



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 12, 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. July 8, 2025 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Reports**
 - A. Director's Report
 - B. Library Statistics
 - C. Friends of the Library Report
 1. Dayton Duncan Event: Sept. 16, 6 pm at Hubbell Hall, Simpson College
- 7. Unfinished Business**
 - A. Library Building Update
- 8. New Business**
 - A. POLICY REVIEW: Community Room*
 - B. Strategic Plan Presentation - Cassandra Halls
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 8, 2025

5:30 PM

Indianola Public Library

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

Absent: Randi Malone

1. Call to Order

Andy called the meeting to order at 5:02pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval – June 10, 2025

MOTION: Dawn motioned to approve the minutes. Cyd seconded. Motion carried.

5. Financial Reports

a. Approve Monthly Claims

MOTION: Sally moved to approve claims. Dawn seconded. Motion carried.

b. Review Financial Reports

Michele noted the financial reports are not fully accurate at this time. The city is transitioning to a new financial software system and final claims for the fiscal year are not all included.

6. Unfinished Business

FY26 Budget Statement

Discussion on whether to make any further statements on the impact of city budget cuts on library services.

DECISION: Wait and monitor to determine if patron complaints are received.

7. New Business

Policy Review: Photographs and Video Recordings

Michele provided revisions to the policy to clarify the language while retaining the intended message.

MOTION: Cyd motioned to approve the policy changes. Sally seconded. Motion carried.

8. Reports

a. Friends of the Library Report

Sally provided the following updates:

- Considering a library marketing video
- Fundraiser this Saturday, July 12, on the square
- Simpson Event on Wednesday, July 16, for local author Dayton Duncan

b. Director's Report

Michele provided an overview of the library skylight damage. A temporary repair is in place, but permanent repair expense is projected at \$20,000. Two quotes of the three required have been received at this time. The repairs will cause the library to be closed for two days in August.

c. Library Statistics

Michele noted for June 2025 circulation numbers are similar to June 2024.

9. Other Business

The Library Board Trustee opening is not yet filled.

Andy provided an update on a meeting he and Michele had with the new city manager. The city manager is trying to get up to speed on the library building efforts.

- Meet with all city council members for the backstory and notes of decisions made
- Understand the impacts of the legislative decisions on city funding
- Reach out to local libraries building new facilities
- Determine a contingency plan or option if there is a building delay

Michele also has a meeting with the building architect to discuss space needs this Friday, July 11.

10. Adjourn

Andy ended the meeting at 6:45 p.m.



— PUBLIC LIBRARY —

Invoices for Board Meeting

August 12, 2025

Vendor	Amount	Description of services or goods
Amazon	\$3,975.94	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Baker and Taylor	\$2,041.02	Books
Baker and Taylor Entertainment	\$69.19	DVDs
Baker and Taylor Spoken Word	\$29.73	Books on CD
Circle B	\$127.63	Skylight materials
City of Indianola (IMU)	\$4,036.07	Utilities (July & August)
Dust Pros	\$1,727.25	Janitorial services, supplies
Iowa Water Management Co.	\$54.48	Monthly agreement
OPN Architects	\$2,175.00	Library predesign
Overdrive Inc.	\$4,099.92	Bridges e-book fees
Nine Square Feet, Inc	\$20.00	Shipping and handling of seeds for Seed Catalog
Playaway Products	\$841.21	Playaway devices and Wonderbooks
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$125.00	Trash removal
Waste Management	\$10.00	Recycling tote
Woosley Landscape and Mowing	\$190.00	Mowing services
WT Cox	\$2,111.77	Annual magazine and newspaper subscription renewals
Wells Fargo	\$363.54	See statements for details

Total: **\$22,089.05**

Approved

Date

Approved

Date



Budget Summary

July 2025

Personnel	July	Year-to-Date	Budget	% Spent
Salaries	20,686.07	20,686.07	550,129.00	3.8%
Benefits	7,899.43	7,899.43	147,948.00	5.3%
TOTAL	28,585.50	28,585.50	698,077.00	4.1%

Collection	July	Year-to-Date	Budget	% Spent
Physical	1,797.73	1,797.73	56,000.00	3.2%
Digital	0.00	0.00	7,000.00	0.0%
Special	258.60	258.60	6,000.00	4.3%
TOTAL	2,056.33	2,056.33	69,000.00	3.0%

