



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

February 10, 2026

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
 - A. Simpson College Student Presentation
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. January 13, 2026 Meeting Minutes*
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. FY27 Budget Update
 - B. Carnegie Corporation Gift
 - C. Building Update
- 7. New Business**
 - A. IPL Code of Conduct Policy*
- 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

January 13, 2026

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

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

1. Call to Order

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

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

- a. December 9, 2026 Meeting Minutes*

MOTION: *Cyd motioned to approve the December 9 meeting minutes. Andrea seconded. Motion carried.*

5. Trustee Continuing Education

- a. Trustee Handbook - Chapter 5: Five Responsibilities of the Library Board
Chapter 5 of the Trustee Handbook was reviewed. This was in relation to the key responsibilities of the Library Board. Andy noted that key activities are developing the budget, developing and monitoring policies, planning for the Library's future, evaluating services and advocating for advancement.

6. Financial Reports

- a. Approve Monthly Claims*

Michele gave a summary of monthly claims and noted that all are routine bills.

MOTION: *Randi motioned to approve the monthly claims. Andrea seconded. Motion carried.*

- b. Review Financial Reports

Michele noted that we are halfway through the year and things are looking great for this time of year.

7. Unfinished Business

Discussion was held about the progress toward a new library and Andy noted that there is an upcoming meeting with OPN to hopefully complete the concept for the new library.

8. New Business

- a. Policy Review: Bed Bugs*

Michele provided some recommendations to the current bed bugs policy. The board reviewed the policy and agreed with the recommendations for change, which clarify the frequency of inspection and how to handle such a situation.

MOTION: *Dawn motions to approve the recommended changes to the bed bug*

policy. Val seconded. Motion carried.

b. Policy Review: Test Proctoring*

Michele provided a recommended update to the test proctoring policy which updates the verbiage to specify “three business days in advance” for making arrangements.

MOTION: *Sally motions to approve the recommended changes to the test proctoring policy. Cyd seconded. Motion carried.*

9. Reports

a. Friends of the Library Report

Sally reported that there was no formal Friends meeting in December, but some ideas were thrown out in an informal meeting for the Friends to do to raise money in the future. The emails went out for Trivia for the end of February as well.

b. Director’s Report

Michele noted that the Souper Bowl is currently happening at the Library. The Mayor attended the last event and they had a successful event.

Accreditation paperwork was submitted this week and Michele believes that we should be good.

Additionally, the FY27 budget is being discussed and it will likely be a down year with some additional cuts that the Library Board may need to discuss or review in the future.

Dinofest is upcoming and the Friends are supporting.

c. Library Statistics

Michele summarized the statistics. Andrea posed a question about teen circulation and Michele made a note to review and correct those. Most decreases can be attributed to being open one less day a week.

10. Agenda Items for the Next Meeting

- *Possibly an OPN update from the upcoming meeting.*
- *A group from Simpson will present to the Library Board on their project about the impact of the State budget and its impact on libraries in general. The Mayor will also attend.*

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy. *The meeting adjourned at 6:02pm.*



— PUBLIC LIBRARY —

Invoices for Board Meeting

February 10, 2026

Vendor	Amount	Description of services or goods
Amazon	\$4,936.59	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Ingram	\$561.68	Books
Iowa Water Management Co.	\$54.48	Monthly agreement
MidAmerican Energy	\$421.85	Natural Gas
Playaway Products	\$325.64	Playaway devices and Wonderbooks
TRM Disposal	\$133.00	Trash removal
Waste Management	\$10.00	Recycling tote (Sept and Oct)
Wells Fargo	\$1,911.17	See statements for details

Total: **\$8,354.41**

Approved _____ **Date** _____

Approved _____ **Date** _____

Budget Summary



January 2026

For Fiscal: 2025-2026 Period Ending: 1/31/2026

58% of budget year

Personnel	January	Year-to-Date	Budget	% Spent
Salaries	61,057.65	329,580.87	550,129.00	59.9%
Benefits	7,941.30	57,743.51	100,708.00	57.3%
TOTAL	68,998.95	387,324.38	650,837.00	59.5%

Collection	January	Year-to-Date	Budget	% Spent
Physical	2,907.30	28,647.31	56,000.00	51.2%
Digital	0.00	6,139.92	7,000.00	87.7%
Special	459.75	2,374.93	6,000.00	39.6%
TOTAL	3,367.05	37,162.16	69,000.00	53.9%

