



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

June 10, 2025

5:30 PM

Indianola Wellness Campus, 306 E. Scenic Drive, Indianola, IA

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. May 13, 2025 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Review of City of Indianola Library Ordinance
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Update: OPN Concept Plans
- 8. New Business**
 - A. Discussion: FY26 Budget Announcement
 - B. Library Board Trustee Opening
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

May 13, 2025

5:30 p.m.

Indianola Public Library

Present: Children's Librarian - Janis Comer, Val Craven, Dawn Goodale, Sally Van Dorin, and Andy Brittingham.

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. April 8, 2025 Meeting Minutes*

MOTION: *Val motioned to approve the April 8 meeting minutes. Sally seconded. Motion carried.*

5. Trustee Continuing Education

a. *Andy mentioned that officers will be appointed in July.*

6. Financial Reports

a. Approve Monthly Claims*

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

b. Review Financial Reports

Things are on track for this point in the year. County money will be available in May.

7. Unfinished Business

a. Update: Strategic Plan

Michele noted that considerable progress has been made towards the new strategic plan. There have been several surveys and focus groups to assist in the planning. Cassandra will continue to meet with the library staff with the goal of presenting an outline to the Board in June or July.

b. Update: OPN concepts Plan (shared by Andy)

The City and Architect firm reps have had meetings, with Toby and Michele having frequent discussions. They are looking at detailed needs for the new library such as shelf size, etc. as

a building size is developed. Andy reported that Alison and Michele have been doing a good job advocating for the IPL needs. He talked about the possible sources of revenue for building a new library.

8. New Business

a. Approval of the FY26 Budget*

Michele had a memo sharing the breakdown on areas in the budget and the percentage of each that had been cut. Overall, the budget has been reduced by 24%.

MOTION: *Dawn moved to approve the budget and Sally seconded the motion. It carried.*

b. Policy Review: Service Animals in the Library*

Michele recommended no changes to the policy. It was reviewed by the City's legal counsel in 2019, and there have been no changes to the relevant laws since then.

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

c. Policy Revision: Circulation*

The Circulation Policy needs to be updated to include STEM kits.

They are very popular, with a limited number available, so staff is proposing that checkouts are limited to two kits per patron for a one-week loan period.

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

9. Reports

a. Friends of the Library Report

Sally reported that the Friends group continues to look for ways to fundraise for the purchase of land for the new library. The deadline is coming up in June for the sale date. The group had a special fundraising meeting on March 31st. They discussed marketing ideas to promote the library and explain the plan for money for the land.

b. Director's Report

Michele reported that Kelsey McFarland, Children Services Assistant recently earned her master's degree. She also extended best wishes to Stefanie Mueller, Library Assistant, as she has chosen to step away from her position. Due to budget cuts, her position will not be filled.

Programs and Summer Reading Challenge kick off on May 29. There are over 100 programs scheduled for June and July. The Summer Bash is set for May 29 from 5:30 - 7:30 p.m. and will feature Big Red Radio, inflatables, family games and food trucks.

Michele's report highlighted the April program of the Local Authors Fair, held in partnership with Simpson. Jacy helped out for this town-and-gown collaboration. Janis is hosting monthly storytimes at various city departments. The Street Department had the most popular Storytime on the Move this year.

The Stuffie Sleepover had almost 200 participants and 90 stuffed animals spending the night at the library. This event is in partnership with the Indianola Community School District's Purple and Gold Preschool.

Michele included three “Overheard at the Library...” quotes. They were all very positive.

c. **Library Statistics**

Circulation and Door Count are higher than last year at this time, with other areas being close to the same or slightly down.

10. Agenda Items for Next Meeting

Michele shared a memo stating that because of space constraints with summer programming, the Library Board meeting scheduled for June 10 will take place at the Wellness Campus. There will also be the option to join with Microsoft Teams.

10. Trustee Comments

No Trustee Comments

11. Adjourn

Motion to Adjourn by Andy at approximately 6:45.

