



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

July 14, 2026

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
 - A. Welcome New Board Member Lisa Parker
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. June 9, 2026 Meeting Minutes*
- 5. Trustee Continuing Education**
 - A. Review of City of Indianola Library Ordinances
- 6. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 7. Unfinished Business**
 - A. Concept Design
- 8. New Business**
 - A. Agenda Posting Resolution*
 - B. Policy Review: Credit/Debit Card Policy*
 - C. Election of FY27-28 Officers*
 - D. Committee Assignments for FY27-28*
- 9. Reports**
 - A. Friends of the Library
 - B. Director's Report
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY
June 9, 2026 - Meeting Room B
5:30 p.m.
Indianola Public Library

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

1. Call to Order

Andy called the meeting to order at 5:33.

2. Public Comment

No public comment.

3. Agenda Approval

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

4. Minutes Approval

- a. May 12, 2026 Meeting Minutes*

MOTION: *Cyd motioned to approve the May 12 meeting minutes. Sally seconded. Motion carried.*

5. Trustee Continuing Education

- a. Trustee Handbook: Developing and Adopting Policies

Andy noted that Michele does a great job keeping the board current with policies. They need to be reviewed every three years and Michele's approach allows the board to review related policies at the same time. She selects an area to do at each monthly board meeting.

6. Financial Reports

- a. Approve Monthly Claims*

MOTION: *Sally motioned to approve the monthly claims. Val seconded. Motion carried. Michele noted that Amazon is a large expense and might look large. They are used for ordering books now and offer competitive pricing for that service.*

- b. Review Financial Reports

Finances are on target for the point in the year. There was a chiller repair expense in May when the air wasn't working.

7. Unfinished Business

- a. Building Update

Michele shared the dates and times for unveiling the concept designs for a new library and to solicit feedback.

June 10 - Special session for joint meeting between City Council and Warren County Supervisors.

6:00 p.m. at City Hall Chambers.

Library Board members are encouraged to attend.

July 9 - Library Board of Directors-Friends of the Library Directors Joint Meeting - *Library Board Members will connect after the meeting as needed*

5:30 - Room B, Library

July 13 - City Council Study Session

6:00 - City Council Chambers, City Hall

July 14 - July Library Board Meeting

July 15 - Public Open House

4:00 - 6:00 p.m., Library

Michele noted that plans are still being developed on where exactly the presentations will happen during this time period

8. New Business

a. Policy Review: Continuing Education Policy

Michele's recommendation is to remove the requirement for conference attendance. She will prioritize sending staff to conferences, when possible, but it's not feasible to guarantee these through a formal policy.

MOTION: *Sally moved to approve the requirement for staff conference attendance and Cyd seconded the motion. It carried.*

9. Reports

a. Friends of the Library Report

Sally reported that the Friends will be accepting the check for \$10,000 from the local 100 Women's group. They reached the decision to reserve the money for the new library. Michele noted that a member of the group shared how passionate many of the members were about supporting the library.

b. Director's Report

The Summer Bash on May 28 was once again a success. It was sponsored by the Friends and included large inflatables, lawn games and board games. The Big Red Radio was there for music and there were food trucks.

Children's Librarian Janis Comer visited all four elementary schools promoting the summer reading program and encouraging participation in programming throughout the summer.

The library's STEM kit collection added 15 language based kits for a total of 77 kits. They have been popular.

c. Library Statistics

Circulation is up at this time, with door count and program attendance somewhat down.

10. Agenda Items for Next Meeting

The Board discussed preparing for the Public Open House on July 15th, the evening after the Board meeting. By then the concept designs will have been presented to the Board, Friends and City Council.

10. Trustee Comments

No Trustee Comments

11. Adjourn

Motion to Adjourn by Andy at approximately 6:15.

CHAPTER 22

LIBRARY BOARD OF TRUSTEES

22.01 Public Library	22.07 Nonresident Use
22.02 Library Trustees	22.08 Expenditures
22.03 Qualifications of Trustees	22.09 Annual Report
22.04 Organization of the Board	22.10 Injury to Books or Property
22.05 Powers and Duties	22.11 Theft
22.06 Contracting with Other Libraries	22.12 Notice Posted

22.01 PUBLIC LIBRARY. The public library for the City is known as the Indianola Public Library. It is referred to in this chapter as the Library.

22.02 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of seven (7) resident members. All members are to be appointed by the Mayor with the approval of the Council.

22.03 QUALIFICATIONS OF TRUSTEES. All members of the Board shall be bona fide citizens and residents of the City. Members shall be over the age of twenty-one (21) years.

22.04 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any Trustee shall be vacated if such member moves permanently from the City and shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

22.05 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City

Treasurer shall serve as Board Treasurer, but shall not be a member of the Board.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and

bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

22.06 CONTRACTING WITH OTHER LIBRARIES. The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

22.07 NONRESIDENT USE. The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

22.08 EXPENDITURES. All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

(Code of Iowa, Sec. 384.20 & 392.5)

22.09 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

22.10 INJURY TO BOOKS OR PROPERTY. It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

(Code of Iowa, Sec. 716.1)

22.11 THEFT. No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

22.12 NOTICE POSTED. There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such

material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)

Invoices for Board Meeting

FY End of Year Routine Expenses



Vendor	Amount	Description of services or goods
Ingram	\$272.36	Books
Kelsey McFarland	\$18.85	Mileage and expenses to Kids Lib
Woosley Landscape and Mowing	\$100.00	Mowing services
Total:		<u><u>\$391.21</u></u>

Approved	Date
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Approved	Date
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Invoices for Board Meeting

July 14, 2026



Vendor	Amount	Description of services or goods
Amazon	\$5,669.67	Craft supplies, DVDs, TBR goodies, books, other materials and supplies
City of Indianola (IMU)	\$2,072.51	Utilities
Dust Pros	\$1,755.50	Janitorial services, supplies
Envisionware	\$633.94	Annual license and support services for public printing and computer services
Haus Roofing	\$940.00	Roof leak repairs
Ingram	\$182.24	Books
Innovative	\$32,143.51	Annual contract for ILS services
Iowa Water Management Co.	\$54.48	Monthly agreement
MidAmerican Energy	\$37.09	Natural Gas
Overdrive Inc.	\$4,891.57	Bridges e-book fees
Playaway Products	\$341.29	Playaway devices and Wonderbooks
TRM Disposal	\$133.00	Trash removal
Woosley Landscape and Mowing	\$100.00	Mowing services
Wells Fargo	\$795.96	See statements for details

Total: **\$49,750.76**

Approved

Date

Approved

Date

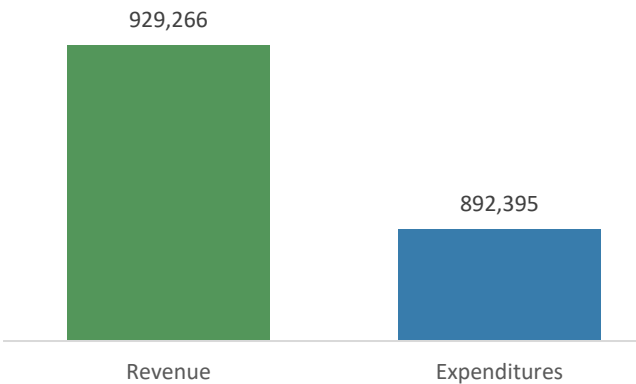
Financial Snapshot | June 2026



Summary

▲ Total revenue for the year was 2% higher than expected (+\$15,173), mostly due to the reimbursement from the county.

▼ Expenditures were 5% under budget (-\$42,176).



Revenue	Total Budget	YTD Received	% Received	Budget Status
	\$914,093	\$929,266	102.0%	● Complete

Expenditures	Total Budget	YTD Spending	% Budget Spent	Budget Status
	\$934,570	\$892,395	95.0%	● Complete

Fund Summaries

Revenue Funds | TYD Totals



Expenditure Categories | YTD Totals



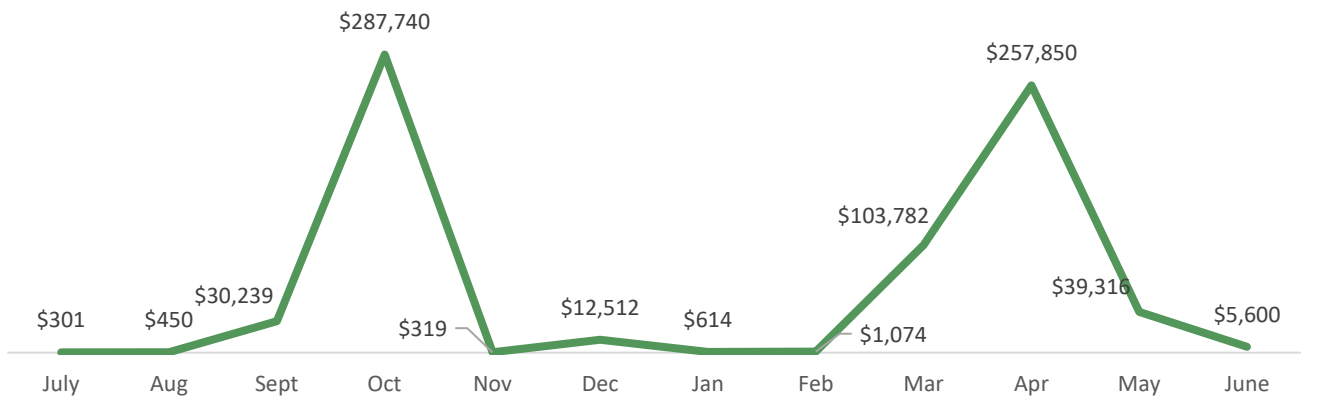
Revenue | June 2026



Summary

June Total	YTD Received	FY26 Budget	% Received	Status
\$5,600	\$929,266	\$914,093	102%	● Complete

Monthly Totals



Notes:

- Variations are mostly due to the property tax payment cycle.

June Fund Details	June 2026	YTD Received	FY26 Budget	% Received
Property Taxes	4,698.07	674,404.82	681,945.08	99%
Library Services Reimbursements	0.00	103,427.00	82,000.00	126%
Refunds/Reimbursements	0.00	54.48	0.00	
Misc. Sales	555.40	5,167.81	4,000.00	129%
Library Fines	346.94	3,063.60	3,000.00	102%
Trust & Agency Property Taxes	0.00	143,148.00	143,148.00	100%
TOTAL	5,600.41	929,265.71	914,093.08	102%

Funds Defined

Property Taxes = City General Fund

Library Services Reimbursements = County reimbursement for services to rural residents

Refunds/Reimbursement = A code we don't use. City finance dept allocated a refund here.

Misc Sales = Photocopies, earbuds

Library Fines = Billed items (not fines)

Trust & Agency Property Taxes = Employee benefits levy

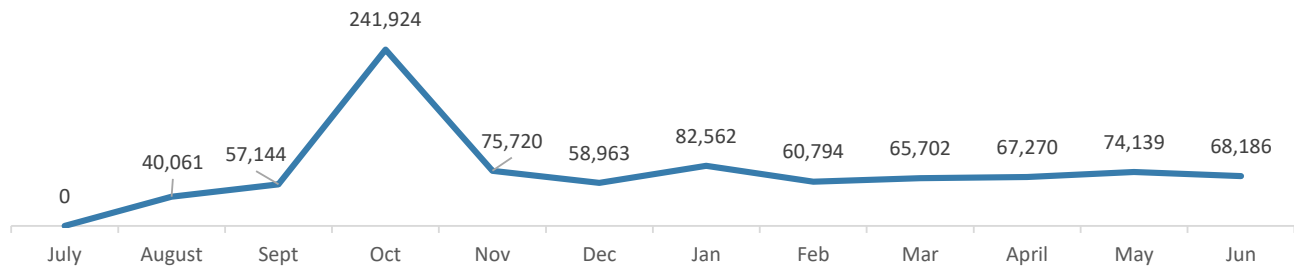
Expenditures | June 2026



Summary

June Total	YTD Spent	FY26 Budget	% Spent	Status
\$68,186	892,464.79	934,570.28	95.5%	● Complete

Monthly Totals



Notes:

- Variations from July through October were not caused by changes in the Library's spending patterns but are the result of technical issues with the City's transition to a new financial software.

Notes on Individual Line Items

- Lines 8-11: HSA contributions, along with health, dental, and vision insurance, were budgeted for three full-time employees. A fourth employee unexpectedly joined the City's plan, causing those expenses to be higher than budgeted.
- Line 24: Unbudgeted expenses related to the union negotiation legal fees caused the Miscellaneous Contractual line item to exceed its budget.

