



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 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. June 10, 2025 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. FY26 Budget Statement
- 7. New Business**
 - A. Policy Review: Photographs and Video Recordings*
- 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

June 10, 2025

5:30 PM

Indianola Wellness Campus

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

Absent: *Teresa Swan Tuite*

1. Call to Order

Andy called the meeting to order at 5:32pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

a. May 13, 2025 Meeting Minutes*

MOTION: *Val moved to approve the minutes. Andy seconded. Motion carried.*

5. Trustee Continuing Education

a. Review of City of Indianola Library Ordinance

Reviewed the City of Indianola Library Ordinance and the IPL's Board Roles, as outlined in the ordinance. Michele reminded the board that a member of the Board is permitted to do the Annual Report to City Council, should anyone wish to do so.

6. Financial Reports

a. Approve Monthly Claims*

Michele presented the monthly claims to the Board. While it appears to be somewhat high, that's just because it's the end of the fiscal year.

MOTION: *Dawn moves to approve the monthly claims. Cyd seconded. Motion carried.*

b. Review Financial Reports

Michele noted that the OPN fees are coming out of reserves and reported the the WDM Library map will come from Enrich Iowa funds and we will get the rights to the map and photo of our library. The goal is for the Friends to use these items as a fundraiser at a later date. Additionally, Michele adjusted the way special revenue was listed by noting just the revenue and expenditures.

7. Unfinished Business

a. OPN Concept Plans

There has been a stall in progress due to the availability of all parties for meetings. OPN has not shared many details yet at this point, just general thoughts on the space overall and square footage. Andy highlighted the fact that budget will drive design and we need a confirmed budget in order to make the best, most informed decisions regarding the space we will have. The new City Manager has had good interactions and some discussion has been held with the City Council about how to move forward. The hope is that we will develop a plan with realistic budget expectations and be able to move forward from there.

8. New Business

a. Discussion: FY25 Budget Announcement

Due to anticipated budget cuts, the library will be adjusting hours and some services. The question was posed to the board about how to announce these updates to the public. It was determined that the best options would be putting a sign on the library door, using Facebook, the website, and an article in the IPL Newsletter. The board will revisit service adjustments in August and determine how best to announce those items.

In the meantime, the board would like to opt for transparency and has suggested the following language for the first announcement regarding hours:

Like many communities in Iowa, the City of Indianola is facing financial challenges due to recent actions taken by the State Legislature. To support the City of Indianola's budget objective, effective July 1, 2025, the Indianola Public Library will implement revised operating hours.

Those new hours are:

Monday through Friday: 10:00 AM - 8:00 PM

Saturday: 10:00 AM – 5 PM

Sunday: Closed

This reduction in hours will allow the Library to focus its resources on providing essential services and programming. We remain dedicated to serving our community's informational, educational, and recreational needs.

b. Library Board Trustee Opening

Michele announced that current IPL Board Member, Teresa Swan Tuite, has accepted a position out of state and will no longer be serving on the board. Michele reminded the group that the Mayor appoints members of the IPL Board, but does accept suggestions from Michele and current board members. Those that have suggestions or names of people who may be interested should send those to Michele.

9. Reports

a. Friends of the Library Report

No big updates. They continue fundraising and working on securing the land on Iowa Ave to possibly be a location for the new library. They may have a large donation incoming, though no details are yet available.

b. Director's Report

Michele gave her report and noted that the library got some nice publicity on the City's Facebook page this last month.

c. Library Statistics

Library Statistics are as expected for this time of year. There will be a deeper dive into statistics next month.

10. Agenda Items for the Next Meeting

No items mentioned for the next meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Cyd at 6:35pm.



