



AGENDA

Library Board

5:00 PM - Monday, February 13, 2023
Library, 1101 6th Avenue

This meeting is being recorded.

NOTE: This meeting will be held in person at the new Marion Public Library but it is also viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 827 7032 3942. A link is also provided at www.cityofmarion.org. Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

CALL TO ORDER

AGENDA APPROVAL

Motion to approve agenda as presented.

INTRODUCTION OF GUESTS

PUBLIC FORUM

This time is set aside for comments from the public. Please understand that the Library Board of Trustees will not take any action on your comments at this meeting due to requirements of the Open Meetings Law but may do so at a future meeting.

You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

January Staff Anniversaries--1 Year: Becca Draus and Darryn Gradhandt

MINUTES

Motion to approve the January Regular Meeting minutes and the January 30, 2023 Special Meeting minutes.

[Library-Minutes-January 9 2023 DRAFT](#)

[Library-Minutes-January 30 2023 Special Meeting DRAFT](#)

3 - 7

REPORTS

Friends of the Marion Public Library Report

Marion Public Library Foundation Report

Art Advisory Committee Report

Finance Committee

Personnel Committee Report

Policy Committee Report

8 - 19

- Meeting Room Policy
- Study Room Policy
- Supplemental Personnel Policies
 - --Dress Code
 - --PT Personnel Merit Wage Increase Policy
 - --Professional Development
 - --Working from Home Policy

[Meeting Rooms Policy 2-2023](#)

[Crowd Loitering Outside of Meeting Room 1.28.2023](#)

[Study Room Policy 2-2023](#)

[Dress Code - Supplemental Personnel Policy 2-2023](#)

[PT Personnel Merit Wage Increase Policy- Supplemental Personnel Policy 2-2023](#)

[Professional Development - Supplemental Personnel Policy 2-2023](#)

[Working from Home - Supplemental Personnel 2-2023](#)

Director's Report

20 - 49

- Statistics Highlights
- Budget Update
- New Building & Bookmobile Project Update
- General Department Updates
- MLN Updates

[Directors Report February 13 2023](#)

[Statistics Charts for January 2023](#)

[Budget Performance Report for Board December 2022 FINAL](#)

[Budget Performance Report for Board January 2023 FINAL](#)

Board Continuing Education

REGULAR AGENDA

- Fine Free Update (Bob Reynolds)
- ADA Checklist (Action required/receive and file)
- Accreditation update
- Old library cornerstone discussion
- Children's Interactive Play Area Update

[Equitable access report](#)

50 - 65

[A.June18toJune20](#)

[B.July20toJuly22](#)

[C.July22toJan23](#)

[D.Jan23Blocks](#)

[ADA Checklist Priority 4--Marion Public Library 2023](#)

[Cornerstone MPL](#)

[Cornerstone 1996](#)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, January 9, 2023

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, January 9, 2023, at 5:00 PM, with the following members present:

- PRESENT: Susan Kling, Jack Zumwalt, Sandy Rosenberger, Okpara Rice, Eileen Robinson, Ross McIntyre, Chelsa Nunn
- ABSENT: Sally Reck, Kim Rose, Cara Briggs Farmer, Seth Momey, Nancy Miller
- STAFF PRESENT: Bill Carroll, James Teahen, Amy Geiger, Kimberly Cowger, Kylee Pusteoska, Sue Gerth, Ashley Osborn
- FRIENDS REP: Karla Terry
- GUESTS PRESENT: Nick Tharalson

CALL TO ORDER

The meeting was called to order at 5:02pm by Board Vice President, Susan Kling

AGENDA APPROVAL

Moved by Zumwalt, seconded by Rosenberger, to approve the agenda as presented.
Approved unanimously

PUBLIC FORUM

No comments

LIBRARY SPOTLIGHT

December Staff Milestone Anniversaries--1 Year: Kylee Pusteoska

MINUTES

Moved by Rosenberger, seconded by Nunn, to approve the December Meeting minutes.
Approved unanimously

REPORTS

Friends of the Marion Public Library Report

New Friends Board Member Karla Terry reported that the Friends Bookstore made \$693 in December. Friends are preparing for their upcoming booksale on February 11th and 12th. The next Friends Board Meeting will be on January 24th at 5pm.

Marion Public Library Foundation Report

Room donor signage should be coming soon.

We are applying for a grant with Alliant that would be used for the MakerSpace.

Art Advisory Committee Report

Nothing to Report

Personnel Committee Report

Nothing to Report

Policy Committee Report

No policies were reviewed this month.

Director's Report

- Statistics Highlights--Circulation is up once again. The gate count for November was estimated. The gates seem to be working correctly now. Gate count is up when compared with December 2019 (pre-pandemic).
- Budget Update--50% of the fiscal year has passed, spending is right at 48%.
- New Building & Bookmobile Project Update--The Bookmobile build will begin in the spring, meaning it's possible it will be completed before Q3 of 2023. There are 20+ items left on the building punch list. Staff training is ongoing as more technology starts working.
- General Department Updates--The Annual Report will go to print soon. Engagements on social media are up. Patron Services staff are looking into starting or keeping up their endorsement with the State Library. Volunteers are starting to help in the building. Collections has added over 100 cake pans to our collection. Programming staff have been very busy as the Teen and Youth areas are very popular. There have been a couple of problem patrons who's behavior earned them a temporary band from the library.
- MLN Updates--Hotspot replacements used to be free with our plan but now they cost \$200 each to replace. This cost will be charged to anyone that damages or loses one.

Board Continuing Education

None

REGULAR AGENDA

Adoption of Strategic Plan

Some minor tweaks have been made to the Strategic Plan, nothing major. This update will satisfy the re-accreditation process and the Strategic Plan will be robustly reworked with the help of a facilitator and a Board retreat in the next year or so. Okpara recommended we start some work this year.

Moved by Rice, seconded by Rosenberger, to approve adopting proposed updated Strategic Plan.

Approved unanimously

FY21-22 Annual Report

Funds will allow this year's Annual Report to be mailed out to all Marion residents. Jack indicated he may have some suggestions to send to Ashley before the Report goes to press at the end of the week.

There will be a joint Library Board/City Council Meeting on Monday, January 30th at 5:30pm in Council Chambers at City Hall.

Okpara asked about the Art Budget, but we're still waiting for the building project to be completed. Update on the old Library is that City Council wants the City to seek bids on what it would cost to demolish the building.

ADJOURN

Moved by McIntyre, seconded by Zumwalt, to adjourn at 6:02pm.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant



MINUTES

Library Board

5:30 PM - Monday, January 30, 2023

City Hall, 1225 6th Avenue

Minutes are in draft format until approved at the next Library Board meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, January 30, 2023, at 5:30 PM, with the following members present:

- PRESENT: In Person: Sally Reck, Susan Kling, Jack Zumwalt, Sandy Rosenberger, Eileen Robinson, Nancy Miller, Chelsa Nunn
Via Zoom: Kim Rose
- ABSENT: Okpara Rice, Cara Briggs Farmer, Seth Moomey, Ross McIntyre
- CITY COUNCIL ROLL CALL: Present: Colette Atkins, Steve Jensen, Grant Harper, Will Brandt, Randy Sternad, Mayor Nicolas AbouAssaly
Absent: Sara Mentzer
- LIBRARY & CITY STAFF PRESENT: Library Staff In Person: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn
Library Staff via Zoom: Kylee Pusteoska
City Staff In Person: Ryan Waller, City Manager; Kim Downs, Deputy City Manager; Kara Bullerman, City Attorney
- GUESTS PRESENT: In Person: Shaun Kelly, Engberg Anderson; Jeremy Weih, Bush Construction, Les Kapler
Via Zoom: Tom Barnes, Kim's ipad

REGULAR AGENDA

1. New Library Construction Update and Q&A

Library Board and Council discussed the New Library Construction update with Shaun Kelly from Engberg Anderson and Jeremy Weih from Bush Construction were on site to answer questions.

Council asked for a time from when remaining punch list items would be completed.

Library Director Bill Carroll responded with:

Technology--In the next week or two

Sink Shrouds--6-8 weeks after order is placed

Backordered Technology--Q4 of 2023, likely November or December

Councilmember Harper asked if enough money remained in contracts to get contractors to finish their work. Jeremy Weih replied that there was. City Attorney Kara Bullerman also added that they still have the Performance Bonds for each contractor.

Mayor AbouAssaly asked if it was possible to receive updates on the project going further, as well as a cost updated as suggested by Councilmember Jensen. City Attorney Kara Bullerman said she can be sure to work with Bill to add that to her legal update for Council.

ADJOURN

Moved by Councilmember Harper and seconded by Councilmember Brandt to adjourn at 6:12 p.m.

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Meeting Room Policy



Scope of Policy	
Scope:	General Rules for Use of the Library Meeting Rooms
Effective Date:	Revised <u>1/142/13/2023</u>

General Policy/Purpose
Marion Public Library meeting rooms are designed to accommodate a wide range of programs and uses relating to the library and matters of public or private interest. The Library and its Board of Trustees does not endorse any particular program or its content.

Provisions

I. Meeting Room Hours

1. Library meeting rooms ~~and study rooms~~ are available during hours the library is open unless special permission is granted by the Library Director or Marketing & Special Events Manager.

II. General Rules Governing Use of the Meeting Rooms

1. ~~Room~~ Meeting room capacities must be observed. Occupancy limits are posted in each meeting room and on the library's website.
2. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.
3. Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.
4. Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library management.
5. All rooms are kept locked. Room users must check in at the Information Desk upon arrival and notify staff when finished.
6. Meeting Room users must keep all participants, activities, and displays for their reservation inside of the meeting rooms. Loitering outside of rooms is not permitted.
- 5-7. All meeting room doors must be kept closed for the duration of the reservation.
- 6-8. No group or organization may reassign use of the facility to another.
- 7-9. The library is a tobacco-free facility, including vaping and electronic cigarettes.
- 8-10. No alcohol can be served or consumed on the property (except for special events with prior approval from the Library Director).
- 9-11. Any open flame is prohibited, including candles and warming tray burners.

Commented [A01]: Updates to the Meeting Room Policy (to summarize the track changes):

- Re-organize bullet points within sections for order and clarity
- Rephrase sentences to enhance clarity for patrons
- Rephrase titles of sections to more clearly encompass provisions (ex: adding the word "cleanup" to "Room Arrangement, Setup, and Cleanup Guidelines")
- Enforce brand standards for promotion and advertising of meeting spaces (no logo usage)
- Add age limit for those reserving meeting rooms

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Meeting Room Policy



III. Room Arrangement ~~& Setup~~, Setup & Cleanup Guidelines

1. Meeting room users are responsible for all room arrangement, setup, and cleanup. This includes arranging tables, chairs, and other library furniture according to their needs, as well as ensuring the room is returned to an acceptable condition for the next user. It is understood that meeting rooms may be in use multiple times a day for multiple different groups.
- ~~1.2. for arranging tables and chairs according to their needs.~~ All tables, ~~and~~ chairs, ~~and other library furniture~~ must be returned to the standard placement layout immediately after the event reservation. A diagram of the room's standard setup can be found on the wall of each area.
3. ~~Rooms must be left in an acceptable condition with all~~ All personal property of meeting room users must be removed ~~removed after their reservation~~, and trash must be placed in receptacles provided. The library is not able to store materials or other belongings for meeting room users.
4. Cleaning supplies will be made available for meeting room users to ensure the room is returned to an acceptable condition for the next reservation, ~~are the responsibility of the user, but a vacuum can be made available.~~
- ~~2.5.~~ Routine ~~vacuuming and general~~ custodial services will be provided by the library if the room is left in an acceptable condition. If more than routine cleaning is necessary, the user group will be billed accordingly.
- ~~3.6.~~ Materials ~~Decorations and other materials~~ may not be fastened to library floors, walls, doors, windows, white boards, or furniture.

IV. Promotion & Advertisement of Meeting Rooms

1. Public notices and advertising of meetings to be held in the library should refer to the specific or designated meeting space.
2. Groups cannot list a library telephone number on any public announcement. The library may not be used as an organization's mailing address and will not accept messages for groups using the meeting rooms. ~~or storage site.~~
3. The group's advertising and promotional efforts must not imply that the library is a sponsor or a co-sponsor of its meeting. The library's logo is not permitted to be used in these efforts. ~~The library will not accept messages for groups using the meeting rooms.~~
4. Advertisements, signage, and other decorations for meetings to be held in the library cannot be fastened to the façade of the library or displayed on library grounds.
5. Library postings of programs to be held in the meeting rooms must be approved at the Reference Desk by library leadership per the Distribution and Display Policy.

V. ~~Catered Event~~ Food, Drink, and Catering Guidelines

1. Food and drink are permitted in meeting rooms. Meeting room users are able to bring in any type (homemade, purchased, catered, etc.) of refreshments. The library does not have a preferred caterer list.
- ~~1.2.~~ Meeting room users are responsible for arranging tables and chairs according to their needs. Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.

Meeting Room Policy



~~2-3~~ Caterers are expected to remove everything they bring into the library. This includes all trash, empty containers, and unused materials. Unless other arrangements have been approved by the Marketing & Special Events Manager, this must be done immediately after the scheduled [event reservation](#).

~~3-4~~ [The meeting rooms should be returned to their original setup. Tables, counters, floors, and sinks may need to be cleaned. Caterers are expected to reset spaces they use during the reservation. This includes cleaning of floors, counters, and sinks.](#)

VI. Rooms and Available Equipment

The following areas are available for use by individuals and groups when not being used for library programs or events. Please visit the library's website for room capacities and amenities.

- Community Room (combined A-B)
- Community Room A
- Community Room B
- Board Room
- Outdoor Reading Terrace

[The library's programming rooms, such as the Youth and Teen Programming Rooms, are not able to be reserved by individuals and groups.](#)

The following equipment may be utilized in meeting rooms depending upon which room is reserved. **Technology needs must be communicated at least one week in advance of the meeting date and time.** Library staff will not be available to monitor or operate equipment for non-library meetings.

- Extra tables and chairs
- Data projector with dropdown screen and/or video monitor with HDMI connectivity (depending on room)
- Dry erase board (depending on room)
- Podium (movable)
- Wireless internet

VII. Reservations

[1. Patrons who reserve a meeting room or are listed as an additional contact must be at least 18 years old. Primary or additional contacts must be present during the entire reservation.](#)

~~1-2~~ Reservations for meeting rooms must be made by contacting the Marketing & Special Events Manager. Reservations will be taken ~~in person~~, over the phone, or via email (events@marionpubliclibrary.org) and may be made up to three months in advance. Reservations should be booked at least 2 weeks in advance to ensure staff capacity and availability.

