



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

April 8, 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. March 11, 2025 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. FY26 Budget Update
- 7. New Business**
 - A. New Library Hours in FY26*
 - B. Establishing Notary Services*
- 8. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

March 11, 2025

5:30 PM

Indianola Public Library

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

1. Call to Order

Andy called the meeting to order at 5:30pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

- a. February 11, 2025 Meeting Minutes*

MOTION: *Sally moved to approve the minutes. Dawn seconded. Motion carried.*

5. Financial Reports

- a. Approve Monthly Claims*

Michele presented the monthly claims to the Board. Nothing unusual this month.

MOTION: *Randi moves to approve the monthly claims. Teresa seconded. Motion carried.*

- b. Review Financial Reports

Michele provided the financial report. She noted that things are looking good and we are halfway through the budget year. Andy inquired about the Enrich Iowa funds due to HF284 and what we've used them for in the past. Michele noted that they are used for non-administrative items, but it's not a large amount of money.

6. Unfinished Business

- a. Strategic Plan Update

Focus groups are being scheduled. The Board of Trustees focus group will be conducted at the next Library Board meeting on April 8th. Some Trustees noted that they are unavailable on that date so Michele will provide additional options. The Friends group will be during the Friends meeting and the public will be invited to that one. Staff are also doing a Focus Group.

The survey is out currently on the Library website. We only have about 14 responses so far and would like more, but those we have received have been very good.

7. New Business

- a. Policy Review: Teen Space*

Michele presented the Teen Space Policy and there are no recommended changes to the current policy.

MOTION: *Randi motioned to approve retaining the current Teen Space Policy. Sally seconded. Motion carried.*

- b. FY26 Budget*

Michele updated the board that since the first round of budget cuts, the Library has also had to make a second round of budget cuts of around \$109,000. An additional cut will be needed for library hours, which will be going back to

opening at 10am instead of 9am, and potentially a few more hours, which Michele will present at the next board meeting.

Additional cuts can be found in the member dues and subscriptions, mileage, repair/maintenance/grounds, marketing, janitorial, library books & periodicals, digital materials, and programs. Discussion was held about these cuts and the impacts on the library.

Discussion was held about FY25 impacts. The City Council will be meeting again to make final decisions and Michele will provide the final budget next month.

8. Reports

a. Friends of the Library Report

Sally gave an update on the Friends and noted that they discussed the property acquisition and are seeking a real estate agent for that. They are also working with OPN on the focus group. Trivia went well and provided an opportunity for OPN Architects to answer questions for people. Although tables were down, the event went well and should be okay financial-wise. DinoFest also happened and we had over 450 people for that event.

b. Director's Report

Michele highlighted that Jacy received the well-deserved City of Indianola's Employee of the Year award. Cyd noted that Saturday, April 5 from 1pm to 4pm there will be a Local Author's Fair over at the Dunn Library that she is coordinating with Jacy as well.

Michele also gave some information about legislation to watch, specifically HF880 (which would take away Enrich Iowa funding for libraries that pay dues to organizations that engage in advocacy work) and HF521 (which would remove obscenity exemptions for public libraries and educational institutions). There are some options available to handle HF880 but HF521 might be trickier, though there are some options available with this as well.

c. Library Statistics

Library Statistics are looking good and circulation is up from last February and across the board. Overall we are doing well for the year.

9. OPN Update

Andy gave an update on progress with the OPN Architects. There is an upcoming meeting with the Steering Committee, hopefully one in April and one in May, to discuss the feedback that's been received and review concepts for the library. Things are moving forward slowly but steadily. Discussion was held regarding the funding for the library and public perception.

10. Agenda Items for the Next Meeting

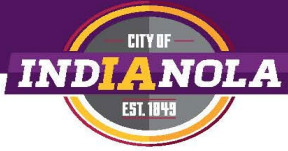
- a. Next Meeting: TBD - Michele will let the board know**
No items mentioned for the next meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy at 6:37pm.



