



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 8, 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. September 10, 2024 Meeting Minutes
- 5. Trustee Continuing Education**
 - A. Trustee Handbook Ch. 9: Board Relationships with Director, Staff, and City
- 6. Financial Reports**
 - A. Approve Monthly Claims
 - B. Review Financial Reports
- 7. New Business**
 - A. Policy Review: Genealogy Research*
 - B. Proposal for Library Concept Drawings
- 8. Reports**
 - A. Director's Report
 - B. Library Statistics
 - C. Friends of the Library Report
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 10, 2024

5:30 p.m.

Indianola Public Library

Present: Library Director - Michele Patrick, Val Craven, Dawn Goodale, Cyd Dyer, Sally Van Dorin, Andy Brittingham, and Teresa Swan Tuit was introduced as a new member of the Board replacing Tom Smith.

1. Call to Order

Andy called the meeting to order at 5:30.

2. Public Comment

No public comment.

3. Agenda Approval

MOTION: *Dawn motioned to approve the agenda. Val seconded. Motion carried.*

4. Minutes Approval

a. August 13, 2024 Meeting Minutes*

MOTION: *Cyd motioned to approve the August 13 meeting minutes. Dawn seconded. Motion carried.*

5. Trustee Continuing Education

a. Michele shared an American Libraries article with the Board:

Censorship throughout the Centuries. Banned Book Week will be Sept. 22-28.

6. Financial Reports

a. Approve Monthly Claims*

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

b. Review Financial Reports

Michele noted that things are on track for this part of the year.

7. Unfinished Business

a. Strategic Plan Proposals*

There were two proposals submitted and Michele shared information about each of the submitters.

MOTION: *After discussion, Teresa motioned to accept the proposal made by Owner and President Cassandra Hall of “2 The Top”. Dawn seconded and the motion carried.*

8. New Business

a. Policy Review: Personnel*

*Michele shared that she is comfortable following the city’s policy. **MOTION:** Cyd moved to accept the policy and Teresa seconded the motion. It carried.*

b. Policy Review: Library Services with other Cities*

Michele explained how this works and that she would recommend no contracts.

MOTION: *Teresa moved and Dawn seconded. Motion carried.*

9. Reports

a. Director’s Report

Michele shared information about the change in plans for meeting the city’s facility’s needs. Ben Reeves, City Manager, presented the new plan called Vision 2030. Funding options are being explored. The plan is still to construct the new Library in the 6th Street Plan. There will not be a referendum this fall. Michele and Andy will be meeting with Ben to review information about the plan.

b. Library Statistics

Some areas were down in August, but overall all services are increasing.

10. Trustee Comments

11. Adjourn



Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.
Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director.

Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.
- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.
- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.
- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life. Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life

in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

- ❖ Keep the city informed about board decisions.
- ❖ Consider a city council liaison to the library board.
- ❖ Attend a council meeting once a quarter and make a report about the library.
- ❖ Educate the council regarding the role of the library and **Public Library Standards**.
- ❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).
- ❖ Invite the city council to hold meetings at the library.
- ❖ Invite city officials to library programs.
- ❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *"It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*



Invoices for Board Meeting

October 8, 2024

Vendor	Amount	Description of services or goods
Altoona Public Library	\$200.00	ILA Conference welcome reception sponsorship
Amazon	\$2,515.92	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies (Feb & Mar invoices)
Baker and Taylor	\$4,718.34	Books
Baker and Taylor Entertainment	\$34.98	DVDs
Baker and Taylor Spoken Word	\$53.98	Books on CD
Center Point Large Print	\$560.88	Large print books (Annual western subscription)
City of Indianola (IMU)	\$1,793.91	Utilities
Demco	\$532.43	book covering supplies and bookmarks
Dust Pros	\$1,812.50	Janitorial services, supplies (\$35.75 CIP for bathroom remodel)
Envisionware	\$575.00	Mobile Printing software annual renewal
Iowa Water Management Co.	\$49.50	Monthly agreement
McKula Inc	\$1,900.00	Incident Tracker software annual renewal
MidAmerican Energy	\$36.83	Natural Gas
Pella Printing	\$186.66	Windowed envelopes
Playaway Products	\$660.38	Playaway devices and Wonderbooks
TRM Disposal	\$118.00	trash removal
Unique Management	\$65.00	Collection agency
Waste Management	\$9.48	Recycling tote
Woosley Landscape and Mowing	\$270.00	Mowing services
Wells Fargo	\$1,419.55	See statements for details

