



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

November 14, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. October 10, 2023 Meeting Minutes*
- 4. Trustee Continuing Education**
 - A. State Library Trustee Webinar: Budgets
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Capital Improvement Plan Update
- 7. New Business**
 - A. Policy Review: Library Cards*
 - B. Policy Review: Community Room Policy*
 - C. Policy Review: Circulation*
 - D. Structural Report Update
 - E. Review of December Closing Plan
- 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**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 10, 2023

5:30 PM

Indianola Public Library - Meeting Room B Agenda

Present: Library Director - Michele Patrick, Andy Brittingham, Randi Malone, Valerie Craven, Tom Smith

1. Call to Order

2. Public Comment

No public comment.

3. Minutes Approval

a. September 12, 2023 Meeting Minutes*

MOTION: Tom moved to approve the September 12 minutes. Val seconded. Motion was approved.

4. Trustee Continuing Education

a. Michele shared the State Library of Iowa's Boardroom Series slides and highlighted a few key things from the presentation such as capital improvement info and wifi access resources, as well as different funds that are available for individual libraries in the State.

- i. Michele noted that in the presentation it was said that libraries can remain open during renovations, even if bathrooms are closed, but the Indianola inspector has said no. Unsure if that is a city code issue or not.
- ii. Andy noted it would be worthwhile for Trustees to attend the next webinar later in October.

5. Financial Reports

a. Approve Monthly Claims*

Michele reviewed the monthly claims for the board. She noted that PerMar Security had to do a service call after the ceiling tile installation due to some wires that got messed up.

MOTION: Randi motioned to approve the monthly claims. Tom seconded. Motion was approved.

b. Review Financial Reports

Michele reported on the budget summary and noted we are a little over salaries and that is due to September being a three-paycheck month. We are under in most areas except for operations - but we are right on track with that. We are

starting to slowly fill in capital improvement pieces of the budget as well. Overall things are looking good and are right on track. We should begin seeing some of the tax money soon as well.

6. Unfinished Business

a. Policy Revision: IPL Code of Conduct*

Michele noted the changes that were made to the verbiage for the IPL Code of Conduct Policy.

MOTION: Tom moved to accept the updated verbiage for the Code of Conduct Policy. Randi seconded. Motion carried.

b. Capital Improvement Plan Update

Michele provided an update on the Capital Improvement plan. She noted there is not much that's needed currently as we have already obtained quotes for several and are just waiting for products or installation.

Michele summarized the Structural Report. She felt that it told us items we already knew - needing a new roof, new skylight, walls not in alignment, etc. Andy pointed out that we do want an accurate assessment of the building needs and feels there is value in having the information, however, the question will be if it is worth it to spend the money if the goal is to obtain a referendum. Andy suggested the possibility of identifying items that are immediate vs. items that could be 3-5 years out so we know what might need immediate attention. Michele has met with Ben and is gathering more information for the next board meeting to help the board determine if we should spend the money to fix it.

Discussion was had regarding the possibility of a referendum, however, the soonest would likely be 2026 for a vote. This is what creates a challenge for determining what should be fixed or not, because even when a referendum is approved, there are still several years that the library would need to function. Andy provided context for the referendum vote and the effects on the public and city council.

7. New Business

a. Capital Improvement Plan: Operable Wall*

Michele offered the quotes for the Operable Wall between the two meeting rooms. Typically we are required to take the lowest quote unless there is a specific purpose. In this case, Michele is recommending the mid-level quote, since it has a higher rating for sound proofing which is a key part of the wall's function.

MOTION: Andy motions to approve the Skold quote for the Operable Wall. Randi

seconded. Motion carried.

b. 2024 Library Building Closures*

Michele presented the 2024 closure schedule.

MOTION: Randi motioned to approve the 2024 closure schedule, including Easter, Mother's Day & Father's Day. Val seconded. Motion carried.

c. Library Hours Change*

Michele is proposing that the library be open beginning at 9am, Monday through Saturday, instead of 10am.

MOTION: Randi motioned to approve the Library Hours Change from 9am to 8pm (Mon - Sat) and keeping Sunday as 1pm to 5pm, beginning June 1, 2024. Tom seconded. Motion carried.

8. Reports

a. Friends of the Library Report

No friends report since Sally is not in attendance.

b. Director's Report

Michele summarized her director's report and noted the patron survey is out right now.

c. Library Statistics

Michele provided the overview of the library statistics and noted that things are still looking good across the board. Michele would like to see library card applications increase slightly

9. Agenda Items for Next Meeting

Michele will review the structural report with the city inspector and report back.

10. Trustee Comments

None

11. Adjourn

Andy motioned to adjourn. Meeting adjourned at 6:03pm.



The Boardroom Series Fall 2023

Intersections: Where Cities and Their Libraries Meet

September, October, November

Facilitated By

Bonnie McKewon and Mandy Easter: State Library of Iowa
bonnie.mckewon@iowa.gov / mandy.easter@iowa.gov



A Connection to Standards

#3 [Tier1] ...library board adopts an annual budget

#4 [Tier1] ... library is funded by its city on a permanent basis

#12 [Tier1] ...library director provides written financial & statistical reports for review at board meetings



A Connection to Standards

#13 [Tier1] ...library follows statutory requirements as to fiscal year, audits...and submits annual and other reports as requested by its funding authorities

Plus standards that speak to employing a library director, budgeting for staff salaries, budgeting for education expenses for staff and board



#10 : Does the council have to approve the library's bills?

What can the board and director do if the city isn't paying the library's bills on time?

The library board has the authority to approve its expenses. **The city council “approves” the library bills really as a formality.** Doing so at council meetings formally acknowledges that city funds have been spent, this is not giving *permission* for the funds to be spent.

