BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY
May 14, 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. April 9, 2024 Meeting Minutes*
   B. April 21, 2024 Meeting Minutes*
5. **Trustee Continuing Education**
   A. Trustee Handbook Ch. 5: Approving and Monitoring the Budget
6. **Financial Reports**
   A. Approve Monthly Claims*
   B. Review Financial Reports
7. **Unfinished Business**
   A. Naming and Recognition Policy*
   B. Updated Structural Report
8. **New Business**
   A. Furniture for Adult Section*
   B. Fiscal Year 2025 Budget*
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

April 9, 2024
5:30 PM
Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Cyd Dyer, Andy Brittingham, Sally Van Dorin, Val Craven, Dawn Goodale

1. **Call to Order**

2. **Public Comment**
   No public comment.

3. **Agenda Approval**
   MOTION: *Cyd motioned to approve the agenda. Sally seconded. Motion carried.*

4. **Minutes Approval**
   a. March 5, 2024 Meeting Minutes*
      MOTION: *Sally motioned to approve the 3/5/24 minutes. Randi seconded. Motion carried. Cyd abstained from the vote due to being absent at the last meeting.*

5. **Trustee Continuing Education**
   a. Trustee Handbook - Chapter 4: Hiring a Library Director
      Andy gave a summary of the process for hiring a library director and how it integrates with City HR.

6. **Financial Reports**
   a. Approve Monthly Claims*
      Michele noted that there are a lot of claims this time, but it is primarily due to timing since the board met early last month. Michele gave an explanation of some of the expenses and noted that some are CIP projects and not in the general budget.

      MOTION: *Cyd motioned to approve the monthly claims. Sally seconded. Motion carried.*

   b. Review Financial Reports
      Michele noted that financials look good and that most of the major expenses for the year have been expended, with the exception of some digital expenses. Budget is still looking good and city council is currently working on the next budget.

7. **Unfinished Business**
   a. Capital Improvement Plan Update
      The CIP projects are going well. We are still getting through the bathroom

projects and despite some additional expenses, Michele noted that we will still be fine budget-wise.

Michele mentioned that the emergency exit will be moving to next year to better accommodate the new facilities manager's timeline.

b. FY25 Update
Michele clarified that as the city budget is currently under review she was made aware that our request for an Assistant Library Director may not be approved. Ben Reeves has updated it to start it as a half year position, beginning in January, which Michele is hopeful would get approved.

The CIP projects are still in the mix - the parking lot and chiller - which may not go through as they are rather expensive projects. There is a chance the committee will send it back to Michele for additional cuts, since the target was 4% increase and the library portion was 6%. Michele anticipates it will still come out okay for next year.

8. New Business

a. Policy Review: Gifts and Memorials*
Michele recommends no changes to the Gifts and Memorials Policy.
MOTION: Val motioned to approve the recommendation for no changes to the Gifts and Memorials policy. Dawn seconded. Motion carried.

b. Policy Review: Memorial Plaque Guidelines*
Michele recommends no changes to the Memorial Plaque Guidelines Policy.
MOTION: Cyd motioned to approve the Memorial Plaque Guidelines Policy. Sally seconded. Motion carried.

c. Policy Draft: Naming and Recognition Policy*
Michele presented this Philanthropic Naming Policy in light of other city departments naming some things and the need for a policy to clarify how this might apply to the library.

Discussion was had regarding the following questions:

<u>Does it require an accompanying monetary gift?</u> Discussion was held and the consensus is that it would be good to require an accompanying monetary gift in order to better provide specific criteria for philanthropic naming purposes.

<u>Would there be consideration of renaming the entire Library Building or would it be restricted to specific interior and exterior spaces?</u> Discussion was held and the consensus is in agreement that with the long-standing tradition of support by public funds, the renaming of the Iowa Public Library building in its entirety will not be considered.

<u>When a proposal involves the use of the name of any person, should approval be contingent on the approval of that person, or next of kin, if a deceased person?</u> Discussion was held and the board was in agreement that it makes sense to

obtain approval from the individual or next of kin as necessary.

<u>Will naming rights have a timeline or specific term?</u> Discussion was held and the board was in agreement that a specific term or timeline would be acceptable in a philanthropic naming policy.

<u>Should the use of business logos be excluded from signage?</u> Discussion was held and the board was in agreement that logos should be excluded from signage.

9. Reports

a. Friends of the Library Report

Sally reported that the Friends are still working on their website. Summer bash is coming up and the Friends are planning to recognize the Library's 140th birthday. Andy noted that Friends Trivia went well and Val's team was victorious.

b. Director's Report

Michele gave her Director's Report and noted the Library's 140th Birthday is this year and they hope to work with the Friends to recognize this birthday at the Summer Kickoff. She also noted that there have been a lot of fun programming things happening and that Kelsey, the part-time children's assistant, has been doing a great job with the Teen Hangout and they've seen an uptick in teen attendance in recent months.

c. Library Statistics

Library statistics are looking great. If all goes well, we will continue on that path for the remainder of the year. Library programs are doing well and we are still seeing increases. Michele has no concerns, except for the usage of the public computers, so there is a question about whether or not we might need to add computers. Michele said there is a possibility of checking out laptops and allowing teens to use those in the teen area, but she is still assessing that situation.

10. Agenda Items for Next Meeting

No agenda items were reported for the next meeting.

11. Trustee Comments

Andy gave recognition to Michele and the library staff for National Library Week and provided a bundt cake for the staff to enjoy.

Sally asked about the referendum. Michele reported that they believe it will definitely be on the 2025 Referendum, which assumes a lot of things, but she is optimistic for that in the future.

12. Adjourn

***Motion to Adjourn** by Andy. Meeting adjourned at 6:15pm.*

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY
SPECIAL MEETING
April 21, 2024
Indianola Public Library

Present - Library Director - Michele Patrick, Andy Brittingham, Valerie Craven, Cyd Dyer, Dawn Goodale, Sally Van Dorin

1. Call to order
   Andy called the meeting to order at 6:00

2. Agenda item
   Motion by Val Craven, second by Cyd Dyer to approve agenda

Discussion of the Future of the Indianola Public Library

3. Adjourn
   Motion to adjourn by Cyd Dyer, second by Val Craven

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 thousand dollars of assessed value on the taxable property…for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions."*

In other words, a tax of at least $.0675 per $1,000 assessed property valuation must be levied by each county and city to provide financial support to the public library which provides them with library service. The tax of at least $0.0675 per $1,000 of assessed property required by the Code is an outdated and inadequate minimum. No public library in Iowa could keep its doors open if it were funded at this level. Most cities fund their libraries far above the minimum required by the Code.

In Iowa, there is a cap on the amount a city may levy for the General Fund of $8.10 per $1,000 of assessed property valuation. Approximately 85% of Iowa cities are at this limit and therefore, additional revenue comes only from increased valuation of property or from special levies such as the special library levy described later in this chapter.

Public libraries are also funded from the county's rural services fund which includes road clearing, weed eradication and sanitary disposal. The maximum levy for rural services is $3.95 per $1,000 of assessed value in the unincorporated areas.

Your library may also receive funding from nearby cities that do not have their own municipal library. To meet the requirements of **Iowa Code 256.69**, such cities are required to contract with an established library to obtain service for their residents.

Public libraries are a department of city government. In the majority of Iowa libraries, the primary source of funding is tax dollars. Therefore, boards must be accountable for the receipt and spending of funding in accordance with the Code of Iowa. Refer to the following Code chapters related to budget and finance for city governments:

Iowa Code 384.3 GENERAL FUND:

> *All moneys received for city government purposes from taxes and other sources must be credited to the general fund of the city, except that moneys received for the purposes of the debt service fund, the trust and agency funds, the capital improvements reserve fund, the emergency fund and other funds established by state law must be deposited as otherwise required or authorized by state law. All monies received by a city from the federal government must be reported to the department of management who shall transmit a copy to the legislative services agency.*

Iowa Code 384.20 SEPARATE ACCOUNTS:

> *1. A city shall keep separate accounts corresponding to the programs and items in its adopted or amended budget…*
>
> *2. A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property. Public monies may not be expended or encumbered except under an annual or continuing appropriation.*

Budget Management and Oversight

Overseeing the library's budget is one of the most difficult items you will have to monitor and evaluate, but it doesn't have to be an overwhelming task. Begin your monitoring with careful attention to the budget, which is the annual financial plan for the library. The budget will be prepared by the director and staff and presented to the board for approval. When the budget is presented, ask whatever questions you find necessary to gain a reasonable understanding of this financial plan—basically, where the money is coming from and how it will be spent.

