



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

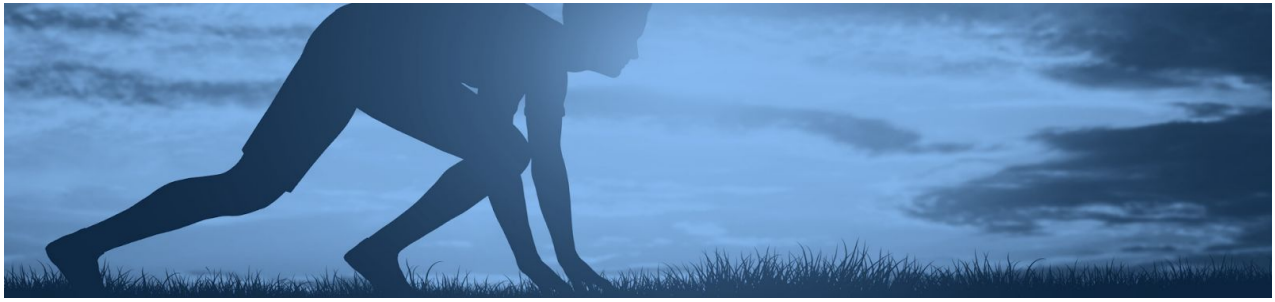
September 12, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. August 8, 2023 Meeting Minutes*
- 4. Trustee Continuing Education**
 - A. Trustee Handbook: First Things First
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Referendum Update
 - B. Review of Committee Assignments
 - C. Capital Improvement Plan Update
- 7. New Business**
 - A. Capital Improvement Plan: Automatic Door Quotes*
 - B. Capital Improvement Plan: Bathroom Flooring Quote*
 - C. Capital Improvement Plan: Flooring Installation Timeline and Building Closure*
 - D. Veterans Day Observation*
 - E. Code of Conduct Policy Clarification*
 - F. Staff Training Oct. 9, 2023*
- 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**



Chapter 1: First Things First

Get to Know Your Library and Its Impact in Your Community

“Public library” means different things to different people. For many, the purpose of a public library is to help children develop a love of reading. For others, it means a place that provides computers and Internet access for people who don’t have them at home. The public library may also be seen as an anchor for downtown businesses, a community gathering place, a source for books and movies for recreation, or an institution vital to democracy because it provides access to information from all points of view.

As a member of the library board, you help set the direction for public library service in your community. You will come to appreciate that a city library is a very important city service. Whatever role your library plays in your community, chances are it is one of the most heavily used city services. Historically, statewide, about 66% of Iowans have library cards.

Today’s libraries offer books and so much more. Services like public computers and Internet access (including WiFi), meeting rooms, programming for all ages, book discussion groups, and genealogy resources. Libraries also offer online resources such as digital collections of eBooks, audiobooks, magazines, and research materials, all accessible from home, work, or school.

So first things first: get to know your public library and all it has to offer. Drop in to browse and read, attend a book discussion group, attend a library-sponsored program, or simply check out a book.

Review Your City’s Library Ordinance

Iowa Code 392.5 states that a public library is established by an ordinance adopted by the city council. It is the local law under which the library exists and is part of the city code. Libraries established after Iowa’s Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance provided herein or it may be substantially different.

Each trustee should have a copy of the library ordinance; ask your director for a copy if needed. A sample ordinance is included in the **Appendix**. Most questions about library governance are answered in the city-library ordinance. It includes information such as:

- ❖ Board appointments and length of terms
- ❖ Powers and duties of the library board
- ❖ Procedure for approving and paying bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (Iowa Code 392.5)

For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is "Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?" Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all others are administrative governing boards.

Understand the Role of the Board, Director, and City in Library Operations

Your public library director is the department head of a city service and is responsible for the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more.

Some of the ways the roles of the board, the library director, and the city differ are:

- ❖ The library director typically brings forward a draft of policy topics. However, it is the board that actually approves and adopts the policies. Once a policy is

adopted, the director and staff carry it out as they operate the library.