Total: **\$17,513.34**

Approved

Date

Approved

Date



Budget Summary

September 2024

Personnel	Sept	Year-to-Date	Budget	% Spent
Salaries	39,320.22	138,620.69	575,871.00	24.1%
Benefits	11,441.65	38,300.37	189,920.00	20.2%
TOTAL	50,761.87	176,921.06	765,791.00	23.1%

Collection	Sept	Year-to-Date	Budget	% Spent
Physical	8,003.18	16,546.67	97,309.00	17.0%
Digital	0.00	4,099.92	28,000.00	14.6%
Special	251.23	2,278.56	10,000.00	22.8%
TOTAL	8,254.41	22,925.15	135,309.00	16.9%

Operations	Sept	Year-to-Date	Budget	% Spent
Repair/Maint	2,890.98	3,995.37	37,000.00	10.8%
Computer/IT	396.55	29,197.91	38,145.00	76.5%
Operations	9,584.14	33,911.21	117,786.00	28.8%
TOTAL	12,871.67	67,104.49	192,931.00	28.8%

TOTAL TO DATE	Sept	Year-to-Date	Budget	% Spent
	71,887.95	266,950.70	1,094,031.00	24.4%

25% of Budget Year

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-35,551.25	-604,027.00	-568,475.75	5.88%
041-4100-44700	Library Service Reimbursements(R)	.00	-85,000.00	-85,000.00	0.00%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-1,273.84	-1,000.00	273.84	127.38%
041-4100-47641	Library Fines(R)	-939.99	-3,000.00	-2,060.01	31.33%
041-4100-49000	Transfer In(R)	.00	.00	.00	100.00%
Total:		-37,765.08	-693,027.00	-655,261.92	

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-60110	Salary/Wages--Administration(E)	35,418.48	176,628.00	20.05%
041-4100-60130	Salary/Wages--Clerical(E)	103,202.21	399,243.00	25.84%
041-4100-61100	FICA(E)	10,305.18	44,054.00	23.39%
041-4100-61300	IPERS(E)	12,933.35	54,363.00	23.79%
041-4100-61420	Deferred Comp--457(E)	975.00	4,950.00	19.69%
041-4100-61430	Employee Assistance Program(E)	276.00	300.00	92.00%
041-4100-61440	Wellness Program(E)	.00	360.00	0.00%
041-4100-61500	Health Insurance(E)	10,753.08	59,791.00	17.98%
041-4100-61501	Dental Insurance(E)	701.91	3,904.00	17.97%
041-4100-61502	Vision Insurance(E)	85.29	382.00	22.32%
041-4100-61503	HSA Expense(E)	969.15	16,100.00	6.01%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	1,089.99	5,316.00	20.50%
041-4100-61599	Workers' Comp Insurance(E)	211.42	400.00	52.85%
041-4100-62100	Membership Dues/Subscriptions(E)	54.60	875.00	6.24%
041-4100-62300	Education/Training(E)	1,737.14	3,000.00	57.90%
041-4100-62700	Mileage(E)	72.36	1,250.00	5.78%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	3,995.37	37,000.00	10.79%
041-4100-63710	Utilities(E)	5,970.26	30,246.00	19.73%
041-4100-64020	Advertising(E)	1,545.31	2,250.00	68.68%
041-4100-64082	Insurance--General Liability(E)	5,583.57	6,155.00	90.71%
041-4100-64083	Insurance--Property(E)	9,253.00	9,253.00	100.00%
041-4100-64084	Insurance--Boiler/Machinery(E)	563.00	732.00	76.91%
041-4100-64090	Janitorial Services(E)	5,307.21	24,775.00	21.42%
041-4100-64990	Misc Contractual(E)	288.56	6,000.00	4.80%
041-4100-65020	Library Books & Periodicals(E)	16,546.67	97,309.00	17.00%
041-4100-65021	Digital Materials(E)	4,099.92	28,000.00	14.64%
041-4100-65022	Special Collections(E)	2,278.56	10,000.00	22.78%
041-4100-65060	Office Supplies(E)	462.56	4,100.00	11.28%
041-4100-65070	Materials/Supplies(E)	1,947.62	11,700.00	16.64%
041-4100-65079	Materials/Supplies--Program(E)	762.35	15,000.00	5.08%
041-4100-65080	Postage(E)	363.67	850.00	42.78%
041-4100-65990	Miscellaneous(E)	.00	1,600.00	0.00%
041-4100-67240	Computer Hardware/Software(E)	29,197.91	38,145.00	76.54%
041-4100-69301	Transfer Out-CIP(E)	.00	100,000.00	0.00%
Total:		266,950.70	1,194,031.00	