— PUBLIC LIBRARY —

Invoices for Board Meeting

April 8, 2025

Vendor	Amount	Description of services or goods
Amazon	\$5,234.91	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Baker and Taylor	\$4,208.39	Books
Baker and Taylor Entertainment	\$20.99	DVDs
City of Indianola (IMU)	\$850.09	Utilities
Dust Pros	\$1,729.25	Janitorial services, supplies
Envisionware	\$1,273.41	Printing and public computer management suite renewal
Filter Shop	\$334.20	Air filters
Iowa Water Management Co.	\$49.50	Monthly agreement
Kelsey McFarland	\$70.88	Mileage and expenses to library workshops
MidAmerican Energy	\$225.20	Natural Gas
OPN Architects	\$7,925.00	Library concept and community engagement
Playaway Products	\$538.90	Playaway devices and Wonderbooks
Provisio	\$124.00	kiosk software new license
TRM Disposal	\$125.00	Trash removal
Unique Management	\$65.00	Collection agency (Dec & Jan)
Waste Management	\$9.48	Recycling tote
Wells Fargo	\$1,419.95	See statements for details

Total: **\$24,204.15**

Approved

Date

Approved

Date



Budget Summary

March 2025

Personnel	March	Year-to-Date	Budget	% Spent
Salaries	20,396.59	380,886.33	575,871.00	66.1%
Benefits	7,940.17	104,441.60	189,920.00	55.0%
TOTAL	28,336.76	485,327.93	765,791.00	63.4%

Collection	March	Year-to-Date	Budget	% Spent
Physical	3,933.45	46,576.34	97,309.00	47.9%
Digital	4,000.00	16,099.92	28,000.00	57.5%
Special	502.82	5,484.16	10,000.00	54.8%
TOTAL	8,436.27	68,160.42	135,309.00	50.4%

Operations	March	Year-to-Date	Budget	% Spent
Repair/Maint	1,195.55	7,240.29	37,000.00	19.6%
Computer/IT	133.24	34,429.64	38,145.00	90.3%
Operations	5,459.22	66,511.70	117,786.00	56.5%
TOTAL	6,788.01	108,181.63	192,931.00	56.5%

TOTAL TO DATE	March	Year-to-Date	Budget	% Spent
	43,561.04	661,669.98	1,094,031.00	60.5%

75% of Budget Year

Revenue | March 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-40000	Property Taxes(R)	48,954.62	604,027.00	57.77%
041-4100-44700	Library Service Reimbursements(R)	44,301.00	85,000.00	52.11%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	3,536.42	1,000.00	353.64%
041-4100-47641	Library Fines(R)	2,548.91	3,000.00	84.96%
041-4100-49400	Transfer In--T&A PROP TAX(R)	110,012.87	188,623.12	58.32%
Total 041 - LIBRARY FUND:		-509,353.82	-881,650.12	57.77%

Expenditures | March 2025

Account Number	Account Title	YTD	Budget	% Budget
041-4100-60110	Salary/Wages--Administration(E)	98,289.35	176,628.00	55.64%
041-4100-60130	Salary/Wages--Clerical(E)	282,596.98	399,243.00	70.78%
041-4100-61100	FICA(E)	28,393.23	44,054.00	64.45%
041-4100-61300	IPERS(E)	35,541.79	54,363.00	65.37%
041-4100-61420	Deferred Comp--457(E)	2,762.50	4,950.00	55.80%
041-4100-61430	Employee Assistance Program(E)	276.00	300.00	92.00%
041-4100-61440	Wellness Program(E)	135.00	360.00	37.50%
041-4100-61500	Health Insurance(E)	28,674.88	59,791.00	47.95%
041-4100-61501	Dental Insurance(E)	2,105.73	3,904.00	53.93%
041-4100-61502	Vision Insurance(E)	255.87	382.00	66.98%
041-4100-61503	HSA Expense(E)	2,630.55	16,100.00	16.33%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	3,296.07	5,316.00	62.00%
041-4100-61599	Workers' Comp Insurance(E)	369.98	400.00	92.49%
041-4100-62100	Membership Dues/Subscriptions(E)	744.60	875.00	85.09%
041-4100-62300	Education/Training(E)	2,013.42	3,000.00	67.11%
041-4100-62700	Mileage(E)	290.05	1,250.00	23.20%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	7,240.29	37,000.00	19.56%
041-4100-63710	Utilities(E)	14,195.49	30,246.00	46.93%
041-4100-64020	Advertising(E)	2,100.54	2,250.00	93.35%
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)	16,527.66	24,775.00	66.71%
041-4100-64990	Misc Contractual(E)	934.81	11,000.00	8.49%
041-4100-65020	Library Books & Periodicals(E)	46,576.34	97,309.00	47.86%
041-4100-65021	Digital Materials(E)	16,099.92	28,000.00	57.49%
041-4100-65022	Special Collections(E)	5,484.16	10,000.00	54.84%
041-4100-65060	Office Supplies(E)	1,298.55	4,100.00	31.67%
041-4100-65070	Materials/Supplies(E)	3,384.59	11,700.00	28.92%
041-4100-65079	Materials/Supplies--Program(E)	8,640.29	15,000.00	57.60%
041-4100-65080	Postage(E)	828.62	850.00	97.48%
041-4100-65990	Miscellaneous(E)	245.00	1,600.00	15.31%
041-4100-67240	Computer Hardware/Software(E)	34,429.64	38,145.00	90.25%
041-4100-69301	Transfer Out-CIP(E)	.00	100,000.00	0.00%
Total 041 - LIBRARY FUND:		661,761.47	1,199,031.00	55.19%