Operations	July	Year-to-Date	Budget	% Spent
Repair/Maint	1,105.31	1,105.31	20,000.00	5.5%
Computer/IT	30,269.15	30,269.15	36,000.00	84.1%
Operations	2,718.36	2,718.36	89,414.00	3.0%
TOTAL	34,092.82	34,092.82	145,414.00	3.0%

TOTAL TO DA	July	Year-to-Date	Budget	% Spent
	64,734.65	64,734.65	912,491.00	7.1%

8% of Budget Year



City of Indianola, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 07/31/2025

	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 041 - Library					
Revenue					
041-4100-40000					
Property Taxes	681,945.08	0.00	0.00	-681,945.08	0.00 %
041-4100-44700					
Library Service Reimbursements	82,000.00	0.00	0.00	-82,000.00	0.00 %
041-4100-47400					
Misc Sales	4,000.00	152.55	152.55	-3,847.45	3.81 %
041-4100-47641					
Library Fines	3,000.00	148.41	148.41	-2,851.59	4.95 %
041-4100-49403					
Transfer In--T&A PROP TAX	143,148.00	0.00	0.00	-143,148.00	0.00 %
Revenue Total:	914,093.08	300.96	300.96	-913,792.12	0.03%



Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 07/31/2025

		Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 041 - Library						
Expense						
041-4100-60110	Salaries/Wages	138,786.00	5,239.24	5,239.24	133,546.76	3.78 %
041-4100-60130	Salaries/Wages	411,343.00	15,446.83	15,446.83	395,896.17	3.76 %
041-4100-61100	FICA	42,407.00	1,541.47	1,541.47	40,865.53	3.63 %
041-4100-61300	IPERS	51,501.00	1,930.97	1,930.97	49,570.03	3.75 %
041-4100-61420	Deferred Comp-457	4,800.00	200.00	200.00	4,600.00	4.17 %
041-4100-61430	Employee Assistance Program	300.00	0.00	0.00	300.00	0.00 %
041-4100-61440	Wellness Program	360.00	0.00	0.00	360.00	0.00 %
041-4100-61500	Health Insurance	32,529.00	3,584.36	3,584.36	28,944.64	11.02 %
041-4100-61501	Dental Insurance	3,303.00	242.79	242.79	3,060.21	7.35 %
041-4100-61502	Vision Insurance	312.00	27.32	27.32	284.68	8.76 %
041-4100-61503	HSA Expense	7,203.00	0.00	0.00	7,203.00	0.00 %
041-4100-61550	Life Insurance/ADD/LTD/STD	4,833.00	372.52	372.52	4,460.48	7.71 %
041-4100-61599	Workers' Comp Insurance	400.00	0.00	0.00	400.00	0.00 %
041-4100-62100	Membership Dues/Subscriptions	860.00	0.00	0.00	860.00	0.00 %
041-4100-62300	Education/Training	1,000.00	0.00	0.00	1,000.00	0.00 %
041-4100-62700	Mileage	450.00	0.00	0.00	450.00	0.00 %
041-4100-63100	Repair/Maint	20,000.00	1,105.31	1,105.31	18,894.69	5.53 %
041-4100-63710	Utilities	28,000.00	50.24	50.24	27,949.76	0.18 %
041-4100-64020	Advertising & Legal Notices	1,500.00	52.47	52.47	1,447.53	3.50 %
041-4100-64082	Insurance--General Liability	6,086.10	0.00	0.00	6,086.10	0.00 %
041-4100-64083	Insurance--Property	9,808.18	0.00	0.00	9,808.18	0.00 %
041-4100-64084	Insurance--Boiler/Machinery	635.00	563.00	563.00	72.00	88.66 %
041-4100-64090	Janitorial Services	23,000.00	1,869.50	1,869.50	21,130.50	8.13 %
041-4100-64990	Misc Contractual	1,000.00	34.61	34.61	965.39	3.46 %
041-4100-65020	Library Books & Periodicals	56,000.00	1,797.73	1,797.73	54,202.27	3.21 %
041-4100-65021	Digital Materials	7,000.00	0.00	0.00	7,000.00	0.00 %
041-4100-65022	Special Collections	6,000.00	258.60	258.60	5,741.40	4.31 %
041-4100-65060	Office Supplies	3,000.00	11.43	11.43	2,988.57	0.38 %
041-4100-65070	Materials/Supplies	4,000.00	137.11	137.11	3,862.89	3.43 %
041-4100-65079	Materials/Supplies--Program	7,800.00	0.00	0.00	7,800.00	0.00 %
041-4100-65080	Postage	1,375.00	0.00	0.00	1,375.00	0.00 %
041-4100-65990	Miscellaneous	900.00	0.00	0.00	900.00	0.00 %
041-4100-67240	Computer Hardware/Software	36,000.00	30,269.15	30,269.15	5,730.85	84.08 %
	Expense Total:	912,491.28	912,491.28	64,734.65	847,756.63	7.09%



