



AGENDA

Library Board

5:00 PM - Monday, April 20, 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# 873 0884 5753. 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 March 2026 Meeting minutes. **(Action Requested)**

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[Library-Minutes-March 16 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

7

[MPL Foundation Report 4-20-2026](#)

3. Board Continuing Education

4. Director's Report

8 - 23

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

[Directors Report April 20 2026](#)

[Budget Performance Report March 2026 FINAL](#)

[Open Purchase Order Report - March 2026](#)

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

REGULAR AGENDA

1. State Library Board of <i>Trustees Handbook</i> - Full Board Assessment (<i>Discussion</i>) Iowa Library Trustee Handbook Assessments	24 - 25
2. State Library Board of <i>Trustees Handbook</i> - Ch. 11 - 12 (<i>Discussion</i>) Ch. 11-12 - Iowa Library Trustee's Handbook	26 - 33
3. State Library Board of <i>Trustees Handbook</i> - Ch. 13 (<i>Discussion</i>) Ch. 13 - Iowa Library Trustee's Handbook	34 - 43
4. Purchase Order Approval (Action Requested) Blackhawk Roofing Terrace Roof Repair Proposal 4-10-26	44
5. Purchase Order Approval (Action Requested) Blackhawk Roofing Terrace Planter Repair Proposal 2-24-26	45 - 46
6. Policy Review (<i>Discussion</i> and Action Requested) Art Policy April 2026 Collection Reconsideration of Library Materials Form Library Access for Registered Sex Offenders Policy April 2026 Reference and Information Services Policy April 2026	47 - 55
7. Bookmobile Stops (<i>Discussion</i> and Direction Requested) Bookmobile Decision Rubric - DRAFT	56
8. Board Officers (<i>Discussion</i>)	
9. Director Review (<i>Discussion</i>)	

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, March 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, March 16, 2026, at 5:00 PM, with the following members present:

- PRESENT: In Person: Bob Hoyt, Kelsey Logan, Krystle Mullin, Melissa Alexander, Ross McIntyre, Ryan Norton, Sabrina Beyer
Via Zoom: Am Thayer and Susan Kling
- ABSENT: Julie Lammers, Becky Garms, Bob Read, and Nancy Miller
- STAFF PRESENT: In Person: Bill Carroll, Ashley Osborn, Bob Reynolds, Eddie Higgins
Via Zoom: Kimberly Cowger
- FRIENDS REP: Carlie Etscheidt
- 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 a ninth Agenda Item: Staff Luncheon Discussion. **(Action Requested)**

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

INTRODUCTION OF GUESTS

No 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.

No comments.

MINUTES

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

Moved by Thayer, seconded by Norton, to approve the February 2026 Meeting Minutes as adjusted to list Am Thayer as present.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Carlie Etscheidt reported that the next Friends Book Sale is April 18 - 19.
- Training has begun for Jo and Judy's replacement as Book Store Manager.
- The Friends will participate in the Grown-up Book Fair.
- The Friends approved \$15,000 for various Library items including programming and staff development.

2. Marion Public Library Foundation Report

- Hilery Livengood was unable to provide a report before leaving for vacation.

3. Board Continuing Education

- None to report.

4. Director's Report

- Statistics Highlights - Corrected Programming Stats will be ready for next month's meeting.
- General Department Updates - Two of the four roof leaks on the terrace have been remediated, the other two leaks will be remediated as weather warms up.

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

Moved by Logan, seconded by Beyer, to accept Reports 1-4 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 11-12 (*Discussion*)

2. State Library Board of *Trustees Handbook* - Full Board Assessment (*Discussion*)

Ross McIntyre suggested tabling agenda items one and two.

Moved by Norton, seconded by Mullin, to table items one and two for future meeting.

Approved unanimously

3. FY27 Draft Budget (*Discussion* and **Action Requested**)

- There was an overall increase in the recommended budget for FY27. Most increases coming from staffing, utilities, and insurance increases.
- Concessions made included the IT/Maintenance Manager position was cut since we've been getting help for both from the City. There were also minor cuts to the Marketing line.
- There was a modest increase in Programming and Electronic Resources.
- Kelsey Logan asked if next year a summary of increases and decreases could be given to the Board.

Moved by Alexander, seconded by Norton, to approve the FY27 Draft Budget.

Approved unanimously

4. Linn County and MPL Agreement (*Discussion* and **Action Requested**)

- Linn County provides the Library with some revenue for serving rural Linn County residents.
- This year's reimbursement was higher than anticipated, it is based on circulation for the past year.

Moved by Logan, seconded by Thayer, to accept the Linn County/MPL Agreement.

Approved unanimously

5. Purchase Order - Book Shelving (*Discussion* and **Action Requested**)

- Additional shelving would be for the Teen area.
- This is a budgeted item but it's over the Library Director's threshold for purchase approval.

Moved by Alexander, seconded by Mullin, to approve the LFI Book Shelving Purchase Order.

Approved unanimously

6. Purchase Order - Braun Intertec (*Discussion* and **Action Requested**)

- For ongoing consultation to ensure that remediation is done to specifications to make sure the leaking stops.
- Costs will come from the Library's building repair budget, while this is not currently budgeted for, the City will have to determine who's responsible for the leaks and seek reimbursement for these costs.
- There will likely be continued costs as consultation continues.
- Board members voiced that more details on the invoice would be nice.

Moved by Mullin, seconded by Norton, to approve the Braun Intertec Purchase Order.

Approved unanimously

7. Art Proposal (*Discussion* and *Direction Requested*)

- As a part of the City's Master Art Plan, a percentage of Capital Funds are to go towards Art. The are funds specifically designated for art and can not be transferred to other Library needs such as programming or staffing.
- One idea of the library is to have a mural installed on the second landing of the grand staircase.
- Library Director, Bill Carroll, is seeking direction from the Board to spend funds on a mural that would include public engagement and input.
- Funds need to be spent by the end of 2026.
- There is no objection from Board Members to proceed with pursuing the idea of a mural for the Library.
- Bill Carroll received the direction needed from the Board and will come back with more information at future meetings.

8. Policy Review from Policy Work Group: Melissa Alexander, Bob Hoyt, & Bob Read (*Discussion* and **Action Requested**)

- Collection Development Policy - more consistent use of language with the words consideration and reconsideration. An additional change is needed in the scope of the policy to say "Reconsideration".
- Reconsideration of Library Materials Form - Age ranges were added to #3 on the form based on how our collection is broken up. We will look into making this a web-based form instead of a PDF.
- Dress Code, Meal & Break, Professional Development, and Work from Home

Supplemental Personnel Policies all had minor changes or were just reviewed.
Moved by Alexander, seconded by Norton, to approve Policies as presented with one adjustment to the Collection Development Policy.
Approved unanimously

9. Staff Luncheon (*Discussion*) (Item added at beginning of this meeting)

- Bill Carroll is seeking direction from the Board if they would like to provide a luncheon for staff during National Library Week, as was done last year.
- Bill will plan to ask the Foundation for financial support.
- Bob Hoyt, Becky Garms, Sabrina Beyer, and Krystle Mullin have interest in providing lunch for staff.
- Exact date of lunch is TBD.

ADJOURN

Moved by Mullin, seconded by Beyer, to adjourn at 6:03 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

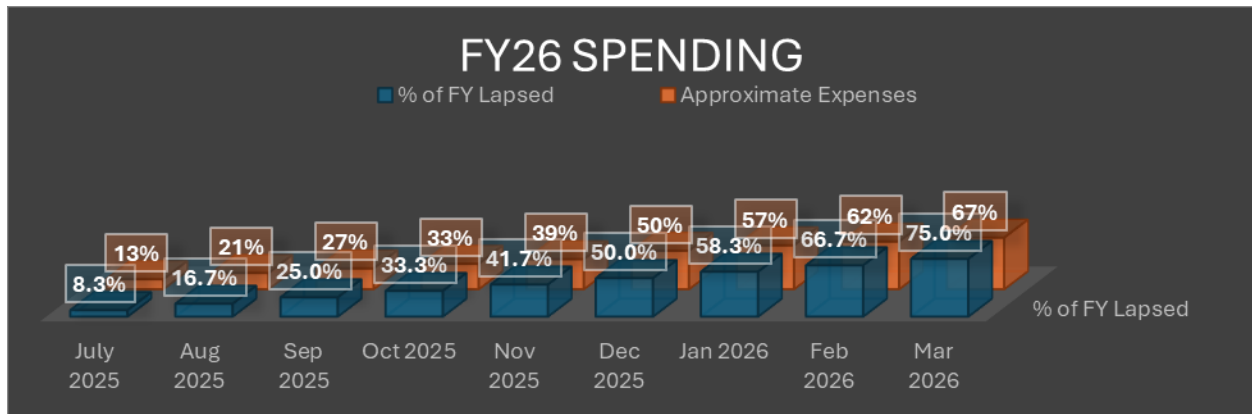
April 2026 report to Board of Trustees

- The Foundation board approved the establishment of the George and Marlyce Murdoch Non-Endowed Fund at Hills Bank. The Murdoch family requests that the fund will be managed as an endowment and that the annual distributions be used for the area of greatest need. Because the estate gift was received without restrictions, the fund will be a board-approved endowment rather than permanently restricted.
- The library is the recipient of memorial donations for Joan Anderson of Marion.
- Grants awarded:
 - Marion Walmart, \$1,200 for food pantry
 - Sam's Club, \$500 for food pantry
- The Foundation will be notified in April about its application for the National Endowment for the Arts "Big Read" grant.

