



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

April 9, 2024

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. March 5, 2024 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Trustee Handbook - Chapter 4: Hiring a Library Director
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Capital Improvement Project Update
 - B. FY25 Budget Update
- 8. New Business**
 - A. Policy Review: Gifts and Memorials*
 - B. Policy Review: Memorial Plaque Guidelines*
 - C. Policy Draft: Naming and Recognition Policy*
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

March 5, 2024

5:30 PM

Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Sally Van Dorin, Dawn Goodale, Tom Smith, Andy Brittingham, Valerie Craven

1. Call to Order

Andy called the meeting to order at 5:31pm.

2. Public Comment

a. Public Notice of Meeting

No Public Comment.

3. Agenda Approval

MOTION: *Sally moved to approve the agenda. Dawn seconded. Motion carried.*

4. Minutes Approval

a. Library Board February 13, 2024 Meeting Minutes*

MOTION: *Sally motioned to approve minutes of the Jan 9 board meeting. Andy seconded. Motion carried.*

5. Financial Reports

a. Approve Monthly Claims*

No major items outside of normal. Michele gave an explanation of some of the expenses and noted that the policy is that bills can be paid on standard invoices.

MOTION: *Dawn motioned to approve the monthly claims. Tom seconded. Motion carried.*

b. Review Financial Reports

Michele noted that the budget summary is looking good. We continue to make progress on the bathroom and CIP projects. Some are over budget, due to inflation, but we will dip into reserves for those as-needed.

Revenue is on track, as are expenditures. Michele has no concerns aside from postage, which was mentioned at the last meeting. Financially we are in good shape overall.

6. Unfinished Business

a. Capital Improvement Plan Update

Michele reported that the furniture is still being reviewed. The committee is all on the same page and they are finalizing with the designers and she hopes to bring that to the board at the next meeting. Colors will be reviewed at that time as well. We should be pretty close to being within budget for that project as well.

The first bathroom is almost completed and the second bathroom will begin renovation after Spring Break.

Valerie asked a question about the carpet condition. Michele noted that the City Council pushed new carpet back to FY 2025, though she is unsure if they will follow through with that due to the possibility of building a new library and the question of whether or not it is worth it to spend money on new items.

Andy asked about the structural building assessment. Michele noted that we got a quote for \$10,000 for the investigation and they will need to dig on the West side of the building to discover what the issue is. This cost is not coming out of our budget, but the city is handling the situation.

7. New Business

None.

8. Reports

a. Director's Report

Michele noted recent activities like DinoFest and various committees she is involved with in the Iowa Library Association. She has been primarily keeping busy with CIP projects.

b. Library Statistics

Statistics look great. Programming is going well. There is a downturn in Library Cards, though Michele is unsure why. Everything else looks great for usage and it continues to go up.

9. Agenda Items for Next Meeting

Andy asked for agenda items for the next meeting. None were mentioned.

10. Trustee Comments

Andy encouraged all board members to be positive about the direction we are going, especially toward city council folks, and the progress - though slow it may be - that is happening.

11. Adjourn

Motion to Adjourn by Andy. Meeting adjourned at 5:50pm.



Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

Conduct a Preliminary Assessment

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

Develop a Timeline

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job List posting, etc).
- ❖ Determining the deadline for applications.

- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

Set up the Search Committee

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

Review and Update the Job Description

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties
- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits

- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

Determine Salary and Benefits

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

Advertise the Position

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the

“veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the **State Library Job List** to be posted at no cost.

Review the Applications

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

Interview Process

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an

information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see [Iowa Workforce Development's Successful Interviewing Guide](#).

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

Evaluate the Candidates

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision
- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for

staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

Make the Hiring Decision

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the **Library Law FAQ** on the State Library website.