~~2-3~~ Patrons who reserve a meeting room will receive an email confirmation from the Marketing & Special Events Manager. They may also call the library to confirm the reservation.

~~3-4~~ Key fobs and access codes to meeting rooms will be released only to the individual who made the room [reservation, unless reservation unless](#) they provide an additional contact on file.

~~4-5~~ All individuals and groups who reserve a meeting room are required to sign the Meeting Rooms Policy Agreement.

Meeting Room Policy



~~5-6.~~ Meeting rooms will be held for 15 minutes past the reserved time. If the reserving group does not arrive within that window, the room can be released to another group.

~~6-7.~~ If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation.

~~7-8.~~ Meeting room usage and booking is subject to staff availability and capacity.

VIII. Meeting Room Fees

1. Fees are dependent on the group using the space. The definitions of various meeting types are as follows:

- **General Use:** Meetings of a civic group, organization, nonprofit, or government entity. Special events may include receptions, open houses, reunions, and parties.
- **For-Profit:** Meetings for businesses and companies. This also includes a business, company, or any event reservation that where a fee is charged or goods are sold.~~charges a fee or sells goods.~~

	Boardroom	Community Room (combined A-B)	Community Room A	Community Room B	Outdoor Terrace
General Use	Free	Free	Free	Free	Free
For-Profit	\$100	\$300	\$125	\$175	\$150

2. Reservations have a one-hour booking minimum. Time for setup and teardown is automatically blocked off 30 minutes before and after each reservation.

~~3.~~ A 50% retainer is required at the time of the room reservation on For-Profit meetings, with the remaining 50% paid one week ahead of the reservation date. **The user must notify the library in writing at least 7 days prior to the reservation date if it becomes necessary to cancel an event-reservation. The 50% retainer will not be refunded for cancellations within 7 days of the event-reservation or for non-use of the reservationspace.**

~~3-4.~~ If the event-reservation must be postponed due to an emergency situation, the event-reservation may be rescheduled without penalty on a space-available basis, at the discretion of library staff. The library retains sole and exclusive right to revoke or cancel permission to use the facility. In the event of cancellation by the library, the library will provide as much notification as possible and will refund all fees paid or on deposit. The library specifically does not accept any responsibility for any expenses incurred or losses incurred by the user as a result of any library cancellation.



Scope of Policy			
<i>Scope:</i>	Use of Library Study Rooms	<i>Effective Date:</i>	Revised 1/18/2023

Provisions	
<p>I. General <u>Use Rules</u> Governing Use of Study Rooms Patrons may use their library cards to check out study rooms from our online reservation system or any staff desk for periods of up to (2) two hours (or renew the room for up to another two-hour period if no one is waiting). Room capacity varies from 1-43 people.</p>	
<p>II.</p> <ol style="list-style-type: none">1. Study room capacities must be observed. Occupancy limits are posted in each study room and on the library website. Room capacity varies from 1-4 people.2. The library is not responsible for loss or damage to the private property of individuals or organizations using study rooms.3. Damage incurred to library property will be the responsibility of the group reserving the study rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.4. Decorations and other materials may not be fastened to library floors, walls, doors, windows, white boards, or furniture.5. No group or user may reassign use of the room to another.6. Study room users are responsible for ensuring the room is returned to an acceptable condition for the next user. It is understood that study rooms may be in use multiple times a day for multiple different groups. If the user notices any damages to the room, they must notify staff at the start of their reservation time.7. Beverages with lids are allowed in study rooms. Food of any kind may not be consumed.	
<p>III. II. Study Room Availability & Reservations</p> <ol style="list-style-type: none">1. Study rooms are available on a first-come, first-served basis. Rooms may be reserved up to one (1) week in advance through the library's online reservation system, or at any staff desk.2. Study rooms may be checked out for periods of up to two (2) hours and can be renewed for up to another two-hour period if no one is waiting.3. If all study rooms are being used, patrons may check on future availability through the library's online reservation system or at any staff desk.4. Patrons may check out study rooms even if fees on their cards exceed the limit.5. Guests without library cards may check out study rooms as long as they leave their ID at the desk.6. If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation. The user's library card or another form of ID will be kept at the Information Desk for the duration of the checkout. Patrons should stop at the desk to reclaim their ID before leaving. This serves as notice to	

Study Room Policy

~~staff that the room is again available for checkout.~~

~~7.—~~

~~8.— Study rooms are available on a first come, first served basis and may be reserved in advance. If all rooms are being used, patrons may check on next availability through our online reservation system or at any staff desk.~~

~~9.—~~

~~10.— Patrons may check out study rooms even if fees on their cards exceed the limit. Guests without library cards may check out study rooms as long as they leave ID at the desk.~~

~~11.—~~

~~12.6._____ Beverages with lids are allowed, but food may not be consumed within study rooms.~~

Dress Code

Scope of Personnel Policy – Dress Code			
<i>Scope:</i>	All Employees and All Applicants for Employment	<i>Effective Date:</i>	Revised <u>01/10/2022</u> / <u>13/2023</u>

General Policy

Work attire should reflect pride in the organization. Policy is intended to define appropriate work attire. The library recognizes the popularity of casual business dress and the positive effects of this on employee morale and creating a comfortable work environment.

Provisions:

Please use your best judgment in determining appropriate attire for work. The below are guidelines for attire that would not be appropriate:

Unacceptable Attire:

- Shorts
- Athletic wear
- Skirts that are more than 2 inches above the knee
- Flip flops
- Spaghetti strap tanks or tube tops unless underneath another piece of clothing
- Tank tops that have straps with less than 2 inches in width
- Beach wear
- Tops that expose the wearer’s stomach
- Under no circumstances shall clothing contain or promote profane, vulgar, [harassingharassing](#), or discriminatory messages or themes.
- Non-opaque clothing
- Closed-toe shoes are required when working on the floor.
- Clothing should be in good repair and free of rips, holes, and tears.

All employees are expected to maintain a basic and proper level of hygiene. Excessive perfume/cologne should be avoided in consideration of other employees and the public.

Enforcement:

Managers are responsible for monitoring and enforcing this policy. The policy will be administered as follows:

- 1) If questionable attire is worn, the manager will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- 2) The employee may be asked to go home to change their attire if deemed inappropriate.
- 3) Generally, repeated violations will result in disciplinary action up to and including terminating, however, depending on the severity of the offense an employee may be disciplined on his or her first violation.
- 4) Exceptions may be made to this for programming purposes, library events, special occasions, etc.

Part-time Personnel Merit Wage Increase Policy



Scope of Policy – Eligibility of Part-time Personnel for Annual Merit Wage Increase

<i>Scope:</i>	Supplemental Personnel Policy supplementing SECTION 3, Part 3.01 of the City of Marion Personnel Policy.	<i>Effective Date:</i>	Revised 01/10/2022 /13/2023
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Probationary Status

All permanent non-bargaining non-civil service employees shall serve a six-month probationary period.

Current non-probationary part-time employees who are promoted to a new position shall serve a six-month probationary period from the date of the transfer or promotion.

New part-time employees who are transferred or promoted to another position before the probationary period of the position for which they are originally hired expires, shall serve a six-month probationary period from the date of the transfer or promotion.

Eligibility for Annual Merit Wage Increases

All current, non-probationary, part-time employees are eligible for annual merit wage increases based on their annual evaluations. ~~These are typically, typically~~ held in the spring evaluation period.

Professional Development



Personnel Policy – Supplemental-Professional Development

<i>Scope:</i>	All Employees and All Applicants for Employment	<i>Effective Date:</i>	Revised <u>01/102/13/20222023</u>
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General Policy

The purpose of this policy is to provide employees with an opportunity for professional development opportunities that increase their skills and enhance their contributions to the organization. An employee's work performance is vital to the success of our organization. Providing professional development opportunities to our employees is an investment in their careers and the organization's future.

Provisions

The Marion Library requires that its full-time professional and paraprofessional staff be certified by the State Library of Iowa, if the role requires it as determined by the Library Director. (see ~~their~~ endorsement page at <https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/continuing-education/endorsement>)

Toward this end, the library will allow these staff members to use work time for continuing education; the library will also pay expenses including tuition/registration fees, required materials fees, and travel and meal expenses as necessary. Prior approval is needed for classes that require fees for which employees will need reimbursement, and receipts must be turned in to library administration. Staff is responsible for keeping track of their credits/progress. Staff are also responsible for providing documentation of successful completion of and sessions paid for by the library.

Staff is expected to work with their manager to plan work time for continuing education opportunities well in advance of each session. If classes are scheduled outside of regular work hours, staff should ask for accommodation in that week's work schedule.

Staff doing continuing education sessions will get work time credit for actual contact hours; credit may not be taken for time spent doing assignments, class reading, or research.

In addition to the State Library of Iowa certification, there may be other opportunities for professional development. It is the expectation that the employees and the respective manager meet regularly to discuss professional development needs/opportunities. Professional development can be obtained through attendance at seminars, educational courses, ~~webinars~~webinars, and conferences.

Employees will work with his/her manager to put together a proposal requesting to attend an event. Information provided should include: dates, title of program, location, all associated costs, relation of activity to current position or development need. Requests will be submitted to the Library Director for review. Applicability and availability of funds will dictate acceptance or declination. Upon satisfactory completion of the training/coursework, the employee must provide documentation to support completion and payment to receive reimbursement. All receipts and documentation must be provided within a 2-week ~~time period~~period of attendance. There is an expectation that the employee will provide report out to his/her manager (and potentially a larger group if there is benefit in sharing the information) on learnings

Professional Development

and action plan for utilizing the information.

Working from Home



Personnel Policy – Supplemental-Professional Development			
<i>Scope:</i>	All Employees and All Applicants for Employment	<i>Effective Date:</i>	Revised-Reviewed <u>01/10/2022/13/2023</u>

Provisions
<p>It is occasionally necessary for employees, particularly managers, to work from home during their regularly scheduled work shifts.</p> <p>Library managers are allowed to do this, provided this time does not impact service desk shift schedules. Paraprofessional staff must have advance permission from their manager. The staff working from home is expected to be on-call to return to the library if needed.</p>

Director's Report for the Library Board of Trustees Meeting on Monday February 13, 2023**Statistics Highlights:**

- For January 2023, circulation increased approximately 6.4% from the previous month, having 35,673 items checked out. Overall circulation increased approximately 285.2% from the previous period in January 2022. For comparison sake, January 2020 (pre Covid and pre Derecho) saw a circulation figure of 39,969.
- Programming saw an increase in the number of programs offered between January (86) and December (57). Compared with January 2022, the number of programs offered was higher than the five offered in 2022. As staff settle into the 'new normal' for our new building, and amenities like the MakerSpace, Recording Studio, and Green Screen Room continue to come online, we will likely continue to see a slight increase in the number of programs offered.
- Program attendees for January 2023 totaled 2,947 individuals. This is approximately 2.4% less than the 3,018 that attended programs in December. Compared with January 2022, which saw 23 attendees for programs, there was a significant increase for the current year.
- Inbound telephone calls in January compared with the previous month showed an approximate 19.3% increase. Inbound calls compared to the previous year showed an increase of approximately 7.7% for the same time period. The modest increase is likely related to the new building being open and an increase of activities and programs available in the new library space.
- The gate count for January 2023 was 15,428. The January count was approximately 4.6% higher than December 2022. Compared with January 2020, the current year's gate count was higher than the 8,942 visitors reported for 2020.

Budget Update:

- Approximately 58.3% of the fiscal year has lapsed through January 31, 2023.
- As of January 31, 2023, approximately 54% of the library's budget has been expended.
- As of January 31, 2023, revenue is at approximately at approximately 56% for the fiscal year.
- Planning for the FY 24 budget cycle continues with requesting funds for the operating budget and estimating revenue for the library. These requests were submitted at the end of November and presented to City Council at the end of January. Once the final FY 24 recommended budget is approved by City Council, this will be shared with the Library Board of Trustees.

New Building Project and Mobile Bookmobile Update:

- Bookmobile vendor has reported tentative delivery date of August/ September 2023 for new bookmobile. The library team has already begun planning operations and logistics for the arrival of the rig.
- The completion of punch list items continues. As of publication of this report, approximately 26 or so incomplete items remain on the list.
- Included on the punch list are still several high priority outstanding construction items that need to be finished including:
 - Sink shrouds – meeting with Barnes Manufacturing scheduled for February 15
 - Drive thru window and bookdrop (concrete rework contract signed and work to be completed spring 2023).
 - Installation and programming of building technology (ongoing, was supposed to be completed by second week of February)
 - Final delivery of outstanding furniture items including story time chair and collection wayfinding signage (January 2023)
 - Commissioning of all systems including HVAC (Ongoing)
- Training for staff on all new systems and technology continue. Upcoming training includes:
 - Technology training (planned)
 - Monitors/ projectors/ screens
 - Lighting
 - Sound system/ PA
 - Safety (ongoing/ planned)
 - CPR training planned for February
 - Tornado drill planned for March
 - Specialty area training
 - Recording studio (ongoing)
 - Greenscreen room (ongoing)
 - MakerSpace (ongoing)

General Department Updates:

- **Library Administration**
 - The Marion Public Library annual report for FY 22 was finalized and mailed to all Marion residences the week of January 29, 2023.
 - The library draft operations budget estimation for revenues and expenditures as a part of the FY 24 budget year planning was submitted to the City and was reviewed with the City Manager’s office and the City Finance team. The final

budget recommendation was then sent by the City Manager to the City Council and reviewed on January 27. Once finalized, the budget will be shared with the Library Board of Trustees.

