AGENDA
Library Board
5:00 PM - Monday, March 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# 874 1276 8170. 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 February 2026 Meeting minutes. **(Action Requested)**   3 - 6
>
> [Library-Minutes-February 16 2026 DRAFT](#)

REPORTS

> 1. Friends of the Marion Public Library Report
>
> 2. Marion Public Library Foundation Report
>
> 3. Board Continuing Education
>
> 4. Director's Report   7 - 22
>   - Budget Update
>   - Statistics Highlights
>   - Strategic Plan Update
>   - General Department Updates
>   - MLN Updates
>
> [Directors Report March 16 2026](#)
> [Budget Performance Report February 2026 FINAL](#)
> [Open Purchase Order Report - February 2026](#)
>
> **Motion** to accept all reports 1 - 4 as presented. **(Action Requested)**

REGULAR AGENDA

ADJOURN

MINUTES
Library Board
5:00 PM - Monday, February 16, 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, February 16, 2026, at 5:00 PM, with the following members present:

PRESENT:	In Person: Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Krystle Mullin, Melissa Alexander, Ross McIntyre (left early at 5:45 p.m.), Ryan Norton, Susan Kling Via Zoom: Becky Garms
ABSENT:	Informed Absence: Nancy Miller and Sabrina Beyer
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Eddie Higgins
FRIENDS REP:	Cheryl Kinnaird
GUESTS PRESENT:	None

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

AGENDA APPROVAL

Motion to approve agenda as modified to include the Library Spotlight. **(Action Requested)**

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

INTRODUCTION OF GUESTS

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

LIBRARY SPOTLIGHT
Introduction of our new Patron Services Manager, Eddie Higgins.
Eddie started with MPL as a Part-Time Patron Services staff member, and became a

Full-Time Patron Services Lead before being selected as the Patron Services Manager.

MINUTES

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

Moved by Norton, seconded by Lammers, to approve the January 2026 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
  - Cheryl Kinnaird presented that the Friends have discontinued their Lifetime Memberships and have gone to just yearly, five year, and sustaining memberships.
  - Jo and Judy will be retiring as Friends Bookstore Managers.
  - Next Friends Booksales will be April 17-19 and July 17-19.

2. Marion Public Library Foundation Report
  - Hilery Livengood submitted a Foundation Report for Library Board of Trustee Members as she was absent from this meeting.

3. Board Continuing Education
  - None to report.

4. Director's Report
  - Budget Update
    - Revenue is at 71%. Addition revenue will be coming from Linn County, the amount from Linn County is based on circulation, so we often underestimate how much we might receive.
  - Statistics Highlights
    - It was discovered that there were some missing Programming statistics from our Virtual Author Database in past months. Corrections will be presented next month.
  - General Department Updates
    - Installation of drains for the Terrace doors has started.
    - Bigger weather guards were added to the fireplace vent.
    - Electricity will be turned off to the Library building for the Generator project on April 6th when the Library will already be closed for Spring Staff Training.

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

Moved by Mullin, seconded by Read, to accept Reports 1-4 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* - Ch. 10 (*Discussion*) led by Kelsey Logan
  - Discussion Question One: How do we hold the director accountable while still respecting their professional autonomy as the expert in the library functions?
    - Ryan Norton said we ask questions when we're all together for Board

Meetings.
- o Julie Lammers stated that it's good to say "Help me understand..." rather than asking "Why?"
- o Susan Kling commented that Bill Carroll has a lot of good experience to draw off of.
- Discussion Question two: As Bill often says, the staff of the library is our most important asset. How does the board know whether the director is building a positive work culture?
  - o Krystle Mullin has always had positive interactions with staff.
  - o Ross McIntyre has noticed camaraderie between staff.
  - o Bob Read commented that if there were an issued, the Board would likely hear about it.
- Discussion Question three: How can we, as the trustees, encourage open and honest communication with the director, especially around challenging topics?
  - o Ryan Norton commented that even while Bill was on vacation, things still ran smoothly at the library.
- Discussion Question four: Were there any surprises or good reminders within the chapter that you want to discuss?
  - o Bob Hoyt commented that Bill Carroll creates a good environment here.

2. Library Board Treasurer Position (**Action Requested**)
- Bill Carroll reached out to Ryan Norton to inquire if he would be interested in being Library Board Treasurer. Though he's new to the Board, he does have a financial background.
- It was asked if anyone else had an interest in running for Library Board Treasurer, no one else volunteered to run, therefore election ballots were not needed. A roll call vote was taken instead.

Moved by Kling, seconded by Alexander, moved to appoint Ryan Norton as Library Board Treasurer.

Approved by the following votes:

 Ayes: McIntyre, Thayer, Read, Mullin, Kling, Logan, Alexander, Lammers,
         Garms, and Norton

3. State Library Handbook Self Survey (*Discussion*)
- Ross McIntryre asked what items from the self survey stand out? Or what are you proud of?
  - o Ryan Norton stated that everyone comes prepared.
  - o Bob Read commented that the Board is a group, not 13 separate people with an individual agenda.
- Ross McIntryre asked what opportunities are there to do better in the future?
  - o Krystle Mullin stated that she would like to learn more staff names and positions.
  - o Bill Carroll mentioned that an Advocacy Committee never had a chance to form due to changes in Open Meeting Laws. But that an Advocacy Work Group could set goals for the Board.

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

- A sign up sheet was sent around for Board Member volunteers.

ADJOURN

Moved by Alexander, seconded by Thayer, to adjourn at 5:47 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Director's Report for the Library Board of Trustees Meeting on Monday, March 16, 2026

Budget Update:

- FY 26 has completed approximately 66.7% through February 28, 2026.
- As of the February 28, 2026 budget report, approximately 62.0% of the library's budget was expended for the year.
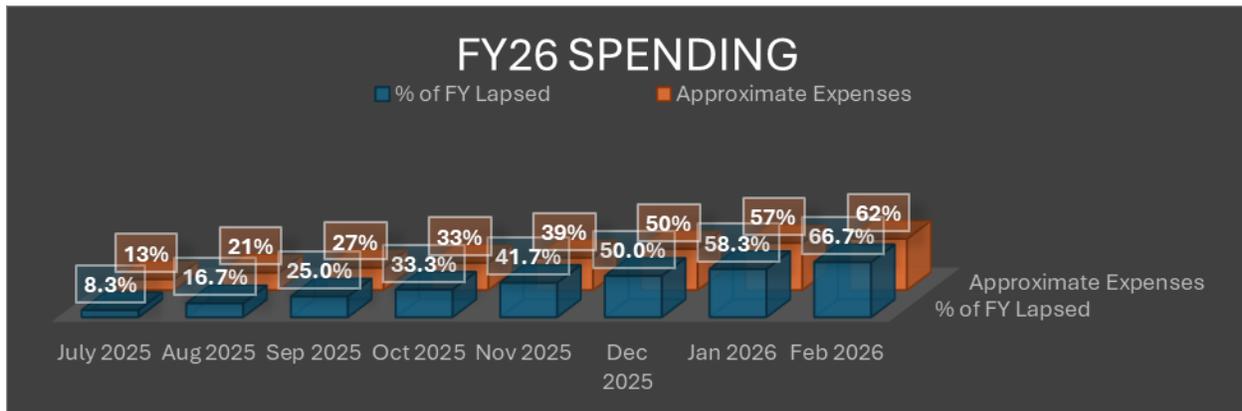
- As of the February 28, 2026 budget report, revenue received increased to approximately 76% received for the fiscal year.

Statistics Highlights:
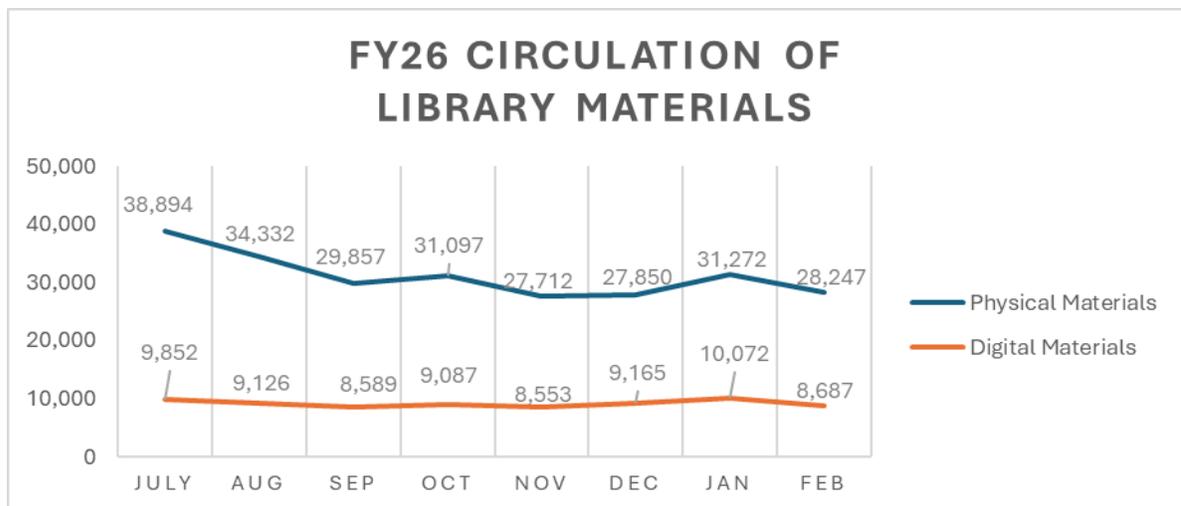
- For February 2026, circulation of physical items decreased approximately 9.7% from the previous month, having 28,247 items checked out. Circulation of physical items for the month decreased approximately 1.2% when compared with the previous year.

- For February 2026, circulation of digital items decreased approximately 13.8%, having 8,687 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 0.3% when compared with the previous year.

FY26 Total Visitors

Month	Library Visitors
July	16,750
August	14,796
September	15,110
October	15,230
November	13,052
December	13,040
January	13,751
February	13,581

- The gate count for February 2026 was 13,581. The February gate count decreased approximately 1.2% compared to January 2026. Compared to the previous year, this year's gate counts saw an approximate 5.3% decrease compared to the same time last year.

Number of Programs Offered in FY26

	July	August	September	October	November	December	January	February
Adult Programs	32	48	46	54	50	38	49	57
General Programs	32	20	41	33	60	7	20	28
YA Programs	15	6	12	14	13	13	14	15
Kids Programs	31	22	25	33	18	19	14	18

- Programming saw an increase in the number of programs offered between February (118) and January (96). The number of programs offered in February 2026 was higher than the number of programs offered in February 2025 (111).

- In January, it was discovered there was an error in reporting in FY 26 due to omission of statistics for our Virtual Author Series of programs. Staff are close to completing their audit and results will be shared with the Library Board at their next meeting.

Strategic Plan Updates:

- Moving forward, updates to the work towards meeting the goals of the strategic plan/ plan of service will be included in the general departments' updates section of this report.

General Department Updates:

- **Library Administration**
  - Terrace door threshold drains were installed and tested in February. Reconstruction on tile and carpet was also completed.
  - The fireplace ventilation system had additional rain proofing elements installed and were also water tested and shown to be successful in preventing water intrusion from the vent system.
  - Remediation of the terrace roof membrane and coverboard are tentatively scheduled for April.
  - Work is ongoing to identify the root causes of leaks associated with the leaking landscaping pots and absent facia board on the terrace.
  - The library will continue to see activity and progress on the following projects into the spring:
    - Installation of an emergency generator – ongoing; work is scheduled for April.
    - Installation of electric vehicle charging stations – ongoing; in tandem with the generator project.
- **Marketing and special Events update from Ashley Osborn**
  - Marketing
    - The library launched a refreshed version of its informational brochure in February. This brochure provides a cleaner, more accessible design with answers to frequently asked questions about the library as a whole. These brochures will be included in welcome packets for new Marion residents. A new library cardholder brochure will be created to accompany the general informational brochure.
    - Members of the Youth and Adult Services team participated in a target audience discussion for this year's Summer Library Program.
    - Work on evaluating the library's comprehensive marketing plan continues.

