



# AGENDA

## Library Board

5:00 PM - Monday, January 20, 2025

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# 835 1336 2009. A link is also provided at [www.cityofmarion.org](http://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 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.*

### MINUTES

Motion to approve the December 2024 Meeting minutes.

3 - 6

[Library-Minutes-December 16 2024 DRAFT](#)

### REPORTS

Friends of the Marion Public Library Report

Marion Public Library Foundation Report

7

[MPL Foundation Report for Trustees Meeting 01-20-2025](#)

Board Continuing Education

Art Advisory Committee Report

Finance Committee

Personnel Committee Report

Director's Report

8 - 25

- Budget Update
- Statistics Highlights
- General Department Updates
- MLN Updates

[Directors Report January 20 2025](#)

[Budget Performance Report December 2024 FINAL](#)

[Open PO Report - December 2024](#)

Policy Committee Report

- Policy Committee did not meet

Motion to accept all reports as presented. (Action requested)

**REGULAR AGENDA**

1. State Library Board of *Trustees Handbook* - Ch. 9 26 - 30  
[Ch. 9 - Iowa Library Trustee's Handbook 2021 Edition](#)
2. Purchase Order/Contract Approval (Action Requested) 31 - 37  
[Baker & Taylor - Collection HQ Contract](#)
3. MPL Foundation Board Meeting (Action Requested) 38  
[MPL Foundation Meeting Board Liaison Sign-Up 01-20-2025](#)

**ADJOURN**



# MINUTES

## Library Board

5:00 PM - Monday, December 16, 2024  
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 16, 2024, at 5:00 PM, with the following members present:

- PRESENT: In Person: Susan Kling, Sandy Rosenberger, Okpara Rice, Cara Briggs Farmer, Ross McIntyre, Bob Hoyt, Becky Garms  
Via Zoom: Kim Rose, Jack Zumwalt, Chelsea Nunn
- ABSENT: Kelsey Logan, Melissa Alexander, Nancy Miller
- STAFF PRESENT: In Person: Bill Carroll, James Teahen, Sue Gerth, Ashley Osborn  
Via Zoom: Kimberly Cowger
- FRIENDS REP: Joan Wiebke
- GUESTS PRESENT: Nick Tharalson

### 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 presented.

Moved by Rice, seconded by Rosenberger, to approve the agenda as presented.

Approved unanimously

### 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.*

### MINUTES

Motion to approve the November 2024 minutes.

Moved by Kling, seconded by Rice, to approve the November 2024 Meeting Minutes as presented.

Approved unanimously

## **REPORTS**

### Friends of the Marion Public Library Report

- Joan Wiebke reported the last Friends Book Sale made over \$2,000.
- Next Book Sales will be in April, July, and November 2025.
- Friends gave the Library a check for the Bookmobile wrap.

### Marion Public Library Foundation Report

- Hilery Livengood submitted a Foundation Report for Board Members as she was absent for this meeting.

### [MPL Foundation Report December 2024](#)

### Board Continuing Education

- None to report.

### Art Advisory Committee Report

- There will be a couple of guests at the next Art Advisory Committee Meeting to help the Committee understand the process of selecting Art for the Library.

### Finance Committee

- No report.

### Personnel Committee Report

- No report.

### Director's Report

- Budget Update - Revenue is a little low but reimbursements from the State and the County will be coming soon.
- Statistics Highlights - Gate counts in October and November were high this year due to Early Voting in October and Election Day in November.

### Policy Committee Report

- Policy Committee did not meet

Motion to accept all reports as presented. (Action requested)

Moved by Briggs Farmer, seconded by Rosenberger, to accept all Reports as presented.  
Approved unanimously

## **REGULAR AGENDA**

### 1. State Library Board of *Trustees Handbook* - Ch. 7 - 8 (Discussion)

- Information on creating a Strategic Plan confirmed that the Board did many of the items mentioned.
- There is importance in telling the Library's story.
- Sandy Rosenberger asked if we ever survey our patrons about programming. The hard part is getting people to responde.

### 2. Meeting Rooms Policy (Action Requested)

- After questions posed by Board Members at the November meeting additional language was added to the policy regarding injury as recommended by the City Attorney.

Moved by Kling, seconded by Rice, to approve the updates to the Meeting Rooms Policy.  
Approved unanimously

3. Circulation Policy (Action Requested)

- Recommendation to change check out time for kids seasonal picture books from 21 days to seven days to make this collection more accessible to our patrons.
- Sandy Rosenberger, Bob Hoyt, and Becky Garms suggests perhaps next year we limit the number of these types of books patrons can check out in addition to reducing the check out time.
- Sue Gerth, Collections Manager, recommends we call them Seasonal Books rather than Holiday books.

Moved by Zumwalt, seconded by Nunn, to approve the updates to the Circulation Policy in addition to changing they type of book from Holiday Books to Seasonal Books.  
Approved unanimously

4. FY24 Annual State Library Survey (Action Requested)

Moved by Rice, seconded by Briggs Farmer, to receive and file the FY24 Annual State Library Survey.

Approved unanimously

5. Friends Meeting Board Liaisons 2025 Sign-up

- Sign-up sheet was sent around for Board Members to sign up to be the Board Member Liaison at Friends Meetings in 2025.

**ADJOURN**

Moved by Rice, seconded by Kling, to adjourn at 5:32 p.m.

Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant

## Marion Public Library Foundation

### December 2024 report to Board of Trustees

- The Foundation's Board of Directors approved Abbie Parker, Linn Mar High School Associate Principal, to its membership.
- The bookmobile donor signage is complete.
  - On the vehicle's exterior, the four organizations that contributed \$25,000 or more are recognized on the back door. Additionally, Friends of MPL, which paid for the vehicle's wrap, also is recognized.
  - On the interior, a temporary sign recognizes all donors of \$1,000 or more to the bookmobile vehicle purchase. After we complete fundraising for the bookmobile's opening collection, a permanent sign will be fabricated. That sign also will list donors of \$1,000 or more to the vehicle's starting collection.
- The Foundation received a \$10,000 grant for the bookmobile opening collection from the Linn County Fund at the Greater Cedar Rapids Community Foundation.
- Grants totaling \$12,500 are pending for library materials for the bookmobile. Of the \$70,000 materials budget for the bookmobile starting collection, the Foundation has raised approximately \$47,000, leaving a \$23,000 gap.
- Year-end solicitations are being sent to prior Foundation individual donors and Marion residents who could make qualified charitable distributions (QCDs) from a retirement account. The focus of these is the bookmobile collection, although we list options for general support and the Dolly Parton Imagination Library.
- We continue exploring a grant opportunity through the National Endowment for the Arts, the "Big Read." The grant supports community reading programs designed around a single book, an objective on the library's strategic plan. Programming for the 2025-26 grant cycle will center around the theme *OUR NATURE: How Our Physical Environment Can Lead Us to Seek Hope, Courage, and Connection*. Awards range from \$5,000 to \$20,000 and require a match. The letter of inquiry deadline is January 23, 2025, and the full grant application is due January 30, 2025.

## **Marion Public Library Foundation**

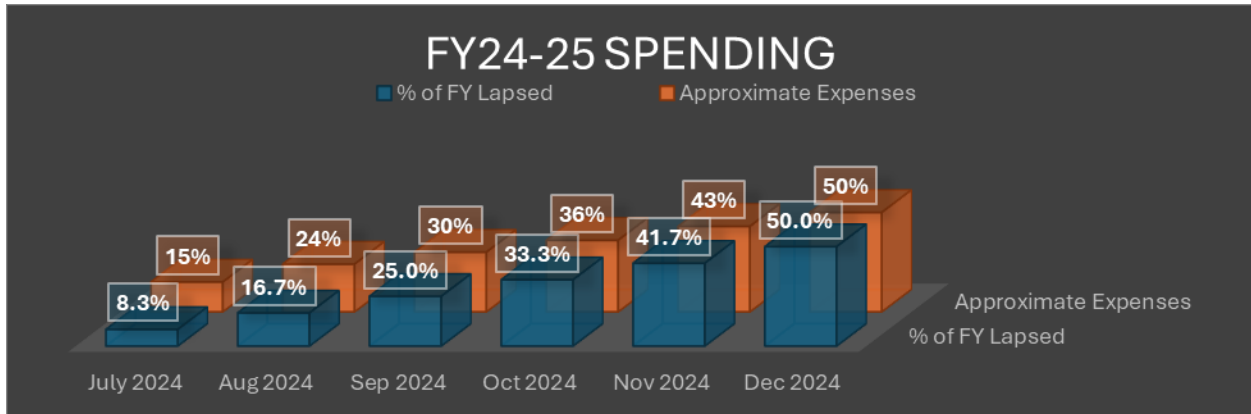
### **January 2025 report to Board of Trustees**

- December donations: \$22,370.00
- Year-end solicitation sent to 187 households. To date, \$6,970 raised. Thank you to the six trustees who participated!
- Capital campaign pledge balance as of 1/8/25, \$88,075.17.
- Preparing to submit grant for the National Endowment for the Arts' "Big Read" program. The grant supports community reading programs designed around a single book, an objective on the library's strategic plan. Programming for the 2025-26 grant cycle will center around the theme *OUR NATURE: How Our Physical Environment Can Lead Us to Seek Hope, Courage, and Connection*. Awards range from \$5,000 to \$20,000 and require a match. The letter of inquiry deadline is January 23, 2025, and the full grant application is due January 30, 2025.