Library Special Revenue

July 2025

Revenue Acct	Expense Acct	July	Revenue	Expenditures
141-4100-44302	141-4100-65025	Enrich Iowa	0.00	0.00
141-4100-47050	141-4100-65070/65020	Donations/Memorials/Grants	0.00	131.85
141-4100-45040	141-4100-65023/65024	Friends of the Library General/ Summer	50.00	687.18



Director’s Report

Summer Reading 2025 Wraps Up

July 31 was the end of another successful summer reading program. As we move forward into fall, we’re assessing current programs and what is feasible with the new budget constraints.

New Law Impacts New Library Trustees

Passed during the 2025 legislative session, the law requires all new board members to complete online training on Iowa’s Open Meetings Law and Open Records Law within 90 days of their appointment. The training will be coordinated and conducted by staff from the Iowa Public Information Board (IPIB).

Skylight Repair

We obtained three bids to repair the broken skylight and north window and accepted the lowest one of \$16,707. This brings the total cost to \$22,674.79, once we include the cost of the temporary repair. Since it is still below the \$30,000 deductible, nothing is covered by our insurance policy. I’ve submitted a budget amendment, and we are coordinating with the police department to pursue restitution.

We are currently working to schedule the repairs, which we hope will take place in August. The library will close for three days to complete the work.

Invoice Date	Vendor	Details	Amount
6/11/2025	Circle B	Emergency repair – materials	101.74
6/16/2025	Circle B	Emergency repair – materials	127.63
6/18/2025	Wood Roofing	Emergency repair – materials and labor	1,907.18
6/19/2025	Comiskey Glass	Emergency repair – materials and labor	3,087.50
6/30/2025	United Rental	Scissor Lift rental – emergency repair	743.74
6/25/2025	Comiskey Glass	Repair to skylight and side window	16,707.00
TOTAL			22,674.79



Circulation

July 2025

Print	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	4,342	4,443	3,916	4,342	4,443	3,916
Teens	859	783	661	859	783	661
Children	6,289	7,238	7,399	6,289	7,238	7,399
Total	11,490	12,464	11,976	11,490	12,464	11,976

Special	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
DVDs & Video Games	1,954	2,120	2,251	1,954	2,120	2,251
Magazines	210	170	119	170	136	119
Audiobooks	190	122	125	190	122	125
Games & Puzzles	709	966	943	709	966	943
Library of Things	83	88	78	83	88	78
STEM Kites	NA	NA	209	NA	NA	209
Total	3,146	3,466	3,725	3,106	3,432	3,725

Digital	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Ebooks	1,806	1,862	1,883	1,806	1,862	1,883
Eaudio books	1,525	1,822	2,445	1,525	1,822	2,445
Digital Magazines	46	519	373	46	219	373
Streaming Videos	128	139	305	128	139	305
Total	3,505	4,342	5,006	3,505	4,042	5,006

TOTAL TO DATE	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
	18,141	20,272	20,707	18,101	19,938	20,707



Programs and Services

JULY 2025

Program Attendance	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	143	141	137	143	141	137
Teens	108	122	115	108	122	115
Children	920	976	816	920	976	816
Library Meetings	8	5	17	8	5	17
Total	1,179	1,244	1,085	1,179	1,244	1,085

Number of Programs	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	11	13	10	11	13	10
Teens	5	7	5	5	7	5
Children	24	28	21	24	28	21
Total	40	48	36	40	48	36

User Statistics	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
New Library Cards	118	114	110	118	114	110
Door Count	8,261	9,220	8,291	8,261	9,220	8,291
Number of Home Deliveries	10	6	6	10	6	6
Home Delivery Checkouts	154	116	89	154	116	89
ILL Items Loaned	26	15	35	26	15	35