CHAPTER 22

LIBRARY BOARD OF TRUSTEES

22.01 Public Library	22.07 Nonresident Use
22.02 Library Trustees	22.08 Expenditures
22.03 Qualifications of Trustees	22.09 Annual Report
22.04 Organization of the Board	22.10 Injury to Books or Property
22.05 Powers and Duties	22.11 Theft
22.06 Contracting with Other Libraries	22.12 Notice Posted

22.01 PUBLIC LIBRARY. The public library for the City is known as the Indianola Public Library. It is referred to in this chapter as the Library.

22.02 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of seven (7) resident members. All members are to be appointed by the Mayor with the approval of the Council.

22.03 QUALIFICATIONS OF TRUSTEES. All members of the Board shall be bona fide citizens and residents of the City. Members shall be over the age of twenty-one (21) years.

22.04 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any Trustee shall be vacated if such member moves permanently from the City and shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

22.05 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City

Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and

bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

22.06 CONTRACTING WITH OTHER LIBRARIES. The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

22.07 NONRESIDENT USE. The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

22.08 EXPENDITURES. All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

(Code of Iowa, Sec. 384.20 & 392.5)

22.09 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

22.10 INJURY TO BOOKS OR PROPERTY. It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

(Code of Iowa, Sec. 716.1)

22.11 THEFT. No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

22.12 NOTICE POSTED. There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such

material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)



— PUBLIC LIBRARY —

Invoices for Board Meeting

June 10, 2025

Vendor	Amount	Description of services or goods
Amazon	\$7,338.17	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Baker and Taylor	\$3,156.34	Books
Baker and Taylor Entertainment	\$328.12	DVDs
City of Indianola (IMU)	\$1,313.03	Utilities
Dust Pros	\$1,548.50	Janitorial services, supplies
Iowa Water Management Co.	\$54.48	Monthly agreement
MidAmerican Energy	\$69.89	Natural Gas
OPN Architects	\$4,350.00	Library concept and community engagement
Pella Printing	\$374.93	Envelope printing
PerMar Security	\$502.34	Smoke detector service after water damage
Playaway Products	\$2,490.76	Playaway devices and Wonderbooks
TRM Disposal	\$125.00	Trash removal
Waste Management	\$9.48	Recycling tote
West Des Moines Public Library	\$200.00	Metro library map
Wells Fargo	\$742.01	See statements for details

Total: \$22,603.05

Approved

Date

Approved

Date



Budget Summary

May 2025

Personnel	May	Year-to-Date	Budget	% Spent
Salaries	40,257.14	481,979.50	533,463.00	90.3%
Benefits	11,574.44	131,342.55	147,217.00	89.2%
TOTAL	51,831.58	613,322.05	680,680.00	90.1%

Collection	May	Year-to-Date	Budget	% Spent
Physical	10,819.50	64,390.45	97,309.00	66.2%
Digital	4,000.00	20,099.92	28,000.00	71.8%
Special	607.09	6,678.73	10,000.00	66.8%
TOTAL	15,426.59	91,169.10	135,309.00	67.4%

Operations	May	Year-to-Date	Budget	% Spent
Repair/Maint	812.10	8,436.09	20,000.00	42.2%
Computer/IT	4,650.00	40,477.05	38,145.00	106.1%
Operations	11,074.07	85,792.15	116,550.00	73.6%
OPN Concept Plans	11,250.00	33,750.00	45,000.00	75.0%
TOTAL	27,786.17	168,455.29	219,695.00	73.6%

TOTAL TO DATE	May	Year-to-Date	Budget	% Spent
	95,044.34	872,946.44	1,035,684.00	84.3%

91% of Budget Year

Revenue | May 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-40000	Property Taxes(R)	-644,398.65	-604,027.00	107%
041-4100-44700	Library Service Reimbursements(R)	-44,301.00	-85,000.00	52%
041-4100-47100	Refunds/Reimbursements(R)	-94.00	-19.00	495%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-4,245.99	-3,910.00	109%
041-4100-47641	Library Fines(R)	-3,129.85	-3,000.00	104%
041-4100-49400	Transfer In--T&A PROP TAX(R)	-193,891.52	-189,911.70	102%
Total:		-890,061.01	-885,867.70	