Director’s Report for the Library Board of Trustees Meeting on Monday, April 20, 2026

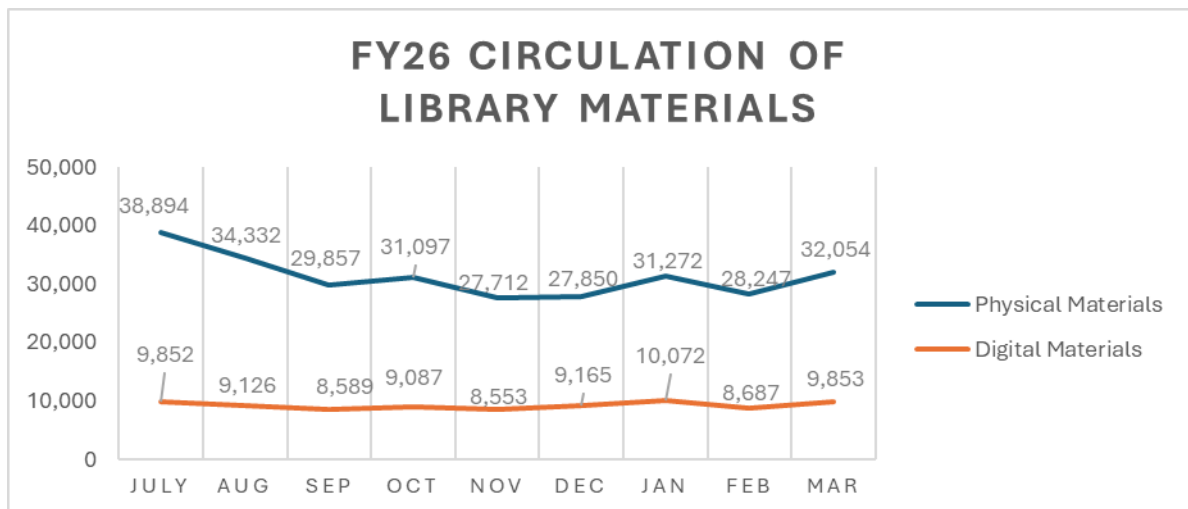
Budget Update:

- FY 26 has completed approximately 75.0% through March 31, 2026.
- As of the March 31, 2026 budget report, approximately 67.0% of the library’s budget was expended for the year.



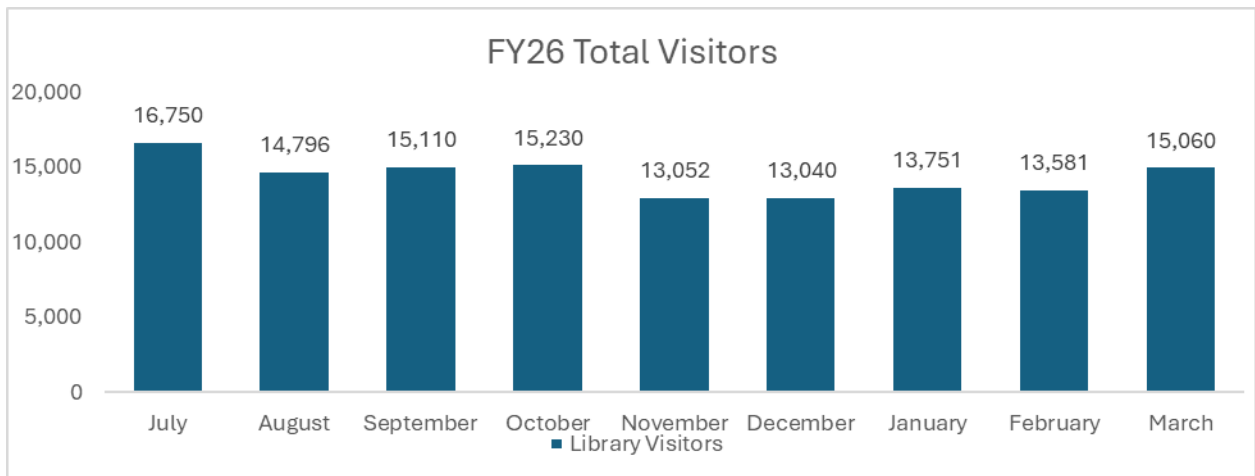
- As of the March 31, 2026 budget report, revenue received increased to approximately 78% received for the fiscal year.

Statistics Highlights:

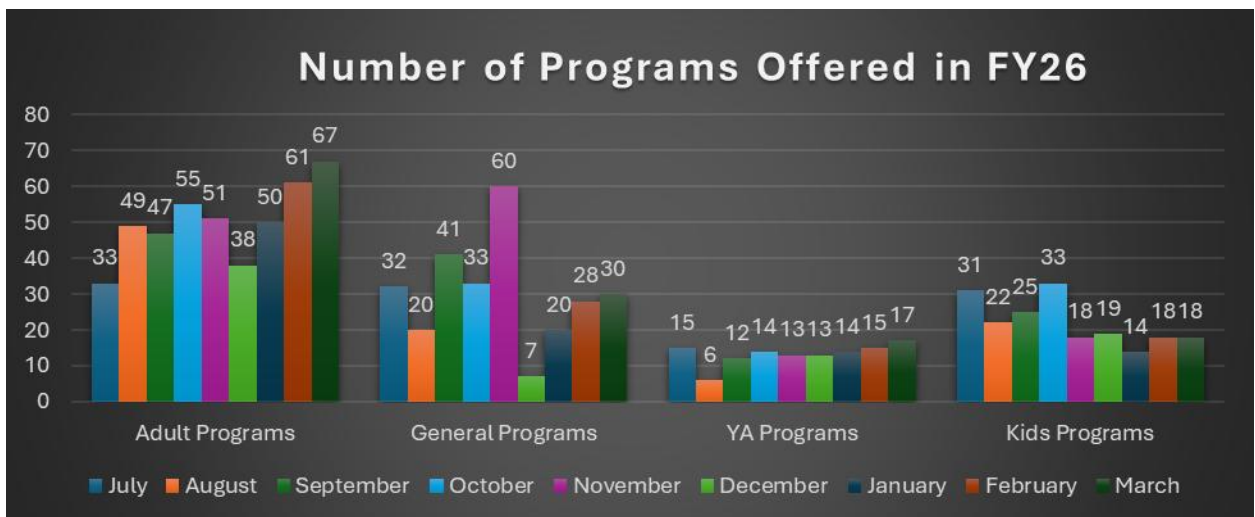


- For March 2026, circulation of physical items increased approximately 13.5% from the previous month, having 32,054 items checked out. Circulation of physical items for the month decreased approximately 4.0% when compared with the previous year.