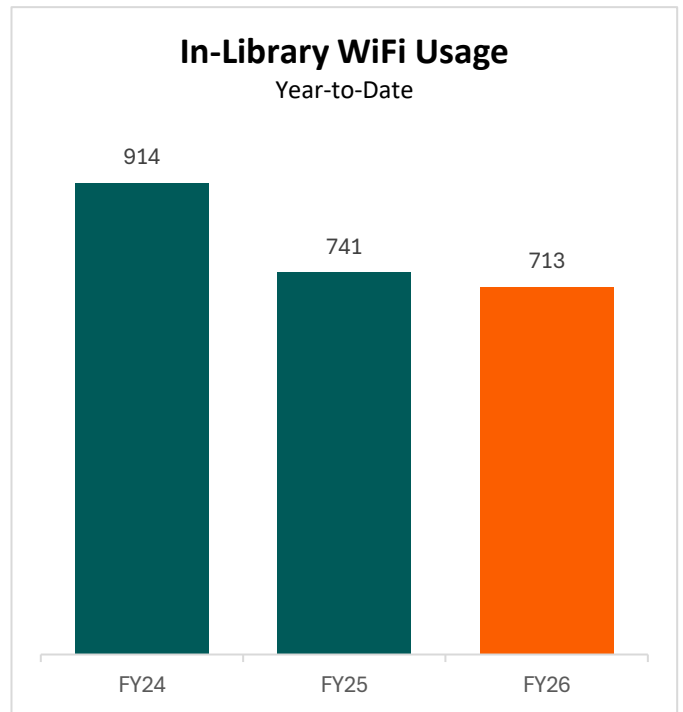
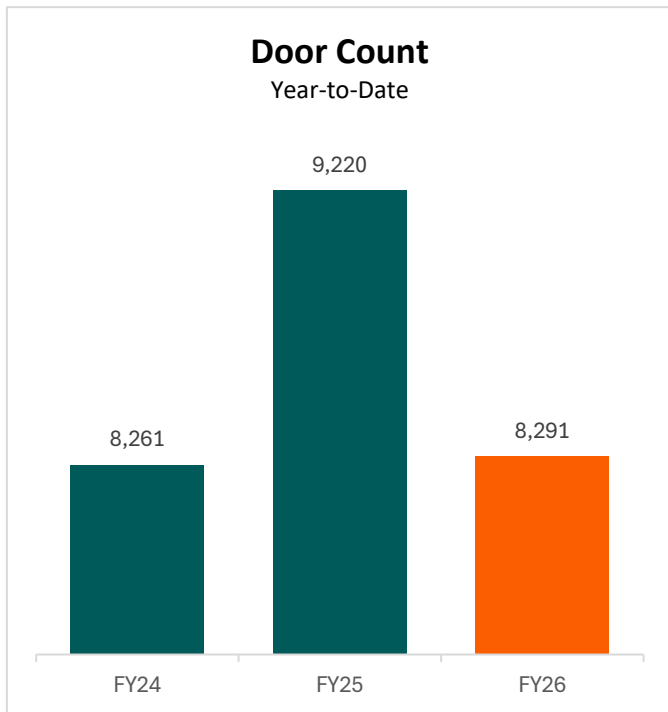
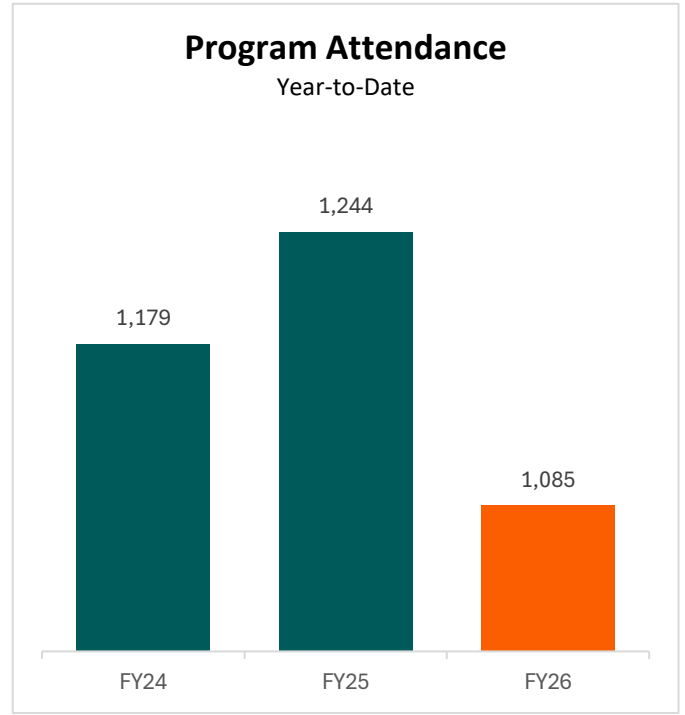
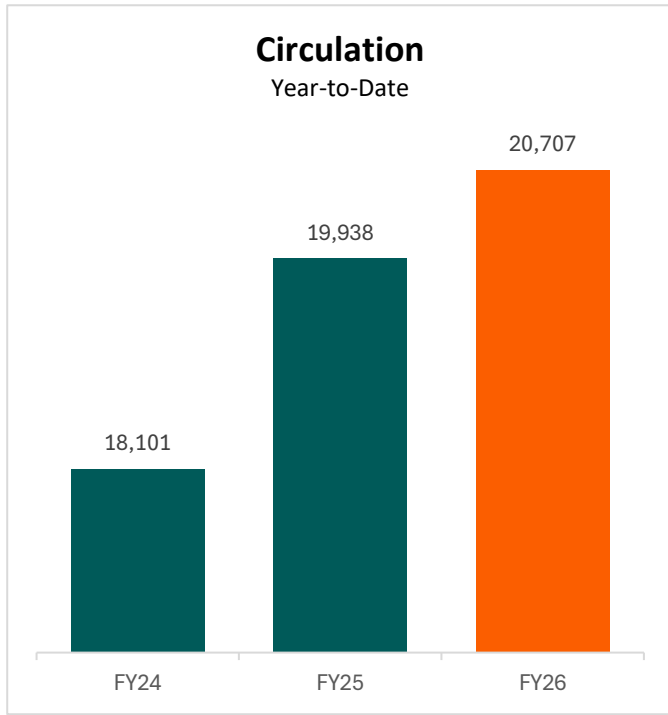
Computer Usage	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Public Computers	329	414	323	329	414	323
WiFi Sessions	914	741	713	914	741	713
WiFi Unique Users	314	300	321	314	300	321
IPL App Launches	2,091	2,488	2,606	2,091	2,488	2,606
App Page Views	2,405	3,337	3,562	2,405	3,337	3,562