**Director’s Report for the Library Board of Trustees Meeting on Monday, January 20, 2025**

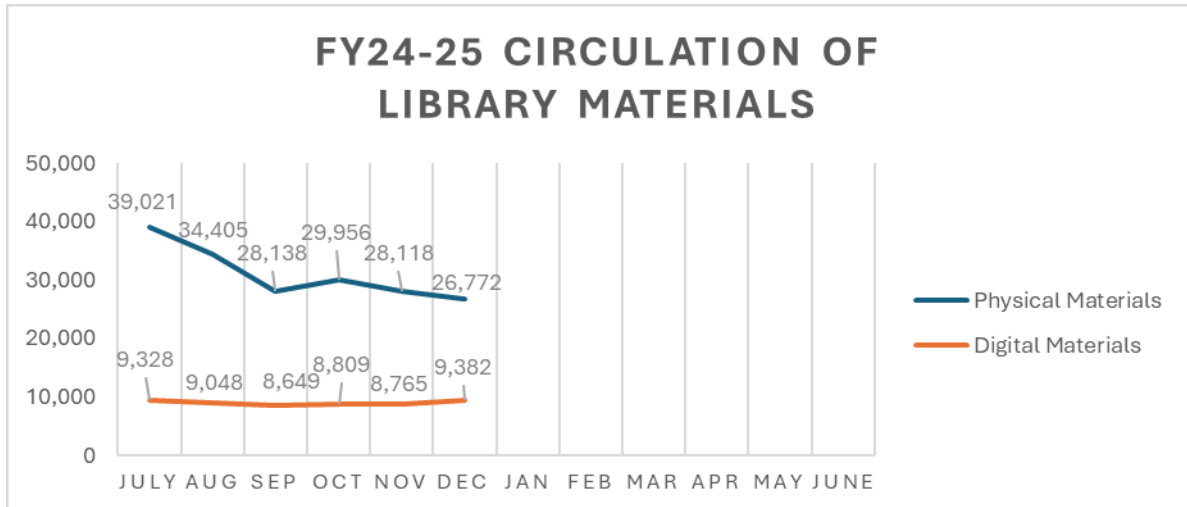
**Budget Update:**

- The current fiscal year has lapsed approximately 50.0% through December 31, 2024.
- As of the December 31, 2024 budget report, approximately 50% of the library’s budget has been expended for the year.



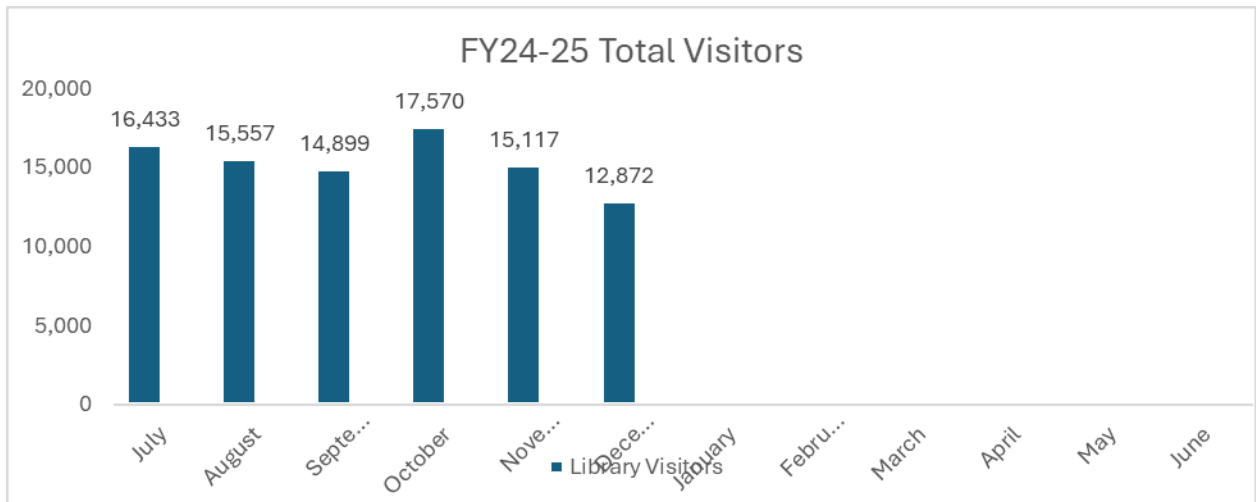
- As of the December 31, 2024 budget report, revenue received increased to approximately 79% received for the fiscal year.