The library board can pass a policy giving the library director permission to submit bills for payment—without board signatures—for any expenses already approved in the library's annual budget.

Iowa League of Cities: see *Resources > Administration > City Clerk Resources*
<https://iowaleague.org/resources/administration/>

#9 : Does the library board have authority to move money between line items?



Yes, it does. The city council has the power to allocate an annual appropriation to the library, but the library board decides how the library's annual budget will be spent.

In this way, the library is a unique city agency because the board can shift funding from one budget line item to another without council approval, as long as expenditures remain within the general budget allocation.



#8 : Can libraries use current fiscal year funds to pre-pay next fiscal year's bills?

While there isn't a law prohibiting it, **libraries are advised NOT to do it**. Doing so is unethical and goes against generally accepted accounting standards.

The State Auditor's Office says a city cannot prepay for goods not received or services not yet rendered, so such claims should not be paid until the goods or services have been received. Payment in advance would not guarantee receipt of the goods or services, thereby putting public funds at risk.

Article VII Section 1 Constitution of Iowa

<https://www.legis.iowa.gov/law/statutory/constitution>

#7 : Who pays the city attorney's fee when the library director or board needs legal advice?



Look through your city ordinances, as well as through the city's written policies and procedures, to learn what kind of arrangement is in effect for your city. If your town is not large enough to have a city attorney on staff, it likely operates under one of these scenarios:

- ☐ The city contracts for legal services with a private law firm or a specific private attorney by paying an annual fee that covers a finite number of legal work hours
- ☐ The city allocates funds to each department and assigns a line item for legal services in that department's budget
- ☐ The city allows its departments to consult with the city attorney as needed, with or without rules such as prior permission, and the fees are paid from the city's general fund because a line-item amount is in the city's overall annual budget.



#6 : Can cities confiscate donations to the library to pay for other city expenses?

No. Cities doing so would risk litigation.

Iowa Code 384.20 <https://www.legis.iowa.gov/law> provides the basis by which library donations, memorials, gifts and bequests can be carried over in the budget from year to year and saved for special purchases. These types of accounts are commonly called “trust accounts.”

Once donations, memorials, gifts and bequests are deposited into the library’s trust account, they are officially set aside for the library’s purposes and cannot be diverted for other city purchases.

#5 : Does the city decide whether unspent library funds can be carried over at the end of the fiscal year?



Yes. Government Accounting Standards Board (GASB)

<https://www.gasb.org/>

Statement 54 does have guidelines for how such revenue must be accounted for. Any remaining funds, according to GASB, must fit into one of five categories:

- (1) unassigned—anything can be done with it**
- (2) assigned—spent on a specific purpose**
- (3) committed—reserved for a future purpose such as a new fire truck**
- (4) restricted—must go for debt relief, for example**
- (5) non-spendable—such as an endowment**



#4 : Are libraries allowed to contribute money from their allocated budgets—or from donations, bequests, etc.— to their Friends Groups, to their Foundation, to local scholarships or fundraising projects?

No...

Article III Section 31 of the Constitution of Iowa states in part that no public money or property shall be appropriated for local or private purpose.

<https://www.legis.iowa.gov/law/statutory/constitution>

Iowa Code Chapter 721.2 is entitled “Non-felonious Misconduct in Office.”

Subsection 5 says that it is illegal for a public employee to permit any person to use public property for any private purpose and for personal gain.

<https://www.legis.iowa.gov/law>

#3 : Can library boards invest donations or bequests into CDs or some other investment vehicle?

Iowa Code Chapter 12B
Iowa Code Chapter 12C
<https://www.legis.iowa.gov/law>



No. Doing so violates municipal accounting standards and state law.

According to state law, your city must have a written investment policy in place and a designated finance officer whose responsibility it is to invest public funds according to the investment policy.

Library trustees are not the city's designated finance officers, so the board cannot invest any of the library's money, even if the trustees have accepted a hefty bequest.



**#2 : Do public libraries have tax-exempt status?
Or are they considered 501c(3)s ?**

**Yes, public libraries have tax-exempt status
No, public libraries are not considered 501c(3)**

<https://www.legis.iowa.gov/law>

Iowa Code 450.4

Iowa Code 427.1

Iowa Code 423.3

See also IRS Publication 536 entitled “Charitable Contributions”

<https://www.irs.gov/pub/irs-pdf/p526.pdf>

#1 : Are city clerks required to provide monthly financial reports to the library director?



Yes. The authoritative documentation that compels city clerks to provide monthly reports to city agencies comes from the Iowa League of Cities website <https://iowaleague.org/>

Resources > Administration > Minutes

Also

Resources > Finance > Finance Reporting for the City Council

Also

Resources > Finance > City Council Management of Finances

If problems persist, the library board must talk with the city council and urge them to insist that the city clerk complies with state law



[Home](#) » [Libraries](#) » [Consulting & Training](#) » [Legal &](#)

<https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/legal-library-law>

Legal & Library Law

Navigating the laws related to libraries in Iowa can be challenging. Ensuring that a library is following federal, state, and local laws is essential to promoting a safe and equitable environment for library staff and users.

The State Library employs a Law Librarian to provide legal reference services and answer questions related to laws and how they affect and apply to libraries. Note that the Law Librarian can only provide insight into what the current laws state and cannot provide legal advice related to a library's specific situation. Libraries should contact their city or county attorneys for legal advice.

Contact the Law Librarian

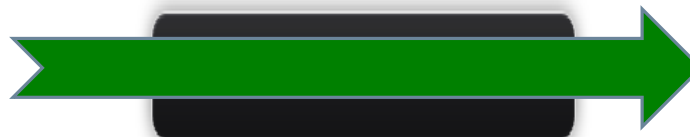
Law Librarian Mandy Easter is available by phone or email during business hours. Librarians can also browse the database of Library Law FAQs at the right to see if a question has already been answered.

