



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

June 9, 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. May 12, 2026 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Trustee Handbook: Developing and Adopting Policies
- 6. Financial Reports**
 - A. Approve Monthly Claims
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Building Update
- 8. New Business**
 - A. Policy Review: Continuing Education Policy*
- 9. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

May 12, 2026

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

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

1. Call to Order

Andy called the meeting to order at 5:33pm.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

a. April 14, 2026 Meeting Minutes*

MOTION: *Dawn motioned to approve the April 14 meeting minutes. Val seconded. Motion carried.*

5. Trustee Continuing Education

a. Trustee Handbook Ch 5: Approving and Monitoring the Budget

We monitor and approve the budget monthly. Michele pointed out the role definitions on page 31 regarding the budget. Also as an aside, Andy noted that everything in the legislature died for this year.

6. Financial Reports

a. Approve Monthly Claims*

Michele highlighted the Demco charge which was for computer stands and pointed out the chiller repair. The current agreement with the county is that we pay for repairs of equipment.

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

b. Review Financial Reports

Michele reports that we are doing well and the budget is at 80% for the year. There will be some additional spending but we anticipate coming in under budget. Michele also highlighted the property tax line - which is expected to be at the full amount. Michele also introduced the monthly expenses report, as requested by Val at the last meeting. Michele noted that there are many blank spots due to the software change and those will fix themselves as time moves on.

7. New Business

a. Approval of the FY27 Budget*

Discussion was held regarding various items but there were no concerns.

MOTION: *Randi motioned to approve the FY27 Budget. Andrea seconded.*

Motion carried.

b. State Accreditation Results

We received state accreditation again at Tier 3! Congrats to Michele and our library team for that.

8. Reports

a. Friends of the Library Report

The Friends received a check for \$10,000 from 100 Women Who Care. They are working to get programming ready for summer.

b. Director's Report

Michele gave her report and noted the statistics. She also attached the April Director's report which was inadvertently omitted from the last meeting.

9. Agenda Items for the Next Meeting

None

10. Trustee Comments

No Trustee Comments.

11. Adjourn

***Motion to Adjourn** by Andy. The meeting adjourned at 5:53pm.*



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.

4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation, Collection Development, Internet Use, and Personnel.** The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the **Public Library Standards** webpage on the State Library website.

Invoices for Board Meeting

June 9, 2026



Vendor	Amount	Description of services or goods
Ace Hardware	7.98	Roller, paint pan
Amazon	\$10,751.75	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
Cengage Group	\$63.20	Large print books
City of Indianola (IMU)	\$1,336.67	Utilities
Dust Pros	\$1,762.50	Janitorial services, supplies (Feb & Mar invoices)
Ingram	\$1,141.24	Books
Iowa Water Management Co.	\$54.48	Monthly agreement
Kelsey McFarland	\$185.31	Mileage and expenses to Kids Lib
MidAmerican Energy	\$71.86	Natural Gas
OPN Architects	\$725.00	Library predesign
Playaway Products	\$956.05	Playaway devices and Wonderbooks
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$133.00	Trash removal
Woosley Landscape and Mowing	\$200.00	Mowing services
Wells Fargo	\$10,927.74	See statements for details

Total: **\$28,408.08**

Approved

Date

Approved

Date

Budget Summary



MAY 2026

For Fiscal: 2025-2026 Period Ending: 05/31/2026

91% of budget year

Personnel	May	Year-to-Date	Budget	% Spent
Salaries	40,468.92	489,803.04	550,129.00	89.0%
Benefits	13,031.18	137,146.79	147,948.00	92.7%
TOTAL	53,500.10	626,949.83	698,077.00	89.8%

Collection	May	Year-to-Date	Budget	% Spent
Physical	4,468.10	44,757.57	56,000.00	79.9%
Digital	0.00	6,999.78	7,000.00	100.0%
Special	215.03	4,279.18	6,000.00	71.3%
TOTAL	4,683.13	56,036.53	69,000.00	81.2%

Operations	May	Year-to-Date	Budget	% Spent
Repair/Maint	4,152.55	26,675.17	37,579.00	71.0%
Computer/IT	0.00	32,224.72	36,000.00	89.5%
Operations	7,973.80	78,563.36	93,914.28	83.7%
TOTAL	12,126.35	137,463.25	167,493.28	83.7%

TOTAL TO DATE	May	Year-to-Date	Budget	% Spent
	70,309.58	820,449.61	934,570.28	87.8%