Invoices for Board Meeting

April 9, 2024

Vendor	Amount	Description of services or goods
Ace Hardware	81.11	Bathroom remodeling supplies (CIP Funds)
Amazon	\$6,734.69	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies (Feb & Mar invoices)
Baker and Taylor	\$4,469.26	Books
Baker and Taylor Entertainment	\$83.96	DVDs
Baker and Taylor Spoken Word	\$104.07	Books on CD
Bob's Custom Trophies	\$430.00	Memorial plaques- Carol Shull, Don and Ruth Koch
Brick Gentry	\$120.00	Review of video surveillance policy
City of Indianola (IMU)	\$1,812.35	Utilities
Dust Pros	\$3,416.25	Janitorial services, supplies (\$35.75 CIP for bathroom remodel)
Envisionware	\$1,212.78	Printing and public computer management software
Ferguson	\$142.35	CIP-Bathroom remodel supplies (refund)
Iowa Water Management Co.	\$99.00	Monthly agreement
Lamoni Public Library	\$8.15	payment for damaged book we borrowed
Maple Creek Construction	\$1,574.00	Drywall installation for bathroom remodel
McCoy True Value	\$197.26	Bathroom remodeling supplies-CIP Funds Snow shovels- General
Menards	\$77.21	Bathroom remodeling supplies (CIP Funds)
MidAmerican Energy	\$174.56	Natural Gas
Playaway Products	\$611.69	Playaway devices and Wonderbooks
Provisio	\$54.00	kiosk software for desktops
TRM Disposal	\$118.00	trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$8.99	Recycling tote
Workspace	\$539.41	Office chair
Wells Fargo	\$7,054.20	\$5267.81- February Statements \$1786.39- March Statements See statements for details

Total: **\$29,188.29**

Approved

Date

Approved

Date

Budget Summary



Personnel	March	Year-to-Date	Budget	% Spent
Salaries	37,711.05	348,296.02	460,283.00	75.67%
Benefits	10,894.89	102,432.71	169,270.00	60.51%
TOTAL	48,605.94	450,728.73	629,553.00	71.60%

Collection	March	Year-to-Date	Budget	% Spent
Physical	3,338.16	40,890.81	93,975.00	43.51%
Digital	4,000.00	15,624.93	23,850.00	65.51%
Special	557.76	3,547.80	9,400.00	37.74%
TOTAL	7,895.92	60,063.54	127,225.00	47.21%

Operations	March	Year-to-Date	Budget	% Spent
Repair/Maint	207.89	16,972.63	31,702.00	53.54%
Operations	4,476.97	91,517.42	140,729.00	65.03%
TOTAL	4,684.86	108,490.05	172,431.00	65.03%

TOTAL	March	Year-to-Date	Budget	% Spent
	61,186.72	619,282.32	929,209.00	66.65%

Capital Improvement FY24	March	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	6,452.27	6,000.00	107.54%
Ceiling Tile Replacement	0.00	9,953.44	10,000.00	99.53%
Meeting Room Refresh	0.00	14,815.00	10,000.00	148.15%
Emergency Exit	0.00	0.00	12,000.00	0.00%
TOTAL	0.00	31,220.71	103,000.00	30.31%

Capital Improvement FY23	March	Year-to-Date	Budget	% Spent
Tuckpointing	0.00	12,600.00	18,000.00	70.00%
Bathroom Upgrades*	4,981.88	10,948.87	20,000.00	54.74%
Flooring: Entry	0.00	27,839.00	20,000.00	139.20%
TOTAL	4,981.88	51,387.87	58,000.00	88.60%
Completed				
Project moved to FY25				

*Bathroom Project: \$3,107 remaining (predicted)

**Initial estimate: \$52,095

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-320,770.66	-600,000.00	-279,229.34	53.46%
041-4100-44700	Library Service Reimbursements(R)	-49,458.00	-85,000.00	-35,542.00	58.18%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-1,915.23	-1,000.00	915.23	191.52%
041-4100-47641	Library Fines(R)	-2,858.10	-3,000.00	-141.90	95.27%
041-4100-49400	Transfer In--T&A PROP TAX(R)	-104,745.97	-194,165.00	-89,419.03	53.94%
Revenue		-479,747.96	-883,165.00	-403,417.04	
041 - LIBRARY FUND		-479,747.96	-883,165.00	-403,417.04	
Total:		-479,747.96	-883,165.00	-403,417.04	