Library Special Revenue | September 2024

Account Number	Account Title	YTD	Budget	% Budget
141 - LIBRARY SPECIAL REVENUE FUND				
141-4100-44302	Enrich Iowa(R)	.00	-7,000.00	0.00%
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	0.00%
141-4100-47050	Donations/Contributions(R)	-1,888.47	-30,000.00	6.29%
141-4100-47051	Friends of the Library Contrib(R)	-5,291.46	-10,000.00	52.91%
Total Revenue:		-7,179.93	-62,000.00	
141-4100-65020	Library Books & Periodicals(E)	475.51	20,000.00	2.37%
141-4100-65023	Summer Reading Program Expense(E)	3,967.03	15,000.00	26.44%
141-4100-65024	Friends of the Library Expense(E)	446.51	10,000.00	4.46%
141-4100-65025	Enrich Iowa Expenses(E)	560.05	7,000.00	8.00%
141-4100-65070	Materials/Supplies(E)	637.24	10,000.00	6.37%
141-4100-69000	Transfer Out(E)	.00	.00	100.00%
Total Expenditure:		6,086.34	62,000.00	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October 2024
Subject: Policy Review: Genealogy Research Policy

For at least 20 years IPL has provided genealogy research services for a fee. In our continued efforts to promote free access of information, I'm recommending that we remove that fee. However, I think it's reasonable to limit search requests to date specific (month and year) events.

Review of Similar Services

Of the other 23 size F libraries, 19 have no genealogy research services, three offer basic record research (obits, births, marriages) for small fees, and one offers free basic searches. None have the unlimited fee-based research service that we currently offer.

Demand for Services

Because many primary records have been digitized, we don't get many requests, but when we do, they are usually time-consuming and complicated.

Genealogy Research Policy

The Indianola Public Library maintains a collection of local history and genealogy materials. These materials are available for use by the public on a walk-in basis.

Recognizing that many people interested in genealogy do not live in the area, library staff will provide limited research services ~~for a fee~~. This is limited to a search for an obituary, marriage, birth announcement, or other event if a specific date (month and year) is supplied. Research requests can be submitted by phone, mail, email at iplinfo@indianolaiowa.gov, or online through the library's website at www.indianolaiowa.gov/library.

- ~~•—Research requests should be as specific as possible. For example, obituary search requests should include first, middle, and last names and month/date/year of death.~~
- ~~•—You may submit up to five requests.~~

~~Payment for these services must be received prior to sending out information and may be made with cash, money order, or credit card.~~

- ~~•—There is a research fee of \$14, regardless of whether the requested information is found. If the request takes more than an hour, there is a fee of \$14 for each additional hour. There may be additional charges for photocopies and mailing.~~
- ~~•—A time limit can be set by either the requestor or the library staff member.~~

Due to time constraints, the library may decline some research requests.

Adopted 02/04; Reviewed 10/07, 2/12; Revised 9/17; Revised 10/21

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Cedar Rapids

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City

24 ½ S. Clinton Street Ste. 1
Iowa City, Iowa 52240
(319) 363-6018

Madison

301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

Minneapolis

212 N. 3rd Avenue Ste. 312
Minneapolis, Minnesota 55401
(612) 468-6851

opnarchitects.com

October 4, 2024

Ben Reeves
City Manager
City of Indianola
110 N. 1st Street
Indianola, IA 50125

RE: Indianola Library Concept Design & Community Engagement Services - OPN Architects

Dear Ben,

OPN Architects is excited to continue our partnership with you and your community to provide this summary of professional services to complete concept design for a new library while engaging the community of Indianola in the design process.

