AGENDA
Library Board
5:00 PM - Monday, January 19, 2026
Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 865 2315 1222. 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. **(Action Requested)**

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 time 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

> 1. New Board Member Introduction: Amanda Thayer

> 2. December Staff Milestone Anniversaries - One Year of Service - Marios Liolios

MINUTES

> **Motion** to approve the December 2025 Meeting minutes. **(Action Requested)** 3 - 8
> Library-Minutes-December 15 2025 DRAFT

REPORTS

> 1. Friends of the Marion Public Library Report

> 2. Marion Public Library Foundation Report 9
> MPL Foundation Report 1-19-2026

> 3. Board Continuing Education

Motion to accept all reports 1 - 4 as presented. **(Action Requested)**

REGULAR AGENDA

ADJOURN

MINUTES
Library Board
5:00 PM - Monday, December 15, 2025
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, December 15, 2025, at 5:00 PM, with the following members present:

PRESENT:	In Person: Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Krystle Mullin, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling Via Zoom: Becky Garms
ABSENT:	Krystle Mullin, Chelsea Nunn
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Hilery Livengood
FRIENDS REP:	Tana Leaverton
GUESTS PRESENT:	None

CALL TO ORDER
The Meeting was called to order at 5:00 p.m. by Board President, Ross McIntyre

AGENDA APPROVAL

Motion to approve agenda as modified to add the Library Board Assessments to Agenda Item number one that were referenced to in Chapter 8 of the *Iowa Library Trustee's Handbook*. (**Action Requested)**

Moved by Alexander, seconded by Lammers, to approve the Agenda as modified. Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM
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You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

1. November Staff Milestone Anniversaries - One Year of Service - Chad Surom and

Chelsea Prior

2. Chelsea Nunn Recognition - Thank you to Chelsea for her years spent on the Library Board.

MINUTES

Motion to approve the November 2025 Meeting minutes. (**Action Requested**)

Moved by Logan, seconded by Beyer, to approve the November 2025 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
   - Tana Leaverton reported that the Friends November Booksale brought in nearly $2,400. Extra books were donated to various organizations.
   - Lifelong Friends Memberships are no longer available. Rather yearly renewals are $25/year or a Five year renewal is $100.

2. Marion Public Library Foundation Report
   - Hilery Livengood reported that several Grants have come in for DPIL.
   - A reimbursement Grant from the DNR will allow us to move forward on the Library's Food Pantry.
   - A year-end ask has gone out to previous donors.

3. Board Continuing Education
   - None to report.

4. Director's Report
   - Statistics Highlights
     - A mistake was found on the program attendance stats mentioned for November 2024. Correct number for November 2024 was 6,204 program attendees.
   - General Department Updates
     - Annual Fall Staff Training consisted of Safety Training for staff.
     - Ventilation project in the MakerSpace started last week.
     - Julie Lammers asked how the transition from Communico to Library Market is going. Ashley Osborn responded that overall it has been going well despite a few hiccups initially.

Motion to accept Reports 1 - 4 as presented. (**Action Requested**)

Moved by Alexander, seconded by Kling, to accept Reports 1 - 4 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 7-8 (*Discussion*)
   - The *Iowa Library Trustees Handbook* Assessments, referenced to in Chapter 8, have been attached to the minutes to be included in discussion.
   - Kelsey Logan led the discussion on Chapter 7-8. First discussion question for Ch.

7: Were there any surprising aspects of the Strategic Plan section?
  - ○ Julie Lammers mentioned the definition between goals and objectives was surprising.
- Question two for Ch. 7: What are the biggest obstacles for putting a Strategic Plan together?
  - ○ Ross McIntyre said scheduling the 'Group Think' was the most difficult.
  - ○ Susan Kling agreed that Time was the biggest obstacle.
  - ○ Kelsey Logan added that thinking that far ahead can be challenging.
- Question one for Ch. 8: How can Trustees Advocate?
  - ○ Bob Hoyt referenced Nancy Miller's letter to the editor as a great way to advocate, as well as contacting Legislators.
  - ○ Bill Carroll let Trustees know they've already been advocating with perhaps not even realizing it by volunteering at the Library table at Uptown Farmers Markets, attending Legislator day, and just being library users.
  - ○ Sabrina Beyer advocates by sharing about library programs to friends and family.
  - ○ Becky McGraw advocates by sharing awareness about library collections on social media.
  - ○ Hilery Livengood mentioned that when she was a Trustee for CRPL, she often attended League of Women Voters Meetings.
  - ○ Ross McIntyre encouraged everyone to not forget that kids can be great ones to advocate to as well, not just adults.
- Question two for Ch. 8: Would Trustees like to make an effort to work through the Full Library Board Assessment next year?
  - ○ Julie Lammers asked if the Board has done this before? Bill Carroll replied that they have not.
  - ○ Bob Hoyt recommended breaking the Assessment up into three or four parts to discuss at future meetings.
  - ○ Bill Carroll will get this added to future agendas.

[Iowa Library Trustee Handbook Assessments](#)

2. Final Report 2025 Plan of Service (**Action Requested** - Receive & File)
- Trustees recognized that a LOT has been accomplished in one year.
- Susan Kling asked if this report has been shared with City Council. Bill Carroll replied that it has not been shared yet.

Moved by Norton, seconded by Lammers, to receive and file the 2025 Plan of Service.
Approved unanimously

3. PO Approval for Door Trench Project (**Action Requested** - Approval Recommended)
- Bill Carroll explained that a drainage system for the Terrace doors will fix at least half of the leaking roof problem. Money to fix this will come from funds that were originally budgeted from Local Options Sales Tax to fix a roof drain on the North side of the building. But this fix is no longer needed. Susan Kling asked if there will be any possibility of getting any of this money back from contractors, Carroll said this may be possible in the future.

Moved by Kling, seconded by Alexander, to approve the PO for the Door Trench Project.
Approved unanimously

4. Email Security (*Discussion* and Potential Action)

- Ross McIntyre brought up email security because several Board Members have received very vague emails and/or text that seemed to be from Ross, but they were spam. Ross said any message from him will have specific details.
- Bill Carroll mentioned that City IT can provide City email address and security training for all Board Members if they would all like to. The cost to the Library would be approximately $1,700/year.
- Ryan Norton asked if there might be any free resourses for email security available.
- Ross mentioned we can revisit this in the future if the Board ever wants to consider City email addresses.

5. MPL Foundation & MPL Friends 2026 Meeting Signups (**Action Requested**)

- Signups were sent around for Board Members to volunteer to attend MPL Foundation and MPL Friends meetings in 2026 as a Board Liaison.

ADJOURN

Moved by Logan, seconded by Norton, to adjourn at 6:06 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

❏ 1. I understand that the city-library ordinance outlines board structure and authority.

❏ 2. I am familiar with the library's strategic plan.

❏ 3. I am familiar with laws that apply to Iowa libraries.