**Statistics Highlights:**

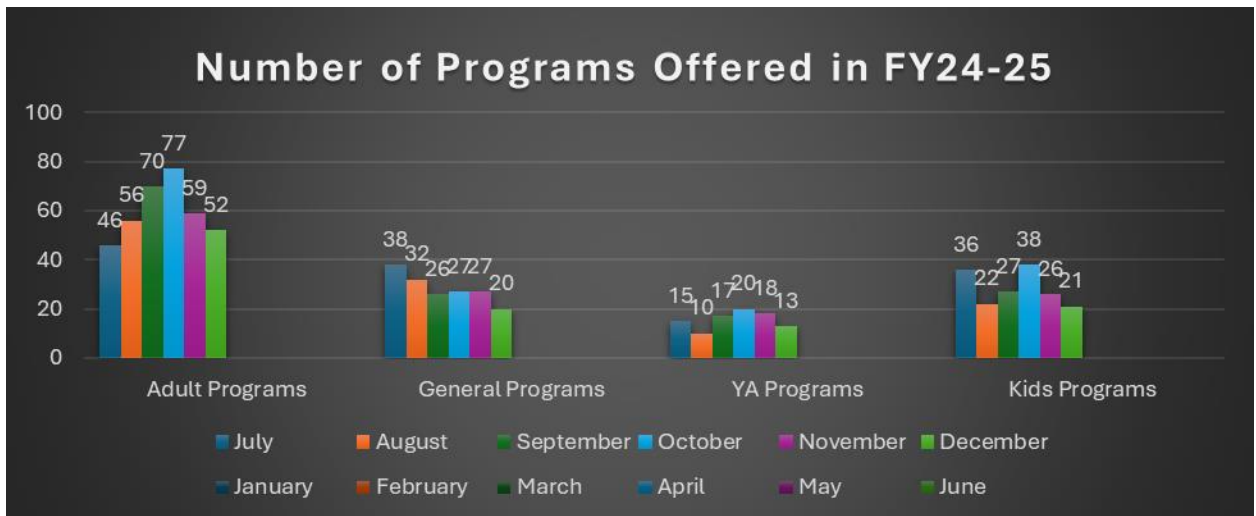




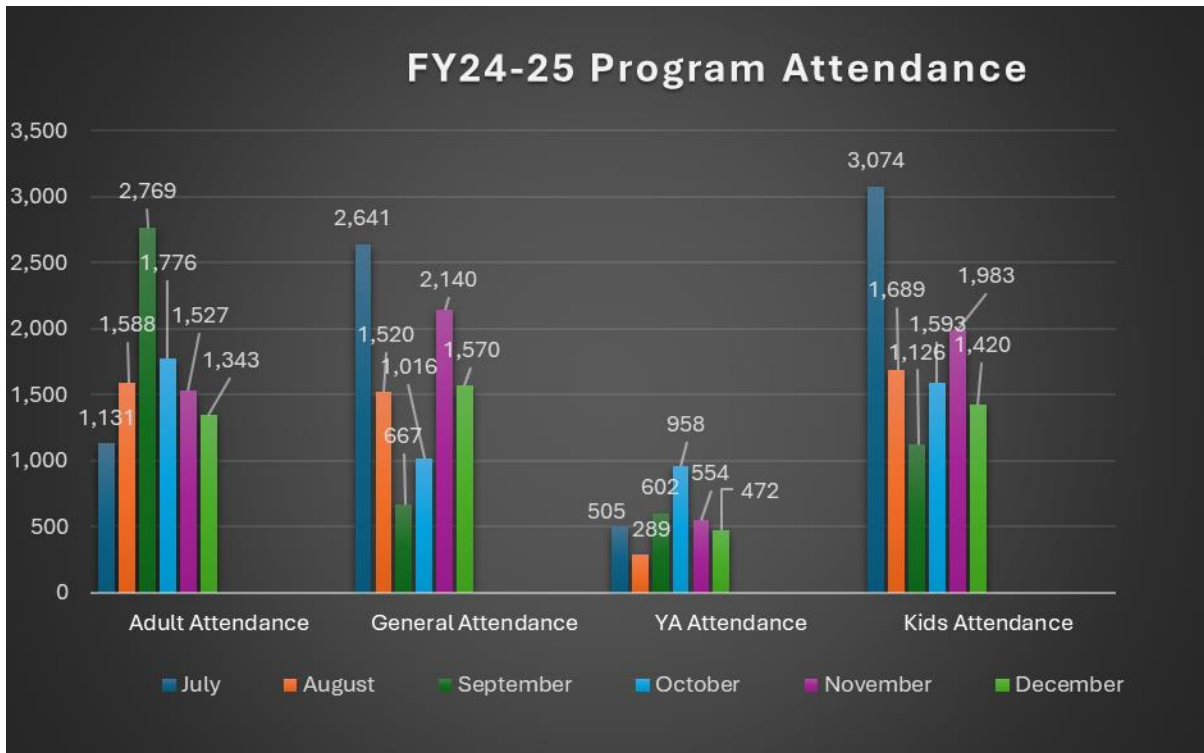
- For December 2024, circulation of physical items decreased approximately 4.8% from the previous month, having 26,772 items checked out. Circulation of physical items for the month decreased approximately 7.5% when compared with the previous year.
- For December 2024, circulation of digital items increased approximately 7.0% compared to the previous month.



- The gate count for December 2024 was 12,872. The December gate count was approximately 14.9% lower than November 2024. Compared with the previous year, the gate count was approximately 7.3% lower than in December 2023.



- Programming saw a decrease in the number of programs offered between December (106) and November (130). The number of programs offered in December 2024 was slightly lower than the number of programs offered in December 2023 (118). This is due to several open positions in programming.



- Program attendees for December 2024 totaled 4,805 individuals. This is approximately 22.6% less than the 6,204 that attended programs in November. Compared with December 2023, which saw 4,065 attendees for programs, there was an approximate increase for the current year of approximately 18.2%.

**Strategic Plan Updates:**

- Library management staff have been working on the 2025 Plan of Service for reaching 2025 goals and objectives. This plan will likely be shared with the entire Board at the February 2025 meeting.
- Plans for investigating a grant opportunity for a community reads program have begun and there is a grant opportunity the library will seek for 2026.
- Funding has been requested to continue signage for added accessibility for FY 26.
- Spring all-staff training day will provide an opportunity for all staff to collaborate with peers from other corridor libraries as well as have the opportunity to gain CE hours towards their certification and/ or renewal with the State Library.
- Alternatives to the current meeting room software provider were investigated for potential migration for 2026.
- KERA staff training was rolled out to all staff in November 2024. Updates to this training will continue at all staff meetings in 2025 and beyond.

**General Department Updates:**

• **Library Administration**

- The grand opening and ribbon cutting for the bookmobile was held on December 6. Staff and volunteers were on hand to provide tours and hand out schedules and free swag for those that visited the bookmobile.
- It was discovered in December the heated walk outside the library's north entrance is uneven with the unheated city sidewalk. Signage has been installed and yellow caution tape will be installed on the ground until a permanent solution can be implemented by Public Works.
- Budget planning for FY 26 continues with the next steps being a budget hearing for all city departments with the City Council at a scheduled two-day retreat on January 31 and February 1.
- Work continues to alleviate the leaky roof above the marketplace in the library. Communication with the original architect and construction management team has been sent that seeks a resolution and path forward to stop the leaking.

• **Marketing and special Events update from Ashley Osborn**

- Marketing
  - The bookmobile's ribbon cutting was an energetic, fun-filled celebration, thanks in part to all of the individuals who helped make it happen. Despite the cold weather, the event ran smoothly.
  - Darryn & Eddie have been trained to assist with same-day and next-day room reservations when Ashley is out of the office for a period of time.
  - New social media outreach strategies, including a more comprehensive social media marketing plan and promoting the library via stories and reels, are taking shape. These recommendations are a result from Mount Mercy University's social media analysis.
  - Ashley continues to work with Darryn on bookmobile promotion and outreach. The bookmobile made the front page of *The Gazette's* December 26<sup>th</sup> issue.
  - Open rates for all email newsletters from MPL continue to stay above industry standards and have open rates ranging from 33 – 37%.
- Meetings & Special Events
  - 48 reservations were made for December. 40/48 reservations were completed.
    - Boardroom: 13 reservations
    - Community Room: 4 reservations
    - Community Room A: 10 reservations
    - Community Room B: 13 reservations
    - Outdoor Reading Terrace: 0 reservations

- 
- Media Mentions
    - December 6 : Bookmobile Ribbon Cutting ([Iowa's News Now](#))
    - December 17: Bookmobile Launch ([KCRG](#), [Iowa's News Now](#))
    - December 26: Bookmobile Feature ([The Gazette](#))
  - **Patron Services update from Bob Reynolds**
    - There were 14 Patron Incidents in December. These were behavior policy breaks.
    - There was one patron injury in December. It was determined that the library was not at fault.
    - Rural Linn County circulation continues to increase. Open access circulation has dipped slightly from the previous month.
    - Overall physical circulation has decreased slightly. This is a typical trend seen through the winter.
    - Volunteer hours have decreased greatly. Many of our regular volunteers are travelling currently. Some of this decrease is due to illness and injury.
    - Notary service almost doubled from last month bringing it back to a regular trend of a dozen per month.
    - The Bookmobile started service in Thomas Park and Lowe Park. Patron use is slow, but it is expected through the holidays and winter weather.
  - **Programming update**
    - The programming team is in transition as we work to fill one full-time open position and the open manager position.
    - Sue Gerth is temporarily overseeing the programming staff until a new manager is hired.
    - Programming team has begun planning for Summer Reading program.
  - **Reader's Advisory & Collections update from Sue Gerth**
    - Bookmobile collection has launched! Items are now visible on the catalog for patrons to see.
    - Sue has worked with Eddie to create a workflow for bookmobile books in the Receiving room.
    - Sue is overseeing the Programming team until a new manager is hired.
    - Sue is part of the team, along with Bob and representatives from CR and Hiawatha to explore other ILS systems in 2025 before our contact with Polaris expires in 2026.
    - Added more games, albums, and puzzles to the collection.
    - Had a successful Fold in the Cheese cookie exchange in early December.
    - Sue spent the day at City Hall with other city staff learning about project management.
    - Linda completed her cataloging class with ALA.

- **IT and Building Maintenance from James Teahen**

- During the month of December there were a total of 17 internal technology/facilities help tickets that came in. Of the 17 tickets five of them were due to various technical issues that came up (computers not connecting to the network, self-check rebooting, and videogames not working) and 12 were for facilities (loose signs, toilet issues, power adapter issues with service desk. etc.)
- Renewed our Office 365 contract for 2025.
- 2<sup>nd</sup> floor blinds installed.
- Annual fire alarm inspection completed.

**Metro Library Network (MLN) Updates:**

- MLN Library Directors did not meet in December.
- The next scheduled meeting is set for mid-January 2025.