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-60110	Salary/Wages--Administration(E)	89,557.60	123,626.00	72.44%
041-4100-60130	Salary/Wages--Clerical(E)	258,738.42	336,657.00	76.85%
041-4100-61100	FICA(E)	26,136.21	34,895.00	74.89%
041-4100-61300	IPERS(E)	32,835.62	43,060.00	76.25%
041-4100-61420	Deferred Comp--457(E)	2,925.00	3,900.00	75.00%
041-4100-61430	Employee Assistance Program(E)	275.04	255.00	107.85%
041-4100-61440	Wellness Program(E)	198.18	570.00	34.76%
041-4100-61500	Health Insurance(E)	30,367.39	67,434.00	45.03%
041-4100-61501	Dental Insurance(E)	2,074.91	3,928.00	52.82%
041-4100-61502	Vision Insurance(E)	260.11	395.00	65.85%
041-4100-61503	HSA Expense(E)	3,996.76	9,600.00	41.63%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	2,931.46	4,833.00	60.65%
041-4100-61599	Workers' Comp Insurance(E)	432.03	400.00	108.00%
041-4100-62100	Membership Dues/Subscriptions(E)	310.00	850.00	36.47%
041-4100-62300	Education/Training(E)	2,410.35	3,600.00	66.95%
041-4100-62700	Mileage(E)	73.70	1,250.00	5.89%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	16,972.63	31,702.00	53.53%
041-4100-64020	Advertising & Legal Notices(E)	3,141.01	3,000.00	104.70%
041-4100-64082	Insurance--General Liability(E)	5,608.42	5,500.00	101.97%
041-4100-64083	Insurance--Property(E)	6,245.00	6,500.00	96.07%
041-4100-64084	Insurance--Boiler/Machinery(E)	563.00	700.00	80.42%
041-4100-64090	Janitorial Services(E)	15,393.06	22,728.00	67.72%
041-4100-64140	Printing(E)	.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	887.00	1,440.00	61.59%
041-4100-65020	Library Books & Periodicals(E)	40,890.81	93,975.00	43.51%
041-4100-65021	Digital Materials(E)	15,624.93	23,850.00	65.51%
041-4100-65022	Special Collections(E)	3,547.80	9,400.00	37.74%
041-4100-65060	Office Supplies(E)	2,061.08	4,000.00	51.52%
041-4100-65070	Materials/Supplies(E)	2,603.89	11,350.00	22.94%
041-4100-65079	Materials/Supplies--Program(E)	7,614.86	12,500.00	60.91%
041-4100-65080	Postage(E)	720.06	840.00	85.72%
041-4100-65990	Miscellaneous(E)	190.56	870.00	21.90%
041-4100-67240	Computer Hardware/Software(E)	28,888.56	35,036.00	82.45%
041-4100-69301	Transfer Out-CIP(E)	.00	103,000.00	0.00%
Expenditure		604,475.45	1,002,844.00	

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND		604,475.45	1,002,844.00	
Total:		604,475.45	1,002,844.00	

Library Special Revenue

Account Number	Account Title	YTD	Budget	% Budget
141 - LIBRARY SPECIAL REVENUE FUND				
141-4100-65020	Library Books & Periodicals(E)	1,862.99	20,000.00	9.31%
141-4100-65023	Summer Reading Program Expense(E)	4,366.31	15,000.00	29.10%
141-4100-65024	Friends of the Library Expense(E)	3,249.71	20,000.00	16.24%
141-4100-65025	Enrich Iowa Expenses(E)	3,112.72	5,000.00	62.25%
141-4100-65070	Materials/Supplies(E)	2,258.05	10,000.00	22.58%
141-4100-69000	Transfer Out(E)	.00	.00	100.00%
Expenditure		14,849.78	70,000.00	239.48%
141-4100-43000	Interest(R)	.00	.00	100.00%
141-4100-44302	Enrich Iowa(R)	-8,674.70	-5,000.00	173.49%
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	0.00%
141-4100-47050	Donations/Contributions(R)	-8,723.85	-30,000.00	29.07%
141-4100-47051	Friends of the Library Contrib(R)	-11,780.14	-20,000.00	58.90%
Revenue		-29,178.69	-70,000.00	361.46%
141 - LIBRARY SPECIAL REVENUE FUND		-14,328.91	.00	600.94%
Total:		-14,328.91	.00	600.94%

FY 24 Capital Improvement Plan Update

April 2024

Project List:

Furniture in Adult Area

- Should have final quote for approval soon.

