



AGENDA

Library Board

5:00 PM - Monday, April 21, 2025

Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 826 7640 9018. 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.

INTRODUCTION OF GUESTS

Advocacy Committee Member from Cedar Rapids Public Library

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.

STAFF SPOTLIGHT

Staff Thank you

MINUTES

Motion to approve the March 2025 Meeting minutes.

3 - 6

[Library-Minutes-March 17 2025 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

7

[MPL Foundation Report for Trustees Meeting 04-21-2025](#)

3. Board Continuing Education

4. Art Advisory Committee Report

5. Employee Appreciation Committee Report

6. Finance Committee Report

7. Personnel Committee Report

8. Director's Report 8 - 25
- Budget Update
 - Statistics Highlights
 - Strategic Plan Update
 - General Department Updates
 - MLN Updates

[Directors Report April 21 2025](#)

[Budget Performance Report March 2025 FINAL](#)

[Open PO Report - March 2025](#)

9. Policy Committee Report 26 - 48
- Collection Development Policy
 - Collection Reconsideration of Library Materials Form
 - Library Board Operations

[Collection Development Policy 4-2025](#)

[Collection Reconsideration of Library Materials Form 4-2025](#)

[Library Board Operation 4-2025](#)

Motion to accept Reports 1-9 as presented. (**Action requested**)

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 13 (*Discussion*) 49 - 58
[Ch. 13 - Iowa Library Trustee's Handbook 2021 Edition](#)
2. Plan of Service (**Action requested to receive and file**) 59 - 63
[Plan of Service 2025](#)
3. FY26 Draft Budget (**Action requested to receive and file**) 64 - 87
[FY26 Budget Worksheet Report Final Draft](#)
4. Contract Renewal for HVAC (**Action requested to approve**) 88 - 90
[PipePro HVAC Contract 2025](#)
5. Library Art and Art Policy (*Discussion*) 91 - 145
[Art Policy 4-2025](#)
[Art Appraisal for MPL 4-2013 with Current Holdings](#)
6. Art sub-committee update (*Discussion*)
7. Advocacy Discussion (*Potential action*) 146 - 150
[Advocacy Checklist](#)
[Library Law FAQs - Advocacy](#)
8. Library Board Officers (*Discussion*)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, March 17, 2025

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, March 17, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Jack Zumwalt, Melissa Alexander, Nancy Miller, Bob Hoyt, Becky Garms, Kelsey Logan, Sandy Rosenberger, Cara Briggs Farmer (arrived late at 5:16 p.m.)
Via Zoom: Kim Rose

ABSENT: Chelsea Nunn, Okpara Rice, Ross McIntyre, Susan Kling

STAFF PRESENT: Bill Carroll, Ashley Osborn, Sue Gerth, Bob Reynolds, Kimberly Cowger

FRIENDS REP: Bonnie Raasch (left early at 6:06 p.m.)

GUESTS PRESENT: Nick Tharalson

CALL TO ORDER

The Meeting was called to order at 5:00 p.m. by Board Secretary, Jack Zumwalt.

AGENDA APPROVAL

Bill Carroll mentioned Regular Agenda Item number 5. Plan of Service needs to be tabled until the next Board Meeting as the necessary attachment did not make it on the agenda.

Moved by Alexander, seconded by Rose, to approve modified agenda with the removal of the Plan of Service.

Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

This time is set aside for comments from the public. Please understand that the Library Board of Trustees will not take any action on your comments at this time due to requirements of the Open Meetings Law but may do so at a future meeting. You will have five minutes to address the Board.

MINUTES

Motion to approve the February 2025 Meeting minutes.

Bill Carroll noted a typo in the meeting minutes, the spelling of Kim Venner's name needs to be corrected.

Moved by Rosenberger, seconded by Logan, to approve the February 2025 Meeting Minutes as amended.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Bonnie Raasch reported that the Friends met with Library staff about the future of DPIL.
- Next Booksale and Bake Sale will be April 4 - 6, 2025.
- April 16 is National Librarians Day, the Friends will provide goodies for staff appreciation.
- Kim Venner has been creating recycled book art for sale in the Bookstore.

2. Marion Public Library Foundation Report

- Hilery Livengood submitted a Foundation Report for Board Members as she was absent for this meeting.
- Bill Carroll mentioned that the biggest items to note from the report are that the final payouts to the City for the Building and Bookmobile Capital Campaign have been made.

3. Board Continuing Education

- Okpara Rice, Bob Hoyt, and Nancy Miller all attended Shola Richard's keynote speech at the February 20, 2025 Corridor Libraries Staff Day.

4. Art Advisory Committee Report

- No report.

5. Employee Appreciation Committee Report

- Becky Garms reported that lunch will be provided for staff on April 8 from 11:30 - 1:30. Pizza, veggies, and dessert will be provided. The Foundation will help with funding these efforts.

6. Finance Committee Report

- No report.

7. Personnel Committee Report

- No report.

8. Director's Report

- Bill Carroll did not focus on any specific items from the Director's Report since the Regular Agenda is so heavy for this meeting.

9. Policy Committee Report

- Policy Committee did not meet.

Motion to accept Reports 1-9 as presented. **(Action requested)**

Moved by Alexander, seconded by Rosenberger, to accept Reports 1-9 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 11-12 (*Discussion*)
 - Jack Zumwalt reviewed Robert's Rules of Order for making motions. "I move that...(state proposal)" or if proposal has already been discussed "So moved."
 - Jack and Bob Hoyt said that these chapters have lots of good reminders of what Board Members are trying to do.
 - Cara Briggs Farmer encourages newer Board Members to always ask questions.
2. Recruiting for new library Board members (*Discussion*)
 - There will be 3 open Board Member positions after June 30, 2025.
 - Bill Carroll asked all Board Members to encourage any Library Advocates they know to apply once the applications open in April.
3. Executive library board positions and sub-committee appointments (*Discussion*)
 - At least two Executive Board positions will need to be replaced next Fiscal Year. Bill Carroll asks other Board Members to consider serving for a one year appointment.
4. Six-month check-in regarding change of monthly Board meeting date (*Discussion/possible action*)
 - Board Members present all said the date change still works for them.
5. Plan of Service (~~**Action requested** to receive and file~~)
 - Item removed from the agenda and tabled until the next Board Meeting.
6. Library Hours for public employee appreciation day in May 2025 (*Discussion and potential action*)
 - Public Employee Appreciation Day in May includes a City provided luncheon. Many Library staff members are not able to attend due to short lunch breaks while working on public desks.
 - Bill Carroll recommends the library close for two hours so staff can attend the luncheon.
 - Staff would have the option to flex time if they are off during this two hour lunch break.

Moved by Briggs Farmer, seconded by Alexander, to close the library for a two-hour block of time to allow staff to attend the City-wide Public Employee Appreciation Day lunch.

Approved unanimously

7. Open meetings training follow-up (**Action requested** to receive and file)
 - Ross McIntyre provided an Open Meetings training follow-up document.

Moved by Rose, seconded by Logan, to receive and file the Open Meeting training follow-up document.

Approved unanimously

8. Advocacy discussion (*Discussion and direction requested and potential action*)
 - Bill Carroll explained what Board Members can and can not do when it comes to Advocacy. While the Library provides information, they can not provide an opinion.
 - Bill recommends following the model that the Cedar Rapids Public Library has, they have an Advocacy Board Sub-Committee.

- Kelsey Logan asked if someone from CRPL could come to one of our Board Meetings to explain what they do. Bill will check on this.
- Board Members are asked to think about if they would like to serve on such Committee if it is formed.

9. Library art policy and art sub-committee (*Discussion and direction requested*)

- Members of the art sub-committee would like guidance on what this committee should do as the current Art Policy only mentions what to do for existing art, not new art.
- Jack Zumwalt read a list of considerations regarding art.
- Kelsey Logan questioned if it might be good to get Community feedback on what they'd like to see for art in their public library.
- There is a consensus that the Board would like to see art in the Library.
- The Art sub-committee needs to identify locations for art in the Library and theme/collection ideas.
- The Art Policy will be reviewed at the next Policy Committee Meeting.

10. City Showcase outreach opportunity (*Discussion*)

- Board outreach is an item included in our Strategic Plan. A sign-up went around for Board members to volunteer to attend the City Showcase on Saturday, April 26 from 9 a.m. - 12 p.m.

ADJOURN

Moved by Logan, seconded by Rosenberger, to adjourn at 6:21 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

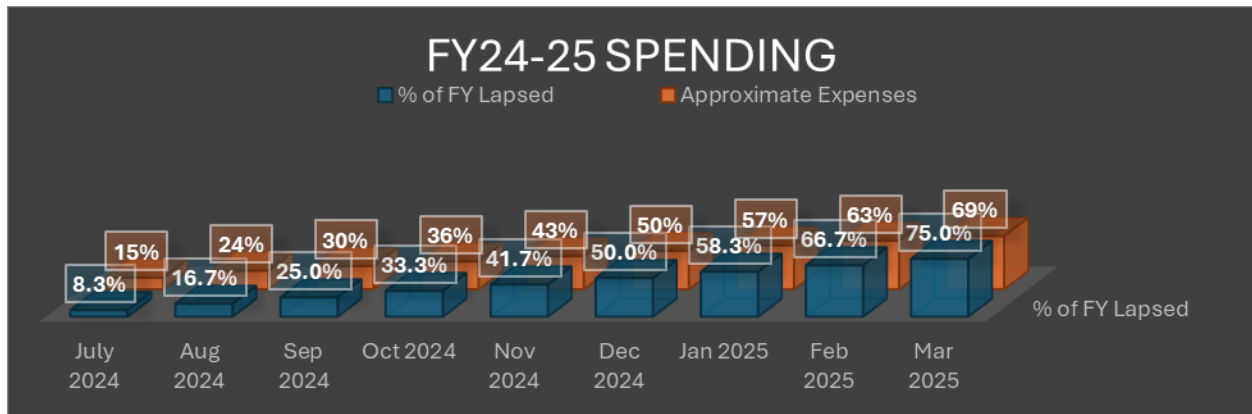
April 2025 report to Board of Trustees

- Hills Bank has committed to doubling the number of t-shirts it provides for the Summer Learning Program, from 500 to 1,000. The bank also has committed to provide \$3,000 for the Makerspace for teen and children's programming.
- Capital campaign pledge balance as of 3/31/25, \$14,741.84.

Director's Report for the Library Board of Trustees Meeting on Monday, April 21, 2025

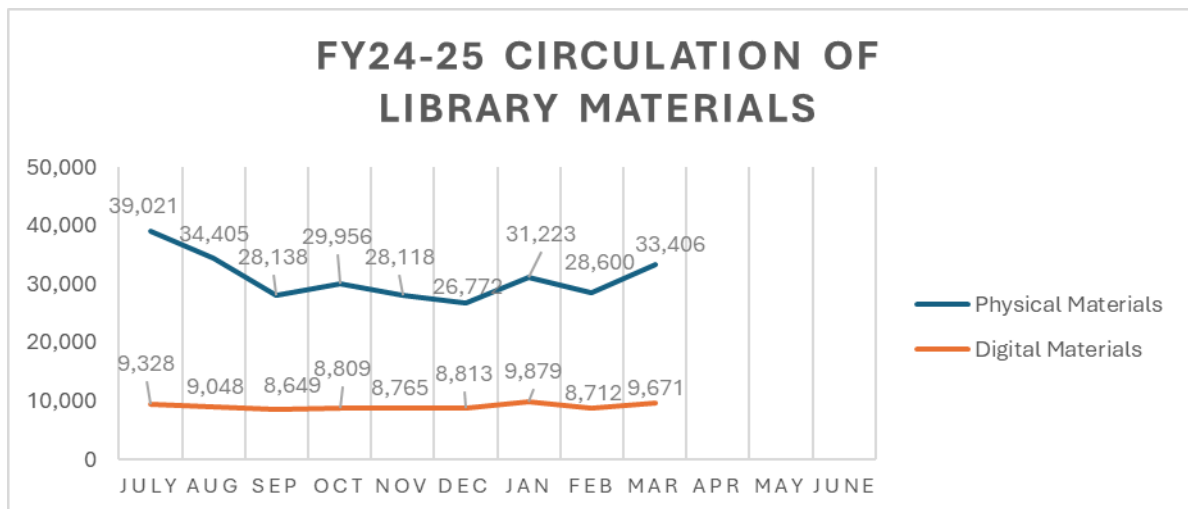
Budget Update:

- The current fiscal year has lapsed approximately 75% through March 31, 2025.
- As of the March 31, 2025 budget report, approximately 69% of the library's budget has been expended for the year.

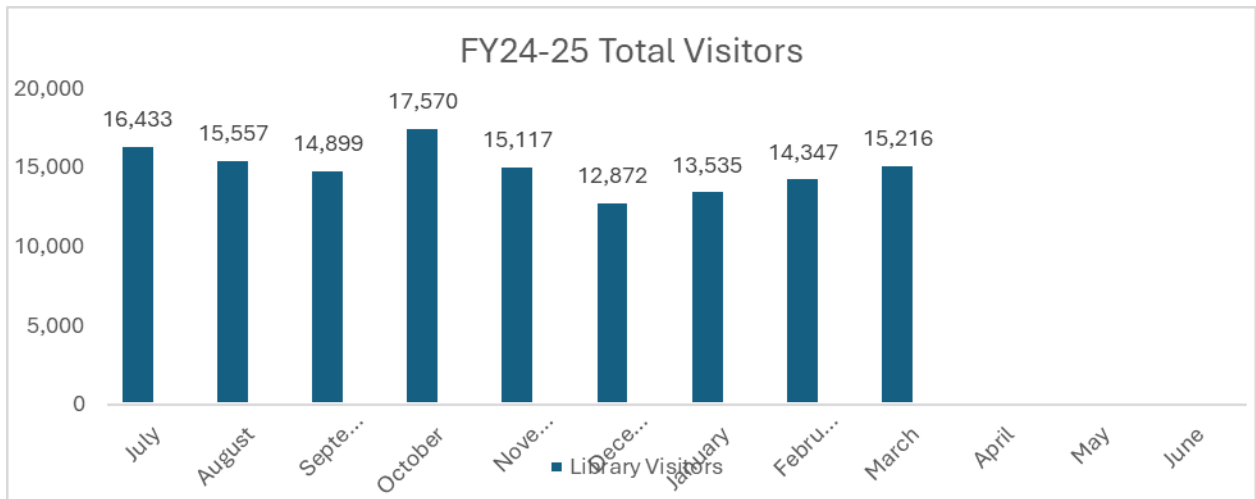


- As of the March 31, 2025 budget report, revenue received increased to approximately 127% received for the fiscal year.

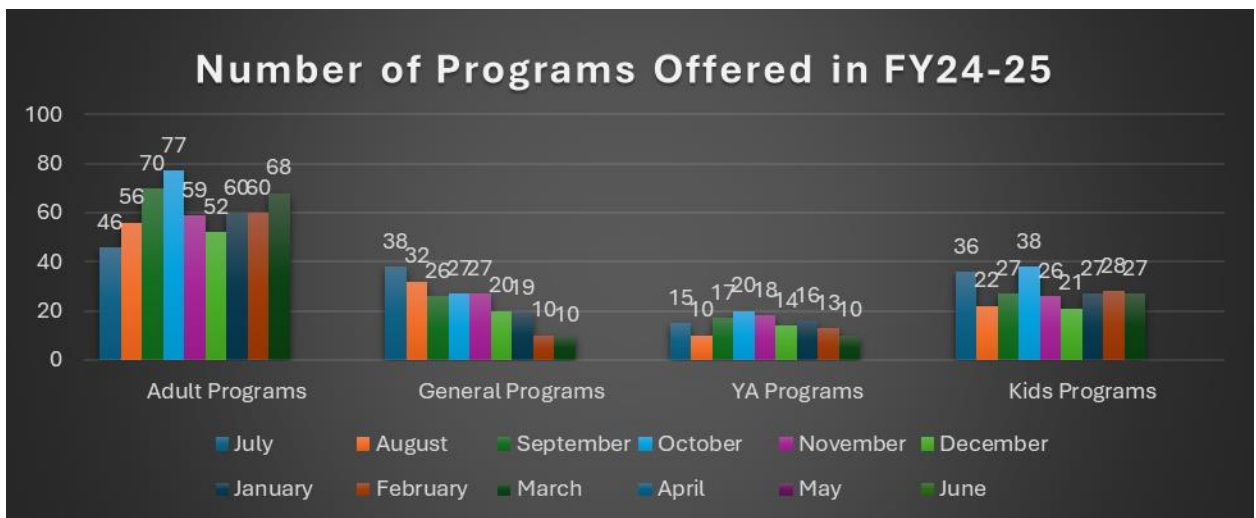
Statistics Highlights:



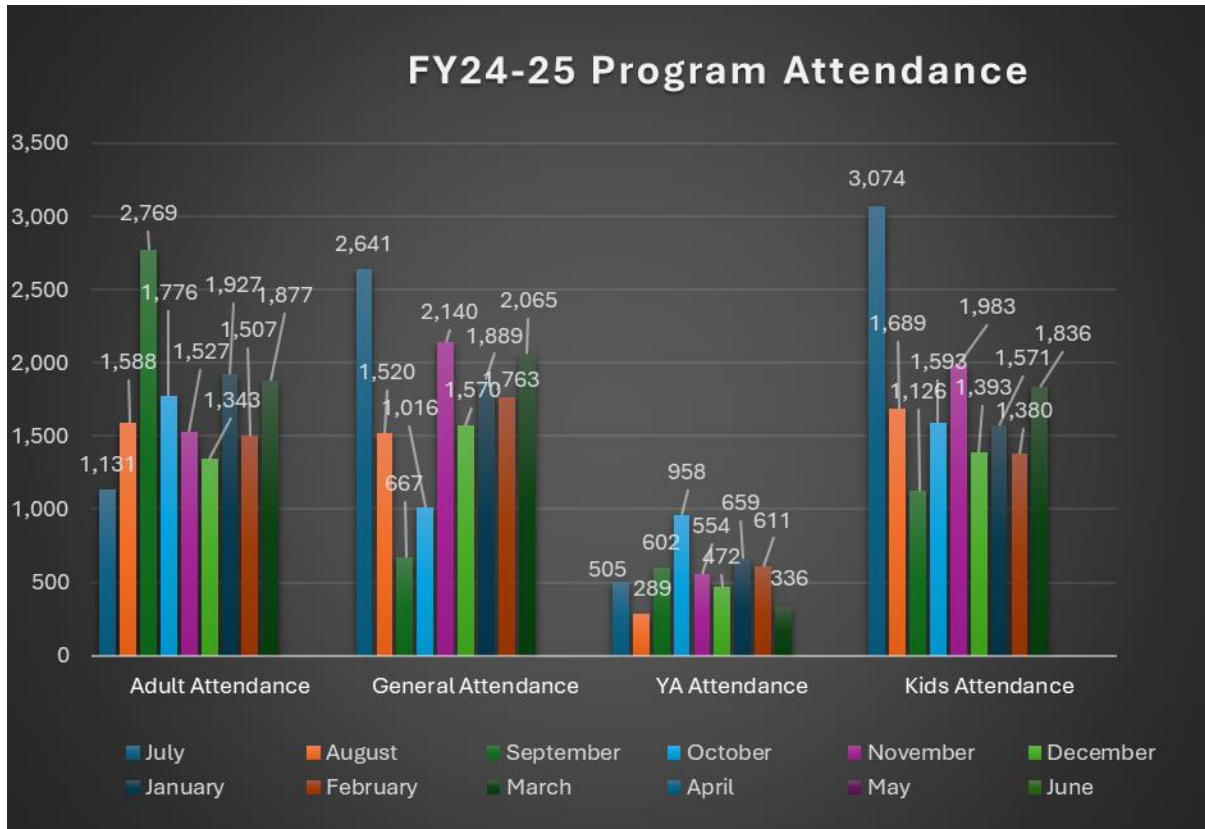
- For March 2025, circulation of physical items increased approximately 16.8% from the previous month, having 33,406 items checked out. Circulation of physical items for the month increased approximately 2.8% when compared with the previous year.
- For March 2025, circulation of digital items increased approximately 11.0% compared to the previous month. Circulation of digital items for the month increased approximately 3.0% when compared with the previous year.