- Staff who contribute to marketing efforts were surveyed about strengths, challenges, software, and suggestions for improvements.
- A high-level overview of these findings will be included in the full analysis report for the library's Leadership Team.
- Social media posts highlighting the Grown-Up Book Fair, general engagement drivers, and book carousels had the highest amount of engagement for the month of February.
- Keanna continues to work on a variety of marketing projects for the library, most recently completing a stock signage refresh. She will spearhead the digital marketing campaign for this year's Grown-Up Book Fair.
  - o Meetings & Special Events
    - 55 reservations were made for February. 45/55 reservations were completed.
      - Boardroom: 24 reservations
      - Community Room: 1 reservation
      - Community Room A: 8 reservations
      - Community Room B: 12 reservations
      - Outdoor Reading Terrace: N/A
  - o Media Mentions
    - No substantial media mentions were made for the month of February.
- **Adult Services Report from Sue Gerth**
  - o Our Galentine event brought in 76 patrons to enjoy snacks, wine, and shopping with local vendors. Very successful! Will have again in 2027.
  - o Renowned Storyteller Ms. Sheila performed for an appreciative audience of 30 patrons earlier in February. Swamp Fox Books was here to sell books about the real-life runaway enslaved woman portrayed by Ms. Sheila in her program.
  - o We had a successful two-week display from the African American Museum on our second floor; "Driven by Hope" looked at the African American migration to Iowa over the past 150 years.
  - o Our first chair yoga was a huge success! This will be a regular program offered at the library.
  - o Grown-up bookfair marketing has begun; great interest generated in our first Facebook marketing effort.
  - o Vita tax help takes place in our community room twice weekly through mid-April.
  - o Summer Library program planning is just about finalized!
  - o Sue spoke to an undergraduate library class at the University of Nebraska via Zoom about her career and working at MPL.
- **Youth Services Report from Bob Reynolds**

- o Power Up Camp launched in February. This pilot program is a partnership between 4-H, Alliant Energy, and ISU Extension. It aims to educate local teens on the fundamentals of energy, electricity, and conservation.
  - o Teen Culinary Classes began with participants making their own butter and learning how to make mini muffins.
  - o Registration opened for our two new pilot book clubs, generously funded through grants with Theisen's and Daybreak Rotary.
    - Book Buddies: Designed for Grades 1 – 3.
    - Page Turners: Designed for Grades 4 – 6.
  - o Staff visited the Cedar Rapids Museum of Art for Family Fun Day to lead special Storytime sessions for attendees.
  - o We hosted students from Cedar Valley Christian School. The group enjoyed a guided tour and a library activity, and several students signed up for their first library cards.
- **Patron Services update from Eddie Higgins**
  - o **Staffing**:
    - Bethany Franzen left the library after five years' service. A new seasonal position was created from that vacancy, which has been advertised and filled internally by Erica Gerhke. Backfill for Erica's part-time position has been advertised.
    - Interviews will take place this month for the vacant full-time position in Patron Services.
    - The internal Patron Services Lead position has been advertised.
  - o **Patron Services (in the library):**
    - Holds pick up time is now 7 days, which has reduced wait times on popular items and allows us to get unwanted holds back into circulation more quickly.
    - Several members of staff are pursuing applications as Notaries Public, which will enable us to strengthen our responsiveness to notarization requests.
    - Patron Services Staff participated in a customer experience activity to see the library through patron eyes, which yielded new insight and suggestions.
  - o **Patron Services (on the bookmobile):**
    - There was one weather-related cancellation for the Bookmobile in February. The YMCA regained its position as our most visited stop this month.
    - We are currently working with several assisted living facilities to set up regular bookmobile visits as we move into the Spring.

Metro Library Network (MLN) Updates:
- MLN Library Directors met on February 18, 2026 in Hiawatha.

- Director's discussed current bills in the legislature as well as results from USPS mailers trends throughout the MLN. Results indicate a decrease in mailers as patrons move to texting and emails for notifications. MPL staff will continue to monitor mailings and costs while also promoting text and email notifications for Marion library card holders.
- The next scheduled meeting is set for March 25, 2026.

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	$10,500.00	$0.00	$10,500.00	$0.00	$0.00	$10,579.20	($79.20)	101%	$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.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	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	27,243.78	8,756.22	76	27,243.77
	Intergovernmental Totals	$163,500.00	$0.00	$163,500.00	$0.00	$0.00	$146,492.36	$17,007.64	90%	$128,939.70
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	1,123.90	.00	7,715.34	(1,715.34)	129	6,928.74
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	502.38	.00	4,273.45	1,726.55	71	5,115.36
4506	Fax Revenues	40.00	.00	40.00	8.50	.00	54.75	(14.75)	137	32.10
4509	Rental - Community Room	9,000.00	.00	9,000.00	787.50	.00	8,787.50	212.50	98	10,385.00
	Charges for Service Totals	$21,040.00	$0.00	$21,040.00	$2,422.28	$0.00	$20,831.04	$208.96	99%	$22,461.20
Misc Revenues										
4702	**Penalties/Fines**									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	1,852.99	.00	6,137.85	12,962.15	32	13,122.95
4708	**Other Contributions**									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	9,379.13	.00	20,300.30	30,195.70	40	35,503.00
	4708 - Other Contributions Totals	$50,496.00	$0.00	$50,496.00	$9,379.13	$0.00	$20,300.30	$30,195.70	40%	$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	7.88	.00	14.50	(14.50)	+++	4.47
	Misc Revenues Totals	$69,596.00	$0.00	$69,596.00	$11,240.00	$0.00	$26,452.65	$43,143.35	38%	$48,630.42
	Department **410 - Library** Totals	$254,136.00	$0.00	$254,136.00	$13,662.28	$0.00	$193,776.05	$60,359.95	76%	$200,031.32
	REVENUE TOTALS	$254,136.00	$0.00	$254,136.00	$13,662.28	$0.00	$193,776.05	$60,359.95	76%	$200,031.32
EXPENSE										
Department **410 - Library**										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	57,885.38	.00	571,649.50	409,957.50	58	615,791.63
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	40,555.34	.00	336,103.35	307,942.65	52	305,976.09
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00

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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 101 - General Fund										
EXPENSE										
Department **410 - Library**										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	Salaries Totals	$1,625,653.00	$0.00	$1,625,653.00	$98,440.72	$0.00	$915,257.07	$710,395.93	56%	$929,517.12
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	6,042.13	.00	56,283.82	18,684.18	75	57,250.50
6120	Medicare	23,787.00	.00	23,787.00	1,413.04	.00	13,163.11	10,623.89	55	13,389.26
6130	IPERS	129,517.00	.00	129,517.00	9,277.92	.00	85,572.82	43,944.18	66	86,851.41
6150	Health Insurance	149,647.00	.00	149,647.00	11,471.40	.00	92,814.15	56,832.85	62	92,047.66
6151	Wellness Program	504.00	.00	504.00	29.92	.00	255.68	248.32	51	194.25
6152	Life Insurance	1,463.00	.00	1,463.00	98.94	.00	825.12	637.88	56	927.46
6153	Long Term Disability	3,703.00	.00	3,703.00	260.36	.00	2,158.08	1,544.92	58	2,351.02
6154	Dental Insurance	3,605.00	.00	3,605.00	287.05	.00	2,421.47	1,183.53	67	2,330.96
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	1,031.37	(158.37)	118	928.32
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	2,640.00	1,320.00	67	2,640.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	6,000.00	4,800.00	56	6,600.00
	Employee Benefits/Costs Totals	$402,827.00	$0.00	$402,827.00	$30,072.89	$0.00	$263,165.62	$139,661.38	65%	$265,510.84
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	2,494.87	2,755.13	48	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	46.00	.00	1,438.00	1,832.00	44	1,365.00
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	450.00	.00	5,051.50	2,478.50	67	3,663.41
6240	Travel Expenses	6,900.00	.00	6,900.00	187.05	.00	5,573.84	1,326.16	81	5,147.73
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$23,700.00	$0.00	$23,700.00	$683.05	$0.00	$14,558.21	$9,141.79	61%	$10,176.14
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	4,510.02	.00	25,552.34	24,347.66	51	25,160.90
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	58.91
6332	Vehicle Repairs - Internal	500.00	.00	500.00	41.72	.00	225.72	274.28	45	.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	965.00	.00	1,225.00	425.00	74	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	5,954.02	.00	67,909.28	43,590.72	61	57,793.31
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	394.40	.00	2,888.71	2,871.29	50	4,267.43
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	99.85	.00	833.16	1,146.84	42	864.36
	Repair/Maintenance/Utilities Totals	$179,840.00	$0.00	$179,840.00	$11,965.01	$0.00	$99,277.74	$80,562.26	55%	$89,904.66

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,606.33
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	159.48	.00	1,436.59	363.41	80	1,364.81
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	70,934.00	70,996.32	2,969.68	98	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	1,055.30	475.27	65,379.15	13,656.58	83	59,600.65
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	17,920.00	35,840.00	.00	100	35,840.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	.00	3,867.69	9,323.99	1,208.32	92	5,913.00
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	132.47	.00	4,653.80	29,456.20	14	6,173.46
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	557.90	.00	4,463.20	5,136.80	46	4,962.23
	Contractual Services Totals	$443,366.00	$0.00	$443,366.00	$6,385.15	$93,196.96	$298,172.72	$51,996.32	88%	$344,137.91
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	272.36	.00	3,605.14	4,644.86	44	1,288.03
6507	Operational Supplies	46,200.00	.00	46,200.00	2,094.00	.00	19,270.30	26,929.70	42	11,871.04
6508	Postage/Shipping	6,000.00	.00	6,000.00	321.68	.00	3,471.73	2,528.27	58	3,572.39
6510	Forms/Printing Services	7,950.00	.00	7,950.00	345.00	.00	3,435.57	4,514.43	43	3,684.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,031.32	.00	7,281.27	3,318.73	69	4,946.82
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	352.80	.00	1,208.57	8,391.43	13	161.93
6514	Medical Supplies	2,295.00	.00	2,295.00	35.31	.00	442.60	1,852.40	19	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	8.49	.00	527.24	15,322.76	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	$4,460.96	$0.00	$39,481.76	$76,917.24	34%	$31,583.60
Capital Outlay										
6711	Furniture	.00	.00	.00	5,156.40	.00	5,156.40	(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

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	6,791.47	.00	70,031.05	13,128.95	84	48,578.52
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	231.96	.00	3,188.90	5,611.10	36	5,240.38
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	8,814.75	.00	32,059.59	28,440.41	53	22,715.60
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	351.40	.00	9,195.40	26,804.60	26	15,044.85
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	2,160.62	.00	15,724.65	2,275.35	87	10,410.66
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	2,064.72	.00	13,208.17	1,791.83	88	9,635.48
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,814.72	.00	47,375.72	29,124.28	62	58,124.79
6718.08	Library Materials Other	51,380.00	.00	51,380.00	5.99	.00	38,723.87	12,656.13	75	38,428.05
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	$25,235.63	$0.00	$229,507.35	$119,832.65	66%	$208,178.33
	Capital Outlay Totals	$349,340.00	$0.00	$349,340.00	$30,392.03	$0.00	$234,663.75	$114,676.25	67%	$208,178.33
Transfers										
6910	**Transfers Out**									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$3,141,125.00	$0.00	$3,141,125.00	$182,399.81	$93,196.96	$1,864,576.87	$1,183,351.17	62%	$1,879,008.60
	EXPENSE TOTALS	$3,141,125.00	$0.00	$3,141,125.00	$182,399.81	$93,196.96	$1,864,576.87	$1,183,351.17	62%	$1,879,008.60
	Fund **101 - General Fund** Totals									
	REVENUE TOTALS	254,136.00	.00	254,136.00	13,662.28	.00	193,776.05	60,359.95	76%	200,031.32
	EXPENSE TOTALS	3,141,125.00	.00	3,141,125.00	182,399.81	93,196.96	1,864,576.87	1,183,351.17	62%	1,879,008.60
	Fund **101 - General Fund** Totals	($2,886,989.00)	$0.00	($2,886,989.00)	($168,737.53)	($93,196.96)	($1,670,800.82)	($1,122,991.22)		($1,678,977.28)
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
	Commodities Totals	$4,800.00	$0.00	$4,800.00	$0.00	$0.00	$5,237.04	($437.04)	109%	$0.00
Capital Outlay										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	.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

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	7,367.98	.00	11,132.02	40	.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	$32,053.98	$0.00	$8,946.02	78%	$0.00
	Department **410 - Library** Totals	$41,000.00	$0.00	$41,000.00	$0.00	$32,053.98	$0.00	$8,946.02	78%	$0.00
	EXPENSE TOTALS	$41,000.00	$0.00	$41,000.00	$0.00	$32,053.98	$0.00	$8,946.02	78%	$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	32,053.98	.00	8,946.02	78%	.00
	Fund **121 - Local Option Sales Tax** Totals	($41,000.00)	$0.00	($41,000.00)	$0.00	($32,053.98)	$0.00	($8,946.02)		$0.00
Fund 130 - Special Revenue										
REVENUE										
Department **410 - Library**										
Intergovernmental										
4400	**Federal Grants/Contributions**									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
4420	**State Contributions**									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **130 - Special Revenue**										
REVENUE										
Department **410 - Library**										
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	40,000.00	.00	40,000.00	7,074.00	.00	47,959.13	(7,959.13)	120	30,596.88
	4701 - Donations Totals	$40,000.00	$0.00	$40,000.00	$7,074.00	$0.00	$47,959.13	($7,959.13)	120%	$30,596.88
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Misc Revenues Totals	$40,000.00	$0.00	$40,000.00	$7,074.00	$0.00	$47,959.13	($7,959.13)	120%	$30,596.88
	Department **410 - Library** Totals	$40,000.00	$0.00	$40,000.00	$7,074.00	$0.00	$47,959.13	($7,959.13)	120%	$30,596.88
	REVENUE TOTALS	$40,000.00	$0.00	$40,000.00	$7,074.00	$0.00	$47,959.13	($7,959.13)	120%	$30,596.88
EXPENSE										
Department **410 - Library**										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Contractual Services Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Commodities										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	3,985.79	1,500.00	27,195.39	46,304.61	38	42,312.65
	Commodities Totals	$75,000.00	$0.00	$75,000.00	$3,985.79	$1,500.00	$27,195.39	$46,304.61	38%	$42,312.65
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Transfers										
6910	**Transfers Out**									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Transfers Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$3,985.79	$1,500.00	$27,195.39	$46,304.61	38%	$42,312.65
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$3,985.79	$1,500.00	$27,195.39	$46,304.61	38%	$42,312.65

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
	Fund **130 - Special Revenue** Totals									
	REVENUE TOTALS	40,000.00	.00	40,000.00	7,074.00	.00	47,959.13	(7,959.13)	120%	30,596.88
	EXPENSE TOTALS	75,000.00	.00	75,000.00	3,985.79	1,500.00	27,195.39	46,304.61	38%	42,312.65
	Fund **130 - Special Revenue** Totals	($35,000.00)	$0.00	($35,000.00)	$3,088.21	($1,500.00)	$20,763.74	($54,263.74)		($11,715.77)
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	+++	42,518.19
	4701 - Donations Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$42,518.19
4708	**Other Contributions**									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	53,567.72
	4708 - Other Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$53,567.72
	Misc Revenues Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$96,085.91
	Department **410 - Library** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$81,873.62
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$81,873.62
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	.00	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	$0.00	$119,672.27	$97,331.28	($92,003.55)	174%	$169,196.68