- MPL's accreditation with the State Library expires on June 30, 2023. The application for reaccreditation has been started and is due back to the State Library by February 28, 2023. This is scheduled to be completed in the next week.
 - Plans are in high gear in preparation for making additional amenities available in the library. The MakerSpace has seen sewing classes over the last month or so and has plans for use of the other technology items in the coming weeks. The Recording Studio and Green Screen Room are being scheduled for classes and patron use tentatively by the end of February/ beginning of March. The scheduling is contingent on hiring the last of the open part time patron services position.
 - Strategic planning investigation for options is under way. Peer libraries have been contacted and several lower cost options may be possible. An update will be provided once all options are identified.
 - The 'reserve-a-room' web landing page is almost ready for review and publishing, pending the reconfirmation of room capacities (particularly in the community room space/s). Capacities will need to be reconsidered after technology installations are complete as the locations of the equipment will impact future room configurations. This landing page will encompass reservation & amenity information for both meeting and study rooms.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - The FY22 Annual Report has been sent to the printer to be printed and mailed. Physical copies of the report were delivered to the library at the end of January and distributed.
 - A promotional/outreach kit is being built for staff to utilize when attending community events such as outreach fairs. This kit will consist of branded promotional items, tablecloths, banners, and other various components.
 - Analytics for social media continue to positively trend upward. We have seen a large increase in followers on TikTok (128) during the month of January.
 - Bill & Ashley attended a Daybreak Rotary Meeting on January 27 to speak about the new library.
 - Meetings & Special Events

- 41 room reservations were made for January 2023. 36/41 reservations were completed.
 - Boardroom: 20 reservations
 - Community Room: 4 reservations
 - Community Room A: 8 reservations
 - Community Room B: 7 reservations
 - Youth Programming Room: 2 reservations
 - Out of the 41 reservations that were made, 5 reservations were cancelled (1 related to inclement weather).
**4 of the 5 cancelled reservations came from the City of Marion due to their chamber roof construction being delayed. **
- Meeting room usage on the weekends continues to be primarily for special events (parties, showers, family gatherings, etc.).
- United Way's VITA program (tax assistance) held their first session of intake appointments on January 31 in Community Room A. We have received great feedback and thanks from VITA volunteers for allowing them to use the space.
- The Marion Civil Rights Commission has booked half of the Community Room for their monthly meetings throughout the remainder of 2023.
- MPL will be a quarterly featured guest on KZIA (Z102.9)'s Community Spotlight segment throughout the remainder of 2023.
- Media Mentions
 - January 5: City Council office hours return to MPL ([Iowa's News Now](#))
 - January 7: Old Marion library may be demolished ([The Gazette](#), [Iowa's News Now](#))
 - January 10: Check out the Library of Things ([Iowa Public Radio](#))
 - January 21: Marion approves demo of old Marion Library ([The Gazette](#), [Iowa's News Now](#), [NEWSRADIO 1040 WHO](#))
 - January 31: CR & Marion libraries get book drops ([The Gazette](#), [Time Machine feature](#))
 - January 31: MPL and TikTok ([The Gazette](#), [front page story](#))
- **Patron Services update from Bob Reynolds**
 - Patron Services is still looking to hire several open part-time positions.
 - Patron services staff continue with certification through the State Library's endorsement program.
 - We have added 6 new volunteers in patron services to help staff with assorted activities.
 - Study Room use will continue to grow as we have opened 4 more study rooms that were previously unavailable due to a hardware issue.

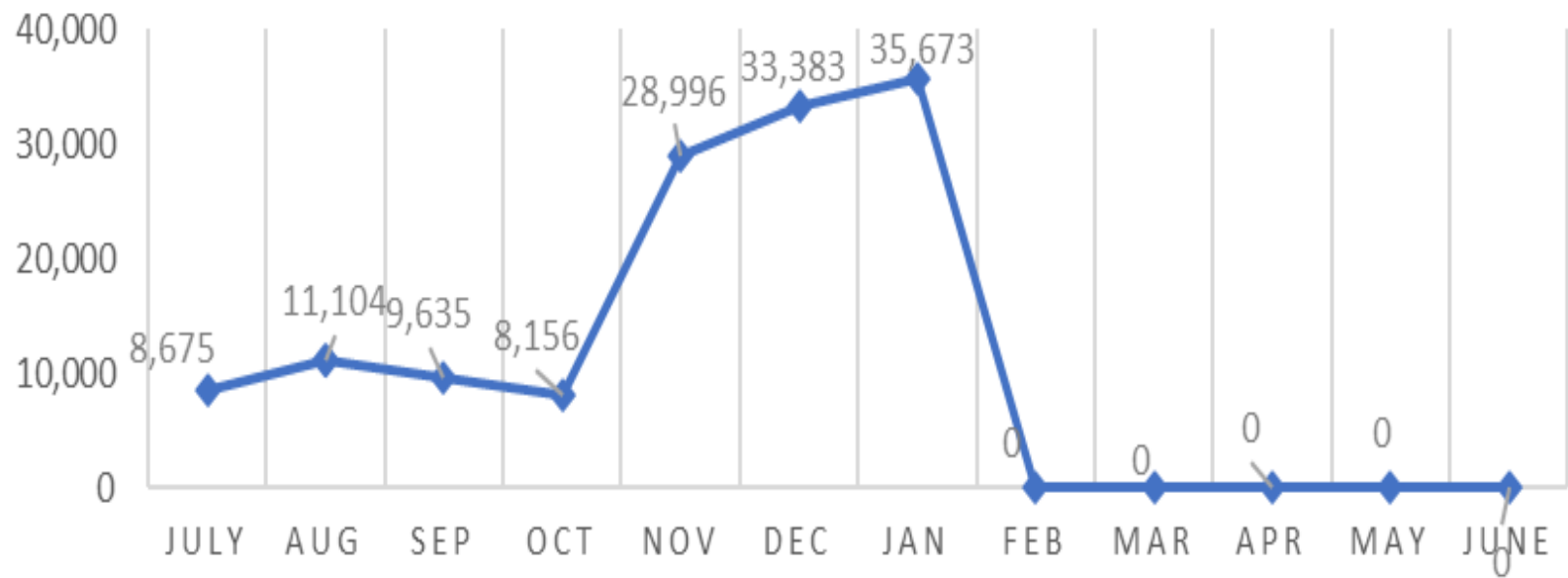
- **Programming update from Kylee Pusteoska**
 - Adult Programming had The Next Chapter Book Club which had 9 members participate.
 - The Adult Writer's Group had 3 participants.
 - We hosted Adult Game Night with 6 participants.
 - The Knit Wits began their weekly gatherings and had 5 meetings with 29 participants.
 - We had three author talks with the Library Speakers Consortium with 57 patrons participating. We also had 168 patrons watch archived material from previous talks.
 - We hosted 8 sewing classes with 40 people participating.
 - The Genealogy Junkies started meeting 2 times per week, one evening and one morning and had 16 participants.
 - We hosted the Master Gardeners of Linn County for 4 sessions with 72 people participating.
 - We had a presentation about healthy aging in partnership with the Alzheimer's Association and had 6 attendees and hosted a presentation in partnership with Chains Interrupted that had 0 attendees.
 - Young Adult Programming had their D&D group meet 4 times with 29 participants.
 - We hosted 4 STEM activities and had 97 teens participate.
 - We hosted 4 game days on Friday after school and had 139 teens participate.
 - We hosted our first Pokémon Club with 10 participants and our first partnership art program with the LGBTQ Youth Center/Tanager Place and had 29 teens participate.
 - We had Pathfinder for 4 sessions with 10 teens playing.
 - We tried one more time with the TAG (Teen Advisory Group) and had no one attend so we will pause that for now.
 - We also had a volunteer (LM High School student) attempt to host a tween scrapbooking program in Makerspace and no one attended. She might try again during an after-school time slot.
 - We had 505 children complete the scavenger hunt in the Children's area.
 - We hosted 5 Preschool Storytimes with 199 participants and we hosted 4 Baby Time Storytimes with 30 participants.
 - We hosted 4 Toddler Times with 140 participants.
 - We partnered with The Play Café for a free play event and had 44 participants.
 - We hosted an Arts & Crafts time and had 51 participants.

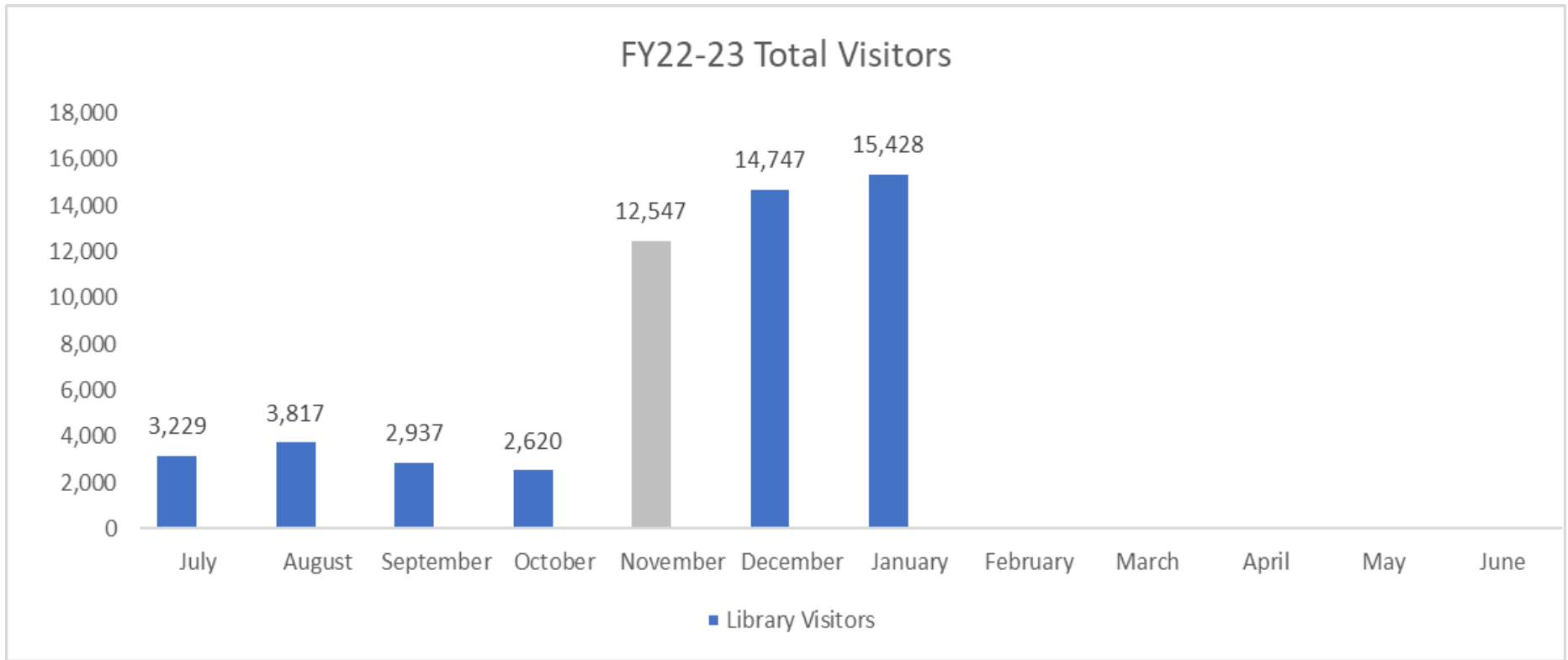
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- We started 2 sessions each week of Crazy 8's STEM sessions and had 60 participants.
 - We were given 50 Martin Luther King Jr. packets with activities and a book that were handed out on MLK Day.
 - We attempted to host a tween game night, but no one attended.
 - We had 48 participate in Doodlebugs, our partnership program with the CR Museum of Art.
 - We worked with the Linn Mar ALO (Accountability, Leadership, Opportunities) group to host a diversity fair in the Community Room where they had a storytime skit, storytime rap session, snack, and craft activity where kids were able to use materials to create images of themselves. We had 48 participants.
 - We had 2 tickets used in our Adventure Pass program.
 - We launched a new Beanstack Challenge and had 46 patrons participate.
 - We partnered with Longfellow Elementary to host a Night at MPL and had 314 patrons involved in activities all throughout the building.
 - We hosted the Marion Independent School District Robotic Club for a demonstration and had 51 attendees.
 - Ukulele Club started back up and had 14 participants.
 - We had a Homeschool Tour and Resources Demonstration with 50 people in attendance.
 - MPL provide a take-and-make snowmen passive craft, with 575 going home with our patrons and 101 returned and displayed on the 2nd floor Creative Commons.
- **Reader's Advisory & Collections update from Sue Gerth**
 - Sue continues to add to the collection every month; particularly children's materials (fictional series and graphic novels).
 - We have received puzzle donations and those are being added to the collection.
 - Sue partnered with Kylee on presenting Marion Home school families with digital resources.
 - Sue also spoke with a U of I School of Library & Information Science class on the ins and outs of collection management. This is something she does every year as a SLIS alumni.
 - We have received so many cake pan donations we've put a pause on accepting more. They are being processed and will be available for checkout soon.
 - Collection team is working on wayfinding signage for the stacks and upcoming project planning for collection maintenance.
 - Allyson has trained a few volunteers to help with shelving.
 - Social media marketing continues for new additions to the collection.

Metro Library Network (MLN) Updates:

- MLN Library Directors met at Cedar Rapids on January 18, 2022.
- Discussion about the renewal for the MLN and Robins was discussed. The mayor was messaged/ emailed last summer, but has not yet responded indicating Robins will be renewing their contract.
- Proposed changes to the MLN hotspot program will go live on March 1, 2023 and will include charging patrons the actual replacement cost for hotspots damaged or not returned. The new rate of \$200 is what we pay for replacement devices.
- The next MLN meeting is tentatively scheduled for February 15, 2023.