- ❖ The board hires and evaluates the library director, while the director hires and evaluates other staff.
- ❖ The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget based on money allocated by the city and county.
- ❖ The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

Recruit New Trustees

A good partnership between the library board and city government is to work collaboratively on filling board vacancies. In Iowa, mayors appoint library board members, followed by council approval. The mayor's office is happy to take suggestions, and that's where the current board can be a partner in these ways:

- ❖ Develop a list of potential board members to fill vacancies ensuring the list reflects:
 - Gender balance
 - A variety of ages
 - A variety of occupations and knowledge bases
 - Participation in community groups and organizations
 - Includes library users and non-users
- ❖ Be proactive in looking ahead to expiring terms and providing the mayor with the list well in advance.
- ❖ Create a brochure for prospective trustees summarizing library board member responsibilities including education expectations and make available as needed.
- ❖ Develop a library board application and make it available in paper and posted on the library and city websites.

While board members are not compensated for their time, they should be reimbursed for any expenses. Prospective library trustees need to understand that while this is a voluntary position, there is significant responsibility and a time commitment required that is more than other volunteer activities.

“Alone we can do so little, together we can do so much.”



Invoices for Board Meeting

September 12, 2023

	Vendor	Amount	Description of services or goods
1	Amazon	\$2,745.41	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
2	Baker and Taylor	\$4,572.34	Books and TS360 grids
3	Baker and Taylor Entertainment	\$419.90	DVDs
4	City of Indianola (IMU)	\$4,370.55	Utilities (Aug & Sep bills)
5	Demco	\$854.15	bookmarks, covering supplies
6	Dust Pros	\$11,286.19	Janitorial services, supplies, and ceiling tile replacement
7	Innovative	\$12,724.95	ILS annual contract
8	Iowa Division of Labor Services	\$40.00	Boiler Inspection
9	Iowa Water Management Co.	\$47.50	Monthly agreement
10	JanWay	\$220.00	Magnets
11	MidAmerican Energy	\$13.33	Natural Gas
12	Miller Electrical Services	\$920.06	Roof exhaust motor check (4/14 & 8/17)
13	PerMar Security	\$1,347.72	Fire monitoring services
14	Playaway Products	\$989.36	Playaway devices and Wonderbooks
15	Springer Pest Control	\$91.30	Pest management
16	TRM Disposal	\$112.00	Trash removal
17	Unique Management	\$65.00	Collection agency
18	Waste Management	\$8.99	Recycling tote
19	Woods Waterproofing & Restoration	\$12,600.00	Tuckpointing
20	Woosley Landscape and Mowing	\$340.00	Mowing services
21	Workspace	\$2,350.49	Desk- Enrich Iowa funds
22	Wells Fargo	\$2,820.93	See statements for details

Total: **\$58,940.17**

Approved

Date

Approved

Date

Budget Summary



Personnel	August	Year-to-Date	Budget	% Spent
Salaries	35,590.80	71,619.36	460,283.00	15.56%
Benefits	11,007.33	22,703.22	169,270.00	13.41%
TOTAL	46,598.13	94,322.58	629,553.00	14.98%

Collection	August	Year-to-Date	Budget	% Spent
Physical	4,806.37	8,076.35	93,975.00	8.59%
Digital	5,624.93	5,624.93	23,850.00	23.58%
Special	530.98	1,080.83	9,400.00	11.50%
TOTAL	10,962.28	14,782.11	127,225.00	11.62%

Operations	August	Year-to-Date	Budget	% Spent
Repair/Maint	1,367.00	3,241.37	31,702.00	10.22%
Operations	3,515.69	32,365.00	140,729.00	23.00%
TOTAL	4,882.69	35,606.37	172,431.00	23.00%

TOTAL	August	Year-to-Date	Budget	% Spent
	62,443.10	144,711.06	929,209.00	15.57%

Capital Improvement FY24	August	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	August	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%