Revenue

May 2026

For Fiscal: 2025-2026 Period Ending: 05/31/2026

91% of budget year



		May	Year to Date	Current Total Budget	Percent Received
001-4100-40000	Property Taxes	26,222.11	669,706.75	681,945.08	98.2%
001-4100-44700	Library Service Reimbursements	0.00	103,427.00	82,000.00	126.1%
001-4100-47100	Refunds/Reimbursements	0.00	54.48	0.00	0.0%
001-4100-47400	Misc Sales	481.10	4,612.41	4,000.00	115.3%
001-4100-47641	Library Fines	264.92	2,716.66	3,000.00	90.6%
001-4100-49403	Transfer In--T&A PROP TAX	12,347.53	143,148.00	143,148.00	100.0%
Revenue Total:		39,315.66	923,665.30	914,093.08	101.0%

Expenditures

May 2026

For Fiscal: 2025-2026 Period Ending: 05/30/2026

91% of budget year



		July*	Aug*	Sept*	Oct	Nov
041-4100-60110	Salaries/Wages	0.00	5,394.11	10,888.22	32,055.95	10,634.38
041-4100-60130	Salaries/Wages	0.00	15,549.41	31,785.15	90,967.42	30,232.49
001-4100-61100	FICA	0.00	1,560.90	3,098.24	9,197.59	3,126.56
041-4100-61300	IPERS	0.00	1,955.27	3,883.18	11,526.25	3,857.81
041-4100-61420	Deferred Comp-457	0.00	0.00	200.00	1,287.50	400.00
041-4100-61430	Employee Assistance Program	0.00	0.00	0.00	300.00	0.00
041-4100-61440	Wellness Program	0.00	0.00	0.00	0.00	0.00
041-4100-61500	Health Insurance	0.00	0.00	3,540.84	10,753.08	0.00
041-4100-61501	Dental Insurance	0.00	0.00	287.32	1,104.75	0.00
041-4100-61502	Vision Insurance	0.00	0.00	32.92	131.08	32.92
041-4100-61503	HSA Expense	0.00	0.00	761.52	2,007.57	738.42
001-4100-61550	Life Insurance/ADD/LTD/STD	0.00	0.00	0.00	1,515.19	380.89
041-4100-61599	Workers' Comp Insurance	0.00	0.00	0.00	185.94	29.36
041-4100-62100	Membership Dues	0.00	0.00	110.00	0.00	0.00
041-4100-62300	Education/Training	0.00	0.00	0.00	52.97	0.00
041-4100-62700	Mileage	0.00	0.00	0.00	124.04	63.84
041-4100-63100	Repair/Maint	0.00	0.00	0.00	3,531.68	17,637.78
041-4100-63710	Utilities	0.00	0.00	0.00	8,533.07	1,432.12
041-4100-64020	Advertising & Legal Notices	0.00	0.00	0.00	223.56	0.00
041-4100-64082	Insurance--General Liability	0.00	6,094.69	0.00	0.00	0.00
041-4100-64083	Insurance--Property	0.00	9,507.00	0.00	0.00	0.00
041-4100-64084	Insurance--Boiler	0.00	0.00	0.00	563.00	0.00
041-4100-64090	Janitorial Services	0.00	0.00	23.96	7,255.75	1,880.00
041-4100-64990	Misc Contractual	0.00	0.00	13.47	5,226.72	107.64
041-4100-65020	Library Books & Periodicals	0.00	0.00	2,086.86	14,398.38	4,544.05
041-4100-65021	Digital Materials	0.00	0.00	0.00	6,139.92	0.00
041-4100-65022	Special Collections	0.00	0.00	0.00	1,640.28	90.21
041-4100-65060	Office Supplies	0.00	0.00	189.98	415.99	36.09
041-4100-65070	Materials/Supplies	0.00	0.00	0.00	556.08	124.61
041-4100-65079	Materials/Supplies--Program	0.00	0.00	242.50	1,009.20	280.59
041-4100-65080	Postage	0.00	0.00	0.00	463.74	89.79
041-4100-65990	Miscellaneous	0.00	0.00	0.00	0.00	0.00
041-4100-67240	Computer Hardware/Software	0.00	0.00	0.00	30,757.60	0.00
	Expense Total:	0.00	40,061.38	57,144.16	241,924.30	75,719.55