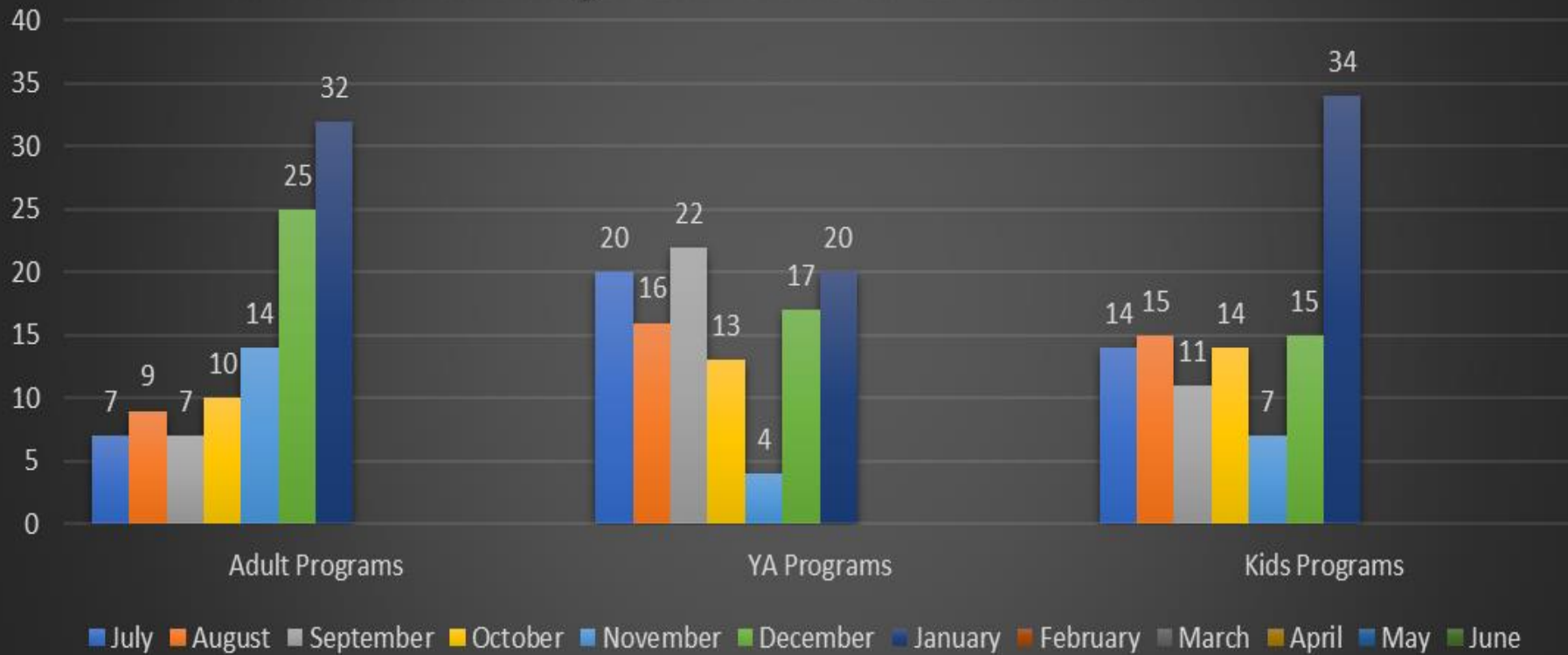
FY22-23 CIRCULATION



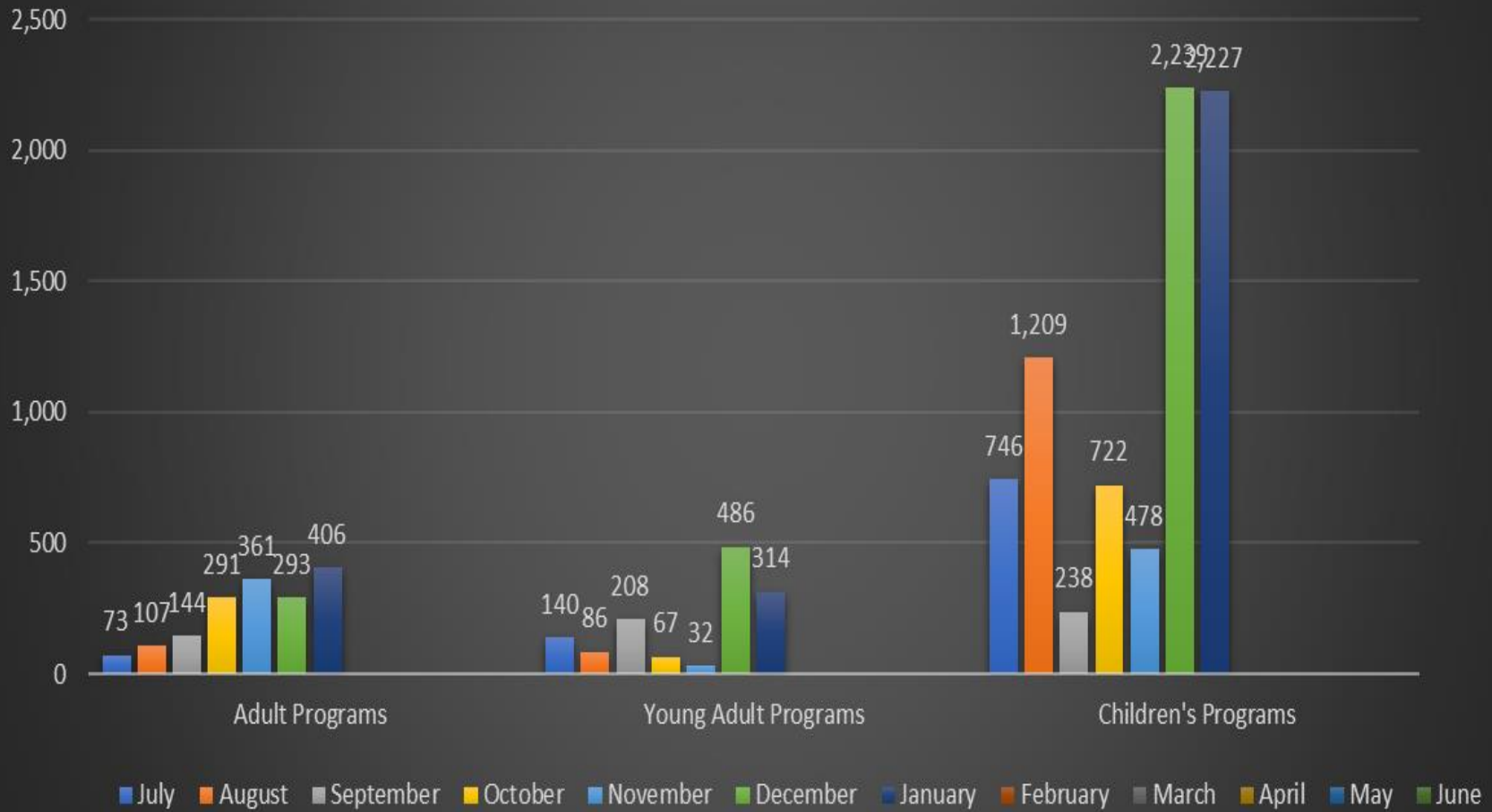


*November's number is estimated

Number of Programs Offered in FY22-23



FY22-23 Program Attendance



January 2023 Incoming Calls (1,447 Total Calls)





Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	4,800.00	(4,800.00)	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	11,000.00	.00	11,000.00	59,990.06	.00	59,990.06	(48,990.06)	545	82,055.48
	4420 - State Contributions Totals	\$11,000.00	\$0.00	\$11,000.00	\$59,990.06	\$0.00	\$64,790.06	(\$53,790.06)	589%	\$82,055.48
4424	Enrich Iowa - Open Access	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	.00
4442	Contracting Cities	50,600.00	.00	50,600.00	.00	.00	20,030.98	30,569.02	40	9,990.49
	<i>Intergovernmental Totals</i>	\$176,600.00	\$0.00	\$176,600.00	\$59,990.06	\$0.00	\$84,821.04	\$91,778.96	48%	\$92,045.97
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	53.30	.00	1,076.55	3,923.45	22	699.19
4505	Lost/Damaged and Paid	1,150.00	.00	1,150.00	14.99	.00	235.22	914.78	20	88.94
4506	Fax Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
4509	Rental - Community Room	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
	<i>Charges for Service Totals</i>	\$6,650.00	\$0.00	\$6,650.00	\$68.29	\$0.00	\$1,311.77	\$5,338.23	20%	\$788.13
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	.00	.00	392.33	(292.33)	392	679.09
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$392.33	(\$292.33)	392%	\$679.09
4704	Misc Revenues	250.00	.00	250.00	.00	.00	661.00	(411.00)	264	.00
4708	Other Contributions									
4708.01	Other Contributions General	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	37,444.34
	4708 - Other Contributions Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$37,444.34
4709	Fuel Tax Refunds	.00	.00	.00	3.22	.00	3.22	(3.22)	+++	.00
	<i>Misc Revenues Totals</i>	\$30,350.00	\$0.00	\$30,350.00	\$3.22	\$0.00	\$1,056.55	\$29,293.45	3%	\$38,123.43
	Department 410 - Library Totals	\$213,600.00	\$0.00	\$213,600.00	\$60,061.57	\$0.00	\$87,189.36	\$126,410.64	41%	\$130,957.53
	REVENUE TOTALS	\$213,600.00	\$0.00	\$213,600.00	\$60,061.57	\$0.00	\$87,189.36	\$126,410.64	41%	\$130,957.53
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6010	Regular Full-Time Salaries	782,312.00	.00	782,312.00	62,569.50	.00	363,769.12	418,542.88	46	349,271.30
6020	Regular Part-Time Salaries	536,974.00	.00	536,974.00	27,639.16	.00	147,805.32	389,168.68	28	87,036.17
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	11.43	(11.43)	+++	26.86

Page 3 of 6



Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

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Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
	<i>Salaries Totals</i>	\$1,319,286.00	\$0.00	\$1,319,286.00	\$90,208.66	\$0.00	\$511,585.87	\$807,700.13	39%	\$436,334.33
	<i>Employee Benefits/Costs</i>									
6110	FICA	60,768.00	.00	60,768.00	5,584.65	.00	31,700.13	29,067.87	52	26,993.86
6120	Medicare	19,317.00	.00	19,317.00	1,306.05	.00	7,413.74	11,903.26	38	6,313.06
6130	IPERS	124,831.00	.00	124,831.00	8,426.03	.00	47,526.21	77,304.79	38	40,738.03
6150	Health Insurance	156,533.00	.00	156,533.00	11,490.75	.00	64,363.11	92,169.89	41	69,835.62
6151	Wellness Program	286.00	.00	286.00	25.90	.00	133.20	152.80	47	131.35
6152	Life Insurance	1,364.00	.00	1,364.00	122.08	.00	625.70	738.30	46	621.87
6153	Long Term Disability	3,051.00	.00	3,051.00	276.65	.00	1,437.83	1,613.17	47	1,398.91
6160	Worker's Compensation	843.00	.00	843.00	83.04	.00	608.95	234.05	72	659.92
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	1,479.00
6180	Allowances	7,920.00	.00	7,920.00	660.00	.00	3,960.00	3,960.00	50	3,630.00
6190	Education Stipend	9,000.00	.00	9,000.00	750.00	.00	4,500.00	4,500.00	50	3,450.00
	<i>Employee Benefits/Costs Totals</i>	\$383,913.00	\$0.00	\$383,913.00	\$28,725.15	\$0.00	\$162,268.87	\$221,644.13	42%	\$155,251.62
	<i>Staff Development</i>									
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	4,130.00	.00	4,130.00	.00	.00	243.00	3,887.00	6	449.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	333.78
6230	Training/Conference Registrations	9,325.00	.00	9,325.00	499.00	.00	4,357.54	4,967.46	47	3,060.00
6240	Travel Expenses	4,600.00	.00	4,600.00	.00	.00	5,251.50	(651.50)	114	1,217.44
6260	Employee Health Screenings	420.00	.00	420.00	416.11	.00	416.11	3.89	99	.00
	<i>Staff Development Totals</i>	\$19,225.00	\$0.00	\$19,225.00	\$915.11	\$0.00	\$10,268.15	\$8,956.85	53%	\$5,060.22
	<i>Repair/Maintenance/Utilities</i>									
6310	Building Maintenance & Repairs	40,150.00	.00	40,150.00	460.98	.00	939.35	39,210.65	2	271.55
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	.00
6350	Other Equipment Repairs	850.00	.00	850.00	.00	.00	.00	850.00	0	.00
6371	Electric/Gas Utility Expense	90,900.00	.00	90,900.00	9,284.88	.00	54,234.86	36,665.14	60	26,121.95
6373	Communications Utility Expenses	5,468.00	.00	5,468.00	838.05	.00	3,707.20	1,760.80	68	3,530.14
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	82.53	.00	202.53	1,117.47	15	508.71
	<i>Repair/Maintenance/Utilities Totals</i>	\$139,938.00	\$0.00	\$139,938.00	\$10,666.44	\$0.00	\$59,083.94	\$80,854.06	42%	\$30,432.35
	<i>Contractual Services</i>									
6402	Advertising/Publications	6,083.00	.00	6,083.00	6.99	.00	3,429.60	2,653.40	56	883.46
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	15,366.00	.00	15,366.00	.00	.00	55,503.04	(40,137.04)	361	14,273.38
6409	Credit Card Merchant Fees	800.00	.00	800.00	29.03	.00	84.88	715.12	11	3.17
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	146,400.00	.00	146,400.00	.00	.00	143,430.32	2,969.68	98	71,715.16
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	12,678.35	(12,678.35)	+++	26,529.00

Page 2 of 3



Budget Performance Report

Fiscal Year to Date 12/31/22

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Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Contractual Services</i>										
6419	Contracts - Technology Service	71,701.00	.00	71,701.00	1,646.58	6,500.00	29,219.33	35,981.67	50	24,070.82
6423	Contracts - Janitorial Services	54,000.00	.00	54,000.00	5,910.00	.00	18,949.98	35,050.02	35	7,794.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	918.21	.00	1,811.05	12,588.95	13	4,020.05
6425	Contracts - Building Maintenance	37,960.00	.00	37,960.00	78.00	.00	756.00	37,204.00	2	432.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	4,200.00	.00	4,200.00	267.80	.00	648.90	3,551.10	15	18,647.12
<i>Contractual Services Totals</i>		\$350,910.00	\$0.00	\$350,910.00	\$8,856.61	\$6,500.00	\$266,511.45	\$77,898.55	78%	\$168,368.16
<i>Commodities</i>										
6502	Promotional Items	10,000.00	.00	10,000.00	277.58	.00	385.92	9,614.08	4	561.34
6506	Office Supplies	8,750.00	.00	8,750.00	121.89	.00	3,236.17	5,513.83	37	336.30
6507	Operational Supplies	26,935.00	.00	26,935.00	2,914.01	.00	20,821.18	6,113.82	77	3,857.41
6508	Postage/Shipping	5,500.00	.00	5,500.00	.00	.00	199.62	5,300.38	4	1,056.40
6510	Forms/Printing Services	8,760.00	.00	8,760.00	97.66	5,818.00	151.13	2,790.87	68	115.57
6511	Janitorial Supplies	14,300.00	.00	14,300.00	459.97	.00	2,269.29	12,030.71	16	672.36
6514	Medical Supplies	1,295.00	.00	1,295.00	341.10	.00	545.66	749.34	42	205.69
6560	Pre-Employment Screening	272.00	.00	272.00	.00	.00	.00	272.00	0	.00
6590	Events & Meetings	1,600.00	.00	1,600.00	297.00	.00	297.00	1,303.00	19	.00
6599	Misc Commodities/Expenses	11,000.00	.00	11,000.00	.00	.00	2,862.50	8,137.50	26	51.62
<i>Commodities Totals</i>		\$88,412.00	\$0.00	\$88,412.00	\$4,509.21	\$5,818.00	\$30,768.47	\$51,825.53	41%	\$6,856.69
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
6713	Office Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
6714	Technology Hardware/Equipment	2,700.00	.00	2,700.00	.00	.00	2,341.30	358.70	87	1,101.71
6715	Software	5,723.00	.00	5,723.00	38.97	.00	2,299.82	3,423.18	40	.00
6717	Small Project Costs	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	63,560.00	.00	63,560.00	7,360.99	.00	48,043.15	15,516.85	76	29,878.34
6718.02	Library Materials Young Adult Materials	20,000.00	.00	20,000.00	612.57	.00	5,627.22	14,372.78	28	2,546.19
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	4,081.77	.00	33,576.22	20,923.78	62	13,047.10
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	1,714.94	.00	8,427.67	24,072.33	26	5,292.74
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	3,141.32	.00	19,434.56	(3,434.56)	121	10,219.67
6718.06	Library Materials Downloadable Books	8,500.00	.00	8,500.00	604.09	.00	3,910.76	4,589.24	46	3,145.76
6718.07	Library Materials Downloadable Media	43,000.00	.00	43,000.00	2,962.00	.00	26,109.34	16,890.66	61	23,150.96
6718.08	Library Materials Other	27,160.00	.00	27,160.00	4,312.70	1,845.00	23,911.11	1,403.89	95	17,830.15
6718 - Library Materials Totals		\$265,220.00	\$0.00	\$265,220.00	\$24,790.38	\$1,845.00	\$169,040.03	\$94,334.97	64%	\$105,110.91
<i>Capital Outlay Totals</i>		\$279,893.00	\$0.00	\$279,893.00	\$24,829.35	\$1,845.00	\$173,681.15	\$104,366.85	63%	\$106,212.62