❏ 4. I am familiar with the board's bylaws.

❏ 5. I am familiar with library policies.

❏ 6. I understand there are service standards for Iowa public libraries.

❏ 7. I know about the State Library of Iowa and its programs and resources.

❏ 8. I attend board meetings regularly.

❏ 9. I am available to serve on committees and willing to serve as an officer as needed.

❏ 10. I come to meetings having already read the information relevant to that meeting.

❏ 11. I understand and am comfortable with the board's decision-making process.

❏ 12. I willingly abide by majority board decisions and support them publicly.

❏ 13. I treat other board members with respect and listen openly to their opinions.

❏ 14. I understand and respect the different roles/duties of the library director, the board, and the city.

❏ 15. I know the library staff by name and job position.

❏ 16. I understand my role to work with the director but not micromanage staff.

❏ 17. I encourage and support the director in achieving library goals.

❏ 18. I visit my library frequently enough to be familiar with services and to identify potential needs.

❏ 19. I am a member of a local community group or organization.

❏ 20. I advocate on behalf of the library to civic groups and community organizations.

❏ 21. I attend city council meetings and advocate on behalf of the library.

❏ 22. I keep abreast of legislation and the impact it has on the library community.

❏ 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.

❏ 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).

❏ 25. I have attended ILA's Legislative Day in the past two years.

❏ 26. I have participated in ILA's Lobby From Home Day event in the past two years.

❏ 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.

❏ 28. I read national library organization newsletters and publications.

❏ 29. I have attended at least two library programs in the last year.

❏ 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

Attribution: State Library of Iowa

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being "no/never," **2** being "sometimes," and **3** being "always."

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library's policies.			
The board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Attribution: State Library of Iowa

Marion Public Library Foundation

January 2026 report to Board of Trustees

- Daybreak Rotary awarded their Jon Cushing grant in support of a new pilot program for children's book clubs, $750.
- The year-end solicitation is receiving good responses. Thanks to all who donated!
- Scot Brown of Lambro Business Services began the work of transitioning Foundation financial records to QuickBooks, for records dating back to Fiscal Year 2023. The Foundation Board of Directors approved this contract in November.
- The Foundation is pursuing several grants in support of a Community Read project, an objective in the MPL strategic plan. A corporate grant was submitted in November. In mid-January we submitted a Letter of Intent for the NEA Big Read grant from the National Endowment for the Arts; the second portion of that application is due in late January.

Director's Report for the Library Board of Trustees Meeting on Monday, January 19, 2026

Budget Update:

- FY 26 has completed approximately 50.0% through December 31, 2025.
- As of the December 31, 2025 budget report, approximately 50.0% of the library's budget was expended for the year.
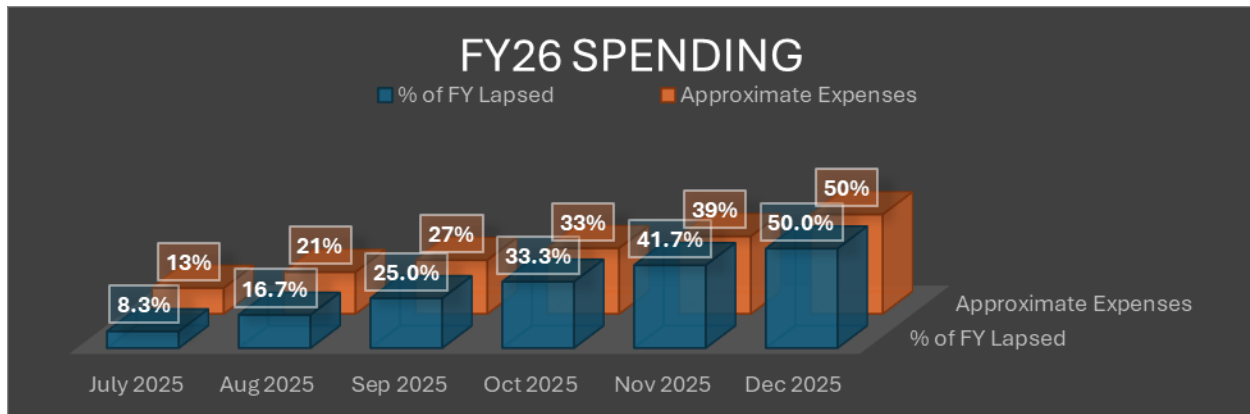
- As of the December 31, 2025 budget report, revenue received increased to approximately 66% received for the fiscal year. This will continue to increase as we see reimbursement from Linn County come in over the next few months.

Statistics Highlights:
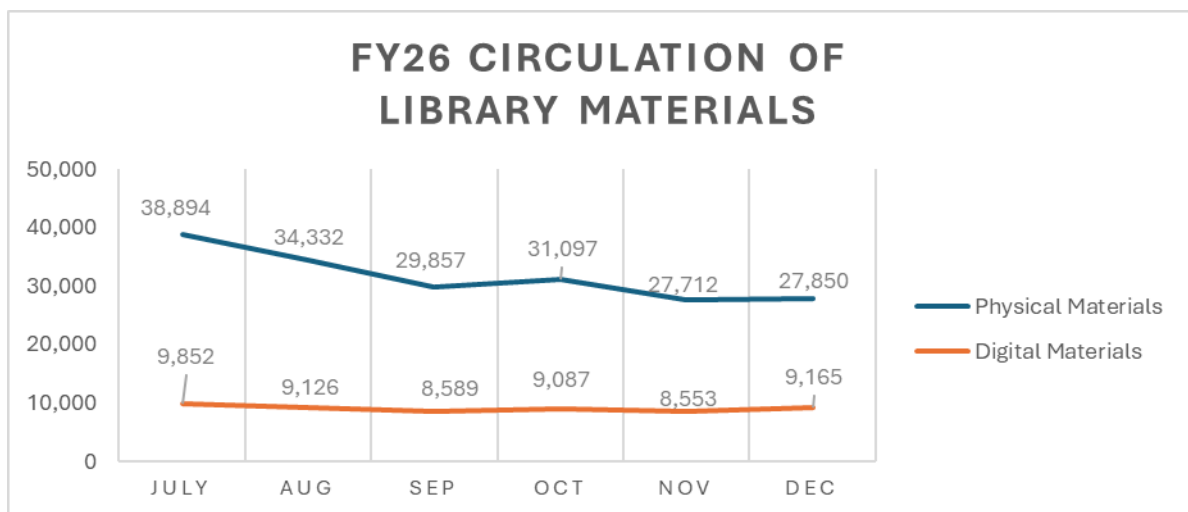
- For December 2025, circulation of physical items increased approximately .05% from the previous month, having 27,850 items checked out. Circulation of physical items for the month increased approximately 4.0% when compared with the previous year.