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**301 - Capital Projects**									
EXPENSE										
Department	**410 - Library** Totals	$125,000.00	$0.00	$125,000.00	$0.00	$119,672.27	$97,331.28	($92,003.55)	174%	$169,196.68
	EXPENSE TOTALS	$125,000.00	$0.00	$125,000.00	$0.00	$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	+++	81,873.62
	EXPENSE TOTALS	125,000.00	.00	125,000.00	.00	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)	$0.00	($119,672.27)	($97,331.28)	$92,003.55		($87,323.06)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	20,736.28	.00	241,735.18	52,400.82	82%	312,501.82
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	186,385.60	246,423.21	2,000,457.32	1,165,244.47	66%	2,090,517.93
	Grand Totals	($3,117,989.00)	$0.00	($3,117,989.00)	($165,649.32)	($246,423.21)	($1,758,722.14)	($1,112,843.65)		($1,778,016.11)

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	03/05/2026	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	141,930.32
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	141,930.32	1099 Item	No	Expensed	70,996.32
	Discount	0%	Tavable	No	Remaining	70,934.00
	Status	Open	Confirming	No	Encumbered	70,934.00

	G/L Account	Project		Amount	Expensed	Encumbered
	101.410.6413 (Contracts - 28E)				70,996.32	70,934.00

Item 2	Description	Misc Commodities/Expenses - Foundation Directory Database - Paid by Library Foundation	Vendor Part Number		Amount	1,500.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	1,500.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	1,500.00
	Status	Open	Confirming	No	Encumbered	1,500.00

	G/L Account	Project		Amount	Expensed	Encumbered
	130.410.6599 (Misc Commodities/Expenses)				.00	1,500.00

Purchase Order	2026-00000209	Department	35 Library	G/L Date	12/16/2025	Amount	24,686.00
Description	Library Terrace Door Trench Drain Project	Vendor	392 - Pipe Pro Inc	Deliver by Date		Voided	.00
Type	Budgeted		Michelle Sherman	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

Department 35 Library

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

Purchase Order	2026-00000260	Department	35 Library	G/L Date	02/10/2026	Amount	7,367.98
Description	Seating and Furniture for Youth Interactive Area	Vendor	1993 - Workspace Inc	Deliver by Date		Voided	.00
Type	Budgeted		Workspace Inc	Printed Date	02/20/2026	Discounted	.00
Status	Open		309 Locust St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Des Moines, IA 50309	Expiration Date		Remaining	7,367.98
Assigned To Buyer						Encumbered	7,367.98
Resolution Number							

Item 1						
Description	Furniture - Seating and Furniture for Youth Interactive Area	Vendor Part Number		Amount	7,367.98
Quantity	1.0000	Contract Number		Voided	.00
U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	7,367.98	1099 Item	No	Expensed	.00
Discount	0%	Tavable	No	Remaining	7,367.98
Status	Open	Confirming	No	Encumbered	7,367.98

G/L Account	Project	Amount	Expensed	Encumbered
121.410.6711 (Furniture)			.00	7,367.98

Department **35 Library** Totals	Purchase Orders	3	Amount	$175,484.30
			Voided	$0.00
			Discounted	$0.00
			Expensed	$70,996.32
			Remaining	$104,487.98
			Encumbered	$104,487.98
Grand Totals	Purchase Orders	3	Amount	$175,484.30
			Voided	$0.00
			Discounted	$0.00
			Expensed	$70,996.32
			Remaining	$104,487.98
			Encumbered	$104,487.98

Chapter 11: Effective Board Meetings

The structure of library boards works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at its meetings. Because the board must work together collaboratively and speak with one voice, individual trustees have no authority on their own. Any change in policy or other decisions must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting. How the meetings are conducted can make the difference between an effective or an ineffective board.

Open Meetings Law

Public library board meetings are subject to the Open Meetings Law in **Iowa Code Chapter 21**. Public libraries, like other tax-supported agencies, must operate in the best interest of the public. The Open Meetings Law, requiring that all meetings of government bodies be held in public, is designed to protect the public from secret dealings by public boards. Public notice of the date, time and place of board meetings, must be posted at least 24 hours before the meeting. Governmental bodies are also required to provide an electronic meeting option for members to participate. Very simply, this statute is a protection against abuse of public power. At least one public library board in Iowa has been investigated in recent years and was found to have violated the Open Meetings Law. For more detailed information see **Chapter 13: Library Law and Legal Matters** or **Iowa Code Chapter 21**.

It can be difficult for board members to conduct a meeting and speak candidly with the public or media representatives watching and listening. Trustees may feel a need to be overly responsive to those listening; the result can be a meeting that seems more for the audience than for the board. Some trustees may be so intimidated by an audience that they don't voice their opinion; when that happens, all sides of an issue are not being considered. Even though it may be challenging to conduct a meeting in public, attempting to circumvent the Iowa Open Meetings Law is illegal and unwarranted. Effective July 1, 2025, all newly elected or appointed public officials who are members of a governmental body must complete a training course within 90 days of formally assuming responsibilities. The course is designed to educate the board members on the responsibilities of the governmental body and its members and will be provided by the Iowa Public Information Board (IPIB). **See Iowa Code 21.12**

Your board can function well in the open and within the law. Here are a few suggestions:

Keep in mind that you have been chosen to represent a large number of people. The people who show up at a board meeting usually represent a very small percentage of your constituents and should not have an undue influence on your actions.

Have a clear policy regarding public comment. If you have a public forum section of the agenda, keep in mind it is a time for listening, not uncontrolled debate. Set a time limit for the open forum and a time limit for each speaker, explaining the rules for those who want to speak. State in your policy that the board will listen, but will not respond during the meeting to those who speak during the open forum. If a response is needed, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

Understand that your board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting (except for the open forum above).

Responsibilities of Board Members During Meetings

Board effectiveness and productivity will suffer without all members consistently in attendance and participating in meetings. Absenteeism inhibits full discussion and expression of all perspectives, leading to a greater possibility that poor decisions will be made or that decisions will be delayed. Unless otherwise defined in bylaws, a quorum is typically a majority of board members. For example, the quorum for a seven member board would be four members present, either in person or online. Without a quorum, the board cannot legally conduct business.

The board president runs the meetings and keeps the group moving toward good decisions. However, it is each trustee's responsibility to:

❖ Prepare for and attend all meetings

❖ Arrive on time

❖ Take an active part in discussions, but not dominate or get the board off track

❖ Use parliamentary procedure and abide by any state laws that apply to your meetings

❖ Practice the arts of listening and compromise; work towards consensus on issues

❖ Focus deliberations on the mission of the library and the best interests of the community

❖ Publicly support the board decision, even if you disagree with the final decision. The board speaks with one voice.

The agenda packet should be made available--either via the mail or electronically--several days before the meeting. Meetings will be shorter and more productive if all members are familiar with the agenda and related materials. If you have questions, ask the director prior to the meeting. Study the agenda so you understand what is expected of you at the meeting. Which agenda items will require a vote? Which ones will require only discussion and input?

Some issues will require that you seek input from community residents before making a decision. Don't assume how people feel about an important issue. As the connection between the community and the library, solicit community input regularly.

Even though you research issues and prepare for discussions, it is unethical to decide how you will vote on an issue before the meeting or to promise people how you intend to vote. Keep an open mind and make your decision only after deliberation during the meeting with the full board and when all sides of the issue have been explored.

Parliamentary Rules

Board meetings should be conducted according to parliamentary rules (i.e. **Robert's Rules of Order**) and stated in the bylaws. These rules are intended to set a businesslike and courteous tone, allow for ample discussion of the issues, protect the right of all board members to be heard on the issues, and not allow the discussion to get out of control.

You should have a basic understanding of parliamentary rules so that you can be a part of the process of moving quickly and efficiently through an agenda. When a disagreement among board members occurs about the way to proceed, consult the parliamentary guide.

Agendas

Your board meeting must be guided by a published agenda, ideally prepared by the director and board president (a sample agenda is included in the **Appendix**). The purpose of the agenda is to set a clear direction for the meeting for the board and for the public. The board president will ask the board to formally vote to approve the agenda at the beginning of the meeting. When the board approves the agenda, members agree to discuss the issues on the approved agenda in the order listed.

Keep in mind that all members have a right to place items on the agenda prior to the meeting by bringing items to the attention of the director or the board president. Be careful of last-minute additions, which prevent the board having enough time to consider the issue. Equally important, last-minute additions do not give members of the public

adequate notice.

Motions

A motion is a formal request or proposal for the board to take action. Based on committee reports and director recommendations, any board member may make a motion at any time in accordance with the parliamentary guide. To make a motion, you simply address the board president and "I move that..." and state the action you wish the board to take. Most motions require that another board member support the request for action by seconding the motion.

Once the motion is seconded, it is restated by the president. The board then discusses the motion. Some motions, such as the motion to adjourn, do not require discussion. By requiring a motion on an issue prior to discussion, the board focuses discussion only on agenda items and is better able to stay on track. A vote may only be taken on items indicated on the published agenda.

Allow ample time to discuss the pros and cons of the issue. The group must work toward moving the discussion forward and reaching a decision. Once the motion has been thoroughly discussed, the president calls for a vote on the motion. You may be asked to vote by saying "aye" (yes) or "nay" (no) in a voice vote, by a show of hands, or in a roll-call vote. Your vote will be recorded in the minutes.

You should not vote if you have a conflict of interest. This occurs when a conflict exists between a board member's obligation to the public and his/her own personal interest. The board should have a policy defining conflict of interest which states whether a board member may discuss and/or vote on an issue when that member has a conflict of interest.

Abstaining on a motion before the board is appropriate only when you have a conflict of interest pertaining to the issue before the board. Otherwise, you are appointed to express an opinion on the issues and abstaining expresses no opinion. Once the vote is taken, the president states whether the motion passed or failed.

Minutes

The meeting minutes, when approved by a formal vote or by consensus of the board, are the official legal record of what happened at the board meeting. However, the minutes are not an exact record of what was said, they are a record of what was done. As part of their orientation, the newest trustees should review past minutes to obtain a good perspective on the issues the board has faced and how the board handled them. Board members may request corrections to the minutes before the board votes to accept them. But board members do not have a right to demand that their reason for voting a certain way or their detailed views about an issue be recorded. Every trustee should have had an opportunity to express their views prior to voting on any issue. "Yes" or "No" votes

represent individual views on the issue in a roll-call vote.

Reports

During the meeting, board members will hear reports from committees, as well as the director and staff. Reports provide background and information needed to deal with the issues on the agenda, often including a recommendation for board action. When reports are included in packets prior to the meeting, trustees are then better prepared to take action. Like the meeting minutes, reports do not need to be read aloud. Those presenting reports should simply highlight information, clarify items and answer questions

Bylaws

Bylaws are rules written and adopted by the board for operating its own meetings or affairs. Since the city-library ordinance is the local law governing the library, the bylaws must be consistent with the ordinance and not more restrictive. The library board should establish procedures for amending and changing the bylaws. Bylaws are essentially an internal document outlining how the board conducts its business. Because bylaws are not a legal document, they may be changed by a vote of the board as often, or as infrequently as necessary.

Typical points that are found in bylaws are frequency of meetings, date/location of meeting, elections of officers, committee structure, etc. For a listing of points to include in board bylaws, see the sample in the **Appendix**.

Board Officers and Election of Officers

Board officers, particularly the president, must be well respected. The president must have strong leadership skills and be willing to give the extra time necessary to carry out any extra duties of the office. It's best if officers are the more experienced members of the board. If you are asked to be a candidate for a board office, consider carefully if you have the extra time it will take to do the job well.

The purpose of electing officers is to place the best people into leadership positions. It shouldn't be a popularity contest, a struggle between factions for a power position, or just "whoever will say yes." Choose officers who are well suited for the position and have the necessary skills. Election of officers is an annual practice, commonly on the agenda in July or August, after terms have expired and new trustees have been appointed.

President: Typically, the duties of the board president are to chair the meetings, set the monthly agenda with the director, keep to the agenda during the meeting, and ensure fruitful discussion. Board presidents are often the spokesperson for the full board, often speaking to community groups and organizations, signing contracts on behalf of the board. A board president has no more power than any other board member and will frequently abstain from voting unless needed to break a tie.

Vice President: The vice-president traditionally serves as the backup for the board president. VPs are usually assigned additional duties such as chairing committees, taking charge of board development activities, or preparing for special board events. The VP works with the president to stay current on library business so that they are able to assume the president's duties if the president cannot carry them out. The vice president is often considered the logical successor to the president during election of officers.

Secretary: One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task by using a template to record the actions and votes. From the template, either the director or designated secretary can type up the minutes in preparation for next month's meeting.

Committees: The many and complex issues facing your library cannot always be handled efficiently by the full board. The purpose of creating a committee is to extend the capabilities of the board. Committees are not autonomous groups with loose connections to the board, but rather extensions of the board and always responsible to the full board. Committee work is a good place for board members to offer any special expertise and to learn more about the library.

If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. Subcommittees can investigate matters, then bring those issues before the entire board for discussion and approval.