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)	-699.01	-3,000.00	-2,300.99	23.30%
041-4100-49400	Transfer In--Property Taxes(R)	.00	-194,165.00	-194,165.00	0.00%
041 - LIBRARY FUND		-2,583.67	-883,165.00	-880,581.33	
Total:		-2,583.67	-883,165.00	-880,581.33	

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	18,393.96	123,626.00	105,232.04	14.87%
041-4100-60130	Salary/Wages--Clerical(E)	53,225.40	336,657.00	283,431.60	15.80%
041-4100-61100	FICA(E)	5,342.28	34,895.00	29,552.72	15.30%
041-4100-61300	IPERS(E)	6,760.88	43,060.00	36,299.12	15.70%
041-4100-61420	Deferred Comp--457(E)	650.00	3,900.00	3,250.00	16.66%
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)	8,403.37	67,434.00	59,030.63	12.46%
041-4100-61501	Dental Insurance(E)	243.30	3,928.00	3,684.70	6.19%
041-4100-61502	Vision Insurance(E)	32.67	395.00	362.33	8.27%
041-4100-61503	HSA Expense(E)	775.36	9,600.00	8,824.64	8.07%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	294.78	4,833.00	4,538.22	6.09%
041-4100-61599	Workers' Comp Insurance(E)	200.58	400.00	199.42	50.14%
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)	3,241.37	31,702.00	28,460.63	10.22%
041-4100-63710	Utilities(E)	2,013.49	29,365.00	27,351.51	6.85%
041-4100-64020	Advertising & Legal Notices(E)	1,296.77	3,000.00	1,703.23	43.22%
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)	563.00	700.00	137.00	80.42%
041-4100-64090	Janitorial Services(E)	3,443.77	22,728.00	19,284.23	15.15%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	139.05	1,440.00	1,300.95	9.65%
041-4100-65020	Library Books & Periodicals(E)	8,076.35	93,975.00	85,898.65	8.59%
041-4100-65021	Digital Materials(E)	5,624.93	23,850.00	18,225.07	23.58%
041-4100-65022	Special Collections(E)	1,080.83	9,400.00	8,319.17	11.49%
041-4100-65060	Office Supplies(E)	526.32	4,000.00	3,473.68	13.15%
041-4100-65070	Materials/Supplies(E)	243.13	11,350.00	11,106.87	2.14%
041-4100-65079	Materials/Supplies--Program(E)	688.41	12,500.00	11,811.59	5.50%
041-4100-65080	Postage(E)	141.78	840.00	698.22	16.87%
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%
041 - LIBRARY FUND		144,711.56	1,032,209.00	887,497.44	
Total:		144,711.56	1,032,209.00	887,497.44	

Account Number	Account Title	YTD	Budget	Variance	% Budget
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)	-2,013.73	-30,000.00	-27,986.27	6.71%
141-4100-47051	Friends of the Library Contrib(R)	-118.42	-20,000.00	-19,881.58	0.59%
Revenue		-2,132.15	-70,000.00	-67,867.85	
141 - LIBRARY SPECIAL REVENUE FUND		1,758.12	.00	-1,758.12	
Total:		1,758.12	.00	-1,758.12	

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	691.52	20,000.00	19,308.48	3.45%
141-4100-65023	Summer Reading Program Expense(E)	3,144.77	15,000.00	11,855.23	20.96%
141-4100-65024	Friends of the Library Expense(E)	53.98	20,000.00	19,946.02	0.26%
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		3,890.27	70,000.00	66,109.73	