Library Special Revenue | March 2025

Account Number	Account Title	YTD	Budget	Variance
REVENUE				
141-4100-44302	Enrich Iowa(R)	-9,229.78	-7,000.00	2,229.78
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	-15,000.00
141-4100-47050	Donations/Contributions(R)	-5,121.40	-30,000.00	-24,878.60
141-4100-47051	Friends of the Library Contrib(R)	-15,405.28	-10,000.00	5,405.28
Total Revenue:		-29,756.46	-62,000.00	-32,243.54

Account Number	Account Title	YTD	Budget	Variance
EXPEDITURES				
141-4100-65020	Library Books & Periodicals(E)	3,050.52	20,000.00	16,949.48
141-4100-65023	Summer Reading Program Expense(E)	4,644.93	15,000.00	10,355.07
141-4100-65024	Friends of the Library Expense(E)	3,437.36	10,000.00	6,562.64
141-4100-65025	Enrich Iowa Expenses(E)	818.03	7,000.00	6,181.97
141-4100-65070	Materials/Supplies(E)	1,865.87	10,000.00	8,134.13
Total Expenditures:		13,816.71	62,000.00	48,183.29

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2025
Subject: FY26 Budget Impacts

A summary of the FY26 Budget cuts is listed below. At this time we don't expect additional cuts, but final approval by the City Council is not until the end of April.

Salary/Wages

- Elimination of Assistant Director position and reduction in hours for part-time staff

Membership Dues

- Elimination of the director's membership to the American Library Association (may affect grant opportunities)

Education/Training

- Staff will not attend conferences, including the Iowa Library Association Conference

Repair/Maintenance – Buildings & Grounds

- Reduction or elimination of general maintenance, such as cancelling the HVAC maint. contract and reducing lawn mowing to every other week.

Misc. Contractual

- Elimination of collection agency

Library Books

- Across the board cuts, including ending contracts for ComicsPlus and newspaper archival

Digital Materials

- Loss of most of the Indianola Advantage Collection

Special Collections

- Across the board cuts to games, puzzles, and Library of Things

FY26 Budget Projections

REVENUE

Account	Title	FY25	FY26	Change
041-4100-40000	Property Taxes	604,027	681,945	13%
041-4100-44700	Library Service Reimbursements	85,000	82,000	-4%
041-4100-47400	Misc Sales (Copies/Scrap/etc)	1,000	4,000	300%
041-4100-47641	Library Fines	3,000	3,000	0%
041-4100-49400	Transfer In--T&A PROP TAX	188,623	143,148	-24%
Total Revenue		881,650	914,093	4%