- **Email:** Law.Library@iowa.gov
- **Phone:** 515-281-5124

Library Law FAQs

Library Law FAQs is a searchable and browsable database of topics on library-related laws and legal questions developed by Law Librarian Mandy Easter.

The questions are meant to serve as a resource about the ways local, state, and federal laws impact and affect the operation of the library and its services to the community. Librarians should reference this list to double-check understanding of library-related laws and bookmark this webpage as more questions and answers will be added regularly.

[Access Library Law FAQs](#)



<https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics>

Iowa Library Statistics

The Iowa Public Library Statistics includes information on income, expenditures, collections, circulation, and other measures. Each section is arranged by size code, then alphabetically by city.

We also include separate reports for library levy rates for cities and counties.

Each report covers one fiscal year.

Updated 7/13/2023

City Tax Rates and Library Levies

City tax rates and assessed valuation, including the minimum funding amount (\$.0675 per thousand) and the amount that is generated for cities with the \$.27 special levy. In (.pdf) and (.xls) formats.

[FY24 City Library Levy Rates \(pdf\)](#)

[FY24 City Library Levy Rates \(Excel\)](#)

Rural Library Funding

Rural library funding by county including per capita and by valuation, for FY24. Funding and valuation information is from the Iowa Department of Management. County rural population is from the 2020 Census.

[FY24 County Levy and Library Amounts \(pdf\)](#)

Public Library Survey Data

Iowa Public Library Statistics FY18 to FY22 -- includes information on income, expenditures, collections, circulation, and other measures. Each section is arranged by size code, then alphabetically by city. Each report covers one fiscal year - July 1 through June 30. In PDF format

Web Connect -- This powerful web-based software program offering easy access to and manipulation of Iowa public library statistics. With Connect you can quickly create rank order tables and colorful graphs and tables. You can also use tools that enable you to organize your results into a report or presentation. FY22 is the most current data.

IMLS Search & Compare Tool -- Use this tool to lookup and compare more than 9,000 public libraries nationwide. You can search for individual



Chapter 5: Approving and Monitoring the Budget

Budgetary Powers of Library Boards

Library boards typically have a great deal of authority over the library budget. Most city-library ordinances authorize control of the library budget to the board of trustees including the authority to approve expenditures and to move funds between line items. Always refer to your own city-library ordinance to reference the board's level of authority in the budgeting process. (See **Sample City-Library Ordinance** in the **Appendix**.)

It is essential for library trustees to come to understand:

- ❖ Their budgetary powers
- ❖ The annual budget development and approval process
- ❖ Funding sources
- ❖ The level of funding needed for library operations

The library director is a partner with the library board on financial matters and is responsible for communicating operational needs and drafting a proposed budget to the board.

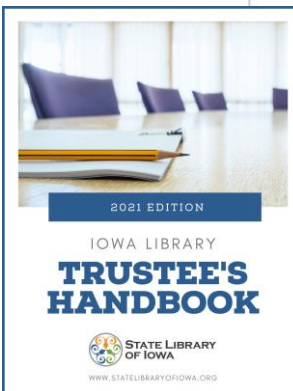
City and County Funding

Both city and county support of public libraries is mandated by **Iowa Code 256.69**, which states: "...Each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per

<https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards>

Budget & Finance: Roles and Responsibilities of the Director, Board, and City

Category	Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
ADVOCACY	Keeps the library board informed of library activities, needs and concerns.	Stays informed about library activities, needs and concerns.	Includes the library in planning and budgeting for capital improvement projects.	Stays informed about library activities, needs and concerns.
BUDGETING	Prepares a draft budget request.	Reviews draft budget request including line items. Approves final budget request based on board approved priorities. Supports and advocates for the budget request when presented to the city.	Determines and appropriates city funding to the library budget.	
MONTHLY EXPENDITURES	Explains monthly library expenditures to the board.	Approves monthly expenditures; ultimately and legally responsible for how funds are spent.	Reviews library bills from month-to-month and includes them with other city expenses for payment.	Pays library expenses following approval of those expenses by library board at its meetings.
FINANCIAL REPORTS	Provides library board with monthly financial reports.	Reviews monthly financial reports; prioritizes needs to match available funding. Has authority to shift funds from one line item to another as needed.		Provides library with monthly report showing paid expenditures and spending status (month-to-date and year-to-date)
COMMUNICATION	Informs city council, mayor, city staff about library activities, needs and concerns.	Informs city council, mayor, city staff about library activities needs and concerns.	Stays informed about library activities, needs and concerns.	Communicates process and practice behind budget amendments.



Resources ...

- ❑ **Code of Iowa** <https://www.legis.iowa.gov/publications/search>
- ❑ **Iowa Department of Management** <https://dom.iowa.gov/>
- ❑ **Iowa Leagues of Cities** <https://iowaleague.org/>
- ❑ **Iowa Library Trustee's Handbook**
<https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards>
- ❑ **Iowa Public Library Statistics** <https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/statistics>
- ❑ **State Library Continuing Education YouTube Channel**
<https://www.youtube.com/c/StateLibraryofIowaContinuingEducation/featured>



Invoices for Board Meeting November 14, 2023

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$2,025.44	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$5,227.51	Books
Baker and Taylor Entertainment	\$85.36	DVDs
Baker and Taylor Spoken Word	\$171.26	Books on CD
City of Indianola (IMU)	\$1,319.98	Utilities
Clive Public Library	\$10.99	damaged book
Demco	\$117.52	covering supplies
Dust Pros	\$1,605.75	Janitorial services, supplies
Iowa Poetry Association	\$12.75	Lyrical Iowa subscription
Iowa Water Management Co.	\$47.50	Monthly agreement
McKula Inc	\$1,900.00	Incident Tracker software
MidAmerican Energy	\$46.67	Natural Gas
Playaway Products	\$489.92	Playaway devices and Wonderbooks
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$112.00	trash removal
Unique Management	\$130.00	Collection agency (Oct and Nov)
Waste Management	\$8.99	Recycling tote
Wood Roofing Company	\$748.66	Leak repairs 9/25/23
Woosley Landscape and Mowing	\$170.00	Mowing services
Wells Fargo	\$5,110.05	See statements for details

