



AGENDA

Library Board

5:00 PM - Monday, February 16, 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# [816 7186 0629](#). 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.

MINUTES

Motion to approve the January 2026 Meeting minutes. **(Action Requested)**

3 - 5

[Library-Minutes-January 19 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

6

[MPL Foundation Report 2-16-2026](#)

3. Board Continuing Education

4. Director's Report

7 - 22

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

[Directors Report February 16, 2026](#)

[Budget Performance Report January 2026 FINAL](#)

[Open PO Report - January 2026](#)

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

REGULAR AGENDA

1. State Library Board of <i>Trustee's Handbook</i> - Ch. 10 (<i>Discussion</i>) <u>Ch. 10 - Iowa Library Trustee's Handbook</u>	23 - 27
2. Library Board Treasurer Position (Action Requested)	
3. State Library Handbook Self Survey (<i>Discussion</i>) <u>Iowa Library Trustee Handbook Assessments</u>	28 - 29
4. Board Member Library Outreach Sign Up for Uptown Summer Markets (Action Requested) (multiple Board members needed for each date): a. Saturday, June 13 from 8 a.m. - noon b. Saturday, July 11 from 8 a.m. - noon c. Saturday, August 8th from 8 a.m. - noon d. Saturday, September 26th from 8 a.m. - noon	30

[Uptown Market Volunteer Sign-Up 2-16-2026](#)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, January 19, 2026

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, January 19, 2026, at 5:00 PM, with the following members present:

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

CALL TO ORDER

The Meeting was called to order at 5:01 p.m. by Board President, Ross McIntyre

AGENDA APPROVAL

Motion to approve agenda as presented. (**Action Requested**)

Moved by Norton, seconded by Lammers, 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.*

LIBRARY SPOTLIGHT

1. New Board Member Introduction: Amanda Thayer introduced herself and Board Members introduced themselves to Amanda.
2. December Staff Milestone Anniversaries - One Year of Service - Marios Liolios

MINUTES

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

Moved by Alexander, seconded by Mullin, to approve the December 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- No Report from Friends this month.

2. Marion Public Library Foundation Report

- Hilery Livengood reported that additional funding for Children's Book Clubs was received from Rotary.
- We are applying for a grant from the NEA for The BIG Read.

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update
 - Revenue is at 66% for the year after receiving funds from The State Library for Open Access and ILL reimbursement.
- General Department Updates
 - The laser etcher vent has been installed in the MakerSpace. Some final construction work must be completed before it is ready to use.
- MLN Updates
 - MLN Directors have wondered if all mailed notices are necessary as postage rates keep going up.

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

Moved by Lammers, seconded by Logan, to accept Reports 2-4 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 9 (*Discussion*)

- Kelsey Logan led the discussion on Chapter 9.
- Discussion Question one: What does it look like in practice to implement a one voice relationship as a Board and with our Director?
 - Bob Read commented to have consistent messaging.
 - Ryan Norton commented that Board Meetings are our time to discuss ideas and settle on one decision.
- Discussion Question two: How should we respond if staff or a community member tries to bypass the Director by coming to a Board Member, how should the Board respond?
 - Julie Lammers commented that there are probably protocols on how decisions were made. The Board should respond with one voice and discuss with the Director for feedback.

- Ryan Norton agreed that protocols are important but it's also good to listen as sometimes people just want to be heard.
- Bob Hoyt impressed the importance of getting contact information.
- Discussion Question three: How can the Board show the City that we're collaborative partners and not a separate entity?
 - Bill Carroll pointed out a number of ways that Board Members are already doing this. If we ever have an upcoming issue that the Board feels a City Council liaison would be good to have attend a Board Meeting, Bill can speak with them.

2. 2026 Plan of Service (**Action Requested** - Receive & File)

- Goals for 2026 based on our Strategic Plan. Some big ticket items include the Food Pantry and the All Community Read.

Moved by Alexander, seconded by Beyer, to receive and file the 2026 Plan of Service.
Approved unanimously

3. Board Self Assessment (*Discussion*)

- For next month, the Board is asked to read through the Individual Assessments and each come up with a couple of ideas to discuss in February. The other assessment will be discussed in March.

4. Outreach Opportunity/Sign Up - City Showcase on Saturday, April 18, 2026 from 8:30 a.m. - 12:30 p.m. and Sign Up for Foundation and Friends Meetings in 2026 (**Action Requested**)

- Sign Up sheets were sent around for City Showcase and Friends and Foundation Meetings.

ADJOURN

Moved by Mullin, seconded by Norton, to adjourn at 5:57 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