Operations	January	Year-to-Date	Budget	% Spent
Repair/Maint	448.28	21,828.39	37,579.00	58.1%
Computer/IT	0.00	30,757.60	36,000.00	85.4%
Operations	4,936.03	53,391.75	93,914.28	56.9%
TOTAL	5,384.31	105,977.74	167,493.28	56.9%

TOTAL TO DATE	January	Year-to-Date	Budget	% Spent
	77,750.31	530,464.28	887,330.28	59.8%

Revenue

January 2026

For Fiscal: 2025-2026 Period Ending: 01/31/2026

58% of budget year



		January	Year to Date	Current Total Budget	Percent Received
001-4100-40000	Property Taxes	0.00	424,532.38	681,945.08	62.3%
001-4100-44700	Library Service Reimbursements	0.00	0.00	82,000.00	0.0%
001-4100-47100	Refunds/Reimbursements	54.48	54.48	0.00	
001-4100-47400	Misc Sales	298.00	2,754.70	4,000.00	68.9%
001-4100-47641	Library Fines	261.97	1,765.82	3,000.00	58.9%
001-4100-49403	Transfer In--T&A PROP TAX	0.00	7,899.33	143,148.00	5.5%
Revenue Total:		614.45	437,006.71	914,093.08	47.8%

Expenditures

January 2026

For Fiscal: 2025-2026 Period Ending: 1/31/2026

58% of budget year



		January	Fiscal Activity	Current Total Budget	Percent Used
041-4100-60110	Salaries/Wages	15,951.57	85,558.61	138,786.00	61.6%
041-4100-60130	Salaries/Wages	45,106.08	244,022.26	411,343.00	59.3%
041-4100-61300	IPERS	5,763.83	30,858.24	51,501.00	59.9%
041-4100-61420	Deferred Comp-457	400.00	2,687.50	4,800.00	56.0%
041-4100-61430	Employee Assistance Program	0.00	300.00	300.00	100.0%
041-4100-61440	Wellness Program	0.00	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	3,403.31	3,303.00	103.0%
041-4100-61502	Vision Insurance	65.84	394.44	312.00	126.4%
041-4100-61503	HSA Expense	1,107.63	5,353.56	7,203.00	74.3%
041-4100-61599	Workers' Comp Insurance	29.36	274.02	400.00	68.5%
041-4100-62100	Membership Dues/Subscriptions	225.00	335.00	860.00	39.0%
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	448.28	21,828.39	37,579.00	58.1%
041-4100-63710	Utilities	1244.5	12,301.36	28,000.00	43.9%
041-4100-64020	Advertising & Legal Notices	76.00	315.37	1,500.00	21.0%
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	1,957.09	12,751.80	23,000.00	55.4%
041-4100-64990	Misc Contractual	94.61	5,675.61	5,500.00	103.2%
041-4100-65020	Library Books & Periodicals	2,907.30	28,647.31	56,000.00	51.2%
041-4100-65021	Digital Materials	0	6,139.92	7,000.00	87.7%
041-4100-65022	Special Collections	459.75	2,374.93	6,000.00	39.6%
041-4100-65060	Office Supplies	103.37	791.39	3,000.00	26.4%
041-4100-65070	Materials/Supplies	558.71	1,281.56	4,000.00	32.0%
041-4100-65079	Materials/Supplies--Program	673.75	2,856.75	7,800.00	36.6%
041-4100-65080	Postage	3.00	677.37	1,375.00	49.3%
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:		77,750.31	530,464.28	887,330.28	59.8%

Library Special Revenue

January 2026

For Fiscal: 2025-2026 Period Ending: 1/31/2026



Revenue Acct	Expense Acct	January	YTD Revenue	YTD Expenditures
141-4100-44302	141-4100-65025	Enrich Iowa	10,500.15	2,293.18
141-4100-47050	141-4100-65070/65020	Donations/Memorials/Grants	5,668.11	2,758.58
141-4100-45040/47051	141-4100-65023/65024	Friends of the Library	7,305.72	6,644.42
TOTAL			23,473.98	11,696.18



January 16, 2026

Michele Patrick
Indianola Public Library
207 N. B Street
Indianola, IA 50125

Dear Indianola Public Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250th anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, you can spend it however you choose for the benefit of your library and community in commemoration of the 250th anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson".

Dame Louise Richardson
President, Carnegie Corporation of New York

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: February 2026
Subject: Revision to the Code of Conduct Policy

I recommend revising the Code of Conduct Policy to include the following sentence: *“Bicycles, scooters, and other outdoor-use vehicles are not allowed inside the building.”* The library provides bike racks at both entrances where patrons may store their bicycles and scooters while using the library.