Total: \$20,411.15

Approved

Date

Approved

Date



Budget Summary

Personnel	October	Year-to-Date	Budget	% Spent
Salaries	36,973.58	162,598.26	460,283.00	35.33%
Benefits	11,518.77	48,647.23	169,270.00	28.74%
TOTAL	48,492.35	211,245.49	629,553.00	33.55%

Collection	October	Year-to-Date	Budget	% Spent
Physical	5,185.00	21,287.55	93,975.00	22.65%
Digital	2,000.00	9,624.93	23,850.00	40.36%
Special	115.45	1,984.57	9,400.00	21.11%
TOTAL	7,300.45	32,897.05	127,225.00	25.86%

Operations	October	Year-to-Date	Budget	% Spent
Repair/Maint	7,631.63	12,739.52	31,702.00	40.19%
Operations	9,165.15	63,800.81	140,729.00	45.34%
TOTAL	16,796.78	76,540.33	172,431.00	45.34%

TOTAL	October	Year-to-Date	Budget	% Spent
	72,809.58	331,556.37	929,209.00	35.68%

Capital Improvement FY24	October	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	920.06	6,000.00	15.33%
Ceiling Tile Replacement	220.00	9,953.44	10,000.00	99.53%
Meeting Room Refresh	0.00	0.00	10,000.00	0.00%
Emergency Exit	0.00	0.00	12,000.00	0.00%
TOTAL	220.00	10,873.50	103,000.00	10.56%

Capital Improvement FY23	October	Year-to-Date	Budget	% Spent
Tuckpointing	0.00	12,600.00	18,000.00	70.00%
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	12,600.00	58,000.00	21.72%

Project complete

Project moved to FY25

Account Title	YTD	Budget	Variance	% Budget
Fund041 - LIBRARY FUND				
Property Taxes(R)	-260,912.93	-600,000.00	-339,087.07	43.48%
Library Service Reimbursements(R)	.00	-85,000.00	-85,000.00	0.00%
Misc Sales (Copies/Scrap/etc)(R)	-450.85	-1,000.00	-549.15	45.08%
Library Fines(R)	-1,593.11	-3,000.00	-1,406.89	53.10%
Transfer In--Property Taxes(R)	-84,130.55	-194,165.00	-110,034.45	43.32%
Fund041 - LIBRARY FUND	-347,087.44	-883,165.00	-536,077.56	184.98%
Total:	-347,087.44	-883,165.00	-536,077.56	184.98%

Account Title	YTD	Budget	Variance	% Budget
Fund041 - LIBRARY FUND				
Salary/Wages--Administration(E)	41,855.44	123,626.00	81,770.56	33.85%
Salary/Wages--Clerical(E)	120,742.82	336,657.00	215,914.18	35.86%
FICA(E)	12,174.44	34,895.00	22,720.56	34.88%
IPERS(E)	15,349.30	43,060.00	27,710.70	35.64%
Deferred Comp--457(E)	1,300.00	3,900.00	2,600.00	33.33%
Employee Assistance Program(E)	275.04	255.00	-20.04	107.85%
Wellness Program(E)	.00	570.00	570.00	0.00%
Health Insurance(E)	15,724.71	67,434.00	51,709.29	23.31%
Dental Insurance(E)	738.95	3,928.00	3,189.05	18.81%
Vision Insurance(E)	89.53	395.00	305.47	22.66%
HSA Expense(E)	1,744.56	9,600.00	7,855.44	18.17%
Life Insurance/ADD/LTD/STD(E)	957.54	4,833.00	3,875.46	19.81%
Workers' Comp Insurance(E)	293.16	400.00	106.84	73.29%
Membership Dues/Subscriptions(E)	.00	850.00	850.00	0.00%
Education/Training(E)	1,267.03	3,600.00	2,332.97	35.19%
Mileage(E)	.00	1,250.00	1,250.00	0.00%
Repair/Maint--Bldg/Grounds(E)	12,739.52	31,702.00	18,962.48	40.18%
Utilities(E)	8,593.54	29,365.00	20,771.46	29.26%
Advertising & Legal Notices(E)	2,019.09	3,000.00	980.91	67.30%
Insurance--General Liability(E)	5,608.42	5,500.00	-108.42	101.97%
Insurance--Property(E)	6,245.00	6,500.00	255.00	96.07%
Insurance--Boiler/Machinery(E)	563.00	700.00	137.00	80.42%
Janitorial Services(E)	6,718.12	22,728.00	16,009.88	29.55%
Printing(E)	.00	1,200.00	1,200.00	0.00%
Misc Contractual(E)	348.88	1,440.00	1,091.12	24.22%
Library Books & Periodicals(E)	21,287.55	93,975.00	72,687.45	22.65%
Digital Materials(E)	9,624.93	23,850.00	14,225.07	40.35%
Special Collections(E)	1,984.57	9,400.00	7,415.43	21.11%
Office Supplies(E)	1,532.04	4,000.00	2,467.96	38.30%
Materials/Supplies(E)	1,258.10	11,350.00	10,091.90	11.08%
Materials/Supplies--Program(E)	2,145.72	12,500.00	10,354.28	17.16%
Postage(E)	424.96	840.00	415.04	50.59%
Miscellaneous(E)	177.28	870.00	692.72	20.37%
Computer Hardware/Software(E)	26,899.63	35,036.00	8,136.37	76.77%
Transfer Out-CIP(E)	.00	103,000.00	103,000.00	0.00%
Total:	320,682.87	1,032,209.00	711,526.13	1260.00%