Expenditures

May 2026

For Fiscal: 2025-2026 Period Ending: 05/30/2026

91% of budget year

		Dec	Jan	Feb	Mar	Apr
041-4100-60110	Salaries/Wages	10,634.38	15,951.57	10,634.38	10,634.38	10,634.38
041-4100-60130	Salaries/Wages	30,381.71	45,106.08	29,661.19	29,165.17	29,023.75
001-4100-61100	FICA	3,129.41	4,649.29	3,035.83	3,020.98	3,010.18
041-4100-61300	IPERS	3,871.90	5,763.83	3,832.38	3,814.07	3,800.70
041-4100-61420	Deferred Comp-457	400.00	400.00	400.00	400.00	400.00
041-4100-61430	Employee Assistance Program	0.00	0.00	0.00	0.00	0.00
041-4100-61440	Wellness Program	135.00	0.00	22.50	0.00	0.00
041-4100-61500	Health Insurance	0.00	0.00	4,496.18	4,496.18	4,496.18
041-4100-61501	Dental Insurance	287.32	287.32	574.64	287.32	287.32
041-4100-61502	Vision Insurance	32.92	32.92	32.92	32.92	32.92
041-4100-61503	HSA Expense	738.42	1,107.63	982.72	982.72	982.72
001-4100-61550	Life Insurance/ADD/LTD/STD	380.89	380.89	380.89	380.89	380.89
041-4100-61599	Workers' Comp Insurance	29.36	29.36	0.00	0.00	0.00
041-4100-62100	Membership Dues	0.00	225.00	432.00	0.00	0.00
041-4100-62300	Education/Training	0.00	0.00	0.00	0.00	0.00
041-4100-62700	Mileage	0.00	0.00	0.00	50.03	63.08
041-4100-63100	Repair/Maint	210.65	539.58	68.47	479.98	54.48
041-4100-63710	Utilities	1,091.67	1,244.50	421.85	1,457.02	2068.4
041-4100-64020	Advertising & Legal Notices	15.81	76.00	70.86	38.00	70.99
041-4100-64082	Insurance--General Liability	0.00	0.00	0.00	0.00	0.00
041-4100-64083	Insurance--Property	0.00	0.00	0.00	0.00	0.00
041-4100-64084	Insurance--Boiler	0.00	0.00	0.00	0.00	0.00
041-4100-64090	Janitorial Services	1,635.00	1,886.69	149.99	3,406.75	1,948.72
041-4100-64990	Misc Contractual	233.17	114.23	58.59	1,997.62	1086.26
041-4100-65020	Library Books & Periodicals	4,710.72	2,907.30	3,543.25	3,617.60	4,481.31
041-4100-65021	Digital Materials	0.00	0.00	859.86	0.00	0
041-4100-65022	Special Collections	184.69	459.75	398.23	392.90	898.09
041-4100-65060	Office Supplies	45.96	103.37	40.20	208.47	345.96
041-4100-65070	Materials/Supplies	42.16	558.71	76.26	228.33	187.86
041-4100-65079	Materials/Supplies--Program	650.71	673.75	552.76	532.94	1293.76
041-4100-65080	Postage	120.84	63.98	67.78	72.22	71.97
041-4100-65990	Miscellaneous	0.00	0.00	0.00	0.00	188.94
041-4100-67240	Computer Hardware/Software	0.00	0.00	0.00	6.00	1,461.12
Expense Total:		58,962.69	82,561.75	60,793.73	65,702.49	67,269.98