Expenditures

041-4100-60110	Salary/Wages--Administration	176,628	138,786	-21%
041-4100-60130	Salary/Wages--Clerical	399,243	411,343	3%
041-4100-61100	FICA	44,054	42,407	-4%
041-4100-61300	IPERS	54,363	51,501	-5%
041-4100-61420	Deferred Comp--457	4,950	4,800	-3%
041-4100-61430	Employee Assistance Program	300	300	0%
041-4100-61440	Wellness Program	360	360	0%
041-4100-61500	Health Insurance	59,791	32,529	-46%
041-4100-61501	Dental Insurance	3,904	3,303	-15%
041-4100-61502	Vision Insurance	382	312	-18%
041-4100-61503	HSA Expense	16,100	7,203	-55%
041-4100-61550	Life Insurance/ADD/LTD/STD	5,316	4,833	-9%
041-4100-61599	Workers' Comp Insurance	400	400	0%
041-4100-62100	Membership Dues/Subscriptions	875	860	-2%
041-4100-62300	Education/Training	3,000	1,000	-67%
041-4100-62700	Mileage	1,250	450	-64%
041-4100-63100	Repair/Maint--Bldg/Grounds	37,000	20,000	-46%
041-4100-63710	Utilities	30,246	28,000	-7%
041-4100-64020	Marketing	2,250	1,500	-33%
041-4100-64082	Insurance--General Liability	6,155	6,086	-1%
041-4100-64083	Insurance--Property	9,253	9,808	6%
041-4100-64084	Insurance--Boiler/Machinery	732	635	-13%
041-4100-64090	Janitorial Services	24,775	23,000	-7%
041-4100-64990	Misc Contractual	11,000	1,000	-91%
041-4100-65020	Library Books & Periodicals	97,309	56,000	-42%
041-4100-65021	Digital Materials	28,000	7,000	-75%
041-4100-65022	Special Collections	10,000	6,000	-40%
041-4100-65060	Office Supplies	4,100	3,000	-27%
041-4100-65070	Materials/Supplies	11,700	4,000	-66%
041-4100-65079	Materials/Supplies--Program	15,000	7,800	-48%
041-4100-65080	Postage	850	1,375	62%
041-4100-65990	Miscellaneous	1,600	900	-44%
041-4100-67240	Computer Hardware/Software	38,145	36,000	-6%
041-4100-69301	Transfer Out-CIP	100,000	0	-100%
Total		1,199,031	912,491	-24%

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2025
Subject: FY26 New Library Hours

To meet the necessary cuts to the FY26 budget, we need to reduce the library's operating hours. Starting July 1, 2025, I recommend reducing the hours from 64 to 54 per week by opening one hour later from Monday to Saturday and closing on Sunday.

Note: To maintain our accreditation, libraries of our size must remain open at least six days a week and for a minimum of 51 hours.

Current Hours:		Proposed Hours:	
Mondays	9:00 am – 8:00 pm	Mondays	10:00 am – 8:00 pm
Tuesdays	9:00 am – 8:00 pm	Tuesdays	10:00 am – 8:00 pm
Wednesdays	9:00 am – 8:00 pm	Wednesdays	10:00 am – 8:00 pm
Thursdays	9:00 am – 8:00 pm	Thursdays	10:00 am – 8:00 pm
Fridays	9:00 am – 5:00 pm	Fridays	10:00 am – 5:00 pm
Saturdays	9:00 am – 5:00 pm	Saturdays	10:00 am – 5:00 pm
Sundays	1:00 pm – 5:00 pm	Sundays	Closed

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: April 2025
Subject: Notary Services

Most libraries of our size offer free notary services. The attached policy would establish this service at our library. I have completed the required training, received state certification, and am bonded through the City's insurance.

Draft Policy: Notary Service

The Indianola Public Library offers free, limited, notary services. These services are dependent upon staff availability. Library staff are not attorneys licensed to practice law in this state; are not allowed to draft legal records, give advice on legal matters, including immigration, or charge a fee for those activities

Notary Service Guidelines

- Notary services are dependent on staff availability.
- A valid, government-issued photo identification with signature is required of any person seeking notary service.
- Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- Library staff will not administer thumbprints or fingerprints.
- Library staff will not provide witnesses, and witnesses may not be solicited from patrons using the library. A witness must also provide valid photo identification.
- The library notary and the patron requesting notary services must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with the customer requesting notary services.
- Library staff have the right to decline service if the customer, the document, or any circumstances of the request for notary service raise any issue of authenticity, doubt, or uncertainty.

Notary service is NOT available for:

- Government form I-9s
- Certification of public records, vital records, court records, or deeds.

Expectations:

Before coming to the library for a notarization, please:

- Call to ensure a notary is available.
- Bring a current photo ID that includes a signature for all document signers, including witnesses.
- Complete all documents except for the signature and date fields. Signers must sign the document in front of the notary.
- Bring disinterested witnesses (people who have no stake in the outcome of the document) if the document requires witness signatures in addition to the notary.

The notarization of a document will detect and deter fraud when the proper steps of notarization are followed:

- The notary will establish the identity of each signer with current, signed ID documents.
- All document signers (including witnesses) must personally appear before the notary and sign the document in front of the notary.
- The notary will assess whether each document signer is competent.
- While not responsible for the content of a document, the notary will alert the signer to any blanks.
- The notarial certificate will be completed. This may include requiring the signer to give a verbal oath or acknowledgement.
- The notary will use their stamp on the document and record the notary act in the notary's log.

April 2025



Director's Report

Backpacks for Hunger

We've partnered with the Indianola Community Youth Foundation (ICYF) to serve as a drop-off location for Backpacks for Hunger.