- The gate count for March 2025 was 15,216. The March gate count shows 6.1% higher than February 2025, however this may not be 100% accurate. We will be comparing a separate gate counter in April to verify actual gate counts and working with the vendor to ensure future gate counts are accurate.



- Programming saw an increase in the number of programs offered between March (115) and February (111). The number of programs offered in March 2025 was lower than the number of programs reported in March 2024 (129).



- Program attendees for March 2025 totaled 6,114 individuals. This is approximately 16.2% more than the 5,261 that attended programs in February. Compared with March 2024, which saw 5,319 attendees for programs, there was an approximate increase for the current year of approximately 15.0%.
- Due to a glitch with program tracking software hosted by the State Library of Iowa, there was a data-entry discrepancy discovered which showed the library under reporting programs offered by two programs for March of 2024.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service for reaching 2025 goals and objectives. This draft plan is included in this month's Board packet and is a regular agenda discussion item.
- In the coming weeks, staff will work on delivery dates for the current year's plan of service item goals.

General Department Updates:**• Library Administration**

- Budget planning for FY 26 continues with the final step being approval of the budget by City Council in April. The FY 26 draft budget has been shared with the Library Board as a receive and file agenda item for the April meeting.
- Work continues to alleviate the leaky roof above the marketplace in the library. The next step includes the approval of a contract to retain an independent consultant to identify the root cause of the leaking. Any costs incurred with this consultant and subsequent repairs will be directed back to the responsible contractor that performed faulty work.
- Nancy Miller was nominated for, and won, the Morris F. Neighbor Community Impact Award for her years of dedication to the library.
- Work continues on the development of a memorandum of understanding (MOU) between the library, Friends of the Library, and Foundation regarding roles and responsibilities for administering and funding the Dolly Parton Imagination Library program.

• Marketing and special Events update from Ashley Osborn

- Marketing
 - Marketing work for this year's Summer Library Program, City Showcase, and other upcoming events and programs continue. Promotional items for the event are arriving at the library over the next six weeks. Program information will be distributed at City Showcase at the end of April.
 - All volunteer spots for the library's Day of Caring projects have been filled. The library will have groups from TrueNorth, Alliant Energy, and Kirkwood Community College to help with beautifying the library and summer library program tasks.
 - Ashley and Bill met with the Marion Alliance for Racial Equity (MARE) in March to discuss collaborative opportunities.
 - Ashley assisted Amber Bisinger with final preparations for Marion's State of the City event on March 11, including seating chart and registration coordination, photography duties, and front-of-house management on the day of the event.
 - Additional marketing projects in the works include the creation of various landing pages, a project management system reorganization, and website content refresh planning.
 - Open rates for all email newsletters from the library continue to stay above industry standards. Open rates range from 33 – 38%.
- Meetings & Special Events
 - 69 reservations were made for March. 62/69 reservations were completed.

- Boardroom: 28 reservations
 - Community Room: 3 reservations
 - Community Room A: 12 reservations
 - Community Room B: 19 reservations
 - Outdoor Reading Terrace: 0 reservations
- Media Mentions
 - March 11: Marion's State of the City Event ([The Gazette](#), [Corridor Business Journal](#))
 - March 18: Willowood Park Open House to Be Hosted at Marion Library ([KGAN](#))
 - March 26: Author Talk – Hannah Morrissey ([KGAN](#))
 - March 30: Nancy Miller is Marion Public Library's 'biggest cheerleader' ([The Gazette](#))
- **Patron Services update from Bob Reynolds**
 - There were 11 Patron Incidents in March. These were behavior policy breaks.
 - Emergency services were called once for an unresponsive person. Staff acted swiftly and according to procedure.
 - Additionally, a patron injury was reported to have occurred in the parking lot. By the time staff responded, the person involved had driven away. Reported injuries were minor.
 - Rural Linn County circulation has increased for the month.
 - Open Access circulation has increased.
 - Bookmobile circulation has reached 179 in a month. A new stop, the YMCA, has been added to a regular schedule. Additional stops will be added throughout the next few months.
- **Programming update**
 - 1000 Books Before Kindergarten saw a leap in registration this month as programmers began promoting it during storytimes and early literacy programs.
 - We had two partner programs for Kids in March - Expressive Art with Tanager Place had 18 participants while Doodlebugs from Cedar Rapids Museum of Art saw 23 attendees.
 - We held two special Spring Break Craft programs in March that had 91 participants during a very busy week!
 - Our Kirkwood Work Study Student, Dane, continues to facilitate our Tuesday Elementary Activity Time programs during our short staffing. We hope to continue this program through the spring while we have Dane working with us.
 - Therapy Dog Storytime occurred on the last Wednesday of the month and is always a crowd favorite, with 25 attendees.
 - Teen programming maintains its popular after-school programming, featuring themed clubs on Tuesdays, STEM activities on Wednesdays, Crafternoons during early out day, and game days on Friday. Staff had a quiet week during Spring Break when they were able to clean and organize their storage area and begin purchasing SLP materials.

- Tanager Place also hosted a teen E4Everyone Expressive Art Program in March, with 22 middle school and high school students participating.
- Our regularly scheduled adult programs (Dungeons & Dragons, Senior Social Hour, Genealogy Junkies, Caregiver Support Group, Knit Wits, Tai Chi, Trivia Night, Hopeful Mama's Support Group, and Game Night) continue to be popular.
- We had a few special programs for adults in March, including young violinist Mira Gibbons at Encore Cafe, a March Mocktail program with Collections Manager Sue, and a Readers' Support Group for the popular Fourth Wing book series.
- Red Cedar Chamber Music performed in our Community Room to a crowd of 88, while Gia's Italian Kitchen continues to be a crowd pleaser with 37 attendees.
- Evening appointment slots in the MakerSpace were a hot commodity in March, with staff seeing some of their highest numbers outside of the holiday season.
- Our monthly Take-and-Make project for March was a very successful frog coloring project, with over 1800 handed out and 96 returned to grace our community art wall.
- **Reader's Advisory & Collections update from Sue Gerth**
 - Collection team attended City CPR classes in March.
 - Ashley N. and Will worked on shifting the Large Print collection up to make it browsable for patrons while keeping the area under the terrace leaks blocked off for patron and staff safety.
 - Sue has placed orders for anticipated summer jump in circulation for children's materials, as well as adult popular new releases coming out in the next few months.
 - Mocktail class was well attended and pulled in a few new people to the library.
 - An additional shelving run was added to the children's easy picture books to create more room for the growing collection. Signage is being updated.
 - Sue is working with Ashley in Marketing to update various pages on the website.
 - Sue is working with programmers to finalize SLP plans and programs.
 - Sue and Bob worked on finalizing the details for the full-time library assistant Makerspace position. People may apply through the City of Marion website.
- **IT and Building Maintenance from James Teahen**
 - The laptop Kiosk has been returned to service. Patrons can check out both Dell and MacBook laptops once more. Work with our outside vendor as well as the ILS specialist was performed to sort out the challenges with the kiosk.
 - Worked with LFI to replace the light switch on the kid's area light table.
 - Worked with Hawkeye Communication on challenges seen with Study Room doors being inaccessible.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on March 26, 2025.

-
- Directors discussed the upcoming 28E renewal contract for the three MLN libraries. The contract will likely be presented to the Library Board at the May of June meeting for approval.
 - The next scheduled meeting is set for April 16, 2025.



Budget Performance Report

Fiscal Year to Date 03/31/25

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 | 10,698.14 | (198.14) | 102 | 10,665.33 |
| | 4420 - State Contributions Totals | \$10,500.00 | \$0.00 | \$10,500.00 | \$0.00 | \$0.00 | \$10,698.14 | (\$198.14) | 102% | \$10,665.33 |
| 4424 | Enrich Iowa - Open Access | 62,000.00 | .00 | 62,000.00 | .00 | .00 | 90,997.79 | (28,997.79) | 147 | 61,456.04 |
| 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 | 75,513.54 | .00 | 75,513.54 | (20,513.54) | 137 | 64,674.47 |
| 4442 | Contracting Cities | 36,000.00 | .00 | 36,000.00 | .00 | .00 | 27,243.77 | 8,756.23 | 76 | 27,368.51 |
| | Intergovernmental Totals | \$163,500.00 | \$0.00 | \$163,500.00 | \$75,513.54 | \$0.00 | \$204,453.24 | (\$40,953.24) | 125% | \$164,164.35 |
| Charges for Service | | | | | | | | | | |
| 4504 | Copy Charges | 5,000.00 | .00 | 5,000.00 | 770.05 | .00 | 7,698.79 | (2,698.79) | 154 | 5,356.03 |
| 4505 | Lost/Damaged and Paid | 6,000.00 | .00 | 6,000.00 | 582.81 | .00 | 5,698.17 | 301.83 | 95 | 4,774.46 |
| 4506 | Fax Revenues | .00 | .00 | .00 | .00 | .00 | 32.10 | (32.10) | +++ | 23.75 |
| 4509 | Rental - Community Room | 4,000.00 | .00 | 4,000.00 | 787.50 | .00 | 11,172.50 | (7,172.50) | 279 | 4,737.50 |
| | Charges for Service Totals | \$15,000.00 | \$0.00 | \$15,000.00 | \$2,140.36 | \$0.00 | \$24,601.56 | (\$9,601.56) | 164% | \$14,891.74 |
| Misc Revenues | | | | | | | | | | |
| 4702 | Penalties/Fines | | | | | | | | | |
| 4702.03 | Penalties/Fines Other | 100.00 | .00 | 100.00 | .00 | .00 | .00 | 100.00 | 0 | 46.74 |
| | 4702 - Penalties/Fines Totals | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | 0% | \$46.74 |
| 4704 | Misc Revenues | 6,600.00 | .00 | 6,600.00 | 2,682.41 | .00 | 15,805.36 | (9,205.36) | 239 | 3,699.26 |
| 4708 | Other Contributions | | | | | | | | | |
| 4708.01 | Other Contributions General | 35,503.00 | .00 | 35,503.00 | .00 | .00 | 35,503.00 | .00 | 100 | 35,503.00 |
| | 4708 - Other Contributions Totals | \$35,503.00 | \$0.00 | \$35,503.00 | \$0.00 | \$0.00 | \$35,503.00 | \$0.00 | 100% | \$35,503.00 |
| 4709 | Fuel Tax Refunds | .00 | .00 | .00 | .00 | .00 | 4.47 | (4.47) | +++ | 1.98 |
| | Misc Revenues Totals | \$42,203.00 | \$0.00 | \$42,203.00 | \$2,682.41 | \$0.00 | \$51,312.83 | (\$9,109.83) | 122% | \$39,250.98 |
| | Department 410 - Library Totals | \$220,703.00 | \$0.00 | \$220,703.00 | \$80,336.31 | \$0.00 | \$280,367.63 | (\$59,664.63) | 127% | \$218,307.07 |
| | REVENUE TOTALS | \$220,703.00 | \$0.00 | \$220,703.00 | \$80,336.31 | \$0.00 | \$280,367.63 | (\$59,664.63) | 127% | \$218,307.07 |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Salaries | | | | | | | | | | |
| 6010 | Regular Full-Time Salaries | 955,546.00 | .00 | 955,546.00 | 61,650.57 | .00 | 677,442.20 | 278,103.80 | 71 | 646,903.79 |
| 6020 | Regular Part-Time Salaries | 571,282.00 | .00 | 571,282.00 | 37,170.84 | .00 | 343,146.93 | 228,135.07 | 60 | 333,399.11 |
| 6030 | Hourly Wages - Temporary/Seasonal | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6040 | Overtime Pay | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 20.83 |



Budget Performance Report

Fiscal Year to Date 03/31/25

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 | 7,749.40 | (7,749.40) | +++ | 16,511.40 |
| Salaries Totals | | \$1,526,828.00 | \$0.00 | \$1,526,828.00 | \$98,821.41 | \$0.00 | \$1,028,338.53 | \$498,489.47 | 67% | \$996,835.13 |
| Employee Benefits/Costs | | | | | | | | | | |
| 6110 | Social Security | 73,548.00 | .00 | 73,548.00 | 6,069.53 | .00 | 63,320.03 | 10,227.97 | 86 | 61,483.21 |
| 6120 | Medicare | 22,383.00 | .00 | 22,383.00 | 1,419.49 | .00 | 14,808.75 | 7,574.25 | 66 | 14,379.12 |
| 6130 | IPERS | 126,856.00 | .00 | 126,856.00 | 9,313.85 | .00 | 96,165.26 | 30,690.74 | 76 | 92,116.27 |
| 6150 | Health Insurance | 163,431.00 | .00 | 163,431.00 | 11,815.49 | .00 | 103,863.15 | 59,567.85 | 64 | 104,473.65 |
| 6151 | Wellness Program | 308.00 | .00 | 308.00 | 22.20 | .00 | 216.45 | 91.55 | 70 | 222.00 |
| 6152 | Life Insurance | 1,545.00 | .00 | 1,545.00 | 103.86 | .00 | 1,031.32 | 513.68 | 67 | 1,088.13 |
| 6153 | Long Term Disability | 3,735.00 | .00 | 3,735.00 | 266.18 | .00 | 2,617.20 | 1,117.80 | 70 | 2,560.59 |
| 6154 | Dental Insurance | 3,604.00 | .00 | 3,604.00 | 315.16 | .00 | 2,646.12 | 957.88 | 73 | 2,473.32 |
| 6160 | Worker's Compensation | 873.00 | .00 | 873.00 | .00 | .00 | 928.32 | (55.32) | 106 | 1,131.33 |
| 6170 | Unemployment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6180 | Allowances | 7,920.00 | .00 | 7,920.00 | 330.00 | .00 | 2,970.00 | 4,950.00 | 38 | 4,290.00 |
| 6190 | Education Stipend | 9,000.00 | .00 | 9,000.00 | 750.00 | .00 | 7,350.00 | 1,650.00 | 82 | 6,750.00 |
| Employee Benefits/Costs Totals | | \$413,203.00 | \$0.00 | \$413,203.00 | \$30,405.76 | \$0.00 | \$295,916.60 | \$117,286.40 | 72% | \$290,967.62 |
| Staff Development | | | | | | | | | | |
| 6199 | Tuition Reimbursement | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6210 | Dues/Membership | 3,825.00 | .00 | 3,825.00 | .00 | .00 | 1,365.00 | 2,460.00 | 36 | 1,014.30 |
| 6220 | Subscriptions/Education Materials | 750.00 | .00 | 750.00 | .00 | .00 | .00 | 750.00 | 0 | 339.50 |
| 6230 | Training/Conference Registrations | 8,125.00 | .00 | 8,125.00 | 430.00 | .00 | 4,093.41 | 4,031.59 | 50 | 4,058.75 |
| 6240 | Travel Expenses | 5,000.00 | .00 | 5,000.00 | 643.37 | .00 | 5,791.10 | (791.10) | 116 | 4,502.43 |
| 6260 | Employee Health Screenings | 420.00 | .00 | 420.00 | .00 | .00 | .00 | 420.00 | 0 | .00 |
| Staff Development Totals | | \$18,120.00 | \$0.00 | \$18,120.00 | \$1,073.37 | \$0.00 | \$11,249.51 | \$6,870.49 | 62% | \$9,914.98 |
| Repair/Maintenance/Utilities | | | | | | | | | | |
| 6310 | Building Maintenance & Repairs | 61,700.00 | .00 | 61,700.00 | 2,417.93 | .00 | 27,578.83 | 34,121.17 | 45 | 12,374.14 |
| 6320 | Grounds Maintenance & Repairs | 1,250.00 | .00 | 1,250.00 | .00 | .00 | 689.75 | 560.25 | 55 | .00 |
| 6331 | Vehicle Maintenance | 3,200.00 | .00 | 3,200.00 | 618.43 | .00 | 677.34 | 2,522.66 | 21 | 9.00 |
| 6332 | Vehicle Repairs - Internal | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6333 | Vehicle Repairs - External | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6334 | Tires | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6350 | Other Equipment Repairs | 2,150.00 | .00 | 2,150.00 | .00 | .00 | 1,070.00 | 1,080.00 | 50 | 940.00 |
| 6371 | Electric/Gas Utility Expense | 109,425.00 | .00 | 109,425.00 | 5,038.98 | .00 | 62,832.29 | 46,592.71 | 57 | 61,014.34 |
| 6373 | Communications Utility Expenses | 5,520.00 | .00 | 5,520.00 | 416.94 | .00 | 4,684.37 | 835.63 | 85 | 3,901.90 |
| 6374 | Water/Sewer Utility Expenses | 1,980.00 | .00 | 1,980.00 | .00 | .00 | 864.36 | 1,115.64 | 44 | 1,010.42 |
| Repair/Maintenance/Utilities Totals | | \$185,225.00 | \$0.00 | \$185,225.00 | \$8,492.28 | \$0.00 | \$98,396.94 | \$86,828.06 | 53% | \$79,249.80 |



Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year YTD |
|-----------------------------|-----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|----------------|
| Fund 101 - General Fund | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Contractual Services | | | | | | | | | | |
| 6402 | Advertising/Publications | 8,798.00 | .00 | 8,798.00 | 19.41 | .00 | 2,625.74 | 6,172.26 | 30 | 1,620.11 |
| 6403 | Outsourced Labor Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6408 | General Insurance | 80,683.00 | .00 | 80,683.00 | .00 | .00 | 84,247.11 | (3,564.11) | 104 | 59,764.79 |
| 6409 | Credit Card Merchant Fees | 1,320.00 | .00 | 1,320.00 | 163.98 | .00 | 1,528.79 | (208.79) | 116 | 897.53 |
| 6411 | Contracts - Legal Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6413 | Contracts - 28E | 144,900.00 | .00 | 144,900.00 | .00 | .00 | 143,430.32 | 1,469.68 | 99 | 143,430.32 |
| 6416 | Contracts - Real Estate Rental | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6419 | Contracts - Technology Service | 101,127.00 | .00 | 101,127.00 | 1,314.13 | 5,175.30 | 60,914.78 | 35,036.92 | 65 | 57,548.25 |
| 6423 | Contracts - Janitorial Services | 54,480.00 | .00 | 54,480.00 | 4,480.00 | .00 | 40,320.00 | 14,160.00 | 74 | 43,180.00 |
| 6424 | Contracts - Office Equipment | 14,400.00 | .00 | 14,400.00 | 2,457.20 | 4,075.40 | 8,370.20 | 1,954.40 | 86 | 3,275.45 |
| 6425 | Contracts - Building Maintenance | 35,530.00 | .00 | 35,530.00 | 4,723.27 | 596.82 | 10,896.73 | 24,036.45 | 32 | 4,337.50 |
| 6426 | Contracts - Grounds Maintenance | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6499 | Contracts - Other Services | 9,600.00 | .00 | 9,600.00 | 187.14 | .00 | 5,149.37 | 4,450.63 | 54 | 3,934.60 |
| Contractual Services Totals | | \$450,838.00 | \$0.00 | \$450,838.00 | \$13,345.13 | \$9,847.52 | \$357,483.04 | \$83,507.44 | 81% | \$317,988.55 |
| Commodities | | | | | | | | | | |
| 6502 | Promotional Items | 6,000.00 | .00 | 6,000.00 | .00 | .00 | 4,404.71 | 1,595.29 | 73 | 2,735.76 |
| 6506 | Office Supplies | 8,250.00 | .00 | 8,250.00 | 321.85 | .00 | 1,609.88 | 6,640.12 | 20 | 2,136.49 |
| 6507 | Operational Supplies | 45,365.00 | .00 | 45,365.00 | 3,440.44 | .00 | 15,311.48 | 30,053.52 | 34 | 17,391.34 |
| 6508 | Postage/Shipping | 10,200.00 | .00 | 10,200.00 | 449.74 | .00 | 4,022.13 | 6,177.87 | 39 | 2,546.58 |
| 6510 | Forms/Printing Services | 8,950.00 | .00 | 8,950.00 | 43.00 | .00 | 3,727.49 | 5,222.51 | 42 | 875.86 |
| 6511 | Janitorial Supplies | 10,600.00 | .00 | 10,600.00 | 705.82 | .00 | 5,652.64 | 4,947.36 | 53 | 4,690.16 |
| 6513 | Vehicle Operating Supplies | 5,000.00 | .00 | 5,000.00 | .00 | .00 | 161.93 | 4,838.07 | 3 | 28.92 |
| 6514 | Medical Supplies | 2,295.00 | .00 | 2,295.00 | .00 | .00 | 674.32 | 1,620.68 | 29 | 424.50 |
| 6560 | Pre-Employment Screening | 434.00 | .00 | 434.00 | .00 | .00 | .00 | 434.00 | 0 | .00 |
| 6580 | Technology | 2,850.00 | .00 | 2,850.00 | .00 | .00 | 115.27 | 2,734.73 | 4 | 3,559.21 |
| 6590 | Events & Meetings | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 89.67 | 910.33 | 9 | 291.78 |
| 6599 | Misc Commodities/Expenses | 5,200.00 | .00 | 5,200.00 | .00 | .00 | 774.93 | 4,425.07 | 15 | 132.38 |
| Commodities Totals | | \$106,144.00 | \$0.00 | \$106,144.00 | \$4,960.85 | \$0.00 | \$36,544.45 | \$69,599.55 | 34% | \$34,812.98 |
| Capital Outlay | | | | | | | | | | |
| 6711 | Furniture | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6712 | Equipment | 8,000.00 | .00 | 8,000.00 | .00 | .00 | .00 | 8,000.00 | 0 | .00 |
| 6713 | Office Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 109.00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6715 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1,867.97 |
| 6717 | Small Project Costs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Library Materials | | | | | | | | | | |
| 6718 | Library Materials Adult Materials | 75,560.00 | .00 | 75,560.00 | 5,341.89 | .00 | 53,920.41 | 21,639.59 | 71 | 54,270.47 |



Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year YTD |
|-----------------------------------|---|------------------|-------------------|------------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 101 - General Fund | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Capital Outlay | | | | | | | | | | |
| 6718 | Library Materials | | | | | | | | | |
| 6718.02 | Library Materials Young Adult Materials | 8,000.00 | .00 | 8,000.00 | 720.86 | .00 | 5,961.24 | 2,038.76 | 75 | 19,622.02 |
| 6718.03 | Library Materials Children's Materials | 54,500.00 | .00 | 54,500.00 | 2,103.13 | .00 | 24,818.73 | 29,681.27 | 46 | 36,786.68 |
| 6718.04 | Library Materials Audio Materials | 32,500.00 | .00 | 32,500.00 | 3,167.44 | .00 | 18,212.29 | 14,287.71 | 56 | 14,226.24 |
| 6718.05 | Library Materials Video Materials | 16,000.00 | .00 | 16,000.00 | 673.00 | .00 | 11,083.66 | 4,916.34 | 69 | 11,309.28 |
| 6718.06 | Library Materials Downloadable Books | 10,000.00 | .00 | 10,000.00 | 1,319.38 | .00 | 10,954.86 | (954.86) | 110 | 9,514.04 |
| 6718.07 | Library Materials Downloadable Media | 50,000.00 | .00 | 50,000.00 | 7,050.19 | .00 | 65,174.98 | (15,174.98) | 130 | 50,271.90 |
| 6718.08 | Library Materials Other | 44,217.00 | .00 | 44,217.00 | 7.99 | .00 | 38,436.04 | 5,780.96 | 87 | 32,211.65 |
| 6718.09 | Library Materials Electronic Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718 - Library Materials Totals | | \$290,777.00 | \$0.00 | \$290,777.00 | \$20,383.88 | \$0.00 | \$228,562.21 | \$62,214.79 | 79% | \$228,212.28 |
| Capital Outlay Totals | | \$298,777.00 | \$0.00 | \$298,777.00 | \$20,383.88 | \$0.00 | \$228,562.21 | \$70,214.79 | 76% | \$230,189.25 |
| Transfers | | | | | | | | | | |
| 6910 | Transfers Out | | | | | | | | | |
| 6910.02 | Transfers Out To Equipment Reserve Fund | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910.08 | Transfers Out To Employee Benefits | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910 - Transfers Out Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Transfers Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Department 410 - Library Totals | | \$2,999,135.00 | \$0.00 | \$2,999,135.00 | \$177,482.68 | \$9,847.52 | \$2,056,491.28 | \$932,796.20 | 69% | \$1,959,958.31 |
| EXPENSE TOTALS | | \$2,999,135.00 | \$0.00 | \$2,999,135.00 | \$177,482.68 | \$9,847.52 | \$2,056,491.28 | \$932,796.20 | 69% | \$1,959,958.31 |
| Fund 101 - General Fund Totals | | | | | | | | | | |
| REVENUE TOTALS | | 220,703.00 | .00 | 220,703.00 | 80,336.31 | .00 | 280,367.63 | (59,664.63) | 127% | 218,307.07 |
| EXPENSE TOTALS | | 2,999,135.00 | .00 | 2,999,135.00 | 177,482.68 | 9,847.52 | 2,056,491.28 | 932,796.20 | 69% | 1,959,958.31 |
| Fund 101 - General Fund Totals | | (\$2,778,432.00) | \$0.00 | (\$2,778,432.00) | (\$97,146.37) | (\$9,847.52) | (\$1,776,123.65) | (\$992,460.83) | | (\$1,741,651.24) |
| Fund 105 - Equipment Reserve Fund | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Commodities | | | | | | | | | | |
| 6580 | Technology | 10,660.00 | .00 | 10,660.00 | 4,990.00 | .00 | 4,990.00 | 5,670.00 | 47 | 10,549.49 |
| Commodities Totals | | \$10,660.00 | \$0.00 | \$10,660.00 | \$4,990.00 | \$0.00 | \$4,990.00 | \$5,670.00 | 47% | \$10,549.49 |
| 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 |



Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year YTD |
|--|--|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|----------------|
| Fund 105 - Equipment Reserve Fund | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| | Capital Outlay Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Department 410 - Library Totals | | \$10,660.00 | \$0.00 | \$10,660.00 | \$4,990.00 | \$0.00 | \$4,990.00 | \$5,670.00 | 47% | \$10,549.49 |
| | EXPENSE TOTALS | \$10,660.00 | \$0.00 | \$10,660.00 | \$4,990.00 | \$0.00 | \$4,990.00 | \$5,670.00 | 47% | \$10,549.49 |
| Fund 105 - Equipment Reserve Fund Totals | | | | | | | | | | |
| | REVENUE TOTALS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | EXPENSE TOTALS | 10,660.00 | .00 | 10,660.00 | 4,990.00 | .00 | 4,990.00 | 5,670.00 | 47% | 10,549.49 |
| Fund 105 - Equipment Reserve Fund Totals | | (\$10,660.00) | \$0.00 | (\$10,660.00) | (\$4,990.00) | \$0.00 | (\$4,990.00) | (\$5,670.00) | | (\$10,549.49) |
| Fund 130 - Special Revenue | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Intergovernmental | | | | | | | | | | |
| 4400 | Federal Grants/Contributions | | | | | | | | | |
| 4400.01 | Federal Grants/Contributions General | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | 4400 - Federal Grants/Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 4420 | State Contributions | | | | | | | | | |
| 4420.01 | State Contributions General | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | 4420 - State Contributions Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| | Intergovernmental Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Misc Revenues | | | | | | | | | | |
| 4701 | Donations | | | | | | | | | |
| 4701.01 | Donations General | 20,000.00 | .00 | 20,000.00 | 54.00 | .00 | 30,650.88 | (10,650.88) | 153 | 36,384.29 |
| | 4701 - Donations Totals | \$20,000.00 | \$0.00 | \$20,000.00 | \$54.00 | \$0.00 | \$30,650.88 | (\$10,650.88) | 153% | \$36,384.29 |
| 4708 | Other Contributions | | | | | | | | | |
| 4708.01 | Other Contributions General | 10,000.00 | .00 | 10,000.00 | .00 | .00 | .00 | 10,000.00 | 0 | 25,000.00 |
| | 4708 - Other Contributions Totals | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 | 0% | \$25,000.00 |
| | Misc Revenues Totals | \$30,000.00 | \$0.00 | \$30,000.00 | \$54.00 | \$0.00 | \$30,650.88 | (\$650.88) | 102% | \$61,384.29 |
| Department 410 - Library Totals | | \$30,000.00 | \$0.00 | \$30,000.00 | \$54.00 | \$0.00 | \$30,650.88 | (\$650.88) | 102% | \$61,384.29 |
| | REVENUE TOTALS | \$30,000.00 | \$0.00 | \$30,000.00 | \$54.00 | \$0.00 | \$30,650.88 | (\$650.88) | 102% | \$61,384.29 |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Staff Development | | | | | | | | | | |
| 620 | Travel Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | Staff Development Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Repair/Maintenance/Utilities | | | | | | | | | | |
| 610 | Building Maintenance & Repairs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | Repair/Maintenance/Utilities Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |

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Fiscal Year to Date 03/31/25

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 130 - Special Revenue | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Contractual Services | | | | | | | | | | |
| 6402 | Advertising/Publications | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6499 | Contracts - Other Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Contractual Services Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Commodities | | | | | | | | | | |
| 6590 | Events & Meetings | 2,500.00 | .00 | 2,500.00 | .00 | .00 | .00 | 2,500.00 | 0 | 2,653.37 |
| 6599 | Misc Commodities/Expenses | 30,000.00 | .00 | 30,000.00 | 165.80 | .00 | 42,478.45 | (12,478.45) | 142 | 30,416.16 |
| Commodities Totals | | \$32,500.00 | \$0.00 | \$32,500.00 | \$165.80 | \$0.00 | \$42,478.45 | (\$9,978.45) | 131% | \$33,069.53 |
| Capital Outlay | | | | | | | | | | |
| 6711 | Furniture | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6715 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Capital Outlay Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Transfers | | | | | | | | | | |
| 6910 | Transfers Out | | | | | | | | | |
| 6910.01 | Transfers Out To General Fund | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6910 - Transfers Out Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Transfers Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Department 410 - Library Totals | | \$32,500.00 | \$0.00 | \$32,500.00 | \$165.80 | \$0.00 | \$42,478.45 | (\$9,978.45) | 131% | \$33,069.53 |
| EXPENSE TOTALS | | \$32,500.00 | \$0.00 | \$32,500.00 | \$165.80 | \$0.00 | \$42,478.45 | (\$9,978.45) | 131% | \$33,069.53 |
| Fund 130 - Special Revenue Totals | | | | | | | | | | |
| REVENUE TOTALS | | 30,000.00 | .00 | 30,000.00 | 54.00 | .00 | 30,650.88 | (650.88) | 102% | 61,384.29 |
| EXPENSE TOTALS | | 32,500.00 | .00 | 32,500.00 | 165.80 | .00 | 42,478.45 | (9,978.45) | 131% | 33,069.53 |
| Fund 130 - Special Revenue Totals | | (\$2,500.00) | \$0.00 | (\$2,500.00) | (\$111.80) | \$0.00 | (\$11,827.57) | \$9,327.57 | | \$28,314.76 |
| Fund 301 - Capital Projects | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Intergovernmental | | | | | | | | | | |
| 4400 | Federal Grants/Contributions | | | | | | | | | |
| 4400.01 | Federal Grants/Contributions General | 100,000.00 | .00 | 100,000.00 | 164.97 | .00 | 2,451.97 | 97,548.03 | 2 | .00 |
| 4400 - Federal Grants/Contributions Totals | | \$100,000.00 | \$0.00 | \$100,000.00 | \$164.97 | \$0.00 | \$2,451.97 | \$97,548.03 | 2% | \$0.00 |
| 4420 | State Contributions | | | | | | | | | |
| 4420.01 | State Contributions General | .00 | .00 | .00 | .00 | .00 | (16,499.29) | 16,499.29 | +++ | .00 |
| 4420 - State Contributions Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$16,499.29) | \$16,499.29 | +++ | \$0.00 |
| 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 |



Budget Performance Report

Fiscal Year to Date 03/31/25

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 | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Intergovernmental Totals | | \$100,000.00 | \$0.00 | \$100,000.00 | \$164.97 | \$0.00 | (\$14,047.32) | \$114,047.32 | -14% | \$0.00 |
| Misc Revenues | | | | | | | | | | |
| 4701 Donations | | | | | | | | | | |
| 4701.01 | Donations General | .00 | .00 | .00 | .00 | .00 | 42,518.19 | (42,518.19) | +++ | 349,177.00 |
| 4701 - Donations Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$42,518.19 | (\$42,518.19) | +++ | \$349,177.00 |
| 4708 Other Contributions | | | | | | | | | | |
| 4708.01 | Other Contributions General | .00 | .00 | .00 | .00 | .00 | 53,567.72 | (53,567.72) | +++ | .00 |
| 4708 - Other Contributions Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$53,567.72 | (\$53,567.72) | +++ | \$0.00 |
| Misc Revenues Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$96,085.91 | (\$96,085.91) | +++ | \$349,177.00 |
| Department 410 - Library Totals | | \$100,000.00 | \$0.00 | \$100,000.00 | \$164.97 | \$0.00 | \$82,038.59 | \$17,961.41 | 82% | \$349,177.00 |
| Department 620 - Finance | | | | | | | | | | |
| Intergovernmental | | | | | | | | | | |
| 4400 Federal Grants/Contributions | | | | | | | | | | |
| 4400.02 | Federal Grants/Contributions FEMA | .00 | .00 | .00 | .00 | .00 | 1,480,788.80 | (1,480,788.80) | +++ | 12,332,955.38 |
| 4400 - Federal Grants/Contributions Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,480,788.80 | (\$1,480,788.80) | +++ | \$12,332,955.38 |
| 4420 State Contributions | | | | | | | | | | |
| 4420.01 | State Contributions General | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 4420.04 | State Contributions FEMA | .00 | .00 | .00 | .00 | .00 | 601,344.26 | (601,344.26) | +++ | 397,799.30 |
| 4420 - State Contributions Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$601,344.26 | (\$601,344.26) | +++ | \$397,799.30 |
| Intergovernmental Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,082,133.06 | (\$2,082,133.06) | +++ | \$12,730,754.68 |
| Misc Revenues | | | | | | | | | | |
| 4704 | Misc Revenues | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 66,055.00 |
| 4710 | Insurance Proceeds | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Misc Revenues Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$66,055.00 |
| Department 620 - Finance Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,082,133.06 | (\$2,082,133.06) | +++ | \$12,796,809.68 |
| REVENUE TOTALS | | \$100,000.00 | \$0.00 | \$100,000.00 | \$164.97 | \$0.00 | \$2,164,171.65 | (\$2,064,171.65) | 2164% | \$13,145,986.68 |
| EXPENSE | | | | | | | | | | |
| Department 410 - Library | | | | | | | | | | |
| Capital Outlay | | | | | | | | | | |
| 6711 | Furniture | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6712 | Equipment | 200,000.00 | .00 | 200,000.00 | .00 | .00 | .00 | 200,000.00 | 0 | .00 |
| 6713 | Office Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,580.00 |
| 6715 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6717 | Small Project Costs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6750 | Project Costs | 231,000.00 | .00 | 231,000.00 | .00 | 167,373.80 | 169,196.68 | (105,570.48) | 146 | 646,345.39 |
| 6732 | Land/Right-of-Way Purchases | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Capital Outlay Totals | | \$431,000.00 | \$0.00 | \$431,000.00 | \$0.00 | \$167,373.80 | \$169,196.68 | \$94,429.52 | 78% | \$648,925.39 |



