



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 14, 2025

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. December 10, 2024 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Code of Ethics of the American Library Association
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Library Project Update
- 8. New Business**
 - A. Policy Review: Confidentiality of Library Records*
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
 - A. Next Meeting: February 11, 2025
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

December 10, 2024

5:30 PM

Indianola Public Library

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

1. Call to Order

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

2. Public Comment

No public comment.

3. Agenda Approval

MOTION: *Cyd motioned to approve the agenda. Teresa seconded. Motion carried.*

4. Minutes Approval

a. November 12, 2024 Meeting Minutes*

MOTION: *Cyd motioned to approve the November 12 meeting minutes. Andy seconded. Motion carried.*

5. Trustee Continuing Education

a. Trustee Handbook - Chapter 15: Intellectual Freedom

Michele summarized the idea of Intellectual Freedom for the group and discussed the guidance in the Trustee Handbook. Teresa asked a clarifying question about what "principles" refers to in the handbook and Randi clarified that it is the principles established by the Library Board overall, not the individual.

6. Financial Reports

a. Approve Monthly Claims*

Dawn had a question regarding the collection agency charges vs the value it brings in. Michele explained the process.

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

b. Review Financial Reports

Michele gave a summary and noted that things look good for this time of year and revenue is where it is expected to be and expenses are typical. Dawn asked a question about postage and Michele explained how the mailings work and where those charges come from.

7. Unfinished Business

None

8. New Business

a. Policy Review: Public Comment*

Michele noted that the library hasn't needed to use this policy in the past and the updates reflect the city's current policy and it works well.

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

b. Policy Review: Collection Development*

Michele noted that the library is available to anyone in Iowa, but professionally, the responsibility is to develop the collection based on community standards.

Michele suggested “local significance” and “availability from approved vendors” as criteria.

MOTION: *Randi motioned to approve the Collection Development policy. Teresa seconded. Motion carried.*

c. Policy Review: Statement of Concern Form*

There are no changes recommended to this policy. The form is based on the Trustee Handbook and Michele noted that these forms are only available to Indianola and Warren County residents.

d. Discussion Item: Reconsideration Procedure*

Michele explained the process and noted that there have been no challenges at the Library Board level since 1984. Those who have concerns receive a packet and are referred to the Library Director for discussion and additional steps. The Library Board’s decision is final for 3 years.

MOTION: *Cyd motioned to approve the Reconsideration Procedure. Dawn seconded. Motion carried.*

e. Review Financial Reports

Michele gave a summary and noted that things look good for this time of year and revenue is where it is expected. Dawn posed a question about postage charges and Michele explained the process for mailing.

9. Reports

a. Friends of the Library Report

Sally reported on the Friends of the Library Annual Meeting. It was noted that they had a good turnout, Michele gave her annual library report, and the trivia fundraiser was announced and will be February 22 at the Country Club. Sally also noted that a \$25k donation was made to the Friends.

b. Director’s Report

Michele gave her report and highlighted the article that was recently published regarding the land swap and library plans. The city council declined the proposal for a Deputy Director for the library, but Michele will be requesting it again for FY26. The key positives from the City Council meeting were the finalization of the land swap and approval of the urban renewal areas in Indianola. Those funds will create opportunities to raise revenue for certain parts of the city - including where the library will be. Additionally, Ben is setting up a meeting with the architects from OPN.

i. November Statistics

Circulation and stats are up and look good overall. Program attendance is somewhat down but door counts are up.

ii. Annual Patron Survey

Michele reported on the survey.

10. Agenda Items for the Next Meeting

a. Next Meeting: Tuesday, January 14, 2025

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1995, by the ALA Council



Invoices for Board Meeting

January 14, 2025

Vendor	Amount	Description of services or goods
Advantage Archives	1,320.00	Newspaper microfilm digitization
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$2,307.14	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$3,274.44	Books
Baker and Taylor Entertainment	\$221.75	DVDs
Baker and Taylor Spoken Word	\$192.18	Books on CD
City of Indianola (IMU)	\$886.58	Utilities
Dust Pros	\$1,696.25	Janitorial services, supplies
Iowa Water Management Co.	\$49.50	Monthly agreement
MidAmerican Energy	\$307.76	Natural Gas
Playaway Products	\$286.20	Playaway devices and Wonderbooks
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$125.00	trash removal
Unique Management	\$130.00	Collection agency (Dec & Jan)
Waste Management	\$9.48	Recycling tote
Wells Fargo	\$955.37	See statements for details

Total: \$12,832.45

Approved

Date

Approved

Date



Budget Summary

December 2024

Personnel	December	Year-to-Date	Budget	% Spent
Salaries	40,762.19	259,927.96	575,871.00	45.1%
Benefits	8,124.58	69,637.67	189,920.00	36.7%
TOTAL	48,886.77	329,565.63	765,791.00	43.0%

Collection	December	Year-to-Date	Budget	% Spent
Physical	2,621.39	31,579.95	97,309.00	32.5%
Digital	0.00	8,099.92	28,000.00	28.9%
Special	35.74	4,269.85	10,000.00	42.7%
TOTAL	2,657.13	43,949.72	135,309.00	32.5%

Operations	December	Year-to-Date	Budget	% Spent
Repair/Maint	176.69	4,874.94	37,000.00	13.2%
Computer/IT	98.98	31,901.88	38,145.00	83.6%
Operations	4,105.15	49,446.03	122,786.00	40.3%
TOTAL	4,380.82	86,222.85	197,931.00	40.3%

TOTAL TO DATE	December	Year-to-Date	Budget	% Spent
	55,924.72	459,738.20	1,099,031.00	41.8%

50% of Budget Year

Revenue | December 2024

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-40000	Property Taxes(R)	-321,202.05	-604,027.00	53.17%
041-4100-44700	Library Service Reimbursements(R)	-44,301.00	-85,000.00	52.11%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-2,649.96	-1,000.00	264.99%
041-4100-47641	Library Fines(R)	-1,602.97	-3,000.00	53.43%
041-4100-49400	Transfer In--T&A PROP TAX(R)	-101,230.72	-188,623.12	53.66%
Total:		-470,986.70	-881,650.12	53.42%

Expenditures | December 2024

	Account Number	Account Title	YTD	Budget	% Budget
	041 - LIBRARY FUND				
1	041-4100-60110	Salary/Wages--Administration	66,853.92	176,628.00	37.85%
2	041-4100-60130	Salary/Wages--Clerical	193,074.04	399,243.00	48.36%
3	041-4100-61100	FICA	19,391.34	44,054.00	44.01%
4	041-4100-61300	IPERS	24,254.04	54,363.00	44.61%
5	041-4100-61420	Deferred Comp--457	1,950.00	4,950.00	39.39%
6	041-4100-61430	Employee Assistance Program	276.00	300.00	92.00%
7	041-4100-61440	Wellness Program	90.00	360.00	25.00%
8	041-4100-61500	Health Insurance	17,921.80	59,791.00	29.97%
9	041-4100-61501	Dental Insurance	1,403.82	3,904.00	35.95%
10	041-4100-61502	Vision Insurance	170.58	382.00	44.65%
11	041-4100-61503	HSA Expense	1,661.40	16,100.00	10.31%
12	041-4100-61550	Life Insurance/ADD/LTD/STD	2,188.35	5,316.00	41.16%
13	041-4100-61599	Workers' Comp Insurance	330.34	400.00	82.58%
14	041-4100-62100	Membership Dues/Subscriptions	54.60	875.00	6.24%
15	041-4100-62300	Education/Training	1,974.42	3,000.00	65.81%
16	041-4100-62700	Mileage	290.05	1,250.00	23.20%
17	041-4100-63100	Repair/Maint--Bldg/Grounds	4,874.94	37,000.00	13.17%
18	041-4100-63710	Utilities	10,318.10	30,246.00	34.11%
19	041-4100-64020	Advertising	1,850.17	2,250.00	82.22%
20	041-4100-64082	Insurance--General Liability	5,583.57	6,155.00	90.71%
21	041-4100-64083	Insurance--Property	9,253.00	9,253.00	100.00%
22	041-4100-64084	Insurance--Boiler/Machinery	563.00	732.00	76.91%
23	041-4100-64090	Janitorial Services	10,809.32	24,775.00	43.62%
24	041-4100-64990	Misc Contractual	600.21	11,000.00	5.45%
25	041-4100-65020	Library Books & Periodicals	31,579.95	97,309.00	32.45%
26	041-4100-65021	Digital Materials	8,099.92	28,000.00	28.92%
27	041-4100-65022	Special Collections	4,269.85	10,000.00	42.69%
28	041-4100-65060	Office Supplies	784.48	4,100.00	19.13%
29	041-4100-65070	Materials/Supplies	3,059.64	11,700.00	26.15%
30	041-4100-65079	Materials/Supplies--Program	3,756.69	15,000.00	25.04%
31	041-4100-65080	Postage	466.78	850.00	54.91%
32	041-4100-65990	Miscellaneous	82.00	1,600.00	5.12%
33	041-4100-67240	Computer Hardware/Software	31,901.88	38,145.00	83.63%
	Total:		459,738.20	1,099,031.00	41.83%

Library Special Revenue | December 2024

	Account Number	Account Title	YTD	Budget
141 - LIBRARY SPECIAL REVENUE FUND				
REVENUE				
1	141-4100-44302	Enrich Iowa	9,229.78	7,000.00
2	141-4100-45040	Program Fees-Summer Reading	.00	15,000.00
3	141-4100-47050	Donations/Contributions	3,285.83	30,000.00
4	141-4100-47051	Friends of the Library Contrib	10,596.53	10,000.00
Total Revenue:			23,112.14	62,000.00
EXPENDITURES				
5	141-4100-65020	Library Books & Periodicals(E)	2,269.14	20,000.00
6	141-4100-65023	Summer Reading Program Expense(E)	3,967.03	15,000.00
7	141-4100-65024	Friends of the Library Expense(E)	2,097.38	10,000.00
8	141-4100-65025	Enrich Iowa Expenses(E)	560.05	7,000.00
9	141-4100-65070	Materials/Supplies(E)	1,765.87	10,000.00
Total Expenditure:			10,659.47	62,000.00

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: January 2025
Subject: Confidentiality of Library Records

I have no suggested revisions to the Confidentiality of Library Records policy. Our policy follows the State Library's guidelines listed in the Trustee Handbook on pages 66-67.

POLICY: Confidentiality of Library Records

The confidentiality of library records is central to intellectual freedom and directly related to the ability of patrons to use library materials and pursue information without fear of public scrutiny or intimidation.

The Board of Trustees of the Indianola Public Library affirms that all library circulation records are confidential. Patron rights to privacy includes information sought or received, and resources consulted, borrowed, acquired, or transmitted. This information includes, but is not limited to database search records, internet and electronic search records, reference questions and interviews, interlibrary loan records, identifiable information about uses of library materials, programs, facilities, or services.

Information may be released only under the provisions of the Code of Iowa, Section 22.7(13):

“The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.”

Said records shall not be available to any agency of state, federal, or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction.

The library director shall be the “lawful custodian of the records.”

Upon receipt of such process, order, or subpoena, the library director will consult with legal counsel, if necessary, to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. The Library Board of Trustees will be notified of any subpoenas received.

This Library will retain patron use records only for the period needed for retrieval of overdue materials, payment of outstanding fees, and compilation of statistics. Such records that are no longer needed for these purposes shall be destroyed.

Adopted 2/8/00; revised 9/10/02; reviewed 10/07; reviewed 2/12; reviewed 3/17; revised 2/19; revised 1/22

January 2025

Director's Report

Soup-er Bowl

We're excited to kick off our third annual Soup-er Bowl! Organized by Jacy, this fun event features soup donations from individuals and community groups each Friday in January, all vying for the title of Best Soup. We invite the community to drop by, sample the soups, and cast their vote in this friendly competition. This event is part of the library's ongoing community outreach efforts.

Strategic Plan Update

I met with our strategic plan consultant Cassandra Halls to begin work on our strategic plan. The first step involves compiling data for the community profile, which I have started. I'm also working on gathering peer comparison with other libraries and researching library trends. You'll be hearing more about the plan in the coming months.

FY26 Budget

The City is currently preparing the FY26 budget, and it appears to be a lean year. We did not submit any Capital Improvement Projects (CIP) this year and are not requesting significant increases, with the exception of a request for an assistant director.



Circulation

December 2024

Print	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,087	1,903	3,191	21,947	21,910	22,037
Teens	400	177	305	3,412	2,939	3,043
Children	3,374	2,102	4,278	26,476	28,060	34,276
Total	6,861	4,182	7,774	51,835	52,909	59,356

Special	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,263	587	1,622	8,755	8,732	10,541
Magazines	145	60	68	1,088	765	715
Audiobooks	135	73	88	1,097	858	633
Games & Puzzles	424	334	680	2,561	3,151	4,202
Library of Things & STEM	41	21	90	408	331	537
Total	2,008	1,075	2,548	13,909	13,837	16,628

Digital	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,623	1,708	1,675	9,992	10,583	10,608
Eaudio books	1,301	1,466	1,796	7,479	9,312	11,187
Digital Magazines	51	303	262	384	999	1,553
Streaming Videos	138	110	213	494	1,007	1,016
Total	3,113	3,587	3,946	18,349	21,901	24,364

TOTAL TO DATE	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
	11,982	8,844	14,268	84,093	88,647	100,348



Programs and Services

DECEMBER 2024

Program Attendance	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	15	32	30	273	755	481
Teens	44	46	60	434	528	603
Children	878	731	694	5,108	5,409	4,791
Library Meetings	7	21	8	131	132	92
Total	944	830	792	5,946	6,824	5,967

Number of Programs	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3	8	11	37	56	59
Teens	4	3	5	32	27	34
Children	39	31	41	175	171	193
Total	46	42	57	244	254	286

User Statistics	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	54	32		560	476	407
Door Count	5,097	3,350	5,049	36,974	39,221	40,837
Number of Home Deliveries	6	7	5	40	54	30
Home Delivery Checkouts	71	89	92	490	718	514
ILL Items Loaned	11	13	14	98	107	116

Computer Usage	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	277	144	239	1,788	1,954	1,859
WiFi Sessions	566	403	497	3,868	4,644	3,870
WiFi Unique Users	227	159	248	1,496	1,760	1,657
IPL App Launches	1,652	1,103	2,015	9,702	10,520	12,556
App Page Views	1,775	1,840	2,609	10,738	12,628	16,639

Meeting Room Usage	DEC 2022	DEC 2023	DEC 2024	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	11	5	19	58	79	76
Meeting Attendance	58	27	48	359	507	397

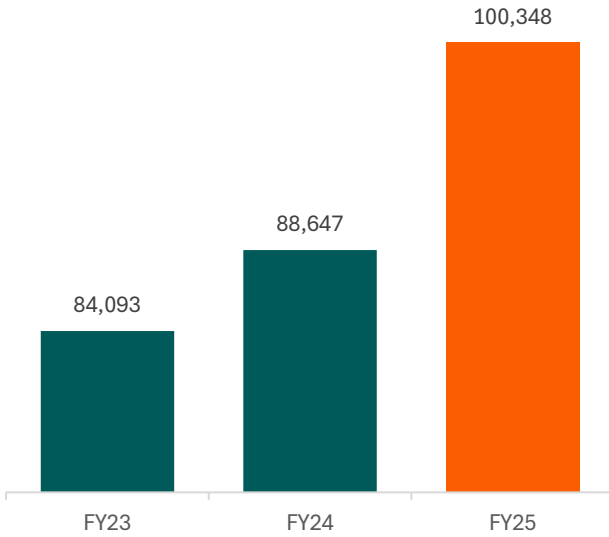


YTD Activity Summary

DECEMBER 2024

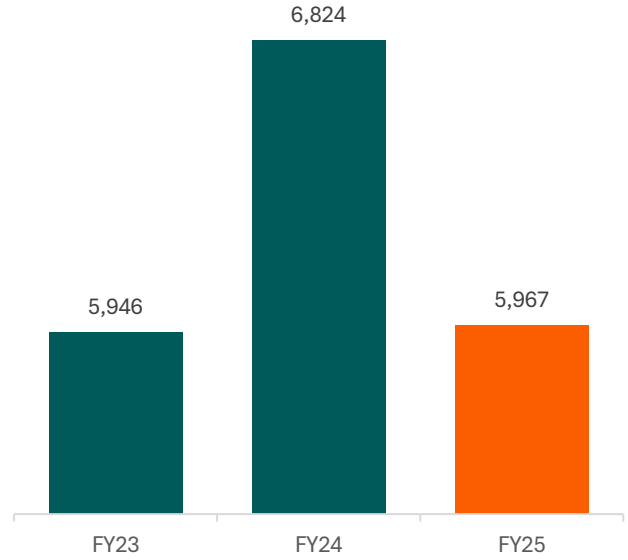
Circulation

Year-to-Date



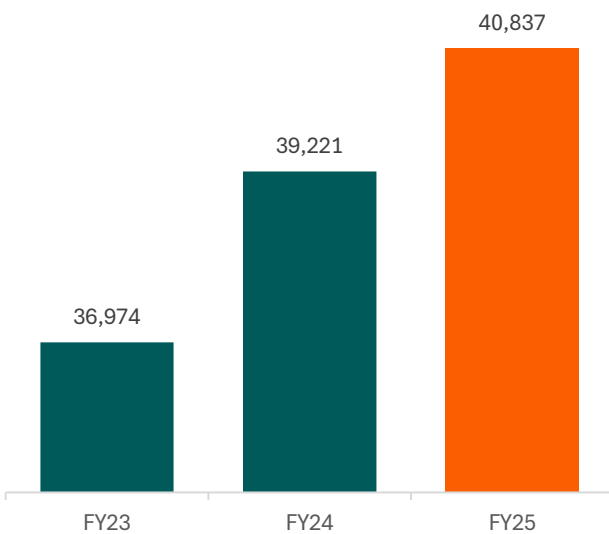
Program Attendance

Year-to-Date



Door Count

Year-to-Date



In-Library WiFi Usage

Year-to-Date