Committees are advisory bodies, described in bylaws, that make recommendations to the full board for consideration and action. Committees have no power or authority beyond what is granted to them by the full board. The only action committees can take is to study the assigned issue and make recommendations to the full board about the issue. Remember that committees are a smaller group, not enough to constitute a quorum, since in that case, subcommittee meetings would be subject to Iowa Open Meetings law.

Approach committee meetings as seriously as you do the regular board meetings. Prepare for the committee meeting, attend it, and take part in the discussions. If you have an assignment from the committee, complete it on time. Help your committee stay focused on its responsibility. Although committee meetings are usually not as formal as a full board meeting, they should have a chairperson, agenda and goals. It is considered best practice for committee reports to be written and submitted to the director for filing. Some common committees are Finance, Personnel, Buildings and Grounds, Community Relations, and Policy.
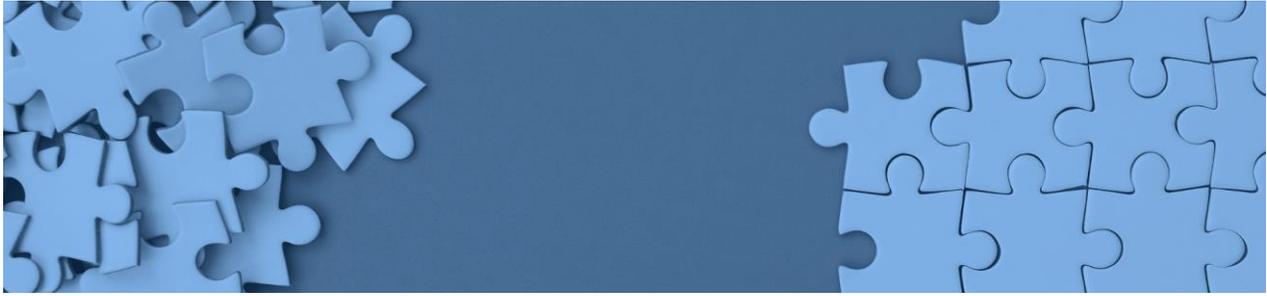
Chapter 12: Problem Solving and Decision Making

During a board meeting, best practices in problem solving and decision making can follow this process:

I. **Define the issue clearly:** The best way to define the issue is to make a motion. If you are not clear about the intent or meaning of the motion, ask for the motion to be clarified. It may be necessary to ask that the wording of the motion be amended for clarification. The chairperson should make it clear to all what a positive or a negative vote means.

II. **Study the information:** Authoritative information helps the board understand issues and make good decisions. The director and committee reports are standard sources for information about the issues that come before the board. Remember that board members are not appointed for their expertise and experience in running a library, but rather for their ability to ask the right questions, draw upon their experience and leadership skills, and make informed decisions for the good of the library and community. Call on outside experts when necessary.

III. **Consider the alternatives:** Approach every issue with an open mind. Play the "devil's advocate," asking the tough questions and encouraging other board members to voice their opinions. Even recommendations from the director or a committee must not be accepted without a hard look at the possible alternatives.

IV. **Seek assistance:** Seek help from outside the board, including attorneys and other specialists who can guide you in making decisions. Remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility for the decisions that are made.

V. **Assess the issue in light of your mission and long-range goals:** Every decision the board makes should be consistent with its long range plan and be for the greatest good of those who use the library.

VI. **Project the consequences:** This is where the board member's vision comes in. A board decision cannot be made in isolation. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal consequences with this decision? Will a decision to spend money in one area mean that less money will be available in other areas?

VII. **Reach a decision:** Set aside personal bias and emotions and cast your vote for what you think is the best interest of the library. Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members can live with and support the decision, even though it may not be each trustee's first choice. To reach consensus, an issue is discussed until agreement is reached among all members. This method is more time-consuming, but it has advantages over the majority vote. Building consensus helps avoid creating a win/lose atmosphere and forces a board to discuss an issue more thoroughly. Compromise is at the heart of arriving at consensus. Once a decision is made by the board as whole, you should support it regardless of how you voted.

"The best way to predict your future is to create it."

Abraham Lincoln

Individual Library Trustee Assessment

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

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

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

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

Full Library Board Assessment

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

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

City of MARION IOWA

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund 101 - General Fund

REVENUE

Department **410 - Library**

Intergovernmental

4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	10,500.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	State Contributions Enrich Iowa - Direct State Aid			1.0000	10,500.00	10,500.00
					Pending Totals	$10,500.00

4424	Enrich Iowa - Open Access	62,000.00	62,000.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	Enrich Iowa - Open Access and ILL Reimbursement			1.0000	62,000.00	62,000.00
					Pending Totals	$62,000.00

4441	County Borrowers	55,000.00	55,000.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	County/ Rural Borrowers Reimbursement Linn County			1.0000	55,000.00	55,000.00
					Pending Totals	$55,000.00

4442	Contracting Cities	36,000.00	36,000.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	City of Robins Contract for Library Service			4.0000	9,000.00	36,000.00
					Pending Totals	$36,000.00

	Intergovernmental Totals	$163,500.00	$163,500.00

Charges for Service

4504	Copy Charges	7,500.00	6,000.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	Copy Charges			1.0000	7,500.00	7,500.00
					Pending Totals	$7,500.00

4505	Lost/Damaged and Paid	6,000.00	6,000.00

Budget Transactions				Number of Units	Cost Per Unit	Total Amount
Level	Transaction					
Pending	Lost/ Damaged and Paid for Materials Helps Offset Fees in #6499			1.0000	6,000.00	6,000.00
					Pending Totals	$6,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget			
Fund	**101 - General Fund**					
REVENUE						
Department	**410 - Library**					
Charges for Service						
4506	Fax Revenues	40.00	40.00			

	Budget Transactions					
Level		*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending		Fax Service Cards		1.0000	40.00	40.00
					Pending Totals	$40.00

Account	Account Description	2027 Pending	2026 Adopted Budget			
4509	Rental - Community Room	12,000.00	9,000.00			

	Budget Transactions					
Level		*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending		Meeting Room Fee Rentals		1.0000	12,000.00	12,000.00
					Pending Totals	$12,000.00

	Charges for Service Totals	$25,540.00	$21,040.00			
Misc Revenues						
4704	Misc Revenues	7,400.00	19,100.00			

	Budget Transactions					
Level		*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending		MakerSpace Revenues (Offsets Line #6507)		1.0000	5,000.00	5,000.00
Pending		Postage/ Shipping For Homebound Patron Mail Service Offset #6508		2.0000	1,200.00	2,400.00
					Pending Totals	$7,400.00

Account	Account Description	2027 Pending	2026 Adopted Budget			
4708.01	Other Contributions General	50,500.00	50,496.00			

	Budget Transactions					
Level		*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending		Salary, IPERS, and Disability fees for Foundation Director		1.0000	50,500.00	50,500.00
					Pending Totals	$50,500.00

Account	Account Description	2027 Pending	2026 Adopted Budget			
4709	Fuel Tax Refunds	6.00	.00			

	Budget Transactions					
Level		*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending		Fuel Refund		1.0000	6.00	6.00
					Pending Totals	$6.00

		2027 Pending	2026 Adopted Budget
	Misc Revenues Totals	$57,906.00	$69,596.00
Department	**410 - Library** Totals	$246,946.00	$254,136.00
	REVENUE TOTALS	$246,946.00	$254,136.00

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund   101 - General Fund

EXPENSE

Department   **410 - Library**

Salaries

| 6010 | Regular Full-Time Salaries | 919,081.00 | 981,607.00 | | | |

Position Transactions

Level	Position		Type	Code		Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Earnings			135,717.00
Pending	410020001 - LIBRARY ASSISTANT		Earnings			54,666.00
Pending	410020002 - LIBRARY ASSISTANT		Earnings			63,460.00
Pending	410020003 - LIBRARY ASSISTANT		Earnings			54,685.00
Pending	410020004 - LIBRARY ASSISTANT		Earnings			54,685.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Earnings			73,257.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Earnings			45,195.00
Pending	410040002 - LIBRARY MANAGER		Earnings			83,948.00
Pending	410040003 - LIBRARY MANAGER		Earnings			98,045.00
Pending	410040005 - LIBRARY MANAGER		Earnings			79,628.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Earnings			47,892.00
Pending	410050001 - LIBRARY MANAGER		Earnings			79,628.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Earnings			45,124.00
Pending	410999010 - LIBRARY LONGEVITY		Earnings			3,150.00
Pending	410999012 - LIBRARY WORKERS COMPENSATION		Earnings			1.00
					Pending Totals	$919,081.00

| 6020 | Regular Part-Time Salaries | 718,030.00 | 644,046.00 | | | |

Position Transactions

Level	Position		Type	Code		Total Amount
Pending	410460001 - PT LIB FOUNDATION DIR - NO LEAVE		Earnings			48,266.00
Pending	410999002 - LIBRARY PART TIME		Earnings			669,764.00
					Pending Totals	$718,030.00

| | *Salaries Totals* | $1,637,111.00 | $1,625,653.00 | | | |

Employee Benefits/Costs

| 6110 | Social Security | 102,304.00 | 74,968.00 | | | |

Position Transactions

Level	Position		Type	Code		Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Tax	FICA - Social Security		8,772.00
Pending	410020001 - LIBRARY ASSISTANT		Tax	FICA - Social Security		3,389.00
Pending	410020002 - LIBRARY ASSISTANT		Tax	FICA - Social Security		3,934.00
Pending	410020003 - LIBRARY ASSISTANT		Tax	FICA - Social Security		3,502.00
Pending	410020004 - LIBRARY ASSISTANT		Tax	FICA - Social Security		3,502.00

Account	Account Description		2027 Pending	2026 Adopted Budget			

Fund **101 - General Fund**

EXPENSE

Department **410 - Library**

Employee Benefits/Costs

			Type	Code		
Pending	410025001 - ADMINISTRATIVE ASSISTANT	Tax	FICA - Social Security			4,542.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF	Tax	FICA - Social Security			2,802.00
Pending	410040002 - LIBRARY MANAGER	Tax	FICA - Social Security			5,205.00
Pending	410040003 - LIBRARY MANAGER	Tax	FICA - Social Security			6,190.00
Pending	410040005 - LIBRARY MANAGER	Tax	FICA - Social Security			4,937.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD	Tax	FICA - Social Security			3,081.00
Pending	410050001 - LIBRARY MANAGER	Tax	FICA - Social Security			4,937.00
Pending	410460001 - PT LIB FOUNDATION DIR - NO LEAVE	Tax	FICA - Social Security			2,993.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD	Tax	FICA - Social Security			2,798.00
Pending	410999002 - LIBRARY PART TIME	Tax	FICA - Social Security			41,525.00
Pending	410999010 - LIBRARY LONGEVITY	Tax	FICA - Social Security			195.00
					Pending Totals	$102,304.00

6120	Medicare		23,927.00	23,787.00		

Position Transactions

Level	Position		Type	Code		Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Tax	MED - Medicare		2,051.00
Pending	410020001 - LIBRARY ASSISTANT		Tax	MED - Medicare		793.00
Pending	410020002 - LIBRARY ASSISTANT		Tax	MED - Medicare		920.00
Pending	410020003 - LIBRARY ASSISTANT		Tax	MED - Medicare		819.00
Pending	410020004 - LIBRARY ASSISTANT		Tax	MED - Medicare		819.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Tax	MED - Medicare		1,062.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Tax	MED - Medicare		655.00
Pending	410040002 - LIBRARY MANAGER		Tax	MED - Medicare		1,217.00
Pending	410040003 - LIBRARY MANAGER		Tax	MED - Medicare		1,448.00
Pending	410040005 - LIBRARY MANAGER		Tax	MED - Medicare		1,155.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Tax	MED - Medicare		721.00
Pending	410050001 - LIBRARY MANAGER		Tax	MED - Medicare		1,155.00
Pending	410460001 - PT LIB FOUNDATION DIR - NO LEAVE		Tax	MED - Medicare		700.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Tax	MED - Medicare		654.00
Pending	410999002 - LIBRARY PART TIME		Tax	MED - Medicare		9,712.00
Pending	410999010 - LIBRARY LONGEVITY		Tax	MED - Medicare		46.00
					Pending Totals	$23,927.00

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**101 - General Fund**		

EXPENSE

Department **410 - Library**

Employee Benefits/Costs

Account	Account Description	2027 Pending	2026 Adopted Budget
6130	IPERS	154,364.00	129,517.00

Position Transactions

Level	Position	Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR	Benefit	IPERS - IPERS Benefit-Regular	12,812.00
Pending	410020001 - LIBRARY ASSISTANT	Benefit	IPERS - IPERS Benefit-Regular	5,161.00
Pending	410020002 - LIBRARY ASSISTANT	Benefit	IPERS - IPERS Benefit-Regular	5,990.00
Pending	410020003 - LIBRARY ASSISTANT	Benefit	IPERS - IPERS Benefit-Regular	5,162.00
Pending	410020004 - LIBRARY ASSISTANT	Benefit	IPERS - IPERS Benefit-Regular	5,162.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT	Benefit	IPERS - IPERS Benefit-Regular	6,915.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF	Benefit	IPERS - IPERS Benefit-Regular	4,266.00
Pending	410040002 - LIBRARY MANAGER	Benefit	IPERS - IPERS Benefit-Regular	7,925.00
Pending	410040003 - LIBRARY MANAGER	Benefit	IPERS - IPERS Benefit-Regular	9,255.00
Pending	410040005 - LIBRARY MANAGER	Benefit	IPERS - IPERS Benefit-Regular	7,517.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD	Benefit	IPERS - IPERS Benefit-Regular	4,343.00
Pending	410050001 - LIBRARY MANAGER	Benefit	IPERS - IPERS Benefit-Regular	7,517.00
Pending	410460001 - PT LIB FOUNDATION DIR - NO LEAVE	Benefit	IPERS - IPERS Benefit-Regular	4,556.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD	Benefit	IPERS - IPERS Benefit-Regular	4,260.00
Pending	410999002 - LIBRARY PART TIME	Benefit	IPERS - IPERS Benefit-Regular	63,226.00
Pending	410999010 - LIBRARY LONGEVITY	Benefit	IPERS - IPERS Benefit-Regular	297.00
			Pending Totals	$154,364.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6150	Health Insurance	181,976.00	149,647.00