— PUBLIC LIBRARY —

Invoices for Board Meeting

July 8, 2025

Vendor	Amount	Description of services or goods
Amazon	\$1,896.76	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Baker and Taylor	\$2,711.53	Books (\$1633.43 Submitted end of FY25)
Baker and Taylor Entertainment	\$137.13	DVDs (\$100.05 Submitted end of FY25)
Baker and Taylor Spoken Word	\$56.71	Books on CD (\$26.98 Submitted end of FY25)
Circle B	\$101.74	Skylight materials (Submitted end of FY25)
Comiskey Glass	\$3,087.50	Skylight Repair (Submitted end of FY25)
Demco	\$93.09	book covering supplies and bookmarks
Dust Pros	\$1,744.50	Janitorial services, supplies
Envisionware	\$603.75	Mobile printing service
Innovative	\$29,665.40	Annual contract for ILS services
Iowa Water Management Co.	\$54.48	Monthly agreement
MidAmerican Energy	\$50.24	Natural Gas
PerMar Security	\$545.09	Smoke detector service after water damage
Springer Pest Control	\$161.70	Pest management (Submitted end of FY25)
TRM Disposal	\$125.00	Trash removal
United Rentals	\$743.74	Skyjack rental for skylight repair
Waste Management	\$9.48	Recycling tote (Submitted end of FY 25)
Wood Roofing Company	\$1,907.18	Skylight repairs (Submitted end of FY25)
Woosley Landscape and Mowing	\$190.00	Mowing services (Submitted end of FY25)
Wells Fargo	\$237.88	See statements for details

Total: \$44,122.90

Approved

Date

Approved

Date



Budget Summary

June 2025

Personnel	June	Year-to-Date	Budget	% Spent
Salaries	41,564.48	523,543.98	533,463.00	98.1%
Benefits	8,341.32	139,683.87	147,217.00	94.9%
TOTAL	49,905.80	663,227.85	680,680.00	97.4%

Collection	June	Year-to-Date	Budget	% Spent
Physical	9,407.89	73,798.34	97,309.00	75.8%
Digital	0.00	20,099.92	28,000.00	71.8%
Special	588.49	7,267.22	10,000.00	72.7%
TOTAL	9,996.38	101,165.48	135,309.00	74.8%

Operations	June	Year-to-Date	Budget	% Spent
Repair/Maint	868.31	9,304.40	20,000.00	46.5%
Computer/IT	414.30	40,891.35	38,145.00	107.2%
Operations	21,582.39	141,145.47	161,550.00	87.4%
TOTAL	22,865.00	191,341.22	219,695.00	87.4%

TOTAL TO DATE	June	Year-to-Date	Budget	% Spent
	82,767.18	955,734.55	1,035,684.00	92.3%

End of budget year

Due to the City's transition to a new financial software system, final claims for the fiscal year are not included in this report. The library had an additional \$7,276.45 in claims that are not reflected here.

Revenue | June 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-40000	Property Taxes	653,943.73	604,027.00	108.26%
041-4100-44700	Library Service Reimbursements	44,301.00	85,000.00	52.11%
041-4100-47400	Misc Sales (Copies/Scrap/etc)	4,552.69	3,910.00	116.43%
041-4100-47641	Library Fines	3,264.05	3,000.00	108.80%
041-4100-49400	Transfer In--T&A PROP TAX	193,891.52	189,911.70	102.09%
Total:		899,952.99	885,848.70	

Note: Due to the City of Indianola's financial software conversion, this report does not include some transactions, including a check for \$44,301.00 in Library Services Reimbursements.

Expenditures | June 2025

Account Number	Account Title	YTD	Budget	% Budget
041-4100-60110	Salary/Wages--Administration(E)	134,964.04	134,220.00	100.55%
041-4100-60130	Salary/Wages--Clerical(E)	388,579.94	399,243.00	97.32%
041-4100-61100	FICA(E)	39,068.52	39,000.00	100.17%
041-4100-61300	IPERS(E)	48,856.14	48,750.00	100.21%
041-4100-61420	Deferred Comp--457(E)	3,975.00	4,950.00	80.30%
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)	2,807.64	2,800.00	100.27%
041-4100-61502	Vision Insurance(E)	341.16	382.00	89.30%
041-4100-61503	HSA Expense(E)	3,599.70	5,500.00	65.44%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	4,411.13	5,316.00	82.97%
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)	9,304.40	20,000.00	46.52%
041-4100-63710	Utilities(E)	17,712.99	25,000.00	70.85%
041-4100-64020	Advertising(E)	2,890.70	2,250.00	128.47%
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)	22,055.15	24,775.00	89.02%
041-4100-64990	Misc Contractual(E)	5,635.58	11,000.00	51.23%
041-4100-65020	Library Books & Periodicals(E)	73,798.34	97,309.00	75.83%
041-4100-65021	Digital Materials(E)	20,099.92	28,000.00	71.78%
041-4100-65022	Special Collections(E)	7,267.22	10,000.00	72.67%
041-4100-65060	Office Supplies(E)	3,212.78	4,100.00	78.36%
041-4100-65070	Materials/Supplies(E)	5,541.83	11,700.00	47.36%
041-4100-65079	Materials/Supplies--Program(E)	14,580.67	15,000.00	97.20%
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)	40,891.35	38,145.00	107.19%
041-4100-69301	Transfer Out-CIP(E)	49,350.00	45,000.00	109.66%
Total:		955,734.55	1,035,684.00	