- For December 2025, circulation of digital items increased approximately 7.2%, having 9,165 items checked out compared to the previous month. Circulation of digital items for the month decreased approximately 2.3% when compared with the previous year.
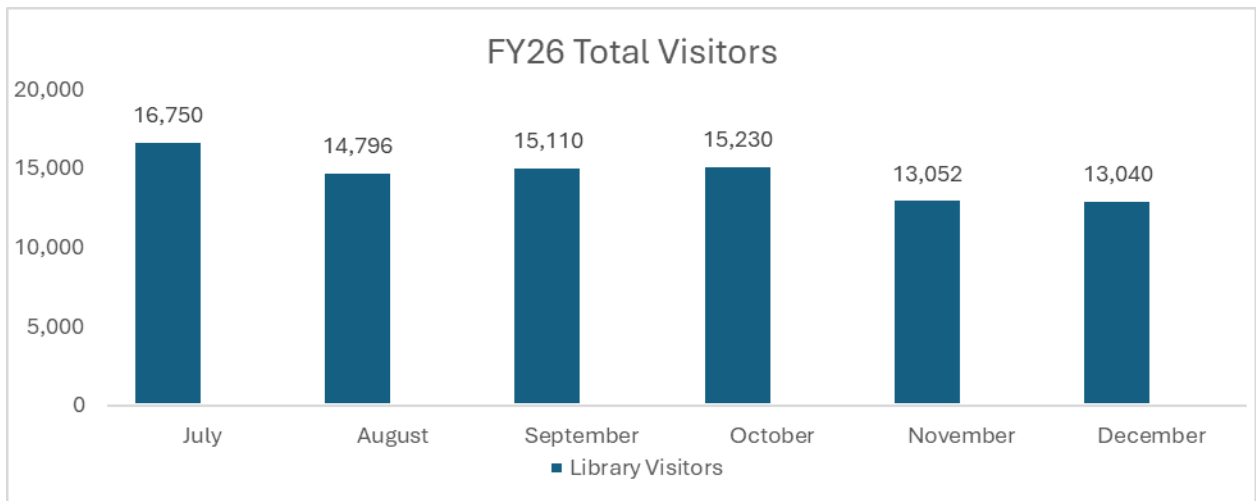
- The gate count for December 2025 was 13,040. The December gate count decreased slightly 0.1% compared to November 2025. Compared to the previous year, this year's gate counts saw an approximate 1.3% increase compared to the same time last year. This increase is likely attributed to the influx of patrons we saw for the annual Peppermint Walk/ Christmas in the Park.

- Programming saw a decrease in the number of programs offered between December (77) and November (141). The number of programs offered in December 2025 was lower than the number of programs offered in December 2024 (106). The smaller

offerings in December 2025 were related to the extended closure of the MakerSpace due to staff being out for several weeks.
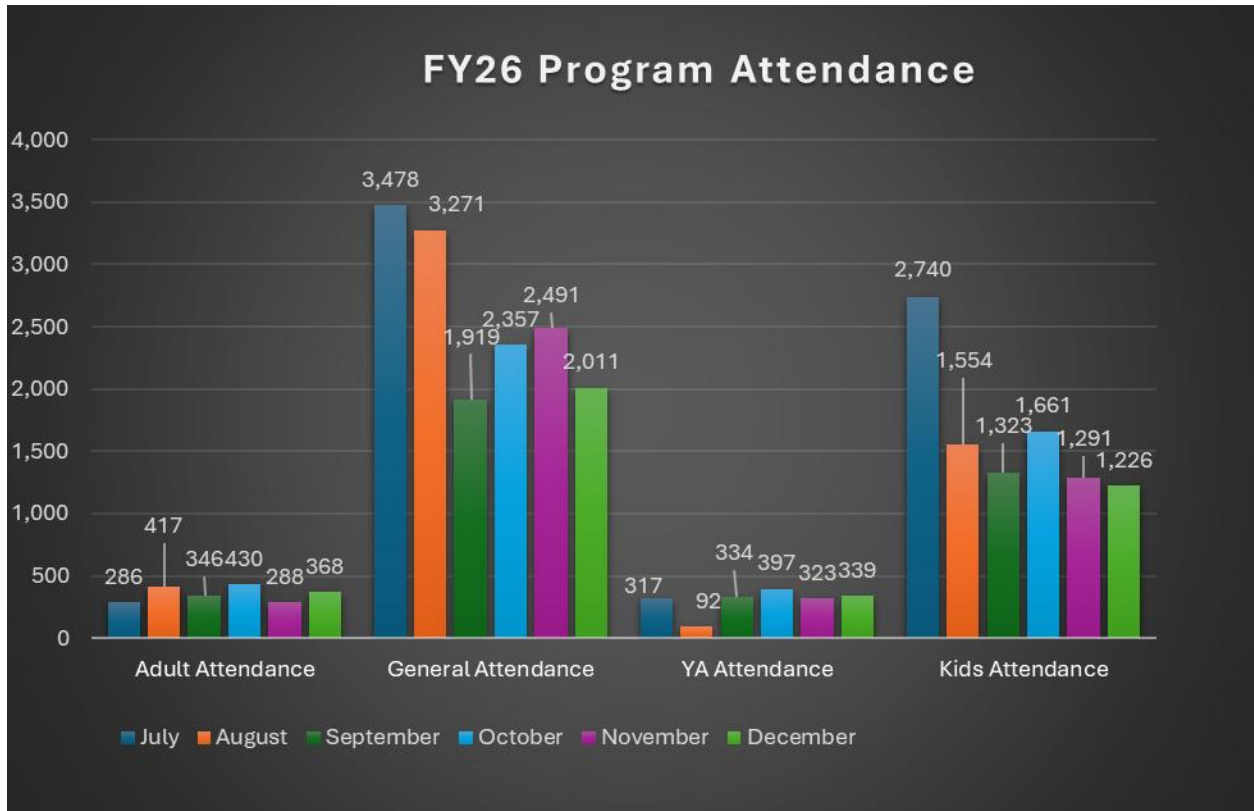
- Program attendees for December 2025 totaled 3,944 individuals. This is approximately 10.2% less than the 4,393 that attended programs in November. Compared with December 2024, which saw 4,805 attendees for programs, there was an approximate decrease for the current year of approximately 17.9%. This is likely attributed to the MakerSpace being closed in December for several weeks.

Strategic Plan Updates:

- Library staff have submitted the draft of the 2026 plan of service document to the Library Board of Trustee's with the current Board packet.

General Department Updates:

- **Library Administration**
    - o Budget planning for FY 2027 continues with the all-day budget work session with department heads and the City Council members the last weekend in January.
    - o Installation of ventilation in the MakerSpace for the laser etcher was completed in December.