Budget Performance Report

Fiscal Year to Date 03/31/25

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 | | \$431,000.00 | \$0.00 | \$431,000.00 | \$0.00 | \$167,373.80 | \$169,196.68 | \$94,429.52 | 78% | \$648,925.39 |
| Department 620 - Finance | | | | | | | | | | |
| Staff Development | | | | | | | | | | |
| 6230 | Training/Conference Registrations | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6240 | Travel Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Staff Development Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Repair/Maintenance/Utilities | | | | | | | | | | |
| 6310 | Building Maintenance & Repairs | .00 | .00 | .00 | .00 | .00 | (109.56) | 109.56 | +++ | 40,157.81 |
| 6320 | Grounds Maintenance & Repairs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6332 | Vehicle Repairs - Internal | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6333 | Vehicle Repairs - External | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6334 | Tires | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6350 | Other Equipment Repairs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6371 | Electric/Gas Utility Expense | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6373 | Communications Utility Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6374 | Water/Sewer Utility Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Repair/Maintenance/Utilities Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$109.56) | \$109.56 | +++ | \$40,157.81 |
| Contractual Services | | | | | | | | | | |
| 6403 | Outsourced Labor Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6411 | Contracts - Legal Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6415 | Contracts - Equipment Rental | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6416 | Contracts - Real Estate Rental | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6419 | Contracts - Technology Service | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6423 | Contracts - Janitorial Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6425 | Contracts - Building Maintenance | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 30,079.00 |
| 6426 | Contracts - Grounds Maintenance | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6427 | Grant/Rebate Program | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6499 | Contracts - Other Services | .00 | .00 | .00 | .00 | 43,408.75 | 34,861.40 | (78,270.15) | +++ | 15,006.45 |
| Contractual Services Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$43,408.75 | \$34,861.40 | (\$78,270.15) | +++ | \$45,085.45 |
| Commodities | | | | | | | | | | |
| 6504 | Small Equipment/Tools | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6506 | Office Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6507 | Operational Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (179.92) |
| 6508 | Postage/Shipping | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6509 | Traffic Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6510 | Forms/Printing Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6511 | Janitorial Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6513 | Vehicle Operating Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6514 | Medical Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |



Budget Performance Report

Fiscal Year to Date 03/31/25

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 620 - Finance | | | | | | | | | | |
| Commodities | | | | | | | | | | |
| 6524 | Street Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6526 | Forestry Maintenance Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6527 | Park Maintenance Supplies | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6590 | Events & Meetings | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6599 | Misc Commodities/Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Commodities Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | (\$179.92) |
| Capital Outlay | | | | | | | | | | |
| 6710 | Vehicles | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6711 | Furniture | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6712 | Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6713 | Office Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6715 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6716 | Trees | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718 - Library Materials | | | | | | | | | | |
| 6718.01 | Library Materials Adult Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.02 | Library Materials Young Adult Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.03 | Library Materials Children's Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.04 | Library Materials Audio Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.05 | Library Materials Video Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.06 | Library Materials Downloadable Books | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.07 | Library Materials Downloadable Media | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718.09 | Library Materials Electronic Materials | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 6718 - Library Materials Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 6750 | Project Costs | 1,200,000.00 | .00 | 1,200,000.00 | .00 | .00 | .00 | 1,200,000.00 | 0 | .00 |
| 6751 | Bond Costs | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Capital Outlay Totals | | \$1,200,000.00 | \$0.00 | \$1,200,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200,000.00 | 0% | \$0.00 |
| Department 620 - Finance Totals | | \$1,200,000.00 | \$0.00 | \$1,200,000.00 | \$0.00 | \$43,408.75 | \$34,751.84 | \$1,121,839.41 | 7% | \$85,063.34 |
| EXPENSE TOTALS | | \$1,631,000.00 | \$0.00 | \$1,631,000.00 | \$0.00 | \$210,782.55 | \$203,948.52 | \$1,216,268.93 | 25% | \$733,988.73 |
| Fund 301 - Capital Projects Totals | | | | | | | | | | |
| REVENUE TOTALS | | 100,000.00 | .00 | 100,000.00 | 164.97 | .00 | 2,164,171.65 | (2,064,171.65) | 2164% | 13,145,986.68 |
| EXPENSE TOTALS | | 1,631,000.00 | .00 | 1,631,000.00 | .00 | 210,782.55 | 203,948.52 | 1,216,268.93 | 25% | 733,988.73 |
| Fund 301 - Capital Projects Totals | | (\$1,531,000.00) | \$0.00 | (\$1,531,000.00) | \$164.97 | (\$210,782.55) | \$1,960,223.13 | (\$3,280,440.58) | | \$12,411,997.95 |
| Grand Totals | | | | | | | | | | |
| REVENUE TOTALS | | 350,703.00 | .00 | 350,703.00 | 80,555.28 | .00 | 2,475,190.16 | (2,124,487.16) | 706% | 13,425,678.04 |



Budget Performance Report

Fiscal Year to Date 03/31/25

Include Rollup Account and Rollup to Account

| | | | | | | | | | |
|----------------|------------------|--------|------------------|----------------|----------------|--------------|------------------|-----|-----------------|
| EXPENSE TOTALS | 4,673,295.00 | .00 | 4,673,295.00 | 182,638.48 | 220,630.07 | 2,307,908.25 | 2,144,756.68 | 54% | 2,737,566.06 |
| Grand Totals | (\$4,322,592.00) | \$0.00 | (\$4,322,592.00) | (\$102,083.20) | (\$220,630.07) | \$167,281.91 | (\$4,269,243.84) | | \$10,688,111.98 |



Open Purchase Order Report

As of G/L Date 03/31/25

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

| | | | | | | | |
|-------------------|---|------------|---------------------------|-----------------|------------|------------|----------|
| Purchase Order | 2025-00000262 | Department | 35 Library | G/L Date | 03/31/2025 | Amount | 8,978.00 |
| Description | Moisture Intursion Assessment on Library Terrace Roof | Vendor | 741 - Braun Intertec Corp | Deliver by Date | | Voided | .00 |
| Type | Unbudgeted | | Braun Intertec Corp | Printed Date | 04/02/2025 | Discounted | .00 |
| Status | Open | | Lockbox 446035 | Completed Date | | Expensed | .00 |
| Bill To Location | LIBRARY - Library | | PO Box 64384 | Expiration Date | | Remaining | 8,978.00 |
| Assigned To Buyer | | | St Paul, MN 55164-0384 | | | Encumbered | 8,978.00 |
| Resolution Number | | | | | | | |

| | | | | | | |
|--------|---|--|--------------------|-------------------|------------|------------|
| Item 1 | Description | Building Maintenance & Repairs - Moisture Intursion Assessment on Library Terrace Roof | Vendor Part Number | | Amount | 8,978.00 |
| | Quantity | 1.0000 | Contract Number | | Voided | .00 |
| | U/M | Each | Ship To Location | LIBRARY - Library | Discounted | .00 |
| | Price per Unit | 8,978.00 | 1099 Item | No | Expensed | .00 |
| | Discount | 0% | Tavable | No | Remaining | 8,978.00 |
| | Status | Open | Confirming | No | Encumbered | 8,978.00 |
| | G/L Account | Project | | Amount | Expensed | Encumbered |
| | 101.430.6310 (Building Maintenance & Repairs) | | | | .00 | 8,978.00 |
| | 121.410.6717 (Small Project Costs) | | | | .00 | .00 |

| | | | | | |
|------------|--------------------------|-----------------|---|------------|------------|
| Department | 35 Library Totals | Purchase Orders | 1 | Amount | \$8,978.00 |
| | | | | Voided | \$0.00 |
| | | | | Discounted | \$0.00 |
| | | | | Expensed | \$0.00 |
| | | | | Remaining | \$8,978.00 |
| | | | | Encumbered | \$8,978.00 |
| | Grand Totals | Purchase Orders | 1 | Amount | \$8,978.00 |
| | | | | Voided | \$0.00 |
| | | | | Discounted | \$0.00 |
| | | | | Expensed | \$0.00 |
| | | | | Remaining | \$8,978.00 |
| | | | | Encumbered | \$8,978.00 |

Collection Development Policy

Scope of Policy

Scope:

Procedures for Collection Development and Material Consideration

Effective Date:

Reviewed ~~4/8/2024~~4/21/2025

Provisions

I. Intellectual Freedom

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

II. Selection of Materials

1. Responsibility for materials selection rests with the Library Director, who works under the authority and policies of the Board of Trustees. Materials selection and collection maintenance is assigned to qualified library staff, as authorized by the Library Director.
2. The library's collection emphasis is on popular materials, including patron requests. Items identified for purchase will meet several of the following criteria:
 - Timeliness of information and content
 - Effective presentation of ideas and information
 - Public appeal or community interest
 - Popularity and/or demand
 - Relationship to materials already in the collection and balance of viewpoint
 - Availability of the same or similar materials in the Metro Library Network
 - Intended audience
 - Accessible format and price
 - Contribution to diversity in the library's collection
 - Evaluations in professional review media

III. Collection Management

1. The library's collection undergoes ongoing assessment to refresh and replace current materials, to maintain a collection that is interesting, robust, and diverse, and to facilitate ease of use by patrons. Assessment decisions are based on the following criteria:
 - Timeliness
 - Rate of collection usage-circulations, requests, and reserves
 - Physical condition and age of the item
 - Availability in a new edition or better title on the subject
 - Duplicate holdings with low demand
 - Changes in format
 - Community interest
2. Items donated to the library or withdrawn from the collection may be sold to other libraries, Friends of the Marion Public Library, or to Better World Books for a nominal fee. They may also be recycled or discarded by the authority of the Library Director.

IV. Procedures for Material Consideration

1. Anyone who wants an item to be reconsidered must be a Marion resident. A written form must be completed and returned to the library ([See Request for Consideration Form](#)).
2. If the request is for reevaluation (not removal) of an item, an internal review of the item will be conducted by the Library Director and appropriate staff. Reevaluation will be made based on whether the material meets the library's selection criteria. The Library Director or designee will inform the patron of the decision by letter.
3. If the request is to remove the material from the collection, a review committee will be appointed by the Library Board President and shall include the Library Director, one other library staff member, and two Library Board members. The recommendation of this committee shall come before the Library Board at a regular meeting and shall be approved or vetoed by a vote of the members present. The Library Director or designee will inform the patron of the Library Board's decision by letter.

V. Donated and Gifted Materials

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

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 group would you recommend this material?

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.

Marion Public Library | 1101 6th Avenue | Marion, Iowa 52302

www.marionpubliclibrary.org

| Scope of Policy | | | |
|-----------------|---|-----------------|---|
| Scope: | Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board | Effective Date: | Revised 11/18/2024 <u>Reviewed 4/21/2025</u> |

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Section 1: MISSION & VISION

Mission:

To ensure equitable access to all, enhance community engagement, and elevate the experience for all library visitors.

Vision:

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

Section 2: BYLAWS OF THE MARION PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I GENERAL

All provisions of the Municipal City Code (City Administration, Chapter 12-5.1 – 12-5.6) shall govern this Board.

ARTICLE II MEMBERSHIP

Section 1 The Board will consist of eleven members: citizens and residents of the city who are at least 18 years old, appointed by the Mayor with approval of the City Council.

Section 2 Term of Office. All appointments shall be for four (4) years, from July 1 following appointment, except appointments to fill vacancies. Each year Council shall appoint 4 or 3 Board members as needed to fill vacancies. No person shall hold appointment as a member of the Library Board for more than two (2) full consecutive terms, except that when the initial appointment was to fill a vacancy there may be appointment for two (2) full consecutive terms thereafter. Any person may be appointed to the Library Board again after an interval of two (2) years, subject to the above limit of two (2) full consecutive terms.

Section 3 Vacancies will be filled by the Mayor, with approval of the council, for an unexpired term.

Section 4 All actions by the Board shall require a majority vote of the members present. The removal of a Library Director, however, shall require a two-thirds vote of the Board membership.

Section 5 The Board treasurer will sign all purchase orders before they are submitted for payment. In the absence of the treasurer, the Board president or vice-president will sign the purchase orders.

Section 6 The Board may establish honorary Board positions or ex officio Board positions.

ARTICLE III OFFICERS AND COMMITTEES

Section 1 Officers of this Board shall consist of a president, vice-president, treasurer and secretary. They shall perform such duties as are usually connected with these offices.

Section 2 Terms of office shall be for one year, beginning in July or until successors have been elected.

Section 3 The Marion Public Library Board of Trustees shall maintain four standing committees: the Policy Committee, the Personnel Committee, the Finance Committee, and the Executive Committee to serve the following permanent and continuing functions.

3A The Policy Committee is established to review both internal and public library policies and recommend changes to the full Board. The Library Director shall serve on this committee as advisor.

3B The Personnel Committee is established to review the performance of the Library Director, and to report on performance and make salary recommendations to the full

Board.

3C The Finance Committee is established to review the expenditures of the library and to work with the Library Director to prepare the library annual budget.

3D The Executive Committee is established to review select upcoming items for consideration by the entire Board and work with the Library Director to research and recommend potential courses of action.

Section 4 Committee members are appointed by the Board president to serve a one-year term, beginning in July . Committee members shall choose a chairperson. Each member of the board shall serve on at least one standing committee.

Section 5 Ad hoc committees shall be created and members appointed by the Board president as needed for specified purposes and terms.

ARTICLE IV MEETINGS

Section 1 Meetings of the Marion Public Library Board shall be held monthly at a time and date to be selected by the Board.

Section 2 All meetings of the Marion Public Library Board are conducted according to Roberts Rules of Order.

Section 3 Absence from six consecutive meetings with no acceptable explanation shall be cause for removal from the Board.

Section 4 Public notice of the monthly meetings shall be provided by the Library Director.

Section 5 Special meetings of the Board may be called by the president.

Section 6 All meetings of the Board are open to the public, except those that qualify for closed session according to the Code of Iowa, Section 21.5.

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Section 1 A quorum must be present as required by statute for a valid meeting to occur.

Section 2 Board members may attend a meeting by video or audio conference.

Section 3 If for any reason the remote access malfunctions before the adjournment of the meeting, the meeting shall continue.

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

Section 2 Proposed amendments must be presented one month before final action by the Board.

Section 3 Approval of changes in the Bylaws shall be by a majority vote of those present.

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

The Director shall prepare monthly and annual reports, showing as fully as possible the progress of the library during the preceding period. The Director shall attend the meetings of the Board. The Director shall discharge such other duties as may be assigned by the Board. The Director shall select and make purchases for the library within budgetary limits set by the Board in accordance with City policy.

Section 3: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Section 4: THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany

these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be

legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association of American Publishers

Section 5: FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or

use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.



Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____ Date_____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

Article V LIBRARY BOARD OF TRUSTEES

[Adopted as Ch. 21, §§ 21.02 through 21.09, of the 2000 Code]

§ 12-5.1 Composition.

[Ord. No. 20-04; amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

- A. Members. The Mayor, with the approval of the Council, shall appoint 11 persons to constitute a Board of Library Trustees. The Mayor shall appoint bona fide citizens and residents of the City over the age of 18.
- B. Term of office. All appointments shall be for four years, from July 1 following appointment, except appointments to fill vacancies. Each year the Council shall appoint four or three Board members as needed to fill vacancies. No person shall hold appointment as a member of the Library Board for more than two full consecutive terms, except that when the initial appointment was to fill a vacancy there may be appointment for two full consecutive terms thereafter. Any person may be appointed to the Library Board again after an interval of two years, subject to the above limit of two full consecutive terms. Board members appointed and serving at the time of the approval of this measure may fulfill the original term for which they were appointed.
- C. Honorary or ex officio members. The Board may, on its own motion, establish honorary Board positions or ex officio Board positions as the Board deems advisable under such term limitations as the Board may set.
- D. Vacancies. The position of any Trustee shall be vacated if such member moves permanently from the City, or if the Trustee is absent without due explanation from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. The Mayor, with the approval of the Council, shall fill any vacancy by appointment of a new Trustee to fill the unexpired terms.

§ 12-5.2 Organization.

- A. Quorum and voting. All action by the Board shall require a majority vote of the whole number of members appointed to the Board. The removal of the Library Director, however, shall require a two-thirds vote of the Board. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- B. Compensation. Trustees shall receive no compensation for their services.
- C. Officers. The Board shall meet and elect from its members a President, a Secretary and such other officers as it deems necessary.

§ 12-5.3 Powers and duties.

The Board shall have and exercise the following powers and duties:

- A. Physical plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and

rooms.