Project criteria

Based upon previous work done and follow-up discussions with you and steering committee members, we have developed our scope of services and fees upon the following criteria:

The library's exact siting will be determined through the concept phase, but is intended to study property owned by the city east of the Heartland Co-Op. The size of the facility will be validated and verified based on prior programming efforts and is likely to consider both one and two-story options along with how parking and green space can be integral to the design.

The project's budget and construction delivery method are both yet to be determined, but construction management services may be utilized. OPN will work with a third-party estimator to provide a concept estimate for the library as part of the concept design process to assist in establishing the construction and project budget.

Project Scope & Schedule

OPN will meet a mutually agreed upon schedule for the delivery of concept design services. Timely receipt of information and feedback from the Owner, stakeholder groups, and the community will be critical in maintaining progress and schedule. A proposed schedule is offered here for discussion and is based on how prior work with the city has progressed along with past successful library planning and engagement efforts for other communities locally, regionally and nationally. The schedule breaks down into the following phases and tasks, with durations having the potential to vary or overlap:

Project Kick-off and Community Engagement Pre-Planning – 4 weeks

This will entail a project kick-off meeting with key stakeholders who will form our core team or steering committee. During this meeting, we will work with you to clearly establish roles and responsibilities, identify project contacts and stakeholder groups to be engaged, as well as communication protocols. We will identify potential hurdles, determine any initial data needs, and verify our proposed schedule of work with confirmed dates for key project milestones and deliverables. Our pre-planning will include no more than three additional meetings with the core team during which we will

present, review, and refine the comprehensive community engagement plan developed in concert with the Indianola Library director, city leadership, and city communications staff.

Following the kick-off meeting, the team will do a site tour to understand the site conditions, context, existing uses, etc. We will record these observations including photo documentation. We will also tour the existing library to document how the space is and is not working for your staff and community, as well as identify what has changed or evolved since initial program and concept work was completed that may result in newly identified needs. We also propose that preliminary stakeholder interviews could be paired with the site visits, during which we would discuss the existing facility and macro-level programming.

Tasks & Deliverables

- Kick-off Meeting
- Site Visit with photo documentation
- (3) Community Engagement Planning Meetings
- Finalized Community Engagement Plan

Facilitated Community Engagement – 5-6 weeks

It is critical to have the community's support to develop and implement an optimized library. Our design process is one that solicits public input early in the visioning phases because doing so can make a project become better representative of local interests and help bring to light challenges that may impact the project in the future. From interactive installations at events to traditional town halls, we've had conversations with community members in venues of all shapes and sizes. Regardless of the format, we use these opportunities to discuss beauty, spirit, inspiration, education, humane and healthy spaces, community connections as well as conduct affinity and persona exercises. Our approach to engagement with the Indianola community is proposed to be:

Meeting 1: Teen (or other TBD – children, Simpson students, etc.) Focus Group with food, music, prize drawings.

Meeting 2: Evening Session w/ Digital Recording & Web Simulcast (beverages & appetizers provided)

Meeting 3: Weekend session aligned with existing library programming and/or farmers market or community festival with kid friendly craft tables and grab and go snacks.

For these meetings, we could also consider inclusion of ASL Support and/or multi-lingual translation as well as use of a graphic notetaker to provide a visual meeting summary.

Tasks & Deliverables

- (3) Community Engagement Sessions
- (2) Engagement Content Review Meetings with steering committee
- (1) Engagement Content Review Meeting with steering committee + staff
- (2) Surveys of different stakeholder groups (e.g. teen + general community) in digital and print format

Engagement Report – 4 weeks

During these weeks, OPN will process, and catalog collected data from our site visit, stakeholder input, and facilitated community outreach sessions and the surveys. During these weeks report production, graphic production, and final analysis will be ongoing. We will return to meet with the steering committee at intervals throughout the production of the report to provide updates on progress, for collaboration, and to gather feedback. Following approval of the report by the steering committee, our final visit will be to share and present the findings and ideas contained in the report to the steering committee in a digital format. Final hard copies of deliverables would be shared with the team and disseminated as requested.

Tasks & Deliverables

- (3) Facilitated Community Outreach Summary Report Review Meetings
- Present approved Facilitated Community Engagement Summary Report to steering committee in digital format.