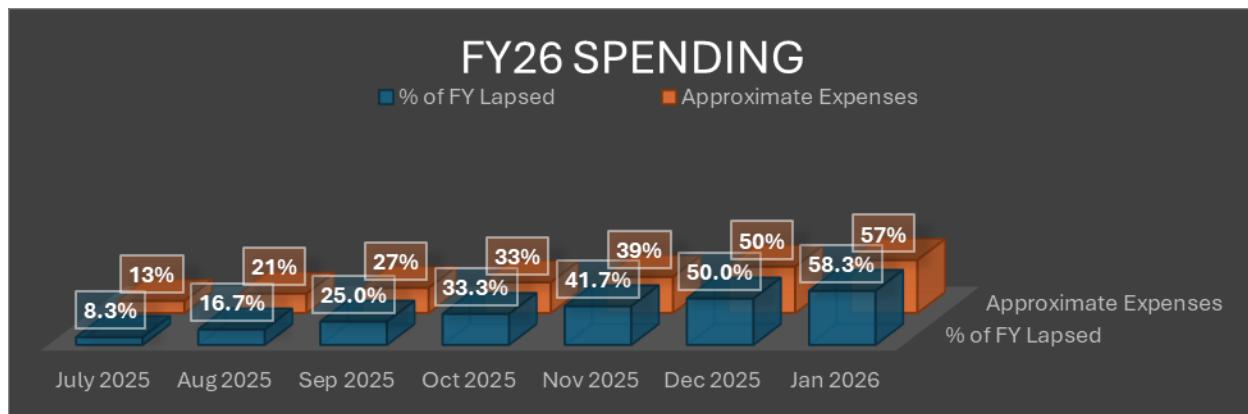
Marion Public Library Foundation

February 2026 report to Board of Trustees

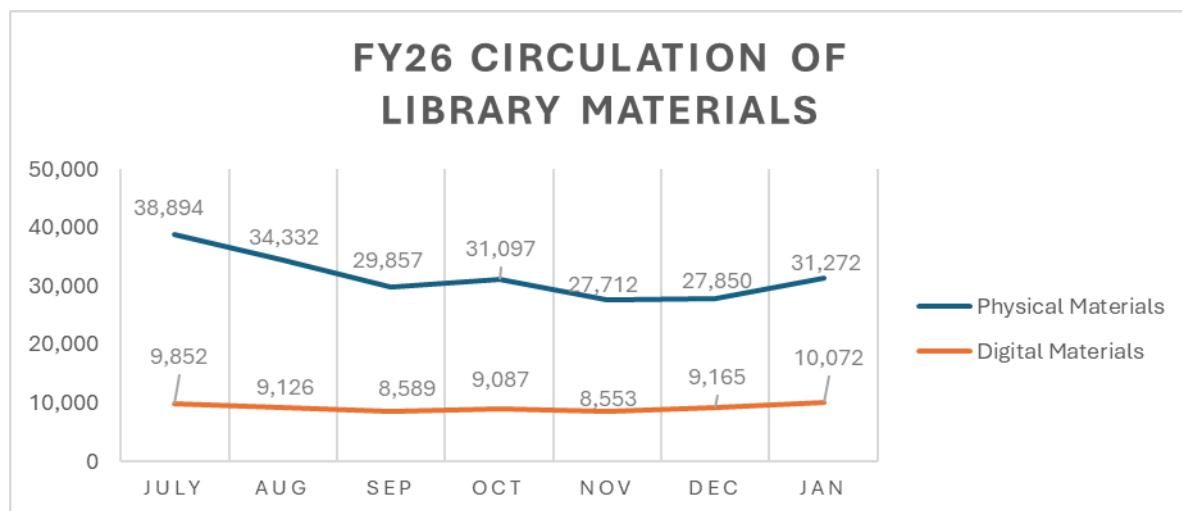
- Scot Brown of Lambro Business Services finished his contract to transition Foundation financial records from FY23 to December 2025 to QuickBooks. In January, the Foundation board approved two new contracts with Lambro Business Services, one for process engineering and another for monthly financial work.
- Foundation and library staff members finalized our National Endowment for the Arts Big Read grant narrative, and the second portion of the grant application was submitted on January 28. The grantor approved for our application to proceed to the panel review stage. Per the published timeline, we are to be notified in April if our request will be funded. The grant application states that “The Big Marion Read 2026” will occur in September and October 2026.
- At its January meeting, the Foundation board approved Library Director Bill Carroll’s financial requests for the period January to June 2026, totaling \$22,700. Carroll will present another request at the July board meeting for the period July to December 2025.
- Team Library worked together on an estate gift from George Murdoch in the amount of \$44,853.24. Per the 2003 will, the donation was made to the Friends of the Carnegie Library Foundation. With assistance from Susan Kling, the groups conducted research and determined that the donor’s intent was for this to be donated to what is now known as the Marion Public Library Foundation. A transfer of the funds to the Foundation was approved by the Friends board on January 27. George Murdoch served on the inaugural Foundation Committee that worked to raise funds for the Miller library. The Foundation executive committee and board will be discussing how to proceed with this gift, and members of Team Library also will be meeting with the Murdoch family.

Director's Report for the Library Board of Trustees Meeting on Monday, February 16, 2026
Budget Update:

- FY 26 has completed approximately 58.3% through January 31, 2026.
- As of the January 31, 2026 budget report, approximately 57% of the library's budget was expended for the year.