New board members should receive a thorough orientation about library finances. **Ask questions if the budget, financial reports, or audit reports are not clear to you.**

Throughout the budget process, boards and directors must have these three things well in hand. They must have the money to spend, have the authority to spend it, and be accountable for the spending.

Boards and directors need to anticipate how much money they expect to receive from all revenue sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process. Revenue from all sources should be reflected in the library's budget documents before the board proceeds with spending.

The budget process serves three basic purposes:

- **Accountability:** As a stewardship role, trustees have a fiduciary responsibility to use public funds wisely and in compliance with applicable laws, regulations, contracts, etc. This includes spending the funds needed to provide library services to the community, planning for future needs such as equipment replacement but not hoarding funds or "saving for a rainy day."
- **Decision-making:** Trustees need accurate, timely, and reliable information to make effective decisions.
- **Openness:** The public has a right to be informed about the financial conditions and operations of the library.

Budget Calendar

In Iowa, the fiscal year begins on July 1 and ends on June 30.

October to November: Library directors draft the budget proposal and the board discusses, approves, and adopts the budget request before it is sent to city council. Items to consider when setting the budget request include:

- ❖ Reviewing the library's strategic plan
- ❖ Reviewing current spending
- ❖ Projecting anticipated expenditures
- ❖ Deciding library priorities based on the plan
- ❖ Projecting anticipated revenues

Part of the anticipated revenue includes the amount of county funding the library expects to receive from the County Supervisors.

December to January: Directors and boards present the budget request to city councils and county supervisors. The city sets the date and time of the budget hearings, as well as the criteria for what the presentation will include. Although library budget requests are subject to many of the same guidelines as other city departments, the city has authority to approve only the bottom line amount. Trustees have line item control and determine staff salaries and other individual parts of the budget.

January to March: City councils and county supervisors hold budget work sessions and adopt the final budgets. Hearings for adoption are held and the budget goes to the county auditor in March for certification.

July 1: The certified budget takes effect.

Budget Process

Since library funds may not be spent except by motion of the board, the trustees need financial reports (including bills) in advance in order to be prepared to question them and vote on them at board meetings. Invoices and bills approved by the board and signed by the designated board authorities (usually the board president and secretary) are then sent to the city clerk for payment. A copy of the monthly financial report may be included with the invoices for informational purposes.

The Iowa Department of Management, the State Auditor's Office, and the Iowa League of Cities all strongly recommend that the city does the financial accounting, writes checks for the library's expenditures after authorization by the board, and submits monthly financial reports to the board. The State Library of Iowa upholds this position.

Monitoring the Budget

While the board should delegate the power to purchase materials, supplies and other goods to the director, it should be aware of all purchases and monitor the budget monthly throughout the year. Directors should provide trustees with monthly financial reports which review:

- ❖ Current listing of bills being paid
- ❖ Month-to-date/year-to-date spending
- ❖ Budget balance remaining
- ❖ Explanation of major changes

If there are variations you don't understand, ask the library director to explain them. Depending on the information you receive, the board may need to adjust and/or amend the budget. The majority of Iowa library ordinances allow the library board the authority to shift funds from one line item to another as needed. The library may need to request an amendment to the city's certified budget as discussed below.

The library and city finance officer should monitor the library appropriation to ensure sufficient funds are available prior to board approval of library expenditures and to ensure timely amendment to the certified budget, if necessary.

Amending the Certified Budget

The library may spend only the amount budgeted within one fiscal year. If the library receives additional income from any source (grants, donations, etc.) that additional income cannot be spent unless the certified budget is amended to include it. No city department, including the library, should spend more than has been budgeted for its department unless the certified budget is formally amended by the city council.

Most cities routinely amend their certified budgets; library amendments, if any, should be included. Amendments must be approved and published by city officials before May 31 of the current fiscal year, the statutory deadline for city budget amendments.

The city clerk or city budget manager should be consulted to determine the date when the library's amendments must be submitted for inclusion in the city's amendment hearing. A legal form for requesting an amendment will be provided by the city.

Permanent Accounts and Special Revenue Funds

One of the biggest mistakes that library boards can make is to not have plans for unexpected funding. It is not unheard of for Iowa libraries to have funds diverted from the library to the city's General Fund because there were no plans for the funds and no encumbrances or trust accounts established.

Iowa Code 384.3 states that *"all money received for city governmental purposes from taxes and other sources must be credited to the general fund of the city, except those monies received for the purposes of...trust and agency funds."*

Funds remaining in the library account at the end of the fiscal year will revert to the general fund unless the city has given authority to the library board to carry over the funds in the library account or unless the funds are designated to a specific account. There are two types of accounts:

- ❖ Permanent accounts, where the library can only spend the interest generated.
- ❖ Special revenue funds, that allow the library to spend the entire amount in the account.

The basis for this change is Government Accounting Standards Board (GASB) Statement #34 from June 1999 that took effect in either 2001 or 2002, depending upon the city's level of revenue.

These account(s) may be established for funds being saved for a particular project. If there is no purpose for the account other than accumulating money, the account(s) may not be allowed. The board, working with the director, should plan for unexpected funds: Is there a need for an addition or new building for the library? Is new shelving needed? Are more computers needed? Does the library intend to automate or purchase a different automation system?

The money in these accounts:

- ❖ Will carry over from year to year until the purpose for which it was established is accomplished.
- ❖ Is not to be used for day-to-day operation of the library unless the trust provides, such as an endowment trust.
- ❖ Will not revert to the city General Fund.
- ❖ Will be expended only by a motion of the library board and only for the purpose specified in the trust, such as the “library building project.”

If the library has plans for year-end funds, the board should request that the city council pass a resolution to authorize carryover of the fund balance or establish either of the above accounts. The resolution should indicate, among other things, the title of the account(s), the purpose of the account(s), and whether the interest on the fund is to be added to the account(s). The city council then passes a resolution establishing these account(s) to accumulate funds for a planned purpose or project.

A word of caution: Gifts and donations given to a public library must be retained and accounted for by the public library. These gifts and donations become “public funds” upon receipt by the public library and may not be simply turned over or given to another private organization such as a library foundation.

Investments

There are several local and state restrictions on spending public money and even more restrictions on investing it. 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 generous bequest.

Petty Cash

Generally speaking, petty cash is established for the payment of relatively small purchases as postage, deliveries, or urgently needed supplies. When payment by check is not always possible or practical, a petty cash fund is established on an imprest basis to handle these small purchases. The Governmental Accounting, Auditing and Financial Reporting (GAAFR) definition of "imprest account" states in part that this is *"an account into which a fixed amount of money is placed for minor disbursements…"*

As a public agency, the library's internal control over the petty cash fund is important and should be conducted openly. The petty cash should be placed in the custody of a specific employee who is authorized to disburse the fund in accordance with stipulated restrictions as to maximum amount and purpose. The following recommendations should be considered regarding petty cash funds:

- The petty cash fund should be established by Board action. The board should approve a policy to authorize the maximum amount of the petty cash fund, the types of allowable disbursements, the method and frequency of replenishment and the authorized custodian.
- On a periodic/monthly basis, the petty cash fund should be balanced and replenished by check to the original established amount.
- All cash received or collected by the library should be recorded as a receipt and deposited in the bank. It is not acceptable to replenish petty cash with miscellaneous library receipts such as fines or copy fees.
- Petty cash funds should not be used to cash personal checks.
- Payment receipts should support petty cash payments. For example, these could include postage receipts, cash register receipts or other documentation to explain the petty cash item that was purchased or paid for.

Gifts and Memorials

Boards and directors need to anticipate how much money they expect to receive from all funding sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process.

Encumbrances

An encumbrance is a purchase order or contract entered into by the library before the end of the fiscal year for goods and services not yet received. For example, new laptop computers ordered for the library in June, but not delivered until after July 1, would be an encumbered obligation. The funds set aside in the budget for the laptops would carry over to the next fiscal year because the obligation for the order was encumbered (or made) before the end of the fiscal year.

