



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 9, 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. August 12, 2025 Meeting Minutes*
- 5. Unfinished Business**
 - A. Library Facility Update
- 6. Financial Reports**
 - A. Approve Monthly Claims
 - B. Review August's Financial Reports
- 7. Reports**
 - A. Director's Report
 - B. Library Statistics
 - C. Friends of the Library Report
- 8. Agenda Items for Next Meeting**
- 9. Trustee Comments**
- 10. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

August 12, 2025

5:30 PM

Present: *Library Director - Michele Patrick, Sally Van Dorin, Randi Malone, Cyd Dyer, Dawn Goodale, Val Craven, 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 with the amendment that we move Cassandra Halls and the Strategic Plan Presentation to the beginning. Dawn seconded with the amendment. Motion carried.*

4. Minutes Approval

a. July 8, 2025 Meeting Minutes*

Discussion was held about a correction for the Simpson date, which should be noted as Tuesday, September 16.

MOTION: *Sally moved to approve the minutes with the correction. Val seconded. Motion carried.*

5. New Business

a. Strategic Plan Presentation - Cassandra Halls

Cassandra presented the IPL Strategic Framework and explained the process and various groups involved as focus groups. It was suggested that the framework be reviewed in 3 years.

Cassandra reviewed the updates to the vision and mission statements and discussion was held regarding specific punctuation and formatting. Cassandra reviewed the impact areas and noted that these are intended to be guardrails that direct annual goals and strategic alignment of those goals.

Discussion was held regarding the word "advocacy" as a descriptor in one of the impact areas, with specific concern relating to the public perception of using that word as a descriptor. Suggestions were to change "advocacy" to "promote" or "engage" or something in that vein. The Tactical Plan was also reviewed. It was noted that the Tactical Plan will be updated throughout the 3 years as critical tasks are completed. It is currently a work in progress and is a "living" document - while the individual tasks may change or expand over time, it should still align with the framework overall - as that remains the same.

6. Financial Reports

a. Approve Monthly Claims*

Michele presented the monthly claims to the Board. Explanations for some annual expenses and the skylight issue were provided, as well as highlighting that OPN's payment happens monthly to break up the cost.

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

b. Review Financial Reports

Michele noted that we are doing fine. There was discussion about the Computer/IT Budget and why it was already at 80+%. Michele reminded the board that the majority of our Computer/IT expense is paid up front at the beginning of the fiscal year. The new format for the financials

was also highlighted.

7. Reports

a. Director's Report

Michele gave her report and highlighted a possible new law that would impact the board. She also provided the full skylight update and reported that the lowest bid was chosen. The library will need to be closed for 3 days for the skylight repair and Michele will notify the board and then the public once those dates are selected. There is a large group expected on Saturday for a program that the library space was rented out for. Despite some concerns, Michele believes it should be fine.

b. Library Statistics

It was reported that traditional circulation is down, but specialty collections and digital usage is up. Some of the downturn is expected and we have seen the impact of being closed on Sundays.

c. Friends of the Library Report

No big updates. The Dayton Duncan event on Tuesday, September 16 at 6pm was highlighted. It will be at Hubbell Hall on the Simpson campus. Board members are encouraged to be present to support the Friends if possible.

8. Unfinished Business

a. Library Building Update

Andy noted that our September meeting will include the new City Manager and a member of the City Council. They will join us for discussion regarding the new library building. Building design and architectural conversations have been good, but this discussion with the City Manager and City Council to further discuss budget and location are pending. Both of these factors will impact the budget and these important conversations will need to be had in order to move forward.

9. New Business

a. POLICY REVIEW: Community Room

Michele gave an overview of the current policy and noted the addition of the disclaimer that states an activity is not sponsored by the library. Dawn also noted we should remove the piano language.

MOTION: *Randi motioned to approve the Community Room policy with the addition of the disclaimer language and removal of the piano language. Cyd seconded. Motion carried.*

10. Agenda Items for the Next Meeting

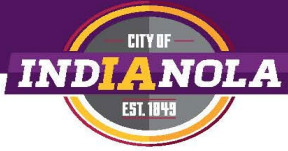
No items mentioned for the next meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy at 6:50pm.