# Budget Performance Report

Fiscal Year to Date 12/31/24

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										
Intergovernmental										
<b>4420</b>	<b>State Contributions</b>									
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	10,698.14	(198.14)	102	10,665.33
	<b>4420 - State Contributions Totals</b>	<b>\$10,500.00</b>	<b>\$0.00</b>	<b>\$10,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,698.14</b>	<b>(\$198.14)</b>	<b>102%</b>	<b>\$10,665.33</b>
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	90,997.79	.00	90,997.79	(28,997.79)	147	61,456.04
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>4440</b>	<b>Local Grants/Contributions</b>									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>4440 - Local Grants/Contributions Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
4441	County Borrowers	55,000.00	.00	55,000.00	2.50	.00	2.50	54,997.50	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	18,162.51	17,837.49	50	9,206.01
	<i>Intergovernmental Totals</i>	<b>\$163,500.00</b>	<b>\$0.00</b>	<b>\$163,500.00</b>	<b>\$91,000.29</b>	<b>\$0.00</b>	<b>\$119,860.94</b>	<b>\$43,639.06</b>	<b>73%</b>	<b>\$81,327.38</b>
<i>Charges for Service</i>										
4504	Copy Charges	5,000.00	.00	5,000.00	753.01	.00	5,213.86	(213.86)	104	3,261.25
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	436.10	.00	3,627.63	2,372.37	60	2,807.83
4506	Fax Revenues	.00	.00	.00	2.75	.00	22.25	(22.25)	+++	22.00
4509	Rental - Community Room	4,000.00	.00	4,000.00	647.50	.00	7,262.50	(3,262.50)	182	2,950.00
	<i>Charges for Service Totals</i>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$1,839.36</b>	<b>\$0.00</b>	<b>\$16,126.24</b>	<b>(\$1,126.24)</b>	<b>108%</b>	<b>\$9,041.08</b>
<i>Misc Revenues</i>										
<b>4702</b>	<b>Penalties/Fines</b>									
4702.03	Penalties/Fines Other	100.00	.00	100.00	.00	.00	.00	100.00	0	46.74
	<b>4702 - Penalties/Fines Totals</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>0%</b>	<b>\$46.74</b>
4704	Misc Revenues	6,600.00	.00	6,600.00	135.93	.00	3,099.73	3,500.27	47	3,151.48
<b>4708</b>	<b>Other Contributions</b>									
4708.01	Other Contributions General	35,503.00	.00	35,503.00	.00	.00	35,503.00	.00	100	35,503.00
	<b>4708 - Other Contributions Totals</b>	<b>\$35,503.00</b>	<b>\$0.00</b>	<b>\$35,503.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,503.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$35,503.00</b>
4709	Fuel Tax Refunds	.00	.00	.00	4.47	.00	4.47	(4.47)	+++	1.98
	<i>Misc Revenues Totals</i>	<b>\$42,203.00</b>	<b>\$0.00</b>	<b>\$42,203.00</b>	<b>\$140.40</b>	<b>\$0.00</b>	<b>\$38,607.20</b>	<b>\$3,595.80</b>	<b>91%</b>	<b>\$38,703.20</b>
	Department 410 - Library Totals	<b>\$220,703.00</b>	<b>\$0.00</b>	<b>\$220,703.00</b>	<b>\$92,980.05</b>	<b>\$0.00</b>	<b>\$174,594.38</b>	<b>\$46,108.62</b>	<b>79%</b>	<b>\$129,071.66</b>
	<b>REVENUE TOTALS</b>	<b>\$220,703.00</b>	<b>\$0.00</b>	<b>\$220,703.00</b>	<b>\$92,980.05</b>	<b>\$0.00</b>	<b>\$174,594.38</b>	<b>\$46,108.62</b>	<b>79%</b>	<b>\$129,071.66</b>
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	75,911.91	.00	461,744.13	493,801.87	48	429,608.86
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	34,293.57	.00	221,857.83	349,424.17	39	217,409.65
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83

Page 1 of 38



# Budget Performance Report

Fiscal Year to Date 12/31/24

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										
Salaries										
6050	Benefits Payout	.00	.00	.00	7,749.40	.00	7,749.40	(7,749.40)	+++	4,945.67
	<i>Salaries Totals</i>	<u>\$1,526,828.00</u>	<u>\$0.00</u>	<u>\$1,526,828.00</u>	<u>\$117,954.88</u>	<u>\$0.00</u>	<u>\$691,351.36</u>	<u>\$835,476.64</u>	<u>45%</u>	<u>\$651,985.01</u>
<i>Employee Benefits/Costs</i>										
6110	Social Security	73,548.00	.00	73,548.00	7,274.39	.00	42,610.03	30,937.97	58	40,214.02
6120	Medicare	22,383.00	.00	22,383.00	1,701.27	.00	9,965.29	12,417.71	45	9,404.91
6130	IPERS	126,856.00	.00	126,856.00	10,388.54	.00	64,398.26	62,457.74	51	60,734.64
6150	Health Insurance	163,431.00	.00	163,431.00	11,640.08	.00	68,416.68	95,014.32	42	75,188.63
6151	Wellness Program	308.00	.00	308.00	24.05	.00	149.85	158.15	49	153.55
6152	Life Insurance	1,545.00	.00	1,545.00	112.86	.00	719.74	825.26	47	749.17
6153	Long Term Disability	3,735.00	.00	3,735.00	290.39	.00	1,818.66	1,916.34	49	1,760.95
6154	Dental Insurance	3,604.00	.00	3,604.00	289.56	.00	1,700.64	1,903.36	47	1,754.84
6160	Worker's Compensation	873.00	.00	873.00	92.32	.00	743.68	129.32	85	898.73
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	1,980.00	5,940.00	25	3,300.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	5,100.00	3,900.00	57	4,500.00
	<i>Employee Benefits/Costs Totals</i>	<u>\$413,203.00</u>	<u>\$0.00</u>	<u>\$413,203.00</u>	<u>\$33,043.46</u>	<u>\$0.00</u>	<u>\$197,602.83</u>	<u>\$215,600.17</u>	<u>48%</u>	<u>\$198,659.44</u>
<i>Staff Development</i>										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	30.00	.00	195.00	3,630.00	5	.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	339.50
6230	Training/Conference Registrations	8,125.00	.00	8,125.00	1,456.66	.00	2,838.41	5,286.59	35	3,361.75
6240	Travel Expenses	5,000.00	.00	5,000.00	.00	.00	4,976.93	23.07	100	4,112.03
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
	<i>Staff Development Totals</i>	<u>\$18,120.00</u>	<u>\$0.00</u>	<u>\$18,120.00</u>	<u>\$1,486.66</u>	<u>\$0.00</u>	<u>\$8,010.34</u>	<u>\$10,109.66</u>	<u>44%</u>	<u>\$7,813.28</u>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	2,621.80	11,850.00	10,946.98	38,903.02	37	4,776.06
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	361.80	888.20	29	.00
6331	Vehicle Maintenance	3,200.00	.00	3,200.00	8.49	.00	8.49	3,191.51	0	9.00
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	2,150.00	.00	2,150.00	.00	.00	130.00	2,020.00	6	940.00
6371	Electric/Gas Utility Expense	109,425.00	.00	109,425.00	6,200.58	.00	44,899.57	64,525.43	41	41,273.33
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	498.69	.00	3,424.57	2,095.43	62	2,661.98
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	.00	.00	550.81	1,429.19	28	761.35
	<i>Repair/Maintenance/Utilities Totals</i>	<u>\$185,225.00</u>	<u>\$0.00</u>	<u>\$185,225.00</u>	<u>\$9,329.56</u>	<u>\$11,850.00</u>	<u>\$60,322.22</u>	<u>\$113,052.78</u>	<u>39%</u>	<u>\$50,421.72</u>



# Budget Performance Report

Fiscal Year to Date 12/31/24

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										
6402	Advertising/Publications	8,798.00	.00	8,798.00	3.33	.00	2,305.77	6,492.23	26	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	117.58	.00	961.10	358.90	73	558.53
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	143,430.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	101,127.00	.00	101,127.00	962.25	1,532.79	51,854.31	47,739.90	53	34,661.02
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	8,960.00	.00	26,880.00	27,600.00	49	29,740.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	2,523.84	7,660.96	3,639.89	3,099.15	78	1,116.05
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	1,944.75	596.82	5,643.96	29,289.22	18	3,662.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	1,662.83	.00	3,640.43	5,959.57	38	3,069.40
<i>Contractual Services Totals</i>		\$450,838.00	\$0.00	\$450,838.00	\$16,174.58	\$9,790.57	\$322,602.89	\$118,444.54	74%	\$277,622.72
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	594.97	.00	3,647.17	2,352.83	61	635.27
6506	Office Supplies	8,250.00	.00	8,250.00	33.35	.00	651.27	7,598.73	8	1,362.20
6507	Operational Supplies	45,365.00	.00	45,365.00	1,948.31	.00	9,289.85	36,075.15	20	12,646.53
6508	Postage/Shipping	10,200.00	.00	10,200.00	.00	.00	2,501.79	7,698.21	25	1,802.47
6510	Forms/Printing Services	8,950.00	.00	8,950.00	185.00	.00	3,684.49	5,265.51	41	47.54
6511	Janitorial Supplies	10,600.00	.00	10,600.00	447.91	.00	3,756.39	6,843.61	35	2,882.46
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	8.45	.00	136.88	4,863.12	3	28.92
6514	Medical Supplies	2,295.00	.00	2,295.00	296.20	.00	651.00	1,644.00	28	252.57
6560	Pre-Employment Screening	434.00	.00	434.00	.00	.00	.00	434.00	0	.00
6580	Technology	2,850.00	.00	2,850.00	21.99	.00	115.27	2,734.73	4	2,663.34
6590	Events & Meetings	1,000.00	.00	1,000.00	.00	.00	44.70	955.30	4	154.90
6599	Misc Commodities/Expenses	5,200.00	.00	5,200.00	634.94	.00	634.94	4,565.06	12	.00
<i>Commodities Totals</i>		\$106,144.00	\$0.00	\$106,144.00	\$4,171.12	\$0.00	\$25,113.75	\$81,030.25	24%	\$22,476.20
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	109.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	1,867.97
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Library Materials</b>										
6718	Library Materials Adult Materials	75,560.00	.00	75,560.00	3,645.46	.00	37,899.37	37,660.63	50	41,274.64