Meeting Room Upgrades

- Complete except for the installation of a new sink and cabinet.

Bathroom Upgrades

- The first bathroom is complete. The second bathroom is under construction.

Dividing Wall Replacement | Meeting Room

- Scheduled for the week of Aug. 12 – 16.

Staff Area Emergency Exit

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

Entry Flooring Replacement

- Complete

Automatic Door | East Entrance

- Completed.

Ceiling Tile Replacement

- Completed.

Tuckpointing

- Completed

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2024
Subject: Review of Memorial and Donor Plaque policies

No recommended changes to the Gifts and Memorial Policy or the Donor Plaque Policy.

POLICY: Gifts and Memorials

Purpose Statement: In order to supplement facilities, holdings, services and programs provided for in the library budget, gifts in various forms (i.e. books or materials, personal property, money, real property or stock) are welcomed.

Policy Goals: This policy specifies what gifts are accepted and under what conditions.

Gifts are accepted under the following terms:

- Gifts must be permanent and unrestricted, or any attached restrictions must be acceptable to the Board of Trustees.
- Gifts must be usable in the context of the library's general, long-term plan for growth.
- Gifts must meet any criteria specified in sections of library policy related to the form of the gift.
- Gifts received may be used or disposed of in whatever way the Board should determine to be most beneficial to the library.
- The Friends of the Indianola Public Library Foundation is the designated recipient of any gifts and memorials totaling over \$1000.

Gifts will be recognized and publicized as the Board and Foundation deem appropriate, and with the consent of the donor.

Special encouragement is given to donations as memorial or honorary gifts. The library will assume responsibility for ordering library materials given as memorials or honorary gifts.

Gifts to the library may be tax-deductible (the giver is advised to consult a tax preparer), and the library will furnish, on request, a statement for tax purposes. However, no dollar value will be placed on used items donated to the library.

Adopted 10-14-03; Reviewed 10/07; Reviewed 2/12; Reviewed 5/2017; Reviewed 12/2020

POLICY: Donor Plaque Guidelines

Purpose Statement: On occasion, donations will be received by the library that warrant special mention within the building itself.

Policy Goals: This policy specifies the guidelines for when a donor's name is added to the donor plaque.

Guidelines for adding names to the donor plaque are:

1. Donations must be in excess of \$1000.
2. The cost of adding a name to the plaque must be paid by the family, using wording supplied by the family subject to approval by the library director.
3. Names will be added only at the request of the family.

In some exceptional cases, a donor plaque may be added within the library upon approval by the Library Board.

The Indianola Public Library Board of Trustees may use or dispose of memorial and gift plaques in the way they determine to be the most beneficial to the library.

Adopted 10/07, Reviewed 2/12; Revised 5/17; Revised 12/2020

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2024
Subject: Philanthropic Naming Policy

Please review the enclosed draft of a new Library Philanthropic Naming Policy. This draft is based on other libraries' policies, which are very similar to each other with a few exceptions. I've highlighted the areas in the draft where policies differ amongst libraries.

After you've had a chance to discuss and tweak the policy, it will need legal review before formal adoption.

Philanthropic Naming Policy - DRAFT

Purpose Statement

The Indianola Public Library welcomes the opportunity to name interior and exterior library spaces in recognition and appreciation of the charitable support of individuals, service clubs, foundations, and corporate donors. This policy establishes the authority and process for the naming of interior and exterior spaces.

Authority

The Library Board of Trustees (Board) is responsible for the naming of Library spaces associated with a construction, renovation, or expansion project. The Board will consider naming proposals for interior and exterior spaces after an individual, foundation, organization, **or corporation in recognition of substantial financial gifts to the library**. The Board holds the right to decline any gift to the Library or reject any naming proposal

Criteria for Naming Interior/Exterior Spaces

Facilities subject to these guidelines include:

- Interior spaces or service areas, such as meeting rooms
- Outdoor spaces, such as gardens, courtyards, walkways, plazas, or playgrounds
- Amenities, such as a fireplaces or artwork

Exception: The Library has been financially supported by the residents of Indianola since 1884. In recognition of this long-standing tradition of support by public funds, the renaming of the Indianola Public Library building in its entirety will not be considered.

General Guidelines

- Consideration will be made if a major donor contributes no less than 51% of the total cost of the project.