Library Special Revenue | October 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	896.71	20,000.00	19,103.29	4.48%
141-4100-65023	Summer Reading Program Expense(E)	3,169.77	15,000.00	11,830.23	21.13%
141-4100-65024	Friends of the Library Expense(E)	64.96	20,000.00	19,935.04	0.32%
141-4100-65025	Enrich Iowa Expenses(E)	2,350.49	5,000.00	2,649.51	47.00%
141-4100-65070	Materials/Supplies(E)	791.44	10,000.00	9,208.56	7.91%
141-4100-69000	Transfer Out(E)	.00	.00	.00	100.00%
Expenditure		7,273.37	70,000.00	62,726.63	
141-4100-43000	Interest(R)	.00	.00	.00	100.00%
141-4100-44302	Enrich Iowa(R)	-5,360.52	-5,000.00	360.52	107.21%
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	-15,000.00	0.00%
141-4100-47050	Donations/Contributions(R)	-2,943.49	-30,000.00	-27,056.51	9.81%
141-4100-47051	Friends of the Library Contrib(R)	-6,452.83	-20,000.00	-13,547.17	32.26%
Revenue		-14,756.84	-70,000.00	-55,243.16	
141 - LIBRARY SPECIAL REVENUE FUND		-7,483.47	.00	7,483.47	
Total:		-7,483.47	.00	7,483.47	

FY 24 Capital Improvement Plan Update

November 2023

Project List:

Furniture in Adult Area

- I gave the designers from Piggot the committee's feedback on their initial designs. We are waiting for them to provide revised options.

Automatic Door | East Entrance

- Installation is scheduled for Nov. 16-17.

Meeting Room Upgrades

- Painting is scheduled for Nov. 20th.
- Pending: Removal of the broken stove/fridge and installation of a new sink and cabinet.

Entry Flooring Replacement

- Installation is scheduled for Dec. 11-23.

Bathroom Upgrades

- Tile installation is scheduled for Jan. 29-Feb. 2.
- Pending: Accessories, such as new sinks, mirrors, air fresheners, etc.

Dividing Wall Replacement | Meeting Room

- The wall is ordered but can't be installed until August. I've arranged with the City to transfer those CIP funds to next fiscal year.

Staff Area Emergency Exit

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

Ceiling Tile Replacement

- Completed.

Tuckpointing

- Completed

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: November 2023
Subject: Library Card Policy

Forms of ID

The recommended changes to the Library Card Policy clarify the types of IDs that are acceptable to use when applying for a library card, including using certain electronic forms of ID.

Special Circumstances (Simpson Students and Opera Performers)

It has been the Library's practice for many years to make policy exceptions for these two groups of temporary residents to Indianola. Recommended changes formalize these exceptions and clarify ID requirements.

POLICY: Library Cards

A library card allows users to check out materials from the library. Patrons are not required to have a library card to use a public computer, access the library's wifi, participate in library programs, or use library services.

Residency Requirements:

To receive a library card, patrons must live within the corporate city limits of Indianola, be a rural resident of Warren County or live in a city/town whose library belongs to the State Library's Open Access program. Fees apply for anyone not meeting these criteria.

Exceptions: Simpson College students, regardless of their permanent address, can receive a library card. The expiration date is set for the end of the school year and can be renewed every year as long as they are enrolled at Simpson College. Temporary cards may be issued at the discretion of the library director. Patrons issued temporary cards may check out five items at a time.

Receiving a Card:

To receive a library card, patrons must complete a registration form ~~online or~~ in person and provide proof of identity ~~in person~~ and current residence. EXCEPTIONS: Simpson students and DM Metro Opera performers (see Special Circumstances section below).

Acceptable proof ~~includes a photo id along with identification with their current address preprinted on it. Examples of such identification are: driver's license, bills, magazines, etc. of~~ identity are (must contain a photo of individual) ~~include:~~

- Driver's license
- Passport
- Government issued ID
- Military ID
- School ID
- Work ID

Acceptable proof of current residence are (hardcopy or electronic form):

- Driver's license
- Voter registration card
- Government-issued ID
- Printed checks
- Motor vehicle registration

- Postmarked mail with individual's name and address
- Paystub or paycheck
- Statements dated during the previous 30 days:
 - Bank or credit card statement
 - Telephone bill
 - Lease agreement
 - Utility bill (water, gas, electric, sewer, internet, cable, etc.)

If proof of current residence cannot be provided at the time of registration, the patron will be allowed to open an account but will be restricted to a one-time checkout of up to 2 items checked out that day and nothing further until proof of current residence is presented to library staff.

If a patron is under age 16, a parent/guardian must present their photo ID and proof of current residence as they are responsible for fees associated with their child's card. The parent/guardian must read through and sign the privacy flyer to be sure they are informed and understand the limitations they and the library staff have regarding their child's account. The child must be present and must sign the registration slip (if able) as well as the parent.

A parent/guardian is not required to have their own account to apply for an account for their child.

Once a card has been issued, cardholders may check out materials from any part of the library.

Library cards are issued at no cost.

Library cards must be updated every two years. Records not used for four years will expire and be deleted from the system.

Special Circumstances:

Simpson Students: Simpson students need to show their college ID and proof of their home (permanent) address. Their campus address will be added to their library account, but they aren't required to show proof of it. Simpson student accounts will be set to expire at the end of the current academic year, but their accounts can be reactivated each year they attend Simpson.