- B. Charge of affairs. To direct and control all affairs of the Library.
- C. Hiring of personnel. To employ a Library Director, and authorize the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that, prior to such employment, the compensation of the Library Director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- D. Removal of personnel. To remove the Library Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty; subject, however, to the provisions of Chapter 35C of the Code of Iowa. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- E. Purchases. To authorize the Library Director to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- F. Use by nonresidents. To authorize the use of the Library by nonresidents of the City and to fix charges for this privilege.
- G. Rules and regulations. To make and adopt, amend, modify or repeal bylaws, rules and regulations for the care, use, government and management of the Library and the business of the Board, and to fix and enforce penalties for violations. Copies of such bylaws, rules and regulations shall be made available to the public at the circulation desk.
- H. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library, including fines and rentals collected under the rules of the Board.
- I. Budget. To make and send to the Council, following City procedures and time lines, an estimate of the amount necessary for the improvement, operation and maintenance of the Library for the coming fiscal year, the amounts expended for like purposes for the two preceding years, and the amount of income expected for the next fiscal year from sources other than taxation.
- J. Gifts. To accept gifts, in the name of the Library, of real property, personal property or mixed property, and devises and bequests, including trust funds; to administer such gifts, devises and bequests; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received from such gifts, for the improvement of the Library. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- K. Enforce the performance of conditions on gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library by action against the Council.

- L. Record of proceedings. To keep a record of its proceedings.
- M. Annual report. The Library Director, on behalf of the Board, shall make a report to the Council soon after the close of the fiscal year. This report shall contain statements as to the condition of the Library.

§ 12-5.4 Contracting with other libraries.

The Board has power to contract with other libraries in accordance with the following:

- A. Contracting. The Board may contract with any other city, town, school corporation, township, county or with the trustees of a county library district for the use of the Library by their respective residents. Such a contract between the Board and a county shall supersede all contracts between the Board and townships or school corporations outside of cities or towns in that county. All of the contracts mentioned in this subsection shall provide for the rate of tax to be levied by the other city, town, school corporation, township, county or county library district.
- B. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than 5% in number of the electors who voted for Governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than 40 days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

§ 12-5.5 Nonresident use.

The Board may authorize the use of the Library by persons not residents of the City in any one or more of the following ways:

- A. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or county, or upon payment of a special nonresident Library fee.
- B. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
- C. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
- D. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

§ 12-5.6 Library account.

[Ord. No. 19-01]

All money appropriated by the Council from the general fund for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President (or Vice President in the absence of the President) or the Secretary. The warrant-writing officer is the City Treasurer.

Chapter 195 Library

[HISTORY: Adopted by the City Council of the City of Marion as Ch. 21, §§ 21.01, 21.10, 21.11 and 21.12, of the 2000 Code. Amendments noted where applicable.]

§ 195-1 Establishment of Public Library.

There is hereby established a free public library for the use of residents of the City, to be known as the "Marion Public Library." It is referred to in this chapter as the "Library."

§ 195-2 Injury to books or property.

It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

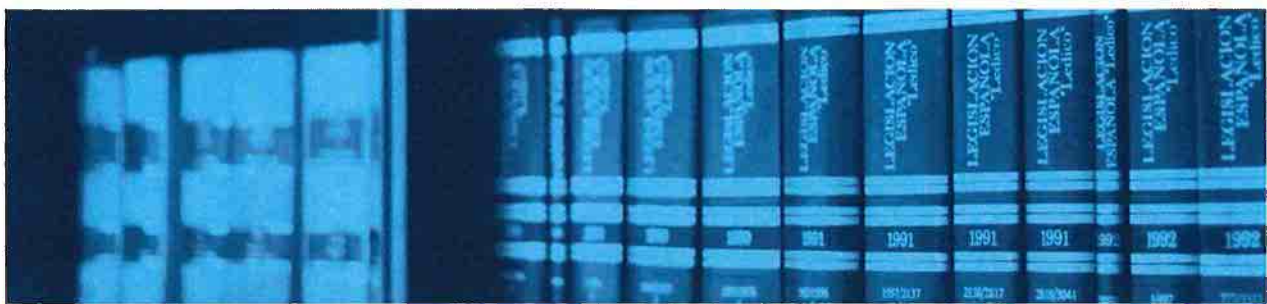
§ 195-3 Theft.

No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

§ 195-4 Notice posted.

There shall be posted in clear public view within the Library notices informing the public of the following:

- A. Failure to return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.
- B. Detention and search. Persons concealing Library materials may be detained and searched pursuant to law.



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.

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.

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.

Gender Balance For Library Boards

"All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced." (**Iowa Code 69.16A**)

Note: striving for gender balance is a city government obligation because mayors appoint and councils approve library board members. Note that the law allows an exemption if a "good faith effort" has been made for three months to gender-balance appointments.

Your board can and should take a partnership role in helping your city government in this effort. For example, you and the director can develop a list of potential trustees ahead of when vacancies need to be filled. Be sure to include both male and female candidates, then submit your list to the mayor's office.

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 3 hours per school day and 18 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 7:00 p.m. except from June 1 through Labor Day when permissible evening hours are extended to 9:00 p.m.

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.

**Marion Public Library
Plan of Service
2025**

LIBRARY MISSION & VISION

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

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

STRATEGIC GOALS

1. Ensure Equitable Access to Resources

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

- Objective: Remove barriers to access, language and communication.
 - Expand language resources through a translation partnership. (2025)
 - Research costs and feasibility of implementing digital language resources for library.
 - Promote and utilize City's translation service in the library.
 - Assigned to: Library Director & Readers Advisory and Collection Strategy Manager
 - Increase utilization of visual signage for accessibility. (2025)
 - Add wayfinding signage to Adult Fiction/Non-fiction shelves.
 - Add wayfinding signage to children's fiction area (same as non-fiction signage created in 2024) in dyslexic friendly font.
 - Assigned to: Library Director, Readers Advisory and Collection Strategy Manager, & Marketing and Special Events Manager
 - Continue and expand specialized training for library staff. (2025)
 - Cross-train more staff for shifts in the Makerspace.
 - Offer reader's advisory training.
 - Offer reference services training.
 - Offer selection development training to staff.
 - Provide opportunities for participation in multi-library in-person staff development and training.
 - Increase percentage of staff with State Library accreditation.
 - Review and expand Niche Academy in-house training opportunities.

- Check in with staff during department meetings three times per year on what kind of specialized training they are interested in exploring and offer in-person discussion.
 - Set up a form/forum for staff to submit training ideas.
 - Build out a yearly all-staff training calendar to complete during meetings.
 - Assigned to: Library Director & Leadership Team
- Objective: Engage community and increase library access through bookmobile.
 - Engage non-library users in library services. (2025)
 - Add additional bookmobile stops in underserved segments of the community based upon GIS and statistical data.
 - Create an extension with the FHB program for Business accounts (retirement and assisted living residences) for the Bookmobile to deliver and retrieve. Partner with two assisted living locations to create a system to obtain resources and obtain 20 users for each.
 - Continue the fulfillment of the media campaign that was soft started this year to inform the community of offerings and ease of access available at the library including newsletter, social media, events bi-weekly.
 - Refine bookmobile marketing plan and promote different stops, collection items, and services biweekly.
 - Host contest/ giveaway incentive to encourage engagement with the bookmobile.
 - Partner with the other network libraries to advertise library services in the under-utilized advertising space on the Cedar Rapids Transit vehicles or other non-traditional advertising locations.
 - Investigate the possibility to partner with HACAP as a mobile food pantry.
 - Investigate the possibility of partnering with Headstart.
 - Assigned to: Patron Services Manager, Programming Manager, & Marketing and Special Events Manager
 - Equip bookmobile to be a mobile hotspot. (2025)
 - Assigned to: Patron Services Manager & Technology and Facilities Manager
 - Increase partnerships with community organizations as route stops. (2025)
 - Introduce “collections to go” to organizations along bookmobile route stops; curate short-term library collections to stay at organizations for use.
 - Join park playdates in the summer.
 - Investigate adding signage/ advertising to a bookmobile host location.
 - Assigned to: Patron Services Manager & Programming Manager
- Objective: Offer digital/physical collections and resources.

- Provide educational materials to educate library users on offerings. (2025)
 - Increase engagement on collection-related social media posts by 10% over the next 12 months.
 - Increase utilization of library's digital information databases 10% from the previous year.
 - Develop and deploy an educational newsletter for patrons highlighting library resources with a goal of 20% engagement rate.
 - Introduce library resources via short videos/how-to classes available on library YouTube channel and in person.
 - Update library website with how-to use videos for digital and physical resources.
 - Assigned to: Library Director, Readers Advisory and Collection Strategy Manager, & Marketing and Special Events Manager

2. Enhance Community Engagement

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

- Objective: Create opportunities for new community partnerships.
 - Create a library programming partnership agreement and process for external partners. (2025)
 - Offer tours and literary nights with local schools.
 - Work with high school students as volunteers for programs.
 - Work with local book stores for programming opportunities/possible literary festival for MPL in the future.
 - Assigned to: Library Director & Programming Manager
- Objective: Foster existing partnerships & relationships.
 - Broaden community outreach through Board and volunteer involvement. (2025)
 - Broaden volunteer base for tasks in the library and potentially on the bookmobile.
 - Explore feasibility for a Library Board advocacy sub-committee
 - Have Board members sign up for volunteer opportunities (i.e. large programs, bookmobile, City Showcase, outreach events, legislative advocacy events, etc.)
 - Assigned to: Library Director & Library Board of Trustees
- Objective: Increase patron engagement with library programs, services, and initiatives.
 - Promote and increase library card sign-ups. (2025)
 - Develop a marketing campaign that goes beyond September Library Card Sign Up Month.

- Promote library card signup benefits once a month on social media and once a quarter in monthly newsletter.
- A monthly social media post coupled with newsletter content that provides simple but powerful resources that the library provides. Ex. Computer access to explore games, to resume building, job search, homework, email use to connect with friends and family, family history and ancestry, and more!
 - Assigned to: Patron Services Manager, Bookmobile Team Lead, & Marketing and Special Events Manager

3. Evaluate Library Infrastructure & Funding

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

- Objective: Diversify library funding streams.
 - Promote increased cross-collaboration with the library's Foundation and Friends groups. (2026)
 - Dolly Parton's Imagination Library collaboration and transition of responsibilities.
 - Assigned to: Library Director & Foundation Director
 - Explore feasibility for fundraising events and/or non-traditional fundraising opportunities for the Foundation and the Friends. (2027)
 - Form an ad hoc committee tasked with generating ideas and potential opportunities.
 - Assigned to: Library Director & Foundation Director
 - Create and publish wishlist(s) and storefront(s) to enhance services above and beyond operating budget. (2026) (define)
 - Promote wishlists once a quarter on social media and once a quarter in monthly newsletter to promote purchases.
 - Promote wishlists on MPL webpage.
 - Assigned to: Foundation Director & Marketing and Special Events Manager
- Objective: Improve library efficiencies for patrons and staff.
 - Research and reevaluate event and room management software. (2025)
 - Assigned to: Library Leadership Team
 - Provide opportunities for staff input to further improve efficiencies. (2025)
 - Check in with staff during department meetings three times per year on where efficiencies can be improved and offer in-person discussion.
 - Set up form/ forum for staff to submit efficiency requests.
 - Collection HQ introduced for Collection team efficiencies regarding inventory, weeding, and collection purchases.
 - Set up acquisitions program in Polaris for ordering materials.

- Set up Ingram InDemand program for rapid ordering of popular titles.
 - Assigned to: Library Director, Readers Advisory and Collection Strategy Manager & Marketing and special Events Manager

4. Elevate the Internal & External Customer Experience

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

- Objective: Provide personalized, high-quality service to patrons.
 - Implement KERA training and MPL Approach training for staff. (2025)
 - Provide resources and reference materials to support KERA and MPL Approach including handouts, presentations, and videos.
 - Host bi-annual training refreshers in tandem with leadership team.
 - Assigned to: Patron Services Manager and Library Leadership Team
- Objective: Increase opportunities for staff development.
 - Provide development opportunities focused on customer service, reference services, and readers advisory. (2025)
 - Assigned to: Library Director
 - Formalize an internal onboarding process for staff (2027)
 - Plan for design, pilot and evaluate revised internal onboarding process for newly hired Patron Services staff in order to utilize eventually for all library staff.
 - Assigned to: Library Director, Patron Services Manager, and Library Leadership Team
 - Design and develop internal intranet for staff use (2027)
 - Carry out needs analysis with staff (2025)
 - Assigned to: Library Director and Library Leadership Team