Expenditures | June 2026

Account	July	August	Sept	Oct	Nov
1 Salaries/Wages	0.00	5,394.11	10,888.22	32,055.95	10,634.38
2 Salaries/Wages	0.00	15,549.41	31,785.15	90,967.42	30,232.49
3 FICA	0.00	1,560.90	3,098.24	9,197.59	3,126.56
4 IPERS	0.00	1,955.27	3,883.18	11,526.25	3,857.81
5 Deferred Comp-457	0.00	0.00	200.00	1,287.50	400.00
6 Employee Assistance Program	0.00	0.00	0.00	300.00	0.00
7 Wellness Program	0.00	0.00	0.00	0.00	0.00
8 Health Insurance	0.00	0.00	3,540.84	10,753.08	0.00
9 Dental Insurance	0.00	0.00	287.32	1,104.75	0.00
10 Vision Insurance	0.00	0.00	32.92	131.08	32.92
11 HSA Expense	0.00	0.00	761.52	2,007.57	738.42
12 Life Insurance/ADD/LTD/STD	0.00	0.00	0.00	1,515.19	380.89
13 Workers' Comp Insurance	0.00	0.00	0.00	185.94	29.36
14 Membership Dues	0.00	0.00	110.00	0.00	0.00
15 Education/Training	0.00	0.00	0.00	52.97	0.00
16 Mileage	0.00	0.00	0.00	124.04	63.84
17 Repair/Maint	0.00	0.00	0.00	3,531.68	17,637.78
18 Utilities	0.00	0.00	0.00	8,533.07	1,432.12
19 Advertising & Legal Notices	0.00	0.00	0.00	223.56	0.00
20 Insurance--General Liability	0.00	6,094.69	0.00	0.00	0.00
21 Insurance--Property	0.00	9,507.00	0.00	0.00	0.00
22 Insurance--Boiler	0.00	0.00	0.00	563.00	0.00
23 Janitorial Services	0.00	0.00	23.96	7,255.75	1,880.00
24 Misc Contractual	0.00	0.00	13.47	5,226.72	107.64
25 Library Books & Periodicals	0.00	0.00	2,086.86	14,398.38	4,544.05
26 Digital Materials	0.00	0.00	0.00	6,139.92	0.00
27 Special Collections	0.00	0.00	0.00	1,640.28	90.21
28 Office Supplies	0.00	0.00	189.98	415.99	36.09
29 Materials/Supplies	0.00	0.00	0.00	556.08	124.61
30 Materials/Supplies--Program	0.00	0.00	242.50	1,009.20	280.59
31 Postage	0.00	0.00	0.00	463.74	89.79
32 Miscellaneous	0.00	0.00	0.00	0.00	0.00
33 Computer Hardware/Software	0.00	0.00	0.00	30,757.60	0.00
	0.00	40,061.38	57,144.16	241,924.30	75,719.55

Expenditures | June 2026

Account	Dec	Jan	Feb	March	April
1 Salaries/Wages	10,634.38	15,951.57	10,634.38	10,634.38	10,634.38
2 Salaries/Wages	30,381.71	45,106.08	29,661.19	29,165.17	29,023.75
3 FICA	3,129.41	4,649.29	3,035.83	3,020.98	3,010.18
4 IPERS	3,871.90	5,763.83	3,832.38	3,814.07	3,800.70
5 Deferred Comp-457	400.00	400.00	400.00	400.00	400.00
6 Employee Assistance Program	0.00	0.00	0.00	0.00	0.00
7 Wellness Program	135.00	0.00	22.50	0.00	0.00
8 Health Insurance	0.00	0.00	4,496.18	4,496.18	4,496.18
9 Dental Insurance	287.32	287.32	574.64	287.32	287.32
10 Vision Insurance	32.92	32.92	32.92	32.92	32.92
11 HSA Expense	738.42	1,107.63	982.72	982.72	982.72
12 Life Insurance/ADD/LTD/STD	380.89	380.89	380.89	380.89	380.89
13 Workers' Comp Insurance	29.36	29.36	0.00	0.00	0.00
14 Membership Dues	0.00	225.00	432.00	0.00	0.00
15 Education/Training	0.00	0.00	0.00	0.00	0.00
16 Mileage	0.00	0.00	0.00	50.03	63.08
17 Repair/Maint	210.65	539.58	68.47	479.98	54.48
18 Utilities	1,091.67	1,244.50	421.85	1,457.02	2068.4
19 Advertising & Legal Notices	15.81	76.00	70.86	38.00	70.99
20 Insurance--General Liability	0.00	0.00	0.00	0.00	0.00
21 Insurance--Property	0.00	0.00	0.00	0.00	0.00
22 Insurance--Boiler	0.00	0.00	0.00	0.00	0.00
23 Janitorial Services	1,635.00	1,886.69	149.99	3,406.75	1,948.72
24 Misc Contractual	233.17	114.23	58.59	1,997.62	1086.26
25 Library Books & Periodicals	4,710.72	2,907.30	3,543.25	3,617.60	4,481.31
26 Digital Materials	0.00	0.00	859.86	0.00	0
27 Special Collections	184.69	459.75	398.23	392.90	898.09
28 Office Supplies	45.96	103.37	40.20	208.47	345.96
29 Materials/Supplies	42.16	558.71	76.26	228.33	187.86
30 Materials/Supplies--Program	650.71	673.75	552.76	532.94	1293.76
31 Postage	120.84	63.98	67.78	72.22	71.97
32 Miscellaneous	0.00	0.00	0.00	0.00	188.94
33 Computer Hardware/Software	0.00	0.00	0.00	6.00	1,461.12
	58,962.69	82,561.75	60,793.73	65,702.49	67,269.98

Expenditures | June 2026

Account	May	June	Total	Budget
1 Salaries/Wages	10,634.38	10,634.38	138,730.51	138,786.00
2 Salaries/Wages	29,834.54	31,032.20	392,739.11	411,343.00
3 FICA	3,026.04	3,117.62	39,972.64	42,407.00
4 IPERS	3,806.00	3,851.22	49,962.61	51,501.00
5 Deferred Comp-457	400.00	400.00	4,687.50	4,800.00
6 Employee Assistance Program	0.00	0.00	300.00	300.00
7 Wellness Program	0.00	0.00	157.50	360.00
8 Health Insurance	4,496.18	4,496.18	36,774.82	32,529.00
9 Dental Insurance	287.32	287.32	3,690.63	3,303.00
10 Vision Insurance	32.92	32.92	427.36	312.00
11 HSA Expense	982.72	982.72	10,267.16	7,203.00
12 Life Insurance/ADD/LTD/STD	0.00	761.78	4,562.31	4,833.00
13 Workers' Comp Insurance	0.00	0.00	274.02	400.00
14 Membership Dues	0.00	0.00	767.00	860.00
15 Education/Training	1,456.25	15.95	1,525.17	1,000.00
16 Mileage	0.00	204.16	505.15	450.00
17 Repair/Maint	4,935.78	493.69	27,952.09	37,579.00
18 Utilities	1170.53	1,408.53	18,827.69	28,000.00
19 Advertising & Legal Notices	441.98	127.25	1,064.45	1,500.00
20 Insurance--General Liability	0.00	0.00	6,094.69	6,086.10
21 Insurance--Property	0.00	0.00	9,507.00	9,808.18
22 Insurance--Boiler	0.00	0.00	563.00	635.00
23 Janitorial Services	1,842.38	1,947.47	21,976.71	23,000.00
24 Misc Contractual	114.1	195.82	9,147.62	5,500.00
25 Library Books & Periodicals	4,528.10	6,089.63	50,907.20	56,000.00
26 Digital Materials	0	0.00	6,999.78	7,000.00
27 Special Collections	561.15	1,208.06	5,833.36	6,000.00
28 Office Supplies	882.5	110.62	2,379.14	3,000.00
29 Materials/Supplies	1,979.43	0.00	3,753.44	4,000.00
30 Materials/Supplies--Program	1154.95	684.44	7,075.60	7,800.00
31 Postage	71.55	70.00	1,091.87	1,375.00
32 Miscellaneous	0.00	34.00	222.94	900.00
33 Computer Hardware/Software	1,500.00	0.00	33,724.72	36,000.00
	74,138.80	68,185.96	892,464.79	934,570.28

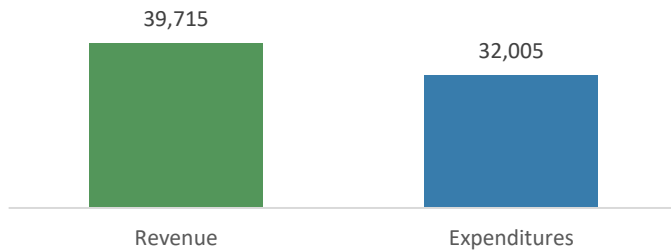
Expenditures | June 2026

Account	Remaining
1 Salaries/Wages	55.49
2 Salaries/Wages	18,603.89
3 FICA	2,434.36
4 IPERS	1,538.39
5 Deferred Comp-457	112.50
6 Employee Assistance Program	0.00
7 Wellness Program	202.50
8 Health Insurance	-4,245.82
9 Dental Insurance	-387.63
10 Vision Insurance	-115.36
11 HSA Expense	-3,064.16
12 Life Insurance/ADD/LTD/STD	270.69
13 Workers' Comp Insurance	125.98
14 Membership Dues	93.00
15 Education/Training	-525.17
16 Mileage	-55.15
17 Repair/Maint	9,626.91
18 Utilities	9,172.31
19 Advertising & Legal Notices	435.55
20 Insurance--General Liability	-8.59
21 Insurance--Property	301.18
22 Insurance--Boiler	72.00
23 Janitorial Services	1,023.29
24 Misc Contractual	-3,647.62
25 Library Books & Periodicals	5,092.80
26 Digital Materials	0.22
27 Special Collections	166.64
28 Office Supplies	620.86
29 Materials/Supplies	246.56
30 Materials/Supplies--Program	724.40
31 Postage	283.13
32 Miscellaneous	677.06
33 Computer Hardware/Software	2,275.28
	42,105.49

Library Special Revenue | June 2026



Year to Date



The Friends have not yet paid their June invoice, which explains the discrepancy between their expenses and reimbursements.

Revenue		June	YTD
44302	Enrich Iowa Revenue	0.00	10,500.15
45040	Friends of the Library Programs	0.00	2,712.70
47050	Donations, Gifts, and Grants	0.00	16,487.32
47051	Friends of the Library Summer	25.00	9,807.52
47057	Memorials (Friends Passthrough Account)	0.00	207.52
TOTAL		25.00	39,715.21

Expenditures		June	YTD
65025	Enrich Iowa Expenses	2,599.98	10,368.62
65024	Friends of the Library Programs	0.00	5,881.18
65020	Donations, Gifts, and Grants	251.83	6,640.83
65025	Friends of the Library Summer	2,004.94	8,602.95
67809	Memorials (Friends Passthrough Account)	0.00	511.52
TOTAL		4,856.75	32,005.10

Friends Summary	Revenue	Expenditures
(excluding Friends Memorials)	12,520.22	14,484.13

Friends Memorials* | June 2026

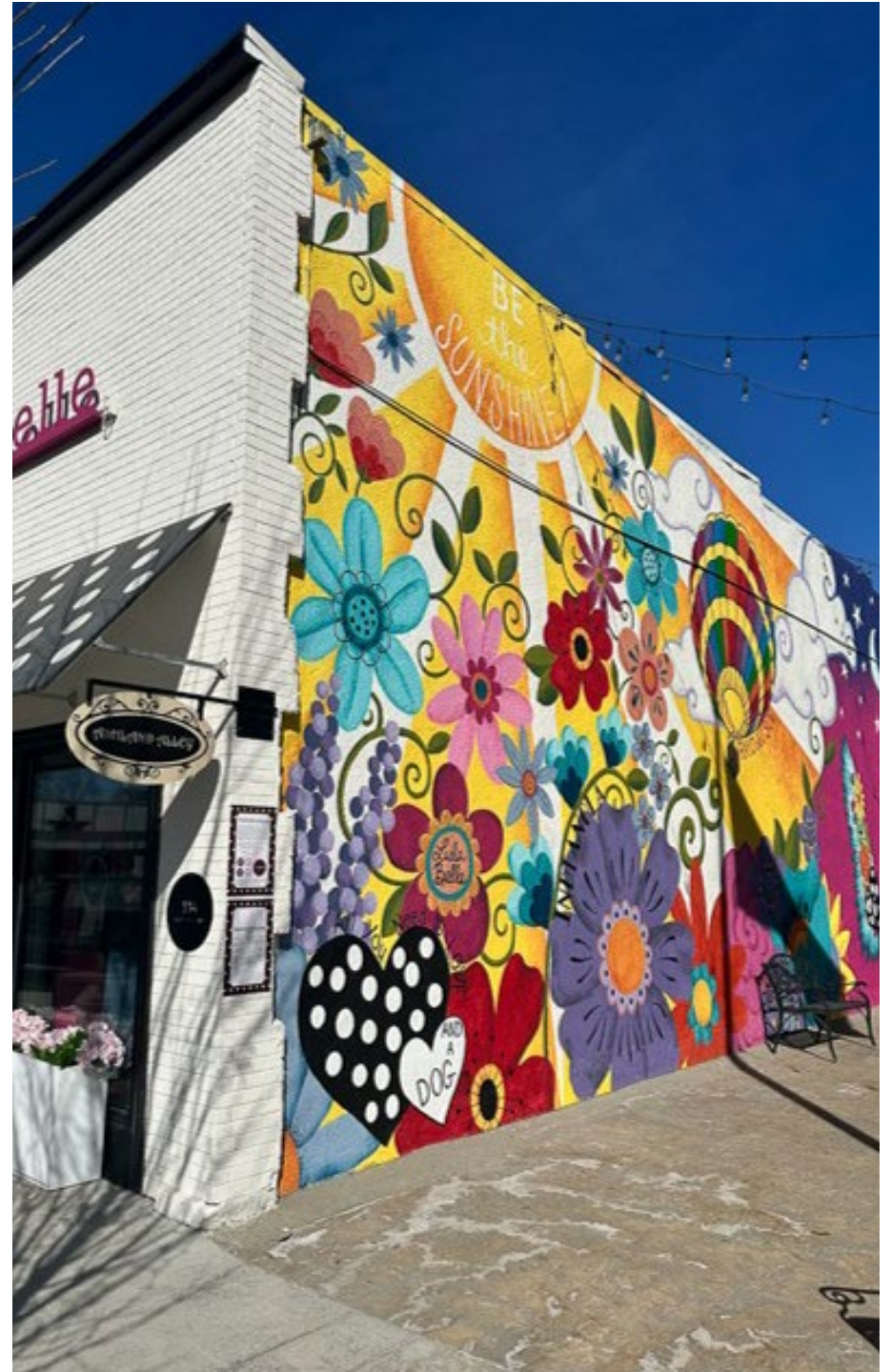
*Memorial gifts given directly to the Friends for Library Use

Date	Memorial	Donor	Designation	
6/8/2026	Doris Fridley Memorial	Marilyn Cline	Collections, Programs, Services	100.00
6/25/2026	Dick Kerr Memorial	Noon Lions Club	Collections, Programs, Services	25.00

Indianola Public Library

Concept Design Report







Des Moines

100 Court Avenue, Suite 100
Des Moines, Iowa 50309
(515) 309-0722

www.opnarchitects.com

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Participants

Indianola Public Library

Michele Patrick, Library Director
Alison Brown, Teen Services &
Marketing Librarian

Indianola Public Library Board of Trustees

Andrew Brittingham, President

Friends of Indianola Public Library

James Hartman

City of Indianola

Jacob Meshke, City Manager
Doug Bylund, Chief of Culture &
Recreation
Aaron Young, Communications
Manager

OPN Architects

Danielle Hermann, AIA
Toby Olsen, AIA
Isaac Bracher, AIA
Marilyn Stephanou



OPN ARCHITECTS

Executive Summary

The purpose of this concept study is to define the space requirements, community programming needs, and long-term vision for a new, modern Indianola Public Library. As a central hub for the community, the library must continue to accommodate circulation numbers, growing attendance for all-ages programming, and the evolving technological needs of Indianola's residents.