Des Moines Metro Opera Performers: DM Opera performers need to show proof of identity and their permanent address but not their temporary Indianola address. They will be issued temporary cards which will limit them to a total of 5 items checked out at a time. These accounts will expire August 1st of the current year (opera season).

Cardholder Responsibilities:

Registered borrowers must present their library card or a digital representation to check out materials. Identification with current address pre-printed on it may be used.

Cardholders are responsible for all items checked out on their cards and the payment of fines or fees incurred for those items. Materials may be returned when the library building is closed in the outside drop box.

Related Policies:

Policy for Service with Other Cities and Fees for Non-Resident Cards.

Adopted 8/99; Revised 12/03; Revised 01/04; Revised 02/07;
Revised 02/14; Revised 4/17; Revised 12/18; Revised 5/19;
Revised 6/19; Revised 6/21; Revised 11/2

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: November 2023
Subject: Community Room Policy

These recommended policy changes address when to charge people for use of the meeting room.

The current policy charges \$25 to businesses who want to use the room. However, as more people work from home use the library for work-related meetings, this policy has become unenforceable on a practical level. It's very difficult for staff to determine whether someone is using the room for work purposes, and even asking for clarification has resulted in people claiming to use the room for personal reasons when it's actually a meeting related to their job.

My recommendation is to eliminate the fee for business use but include strict limitations on the activities that can take place in the room.

The suggested revisions are attached along with a clean copy of the revised policy.

B. Building Policies

POLICY: Community Room Policy

The Indianola Public Library provides meeting space for civic, cultural, and educational meetings by the community.

Room Specifications

The Community Room has a maximum seating capacity of 30 people auditorium style or 18 people conference style.

Availability

The Community Room is available free of charge for gatherings of two or more persons.

- Groups are limited to reserving the room twice every seven days, up to two hours each meeting. Exceptions may be made at the discretion of the director.
- Should it be necessary to cancel a meeting, notice should be given to the library no less than 24 hours in advance.

~~**Community, Civic, and Educational Group Meetings**~~

~~Community groups are limited to reserving the room twice every seven days, up to two hours each meeting. Exceptions may be made at the discretion of the director.~~

~~**Private, Social Gatherings**~~

~~There is no rental fee for social gatherings, such as birthday parties and baby showers.~~

~~**Business or Commercial Groups**~~

~~A rental fee is required for business meetings or commercial gatherings whose intent is to benefit the interests of a business. Fees are \$25 for 2 hours per day, \$5 for each additional hour.~~

Walk-in Individuals or Groups

The Community Room is also available free of charge by walk-in groups or individuals if it is not already reserved by another party. It is available on a first-come, first-served basis. Staff cannot guarantee the availability of the room beforehand. There is a two-hour daily time limit.

Limitations

- The library's Code of Conduct policy applies to meetings in the Community Room.
- The Community Room may be reserved and used only during times that the library is open. Meetings must be over and the Community Room returned to its original condition at least fifteen minutes before closing time.

- ~~• Sales of goods or services are not permitted. The room may not be used for sales, order placement, or fundraising. Admission fees are not permitted.~~
- Meetings that charge admission or attendance fees or that in any way promote sales, solicitation of later sales, order placement, or fundraising are prohibited except for events that benefit the Library.
- The library does not provide storage space for groups using the Community Room.
- Organizations using the Community Room may not disrupt other patrons and may have future use of the Community Rooms denied to them should they do so.
- The library is not responsible for theft or damage of equipment or material supplied by users.
- Permission to use a meeting room does not imply library endorsement of the aims, policies, or activities of any group or organization.

Room Usage and Cleanup

- The contact person who signs the Community Room Form is the responsible party for all costs and damages that may occur to the room, its contents, and furniture. Costs will be billed to the responsible party.
- A \$30 cleaning fee will be charged if damages to the room include the need for carpet cleaning. Future reservations will be suspended until the fee is paid.
- Furniture should be left in the arrangement in which it was found.
- Set-up and clean-up must be accomplished within the reserved time.
- Children under age 18 must be supervised.
- Arrangements may be made for use of the following items:
 - ~~○ Transparency overhead projector~~
 - ~~○ Piano~~
 - TV screen
 - Whiteboard and markers

Adopted 8/99; revised 3/17; revised 2/19; revised 7/21; 1/23

B. Building Policies

POLICY: Community Room Policy - Clean Copy

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- The library is not responsible for theft or damage of equipment or material supplied by users.

- Permission to use a meeting room does not imply library endorsement of the aims, policies, or activities of any group or organization.

Any individual or group who fails to abide by these provisions may be denied future use of space.

Room Usage and Cleanup

- The contact person who signs the Community Room Form is the responsible party for all costs and damage that may occur to the room, its contents, and furniture. Costs will be billed to the responsible party.
- A \$30 cleaning fee will be charged if damage to the room include the need for carpet cleaning. Future reservations will be suspended until the fee is paid.
- Furniture should be left in the arrangement in which it was found.
- Set-up and clean-up must be accomplished within the reserved time.
- Children under age 18 must be supervised.
- Arrangements may be made for use of the TV screen, whiteboard, and markers.

Adopted 8/99; revised 3/17; revised 2/19; revised 7/21; 1/23

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: November 2023
Subject: Circulation Policy

The recommended changes to the Circulation Policy increase the number of board games or puzzles a patron can check out at a time. When we started this collection a few years ago, we limited checkouts because the collection was very small. Now that we have over 500 games and puzzles, these strict limits may no longer be necessary.