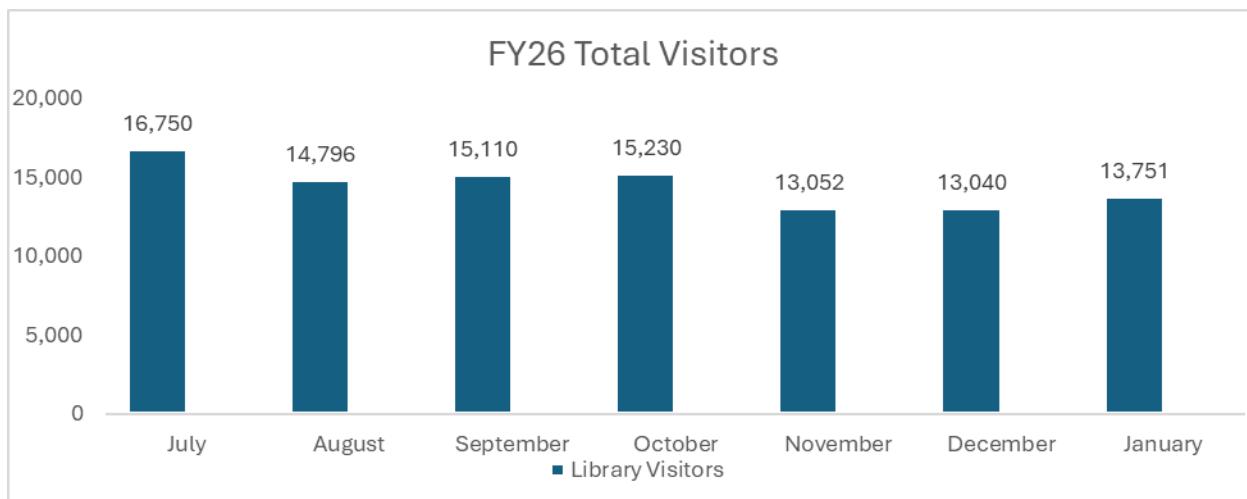


- As of the January 31, 2026 budget report, revenue received increased to approximately 71% received for the fiscal year.

Statistics Highlights:


- For January 2026, circulation of physical items increased approximately 12.3% from the previous month, having 31,272 items checked out. Circulation of physical items for the month increased approximately 0.2% when compared with the previous year.

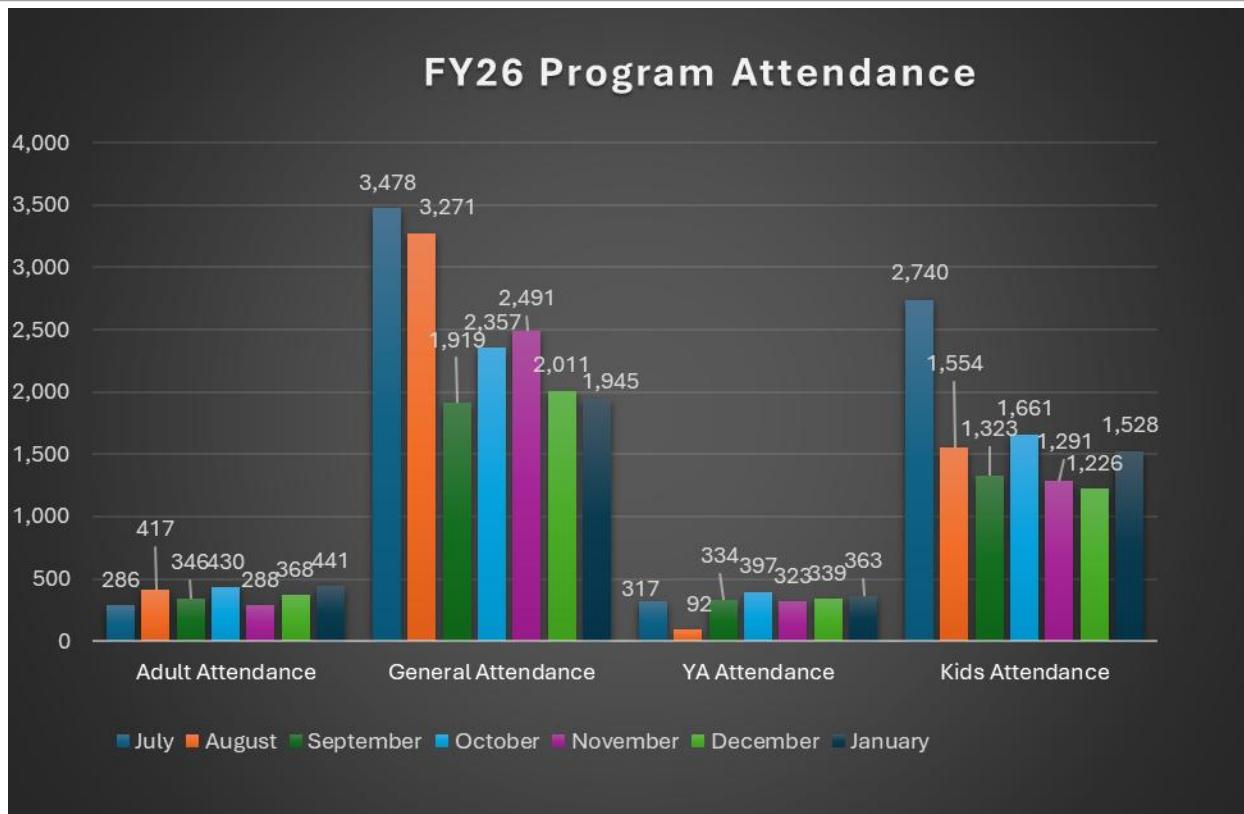
- For January 2026, circulation of digital items increased approximately 9.9%, having 10,072 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 1.9% when compared with the previous year.