- o Remediation of uneven sidewalk at north entrance is now tentatively scheduled for early spring. This has been delayed because of cold temperatures.
  - o The library will continue to see activity and progress on the following projects in January:
    - Installation of an emergency generator - ongoing
    - Installation of electric vehicle charging stations - ongoing
- **Marketing and special Events update from Ashley Osborn**
  - o Marketing
    - The library successfully transitioned to LibraryMarket during the first week in December.
      - Overall feedback about the new system has been generally positive from both patrons and staff.
      - The library experienced a delay with email notifications sent from the new system. This issue was resolved by the library and City IT within the first week of launch.
      - Small tweaks and adjustments are continuing to be made to the system for both patron and staff efficiency. Ashley hosted a question-and-answer session with frontline staff about the new system, and continues to train and respond to different needs as they arise.
      - One feature LibraryMarket offers is the ability for patrons to indicate where they heard about a program/event from (website, newsletter, etc.). This feedback will be helpful in advertising efforts and shaping the library's updated comprehensive marketing plan.
    - Social media posts about patron testimonials, digital resource updates, and general engagement drivers ("What are you reading?") had the highest amount of engagement for the month of December.
  - o Meetings & Special Events
    - 36 reservations were made for December. 30/36 reservations were completed.
      - Boardroom: 14 reservations
      - Community Room: 5 reservations
      - Community Room A: 4 reservations
      - Community Room B: 7 reservations
      - Outdoor Reading Terrace: N/A
  - o Media Mentions
    - December 2: Christmas in the Park & Peppermint Walk (Iowa's News Now)

- December 11: Federal Grant Funding Restored for Iowa Libraries, Museums ([The Gazette](#))
- **Adult Services Report from Sue Gerth**
  - The Peppermint Walk was a rousing success, and we had hot cocoa and hot tea packets to give to patrons when they visited the library—over 300 given away.
  - MISD had carolers visit the Encore café on December 5th.
  - Gia's Italian Kitchen had a holiday appetizer program with 24 attending.
  - We also had Chef Antonio from Horizons here on December 4th with a creative cooking class-he made homemade chicken soup.
  - We had another Adult Paint by Numbers event and had a great turnout! 25 people attended.
  - Becca's senior crafting program remains popular—filling up each time it is offered.
  - Sue was on the panel of interviews for patron services manager.
  - Summer Library Program planning is shaping up for adult programs.
- **Youth Services Report from Bob Reynolds**
  - The Peppermint Walk saw 300 individuals who participated in the Snowman Make and Take craft and/ or took home a tea or hot cocoa goodie packet.
  - Some events that occurred this month:
    - Let's Get Moving with Prestige Dance Studio
    - Teen Board Game Meet-Up
    - Teen International Snack Club
    - Expressive Art with Tanager
  - Ventilation was successfully installed in Makerspace. There is additional work to be completed before the space can be fully utilized.
    - Attendance in Makerspace was low due to this maintenance.
- **Patron Services update from Bob Reynolds**
  - There were 25 patron incidents in December. These were behavior policy breaks.
  - There were two patron bans in December. These were from severe breaks in policy.
  - There were no patron injuries reported in December
  - Rural Linn County circulation slightly increased compared to last month.
  - Open Access circulation has decreased slightly compared to last month.
  - Bookmobile circulation has remained similar compared to last month.
  - Volunteer hours have decreased compared to last month. This was in part due to the maintenance done in Makerspace as well as many volunteers taking time away with family for the holidays.
  - The PT Patron Services Staff (Bookmobile) was filled by an internal staff member.

- o Marion Fire Department Fire Station 2 is now a Bookmobile location on Friday mornings. This has replaced Marion Pool.
  - o All Hold from Harm forms have been renewed and submitted to City Council for approval.
  - o Communication with several possible partners in Marion has continued to locate additional stops for the bookmobile.
- **IT & Maintenance update from Bob Reynolds**
  - o **Technology**:
    - Work in partnership with Envisionware began regarding patron connectivity to public use computers and printing. City IT and Envisionware were able to perform updates to most of the connected systems. Continued work is planned to update additional software and licenses.
  - o **Facilities:**
    - o Ventilation was installed in Makerspace by a vendor. This ventilation will allow the Laser Engraver to function safely and efficiently.
      - Additional work is required to enclose the ventilation in the wall. Work is expected to be completed in January.

Metro Library Network (MLN) Updates:
- MLN Library Directors met on December 17, 2025 in Marion.
- Director's discussed the reduction of hold times for items from 10 days to seven days, and implementation of this in January.
- Director's also discussed the possibility of reducing the number of USPS mailers generated and mailed to library users.
- The next scheduled meeting is set for January 21, 2026.

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**										
Intergovernmental										
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	$10,500.00	$0.00	$10,500.00	$0.00	$0.00	$10,579.20	($79.20)	101%	$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	108,669.38	.00	108,669.38	(46,669.38)	175	90,997.79
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	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	2.50
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	18,162.52	17,837.48	50	18,162.51
	Intergovernmental Totals	$163,500.00	$0.00	$163,500.00	$108,669.38	$0.00	$137,411.10	$26,088.90	84%	$119,860.94
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	913.05	.00	5,533.19	466.81	92	5,213.86
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	263.80	.00	3,380.34	2,619.66	56	3,627.63
4506	Fax Revenues	40.00	.00	40.00	4.75	.00	46.25	(6.25)	116	22.25
4509	Rental - Community Room	9,000.00	.00	9,000.00	1,112.50	.00	6,825.00	2,175.00	76	7,262.50
	Charges for Service Totals	$21,040.00	$0.00	$21,040.00	$2,294.10	$0.00	$15,784.78	$5,255.22	75%	$16,126.24
Misc Revenues										
4702	**Penalties/Fines**									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	25.80	.00	2,916.30	16,183.70	15	3,099.73
4708	**Other Contributions**									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	10,921.17	39,574.83	22	35,503.00
	4708 - Other Contributions Totals	$50,496.00	$0.00	$50,496.00	$0.00	$0.00	$10,921.17	$39,574.83	22%	$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	4.91	(4.91)	+++	4.47
	Misc Revenues Totals	$69,596.00	$0.00	$69,596.00	$25.80	$0.00	$13,842.38	$55,753.62	20%	$38,607.20
	Department **410 - Library** Totals	$254,136.00	$0.00	$254,136.00	$110,989.28	$0.00	$167,038.26	$87,097.74	66%	$174,594.38
	REVENUE TOTALS	$254,136.00	$0.00	$254,136.00	$110,989.28	$0.00	$167,038.26	$87,097.74	66%	$174,594.38
EXPENSE										
Department **410 - Library**										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	75,448.53	.00	426,859.15	554,747.85	43	461,744.13
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	37,298.30	.00	242,005.92	402,040.08	38	221,857.83
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00