Expenditures

May 2026

For Fiscal: 2025-2026 Period Ending: 05/30/2026

91% of budget year

		May	Jun	Year to Date	Current Total Budget	Percent Used
041-4100-60110	Salaries/Wages	10,634.38		128,096.13	138,786.00	92.3%
041-4100-60130	Salaries/Wages	29,834.54		361,706.91	411,343.00	87.9%
001-4100-61100	FICA	3,026.04		36,855.02	42,407.00	86.9%
041-4100-61300	IPERS	3,806.00		46,111.39	51,501.00	89.5%
041-4100-61420	Deferred Comp-457	400.00		4,287.50	4,800.00	89.3%
041-4100-61430	Employee Assistance Program	0.00		300.00	300.00	100.0%
041-4100-61440	Wellness Program	0.00		157.50	360.00	43.8%
041-4100-61500	Health Insurance	4,496.18		32,278.64	32,529.00	99.2%
041-4100-61501	Dental Insurance	287.32		3,403.31	3,303.00	103.0%
041-4100-61502	Vision Insurance	32.92		394.44	312.00	126.4%
041-4100-61503	HSA Expense	982.72		9,284.44	7,203.00	128.9%
001-4100-61550	Life Insurance/ADD/LTD/STD	0.00		3,800.53	4,833.00	78.6%
041-4100-61599	Workers' Comp Insurance	0.00		274.02	400.00	68.5%
041-4100-62100	Membership Dues	0.00		767.00	860.00	89.2%
041-4100-62300	Education/Training	1,331.25		1,384.22	1,000.00	138.4%
041-4100-62700	Mileage	0.00		300.99	450.00	66.9%
041-4100-63100	Repair/Maint	4,152.55		26,675.17	37,579.00	71.0%
041-4100-63710	Utilities	1170.53		17,419.16	28,000.00	62.2%
041-4100-64020	Advertising & Legal Notices	38.00		533.22	1,500.00	35.5%
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	0.00		563.00	635.00	88.7%
041-4100-64090	Janitorial Services	1,842.38		20,029.24	23,000.00	87.1%
041-4100-64990	Misc Contractual	94.61		8,932.31	5,500.00	162.4%
041-4100-65020	Library Books & Periodicals	4,468.10		44,757.57	56,000.00	79.9%
041-4100-65021	Digital Materials	0		6,999.78	7,000.00	100.0%
041-4100-65022	Special Collections	215.03		4,279.18	6,000.00	71.3%
041-4100-65060	Office Supplies	810.12		2,196.14	3,000.00	73.2%
041-4100-65070	Materials/Supplies	1,678.48		3,452.49	4,000.00	86.3%
041-4100-65079	Materials/Supplies--Program	936.88		6,173.09	7,800.00	79.1%
041-4100-65080	Postage	71.55		1,021.87	1,375.00	74.3%
041-4100-65990	Miscellaneous	0.00		188.94	900.00	21.0%
041-4100-67240	Computer Hardware/Software	0.00		32,224.72	36,000.00	89.5%
	Expense Total:	70,309.58		820,449.61	934,570.28	87.8%

Library Special Revenue

May 2026

For Fiscal: 2025-2026 Period Ending: 5/31/2026



Revenue Acct	Expense Acct	May	YTD Revenue	YTD Expenditures
141-4100-44302	141-4100-65025	Enrich Iowa	10,500.15	7,768.64
141-4100-47050	141-4100-65070/65020	Donations/Memorials/Grants	19,200.02	5,092.51
141-4100-45040/47051	141-4100-65023/65024	Friends of the Library	9,782.52	12,049.42
141-4100-47057	141-4100-47057/67809	Friends (Library Use Memorials)	207.52	511.52
TOTAL			39,690.21	25,422.09

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: June 2026
Subject: Concept Design Open Houses

A series of open houses and discussions are planned to unveil the concept design to the public and solicit feedback:

July 9: Library Board of Directors - Friends of the Library Directors Joint Meeting

5:30 pm, Room B, Library

July 13: City Council Study Session

6:00 pm City Council Chambers, City Hall

July 15 Public Open House

4:00-6:00 pm, Library

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: June 2026
Subject: Policy Review: Continuing Education

It is time to review the Staff Continuing Education Policy. My recommendation is to remove the requirement for conference attendance. Although I will continue to prioritize sending staff to conferences whenever possible, it's not feasible to guarantee these commitments through a formal policy.

POLICY: Continuing Education

Recognizing the value of learning and the necessity of keeping up with changes in the library profession, the Library Board of Trustees encourages all library staff to participate in continuing education opportunities.

Continuing Education

- Staff at all levels may participate in library-related continuing education opportunities during work time hours, **subject to scheduling consideration and director approval.**
- The library director must be certified with the State Library of Iowa at Level 7. A new director has two years after starting as director to become certified at this level.
- Full-time staff must be certified with the State Library of Iowa. Registration for State Library of Iowa certification courses will be paid by the library. Professional staff who are not certified or who have let their certification lapse will be given a one-year grace period to achieve certification.
- Once a staff member is certified through the State Library of Iowa, the library will help maintain that certification. This may include paying registration fees or travel expenses for continuing education courses, workshops, or conferences.

Professional Organizations

- The library will pay the full memberships costs for the library director in both the state and national library organizations, including section dues.
- The library will pay the Iowa Library Association membership dues for full-time staff. Staff members are responsible for optional section dues.

Conference Attendance

- ~~• The library will follow city guidelines for the library director to attend one national conference each year.~~
- ~~• The library will pay the costs for full-time certified staff members to attend the Iowa Library Association (ILA) each year. With the director's approval, a relevant conference can be substituted for the ILA conference.~~

Adopted 7/17; reviewed 2/21; 6/24

POLICY: Continuing Education -- CLEAN COPY

Recognizing the value of learning and the necessity of keeping up with changes in the library profession, the Library Board of Trustees encourages all library staff to participate in continuing education opportunities.