The existing Indianola Public Library, located at 207 N. B Street, has served the community honorably since its construction in 1984. However, after over four decades of service, the facility faces significant operational hurdles due to structural and spatial limitations. The current building can no longer adequately provide designated spaces for highly popular teen and children's programs or accommodate modern community needs—such as public meeting rooms, quiet study areas, collaborative workspaces, and technology labs—which are heavily constrained or entirely absent in the current footprint.

Prior to commissioning this study for a new facility, the City of Indianola conducted extensive preliminary building studies, facility assessments, and community engagement efforts (including those by OPN Architects and Formation Group).

A critical directive resulting from these prior assessments established that repurposing or adding on to the existing structure is not a feasible or sustainable long-term solution due to site, architectural and structural limitations as well as cost inefficiency. The structural modifications and extensive mechanical, electrical, and plumbing upgrades required to bring the 1984 building up to contemporary standards would yield a poor return on investment compared to a purpose-built facility.

By shifting focus toward a new facility, the city has opened innovative strategic possibilities. This includes the freedom to explore optimal locations—such as anchoring new cultural and development districts.

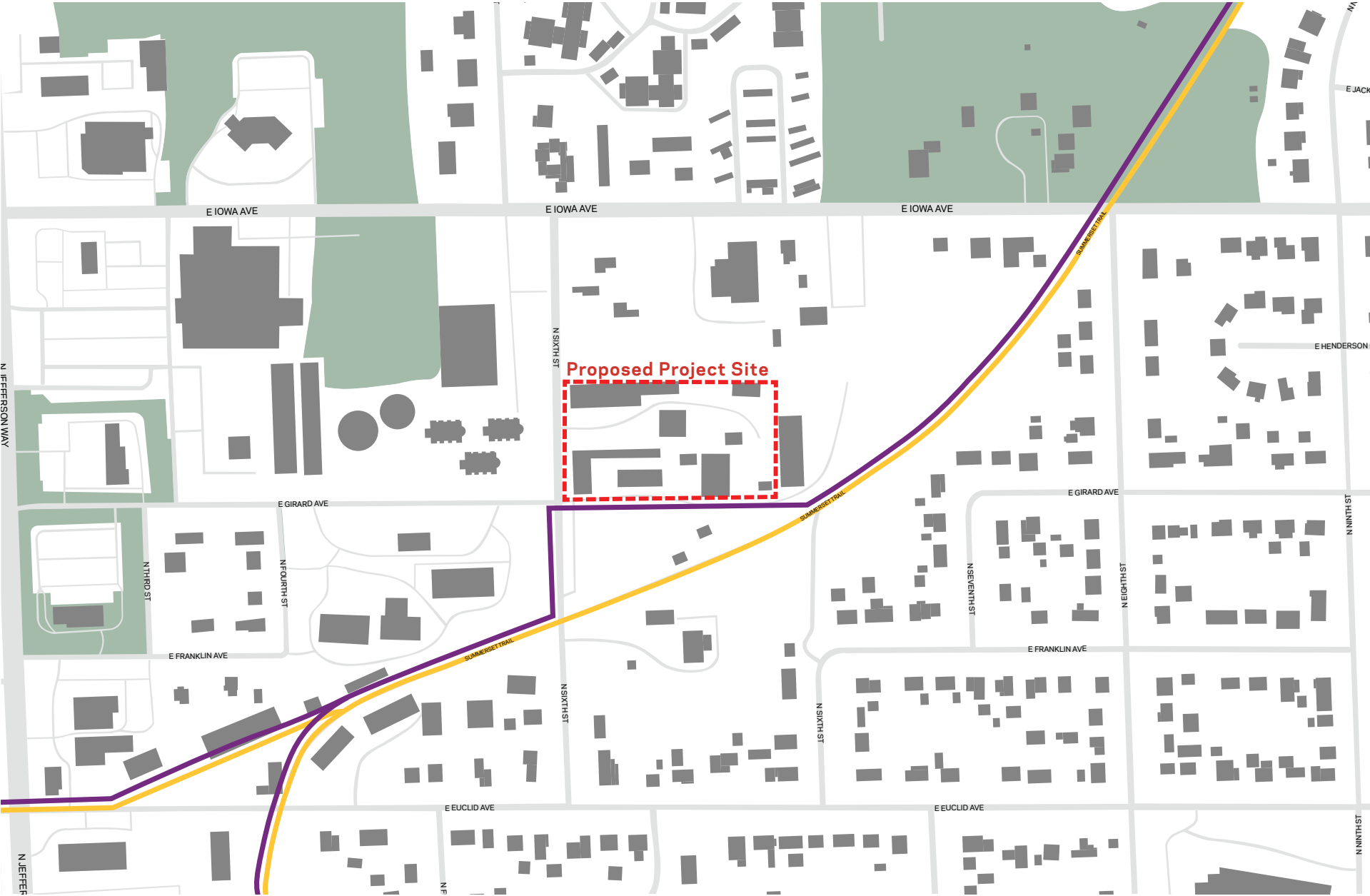
This study establishes the roadmap for a right-sized, forward-thinking library facility that will foster economic growth, support lifelong learning, and strengthen community connections in Indianola.

LOCATION MAP

Location Map - Aerial



Location Map



"We love our library, but it's outgrowing its space."

"It's a place of knowledge in a world of opinions."

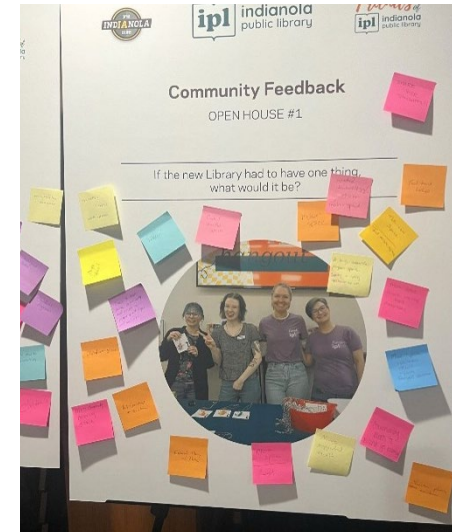
"A larger library could provide more community support."

COMMUNITY AND STAKEHOLDER ENGAGEMENT

OPN Architects led a series of sessions with Library leaders and community members, to establish a guiding vision for the design of the Indianola Public Library. The events included exercises to define goals, needs, and aesthetic preferences for the building. Thank you to all the participants who offered their valuable time and input. The following findings provide a framework for the creative process and future design decisions.

Community and Stakeholder Engagement - Friends of The Library Fundraiser

OPN facilitated community input and feedback on the vision and goals for a new library by hosting a pop-up open house event alongside the Friends of the Library Fundraiser on Saturday, February 22, 2025. Community input at the event included a series of boards with questions for individuals to add their answers to as well as a digital link and a hard copy option to fill out a survey. The survey was also distributed digitally to the community by the library and city, with additional hard copies of the survey available at the library for community members. The survey was open from February 22, 2025 through March 11, 2025 to gather as many responses as possible and received 119 survey responses in total. Further visioning and aesthetic preference exercises were conducted with representatives from the city, the library, the library board, and friends of the library to capture specific feedback. The following is a summary of input gathered.



Community and Stakeholder Engagement - Survey & Open House

Why do you come to the Library?

- Library Offerings and Resources
- Programs and Events
- Spaces and Services

When you brag about the Library what do you say?

- Friendly, helpful and community-focused staff
- Strong children's area
- Events for all
- Valuable resources for the community

The Library is unique because...

- It's inclusive for everyone
- It offers more than just books
- It's the community glue

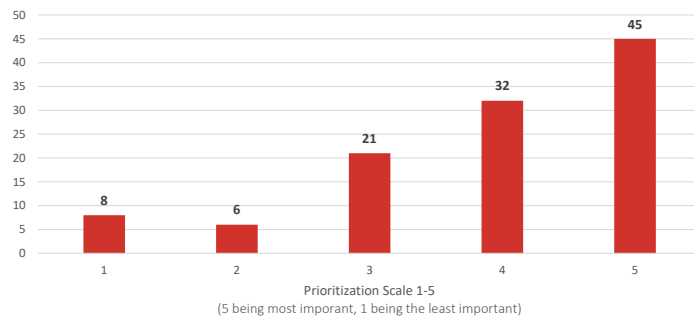
If the new library had to have one thing, what would it be?

- Outdoor space & natural light
- More spaces for meeting, gathering, focusing
- Dedicated spaces to children, teens, adults and people of all abilities
- Maker and content creation spaces.
- Upgraded technology rooms

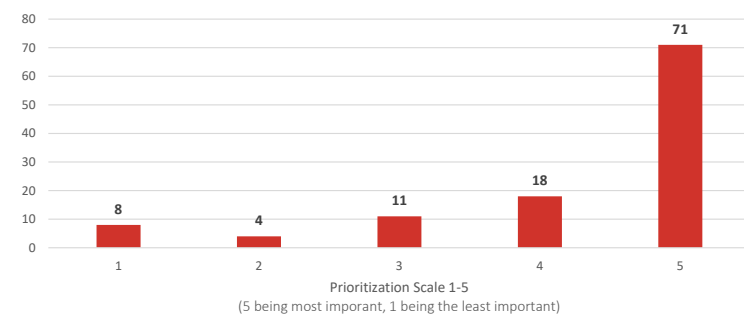
The project is important because...

- It is deeply valued by the community
- There is a strong need for more space
- People appreciate the staff, programs and diverse resources.
- It plays a key role in supporting youth, families, learning and connection.

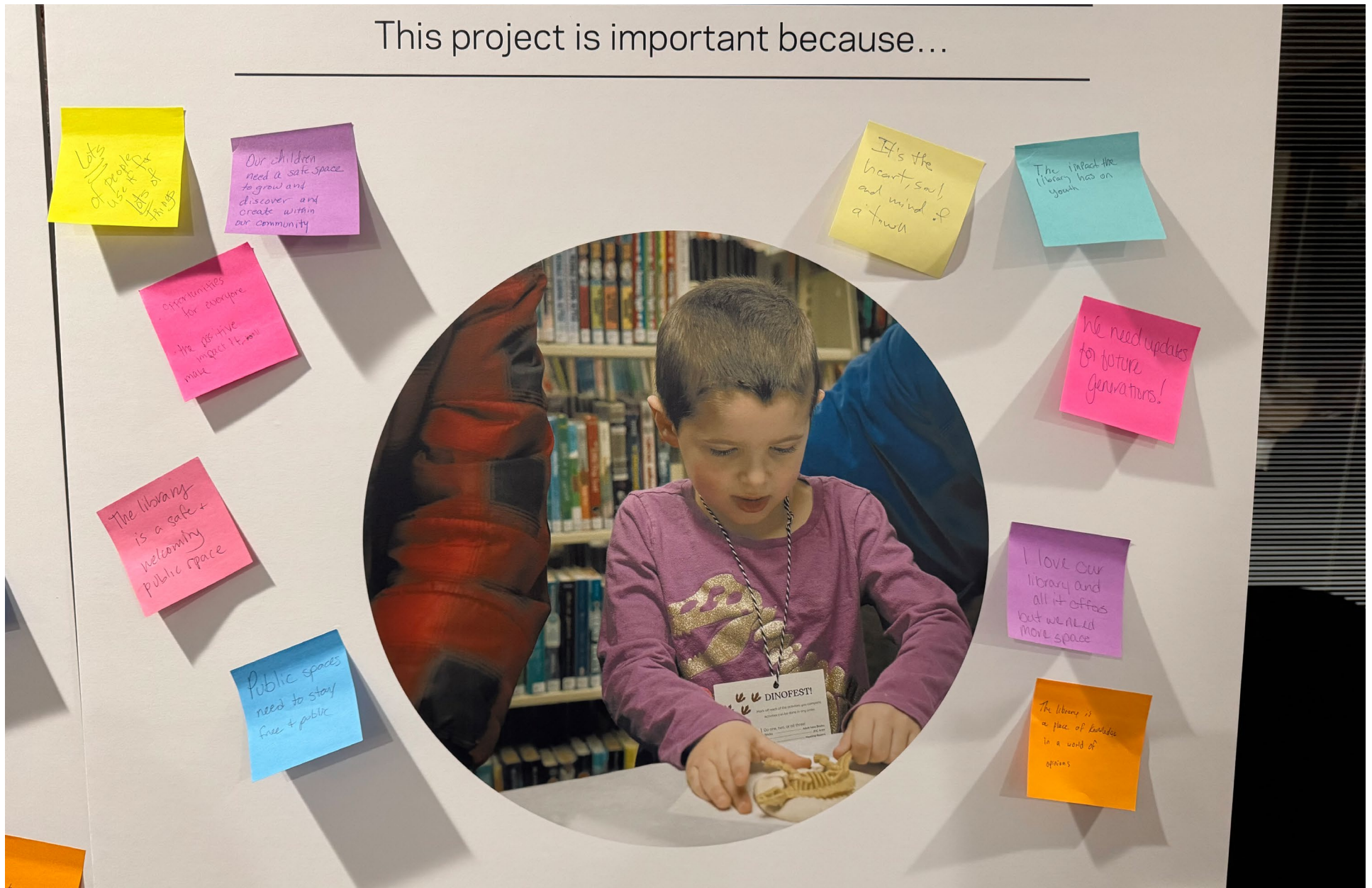
Meeting and gathering spaces at the Library



Children's program spaces



Community and Stakeholder Engagement



Community and Stakeholder Engagement - Key Themes

The library as a community anchor

- Described as the heart, soul and mind of the town
- Provides a safe, welcoming space for all ages
- Acts as a hub for learning, gathering and connection

Need for more space

- Separate areas for children, teens and adults
- Larger children's play and reading areas
- More meeting rooms, study rooms, and flexible spaces

Strong support for programs and resources

- It's inclusive for everyone
- It offers more than just books
- It's the community glue