Expenditures | May 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-60110	Salary/Wages--Administration(E)	124,485.56	134,220.00	92.74%
041-4100-60130	Salary/Wages--Clerical(E)	357,493.94	399,243.00	89.54%
041-4100-61100	FICA(E)	35,919.13	39,000.00	92.10%
041-4100-61300	IPERS(E)	44,976.03	48,750.00	92.25%
041-4100-61420	Deferred Comp--457(E)	3,575.00	4,950.00	72.22%
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)	35,843.60	39,459.00	90.83%
041-4100-61501	Dental Insurance(E)	2,573.67	2,800.00	91.91%
041-4100-61502	Vision Insurance(E)	312.73	382.00	81.86%
041-4100-61503	HSA Expense(E)	3,322.80	5,500.00	60.41%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	4,038.61	5,316.00	75.97%
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)	2,073.39	3,000.00	69.11%
041-4100-62700	Mileage(E)	670.03	1,000.00	67.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	8,436.09	20,000.00	42.18%
041-4100-63710	Utilities(E)	16,330.07	25,000.00	65.32%
041-4100-64020	Advertising(E)	2,744.53	2,250.00	121.97%
041-4100-64082	Insurance--General Liability(E)	5,583.57	5,584.00	99.99%
041-4100-64083	Insurance--Property(E)	9,253.00	9,253.00	100.00%
041-4100-64084	Insurance--Boiler/Machinery(E)	563.00	563.00	100.00%
041-4100-64090	Janitorial Services(E)	20,372.17	24,775.00	82.22%
041-4100-64990	Misc Contractual(E)	5,580.04	11,000.00	50.72%
041-4100-65020	Library Books & Periodicals(E)	64,390.45	97,309.00	66.17%
041-4100-65021	Digital Materials(E)	20,099.92	28,000.00	71.78%
041-4100-65022	Special Collections(E)	6,678.73	10,000.00	66.78%
041-4100-65060	Office Supplies(E)	1,945.26	4,100.00	47.44%
041-4100-65070	Materials/Supplies(E)	5,378.66	11,700.00	45.97%
041-4100-65079	Materials/Supplies--Program(E)	13,275.65	15,000.00	88.50%
041-4100-65080	Postage(E)	1,033.18	850.00	121.55%
041-4100-65990	Miscellaneous(E)	245.00	1,600.00	15.31%
041-4100-67240	Computer Hardware/Software(E)	40,477.05	38,145.00	106.11%
041-4100-69301	Transfer Out-CIP(E)	33,750.00	45,000.00	75.00%
Total:		872,946.44	1,035,684.00	

Library Special Revenue | April 2025

Account Number	Account Title	Revenue	Spent
141-4100-44302	Enrich Iowa	9,229.78	3,833.73
141-4100-47050	Donations/Contributions	6,495.50	5,429.93
141-4100-47051	Friends of the Library Contrib	15,727.78	10,750.20
TOTAL:		31,453.06	20,013.86

June 2025

Director's Report

Welcome Summer!

The Summer Reading Program is off to a great start -- in the first week more than 3,300 people came through the library doors checking out over 4,700 items. Nearly 1,200 people signed up for the reading challenge during that same time.



Congratulations Mike!

Congratulations to Library Assistant Mike Wadle, who recently earned his master's degree in Library and Information Science from the University of Wisconsin–Milwaukee. The library staff celebrated both Mike and Kelsey's graduations during the May staff meeting.