Library Board of Trustees 2023-24

Andy Brittingham 206 N. H St Indianola, IA 50125 962-9197 Andrew.brittingham@dmu.edu <i>President</i> Term Expires: July 1, 2028 Chairs Personnel Committee	Randi Malone 806 W 1st Ave Indianola, IA 50125 515-249-7408 malones.trmb@gmail.com <i>Vice-President & Secretary</i> Term Expires: July 1, 2028 Chairs Budget Committee
Sally Van Dorin 1000 N. L St Indianola, IA 50125 515-745-7956 sallybob@msn.com <i>Liaison to Friends Board</i> Term Expires: July 1, 2026 Personnel Committee	Valerie Craven 1206 N. Buxton Indianola, IA 50125 515-710-0363 val@cravenfamily.com Term Expires: July 1, 2026 Budget Committee
Cyd Dyer 400 S. 8th Ct. Unit 23 Indianola, IA 50125 515-971-7557 cyddyer@gmail.com Term Expires: July 1, 2024 Budget Committee	Dawn Goodale 1004 E Kentucky Indianola, IA 50125 515-689-7893 dmgoodale1987@gmail.com Term Expires: July 1, 2024 Personnel Committee
Thomas Smith 503 N I Street Indianola, IA 50125 515-664-1213 tssmith1213@gmail.com Term Expires July 1, 2028 Budget Committee	

FY 24 Capital Improvement Plan Update

September 2023

Project List:

Tuckpointing

- Completed, pending Board approval of invoice.

Flooring Replacement

- Tentatively scheduled, pending Board approval.

Bathroom Upgrades

- Tentatively scheduled, pending quote from Philips Flooring and Board approval.
- Vent installation complete.

Meeting Room Upgrades

- Flooring installation scheduled for Oct 25-27.
- Items pending: inspector's report on wall, sewer inspection, contract with painter.

Dividing Wall Replacement | Meeting Room

- Two quotes received.
- Items pending: final quote.

Automatic Door | East Entrance

- Three quotes received.
- Miller Electric has installed the needed power. They will return after door is installed.

Ceiling Tile Replacement

- Completed, pending Board approval of invoice.

Furniture in Adult Area

- Designers from Pigott visited the library to view the space. Waiting for their initial ideas to share with the committee.

Staff Area Emergency Exit

- Not started. City's new facilities manager will oversee this project.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: September 2023
Subject: Quotes for Automatic Door Installations

Please see the attached quotes for the installation of automatic controls for the east doors.

\$4,793.00	DH Pace, Des Moines
\$6,200.00	Basepoint Building Automations, Des Moines
\$6,532.00	Walsh Door and Security, Des Moines

PROPOSAL

Brian Simmons – Sales Representative
Mobile (515) 443-5865 Office (515) 289-2070
Email: Brian.Simmons@dhpacelowa.com

DATE: Wednesday, August 09, 2023

QUOTE # IA-2023-8-3-IL-MP-01

QUOTED TO: Indianola Public Library

ATTENTION: Michelle Patrick

PROJECT: Indianola Public Library – Indianola, IA

<u>AUTO OPERATORS:</u>	QTY.	DESCRIPTION
		Door ID: East Entrance
	(2)	Single Dormakaba ED250 heavy duty operator low energy set up
		- Door Activation: (2) Wireless push plate activation devices per opening
		- Narrow 4" x 6" full length header
		- Built in relay with adjustable lock delay output
		- Integrated sensor communication and monitoring
		- 3-position switch (on/off/hold).
		- Finish: Dark Bronze Anodized Class 2
		- Information Links:
		o Dormakaba ED250 Dimensional Drawings. Click here .
		Brochure: Click here for additional features.

SCOPE OF WORK: Furnish and install the above Dormakaba Automatic Door equipment.
Coordinate with electrical and security contractors.
Test and verify proper equipment operation with building owner.

EXCLUSIONS: 120VAC electrical feed to header, glass, caulking, alarm contacts, card readers, low voltage wiring (i.e. conduit, wire pulls to remotely located activation devices), access control connections and troubleshooting, preparation of opening, break metal, final clean, security and fire alarm control wiring, doors, frames and any additional hardware other than listed above. Costs of fees and permits if required. Bond rate and anything not specifically included above is excluded. Any working hours other than listed above (M-F 7am-5pm), consecutive days.

CLARIFICATIONS:

- 1) Power to automatic operators by others. DH Pace to make final connections only.
- 2) DH Pace will shut down opening completely during installation. Customer responsible for diverting traffic as needed.
- 3) Access control devices and integration provided by others.