Audits

According to the Iowa Auditor of State (August 2020): *"Cities under 2,000 population with $1 million or more in budgeted expenditures in two consecutive years will be required to have an annual examination. Cities with budgeted expenditures of $1 million or more in a single year will continue to be subject to a periodic examination, not an annual examination. Cities under 2,000 population with less than $1 million of budgeted expenditures will be subject to a periodic examination to be performed at least once every eight years."*

As part of the city's audit, the library may be asked to provide its financial records. In cooperation with its city government, some library boards have requested an audit be done simply as a safeguard of the library's finances. Also, a city audit may be required if federal funds in excess of $300,000 have been disbursed or expended during the fiscal year. Be aware that sometimes the financial statements of a Friends Group or a Foundation also become part of the library's audit process.

Roles and Responsibilities of the Director, Board, and City

Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
Keeps the library board informed of library activities, needs and concerns. Prepares a draft budget request. Explains monthly library expenditures to the board. Provides library board with monthly financial reports. Informs city council, mayor, city staff about library activities, needs and concerns.	Stays informed about library activities, needs and concerns. Reviews draft budget request including line items. Approves final budget request based on board approved priorities. Supports and advocates for budget request when presented to the city. Approves monthly expenditures; ultimately and legally responsible for how funds are spent. Reviews monthly financial reports; prioritizes needs to match available funding (has authority to shift funds from one line item to another as needed). Informs city council, mayor, city staff about library activities needs and concerns.	Mayor appoints library board members with approval of city council. Appropriates bottom line funding for the library.	Pays expenditures approved by the library board. Provides the library with monthly reports showing paid expenditures and status of budget. Stays informed about library activities, needs and concerns.

Additional Sources of Funding

In addition to city and county funding (the primary source of funding for the majority of Iowa public libraries), boards should be aware of the following possible additional sources of funding.

Special Library Levy

The special library levy (also known as the 27-cent levy) is a potential source of additional funding for public libraries allowed by **Iowa Code 384.12 (2)**. It allows cities to levy an additional tax of up to $0.27 per $1,000 assessed property valuation in order to provide better library service. A petition and referendum is required to pass the levy. The levy must be passed by a simple majority in order to be enacted. The levy question is put on the ballot in regular city elections, held in odd numbered years.

State Funds

Public libraries receive state funding through the **Enrich Iowa Program**, which includes **Direct State Aid**, **Open Access** and **Interlibrary Loan Reimbursement**. The funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor before being distributed to participating libraries by the State Library.

- **Direct State Aid** is distributed to public libraries based on meeting the standards prescribed in the **Public Library Standards**.
- **Open Access** is a reciprocal borrowing program which enables library customers from a participating library to check out materials, in person, free of charge. Libraries participating in Open Access are subsidized for each item loaned to a nonresident user. Open Access funding supplements, not replaces, local funding.
- **Interlibrary Loan Reimbursement** is a program intended to provide Iowans equal access to library resources by encouraging and supporting resource sharing among different types of libraries. The program pays a subsidy for each item loaned to eligible Iowa libraries. Interlibrary Loan Reimbursement funding supplements, not replaces, local funding.

Federal Funds

Through the Grants to States program, the **Institute of Museum and Library Services** (IMLS) provides federal **Library Services and Technology Act** (LSTA) funds to state libraries, including the State Library of Iowa, using a population-based formula. In Iowa, LSTA funds are used primarily to support statewide programs and services such as the annual summer library program, staff and board education, statewide access to online resources, interlibrary loan network through **State of Iowa Libraries Online** (SILO); the **Iowa Center for the Book**; **Public Library Standards** and more.

Library-Specific Foundations

A library foundation is established to become a vehicle for gifts, bequests, memorials, fund-raisers, capital campaigns, etc. for that specific library only. Such a library foundation functions as a separate entity and can attain 501(c)(3) status from the Internal Revenue Service. Gifts to this foundation are tax deductible to the donor. One factor which makes setting up a foundation extremely attractive is that many donors, such as corporate foundations, will give only to organizations that have 501(c)(3) status.

Of course, the library board may also accept monetary gifts and bequests without establishing a foundation. In order to earmark the funds and demonstrate compliance with the terms of the gift, the board will need to ask the city to establish a library trust account. See "Trust Accounts" section for additional guidance. Gifts or donations made directly to a public library are also tax deductible. Any income the library receives directly must be reported to the city because of its responsibility to account for all income (and expenditures) as required by **Iowa Code 384.20**.

Community Foundations

Iowa Community Foundations are tax-exempt charitable organizations created by and for Iowa communities to encourage citizens to give financially to their communities. Community foundations:

- Are local organizations with deep roots in the community.
- Offer personalized service tailored to each individual's charitable and financial interests.
- Help people invest in the causes they care about.

Grants from the Community Foundation are available to any group within the community and libraries are eligible to apply. Find more information from **Iowa Community Foundations** and **Community Foundations** on the State Library website.

Friends of the Library Groups

A **Friends Group** can help raise funds for special library projects. Friends groups are excellent at attracting publicity and encouraging good public relations and good will for a library. A foundation, described above, may act as a Friends Group.

The **United For Libraries** website from the American Library Association is a good resource for Friends groups, foundations, and trustees. Some of their material is free; some is behind a paywall requiring paid membership.

Private Grants

Private foundations, businesses and corporations may award grants to assist local libraries with programs, services or building projects. Many times the grants are from local or regional organizations or businesses that wish to give back to their communities. The **Foundation Directory Online** is published yearly and is a source for private grant information.

Find more **Funding Resources** on the State Library website.

"In my view, investing in public libraries is an investment in the nation's future…"

Bill Gates

PUBLIC LIBRARY

Invoices for Board Meeting

May 14, 2024

Vendor	Amount	Description of services or goods
Amazon	$2,933.92	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies (Feb & Mar invoices)
Baker and Taylor	$4,527.68	Books
Baker and Taylor Entertainment	$123.83	DVDs
Baker and Taylor Spoken Word	$250.56	Books on CD
Brick Gentry	$90.00	Review of naming recognition policy
Center Point Large Print	$30.71	Large print books
Demco	$661.33	covering supplies and bookmarks
Dust Pros	$1,606.13	Janitorial services, supplies ($35.75 CIP for bathroom remodel)
Grainger	$125.08	Bathroom remodel supplies (CIP)
Iowa Water Management Co.	$47.50	Monthy agreement
Kanopy	$4,000.00	Annual contract for movie streaming
Library Market	$1,500.00	LibraryCalendar annual subscription
Maple Creek Construction	$1,405.00	Drywall installation for bathroom remodel (CIP)
McCoy True Value	$32.56	Bathroom remodeling supplies-CIP Funds
MidAmerican Energy	$134.19	Natural Gas
Michele Patrick	$73.70	Mileage and expenses to Metro Library Directors Meeting
Phillips' Floors	$3,107.00	Replacement of tiled floors (CIP)
Playaway Products	$392.33	Playaway devices and Wonderbooks
Provisio	$120.00	kiosk software new license
Springer Pest Control	$91.30	Pest management
TRM Disposal	$118.00	trash removal
Unique Management	$65.00	Collection agency
Waste Management	$8.99	Recycling tote
Woosley Landscape and Mowing	$270.00	Mowing services
Wells Fargo	$6,481.44	Jacy's statement will be included in next month's package See statements for details
Total:	**$28,196.25**	

Approved **Date**

Approved **Date**

Budget Summary

Personnel	April	Year-to-Date	Budget	% Spent
Salaries	37,731.39	404,621.70	460,283.00	87.91%
Benefits	11,036.79	117,000.30	169,270.00	69.12%
TOTAL	**48,768.18**	**521,622.00**	**629,553.00**	**82.86%**

Collection	April	Year-to-Date	Budget	% Spent
Physical	5,685.42	46,602.98	93,975.00	49.59%
Digital	0.00	15,624.93	23,850.00	65.51%
Special	279.42	3,827.22	9,400.00	40.72%
TOTAL	**5,964.84**	**66,055.13**	**127,225.00**	**51.92%**

Operations	April	Year-to-Date	Budget	% Spent
Repair/Maint	49.50	17,022.13	31,702.00	53.69%
Operations	8,578.94	100,988.20	140,729.00	71.76%
TOTAL	**8,628.44**	**118,010.33**	**172,431.00**	**71.76%**