- The gate count for January 2026 was 13,751. The January gate count increased 5.5% compared to December 2025. Compared to the previous year, this year's gate counts saw an approximate 1.6% increase compared to the same time last year.



- Programming saw an increase in the number of programs offered between January (97) and December (77). The number of programs offered in January 2026 was lower than the number of programs offered in January 2025 (122).



- Program attendees for January 2026 totaled 4,277 individuals. This is approximately 8.4% more than the 3,944 that attended programs in December. Compared with January 2025, which saw 6,046 attendees for programs, there was an approximate decrease for the current year of approximately 29.3%. This difference can likely be attributed to decrease participation in take-and-make kits and overall decrease in the volume of programming as staff begin to feel comfortable in their new roles and deploy new program opportunities.

Strategic Plan Updates:

- Library staff procured many items for the food pantry infrastructure and continue on targeting an opening date for the MPL food pantry.
- Grant funding has been requested through the National Endowment for the Arts in support of the 2026 community read program. Funding request includes support for \$20,000, and includes support for a myriad of programs to support the initiative.
- Financial support was received from the Library Foundation to enable the library to partner with the Eastern Iowa Arts Academy to bring programming to MPL.
- Staff met with representatives from 4-H to determine feasibility for MPL to have its own 4-H club.

General Department Updates:

- **Library Administration**
 - Eddie Higgins was promoted from patron services lead to the patron services manager in January.
 - Budget planning for FY 2027 continued with the all-day budget work session with department heads and the City Council members the last weekend in January. Next steps are the finance work group to come together to review the library's draft FY 27 budget.
 - Demolition and reconstruction of the terrace door thresholds commenced in January and will help remediate wind-driven rain coming into the library under the door thresholds.
 - An assessment of the fireplace ventilation system was performed on January 28. Next steps in remediation for the water damage from ventilation system have not yet been formulated.
 - The library will continue to see activity and progress on the following projects into the spring:
 - Installation of an emergency generator – ongoing; likely later in the winter/ into spring.
 - Installation of electric vehicle charging stations – ongoing; in tandem with the generator project.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - As part of the library's goal to evaluate the library's marketing plan, a comprehensive analysis of marketing analytics for the last two years was completed during January.
 - Statistics show that book carousels/showcases, MakerSpace promotion, and bookmobile promotions are the top three topics that receive the highest engagement and reach across promotional platforms.
 - A full analysis report is expected to be ready for the Leadership Team by the end of March.
 - Material creation for this year's Summer Library Program has commenced.
 - Members of the Leadership Team participated in a target audience discussion and brainstorm for The Big Marion Read this fall. This discussion was successful and will be replicated for other large library initiatives.

- Social media posts with polls, general engagement drivers, and patron testimonials had the highest amount of engagement for the month of January.
- Meetings & Special Events
 - 79 reservations were made for January. 62/79 reservations were completed.
 - Boardroom: 34 reservations
 - Community Room: 8 reservations
 - Community Room A: 10 reservations
 - Community Room B: 10 reservations
 - Outdoor Reading Terrace: N/A
- Media Mentions
 - No substantial media mentions were made for the month of January.
- **Adult Services Report from Sue Gerth**
 - January we had many of our regular programs: Knit Wits, Tai Chi, Encore Café, Senior Social Hour, Genealogy Junkies and Senior Crafting meet after the whirlwind of the new year.
 - Sue hosted a three-night Hygge Event. We had 17 people on each of the first two nights, but the third night went unattended due to the blizzard warning that evening.
 - Adult Services continues to work on our upcoming Grown-Up Book Fair in May, as well as our SLP programming being finalized.
- **Youth Services Report from Bob Reynolds**
 - CoderDojo, in partnership with NewBoCo, was a great success. Participants had the opportunity to code programs, robots, and more.
 - We welcomed back Symphony Kids where children had the opportunity to try various instruments and express themselves.
 - The first Babble & Brew was a success with positive remarks from attendees.
 - Hilery and Bob accepted a check from Daybreak Rotary. The money will fund Children's Book Clubs later this year.
 - Partnership with 4-H and Alliant Energy has produced a Power-Up Camp starting in February where participants can safely interact with energy and technology.
- **Patron Services update from Eddie Higgins**
 - **Staffing:**
 - Julian DeBrower is now fully trained in his new role as bookmobile staff. Two further staff members have been trained as bookmobile drivers to strengthen our capacity for contingencies.
 - Dane Wells has been appointed to the vacant part-time internal position created by Julian's move to the bookmobile. Dane is a familiar face at the library, having been on work study with us last year.

- The vacant full-time Patron Services support staff position has been advertised, and the internal lead position vacated by Eddie's promotion to manager will be advertised soon.
- Recruitment to these three positions (and any consequent backfill if internal appointments are made) will bring us back to full staffing in patron services.
- **Services:**
 - Sam and Sydney from Youth Services prepared and ran a successful staff development session for Patron Services on working with our teen patrons.
 - Patron Services worked to assist patrons during a serious outage of our ILS on January 14, and cleared the backlog of items efficiently.
 - We are currently preparing patrons for the change from 10 days to 7 days for holds pickup, which will take place in February. This change will enable us to get items in circulation more quickly and mean that patrons have shorter wait times on our most popular items.
- **Bookmobile:**
 - Since January 12, the Bookmobile is now classed as a separate "branch" in our ILS (rather than a collection/location with the Marion Public Library branch). The positive impact for patrons is that it is now much clearer in the online catalog which items are housed on the bookmobile, and patrons have commented positively on the increased visibility of bookmobile materials.
 - Despite the weather, the Bookmobile went out on all but three of its scheduled days in January. The Azure Apartments overtook the YMCA as our most visited stop this month.
 - In line with the strategic plan, Chloe has been pursuing partners to increase our number of stops in the spring.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on January 21, 2026 in Cedar Rapids.
- Director's discussed having a committee of staff members analyze the ability for reducing the number of USPS mailers generated and mailed to library users. It is likely a recommendation will be made in February or March to the directors.
- The next scheduled meeting is set for February 18, 2026.