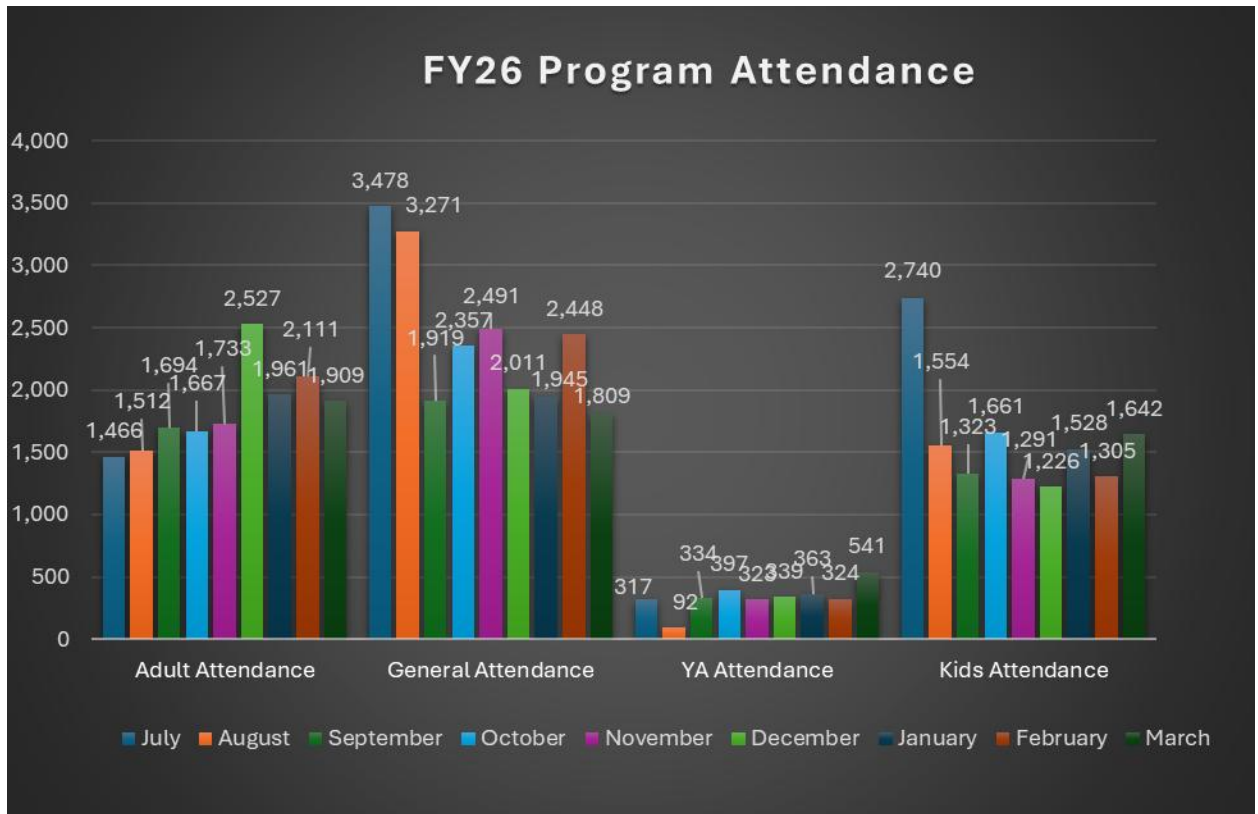
- For March 2026, circulation of digital items increased approximately 13.4%, having 9,853 items checked out compared to the previous month. Circulation of digital items for the month decreased approximately 1.9% when compared with the previous year.



- The gate count for March 2026 was 15,060. The March gate count increased approximately 10.9% compared to February 2026. Compared to the previous year, this year's gate counts saw an approximate 1.0% decrease compared to the same time last year.



- Programming saw an increase in the number of programs offered between March (132) and February (118). The number of programs offered in March 2026 was higher than the number of programs offered in March 2025 (115).



- Program attendees for March 2026 totaled 5,901 individuals. This is approximately 4.6% less than the 6,188 that attended programs in February. Compared with March 2025, which saw 6,114 attendees for programs, there was an approximate decrease for the current year of approximately 3.5%.
- 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. The below table reflects the corrected program attendance statistics by month for FY 26:

Month	Amount Previously Reported	Amount Not Reported	Correct Monthly Total
July-25	6821	1180	8001
August-25	5334	1095	6429
September-25	3922	1348	5270
October-25	4845	1237	6082
November-25	4393	1445	5838
December-25	3944	2159	6103
January-26	4277	1520	5797
February-26	N/A	N/A	6188

General Department Updates:

- **Library Administration**
 - Uneven concrete/ sidewalk was mitigated in April and all hazard signage has been removed.
 - Remediation of the terrace roof membrane and coverboard will be scheduled after PO approval.
 - The library will continue to see activity and progress on the following projects:
 - Installation of an emergency generator occurred on April 6 with a tentative timeline of the generator being operation in the next several weeks.
 - Installation of electric vehicle charging stations will likely commence in the next month or so.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - The first part of the library's new comprehensive marketing plan was completed in March. A Marketing Evaluation Report was drafted, presented to the library's Leadership Team, and distributed to all staff. High-level findings of this report include:
 - Word of mouth, the library's website, and social media are the three most common ways patrons learn about library offerings.
 - The library has a very engaged follower base across digital advertising efforts.
 - The library looks cohesive in the materials it produces, and staff have an opportunity to focus on sounding cohesive across different platforms.
 - Staff feedback indicates a strong interest in contributing to marketing efforts, along with a need for clearer guidance.
 - Next steps include creating and distributing a Print & Digital Communications Style Guide, training staff on the new style guide and the library's project management system, and more robust content calendar planning.
 - Print and promotional materials for this year's Summer Library Program arrived at the library in March. Information about this year's program will launch at Healthy Kids Day and Marion's City Showcase on Saturday, April 18.
 - Posts about the library's youth book clubs, Dolly Parton's Imagination Library, and the library's Puzzlepalooza program with Parks & Recreation had the highest level of social media engagement this month.
 - Keanna continues to work on the digital marketing campaign for the Grown-Up Book Fair and supplemental promotional materials for this

- year's Summer Library Program, in addition to recurring tasks and activities.
- Meetings & Special Events
 - 64 reservations were made for March. 53/64 reservations were completed.
 - Boardroom: 27 reservations
 - Community Room: 4 reservations
 - Community Room A: 7 reservations
 - Community Room B: 15 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - No substantial media mentions were made for the month of March.
 - **Adult Services Report from Sue Gerth**
 - We had our first FSB financial program with a great turnout for first-time homebuyers.
 - Puzzle Palooza was a partnership with Parks and Rec and it was well attended (74 people) on a Sunday afternoon.
 - Sue had her first Page Turners book club for kids, and it was so much fun to talk to the kids about *A Wolf Called Wander*.
 - Collection team updated Library of Things and are working with Ashley on updating our website page to reflect current offerings.
 - We are working on refreshing children's Playaways that have high circulations and we weeded our Mystery section.
 - Sue is ordering up for anticipated summer popular new releases.
 - SLP work continues, as well as work on The Big Marion Reads for September-October.
 - Sue has also ordered more large print books for the new stops on the bookmobile at retirement communities and Bob has ordered more YA books for our anticipated stop at Linn Mar.
 - **Youth Services Report from Bob Reynolds**
 - Children's Book Clubs were well attended. Attendees were engaged and excited to share their experiences with reading the books.
 - Power Up Camp, a pilot program in partnership with 4-H, Alliant Energy, and ISU Extension, completed in March. The facilitator was excited with program participation. Opportunities to partner again are being explored.
 - Staff visited Xavier High School for their Career and Service Fair. Information about the library and a new volunteer opportunity, Summer Library program volunteer, was shared.
 - In the Teen Culinary Class, attendees learned how to make mini pizzas.

- Dolly Parton Imagination Library social media posts were deployed to spark engagement and inform Marion residents of the opportunity to join the program.
 - Plans to create a DPIL display in the Youth Area were developed to showcase the program and provide information on how to join. This display will go up in April.
- **Patron Services update from Eddie Higgins**
 - **Staffing:**
 - The vacant Patron Services part-time position has been filled subject to completion of paperwork, and we anticipate the new hire starting later in April.
 - First interviews have taken place for the vacant Patron Services Lead position. Second interviews will take place for this and for the full-time patron services position in April.
 - **Patron Services (in the library):**
 - Several members of patron services and two members of adult services received their certificates as Notaries Public, with a view to expanding our services in April.
 - New updated credit card reader terminals at the Information and Reference desks have enabled us to offer Apply Pay and Google Pay to patrons as payment options.
 - **Patron Services (on the bookmobile):**
 - There was one weather-related closure for the bookmobile this month, and a significant rise in visitors. The YMCA retained top spot as the most visited stop, but with strong competition from Thomas Park as more springlike weather brings more visitors to the park stops.
 - We will be launching a new stop at Summit Pointe assisted living at the beginning of April.
 - New posters have gone up around the environs of the current stops, to boost local knowledge of the schedule.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on March 25, 2026 in Cedar Rapids.
- Director's discussed current bills in the legislature as well as what MLN participation/ planning may entail regarding the 2026 Iowa Library Association annual conference being held in Cedar Rapids.
- The next scheduled meeting is set for April 15, 2026.