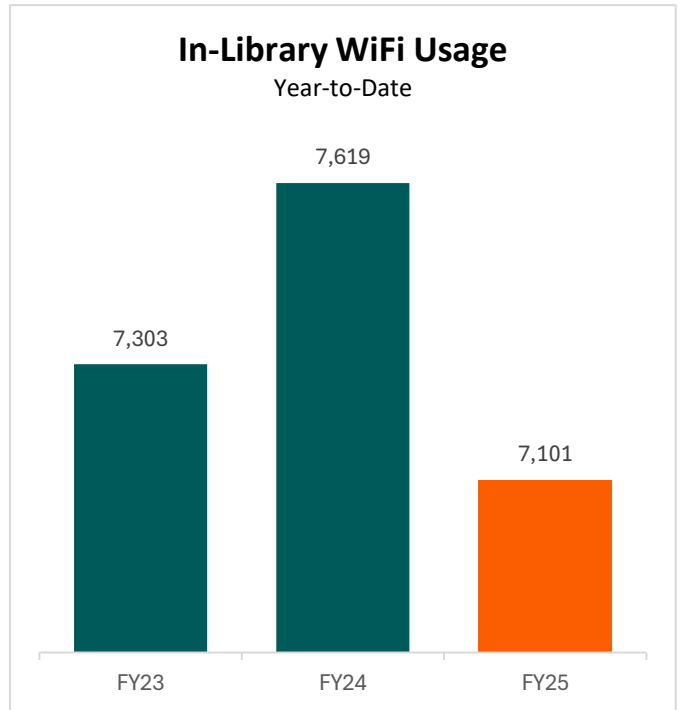
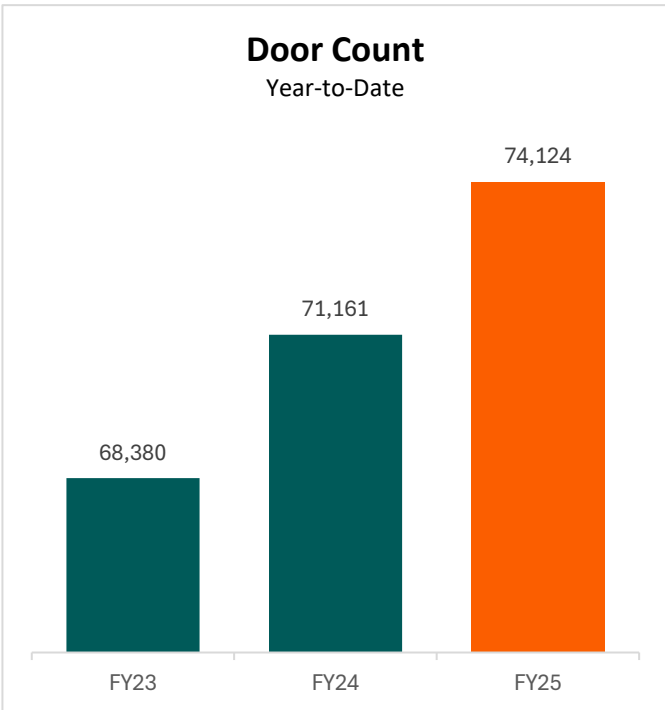
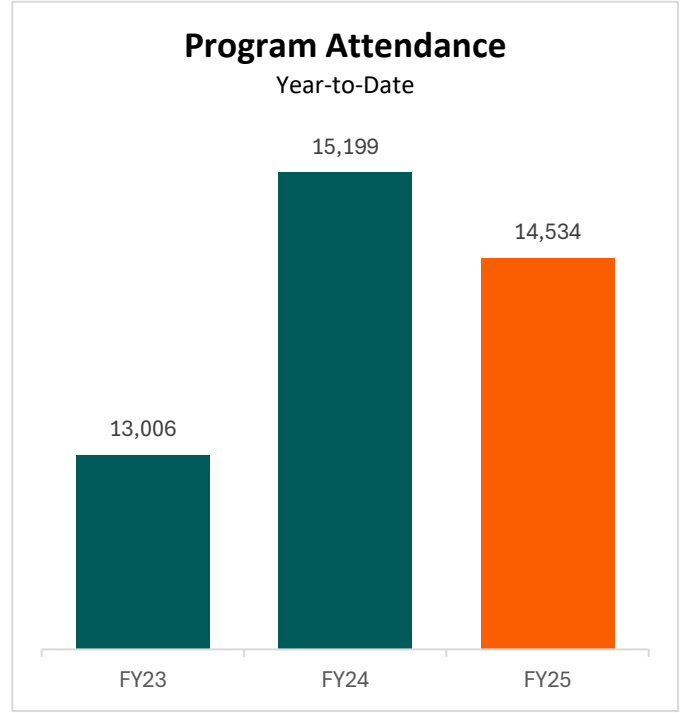
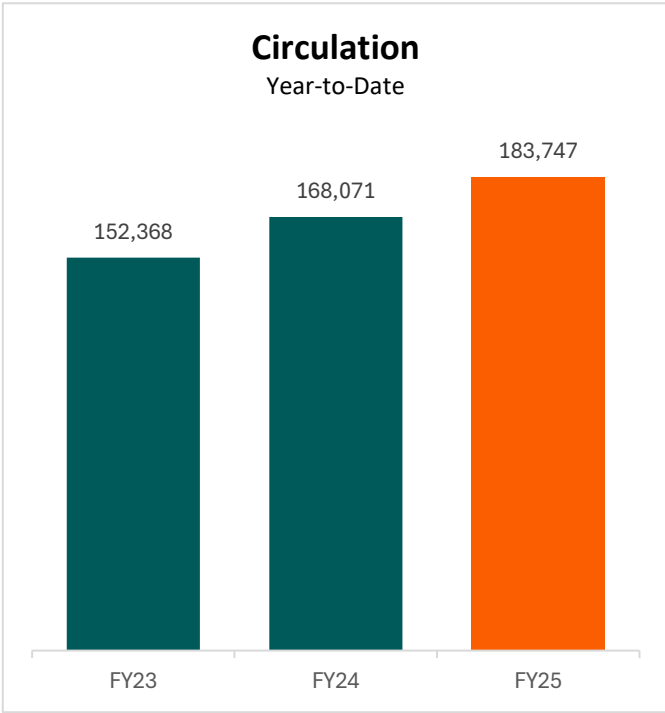
STEM Kits Continue to Grow in Popularity