Fund **101 - General Fund**

EXPENSE

Department **410 - Library**

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
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	Salaries Totals	$1,625,653.00	$0.00	$1,625,653.00	$112,746.83	$0.00	$676,369.29	$949,283.71	42%	$691,351.36
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	6,948.91	.00	41,611.28	33,356.72	56	42,610.03
6120	Medicare	23,787.00	.00	23,787.00	1,625.12	.00	9,731.69	14,055.31	41	9,965.29
6130	IPERS	129,517.00	.00	129,517.00	10,628.39	.00	63,051.59	66,465.41	49	64,398.26
6150	Health Insurance	149,647.00	.00	149,647.00	10,733.91	.00	69,871.35	79,775.65	47	68,416.68
6151	Wellness Program	504.00	.00	504.00	29.92	.00	195.84	308.16	39	149.85
6152	Life Insurance	1,463.00	.00	1,463.00	95.52	.00	630.66	832.34	43	719.74
6153	Long Term Disability	3,703.00	.00	3,703.00	250.59	.00	1,647.13	2,055.87	44	1,818.66
6154	Dental Insurance	3,605.00	.00	3,605.00	282.27	.00	1,847.37	1,757.63	51	1,700.64
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	807.11	65.89	92	743.68
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	1,980.00	1,980.00	50	1,980.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	4,500.00	6,300.00	42	5,100.00
	Employee Benefits/Costs Totals	$402,827.00	$0.00	$402,827.00	$31,786.76	$0.00	$195,874.02	$206,952.98	49%	$197,602.83
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	1,342.00	3,908.00	26	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	135.00	3,135.00	4	195.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	1,502.00	.00	4,354.00	3,176.00	58	2,838.41
6240	Travel Expenses	6,900.00	.00	6,900.00	.00	.00	5,386.79	1,513.21	78	4,976.93
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$23,700.00	$0.00	$23,700.00	$1,502.00	$0.00	$11,217.79	$12,482.21	47%	$8,010.34
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	332.89	.00	20,544.11	29,355.89	41	10,946.98
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	199.98	.00	266.93	983.07	21	361.80
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	264.40	.00	280.10	5,019.90	5	8.49
6332	Vehicle Repairs - Internal	500.00	.00	500.00	184.00	.00	184.00	316.00	37	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	96.50	1,903.50	5	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	.00	.00	260.00	1,390.00	16	130.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	5,963.53	.00	55,368.41	56,131.59	50	44,899.57
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	344.40	.00	2,149.91	3,610.09	37	3,424.57
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	93.53	.00	627.66	1,352.34	32	550.81
	Repair/Maintenance/Utilities Totals	$179,840.00	$0.00	$179,840.00	$7,382.73	$0.00	$79,777.62	$100,062.38	44%	$60,322.22

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										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,305.77
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	140.93	.00	937.31	862.69	52	961.10
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	70,996.32	72,434.00	70,996.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	2,595.50	2,708.15	54,092.43	22,710.42	71	51,854.31
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	26,880.00	26,880.00	.00	100	26,880.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	1,719.04	6,149.99	7,041.69	1,208.32	92	3,639.89
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	308.50	.00	3,545.57	30,564.43	10	5,643.96
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	454.90	.00	3,522.50	6,077.50	37	3,640.43
	Contractual Services Totals	$443,366.00	$0.00	$443,366.00	$80,695.19	$108,172.14	$273,095.49	$62,098.37	86%	$322,602.89
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.00	3,478.21	521.79	87	3,647.17
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	8,250.00	.00	8,250.00	951.33	.00	3,016.81	5,233.19	37	651.27
6507	Operational Supplies	46,200.00	.00	46,200.00	1,927.72	.00	16,158.67	30,041.33	35	9,289.85
6508	Postage/Shipping	6,000.00	.00	6,000.00	437.80	.00	2,724.67	3,275.33	45	2,501.79
6510	Forms/Printing Services	7,950.00	.00	7,950.00	.00	.00	2,999.30	4,950.70	38	3,684.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,123.47	.00	5,586.97	5,013.03	53	3,756.39
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	299.04	.00	827.87	8,772.13	9	136.88
6514	Medical Supplies	2,295.00	.00	2,295.00	89.83	.00	352.11	1,942.89	15	651.00
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	.00	.00	518.75	15,331.25	3	115.27
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	44.70
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	.00	.00	(3,238.87)	8,488.87	-62	634.94
	Commodities Totals	$116,399.00	$0.00	$116,399.00	$4,829.19	$0.00	$32,424.49	$83,974.51	28%	$25,113.75
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	5,156.40	.00	(5,156.40)	+++	.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

City of MARION IOWA

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										
Capital Outlay										
6718	**Library Materials**									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	9,596.53	.00	52,690.15	30,469.85	63	37,899.37
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	431.30	.00	2,618.55	6,181.45	30	3,742.17
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	5,977.30	.00	20,705.21	39,794.79	34	18,259.65
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	1,722.40	.00	7,159.49	28,840.51	20	11,939.68
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,665.13	.00	12,012.29	5,987.71	67	7,847.50
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,628.27	.00	9,397.19	5,602.81	63	7,178.03
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,386.03	.00	38,145.81	38,354.19	50	44,017.14
6718.08	Library Materials Other	51,380.00	.00	51,380.00	1,167.88	.00	38,095.47	13,284.53	74	28,072.10
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6718 - Library Materials Totals	$349,340.00	$0.00	$349,340.00	$26,574.84	$0.00	$180,824.16	$168,515.84	52%	$158,955.64
	Capital Outlay Totals	$349,340.00	$0.00	$349,340.00	$26,574.84	$5,156.40	$180,824.16	$163,359.44	53%	$158,955.64
Transfers										
6910	**Transfers Out**									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.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
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department 410 - Library Totals	$3,141,125.00	$0.00	$3,141,125.00	$265,517.54	$113,328.54	$1,449,582.86	$1,578,213.60	50%	$1,463,959.03
	EXPENSE TOTALS	$3,141,125.00	$0.00	$3,141,125.00	$265,517.54	$113,328.54	$1,449,582.86	$1,578,213.60	50%	$1,463,959.03
	Fund 101 - General Fund Totals									
	REVENUE TOTALS	254,136.00	.00	254,136.00	110,989.28	.00	167,038.26	87,097.74	66%	174,594.38
	EXPENSE TOTALS	3,141,125.00	.00	3,141,125.00	265,517.54	113,328.54	1,449,582.86	1,578,213.60	50%	1,463,959.03
	Fund 101 - **General Fund** Totals	($2,886,989.00)	$0.00	($2,886,989.00)	($154,528.26)	($113,328.54)	($1,282,544.60)	($1,491,115.86)		($1,289,364.65)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	5,237.04	.00	5,237.04	(437.04)	109	.00
	Commodities Totals	$4,800.00	$0.00	$4,800.00	$5,237.04	$0.00	$5,237.04	($437.04)	109%	$0.00
Capital Outlay										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	1,873.80	.00	6,116.74	16,983.26	26	.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