Budget Performance Report

Fiscal Year to Date 03/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,579.20	(\$79.20)	101%	\$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	108,669.38	(46,669.38)	175	90,997.79
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	75,513.54
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	27,243.78	8,756.22	76	27,243.77
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$146,492.36	\$17,007.64	90%	\$204,453.24
<i>Charges for Service</i>										
4504	Copy Charges	6,000.00	.00	6,000.00	1,050.90	.00	8,766.24	(2,766.24)	146	7,698.79
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	652.02	.00	4,925.47	1,074.53	82	5,698.17
4506	Fax Revenues	40.00	.00	40.00	1.75	.00	56.50	(16.50)	141	32.10
4509	Rental - Community Room	9,000.00	.00	9,000.00	1,300.00	.00	10,087.50	(1,087.50)	112	11,172.50
	<i>Charges for Service Totals</i>	\$21,040.00	\$0.00	\$21,040.00	\$3,004.67	\$0.00	\$23,835.71	(\$2,795.71)	113%	\$24,601.56
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	589.50	.00	6,727.35	12,372.65	35	15,805.36
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	20,300.30	30,195.70	40	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$20,300.30	\$30,195.70	40%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	14.50	(14.50)	+++	4.47
	<i>Misc Revenues Totals</i>	\$69,596.00	\$0.00	\$69,596.00	\$589.50	\$0.00	\$27,042.15	\$42,553.85	39%	\$51,312.83
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$3,594.17	\$0.00	\$197,370.22	\$56,765.78	78%	\$280,367.63
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$3,594.17	\$0.00	\$197,370.22	\$56,765.78	78%	\$280,367.63
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	59,561.89	.00	631,211.39	350,395.61	64	677,442.20
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	38,756.57	.00	374,859.92	269,186.08	58	343,146.93
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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Budget Performance Report

Fiscal Year to Date 03/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	<i>Salaries Totals</i>	\$1,625,653.00	\$0.00	\$1,625,653.00	\$98,318.46	\$0.00	\$1,013,575.53	\$612,077.47	62%	\$1,028,338.53
<i>Employee Benefits/Costs</i>										
6110	Social Security	74,968.00	.00	74,968.00	6,033.94	.00	62,317.76	12,650.24	83	63,320.03
6120	Medicare	23,787.00	.00	23,787.00	1,411.22	.00	14,574.33	9,212.67	61	14,808.75
6130	IPERS	129,517.00	.00	129,517.00	9,266.39	.00	94,839.21	34,677.79	73	96,165.26
6150	Health Insurance	149,647.00	.00	149,647.00	11,471.40	.00	104,285.55	45,361.45	70	103,863.15
6151	Wellness Program	504.00	.00	504.00	29.92	.00	285.60	218.40	57	216.45
6152	Life Insurance	1,463.00	.00	1,463.00	97.74	.00	922.86	540.14	63	1,031.32
6153	Long Term Disability	3,703.00	.00	3,703.00	260.36	.00	2,418.44	1,284.56	65	2,617.20
6154	Dental Insurance	3,605.00	.00	3,605.00	287.05	.00	2,708.52	896.48	75	2,646.12
6160	Worker's Compensation	873.00	.00	873.00	.00	.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	2,970.00	990.00	75	2,970.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	6,750.00	4,050.00	62	7,350.00
	<i>Employee Benefits/Costs Totals</i>	\$402,827.00	\$0.00	\$402,827.00	\$29,938.02	\$0.00	\$293,103.64	\$109,723.36	73%	\$295,916.60
<i>Staff Development</i>										
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	150.00	.00	1,588.00	1,682.00	49	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	700.00	.00	5,751.50	1,778.50	76	4,093.41
6240	Travel Expenses	6,900.00	.00	6,900.00	.00	.00	5,573.84	1,326.16	81	5,791.10
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$23,700.00	\$0.00	\$23,700.00	\$850.00	\$0.00	\$15,408.21	\$8,291.79	65%	\$11,249.51
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	780.14	.00	26,332.48	23,567.52	53	27,578.83
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	677.34
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.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	.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	5,797.21	.00	73,706.49	37,793.51	66	62,832.29
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	397.90	.00	3,286.61	2,473.39	57	4,684.37
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	105.38	.00	938.54	1,041.46	47	864.36
	<i>Repair/Maintenance/Utilities Totals</i>	\$179,840.00	\$0.00	\$179,840.00	\$7,080.63	\$0.00	\$106,358.37	\$73,481.63	59%	\$98,396.94

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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										
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,625.74
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	132.60	.00	1,569.19	230.81	87	1,528.79
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	69,496.36	.00	140,492.68	4,407.32	97	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	843.08	358.83	66,222.23	12,929.94	84	60,914.78
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	13,440.00	40,320.00	.00	100	40,320.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	2,409.07	1,585.37	11,733.06	1,081.57	92	8,370.20
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	5,890.40	.00	10,544.20	23,565.80	31	10,896.73
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	176.80	.00	4,640.00	4,960.00	48	5,149.37
<i>Contractual Services Totals</i>		\$443,366.00	\$0.00	\$443,366.00	\$83,428.31	\$15,384.20	\$381,601.03	\$46,380.77	90%	\$357,483.04
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	322.88	.00	3,928.02	4,321.98	48	1,609.88
6507	Operational Supplies	46,200.00	.00	46,200.00	1,871.54	.00	21,141.84	25,058.16	46	15,311.48
6508	Postage/Shipping	6,000.00	.00	6,000.00	.00	.00	3,471.73	2,528.27	58	4,022.13
6510	Forms/Printing Services	7,950.00	.00	7,950.00	57.60	.00	3,493.17	4,456.83	44	3,727.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	706.54	.00	7,987.81	2,612.19	75	5,652.64
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	.00	.00	1,208.57	8,391.43	13	161.93
6514	Medical Supplies	2,295.00	.00	2,295.00	47.05	.00	489.65	1,805.35	21	674.32
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	.00	.00	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
<i>Commodities Totals</i>		\$116,399.00	\$0.00	\$116,399.00	\$3,005.61	\$0.00	\$42,487.37	\$73,911.63	37%	\$36,544.45
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.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



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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										
Capital Outlay										
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	3,977.03	.00	74,008.08	9,151.92	89	53,920.41
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	87.94	.00	3,276.84	5,523.16	37	5,961.24
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	307.53	.00	32,367.12	28,132.88	53	24,818.73
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	1,110.54	.00	10,305.94	25,694.06	29	18,212.29
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,459.92	.00	17,184.57	815.43	95	11,083.66
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,869.16	.00	15,077.33	(77.33)	101	10,954.86
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,663.34	.00	52,039.06	24,460.94	68	65,174.98
6718.08	Library Materials Other	51,380.00	.00	51,380.00	1,640.79	.00	40,364.66	11,015.34	79	38,436.04
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	\$15,116.25	\$0.00	\$244,623.60	\$104,716.40	70%	\$228,562.21
<i>Capital Outlay Totals</i>		<i>\$349,340.00</i>	<i>\$0.00</i>	<i>\$349,340.00</i>	<i>\$15,116.25</i>	<i>\$0.00</i>	<i>\$249,780.00</i>	<i>\$99,560.00</i>	<i>72%</i>	<i>\$228,562.21</i>
<i>Transfers</i>										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Department 410 - Library Totals		\$3,141,125.00	\$0.00	\$3,141,125.00	\$237,737.28	\$15,384.20	\$2,102,314.15	\$1,023,426.65	67%	\$2,056,491.28
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$237,737.28	\$15,384.20	\$2,102,314.15	\$1,023,426.65	67%	\$2,056,491.28
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	3,594.17	.00	197,370.22	56,765.78	78%	280,367.63
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	237,737.28	15,384.20	2,102,314.15	1,023,426.65	67%	2,056,491.28
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$234,143.11)	(\$15,384.20)	(\$1,904,943.93)	(\$966,660.87)		(\$1,776,123.65)
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	4,990.00
<i>Commodities Totals</i>		<i>\$4,800.00</i>	<i>\$0.00</i>	<i>\$4,800.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,237.04</i>	<i>(\$437.04)</i>	<i>109%</i>	<i>\$4,990.00</i>
<i>Capital Outlay</i>										
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



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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$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%	\$4,990.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$4,990.00
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%	4,990.00
	Fund 105 - Equipment Reserve Fund Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	(\$11,353.78)	(\$18,646.22)		(\$4,990.00)
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
6711	Furniture	18,500.00	.00	18,500.00	.00	16,314.00	.00	2,186.00	88	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	24,686.00	.00	(2,186.00)	110	.00
	<i>Capital Outlay Totals</i>	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	100%	\$0.00
	Department 410 - Library Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	100%	\$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	41,000.00	.00	.00	100%	.00
	Fund 121 - Local Option Sales Tax Totals	(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	\$0.00		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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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 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	40,000.00	.00	40,000.00	21,095.00	.00	69,054.13	(29,054.13)	173	30,650.88
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$21,095.00	\$0.00	\$69,054.13	(\$29,054.13)	173%	\$30,650.88
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	\$40,000.00	\$0.00	\$40,000.00	\$21,095.00	\$0.00	\$69,054.13	(\$29,054.13)	173%	\$30,650.88
	Department 410 - Library Totals	\$40,000.00	\$0.00	\$40,000.00	\$21,095.00	\$0.00	\$69,054.13	(\$29,054.13)	173%	\$30,650.88
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$21,095.00	\$0.00	\$69,054.13	(\$29,054.13)	173%	\$30,650.88
EXPENSE										
Department 410 - Library										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contractual Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	6,214.71	2,191.58	33,410.10	39,398.32	47	42,478.45
	<i>Commodities Totals</i>	\$75,000.00	\$0.00	\$75,000.00	\$6,214.71	\$2,191.58	\$33,410.10	\$39,398.32	47%	\$42,478.45
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$6,214.71	\$2,191.58	\$33,410.10	\$39,398.32	47%	\$42,478.45
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$6,214.71	\$2,191.58	\$33,410.10	\$39,398.32	47%	\$42,478.45