Page 3 of 38





# Budget Performance Report

Fiscal Year to Date 12/31/24

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										
Capital Outlay										
<b>6718</b>	<b>Library Materials</b>									
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	546.71	.00	3,742.17	4,257.83	47	17,158.97
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	3,348.12	.00	18,259.65	36,240.35	34	32,981.11
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	1,821.84	.00	11,939.68	20,560.32	37	10,985.71
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	1,424.07	.00	7,847.50	8,152.50	49	11,008.16
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,249.56	.00	7,178.03	2,821.97	72	5,653.86
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	6,238.09	.00	44,017.14	5,982.86	88	35,487.69
6718.08	Library Materials Other	44,217.00	.00	44,217.00	240.93	.00	28,072.10	16,144.90	63	31,867.32
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6718 - Library Materials Totals</b>		<b>\$290,777.00</b>	<b>\$0.00</b>	<b>\$290,777.00</b>	<b>\$18,514.78</b>	<b>\$0.00</b>	<b>\$158,955.64</b>	<b>\$131,821.36</b>	<b>55%</b>	<b>\$186,417.46</b>
<i>Capital Outlay Totals</i>		<i>\$298,777.00</i>	<i>\$0.00</i>	<i>\$298,777.00</i>	<i>\$18,514.78</i>	<i>\$0.00</i>	<i>\$158,955.64</i>	<i>\$139,821.36</i>	<i>53%</i>	<i>\$188,394.43</i>
<i>Transfers</i>										
<b>6910</b>	<b>Transfers Out</b>									
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
<b>6910 - Transfers Out Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Transfers 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 410 - Library Totals		\$2,999,135.00	\$0.00	\$2,999,135.00	\$200,675.04	\$21,640.57	\$1,463,959.03	\$1,513,535.40	50%	\$1,397,372.80
<b>EXPENSE TOTALS</b>		<b>\$2,999,135.00</b>	<b>\$0.00</b>	<b>\$2,999,135.00</b>	<b>\$200,675.04</b>	<b>\$21,640.57</b>	<b>\$1,463,959.03</b>	<b>\$1,513,535.40</b>	<b>50%</b>	<b>\$1,397,372.80</b>
Fund 101 - General Fund Totals										
REVENUE TOTALS		220,703.00	.00	220,703.00	92,980.05	.00	174,594.38	46,108.62	79%	129,071.66
EXPENSE TOTALS		2,999,135.00	.00	2,999,135.00	200,675.04	21,640.57	1,463,959.03	1,513,535.40	50%	1,397,372.80
Fund 101 - General Fund Totals		(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$107,694.99)	(\$21,640.57)	(\$1,289,364.65)	(\$1,467,426.78)		(\$1,268,301.14)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0	12,179.49
<i>Commodities Totals</i>		<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,660.00</i>	<i>0%</i>	<i>\$12,179.49</i>
<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



# Budget Performance Report

Fiscal Year to Date 12/31/24

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 105 - Equipment Reserve Fund										
	<b>EXPENSE</b>									
	Department 410 - Library									
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$12,179.49
	<b>EXPENSE TOTALS</b>	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$0.00	\$10,660.00	0%	\$12,179.49
	Fund 105 - Equipment Reserve Fund Totals									
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	10,660.00	.00	10,660.00	.00	.00	.00	10,660.00	0%	12,179.49
	Fund 105 - Equipment Reserve Fund Totals	(\$10,660.00)	\$0.00	(\$10,660.00)	\$0.00	\$0.00	\$0.00	(\$10,660.00)		(\$12,179.49)
Fund 130 - Special Revenue										
	<b>REVENUE</b>									
	Department 410 - Library									
	<i>Intergovernmental</i>									
	<b>4400 Federal Grants/Contributions</b>									
	4400.01 Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>4400 - Federal Grants/Contributions Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<b>4420 State Contributions</b>									
	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
	<b>4420 - State Contributions Totals</b>	\$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	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues</i>									
	<b>4701 Donations</b>									
	4701.01 Donations General	20,000.00	.00	20,000.00	104.00	.00	14,640.88	5,359.12	73	29,100.41
	<b>4701 - Donations Totals</b>	\$20,000.00	\$0.00	\$20,000.00	\$104.00	\$0.00	\$14,640.88	\$5,359.12	73%	\$29,100.41
	<b>4708 Other Contributions</b>									
	4708.01 Other Contributions General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	25,000.00
	<b>4708 - Other Contributions Totals</b>	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$25,000.00
	<i>Misc Revenues Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$104.00	\$0.00	\$14,640.88	\$15,359.12	49%	\$54,100.41
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$104.00	\$0.00	\$14,640.88	\$15,359.12	49%	\$54,100.41
	<b>REVENUE TOTALS</b>	\$30,000.00	\$0.00	\$30,000.00	\$104.00	\$0.00	\$14,640.88	\$15,359.12	49%	\$54,100.41
	<b>EXPENSE</b>									
	Department 410 - Library									
	<i>Staff Development</i>									
	6240 Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Repair/Maintenance/Utilities</i>									
	6310 Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



# Budget Performance Report

Fiscal Year to Date 12/31/24

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
<b>Fund 130 - Special Revenue</b>										
<b>EXPENSE</b>										
Department <b>410 - Library</b>										
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6590	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,503.37
6599	Misc Commodities/Expenses	30,000.00	.00	30,000.00	3,590.65	.00	35,054.27	(5,054.27)	117	15,301.57
<i>Commodities Totals</i>		\$32,500.00	\$0.00	\$32,500.00	\$3,590.65	\$0.00	\$35,054.27	(\$2,554.27)	108%	\$17,804.94
<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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers</i>										
<b>6910</b>	<b>Transfers Out</b>									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6910 - Transfers Out Totals</b>		\$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 <b>410 - Library Totals</b>		\$32,500.00	\$0.00	\$32,500.00	\$3,590.65	\$0.00	\$35,054.27	(\$2,554.27)	108%	\$17,804.94
<b>EXPENSE TOTALS</b>		\$32,500.00	\$0.00	\$32,500.00	\$3,590.65	\$0.00	\$35,054.27	(\$2,554.27)	108%	\$17,804.94
Fund <b>130 - Special Revenue Totals</b>										
<b>REVENUE TOTALS</b>		30,000.00	.00	30,000.00	104.00	.00	14,640.88	15,359.12	49%	54,100.41
<b>EXPENSE TOTALS</b>		32,500.00	.00	32,500.00	3,590.65	.00	35,054.27	(2,554.27)	108%	17,804.94
Fund <b>130 - Special Revenue Totals</b>		(\$2,500.00)	\$0.00	(\$2,500.00)	(\$3,486.65)	\$0.00	(\$20,413.39)	\$17,913.39		\$36,295.47
<b>Fund 301 - Capital Projects</b>										
<b>REVENUE</b>										
Department <b>410 - Library</b>										
<i>Intergovernmental</i>										
<b>4400</b>	<b>Federal Grants/Contributions</b>									
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	.00	.00	2,287.00	97,713.00	2	.00
<b>4400 - Federal Grants/Contributions Totals</b>		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$2,287.00	\$97,713.00	2%	\$0.00
<b>4420</b>	<b>State Contributions</b>									
4420.01	State Contributions General	.00	.00	.00	.00	.00	(16,499.29)	16,499.29	+++	.00
<b>4420 - State Contributions Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,499.29)	\$16,499.29	+++	\$0.00
<b>4440</b>	<b>Local Grants/Contributions</b>									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>4440 - Local Grants/Contributions Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