- When a proposal involves the use of the name of any person, approval is contingent on the agreement of that person.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin or estate executor.
- Naming rights carry no power of direction or implied power of direction to the Library on matters of policies, operational or capital decisions, or any other library processes or activities.
- All naming recognition must be consistent with the nature and mission of the Library. In this regard, due attention shall be given to both long-term and short-term appropriateness of naming.
- Donors will be recognized only after at least 75% of the pledge is fulfilled. Failure to fulfill a pledge in full will nullify the naming agreement.

Donor Recognition Versus Property Naming

Donations received for equipping or furnishing a Library area that do not include the cost of building or renovating the space, may be given in recognition through an appropriate plaque or alternative means. This shall not constitute "naming" of the space. When the equipment or furnishing becomes outdated, dysfunctional, or is retired, the recognition will be withdrawn.

Duration and Change of Use

Naming rights shall be approved for a specific term, not to exceed either twenty-five years or the useful life of the property or facility, as determined by the Board, unless otherwise established in the naming rights agreement. Renewal of the naming right after the twenty-five year period will be reviewed and approved by the Board.

If a previously named facility or space must be replaced or substantially renovated during the 25-year period, the Board will consider renewing the naming right either in a space similar or related to the original named area or in the creation of an alternative memorial.

The Board reserves the right to terminate or alter a naming designation under unusual circumstances, or if an individual or organization named comes into disrepute at the Library or in the community at large. Should the naming rights agreement be terminated, the Board shall have

no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid.

Visual Recognition

The Library Director, in consultation with the Board, will be responsible for determining the manner in which the name is recognized (e.g. signage). Any commemoration technique must be consistent with the library's image and design standards and is subject to review and approval by the Board.

All signage and plaques for corporate name recognition will follow the same guidelines as signs and plaques for individuals. **The use of business logos will be excluded from signage.**

April 2024

Director's Report

Indianola Public Library's 140th Birthday

Although Indianola had a variety of private libraries beginning as early as 1870, we officially became a “public” library on **June 27, 1884** when the library opened its doors as a tax-supported entity. Staff are considering ways we can celebrate this milestone.



Pop YS Con

Kelsey McFarland, our part-time children's assistant, is attending the State Library's Pop YS (youth services) Conference this week in Ames.

Program Updates

- Spring Break programs for kids were popular this year with 176 people joining us for **Family Glo Bingo**. Storytime attendance was also higher than usual during Spring Break.
- Janis was an invited guest at **ICYF's Breakfast with the Easter Bunny** on Saturday, March 23rd.
- We've seen a significant uptick in teen program attendance in recent months. Credit goes to Kelsey who has introduced new types of programs, along with the increasing popularity of Wednesday's Teen Hangouts.

Circulation



Print	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,349	3,831	3,537	28,986	32,352	33,147
Teens	476	403	501	4,633	4,597	4,323
Children	4,883	5,258	5,203	38,190	40,491	42,995
Total	8,708	9,492	9,241	71,809	77,440	80,465

Entertainment	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	1,182	1,666	1,849	10,043	13,097	13,948
Magazines	132	113	144	1,502	1,546	1,148
Audiobooks	183	73	162	1,398	1,486	1,288
Games & Puzzles	363	575	653	2,738	3,974	5,111
Library of Things	62	62	80	361	581	502
Total	1,922	2,489	2,888	16,042	20,684	21,997

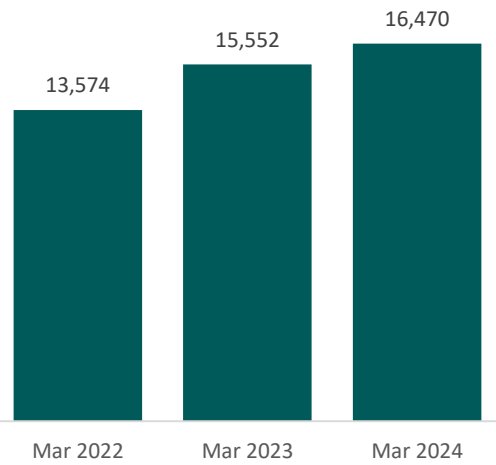
Digital	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,791	1,886	1,894	13,772	15,459	16,210
Eaudio books	1,089	1,387	1,872	9,339	11,462	14,426
Digital Magazines	63	81	301	452	631	1,901
Streaming Videos	1	217	274	3	1,011	1,631
Total	2,944	3,571	4,341	23,566	28,563	34,168