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 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$25,200.00	$0.00	$25,200.00	$1,873.80	$0.00	$6,116.74	$19,083.26	24%	$0.00
	Department 410 - Library Totals	$30,000.00	$0.00	$30,000.00	$7,110.84	$0.00	$11,353.78	$18,646.22	38%	$0.00
	EXPENSE TOTALS	$30,000.00	$0.00	$30,000.00	$7,110.84	$0.00	$11,353.78	$18,646.22	38%	$0.00
	Fund 105 - Equipment Reserve Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	30,000.00	.00	30,000.00	7,110.84	.00	11,353.78	18,646.22	38%	.00
	Fund 105 - Equipment Reserve Fund Totals	($30,000.00)	$0.00	($30,000.00)	($7,110.84)	$0.00	($11,353.78)	($18,646.22)		$0.00
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	24,686.00	.00	(2,186.00)	110	.00
	Capital Outlay Totals	$41,000.00	$0.00	$41,000.00	$0.00	$24,686.00	$0.00	$16,314.00	60%	$0.00
	Department 410 - Library Totals	$41,000.00	$0.00	$41,000.00	$0.00	$24,686.00	$0.00	$16,314.00	60%	$0.00
	EXPENSE TOTALS	$41,000.00	$0.00	$41,000.00	$0.00	$24,686.00	$0.00	$16,314.00	60%	$0.00
	Fund 121 - Local Option Sales Tax Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	24,686.00	.00	16,314.00	60%	.00
	Fund 121 - Local Option Sales Tax Totals	($41,000.00)	$0.00	($41,000.00)	$0.00	($24,686.00)	$0.00	($16,314.00)		$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
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
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	.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
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00

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**										
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	40,000.00	.00	40,000.00	335.83	.00	40,821.13	(821.13)	102	14,640.88
	4701 - Donations Totals	$40,000.00	$0.00	$40,000.00	$335.83	$0.00	$40,821.13	($821.13)	102%	$14,640.88
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
	Misc Revenues Totals	$40,000.00	$0.00	$40,000.00	$335.83	$0.00	$40,821.13	($821.13)	102%	$14,640.88
	Department **410 - Library** Totals	$40,000.00	$0.00	$40,000.00	$335.83	$0.00	$40,821.13	($821.13)	102%	$14,640.88
	REVENUE TOTALS	$40,000.00	$0.00	$40,000.00	$335.83	$0.00	$40,821.13	($821.13)	102%	$14,640.88
EXPENSE										
Department **410 - Library**										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	2,570.61	.00	17,584.84	57,415.16	23	35,054.27
	Commodities Totals	$75,000.00	$0.00	$75,000.00	$2,570.61	$0.00	$17,584.84	$57,415.16	23%	$35,054.27
Capital Outlay										
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
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfers										
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
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$2,570.61	$0.00	$17,584.84	$57,415.16	23%	$35,054.27
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$2,570.61	$0.00	$17,584.84	$57,415.16	23%	$35,054.27

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** Totals									
	REVENUE TOTALS	40,000.00	.00	40,000.00	335.83	.00	40,821.13	(821.13)	102%	14,640.88
	EXPENSE TOTALS	75,000.00	.00	75,000.00	2,570.61	.00	17,584.84	57,415.16	23%	35,054.27
	Fund **130 - Special Revenue** Totals	($35,000.00)	$0.00	($35,000.00)	($2,234.78)	$0.00	$23,236.29	($58,236.29)		($20,413.39)
Fund **301 - Capital Projects**										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	2,287.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$2,287.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($16,499.29)
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
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($14,212.29)
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	45,234.38
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$45,234.38
	Misc Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$45,234.38
	Department **410 - Library** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$31,022.09
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$31,022.09
EXPENSE										
Department **410 - Library**										
Capital Outlay										
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	125,000.00	.00	125,000.00	47,701.53	119,672.27	96,787.53	(91,459.80)	173	159,742.96
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$125,000.00	$0.00	$125,000.00	$47,701.53	$119,672.27	$96,787.53	($91,459.80)	173%	$159,742.96

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 **410 - Library** Totals		$125,000.00	$0.00	$125,000.00	$47,701.53	$119,672.27	$96,787.53	($91,459.80)	173%	$159,742.96
EXPENSE TOTALS		$125,000.00	$0.00	$125,000.00	$47,701.53	$119,672.27	$96,787.53	($91,459.80)	173%	$159,742.96
Fund **301 - Capital Projects** Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	31,022.09
EXPENSE TOTALS		125,000.00	.00	125,000.00	47,701.53	119,672.27	96,787.53	(91,459.80)	173%	159,742.96
Fund **301 - Capital Projects** Totals		($125,000.00)	$0.00	($125,000.00)	($47,701.53)	($119,672.27)	($96,787.53)	$91,459.80		($128,720.87)
Grand Totals										
REVENUE TOTALS		294,136.00	.00	294,136.00	111,325.11	.00	207,859.39	86,276.61	71%	220,257.35
EXPENSE TOTALS		3,412,125.00	.00	3,412,125.00	322,900.52	257,686.81	1,575,309.01	1,579,129.18	54%	1,658,756.26
Grand Totals		($3,117,989.00)	$0.00	($3,117,989.00)	($211,575.41)	($257,686.81)	($1,367,449.62)	($1,492,852.57)		($1,438,498.91)

City of MARION IOWA

Department 35 Library

Purchase Order	2026-00000021	Department	35 Library	G/L Date	12/01/2025	Amount	143,430.32
Description	FY26 28E Agreement for Metro Library Network Shared Resources	Vendor	28 - City of Cedar Rapids	Deliver by Date		Voided	.00
Type	Budgeted		Finance Department	Printed Date	12/03/2025	Discounted	.00
Status	Open		PO Box 2148	Completed Date		Expensed	70,996.32
Bill To Location	LIBRARY - Library		Cedar Rapids, IA 52406	Expiration Date		Remaining	72,434.00
Assigned To Buyer						Encumbered	72,434.00
Resolution Number							

Item 1	Description	Contracts - 28E - FY26 28E Agreement for Metro Library Network Shared Resources	Vendor Part Number		Amount	143,430.32
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	143,430.32	1099 Item	No	Expensed	70,996.32
	Discount	0%	Tavable	No	Remaining	72,434.00
	Status	Open	Confirming	No	Encumbered	72,434.00

G/L Account	Project	Amount	Expensed	Encumbered
101.410.6413 (Contracts - 28E)			70,996.32	72,434.00

Purchase Order	2026-00000135	Department	35 Library	G/L Date	09/09/2025	Amount	7,000.00
Description	Library Market Events Calendar and Room Reservation Software	Vendor	2628 - Library Market	Deliver by Date		Voided	.00
Type	Budgeted		Ben Bizzle	Printed Date	09/09/2025	Discounted	.00
Status	Open		P.O. Box 17332	Completed Date		Expensed	5,000.00
Bill To Location	LIBRARY - Library		Jonesboro, AR 72403	Expiration Date		Remaining	2,000.00
Assigned To Buyer						Encumbered	2,000.00
Resolution Number							