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|---|--------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Intergovernmental | | | | | | | | |
| 4420.01 | State Contributions General | .00 | .00 | .00 | .00 | .00 | .00 | 4,800.00 |
| 4420.06 | State Contributions Enrich Iowa - Direct Aid | 10,500.00 | 10,500.00 | 10,500.00 | 11,000.00 | 10,665.33 | 11,000.00 | 11,149.28 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | State Contributions Enrich Iowa - Direct State Aid | | | 1.0000 | | 10,500.00 | 10,500.00 |
| Requested Totals | | | | | | | | \$10,500.00 |
| 4424 | Enrich Iowa - Open Access | 62,000.00 | 62,000.00 | 62,000.00 | 75,000.00 | 61,456.04 | 40,000.00 | 59,990.06 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | Enrich Iowa - Open Access and ILL Reimbursement | | | 1.0000 | | 62,000.00 | 62,000.00 |
| Requested Totals | | | | | | | | \$62,000.00 |
| 4441 | County Borrowers | 55,000.00 | 55,000.00 | 55,000.00 | 65,000.00 | 64,674.47 | 75,000.00 | 50,966.61 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | County Borrowers Reimbursement Linn County | | | 1.0000 | | 55,000.00 | 55,000.00 |
| Requested Totals | | | | | | | | \$55,000.00 |
| 4442 | Contracting Cities | 36,000.00 | 36,000.00 | 36,000.00 | 36,000.00 | 36,449.76 | 50,600.00 | 50,002.45 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | City of Robins | | | 1.0000 | | 36,000.00 | 36,000.00 |
| Requested Totals | | | | | | | | \$36,000.00 |
| Intergovernmental Totals | | \$163,500.00 | \$163,500.00 | \$163,500.00 | \$187,000.00 | \$173,245.60 | \$176,600.00 | \$176,908.40 |
| Charges for Service | | | | | | | | |
| 4504 | Copy Charges | 6,000.00 | 6,000.00 | 5,000.00 | 5,000.00 | 7,903.79 | 5,000.00 | 4,271.58 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | Copy Charges | | | 1.0000 | | 6,000.00 | 6,000.00 |
| Requested Totals | | | | | | | | \$6,000.00 |
| 4505 | Lost/Damaged and Paid | 6,000.00 | 6,000.00 | 6,000.00 | 1,200.00 | 6,418.78 | 1,150.00 | 3,126.44 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | | Cost Per Unit | Total Amount |
| Requested | | Lost/ damaged and paid for materials helps offset fees in #6499 | | | 1.0000 | | 6,000.00 | 6,000.00 |
| Requested Totals | | | | | | | | \$6,000.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|---------------------------------|---|----------------|--------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Charges for Service | | | | | | | | |
| 4506 | Fax Revenues | 40.00 | 40.00 | .00 | .00 | 33.33 | .00 | 51.70 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Fax Service Cards | | | | | 1.0000 | 40.00 | 40.00 |
| | | | | | | | Requested Totals | \$40.00 |
| 4509 | Rental - Community Room | 9,000.00 | 9,000.00 | 4,000.00 | 2,500.00 | 7,490.00 | 500.00 | 2,275.00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Meeting room rental fees | | | | | 1.0000 | 9,000.00 | 9,000.00 |
| | | | | | | | Requested Totals | \$9,000.00 |
| | Charges for Service Totals | \$21,040.00 | \$21,040.00 | \$15,000.00 | \$8,700.00 | \$21,845.90 | \$6,650.00 | \$9,724.72 |
| Misc Revenues | | | | | | | | |
| 4702.03 | Penalties/Fines Other | .00 | .00 | 100.00 | 100.00 | 2.92 | 100.00 | 762.55 |
| 4704 | Misc Revenues | 19,100.00 | 19,100.00 | 6,600.00 | 3,000.00 | 5,811.10 | 250.00 | 1,860.03 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested EV Charging Station Revenue Estimate (Offsets line #6371) | | | | | 1.0000 | 12,500.00 | 12,500.00 |
| | Requested MakerSpace Revenues (Offsets Line #6507) | | | | | 1.0000 | 5,000.00 | 5,000.00 |
| | Requested Postage/ Shipping for Homebound Library Materials (Offsets #6508) | | | | | 2.0000 | 800.00 | 1,600.00 |
| | | | | | | | Requested Totals | \$19,100.00 |
| 4708.01 | Other Contributions General | 50,496.00 | 50,496.00 | 35,503.00 | 31,600.00 | 35,503.00 | 30,000.00 | 35,503.00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Salary, IPERS, and Disability for Foundation Director Position | | | | | 1.0000 | 50,496.00 | 50,496.00 |
| | | | | | | | Requested Totals | \$50,496.00 |
| | Misc Revenues Totals | \$69,596.00 | \$69,596.00 | \$42,203.00 | \$34,700.00 | \$41,317.02 | \$30,350.00 | \$38,125.58 |
| Department 410 - Library Totals | | \$254,136.00 | \$254,136.00 | \$220,703.00 | \$230,400.00 | \$236,408.52 | \$213,600.00 | \$224,758.70 |
| REVENUE TOTALS | | \$254,136.00 | \$254,136.00 | \$220,703.00 | \$230,400.00 | \$236,408.52 | \$213,600.00 | \$224,758.70 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|----------------------------|--|----------------|------------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Salaries | | | | | | | | |
| 6010 | Regular Full-Time Salaries | 981,607.00 | 981,607.00 | 955,546.00 | 853,211.00 | 843,847.25 | 782,312.00 | 774,597.50 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Earnings | | | | | 125,481.00 |
| | Requested | 410020001 - LIBRARY ASSISTANT | Earnings | | | | | 57,049.00 |
| | Requested | 410020002 - LIBRARY ASSISTANT | Earnings | | | | | 61,017.00 |
| | Requested | 410020003 - LIBRARY ASSISTANT | Earnings | | | | | 52,584.00 |
| | Requested | 410020004 - LIBRARY ASSISTANT | Earnings | | | | | 52,584.00 |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Earnings | | | | | 71,804.00 |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Earnings | | | | | 43,457.00 |
| | Requested | 410040002 - LIBRARY MANAGER | Earnings | | | | | 78,455.00 |
| | Requested | 410040003 - LIBRARY MANAGER | Earnings | | | | | 94,273.00 |
| | Requested | 410040004 - LIBRARY MANAGER | Earnings | | | | | 97,598.00 |
| | Requested | 410040005 - LIBRARY MANAGER | Earnings | | | | | 76,564.00 |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Earnings | | | | | 46,123.00 |
| | Requested | 410050001 - LIBRARY MANAGER | Earnings | | | | | 76,564.00 |
| | Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Earnings | | | | | 46,450.00 |
| | Requested | 410999010 - LIBRARY LONGEVITY | Earnings | | | | | 1,600.00 |
| | Requested | 410999012 - LIBRARY WORKERS COMPENSATION | Earnings | | | | | 4.00 |
| | | | | | | | Requested Totals | \$981,607.00 |
| 6020 | Regular Part-Time Salaries | 644,046.00 | 644,046.00 | 571,282.00 | 496,894.00 | 434,150.82 | 536,974.00 | 340,101.87 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410460001 - PT LIB FOUNDATION DIR - NO LEAVE | Earnings | | | | | 44,200.00 |
| | Requested | 410999002 - LIBRARY PART TIME | Earnings | | | | | 599,846.00 |
| | | | | | | | Requested Totals | \$644,046.00 |
| 6040 | Overtime Pay | .00 | .00 | .00 | .00 | 20.83 | .00 | 11.43 |
| 6050 | Benefits Payout | .00 | .00 | .00 | .00 | 16,511.40 | .00 | 3,405.66 |
| | Salaries Totals | \$1,625,653.00 | \$1,625,653.00 | \$1,526,828.00 | \$1,350,105.00 | \$1,294,530.30 | \$1,319,286.00 | \$1,118,116.46 |
| | Employee Benefits/Costs | | | | | | | |
| 610 | Social Security | 74,968.00 | 74,968.00 | 73,548.00 | 65,754.00 | 79,807.76 | 60,768.00 | 69,216.50 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Tax | FICA - Social Security | | | | 8,137.00 |
| | Requested | 410020001 - LIBRARY ASSISTANT | Tax | FICA - Social Security | | | | 3,537.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|----------------|------------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Employee Benefits/Costs | | | | | | | | |
| Requested | 410020002 - LIBRARY ASSISTANT | | Tax | FICA - Social Security | | | | 3,783.00 |
| Requested | 410020003 - LIBRARY ASSISTANT | | Tax | FICA - Social Security | | | | 3,372.00 |
| Requested | 410020004 - LIBRARY ASSISTANT | | Tax | FICA - Social Security | | | | 3,372.00 |
| Requested | 410025001 - ADMINISTRATIVE ASSISTANT | | Tax | FICA - Social Security | | | | 4,452.00 |
| Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | | Tax | FICA - Social Security | | | | 2,694.00 |
| Requested | 410040002 - LIBRARY MANAGER | | Tax | FICA - Social Security | | | | 4,976.00 |
| Requested | 410040003 - LIBRARY MANAGER | | Tax | FICA - Social Security | | | | 5,957.00 |
| Requested | 410040004 - LIBRARY MANAGER | | Tax | FICA - Social Security | | | | 6,051.00 |
| Requested | 410040005 - LIBRARY MANAGER | | Tax | FICA - Social Security | | | | 4,747.00 |
| Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | | Tax | FICA - Social Security | | | | 2,971.00 |
| Requested | 410050001 - LIBRARY MANAGER | | Tax | FICA - Social Security | | | | 4,747.00 |
| Requested | 410460001 - PT LIB FOUNDATION DIR - NO LEAVE | | Tax | FICA - Social Security | | | | 2,740.00 |
| Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | | Tax | FICA - Social Security | | | | 2,880.00 |
| Requested | 410999002 - LIBRARY PART TIME | | Tax | FICA - Social Security | | | | 10,453.00 |
| Requested | 410999010 - LIBRARY LONGEVITY | | Tax | FICA - Social Security | | | | 99.00 |
| Requested Totals | | | | | | | | \$74,968.00 |
| 6120 | Medicare | 23,787.00 | 23,787.00 | 22,383.00 | 19,821.00 | 18,664.68 | 19,317.00 | 16,187.72 |
| Position Transactions | | | | | | | | |
| Level | Position | Type | Code | Total Amount | | | | |
| Requested | 410001001 - LIBRARY DIRECTOR | Tax | MED - Medicare | 1,903.00 | | | | |
| Requested | 410020001 - LIBRARY ASSISTANT | Tax | MED - Medicare | 827.00 | | | | |
| Requested | 410020002 - LIBRARY ASSISTANT | Tax | MED - Medicare | 885.00 | | | | |
| Requested | 410020003 - LIBRARY ASSISTANT | Tax | MED - Medicare | 789.00 | | | | |
| Requested | 410020004 - LIBRARY ASSISTANT | Tax | MED - Medicare | 789.00 | | | | |
| Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Tax | MED - Medicare | 1,041.00 | | | | |
| Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Tax | MED - Medicare | 630.00 | | | | |
| Requested | 410040002 - LIBRARY MANAGER | Tax | MED - Medicare | 1,164.00 | | | | |
| Requested | 410040003 - LIBRARY MANAGER | Tax | MED - Medicare | 1,393.00 | | | | |
| Requested | 410040004 - LIBRARY MANAGER | Tax | MED - Medicare | 1,415.00 | | | | |
| Requested | 410040005 - LIBRARY MANAGER | Tax | MED - Medicare | 1,110.00 | | | | |
| Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Tax | MED - Medicare | 695.00 | | | | |
| Requested | 410050001 - LIBRARY MANAGER | Tax | MED - Medicare | 1,110.00 | | | | |
| Requested | 410460001 - PT LIB FOUNDATION DIR - NO LEAVE | Tax | MED - Medicare | 641.00 | | | | |
| Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Tax | MED - Medicare | 674.00 | | | | |
| Requested | 410999002 - LIBRARY PART TIME | Tax | MED - Medicare | 8,698.00 | | | | |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|---------------------|--|------------|---------------------------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Employee Benefits/Costs | | | | | | | | |
| | Requested | 410999010 - LIBRARY LONGEVITY | Tax | MED - Medicare | | | | 23.00 |
| | | | | | | | Requested Totals | \$23,787.00 |
| 6130 | IPERS | 129,045.00 | 129,517.00 | 126,856.00 | 115,510.00 | 120,174.23 | 124,831.00 | 104,355.64 |
| Position Transactions | | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | IPERS - IPERS Benefit-Regular | | | | 11,845.00 |
| | Requested | 410020001 - LIBRARY ASSISTANT | Benefit | IPERS - IPERS Benefit-Regular | | | | 5,385.00 |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | IPERS - IPERS Benefit-Regular | | | | 5,760.00 |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,964.00 |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,964.00 |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | IPERS - IPERS Benefit-Regular | | | | 6,778.00 |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,102.00 |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | IPERS - IPERS Benefit-Regular | | | | 7,228.00 |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | IPERS - IPERS Benefit-Regular | | | | 8,899.00 |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | IPERS - IPERS Benefit-Regular | | | | 9,213.00 |
| | Requested | 410040005 - LIBRARY MANAGER | Benefit | IPERS - IPERS Benefit-Regular | | | | 7,228.00 |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,175.00 |
| | Requested | 410050001 - LIBRARY MANAGER | Benefit | IPERS - IPERS Benefit-Regular | | | | 7,228.00 |
| | Requested | 410460001 - PT LIB FOUNDATION DIR - NO LEAVE | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,172.00 |
| | Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Benefit | IPERS - IPERS Benefit-Regular | | | | 4,385.00 |
| | Requested | 410999002 - LIBRARY PART TIME | Benefit | IPERS - IPERS Benefit-Regular | | | | 32,568.00 |
| | Requested | 410999010 - LIBRARY LONGEVITY | Benefit | IPERS - IPERS Benefit-Regular | | | | 151.00 |
| | | | | | | | Requested Totals | \$129,045.00 |
| 6150 | Health Insurance | 149,647.00 | 149,647.00 | 163,431.00 | 154,384.00 | 137,258.19 | 156,533.00 | 133,037.61 |
| Position Transactions | | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | BCH13 - TRAD NB/AFS Family EE/SP Well | | | | 22,472.00 |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | BCH5 - TRAD NB/AFS Single EE Well | | | | 9,133.00 |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | BCH1 - TRAD NB/AFS Single NoWell | | | | 8,773.00 |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | BCH1 - TRAD NB/AFS Single NoWell | | | | 8,773.00 |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | BCH13 - TRAD NB/AFS Family EE/SP Well | | | | 22,472.00 |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | BCH1 - TRAD NB/AFS Single NoWell | | | | 8,773.00 |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | BCH7 - HDHP NB/AFS Single EE Well | | | | 7,857.00 |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | BCH7 - HDHP NB/AFS Single EE Well | | | | 7,857.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|-----------------------|---|------------|---|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Employee Benefits/Costs | | | | | | | | |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | BCH13 - TRAD NB/AFS Family EE/SP Well | | 22,472.00 | | |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | BCH5 - TRAD NB/AFS Single EE Well | | 9,133.00 | | |
| | Requested | 410050001 - LIBRARY MANAGER | Benefit | BCH2 - TRAD NB/AFS Family NoWell | | 21,932.00 | | |
| | Requested Totals | | | | | \$149,647.00 | | |
| 6151 | Wellness Program | 504.00 | 504.00 | 308.00 | 308.00 | 294.15 | 286.00 | 288.60 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | Total Amount | | | |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410020001 - LIBRARY ASSISTANT | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410040005 - LIBRARY MANAGER | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410050001 - LIBRARY MANAGER | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Benefit | EAP - Employee Assistance Program | 36.00 | | | |
| | Requested Totals | | | | | \$504.00 | | |
| 6152 | Life Insurance | 1,463.00 | 1,463.00 | 1,545.00 | 1,465.00 | 1,446.09 | 1,364.00 | 1,362.16 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | Total Amount | | | |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410020001 - LIBRARY ASSISTANT | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 89.00 | | | |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | 108.00 | | | |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|-----------------------|---|------------|---|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Employee Benefits/Costs | | | | | | | | |
| | Requested | 410040005 - LIBRARY MANAGER | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | | 108.00 | | |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | | 91.00 | | |
| | Requested | 410050001 - LIBRARY MANAGER | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | | 108.00 | | |
| | Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Benefit | LIFE-NONBARGAIN - Life Insurance Non-Bargaining | | 95.00 | | |
| | Requested Totals | | | | | | | \$1,463.00 |
| 6153 | Long Term Disability | 3,703.00 | 3,703.00 | 3,735.00 | 3,319.00 | 3,433.23 | 3,051.00 | 3,127.94 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | LTD - Long Term Disability | | 476.00 | | |
| | Requested | 410020001 - LIBRARY ASSISTANT | Benefit | LTD - Long Term Disability | | 216.00 | | |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | LTD - Long Term Disability | | 232.00 | | |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | LTD - Long Term Disability | | 200.00 | | |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | LTD - Long Term Disability | | 200.00 | | |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | LTD - Long Term Disability | | 273.00 | | |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | LTD - Long Term Disability | | 165.00 | | |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | LTD - Long Term Disability | | 291.00 | | |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | LTD - Long Term Disability | | 358.00 | | |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | LTD - Long Term Disability | | 370.00 | | |
| | Requested | 410040005 - LIBRARY MANAGER | Benefit | LTD - Long Term Disability | | 291.00 | | |
| | Requested | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | LTD - Long Term Disability | | 164.00 | | |
| | Requested | 410050001 - LIBRARY MANAGER | Benefit | LTD - Long Term Disability | | 291.00 | | |
| | Requested | 410560001 - LIBRARY PATRON SERVICES LEAD | Benefit | LTD - Long Term Disability | | 176.00 | | |
| | Requested Totals | | | | | | | \$3,703.00 |
| 6154 | Dental Insurance | 3,605.00 | 3,605.00 | 3,604.00 | 4,175.00 | 3,286.92 | .00 | 3,747.48 |
| | Position Transactions | | | | | | | |
| | Level | Position | Type | Code | | | | Total Amount |
| | Requested | 410001001 - LIBRARY DIRECTOR | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410020002 - LIBRARY ASSISTANT | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410020003 - LIBRARY ASSISTANT | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410020004 - LIBRARY ASSISTANT | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410025001 - ADMINISTRATIVE ASSISTANT | Benefit | DENT2 - Dental Family | | 615.00 | | |