Note: Due to the City of Indianola's financial software conversion, this report does not include some transactions.

Library Special Revenue | June 2025

Account Number	Account Title	Revenue	Spent
141-4100-44302	Enrich Iowa	9,229.78	7,252.80
141-4100-47050	Donations/Contributions	6,563.50	5,462.41
141-4100-47051	Friends of the Library Contrib	15,778.28	12,943.35
TOTAL:		31,571.56	25,658.56

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: July 2025
Subject: Policy Review: Photo Policy

While I don't have any suggested changes to the content of this policy, the sentence structure in the first paragraph feels unnecessarily formal. I've made a few minor adjustments to the wording, but the meaning remains unchanged. I would also recommend shortening the policy title to just **Photo and Video Policy**.

Original:

The Indianola Public Library frequently engages in photographing and making video recordings to document and promote the library's many services, programs, and events. Recognition of the importance these images have in communicating the library's mission and role to the community is balanced with our patrons' right to privacy while at the library.

Revised:

The Indianola Public Library frequently takes photographs and videos to document and promote its wide range of services, programs, and events. While these images help communicate the library's mission and role in the community, we are also committed to respecting our patrons' right to privacy while they are using the library.

Photography and Video Recordings

Revised Policy Title: Photo and Video Policy

The Indianola Public Library frequently engages in photographing and making video recordings to document and promote the library's many services, programs, and events. Recognition of the importance these images have in communicating the library's mission and role to the community is balanced with our patrons' right to privacy while at the library.

Revised Purpose Statement: The Indianola Public Library frequently takes photographs and videos to document and promote its wide range of services, programs, and events. While these images help communicate the library's mission and role in the community, we are also committed to respecting our patrons' right to privacy while they are using the library.

Photos and Videos taken by Library Staff

- Library staff will make every effort to notify members of the public verbally or through signage when they are taking photos or recording.
- Anyone who does not wish to be photographed or filmed must notify library staff immediately. This includes parents/guardians speaking on behalf of minors.
- If library staff has not been notified otherwise, consent is assumed from those participating in library events, programs, and services.

Photos and Videos taken by Visitors and Patrons

- Taking pictures or filming other people in the library is prohibited unless authorized by the library director and the patrons involved (including parents/guardians of minors)

Use of Library Images

Images published on the library's website, social media sites, print publications, and other materials are not for general distribution and may not be duplicated without prior permission from the library director.

Related Policies

- Library Code of Conduct

Adopted 9/22

Director's Report

Skylight Damage

The library was closed for six days beginning June 11 due to broken skylights. Damage included four skylight panels and a side window.

- During the closure, 17 scheduled events had to be cancelled.
- Charges have been filed against two juveniles and restitution will be pursued.
- A temporary repair, costing just over \$5,000, has been completed to ensure the safety of staff and the public. Estimates for a permanent repair are currently being gathered, with early projections placing the cost at be about \$20,000. The library's insurance policy has a \$30,000 deductible.
- The library will need to close for two days to complete the repair. We are aiming for an August date which will afford the least disruption of service.

Salary Step Freeze

The City's compensation plan provides nonunion employees with an annual cost-of-living adjustment (COLA) and a merit-based step increase for the first 10 years of employment. All library staff are currently within this 10-year window and remain eligible for a step increase on their employment anniversary. For FY26, the City Council approved a 3% COLA but withheld step increases for nonunion employees.