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Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	40,000.00	.00	40,000.00	21,095.00	.00	69,054.13	(29,054.13)	173%	30,650.88
	EXPENSE TOTALS	75,000.00	.00	75,000.00	6,214.71	2,191.58	33,410.10	39,398.32	47%	42,478.45
Fund 130 - Special Revenue Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	\$14,880.29	(\$2,191.58)	\$35,644.03	(\$68,452.45)		(\$11,827.57)
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	+++	2,451.97
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,451.97
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
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$14,047.32)
<i>Misc Revenues</i>										
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
	<i>Misc Revenues Totals</i>	\$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	+++	\$82,038.59
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$82,038.59
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
	<i>Capital Outlay Totals</i>	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68

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Budget Performance Report

Fiscal Year to Date 03/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 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	+++	82,038.59
	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		(\$87,158.09)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	24,689.17	.00	266,424.35	27,711.65	91%	393,057.10
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	243,951.99	178,248.05	2,244,409.31	989,467.64	71%	2,273,156.41
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$219,262.82)	(\$178,248.05)	(\$1,977,984.96)	(\$961,755.99)		(\$1,880,099.31)



Open Purchase Order Report

As of G/L Date 03/31/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Purchase Order 2026-00000209
Description Library Terrace Door Trench Drain Project
Type Budgeted
Status Open
Bill To Location LIBRARY - Library
Assigned To Buyer
Resolution Number

Department 35 Library
Vendor 392 - Pipe Pro Inc
 Michelle Sherman
 6633 8th St SW
 Cedar Rapids, IA 52404

G/L Date 12/16/2025 **Amount** 24,686.00
Deliver by Date **Voided** .00
Printed Date 12/19/2025 **Discounted** .00
Completed Date **Expensed** .00
Expiration Date **Remaining** 24,686.00
Encumbered 24,686.00

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

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

Purchase Order 2026-00000260
Description Seating and Furniture for Youth Interactive Area
Type Budgeted
Status Open
Bill To Location LIBRARY - Library
Assigned To Buyer
Resolution Number

Department 35 Library
Vendor 1993 - Workspace Inc
 Workspace Inc
 309 Locust St
 Des Moines, IA 50309

G/L Date 02/10/2026 **Amount** 7,367.98
Deliver by Date **Voided** .00
Printed Date 02/20/2026 **Discounted** .00
Completed Date 04/09/2026 **Expensed** .00
Expiration Date **Remaining** 7,367.98
Encumbered 7,367.98

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

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

Purchase Order 2026-00000291
Description Library Shelving for Teen Collection Area
Type Budgeted
Status Open

Department 35 Library
Vendor 1833 - Library Furniture International, Inc
 Library Furniture International, Inc
 797 Glenn Avenue

G/L Date 03/20/2026 **Amount** 11,137.60
Deliver by Date **Voided** .00
Printed Date 03/31/2026 **Discounted** .00
Completed Date **Expensed** .00



Open Purchase Order Report

As of G/L Date 03/31/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Bill To Location	LIBRARY - Library	WHEELING, IL 60090	Expiration Date	Remaining	11,137.60
Assigned To Buyer				Encumbered	11,137.60
Resolution Number					

Item 1	<i>Description</i>	Furniture - Library Shelving for Teen Collection	<i>Vendor Part Number</i>	<i>Amount</i>	8,946.02
	<i>Quantity</i>	1.0000	<i>Contract Number</i>	<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	<i>Discounted</i>	.00
	<i>Price per Unit</i>	8,946.02	<i>1099 Item</i>	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	<i>Remaining</i>	8,946.02
	<i>Status</i>	Open	<i>Confirming</i>	<i>Encumbered</i>	8,946.02
	<i>G/L Account</i>	<i>Project</i>	<i>Amount</i>	<i>Expensed</i>	<i>Encumbered</i>
	121.410.6711 (Furniture)			.00	8,946.02

Item 2	<i>Description</i>	Misc Commodities/Expenses - Special Revenue - Other -Library Shelving - Teen Collection Area	<i>Vendor Part Number</i>	<i>Amount</i>	2,191.58
	<i>Quantity</i>	1.0000	<i>Contract Number</i>	<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	<i>Discounted</i>	.00
	<i>Price per Unit</i>	2,191.58	<i>1099 Item</i>	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	<i>Remaining</i>	2,191.58
	<i>Status</i>	Open	<i>Confirming</i>	<i>Encumbered</i>	2,191.58
	<i>G/L Account</i>	<i>Project</i>	<i>Amount</i>	<i>Expensed</i>	<i>Encumbered</i>
	130.410.6599 (Misc Commodities/Expenses)			.00	2,191.58

Department	35 Library Totals	Purchase Orders	3	Amount	\$43,191.58
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$43,191.58
				Encumbered	\$43,191.58
	Grand Totals	Purchase Orders	3	Amount	\$43,191.58
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$43,191.58
				Encumbered	\$43,191.58

Individual Library Trustee Assessment

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

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

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

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

Attribution: State Library of Iowa

Full Library Board Assessment

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

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

Attribution: State Library of Iowa



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.

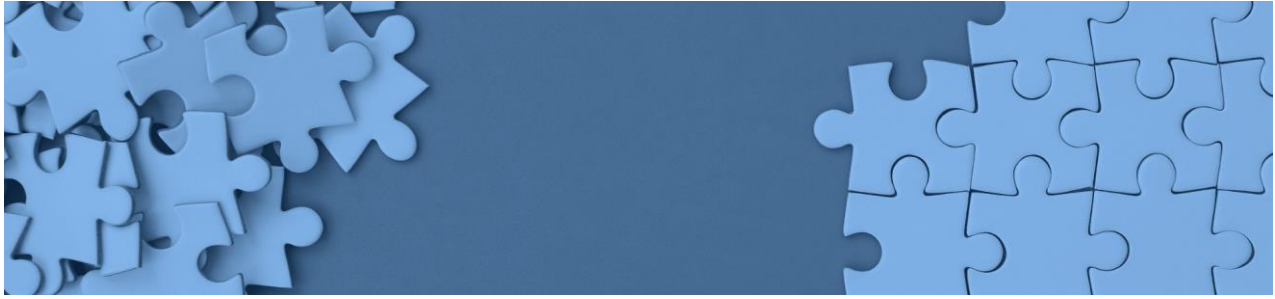
Secretary: One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task 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



Chapter 13: Library Law and Legal Matters

It is important for board members to understand the essentials of a number of federal, state and local laws. Please consider this chapter to be legal information, not legal advice, which is defined as the application of law to specific circumstances. You should consult a lawyer if you want professional assurance that the information, and your interpretation of it, is accurate.

City-Library Ordinance

Most of Iowa's public libraries are established by an ordinance very similar to the sample ordinance in the appendix of this Handbook. Libraries established after Iowa's Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance or it may be substantially different. In the city-library ordinance you will likely find:

- ❖ The number of board members, how they are appointed, and their term of office
- ❖ The powers and duties of the board, including its authority to set the librarian's salary and control the library's expenditures
- ❖ Procedure for budgeting and approving bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (**Iowa Code 392.5**) For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of

board members, how board members are appointed, or their powers and duties--require a public vote at a general election.

A frequently asked question about the library ordinance is “Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?” Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards; Iowa has two such advisory boards, all others are administrative governing boards.

Open Meetings

“This chapter seeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.” (Iowa Code 21.1)

Library board meetings are subject to the Iowa Open Meetings Law. Iowa law assumes that meetings are open to the public. Iowa citizens do not have to make a case to attend a governmental meeting such as a library board meeting. Even an informal meeting of library trustees would be subject to the Open Meetings Law if there is a majority of the trustees at the gathering and library business is discussed.

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**

What is the Definition of a Meeting?

A meeting is defined as *“a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body [library board] where there is deliberation or action upon any matter within the scope of the [library board’s] policy-making duties.” (Iowa Code 21.1)*

How Much Notice Should Be Given for the Meeting?

