiFi Unique Users	88	271	314	88	271	314
Mobile App Launches	993	1,798	2,091	993	1,798	2,091
Mobile App Page Views	1,194	2,021	2,405	1,194	2,021	2,405

Public Meeting Room	July 2021	July 2022	July 2023	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	1	1	1	1	1	1
Meeting Attendance	7	9	8	7	9	8