| | Requested | 410030001 - LIBRARY PATRON SERVICES STAFF | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410040002 - LIBRARY MANAGER | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410040003 - LIBRARY MANAGER | Benefit | DENT1 - Dental Single | | 220.00 | | |
| | Requested | 410040004 - LIBRARY MANAGER | Benefit | DENT2 - Dental Family | | 615.00 | | |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------------|-----------------------|--|--------------|------------------------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Employee Benefits/Costs | | | | | | | | |
| Requested | | 410045001 - LIBRARY PATRON SERVICES LEAD | Benefit | DENT1 - Dental Single | | | | 220.00 |
| Requested | | 410050001 - LIBRARY MANAGER | Benefit | DENT2 - Dental Family | | | | 615.00 |
| Requested Totals | | | | | | | | \$3,605.00 |
| 6160 | Worker's Compensation | 873.00 | 873.00 | 873.00 | 800.00 | 1,131.33 | 843.00 | 828.40 |
| Position Transactions | | | | | | | | |
| Level | | Position | Type | Code | | | | Total Amount |
| Requested | | 410999012 - LIBRARY WORKERS COMPENSATION | Benefit | Z BUD WORK COMP - Bud Workers Comp | | | | 873.00 |
| Requested Totals | | | | | | | | \$873.00 |
| 6180 | Allowances | 3,960.00 | 3,960.00 | 7,920.00 | 7,920.00 | 5,280.00 | 7,920.00 | 7,920.00 |
| Position Transactions | | | | | | | | |
| Level | | Position | Type | Code | | | | Total Amount |
| Requested | | 410001001 - LIBRARY DIRECTOR | Earnings | | | | | 3,960.00 |
| Requested Totals | | | | | | | | \$3,960.00 |
| 6190 | Education Stipend | 10,800.00 | 10,800.00 | 9,000.00 | 9,000.00 | 9,000.00 | 9,000.00 | 9,000.00 |
| Position Transactions | | | | | | | | |
| Level | | Position | Type | Code | | | | Total Amount |
| Requested | | 410001001 - LIBRARY DIRECTOR | Earnings | | | | | 1,800.00 |
| Requested | | 410020003 - LIBRARY ASSISTANT | Earnings | | | | | 1,800.00 |
| Requested | | 410020004 - LIBRARY ASSISTANT | Earnings | | | | | 1,800.00 |
| Requested | | 410040002 - LIBRARY MANAGER | Earnings | | | | | 1,800.00 |
| Requested | | 410040003 - LIBRARY MANAGER | Earnings | | | | | 1,800.00 |
| Requested | | 410045001 - LIBRARY PATRON SERVICES LEAD | Earnings | | | | | 1,800.00 |
| Requested Totals | | | | | | | | \$10,800.00 |
| Employee Benefits/Costs Totals | | \$402,355.00 | \$402,827.00 | \$413,203.00 | \$382,456.00 | \$379,776.58 | \$383,913.00 | \$349,072.05 |
| Staff Development | | | | | | | | |
| 6199 | Tuition Reimbursement | 5,250.00 | 5,250.00 | .00 | .00 | .00 | .00 | .00 |
| Budget Transactions | | | | | | | | |
| Level | | Transaction | | | Number of Units | Cost Per Unit | | Total Amount |
| Requested | | Tuition Reimbursement for Bob Reynolds | | | 1.0000 | 5,250.00 | | 5,250.00 |
| Requested Totals | | | | | | | | \$5,250.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|-----------------------------------|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Staff Development | | | | | | | | |
| 6210 | Dues/Membership | 3,690.00 | 3,270.00 | 3,825.00 | 4,175.00 | 2,390.60 | 4,130.00 | 2,725.00 |
| | Budget Transactions | | | | | | | |
| | Level | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | | | | | 1.0000 | 135.00 | 135.00 |
| | Requested | | | | | 1.0000 | 425.00 | 425.00 |
| | Requested | | | | | 1.0000 | 195.00 | 195.00 |
| | Requested | | | | | 12.0000 | 35.00 | 420.00 |
| | Requested | | | | | 14.0000 | 90.00 | 1,260.00 |
| | Requested | | | | | 6.0000 | 180.00 | 1,080.00 |
| | Requested | | | | | 5.0000 | 35.00 | 175.00 |
| | | | | | | | Requested Totals | \$3,690.00 |
| 6220 | Subscriptions/Education Materials | 750.00 | 750.00 | 750.00 | 750.00 | 689.00 | 750.00 | 317.18 |
| | Budget Transactions | | | | | | | |
| | Level | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | | | | | 1.0000 | 750.00 | 750.00 |
| | | | | | | | Requested Totals | \$750.00 |
| 6230 | Training/Conference Registrations | 9,155.00 | 7,530.00 | 8,125.00 | 8,225.00 | 5,726.72 | 9,325.00 | 7,104.53 |
| | Budget Transactions | | | | | | | |
| | Level | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | | | | | 1.0000 | 350.00 | 350.00 |
| | Requested | | | | | 1.0000 | 500.00 | 500.00 |
| | Requested | | | | | 14.0000 | 175.00 | 2,450.00 |
| | Requested | | | | | 2.0000 | 200.00 | 400.00 |
| | Requested | | | | | 1.0000 | 215.00 | 215.00 |
| | Requested | | | | | 1.0000 | 350.00 | 350.00 |
| | Requested | | | | | 2.0000 | 170.00 | 340.00 |
| | Requested | | | | | 10.0000 | 50.00 | 500.00 |
| | Requested | | | | | 1.0000 | 1,050.00 | 1,050.00 |
| | Requested | | | | | 2.0000 | 1,500.00 | 3,000.00 |
| | | | | | | | Requested Totals | \$9,155.00 |
| 6240 | Travel Expenses | 8,200.00 | 6,900.00 | 5,000.00 | 6,300.00 | 7,238.34 | 4,600.00 | 6,914.00 |
| | Budget Transactions | | | | | | | |
| | Level | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | | | | | 1.0000 | 1,800.00 | 1,800.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--------------------------------|---|-------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Staff Development | | | | | | | | |
| | Requested | | | | | 1.0000 | 2,000.00 | 2,000.00 |
| | Requested | | | | | 3.0000 | 650.00 | 1,950.00 |
| | Requested | | | | | 1.0000 | 650.00 | 650.00 |
| | Requested | | | | | 1.0000 | 1,800.00 | 1,800.00 |
| | | | | | | | Requested Totals | \$8,200.00 |
| 6260 | Employee Health Screenings | .00 | .00 | 420.00 | .00 | .00 | 420.00 | 416.11 |
| | Staff Development Totals | \$27,045.00 | \$23,700.00 | \$18,120.00 | \$19,450.00 | \$16,044.66 | \$19,225.00 | \$17,476.82 |
| | Repair/Maintenance/Utilities | | | | | | | |
| 6310 | Building Maintenance & Repairs | 49,900.00 | 49,900.00 | 61,700.00 | 37,700.00 | 30,934.40 | 40,150.00 | 9,599.22 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Bed Bug Prevention and Treatment | | | 1.0000 | 2,500.00 | 2,500.00 | |
| | Requested | Carpet and Rug Cleaning | | | 1.0000 | 6,000.00 | 6,000.00 | |
| | Requested | Culinary Demonstration Area Maintenance and Vent Cleaning | | | 1.0000 | 3,000.00 | 3,000.00 | |
| | Requested | Electrical/ Lighting Maintenance and Repairs | | | 1.0000 | 2,000.00 | 2,000.00 | |
| | Requested | Elevator Repairs | | | 1.0000 | 1,000.00 | 1,000.00 | |
| | Requested | Exterior Door Maintenance and Repairs | | | 4.0000 | 700.00 | 2,800.00 | |
| | Requested | Fireplace Maintenance and Repairs | | | 2.0000 | 2,000.00 | 4,000.00 | |
| | Requested | General Plumbing Maintenance and Repairs - Restrooms | | | 1.0000 | 5,000.00 | 5,000.00 | |
| | Requested | General Repairs Due to Patron Use of Facility | | | 1.0000 | 10,000.00 | 10,000.00 | |
| | Requested | HVAC Repairs and Maintenance, Filters, Glycol, etc. | | | 1.0000 | 5,000.00 | 5,000.00 | |
| | Requested | Library Generator Maintenance | | | 1.0000 | 600.00 | 600.00 | |
| | Requested | Roof and Ceiling Maintenance and Repairs Recurring | | | 1.0000 | 5,000.00 | 5,000.00 | |
| | Requested | Window Cleaning - Exterior | | | 1.0000 | 3,000.00 | 3,000.00 | |
| | | | | | | | Requested Totals | \$49,900.00 |
| 6320 | Grounds Maintenance & Repairs | 1,250.00 | 1,250.00 | 1,250.00 | 1,250.00 | .00 | 1,250.00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Landscaping Maintenance and Repairs | | | 1.0000 | 1,250.00 | 1,250.00 | |
| | | | | | | | Requested Totals | \$1,250.00 |
| 631 | Vehicle Maintenance | 5,300.00 | 5,300.00 | 3,200.00 | 3,200.00 | 9.00 | 3,000.00 | 14.05 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Bookmobile Repairs Based on Public Works Est. | | | 1.0000 | 3,500.00 | 3,500.00 | |
| | Requested | Bookmobile Annual Maintenance | | | 1.0000 | 1,000.00 | 1,000.00 | |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|------------------------------|---|----------------|--------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Repair/Maintenance/Utilities | | | | | | | | |
| | Requested Bookmobile Oil Change | | | | | 2.0000 | 300.00 | 600.00 |
| | Requested Library Car Oil Changes | | | | | 2.0000 | 100.00 | 200.00 |
| | Requested Totals | | | | | | | \$5,300.00 |
| 6350 | Other Equipment Repairs | 1,650.00 | 1,650.00 | 2,150.00 | 2,150.00 | 940.00 | 850.00 | 940.00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Laminator Repairs | | | | | 1.0000 | 350.00 | 350.00 |
| | Requested Long Arm Stitching Machine Annual Maintenance | | | | | 1.0000 | 500.00 | 500.00 |
| | Requested Sewing Machine Repairs/ Maintenance | | | | | 8.0000 | 100.00 | 800.00 |
| | Requested Totals | | | | | | | \$1,650.00 |
| 6371 | Electric/Gas Utility Expense | 111,500.00 | 111,500.00 | 109,425.00 | 102,900.00 | 77,197.09 | 90,900.00 | 94,956.77 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Alliant Energy | | | | | 12.0000 | 7,500.00 | 90,000.00 |
| | Requested EV Charging Station Electricity Cost Estimate (Offset by #4704) | | | | | 1.0000 | 12,500.00 | 12,500.00 |
| | Requested Wood River Energy (Natural Gas) Monthly Average | | | | | 12.0000 | 750.00 | 9,000.00 |
| | Requested Totals | | | | | | | \$111,500.00 |
| 6373 | Communications Utility Expenses | 5,760.00 | 5,760.00 | 5,520.00 | 5,991.00 | 4,319.65 | 5,468.00 | 6,290.25 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Verizon Wireless Monthly Bill | | | | | 12.0000 | 480.00 | 5,760.00 |
| | Requested Totals | | | | | | | \$5,760.00 |
| 6374 | Water/Sewer Utility Expenses | 1,980.00 | 1,980.00 | 1,980.00 | 1,320.00 | 1,451.86 | 1,320.00 | 921.53 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Marion Water Department Water Usage Monthly | | | | | 12.0000 | 165.00 | 1,980.00 |
| | Requested Totals | | | | | | | \$1,980.00 |
| | Repair/Maintenance/Utilities Totals | \$177,340.00 | \$177,340.00 | \$185,225.00 | \$154,511.00 | \$114,852.00 | \$142,938.00 | \$112,721.82 |
| Contractual Services | | | | | | | | |
| 6382 | Advertising/Publications | 8,900.00 | 8,400.00 | 8,798.00 | 6,326.00 | 1,620.11 | 6,083.00 | 3,503.41 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Asana Project Management Software User License - Monthly Fee | | | | | 12.0000 | 225.00 | 2,700.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Contractual Services | | | | | | | | |
| | Requested Job Posting Ads for ALA | | | | | 2.0000 | 250.00 | 500.00 |
| | Requested Library Building Signage for Collections and Promotions | | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested Library Promotions/ Programming Ads | | | | | 1.0000 | 300.00 | 300.00 |
| | Requested Loomly Social Media Manager Annual Fee | | | | | 1.0000 | 1,650.00 | 1,650.00 |
| | Requested Promotional Materials | | | | | 1.0000 | 2,500.00 | 2,500.00 |
| | Requested Social Media Ads/ Promotions for Library Programs and Events | | | | | 10.0000 | 25.00 | 250.00 |
| | | | | | | | Requested Totals | \$8,900.00 |
| 6403 | Outsourced Labor Services | .00 | .00 | .00 | .00 | .00 | .00 | 250.00 |
| 6408 | General Insurance | 96,885.00 | 96,885.00 | 80,683.00 | 63,829.00 | 59,764.79 | 15,366.00 | 55,503.04 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested General Insurance | | | | | 1.0000 | 96,885.00 | 96,885.00 |
| | | | | | | | Requested Totals | \$96,885.00 |
| 6409 | Credit Card Merchant Fees | 1,800.00 | 1,800.00 | 1,320.00 | 800.00 | 1,262.89 | 800.00 | 715.98 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Monthly Merchant Credit Card Fees (Up Due to Increased Card Use) | | | | | 12.0000 | 150.00 | 1,800.00 |
| | | | | | | | Requested Totals | \$1,800.00 |
| 6413 | Contracts - 28E | 144,900.00 | 144,900.00 | 144,900.00 | 146,400.00 | 143,430.32 | 146,400.00 | 143,430.32 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested CRPL 28E Agreement - Corrier, Polaris, Databases | | | | | 1.0000 | 143,600.00 | 143,600.00 |
| | Requested SIP2 Streaming Services Portal With CRPL | | | | | 1.0000 | 1,300.00 | 1,300.00 |
| | | | | | | | Requested Totals | \$144,900.00 |
| 6416 | Contracts - Real Estate Rental | .00 | .00 | .00 | .00 | .00 | .00 | 12,678.35 |
| 6419 | Contracts - Technology Service | 79,511.00 | 79,511.00 | 101,127.00 | 83,929.00 | 64,569.62 | 71,701.00 | 54,516.28 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Adobe Acrobat Public Use | | | | | 1.0000 | 360.00 | 360.00 |
| | Requested Adobe Acrobat Staff Use | | | | | 1.0000 | 360.00 | 360.00 |
| | Requested ark datacenter - Monthly Fee | | | | | 12.0000 | 120.00 | 1,440.00 |
| | Requested Beanstack Annual SLP Subscription Fee (increasing 5% in FY 26) | | | | | 1.0000 | 1,512.00 | 1,512.00 |
| | Requested Canva Subscription Fee for Patron Use - Annual | | | | | 1.0000 | 1,500.00 | 1,500.00 |
| | Requested Cisco Meraki Network Support | | | | | 1.0000 | 2,000.00 | 2,000.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Contractual Services | | | | | | | | |
| | Requested Cricket Annual Subscription Fee | | | | | 1.0000 130.00 | 130.00 | |
| | Requested Envisionware Annual Maintenance Fee - vendor increase for FY 26 | | | | | 1.0000 14,755.00 | 14,755.00 | |
| | Requested ESCI HVAC Controls/ Software Maintenance Fee with increase FY26 | | | | | 1.0000 17,010.00 | 17,010.00 | |
| | Requested Events Calendar Annual Contract Fee | | | | | 1.0000 9,250.00 | 9,250.00 | |
| | Requested Faronics Deep Freeze Software Annual Fee | | | | | 1.0000 4,500.00 | 4,500.00 | |
| | Requested Fuel Website Hosting & Maintenance for MPL.ORG Fee - Annual | | | | | 1.0000 1,850.00 | 1,850.00 | |
| | Requested ICN Public Internet and Wireless Fee - Monthly | | | | | 12.0000 288.00 | 3,456.00 | |
| | Requested Jamex Coin Op Software Fee - Monthly | | | | | 12.0000 35.00 | 420.00 | |
| | Requested Laptop Kiosk Software Subscription and Hardware Replacement Annu | | | | | 1.0000 3,955.00 | 3,955.00 | |
| | Requested Mersive Technologies License Fee - Meeting Room Technology Annu | | | | | 1.0000 4,200.00 | 4,200.00 | |
| | Requested Microsoft Licenses for Library Computers - Annual Fee | | | | | 1.0000 5,000.00 | 5,000.00 | |
| | Requested Omtech Laser Etcher Software 1st Year \$200 then \$30/ year | | | | | 1.0000 200.00 | 200.00 | |
| | Requested Panic Button Security Monitoring Fee - Annual (estimate from IT) | | | | | 1.0000 750.00 | 750.00 | |
| | Requested Password Vault Security Subscription Fee - Annual | | | | | 7.0000 60.00 | 420.00 | |
| | Requested Raspberry Pi YODECKS Subscription Fee (display monitors)- Annual | | | | | 1.0000 900.00 | 900.00 | |
| | Requested Security System Monitoring for Building Annual Fee | | | | | 1.0000 2,500.00 | 2,500.00 | |
| | Requested Verizon HotSpot Service for Bookmobile - Monthly for 2 SIM Cards | | | | | 12.0000 40.00 | 480.00 | |
| | Requested Volgistics Volunteer Management Database Fee - Monthly | | | | | 12.0000 95.00 | 1,140.00 | |
| | Requested Website Domain Fee MLN.COM - Annual Fee | | | | | 1.0000 40.00 | 40.00 | |
| | Requested Website Domain Fee MLN.ORG 3 Years - Due again in FY 29 | | | | | 1.0000 125.00 | 125.00 | |
| | Requested Website Domain Fee MPL.ORG - Annual Fee from GoDaddy | | | | | 1.0000 30.00 | 30.00 | |
| | Requested Website Hosting Fee HawkHost for MLN.ORG - Annual | | | | | 1.0000 40.00 | 40.00 | |
| | Requested Zoom Subscription Fee - Annual (includes 8% increase) | | | | | 1.0000 1,188.00 | 1,188.00 | |
| | | | | | | | Requested Totals | \$79,511.00 |
| 6423 | Contracts - Janitorial Services | 53,760.00 | 53,760.00 | 54,480.00 | 72,000.00 | 56,620.00 | 54,000.00 | 54,934.99 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Monthly Janitorial Fee | | | | | 12.0000 | 4,480.00 | 53,760.00 |
| | | | | | | | Requested Totals | \$53,760.00 |
| 6424 | Contracts - Office Equipment | 14,400.00 | 14,400.00 | 14,400.00 | 14,400.00 | 4,391.50 | 14,400.00 | 3,479.09 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Print and Copy Services | | | | | 12.0000 | 1,200.00 | 14,400.00 |
| | | | | | | | Requested Totals | \$14,400.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|--------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Contractual Services | | | | | | | | |
| 6425 | Contracts - Building Maintenance | 34,110.00 | 34,110.00 | 35,530.00 | 39,450.00 | 29,763.50 | 37,960.00 | 22,268.00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Ahern Water Backflow Permit/ Testing Fee - Annual | | | | | 1.0000 | 500.00 | 500.00 |
| | Requested Culinary Kitchen Maintenance/ Inspection - Semi-Annually | | | | | 2.0000 | 350.00 | 700.00 |
| | Requested Fire Alarm Inspection Fee - Annual (Estimate from Fire) | | | | | 1.0000 | 225.00 | 225.00 |
| | Requested Fire Alarm Monitoring Fee - Quarterly | | | | | 4.0000 | 150.00 | 600.00 |
| | Requested Fire Sprinkler Inspection Fee - Annual (Estimate from Fire) | | | | | 1.0000 | 425.00 | 425.00 |
| | Requested HVAC Mechanical Maintenance Contract Fee - Annual | | | | | 1.0000 | 20,000.00 | 20,000.00 |
| | Requested Kone Elevator Maintenance Contract Fee - Annual | | | | | 1.0000 | 4,000.00 | 4,000.00 |
| | Requested Kone Elevator Permit Fee (2 elevators - Annually) | | | | | 2.0000 | 250.00 | 500.00 |
| | Requested Orkin Bed Bug Dog Inspection Fee - Quarterly | | | | | 4.0000 | 850.00 | 3,400.00 |
| | Requested Partition Wall Maintenance for Community Room (2 walls) - Annual | | | | | 2.0000 | 500.00 | 1,000.00 |
| | Requested Pest Control Contract Fee - Monthly | | | | | 12.0000 | 80.00 | 960.00 |
| | Requested Security Alarm - Quarterly Monitoring (Per Mar) | | | | | 4.0000 | 180.00 | 720.00 |
| | Requested Water Softner Maintenance Fee - Monthly | | | | | 12.0000 | 90.00 | 1,080.00 |
| | | | | | | | Requested Totals | \$34,110.00 |
| 6499 | Contracts - Other Services | 9,600.00 | 9,600.00 | 9,600.00 | 4,200.00 | 5,572.30 | 4,200.00 | 2,698.60 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Solid waste/ Trash Removal Monthly Fee | | | | | 12.0000 | 200.00 | 2,400.00 |
| | Requested UMS Debt Collect Monthly Fee (offset by revenue line #4505) | | | | | 12.0000 | 600.00 | 7,200.00 |
| | | | | | | | Requested Totals | \$9,600.00 |
| | Contractual Services Totals | \$443,866.00 | \$443,366.00 | \$450,838.00 | \$431,334.00 | \$366,995.03 | \$350,910.00 | \$353,978.06 |
| Commodities | | | | | | | | |