Boards are required to publicly post their meeting notice at least 24 hours in advance. The posting should be in a prominent place, accessible to the community, in the building

where the meeting is expected to take place. The agenda should also be posted online, ideally on the library website and the city website. The agenda must include the date, time, and meeting place. If a news/media agency requests a copy of the notice and agenda, the library board must supply it.

What Additional Information Must Be on the Agenda?

The agenda should include all business to be discussed at the meeting in enough detail to give community members a good idea of what topics will be discussed. If an item comes up at the meeting that has not been included on the agenda, action should be deferred to a later meeting. However, the law does allow for items that may come up on an emergency basis.

Is our board required to offer an electronic meeting option?

Yes. The 2024 state legislature amended **Iowa Code section 21.8**, entitled "Electronic meetings," effective July 1, 2024: "A governmental body shall provide for hybrid meetings, teleconference participation, virtual meetings, remote participation, and other hybrid options for the members of the governmental body to participate in official meetings." The Iowa Public Information Board issued a formal Advisory Opinion that interprets the changes to the law: [Chapter 21 - Recent Law Changes](#).

What Should Be Included in the Minutes?

Minutes of all library board meetings must be kept and include the date, place, the members present, any action taken at the meeting and enough information to allow the public to determine how each member voted. Minutes are subject to the Open Records Law and must be made available to the public if requested.

When May a Meeting Be Closed?

To have a closed session, the government body must first meet in an open session. This means notice and the agenda, which reasonably apprises the public of what is about to occur, must be posted 24 hours in advance. The government body may go into closed session only with a two-thirds majority vote of the entire board or a unanimous vote of all the trustees present. In addition, the specific reason to go into closed session under **Iowa Code 21.5** must be announced in open session. If a closed session is conducted (note: there is no requirement to have a closed session) detailed minutes of the closed session must be kept and the closed session must be audio recorded. No final action may be taken during the closed session.

There are very few reasons listed allowing a closed session and each reason has very specific requirements. The following examples illustrate the need to read and become familiar with the law before going into closed session. **Iowa Code 21.5(1)(i)** allows trustees to evaluate the professional competency of an employee or potential employee, but two criteria must be met: (1) the closed session must be "*necessary to prevent needless and irreparable injury to that individual's reputation*" and (2) the person you are evaluating must request a closed session. Without both requirements met, a closed

session is not allowed by law.

Another example is when the government body is discussing the purchase of real estate. A closed session may be held only if the *"premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property."* This particular section is unique because after the transaction is complete the government body must make available the audio recording and minutes from the closed session.

The specific requirements of the Open Meetings Law can be confusing. If you are uncertain, seek legal advice before proceeding. Under the Open Meetings Law there are exceptions to the liability of the law if you *"reasonably relied upon a decision of a court or a formal opinion of the attorney general or the attorney for the governmental body."* You may also contact the **Citizens' Aide/Ombudsman Office** at 888-426-6283 or review the **Iowa Attorney General Sunshine Advisories**.

Board members should be familiar with Iowa's Open Meeting Law and each member should have a copy of the Iowa Open Meetings/Open Records Handbook, available from the **Iowa Freedom of Information Council**.

Open Records and Confidentiality

"Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling." (Iowa Code 22.2 and 22.7(13))

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- ❖ A confidentiality policy for the library is adopted by the board.
- ❖ Circulation records in an automated system are not kept after statistics are recorded and the material is returned; any fines or fees attached to the record are paid.
- ❖ Overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out.

- ❖ Phone reminders of overdue items and reserves left on answering machines maintain confidentiality by not verbally revealing the titles of the items.

Included in a confidentiality policy should be a statement about the custodian of the record and the circumstances within which library check-out records may be released. The identity of which customer requested which materials or information may be revealed only:

- ❖ If the library is presented with a court order. (The court order must indicate that this information is needed for the investigation of a particular person or an organization and may only be issued after a judge has determined if the connection between the case and the record makes it “cogent and compelling” that the information is released.)
- ❖ If the lawful custodian of the records, defined by an Iowa Attorney General’s opinion to be the library director, releases the information. (To safeguard customers’ confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See **Iowa Code 22.7(18)**.

Questions on Confidentiality and Open Records

An issue that is frequently raised is if a parent can see the titles checked out on a child’s card. Parents, under **Iowa Code 613.16**, are liable for the acts of their children. At the same time, **Iowa Code 22.7 (13)** protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two Iowa Code sections.

As noted previously, **Iowa Code 22.7** does allow for discretion on the part of the custodian of the records, who is most often the library director. In other words, the Iowa Code gives the custodian of the records, the library director, the authority to decide whether or not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records only upon receiving a court order.

Some libraries in Iowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of

a library patron, regardless of age, should be the exception rather than the rule. A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child's library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent's card.

Patron records may be used for purposes of fundraising by Library Friends or Foundation groups as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.

Compatibility of Office

Not all possible combinations of public office have been tested in the courts or by the Iowa Attorney General's office. However, the following offices, specifically applying to libraries, are considered incompatible, meaning that one person should not hold both offices at the same time:

- ❖ Council member and library board member
- ❖ City clerk and library board member
- ❖ Mayor and library board member

A person may seek an office position currently incompatible with the office now held if the person gives up the current office upon taking over the new office (based on a 1912 Iowa Supreme Court decision "State v. Anderson" [136 N.W. 128] that addresses compatibility of office).

During your time on the board you may also come across situations that raise questions about conflict of interest. One example is a board member who wants to work as a substitute at the library and be paid. Although it is technically legal (**Iowa Code 362.5**) it is not recommended. Even if the board member abstains from voting on his or her pay, this practice still puts the library director in the position of supervising someone who is actually his or her employer. This could be a very difficult position for the library director if the board member's performance as a substitute is unsatisfactory.

Another example of potential conflict of interest is a board member whose relative is a library staff member. The employee may go around the director to take concerns to the board member when the issue should be resolved by the library director and the employee. Allowing this type of situation to continue undermines the authority of the director.

If you as a trustee are sincerely concerned about a potential conflict of interest, discuss the situation with the full board. Then consider a discussion with the city manager, city attorney, mayor and/or city council. Because allowing a potential conflict of interest to go unresolved could damage the library's credibility in the community for years to come. If you are unable to decide whether or not there is a conflict of interest, unresolved questions can be formally addressed to the Iowa Attorney General's Office by an elected official.

Board Liability

"A person who performs services for a municipality or an agency or subdivision of a municipality and who does not receive compensation is not personally liable for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for acts or omissions which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit. For purposes of this section, 'compensation' does not include payments to reimburse a person for expenses." (Iowa Code 670.2)

The legal power of the board comes when the board acts as a body. To guard against potential liability, avoid the following:

- ❖ Acting in excess of authority, i.e. inappropriate expenditures or exceeding budget spending levels
- ❖ Failing to act when action should have been taken, i.e., failure to meet contractual obligations
- ❖ Negligence, i.e., unsafe buildings and grounds, failure to supervise funds
- ❖ Intentional misconduct, i.e., libel, improper discharging of an employee, theft
- ❖ Acting in violation of the law, i.e., authorizing payment of improper expenses, failing to follow proper rules for hiring

Fair Labor Standards Act (FLSA)

The federal Fair Labor Standards Act (FLSA) establishes standards for basic wages, overtime pay, record keeping, and child labor.

Basic Wages

Each library employee must be paid not less than the minimum wage. Library employees must be paid for hours worked and may not volunteer time without pay. As of this writing Iowa's minimum wage is \$7.25. For detailed information on Iowa's minimum wage, refer to the **Iowa Department of Workforce Development**.

Paying Library Staff During Training

According to Iowa Workforce Development: *"If any such gathering is required by an employer, or if an employer leads its employees to believe they will receive adverse treatment for not attending, the employer must pay its employees for the time spent in attendance."* (Iowa Workforce Development) This is also a Tier 1 standard addressed in Iowa Public Library Standards. **Standard #23:** *"The library allows the director to participate in continuing education opportunities during their work time."*

Overtime Pay

Within the public library are employees who are exempt and those who are non-exempt from the FLSA regulations; one of the deciding criteria is whether the employee has independent decision-making authority. The director of a public library is usually an exempt employee if he or she directs a staff of at least two. Those employees who do not have independent decision-making authority, even if they have a library science degree, are non-exempt from the FLSA. To determine whether a position is exempt or non-exempt, call the Wage and Hour Division of the **U.S. Department of Labor** Iowa office at 515-284-4625.

Non-exempt employees must be paid overtime at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. A workweek is defined as seven consecutive 24 hour periods, fixed and regularly occurring; each workweek stands alone. Time off may be granted within the workweek if the employee has reached 40 hours before the end of the week. In other words, an employee may work 10 hours each day, four days straight within the workweek without being paid overtime. However, if the employee works 45 hours during one workweek and 35 hours during the next, five hours of overtime must be paid.