Position Transactions

Level	Position	Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR	Benefit	BCH13 - TRAD NB/AFS Family EE/SP Well	25,818.00
Pending	410020001 - LIBRARY ASSISTANT	Benefit	BCH5 - TRAD NB/AFS Single EE Well	10,471.00
Pending	410020002 - LIBRARY ASSISTANT	Benefit	BCH5 - TRAD NB/AFS Single EE Well	10,471.00
Pending	410020003 - LIBRARY ASSISTANT	Benefit	BCH1 - TRAD NB/AFS Single NoWell	10,111.00
Pending	410020004 - LIBRARY ASSISTANT	Benefit	BCH1 - TRAD NB/AFS Single NoWell	10,111.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT	Benefit	BCH13 - TRAD NB/AFS Family EE/SP Well	25,818.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF	Benefit	BCH1 - TRAD NB/AFS Single NoWell	10,111.00
Pending	410040002 - LIBRARY MANAGER	Benefit	Z BUD FAMILY ALL - BUDGET ONLY FAMILY	23,884.00
Pending	410040003 - LIBRARY MANAGER	Benefit	BCH7 - HDHP NB/AFS Single EE Well	8,961.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD	Benefit	BCH5 - TRAD NB/AFS Single EE Well	10,471.00
Pending	410050001 - LIBRARY MANAGER	Benefit	BCH2 - TRAD NB/AFS Family NoWell	25,278.00

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Employee Benefits/Costs

Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Benefit	BCH5 - TRAD NB/AFS Single EE Well	10,471.00
				Pending Totals	$181,976.00

6151	Wellness Program	429.00	504.00		

Position Transactions

Level	Position		Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Benefit	EAP - Employee Assistance Program	33.00
Pending	410020001 - LIBRARY ASSISTANT		Benefit	EAP - Employee Assistance Program	33.00
Pending	410020002 - LIBRARY ASSISTANT		Benefit	EAP - Employee Assistance Program	33.00
Pending	410020003 - LIBRARY ASSISTANT		Benefit	EAP - Employee Assistance Program	33.00
Pending	410020004 - LIBRARY ASSISTANT		Benefit	EAP - Employee Assistance Program	33.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Benefit	EAP - Employee Assistance Program	33.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Benefit	EAP - Employee Assistance Program	33.00
Pending	410040002 - LIBRARY MANAGER		Benefit	EAP - Employee Assistance Program	33.00
Pending	410040003 - LIBRARY MANAGER		Benefit	EAP - Employee Assistance Program	33.00
Pending	410040005 - LIBRARY MANAGER		Benefit	EAP - Employee Assistance Program	33.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Benefit	EAP - Employee Assistance Program	33.00
Pending	410050001 - LIBRARY MANAGER		Benefit	EAP - Employee Assistance Program	33.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Benefit	EAP - Employee Assistance Program	33.00
				Pending Totals	$429.00

6152	Life Insurance	1,347.00	1,463.00		

Position Transactions

Level	Position		Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410020001 - LIBRARY ASSISTANT		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410020002 - LIBRARY ASSISTANT		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410020003 - LIBRARY ASSISTANT		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410020004 - LIBRARY ASSISTANT		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	93.00
Pending	410040002 - LIBRARY MANAGER		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410040003 - LIBRARY MANAGER		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410040005 - LIBRARY MANAGER		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	95.00
Pending	410050001 - LIBRARY MANAGER		Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	108.00

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund   101 - General Fund

EXPENSE

Department   **410 - Library**

Employee Benefits/Costs

Pending	410560001 - LIBRARY PATRON SERVICES LEAD			Benefit	LIFE-NONBARGAIN - Life Insurance Non-Bargaining	79.00
					Pending Totals	$1,347.00

6153	Long Term Disability	3,504.00	3,703.00

Position Transactions

Level	Position		Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Benefit	LTD - Long Term Disability	520.00
Pending	410020001 - LIBRARY ASSISTANT		Benefit	LTD - Long Term Disability	209.00
Pending	410020002 - LIBRARY ASSISTANT		Benefit	LTD - Long Term Disability	243.00
Pending	410020003 - LIBRARY ASSISTANT		Benefit	LTD - Long Term Disability	210.00
Pending	410020004 - LIBRARY ASSISTANT		Benefit	LTD - Long Term Disability	210.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Benefit	LTD - Long Term Disability	281.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Benefit	LTD - Long Term Disability	173.00
Pending	410040002 - LIBRARY MANAGER		Benefit	LTD - Long Term Disability	323.00
Pending	410040003 - LIBRARY MANAGER		Benefit	LTD - Long Term Disability	376.00
Pending	410040005 - LIBRARY MANAGER		Benefit	LTD - Long Term Disability	305.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Benefit	LTD - Long Term Disability	176.00
Pending	410050001 - LIBRARY MANAGER		Benefit	LTD - Long Term Disability	305.00
Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Benefit	LTD - Long Term Disability	173.00
				Pending Totals	$3,504.00

6154	Dental Insurance	4,304.00	3,605.00

Position Transactions

Level	Position		Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR		Benefit	DENT2 - Dental Family	638.00
Pending	410020001 - LIBRARY ASSISTANT		Benefit	DENT1 - Dental Single	219.00
Pending	410020002 - LIBRARY ASSISTANT		Benefit	DENT1 - Dental Single	219.00
Pending	410020003 - LIBRARY ASSISTANT		Benefit	DENT1 - Dental Single	219.00
Pending	410020004 - LIBRARY ASSISTANT		Benefit	DENT1 - Dental Single	219.00
Pending	410025001 - ADMINISTRATIVE ASSISTANT		Benefit	DENT2 - Dental Family	638.00
Pending	410030001 - LIBRARY PATRON SERVICES STAFF		Benefit	DENT1 - Dental Single	219.00
Pending	410040002 - LIBRARY MANAGER		Benefit	Z BUDGET DENTAL - BUDGET DENTAL FAMILY	638.00
Pending	410040003 - LIBRARY MANAGER		Benefit	DENT1 - Dental Single	219.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD		Benefit	DENT1 - Dental Single	219.00
Pending	410050001 - LIBRARY MANAGER		Benefit	DENT2 - Dental Family	638.00

Account	Account Description	2027 Pending	2026 Adopted Budget		
Fund	**101 - General Fund**				

EXPENSE

Department **410 - Library**

Employee Benefits/Costs

Level	Position		Type	Code	Total Amount
Pending	410560001 - LIBRARY PATRON SERVICES LEAD		Benefit	DENT1 - Dental Single	219.00
				Pending Totals	$4,304.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6160	Worker's Compensation	1,181.00	873.00

Position Transactions

Level	Position	Type	Code	Total Amount
Pending	410999012 - LIBRARY WORKERS COMPENSATION	Benefit	Z BUD WORK COMP - Bud Workers Comp	1,181.00
			Pending Totals	$1,181.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6180	Allowances	3,960.00	3,960.00

Position Transactions

Level	Position	Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR	Earnings		3,960.00
			Pending Totals	$3,960.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6190	Education Stipend	9,000.00	10,800.00

Position Transactions

Level	Position	Type	Code	Total Amount
Pending	410001001 - LIBRARY DIRECTOR	Earnings		1,800.00
Pending	410020003 - LIBRARY ASSISTANT	Earnings		1,800.00
Pending	410020004 - LIBRARY ASSISTANT	Earnings		1,800.00
Pending	410040003 - LIBRARY MANAGER	Earnings		1,800.00
Pending	410045001 - LIBRARY PATRON SERVICES LEAD	Earnings		1,800.00
			Pending Totals	$9,000.00

Employee Benefits/Costs Totals		$486,296.00	$402,827.00

Staff Development

Account	Account Description	2027 Pending	2026 Adopted Budget
6199	Tuition Reimbursement	15,750.00	5,250.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Tuition Reimbursement for Bob Reynolds	1.0000	5,250.00	5,250.00
Pending	Tuition Reimbursement for Lara Moellers	1.0000	5,250.00	5,250.00
Pending	Tuition Reimbursement for Sydney Kaup	1.0000	5,250.00	5,250.00
			Pending Totals	$15,750.00

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**101 - General Fund**		
EXPENSE			
Department	**410 - Library**		
Staff Development			
6210	Dues/Membership	935.00	3,270.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	ABOS Membership Association of Bookmobiles & Outreach Services	1.0000	135.00	135.00
Pending	ALA & PLA Membership Library Director	1.0000	425.00	425.00
Pending	ILA Membership Library Director	1.0000	200.00	200.00
Pending	Notary Registration Fee for New Employees	5.0000	35.00	175.00
			Pending Totals	$935.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6220	Subscriptions/Education Materials	750.00	750.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Staff Development Books & Materials	1.0000	750.00	750.00
			Pending Totals	$750.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6230	Training/Conference Registrations	4,750.00	7,530.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	ALA Conference Fee - Library Director, June 2027, New Orleans, L	1.0000	500.00	500.00
Pending	Back in Circulation Conference Fall 2026 - Madison, WI	1.0000	350.00	350.00
Pending	Culture City Sensory Certification Fee - Annual	1.0000	500.00	500.00
Pending	ILA Conference Registration - Library Director, October 2026	1.0000	300.00	300.00
Pending	Registration Fees - Board Members & Staff- State of the City, ME	10.0000	50.00	500.00
Pending	Ryan Dowd Annual Library Training Subscription Fee	1.0000	1,100.00	1,100.00
Pending	Staff Day - Spring 2027 Training Fees	1.0000	1,500.00	1,500.00
			Pending Totals	$4,750.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6240	Travel Expenses	3,010.00	6,900.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	ALA Conference to New Orleans, LA for Airfare, Hotel, ect.	1.0000	2,000.00	2,000.00
Pending	ILA Conference for Staff Mileage	40.0000	9.00	360.00
Pending	Mileage Reimbursement	1.0000	650.00	650.00
			Pending Totals	$3,010.00

Staff Development Totals		$25,195.00	$23,700.00

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**101 - General Fund**		

EXPENSE

Department **410 - Library**
Repair/Maintenance/Utilities

Account	Account Description	2027 Pending	2026 Adopted Budget
6310	Building Maintenance & Repairs	51,000.00	49,900.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Baby Garden Carpet Replacement - Annual	1.0000	650.00	650.00
Pending	Bed Bug Prevention and Treatment	1.0000	2,500.00	2,500.00
Pending	Carpet and Rug Cleaning, Maintenance, and Repair	1.0000	6,000.00	6,000.00
Pending	Conference Technologies Equipment Maintenance and Repairs	1.0000	1,500.00	1,500.00
Pending	Culinary Demonstration Area Maintenance, Vent Cleaning & Repairs	1.0000	2,000.00	2,000.00
Pending	Door Maintenance and Repairs	1.0000	2,500.00	2,500.00
Pending	Electrical/ Lighting Maintenance and Repairs	1.0000	2,000.00	2,000.00
Pending	Elevator Repairs (2 Elevators)	1.0000	1,500.00	1,500.00
Pending	Fireplace Maintenance and Repairs	2.0000	1,500.00	3,000.00
Pending	General Plumbing Maintenance and Repairs - Restrooms	1.0000	5,000.00	5,000.00
Pending	General Repairs Due to Patron Use of Facility	1.0000	10,000.00	10,000.00
Pending	HVAC Repairs and Maintenance, Filters, Glycol, etc.	1.0000	7,250.00	7,250.00
Pending	Library Generator Maintenance	1.0000	600.00	600.00
Pending	MakerSpace Under Sink Filtration Maintenance and Repair	1.0000	1,000.00	1,000.00
Pending	Partition Walls in Community Room Repairs (2 Walls)	1.0000	500.00	500.00
Pending	Roof and Ceiling Maintenance and Repairs Recurring	1.0000	5,000.00	5,000.00
			Pending Totals	$51,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6320	Grounds Maintenance & Repairs	1,750.00	1,250.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Irrigation System Maintenance and Repairs	1.0000	500.00	500.00
Pending	Landscaping Maintenance and Repairs	1.0000	1,250.00	1,250.00
			Pending Totals	$1,750.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6331	Vehicle Maintenance	1,100.00	5,300.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Bookmobile Fluids Various - Windshield, Brake, DEF, etc.	1.0000	200.00	200.00
Pending	Bookmobile Oil Change	2.0000	300.00	600.00
Pending	Library Car Fluids Various - Windshield, Brake, etc.	1.0000	100.00	100.00
Pending	Library Car Oil Change	2.0000	100.00	200.00
			Pending Totals	$1,100.00

Account	Account Description	2027 Pending	2026 Adopted Budget			
Fund	**101 - General Fund**					

EXPENSE

Department **410 - Library**
Repair/Maintenance/Utilities

6332	Vehicle Repairs - Internal	5,500.00	500.00			

	Budget Transactions					
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Bookmobile Repairs and Maintenance (Transfer from line #6331)			1.0000	4,500.00	4,500.00
Pending	Library Car Maintenance and Repairs			1.0000	1,000.00	1,000.00
					Pending Totals	$5,500.00