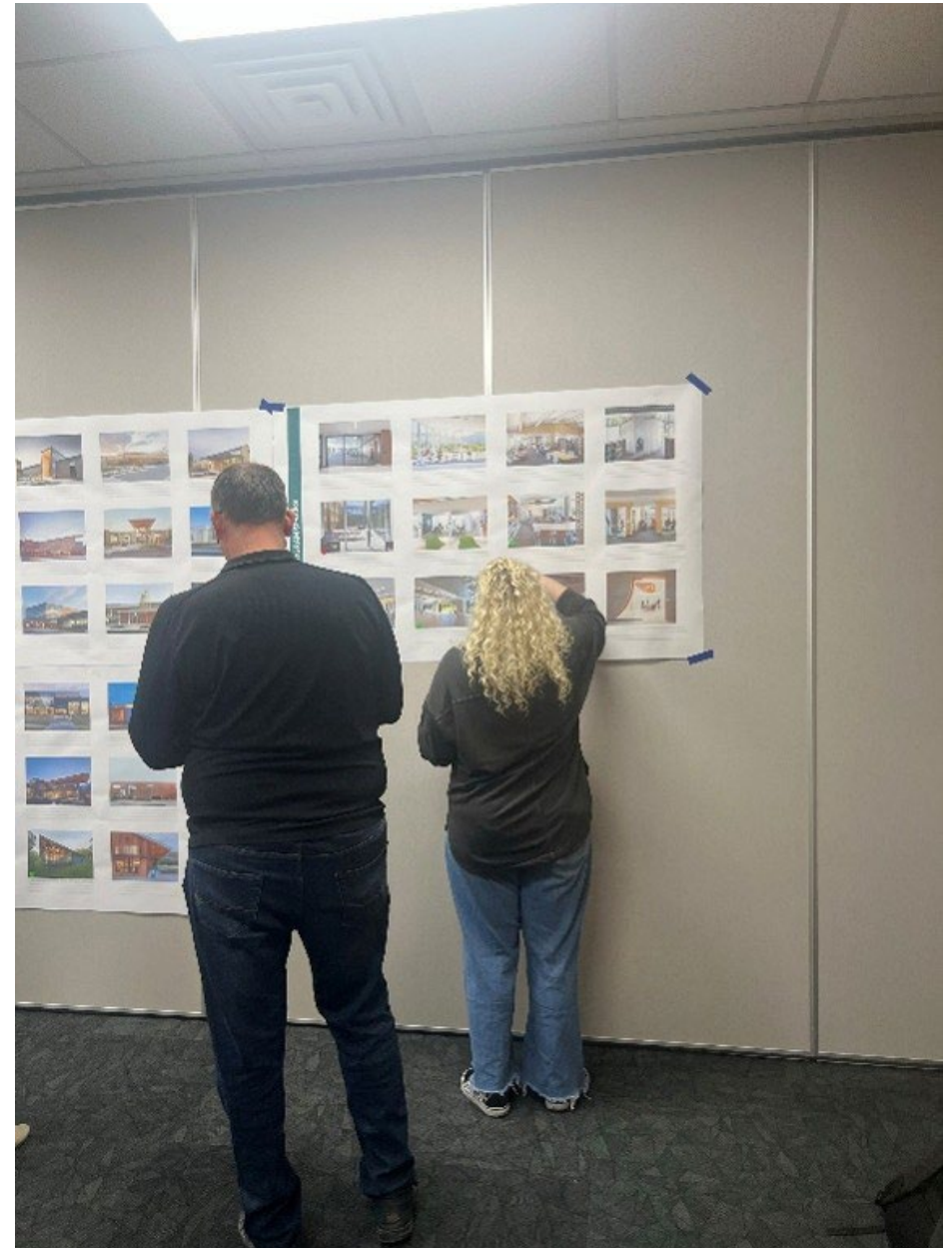
Accessibility & Parking

- Improved access (ADA-compliant)
- Larger parking
- Pedestrian & bike connections

Concerns about funding and necessity

- Concerns about cost and lack of funding
- Some believe the current library is sufficient

Community and Stakeholder Engagement - Affinity Exercise

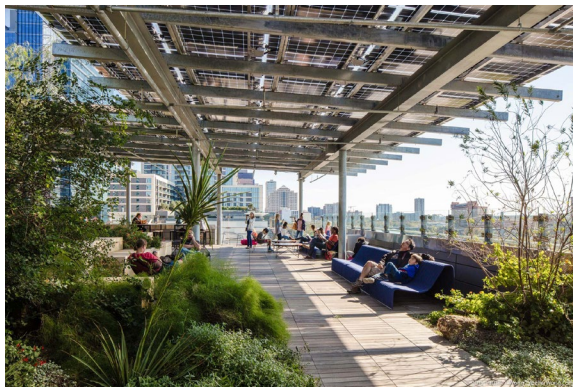


Community and Stakeholder Engagement - Affinity Exercise



Community and Stakeholder Engagement - Affinity Exercise Preferences

Outdoor Spaces



Lobby & Gathering



Exteriors



Community and Stakeholder Engagement - Affinity Exercise Preferences

Children's Area



Young Adult Area



Program Spaces



PROGRAMMING

Programming is the process of establishing the scope of work. It represents project research, the establishment of goals and objectives, information gathering, analysis of opportunities and constraints, and quantitative requirements. OPN Architects worked closely with Library leadership and staff, to produce rigorous and detailed programming summaries for the building.

Indianola Public Library Program - 06.03.2025

	Total	% of Total NSF
A Community	9,135	36.21%
B Study/Conference/Meeting	540	2.14%
D Collection	11,554	45.80%
E Public Technology	500	1.98%
F Circulation/Self-Check	460	1.82%
G Staff/Support	3,040	12.05%
Total Net Square Feet	25,229	
	<i>Low</i>	<i>High</i>
Gross Multiplier 20-30%	5,046	7,569
Total Gross Square Feet	30,274	32,797

Refer to **Appendix A** for the detailed programming outline.

Programming - Right-Sized Program Summary

Indianola Public Library Program - 07.11.2025

	Total	% of Total NSF
A Community	5,035	26.44%
B Study/Conference/Meeting	540	2.84%
D Collection	10,025	52.65%
E Public Technology	500	2.63%
F Circulation/Self-Check	460	2.42%
G Staff/Support	2,480	13.03%
Total Net Square Feet	19,040	
	<i>Low</i>	<i>High</i>
Gross Multiplier 20-30%	3,808	5,712
Total Gross Square Feet	22,848	24,752
	30,274	32,797 (initial program)
	7,426	8,045 (square footage reduction)

Refer to **Appendix A** for the detailed programming outline.

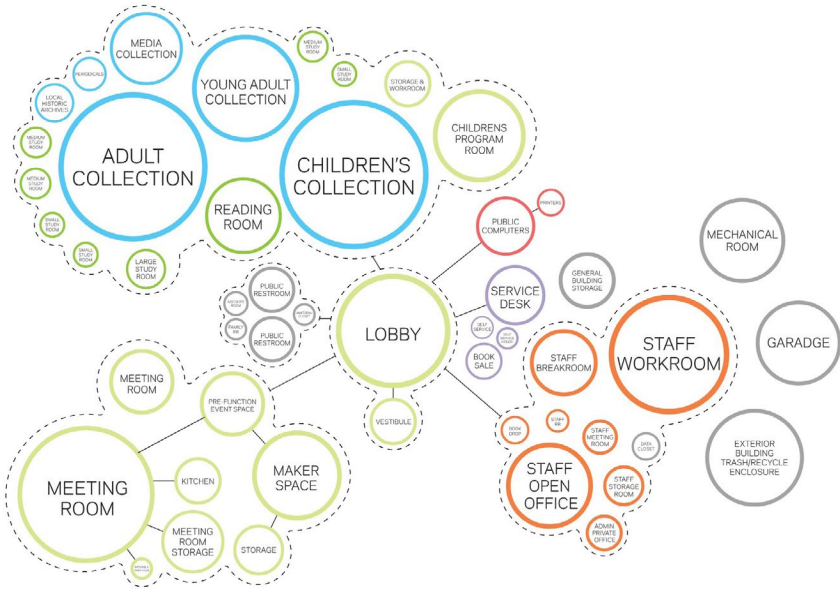
Programming - Peer Community Library Comparison

City	Population	Gross Square Footage	Year Built
Indianola, IA	16,000	25,000 GSF*	Proposed
Grimes, IA	18,000	22,300 GSF	2024
Oregon, WI	17,000	31,000 GSF	2024
Norwalk, IA	16,000	40,000 GSF	Proposed
Marion, IA	43,000	50,000 GSF	2022
Carlisle, IA	4,000	11,162 GSF	2026

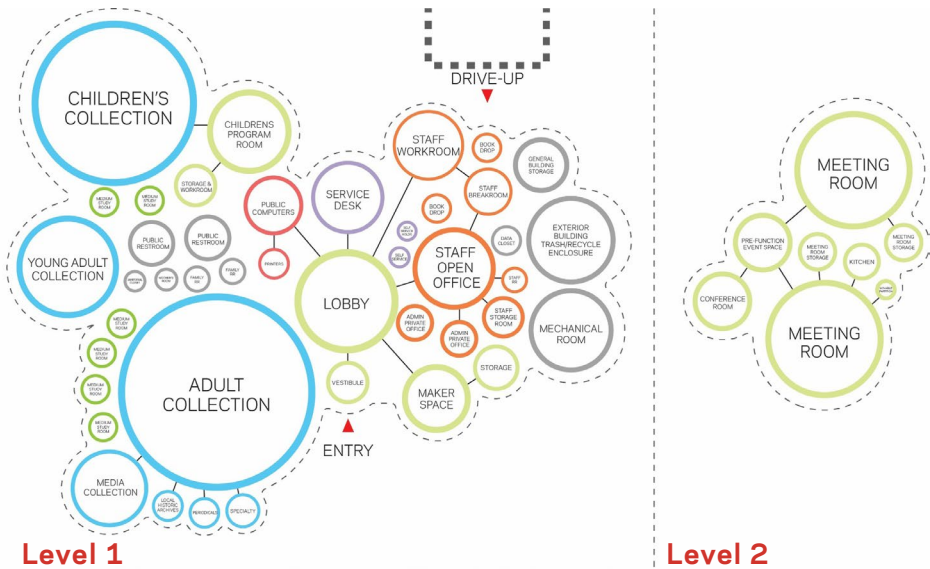
**Current Indianola Public Library square footage: 11,250*