TOTAL	April	Year-to-Date	Budget	% Spent
	63,361.46	705,687.46	929,209.00	75.94%

Capital Improvement FY24	April	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	April	Year-to-Date	Budget	% Spent
Tuckpointing	0.00	12,600.00	18,000.00	70.00%
Bathroom Upgrades	1,440.68	12,389.00	20,000.00	61.95%
Flooring: Entry	0.00	27,839.00	20,000.00	139.20%
TOTAL	**1,440.68**	**52,828.00**	**58,000.00**	**91.08%**

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-535,731.20	-600,000.00	-64,268.80	89.28%
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)	-2,178.91	-1,000.00	1,178.91	217.89%
041-4100-47641	Library Fines(R)	-3,309.10	-3,000.00	309.10	110.30%
041-4100-49400	Transfer In--T&A PROP TAX(R)	-104,745.97	-194,165.00	-89,419.03	53.94%
Revenue		**-695,423.18**	**-883,165.00**	**-187,741.82**	
041 - LIBRARY FUND		**-695,423.18**	**-883,165.00**	**-187,741.82**	
Total:		**-695,423.18**	**-883,165.00**	**-187,741.82**	

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	104,052.86	123,626.00	19,573.14	84.16%
041-4100-60130	Salary/Wages--Clerical(E)	300,568.83	336,657.00	36,088.17	89.28%
041-4100-61100	FICA(E)	30,318.35	34,895.00	4,576.65	86.88%
041-4100-61300	IPERS(E)	38,087.42	43,060.00	4,972.58	88.45%
041-4100-61420	Deferred Comp--457(E)	3,250.00	3,900.00	650.00	83.33%
041-4100-61430	Employee Assistance Program(E)	275.04	255.00	-20.04	107.85%
041-4100-61440	Wellness Program(E)	198.18	570.00	371.82	34.76%
041-4100-61500	Health Insurance(E)	34,028.06	67,434.00	33,405.94	50.46%
041-4100-61501	Dental Insurance(E)	2,297.57	3,928.00	1,630.43	58.49%
041-4100-61502	Vision Insurance(E)	288.54	395.00	106.46	73.04%
041-4100-61503	HSA Expense(E)	4,550.56	9,600.00	5,049.44	47.40%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	3,274.56	4,833.00	1,558.44	67.75%
041-4100-61599	Workers' Comp Insurance(E)	432.03	400.00	-32.03	108.00%
041-4100-62100	Membership Dues/Subscriptions(E)	582.00	850.00	268.00	68.47%
041-4100-62300	Education/Training(E)	2,597.34	3,600.00	1,002.66	72.14%
041-4100-62700	Mileage(E)	112.56	1,250.00	1,137.44	9.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	17,022.13	31,702.00	14,679.87	53.69%
041-4100-63710	Utilities(E)	15,842.86	29,365.00	13,522.14	53.95%
041-4100-64020	Advertising & Legal Notices(E)	3,382.21	3,000.00	-382.21	112.74%
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)	16,992.55	22,728.00	5,735.45	74.76%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	971.87	1,440.00	468.13	67.49%
041-4100-65020	Library Books & Periodicals(E)	46,602.98	93,975.00	47,372.02	49.59%
041-4100-65021	Digital Materials(E)	15,624.93	23,850.00	8,225.07	65.51%
041-4100-65022	Special Collections(E)	3,827.22	9,400.00	5,572.78	40.71%
041-4100-65060	Office Supplies(E)	2,682.61	4,000.00	1,317.39	67.06%
041-4100-65070	Materials/Supplies(E)	3,148.39	11,350.00	8,201.61	27.73%
041-4100-65079	Materials/Supplies--Program(E)	9,792.76	12,500.00	2,707.24	78.34%
041-4100-65080	Postage(E)	805.14	840.00	34.86	95.85%
041-4100-65990	Miscellaneous(E)	462.88	870.00	407.12	53.20%
041-4100-67240	Computer Hardware/Software(E)	31,198.58	35,036.00	3,837.42	89.04%
041-4100-69301	Transfer Out-CIP(E)	.00	103,000.00	103,000.00	0.00%

Account Number	Account Title	YTD	Budget	Variance	% Budget
Expenditure		**705,687.43**	**1,032,209.00**	**326,521.57**	
041 - LIBRARY FUND		**705,687.43**	**1,032,209.00**	**326,521.57**	
Total:		**705,687.43**	**1,032,209.00**	**326,521.57**	

Library Special Revenue | April 2024

Account Number	Account Title	YTD	Budget
141 - LIBRARY SPECIAL REVENUE FUND			
141-4100-65020	Library Books & Periodicals(E)	2,361.52	20,000.00
141-4100-65023	Summer Reading Program Expense(E)	4,660.75	15,000.00
141-4100-65024	Friends of the Library Expense(E)	4,462.35	20,000.00
141-4100-65025	Enrich Iowa Expenses(E)	3,052.73	5,000.00
141-4100-65070	Materials/Supplies(E)	2,607.70	10,000.00
141-4100-69000	Transfer Out(E)	.00	.00
Expenditure		**17,145.05**	**70,000.00**
141-4100-44302	Enrich Iowa(R)	-8,674.70	-5,000.00
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00
141-4100-47050	Donations/Contributions(R)	-8,837.28	-30,000.00
141-4100-47051	Friends of the Library Contrib(R)	-12,315.90	-20,000.00
Revenue		**-29,827.88**	**-70,000.00**
Total:		**-12,682.83**	**.00**

MEMO

To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: May 2024
Subject: Naming and Recognition Policy

The City's attorney has made a few suggested changes to the draft policy (changes marked in red). My recommendation is to accept all changes.

Enclosed: Redlined copy of draft policy
Clean copy of draft policy

Indianola Public Library Naming and Recognition Policy

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
- Amenitites, 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 written agreement of that person.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the written 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.
- A naming rights agreement must be entered into between the Library and the donor.
- Donors will be recognized only after 100%~~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 must~~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, in the Board's sole discretion, 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.

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MEMO

indianola public library

To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: May 2024
Subject: Structural Report

TE Forensics completed a more detailed inspection of the library building's structure in April.

Summary of Findings (p. 18-19)

- The problems with the front entry are not due to inadequate footings. Rather it is a construction flaw, in which the concrete slab supporting the front entry was found to be sloped with a hump on the threshold. Since the threshold itself is bent, it needs to be replaced, along with the doors.
- The leaning of the front wall was caused by the original initial settlement of the ground when the library was constructed, but there hasn't been additional settlement since.
- In general, the building is in good condition, although it has continual maintenance issues, such as the skylight and roof. Replacement of these are recommended.

Forensics

TE Forensics, Inc   10501 Buena Vista Court   Urbandale, IA 50322

Date: September 15, 2023   Updated: April 20, 2024

Job #: P23-229

To: City of Indianola   City of Indianola

tlittle@indianolaiowa.gov   breeves@indianolaiowa.gov

Attn: Tim Little   Attn: Ben Reeves

Building Inspection for:

207 N "B" Street

Indianola, IA

Purpose and Scope:

The purpose of this inspection is to evaluate the general condition of the building. This will include a general review of the International Building Code Requirements.

The update for this report is provided at the end of the original report.

General Information:

The building is located at 207 N "B" Street, Indianola, Iowa. It was originally constructed about 40 years ago. It has been upgraded for accessibility.

Site:

The building is facing to the east. The land around the building is relatively flat.

1. View from the west

2. View from the southwest

Interior and Exterior Walls:

The building is a load bearing masonry structure with steel framing for the interior support. The exterior walls are plumb and in good condition with the exception of the east entrance, the north facing wall has some distress. This will be reviewed at the end of the report. There are some minor masonry issues on the northwest corner and some issues with the dumpster surround on the west side.

The doors and windows are in relatively good condition but the skylight in the center of the building has some concerns. It has leaked for many years and has been resealed more than once. It is still leaking.

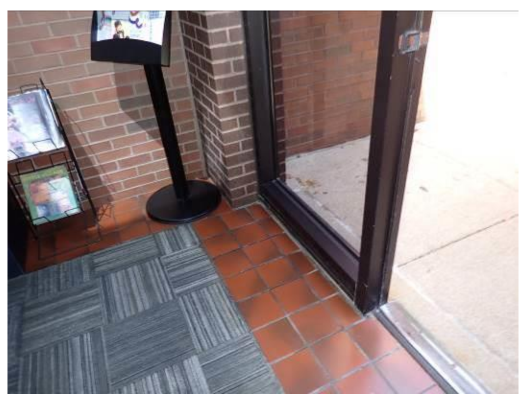
3, 4. Views from the northeast

5, 6. Views of front entry masonry distress

7, 8. Views of front entry concrete


9, 10. Joints at front entry


11, 12. Threshold distress

13, 14. Front entry interior

Floors:

The floors on the main level are a concrete slab on grade. The floors are level and appear to be in good condition. The only area of concern is at the front entry where the threshold appears to be slightly lifted.