Page 34 of 65



Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Transfers</i>										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	50,000.00	.00	50,000.00	.00	.00	25,000.00	25,000.00	50	25,000.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	50%	\$25,000.00
<i>Transfers Totals</i>		<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25,000.00</i>	<i>\$25,000.00</i>	<i>50%</i>	<i>\$25,000.00</i>
Department 410 - Library Totals		\$2,631,577.00	\$0.00	\$2,631,577.00	\$168,710.53	\$14,163.00	\$1,239,167.90	\$1,378,246.10	48%	\$933,515.99
EXPENSE TOTALS		\$2,631,577.00	\$0.00	\$2,631,577.00	\$168,710.53	\$14,163.00	\$1,239,167.90	\$1,378,246.10	48%	\$933,515.99
Fund 101 - General Fund Totals										
REVENUE TOTALS		213,600.00	.00	213,600.00	60,061.57	.00	87,189.36	126,410.64	41%	130,957.53
EXPENSE TOTALS		2,631,577.00	.00	2,631,577.00	168,710.53	14,163.00	1,239,167.90	1,378,246.10	48%	933,515.99
Fund 101 - General Fund Totals		(\$2,417,977.00)	\$0.00	(\$2,417,977.00)	(\$108,648.96)	(\$14,163.00)	(\$1,151,978.54)	(\$1,251,835.46)		(\$802,558.46)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	41,752.01	(41,752.01)	+++	.00
6712	Equipment	.00	.00	.00	.00	842.03	20,253.89	(21,095.92)	+++	5,551.64
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	54,022.86	719.87	113,208.04	(113,927.91)	+++	26,134.92
6715	Software	.00	.00	.00	.00	.00	852.00	(852.00)	+++	474.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$54,022.86</i>	<i>\$1,561.90</i>	<i>\$176,065.94</i>	<i>(\$177,627.84)</i>	<i>+++</i>	<i>\$32,160.56</i>
Department 410 - Library Totals		\$0.00	\$0.00	\$0.00	\$54,022.86	\$1,561.90	\$176,065.94	(\$177,627.84)	+++	\$32,160.56
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$54,022.86	\$1,561.90	\$176,065.94	(\$177,627.84)	+++	\$32,160.56
Fund 105 - Equipment Reserve Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	54,022.86	1,561.90	176,065.94	(177,627.84)	+++	32,160.56
Fund 105 - Equipment Reserve Fund Totals		\$0.00	\$0.00	\$0.00	(\$54,022.86)	(\$1,561.90)	(\$176,065.94)	\$177,627.84		(\$32,160.56)
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Page 35 of 65



Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	11,149.28	.00	11,149.28	(11,149.28)	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$11,149.28	\$0.00	\$11,149.28	(\$11,149.28)	+++	\$0.00
	<i>Intergovernmental Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$11,149.28</i>	<i>\$0.00</i>	<i>\$11,149.28</i>	<i>(\$11,149.28)</i>	<i>+++</i>	<i>\$0.00</i>
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	.00	.00	3,600.00	16,400.00	18	2,380.00
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$3,600.00	\$16,400.00	18%	\$2,380.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,600.00</i>	<i>\$16,400.00</i>	<i>18%</i>	<i>\$2,380.00</i>
	Department 410 - Library Totals	\$20,000.00	\$0.00	\$20,000.00	\$11,149.28	\$0.00	\$14,749.28	\$5,250.72	74%	\$2,380.00
	REVENUE TOTALS	\$20,000.00	\$0.00	\$20,000.00	\$11,149.28	\$0.00	\$14,749.28	\$5,250.72	74%	\$2,380.00
EXPENSE										
Department 410 - Library										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	300.00	(300.00)	+++	14,630.00
	<i>Contractual Services Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$300.00</i>	<i>(\$300.00)</i>	<i>+++</i>	<i>\$14,630.00</i>
<i>Commodities</i>										
6590	Events & Meetings	2,500.00	.00	2,500.00	825.00	.00	825.00	1,675.00	33	.00
6599	Misc Commodities/Expenses	.00	.00	.00	1,762.30	.00	8,208.89	(8,208.89)	+++	.00
	<i>Commodities Totals</i>	<i>\$2,500.00</i>	<i>\$0.00</i>	<i>\$2,500.00</i>	<i>\$2,587.30</i>	<i>\$0.00</i>	<i>\$9,033.89</i>	<i>(\$6,533.89)</i>	<i>361%</i>	<i>\$0.00</i>
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>



Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$2,500.00	\$0.00	\$2,500.00	\$2,587.30	\$0.00	\$9,333.89	(\$6,833.89)	373%	\$14,630.00
	EXPENSE TOTALS	\$2,500.00	\$0.00	\$2,500.00	\$2,587.30	\$0.00	\$9,333.89	(\$6,833.89)	373%	\$14,630.00
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	20,000.00	.00	20,000.00	11,149.28	.00	14,749.28	5,250.72	74%	2,380.00
	EXPENSE TOTALS	2,500.00	.00	2,500.00	2,587.30	.00	9,333.89	(6,833.89)	373%	14,630.00
	Fund 130 - Special Revenue Totals	\$17,500.00	\$0.00	\$17,500.00	\$8,561.98	\$0.00	\$5,415.39	\$12,084.61		(\$12,250.00)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	117,877.27	(117,877.27)	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,877.27	(\$117,877.27)	+++	\$0.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,877.27	(\$117,877.27)	+++	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	1,000,000.00	.00	1,000,000.00	166,667.00	.00	366,667.00	633,333.00	37	1,166,667.00
	4701 - Donations Totals	\$1,000,000.00	\$0.00	\$1,000,000.00	\$166,667.00	\$0.00	\$366,667.00	\$633,333.00	37%	\$1,166,667.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	\$1,000,000.00	\$0.00	\$1,000,000.00	\$166,667.00	\$0.00	\$366,667.00	\$633,333.00	37%	\$1,166,667.00
	Department 410 - Library Totals	\$1,000,000.00	\$0.00	\$1,000,000.00	\$166,667.00	\$0.00	\$484,544.27	\$515,455.73	48%	\$1,166,667.00
Department 620 - Finance										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Page 37 of 65



Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
REVENUE										
Department 620 - Finance										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 620 - Finance Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	REVENUE TOTALS	\$1,000,000.00	\$0.00	\$1,000,000.00	\$166,667.00	\$0.00	\$484,544.27	\$515,455.73	48%	\$1,166,667.00
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	.00	.00	.00	146,219.59	1,176,883.13	670,904.95	(1,847,788.08)	+++	7,055,046.72
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$146,219.59</i>	<i>\$1,176,883.13</i>	<i>\$670,904.95</i>	<i>(\$1,847,788.08)</i>	<i>+++</i>	<i>\$7,055,046.72</i>
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$146,219.59	\$1,176,883.13	\$670,904.95	(\$1,847,788.08)	+++	\$7,055,046.72
Department 620 - Finance										
<i>Staff Development</i>										
6230	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	153.16
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$153.16</i>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	6,757.37	933,432.54	150,740.15	(1,084,172.69)	+++	186,753.04
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	33,050.00	(33,050.00)	+++	45,645.10
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	1,019.81
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	80.02
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	103.10
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$6,757.37</i>	<i>\$933,432.54</i>	<i>\$183,790.15</i>	<i>(\$1,117,222.69)</i>	<i>+++</i>	<i>\$233,601.07</i>
<i>Contractual Services</i>										
633	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00

Page 38 of 65



Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
<i>Contractual Services</i>										
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	662.22
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	104,603.80
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	(1,554.02)	1,554.02	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	700.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	363,763.05	170,908.95	429,563.05	(600,472.00)	+++	.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	7,823.75	365,838.20	397,865.32	(763,703.52)	+++	5,334,229.61
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$371,586.80	\$536,747.15	\$825,874.35	(\$1,362,621.50)	+++	\$5,440,195.63
<i>Commodities</i>										
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6508	Postage/Shipping	.00	.00	.00	.00	.00	645.50	(645.50)	+++	.00
6509	Traffic Supplies	.00	.00	.00	35,495.00	.00	285,295.00	(285,295.00)	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	58,500.38
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	(1,980.00)	1,980.00	+++	2,380.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$35,495.00	\$0.00	\$283,960.50	(\$283,960.50)	+++	\$60,880.38
<i>Capital Outlay</i>										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,726.50
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
Library Materials										
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
	EXPENSE									
	Department 620 - Finance									
	Capital Outlay									
6718	Library Materials									
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,883,334.00	.00	1,883,334.00	14,250.00	165,625.00	182,875.00	1,534,834.00	19	.00
	Capital Outlay Totals	\$1,883,334.00	\$0.00	\$1,883,334.00	\$14,250.00	\$165,625.00	\$182,875.00	\$1,534,834.00	19%	\$2,726.50
	Department 620 - Finance Totals	\$1,883,334.00	\$0.00	\$1,883,334.00	\$428,089.17	\$1,635,804.69	\$1,476,500.00	(\$1,228,970.69)	165%	\$5,737,556.74
	EXPENSE TOTALS	\$1,883,334.00	\$0.00	\$1,883,334.00	\$574,308.76	\$2,812,687.82	\$2,147,404.95	(\$3,076,758.77)	263%	\$12,792,603.46
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	1,000,000.00	.00	1,000,000.00	166,667.00	.00	484,544.27	515,455.73	48%	1,166,667.00
	EXPENSE TOTALS	1,883,334.00	.00	1,883,334.00	574,308.76	2,812,687.82	2,147,404.95	(3,076,758.77)	263%	12,792,603.46
Fund 301 - Capital Projects Totals		(\$883,334.00)	\$0.00	(\$883,334.00)	(\$407,641.76)	(\$2,812,687.82)	(\$1,662,860.68)	\$3,592,214.50		(\$11,625,936.46)
	Grand Totals									
	REVENUE TOTALS	1,233,600.00	.00	1,233,600.00	237,877.85	.00	586,482.91	647,117.09	48%	1,300,004.53
	EXPENSE TOTALS	4,517,411.00	.00	4,517,411.00	799,629.45	2,828,412.72	3,571,972.68	(1,882,974.40)	142%	13,772,910.01
	Grand Totals	(\$3,283,811.00)	\$0.00	(\$3,283,811.00)	(\$561,751.60)	(\$2,828,412.72)	(\$2,985,489.77)	\$2,530,091.49		(\$12,472,905.48)



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	4,800.00	(4,800.00)	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	11,000.00	.00	11,000.00	(48,840.78)	.00	11,149.28	(149.28)	101	82,055.48
	4420 - State Contributions Totals	\$11,000.00	\$0.00	\$11,000.00	(\$48,840.78)	\$0.00	\$15,949.28	(\$4,949.28)	145%	\$82,055.48
4424	Enrich Iowa - Open Access	40,000.00	.00	40,000.00	59,990.06	.00	59,990.06	(19,990.06)	150	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	55,938.29
4442	Contracting Cities	50,600.00	.00	50,600.00	19,980.98	.00	40,011.96	10,588.04	79	19,980.98
	<i>Intergovernmental Totals</i>	\$176,600.00	\$0.00	\$176,600.00	\$31,130.26	\$0.00	\$115,951.30	\$60,648.70	66%	\$157,974.75
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	179.84	.00	1,256.39	3,743.61	25	782.24
4505	Lost/Damaged and Paid	1,150.00	.00	1,150.00	424.15	.00	659.37	490.63	57	236.87
4506	Fax Revenues	.00	.00	.00	9.50	.00	9.50	(9.50)	+++	.00
4509	Rental - Community Room	500.00	.00	500.00	175.00	.00	175.00	325.00	35	.00
	<i>Charges for Service Totals</i>	\$6,650.00	\$0.00	\$6,650.00	\$788.49	\$0.00	\$2,100.26	\$4,549.74	32%	\$1,019.11
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	124.98	.00	517.31	(417.31)	517	679.09
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	\$124.98	\$0.00	\$517.31	(\$417.31)	517%	\$679.09
4704	Misc Revenues	250.00	.00	250.00	782.76	.00	1,443.76	(1,193.76)	578	.00
4708	Other Contributions									
4708.01	Other Contributions General	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	37,444.34
	4708 - Other Contributions Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$37,444.34
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	3.22	(3.22)	+++	.00
	<i>Misc Revenues Totals</i>	\$30,350.00	\$0.00	\$30,350.00	\$907.74	\$0.00	\$1,964.29	\$28,385.71	6%	\$38,123.43
	Department 410 - Library Totals	\$213,600.00	\$0.00	\$213,600.00	\$32,826.49	\$0.00	\$120,015.85	\$93,584.15	56%	\$197,117.29
	REVENUE TOTALS	\$213,600.00	\$0.00	\$213,600.00	\$32,826.49	\$0.00	\$120,015.85	\$93,584.15	56%	\$197,117.29
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6010	Regular Full-Time Salaries	782,312.00	.00	782,312.00	62,753.59	.00	426,522.71	355,789.29	55	403,820.46
6020	Regular Part-Time Salaries	536,974.00	.00	536,974.00	26,117.25	.00	173,922.57	363,051.43	32	98,151.36
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	11.43	(11.43)	+++	26.86