Programming - Full Program Adjacency Diagrams

One Story

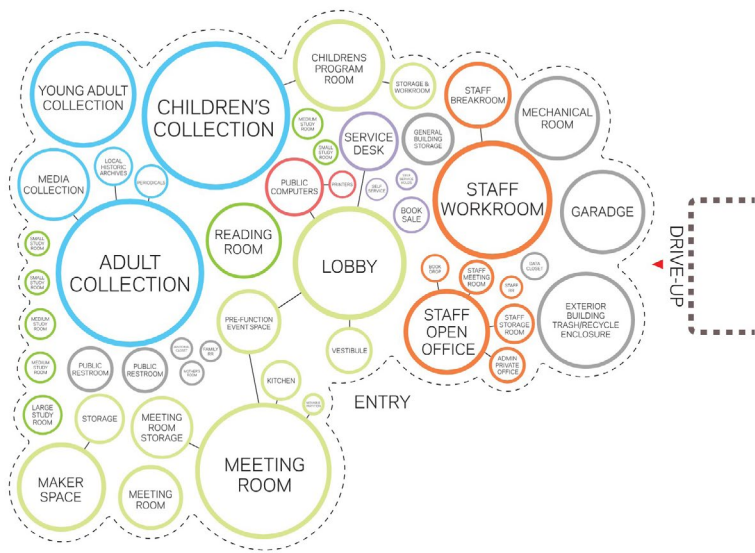


Two Story

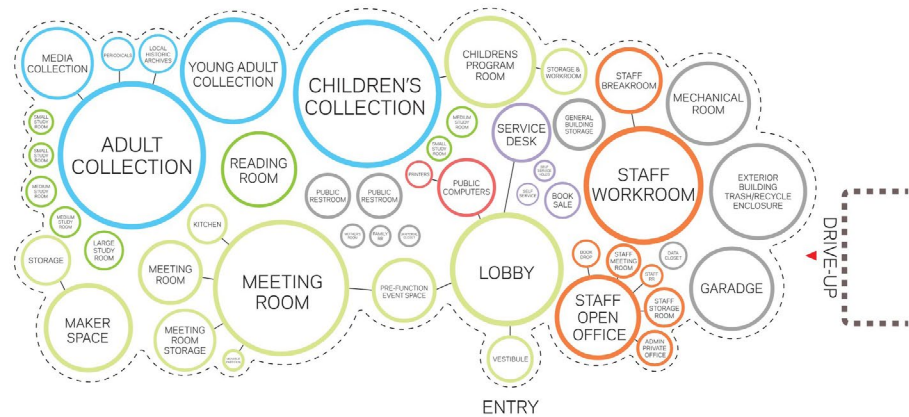


Programming - Full Program Adjacency Diagrams

One Story Option 1

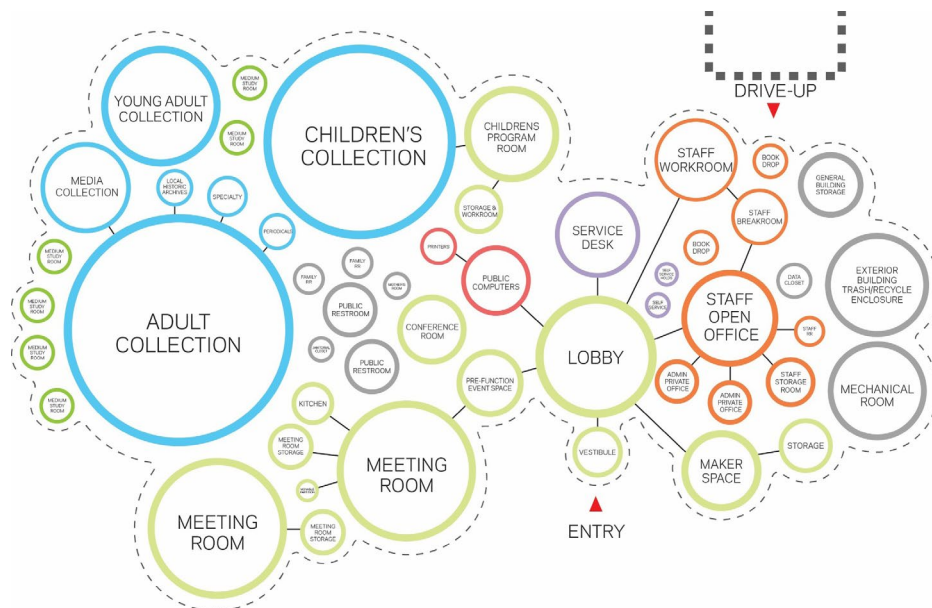


One Story Option 2

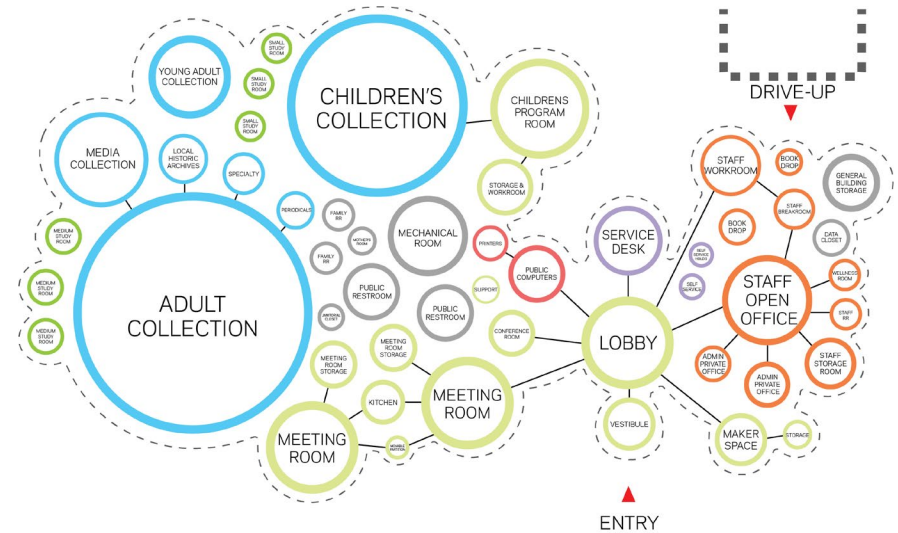


Programming - Right-Sized Program Adjacency Diagrams

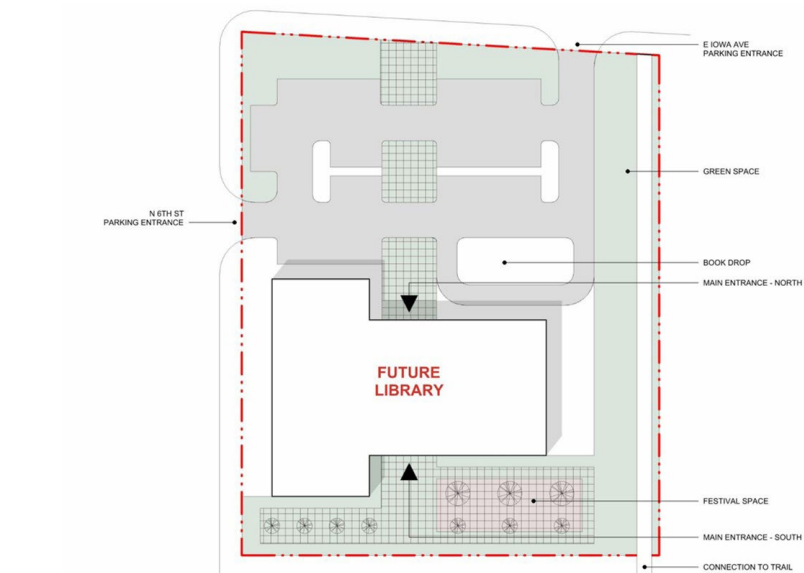
One Story Option 1



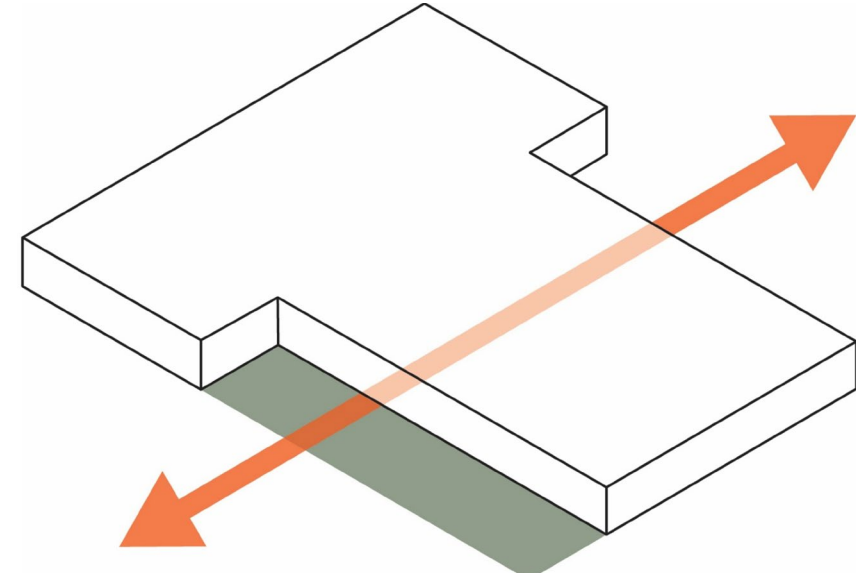
One Story Option 2



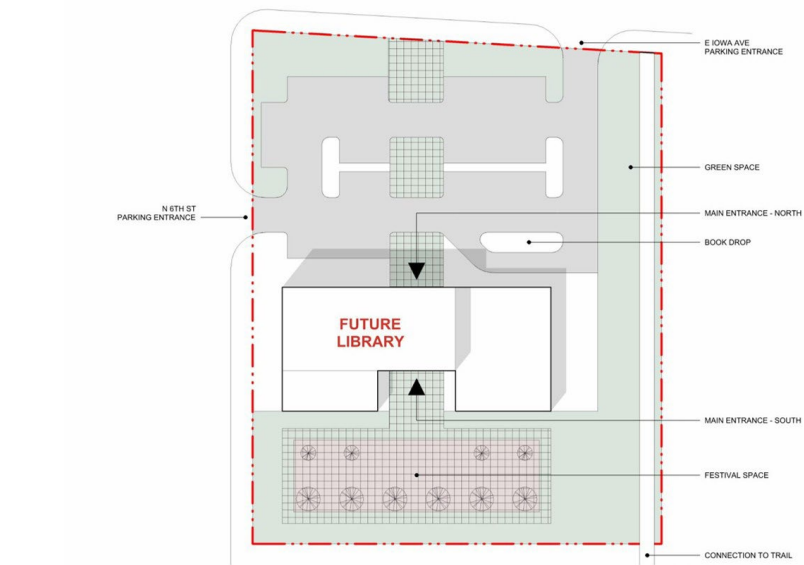
Programming - Initial Site Layout and Massing



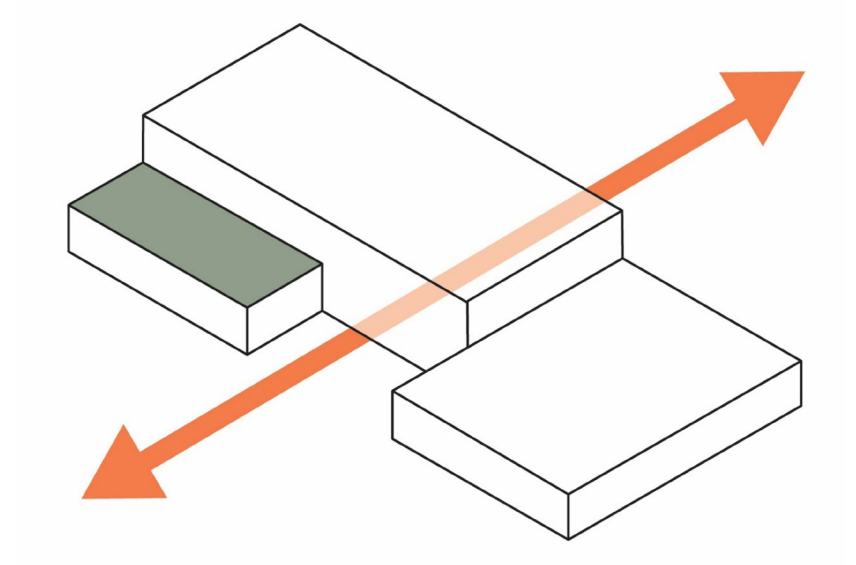
Library Site Layout - Scheme A



Massing Diagram - Scheme A

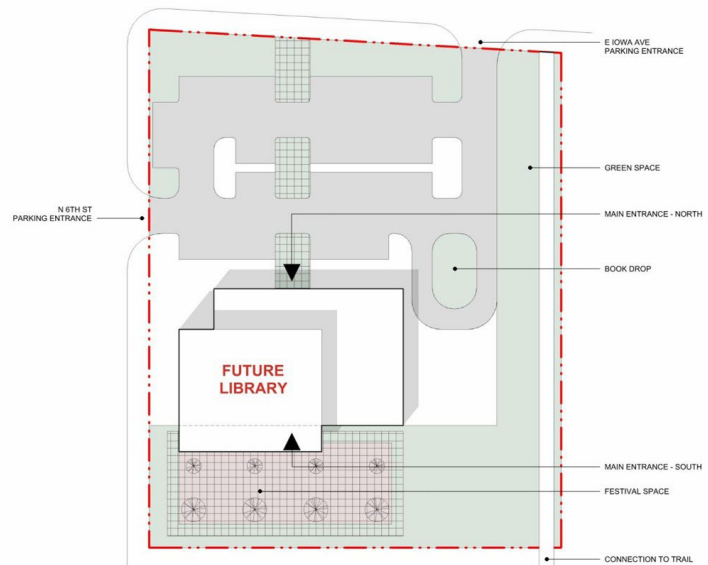


Library Site Layout - Scheme B

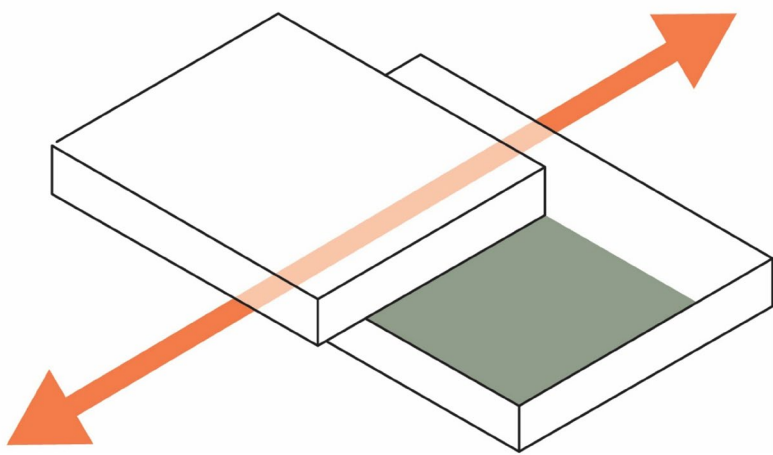


Massing Diagram - Scheme B

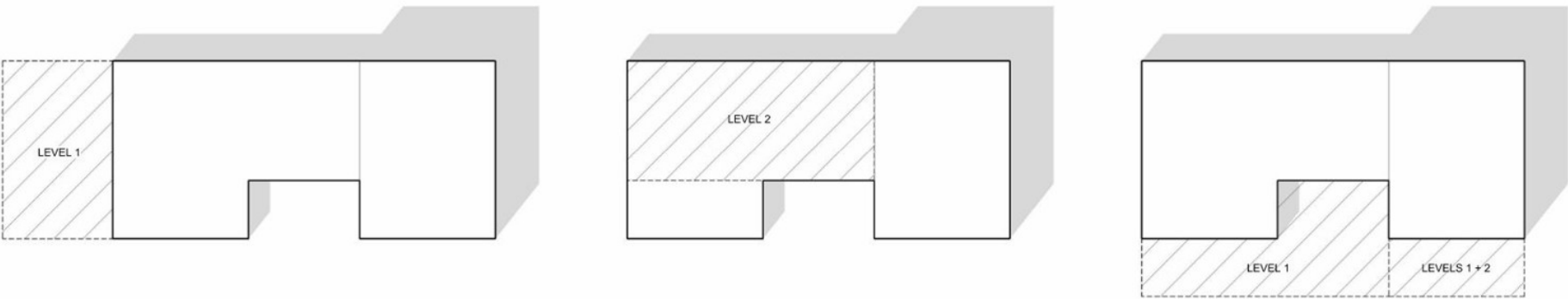
Programming - Initial Site Layout and Massing