Meeting Room Usage	JUL 2023	JUL 2024	JUL 2025	YTD-FY24	YTD-FY25	YTD-FY26
Number of Meetings	1	0	0	1	0	0
Meeting Attendance	8	0	0	8	0	0



YTD Activity Summary

JULY 2025



MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: August 2025
Subject: Community Room Policy

I recommend adding the following provision to the Community Room Policy:

- "Promotional materials and social media posts for events not sponsored by the library must include a disclaimer indicating that the event is not affiliated with or endorsed by the library."

POLICY: Community Room Policy

The Indianola Public Library provides meeting space for civic, cultural, and educational meetings by the community.

Room Specifications

The Community Room has a maximum seating capacity of 30 people auditorium style or 18 people conference style.

Availability

The Community Room is available free of charge for gatherings of two or more persons.

- Groups are limited to reserving the room twice every seven days, up to two hours each meeting. Exceptions may be made at the discretion of the director.
- Reservations can be made up to 90 days in advance.
- Should it be necessary to cancel a meeting, notice should be given to the library no less than 24 hours in advance.

Limitations

- The library's Code of Conduct and Security Camera policies apply to meetings in the Community Room.
- The Community Room may be reserved and used only during times that the library is open. Meetings must be over and the Community Room returned to its original condition at least fifteen minutes before closing time.
- Meetings that charge admission or attendance fees or that in any way promote sales, solicitation of later sales, order placement, or fundraising are prohibited except for events that benefit the Library.
- The library does not provide storage space for groups using the Community Room.
- Organizations using the Community Room may not disrupt other patrons and may have future use of the Community Rooms denied to them should they do so.
- The library is not responsible for theft or damage of equipment or material supplied by users.
- Permission to use a meeting room does not imply library endorsement of the aims, policies, or activities of any group or organization.
- Promotional materials and social media posts for events not sponsored by the library must include a disclaimer indicating that the event is not affiliated with or endorsed by the library.