Budget Performance Report

Fiscal Year to Date 01/31/26
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										
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	.00	.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	9,081.26	.00	27,243.78	8,756.22	76	27,243.77
<i>Intergovernmental Totals</i>		\$163,500.00	\$0.00	\$163,500.00	\$9,081.26	\$0.00	\$146,492.36	\$17,007.64	90%	\$128,942.20
<i>Charges for Service</i>										
4504	Copy Charges	6,000.00	.00	6,000.00	1,058.25	.00	6,591.44	(591.44)	110	6,073.20
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	390.73	.00	3,771.07	2,228.93	63	4,577.14
4506	Fax Revenues	40.00	.00	40.00	.00	.00	46.25	(6.25)	116	22.85
4509	Rental - Community Room	9,000.00	.00	9,000.00	1,175.00	.00	8,000.00	1,000.00	89	8,360.00
<i>Charges for Service Totals</i>		\$21,040.00	\$0.00	\$21,040.00	\$2,623.98	\$0.00	\$18,408.76	\$2,631.24	87%	\$19,033.19
<i>Misc Revenues</i>										
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	1,368.56	.00	4,284.86	14,815.14	22	4,315.74
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	1.71	.00	6.62	(6.62)	+++	4.47
<i>Misc Revenues Totals</i>		\$69,596.00	\$0.00	\$69,596.00	\$1,370.27	\$0.00	\$15,212.65	\$54,383.35	22%	\$39,823.21
Department 410 - Library Totals		\$254,136.00	\$0.00	\$254,136.00	\$13,075.51	\$0.00	\$180,113.77	\$74,022.23	71%	\$187,798.60
REVENUE TOTALS		\$254,136.00	\$0.00	\$254,136.00	\$13,075.51	\$0.00	\$180,113.77	\$74,022.23	71%	\$187,798.60
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	86,904.97	.00	513,764.12	467,842.88	52	554,141.09
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	53,542.09	.00	295,548.01	348,497.99	46	271,328.45
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 01/31/26
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	<i>Salaries Totals</i>	\$1,625,653.00	\$0.00	\$1,625,653.00	\$140,447.06	\$0.00	\$816,816.35	\$808,836.65	50%	\$833,218.94
<i>Employee Benefits/Costs</i>										
6110	Social Security	74,968.00	.00	74,968.00	8,630.41	.00	50,241.69	24,726.31	67	51,337.46
6120	Medicare	23,787.00	.00	23,787.00	2,018.38	.00	11,750.07	12,036.93	49	12,006.38
6130	IPERS	129,517.00	.00	129,517.00	13,243.31	.00	76,294.90	53,222.10	59	77,775.71
6150	Health Insurance	149,647.00	.00	149,647.00	11,471.40	.00	81,342.75	68,304.25	54	80,232.17
6151	Wellness Program	504.00	.00	504.00	29.92	.00	225.76	278.24	45	172.05
6152	Life Insurance	1,463.00	.00	1,463.00	95.52	.00	726.18	736.82	50	823.60
6153	Long Term Disability	3,703.00	.00	3,703.00	250.59	.00	1,897.72	1,805.28	51	2,084.84
6154	Dental Insurance	3,605.00	.00	3,605.00	287.05	.00	2,134.42	1,470.58	59	2,015.80
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	919.24	(46.24)	105	836.00
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	2,310.00	1,650.00	58	2,310.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	5,250.00	5,550.00	49	5,850.00
	<i>Employee Benefits/Costs Totals</i>	\$402,827.00	\$0.00	\$402,827.00	\$37,218.71	\$0.00	\$233,092.73	\$169,734.27	58%	\$235,444.01
<i>Staff Development</i>										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	1,152.87	.00	2,494.87	2,755.13	48	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	1,257.00	.00	1,392.00	1,878.00	43	1,155.00
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	247.50	.00	4,601.50	2,928.50	61	2,913.41
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
	<i>Staff Development Totals</i>	\$23,700.00	\$0.00	\$23,700.00	\$2,657.37	\$0.00	\$13,875.16	\$9,824.84	59%	\$9,045.34
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	498.21	.00	21,042.32	28,857.68	42	23,299.74
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	266.93	983.07	21	689.75
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.00	280.10	5,019.90	5	20.48
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.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	1,070.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	6,586.85	.00	61,955.26	49,544.74	56	49,816.43
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	344.40	.00	2,494.31	3,265.69	43	3,877.88
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	105.65	.00	733.31	1,246.69	37	783.49
	<i>Repair/Maintenance/Utilities Totals</i>	\$179,840.00	\$0.00	\$179,840.00	\$7,535.11	\$0.00	\$87,312.73	\$92,527.27	49%	\$79,557.77