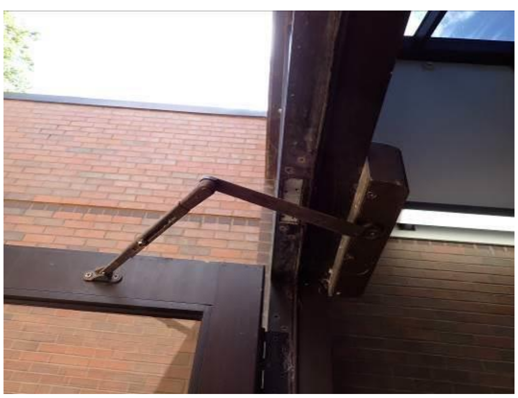
15, 16. Masonry wall at front entry

17, 18. Threshold and door jamb

19, 20. Close ups of door threshold

21, 22. Close up views

23, 24. Close up views



25, 26. Close up views

27, 28. Masonry issues on north wall

29, 30. Masonry issues on northwest corner

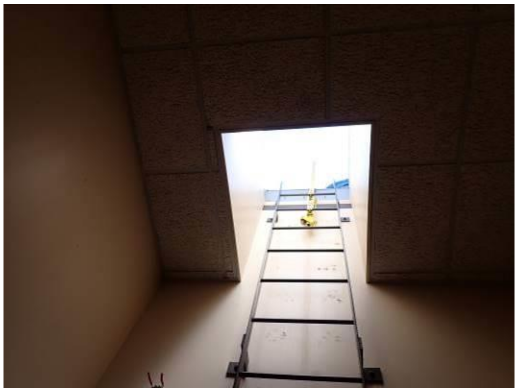
31. New joint sealant needed **Dumpster surround damage**

33, 34. Dumpster surround damage

Foundation:

The foundation of the building is poured concrete. The only area of potential concern would be at the front entry.



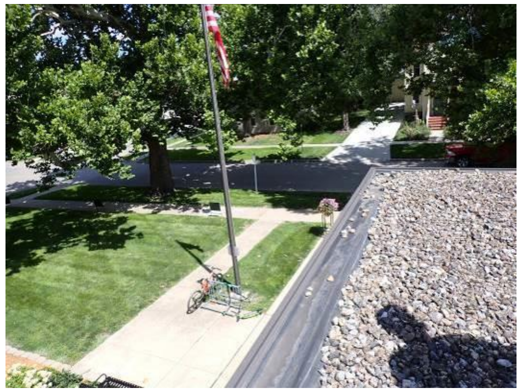
35. Roof access **36. View of roof**

37, 38. Views of roof

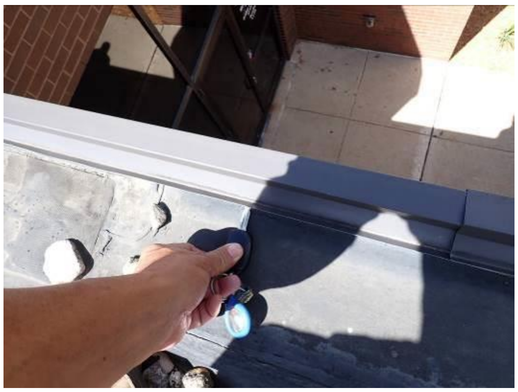
39, 40. Close up views

Roof:

The roof is a steel bar joist framed roof with a metal deck and a rubber membrane. The membrane is a ballasted membrane, it appears that there have been some leaks, and the membrane has had some repairs. The membrane is not far from needing to be replaced. An adhered membrane may function better than the ballasted membrane.

41, 42. Close up details




43, 44. Potential leaks


45, 46. Potential leaks


47, 48. Additional views of roof

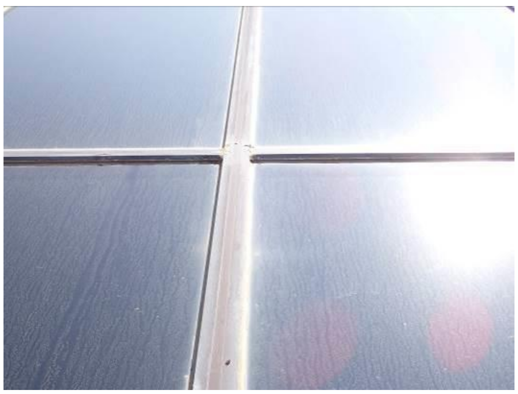

49, 50. Views of skylights


51, 52. Views of repairs to skylights


53, 54. Views of skylights

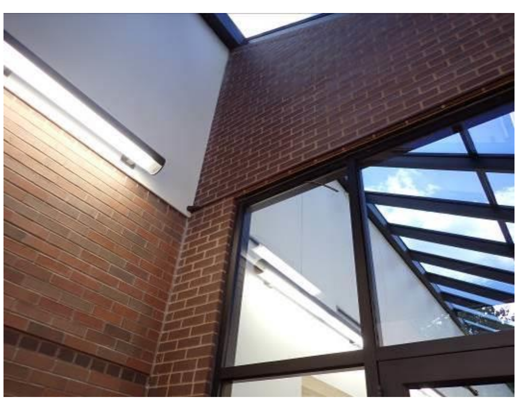

55, 56. Close ups


57, 58. Areas of concern



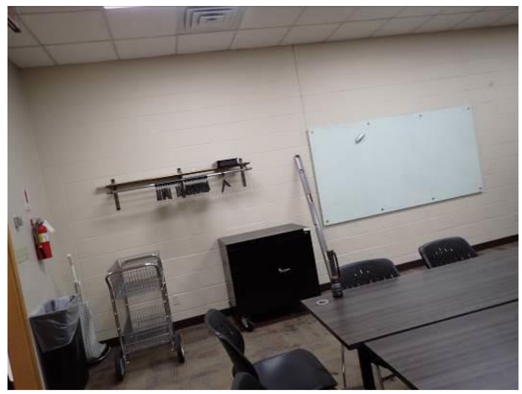

59, 60. Repairs


61, 62. Interior views




63, 64. Entry views


65, 66. Additional views

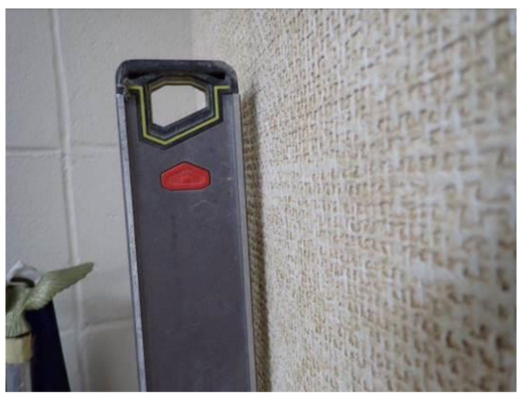
67, 68. Interior views


69, 70. Interior views


71, 72. Interior views

73, 74. **Interior views**

75, 76. **Wall and floor alignment**



77, 78. **Wall alignment**

79, 80. **Wall alignment**

81, 82. Skylight views

83, 84. Northwest corner interior view

Evaluation and Assessment:

The areas in question are the front entry, the north wall by the front entry, the roof and the skylights and the masonry on the north side and at the dumpster.

Skylights are a constant maintenance item. They could be replaced, but they will still be a maintenance problem. My preference is to redesign and use clerestory lighting. It is more economical on energy bills and much easier to maintain.

The roof should be scheduled for replacement in the next 5-10 years. It may last longer, but it should be in the budget in that time period. If the skylights were changed over to a clerestory or simply replaced, it would be a good time to replace the roof.

The front entry and the associated wall will need some additional review. A review of the original plans may help determine what the issue is, it looks like some of the soils in the area are soft and have allowed the settlement of the wall near the entry. It appears to have move about ¼" to 3/8", this is not dangerous but needs to be monitored. The front door issue may be associated with the wall movement or may be associated with soil settlement below that area as well.