POLICY: IPL Code of Conduct

The Indianola Public Library serves a diverse community and strives to do so with tolerance, fairness and respect. To provide a safe and comfortable environment for its users, the library asks patrons to observe the following standards of behavior:

1. Respect patrons and staff
2. Respect library property, equipment, and materials
3. Obey the law
4. Comply with requests from staff

When those expectations are not met, it may become necessary to respond to errant behavior and to mitigate disruptions by temporarily or indefinitely suspending the library privileges of a patron, which includes access to activities, services, or facilities of the Indianola Public library.

The length of suspension will be based on the severity of the offense, and while it is the library's goal to reinstate privileges as quickly as possible, library privileges will not be restored until library staff is confident that incidents will not recur.

The Code of Conduct applies to all and applies everywhere the library provides service. Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times.

The following observable behaviors and activities are not allowed:

1. Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff. Examples (including but not limited to):

- Creating unreasonable noise that interferes with others' use and enjoyment of the library
- Sleeping or exhibiting the appearance of sleep on library premises
- Use of profane or aggressive language and/or gestures and excessive displays of affection.
- Bodily hygiene or scent so strong as to constitute a nuisance to others.

- Picture taking or videotaping of people, except at library-sponsored events, unless authorized by the library director or designee or by the patrons involved (or their parents or guardians if minors)
- Soliciting, petitioning, or panhandling

2. Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to):

- Activities or behavior that may result in damage to library property or property of others.
- Use of restrooms for unintended purposes including bathing and laundering.
- Food or drink of any kind around library computers and equipment. Beverages with lids and dry, snack-type food are permitted in other areas of the library.
- Impeding passageways through physical presence or with personal property. **Bicycles, scooters, and other outdoor-use vehicles are not allowed inside the building.**

3. Any observable behavior that is prohibited by law. Examples (including but not limited to):

- Stalking, harassing or intimidation of patrons or library staff, including but not limited to sexual harassment, and other verbal or physical conduct of a sexual nature:
- Theft, including removing library materials from the building without checking them out
- Indecent exposure
- The use tobacco products or electronic nicotine delivery systems on library premises or within 25 feet of library entrances.
- The consumption, possession, or being under the influence of illicit or intoxicating substances on library property. Alcohol is prohibited except for library-sponsored programs or Friends of the Indianola Public Library Foundation events.

4. Ignoring requests or disobeying the direction of a library staff member. Examples
(including but not limited to):

- Failure to exit at closing or during an evacuation.

Adopted 10/21 (legal review 10/21); Reviewed 11/24

Director's Report

February 2025



DinoFest

Saturday's DinoFest was another *ROARing* success, with almost 400 attendees. As our largest indoor event of the year, DinoFest relies on volunteers to help it run smoothly. This year, about a dozen Friends of the Library members, along with volunteers from Simpson College's Pi Beta Phi sorority, helped make the event possible. Congratulations to Janis and Kelsey for another great event.

Soup-er Bowl Recap

The Library's Annual Soup-er Bowl was held every Friday in January, featuring 27 donated soups throughout the month. A total of 205 participants enjoyed the free soup. People's Bank provided supplies, and Helping Hand donated bread each week. This annual event brings the community together to enjoy a warm meal and build new connections. Kudos to Jacy for this impressive community event.

Library Assistant Mike Wadle Accepts New Position

Part-time Library Assistant Mike Wadle has left the library to accept a full-time position as a purchasing agent. Mike joined the staff in August of 2024 and finished his master's in library science degree in 2025.

Simpson College Field Experience

The library is partnering with Simpson College to offer a 70-hour field experience for a student during the spring semester. The participating student is an English education major who is considering a career in librarianship. She will shadow the programming librarians and gain firsthand experience with the daily operations of a public library.

Active Shooter Training

Five library staff members participated in the Cybersecurity and Infrastructure Security Agency (CISA) Active Shooter Workshop this week. The training focused on identifying facility vulnerabilities and discussing best practices for prevention, preparedness, and response.

New Early Literacy Guide Launched

The Library has launched [*Janis's Early Literacy Playbook*](#), an online early literacy guide for parents of young children. Each month, subscribers receive a guide highlighting the books Children's Librarian Janis Comer used during storytimes, along with explanations of why each title was selected and how it supports early literacy development. The guide also includes practical tips for parents to use when reading with their children, plus suggested activities and information about special sections of the Library's collection.