DELIVERY: **3-5 weeks** from receipt of fully executed contract, purchase order **and** approved shop drawings.
Lead times subject to change according to the availability of materials at the time of order.

WARRANTY: **1 Year Warranty.** Service during normal business hours Mon-Fri. 8:00am to 4:30pm.

TOTAL BASE PRICE: **\$4,793.00** All taxes excluded.

Pricing is valid for material ordered by 10-06-2023

Proposal #: 6168

Prepared for: Michelle Patrick

Project name: Indianola Public Library

Location: Indianola, Iowa

Proposal date: July 28, 2023

Basepoint Building Automations has assessed the requirements of the above referenced project. We are pleased to provide this proposal to perform the scope of work as detailed within this proposal document.

Written \$ Value: Six thousand two hundred dollars (\$6,200.00)

**Taxes Excluded*

SCOPE OF WORK

Basepoint Building Automations includes the following scope of work under this proposal:

- **(2) Horton 4000 operators**
- **(1) Dark Bronze finish**
- **(4) 4.5" stainless steel push buttons for activation**
- **(4) Wireless buttons**
- **(2) On/Off/Hold open switches**
- **(2) Decals**

TAKE NOTE OF:

- All work listed above is to be performed during the working hours of 7:00 AM – 3:00 PM, Monday – Friday, excluding holidays. Any work performed or required outside these working hours may result in additional charges.
- Labor rate quotes are valid until May 31, 2024.
- Quotation is valid for 45 days from the proposal date.
- Current lead times may be extended based on the supply chain. We will provide an estimated time of arrival once material is purchased, if / when the manufacturer provides one.
- **EXCLUSIONS:**
 - **120 volt power**
 - Any items not specifically included above
 - Any additional items required by the Local Authority Having Jurisdiction to bring the site up to present or future codes
 - Sales Tax
 - Payment or Performance Bonds

Payment Terms = 30 Days



Proposal for Indianola Library – Auto Operators

Date: August 2, 2023

Customer: Indianola Library

Address:

Quote #: 443850

Estimator: Nate Hugeback

We are pleased to provide this proposal and quote for your project listed above.

Auto Operators for West Vestibule Doors

- (2) Dark Bronze Low Energy Auto Operators
- (4) Wireless Auto Operator Push Buttons
- (2) Auto Operator Overhead Stops
- (2) Time Delay Relay Modules
- (1) Installation Labor and Material
- Does Not Include any 120 Volt Power

Price: Six Thousand Five Hundred Thirty Two Dollars -----\$6,532
Sales Tax Not Included

Price includes: Installation labor, programming, training, equipment, with one-year warranty on parts and labor unless otherwise specified.

Price does not include: Sales tax. 120v outlets, network cable or connection, or power connections. Lift rental, if needed. Warranty on any existing equipment to be utilized on the new system.

F.O.B. Point: Job Site

Terms: Net 30 Days. **Service Charge:** 1½% per month of fraction thereof for all unpaid accounts over 30 days old, not to exceed 18% annum. Prices valid for ninety (90) days from date above. **Acceptance of Contract:** The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. By signing below you acknowledge that you have read and agree to the solve & support terms and conditions posted at www.WalshDoor.com/Terms. Walsh Door & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of corporation or individual.

Signature _____

Name (Printed) _____

Date of Acceptance _____

Purchase Order #: _____

150+ YEARS QUALITY,
SERVICE & SOLUTIONS

DES MOINES

2600 Delaware Avenue
Des Moines, IA 50317
p. 515.262.9822 | f. 515.262.8315

WalshDoor.com

IOWA CITY

2918 Industrial Park Road
Iowa City, IA 52240
p. 319.248.0114 | f. 319.248.0116



9/12/2023

Project:

Indianola Library Restroom Reno

Indianola Library

Attn: Michele Patrick

The following proposal is for renovations to (2) restrooms at your location. Project is bid tax exempt.