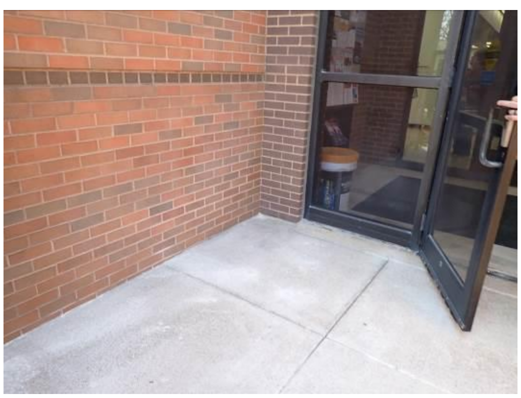
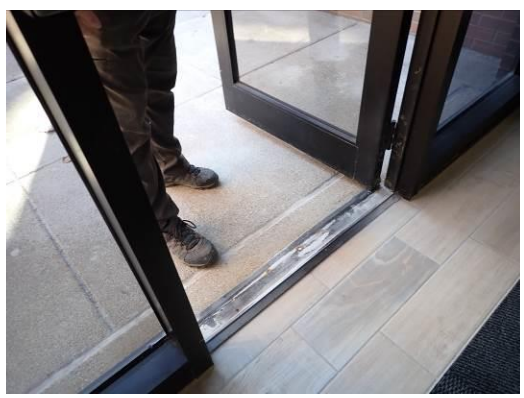
One choice is to remove the sidewalk concrete in the area, dig down and inspect the footings of the north wall that is out of plumb. Once it is determined what the problem is, then either repair the wall and put in new frost footings for the approach slab and insulated the current foundation wall by the entry door. Another approach is just to do maintenance each year in that area.
The masonry on the north side and the masonry on dumpster simply need tuck pointing and repair. A competent mason can provide that service.
In general, the building is in good condition. Maintenance items are necessary to keep it in good condition, that is why these recommendations should be reviewed for implementation.

Update: April 20, 2024:

The original areas in question are the front entry, the north wall by the front entry, the roof and the skylights and the masonry on the north side and at the dumpster. Additional work and research were performed to determine the areas of concern. The masonry on the north side and at the dumpster has been repaired.

Photos from field work; March 27, 2024:

85, 86. East entry

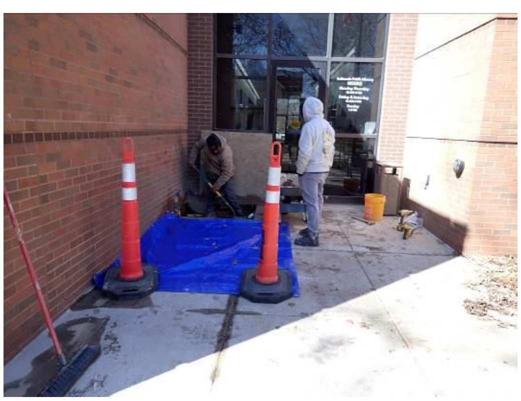



87, 88. East entry

89, 90. Threshold views

91, 92. Sloping concrete

93, 94. Sloping concrete at entry



95, 96. Removal of concrete at east entry

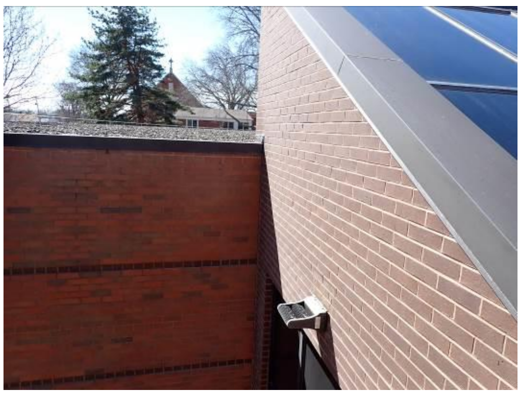

97, 98. Close up views, galvanized "steel centering" supporting concrete


99, 100. Probing to find footings


101, 102. Probing to find footings


103, 104 Leaning wall, inside alignment


105, 106. Leaning wall, outside alignment

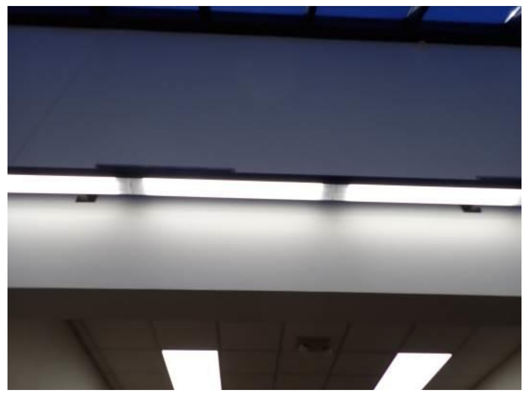



107, 108. Views at top of wall


109, 110. Views of skylight


111, 112. Views of skylight

113, 114. Views of skylight



115, 116. Views of skylight

The skylight was water tested and there were no current leaks found. The sealant looks marginal but is working. It has been resealed many times. There are some indications of leaking (staining on the walls), this could be from condensation. Another possibility is that the skylights might only leak when there is negative air pressure in the building. This varies seasonally when the HVAC system is running. If the librarians can keep a log of if and when it does leak, it may be easier to determine why. It is still the opinion of the writer that skylights are a constant maintenance item and if a remodel of the building were done, this should be changed to a clerestory design.

In general, it should be noted that the roof membrane is in marginal condition and should be considered for replacement in the next 5-10 years.

The main item of concern is at the main entry on the east side. There are two issues here, the first is the door with the constant threshold problem and the second is the adjacent wall that has a slight lean. The area was excavated to determine if the footings were of adequate depth (42"). If the footings were not of adequate depth, frost heave could be causing the problem.

The original design drawings were found and the entry detail is slightly different than normal. There is no footing at the door locations, it is on an a slab that was placed on steel centering (galvanized corrugated steel) that is supported on footings. This is not a conventional way of construction entry stoops, but it does accomplish the goal of front protection. The area was excavated and the steel support (see photos) is adequately supporting the concrete slab that supports the front entry storefront glass and door. The only additional note is that the slab was found to be sloped and the threshold has a hump in it. It was determined that the footings are of adequate depth and was designed as a frost footing. Therefore, the threshold itself is simply bent and needs to be replaced. This can be done by a storefront glass contractor. The whole door may need to be replaced, if so, the area storefront frame should be shimmed to be level.

The front wall that is leaning slightly appears to be from the original initial settlement. The wall was found to have adequate footings. This indicates that the initial bearing pressure was apparently not adequate, and the wall settled in its current position. It does not appear to have moved since. It can be monitored for future movement. If there is future movement, high performance polymer foam can be used to stabilize or even lift it. The other choice is piering, both are acceptable methods. At this point, it is recommended just to monitor it.

In general, the building is in good condition. There are continued maintenance issues, as with every building. The skylight will need to be sealed periodically and the roof will need to be replaced in the near future.

Disclaimer:

This was a visual inspection. Numerous areas are not exposed to view. Internal deterioration may not be detected by a visual inspection. The writer assumes no responsibility to those items which were not exposed to view or were not present at the time of inspection.

The mechanical, electrical and plumbing systems in the residence were not reviewed as a part of this inspection. Items pertaining to these systems are not included in this report. Asbestos and Radon were not tested for and are not included as part of this report. Please call if I may be of further assistance.

Certification:

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly Registered Professional Engineer under the laws of the State of Iowa.

Signature:

Date: April 20, 2024 Registration #: 11121

My Registration Renewal Date is December 31, 2024

LICENSED PROFESSIONAL ENGINEER
JAMES
TOMETICH
11121
IOWA

MEMO

To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: May 2024
Subject: Furniture Proposal

Piggott has provided a furniture proposal for the adult section of the library using a mid-century modern look that would fit in with the style of the library. The proposal is more than the $40,000 Capital Improvement Plan budget, but the additional funds could be taken from other sources, such as Enrich Iowa.

A few options for your consideration:

1. Accept the proposal in its entirety. Cost = $53,664.05
2. Purchase the lounge area furniture only (4 chairs, 2 side tables, coffee table): Cost = $5,640.40 plus design and installation fees.
3. Purchase nothing. *

My recommendation: Option 3.

*We may be billed for the design cost.