Visioning, Collections Analysis, & Program Verification – 6 weeks

Our team brings experience to the table, but we know every great vision must embody your community's aspirations. One of the best ways to do this is through dialogue. A critical part of the programming verification process is a visioning and sustainability workshop with the steering committee and key stakeholders. We want to know how the new library can serve and enhance the existing Indianola community fabric through both program and form. Based on the visioning conversations, our team will then work with the steering committee and staff to analyze collection needs and outline the program space requirements to address future growth strategies for the new library. Being mindful of lessons learned and trends relative to security, technology, gender, and accessibility, we will explore opportunities through a series of combined workshops. We will collaborate with the steering committee to define the vision, focus, and direction for a library that meets the needs of every party involved. Ultimately, at the end of these workshops, we will have affirmed your program and developed guiding principles for our design, resulting in a clear road map as to what the spaces should embody. The verified program will identify the needs for each space, including a complete tabulation of requirements quantifying both net and gross square footages required for the project.

Tasks & Deliverables

- Week 1: Program Verification & Visioning
- Week 2: Program Verification & Visioning Review of Results
- Week 3: Sustainability Workshop
- Week 4: Sustainability Workshop Review of Results
- Week 6: Final Program Verification with Collections Analysis

Concept Design – 12 weeks

The next step of the process is the highly collaborative exploration and conceptualizing phase. Our team will study and evaluate several concepts that depict the idea for a design that meets the vision, goals, and program requirements for the project. As our team clarifies the programming goals and space needs, the design solutions begin to coalesce. It is important to continue open communication with you and the steering

committee during this phase and we would intend to meet every other week throughout concept design to review project goals and development. We will also hold a community design output meeting. The main goal of this phase is to make the building tangible and easy to understand. We want you to be able to see yourselves in the space. The result needs to encompass all the program elements identified and incorporate the individual needs of the various departments to be successful.

Tasks & Deliverables

- Biweekly Concept Design Review Meetings
- Design Output Meeting with the community
- Final Graphics and Images to support Fundraising

Cost Estimating – 4 weeks

With completed concept information, OPN Architects will work with the city's third-party estimator or construction manager to assist in the creation of a construction and project budget. A final presentation to the steering committee and stakeholders is anticipated and included.

Tasks & Deliverables

- Construction and Project Budget
- Final Presentation

Project Team

We do not anticipate the need to include any design team partners until after concept design is complete and the project is funded. Should it be determined that additional consultant partners are needed during the concept phase to complete the work (such as a cost estimator or civil engineering), OPN Architects can add those services.

Compensation

The professional fee for developing the scope of services outlined in this proposal will be a lump sum fixed fee of **Seventy-Two Thousand Five Hundred Dollars (\$72,500.00)** plus additional services or reimbursable expenses if necessary. This fee is summarized below.

Kick-off & Engagement Pre-Planning	\$6,500
Community Engagement	\$15,000
Engagement Report	\$5,500
Visioning, Collections Analysis, & Program Verification	\$12,000
Concept Development	\$28,000
<u>Budget Preparation</u>	<u>\$5,500</u>
Total Lump Sum Fee	\$72,500

This fee will cover services and activities required to accomplish the scope of work within a time frame of 10 months. Should the project timeframe extend beyond this, as a result of conditions not under the control of OPN, fees may be adjusted to align with the effort extended.

The project will be invoiced monthly as a percentage of work completed and commensurate with the work plan schedule. Any services if required beyond those described within the Agreement will be reviewed with the client to understand impact to scope of work or related fees.

**Reimbursable Expenses**

Reimbursable expenses are in addition to the above fee and will be invoiced at 1.1 times actual cost. Reimbursable expenses include authorized out-of-town travel, courier services, express mail, plan review fees, reproduction of project documents, photography, out-of-house digital processing, physical models, meals and mileage at the government standard rate.

Additional Services

Geotechnical Services and/or Site Surveying
Civil Engineering Services
Structural Engineering Services
Mechanical and Electrical Engineering Services
Landscape Architecture
Virtual Reality and Virtual Tools
Photography and Videography Services

Contract Agreement

This Letter of Proposal is intended to document the primary issues concerning our Agreement Between Owner and Architect. Once details of this proposal are confirmed, we will provide you with an AIA Standard Form of Agreement Between the Owner and Architect.

My team and I are extremely excited to continue work with you and the entire community of Indianola on this fantastic project. Please review this proposal and let me know if you have any questions.

Thank you.

A handwritten signature in black ink, appearing to read 'Danielle C. Hermann', with a stylized, flowing script.