Budget Performance Report

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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	2,337.33
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	339.80	.00	1,277.11	522.89	71	1,214.41
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	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	10,231.42	591.71	64,323.85	14,595.44	82	58,472.83
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	22,400.00	31,360.00	.00	100	31,360.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	2,282.30	3,867.69	9,323.99	1,208.32	92	4,345.98
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	975.76	.00	4,521.33	29,588.67	13	6,055.71
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	382.80	.00	3,905.30	5,694.70	41	4,218.93
Contractual Services Totals		\$443,366.00	\$0.00	\$443,366.00	\$18,692.08	\$99,293.40	\$291,787.57	\$52,285.03	88%	\$335,682.62
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.00	3,478.21	521.79	87	4,404.71
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	8,250.00	.00	8,250.00	315.97	.00	3,332.78	4,917.22	40	1,037.73
6507	Operational Supplies	46,200.00	.00	46,200.00	1,017.63	.00	17,176.30	29,023.70	37	11,074.85
6508	Postage/Shipping	6,000.00	.00	6,000.00	425.38	.00	3,150.05	2,849.95	53	3,194.16
6510	Forms/Printing Services	7,950.00	.00	7,950.00	91.27	.00	3,090.57	4,859.43	39	3,684.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	662.98	.00	6,249.95	4,350.05	59	4,114.03
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	27.90	.00	855.77	8,744.23	9	161.93
6514	Medical Supplies	2,295.00	.00	2,295.00	55.18	.00	407.29	1,887.71	18	674.32
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	+++	89.67
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	.00	.00	(3,238.87)	8,488.87	-62	774.93
Commodities Totals		\$116,399.00	\$0.00	\$116,399.00	\$2,596.31	\$0.00	\$35,020.80	\$81,378.20	30%	\$29,326.09
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



Budget Performance Report

Fiscal Year to Date 01/31/26
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										
6718 Library Materials										
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	10,549.43	.00	63,239.58	19,920.42	76	42,428.35
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	338.39	.00	2,956.94	5,843.06	34	4,567.87
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	2,539.63	.00	23,244.84	37,255.16	38	21,263.06
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	1,684.51	.00	8,844.00	27,156.00	25	11,939.68
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,551.74	.00	13,564.03	4,435.97	75	9,095.92
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,746.26	.00	11,143.45	3,856.55	74	8,420.81
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,415.19	.00	42,561.00	33,939.00	56	50,441.68
6718.08	Library Materials Other	51,380.00	.00	51,380.00	622.41	.00	38,717.88	12,662.12	75	28,520.57
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	\$23,447.56	\$0.00	\$204,271.72	\$145,068.28	58%
<i>Capital Outlay Totals</i>			\$349,340.00	\$0.00	\$349,340.00	\$23,447.56	\$5,156.40	\$204,271.72	\$139,911.88	60%
<i>Transfers</i>										
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
<i>Transfers Totals</i>			\$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	\$232,594.20	\$104,449.80	\$1,682,177.06	\$1,354,498.14	57%
EXPENSE TOTALS			\$3,141,125.00	\$0.00	\$3,141,125.00	\$232,594.20	\$104,449.80	\$1,682,177.06	\$1,354,498.14	57%
Fund 101 - General Fund Totals										
REVENUE TOTALS			254,136.00	.00	254,136.00	13,075.51	.00	180,113.77	74,022.23	71%
EXPENSE TOTALS			3,141,125.00	.00	3,141,125.00	232,594.20	104,449.80	1,682,177.06	1,354,498.14	57%
Fund 101 - General Fund Totals			(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$219,518.69)	(\$104,449.80)	(\$1,502,063.29)	(\$1,280,475.91)	
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	.00	.00	5,237.04	(437.04)	109	.00
<i>Commodities Totals</i>			\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$5,237.04	(\$437.04)	109%
<i>Capital Outlay</i>										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	.00	2,100.00	0
6712	Equipment	23,100.00	.00	23,100.00	.00	.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



Budget Performance Report

Fiscal Year to Date 01/31/26
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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	\$0.00	\$0.00	\$6,116.74	\$19,083.26	24%	\$0.00
	Department 410 - Library Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$0.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$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	.00	.00	11,353.78	18,646.22	38%	.00
Fund 105 - Equipment Reserve Fund Totals										
		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$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
	<i>Intergovernmental Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>

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	64.00	.00	40,885.13	(885.13)	102	30,446.88
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$64.00	\$0.00	\$40,885.13	(\$885.13)	102%	\$30,446.88
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
	<i>Misc Revenues Totals</i>	<i>\$40,000.00</i>	<i>\$0.00</i>	<i>\$40,000.00</i>	<i>\$64.00</i>	<i>\$0.00</i>	<i>\$40,885.13</i>	<i>(\$885.13)</i>	<i>102%</i>	<i>\$30,446.88</i>
	Department 410 - Library Totals	\$40,000.00	\$0.00	\$40,000.00	\$64.00	\$0.00	\$40,885.13	(\$885.13)	102%	\$30,446.88
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$64.00	\$0.00	\$40,885.13	(\$885.13)	102%	\$30,446.88
EXPENSE										
Department 410 - Library										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
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
	<i>Contractual Services Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Commodities										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	5,624.76	.00	23,209.60	51,790.40	31	37,142.73
	<i>Commodities Totals</i>	<i>\$75,000.00</i>	<i>\$0.00</i>	<i>\$75,000.00</i>	<i>\$5,624.76</i>	<i>\$0.00</i>	<i>\$23,209.60</i>	<i>\$51,790.40</i>	<i>31%</i>	<i>\$37,142.73</i>
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
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
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
	<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	\$75,000.00	\$0.00	\$75,000.00	\$5,624.76	\$0.00	\$23,209.60	\$51,790.40	31%	\$37,142.73
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$5,624.76	\$0.00	\$23,209.60	\$51,790.40	31%	\$37,142.73