Remove existing floor tile in and replace with DalTile Emblem Beige EM01 7x20. Install new wall tile Nova Nova 24x24 Como Decorative tile 48" AFF. Schluter Schiene anodized aluminum to finish wainscot edge. Removal of existing wall covering and drywall work to be by others.

Material and Labor: **\$10,302.00**

Clarifications

- Nova Nova Wall tile is currently 10-12 week lead time.
- We exclude moving of owner furniture.
- We include taking up and resetting of (2) toilets.
- All work to be completed during normal working hours.
- We exclude work in restrooms.

******* Due to the distinct possibility that new tariffs may be implemented, particularly on hardwood, laminate, resilient and / or vinyl based flooring products and carpet, Phillips' Floors cannot guarantee the current price of any products that originate from China.**

Thank you for the opportunity and we look forward to working with you on this and any future projects. If you have questions regarding the scope of work or pricing, please contact one of the commercial representatives at our **Indianola office: 515-961-7300.**

Respectfully Submitted,

Steve Whitson

Steve Whitson
Commercial Division
515-423-9386

Respectfully Submitted,

Mark A. Bjork

Mark A. Bjork
Director/ Vice President Commercial
515-202-1355

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: September 2023
Subject: Flooring Installation

Pending your approval, here is the tentative schedule for flooring installation:

Oct. 25-27	Meeting room flooring installation. Meeting room is closed but main library is open. • Programs in these rooms are cancelled, but the library remains open.
Nov. 6- 10	Bathroom 1 is closed for renovation. Bathroom 2 remains open. Library is open.
Nov. 13-17	Bathroom 2 is closed for renovation. Bathroom 1 reopens. Library is open.
Dec. 11 - 23	Entryway tile installation. • Because this will block both public entrances and bathrooms, the library is closed to the public. • Library reopens on Dec. 27, after the Christmas holiday closures (previously set by the Board).

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: September 2023
Subject: Veterans Day

City Manager Ben Reeves plans to announce this week that city offices will be closed Friday, Nov. 10th in observance of Veterans Day.* My recommendation is to also close the library on Nov. 10 (the actual date of the holiday is Saturday, Nov. 11). This will be a paid holiday for full-time staff.

*Veterans Day is not currently one of the City's nine paid holidays.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: September 2023
Subject: Revision to Code of Conduct Policy

I am proposing a clarification to the library's code of conduct policy. While we don't allow food or drink at the public computers, out of consideration to parents with small children or patrons who use the library for extended periods of time we do allow food and drinks in other parts of the library. The intention was to allow beverages with lids and snack-type food but clarification is needed. The excerpt below shows the suggested changes. The full policy follows on the next page.

The following observable behaviors and activities are not allowed:

Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to):

- Beverages without lids or food that is messy, aromatic, or disruptive to other patrons. No food or drink of any kind is permitted around library computers and equipment.

IPL Code of Conduct

The Indianola Public Library serves a diverse community and strives to do so with tolerance, fairness and respect. To provide a safe and comfortable environment for its users, the library asks patrons to observe the following standards of behavior:

1. Respect patrons and staff
2. Respect library property, equipment, and materials
3. Obey the law
4. Comply with requests from staff

When those expectations are not met, it may become necessary to respond to errant behavior and to mitigate disruptions by temporarily or indefinitely suspending the library privileges of a patron, which includes access to activities, services, or facilities of the Indianola Public library.

The length of suspension will be based on the severity of the offense, and while it is the library's goal to reinstate privileges as quickly as possible, library privileges will not be restored until library staff is confident that incidents will not recur.

The Code of Conduct applies to all and applies everywhere the library provides service. Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times.

The following observable behaviors and activities are not allowed:

1. Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff. Examples (including but not limited to):

- Creating unreasonable noise that interferes with others' use and enjoyment of the library
- Sleeping or exhibiting the appearance of sleep on library premises
- Use of profane or aggressive language and/or gestures and excessive displays of affection.