Total	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
	13,574	15,552	16,470	111,417	126,687	136,630

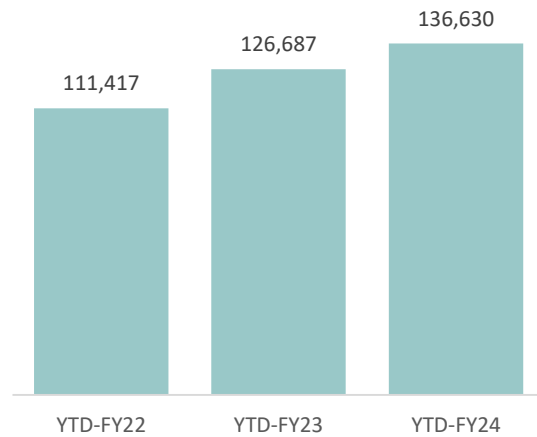
Circulation



Monthly Circulation



Year to Date Circulation

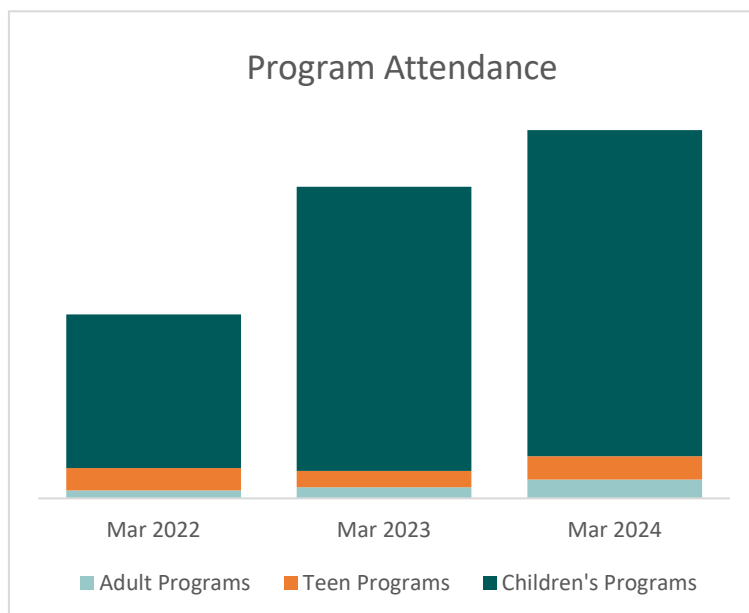


Library Programs



Attendance	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	37	51	87	277	804	1,312
Teen Programs	103	76	108	548	615	798
Children's Programs	713	1,318	1,512	6,250	8,151	8,507
Library Meetings	18	22	20	177	196	187
Total Attendance	871	1,467	1,727	7,252	9,766	10,804

Number of Programs	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	8	9	10	55	66	93
Teen Programs	10	6	6	56	48	43
Children's Programs	34	37	43	245	281	284
Total Number	52	52	59	356	395	420



Library Services



User Statistics	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
New Library Cards	85	101	109	617	824	725
Door Count	5,590	7,039	6,973	46,947	55,338	57,436
In-House Browsing	467	451	647	4,079	4,959	4,369
Number of Home Deliveries	6	6	8	47	64	79
Number of Home Delivery Items	101	65	124	882	776	1,095
Interlibrary Loans (IPL loaned)	24	23	23	137	156	188

Computer Usage	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Public Computers	273	314	357	2,067	2,666	2,895
WiFi Sessions	498	778	596	2,915	5,891	6,321
WiFi Unique Users	220	322	239	1,344	2,312	2,450
Mobile App Launches	1,009	1,822	2,133	8,476	14,510	16,084
Mobile App Page Views	1,185	2,033	3,098	9,970	16,135	20,553

Public Meeting Room	Mar 2022	Mar 2023	Mar 2024	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	5	21	15	79	106	124
Meeting Attendance	55	120	87	333	660	809