**Invoices for Board Meeting
September 9, 2025**

Vendor	Amount	Description of services or goods
Amazon	\$3,810.16	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Baker and Taylor	\$1,600.10	Books and Grid service
Baker and Taylor Entertainment	\$31.45	DVDs
City of Indianola (IMU)	\$2,311.00	Utilities (July & August)
Clermont Public Library	\$10.00	Payment for damaged interlibrary loan book
Dust Pros	\$1,547.50	Janitorial services, supplies
Iowa Water Management Co.	\$54.48	Monthly agreement
Kelsey McFarland	\$47.60	Mileage and expenses to Kids Lib
MidAmerican Energy	\$36.76	Natural Gas
OPN Architects	\$3,625.00	Library predesign
PerMar Security	\$1,442.52	Yearly service
Playaway Products	\$474.02	Playaway devices and Wonderbooks
Record Herald	\$60.00	Yearly subscription
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$125.00	Trash removal
Two the Top	\$4,500.00	Strategic Planning Consultant
Waste Management	\$10.00	Recycling tote
Woosley Landscape and Mowing	\$190.00	Mowing services
Wells Fargo	\$294.72	See statements for details

Total: **\$20,261.61**

Approved

Date

Approved

Date

Budget Summary

August 2025

For Fiscal: 2025-2026 Period Ending: 08/31/2025

16% of budget year



Personnel	August	Year-to-Date	Budget	% Spent
Salaries	0.00	104,146.60	550,129.00	18.9%
Benefits	0.00	25,728.05	147,948.00	17.4%
TOTAL	0.00	129,874.65	698,077.00	18.60%

Collection	August	Year-to-Date	Budget	% Spent
Physical	0.00	1,857.73	56,000.00	3.3%
Digital	0.00	0.00	7,000.00	0.0%
Special	0.00	268.18	6,000.00	4.5%
TOTAL	0.00	2,125.91	69,000.00	3.1%

Operations	August	Year-to-Date	Budget	% Spent
Repair/Maint	236.98	1,342.29	20,000.00	6.7%
Computer/IT	0.00	30,269.15	36,000.00	84.1%
Operations	454.61	3,466.35	89,414.00	3.9%
TOTAL	691.59	35,077.79	145,414.00	3.9%

TOTAL TO DATE	August	Year-to-Date	Budget	% Spent
	691.59	167,078.35	912,491.00	18.3%

Revenue

August 2025

For Fiscal: 2025-2026 Period Ending: 08/31/2025

16% of budget year



		Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Received
041-4100-40000	Property Taxes	681,945.08	0.00	2,482.36	(679,462.72)	0.36%
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	342.30	823.25	(3,176.75)	20.58%
041-4100-47641	Library Fines	3,000.00	107.33	506.20	(2,493.80)	16.87%
041-4100-49403	Transfer In--T&A PROP TAX	143,148.00	0.00	512.69	(142,635.31)	0.36%
	Revenue Total:	914,093.08	449.63	4,324.50	(909,768.58)	0.47%