Library Collective Bargaining Unit

The four full-time librarians have petitioned the State's Employment Appeal Board to establish a bargaining unit represented by AFSCME Council 61. Management (myself) and the part-time library assistants are not included in this proposed bargaining unit and would remain under the City's compensation plan for nonunion employees.

New Display Tables

Using Enrich Iowa funds from the State Library, we purchased new display tables for our adult fiction and mystery collections. The tables were purchased from a company that specializes in bookstore furniture rather than traditional library furnishings. Patron response has been positive.



Magazine Subscriptions for FY26

As part of the new budget restrictions, 23 magazine subscriptions were cancelled.



Circulation

June 2025

Print	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	4,170	4,300	3,565	42,726	44,875	42,629
Teens	1,027	874	587	6,386	6,186	5,473
Children	7,708	8,202	8,365	56,286	61,104	70,315
Total	12,905	13,376	12,517	105,398	112,165	118,417

Special	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	2,066	2,121	2,050	17,746	19,380	22,299
Magazines	210	125	166	2,041	1,586	1,396
Audiobooks	179	136	145	2,193	1,654	1,296
Games & Puzzles	750	946	935	5,457	7,168	9,065
Library of Things	63	106	77	752	746	880
STEM Kits	NA	NA	215	NA	NA	504
Total	3,268	3,434	3,588	28,189	30,534	35,440

Digital	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,755	1,826	1,784	20,542	21,635	20,991
Eaudio books	1,467	1,697	2,260	15,541	19,785	23,989
Digital Magazines	85	206	292	843	2,448	3,442
Streaming Videos	130	159	260	1,465	2,202	2,169
Total	3,437	3,888	4,596	38,391	46,070	50,591

TOTAL TO DATE	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
	19,610	20,698	20,701	171,978	188,769	204,448



Programs and Services

JUNE 2025

Program Attendance	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	98	110	130	991	1,546	1,511
Teens	148	123	67	849	1,067	1,077
Children	1,898	2,044	2,041	13,086	14,638	13,990
Library Meetings	9	7	17	233	232	211
Total	2,153	2,284	2,255	15,159	17,483	16,789

Number of Programs	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	10	8	8	86	118	143
Teens	6	6	3	61	57	65
Children	36	46	35	373	385	409
Total	52	60	46	520	560	617

User Statistics	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	200	214	128	1,195	1,179	958
Door Count	11,621	11,313	8,535	80,001	82,474	82,659
Number of Home Deliverie	5	7	4	83	100	57
Home Delivery Checkouts	105	99	48	1,043	1,428	897
ILL Items Loaned	13	29	21	209	262	268

Computer Usage	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	512	426	264	3,728	3,900	3,595
WiFi Sessions	1,002	817	581	8,605	8,436	7,682
WiFi Unique Users	350	323	294	3,215	3,289	3,439
IPL App Launches	2,178	2,691	2,700	20,049	22,531	26,147
App Page Views	2,661	3,942	4,010	22,861	29,971	35,238

Meeting Room Usage	JUN 2023	JUN 2024	JUN 2025	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	0	0	0	121	137	185
Meeting Attendance	0	0	0	725	879	960

FY25 Trends in Circulation – Services - Programs

Circulation

More checkouts

Children’s picture books & early readers
 Children’s graphic novels and manga
 Children’s Playaways
 STEM Kits
 Video games
 Games for toddlers
 Puzzles (especially for toddlers)
 Ebooks & digital audiobooks
 Digital magazines

Fewer checkouts

Books on CD
 Magazines
 Adult fiction
 Adult nonfiction
 Teen fiction
 Teen nonfiction
 Children’s fiction

Services

More usage

Mobile app
 Meeting room reservations

Less Usage

Public computer
 New library cards
 Home delivery services
 Guest WIFI usage

Programs

Attendance for children's and teen programs was comparable to the previous year, though both would have increased if not for the library’s one-week closure in June. In contrast, attendance at adult programs declined.



FY25 Activity Summary

JUNE 2025