Library Site Layout - Scheme C



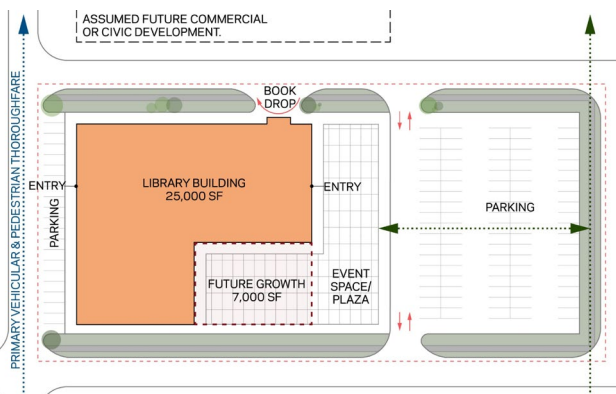
Massing Diagram - Scheme C



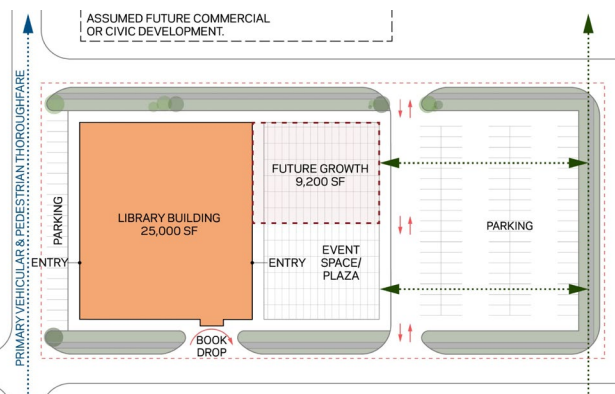
Library Site Layout - Future Expansion

Programming - Library Site Layout

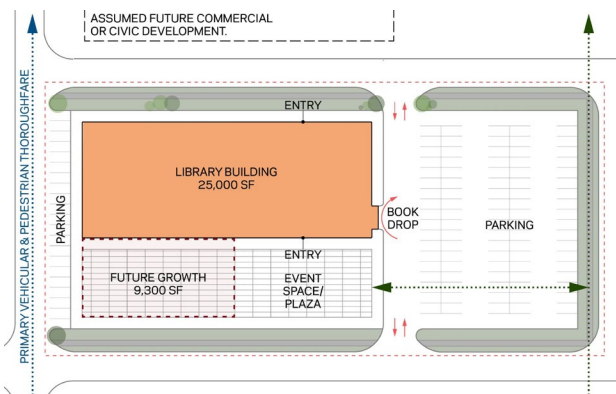
Scheme A



Scheme B

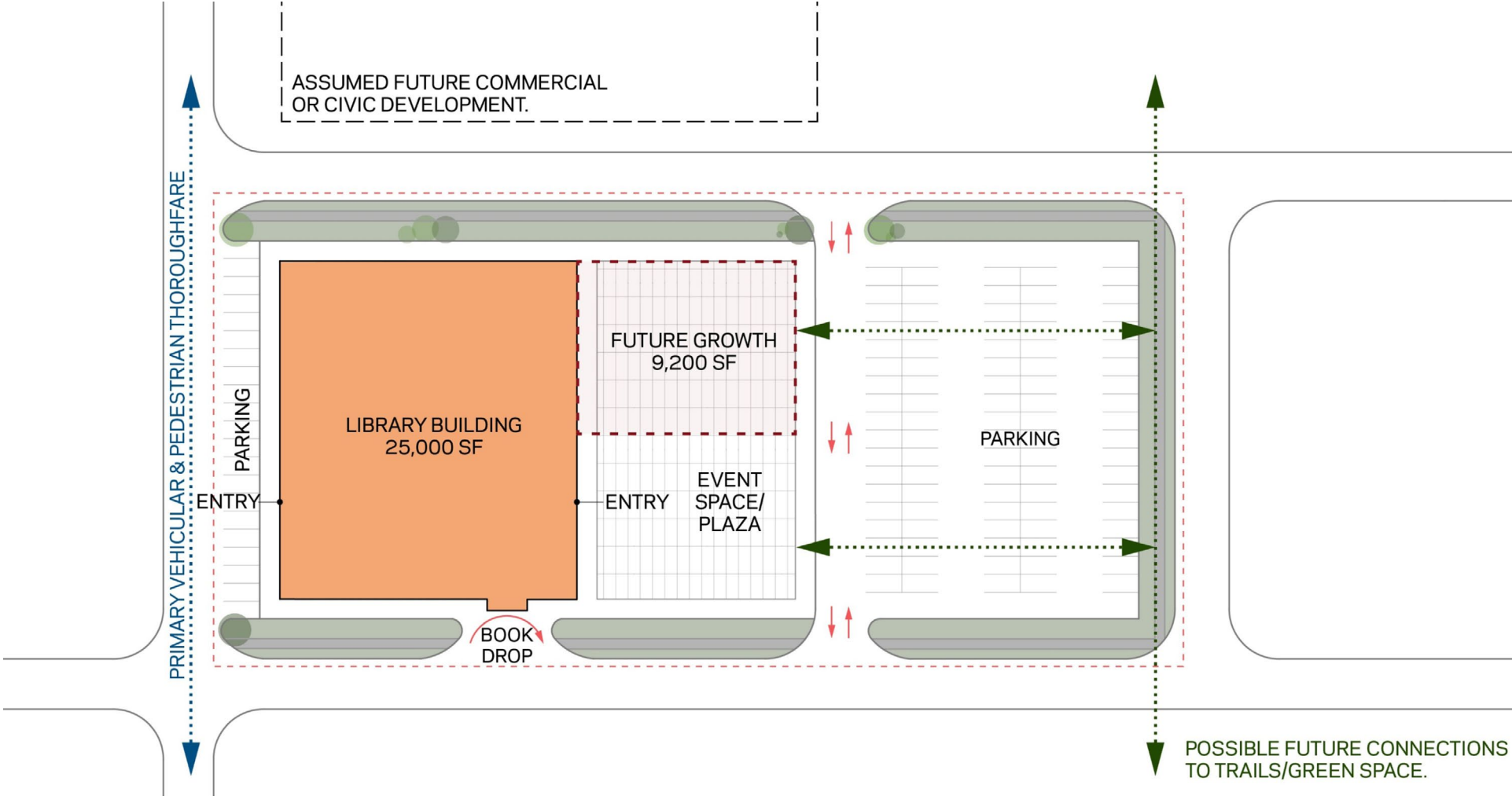


Scheme C



Programming - Library Site Layout Preferred Scheme B

Of the three options presented on the previous page, Scheme B was selected for further development.

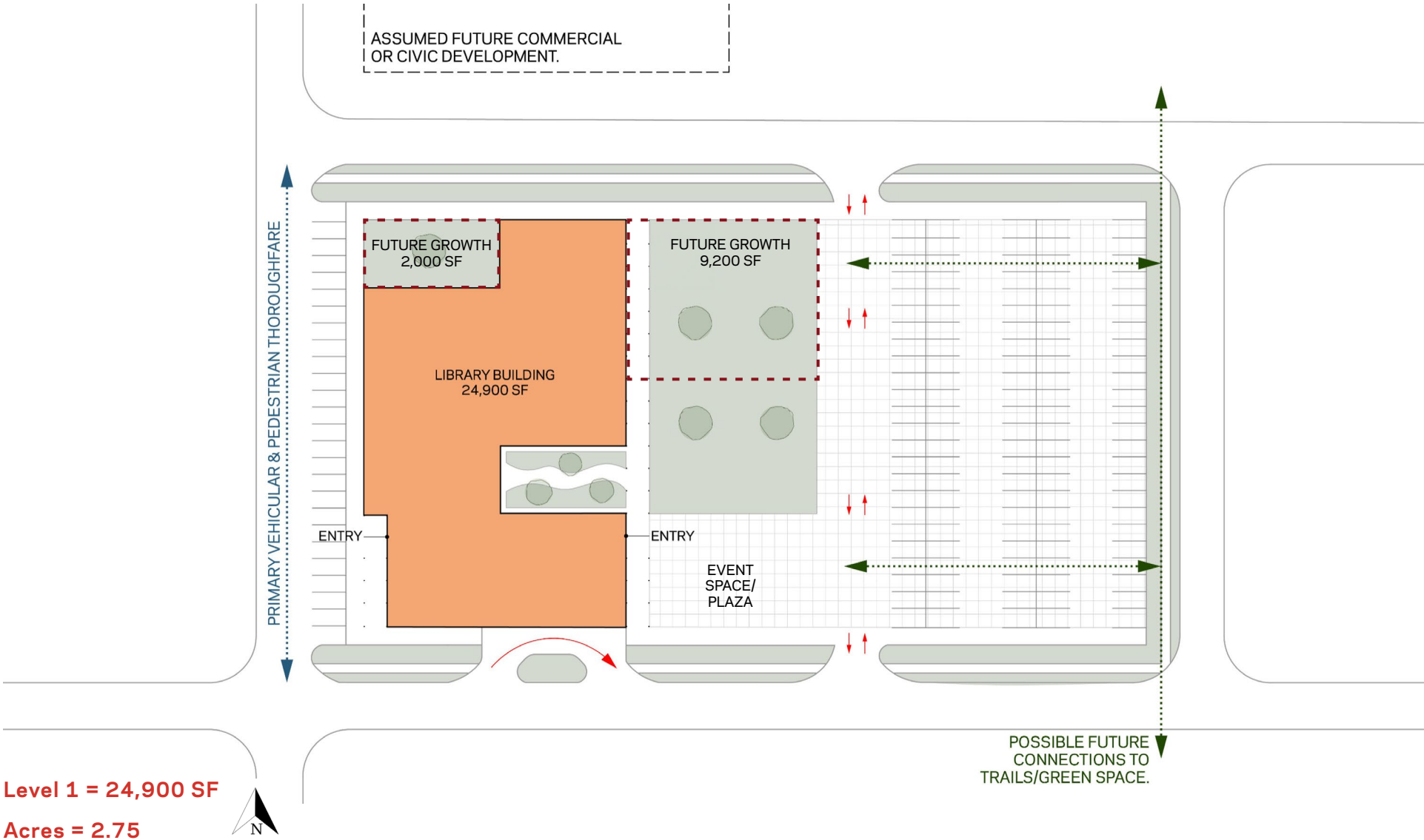


Level 1 = 25,000 SF
Acres = 2.75



Programming - Refined Library Site Layout

To soften the event space/plaza at the entry, more landscape is shown. The building footprint updates reflect a desire to make the building dynamic and connect to nature with the addition of a courtyard adjacent to the entrance.



CONCEPT DESIGN

The conceptual design phase of this study consists of space planning followed by developing a preliminary design concept. The space planning essentially develops an organizing floor plan based on the programming outlined previously. This exercise again confirmed the Library space requirements.

Based on conceptual space plans below, the Library requires a need of 25,000 SF.

Concept Design - Option 1a Site Plan



Concept Design - Option 1a Floor Plan



Level 1 = 28,000 SF

Concept Design - Option 1a East Elevation



Concept Design - Option 1a East Elevation



Concept Design - Option 1a Entrance



Concept Design - Option 1a Service Counter



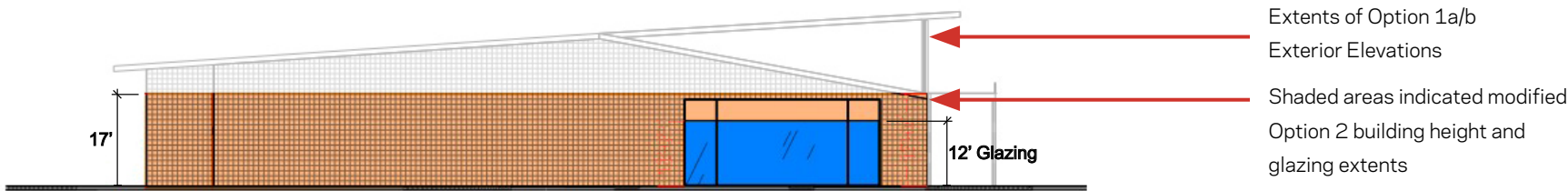
Concept Design - Option 1b Floor Plan



Concept Design - Option 2 Floor Plan



Concept Design - Option 2 Elevations

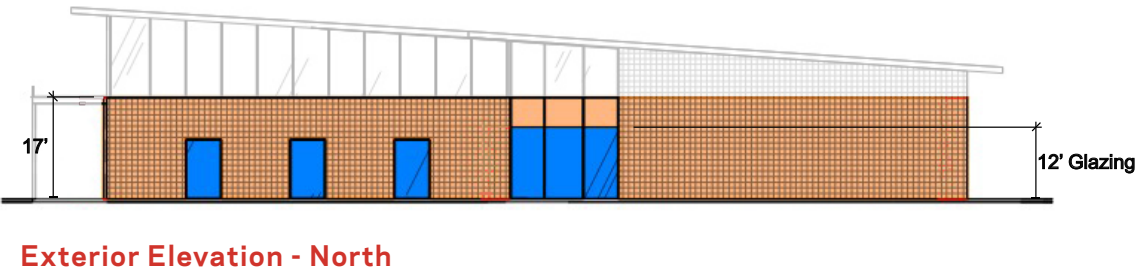
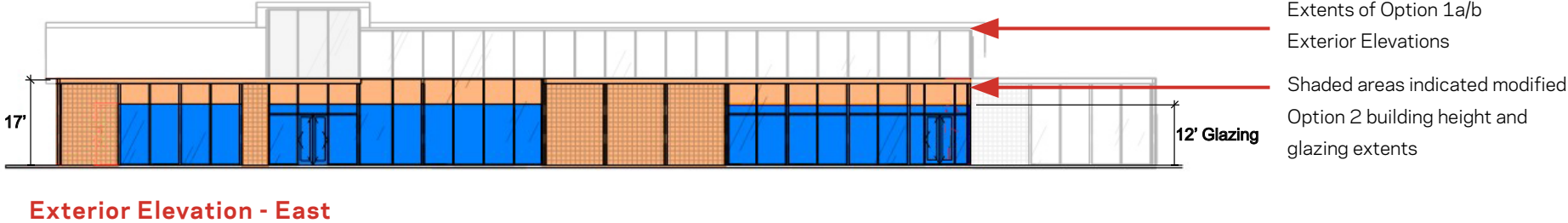


Exterior Elevation - South



Exterior Elevation - West

Concept Design - Option 2 Elevations



SUMMARY COST ESTIMATE

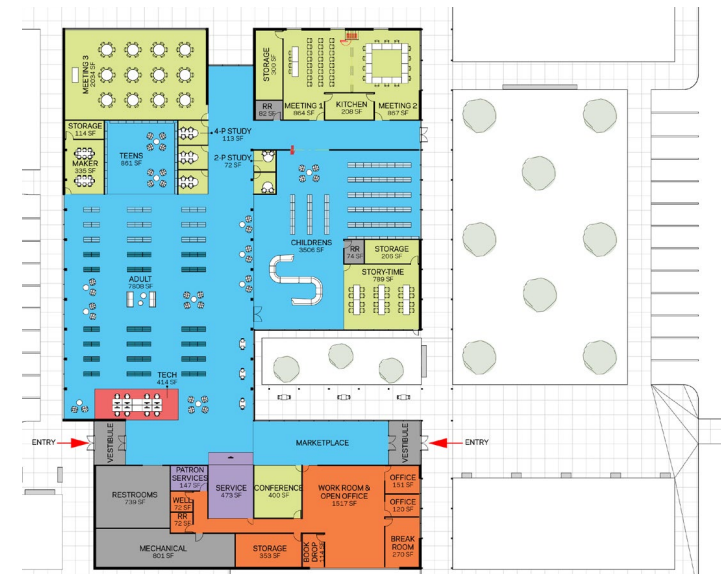
During the estimating phase of this study, OPN Architects worked closely with our industry partners to establish a preliminary construction and total project cost summary. Ryan Companies provided estimating services for this phase and assisted OPN in defining 3 scenarios with identified design parameters and associated magnitude costs or savings.