Continuing Education

- Staff at all levels may participate in library-related continuing education opportunities during work time hours, subject to scheduling consideration and director approval.
- The library director must be certified with the State Library of Iowa at Level 7. A new director has two years after starting as director to become certified at this level.
- Full-time staff must be certified with the State Library of Iowa. Registration for State Library of Iowa certification courses will be paid by the library. Professional staff who are not certified or who have let their certification lapse will be given a one-year grace period to achieve certification.
- Once a staff member is certified through the State Library of Iowa, the library will help maintain that certification. This may include paying registration fees or travel expenses for continuing education courses, workshops, or conferences.

Professional Organizations

- The library will pay the full memberships costs for the library director in both the state and national library organizations, including section dues.
- The library will pay the Iowa Library Association membership dues for full-time staff. Staff members are responsible for optional section dues.

Adopted 7/17; reviewed 2/21; 6/24

Director's Report

JUNE 2026

Summer Kickoff

The library kicked off its summer reading program May 28, with the Summer Bash in the library parking lot. Sponsored by the Friends of the Library, the event included large inflatables, lawn games, and board games. KNIA and the Big Red Radio will provide music and food trucks.



School Visits

Children's Librarian Janis Comer visited all four elementary schools in May, speaking with more than 2,000 students about the library's summer reading program and encouraging participation throughout the summer.

STEM Kit Collection Expanded

The library's popular STEM kit collection grew with the addition of 15 language-based kits, to a total of 77 hands-on, play-based learning kits. These kits provide opportunities for kids to learn about things ranging from traditional STEM topics (like animal science, engineering challenges, coding, and math) to art and now language kits that support early literacy and learning to read.



Circulation

MAY 2026

Print	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	3,667	3,172	3,061	40,575	39,064	36,830
Teens	498	352	340	5,312	4,886	4,646
Children	4,934	5,388	4,597	52,902	61,950	58,078
Total	9,099	8,912	7,998	98,789	105,900	99,554

Special	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
DVDs & Video Games	1,559	1,832	1,541	17,259	20,249	19,288
Magazines	124	85	74	1,461	1,230	1,049
Audiobooks	27	132	50	1,418	1,151	901
Games & Puzzles	534	647	637	6,212	8,130	8,116
Library of Things	72	88	132	640	803	967
STEM Kits	NA	69	134	NA	289	1,736
Total	2,316	2,853	2,568	26,990	31,852	32,057

Digital	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Ebooks	1,778	1,701	1,674	19,809	19,207	19,072
Eaudio books	1,788	2,182	2,612	18,088	21,729	26,932
Digital Magazines	216	314	561	2,242	3,150	4,473
Streaming Videos	253	199	229	2,043	1,909	2,203
Total	4,035	4,396	5,076	42,182	45,995	52,680

TOTAL TO DATE	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
	15,450	16,161	15,642	167,961	183,747	184,291



Programs and Services

MAY 2026

Program Attendance	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	31	41	33	1,436	1,381	1,126
Teens	10	12	14	944	1,010	961
Children	3,249	3,130	3,005	12,594	11,949	10,623
Library Meetings	18	13	20	225	194	227
Total	3,308	3,196	3,072	15,199	14,534	12,937

Number of Programs	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Adults	6	9	6	110	135	88
Teens	1	1	1	51	62	46
Children	24	17	8	339	374	373
Total	31	27	15	500	571	507

User Statistics	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
New Library Cards	116	67	83	983	830	738
Door Count	6,704	6,597	6,602	70,483	74,124	69,299
Number of Home Deliveries	7	6	3	94	53	51
Home Delivery Checkouts	87	68	34	1,198	849	625
ILL Items Loaned	25	23	21	211	247	283

Computer Usage	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Public Computers	264	293	322	3,391	3,331	3,442
WiFi Sessions	652	602	648	7,649	7,101	5,870
WiFi Unique Users	282	284	333	2,984	3,145	2,792
IPL App Launches	1,831	1,990	2,269	19,779	23,447	22,341
App Page Views	2,777	2,729	2,949	25,510	31,228	29,082

Meeting Room Usage	MAY 2024	MAY 2025	MAY 2026	YTD-FY24	YTD-FY25	YTD-FY26
Number of Meetings	0	26	16	134	185	209
Meeting Attendance	0	160	114	820	960	895



YTD Activity Summary

MAY 2026