6333	Vehicle Repairs - External	.00	2,000.00			
6334	Tires	1,000.00	.00			

	Budget Transactions					
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Library Car New Tires			1.0000	1,000.00	1,000.00
					Pending Totals	$1,000.00

6350	Other Equipment Repairs	2,650.00	1,650.00			

	Budget Transactions					
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Disc Cleaner/ Repair Machine Warranty/ Repair Contract - Annual			1.0000	1,000.00	1,000.00
Pending	Laminator Repairs			1.0000	350.00	350.00
Pending	Long Arm Stitching Machine Annual Maintenance and Repairs			1.0000	500.00	500.00
Pending	Sewing Machine Maintenance and Repairs			8.0000	100.00	800.00
					Pending Totals	$2,650.00

6371	Electric/Gas Utility Expense	123,600.00	111,500.00			

	Budget Transactions					
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Alliant Energy			12.0000	9,500.00	114,000.00
Pending	Wood River Energy (natural Gas) Monthly Average			12.0000	800.00	9,600.00
					Pending Totals	$123,600.00

6373	Communications Utility Expenses	4,800.00	5,760.00			

	Budget Transactions					
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Verizon Wireless Monthly Bill			12.0000	400.00	4,800.00
					Pending Totals	$4,800.00

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund   101 - General Fund

EXPENSE

Department **410 - Library**

Repair/Maintenance/Utilities

6374	Water/Sewer Utility Expenses	1,320.00	1,980.00			

Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Marion Water Department Water Use Monthly			12.0000	110.00	1,320.00
					Pending Totals	$1,320.00

	Repair/Maintenance/Utilities Totals	$192,720.00	$179,840.00			

Contractual Services

6402	Advertising/Publications	8,150.00	8,400.00			

Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Asana Project Management Software User License - Annual Fee			1.0000	2,300.00	2,300.00
Pending	Library Building Signage for Collections & Promotions			1.0000	1,250.00	1,250.00
Pending	Library Promotions and Programming & Events Ads			1.0000	3,000.00	3,000.00
Pending	Social Media Scheduling Software Annual Fee			1.0000	1,600.00	1,600.00
					Pending Totals	$8,150.00

6408	General Insurance	112,542.00	96,885.00			

Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	General Insurance (Base without additions) - Entered by Finance			1.1000	102,310.77	112,541.85
					Pending Totals	$112,541.85

6409	Credit Card Merchant Fees	1,980.00	1,800.00			

Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	Monthly Merchant Credit Card Fees (Up Due to Higher Card Use)			12.0000	165.00	1,980.00
					Pending Totals	$1,980.00

6413	Contracts - 28E	144,900.00	144,900.00			

Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	CRPL MOU Agreement - Corrier, Polaris, Databases			1.0000	143,600.00	143,600.00
Pending	SIP2 Streaming Services Portal Fee With CRPL			1.0000	1,300.00	1,300.00
					Pending Totals	$144,900.00

Account	Account Description	2027 Pending	2026 Adopted Budget	
Fund	**101 - General Fund**			
EXPENSE				
Department	**410 - Library**			
Contractual Services				
6419	Contracts - Technology Service	82,303.00	79,511.00	

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Adobe Acrobat Public Use - MakerSpace and Recording Studio	1.0000	480.00	480.00
Pending	Adobe Acrobat Staff - Marketing License	1.0000	675.00	675.00
Pending	Adobe Acrobat Staff Use - Director & Admin	2.0000	250.00	500.00
Pending	Beanstack Annual SLP Platform Subscription Fee - Annual	1.0000	1,512.00	1,512.00
Pending	Canva Subscription Fee for Patron Use - Annual	1.0000	250.00	250.00
Pending	Cricket Subscription Fee - Annual	1.0000	130.00	130.00
Pending	ECSI HVAC Controls/ Software Maintenance Fee - Annual	1.0000	17,010.00	17,010.00
Pending	Envisionware Maintenance and Subscription Fee - Annual	1.0000	15,375.00	15,375.00
Pending	Faronics Deep Freeze Software Fee - Annual	1.0000	4,500.00	4,500.00
Pending	ICN Public Internet and Wireless Fee - Monthly	12.0000	288.00	3,456.00
Pending	Jamex CoinOp Software Fee - Annual	1.0000	450.00	450.00
Pending	Laptop Kiosk Software Subscription - Annual	1.0000	3,955.00	3,955.00
Pending	Meeting Room and Events Calendar Contract Fee - Annual	1.0000	4,500.00	4,500.00
Pending	Mersive Technologies License Fee Meeting Room Technology Annual	1.0000	4,200.00	4,200.00
Pending	Microsoft Licenses for Library Computers Fee - Annual	1.0000	5,200.00	5,200.00
Pending	Omtech Laser Etcher Software - Annual	1.0000	200.00	200.00
Pending	Panic Button Security Monitoring Fee - Annual (Estimate from IT)	1.0000	750.00	750.00
Pending	Password Vault Security Subscription Fee - Annual	8.0000	55.00	440.00
Pending	Raspberry PI YODECKS Subscription Fee (Display Monitors) Annual	1.0000	1,075.00	1,075.00
Pending	Security System Monitoring for Building Fee - Annual	1.0000	2,500.00	2,500.00
Pending	Verizon HotSpot Service for Bookmobile - Monthly for 2 SIM Cards	12.0000	40.00	480.00
Pending	Verkada Camera/ Door/ Control System Subscription - Annual	1.0000	10,000.00	10,000.00
Pending	Volgistics Volunteer Management Database Fee - Monthly	12.0000	95.00	1,140.00
Pending	Website Domain Fee MLN.COM - Annual	1.0000	45.00	45.00
Pending	Website Domain Fee MLN.ORG 3 Years - Due Again in FY 29	1.0000	125.00	125.00
Pending	Website Domain Fee MPL.ORG - Annual From GoDaddy	1.0000	30.00	30.00
Pending	Website Hosting Fee HawkHost for MLN.ORG - Annual	1.0000	40.00	40.00
Pending	Website Hosting for MPL.ORG Fee - Annual	1.0000	2,000.00	2,000.00
Pending	Zoom Subscription Fee - Annual	1.0000	1,285.00	1,285.00
			Pending Totals	$82,303.00

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**101 - General Fund**		

EXPENSE

Department **410 - Library**
Contractual Services

Account	Account Description	2027 Pending	2026 Adopted Budget
6423	Contracts - Janitorial Services	53,760.00	53,760.00

	Budget Transactions				
Level	*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending	Monthly Janitorial Fee		12.0000	4,480.00	53,760.00
				Pending Totals	$53,760.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6424	Contracts - Office Equipment	18,480.00	14,400.00

	Budget Transactions				
Level	*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending	Access Systems - Print and Copy costs		12.0000	1,540.00	18,480.00
				Pending Totals	$18,480.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6425	Contracts - Building Maintenance	34,980.00	34,110.00

	Budget Transactions				
Level	*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending	Backflow Permit/ Testing Fee - Annual		1.0000	500.00	500.00
Pending	Culinary Kitchen Maintenance/ Inspection - Semi-Annually		2.0000	350.00	700.00
Pending	Fire Alarm Inspection Fee - Annual (Estimate from Fire)		1.0000	500.00	500.00
Pending	Fire Alarm Monitoring Fee - Quarterly		4.0000	150.00	600.00
Pending	Fire Extinguisher Inspection - Annual		1.0000	75.00	75.00
Pending	Fire Sprinkler Inspection Fee - Annual (Estimate from Fire)		1.0000	425.00	425.00
Pending	HVAC Mechanical Maintenance Contract Fee - Annual		1.0000	20,750.00	20,750.00
Pending	Kone Elevator Maintenance Contract Fee - Annual		1.0000	4,500.00	4,500.00
Pending	Kone Elevator Permit Fee (2 Elevators Annually)		2.0000	260.00	520.00
Pending	Linn County Annual Generator Permit		1.0000	50.00	50.00
Pending	Orkin Bed Bug Dog Inspection Fee - Quarterly		4.0000	850.00	3,400.00
Pending	Partition Wall Maintenance for Community Room (2 Walls) - Annual		1.0000	500.00	500.00
Pending	Pest Control Contract Fee - Monthly		12.0000	85.00	1,020.00
Pending	Security Alarm - Monitoring Fee (Quarterly With Per Mar)		4.0000	180.00	720.00
Pending	Water Softener Maintenance Fee - Monthly		12.0000	60.00	720.00
				Pending Totals	$34,980.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6499	Contracts - Other Services	37,600.00	9,600.00

	Budget Transactions				
Level	*Transaction*		*Number of Units*	*Cost Per Unit*	*Total Amount*
Pending	Library Website Refresh (NEW)		1.0000	28,000.00	28,000.00
Pending	Solid Waste/ Trash Removal Monthly Fee		12.0000	200.00	2,400.00

Account	Account Description	2027 Pending	2026 Adopted Budget			

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Contractual Services

		Number of Units	Cost Per Unit	Total Amount
Pending	UMS Debt Collect Monthly Fee (Offset by Revenue Line #4505)	12.0000	600.00	7,200.00
			Pending Totals	$37,600.00

		2027 Pending	2026 Adopted Budget
	Contractual Services Totals	$494,695.00	$443,366.00

Commodities

6502	Promotional Items	3,000.00	4,000.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Promotional Give Aways for City Showcase, Farmer's Market, etc.	1.0000	1,500.00	1,500.00
Pending	Promotional Items for Outreach, Bookmobile, etc.	1.0000	1,500.00	1,500.00
			Pending Totals	$3,000.00

6504	Small Equipment/Tools	6,750.00	.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Cutting Table for sewing and long arm quilter equipment use	1.0000	1,500.00	1,500.00
Pending	Equipment Replacement Purchases - Low Amount Items	1.0000	250.00	250.00
Pending	Replacement of Office Equipment	1.0000	5,000.00	5,000.00
			Pending Totals	$6,750.00

6506	Office Supplies	7,750.00	8,250.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	General Office Supplies	1.0000	7,750.00	7,750.00
			Pending Totals	$7,750.00

6507	Operational Supplies	54,563.00	46,200.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Barcode Labels for Materials	1.0000	300.00	300.00
Pending	Book Processing and Mending Supplies	1.0000	1,500.00	1,500.00
Pending	Bookmobile Operating Supplies	1.0000	250.00	250.00
Pending	Disc Cleaner Machine Distilled Water Gallons	25.0000	1.50	37.50
Pending	Disc Cleaner Machine Pads/ Detergent/ Replacement Parts	1.0000	250.00	250.00
Pending	Ear Buds - Offset by Revenue from line #4704	1.0000	250.00	250.00
Pending	Enrich Iowa Direct Aid Purchases Offset by Revenue from #4420.06	1.0000	10,500.00	10,500.00
Pending	Fax Service Cards (Offset by Revenue from Line #4506)	1.0000	75.00	75.00

Account	Account Description	2027 Pending	2026 Adopted Budget	

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Commodities

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	General Summer Library Program Supplies	1.0000	1,500.00	1,500.00
Pending	Interior Signage	1.0000	1,250.00	1,250.00
Pending	Laminator Supplies	1.0000	100.00	100.00
Pending	Library Cards	1.0000	2,750.00	2,750.00
Pending	MakerSpace Equipment Repair Parts (Offset by Revenue From #4704)	1.0000	1,000.00	1,000.00
Pending	MakerSpace Supplies 3D Printer Filament, Laser Etcher, etc.	1.0000	7,250.00	7,250.00
Pending	Name Tags Staff/ Board Members	1.0000	300.00	300.00
Pending	Programming Supplies - Adult Programs	1.0000	6,000.00	6,000.00
Pending	Programming Supplies - Children- Babies/ Toddlers & Elementary	1.0000	6,000.00	6,000.00
Pending	Programming Supplies - Teens	1.0000	4,000.00	4,000.00
Pending	Programming Supplies Culinary Learning Area - Monthly	12.0000	500.00	6,000.00
Pending	Receipt Paper - Cash Registers	1.0000	750.00	750.00
Pending	Replacement Cases & Supplies for Materials - DVD, Audio, Kits	1.0000	1,000.00	1,000.00
Pending	RFID Book Tags	1.0000	500.00	500.00
Pending	Supplies For Patron Use	1.0000	3,000.00	3,000.00
			Pending Totals	$54,562.50

6508 Postage/Shipping   6,180.00   6,000.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Postage for Library Late Notices - Monthly	12.0000	350.00	4,200.00
Pending	Postage/ Shipping for Library Homebound Program Offset by #4704	12.0000	165.00	1,980.00
			Pending Totals	$6,180.00

6510 Forms/Printing Services   6,450.00   7,950.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Bookmobile Handouts and Other Promotional Literature	1.0000	1,000.00	1,000.00
Pending	Business Cards	1.0000	300.00	300.00
Pending	Custom Bookmarks, Promotional Posters etc.	1.0000	1,250.00	1,250.00
Pending	Printing for Annual Report	1.0000	1,000.00	1,000.00
Pending	Printing for SLP Program Guide	1.0000	2,900.00	2,900.00
			Pending Totals	$6,450.00

6511 Janitorial Supplies   14,250.00   10,600.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Cleaning Products	1.0000	3,000.00	3,000.00

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City of MARION IOWA

Account	Account Description	2027 Pending	2026 Adopted Budget	

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Commodities

Pending	General Restroom Non-Paper Products	1.0000	3,000.00	3,000.00
Pending	General Restroom Paper Products	1.0000	7,500.00	7,500.00
Pending	Water Fountain Replacement Filters Annually	3.0000	250.00	750.00
			Pending Totals	$14,250.00