Expenditures

August 2025

For Fiscal: 2025-2026 Period Ending: 08/31/2025

16% of budget year



		Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Used
041-4100-60110	Salaries/Wages	138,786.00	0.00	26,815.68	128,152.65	19.32%
041-4100-60130	Salaries/Wages	411,343.00	0.00	77,330.92	380,545.77	18.80%
041-4100-61100	FICA	42,407.00	0.00	7,759.94	39,319.59	18.30%
041-4100-61300	IPERS	51,501.00	0.00	9,722.49	47,633.54	18.88%
041-4100-61420	Deferred Comp-457	4,800.00	0.00	800.00	4,400.00	16.67%
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	0.00	7,168.72	28,944.64	22.04%
041-4100-61501	Dental Insurance	3,303.00	0.00	0.00	2,817.42	0.00%
041-4100-61502	Vision Insurance	312.00	0.00	0.00	312.00	0.00%
041-4100-61503	HSA Expense	7,203.00	0.00	276.90	6,510.75	3.84%
041-4100-61550	Life Insurance/ADD/LTD/STD	4,833.00	0.00	0.00	4,079.59	0.00%
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	236.98	1,342.29	18,657.71	6.71%
041-4100-63710	Utilities	28,000.00	0.00	50.24	27,949.76	0.18%
041-4100-64020	Advertising & Legal Notices	1,500.00	0.00	90.47	1,409.53	6.03%
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	0.00	563.00	72.00	88.66%
041-4100-64090	Janitorial Services	23,000.00	0.00	1,869.50	21,130.50	8.13%
041-4100-64990	Misc Contractual	1,000.00	454.61	502.15	497.85	50.22%
041-4100-65020	Library Books & Periodicals	56,000.00	0.00	1,857.73	54,142.27	3.32%
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	0.00	268.18	5,731.82	4.47%
041-4100-65060	Office Supplies	3,000.00	0.00	11.43	2,988.57	0.38%
041-4100-65070	Materials/Supplies	4,000.00	0.00	137.11	3,862.89	3.43%
041-4100-65079	Materials/Supplies--Program	7,800.00	0.00	139.88	7,660.12	1.79%
041-4100-65080	Postage	1,375.00	0.00	102.57	1,272.43	7.46%
041-4100-65990	Miscellaneous	900.00	0.00	0.00	900.00	0.00%
041-4100-67240	Computer Hardware/Software	36,000.00	0.00	30,269.15	5,730.85	84.08%
Expense Total:		912,491.28	691.59	167,078.35	820,986.53	18.31%

Library Special Revenue

August 2025

For Fiscal: 2025-2026 Period Ending: 08/31/2025

16% of budget year



Revenue Acct	Expense Acct	August	YTD Revenue	YTD Expenditures
141-4100-44302	141-4100-65025	Enrich Iowa	0.00	0.00
141-4100-47050	141-4100-65070/65020	Donations/Memorials/Grants	1,040.68	131.85
141-4100-45040/47051	141-4100-65023/65024	Friends of the Library	1,495.73	1,245.10
TOTAL			2,536.41	1,376.95

Director's Report

September 2025



Fall Programs

Fall programs kicked off last week following the Labor Day holiday. In addition to hosting onsite activities at the library, Janis and Kelsey resumed their monthly literacy outreach visits to 25 locations, including preschools, early education classrooms, and Indianola High School.

Truck or Treat

Due to cuts to our programming budget, the annual Truck or Treat event has been cancelled this year.