For libraries in the public sector, compensatory time may be given in lieu of overtime, but must be given at the rate of "time and a half" to non-exempt employees.

Recordkeeping

The FLSA requires that employers keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is the kind generally maintained by employers; the records do not have to be kept in any particular form and time clocks need not be used.

Child Labor Standards

Fourteen is the minimum age for library work; youths 14 and 15 years old may work at the library outside of school hours under the following conditions:

- ❖ No more than 6 hours per school day and 28 hours in the school week
- ❖ No more than 8 hours on a non-school day or 40 hours in a non-school week
- ❖ Work may not begin before 7:00 a.m. or continue after 9:00 p.m. except from June 1 through Labor Day when permissible evening hours are extended to 11:00 p.m.

- ❖ Must have a 30-minute break after 5 hours of work.
- ❖ Child Labor Permits are no longer required.

A library may hire youths 16 years of age and older to work unlimited hours within the guidelines of the FLSA.

For more information on FLSA, see the Wage and Hour Division of the **U.S. Department of Labor**.

Iowa Gift Law

“Except as otherwise provided in this section, a public official, public employee, or candidate, or that person’s immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor.” (Iowa Code 68B.22)

The library’s director and trustees are subject to the Iowa Gift Law. You cannot accept a gift for personal use that has a value of over \$3.00 from anyone who wants to do business with the library. For example, you cannot personally accept a gift from a book salesperson who could sell books to your library. However, if the benefit is available generally, it is not considered a gift. For example, if Baker & Taylor provides book discounts to library staff members in all libraries, it is not considered a gift to an individual employee and does not fall under the Iowa Gift Law.

Digital Millennium Copyright Act (DMCA)

On October 12, 1998, Congress passed the Digital Millennium Copyright Act (DMCA). The law became effective in October 2000 and it has been incorporated into the Copyright Act (Title 17 of the U. S. Code). This landmark legislation updated U.S. copyright law to meet the demands of the Digital Age and to conform U.S. law to the requirements of the World Intellectual Property Organization (WIPO) and treaties that the U.S. signed in 1996. Divided into five "titles," the DMCA is a complex act that addresses a number of issues that are of concern to libraries. Among its many provisions, the Act:

- ❖ Imposes rules prohibiting the circumvention of technological protection measures
- ❖ Sets limitations on copyright infringement liability for online service providers (OSPs)
- ❖ Expands an existing exemption for making copies of computer programs
- ❖ Provides a significant updating of the rules and procedures regarding archival preservation
- ❖ Mandates a study of distance education activities in networked environments
- ❖ Mandates a study of the effects of anti-circumvention protection rules on the "first

sale" doctrine

The DMCA provides safe harbor from copyright infringement liability for online service providers. In order to qualify for safe harbor protection, certain online service providers—like public libraries—must designate an agent as the person who will receive notices of copyright infringement.

To designate an agent, a service provider must do two things: (1) make contact information for the agent available to the public on its website and (2) provide that same information to the federal copyright office, which maintains a centralized online directory of designated agent contact information for public use. The service provider must also ensure that this information is up to date.

The DMCA License renews for \$6.00 every three years. The license recognizes the public library as a provider of public Internet access and helps to alleviate problems when people illegally download content via the library's computers.

If your library has ever received a "cease and desist" letter from your Internet service provider, you'll appreciate the benefit of this license. It's not uncommon for public libraries to be notified of illegal downloading activity happening on the library's computers, typically by people illegally downloading movies. So this DMCA license indicates that a public library will pledge to curtail illegal use of its public Internet computers and to report the library director (typically) as an "agent."

For more information, see the [DMCA webpage](#) from ALA.

For answers to other legal questions, refer to the [Library Law FAQ](#) developed by the State Library Law Librarian.

BLACK HAWK ROOF COMPANY INC.
2843 Geraldine Rd
Waterloo, IA 50703
319-277-9355 FAX: 319-277-9360

PROPOSAL SUBMITTED TO: Bush Construction DATE: 4/10/26
PROJECT: Marion Library BID NO.:
LOCATION: Marion, IA BID PKG:
PHONE: ATTENTION: ESTIMATING DEPT.
FAX/EMAIL: rwelborn@bushconstruct.com PROPOSAL #: Terrace Roof

The undersigned proposes to furnish all material, labor and necessary equipment to complete the following: Roof approximately 1,491 square feet.
Please note certain qualifications and exclusions:

1. Remove and replace existing tapered polyisocyanurate insulation to match existing. 2" polyisocyanurate insulation.
2. Remaining coverboard and TPO membrane removal and replacement is being covered by Black Hawk Roof at no charge to owner.

All above work to be completed in a substantial and workmanlike manner.

For the sum of SEVENTEEN THOUSAND FIVE HUNDRED (\$ 17,500.00)

Payments to be made as follows monthly progress payments and 100% upon completion. This contract maybe void if not accepted within 30 days.

Qualifications and exclusions:

- No sales tax included
- No payment or performance bonds included
- No Snow or ice removal included
- No deck replacement included
- No demo of adjacent metal wall panels or waterproofing
- New overburden installed by others should follow Carlisle's (roof manufacturer) recommended protection.

Respectfully submitted by:

Acknowledged acceptance of this proposal:

Mike Kerker

By: _____

Date: _____

BLACK HAWK ROOF COMPANY INC.
2843 Geraldine Rd
Waterloo, IA 50703
319-277-9355 FAX: 319-277-9360

PROPOSAL SUBMITTED TO: Bush Construction DATE: 2/24/26

PROJECT: Marion Library BID NO.:

LOCATION: Marion, IA BID PKG:

PHONE: ATTENTION: ESTIMATING DEPT.

FAX/EMAIL: rwelborn@bushconstruct.com PROPOSAL #: Planter Roofing

The undersigned proposes to furnish all material, labor and necessary equipment to complete the following: Roof approximately 190 square feet.

Please note certain qualifications and exclusions:

1. Remove existing remaining soil from planter box.
2. Remove existing metal coping cap at top of parapet walls.
3. Remove existing tpo roof system down to existing vapor barrier.
4. Inspect existing roof vapor barrier and patch as necessary on a T&M basis
5. Adhere new 2” polyisocyanurate insulation.
6. Adhere new 2” polyisocyanurate insulation.
7. Adhere new gypsum cover board.
8. Fully Adhere new 0.060” TPO.
9. Fabricate and install new 24 ga. pre-finished sheet metal coping cap.
10. Flood test new planter membrane for 24 hrs and inspect for leaks, prior to any overburden work taking place. This shall be verified and signed off by Bush Construction.

All above work to be completed in a substantial and workmanlike manner.

For the sum of SEVENTEEN THOUSAND FOUR HUNDRED SIXTY DOLLARS AND 08/100 CENTS (\$ 17,460.08)

Alternate #1 – Include waterproofing detail membrane per detail 11/A504 of the Bid/Construction documents on a **T&M basis**. This would be at the outside face and wrap under the perimeter edge wood blocking. Work to be done based on existing conditions and as approved by Braun, Bush Const. and Owner. I would strongly suggest that this condition is water tested after planter box roofing and this waterproofing is completed, but before metal wall panel reinstallation takes place.

T&M not to exceed \$ 4,500

Payments to be made as follows monthly progress payments and 100% upon completion. This contract may be void if not accepted within 30 days.

Qualifications and exclusions:

- No sales tax included
- No payment or performance bonds included
- No Snow or ice removal included
- No deck replacement included
- No demo of adjacent metal wall panels or waterproofing
- No replacement of planter material “overburden”
- New overburden installed by others should follow Carlisle’s (roof manufacturer) recommended protection.

Respectfully submitted by:

Acknowledged acceptance of this proposal:

Mike Kerker

By: _____

BLACK HAWK ROOF COMPANY INC.

2843 Geraldine Rd

Waterloo, IA 50703

319-277-9355

FAX: 319-277-9360

Date: _____

Scope of Policy			
<i>Scope:</i>	Manage selection, acquisition, and deaccession of art in the library	<i>Effective Date:</i>	Revised 4/ 21 20/2026 5

General Policy/Purpose

In an effort to address appropriate selection and installation of commissioned art and other art objects given to or acquired by the Marion Public Library, the following provisions shall apply.

