



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

January 13, 2026

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Dec. 9, 2025 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Trustee Handbook Ch. 5: Five Responsibilities of the Library Board
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
- 8. New Business**
 - A. POLICY REVIEW: Bed Bugs*
 - B. POLICY REVIEW: Test Proctoring*
- 9. Reports**
 - A. Friends of the Library
 - B. Director's Report
 - C. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

Indianola Public Library Board of Trustees Meeting

December 9, 2025, 5:30 pm, Meeting Room B

Present: Andy Brittingham, Andrea Carlson, Val Craven, Cyd Dyer, Dawn Goodale, Randi Malone, Sally Van Dorin, and Library Director Michele Patrick.

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. Sally seconded. Motion carried.

4. Minutes Approval

The November 12, 2025 minutes were presented for approval. Edits were requested in the unfinished business section; new council person's first name is Tiffany, not Tina.

Motion: Andrea moved to approve the minutes with that edit. Cyd seconded. Motion carried.

5. Trustees continuing Education

Chapter 2: Culture of Learning

Michele had copies of this from the Iowa Library Trustee's Handbook for Board members to reach including the culture of learning for the library itself. Everyone in the group has now completed the required Sunshine Law training.

6. Financial Reports

a. Approve Monthly Claims

Michele shared that a patron donated \$420 for the book page magazine to continue.

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

7. Unfinished Business:

a. Library Building Update: Andy gave an update on the building project.

8. New Business

- a. Reviewed the 2025 Strategic Plan Action Items: reviewed the accomplishments so far. Items that have been put on hold have been the sensory wall and sensory things and furnishings.

- b. Approval of 2026-2030 IPL's Strategic Plan; IPL will revisit the goals each year and review.

Motion: Dawn moved to approve and Cyd seconded. Motion carried.

- c. Review of the 2025 Patron Survey

The board reviewed the 2025 Patron Survey and discussed some of the responses and the best way to distribute the survey findings.

9. Reports

- a. Friends Report

Sally reported on the Friends Annual Meeting in November. New officers for 2026 will be James Hartman as president, Deb Kazmerzak as vice president, and Erin Lullman as secretary.

- b. Director's Report

Michele reported on the repairs to the parking lot, the City's new time card system, the website redesign, and upcoming union negotiations.

- c. Library Statistics

The month's statistics were reviewed.

10. Agenda Items for the Next Meeting

No agenda items were offered.

11. Trustee Comments

There were no trustee comments.

12. Adjourn

Andy adjourned the meeting at 6:15 pm.



Chapter 3: The Five Primary Responsibilities of Boards

Even though the board delegates the day-to-day management to the director, the board never gives up its responsibility to ensure that the library succeeds and prospers. In exercising that responsibility, Iowa's public library boards have five primary roles:

I. Hiring the Library Director

The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other's roles. (See **Chapter 3: Hiring the Library Director.**)

II. Approving and Monitoring the Budget

Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items. (See **Chapter 4: Approving and Monitoring the Budget.**)

III. Developing and Adopting Policies

Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons. (See **Chapter 5: Developing and Adopting Policies.**)

IV. Planning for the Library's Future

Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities,

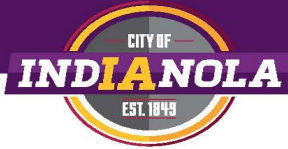
basing decisions on community input and packaging service in response to community needs. (See **Chapter 6: Planning for the Library's Future.**)

V. Evaluating Service and Advocating for Advancements

The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance. Note that trustees can also evaluate their own performance! In exercising this evaluation and advocacy role, boards are pushing for adequate funding, seeking technology advancements, fostering community relationships, and supporting the library staff in terms of salaries, benefits, and working conditions. (See **Chapter 7: Evaluating Service and Advocating for Advancements.**)

“You can do what I cannot do. I can do what you cannot do. Together we can do great things.”

Mother Teresa



— PUBLIC LIBRARY —

Invoices for Board Meeting

January 13, 2026

Vendor	Amount	Description of services or goods
Amazon	\$3,491.15	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Brick Gentry	\$60.00	Correspondence regarding union negotiations
City of Indianola (IMU)	\$918.25	Utilities
Demco	\$489.06	book covering supplies and bookmarks
Dust Pros	\$1,733.75	Janitorial services, supplies
Ingram	\$469.85	Books
Iowa Division of Labor Services	\$40.00	Boiler Inspection
Iowa Water Management Co.	\$54.48	Monthly agreement
MidAmerican Energy	\$569.42	Natural Gas (Dec and Jan invoices)
OPN Architects	\$10,177.72	Library predesign
Playaway Products	\$389.53	Playaway devices and Wonderbooks
Springer Pest Control	\$91.30	Pest management
Tim Hildreth Company Inc	\$262.50	Boiler repairs after inspection
TRM Disposal	\$133.00	Trash removal
Waste Management	\$10.00	Recycling tote (Sept and Oct)
Wells Fargo	\$747.15	See statements for details