Page 3 of 6



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
	<i>Salaries Totals</i>	\$1,319,286.00	\$0.00	\$1,319,286.00	\$88,870.84	\$0.00	\$600,456.71	\$718,829.29	46%	\$501,998.68
	<i>Employee Benefits/Costs</i>									
6110	FICA	60,768.00	.00	60,768.00	5,495.33	.00	37,195.46	23,572.54	61	31,047.26
6120	Medicare	19,317.00	.00	19,317.00	1,285.20	.00	8,698.94	10,618.06	45	7,261.06
6130	IPERS	124,831.00	.00	124,831.00	8,279.86	.00	55,806.07	69,024.93	45	46,959.60
6150	Health Insurance	156,533.00	.00	156,533.00	11,445.75	.00	75,808.86	80,724.14	48	82,061.70
6151	Wellness Program	286.00	.00	286.00	25.90	.00	159.10	126.90	56	153.55
6152	Life Insurance	1,364.00	.00	1,364.00	122.08	.00	747.78	616.22	55	728.08
6153	Long Term Disability	3,051.00	.00	3,051.00	276.65	.00	1,714.48	1,336.52	56	1,640.98
6160	Worker's Compensation	843.00	.00	843.00	83.04	.00	691.99	151.01	82	749.52
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	1,479.00
6180	Allowances	7,920.00	.00	7,920.00	660.00	.00	4,620.00	3,300.00	58	4,290.00
6190	Education Stipend	9,000.00	.00	9,000.00	750.00	.00	5,250.00	3,750.00	58	4,050.00
	<i>Employee Benefits/Costs Totals</i>	\$383,913.00	\$0.00	\$383,913.00	\$28,423.81	\$0.00	\$190,692.68	\$193,220.32	50%	\$180,420.75
	<i>Staff Development</i>									
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	4,130.00	.00	4,130.00	1,399.00	.00	1,642.00	2,488.00	40	1,874.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	333.78
6230	Training/Conference Registrations	9,325.00	.00	9,325.00	.00	.00	4,357.54	4,967.46	47	3,835.00
6240	Travel Expenses	4,600.00	.00	4,600.00	.00	.00	5,251.50	(651.50)	114	1,217.44
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	416.11	3.89	99	441.88
	<i>Staff Development Totals</i>	\$19,225.00	\$0.00	\$19,225.00	\$1,399.00	\$0.00	\$11,667.15	\$7,557.85	61%	\$7,702.10
	<i>Repair/Maintenance/Utilities</i>									
6310	Building Maintenance & Repairs	40,150.00	.00	40,150.00	289.46	.00	1,228.81	38,921.19	3	271.55
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	.00
6350	Other Equipment Repairs	850.00	.00	850.00	.00	.00	.00	850.00	0	.00
6371	Electric/Gas Utility Expense	90,900.00	.00	90,900.00	9,687.59	.00	63,922.45	26,977.55	70	30,969.94
6373	Communications Utility Expenses	5,468.00	.00	5,468.00	301.19	.00	4,008.39	1,459.61	73	4,154.50
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	.00	.00	202.53	1,117.47	15	627.09
	<i>Repair/Maintenance/Utilities Totals</i>	\$139,938.00	\$0.00	\$139,938.00	\$10,278.24	\$0.00	\$69,362.18	\$70,575.82	50%	\$36,023.08
	<i>Contractual Services</i>									
6402	Advertising/Publications	6,083.00	.00	6,083.00	6.99	.00	3,436.59	2,646.41	56	897.44
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	15,366.00	.00	15,366.00	.00	.00	55,503.04	(40,137.04)	361	14,273.38
6409	Credit Card Merchant Fees	800.00	.00	800.00	30.88	.00	115.76	684.24	14	5.01
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	146,400.00	.00	146,400.00	.00	.00	143,430.32	2,969.68	98	71,715.16
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	12,678.35	(12,678.35)	+++	35,803.00

Page 12 of 65



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6419	Contracts - Technology Service	71,701.00	.00	71,701.00	10,998.68	3,979.03	40,218.01	27,503.96	62	27,307.74
6423	Contracts - Janitorial Services	54,000.00	.00	54,000.00	5,910.00	.00	24,859.98	29,140.02	46	7,794.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	.00	.00	1,811.05	12,588.95	13	4,020.05
6425	Contracts - Building Maintenance	37,960.00	.00	37,960.00	728.00	.00	1,484.00	36,476.00	4	507.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	4,200.00	.00	4,200.00	61.80	.00	710.70	3,489.30	17	18,751.17
<i>Contractual Services Totals</i>		\$350,910.00	\$0.00	\$350,910.00	\$17,736.35	\$3,979.03	\$284,247.80	\$62,683.17	82%	\$181,073.95
Commodities										
6502	Promotional Items	10,000.00	.00	10,000.00	225.68	.00	611.60	9,388.40	6	561.34
6506	Office Supplies	8,750.00	.00	8,750.00	333.30	.00	3,569.47	5,180.53	41	912.00
6507	Operational Supplies	26,935.00	.00	26,935.00	2,584.47	.00	23,405.65	3,529.35	87	3,930.30
6508	Postage/Shipping	5,500.00	.00	5,500.00	3,512.62	.00	3,712.24	1,787.76	67	1,521.11
6510	Forms/Printing Services	8,760.00	.00	8,760.00	.00	5,818.00	151.13	2,790.87	68	141.56
6511	Janitorial Supplies	14,300.00	.00	14,300.00	341.42	.00	2,610.71	11,689.29	18	672.36
6514	Medical Supplies	1,295.00	.00	1,295.00	29.58	.00	575.24	719.76	44	205.69
6560	Pre-Employment Screening	272.00	.00	272.00	.00	.00	.00	272.00	0	.00
6590	Events & Meetings	1,600.00	.00	1,600.00	.00	.00	297.00	1,303.00	19	500.00
6599	Misc Commodities/Expenses	11,000.00	.00	11,000.00	.00	.00	2,862.50	8,137.50	26	51.62
<i>Commodities Totals</i>		\$88,412.00	\$0.00	\$88,412.00	\$7,027.07	\$5,818.00	\$37,795.54	\$44,798.46	49%	\$8,495.98
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
6713	Office Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
6714	Technology Hardware/Equipment	2,700.00	.00	2,700.00	.00	.00	2,341.30	358.70	87	1,500.71
6715	Software	5,723.00	.00	5,723.00	59.97	.00	2,359.79	3,363.21	41	38.97
6717	Small Project Costs	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	63,560.00	.00	63,560.00	4,123.75	.00	52,166.90	11,393.10	82	33,045.45
6718.02	Library Materials Young Adult Materials	20,000.00	.00	20,000.00	581.17	.00	6,208.39	13,791.61	31	3,029.66
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	2,763.33	.00	36,339.55	18,160.45	67	16,918.56
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	.00	.00	8,427.67	24,072.33	26	6,997.41
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	1,394.95	.00	20,829.51	(4,829.51)	130	13,911.20
6718.06	Library Materials Downloadable Books	8,500.00	.00	8,500.00	91.70	.00	4,002.46	4,497.54	47	3,733.85
6718.07	Library Materials Downloadable Media	43,000.00	.00	43,000.00	3,250.01	.00	29,359.35	13,640.65	68	25,834.42
6718.08	Library Materials Other	27,160.00	.00	27,160.00	556.79	1,710.00	24,467.90	982.10	96	17,731.62
6718 - Library Materials Totals		\$265,220.00	\$0.00	\$265,220.00	\$12,761.70	\$1,710.00	\$181,801.73	\$81,708.27	69%	\$121,202.17
<i>Capital Outlay Totals</i>		\$279,893.00	\$0.00	\$279,893.00	\$12,821.67	\$1,710.00	\$186,502.82	\$91,680.18	67%	\$122,741.85

Page 43 of 65
Run by Kimberly Cowger on 02/09/2023 03:38:17 PM



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Transfers</i>										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	50,000.00	.00	50,000.00	.00	.00	25,000.00	25,000.00	50	25,000.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	50%	\$25,000.00
<i>Transfers Totals</i>		<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$50,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25,000.00</i>	<i>\$25,000.00</i>	<i>50%</i>	<i>\$25,000.00</i>
Department 410 - Library Totals		\$2,631,577.00	\$0.00	\$2,631,577.00	\$166,556.98	\$11,507.03	\$1,405,724.88	\$1,214,345.09	54%	\$1,063,456.39
EXPENSE TOTALS		\$2,631,577.00	\$0.00	\$2,631,577.00	\$166,556.98	\$11,507.03	\$1,405,724.88	\$1,214,345.09	54%	\$1,063,456.39
Fund 101 - General Fund Totals										
REVENUE TOTALS		213,600.00	.00	213,600.00	32,826.49	.00	120,015.85	93,584.15	56%	197,117.29
EXPENSE TOTALS		2,631,577.00	.00	2,631,577.00	166,556.98	11,507.03	1,405,724.88	1,214,345.09	54%	1,063,456.39
Fund 101 - General Fund Totals		(\$2,417,977.00)	\$0.00	(\$2,417,977.00)	(\$133,730.49)	(\$11,507.03)	(\$1,285,709.03)	(\$1,120,760.94)		(\$866,339.10)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	41,752.01	(41,752.01)	+++	.00
6712	Equipment	.00	.00	.00	.00	842.03	20,253.89	(21,095.92)	+++	9,023.78
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	719.87	113,208.04	(113,927.91)	+++	29,747.38
6715	Software	.00	.00	.00	.00	.00	852.00	(852.00)	+++	474.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,561.90</i>	<i>\$176,065.94</i>	<i>(\$177,627.84)</i>	<i>+++</i>	<i>\$39,245.16</i>
Department 410 - Library Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$1,561.90	\$176,065.94	(\$177,627.84)	+++	\$39,245.16
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$1,561.90	\$176,065.94	(\$177,627.84)	+++	\$39,245.16
Fund 105 - Equipment Reserve Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	.00	1,561.90	176,065.94	(177,627.84)	+++	39,245.16
Fund 105 - Equipment Reserve Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$1,561.90)	(\$176,065.94)	\$177,627.84		(\$39,245.16)
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4400 Federal Grants/Contributions										
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Page 4 of 9



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	(11,149.28)	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	(\$11,149.28)	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$11,149.28)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	1,600.00	.00	5,200.00	14,800.00	26	2,425.00
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$1,600.00	\$0.00	\$5,200.00	\$14,800.00	26%	\$2,425.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>\$20,000.00</i>	<i>\$1,600.00</i>	<i>\$0.00</i>	<i>\$5,200.00</i>	<i>\$14,800.00</i>	<i>26%</i>	<i>\$2,425.00</i>
	Department 410 - Library Totals	\$20,000.00	\$0.00	\$20,000.00	(\$9,549.28)	\$0.00	\$5,200.00	\$14,800.00	26%	\$2,425.00
	REVENUE TOTALS	\$20,000.00	\$0.00	\$20,000.00	(\$9,549.28)	\$0.00	\$5,200.00	\$14,800.00	26%	\$2,425.00
EXPENSE										
Department 410 - Library										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	300.00	(300.00)	+++	14,675.00
	<i>Contractual Services Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$300.00</i>	<i>(\$300.00)</i>	<i>+++</i>	<i>\$14,675.00</i>
<i>Commodities</i>										
6590	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	825.00	1,675.00	33	.00
6599	Misc Commodities/Expenses	.00	.00	.00	3,800.00	2,990.00	12,008.89	(14,998.89)	+++	.00
	<i>Commodities Totals</i>	<i>\$2,500.00</i>	<i>\$0.00</i>	<i>\$2,500.00</i>	<i>\$3,800.00</i>	<i>\$2,990.00</i>	<i>\$12,833.89</i>	<i>(\$13,323.89)</i>	<i>633%</i>	<i>\$0.00</i>
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$2,500.00	\$0.00	\$2,500.00	\$3,800.00	\$2,990.00	\$13,133.89	(\$13,623.89)	645%	\$14,675.00
	EXPENSE TOTALS	\$2,500.00	\$0.00	\$2,500.00	\$3,800.00	\$2,990.00	\$13,133.89	(\$13,623.89)	645%	\$14,675.00
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	20,000.00	.00	20,000.00	(9,549.28)	.00	5,200.00	14,800.00	26%	2,425.00
	EXPENSE TOTALS	2,500.00	.00	2,500.00	3,800.00	2,990.00	13,133.89	(13,623.89)	645%	14,675.00
	Fund 130 - Special Revenue Totals	\$17,500.00	\$0.00	\$17,500.00	(\$13,349.28)	(\$2,990.00)	(\$7,933.89)	\$28,423.89		(\$12,250.00)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	117,877.27	(117,877.27)	+++	213,912.11
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,877.27	(\$117,877.27)	+++	\$213,912.11
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,877.27	(\$117,877.27)	+++	\$213,912.11
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	1,000,000.00	.00	1,000,000.00	.00	.00	366,667.00	633,333.00	37	1,338,238.81
	4701 - Donations Totals	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$366,667.00	\$633,333.00	37%	\$1,338,238.81
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$366,667.00	\$633,333.00	37%	\$1,338,238.81
	Department 410 - Library Totals	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$484,544.27	\$515,455.73	48%	\$1,552,150.92
Department 620 - Finance										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Page 46 of 65



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301	Capital Projects									
	REVENUE									
	Department 620 - Finance									
	<i>Intergovernmental</i>									
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 620 - Finance Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	REVENUE TOTALS	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$484,544.27	\$515,455.73	48%	\$1,552,150.92
	EXPENSE									
	Department 410 - Library									
	<i>Capital Outlay</i>									
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	.00	.00	.00	626.63	1,185,880.02	671,531.58	(1,857,411.60)	+++	7,635,568.09
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$626.63</i>	<i>\$1,185,880.02</i>	<i>\$671,531.58</i>	<i>(\$1,857,411.60)</i>	<i>+++</i>	<i>\$7,635,568.09</i>
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$626.63	\$1,185,880.02	\$671,531.58	(\$1,857,411.60)	+++	\$7,635,568.09
	Department 620 - Finance									
	<i>Staff Development</i>									
6230	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	153.16
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$153.16</i>
	<i>Repair/Maintenance/Utilities</i>									
6310	Building Maintenance & Repairs	.00	.00	.00	.00	933,432.54	150,740.15	(1,084,172.69)	+++	187,238.04
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	33,050.00	(33,050.00)	+++	47,504.10
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	1,019.81
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	80.02
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	103.10
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$933,432.54</i>	<i>\$183,790.15</i>	<i>(\$1,117,222.69)</i>	<i>+++</i>	<i>\$235,945.07</i>
	<i>Contractual Services</i>									
6373	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00