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	Fund 130 - Special Revenue Totals									
	REVENUE TOTALS	40,000.00	.00	40,000.00	64.00	.00	40,885.13	(885.13)	102%	30,446.88
	EXPENSE TOTALS	75,000.00	.00	75,000.00	5,624.76	.00	23,209.60	51,790.40	31%	37,142.73
	Fund 130 - Special Revenue Totals	(\$35,000.00)	\$0.00	(\$35,000.00)	(\$5,560.76)	\$0.00	\$17,675.53	(\$52,675.53)		(\$6,695.85)
	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	543.75	119,672.27	97,331.28	(92,003.55)	174	169,196.68
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	\$543.75	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68



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Fund 301 - Capital Projects										
EXPENSE										
Department 410 - Library Totals		\$125,000.00	\$0.00	\$125,000.00	\$543.75	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68
EXPENSE TOTALS		\$125,000.00	\$0.00	\$125,000.00	\$543.75	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68
Fund 301 - Capital Projects Totals										
REVENUE TOTALS .00 .00 .00 .00 .00 .00 .00 .00 +++ 31,022.09										
EXPENSE TOTALS 125,000.00 .00 125,000.00 543.75 119,672.27 97,331.28 (92,003.55) 174% 169,196.68										
Fund 301 - Capital Projects Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	(\$543.75)	(\$119,672.27)	(\$97,331.28)	\$92,003.55		(\$138,174.59)
Grand Totals										
REVENUE TOTALS 294,136.00 .00 294,136.00 13,139.51 .00 220,998.90 73,137.10 75% 249,267.57										
EXPENSE TOTALS 3,412,125.00 .00 3,412,125.00 238,762.71 248,808.07 1,814,071.72 1,349,245.21 60% 1,905,292.12										
Grand Totals		(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$225,623.20)	(\$248,808.07)	(\$1,593,072.82)	(\$1,276,108.11)		(\$1,656,024.55)



Open Purchase Order Report

As of G/L Date 01/31/26
Report by Department - Purchase Order Number
Detail Listing

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%	Tavalable	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	70,996.32	72,434.00			
Purchase Order	2026-00000165	Department	35 Library	G/L Date	10/28/2025	Amount	5,156.40		
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%	Tavalable	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	.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		



Open Purchase Order Report

As of G/L Date 01/31/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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	3	Amount	\$173,272.72
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$70,996.32
				Remaining	\$102,276.40
				Encumbered	\$102,276.40

Grand Totals	Purchase Orders	3	Amount	\$173,272.72
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$70,996.32
			Remaining	\$102,276.40
			Encumbered	\$102,276.40



Chapter 10: Evaluating the Library Director

Looking back to **Chapter 2: The Five Primary Responsibilities of Iowa's Public Library Boards**, one of the responsibilities listed is to evaluate service and advocate for advancements. An important part of evaluating the effectiveness of library service is to evaluate the library director's job performance. Iowa's **Public Library Standards** require that boards conduct the director's job evaluation annually.

Trustees evaluate the director all the time--informally--by what they see happening in the library, by what they hear from the public, and by what they perceive as the library's reputation in the community. But such informal observations do not take the place of a formal job review process. The best way to evaluate the director's job performance is to use the current job description. Then develop a written evaluation based on specific criteria, determining how well the director is meeting the job description and accomplishing management goals.

There are many benefits to providing an annual evaluation of the director's work:

- ❖ Provides the director with a clear understanding of the board's expectations
- ❖ Ensures the director is aware of how well the expectations are being met
- ❖ Serves as a formal vehicle of communication between the board and director
- ❖ Identifies the board's actual concerns so that corrective action can be taken
- ❖ Creates an opportunity to review and acknowledge the director's accomplishments
- ❖ Documents annual accomplishments in meeting the library's strategic plan
- ❖ Demonstrates sound management practices and accountability to municipal officials and the community

A written evaluation allows the board and the director a system to communicate about how to improve library service. An annual evaluation provides a method to acknowledge and reward good performance as well as work with the director to correct inadequate areas of performance. If problems arise with the director's performance during the year, the board should discuss these problems with the director at that time, along with possible solutions. At the time of the annual evaluation, there should be no surprises.

A new director will need goals that assist in learning the position and should be evaluated more frequently than once per year. Typical practice is to provide a probationary evaluation after 6 months. If a director has been on the job for a long time, goals might reflect broader ideas such as providing new services.