Total: **\$19,637.16**

Approved

Date

Approved

Date

Budget Summary



December 2025

For Fiscal: 2025-2026 Period Ending: 12/31/2025

50% of budget year

Personnel	December	Year-to-Date	Budget	% Spent
Salaries	41,016.09	268,523.22	550,129.00	48.8%
Benefits	5,815.16	49,802.21	100,708.00	49.5%
TOTAL	46,831.25	318,325.43	650,837.00	48.9%

Collection	December	Year-to-Date	Budget	% Spent
Physical	4,710.72	25,740.01	56,000.00	46.0%
Digital	0.00	6,139.92	7,000.00	87.7%
Special	184.69	1,915.18	6,000.00	31.9%
TOTAL	4,895.41	33,795.11	69,000.00	49.0%

Operations	December	Year-to-Date	Budget	% Spent
Repair/Maint	210.65	21,380.11	37,579.00	56.9%
Computer/IT	0.00	30,757.60	36,000.00	85.4%
Operations	3,707.92	48,328.32	93,914.28	51.5%
TOTAL	3,918.57	100,466.03	167,493.28	51.5%

TOTAL TO DATE	December	Year-to-Date	Budget	% Spent
	55,645.23	452,586.57	887,330.28	51.0%

Revenue

December 2025

For Fiscal: 2025-2026 Period Ending: 12/31/2025

50% of budget year



		December	Year to Date	Current Total Budget	Percent Received
041-4100-40000	Property Taxes	0.00	408,332.47	681,945.08	59.9%
041-4100-44700	Library Service Reimbursements	0.00	0.00	82,000.00	0.0%
041-4100-47400	Misc Sales	333.33	2,456.70	4,000.00	61.4%
041-4100-47641	Library Fines	250.00	1,503.85	3,000.00	50.1%
041-4100-49403	Transfer In--T&A PROP TAX	11,929.00	7,899.33	143,148.00	5.5%
Revenue Total:		12,512.33	420,192.35	914,093.08	46.0%

Expenditures

December 2025

For Fiscal: 2025-2026 Period Ending: 12/31/2025

50% of budget year



		December	Fiscal Activity	Current Total Budget	Percent Used
041-4100-60110	Salaries/Wages	10,634.38	69,607.04	138,786.00	50.2%
041-4100-60130	Salaries/Wages	30,381.71	198,916.18	411,343.00	48.4%
041-4100-61300	IPERS	3,871.90	25,094.41	51,501.00	48.7%
041-4100-61420	Deferred Comp-457	400.00	2,287.50	4,800.00	47.7%
041-4100-61430	Employee Assistance Program	0.00	300.00	300.00	100.0%
041-4100-61440	Wellness Program	135.00	135.00	360.00	37.5%
041-4100-61500	Health Insurance	0.00	14,337.44	32,529.00	44.1%
041-4100-61501	Dental Insurance	574.64	2,828.67	3,303.00	85.6%
041-4100-61502	Vision Insurance	65.84	328.60	312.00	105.3%
041-4100-61503	HSA Expense	738.42	4,245.93	7,203.00	58.9%
041-4100-61599	Workers' Comp Insurance	29.36	244.66	400.00	61.2%
041-4100-62100	Membership Dues/Subscriptions	0.00	110.00	860.00	12.8%
041-4100-62300	Education/Training	0.00	52.97	1,000.00	5.3%
041-4100-62700	Mileage	0.00	187.88	450.00	41.8%
041-4100-63100	Repair/Maint	210.65	21,380.11	37,579.00	56.9%
041-4100-63710	Utilities	1091.67	11,056.86	28,000.00	39.5%
041-4100-64020	Advertising & Legal Notices	15.81	239.37	1,500.00	16.0%
041-4100-64082	Insurance--General Liability	0.00	6,094.69	6,086.10	100.1%
041-4100-64083	Insurance--Property	0.00	9,507.00	9,808.18	96.9%
041-4100-64084	Insurance--Boiler/Machinery	0.00	563.00	635.00	88.7%
041-4100-64090	Janitorial Services	1,635.00	10,794.71	23,000.00	46.9%
041-4100-64990	Misc Contractual	214.61	5,562.44	5,500.00	101.1%
041-4100-65020	Library Books & Periodicals	4,710.72	25,740.01	56,000.00	46.0%
041-4100-65021	Digital Materials	0	6,139.92	7,000.00	87.7%
041-4100-65022	Special Collections	184.69	1,915.18	6,000.00	31.9%
041-4100-65060	Office Supplies	45.96	688.02	3,000.00	22.9%
041-4100-65070	Materials/Supplies	42.16	722.85	4,000.00	18.1%
041-4100-65079	Materials/Supplies--Program	650.7112	2,183.00	7,800.00	28.0%
041-4100-65080	Postage	12.00	565.53	1,375.00	41.1%
041-4100-65990	Miscellaneous	0.00	0.00	900.00	0.0%
041-4100-67240	Computer Hardware/Software	0.00	30,757.60	36,000.00	85.4%
Expense Total:		55,645.23	452,586.57	887,330.28	51.0%