Summary Cost Estimate - Option 1a

ESTIMATED COSTS	Budget
Building Components	\$15,161,099
Core & Shell	\$11,444,679
TI	\$1,958,612
Site Improvements	\$1,757,808
Contingency	\$2,319,032
Construction & Inflation Contingency	\$855,836
Design & Owner Contingency	\$1,463,196
Owner Design Costs	\$2,189,381
Land Development, Loan, & Financing	\$0
FFE, Equipment, Specialty Systems	\$1,340,668
Owner Move-In	\$15,000
Total Project Budget	\$21,025,180

Option 1a Floor Plan

Level 1 = 28,000 SF



Summary Cost Estimate - Option 1b

Initial Budget

Construction - \$16,730,131
Total project budget - \$21,025,180

Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments	(\$1,557,000)
a. Change structure to an all-steel structure in lieu of an all-mass timber structure - Except at large open area which will be a steel structure with a wood deck	
b. Square up the perimeter of the building	
c. Remove 2,600sf from the building footprint (area noted as the future addition)	
d. Change exterior skin to nichiha in lieu of brick veneer	
2. Reduce the height of the building by 1'. Reduce the height of the clerestory framing on the east elevation by 4'.	
3. Reduce the size of the canopy from 3,300sf to 750sf	(\$537,000)
4. Reduce landscaping allowance from \$100k to \$65k	(\$35,000)
5. Escalate construction costs from a spring 2027 construction start to a spring 2028 construction start	\$200,000
Subtotal Construction Budget Changes	(\$1,929,000)
Owner Budget Changes	
6. Reevaluate the security budget and reduce from \$100k to \$75k	(\$25,000)
7. Reevaluate the furniture budget and reduce from \$1million to \$900k	(\$100,000)
Subtotal Owner Budget Changes	(\$125,000)
Construction Budget if all construction changes above are taken	\$14,801,131
Total Project Budget if all options above are taken	\$18,971,180

Option 1b Floor Plan

Level 1 = 25,400 SF



Summary Cost Estimate - Option 2

Initial Budget

Construction - \$16,730,131

Total project budget - \$21,025,180

Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments	(\$3,204,000)
a. Change structure to an all-wood frame	
b. Square up the perimeter of the building	
c. Remove 2,600sf from the building footprint (area noted as the future addition)	
d. Change exterior skin to nichiha in lieu of brick veneer	
2. Reduce the height of the building to a single flat roof line	
a. Bring glazing openings down to 12' and go to storefront	
3. Reduce the Size of the canopy to 750sf	(\$537,000)
4. Reduce Landscaping Allowance	(\$35,000)
5. Escalate Construction costs to a Spring of 2028 construction start	\$200,000
Subtotal Construction Budget Changes	(\$3,576,000)
Owner Budget Changes	
1. Reevaluate the security budget	(\$25,000)
2. Reevaluate the furniture budget	(\$100,000)
Subtotal Owner Budget Changes	(\$125,000)
Total Changes	(\$3,701,000)

Revised Construction Budget: \$13,154,131

Revised Total Project Budget: \$17,324,180

Option 2 Floor Plan

Level 1 = 25,400 SF



APPENDICES

Appendix A: Full Program

Indianola Public Library Program - 06.03.2025

	# of Spaces	SF per Space	Subtotal	Subtotal	Total	% of Total NSF
A Community					9,135	36.21%
Community Room				4,535		
Meeting Room A, B, C	3	800	2,400			
Meeting Room D	1	600	1,600			
Meeting Room Furniture Storage	2	150	300			
Kitchen	1	200	200			
Dividable Wall Pocket	1	35	35			
Pre Function Event Space	1	400	400			
Conference / Board Room	1			400		
Conference / Board Room 1	1	400	400			
Maker Space	1	800	800	1,000		
Maker Space Storage	1	200	200			
Children's Program Room / Storytime Room	1	800	800	1,400		
Storage and Workroom	1	600	600			
Entrance Vestibule Lobby				1,400		
Vestibules	1	200	200			
Lobby	1	1,200	1,200			
B Study/Conference/Meeting					540	2.14%
2-Person Study Room	3	70	210			
4-Person Study Room	3	110	330			
6-Person Study Room	0	200	-			
D Collection	Collection Size	Multiplier	Total SF		11,554	45.80%
Children's Collection	15,940	0.250	3,985			
Young Adult Collection / Teen Space	3,390	0.550	1,865			
Adult Collection	23,670	0.200	4,734	5,486		
Media	4,365	0.150	655			
Periodicals	650	0.150	98			
Specialty	894	0.150	134			
Local History Archives	559	0.150	84			
E Public Technology					500	1.98%
Public Computers	6	-	400			
Public Media Print Services	1	100	100			
F Circulation/Self-Check					460	1.82%
Service Desk	2	150	300			
Self Service Checkout Stations	2	40	80			
Self Service Holds	1	80	80			
Book Sale	1		-			

Appendix A: Full Program

G Staff/Support				3,040	12.05%
Staff Open Office	1	1,000	1,000		
Workroom	1	600	600		
Staff Admin				300	
Private Office (Director)	1	180	180		
Private Office (Assistant Director)	1	120	120		
Staff Meeting Room	1	80	80		
Staff Breakroom	1	330	330		
Staff Restroom	1	80	80		
Program Storage Space	1	350	350		
Book Drop	1	100	100		
General Building Storage	1	200	200		
I Unassigned				1,710	0.00%
Public Restrooms				740	
Women	1	250	250		
Men	1	250	250		
Family	2	80	160		
New Mother's Room / Wellness Room	1	80	80		
Janitorial Closet	1	70	70		
Create Safe Space - Possibly Restroom Core			-		
			-		
Mechanical	1	800	800		
Data Closet	1	100	100		
Total Net Square Feet				25,229	
				<i>Low</i>	<i>High</i>
Gross Multiplier 20-30%				5,046	7,569
Total Gross Square Feet				30,274	32,797

Appendix A: Right-Sized Program

Indianola Public Library Program - 07.11.2025 - Option A

	# of Spaces	SF per Space	Subtotal	Subtotal	Total	% of Total NSF
A Community					5,035	26.44%
Community Room				2,135		
Meeting Room A & B	2	800	1,600			
Meeting Room C	0	600	-			
Meeting Room Furniture Storage	2	150	300			
Kitchen	1	200	200			
Dividable Wall Pocket	1	35	35			
Pre Function Event Space	0	400	-			
Conference / Board Room	1			400		
Conference / Board Room 1	1	400	400			
Maker Space	1	300	300	400		
Maker Space Storage	1	100	100			
Children's Program Room / Storytime Room	1	800	800	1,000		
Storage and Workroom	1	200	200			
Entrance Vestibule Lobby				1,100		
Vestibules	1	200	200			
Community Support Space	1	100	100			
Lobby	1	800	800			
B Study/Conference/Meeting					540	2.84%
2-Person Study Room	3	70	210			
4-Person Study Room	3	110	330			
D Collection	Collection Size	Multiplier	Total SF		10,025	52.65%
Children's Collection	15,940	0.200	3,188			
Young Adult Collection / Teen Space	3,390	0.300	1,017			
Adult Collection	23,670	0.200	4,734	5,486		
Media	4,365	0.150	655			
Periodicals	650	0.150	98			
Specialty	894	0.150	134			
Local History Archives	570	0.350	200			
E Public Technology					500	2.63%
Public Computers	1	400	400			
Public Media Print Services	1	100	100			
F Circulation/Self-Check					460	2.42%
Service Desk	2	150	300			
Self Service Checkout Stations	2	40	80			
Self Service Holds	1	80	80			
Book Sale	1		-			

Appendix A: Right-Sized Program

G Staff/Support				2,480	13.03%
Staff Open Office	1	800	800		
Workroom	1	500	500		
Staff Admin				350	
Private Office (Director)	1	150	150		
Private Office (Assistant Director)	1	120	120		
Staff Meeting Room	1	80	80		
Staff Breakroom	1	300	300		
Staff Restroom	1	80	80		
Book Drop	1	100	100		
General Building Storage / Program Storage	1	350	350		
I Unassigned				1,710	0.00%
Public Restrooms				740	
Women	1	250	250		
Men	1	250	250		
Family	2	80	160		
New Mother's Room / Wellness Room	1	80	80		
Janitorial Closet	1	70	70		
Create Safe Space - Possibly Restroom Core			-		
			-		
Mechanical	1	800	800		
Data Closet	1	100	100		
Total Net Square Feet				19,040	
				<i>Low</i>	<i>High</i>
Gross Multiplier 20-30%				3,808	5,712
Total Gross Square Feet				22,848	24,752
				30,274	32,797 (initial program)
				7,426	8,045 (square footage req

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
BUILDING COMPONENTS			
Core & Shell		\$11,444,679	\$0
TI		\$1,958,612	\$0
Site Improvements		\$1,757,808	\$0
Total		\$15,161,099	\$0
CONSTRUCTION INDIRECT COSTS			
General Conditions		Incl	\$0
Construction Testing	Testing & inspections by City.	\$0	\$50,000
Environmental Testing		\$0	\$0
Builder's Risk Insurance	Builder's Risk Insurance by City	\$0	\$75,000
General Liability Insurance	General Liability Insurance by Ryan Co.	Incl	\$0
Payment and Performance Bond	Bonds included in Prime Contractor bids	Incl	\$0
Architectural, Structural, Civil, MEP Design	OPN	\$0	\$1,840,314
FFE Design	OPN	\$0	\$101,567
Specialty Consultants		\$0	\$10,000
3rd Party Commissioning - Systems CxA		\$0	\$50,000
3rd Party Commissioning - Building Envelope		\$0	\$35,000
LEED Commissioning	Assumed this is not a LEED project	\$0	\$0
Design Contingency	5%	\$713,196	\$0
Owner Contingency		\$0	\$750,000
Construction Contingency	3%	\$427,918	\$0
Inflation Contingency	3%	\$427,918	\$0
Building Permits		Incl	\$0
Trade Permits	Would be included in Prime Contractor bids	Incl	\$0
SAC / WAC / Impact / Development Fees		\$0	\$0
Total		\$1,569,032	\$2,911,881
TOTAL DESIGN & CONSTRUCTION COSTS		\$16,730,131	\$2,911,881
ESTIMATED SOFT COSTS:			
DEVELOPMENT			
<i>All Development items by City - Complete</i>			
Land purchase		\$0	\$0
Interest cost & financing fees		\$0	\$0
Appraisal		\$0	\$0
Abstracting		\$0	\$0
Title opinion		\$0	\$0
Site Survey (ALTA, Topo, Wetlands, Flood plain)		\$0	\$7,500
Traffic study		\$0	\$0
Phase I environmental study		\$0	\$0
Phase II environmental study		\$0	\$0
Aerial photography		\$0	\$0
Other closing costs		\$0	\$0
Real estate taxes		\$0	\$0
Legal, Title, Insurance		\$0	\$0
Broker commissions		\$0	\$0
Development fees		\$0	\$0
Total		\$0	\$7,500
LOAN / FINANCING			
<i>All financing items by City - Ryan to support budget assembly</i>			
Construction loan financing / origination fees		\$0	\$0
Construction loan interest		\$0	\$0
Permanent loan financing fees		\$0	\$0
Third party market studies / reports		\$0	\$0
Lender legal fees		\$0	\$0
Mortgage recording tax		\$0	\$0
Title insurance, closing, recording fees		\$0	\$0
Interim real estate taxes		\$0	\$0
Land purchase commissions		\$0	\$0
Property taxes during construction		\$0	\$0
Total		\$0	\$0
SITE / INFRASTRUCTURE / QUALITY CONTROL			
Civic Campus Masterplan Phase 1		\$0	\$0
Relocating power / gas / telecom		\$0	\$0

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
Soil borings & geotech report		\$0	\$20,000
Wetlands & US Waterways Permits		\$0	\$0
Environmental assessment(s)		\$0	\$0
Power service to transformer	Unknown at this time	\$0	\$0
Telecomm service to building	Unknown at this time	\$0	\$0
Cable TV	Unknown at this time	\$0	\$0
Gas	Unknown at this time	\$0	\$0
Hazardous material abatement		\$0	\$0
OSHA Inspections		\$0	\$0
Total		\$0	\$20,000
FFE, EQUIPMENT, SPECIALTY SYSTEMS			
Security Systems:			
Security rough-in / pathways		Incl	\$0
Security wiring / cabling		Incl	\$0
Security devices (cameras & access control devices)		\$0	\$100,000
Building automation / controls		Incl	\$0
Data / Communications:			
Data / Comm. rough-in / pathways		Incl	\$0
Data / Comm. wiring / cabling		Incl	\$0
Data / Comm. equipment / networking		\$0	\$75,000
Wireless Internet System		Incl	\$0
Building Clock System	Assumed not required	\$0	\$0
Building Intercom / Paging System	Assumed not required	\$0	\$0
Cable/Satellite TV	Assumed not required	\$0	\$0
Electric Vehicle Charging rough-in / pathways		\$0	\$0
Electric Vehicle Charging wiring / equipment	Not included.	\$0	\$0
Audio-Visual Equipment, Rough-In and Cabling		\$0	\$75,000
Office Equipment (Printers, Fax Machines, etc.)	Assumes a combination of new and relocation.	\$0	\$10,000
Visual Display Boards (tackboards, marker boards, etc.)	Assumes 15ea	\$0	\$25,000
Furniture - Desks, Booths, Tables, Chairs, Shelving, etc.		\$0	\$1,015,668
Movable Office & Conference Furniture	Included in furniture budget above.	\$0	Incl
Shelving Units / Racking	Included in furniture budget above.	\$0	Incl
Reception Desk		Incl	\$0
Window Treatments		Incl	\$0
Vending Machines		\$0	\$0
Waste Handling / Compaction Equipment	N/A	\$0	\$0
Artwork/Environmental Graphics		\$0	\$10,000
Safety Equipment (AEDs, First Aid Kits, etc.)	AED cabinets only included in construction. Devices by City.	Incl	\$5,000
Appliances	Microwave, dishwasher, refrigerator		\$5,000
Flag Pole	Assumes 2 new	\$0	\$10,000
Site Trash Receptacles		Incl	\$0
Bike Racks		Incl	\$0
Benches/Picnic Tables		Incl	\$0
Building Monument Sign		Incl	\$0
External Building Signage		Incl	\$0
Internal Life Safety Signage		Incl	\$0
Other Interior Building Wayfinding Signage		\$0	\$10,000
Total		\$0	\$1,340,668
BUILDING TAKEOVER / MOVE IN			
Move costs (external or internal personnel)		\$0	\$15,000
Temporary space rental during renovation		\$0	\$0
IT/Network/Data	See above.	\$0	\$0
Phone Systems	See above.	\$0	\$0
Total		\$0	\$15,000
FEASIBILITY, MARKETING, TRAVEL			
<i>All by feasibility, marketing, & travel by City - Complete</i>			
Market Study		\$0	\$0
Advertising & Marketing		\$0	\$0
Photography	Final photography by OPN.	\$0	\$0
Grand Opening Events		\$0	\$0
Website development & maintenance		\$0	\$0

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
Other administrative fees		\$0	\$0
Travel Costs		\$0	\$0
Total		\$0	\$0
TOTAL SOFT COSTS		\$0	\$1,383,168
TOTAL ESTIMATED CONSTRUCTION PROJECT COSTS		\$16,730,131	
TOTAL ESTIMATED OWNER PROJECT COSTS (NOT IN GMP)			\$4,295,049
Total Project Budget		\$21,025,180	

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: July 2026
Subject: Resolution Designating Agenda Posting Location

In accordance with Iowa's Open Meetings Law, the Library Board posts its agenda online and on the Library bulletin board. A recent change in state law now requires the physical posting to be in a location accessible to the public at all times. The south lobby of City Hall, which is open 24/7, meets this requirement.