Item 1	Description	Contracts - Technology Service - Library Market Events Calendar and Room Reservation Software	Vendor Part Number		Amount	7,000.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	7,000.00	1099 Item	Yes	Expensed	5,000.00
	Discount	0%	Tavable	No	Remaining	2,000.00
	Status	Open	Confirming	No	Encumbered	2,000.00

G/L Account	Project	Amount	Expensed	Encumbered
101.410.6419 (Contracts - Technology Service)			5,000.00	2,000.00

Purchase Order	2026-00000165	Department	35 Library	G/L Date	10/28/2025	Amount	5,156.40

Department 35 Library

Description	Office Furniture and Installation for Manager Office	Vendor	1993 - Workspace Inc	Deliver by Date	Voided	.00
Type	Budgeted		Workspace Inc	Printed Date	10/29/2025	Discounted	.00
Status	Open		309 Locust St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Des Moines, IA 50309	Expiration Date		Remaining	5,156.40
Assigned To Buyer					Encumbered	5,156.40
Resolution Number						

Item 1					
Description	Furniture - Office Furniture and Installation for Manager Office	Vendor Part Number		Amount	5,156.40
Quantity	1.0000	Contract Number		Voided	.00
U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	5,156.40	1099 Item	No	Expensed	.00
Discount	0%	Tavable	No	Remaining	5,156.40
Status	Open	Confirming	No	Encumbered	5,156.40

G/L Account	Project	Amount	Expensed	Encumbered
101.410.6711 (Furniture)			.00	5,156.40

Purchase Order	2026-00000209	Department	35 Library	G/L Date	12/16/2025	Amount	24,686.00
Description	Library Terrace Door Trench Drain Project	Vendor	392 - Pipe Pro Inc	Deliver by Date		Voided	.00
Type	Budgeted		Pipe Pro Inc	Printed Date	12/19/2025	Discounted	.00
Status	Open		6633 8th St SW	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Rapids, IA 52404	Expiration Date		Remaining	24,686.00
Assigned To Buyer					Encumbered	24,686.00
Resolution Number						

Item 1					
Description	Misc Project Costs - Library Terrace Door Trench Drain Project	Vendor Part Number		Amount	24,686.00
Quantity	1.0000	Contract Number		Voided	.00
U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	24,686.00	1099 Item	No	Expensed	.00
Discount	0%	Tavable	No	Remaining	24,686.00
Status	Open	Confirming	No	Encumbered	24,686.00

G/L Account	Project	Amount	Expensed	Encumbered
121.410.6717 (Small Project Costs)			.00	24,686.00

Department	**35 Library** Totals	Purchase Orders	4	Amount	$180,272.72
				Voided	$0.00
				Discounted	$0.00
				Expensed	$75,996.32

				Remaining	$104,276.40
				Encumbered	$104,276.40
Grand Totals	Purchase Orders	4		Amount	$180,272.72
				Voided	$0.00
				Discounted	$0.00
				Expensed	$75,996.32
				Remaining	$104,276.40
				Encumbered	$104,276.40

Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in

order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.

Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director. Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.

- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.

- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.

- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life.

Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

❖ Keep the city informed about board decisions.

❖ Consider a city council liaison to the library board.

❖ Attend a council meeting once a quarter and make a report about the library.

❖ Educate the council regarding the role of the library and **Public Library Standards.**

❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).

❖ Invite the city council to hold meetings at the library.

❖ Invite city officials to library programs.

❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

❖ Work directly with the city on community development.

❖ Volunteer readily for community events.

❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*

Marion Public Library
Plan of Service
2026

LIBRARY MISSION & VISION

Mission: The mission of The Marion Public Library is to ensure equitable access to all, enhance community engagement, and elevate the experience for all library visitors.

Vision: To be Marion's community center, which facilitates community engagement and provides informational and creative resources that contribute to a high quality of life.

STRATEGIC GOALS

1. Ensure Equitable Access to Resources

Ensuring equitable access to resources creates an inclusive environment where all residents can access and benefit from the library's services and materials.

- Objective: Remove barriers to access, language and communication.
    o Strategy: Research opportunities to offer scholarships for MakerSpace use. (2026)
        ▪ Identify grant and/ or outside funding to fund scholarships.
        ▪ Develop a procedure and criteria for patrons to apply for scholarship.

- Objective: Engage community and increase library access through bookmobile.
    o Strategy: Reach out to and increase library use by underserved residents. (2026)
        ▪ Refresh and rebrand Friends Home Book Program.
    o Strategy: Extend library's reach in areas with limited mobility and accessibility. (2026)
        ▪ Add additional new bookmobile stops in 2026. Focus on assisted living facilities and south Marion.
        ▪ Add PlayAways to bookmobile collection.

- Objective: Offer digital/physical collections and resources.
    o Strategy: Explore introduction of dyslexia-friendly/accessible materials. (2026)
        ▪ Curate and purchase new dyslexic friendly collection items for the library and the bookmobile.
        ▪ Promote new physical online resources and existing digital resources that are already dyslexic friendly.

- Develop information and promotional materials and training for patrons and staff.
- Add additional dyslexia friendly signage to Adult, Young Adult, Marketplace areas of library.

2. Enhance Community Engagement

By offering services that reflect our community's interests, libraries play a vital role as hubs for learning, culture, and civic participation.

- Objective: Create opportunities for new community partnerships.
  - Strategy: Develop ongoing partnerships with area school districts. (2026)
    - Create library information sheet highlighting library resources to be distributed to current staff and new teachers at the start of each school year.
    - Include both districts in the Community Read program.
    - Explore opportunities for bookmobile stops at local area schools.
    - Explore additional opportunities for staff to be in the schools for events and promotions.
  - Strategy: Explore intergenerational collaboration and mentoring opportunities for patrons. (2026)
    - Develop partnership with Eastern Iowa Arts Academy (EIAA) for programming with wide generation experience.
    - Continue to promote groups already in the library space including the Knit Wits, Ukelele Club, and Woodworkers for younger generation interest.
    - Work with local financial institutions to provide programming on retirement, investing, and financial planning for all ages
    - Have a local author event promoting Iowa authors
    - Hold additional cooking classes for families and feature take home kits
  - Strategy: Explore feasibility for a city and/or community-wide book program. (2027)
    - Procure grant and external funding for community-wide book program.
    - Plan for program to be held in September through October 2026.
    - Develop comprehensive promotion plan including print and social media, outreach to local book clubs, retirement community/assisted living facilities, school districts, etc.