Danielle C. Hermann, AIA
Principal, OPN Architects

October 2024

Director's Report

Log Cabin Days Parade Winner

For the 6th year in a row, the library won an award at the Log Cabin Days parade. This year we won Best Themed Float with our dinosaur train, designed by Library Assistant China Johnson.



Iowa Library Association Conference

Five members of the staff will be attending the Iowa Library Association Conference in Des Moines this week. Jody and Jacy will be presenting IPL's assessment tool for responding to patron behaviors.

Strategic Plan

We signed the contract with Cassandra Halls for developing our five-year strategic plan. Due to her schedule, we'll start that process in January rather than this fall.

New Library Assistant

Mike Wadle started this week as our new library assistant. Mike is an IHS graduate and is currently enrolled in the University of Wisconsin's library graduate program.

Annual Survey

Our annual patron survey will roll out later this month. We use this survey to gauge community satisfaction with the library's staff, programs, collections, and services.

New STEM Kits for Checkout

We have created a new collection in our children's area where we now have about 20 STEM kit toys available for checkout. There are six fairy tale building kits and a dozen math and science kits.





Circulation

September 2024

Print	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,696	3,839	3,629	11,913	12,437	12,047
Teens	558	478	528	2,114	1,962	1,855
Children	4,370	4,375	5,806	14,854	16,248	19,252
Total	8,624	8,692	9,963	28,881	30,647	33,154

Special	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,376	1,404	1,578	4,707	5,038	5,515
Magazines	189	129	168	591	438	444
Audiobooks	165	185	76	555	510	335
Games & Puzzles	377	493	567	1,306	1,798	2,280
Library of Things	70	76	60	219	214	246
Total	2,177	2,287	2,449	7,378	7,998	8,820

Digital	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,621	1,694	1,807	5,045	5,344	5,538
Eaudio books	1,181	1,592	1,888	3,654	4,728	5,722
Digital Magazines	48	117	235	180	217	653
Streaming Videos	56	146	151	276	463	460
Total	2,906	3,549	4,081	9,155	10,752	12,373

TOTAL TO DATE	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
	13,707	14,528	16,493	45,414	49,397	54,347



Programs and Services

SEPTEMBER 2024

Program Attendance	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	19	62	49	119	539	228
Teens	88	151	139	207	259	261
Children	725	985	763	1,609	1,905	1,739
Library Meetings	18	19	14	54	48	26
Total	850	1,217	965	1,989	2,751	2,254

Number of Programs	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	5	5	9	20	28	27
Teens	7	6	7	12	11	14
Children	35	39	45	59	63	73
Total	47	50	61	91	102	114

User Statistics	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	75	72	70	290	291	279
Door Count	6,647	6,695	6,127	19,118	22,714	22,161
Number of Home Deliveries	8	8	5	21	29	17
Home Delivery Checkouts	91	118	89	269	387	303
ILL Items Loaned	24	19	21	53	60	61

Computer Usage	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	332	313	316	908	1,098	1,016
WiFi Sessions	709	815	636	2,034	2,412	1,980
WiFi Unique Users	265	317	272	773	921	826
IPL App Launches	1,451	1,953	2,048	5,016	5,964	6,541
App Page Views	1,652	2,161	2,568	5,625	6,693	8,671

Meeting Room Usage	SEP 2022	SEP 2023	SEP 2024	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	9	19	9	21	36	23
Meeting Attendance	85	112	38	131	200	108