# Budget Performance Report

Fiscal Year to Date 12/31/24

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
<b>Fund 301 - Capital Projects</b>										
<b>REVENUE</b>										
Department <b>410 - Library</b>										
<i>Intergovernmental Totals</i>										
		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$14,212.29)	\$114,212.29	-14%	\$0.00
<i>Misc Revenues</i>										
<b>4701</b>	<b>Donations</b>									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	311,561.00
	<b>4701 - Donations Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$311,561.00
<b>4708</b>	<b>Other Contributions</b>									
4708.01	Other Contributions General	.00	.00	.00	9,438.75	.00	45,234.38	(45,234.38)	+++	.00
	<b>4708 - Other Contributions Totals</b>	\$0.00	\$0.00	\$0.00	\$9,438.75	\$0.00	\$45,234.38	(\$45,234.38)	+++	\$0.00
	<i>Misc Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$9,438.75	\$0.00	\$45,234.38	(\$45,234.38)	+++	\$311,561.00
	Department <b>410 - Library Totals</b>	\$100,000.00	\$0.00	\$100,000.00	\$9,438.75	\$0.00	\$31,022.09	\$68,977.91	31%	\$311,561.00
Department <b>620 - Finance</b>										
<i>Intergovernmental</i>										
<b>4400</b>	<b>Federal Grants/Contributions</b>									
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	371,547.65	.00	371,547.65	(371,547.65)	+++	12,160,129.77
	<b>4400 - Federal Grants/Contributions Totals</b>	\$0.00	\$0.00	\$0.00	\$371,547.65	\$0.00	\$371,547.65	(\$371,547.65)	+++	\$12,160,129.77
<b>4420</b>	<b>State Contributions</b>									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.04	State Contributions FEMA	.00	.00	.00	108,348.33	.00	108,348.33	(108,348.33)	+++	397,799.30
	<b>4420 - State Contributions Totals</b>	\$0.00	\$0.00	\$0.00	\$108,348.33	\$0.00	\$108,348.33	(\$108,348.33)	+++	\$397,799.30
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$479,895.98	\$0.00	\$479,895.98	(\$479,895.98)	+++	\$12,557,929.07
<i>Misc Revenues</i>										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Misc Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department <b>620 - Finance Totals</b>	\$0.00	\$0.00	\$0.00	\$479,895.98	\$0.00	\$479,895.98	(\$479,895.98)	+++	\$12,557,929.07
	<b>REVENUE TOTALS</b>	\$100,000.00	\$0.00	\$100,000.00	\$489,334.73	\$0.00	\$510,918.07	(\$410,918.07)	511%	\$12,869,490.07
<b>EXPENSE</b>										
Department <b>410 - Library</b>										
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
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	231,000.00	.00	231,000.00	.00	10,220.00	159,742.96	61,037.04	74	526,525.08
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$10,220.00	\$159,742.96	\$261,037.04	39%	\$529,105.08

Page 20 of 38



# Budget Performance Report

Fiscal Year to Date 12/31/24

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
<b>Fund 301 - Capital Projects</b>										
<b>EXPENSE</b>										
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$10,220.00	\$159,742.96	\$261,037.04	39%	\$529,105.08
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	+++	.00
<i>Staff Development Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	(109.56)	109.56	+++	40,157.81
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
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	+++	.00
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Repair/Maintenance/Utilities Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$109.56)	\$109.56	+++	\$40,157.81
<i>Contractual Services</i>										
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	30,079.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6427	Grant/Rebate Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	2,127.50	43,963.75	34,306.40	(78,270.15)	+++	10,115.20
<i>Contractual Services Totals</i>		\$0.00	\$0.00	\$0.00	\$2,127.50	\$43,963.75	\$34,306.40	(\$78,270.15)	+++	\$40,194.20
<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	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.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

Page 8 of 38



# Budget Performance Report

Fiscal Year to Date 12/31/24

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
<b>Fund 301 - Capital Projects</b>										
<b>EXPENSE</b>										
Department <b>620 - Finance</b>										
<i>Commodities</i>										
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.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	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<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	+++	.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
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6718</b>	<b>Library Materials</b>									
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
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
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>6718 - Library Materials Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00
Department <b>620 - Finance Totals</b>		\$1,200,000.00	\$0.00	\$1,200,000.00	\$2,127.50	\$43,963.75	\$34,196.84	\$1,121,839.41	7%	\$80,352.01
<b>EXPENSE TOTALS</b>		\$1,631,000.00	\$0.00	\$1,631,000.00	\$2,127.50	\$54,183.75	\$193,939.80	\$1,382,876.45	15%	\$609,457.09
<b>Fund 301 - Capital Projects Totals</b>										
<b>REVENUE TOTALS</b>		100,000.00	.00	100,000.00	489,334.73	.00	510,918.07	(410,918.07)	511%	12,869,490.07
<b>EXPENSE TOTALS</b>		1,631,000.00	.00	1,631,000.00	2,127.50	54,183.75	193,939.80	1,382,876.45	15%	609,457.09
<b>Fund 301 - Capital Projects Totals</b>		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	\$487,207.23	(\$54,183.75)	\$316,978.27	(\$1,793,794.52)		\$12,260,032.98
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		350,703.00	.00	350,703.00	582,418.78	.00	700,153.33	(349,450.33)	200%	13,052,662.14



# Budget Performance Report

Fiscal Year to Date 12/31/24

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	4,673,295.00	.00	4,673,295.00	206,393.19	75,824.32	1,692,953.10	2,904,517.58	38%	2,036,814.32
Grand Totals	(\$4,322,592.00)	\$0.00	(\$4,322,592.00)	\$376,025.59	(\$75,824.32)	(\$992,799.77)	(\$3,253,967.91)		\$11,015,847.82



# Open Purchase Order Report

As of G/L Date 12/31/24

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

<b>Purchase Order</b>	2025-00000174	<b>Department</b>	35 Library	<b>G/L Date</b>	11/19/2024	<b>Amount</b>	11,850.00
<b>Description</b>	Blinds for Board Room, MakerSpace, and Teen Programming Room	<b>Vendor</b>	2343 - Commercial Shading Systems LLC	<b>Deliver by Date</b>		<b>Voided</b>	.00
<b>Type</b>	Budgeted		Jeremy Kubovec	<b>Printed Date</b>	11/22/2024	<b>Discounted</b>	.00
<b>Status</b>	Open		950 Commercial St	<b>Completed Date</b>	01/09/2025	<b>Expensed</b>	.00
<b>Bill To Location</b>	LIBRARY - Library		Suite A	<b>Expiration Date</b>		<b>Remaining</b>	11,850.00
<b>Assigned To Buyer</b>			LISBON, IA 52253			<b>Encumbered</b>	11,850.00
<b>Resolution Number</b>							

Item 1	<i>Description</i>	Building Maintenance & Repairs - Blinds for Board Room, MakerSpace, and Teen Programming Room	<i>Vendor Part Number</i>		<i>Amount</i>	11,850.00
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	11,850.00	<i>1099 Item</i>	Yes	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	11,850.00
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	11,850.00
	<i>G/L Account</i>	101.410.6310 (Building Maintenance & Repairs)	<i>Project</i>		<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	11,850.00

<b>Purchase Order</b>	2025-00000175	<b>Department</b>	35 Library	<b>G/L Date</b>	11/19/2024	<b>Amount</b>	10,220.00
<b>Description</b>	Bookmobile Wrap (Design, Materials, & Installation)	<b>Vendor</b>	2535 - World Class Displays	<b>Deliver by Date</b>		<b>Voided</b>	.00
<b>Type</b>	Unbudgeted		Colleen Schutt	<b>Printed Date</b>	11/25/2024	<b>Discounted</b>	.00
<b>Status</b>	Open		2662 Cass Rd	<b>Completed Date</b>	01/09/2025	<b>Expensed</b>	.00
<b>Bill To Location</b>	LIBRARY - Library		TRAVERSE CITY, MI 49684	<b>Expiration Date</b>		<b>Remaining</b>	10,220.00
<b>Assigned To Buyer</b>						<b>Encumbered</b>	10,220.00
<b>Resolution Number</b>							

Item 1	<i>Description</i>	Misc Project Costs - Bookmobile Wrap (Design, Materials, & Installation)	<i>Vendor Part Number</i>		<i>Amount</i>	10,220.00
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	10,220.00	<i>1099 Item</i>	Yes	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	10,220.00
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	10,220.00
	<i>G/L Account</i>	301.410.6750 (Project Costs)	<i>Project</i>	FACS 18 043 (Mobile Library)	<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	10,220.00

Department <b>35 Library</b> Totals	Purchase Orders	2	<b>Amount</b>	\$22,070.00
			<b>Voided</b>	\$0.00





# Open Purchase Order Report

As of G/L Date 12/31/24

Report by Department - Purchase Order Number

Detail Listing

---

			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$22,070.00
			Encumbered	\$22,070.00
Grand Totals	Purchase Orders	2	Amount	\$22,070.00
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$22,070.00
			Encumbered	\$22,070.00



## 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
<b>Staff</b>	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.
<b>Policy</b>	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.
<b>Planning</b>	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.
<b>Budget</b>	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.
<b>Advocacy</b>	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.
<b>Legal Issues</b>	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.
<b>Continuing Education</b>	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.
<b>Communication</b>	Communicate with the library director.	Communicate with the library board.
<b>Collection Development</b>	Adopt collection development policy.	Select and order all books and other library materials and resources.
<b>Board Meetings</b>	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.