- Objective: Foster existing partnerships & relationships.
  - Strategy: Increase volunteer engagement to support literacy efforts. (2026)
    - Partner with high schools to recruit and develop student volunteers for book clubs and other programs.
    - Investigate feasibility of developing a library 4H Club
    - Add food pantry volunteers

-      Objective: Increase patron engagement with library programs, services, and initiatives.
  - o Strategy: Develop a comprehensive marketing plan to inform, educate, and excite community about library offerings. (2026)
    - ▪ January – March 2026: Evaluate current marketing efforts.
    - ▪ April – June 2026: Create and finalize Physical & Digital Communications Style Guide.
    - ▪ July – September 2026: Optimize internal communications & workflows.
    - ▪ October – December 2026: Develop new marketing plan.
    - ▪ Include renewed social marketing campaign that is fun and engaging.
    - ▪ Utilize varied media to promote library offerings including potentially "Did You Know…" fliers about library offerings and revisiting previously successful promotion items like "The Toilet Paper" - a one sheet flier posted on the back of restroom doors that promoted upcoming programs or informed about library offerings.
    - ▪ Gather and document patron stories about who the library helps
    - ▪ Explore having a blog on the library website promoting areas of the collection.
    - ▪ Explore the promote digital resources by having "how to" in-person programs and videos on website.

3. Evaluate Library Infrastructure & Funding

Through assessing both physical and financial resources, we can identify needs and make informed decisions to support library operations effectively and sustainably.

-      Objective: Diversify library funding streams.
  - o Strategy: Promote increased cross-collaboration with the library's Foundation and Friends groups. (2026)
    - ▪ Continue to promote the library through joint outreach and collaborations on assistance with library programs.
    - ▪ Promote and grow the Dolly Parton Imagination Library program to 1,168 registrations by June 30, 2027.
  - o Strategy: Create and publish wishlist(s) and storefront(s) to enhance services above and beyond operating budget. (2026)
    - ▪ Develop wishlists for donors and library supporters to consider above and beyond allocated library funds.

-   Objective: Improve library efficiencies for patrons and staff.
  - o Strategy: Implement library-wide project management tool. (2026)
    - ▪ Determine opportunities for project management utilization throughout the library.
    - ▪ Provide training to all library staff for the project management tool by May 2026.

- Explore utilization of additional forms for things like facility needs, ordering supplies, etc.
  - o Strategy: Evaluate costs and feasibility of comprehensive website refresh. (2027)
    - Identify potential vendors to assist with website refresh.
    - Determine costs and budget capacity.

4. Elevate the Internal & External Customer Experience

Having a dual approach to elevate customer service not only creates a positive and productive atmosphere within the library, but ensures patrons have a meaningful and satisfying experience at the library.

- Objective: Provide personalized, high-quality service to patrons.
  - o Strategy: Utilize online computer resources to assist with patron inquiries. (2027)
    - Offer additional training to adult services librarians for reference services and promote ongoing reference services to patrons.
    - Leverage and promote NoveList services for readers advisory.
    - Investigate providing an 'Ask a Librarian' email link to the library's website with a brief description of the types of questions staff might be able to help answer via email.

- Objective: Increase opportunities for staff development.
  - o Strategy: Formalize an internal onboarding process for staff (2027)
    - Plan for implementation and training of newly developed patron services onboarding process for all library staff.
    - Explore the utilization of the library's project management tool to track onboarding activities.
    - Leverage the Library Foundation and Friends for financial support for staff continuing education.
  - o Strategy: Design and develop internal intranet for staff use (2028)
    - Research intranet logistics (hosting, best type of software).
    - Develop cross-functional intranet committee.
    - Review, reorganize staff shared drive, and determine if the shared drive is a viable alternative to a staff intranet.

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

- ❏ 1. I understand that the city-library ordinance outlines board structure and authority.
- ❏ 2. I am familiar with the library's strategic plan.
- ❏ 3. I am familiar with laws that apply to Iowa libraries.
- ❏ 4. I am familiar with the board's bylaws.
- ❏ 5. I am familiar with library policies.
- ❏ 6. I understand there are service standards for Iowa public libraries.
- ❏ 7. I know about the State Library of Iowa and its programs and resources.
- ❏ 8. I attend board meetings regularly.
- ❏ 9. I am available to serve on committees and willing to serve as an officer as needed.
- ❏ 10. I come to meetings having already read the information relevant to that meeting.
- ❏ 11. I understand and am comfortable with the board's decision-making process.
- ❏ 12. I willingly abide by majority board decisions and support them publicly.
- ❏ 13. I treat other board members with respect and listen openly to their opinions.
- ❏ 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- ❏ 15. I know the library staff by name and job position.
- ❏ 16. I understand my role to work with the director but not micromanage staff.
- ❏ 17. I encourage and support the director in achieving library goals.
- ❏ 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- ❏ 19. I am a member of a local community group or organization.
- ❏ 20. I advocate on behalf of the library to civic groups and community organizations.
- ❏ 21. I attend city council meetings and advocate on behalf of the library.
- ❏ 22. I keep abreast of legislation and the impact it has on the library community.
- ❏ 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- ❏ 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- ❏ 25. I have attended ILA's Legislative Day in the past two years.
- ❏ 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- ❏ 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- ❏ 28. I read national library organization newsletters and publications.
- ❏ 29. I have attended at least two library programs in the last year.
- ❏ 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points — all boxes checked equals 150 points)

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being "no/never," **2** being "sometimes," and **3** being "always."

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library's policies.			
The board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Marion City Showcase

Marion YMCA & Community Rec Center

Saturday, April 18, 2026

	Table Volunteer #1	Table Volunteer #2	Table Volunteer #3	Bookmobile Volunteer	
8:30 - 10:30 a.m.					Help with Set Up and Working Table
10:30 a.m. - 12:30 p.m.					Help Working Table and Tear Down
9:00 a.m. - Noon					Helping on Bookmobile

MPL Foundation Meeting Board Liaisons 2026
4th Thursday of Every OTHER Month at 8 a.m.

Attendance via Zoom will be an option for all meetings

	Board Liaison Volunteer	
Thursday, January 22nd	Sabrina Beyer	
Thursday, March 26th	Kelsey Logan	
Thursday, May 28th	Ross McIntyre	
Thursday, July 23rd		
Thursday, September 24th	Ryan Norton	
Thursday, November 19th*		

*November's meeting will be on the 3rd Thursday of the month due to the Thanksgiving Holiday being the 4th Thursday of the month

MPL Friends Meeting Board Liaisons 2026
4th Thursday of Every Month at 5 p.m.
These Meetings take place In Person, in MPL's Board Room

	Board Liaison Volunteer	Invite sent?
Tuesday, January 27th	Bob Read	1/5
Tuesday, February 24th	Kelsey Logan	1/5
Tuesday, March 24th	Melissa Alexander	1/5
Tuesday, April 28th		
Tuesday, May 26th	Ryan Norton	1/5
Tuesday, June 23rd	Bob Hoyt	1/5
Tuesday, July 28th	Ross McIntyre	1/5
Tuesday, August 25th		
Tuesday, September 22nd	Melissa Alexander	1/5
Tuesday, October 27th	Ross McIntyre	1/5
Tuesday, November 24th		
December	No Meeting in December	