Circulation

January 2026

Print	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	4,304	3,516	3,478	26,214	25,553	24,057
Teens	464	307	392	3,403	3,350	3,261
Children	5,188	5,168	4,782	33,248	39,408	38,945
Total	9,956	8,991	8,652	62,865	68,311	66,263

Special	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
DVDs & Video Games	1,742	1,841	1,787	10,474	12,382	12,695
Magazines	130	111	104	895	826	682
Audiobooks	155	96	89	1,013	729	659
Games & Puzzles	717	824	798	3,868	5,026	5,276
Library of Things	35	56	111	366	535	559
STEM Kits	NA	29	178	NA	123	1,144
Total	2,779	2,957	3,067	16,616	19,621	21,015

Digital	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Ebooks	1,995	1,844	1,976	12,578	12,452	12,139
Eaudio books	1,606	2,114	2,548	10,918	13,301	16,796
Digital Magazines	300	351	376	1,299	1,904	2,655
Streaming Videos	123	156	240	1,130	1,172	1,370
Total	4,024	4,465	5,140	25,925	28,829	32,960

TOTAL TO DATE	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
	16,759	16,413	16,859	105,406	116,761	120,238



Programs and Services

January 2026

Program Attendance	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	226	388	352	981	869	759
Teens	60	116	82	588	719	637
Children	670	786	759	6,079	5,577	4,805
Library Meetings	18	18	20	150	110	153
Total	974	1,308	1,213	7,798	7,275	6,201

Number of Programs	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	10	18	12	66	77	57
Teens	4	10	4	31	44	29
Children	28	44	43	199	237	235
Total	42	72	59	296	358	321

User Statistics	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
New Library Cards	73	74	78	549	528	430
Door Count	4,951	6,378	6,132	44,172	47,215	44,082
Number of Home Deliveries	7	4	4	61	34	35
Home Delivery Checkouts	10	53	98	728	567	419
ILL Items Loaned	23	31	33	130	147	171