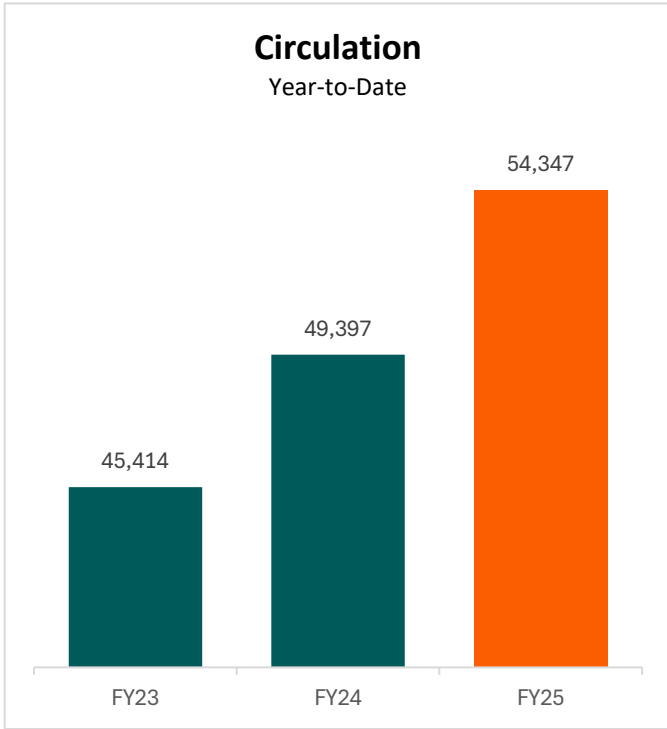


YTD Activity Summary

SEPTEMBER 2024

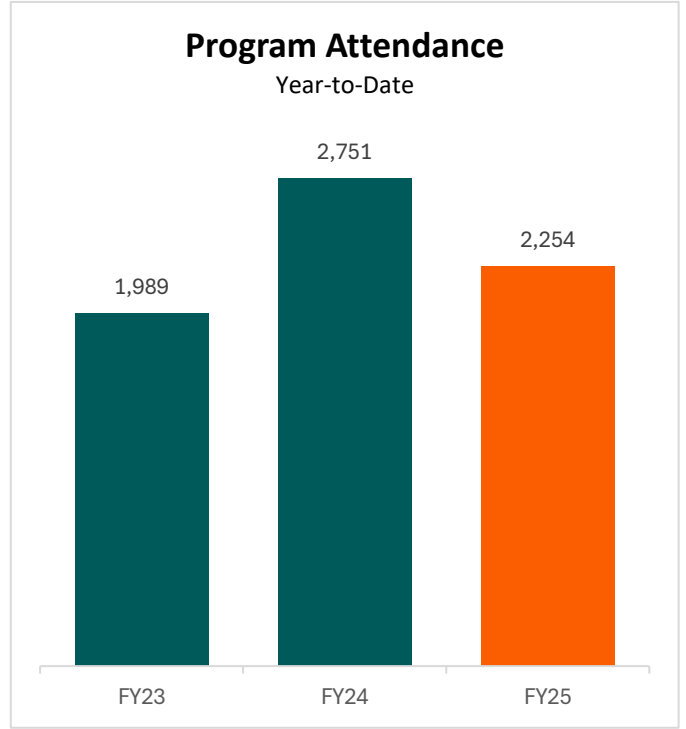
Circulation

Year-to-Date



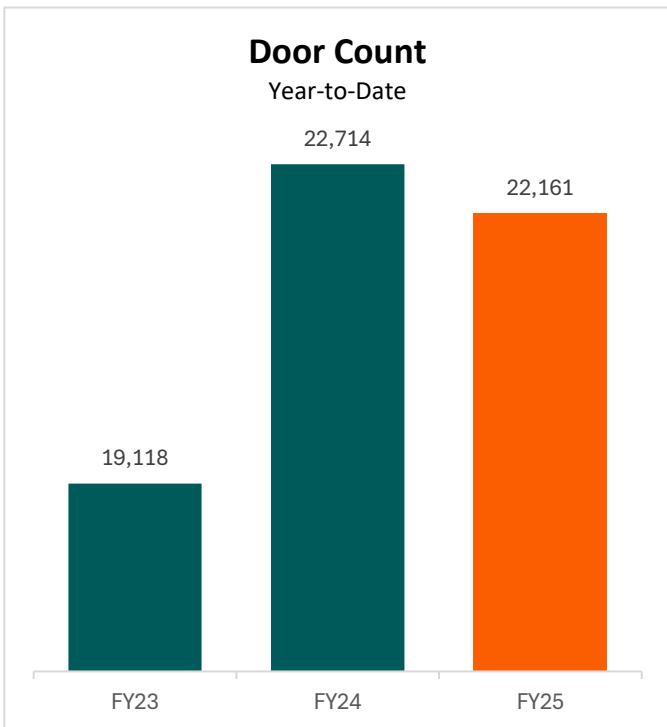
Program Attendance

Year-to-Date



Door Count

Year-to-Date



In-Library WiFi Usage

Year-to-Date