Library Special Revenue



December 2025

For Fiscal: 2025-2026 Period Ending: 12/31/2025

Revenue Acct	Expense Acct	December	YTD Revenue	YTD Expenditures
141-4100-44302	141-4100-65025	Enrich Iowa	10,500.15	1,813.00
141-4100-47050	141-4100-65070/65020	Donations/Memorials/Grants	5,322.95	1,391.34
141-4100-45040/47051	141-4100-65023/65024	Friends of the Library	6,200.91	6,072.92
TOTAL			22,024.01	9,277.26

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: January 2026
Subject: Review of the Bed Bug Policy

A bed bug infestation in a public library can have disastrous reputational and operational consequences, which is why we have a comprehensive policy. Our policy was adopted in 2020 and has never been used ... thankfully.

Recommended Changes:

1. Since this policy's last review we've increased our pest control services, so that change should be made.

“Professional inspection and preventive treatment of the library space by qualified professionals is performed ~~quarterly~~ every other month.”

2. I also recommend adding a section outlining when and how the public would be notified of a bed bug infestation:

If bed bugs are identified in multiple areas of the library or if the situation appears to be more widespread than a single, isolated incident, the library director will notify the public using the City of Indianola's official communication channels. The library director and the library board president will serve as the designated media spokespersons to ensure consistent and accurate messaging.

POLICY: Bed Bug Prevention and Treatment Policy

The Indianola Public Library is committed to a proactive approach for the detection and prevention of bed bugs. The library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response;
- Proactive measures are taken to reduce the risk to staff and patrons;
- A licensed pest control company is contracted to work in the library facility.

Professional inspection and preventive treatment of the library space by qualified professionals is performed **quarterly every other month**. If more than a single, isolated bed bug is reported, a trained sniffer dog and handler will be brought in to inspect the entire building. In addition, library staff routinely examine items for damages, including signs of insect activity. Each incident will be evaluated on a case-by-case basis. Actions and remediation will depend on the findings. Items determined or suspected to be affected will be either treated or discarded at the discretion of the library director.

Patrons are asked to voluntarily suspend checkout of Library materials if they are experiencing a bed bug infestation in their home. Patrons are also asked not to use the book drop for materials with signs of bed bugs. Instead, patrons should seal the item in an air-tight bag, return it at the circulation desk, and notify a staff member.

When the presence of bed bugs or bug damage is identified, the items and contaminated area will be quarantined, inspected, and treated. If there is evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, the patron will be notified.

If bed bugs are identified in multiple areas of the library or if the situation appears to be more widespread than a single, isolated incident, the library director will notify the public using the City of Indianola's official communication channels. The library director and the library board president will serve as the designated media spokespersons to ensure consistent and accurate messaging.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: January 2026
Subject: Review of the Test Proctoring Policy

This policy outlines the library’s free test proctoring services. The only recommended change is to clarify the scheduling requirement by adding the word “business” to the sentence: *“Students must make arrangements at least three days in advance”*—ensuring adequate time to coordinate proctoring.

Revised sentence: *“Students must make arrangements at least three **business** days in advance.”*

POLICY: Test Proctoring - Revised

Purpose Statement

The Indianola Public Library supports continuing education and recognizes its value by providing test proctoring services.

Policy Goals

The goals of this policy are to outline the test proctoring procedure, clarify expectations, and explain why library staff may not be able to proctor some exams.

Services

Library staff involvement is limited to issuing the exam, periodically observing the student, signing the proctor form, and submitting the completed exam.

Costs

Test proctoring is free. However, students are responsible for paying any associated postage or printing fees.

Limitations

Indianola Public Library staff cannot proctor exams in which the institution requires the student to receive constant, uninterrupted observation. In addition, library staff will not proctor an exam deemed too burdensome or exacting in its demands.