Circulation Policy

Loan Periods, Check Out Limits, and Fines

Material Type	Checkout Limits (per card)	Loan Period	Renewals	Fines
Books, magazines, and audiobooks	None	3 weeks	Two	None
Movies	Five	1 week	Two	None
Board Games	Two Five	1 week	Two	None
Puzzles	Two Five	3 weeks	Two	None
Library of Things and Video Games	Two	1 week	Two	Item cost at time of purchase up to \$80.00
Interlibrary loan	None	Varies	None	Determined by lending library

Fines will be assessed daily until the item is returned, up to a maximum fine of \$5.00 or the cost of the item, whichever is less.

Suspended Privileges

Accounts with materials overdue by seven or more days will be frozen until all overdue items are renewed, returned, or purchased in the case of loss or damage.

Fines must be under \$5.00 to check out.

Notices

Notices are sent when an item is one day overdue, seven days overdue, and 14 days overdue. A final notice is sent when an item is 28 days overdue.

Billed Items

Accounts with materials overdue 35 days will be billed for the cost of replacing the items. This bill is final. Accounts will be suspended until the bill is paid.

Renewals

If an item is eligible for renewal, the library will automatically renew the item for the patron at the due date. Items will not renew once they have reached the maximum number of renewals. Interlibrary Loan items, magazines, and book club sets are not eligible for automatic renewals.

Holding Items

If an item is checked out, a hold may be placed on it and the patron will be notified when it is available. A patron must have a library account before a hold can be placed.

In addition, items not owned by the library may be requested through interlibrary loan. A fee for interlibrary loan items is assessed if the item is located and must be paid prior to checking out any interlibrary loan materials.

Reference

The genealogy reference collection does not circulate.

Home Delivery

At Home Delivery is provided to those people, living within the corporate city limits of Indianola, who are unable to come to the library on their own due to a disability, either long- or short-term. Books are delivered to patrons on a regular basis.

Copying Services

A copy machine and computer printer are provided for use by the public at 15¢ per copy. Patrons are responsible for all items printed. Patrons are responsible for all items printed.

Faxing Services

Patrons may use the library's fax machine to send faxes at no charge. Incoming faxes are not accepted.

Digital Materials

The library offers a collection of digital materials to patrons with valid library cards. Some digital materials are limited to patrons who reside in the city limits of Indianola or rural Warren County. The number of items checked out per patron is limited and checkout periods vary.

Library of Things

Library of Things items are checked in by two library staff members at the time they are returned. Patrons sign an agreement form confirming that all pieces of the item are present, undamaged, and clean at the time of checkout. Borrowers should clean items before they are returned or a small cleaning fee ranging from \$2.00-\$5.00 may be charged.

Adopted 8/99; Revised 12/03; Revised 01/04; Revised 02/07; Revised 02/14; Revised 4/17; Revised 12/18; Revised 5/19; Revised 6/19; Revised 6/21; Revised 3/22; 5/22; 10/22; 12/22; 3/23

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: November 2023
Subject: Structural Report

I met with the City's facility manager and chief inspector regarding the structural report. Their recommendation is to have an additional inspection done in the spring focusing on the front entry and associated wall. The goal would be to determine why the wall is out of plumb and options for repairing or shoring it up. This may include removing the sidewalk at the front entrance in order to dig down to inspect the wall.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: November 2023
Subject: December Closing Plan

The library will be closed to the public beginning Dec. 11 and will reopen after the holidays on Wednesday, Dec. 27.

Draft Plan for Closing the Library

Extended Due Dates

Due dates will be extended until Jan. 2, and we'll notify patrons that the dropbox will be unavailable. As part of the marketing plan, we'll encourage patrons to "stock up" before the closure.

Patron Services

We will direct patrons to use the computer lab at the Activity Center. Unfortunately, that lab has limited hours and doesn't offer printing, faxing, or scanning. We are compiling a list of places that offer these services for a fee.

Personnel

Full-time staff have the option of working in the library or from home with regular staff meetings taking place virtually. Part-time staff can choose to take unpaid time off or work on special projects in the library, such as inventory. The tile installer thinks that bathrooms will be accessible to staff during this time. If not, staff will need to go to the Warren County Administration building or City Hall. If the noise or dust level is unreasonable, staff will be sent home and paid the scheduled hours of their shift.

October 2023

Director's Report

City of Indianola and IMU

Trunk or Treat at the Library

Our Trunk or Treat event on Beggar's Night was another success, with an estimated 1,000 people participating. The Friends of the Library, along with volunteers from Simpson's Pi Beta Phi sorority helped with this year's event.



Annual Reports

The Library's Annual Report to City Council will be during the study session on Monday, Nov. 20. The Friends of the Library's Annual Meeting will be Tuesday, Nov. 21.



ICYF Trunk or Treat Winner

The library won this year's Indianola Community Youth Foundation Trunk or Treat event with our Creepy Pair of Underwear themed booth. Special thanks to the Friends for their participation.

December Library Board Meeting

Due to the construction, the next Library Board meeting will be by Zoom. To comply with public meetings laws, the meeting notice will include a link the public can use to watch (the same procedure we used during COVID).

Circulation



Print	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,178	3,575	3,982	13,724	15,488	16,419
Teens	410	466	388	2,706	2,580	2,350
Children	3,999	4,316	4,901	18,712	19,170	21,149
Total	7,587	8,357	9,271	35,142	37,238	39,918

Entertainment	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	1,093	1,422	1,638	4,698	6,129	6,676
Magazines	176	176	130	729	767	568
Audiobooks	170	222	166	651	777	676
Games & Puzzles	246	359	496	1,163	1,665	2,294
Library of Things	30	72	54	131	291	268
Total	1,715	2,251	2,484	7,372	9,629	10,482