6513	Vehicle Operating Supplies	3,140.00	9,600.00	

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Bookmobile Fuel (Diesel) - Monthly	12.0000	250.00	3,000.00
Pending	Library Car Fuel - Quarterly	4.0000	35.00	140.00
			Pending Totals	$3,140.00

6514	Medical Supplies	2,705.00	2,295.00	

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	AED Battery Replacement	3.0000	500.00	1,500.00
Pending	CINTAS First Aid Kit Maintenance and Supplies - Monthly	12.0000	90.00	1,080.00
Pending	General First Aid Supplies for Public Desks Bandages, Wipes, etc	1.0000	125.00	125.00
			Pending Totals	$2,705.00

6560	Pre-Employment Screening	.00	404.00	
6580	Technology	11,575.00	15,850.00	

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Fujifilm X-T4 Mirrorliess Digital Camera - Moved From 105.410	1.0000	1,875.00	1,875.00
Pending	Green Screen Room - Still Digital Camera - Moved From 105.410	1.0000	1,900.00	1,900.00
Pending	Green Screen Room Digital Camera Accessories-Moved From 105.410	1.0000	750.00	750.00
Pending	Kitchen Monitors in Culinary Learning Area - Moved From 105.410	2.0000	675.00	1,350.00
Pending	Library Technology - Small Item Replacements	1.0000	3,000.00	3,000.00
Pending	PlayStation Game Consols in Teen and Children Area From 105.410	2.0000	450.00	900.00
Pending	Pro Podcast Production Studio - Moved From 105.410	2.0000	675.00	1,350.00
Pending	Xbox Game Consoles in Teen and Children Area Moved From 105.410	1.0000	450.00	450.00
			Pending Totals	$11,575.00

6599	Misc Commodities/Expenses	.00	5,250.00	
	Commodities Totals	$116,363.00	$116,399.00	

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**101 - General Fund**		

EXPENSE

Department **410 - Library**

Capital Outlay

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.01	Library Materials Adult Materials	83,160.00	83,160.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Adult Materials for Bookmobile Collection		1.0000	7,600.00	7,600.00
Pending	Adult Materials for Library Building		1.0000	75,560.00	75,560.00
				Pending Totals	$83,160.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.02	Library Materials Young Adult Materials	8,800.00	8,800.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Young Adult Materials for Bookmobile		1.0000	800.00	800.00
Pending	Young Adult Materials for Library Building		1.0000	8,000.00	8,000.00
				Pending Totals	$8,800.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.03	Library Materials Children's Materials	60,500.00	60,500.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Children's Materials for Bookmobile		1.0000	6,000.00	6,000.00
Pending	Children's Materials for Library Building		1.0000	54,500.00	54,500.00
				Pending Totals	$60,500.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.04	Library Materials Audio Materials	36,000.00	36,000.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Audio Materials for Bookmobile		1.0000	3,500.00	3,500.00
Pending	Audio Materials for Library Building		1.0000	32,500.00	32,500.00
				Pending Totals	$36,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.05	Library Materials Video Materials	18,000.00	18,000.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Video Materials for Bookmobile		1.0000	2,000.00	2,000.00
Pending	Video Materials for Library Building		1.0000	16,000.00	16,000.00
				Pending Totals	$18,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget

Fund **101 - General Fund**

EXPENSE

Department **410 - Library**

Capital Outlay

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.06	Library Materials Downloadable Books	20,000.00	15,000.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Hoopla Digital Books - eBooks, Comics, Magazines	1.0000	20,000.00	20,000.00
			Pending Totals	$20,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.07	Library Materials Downloadable Media	80,400.00	76,500.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	Freegal Music Download and Streaming	1.0000	9,000.00	9,000.00
Pending	Hoopla Digital A/V - Audio Books & Music - Monthly Fee	12.0000	4,500.00	54,000.00
Pending	Hoopla Digital A/V - Binge Pass, TV, & Movies Streaming Monthly	12.0000	700.00	8,400.00
Pending	Kanopy Streaming Video - Monthly Fee	12.0000	750.00	9,000.00
			Pending Totals	$80,400.00

Account	Account Description	2027 Pending	2026 Adopted Budget
6718.08	Library Materials Other	56,554.00	51,380.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	America's News/ Newsbank - Cedar Rapids Gazette Online	1.0000	3,675.00	3,675.00
Pending	Author Consortia Annual Fee	1.0000	6,000.00	6,000.00
Pending	Baking Pans Collection	1.0000	750.00	750.00
Pending	Book Page Subscription - Annual	1.0000	1,100.00	1,100.00
Pending	Candid/ Library Foundation Directory Database Fee - Annual	1.0000	1,600.00	1,600.00
Pending	CollectionHQ Includes 3%	1.0000	6,975.00	6,975.00
Pending	ComicsPlus Online Graphic Novels	1.0000	1,350.00	1,350.00
Pending	EBSCO Jobs Information Database	1.0000	1,939.00	1,939.00
Pending	EBSCO LibraryAware - Annual Fee	1.0000	1,975.00	1,975.00
Pending	Ebsco Research and Reference Databases Package	1.0000	4,400.00	4,400.00
Pending	Fiero Coding Database	1.0000	3,000.00	3,000.00
Pending	Library of Things Collection	1.0000	750.00	750.00
Pending	Niche Academy Database	1.0000	3,150.00	3,150.00
Pending	OCLC/CatExpress - State Library MARC Records	1.0000	2,250.00	2,250.00
Pending	Omeka Site Maintenance/ Hosting - Oral Derecho History Database	1.0000	1,100.00	1,100.00
Pending	Print Periodicals Collection - Annual Fee Includes 5% Increase	1.0000	4,975.00	4,975.00
Pending	ProQuest Ancestry.com Database Annual Fee	1.0000	2,300.00	2,300.00
Pending	ProQuest Fold3 Database Annual Fee	1.0000	1,780.00	1,780.00
Pending	Puzzles & Games Collection	1.0000	750.00	750.00

Account	Account Description	2027 Pending	2026 Adopted Budget		

Fund 101 - General Fund

EXPENSE

Department **410 - Library**

Capital Outlay

				Number of Units	Cost Per Unit	Total Amount
Pending	Swank Movie License Fee			1.0000	550.00	550.00
Pending	Value Line Subscription Fee			1.0000	4,685.00	4,685.00
Pending	Video Games Collection			1.0000	750.00	750.00
Pending	Vinyl Records Collection			1.0000	750.00	750.00
					Pending Totals	$56,554.00

		2027 Pending	2026 Adopted Budget
	Capital Outlay Totals	$363,414.00	$349,340.00
Department	**410 - Library** Totals	$3,315,794.00	$3,141,125.00
	EXPENSE TOTALS	$3,315,794.00	$3,141,125.00

Fund **101 - General Fund** Totals

		2027 Pending	2026 Adopted Budget
	REVENUE TOTALS	$246,946.00	$254,136.00
	EXPENSE TOTALS	$3,315,794.00	$3,141,125.00
Fund **101 - General Fund** Totals		($3,068,848.00)	($2,886,989.00)

Fund 105 - Equipment Reserve Fund

EXPENSE

Department **410 - Library**

Commodities

Account	Account Description	2027 Pending	2026 Adopted Budget
6580	Technology	17,800.00	4,800.00

Budget Transactions

Level	Transaction			Number of Units	Cost Per Unit	Total Amount
Pending	410T-0019 - TB-LIB-29			1.0000	1,900.00	1,900.00
Pending	410T-0020 - DT-LIB-49			1.0000	1,900.00	1,900.00
Pending	410T-0021 - TB-LIB-31			1.0000	1,900.00	1,900.00
Pending	410T-0062 - TB-LIB-19			1.0000	1,900.00	1,900.00
Pending	410T-0063 - TB-LIB-20			1.0000	2,600.00	2,600.00
Pending	410T-0065 - TB-LIB-32			1.0000	1,900.00	1,900.00
Pending	410T-0067 - TB-LIB-33			1.0000	1,900.00	1,900.00
Pending	410T-0068 - TB-LIB-34			1.0000	1,900.00	1,900.00
Pending	410T-0069 - TB-LIB-35			1.0000	1,900.00	1,900.00
					Pending Totals	$17,800.00

		2027 Pending	2026 Adopted Budget
	Commodities Totals	$17,800.00	$4,800.00

Account	Account Description	2027 Pending	2026 Adopted Budget

Fund 105 - Equipment Reserve Fund

EXPENSE

Department **410 - Library**

Capital Outlay

| 6711 | Furniture | 11,784.00 | 2,100.00 |

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	410-0013 Boxwood Lounge Chair/MICA - Patio Furniture	4.0000	2,341.00	9,364.00
Pending	410-0014 Boxwood Lounge Chair/MICA - Patio Furniture	4.0000	605.00	2,420.00
			Pending Totals	$11,784.00

| 6712 | Equipment | 45,677.00 | 23,100.00 |

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	410-0119 FormLabs 3D Printer	1.0000	5,750.00	5,750.00
Pending	410-0120 Heat Press & Stand in MakerSpace	1.0000	2,950.00	2,950.00
Pending	410-0143 Large Display Monitors at Info Desk	1.0000	3,151.00	3,151.00
Pending	410-0144 Large Display Monitors Outside MakerSpace	1.0000	3,151.00	3,151.00
Pending	410-0171 Early Literacy Computer Stations	3.0000	1,320.00	3,960.00
Pending	410-0172 Windows Laptops for Laptop Kiosk	5.0000	875.00	4,375.00
Pending	410-0174 Tablet Kiosk	1.0000	16,480.00	16,480.00
Pending	410-0185 Sony a7iii Camera Set - Marketing Camera	1.0000	3,380.00	3,380.00
Pending	410-0187 Fujifilm X-T4 Mirrorless Digital Camera - Green Screen	1.0000	2,480.00	2,480.00
			Pending Totals	$45,677.00

| 6714 | Technology Hardware/Equipment | 10,400.00 | .00 |

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Pending	410T-0064 - UPS MPL	2.0000	5,200.00	10,400.00
			Pending Totals	$10,400.00

	Capital Outlay Totals	$67,861.00	$25,200.00
Department	**410 - Library** Totals	$85,661.00	$30,000.00
	EXPENSE TOTALS	$85,661.00	$30,000.00
Fund	**105 - Equipment Reserve Fund** Totals		
	EXPENSE TOTALS	$85,661.00	$30,000.00
Fund	**105 - Equipment Reserve Fund** Totals	($85,661.00)	($30,000.00)

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**121 - Local Option Sales Tax**		
EXPENSE			
Department	**410 - Library**		
Capital Outlay			
6711	Furniture	.00	18,500.00
6717	Small Project Costs	.00	22,500.00
	Capital Outlay Totals	$0.00	$41,000.00
	Department **410 - Library** Totals	$0.00	$41,000.00
	EXPENSE TOTALS	$0.00	$41,000.00
	Fund **121 - Local Option Sales Tax** Totals		
	EXPENSE TOTALS	$0.00	$41,000.00
	Fund **121 - Local Option Sales Tax** Totals	$0.00	($41,000.00)
Fund	**130 - Special Revenue**		
REVENUE			
Department	**410 - Library**		
Misc Revenues			
4701.01	Donations General	75,000.00	40,000.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	Transaction				
Pending	Estimate of Grants/ Gifts Expended		1.0000	75,000.00	75,000.00
				Pending Totals	$75,000.00

		2027 Pending	2026 Adopted Budget
	Misc Revenues Totals	$75,000.00	$40,000.00
	Department **410 - Library** Totals	$75,000.00	$40,000.00
	REVENUE TOTALS	$75,000.00	$40,000.00

Account	Account Description	2027 Pending	2026 Adopted Budget
Fund	**130 - Special Revenue**		
EXPENSE			
Department	**410 - Library**		
Commodities			
6599	Misc Commodities/Expenses	75,000.00	75,000.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	Misc Commodities/ Expenses		1.0000	75,000.00	75,000.00
				Pending Totals	$75,000.00

		2027 Pending	2026 Adopted Budget
	Commodities Totals	$75,000.00	$75,000.00
Department	**410 - Library** Totals	$75,000.00	$75,000.00
	EXPENSE TOTALS	$75,000.00	$75,000.00
Fund	**130 - Special Revenue** Totals		
	REVENUE TOTALS	$75,000.00	$40,000.00
	EXPENSE TOTALS	$75,000.00	$75,000.00
Fund	**130 - Special Revenue** Totals	$0.00	($35,000.00)
Fund	**301 - Capital Projects**		
EXPENSE			
Department	**410 - Library**		
Capital Outlay			
6750	Project Costs	75,000.00	125,000.00

Budget Transactions			Number of Units	Cost Per Unit	Total Amount
Level	*Transaction*				
Pending	CIP - FACS-25-003 - Art fund for library art holdings		1.0000	75,000.00	75,000.00
				Pending Totals	$75,000.00

		2027 Pending	2026 Adopted Budget
	Capital Outlay Totals	$75,000.00	$125,000.00
Department	**410 - Library** Totals	$75,000.00	$125,000.00
	EXPENSE TOTALS	$75,000.00	$125,000.00
Fund	**301 - Capital Projects** Totals		
	EXPENSE TOTALS	$75,000.00	$125,000.00
Fund	**301 - Capital Projects** Totals	($75,000.00)	($125,000.00)
	Net Grand Totals		
	REVENUE GRAND TOTALS	$321,946.00	$294,136.00
	EXPENSE GRAND TOTALS	$3,551,455.00	$3,412,125.00
	Net Grand Totals	($3,229,509.00)	($3,117,989.00)

February 11, 2026

Marion Public Library
Attn: Library Board President
1101 6th Avenue
Marion, IA 52302

Re: Library Services Contract

Dear Library Board President,

Enclosed are two (2) original Library Services Contracts between Linn County, and the Marion Public Library Board of Trustees.