Seed Library Donation

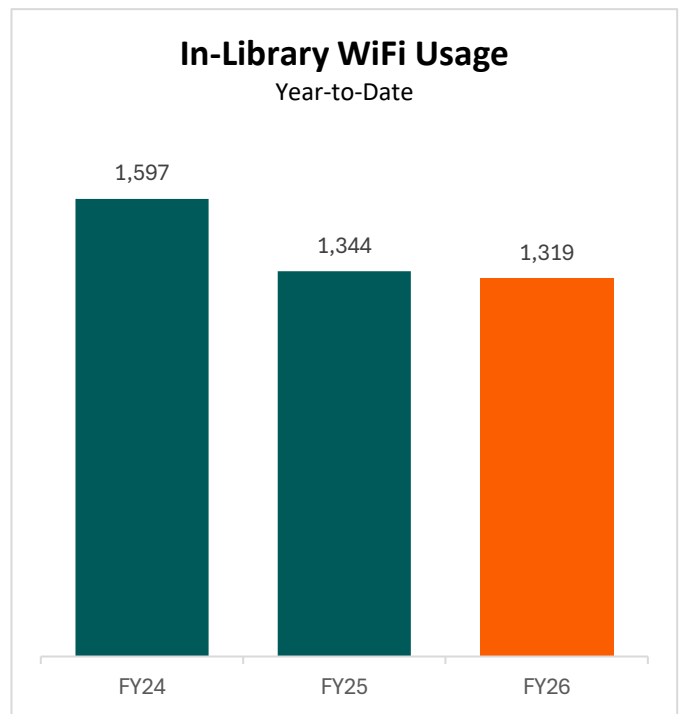
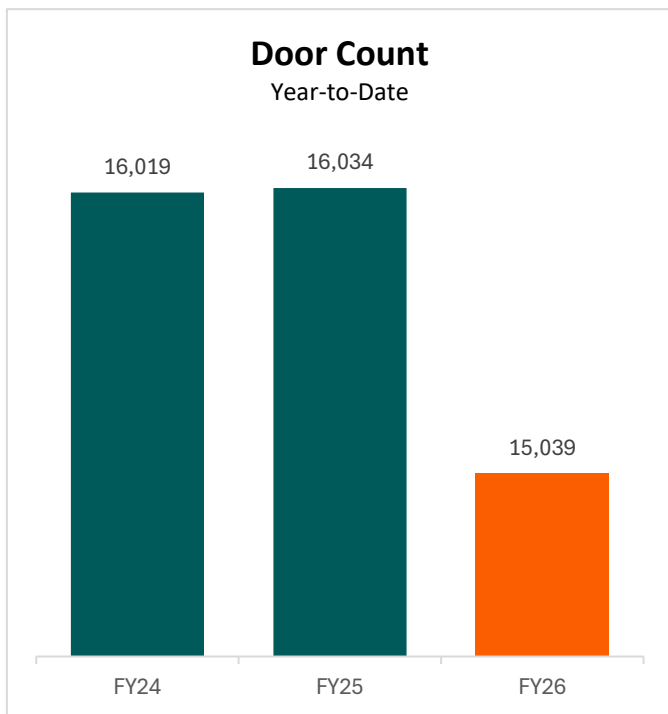
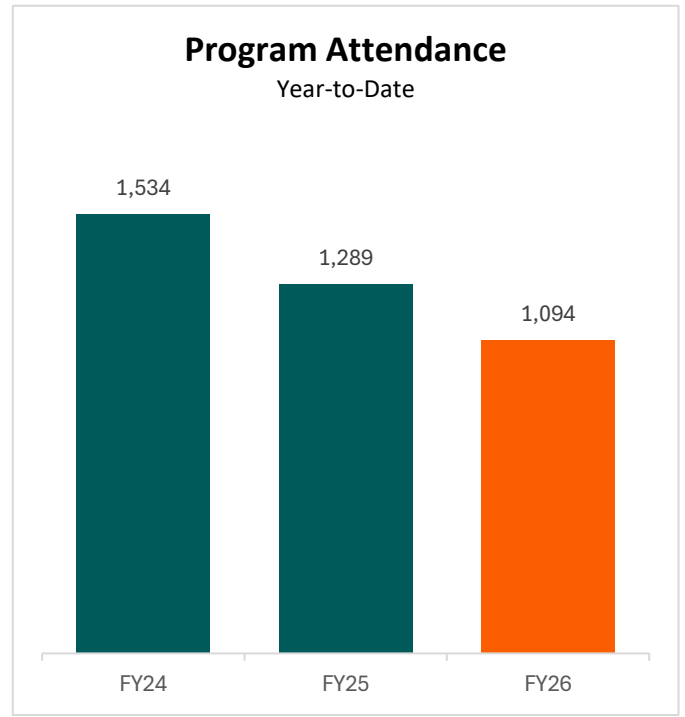
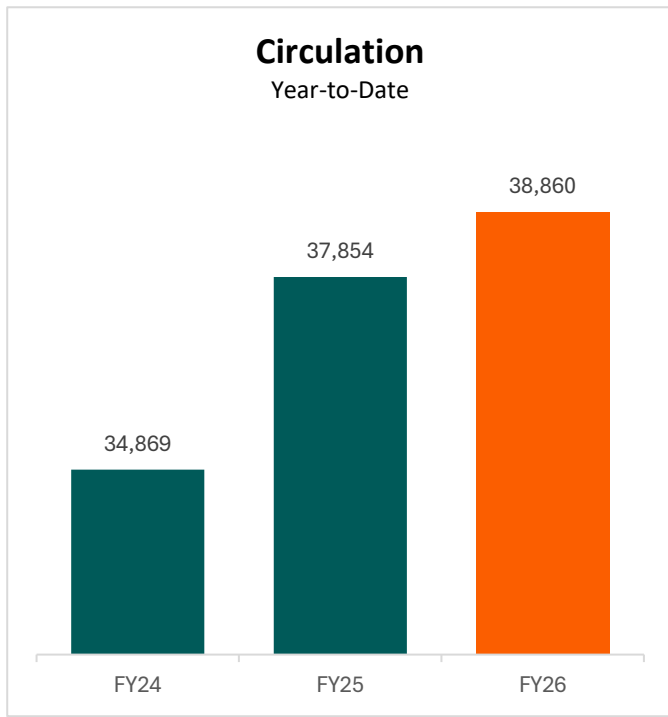
We are grateful to Theisen's and Iowa State University Extension and Outreach for their seed donations to help stock our Seed Library. The Seed Library is one of more popular services which offers free access to hundreds of herb, vegetable, and flower seed varieties year-round. Congratulations to librarian Jacy West for her work in strengthening community partnerships, which made this gift possible.