<b>Board Member Recruitment</b>	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:

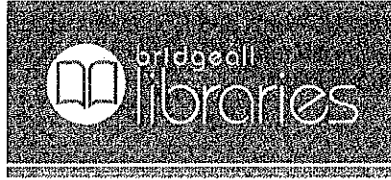
- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

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  
 1101 6<sup>th</sup> Avenue  
 Marion, IA 52302

November 25, 2024

**Offer for subscription to the collectionHQ Service**

Baker & Taylor, LLC hereby offers to supply the Service (defined below) to you on a subscription basis, as provided herein, utilizing the software and services of its wholly owned indirect subsidiary, Bridgeall Libraries Limited ("Bridgeall" or "our" or "us"). Bridgeall is a Scotland company registered under the Companies Acts (company number SC297736) and is located at 220 St Vincent Street, Glasgow G2 5SG. The Service is subject to the Standard Terms and Conditions attached to this Offer letter.

<b>Service:</b>	Provision over a web interface of our subscription based hosted Software using data supplied to us by you. Details of the subscription service can be found in user guide which is available on request or via the Academy for existing customers.
<b>Software:</b>	The then current core version of our proprietary software application collectionHQ, which both provides the Service on our website and enables you to use the Service. The core Software does not include the optional Modules.
<b>Set Up:</b>	Implementation & Initial Training
<b>Commencement Date:</b>	The date you are given access to your data within the collectionHQ system

The costs associated with the provision of the above Service are as follows:

<b>Subscription Period:</b>	<b>3-Year Option</b>
<b>Subscription Fee:</b>	\$6,750/year (inclusive of a 10% discount from \$7,500/year)
<b>Implementation Fee</b>	\$1,500 fixed cost for Implementation and Initial Training (inclusive of a 50% discount from \$3,000)

<b>Designated Libraries:</b>	1
<b>Permitted Users:</b>	Unlimited User IDs for Library Staff
<b>Minimum Hardware and Software Requirements:</b>	<ul style="list-style-type: none"> <li>• A supported Internet browser (see <a href="http://www.collectionhq.com">www.collectionhq.com</a> for a list of supported browsers)</li> <li>• A connection from your internal network to the Internet with a minimum nominal speed of 8Mbps</li> <li>• Outbound FTP Access</li> </ul>
<b>Website:</b>	Our website located at <a href="http://www.collectionhq.com">www.collectionhq.com</a> (or such other domain name as we may from time to time specify) from which the Service is to be provided.
<b>Designated Contacts:</b>	Bill Carroll, <a href="mailto:bcarroll@marionpubliclibrary.org">bcarroll@marionpubliclibrary.org</a> , and Sue Gerth, <a href="mailto:sgerth@marionpubliclibrary.org">sgerth@marionpubliclibrary.org</a>

The date collectionHQ receives your confirmation will constitute the "date of order."

**STANDARD TERMS AND CONDITIONS FOR THE SERVICE**

**BEFORE USING THE SERVICE, PLEASE READ THIS THESE TERMS AND CONDITIONS AND THE OFFER (COLLECTIVELY, THE "AGREEMENT") CAREFULLY. BY ACCESSING OR USING THE SERVICE, YOU ARE ACCEPTING THE TERMS OF THIS AGREEMENT. IF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, YOU MAY NOT USE THE SERVICE.**

**This Agreement is a legal agreement between you and Baker & Taylor, LLC, as indirect owner and agent of Bridgeall Libraries Limited, and governs your rights and obligations regarding the Service.**

1. Definitions

<b>Term</b>	<b>Meaning</b>
the "Offer"	The offer letter, offering you the collectionHQ service.
the "Agreement"	The Offer together with these Terms and Conditions
references to "You" or "Your"	The person or organization which has accepted the Offer and thereby agreed to receive the Service
references to "We", "Our" or "Us"	Baker & Taylor, LLC, as indirect owner and agent of Bridgeall Libraries Limited
the "Software"	The then current and core version of our proprietary software application collectionHQ, which both provides the Service on our website and enables you to use the Service. The core Software does not include the optional Modules.
the "Service"	Provision over a web interface of our subscription based hosted Software using data supplied to us by you. Details of the subscription service can be found in user guide which is available on request or via the Academy for existing customers.
the "Commencement Date"	The date this Agreement and the Service is deemed to have commenced.
the "Subscription Period"	The initial term of this Agreement, as shown in the Offer
the "Designated Libraries"	The maximum number of libraries authorized to use the Service, as shown in the Offer
the "Permitted Users"	The maximum number of concurrent authorized users that may use the Service, as shown in the Offer
the "Renewal"	A twelve month extension of the period for which the Service will be provided, commencing at the end of the Subscription



4.5 In addition, as a subscriber to the Service, you have the opportunity to access Baker & Taylor's BT CAT community pool of cataloging records at no charge if you authorize the use of your cataloging records by Baker & Taylor. By signing this Agreement, you are authorizing Baker & Taylor to utilize your cataloging records and are confirming that you have the right to make this authorization. This authorization means that your cataloging records are licensed to Baker & Taylor on a perpetual, fully paid-up, non-exclusive, non-transferable, and irrevocable, basis for use in BT CAT and in any and all other products offered at any time by Baker & Taylor to its customers. Once received, Baker & Taylor improves contributed cataloging records in the community pool by comparing them to existing cataloging records in the community pool, merging them where appropriate, exchanging them for existing records where higher encoding is found, and removing any customer identifiers that may be found on the records. Baker & Taylor reserves all rights with respect to the use all such contributed cataloging records in BT CAT and in any and all other products offered at any time by Baker & Taylor to its customers.

5. Availability of Service

5.1 We will use commercially reasonable efforts to achieve the Service Targets set out in Appendix 1. However, whilst we will do what we reasonably can to ensure the availability of the Service at all times, we cannot and do not offer a continuous or uninterrupted service and no warranty is given in this respect. You acknowledge that certain aspects of the Service are dependent upon third parties and upon your computers supplying us with data. Without prejudice to this generality, we may at any time at our discretion:

- (a) temporarily suspend or restrict access to the Service for the purposes of repair, modification, maintenance or improvement or the implementation of new facilities or performance of back-up or data archival; or
- (b) give instructions to you regarding the use of the Service which in our reasonable opinion are necessary in the interests of security or to maintain or improve the quality of the Service to you. You will use your best endeavours to comply with such instructions and, while they are in force, such instructions will be deemed to form part of this Agreement.

However, where reasonably possible, we shall give notice of any suspension, undertake system maintenance activity out of your normal working hours (assuming these are 9am until 5pm Monday - Friday) and will restore the Service as soon as reasonably practicable after any such suspension.

5.2 You shall:

- (a) grant us (or our employees and/or agents) access to your premises, when and if needed, during normal business hours and we and our employees and/or agents shall adhere to your policies and procedures in relation to health and safety and security at all times;
- (b) use reasonable endeavours to provide decisions, information or assistance to us on our request in sufficient time and detail for us to provide the Service; and
- (c) prepare the equipment, hardware, third party software, infrastructure and environment in accordance with clause 3.2 and generally as required by us and to have access as provided for in (a) and (b) above

in order for us to provide the Service in accordance with the Agreement. For the avoidance of doubt if you do not comply with clause 5, we shall have no obligation to provide the Service.

6. Changes to Service

6.1 We reserve the right to enhance or otherwise change the Service or the Software from time to time in order to improve the Service or Software we offer You.

7. Use of Service

7.1 Subject to your payment of the Subscription Fee as set out in the Offer, we grant to you a non-exclusive, non-transferable right to access the Service for the duration of this Agreement for the sole purpose of using the Service in relation to stock performance management for the Designated Libraries.

8.2 We shall provide such initial training regarding use of the Software and Service as we deem appropriate including without limitation by way of the provision of documentation relative to the Software and the Service. If you wish additional training throughout the Subscription Period, this shall be the subject of separate agreement between you and us.

9. Escrow Agreement

In accepting the Offer, you are agreeing to subscribe to a service (the Service) based upon payment of an annual subscription fee (the Subscription Fee). As such, no Escrow arrangements are applicable in relation to this Agreement.

10. Consultancy Services

10.1 We do not need to provide you with additional chargeable Consultancy Services for you to be able to fully use the Service. However, if you would like us to provide additional services for you then these can be discussed on a case-by-case basis and quotations will be prepared as appropriate.