Paragraph 3 of the Contract lists the amount of funding approved by the Board of Supervisors for library services provided by the Marion Public Library to residents of unincorporated Linn County.

Please complete the following steps to receive payment:

- Present the Contract to the Library Board of Trustees for approval.
- Sign and date both original contracts.
- Return one original signed contract to the Board of Supervisors office.
- Keep one original signed contract for your records.

Upon receipt of your signed contract, the County will process the payment for the entire amount listed in Paragraph 3 of the Contract.

Please do not hesitate to contact our office if you have any questions.

Sincerely,

Kirsten Running-Marquardt
Chair, Linn County Board of Supervisors

Enclosures

LIBRARY SERVICES CONTRACT 2026

THIS AGREEMENT is entered into by and between Linn County, Iowa ("County") and the Marion Public Library Board of Trustees ("Library") under the following terms and conditions hereby mutually agreed upon by the parties:

1. This Agreement is made pursuant to Iowa Code Chapter 336.

2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities on the same terms and conditions, including fees, as it provides library services to residents living within the corporate boundaries of Marion, Iowa.

3. County agrees to contribute an amount not to exceed $90,246.64 to Library for library services.

4. Library shall not use the County's contribution to reduce the library's funding level from the City of Marion, nor shall the contribution by the County, or any portion thereof, be used to provide services or purchase materials or equipment to be accessed solely by residents living within the corporate boundaries of Marion, Iowa. A violation of this paragraph will be considered cause for termination of this Agreement.

5. The contribution by County for library services as set out in Paragraph 3 shall not exceed one-half of the amount contributed by the City of Marion for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of the contribution set out in paragraph 3 and may be considered cause for termination of this Agreement.

6. Pursuant to Iowa Code Section 336.19, this Agreement may be terminated at any time by mutual consent of the contracting parties or in any other manner provided by law.

7. Each party to this Agreement represents and warrants to the other that:
    a. It has the right, power, and authority to enter into and perform its obligations under this Agreement.
    b. It has taken all requisite action (corporate, statutory, or otherwise) to approve the execution, delivery, and performance of the terms and conditions of this Agreement, and this Agreement constitutes a legal, valid, and binding obligation upon itself and in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures.

LINN COUNTY
BOARD OF SUPERVISORS

By: _Kirsten Running-Marquardt_
    Chairperson

Date: _2-12-26_

MARION PUBLIC LIBRARY
BOARD OF TRUSTEES

By: _____
    Signature - President

By: _Ross McIntyre_
    Print - Name

Date: _2/18/26_

library furniture international

Library Furniture International
797 Glenn Ave
Wheeling, IL 60090
P. 847 564 9497
E. info@library.furniture

Issued By: Dustin Walker Woods
Email: Dustin@Library.Furniture
Phone: 515-291-6244

Quote #: 6348

Date Issued: 03/09/26

Contract: n/a

Terms: 50% Deposit; Balance Due Upon Substantial Completion*

Bill-to: Marion Public Library
1101 6th Avenue
Marion , IA 52302

Contact: Robert Reynolds
Email: rreynolds@marionpubliclibrary.org
Phone: 319-743-1990

Ship-to: Marion Public Library
1101 6th Avenue
Marion , IA 52302

Contact: Robert Reynolds
Email: rreynolds@marionpubliclibrary.org
Phone: 319-743-1990

Line #	Tag	Colors/Finishes	Quantity	Description	Unit Net	Ext Net
					$	$
1	SH-1	Color: Stardust Silver	1	**Reveal Wall Shelving** Overall dims: 84"H x 214"L (4) levels of shelving Signage *See Factory Drawing*	8,140.47	8,140.47

Product Total:	8,140.47
Freight, Delivery & Installation:	2,997.13
Total; Supplied, Delivered & Installed:	**$11,137.60**

Quote is valid for 30 days from date of issue

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

Signed: _____

Name: _____

Title: _____

Date: _____

Library Furniture International standard terms and conditions of sale apply.

BRAUN
INTERTEC

PLEASE REMIT TO:

Braun Intertec Corporation
Lockbox 446035
PO Box 64384
St. Paul, MN 55164

Braun Intertec Online Payment
Telephone: 952.995.2000
Fed Tax ID: 41-1684205

INVOICE

Invoice #:   IN1005722
Invoice date: 2/17/2026
Project ID: B2503872
Customer PO: 2025-00000262

Bill Carroll
City of Marion
1225 6TH Ave Ste 110
Marion, IA 52302-3548

Marion Public Library
1101 6th Ave.
Marion, IA 52302

For professional services from 01/31/2026 through 02/11/2026

Contract Details:

	Total Previous	Total this Invoice	Total to Date	Budget	Remaining	% of Budget
Marion Public Library	9,718.00	10,181.00	19,899.00	9,668.00	(10,231.00)	205.8%
Subtotal	$9,718.00	$10,181.00	$19,899.00	$9,668.00	($10,231.00)	205.8%

Subtotal	$10,181.00
Total this Invoice	**$10,181.00**

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate unless otherwise specified by written agreement

Page 1 of 2

Billing Backup

Project Marion Public Library	Qty/Hours	Rate	Amount
Moisture Intrusion Assessment			
Site Assessment			
Labor Detail			
Senior Consultant	26.00	185.00	4,810.00
Expense Detail			
PerDiem	1.00	35.00	35.00
Fee Detail			
Mobilization	0.20	3,000.00	600.00
Task Subtotal Site Assessment			**$5,445.00**
Project Management and Reporting			
Labor Detail			
Senior Architect	2.00	216.00	432.00
Senior Consultant	23.00	185.00	4,255.00
Fee Detail			
Admin Fee	0.50	98.00	49.00
Task Subtotal Project Management and Reporting			**$4,736.00**
Phase Subtotal Moisture Intrusion Assessment			**$10,181.00**
Total this Invoice			**$10,181.00**

Collection Development Policy

MARION Public Library

Scope of Policy			
Scope:	Procedures for Collection Development and Material Consideration	*Effective Date:*	Reviewed 43/211605/20252026

Provisions

I. Intellectual Freedom

1. The Marion Library Board of Trustees subscribes to the principles affirmed by the American Library Association Council of the Library Bill of Rights, and the Freedom to View Statement. (See Operating Guidelines)

II. Selection of Materials

1. Responsibility for materials selection rests with the Library Director, who works under the authority and policies of the Board of Trustees. Materials selection and collection maintenance is assigned to qualified library staff, as authorized by the Library Director.

2. The library's collection emphasis is on popular materials, including patron requests. Items identified for purchase will meet several of the following criteria:

   - Timeliness of information and content
   - Effective presentation of ideas and information
   - Public appeal or community interest
   - Popularity and/or demand
   - Relationship to materials already in the collection and balance of viewpoint
   - Availability of the same or similar materials in the Metro Library Network
   - Intended audience
   - Accessible format and price
   - Contribution to diversity in the library's collection
   - Evaluations in professional review media

III. Collection Management

1. The library's collection undergoes ongoing assessment to refresh and replace current materials, to maintain a collection that is interesting, robust, and diverse, and to facilitate ease of use by patrons. Assessment decisions are based on the following criteria:

   - Timeliness
   - Rate of collection usage-circulations, requests, and reserves
   - Physical condition and age of the item
   - Availability in a new edition or better title on the subject
   - Duplicate holdings with low demand
   - Changes in format
   - Community interest

2. Items donated to the library or withdrawn from the collection may be sold to other libraries, Friends of the Marion Public Library, or to Better World Books for a nominal fee. They may also be recycled or discarded by the authority of the Library Director.

Collection Development Policy

IV. Procedures for Material ~~Consideration~~Reconsideration

1. Anyone who wants an item to be reconsidered must be a Marion resident. A written form must be completed and returned to the library (~~See Request for Consideration Form~~See Request for Reconsideration Form).

2. If the request is for reevaluation (not removal) of an item, an internal review of the item will be conducted by the Library Director and appropriate staff. Reevaluation will be made based on whether the material meets the library's selection criteria. The Library Director or designee will inform the patron of the decision by letter.

3. If the request is to remove the material from the collection, a review committee will be appointed by the Library Board President and shall include the Library Director, one other library staff member, and two Library Board members. The recommendation of this committee shall come before the Library Board at a regular meeting and shall be approved or vetoed by a vote of the members present. The Library Director or designee will inform the patron of the Library Board's decision by letter.

V. Donated and Gifted Materials

1. Financial gifts or material donations are accepted by the Marion Public Library, Friends of the Marion Public Library, and the Marion Public Library Foundation. Material donations are subject to the selection of materials policies outlined in Section II.

Field Code Changed

Request for Reconsideration of Library Materials

MARION
Public Library

PATRON INFORMATION

Request initiated by

_____

Address

_____

City _____ State _____ Zip

_____

Phone Number _____   Email

_____

With this request, I am representing…

☐ Myself

☐ An organization (please specify) _____

☐ Other (please specify) _____

MATERIAL INFORMATION

Author_____

Title_____

Format (check whichever is/are appropriate)

☐ Book   ☐ Magazine   ☐ Audio/Visual   ☐ Digital   ☐ Other

MATERIAL QUESTIONS

1. To what in the material do you object? (Please be specific; cite pages and/or timestamps)

_____

___

_____

2. What do you feel might be the result of reading, listening, or viewing this material?

_____

___

_____

___

3. For what age range ~~group~~ would you recommend this material?

☐ Ages 0-8   ☐ Ages 14 – 17

☐ Ages 9-13   ☐ Ages 18+

4. Is there anything worthwhile about this material?

_____

___

_____

___

5. Did you read, view, or listen to the entire work? If not, what parts?

_____

___

6.   Are you aware of the reviews of this material by professional critics?

_____

___

7. What do you believe is the theme of this material?

_____

___

_____

___

8. What would you recommend the library to do about this material?
    ☐ Remove from circulation

☐ Reevaluate

☐ Other (please specify) _____

9. Is there a related title you would suggest as more appropriate or timely for our collection?

_____
___

_____
__

_____
_____
Signature of Patron   Date

Information in this form may become public record due to Iowa State Open Records Laws.

Dress Code

MARION Public Library

Scope of Personnel Policy – Dress Code

Scope:	All Employees and All Applicants for Employment	Effective Date:	Revised Reviewed 0203/171605/20252026

General Policy

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

Provisions:

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

Unacceptable Attire:

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

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

All staff should wear their name badge and have their City-issued identification badge at all times when they are working.

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

1) If questionable attire is worn, the manager will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

2) The employee may be asked to go home to change their attire if deemed inappropriate (unpaid).

3) Generally, repeated violations will result in disciplinary action up to and including terminating, however, depending on the severity of the offense an employee may be disciplined on his or her first violation.

4) Exceptions, with manager or director approval, may be made to this policy for programming purposes, library events, special occasions, etc.

Meal Breaks

Personnel Policy – Supplemental-Meal Breaks			
Scope:	All Employees and All Applicants for Employment	*Effective Date:*	Reviewed 032/171605/20265

Provisions
Supplementing SECTION 1, Part 1.09 11 of the City of Marion Personnel Policy **Meal Breaks** An unpaid meal break of 30 minutes is granted to employees who work seven or more consecutive hours. **Paid Breaks** A paid break of 15 minutes is granted to all employees working at least four consecutive hours; employees working six or more consecutive hours are provided a 20-minute paid break. Because of the abbreviated Sunday work schedule, there are no breaks except for part-time staff working the full four-hour shift.

Professional Development

MARION Public Library

Personnel Policy – Supplemental-Professional Development			
Scope:	All Employees and All Applicants for Employment	*Effective Date:*	Reviewed 0203/171605/20252026

General Policy

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

Provisions

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

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

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

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

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

Employees will work with his/her their manager to put together a proposal requesting to attend an event, in accordance with City policy. Information provided should include: dates, title of program, location, all associated costs, relation of activity to current position or development need. Requests will be submitted to the Library Director for review. Applicability and availability of funds will dictate acceptance or declination. Upon satisfactory completion of the training/coursework, the employee must provide documentation to support completion to receive any eligible reimbursement per City policy. All receipts and City documentation must be provided within 3 business days upon return to the office from travel, or by month end, whichever is earlier. There is an expectation that the employees will provide report out to his/herto

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MARION Public Library

their manager (and potentially a larger group if there is benefit in sharing the information) on learnings and any action plans for utilizing the information.

Working from Home

MARION Public Library

Personnel Policy – Supplemental-~~Professional Development~~**Working from Home**		
Scope:	All Employees and All Applicants for Employment	*Effective Date:* Reviewed ~~02~~03/~~17~~~~16~~05/~~2025~~2026

Provisions

It is occasionally necessary for employees, particularly managers, to work from home during their regularly scheduled work shifts.

Library managers are allowed to do this, provided this time does not impact service desk shift schedules. Paraprofessional staff must have advance permission from their manager. The staff working from home is expected to be on-call to return to the library if needed.

If the library is closed, or closes early due to unexpected circumstances, staff who have a City-issued tablet or laptop are expected to work from home for the rest of their shift. Staff should plan accordingly and in advance whenever possible and will be expected to work or take paid time off (if applicable). Staff who do not have a City-issued device will be paid for any shift they start and are asked to leave early due to unforeseen circumstances. Staff who have not yet reported to work and are unable to work from home will not be paid for that shift, but will have the opportunity to make up their hours within the same pay period if possible.