PIGOTT

Indianola Public Library

Finalized Layout & Finish Update

March 2024

MillerKnoll
CERTIFIED DEALER

FALK
BUILT™

Chosen Furniture Pieces

OFS Harpin Guest Chair

OFS Raya Lounge Chair

Davis Ginkgo High-Back Lounge Chair

Puzzle Table

OFS Beck Table

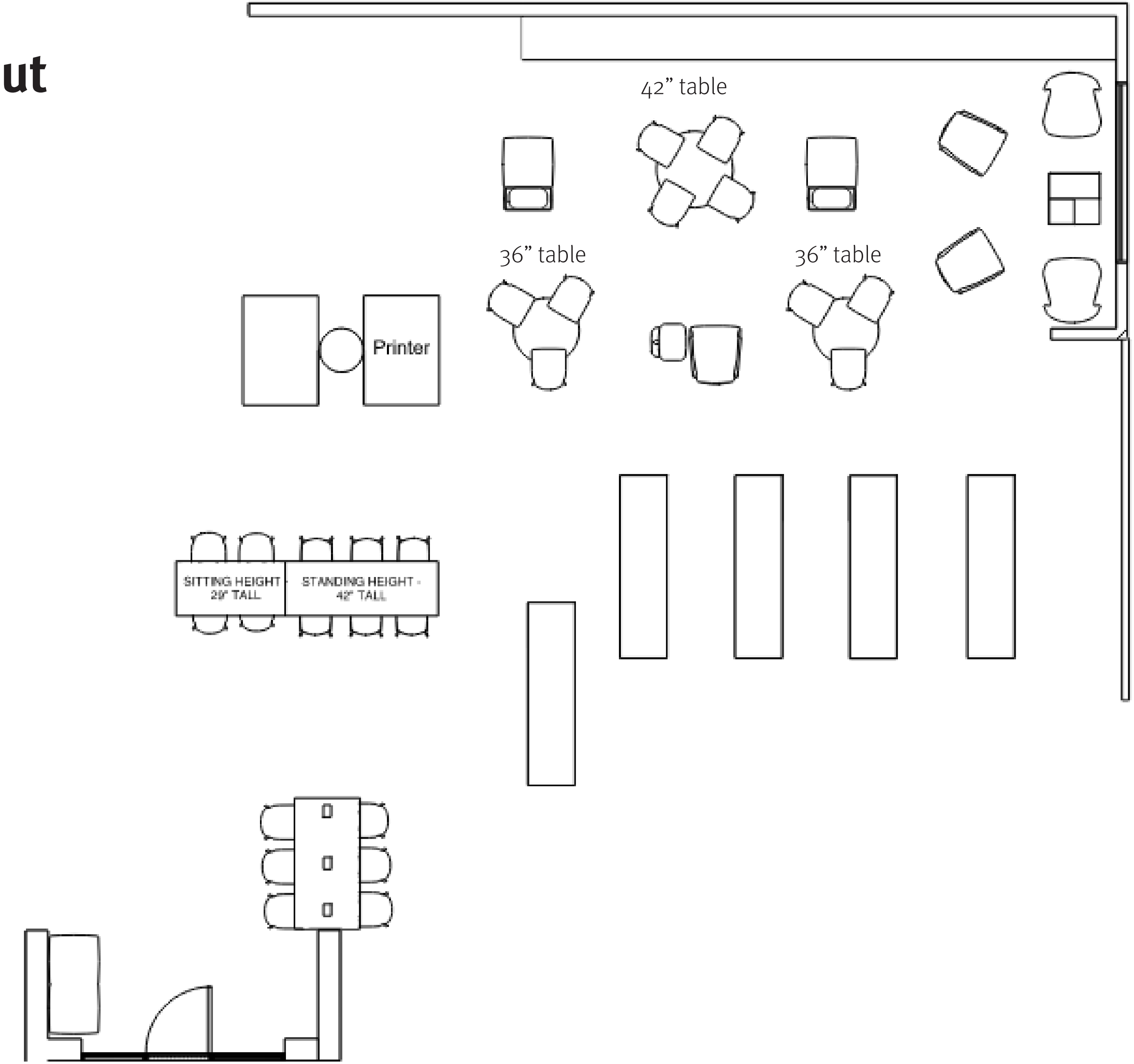
OFS Kintra – Seated Height Table

OFS Kintra – Bar Height Table

OFS Harpin Barstool

OFS Heya Bench

Finalized Layout



Updated Renderings – Adult Area

Maharam Perspective
Color: Oxide

Maharam Manner
Color: Firth

Maharam Manner
Color: Southwest

Maharam Manner
Color: Butterscotch

OFS Veneer
Color: Root

Updated Renderings – Adult Area

Maharam Perspective
Color: Oxide

Maharam Manner
Color: Firth

Maharam Manner
Color: Southwest

Maharam Manner
Color: Butterscotch

OFS Veneer
Color: Root

BUDGET

Description	Price
ADULT AREA	$28,000
BACK DOOR BENCH	$1,550
GAME TABLES	$9,300
LAPTOP TABLE	$6,450
ESTIMATED SERVICES	$6,795
ESTIMATED TOTAL BUDGET	$52,095

MEMO

To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: May 2024
Subject: FY25 Budget

The FY25 budget has been approved by the City Council and is ready for your consideration. It is a 16% increase over the current year. Most of that increase is due to expenses associated with the hiring of an assistant director, which is budgeted to begin in January.

041 - Library Fund Fiscal Year 2025 Budget

REVENUE

	Acct#	Title	Current Budget	Budget	Change
1	041-4100-40000	Property Taxes	600,000.00	604,027.00	1%
2	041-4100-44700	Library Service Reimbursements	85,000.00	85,000.00	0%
3	041-4100-47400	Misc Sales	1,000.00	1,000.00	0%
4	041-4100-47641	Library Fines	3,000.00	3,000.00	0%
5	041-4100-49400	Transfer In--T&A PROP TAX	194,165.00	188,623.12	-3%
	Total		**883,165.00**	**881,650.12**	**-0.2%**

EXPENDITURES

	Acct#	Title	Current Budget	Budget	Change
6	041-4100-60110	Salary--Administration	123,626.00	176,628.00	43%
7	041-4100-60130	Salary/Wages--Clerical	336,657.00	399,243.00	19%
8	041-4100-61100	FICA	34,895.00	44,054.00	26%
9	041-4100-61300	IPERS	43,060.00	54,363.00	26%
10	041-4100-61420	Deferred Comp--457	3,900.00	4,950.00	27%
11	041-4100-61430	Employee Asst Program	255.00	300.00	18%
12	041-4100-61440	Wellness Program	570.00	360.00	-37%
13	041-4100-61500	Health Insurance	67,434.00	59,791.00	-11%
14	041-4100-61501	Dental Insurance	3,928.00	3,904.00	-1%
15	041-4100-61502	Vision Insurance	395.00	382.00	-3%
16	041-4100-61503	HSA Expense	9,600.00	16,100.00	68%
17	041-4100-61550	Life Ins.e/ADD/LTD/STD	4,833.00	5,316.00	10%
18	041-4100-61599	Workers' Comp	400.00	400.00	0%
19	041-4100-62100	Membership Dues	850.00	875.00	3%
20	041-4100-62300	Education/Training	3,600.00	3,000.00	-17%
21	041-4100-62700	Mileage	1,250.00	1,250.00	0%
22	041-4100-63100	Repair/Maint--Bldg/Grounds	31,702.00	37,000.00	17%
23	041-4100-63710	Utilities	29,365.00	30,246.00	3%
24	041-4100-64020	Advertising & Legal Notices	3,000.00	2,250.00	-25%
25	041-4100-64082	Insurance--General Liability	5,500.00	7,290.00	33%
26	041-4100-64083	Insurance--Property	6,500.00	8,118.00	25%
27	041-4100-64084	Insurance--Boiler/Machinery	700.00	732.00	5%
28	041-4100-64090	Janitorial Services	22,728.00	24,775.00	9%

	Acct#	Title	Current Budget	Budget	Change
29	041-4100-64140	Printing	1,200.00	0.00	-100%
30	041-4100-64990	Misc Contractual	1,440.00	6,000.00	317%
31	041-4100-65020	Library Books & Periodicals	93,975.00	97,309.00	4%
32	041-4100-65021	Digital Materials	23,850.00	28,000.00	17%
33	041-4100-65022	Special Collections	9,400.00	10,000.00	6%
34	041-4100-65060	Office Supplies	4,000.00	4,100.00	3%
35	041-4100-65070	Materials/Supplies	11,350.00	11,700.00	3%
36	041-4100-65079	Materials/Supplies--Program	12,500.00	15,000.00	20%
37	041-4100-65080	Postage	840.00	850.00	1%
38	041-4100-65990	Miscellaneous	870.00	1,600.00	84%
39	041-4100-67240	Computer Hardware/Software	35,036.00	38,145.00	9%
40	041-4100-69301	Transfer Out-CIP	103,000.00	100,000.00	-3%
	Total:		**1,032,209.00**	**1,194,031.00**	**16%**

May 2024

Director's Report

Warren County Philanthropic Partnership Grant

The library was awarded $2,000 from the Warren County Philanthropic Partnership (WCPP) with an additional $2,000 in matching funds from the Friends to purchase activity wall panels for the children's space. This includes felt panels and a magnetic panel with connecting pieces such as pipes and ramps, a Lego panel, and a pegboard panel which are designed to teach STEM concepts using imaginative play. A panel of pool noodles on wooden dowels, a tactile panel, and an "I Spy" panel will encourage sensory learning and fine motor skills. The panels will be rotated periodically to keep interest high. We're hoping to have the first one installed in May. Congratulations to Jacy for writing this grant.