Page 47 of 65



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
<i>Contractual Services</i>										
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	662.22
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	104,603.80
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	(1,554.02)	1,554.02	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	700.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	170,908.95	429,563.05	(600,472.00)	+++	.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	5,008,222.03	289,375.70	5,406,087.35	(5,695,463.05)	+++	5,405,700.86
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$5,008,222.03	\$460,284.65	\$5,834,096.38	(\$6,294,381.03)	+++	\$5,511,666.88
<i>Commodities</i>										
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6508	Postage/Shipping	.00	.00	.00	.00	.00	645.50	(645.50)	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	285,295.00	(285,295.00)	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	58,500.38
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	(1,980.00)	1,980.00	+++	2,380.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	112.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Commodities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$283,960.50	(\$283,960.50)	+++	\$60,992.38
<i>Capital Outlay</i>										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,726.50
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
Library Materials										
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00

Page 8 of 9



Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
	EXPENSE									
	Department 620 - Finance									
	Capital Outlay									
6718	Library Materials									
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,883,334.00	.00	1,883,334.00	.00	165,625.00	182,875.00	1,534,834.00	19	.00
	<i>Capital Outlay Totals</i>	\$1,883,334.00	\$0.00	\$1,883,334.00	\$0.00	\$165,625.00	\$182,875.00	\$1,534,834.00	19%	\$2,726.50
	Department 620 - Finance Totals	\$1,883,334.00	\$0.00	\$1,883,334.00	\$5,008,222.03	\$1,559,342.19	\$6,484,722.03	(\$6,160,730.22)	427%	\$5,811,483.99
	EXPENSE TOTALS	\$1,883,334.00	\$0.00	\$1,883,334.00	\$5,008,848.66	\$2,745,222.21	\$7,156,253.61	(\$8,018,141.82)	526%	\$13,447,052.08
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	1,000,000.00	.00	1,000,000.00	.00	.00	484,544.27	515,455.73	48%	1,552,150.92
	EXPENSE TOTALS	1,883,334.00	.00	1,883,334.00	5,008,848.66	2,745,222.21	7,156,253.61	(8,018,141.82)	526%	13,447,052.08
Fund 301 - Capital Projects Totals		(\$883,334.00)	\$0.00	(\$883,334.00)	(\$5,008,848.66)	(\$2,745,222.21)	(\$6,671,709.34)	\$8,533,597.55		(\$11,894,901.16)
	Grand Totals									
	REVENUE TOTALS	1,233,600.00	.00	1,233,600.00	23,277.21	.00	609,760.12	623,839.88	49%	1,751,693.21
	EXPENSE TOTALS	4,517,411.00	.00	4,517,411.00	5,179,205.64	2,761,281.14	8,751,178.32	(6,995,048.46)	255%	14,564,428.63
	Grand Totals	(\$3,283,811.00)	\$0.00	(\$3,283,811.00)	(\$5,155,928.43)	(\$2,761,281.14)	(\$8,141,418.20)	\$7,618,888.34		(\$12,812,735.42)

Equitable access in Marion Iowa.

We cannot access the old data from the previous ILS. In coordination with Jill Martinez of CRPL, I requested current patrons with an MPL card who have a \$20.00 or greater charge on their accounts. This indicates blocked accounts as defined by MLN.

Utilizing reports from our collection agency UMS, Data was compiled from three date ranges.

June 30th, 2018, to June 30th, 2020, to represent the ranges before the removal of late fees. (Map/PDF named A.July20toJuly22)

July 1st 2020 to July 1st, 2022, to give a snapshot of the same 2-year range as the first. (Map/PDF named B.July22toJan23)

July 1st 2022 to January 1st 2023, to give indication of the trend taking place in Marion. (Map/PDF named C.Jan23Blocks)

The maps given are labeled with Month and Year.

A main trend that can be viewed from these maps alone would be the constant reduction in patrons sent to the collection agency. This would indicate that items have been returned in the appropriate and given amount of time prior to the collection agency being involved. I.e. items are being returned on time.

Another view can be said that patrons are paying lost/damaged fees to the library itself before the collection agency gets involved. This can be clearly seen comparing maps C.July22toJan23 and D.Jan23Blocks.

Patrons with Charges

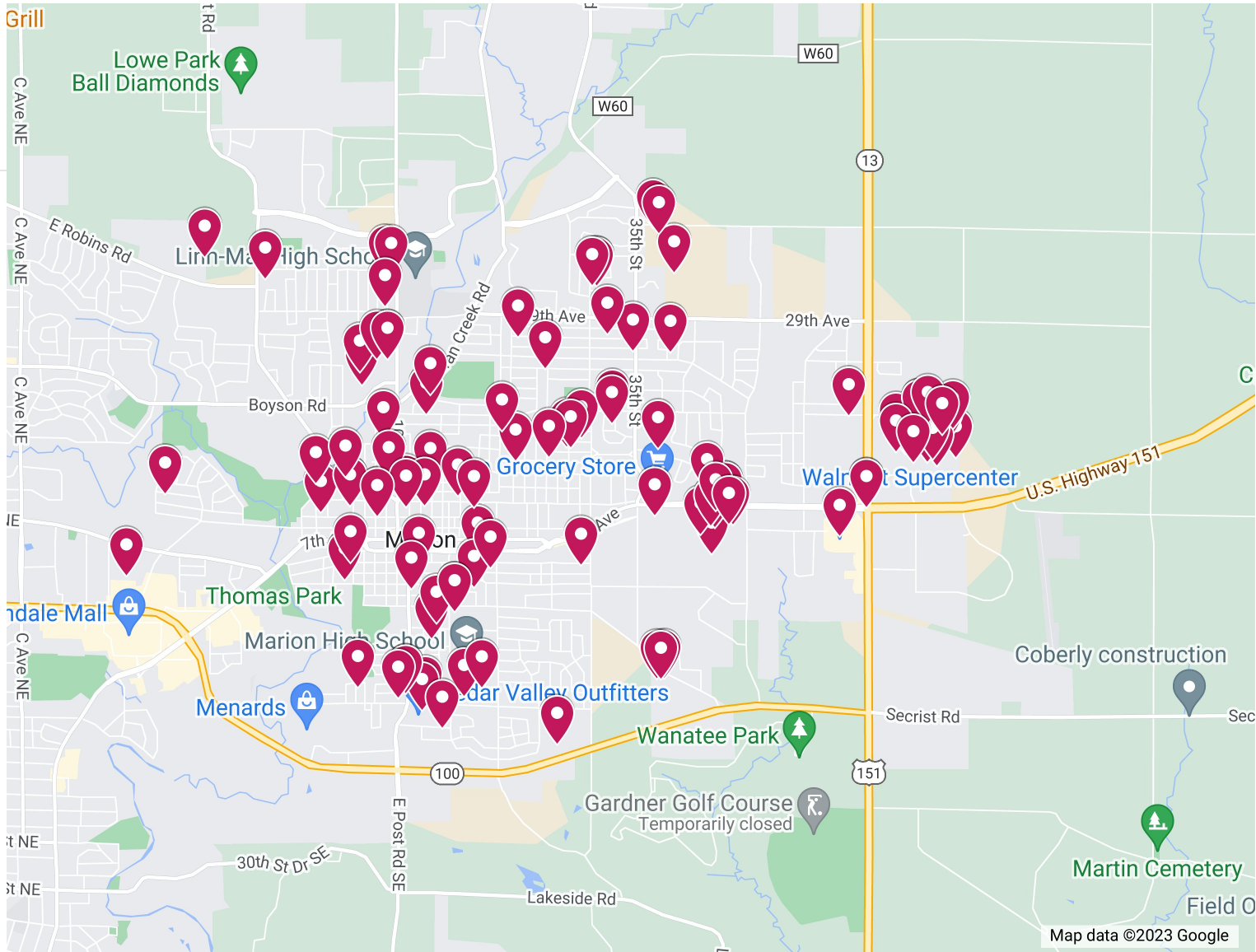
Patron_June3018toJune3020.xlsx



All items

Details of patrons with Collections charges and blocks on their accounts.

109 Patrons sent to UMS between dates of June 30th 2018 and June 30th 2020.



Patrons with Charges

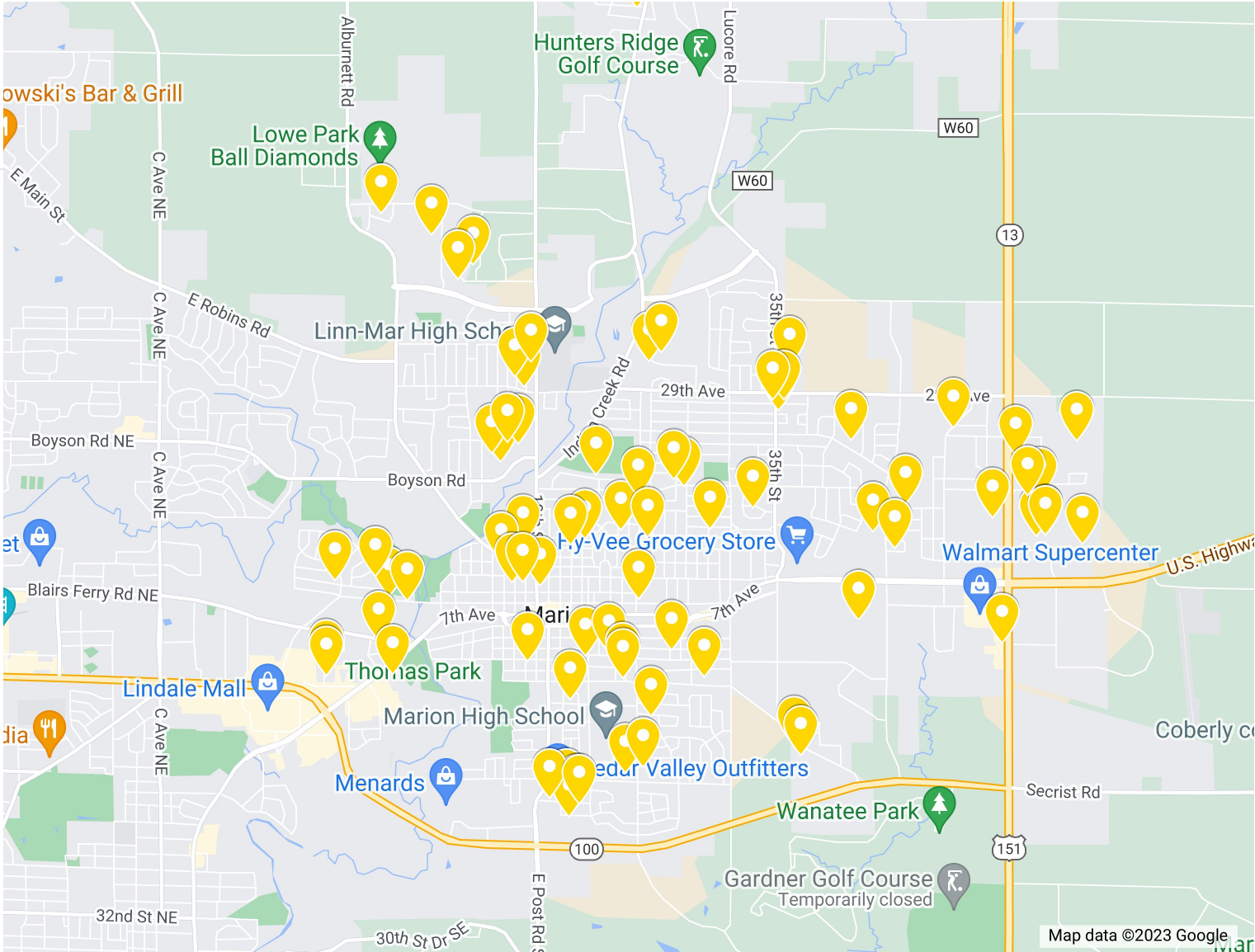
Patron_Jul120toJul122.xlsx



All items

Details of patrons with Collections charges and blocks on their accounts.

77 Patrons sent to UMS between the dates of July 1st 2020 and July 1st 2022.



Patrons with Charges

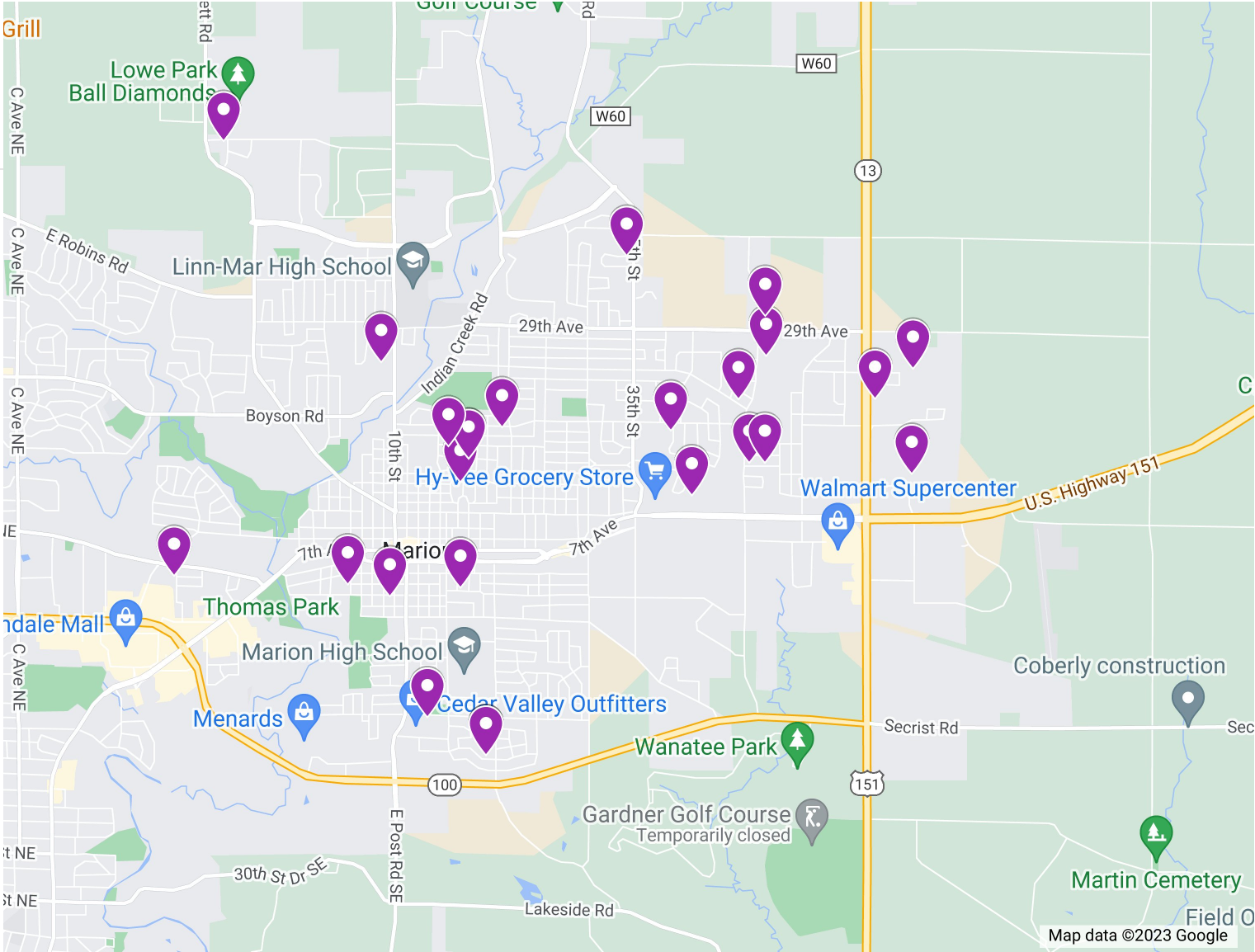
Patron_Jul122toJan123.xlsx



All items

Details of patrons with Collections charges and blocks on their accounts.