- Bodily hygiene or scent so strong as to constitute a nuisance to others.
- Picture taking or videotaping of people, except at library-sponsored events, unless authorized by the library director or designee or by the patrons involved (or their parents or guardians if minors)
- Soliciting, petitioning, or panhandling

2. Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to):

- Activities or behavior that may result in damage to library property or property of others.
- Use of restrooms for unintended purposes including bathing and laundering.
- Beverages without lids or food that is messy, aromatic, or disruptive to other patrons. No food or drink of any kind is permitted around library computers and equipment.
- Impeding passageways through physical presence or with personal property

3. Any observable behavior that is prohibited by law. Examples (including but not limited to):

- Stalking, harassing or intimidation of patrons or library staff, including but not limited to sexual harassment, and other verbal or physical conduct of a sexual nature.
- Theft, including removing library materials from the building without checking them out
- Indecent exposure
- The use tobacco products or electronic nicotine delivery systems on library premises or within 25 feet of library entrances.
- The consumption, possession, or being under the influence of illicit or intoxicating substances on library property. Alcohol is prohibited except for library-sponsored programs or Friends of the Indianola Public Library Foundation events.

4. Ignoring requests or disobeying the direction of a library staff member. Examples (including but not limited to):

- Failure to exit at closing or during an evacuation

Adopted 10/21

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: September 2023
Subject: Staff Training

I am requesting that we close the library the morning of Oct. 9th from 10 am to noon for an all-staff training. The training is Assessing and De-escalating Problematic Behaviors which is designed to give staff the tools they need to address a variety of patron problem behaviors. While it would be more convenient to wait until the library is already closed in December, there is a need to provide staff with this training now.

September 2023

Director's Report

Library Card Sign-up Month

Mayor Erickson signed a proclamation declaring September Library Card Sign-up Month. Alison has planned additional promotions.



Cat Café with Kiya Koda

In one of our more unusual programming ideas, we partnered with Kiya Koda to host a cat café. More than 130 people attended, and hopefully a few cats were adopted. Jacy is planning to do another café with Kiya Koda later in the year.

Fall Programming

Fall programs kicked off the first week of September. One major change will be a library program for kids every Saturday, with storytimes now four Saturdays a month and special events on fifth Saturdays. We've also been able to expand our outreach storytimes to include more preschool and daycare visits.

Circulation



Print	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,543	4,076	4,256	7,245	8,217	8,598
Teens	758	707	625	1,881	1,556	1,484
Children	4,519	4,782	5,584	10,413	10,484	11,873
Total	8,820	9,565	10,465	19,539	20,257	21,955

Entertainment	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	1,213	1,549	1,680	2,520	3,331	3,634
Magazines	152	192	139	366	402	309
Audiobooks	160	194	135	327	390	325
Games & Puzzles	316	437	596	661	929	1,305
Library of Things	30	70	55	66	149	138
Total	1,871	2,442	2,605	3,940	5,201	5,711

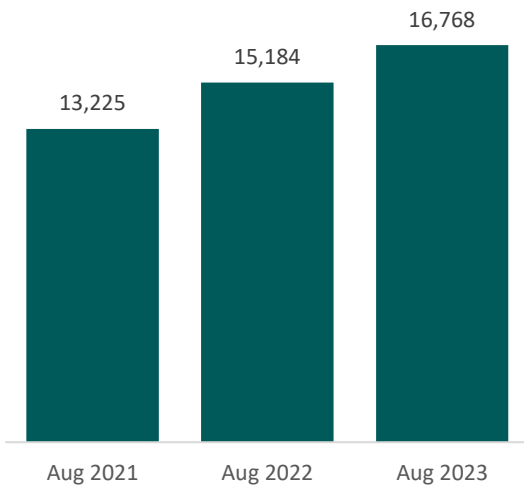
Digital	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,450	1,759	1,844	2,972	3,424	3,650
Eaudio books	1,041	1,277	1,611	2,037	2,473	3,136
Digital Magazines	43	74	54	66	132	100
Streaming Videos	0	67	189	0	220	317
Total	2,534	3,177	3,698	5,075	6,249	7,203