New Hours beginning June 1

Beginning June 1, the library will open at 9 am instead of 10 am Monday – Saturday. This allows us to offer two storytimes on Tuesday and Thursday mornings. We expect this to be a popular change.

Employee Awards Banquet

At this month's City of Indianola Awards Banquet, Janis Comer was recognized for 10 years of service to the library. Jody Ross received two peer nominations for Employee of the Year.

Preparing for Summer

Staff are very busy this month preparing for the Summer Reading Challenge and extra programs. We have more than 100 programs planned for June and July.

Program Updates

- Our annual **Stuffie Sleepover** was another success with over 70 stuffed animals spending the night at the library. We do this program in cooperation with the teachers from the Indianola Preschool.
- We tried a few new programs this month – an escape room for teens and an author fair (in partnership with Parks and Rec). Both programs went well.

Circulation

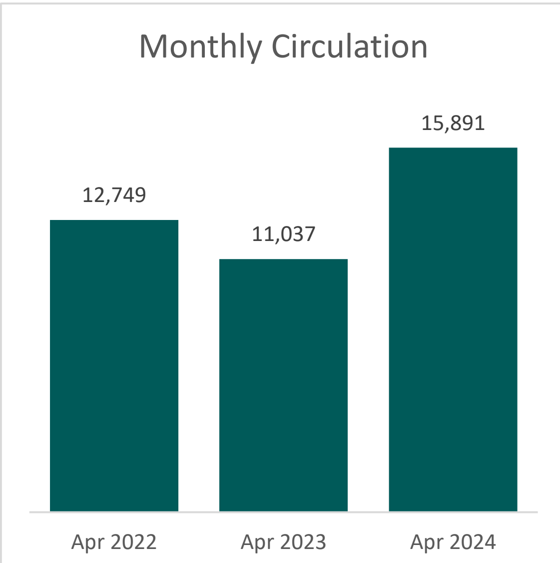
Print	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,353	2,484	3,761	32,339	34,836	36,908
Teens	459	284	491	5,092	4,881	4,814
Children	4,400	3,483	4,973	42,590	43,974	47,968
Total	**8,212**	**6,251**	**9,225**	**80,021**	**83,691**	**89,690**

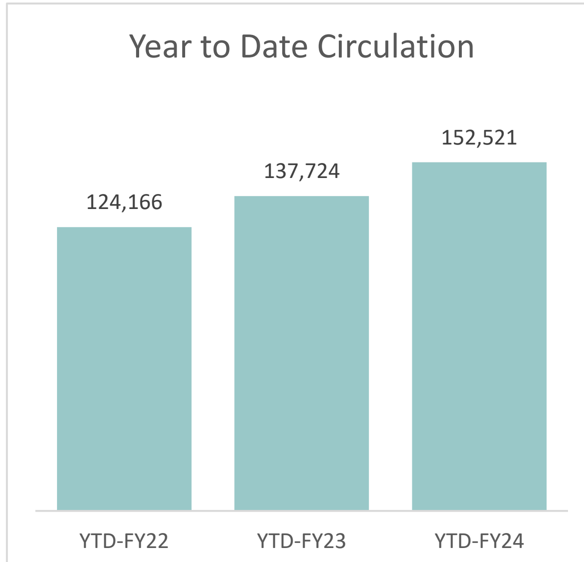
Entertainment	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	990	1,058	1,752	11,033	14,155	15,700
Magazines	158	122	189	1,660	1,668	1,337
Audiobooks	136	130	103	1,534	1,616	1,391
Games & Puzzles	331	294	577	3,069	4,268	5,688
Library of Things	57	44	66	418	625	568
Total	**1,672**	**1,648**	**2,687**	**17,714**	**22,332**	**24,684**

Digital	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,769	1,695	1,821	15,541	17,154	18,031
Eaudio books	1,057	1,243	1,874	10,396	12,705	16,300
Digital Magazines	36	63	125	488	694	2,026
Streaming Videos	3	137	159	6	1,148	1,790
Total	**2,865**	**3,138**	**3,979**	**26,431**	**31,701**	**38,147**

Total	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
	12,749	**11,037**	**15,891**	**124,166**	**137,724**	**152,521**

Circulation



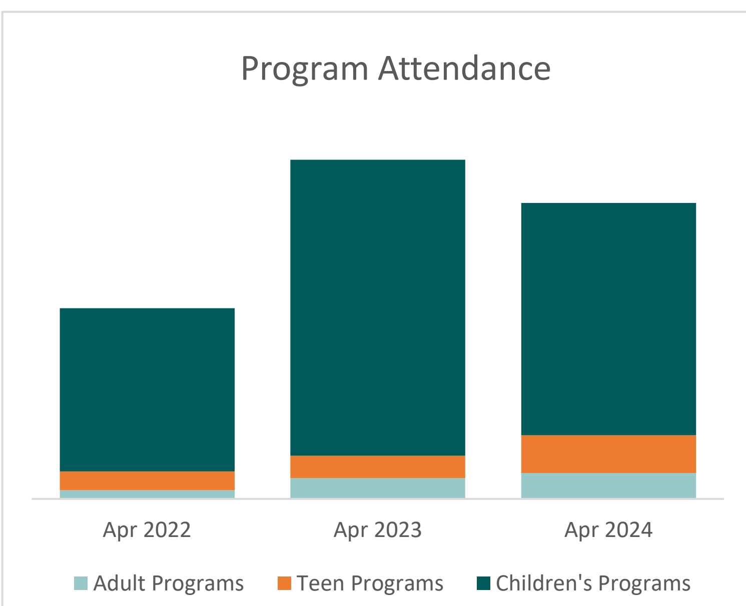


April 2024

Library Programs

Attendance	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	31	75	93	308	879	1,405
Teen Programs	68	80	136	616	695	934
Children's Programs	589	1,068	838	6,839	9,219	9,345
Library Meetings	18	19	20	195	215	207
Total Attendance	**706**	**1,242**	**1,087**	**7,958**	**11,008**	**11,891**

Number of Programs	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	7	8	11	62	74	104
Teen Programs	5	6	7	61	54	50
Children's Programs	31	40	31	276	321	315
Total Number	**43**	**54**	**49**	**399**	**449**	**469**



Library Services

User Statistics	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
New Library Cards	62	79	124	679	903	849
Door Count	5,599	7,205	7,021	52,546	62,543	64,457
In-House Browsing	526	507	675	4,605	5,466	5,044
Number of Home Deliveries	4	7	7	51	71	86
Number of Home Delivery Items	91	67	147	973	843	1,242
Interlibrary Loans (IPL loaned)	19	17	20	156	173	208

Computer Usage	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Public Computers	261	183	315	2,328	2,849	3,210
WiFi Sessions	492	719	646	3,407	6,610	6,967
WiFi Unique Users	198	293	243	1,542	2,605	2,693
Mobile App Launches	1,168	1,665	1,925	9,644	16,175	18,009
Mobile App Page Views	1,673	2,165	2,699	11,643	18,300	23,252

Public Meeting Room	Apr 2022	Apr 2023	Apr 2024	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	10	9	13	89	115	137
Meeting Attendance	124	43	70	457	703	879