



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

February 11, 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. January 14, 2025 Library Board Meeting Minutes*
- 5. Friends of the Library Presentation**
 - A. Shayla Rabe, President of Friends of the Library
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. New Business**
 - A. Policy Review: Debit/Card Card Policy*
 - B. Local Author Policy*
- 8. Unfinished Business**
 - A. Library Project Update
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
 - A. Next Meeting: March 11, 2025
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 14, 2025

5:30 PM

Indianola Public Library

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

1. Call to Order

Andy called the meeting to order at 5:36pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

- a. December 10, 2024 Meeting Minutes*

MOTION: *Cyd motioned to approve the 12/10/24 minutes. Val seconded. Motion carried.*

5. Trustee Continuing Education

- a. Code of Ethics of the American Library Association

The ALA's Code of Ethics were highlighted.

6. Financial Reports

- a. Approve Monthly Claims*

Michele made notes about the Advantage Archives microfilm digitization and that other monthly claims are as normal.

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

- b. Review Financial Reports

Michele summarized the financial reports and noted that things look good. Andy posed a question about the reserve funds and asked about OPN fees. Michele verified that those fees will be covered by the reserve funds, per the plan that Ben set in place before he left his position as City Manager.

Dawn had a question about the Health Insurance line and the percentage used up to this point. Michele clarified that they budgeted high and it came in lower than anticipated, so there was wiggle room.

7. Unfinished Business

- a. Library Project Update

Pieces are moving - though slowly. There have been some hang ups and discussions at the City Council level, but Michele and Andy are meeting with OPN Architects this week to review plans and the 6th Street sub locations. They hope to make further progress and update the board at the next meeting.

8. New Business

- a. Policy Review: Confidentiality of Library Records*

Michele recommends no suggested revisions to our current Confidentiality of Library Records policy. The board agrees.

MOTION: Dawn motioned to keep the Confidentiality of Library Records policy as-is. Cyd seconded. Motion carried.

9. Reports

a. Friends of the Library Report

The Friends don't hold a meeting in December, but Sally noted that Trivia Fundraiser invitations went out.

b. Director's Report

Michele shared details from her report and highlighted Souper Bowl Fridays and her meeting with Cassandra Halls about the Strategic Plan. She also noted that FY26 will be a lean year and we did not submit any Capital Improvement Projects for the year, and it seems that all departments will be facing the same issue.

c. Library Statistics

Michele gave the library statistics report and noted that overall circulation is doing better than last year, though we are running somewhat behind on programs. Teen programming is going strong. Other stats look good.

10. Agenda Items for the Next Meeting

a. Next Meeting: February 11, 2025

Discussion was held regarding the Library Project and the hope for updates at our next board meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy at 5:55pm.



Invoices for Board Meeting

February 11, 2025

Vendor	Amount	Description of services or goods
Amazon	\$3,547.21	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$3,223.25	Books
Baker and Taylor Entertainment	\$198.69	DVDs
Baker and Taylor Spoken Word	\$86.45	Books on CD
City of Indianola (IMU)	\$861.32	Utilities
Dust Pros	\$1,909.00	Janitorial services, supplies
MidAmerican Energy	\$511.00	Natural Gas
Playaway Products	\$481.90	Playaway devices and Wonderbooks
TRM Disposal	\$125.00	Trash removal
Waste Management	\$9.48	Recycling tote
Wells Fargo	\$5,194.25	See statements for details
Total:		<u><u>\$16,147.55</u></u>

Approved

Date

Approved

Date



Budget Summary

January 2025

Personnel	January	Year-to-Date	Budget	% Spent
Salaries	60453.02	320,380.98	575,871.00	55.6%
Benefits	15040.3	84,816.42	189,920.00	44.7%
TOTAL	405,197.40	405,197.40	765,791.00	52.9%

Collection	January	Year-to-Date	Budget	% Spent
Physical	6,235.76	37,815.71	97,309.00	38.9%
Digital	0.00	8,099.92	28,000.00	28.9%
Special	405.20	4,675.05	10,000.00	46.8%
TOTAL	6,640.96	50,590.68	135,309.00	37.4%