28 Patrons sent to UMS between the dates July 1st 2022 and January 1st 2023.



Patrons with Charges

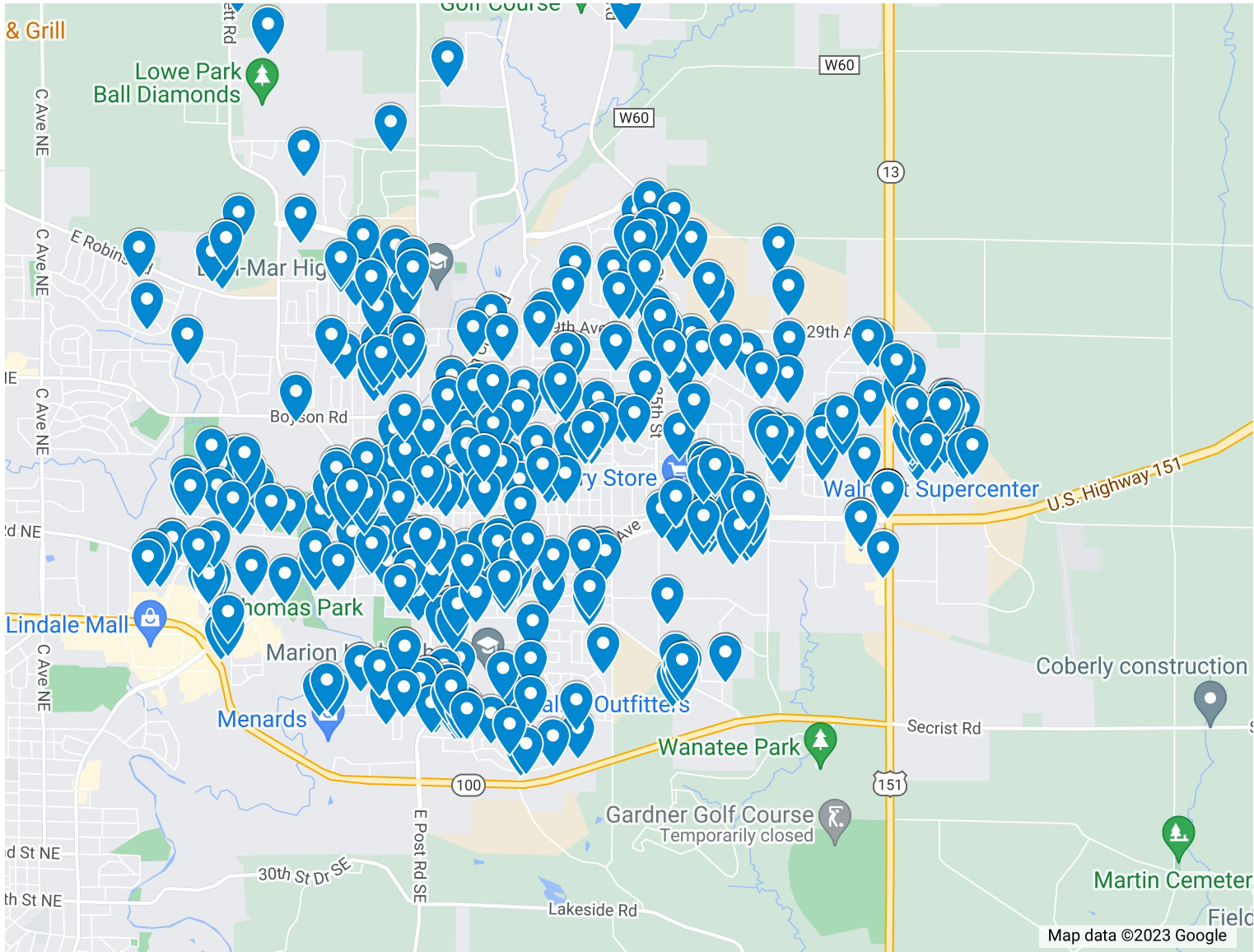
MarionCurrentBlocksJan23.csv



All items

Details of patrons with Collections charges and blocks on their accounts.

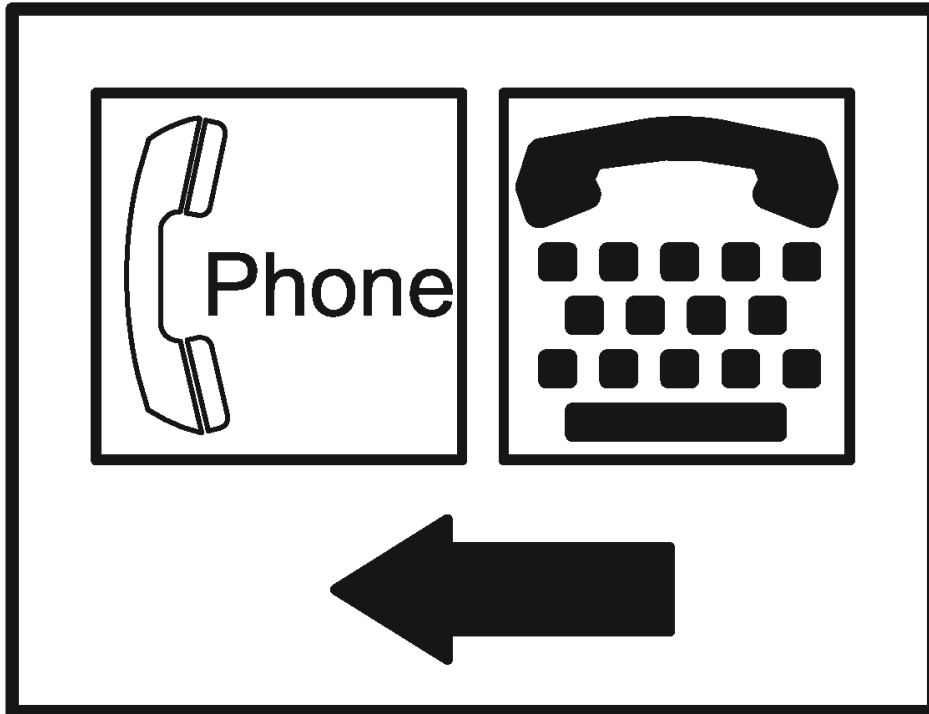
471 Patrons with Blocks on their accounts currently in January 2023. Blocks in this case was defined as charges over \$20.00.



ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project Accreditation Application

Building Marion Public Library

Location Marion, Iowa

Date 2/13/2023 (Reviewed by Library Board)

Surveyors Kimberly Cowger, James Teahen, Bill Carroll

Contact Information 319-377-3412

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

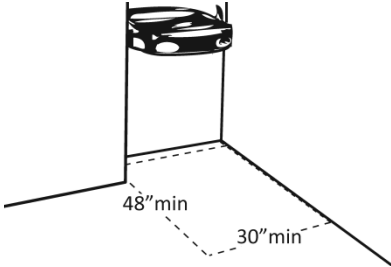
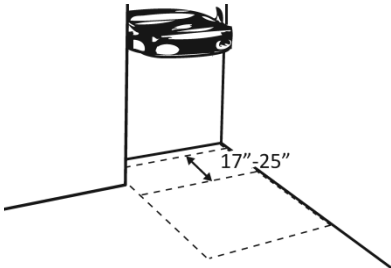
www.ADAchecklist.org

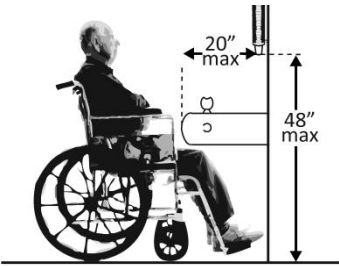
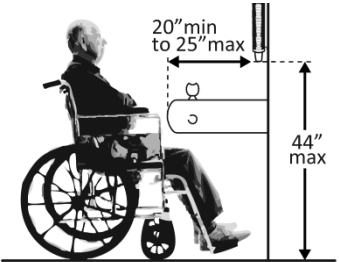

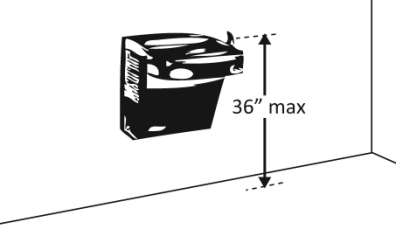
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

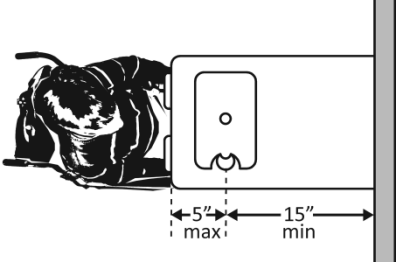
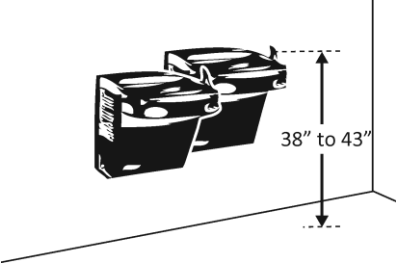
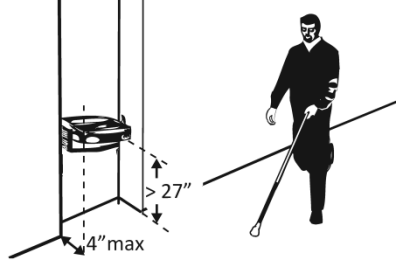
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

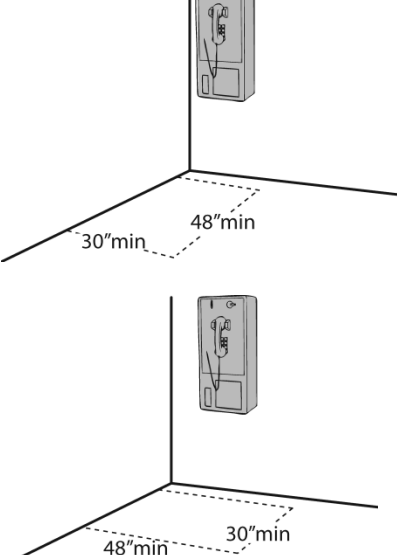
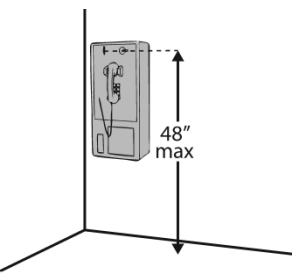
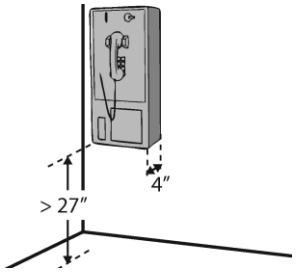
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.




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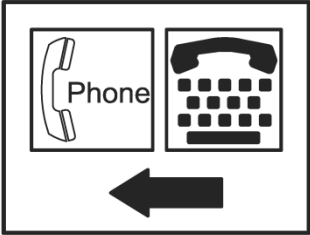
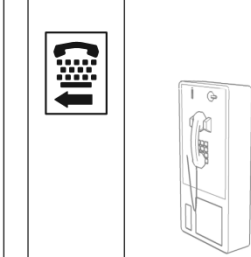
Priority 4 – Additional Access		Comments	Possible Solutions
Drinking Fountains			
<p>4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*</p> <p>[See 2010 ADA Standards for Accessible Design – 602.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 50"x91"</p>		<p>Photo #:</p> <p>*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered</p> <ul style="list-style-type: none"> • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
<p>4.2 If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain?</p> <p>[306.2.2, 306.2.3]</p> <p>Note: If the drinking fountain is primarily for children’s use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18"</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter space • Replace drinking fountain •


<p>4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [308.2.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 43"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [308.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the control no more than 5 pounds? [309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 4 lbs.</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control • Adjust control •
<p>4.6 Is the spout outlet no higher than 36 inches above the floor? [602.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: Child 35" Adult 43"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •

<p>4.7 Is the spout:</p> <p>At least 15 inches from the rear of the drinking fountain?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 15"</p> <p>No more than 5 inches from the front of the drinking fountain? [602.5]</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 2.5"</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 15"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 2.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust spout • Replace drinking fountain •
<p>4.8 If there is more than one drinking fountain, is there at least one for standing persons? [211.2]</p> <p>Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 43"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Install new drinking fountain for standing height •
<p>4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: Does not protrude</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain • Add tactile warning such as permanent planter or partial walls

Public Telephones				
<p>4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move telephone • Install new telephone for clear floor space •
<p>4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •
<p>4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: Does not protrude</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •

<p>4.13 Does at least one telephone have a volume control? [704.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install volume control • Replace telephone with one that has volume control •
<p>4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add pictogram • •
<p>4.15 Does at least one telephone have a TTY? [217.4.1]</p> <p>Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install TTY • •

<p>4.16 Is the touch surface of the TTY keypad at least 34 inches above the floor? [704.4.1]</p> <p>Note: If a seat is provided, TTY is not required to be 34 inches minimum above the floor</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust height of TTY • •
<p>4.17 Is the TTY identified by the International Symbol of TTY? [703.7.2.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add symbol • •
<p>4.18 Do signs that provide direction to public telephones also provide direction to the TTY? [216.9.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs • •
<p>4.19 Do telephones that do not have a TTY provide direction to the TTY? [216.9.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs • •

Fire Alarm Systems				
<p>4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible and visual alarms • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •



