



Council Study Meeting
October 21, 2019
7:00 p.m. or
Immediately Following the City Council Meeting
City Council Chambers

Agenda

1. Presentation regarding the City Hall/Public Safety Project
2. Library Annual Report - Michele Patrick
3. Review of FY 21 CIP draft budget
4. Other items

City Council Study Meeting

1.

Meeting Date: 10/21/2019

Information

Subject

Presentation regarding the City Hall/Public Safety Project

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Study Meeting

2.

Meeting Date: 10/21/2019

Information

Subject

Library Annual Report - Michele Patrick

Information

Library Director Michele Patrick will present the annual Library report (packet)

Fiscal Impact

Attachments

Report



— Public Library —

Indianola Public Library Annual Report FY19

The Indianola Public Library has served the citizens of Indianola since 1884 and is the ninth oldest public library in the state of Iowa. Oversight is provided by a seven-member volunteer board of Library Trustees: President James Lee; Vice President Betsy Freese; Andrew Brittingham, Cyd Dyer, Patricia Hicks, Thomas Smith, and Colleen Willmott. This annual report summarizes the expenditures, activities, and circulation of the library from July 1, 2018 – June 30, 2019. The full report as submitted to the State Library of Iowa is public record and is available upon request.

Section 1: Capital Income and Expenditures

This year's capital expenditures included the launching of a new Integrated Library System (ILS). The system chosen was SirsiDynix's Symphony with BLUECloud Central, whose primary advantage is efficiency and ability to adapt to new technologies. This replaced a 20-year shared system with Simpson College and was launched in August 2018.

Advantages of the Symphony ILS:

- Annual savings of \$10,000
- Automatic ordering which reduced the box-to-shelf time from four weeks to one day
- Advanced reports which promote better purchasing decisions
- Improved financial record keeping
- Automatic renewals
- Text message notices
- Mobile circulation which allows access to the ILS from anywhere
- Mobile app for smart phones
- Direct downloads of digital materials from catalog to device

Section 2: Operating Income and Expenditures

There were no major spending initiatives besides the new ILS. Operating income was \$639,774. Revenue from overdue fines equaled \$4,383.

Section 3: Staff and Salary

The Library's staff includes four full-time professional librarians (4 FTE) plus five part-time library assistants (2 FTE). Hours for part-time circulation staff increased slightly in FY19.

Indianola Public Library's Staffing Levels (measured in full-time equivalency)

2011	2012	2013	2014	2015	2016	2017	2018	2019
7.25	7.25	7.25	7.38	5.88	5.88	5.88	5.88	6.00

Comparison to the Des Moines Metro Libraries (measured in full-time equivalency)

Altoona	Clive	Indianola	Johnston	Norwalk	Waukee	West DM	Urbandale
9.93	8.63	6.00	15.60	7.23	12.00	27.50	26.30

Section 4: Library Collection

Due to space limitations, the Library's physical collection remains relatively steady from year to year, while the digital collection continues to grow. Physical items remain the core collection accounting for 86% of total circulation. Creating space to increase the collection is a priority. Preliminary data from a community survey reports that 35% of Indianola respondents who use other libraries do so for a better selection of materials.

Physical books and magazines	39,988
Ebooks and digital audiobooks	72,465
Total Collection	112,453

Comparison to Des Moines Metro Libraries

	Altoona	Clive	Indianola	Johnston	Norwalk	Waukee	West DM	Urbandale
Number of Physical Items	60,765	75,750	39,988	89,929	36,683	37,221	170,688	152,908
Square footage	19,300	11,000	11,250	27,000	11,500	16,315	51,400	56,000

Circulation

The number of material checkouts in FY 19 was 114,039, an increase of 5% over last year and up 11% from two years ago. Despite these improvements, circulation per capita remains well below the standard set by metro libraries.

Circulation Per Capita

Altoona	Clive	Indianola	Johnston	Norwalk	Waukee	West DM	Urbandale
12.70	10.78	7.34	15.88	11.48	10.83	10.93	14.20

Section 5: Program Attendance and Other Services

Library Card Holders

The number of active library users in FY19 was 10,796. Sixty-nine percent of card holders are Indianola residents, 21% are rural Warren County residents, and 10% live in Warren County cities or elsewhere in Iowa.

Door Count

A total number of library visits was 76,062.

Library Programs

Interest in programs remains strong, and library programs are well-designed and well-attended. However, the number of programs offered, particularly to adults, is lower than other Des Moines metro libraries. The prominence of programming in libraries continues to grow, and this is an area targeted for improvement in the Library's upcoming strategic plan. Barriers to success include staff levels and program space limitations.

Children's attendance	10,005
Teen attendance	359
Adult attendance	432

Total attendance at library programs 10,918

Number of Adult Programs Offered: Comparison to Metro Library Programs

Altoona	Clive	Indianola	Johnston	Norwalk	Waukee	West DM	Urbandale
121	201	52	136	143	76	124	294

Section 6: Library Building

The library is open to the public 52 hours a week. Preliminary data from a community survey reports that 21% of Indianola respondents who use other libraries do so for more convenient hours.

Hours Open Each Week

Altoona	Clive	Indianola	Johnston	Norwalk	Waukee	West DM	Urbandale
69	65	52	59	57	58	65	70

Building Maintenance and Repairs

Routine maintenance	\$8,912.85
Utilities	\$18,601.79
Insurance	\$3,933.63
Repairs	\$1,502.70
Total Building Costs for FY 19	\$32,950.97

Repair Details

HVAC repairs	\$852.12
Roof repairs	\$418.13
Handicapped accessible door repairs	\$232.45

Conclusions

The Library is moving in a positive direction. In the last year circulation increased, more people received library cards, and the new user features of the ILS computer system are popular with patrons. However, the Library would better serve the community of Indianola with more materials, increased hours, additional programming, and building updates.

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Review of FY 21 CIP draft budget

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Fiscal Impact

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