Legislature To Watch

Neither HF880 (regarding Enrich Iowa funds) nor HF521 (concerning obscenity exceptions) made it through the legislative funnel, meaning that, for now, neither initiative will move forward.

Institute of Museum and Library Services (IMLS)

The staff of the Institute of Museum and Library Services (IMLS) have been placed on leave as the Trump administration works toward eliminating the IMLS "to the maximum extent consistent with applicable law." The agency is responsible for distributing federal funding to libraries.

In Iowa, IMLS funds primarily support the State Library, which uses the funding for programs such as All Iowa Reads, continuing education, the People's Law Library, and the State Library Endorsement program. The potential elimination of SILO and the IA Shares Delivery Service would have the biggest impact on our patrons. SILO is the platform that supports the Interlibrary Loan program, while IA Shares provides a free delivery service for libraries.

Staff Recognition

In looking for ways to celebrate our successes, I've asked staff to record positive comments they hear about the library. Here's a selection from March:

- "My son doesn't seem excited about much now that he's a teen. But he heard we were going to IPL today and his face lit up. He loves the library"
- A patron mentioned how much they love our app! Stated how user friendly it is and how quickly we help fix any confusion over the phone.
- "You guys are awesome!"
- Patron complimented our staff regarding our response time and helpfulness. He said some places take weeks, if you even hear from them at all, but with us, its maybe hours, if that. Thanks for all that we do!



Circulation

March 2025

Print	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,831	3,537	3,649	32,352	33,147	32,376
Teens	403	501	387	4,597	4,323	4,109
Children	5,258	5,203	6,275	40,491	42,995	50,791
Total	9,492	9,241	10,311	77,440	80,465	87,276

Special	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,666	1,849	2,283	13,097	13,948	16,594
Magazines	113	144	97	1,546	1,148	1,011
Audiobooks	73	162	88	1,486	1,288	907
Games & Puzzles	575	653	900	3,974	5,111	6,757
Library of Things & STEM	62	80	81	581	502	791
Total	2,489	2,888	3,449	20,684	21,997	26,060

Digital	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,886	1,894	1,831	15,459	16,210	15,917
Eaudio books	1,387	1,872	2,143	11,462	14,426	17,342
Digital Magazines	81	301	351	631	1,901	2,573
Streaming Videos	217	274	220	1,011	1,631	1,550
Total	3,571	4,341	4,545	28,563	34,168	37,382

TOTAL TO DATE	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
	15,552	16,470	18,305	126,687	136,630	150,718



Programs and Services

MARCH 2025

Program Attendance	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	51	87	139	804	1,312	1,151
Teens	76	108	75	615	798	851
Children	1,318	1,512	1,465	8,151	8,507	7,936
Library Meetings	22	20	28	196	187	154
Total	1,467	1,727	1,707	9,766	10,804	10,092

Number of Programs	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	9	10	13	66	93	107
Teens	6	6	5	48	43	53
Children	37	43	50	281	284	323
Total	52	59	68	395	420	483

User Statistics	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	101	109	89	803	743	688
Door Count	7,039	6,973	6,833	54,204	56,758	60,751
Number of Home Deliveries	6	8	5	60	80	44
Home Delivery Checkouts	65	124	79	766	1,061	713
ILL Items Loaned	23	23	26	148	166	200

Computer Usage	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	314	357	332	2,597	2,812	2,732
WiFi Sessions	778	596	730	5,598	6,351	5,756
WiFi Unique Users	322	239	324	2,238	2,459	2,521
IPL App Launches	1,822	2,133	2,309	14,029	16,023	19,286
App Page Views	2,033	3,098	3,052	15,637	20,034	25,641

Meeting Room Usage	MAR 2023	MAR 2024	MAR 2025	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	21	15	27	101	121	143
Meeting Attendance	120	87	108	621	750	721