Operations	January	Year-to-Date	Budget	% Spent
Repair/Maint	1,120.30	5,995.24	37,000.00	16.2%
Computer/IT	2,045.53	33,947.41	38,145.00	89.0%
Operations	4,454.67	55,233.47	122,786.00	45.0%
TOTAL	7,620.50	95,176.12	197,931.00	45.0%

TOTAL TO DATE	January	Year-to-Date	Budget	% Spent
	419,458.86	550,964.20	1,099,031.00	50.1%

58% of Budget Year

Revenue | January 2025

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-40000	Property Taxes(R)	-332,624.31	-604,027.00	-271,402.69	55.06%
041-4100-44700	Library Service Reimbursements(R)	-44,301.00	-85,000.00	-40,699.00	52.11%
041-4100-47100	Refunds/Reimbursements(R)	-19.03	.00	19.03	100.00%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-2,874.92	-1,000.00	1,874.92	287.49%
041-4100-47641	Library Fines(R)	-1,927.36	-3,000.00	-1,072.64	64.24%
041-4100-49400	Transfer In--T&A PROP TAX(R)	-104,870.38	-188,623.12	-83,752.74	55.59%
041 - LIBRARY FUND			-881,650.12	-395,033.12	

Expenditures | January 2025

	Account Number	Account Title	YTD	Budget	Variance	% Budget
1	041-4100-60110	Salary/Wages--Administration	82,571.63	176,628.00	94,056.37	46.74%
2	041-4100-60130	Salary/Wages--Clerical	237,809.35	399,243.00	161,433.65	59.56%
3	041-4100-61100	FICA	23,889.26	44,054.00	20,164.74	54.22%
4	041-4100-61300	IPERS	29,895.44	54,363.00	24,467.56	54.99%
5	041-4100-61420	Deferred Comp--457	2,275.00	4,950.00	2,675.00	45.95%
6	041-4100-61430	Employee Assistance Program	276.00	300.00	24.00	92.00%
7	041-4100-61440	Wellness Program	135.00	360.00	225.00	37.50%
8	041-4100-61500	Health Insurance	21,506.16	59,791.00	38,284.84	35.96%
9	041-4100-61501	Dental Insurance	1,637.79	3,904.00	2,266.21	41.95%
10	041-4100-61502	Vision Insurance	199.01	382.00	182.99	52.09%
11	041-4100-61503	HSA Expense	2,076.75	16,100.00	14,023.25	12.89%
12	041-4100-61550	Life Insurance/ADD/LTD/STD	2,556.03	5,316.00	2,759.97	48.08%
13	041-4100-61599	Workers' Comp Insurance	369.98	400.00	30.02	92.49%
14	041-4100-62100	Membership Dues/Subscriptions	364.60	875.00	510.40	41.66%
15	041-4100-62300	Education/Training	2,013.42	3,000.00	986.58	67.11%
16	041-4100-62700	Mileage	290.05	1,250.00	959.95	23.20%
17	041-4100-63100	Repair/Maint--Bldg/Grounds	5,995.24	37,000.00	31,004.76	16.20%
18	041-4100-63710	Utilities	11,512.44	30,246.00	18,733.56	38.06%
19	041-4100-64020	Advertising	2,024.54	2,250.00	225.46	89.97%
20	041-4100-64082	Insurance--General Liability	5,583.57	6,155.00	571.43	90.71%
21	041-4100-64083	Insurance--Property	9,253.00	9,253.00	.00	100.00%
22	041-4100-64084	Insurance--Boiler/Machinery	563.00	732.00	169.00	76.91%
23	041-4100-64090	Janitorial Services	12,657.96	24,775.00	12,117.04	51.09%
24	041-4100-64990	Misc Contractual	784.24	11,000.00	10,215.76	7.12%
25	041-4100-65020	Library Books & Periodicals	37,815.71	97,309.00	59,493.29	38.86%
26	041-4100-65021	Digital Materials	8,099.92	28,000.00	19,900.08	28.92%
27	041-4100-65022	Special Collections	4,675.05	10,000.00	5,324.95	46.75%
28	041-4100-65060	Office Supplies	1,016.71	4,100.00	3,083.29	24.79%
29	041-4100-65070	Materials/Supplies	3,110.50	11,700.00	8,589.50	26.58%
30	041-4100-65079	Materials/Supplies--Program	5,372.92	15,000.00	9,627.08	35.81%
31	041-4100-65080	Postage	604.52	850.00	245.48	71.12%
32	041-4100-65990	Miscellaneous	82.00	1,600.00	1,518.00	5.12%
33	041-4100-67240	Computer Hardware/Software	33,947.41	38,145.00	4,197.59	88.99%
34	041-4100-69301	Transfer Out-CIP	.00	100,000.00	100,000.00	0.00%
Expenditure			550,964.20	1,199,031.00	648,066.80	