Total	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
	13,225	15,184	16,768	28,554	31,707	34,869

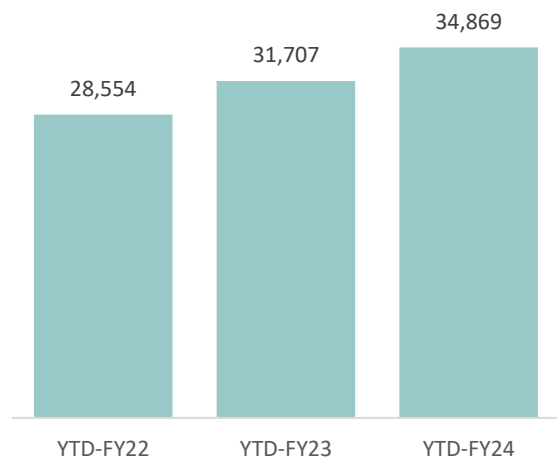
Circulation



Monthly Circulation



Year to Date Circulation

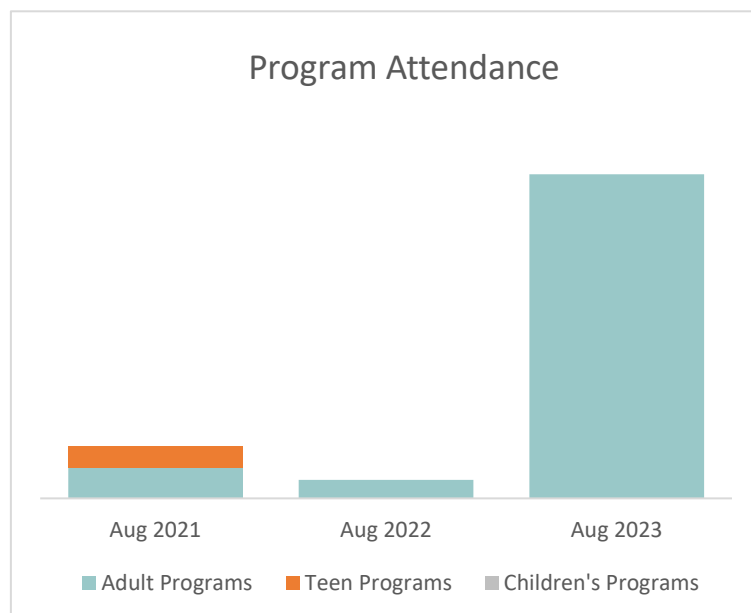


Library Programs



Attendance	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	32	19	334	54	100	477
Teen Programs	22	0	0	22	119	108
Children's Programs	0	0	0	541	884	920
Library Meetings	18	27	21	25	36	29
Total Attendance	72	46	355	642	1,139	1,534

Number of Programs	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	6	6	12	11	15	23
Teen Programs	2	0	0	2	5	5
Children's Programs	6	0	0	13	24	24
Total Number	14	6	12	26	44	52



Library Services



User Statistics	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
New Library Cards	92	102	101	180	215	219
Door Count	5,497	6,204	7,758	12,314	12,471	16,019
In-House Browsing	549	735	665	1,501	1,354	1,158
Number of Home Deliveries	5	7	11	10	13	21
Number of Home Delivery Items	124	94	115	252	178	269
Interlibrary Loans (IPL loaned)	17	19	15	31	29	41

Computer Usage	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Public Computers	271	297	456	512	576	785
WiFi Sessions	164	668	683	355	1,325	1,597
WiFi Unique Users	80	237	290	168	508	604
Mobile App Launches	972	1,767	1,920	1,965	3,565	4,011
Mobile App Page Views	1,111	1,952	2,127	2,305	3,973	4,532

Public Meeting Room	Aug 2021	Aug 2022	Aug 2023	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	11	11	16	12	12	17
Meeting Attendance	22	37	80	29	46	88