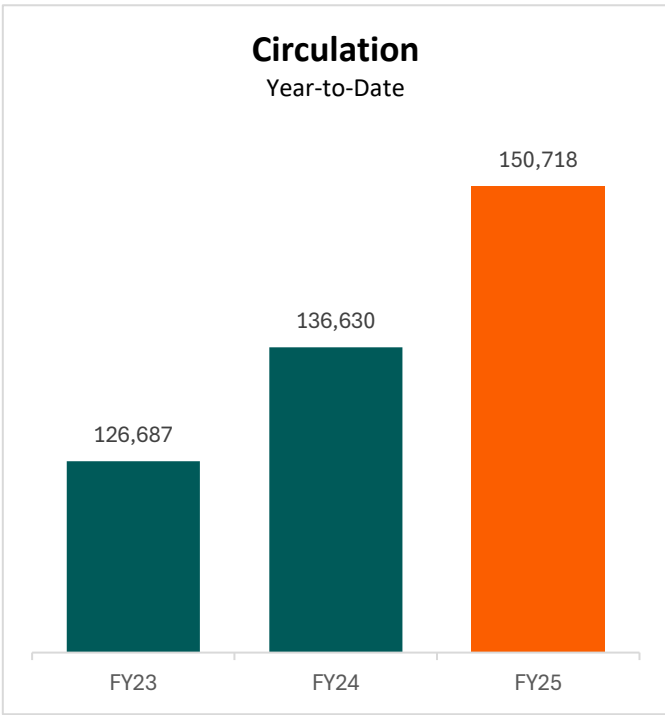


YTD Activity Summary

MARCH 2025

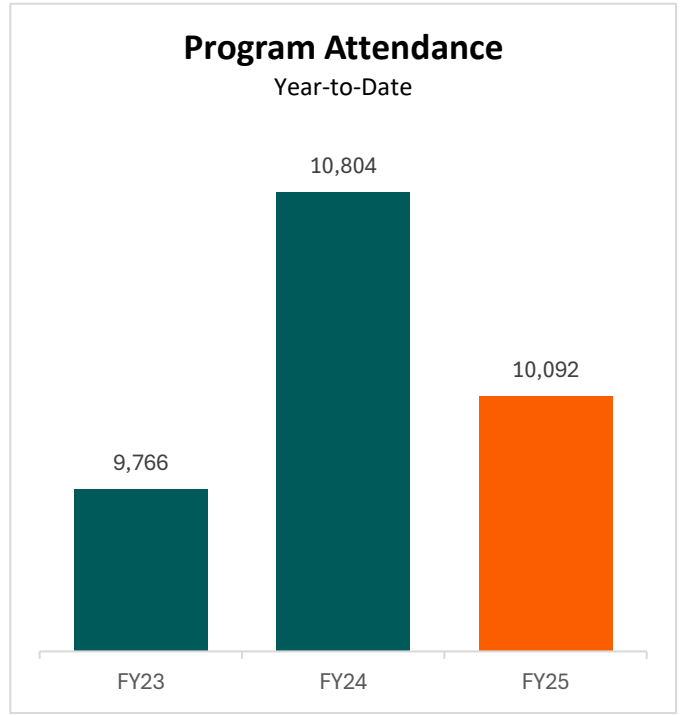
Circulation

Year-to-Date



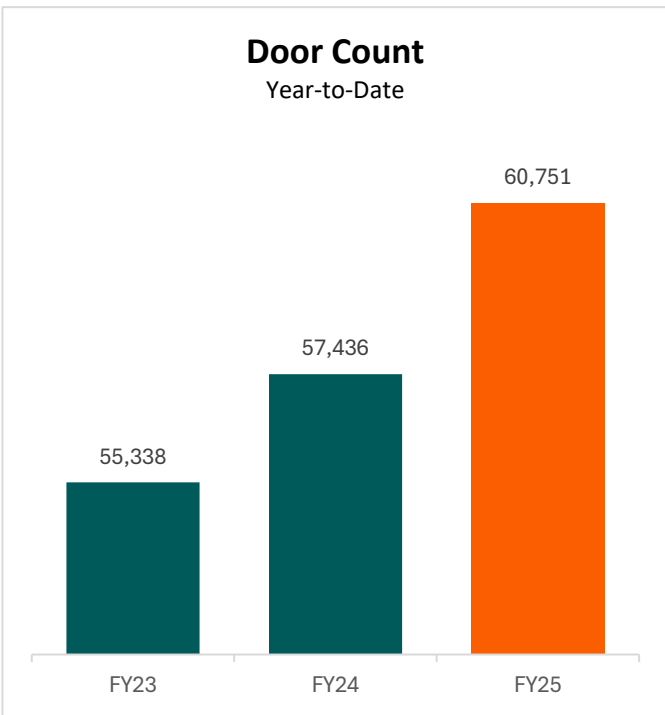
Program Attendance

Year-to-Date



Door Count

Year-to-Date



In-Library WiFi Usage

Year-to-Date