Library Special Revenue | January 2025

	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	4,596.83	30,000.00
4	141-4100-47051	Friends of the Library Contrib	11,914.78	10,000.00
Total Revenue:			25,741.39	62,000.00
EXPENDITURES				
5	141-4100-65020	Library Books & Periodicals(E)	2,764.84	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)	2,597.99	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: Debit/Credit Policy

There are two proposed changes to the Debit/Credit Card policy:

1. Remove "meeting room reservations" from the list of expenses because fees aren't charged for using the room at this time.
2. Remove "If fines or fees are paid online through the City of Indianola's payment services, patrons are responsible for notifying the library and providing proof of payment." Changes to our payment software no longer make this provision necessary.

Debit/Credit Card Policy

Credit and debit cards may be used in the payment of library fines, services, ~~meeting room reservations~~, copier/printer charges, and donations. The following guidelines apply:

- Credit/debit cards cannot be used for amounts under \$5.00.
- Credit/debit cards may not be used to obtain cash.

~~If fines or fees are paid online through the City of Indianola's payment services, patrons are responsible for notifying the library and providing proof of payment.~~

Adopted 8/12; Revised 8/17; Revised 2/19; Revised 2/22

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: February 2025
Subject: Local Author Policy

Some libraries have implemented special policies that allow local authors with self-published books to donate their works for inclusion in the library's collection. I've drafted a similar policy for IPL aimed at helping local authors expand their readership by offering exposure to a broader audience through the library.

Local and Self-Published Author Policy

The Indianola Public Library is committed to supporting and fostering the creative expression of local authors. To further this goal, the library will consider donated books of fiction, memoirs, poetry, cookbooks, and craft books by local authors for inclusion in the adult collection.

To be considered for selection, donations must follow these guidelines:

- A local author is defined as an individual who resides in Warren County or has a connection to Indianola.
- Items must have been published within the last three years and be in new condition.
- The library will accept only one copy of a title.
- In accordance with the [Gifts and Memorials policy](#), donated books become the property of the library and will not be returned to the donor. Compensation will not be provided.

These works are subject to the library's *Criteria for Selection and Collection Maintenance* guidelines outlined in the [Collection Development](#) policy.

If a title is selected, it will appear in the library's catalog within 30 days and will receive a special designation as the work of a local author. Items not selected will be repurposed in accordance with the [Gifts and Memorials](#) policies.

Authors who wish to have a self-published work considered for selection should complete the *Local Author Submission Form*. [[link online form](#)]

February 2025

Director's Report

Soup-er Bowl

A total of 20 soups were donated over the five Fridays in January for this year's Third Annual Soup-er Bowl. Congratulations to Jacy West for organizing this event, which had over 230 community members turn out to enjoy free soup. Jacy also received recognition from the City of Indianola for making this outreach program a "soup-er" success for the library again this year.



Jacy West received a shoutout from a colleague and community members for organizing all operations of successful Soup-er Bowls for the third straight January at the Indianola Public Library.