Room Usage and Cleanup

- The contact person who signs the Community Room Form is the responsible party for all costs and damages that may occur to the room, its contents, and furniture. Costs will be billed to the responsible party.
- A \$30 cleaning fee will be charged if damages to the room include the need for carpet cleaning. Future reservations will be suspended until the fee is paid.
- Furniture should be left in the arrangement in which it was found.
- Set-up and clean-up must be accomplished within the reserved time.
- Children under age 18 must be supervised.
- Arrangements may be made for use of the following items:
 - Transparency overhead projector
 - Piano
 - TV screen
 - Whiteboard and markers

Adopted 8/99; revised 3/17; revised 2/19; revised 7/21; 1/23; 2/24; 11/24



indianola
public library

Vision Statement

Imagine more at IPL – where discovery begins and community connects.

Mission Statement

We provide free and equitable access to information, resources, and support to empower our community.


Library Board of Trustees

- Andrew Brittingham, President
- Randi Malone, Vice President
- Valerie Craven
- Cyd Dyer
- Dawn Goodale
- Sally Van Dorin

Library Leadership Team

- Michele Patrick, Library Director
- Janis Comer, Youth Services Librarian
- Alison Brown, Teen Services & Marketing Librarian
- Jody Ross, Circulation Services Coordinator
- Jacynthia West, Adult Services Librarian

DRAFT

	Enriching Lives	Resilience & Readiness	Welcoming Destination
STRATEGIC VISION	A connection point for information, experiences, and services that enrich and inspire.	A dynamic organization, resilient and ready for the future.	A welcoming space for exploration, connection, and belonging.
2025-2028 OUTCOMES & OBJECTIVES	Vibrant Collections <ul style="list-style-type: none"> ➤ Encourage curiosity and the love of reading through interesting collections ➤ Offer opportunities to learn new things at all ages ➤ Maintain curated collections that meet evolving community needs and interests 	Supportive Workplace <ul style="list-style-type: none"> ➤ Foster an environment where staff feel empowered, valued, and recognized ➤ Ensure staff have the tools, training, and support they need to thrive ➤ Strengthen communication and collaboration among teams 	Inviting Physical Spaces <ul style="list-style-type: none"> ➤ Provide a public space that is easy to navigate, welcoming and intuitive ➤ Offer flexible spaces that encourage social connections
	Engaging Programs <ul style="list-style-type: none"> ➤ Build social connections through programs that bring the community together ➤ Increase access to and awareness of ideas and information 	Innovative Leadership <ul style="list-style-type: none"> ➤ Adapt, innovate, and embrace the changing needs of the community ➤ Ensure continuous library operations during times of disruption 	Inclusive Digital Spaces <ul style="list-style-type: none"> ➤ Create engaging virtual spaces for learning, sharing, and connecting ➤ Improve user experience and discoverability
	Equitable Services <ul style="list-style-type: none"> ➤ Promote a thriving community with equitable access to vital resources and services ➤ Support community members in utilizing the resources the library provides 	Intentional Advocacy <ul style="list-style-type: none"> ➤ Strengthen the public perception of the library's value ➤ Engage the community as library champions 	Positive Patron Experiences <ul style="list-style-type: none"> ➤ Foster open, respectful, and empathetic dialogue across all interactions ➤ Create an environment where community feedback is valued and utilized ➤ Ensure the library is a safe and accessible space for all
			Meaningful Communication <ul style="list-style-type: none"> ➤ Broaden public awareness of library services, resources, and impact ➤ Strengthen community engagement ➤ Support internal communications and staff engagement

GOALS	<ul style="list-style-type: none"> ➤ Align services with community needs and add those that are lacking or hard to access. ➤ Actively seek to expand collections, programs, and services to reach a more diverse range of users. ➤ Expand and refresh the library's collections to match evolving community needs and interests ➤ Connect people to our collections ➤ Offer opportunities for lifelong learning and enrichment ➤ Provide interactive programs that blend education and fun ➤ Maximize partnerships to support programs and services 	<ul style="list-style-type: none"> ➤ Empower staff to make decisions and take initiative ➤ Create a supportive, motivating workplace culture ➤ Optimize staffing to match strengths with needs ➤ Create contingency plans for times of disruption ➤ Grow community support, both financial and vocal ➤ Lead the metro area in innovation and visibility ➤ Expand the network/base of library champions 	<ul style="list-style-type: none"> ➤ Model and encourage positive, inclusive behavior in the library ➤ Enable people to find what they need, online or in person ➤ Promote library services & resources ➤ Increase meaningful in-person engagement ➤ Highlight our ability to be the most reliable foundation for addressing our community's needs. ➤ Emphasize the Library's role as a vital part of the community's identity
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