10.2 Re-implementation for new integrated library system.

If you change your integrated library system during your subscription to collectionHQ, we will need to re-implement collectionHQ for you. The technical effort relating to this is almost the same effort required for the initial implementation. The charge for us to set your collectionHQ instance up with your new integrated library system will be 50% of your Set Up Fee list price.

11. Payment

11.1 In consideration of the provision of the Service by us, you shall pay the Subscription Fee specified in the Offer. Payment is due annually in advance for the Service to be provided in that year and we shall invoice you accordingly.

11.2 Payment shall be within 30 days of the date of invoice.

11.3 The Software may be upgraded by us from time to time, offering new functionality or features, and you must accept such changes to the Software as and when they are released by us. There shall be no increase to the Subscription Fee for such new functionality or features. However, software Modules may be offered to you from time to time which you may choose to subscribe to at extra cost to the Subscription Fee, effective from the date you are granted access to such new Modules. However, you will have the option not to subscribe to such new Modules.

11.4 All sums in the Offer are exclusive of sales taxes and duties which will be payable if applicable in addition. We reserve the right to increase subsequent subscription fees.

11.5 Without prejudice to any other right or remedy which we may have, we shall be entitled to charge interest (both before and after judgement) on a daily basis on all sums overdue at the greater of (i) the highest rate permitted by applicable law, or (ii) a rate of 1% per month from the date such sums became due until paid in full. You will also be liable for all reasonable costs and expenses incurred by us in collecting overdue sums.

11.6 In addition to the above, and again without prejudice to our other rights hereunder and in law, should you fail to make any payment when due under this Agreement, we shall have the right by notice in writing to suspend the Service and any and all other services being performed by us without liability until the default is made good.

12. Termination

12.1 We may terminate the Service forthwith at any time by notice with immediate effect to you if you:

(a) use, or permit use of, the website, Service or the Software otherwise than in accordance with this Agreement; or

(b) fail to pay any sum rightly due hereunder within 30 days of the due date

12.2 You may cause the Service to be terminated

or other authorised representatives or Permitted Users, who are not authorised to do so. You are entirely responsible for any and all activities that occur in accessing and using the Service using passwords issued to you or your Permitted Users. You shall immediately notify us of any unauthorised use of the Service using your passwords or any other breach of security but to avoid any doubt, we are not liable to you or anyone else for any loss or damage arising from your failure to comply with the above.

18. Confidentiality

18.1 In the course of the performance of its obligations and exercise of its rights under this Agreement, the Parties both agree that each may acquire information and/or proprietary materials from the other, which information is not generally known in the relevant trade or industry of either party or third parties with which either party conducts or may conduct business. As used in this Agreement, "Confidential Information" means all non-public information disclosed by one party or its agents (the "Disclosing Party") to the other party (the "Receiving Party") that is designated as confidential or that, given the nature of the information or the circumstances surrounding its disclosure, reasonably should be considered as confidential. Confidential Information includes, but is not limited to, (i) non-public information relating to the Disclosing Party's technology, customers, business plans, promotional and marketing materials, statistics, technical information, finances and other business affairs, (ii) third-party information that the Disclosing Party is obligated to keep confidential, and (iii) the contents and provisions contained in this Agreement.

Any information provided by us that is Confidential will be clearly labelled by you as "Confidential" at the time it is provided. For the avoidance of doubt, we shall not use any of your data in presentation materials (unless the data has been fully anonymised) without your prior written consent.

18.2 The Receiving Party shall protect the Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the Confidential Information as The Receiving Party uses to protect its own confidential information of like nature. The Receiving Party shall restrict disclosure of Confidential Information to its employees, agents and assigns with a need to know and shall advise them of the requirements of this Agreement.

18.3 Confidential Information does not include any information that: (i) is or becomes publicly available without breach of this Agreement, (ii) can be shown by documentation to have been known to the Receiving Party at the time of its receipt from the Disclosing Party, (iii) is received from a third party who did not acquire or disclose such information by a wrongful or tortious act, or (iv) can be shown by documentation to have been independently developed by the Receiving Party without reference to any Confidential Information.

18.4 The Receiving Party may use Confidential Information only in pursuance of its business relationship with the Disclosing Party. Except as expressly provided in this Agreement, the Receiving Party will not disclose Confidential Information to anyone without the Disclosing Party's prior written consent. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own confidential information of a similar nature.

18.5 The Receiving Party will restrict the possession, knowledge and use of Confidential Information to its employees, agents and assigns (collectively, "Personnel") who (i) have a need to know Confidential Information in connection with the parties' business relationship, and (ii) when requested by the Disclosing Party on a case by case basis, have executed written agreements obligating them to protect the Confidential Information.

18.6 The Receiving Party may disclose Confidential Information as required to comply with binding orders of governmental entities that have jurisdiction over it, provided that the Receiving Party: (i) gives the Disclosing Party reasonable written notice to allow the Disclosing Party to seek a protective order or other appropriate remedy, (ii) discloses only such information as is required by the governmental entity, and (iii) uses commercially reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

18.7 All Confidential Information will remain the exclusive property of the Disclosing Party. The Disclosing Party's disclosure of Confidential Information will not constitute an express or implied grant to the Receiving Party of any rights to or under the Disclosing Party's patents, copyrights, trade secrets, or trademarks or other intellectual property rights.

18.8 The Receiving Party will notify the Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this Agreement by Receiving Party. The Receiving Party will cooperate with the Disclosing Party in every reasonable way to help the Disclosing Party regain possession of such Confidential Information and prevent its further unauthorized use.

software and/or where the failure is due to incorrect, inaccurate, out of date or corrupted data supplied by you.

- 19.8 Any delays caused by you shall be added to any estimated timescales for provision of the Service.
- 19.9 We shall effect and maintain with a reputable insurance company professional indemnity insurance in an amount not less than \$1 million.
- 19.10 We shall hold employer's liability insurance in respect of our staff in accordance with any legal requirement for the time being in force.
- 19.11 We shall produce to you, on reasonable prior request, copies of the insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

20. Dispute Resolution

- 20.1 Each party shall use commercially reasonable efforts to resolve any disputes arising under this Agreement in good faith as soon as practicable. If any dispute cannot be resolved to the reasonable satisfaction of the parties within ten (10) days after the dispute arose, either party may elect to escalate the dispute to a representative executive of each party.
- 20.2 If such executives cannot resolve such dispute to their mutual satisfaction within thirty (30) additional days, or such other period of time as mutually agreed upon by such executives, then the parties agree to try in good faith to settle the dispute by note less than one full day of mediation administered by the American Arbitration Association ("AAA") under its Commercial Mediation Procedures.
- 20.3 Any controversy, dispute or claim for money damages arising out of or relating in any way to this Agreement that is not resolved by mediation shall be settled exclusively by arbitration in a mutually agreeable city. Such arbitration shall be subject to the then prevailing Rules for Non-Administered Arbitration of the AAA. One (1) independent and impartial arbitrator shall be appointed by mutual agreement. The fees and expenses of the AAA and the arbitrator shall be shared equally by the parties and advanced by them from time to time as required. The arbitrator shall permit and facilitate such discovery as he shall determine appropriate in the circumstances, taking into account the needs of the parties and the desirability of making discovery expeditious and cost effective. You and we shall keep confidential, and shall not use for any purposes other than in connection with the arbitration, any proprietary information, trade secrets or other non-public information disclosed in discovery. The arbitrator shall render an award within 90 days of the conclusion of the arbitration hearing. The award of the arbitrator shall be accompanied by findings of fact and a written statement of reasons for the decision. The arbitrator shall make his award in strict conformity with this Agreement and shall have no power to depart from or change any of the provisions hereof. The parties agree to be bound by any award rendered in such arbitration proceeding. Any judgment thereon may be enforced in any court having jurisdiction.

- 21.8 Notices to be given by us under this Agreement shall be in writing and may be given by email or otherwise at our discretion and sent to the Designated Contacts within your organization as stated on the offer. Notices by you must be given in writing and sent by either (a) post addressed to us at our address at 220 St Vincent Street, Glasgow G2 5SG as stated on the Offer or (b) by email to [contact@collectionhq.com](mailto:contact@collectionhq.com) or to such other address as we may notify to you from time to time.
- 21.9 This Agreement shall be governed by, subject to and interpreted in accordance with the laws of the State where you are located

Acceptance of the Offer and Terms and Conditions of Service on behalf of Marion Public Library:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MPL Foundation Meeting Board Liaisons 2025

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 23rd		
Thursday, March 27th		
Thursday, May 22nd		
Thursday, July 24th		
Thursday, September 25th		
Thursday, November 20th*		

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