Director Evaluation Considerations

Before creating a new evaluation form, check with your city to see if there is a job evaluation form already in use for other city employees or for other department heads. If so, discuss adapting that form; it may require revising the form to fit the library director's specific job duties. The following list provides points to consider when developing or adapting an evaluation form for the library director:

Implementing Board Decisions

- ❖ Are board decisions implemented on a timely basis?
- ❖ Once board decisions have been made, does the director support and not undermine them?

Preparing and Managing the Budget

- ❖ Is the preparation work completed in a timely manner for the board?
- ❖ Does the budget cover all necessary expenses?
- ❖ Are funds allocated or reserved for unanticipated contingencies?
- ❖ Are the funds allocated effectively?
- ❖ Are major corrections to the budget during the fiscal year avoided?

Hiring and Supervising Staff

- ❖ Are positive management/staff relations maintained?
- ❖ Are fair and equitable HR policies proposed for board adoption and then fairly administered?

- ❖ Is the hiring process designed to ensure that the best person is hired?
- ❖ Is the hiring process consistent with legal requirements?
- ❖ Does staff receive training adequate to perform their jobs?
- ❖ Is staff development encouraged for learning new skills? Is it supported with funding?
- ❖ Have peak service hours been identified and staff assigned accordingly?
- ❖ Are job descriptions current? Are staff functions analyzed periodically with the objective of combining or eliminating tasks or creating new assignments?
- ❖ Are staff workloads equitable?
- ❖ Does the director conduct staff performance evaluations regularly?

Managing the Collection

- ❖ How adequately does the library identify needs and interests in the community and translate these into the library's collection and services?
- ❖ Have priorities been established to enable the library to respond to a potential budget cut?

Implementing the Library's Strategic Plan

- ❖ Does the library have a current plan and does the plan reflect board priorities?
- ❖ Is the plan updated to reflect changing circumstances?
- ❖ Are the director's activities and accomplishments consistent with the plan?
- ❖ Is the plan flexible enough to allow for changing circumstances?
- ❖ Does the director provide enough information to the board about implementing the plan?

Promoting Library Services and Programming

- ❖ How effectively are current and new services communicated to the public?
- ❖ Are circulation trends, program attendance, reference questions, Internet use and other uses of the library tracked, analyzed, and needed changes made?
- ❖ Are services and programs producing the desired impact in the community?

Keeping Current

- ❖ Are innovations in service delivery and technology studied thoroughly and implemented if they fit the needs of the library and are proven to be cost effective?
- ❖ Does the director maintain current knowledge of best library practice?
- ❖ Is the staff encouraged and assisted in learning about best library practice?

Demonstrating Positive Behaviors

- ❖ Are “hard decisions” made and implemented or are they deferred or ignored?
- ❖ Does the director display initiative?
- ❖ Does the director make decisions objectively or do personal biases intrude?
- ❖ Is the director open with the board about both accomplishments and problems?
- ❖ Does the director set an example for other staff through professional conduct, high principles, good work habits, etc.?

Dismissing the Library Director

Probably the most stressful situation a library board can face is the potential dismissal of the library director. Boards that hire carefully, communicate well, nurture positive working relationships, and evaluate effectively should not have to experience this unpleasant task. Yet when all potential solutions have been exhausted and the problems still cannot be resolved, dismissal is a last resort.

Directors are usually dismissed only after serious infractions of library policy, violation of the law, or very poor performance coupled with unwillingness or inability to improve. **It is essential that the reasons for dismissal have been carefully documented.** The board has a responsibility to ensure that personalities and biases are not factors in any dismissal decision. The dismissal and/or appeals procedure should be described explicitly in the library’s personnel policy and allow the director a fair hearing to discuss specific charges. A board should not begin a dismissal process unless it understands the implications, has consulted with the appropriate local government officials, believes its position is defensible, and has obtained appropriate legal advice from an attorney.

The following factors should be considered prior to making a final decision to dismiss a library director:

- ❖ Was there proof of a violation or a history of poor performance?
- ❖ Was there notice given to the director regarding the performance problem?

- ❖ Was the reason for termination related to library employment?
- ❖ Was there an investigation and documentation? Was the investigation fair and objective?
- ❖ Is there equal treatment of other library employees in similar situations?
- ❖ Is termination of the library director an appropriate disciplinary action? Even if the library director has done something wrong, has been given notice, and has not ceased the activity, is termination too harsh a penalty? Or would some other consequence be more reasonable?

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

Uptown Summer Markets

Saturday, June 13th 8 a.m. - Noon

	Volunteer # 1	Volunteer # 2		
8:00 - 9:00 a.m.				
9:00 - 10:00 a.m.				
10:00 - 11:00 a.m.				
11:00 a.m. - Noon				

Saturday, July 11th 8 a.m. - Noon

	Volunteer # 1	Volunteer # 2		
8:00 - 9:00 a.m.				
9:00 - 10:00 a.m.				
10:00 - 11:00 a.m.				
11:00 a.m. - Noon				

Saturday, August 8th 8 a.m. - Noon

	Volunteer # 1	Volunteer # 2		
8:00 - 9:00 a.m.				
9:00 - 10:00 a.m.				
10:00 - 11:00 a.m.				
11:00 a.m. - Noon				

Saturday, September 26th 8 a.m. - Noon

	Volunteer # 1	Volunteer # 2		
8:00 - 9:00 a.m.				
9:00 - 10:00 a.m.				
10:00 - 11:00 a.m.				
11:00 a.m. - Noon				