- Provisions**
- I. **Arts Advisory ~~Committee~~ Work Group**
 1. An *ad hoc* Arts Advisory ~~Committee~~ Work Group created by the Library ~~Board~~ Director will meet as needed and can include up to five members of the Board, the Library Director, a member of the library staff, and members of the Marion community with art or other applicable experience.
 - II. **Arts Advisory ~~Committee~~ Work Group Responsibilities**
 1. To make recommendations to the Library Board regarding selection and location of art displayed in the library.
 2. To review all items offered as gifts and make recommendations for acceptance or denial
 3. To represent the Library Board in preliminary negotiations with potential donors of objects or funds for objects.
 4. To seek professional advice on monetary and/or artistic value and appropriateness of considered or offered items when it is in the best interests of the library and the public.
 5. To serve as liaison between potential donors, the Library Board, and the Library Director.
 6. To present all pertinent information regarding proposed gifts, purchases and deaccession recommendations to the Library Board for final action. The board may approve, deny, or make adjustments to the recommendations.
 - III. **Acquisition Guidelines**
 1. Objects may be added to the collection by means of gifts, bequests, purchases, exchanges, or any other transactions.
 2. The person submitting the work for consideration must provide professional quality slides or photos, clearly labeled with relevant information.
 3. If required, mounting and framing must be of museum quality to ensure preservation of the piece.
 4. The library must be able to provide proper care, including conservation, maintenance, storage, and insurance for all acquired objects.

5. The origin or source of the object must be satisfactory to the Library Board. Outside counsel and expertise may be used.
6. All objects acquired by the library shall become the sole property of the library and shall not be encumbered or restricted as to their acquisition, retention, or disposition.

IV. Acquisition Procedures

1. Approved objects which are gifts or bequests allow for a tax deduction on the part of the donor. It is the donor's responsibility to establish fair market or appraisal value. Donors are encouraged to consider donating to the Library Foundation or Friends of the Library on behalf of the library.
2. If library monies are used to acquire an object, the library, in accordance with city purchasing procedures, will purchase the object from the seller after receiving approval from the Library Board.
3. In the event that consultation with the Arts Advisory [Committee-Work Group](#) is not feasible, the Library Director shall have authority to negotiate with the potential seller and/or donor and advise the Library Board as to a course of action.
4. Upon receipt of a work by the library, the object will be listed in a registration book established for that purpose, given a registration number consisting of the year donated and item number in order of receipt. This number will be marked on the object for identification, if possible. The work will then be photographed for the purposes of record and identification. A statement from the artist as to the thought and creation of the work is desirable.
5. A suitable plaque or similar device may be affixed on or near the object listing donor(s) and other pertinent information. [The plaque or device must be consistent with the library's brand and design requirements.](#)

V. Marion Public Library Director Responsibilities

1. Maintain all records of an acquired work.
2. Provide the donor(s) with a signed letter of acknowledgment.
3. Obtain appraisals of works that have been acquired when deemed appropriate by the Library Board.

VI. Loaning Artwork

1. The Marion Public Library does not loan its artwork.

VII. Public Availability of Art Collection

1. Art pieces that are stored or for other reasons not publicly displayed may not be available for viewing.

VIII. Deaccessioning Guidelines

1. The following items serve as criteria for deaccession of artworks:
 - a. Condition has declined, or security of the artwork cannot be guaranteed.

- b. Artwork requires unreasonable maintenance.
 - c. The site for the artwork has become inappropriate or is no longer timely; is no longer accessible to the public; is unsafe; or is due to be demolished
 - d. The artwork is no longer relevant, timely, or appropriate for the location.
 - e. No suitable alternate site for the artwork is available.
2. The process for deaccession of artwork is as follows:
- a. The Arts Advisory [Committee-Work Group](#) will be convened and will be provided with all relevant available information about the piece(s) in question. Deaccession recommendations will be taken to the Library Board for final action.
 - b. For art that has been donated, the donor will be notified and the conditions and reasons for deaccessioning will be explained. The donor has right of first refusal to artwork that is being deaccessioned. The piece will be offered to donor, but library will not provide additional services.
 - c. If the donor declines to reclaim the piece, or cannot be notified, or is deceased, the Arts Advisory [Committee-Work Group](#) will determine the preferred method of deaccession, including:
 - Relocation of the artwork to another public facility within Marion.
 - Removal of the artwork from public display and subsequent storage.
 - Sale of the artwork through appropriate channels; ~~proceeds from such sale shall be deposited with the Marion Public Library Foundation.~~
 - Donation of the artwork to another government entity or non-profit, civic, charitable, or cultural organization that will properly install and display the artwork in an appropriate public space.
 - Dispose of the artwork using the City of Marion's surplus property procedures.
 - d. Deaccessioned art previously purchased by the library can be sold to the Friends of the Library or the Library Foundation for a nominal fee or dispersed through the City of Marion surplus property procedures.



Request for Reconsideration of Library Materials

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 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.

Library Access for Registered Sex Offenders Policy



Scope of Policy			
<i>Scope:</i>	Library service to registered sex offenders	<i>Effective Date:</i>	Reviewed 54/2013/20242026

General Policy/Purpose

It is the purpose of this policy to ensure that the library is in compliance with Iowa State Law (692A.113) that excludes from the public library property those registered sex offenders convicted of sex offenses against minors.

Provisions

In compliance with Iowa Code Chapter 692A.113 that excludes registered sex offenders convicted of offenses against minors from public libraries, sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The statute provides an exception to this prohibition if the Library Director provides written permission. The issuance of a library card alone does not constitute permission to enter the library or be present on library property.

The library reserves its legal right to deny access to any person coming within the restrictions of Iowa Code 692A.113, and no such person shall be admitted without the written permission of the Library Director. Said prohibition shall not apply to persons denied under the statute who are dropping off their own children outside the building, or to persons going onto the premises for voting purposes in a public election.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. Service may be arranged by contacting the Library Director via telephone or email. At the time of registration, the applicant must make arrangements for a person of their choosing to select, check out, and return materials using that card. That individual's name must be registered with the library and they shall provide identification when using the restricted patron's card. They may also receive information via telephone reference services or by use of the library's web site and online databases.

Background checks will be performed using the National Sex Offender Registry on all employees, applicant, potential employees, and volunteers, including library board members or potential library board members, who are or will be working on library property. Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges. Individuals may appeal the policy, as it relates to them, in writing to the Library Board of Trustees.

Reference and Information Services Policy



Scope of Policy			
<i>Scope:</i>	Provide guidelines for use of library reference and information services	<i>Effective Date:</i>	Revised 5/13/2024 Revised 4/20/2026

Provisions			
I. Delivery of References and Information Services			
1. The informational needs of every library patron will be facilitated equitably and with objectivity, respect, and confidentiality.			
2. Patrons need not be Marion Public Library cardholders to use the in-house reference materials and services of the library. Patrons are also able to use the library's internet computers for reference work; please refer to Internet Policy and Laptop/ Tablet Loan Policy for details.			
3. The library responds to all requests for reference and information service assistance whether made in person, by telephone, mail, or electronic means. Each request will be answered as received with the following priority:			
a. In person			
b. By phone			
c. By email			
d. By mail			
4. Library staff receiving a request for information will consult all available resources to answer questions. Requests that cannot be answered may be referred to other sources.			
5. The library does not provide:			
a. Genealogical research. Depending on the inquiry, referrals may be offered.			
b. Estimates or appraisals of value (car values will be provided from the NADA appraisal guides).			
c. Opinions or consultations regarding taxes, medicine, or law (will be limited to short factual answers from sources, but no interpretation will be given, and the source will be cited); patrons may be referred to the Iowa State Law Library for legal questions.			
d. Patent, trademark, or copyright searches.			
e. Instruction in the use of computer programs.			
f. Extended research for individual patrons.			
II. Telephone Reference Service			
1. Time permitting, telephone queries that can be answered quickly will be handled immediately.			

Telephone requests that take more time are offered a return call.

III. Materials for Use in the Library Only

1. Materials in the Reference and Local History collections must be used in the library.

IV. Confidentiality

1. See Confidentiality of Library Records.

Guidance for responding to requests for Bookmobile appearances

Context

Periodically the library receives requests for the Bookmobile to attend one-off special events, independent from its regular schedule of stops. The library wants to be responsive to these where there is a benefit that aligns with the library's strategic goals for the bookmobile, without causing disproportionate difficulty to other areas of library services. The library also wants to ensure that requests are dealt with equitably.

Bookmobile requests and invitations will be reviewed on a case-by-case basis, using the following criteria as a guide to decision-making:

Benefits

Will accepting the invitation / attending the event:

- serve the strategic goals of the library and bookmobile?
- enable us to reach a potentially underserved community?
- enable us to reach a geographically unserved location within our catchment area?
- raise the bookmobile's profile in a way that might lead to greater engagement amongst target audiences?
- build a partnership that could lead to any of the above?

Drawbacks

Will accepting the invitation / attending the event:

- disrupt existing service provision and/or schedules?
- cause issues for staffing, either on the bookmobile, or for cover within the library?
- risk setting a precedent that might cause issues in the future?