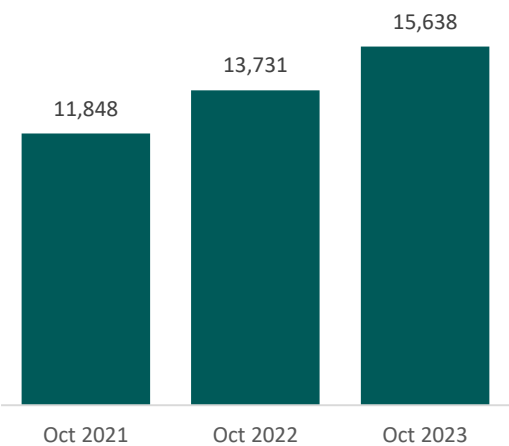
Digital	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,428	1,720	1,824	5,886	6,765	7,168
Eaudio books	1,069	1,298	1,604	4,095	4,952	6,332
Digital Magazines	49	69	212	188	249	429
Streaming Videos	0	36	243	0	312	706
Total	2,546	3,123	3,883	10,169	12,278	14,635

Total	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
	11,848	13,731	15,638	52,683	59,145	65,035

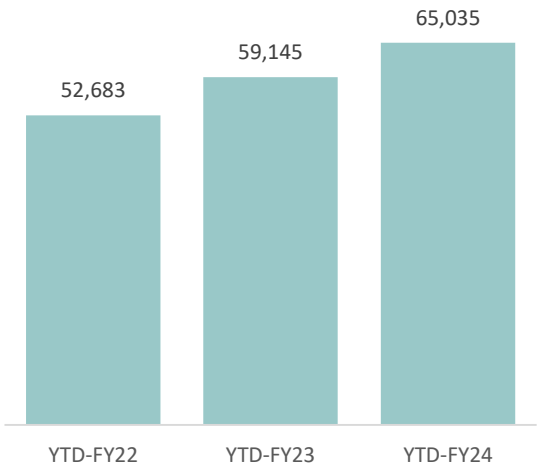
Circulation



Monthly Circulation



Year to Date Circulation

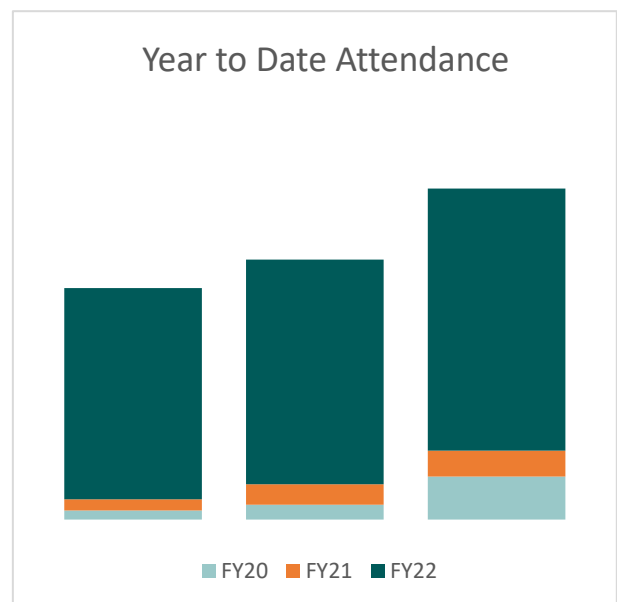
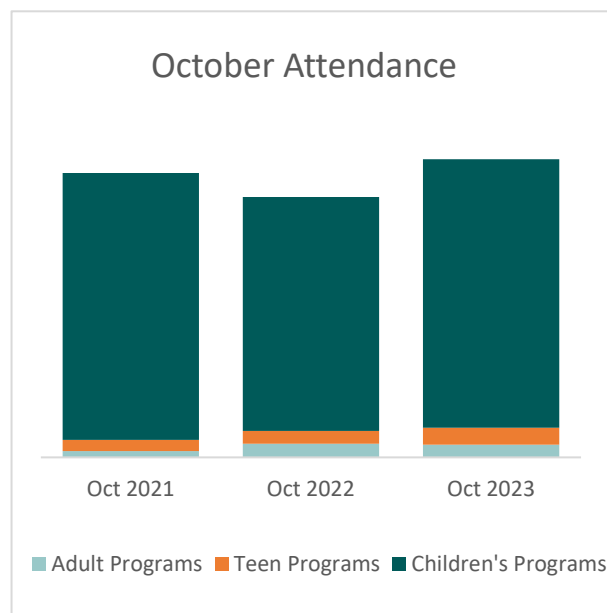


Library Programs



Attendance	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	46	99	92	133	218	631
Teen Programs	79	92	121	164	299	380
Children's Programs	1,922	1,685	1,933	3,093	3,294	3,838
Library Meetings	16	19	20	58	73	68
Total Attendance	2,063	1,895	2,166	3,448	3,884	4,917

Number of Programs	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	7	7	7	25	27	35
Teen Programs	8	8	7	19	20	18
Children's Programs	49	39	35	98	98	98
Total Number	64	54	49	142	145	151



Library Services



User Statistics	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
New Library Cards	57	140	91	312	430	382
Door Count	5,597	6,554	7,171	23,214	25,672	29,885
In-House Browsing	341	722	505	2,285	2,727	2,168
Number of Home Deliveries	5	5	9	19	26	38
Number of Home Delivery Items	119	74	127	442	343	514
Interlibrary Loans (IPL loaned)	12	20	21	59	73	81

Computer Usage	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Public Computers	212	322	406	943	1,230	1,504
WiFi Sessions	358	622	932	1,071	2,656	3,344
WiFi Unique Users	165	266	350	466	1,039	1,271
Mobile App Launches	838	1,576	1,815	3,683	6,592	7,779
Mobile App Page Views	1,015	1,714	2,079	4,300	7,339	8,772

Public Meeting Room	Oct 2021	Oct 2022	Oct 2023	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	13	12	18	41	33	54
Meeting Attendance	17	94	161	100	225	361