The updated law also requires the Library Board to annually adopt a formal resolution designating its official physical posting location.



— Public Library —

RESOLUTION DESIGNATING THE POSTING PLACE FOR MEETING AGENDAS

WHEREAS, State of Iowa Code has been amended in Chapter 21 to require governing bodies to annually designate a prominent and conspicuous place to post meeting agendas of the governing bodies; and

WHEREAS, the notice must be visible at all times; and

WHEREAS, the agenda must also be posted on any internet site owned or maintained and regularly updated by the governmental body; and

WHEREAS, an amended agenda must be marked as “amended” and identify the amended provisions and notice provided; and

WHEREAS, Chapter 21 applies to all City Board and Commissions.

NOW, THEREFORE, BE IT RESOLVED by the Indianola Public Library Board of Trustees that:

1. Library Board agendas shall be posted on the bulletin board at the south entrance to City Hall, which is always available to the public.
2. The Library Board agendas shall be posted to the Agendas and Minutes page of the City’s website.
3. Amended agendas of the Library Board shall be marked as amended, identify the amended provisions, and provide notice as requested.

Approved this 14th day of July 2026.

Andrew Brittingham, Chair

ATTEST:

Michele Patrick, Library Director

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: July 2026
Subject: Policy Review: Debit/Credit Card Policy

Beginning this fiscal year, the City will no longer absorb the processing fees for credit and debit card payments but will pass those along to the user. These fees have been added to the Debit/Credit Card Policy.

I also recommend removing the minimum payment. The \$5.00 minimum was put in place when staff had to manually enter the card numbers and user addresses into the City's payment portal. We now have a card reader that eliminates that.

Debit/Credit Card Policy

Credit and debit cards may be used in the payment of library fines, services, copier/printer charges, and donations. The following guidelines apply:

Transaction fees are assessed to the user:

- E-checking: \$1.10/transaction
- Card: 3.5% of purchase price plus plus .50 cents for charges under \$100.

~~Credit/debit cards cannot be used for amounts under \$5.00.~~

Credit/debit cards may not be used to obtain cash.

Adopted 8/12; Revised 8/17; Revised 2/19; Revised 2/22; Revised 2/25

Debit/Credit Card Policy CLEAN COPY

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Adopted 8/12; Revised 8/17; Revised 2/19; Revised 2/22; Revised 2/25

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: July 2026
Subject: FY27-28 Officers

Every two years the board elects (or re-elects) officers for a two-year term.

Current Officers:

President:	Andy Brittingham
Vice President:	Randi Malone
Secretary:	Randi Malone
Friends of the Library Liaison: *	Sally Van Dorin

* The Liaison attends the Friends' monthly meetings, reports on Trustee activities to the Friends, and communicates Friends activities to the Trustees.

- The Friends meet the third Tuesday of each month at 5:30 pm.

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: July 2026
Subject: Committee Assignments

Current Committee Assignments:

Personnel (HR) Committee: Considers staff concerns and evaluates the library director.

- Andy (chair), Sally, and Dawn

Finance Committee: Prepares the draft budget with the library director.

- Randi (chair), Andrea, Val, and Cyd

Proposed change:

The City's budget process leaves little opportunity for input from the Finance Committee. As an alternative, the Board may wish to convert the Finance Committee to a Facilities Committee instead. The Facilities Committee could be responsible for reviewing the Library's Capital Improvement Plan (CIP) and assisting with facility-related decisions before they are presented to the Board for approval.

Director's Report



July 2026

Welcome Arin!

Arin Hummel is our new part-time library assistant (replacing Mike Wadle who took a full-time job at the West Des Moines Public Library). Arin is a graphic designer who owned a retail shop in the East Village for many years. Arin is now juggling her graphic design business with working 12 hours a week at the library.

State Library Consultant Visits Stuffianola

State Library Youth Services Consultant Janee Jackson-Doering visited our children's program, Stuffianola (Stuffed Animal Village), on June 26.

Held three times throughout June, Stuffianola featured a variety of interactive learning stations where children and their stuffed animals explored early literacy activities together. Young participants could write and mail a letter at the post office, create a book at the library, and enjoy other imaginative, literacy-focused experiences designed to encourage learning through play.

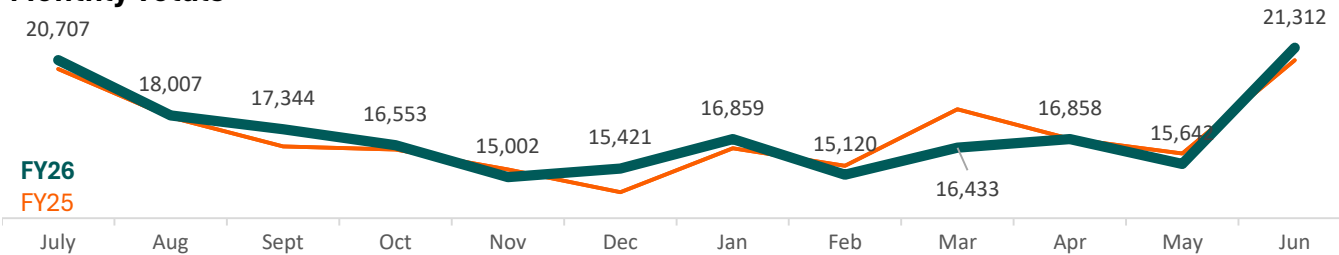


Circulation | June 2026

Summary

June 2026	Print	Special	Digital
21,312	12,605	3,670	5,037

Monthly Totals



Print	June 25	June 26	% Change	FY25	FY26	% Change
Adults	3,565	3,947	▲ 11%	42,629	40,779	▼ -4%
Teens	587	753	▲ 28%	5,473	5,399	▼ -1%
Children	8,365	7,905	▼ -5%	70,315	65,983	▼ -6%
Total	12,517	12,605	▲ 0.7%	118,417	112,161	▼ -5%
Special	June 25	June 26	% Change	FY25	FY26	% Change
DVDs & Video Games	2,050	2,230	▲ 9%	22,299	21,518	▼ -4%
Magazines	166	98	▼ -41%	1,396	1,147	▼ -18%
Audiobooks	145	59	▼ -59%	1,296	960	▼ -26%
Games & Puzzles	935	924	▼ -1%	9,065	9,040	▼ -0.3%
Library of Things	77	182	▲ 136%	880	1,149	▲ 31%
STEM Kits	215	177	▼ -18%	504	1,913	▲ 280%
Total	3,588	3,670	▲ 2%	35,440	35,727	▲ 1%
Digital	June 25	June 26	% Change	FY25	FY26	% Change
Ebooks	1,784	1,728	▼ -3.1%	20,991	20,801	▼ -1%
Audiobooks	2,260	2,653	▲ 17.4%	23,989	29,586	▲ 23%
Libby Magazines	292	485	▲ 66.1%	3,442	4,913	▲ 43%
Kanopy Videos	260	171	▼ -34.2%	2,169	2,307	▲ 6%
Total	4,596	5,037	▲ 9.6%	50,591	57,607	▲ 14%
Totals	June 25	June 26	% Change	FY25	FY26	% Change
	20,701	21,312	▲ 3%	204,448	205,495	▲ 0.5%

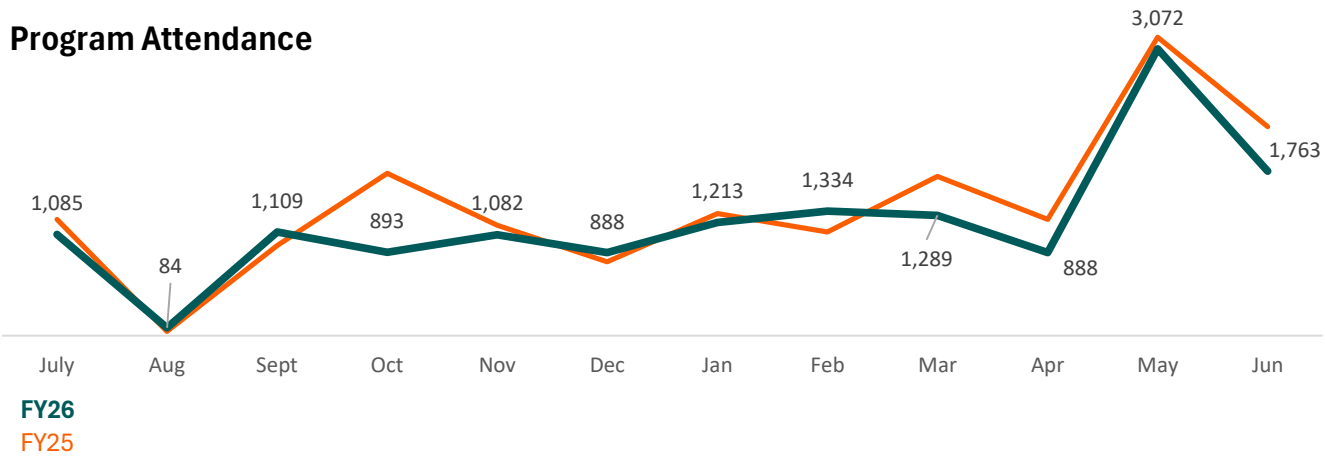
New record high

Programs| June 2026

Summary

June 2026	Adult	Teen	Childre
1,763	129	93	1,548

Program Attendance

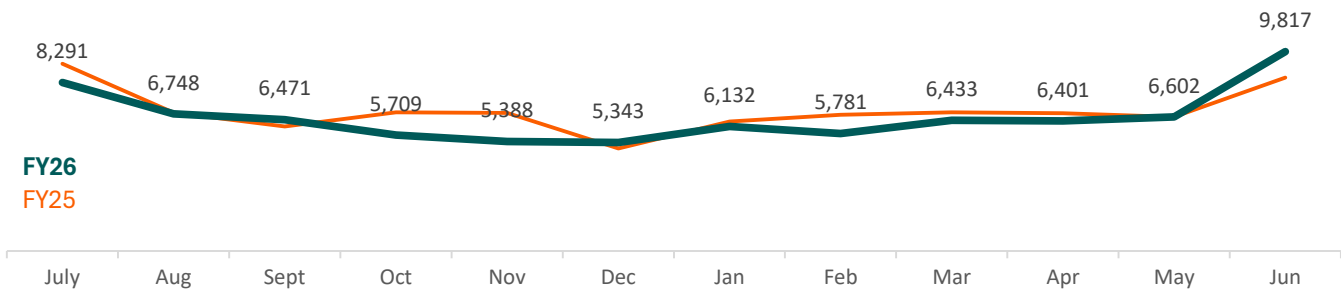


Program Attendance	June 25	June 26	% Change	FY25	FY26	% Change
Adults	130	122	▼ -6%	1,511	1,248	▼ -17%
Teens	67	93	▲ 39%	1,077	1,054	▼ -2%
Children	2,041	1,548	▼ -24%	13,990	12,171	▼ -13%
Library Meetings	17	7	▼ -59%	211	234	▲ 11%
Total	2,238	1,763	▼ -21.2%	16,578	14,707	▼ -11%

Number of Programs	June 25	June 26	% Change	FY25	FY26	% Change
Adults	8	8	↔ 0%	143	96	▼ -33%
Teens	3	4	▲ 33%	65	50	▼ -23%
Children	35	35	↔ 0%	409	408	↔ 0%
Total	46	47	▲ 2%	617	554	▼ -10.2%

Services | June 2026

Door Count Totals



User Statistics	June 25	June 26	% Change		FY25	FY26	% Change	
New Library Cards	128	126	▼	-2%	958	864	▼	-10%
Door Count	8,535	9,817	▲	15%	82,659	79,116	▼	-4%
Number of Home Deliveries	4	5	▼	25%	57	56	▼	-2%
Home Delivery Checkouts	48	80	▲	67%	897	705	▼	-21%
ILL Items Loaned	21	24	▲	14%	268	307	▲	15%

Computer Usage	June 25	June 26	% Change		FY25	FY26	% Change	
Public Computers	264	439	▲	66%	3,595	3,881	▲	8%
WiFi Sessions	581	801	▲	38%	7,682	6,671	▼	-13%
WiFi Unique Users	294	363	▲	23%	3,439	3,155	▼	-8%
IPL App Launches	2,700	2,797	▲	4%	26,147	27,935	▲	7%
App Page Views	4,010	3,856	▼	-4%	35,238	32,938	▼	-7%