Since its launch in September, the STEM collection has expanded from 25 to 58 kits—and their popularity continues to rise. As of this writing, 88% of the kits are checked out.



YTD Activity Summary

MAY 2025





Circulation

May 2025

Print	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,720	3,667	3,172	38,556	40,575	39,064
Teens	478	498	352	5,359	5,312	4,886
Children	4,604	4,934	5,388	48,578	52,902	61,950
Total	8,802	9,099	8,912	92,493	98,789	105,900

Special	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,525	1,559	1,832	15,680	17,259	20,249
Magazines	163	124	85	1,831	1,461	1,230
Audiobooks	398	127	132	2,014	1,518	1,151
Games & Puzzles	439	534	647	4,707	6,222	8,130
Library of Things	64	72	88	689	640	803
STEM Kits	NA	NA	69	NA	NA	289
Total	2,589	2,416	2,853	24,921	27,100	31,852

Digital	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,633	1,778	1,701	18,787	19,809	19,207
Eaudio books	1,369	1,788	2,182	14,074	18,088	21,729
Digital Magazines	64	216	314	758	2,242	3,150
Streaming Videos	187	253	199	1,335	2,043	1,909
Total	3,253	4,035	4,396	34,954	42,182	45,995

TOTAL TO DATE	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
	14,644	15,550	16,161	152,368	168,071	183,747



Programs and Services

MAY 2025

Program Attendance	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	14	31	41	893	1,436	1,381
Teens	6	10	12	701	944	1,010
Children	1,969	3,249	3,130	11,188	12,594	11,949
Library Meetings	9	18	13	224	225	194
Total	1,998	3,308	3,196	13,006	15,199	14,534

Number of Programs	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	2	6	9	76	110	135
Teens	1	1	1	55	51	62
Children	16	24	17	337	339	374
Total	19	31	27	468	500	571

User Statistics	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	92	116	67	995	965	830
Door Count	5,837	6,704	6,597	68,380	71,161	74,124
Number of Home Deliverie	7	7	6	78	93	53
Home Delivery Checkouts	95	87	68	928	1,329	849
ILL Items Loaned	23	25	23	196	233	247

Computer Usage	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	367	264	293	3,216	3,474	3,331
WiFi Sessions	693	652	602	7,303	7,619	7,101
WiFi Unique Users	260	282	284	2,865	2,975	3,145
IPL App Launches	1,696	1,831	1,990	17,871	19,840	23,447
App Page Views	1,900	2,777	2,729	20,200	26,029	31,228

Meeting Room Usage	MAY 2023	MAY 2024	MAY 2025	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	6	0	26	121	137	185
Meeting Attendance	22	0	160	725	879	960