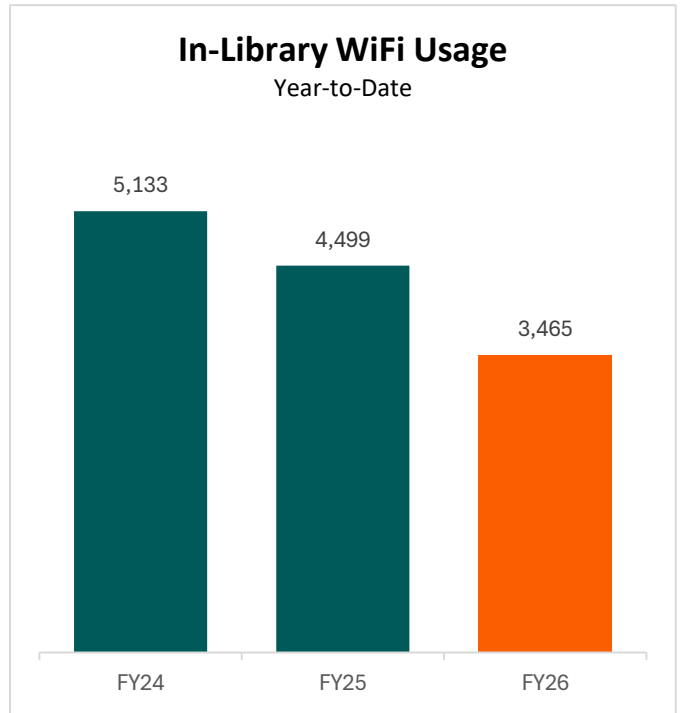
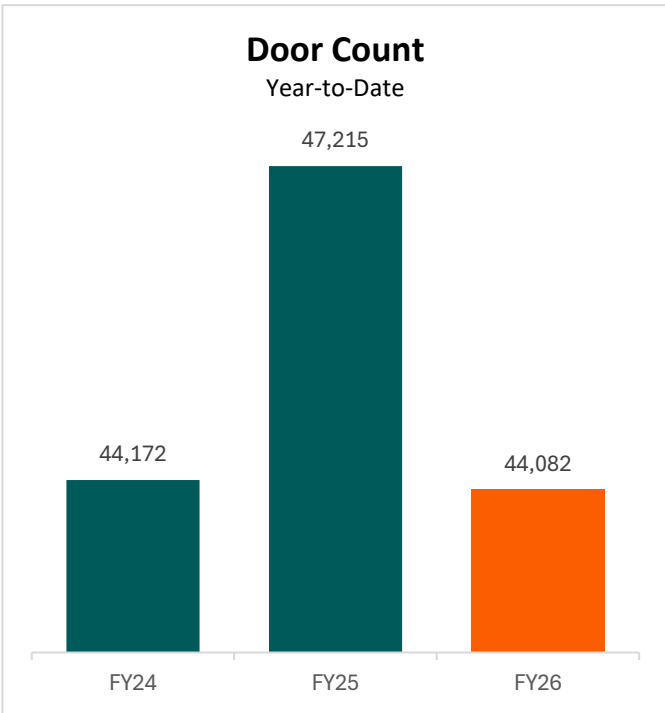
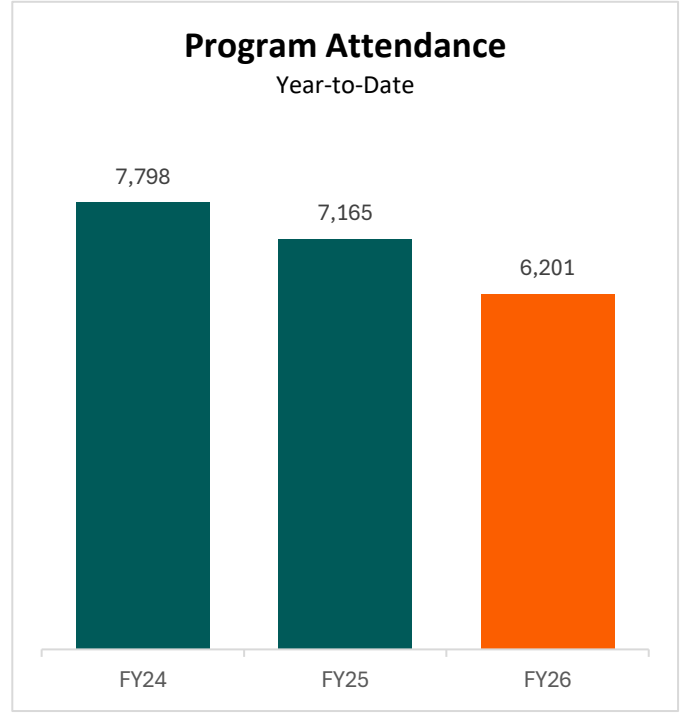
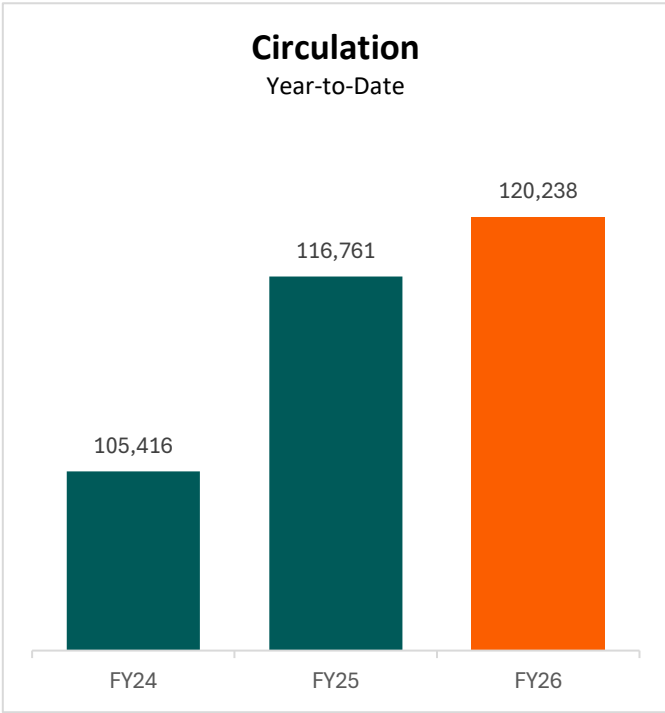
Computer Usage	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Public Computers	235	276	273	2,189	2,135	2,083
WiFi Sessions	489	629	526	5,133	4,499	3,465
WiFi Unique Users	209	278	266	1,969	1,935	1,598
IPL App Launches	1,899	2,398	2,486	12,419	14,954	13,505
App Page Views	2,667	3,259	3,069	15,295	19,898	17,599

Meeting Room Usage	JAN 2024	JAN 2025	JAN 2026	YTD-FY24	YTD-FY25	YTD-FY26
Number of Meetings	14	23	23	93	99	135
Meeting Attendance	79	127	132	586	524	554



YTD Activity Summary

JANUARY 2026





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	177	305	453	2,939	3,043	2,869
Children	2,102	4,278	4,636	28,060	34,240	34,163
Total	4,182	7,774	8,152	52,909	59,320	57,611

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
	8,844	14,268	15,421	88,647	100,348	103,379