Strategic Plan Update

The community survey for the Strategic Plan has been drafted. We are working on a few last-minute edits, but it should be published sometime this month and will be open for two weeks.

Library Services Reimbursements

The Norwalk library director and I met with the Warren County Supervisors last week on behalf of the six Warren County libraries to discuss FY26 reimbursement for providing library services for rural residents. We should hear next month how much of the request was approved.

FY26 Budget Update

The departments are still finalizing their budgets. Along with the other departments, we can expect to see cuts.



Circulation

January 2025

Print	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,458	4,304	3,516	25,405	26,214	25,553
Teens	422	464	307	3,834	3,403	3,350
Children	4,424	5,188	5,168	30,900	33,248	39,444
Total	8,304	9,956	8,991	60,139	62,865	68,347

Special	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,392	1,742	1,841	10,147	10,474	12,382
Magazines	191	130	111	1,279	895	826
Audiobooks	181	155	96	1,278	1,013	729
Games & Puzzles	455	727	824	3,016	3,878	5,026
Library of Things & STEM	50	35	85	458	366	622
Total	2,269	2,789	2,957	16,178	16,626	19,585

Digital	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,846	1,995	1,844	11,838	12,578	12,452
Eaudio books	1,367	1,606	2,114	8,846	10,918	13,301
Digital Magazines	83	300	351	467	1,299	1,904
Streaming Videos	167	123	156	661	1,130	1,172
Total	3,463	4,024	4,465	21,812	25,925	28,829

TOTAL TO DATE	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
	14,036	16,769	16,413	98,129	105,416	116,761



Programs and Services

JANUARY 2025

Program Attendance	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	238	226	388	511	981	869
Teens	50	60	116	484	588	719
Children	920	670	786	6,028	6,079	5,577
Library Meetings	22	18	18	153	150	110
Total	1,230	974	1,308	7,176	7,798	7,165

Number of Programs	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	9	10	18	46	66	77
Teens	4	4	10	36	31	44
Children	34	28	44	209	199	237
Total	47	42	72	291	296	358

User Statistics	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	78	73	74	638	549	528
Door Count	5,712	4,951	6,378	42,686	44,172	47,215
Number of Home Deliverie	7	7	4	47	61	34
Home Delivery Checkouts	109	107	53	599	825	567
ILL Items Loaned	22	23	31	120	130	147

Computer Usage	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	298	235	276	2,086	2,189	2,135
WiFi Sessions	623	489	629	4,491	5,133	4,499
WiFi Unique Users	243	209	278	1,739	1,969	1,935
IPL App Launches	1,515	1,899	2,398	11,217	12,419	14,954
App Page Views	1,723	2,667	3,259	12,461	15,295	19,898

Meeting Room Usage	JAN 2023	JAN 2024	JAN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	14	14	23	72	93	99
Meeting Attendance	104	79	127	463	586	524