Proctoring will be done by available library staff members. While the institution's agreement form may be signed by one staff member, another staff member may proctor the exam. The Indianola Public Library will not proctor an exam in which the signature of only one designated person is acceptable.

Staff cannot guarantee a private space or table to take the exam or that the library will be quiet and free from distractions.

Availability

Students must make arrangements at least three **business** days in advance. Proctoring services are available during the library's open hours and must be completed at least 30 minutes before closing.

Technical Requirements

The library offers free WiFi and use of the public computers but connection speed or compatibility to a particular site cannot be guaranteed. The library is not responsible for technical problems which may interfere with taking the exam. Technical support personnel are not provided.

Adopted 3/17, Reviewed 10/20; Reviewed 12/22

Director's Report

January 2025



Another Super Soup-er Bowl!

Kudos to Jacy for planning another successful Soup-er Bowl this year. Held every Friday in January, this annual event brings community members together to enjoy free soup donated by residents, community



groups, city staff, and businesses. In this photo, Mayor Steve Richardson, City Facilities Manager Jason Thompson, and City Manager Jacob Meske enjoy soup and conversation with Alison (taking the photo), Janis, and me, while Jacy was busy behind the scenes making sure everything ran smoothly.

Accreditation

We submitted our reaccreditation paperwork to the State Library of Iowa last week verifying that we meet state's highest standards for public libraries. There are 88 standards covering everything from hours of operation, internet speed, number of parking spots, and the director's education. Of these standards, we are required to meet 47 specific standards as well as at least 20 out of 38 non-tier standards. Being accredited at the highest level gives us maximum eligibility for state funds.

FY27 Budget Meetings

I met with City Manager Jacob Meshke and Finance Director Jackie Rafferty on Dec. 18 to discuss next year's budget. We are still in the early stages, so it's not yet clear what additional cuts will be made.

Library Concept Design

The Library Steering Committee met with OPN Architects on Dec. 16 to review an initial concept drawing. Based on that feedback, they will make changes and return on Jan. 15th with an updated design.



Circulation

December 2025

Print	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	1,903	3,191	3,063	21,910	22,037	20,579
Teens	77	305	53	2,839	3,043	2,469
Children	2,102	4,278	4,636	28,060	34,240	34,163
Total	4,082	7,774	7,752	52,809	59,320	57,211

Special	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
DVDs & Video Games	587	1,622	1,677	8,732	10,541	10,908
Magazines	60	68	79	765	715	578
Audiobooks	73	88	92	858	633	570
Games & Puzzles	334	680	722	3,151	4,202	4,478
Library of Things	21	62	65	331	479	448
STEM Kits	NA	28	122	NA	94	966
Total	1,075	2,548	2,757	13,837	16,664	17,948

Digital	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Ebooks	1,708	1,675	1,764	10,583	10,608	10,163
Eaudio books	1,466	1,796	2,280	9,312	11,187	14,248
Digital Magazines	303	262	346	999	1,553	2,279
Streaming Videos	110	213	122	1,007	1,016	1,130
Total	3,587	3,946	4,512	21,901	24,364	27,820

TOTAL TO DATE	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
	8,744	14,268	15,021	88,547	100,348	102,979



Programs and Services

DECEMBER 2025

Program Attendance	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	32	30	53	755	481	407
Teens	46	60	87	528	603	555
Children	731	694	740	5,409	4,791	4,046
Library Meetings	21	8	8	132	92	133
Total	830	792	888	6,824	5,967	5,141

Number of Programs	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Adults	8	11	5	56	59	45
Teens	3	5	4	27	34	25
Children	31	41	39	171	193	192
Total	42	57	48	254	286	262

User Statistics	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
New Library Cards	32	47	50	476	454	352
Door Count	3,350	5,049	5,343	39,221	40,837	37,950
Number of Home Deliveries	7	5	5	54	30	31
Home Delivery Checkouts	89	92	45	718	514	321
ILL Items Loaned	13	14	22	107	116	138

Computer Usage	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Public Computers	144	239	267	1,954	1,859	1,810
WiFi Sessions	403	497	517	4,644	3,870	2,939
WiFi Unique Users	159	248	223	1,760	1,657	1,332
IPL App Launches	1,103	2,015	2,008	10,520	12,556	11,019
App Page Views	1,840	2,609	2,532	12,628	16,639	14,530

Meeting Room Usage	DEC 2023	DEC 2024	DEC 2025	YTD-FY24	YTD-FY25	YTD-FY26
Number of Meetings	5	19	25	79	76	112
Meeting Attendance	27	48	121	507	397	422



YTD Activity Summary

DECEMBER 2025