Welcome Andrea!

Andrea Carlson has been appointed to the library board to fill Teresa Swan Tuite's term ending July 1, 2028.

YTD Activity Summary

August 2025



Circulation



August 2025

Print	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	4,256	3,975	3,612	8,598	8,418	7,528
Teens	625	544	551	1,484	1,327	1,212
Children	5,584	6,208	5,984	11,873	13,446	13,383
Total	10,465	10,727	10,147	21,955	23,191	22,123

Special	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
DVDs & Video Games	1,680	1,817	2,011	3,634	3,937	4,262
Magazines	139	140	101	309	276	220
Audiobooks	135	137	89	325	259	214
Games & Puzzles	596	747	831	1,305	1,713	1,774
Library of Things	55	98	56	138	186	134
STEM Kits	NA	NA	146	NA	NA	355
Total	2,605	2,939	3,088	5,711	6,371	6,959

Digital	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Ebooks	1,844	1,869	1,702	3,650	3,731	3,585
Eaudio books	1,611	2,012	2,361	3,136	3,834	4,806
Digital Magazines	54	199	404	100	418	777
Streaming Videos	189	170	305	317	309	610
Total	3,698	4,250	4,772	7,203	8,292	9,778

TOTAL TO DATE	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
	16,768	17,916	18,007	34,869	37,854	38,860

Programs and Services



August 2025

Program Attendance	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	334	38	5	477	179	142
Teens	0	0	2	108	122	117
Children	0	0	0	920	976	816
Library Meetings	21	7	2	29	12	19
Total	355	45	9	1,534	1,289	1,094

Number of Programs	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	12	5	41	23	18	51
Teens	0	0	33	5	7	38
Children	0	0	0	24	28	21
Total	12	5	74	52	53	110

User Statistics	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
New Library Cards	101	95	71	219	209	181
Door Count	7,758	6,814	6,748	16,019	16,034	15,039
Number of Home Deliveries	11	6	4	21	12	10
Home Delivery Checkouts	115	98	33	269	214	122
ILL Items Loaned	15	25	30	41	40	65

Computer Usage	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Public Computers	456	286	294	785	700	617
WiFi Sessions	683	603	606	1,597	1,344	1,319
WiFi Unique Users	290	254	279	604	554	600
IPL App Launches	1,920	2,005	2,316	4,011	4,493	4,922
App Page Views	2,127	2,766	3,002	4,532	6,103	6,564

Meeting Room Usage	AUG 2023	AUG 2024	AUG 2025	YTD-FY24	YTD-FY25	YTD-FY26
Number of Meetings	16	14	17	17	14	17
Meeting Attendance	80	70	60	88	70	60