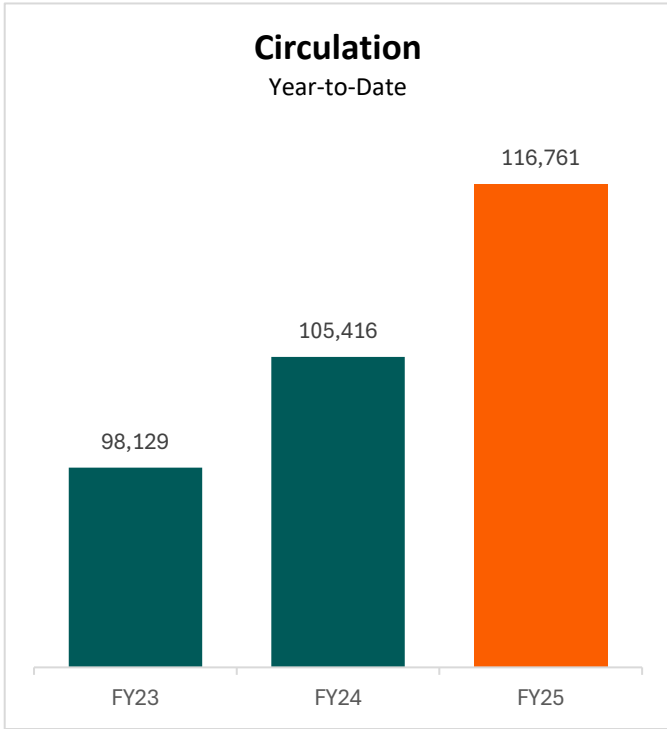


YTD Activity Summary

JANUARY 2025

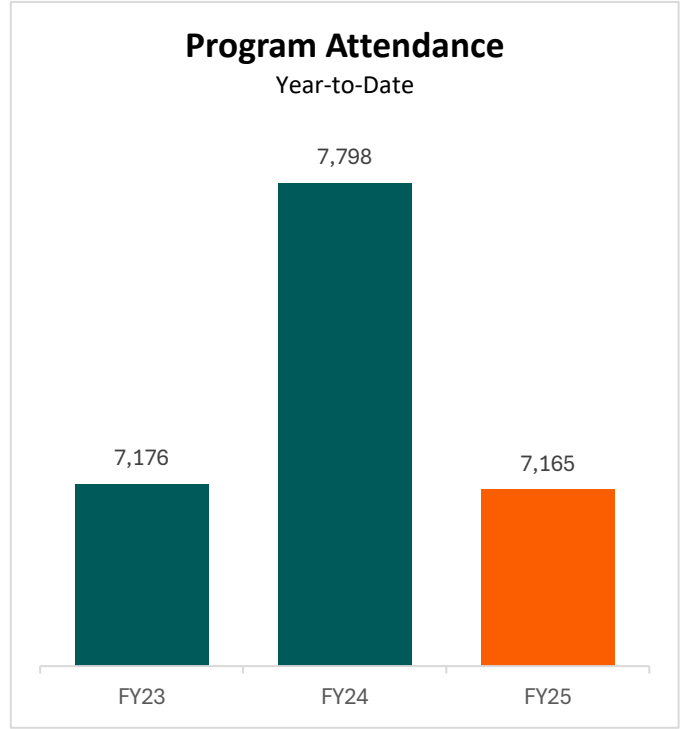
Circulation

Year-to-Date



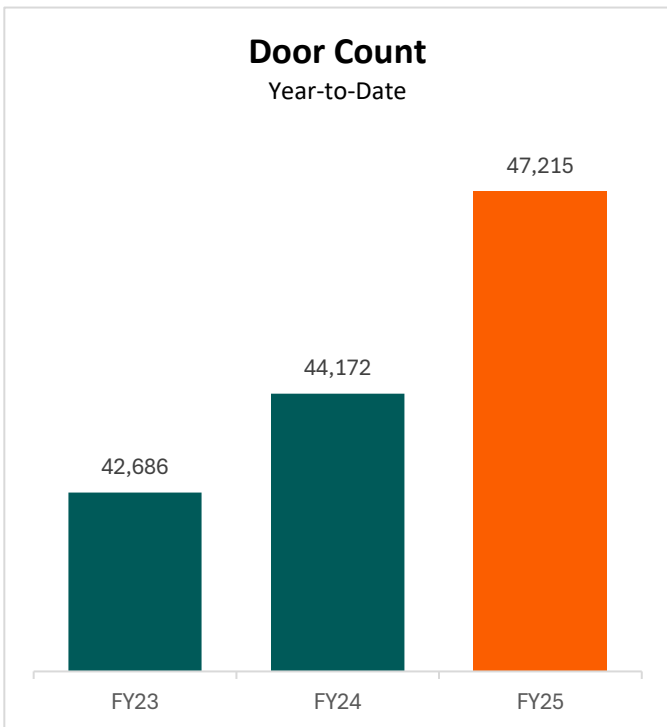
Program Attendance

Year-to-Date



Door Count

Year-to-Date



In-Library WiFi Usage

Year-to-Date