| 6502 | Promotional Items | 6,000.00 | 4,000.00 | 6,000.00 | 6,000.00 | 5,057.34 | 10,000.00 | 8,415.21 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Promotional Give-Aways for City Showcase, Farmer's Market, etc. | | | | | 1.0000 | 3,000.00 | 3,000.00 |
| | Requested Promotional Items for Outreach, Bookmobile, etc. | | | | | 1.0000 | 3,000.00 | 3,000.00 |
| | | | | | | | Requested Totals | \$6,000.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|----------------------|--|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Commodities | | | | | | | | |
| 6506 | Office Supplies | 8,250.00 | 8,250.00 | 8,250.00 | 8,250.00 | 7,636.58 | 8,750.00 | 9,838.91 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | General Office Supplies | | | | 1.0000 | 8,250.00 | 8,250.00 |
| | | | | | | | Requested Totals | \$8,250.00 |
| 6507 | Operational Supplies | 46,200.00 | 46,200.00 | 45,365.00 | 34,765.00 | 33,915.15 | 26,935.00 | 39,464.97 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested | Barcode Labels for Materials | | | | 1.0000 | 300.00 | 300.00 |
| | Requested | Book Tape | | | | 1.0000 | 500.00 | 500.00 |
| | Requested | Copy Paper (offset by revenue from line #4504) | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested | Disc Cleaner Machine Distilled Water Gallons | | | | 50.0000 | 2.00 | 100.00 |
| | Requested | Disc Cleaner Machine Pads/ Detergent/ Replacement Parts | | | | 1.0000 | 650.00 | 650.00 |
| | Requested | DVD Replacement Cases | | | | 1.0000 | 1,500.00 | 1,500.00 |
| | Requested | Ear Buds (offset by line #4704) | | | | 1.0000 | 500.00 | 500.00 |
| | Requested | Enrich Iowa Direct Aid Purchases (offset by line #4420.06) | | | | 1.0000 | 10,500.00 | 10,500.00 |
| | Requested | Fax Service Cards (offset by revenue from line #4506) | | | | 1.0000 | 75.00 | 75.00 |
| | Requested | General Summer Library Program Supplies | | | | 1.0000 | 1,500.00 | 1,500.00 |
| | Requested | Interior Signage | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested | Label Tape | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested | Laminator Supplies | | | | 1.0000 | 125.00 | 125.00 |
| | Requested | Library Cards | | | | 1.0000 | 2,000.00 | 2,000.00 |
| | Requested | MakerSpace Equipment Repair Parts (offset by revenue from #4704) | | | | 1.0000 | 500.00 | 500.00 |
| | Requested | MakerSpace Laser Etcher Replacement Filters (offset by #4704) | | | | 4.0000 | 250.00 | 1,000.00 |
| | Requested | MakerSpace Supplies 3D Printer Filament, Cricket, Laser Etcher | | | | 1.0000 | 5,000.00 | 5,000.00 |
| | Requested | Name Tags Staff/ Board Members | | | | 1.0000 | 200.00 | 200.00 |
| | Requested | Pens, Pencils, Paper Clips etc For Patron Use | | | | 1.0000 | 3,000.00 | 3,000.00 |
| | Requested | Programming Supplies - Adult Programs | | | | 1.0000 | 4,000.00 | 4,000.00 |
| | Requested | Programming Supplies - Babies/ Toddlers | | | | 1.0000 | 3,500.00 | 3,500.00 |
| | Requested | Programming Supplies - Elementary School | | | | 1.0000 | 3,500.00 | 3,500.00 |
| | Requested | Programming Supplies - Teens | | | | 1.0000 | 3,500.00 | 3,500.00 |
| | Requested | Receipt Paper - Cash Registers | | | | 1.0000 | 750.00 | 750.00 |
| | Requested | RFID Book Tags | | | | 1.0000 | 500.00 | 500.00 |
| | | | | | | | Requested Totals | \$46,200.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Commodities | | | | | | | | |
| 6508 | Postage/Shipping | 11,000.00 | 6,000.00 | 10,200.00 | 5,800.00 | 3,880.58 | 5,500.00 | 6,032.96 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Direct Mailing for Annual Report | | | | | 1.0000 | 5,000.00 | 5,000.00 |
| | Requested Postage For Library Late Notices - Monthly | | | | | 12.0000 | 350.00 | 4,200.00 |
| | Requested Postage/ Shipping For Library Homebound Materials (offsets #4704 | | | | | 12.0000 | 150.00 | 1,800.00 |
| | | | | | | | Requested Totals | \$11,000.00 |
| 6510 | Forms/Printing Services | 9,450.00 | 7,950.00 | 8,950.00 | 8,960.00 | 3,217.98 | 8,760.00 | 7,994.28 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Bookmobile Handouts and Promotional Literature | | | | | 1.0000 | 1,500.00 | 1,500.00 |
| | Requested Business Cards | | | | | 1.0000 | 250.00 | 250.00 |
| | Requested Custom Bookmarks, Promotional Posters, etc. | | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested Printing for Annual Report | | | | | 1.0000 | 3,500.00 | 3,500.00 |
| | Requested Printing for SLP Program Guide | | | | | 1.0000 | 3,200.00 | 3,200.00 |
| | | | | | | | Requested Totals | \$9,450.00 |
| 6511 | Janitorial Supplies | 10,600.00 | 10,600.00 | 10,600.00 | 10,000.00 | 8,854.49 | 14,300.00 | 10,881.49 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Cleaning Products | | | | | 1.0000 | 4,600.00 | 4,600.00 |
| | Requested General Restroom Non-Paper Products | | | | | 1.0000 | 2,800.00 | 2,800.00 |
| | Requested General Restroom Paper Products | | | | | 1.0000 | 2,600.00 | 2,600.00 |
| | Requested Water Fountain Replacement Filters Annually | | | | | 1.0000 | 600.00 | 600.00 |
| | | | | | | | Requested Totals | \$10,600.00 |
| 6513 | Vehicle Operating Supplies | 9,600.00 | 9,600.00 | 5,000.00 | .00 | 110.92 | .00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Bookmobile Annual Maintenance | | | | | 1.0000 | 1,000.00 | 1,000.00 |
| | Requested Bookmobile Gasoline | | | | | 1.0000 | 5,000.00 | 5,000.00 |
| | Requested Bookmobile Lift Gate Maintenance and Repairs | | | | | 1.0000 | 2,000.00 | 2,000.00 |
| | Requested Bookmobile Oil Change | | | | | 2.0000 | 300.00 | 600.00 |
| | Requested Library Car Gasoline | | | | | 1.0000 | 500.00 | 500.00 |
| | Requested Library Car Maintenance and Repairs | | | | | 1.0000 | 500.00 | 500.00 |
| | | | | | | | Requested Totals | \$9,600.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|---|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Commodities | | | | | | | | |
| 6514 | Medical Supplies | 2,295.00 | 2,295.00 | 2,295.00 | 2,295.00 | 585.69 | 1,295.00 | 1,959.84 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested AED Battery Replacement | | | | | 3.0000 | 500.00 | 1,500.00 |
| | Requested CINTAS First Aid Kit Maintenance - Monthly | | | | | 12.0000 | 60.00 | 720.00 |
| | Requested General First Aid Supplies for Public Desks Bandages, Wipes etc | | | | | 1.0000 | 75.00 | 75.00 |
| | | | | | | | Requested Totals | \$2,295.00 |
| 6560 | Pre-Employment Screening | 404.00 | 404.00 | 434.00 | 434.00 | .00 | 272.00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested New Employee Background and Drug Screen | | | | | 2.0000 | 40.00 | 80.00 |
| | Requested Pre-Employment Physicals | | | | | 2.0000 | 162.00 | 324.00 |
| | | | | | | | Requested Totals | \$404.00 |
| 6580 | Technology | 15,850.00 | 15,850.00 | 2,850.00 | .00 | 3,643.18 | .00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested 4 additional security cameras (meeting rooms) | | | | | 4.0000 | 3,250.00 | 13,000.00 |
| | Requested Library Technology | | | | | 1.0000 | 2,850.00 | 2,850.00 |
| | | | | | | | Requested Totals | \$15,850.00 |
| 6590 | Events & Meetings | 2,050.00 | .00 | 1,000.00 | 1,000.00 | 874.58 | 1,600.00 | 1,052.66 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Catering for Internal Staff Training Days | | | | | 2.0000 | 500.00 | 1,000.00 |
| | Requested Catering for Meals and Events Hosted for the Public | | | | | 1.0000 | 650.00 | 650.00 |
| | Requested Volunteer Appreciation Event | | | | | 1.0000 | 200.00 | 200.00 |
| | Requested Wayfinding Signage for Special Events | | | | | 1.0000 | 200.00 | 200.00 |
| | | | | | | | Requested Totals | \$2,050.00 |
| 6599 | Misc Commodities/Expenses | 5,250.00 | 5,250.00 | 5,200.00 | 11,000.00 | 10,514.59 | 11,000.00 | 8,967.26 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested Equipment Replacement Purchases | | | | | 1.0000 | 250.00 | 250.00 |
| | Requested Replacement of Office Equipment | | | | | 1.0000 | 5,000.00 | 5,000.00 |
| | | | | | | | Requested Totals | \$5,250.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|---|---|--------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| | Commodities Totals | \$126,949.00 | \$116,399.00 | \$106,144.00 | \$88,504.00 | \$78,291.08 | \$88,412.00 | \$94,607.58 |
| | Capital Outlay | | | | | | | |
| 6711 | Furniture | 18,500.00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Furniture for children's interactive play area | | | 1.0000 | 9,500.00 | 9,500.00 | |
| | Requested | Wayfinding signage and shelving for library collections | | | 1.0000 | 9,000.00 | 9,000.00 | |
| | | | | | | Requested Totals | \$18,500.00 | |
| 6712 | Equipment | .00 | .00 | 8,000.00 | 200.00 | .00 | 150.00 | 264.94 |
| 6713 | Office Equipment | .00 | .00 | .00 | 5,000.00 | 109.00 | 5,000.00 | 5,445.83 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | 2,850.00 | .00 | 2,700.00 | 3,072.17 |
| 6715 | Software | .00 | .00 | .00 | 5,775.00 | 1,867.97 | 5,723.00 | 5,507.94 |
| 6717 | Small Project Costs | 22,500.00 | .00 | .00 | 1,100.00 | .00 | 1,100.00 | 1,000.00 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Outdoor Terrace Roof and Drain Modification (non-recurring) | | | 1.0000 | 22,500.00 | 22,500.00 | |
| | | | | | | Requested Totals | \$22,500.00 | |
| 6718.01 | Library Materials Adult Materials | 83,160.00 | 83,160.00 | 75,560.00 | 63,560.00 | 73,328.64 | 63,560.00 | 69,202.59 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Adult Materials for Bookmobile | | | 1.0000 | 7,600.00 | 7,600.00 | |
| | Requested | Adult Materials for Library Building | | | 1.0000 | 75,560.00 | 75,560.00 | |
| | | | | | | Requested Totals | \$83,160.00 | |
| 6718.02 | Library Materials Young Adult Materials | 8,800.00 | 8,800.00 | 8,000.00 | 20,000.00 | 22,248.09 | 20,000.00 | 9,367.71 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Young Adult Materials for Bookmobile | | | 1.0000 | 800.00 | 800.00 | |
| | Requested | Young Adult Materials for Library | | | 1.0000 | 8,000.00 | 8,000.00 | |
| | | | | | | Requested Totals | \$8,800.00 | |
| 6718.03 | Library Materials Children's Materials | 60,500.00 | 60,500.00 | 54,500.00 | 54,500.00 | 54,535.18 | 54,500.00 | 67,205.79 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Children's Materials for Bookmobile | | | 1.0000 | 6,000.00 | 6,000.00 | |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--------------------------|--|----------------|------------|---------------------|---------------------|-------------------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Capital Outlay | | | | | | | | |
| | Requested Children's Materials for Library | | | | | 1.0000 54,500.00 | | 54,500.00 |
| | Requested Totals | | | | | | | \$60,500.00 |
| 6718.04 | Library Materials Audio Materials | 36,000.00 | 36,000.00 | 32,500.00 | 32,500.00 | 23,699.96 | 32,500.00 | 27,018.82 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units Cost Per Unit | | Total Amount |
| | Requested Audio Materials for Bookmobile | | | | | 1.0000 3,500.00 | | 3,500.00 |
| | Requested Audio Materials for Library | | | | | 1.0000 32,500.00 | | 32,500.00 |
| | Requested Totals | | | | | | | \$36,000.00 |
| 6718.05 | Library Materials Video Materials | 18,000.00 | 18,000.00 | 16,000.00 | 16,000.00 | 12,933.41 | 16,000.00 | 27,347.72 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units Cost Per Unit | | Total Amount |
| | Requested Video Materials for Bookmobile | | | | | 1.0000 2,000.00 | | 2,000.00 |
| | Requested Video Materials for Library | | | | | 1.0000 16,000.00 | | 16,000.00 |
| | Requested Totals | | | | | | | \$18,000.00 |
| 6718.06 | Library Materials Downloadable Books | 15,000.00 | 15,000.00 | 10,000.00 | 8,500.00 | 13,071.10 | 8,500.00 | 9,524.14 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units Cost Per Unit | | Total Amount |
| | Requested Hoopla Digital Books- eBooks, Comics, Magazines | | | | | 1.0000 15,000.00 | | 15,000.00 |
| | Requested Totals | | | | | | | \$15,000.00 |
| 6718.07 | Library Materials Downloadable Media | 76,500.00 | 76,500.00 | 50,000.00 | 43,000.00 | 65,802.43 | 43,000.00 | 48,428.91 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units Cost Per Unit | | Total Amount |
| | Requested Freegal Music Download and Streaming | | | | | 1.0000 9,000.00 | | 9,000.00 |
| | Requested Hoopla Digital A/V - Audio Books, TV & Movies, & Music | | | | | 1.0000 60,000.00 | | 60,000.00 |
| | Requested Kanopy Streaming Video | | | | | 1.0000 7,500.00 | | 7,500.00 |
| | Requested Totals | | | | | | | \$76,500.00 |
| 6718.08 | Library Materials Other | 51,380.00 | 51,380.00 | 44,217.00 | 27,160.00 | 35,890.40 | 27,160.00 | 33,651.62 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units Cost Per Unit | | Total Amount |
| | Requested America's News/ Newsbank | | | | | 1.0000 3,650.00 | | 3,650.00 |
| | Requested Author Consortia Annual Fee (includes 5% Cost increase for FY 26 | | | | | 1.0000 4,725.00 | | 4,725.00 |
| | Requested Baking Pans Collection | | | | | 1.0000 500.00 | | 500.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|---------------------------------|--|------------------|------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Capital Outlay | | | | | | | | |
| Requested | CollectionHQ (Replaces iVox and Gale) | | | | | 1.0000 | 6,750.00 | 6,750.00 |
| Requested | ComicsPlus Online Graphic Novels | | | | | 1.0000 | 1,375.00 | 1,375.00 |
| Requested | EBSCO Library Aware - Annual Fee | | | | | 1.0000 | 1,859.00 | 1,859.00 |
| Requested | EBSCO Library AwareDatabase includes 4% Cost increase for FY 26) | | | | | 1.0000 | 1,939.00 | 1,939.00 |
| Requested | EBSCO Reference & Database (includes 4% Cost increase for FY 26) | | | | | 1.0000 | 4,166.00 | 4,166.00 |
| Requested | Fiero Coding Database | | | | | 1.0000 | 4,500.00 | 4,500.00 |
| Requested | Library of Things Collection | | | | | 1.0000 | 500.00 | 500.00 |
| Requested | Niche Academy Database - Includes increase of 5% for FY 26 | | | | | 1.0000 | 3,150.00 | 3,150.00 |
| Requested | OCLC/ Cat Express/ State Library MARC Records | | | | | 1.0000 | 2,000.00 | 2,000.00 |
| Requested | Omeka Site Maintenance/ Hosting (Oral Derecho History) | | | | | 1.0000 | 1,100.00 | 1,100.00 |
| Requested | Print Periodicals - Includes increase of 5% from vendor for FY26 | | | | | 1.0000 | 4,725.00 | 4,725.00 |
| Requested | ProQuest Ancestry.com Database Annual Fee (5% increase for FY26) | | | | | 1.0000 | 1,969.00 | 1,969.00 |
| Requested | ProQuest Fold3 Database Annual Fee (5% Cost increase for FY 26)) | | | | | 1.0000 | 1,737.00 | 1,737.00 |
| Requested | Puzzles & Games Collection | | | | | 1.0000 | 500.00 | 500.00 |
| Requested | Swank Movie License Fee | | | | | 1.0000 | 550.00 | 550.00 |
| Requested | Value Line Subscription Fee - Annual (Vendor increased) | | | | | 1.0000 | 4,685.00 | 4,685.00 |
| Requested | Video Games Collection | | | | | 1.0000 | 500.00 | 500.00 |
| Requested | Vinyl Records Collection | | | | | 1.0000 | 500.00 | 500.00 |
| | | | | | | Requested Totals | | \$51,380.00 |
| Capital Outlay Totals | | \$390,340.00 | \$349,340.00 | \$298,777.00 | \$280,145.00 | \$303,486.18 | \$279,893.00 | \$307,038.18 |
| Transfers | | | | | | | | |
| 6910.02 | Transfers Out To Equipment Reserve Fund | .00 | .00 | .00 | .00 | .00 | 50,000.00 | 50,000.00 |
| Transfers Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| Department 410 - Library Totals | | \$3,193,548.00 | \$3,138,625.00 | \$2,999,135.00 | \$2,706,505.00 | \$2,553,975.83 | \$2,634,577.00 | \$2,403,010.97 |
| EXPENSE TOTALS | | \$3,193,548.00 | \$3,138,625.00 | \$2,999,135.00 | \$2,706,505.00 | \$2,553,975.83 | \$2,634,577.00 | \$2,403,010.97 |
| Fund 101 - General Fund Totals | | | | | | | | |
| REVENUE TOTALS | | \$254,136.00 | \$254,136.00 | \$220,703.00 | \$230,400.00 | \$236,408.52 | \$213,600.00 | \$224,758.70 |
| EXPENSE TOTALS | | \$3,193,548.00 | \$3,138,625.00 | \$2,999,135.00 | \$2,706,505.00 | \$2,553,975.83 | \$2,634,577.00 | \$2,403,010.97 |
| Fund 101 - General Fund Totals | | (\$2,939,412.00) | (\$2,884,489.00) | (\$2,778,432.00) | (\$2,476,105.00) | (\$2,317,567.31) | (\$2,420,977.00) | (\$2,178,252.27) |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|-----------------------------------|---|----------------|------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 105 - Equipment Reserve Fund | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Other Financing Sources | | | | | | | | |
| Other Non-Revenue (Transfers) | | | | | | | | |
| 4802.01 | Transfer In From General Fund | .00 | .00 | .00 | .00 | .00 | 50,000.00 | 50,000.00 |
| | Other Non-Revenue (Transfers) Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| | Other Financing Sources Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| | Department 410 - Library Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| | REVENUE TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Commodities | | | | | | | | |
| 6580 | Technology | 4,800.00 | 4,800.00 | 10,660.00 | 13,800.00 | 10,549.49 | .00 | .00 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested 410T-0014 - TB-LIB-25 Bill Carroll | | | | | 1.0000 | 1,600.00 | 1,600.00 |
| | Requested 410T-0015 - TB-LIB-05 Lara Moellers | | | | | 1.0000 | 1,600.00 | 1,600.00 |
| | Requested 410T-0017 - TB-LIB-01 - Sydney Kaup | | | | | 1.0000 | 1,600.00 | 1,600.00 |
| | | | | | | | Requested Totals | \$4,800.00 |
| | Commodities Totals | \$4,800.00 | \$4,800.00 | \$10,660.00 | \$13,800.00 | \$10,549.49 | \$0.00 | \$0.00 |
| Capital Outlay | | | | | | | | |
| 6711 | Furniture | 2,100.00 | 2,100.00 | .00 | .00 | .00 | .00 | 41,752.01 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested 410-0015 Lolah Oval Cocktail Outdoor Table with Glass | | | | | 1.0000 | 2,100.00 | 2,100.00 |
| | | | | | | | Requested Totals | \$2,100.00 |
| 6712 | Equipment | 23,100.00 | 23,100.00 | .00 | .00 | .00 | .00 | 20,253.89 |
| | Budget Transactions | | | | | | | |
| | Level Transaction | | | | | Number of Units | Cost Per Unit | Total Amount |
| | Requested 410-0118 Glowforge | | | | | 1.0000 | 6,700.00 | 6,700.00 |
| | Requested 410-0127 Touch Table | | | | | 1.0000 | 7,400.00 | 7,400.00 |
| | Requested 410-0145 AED Defibrillator info desk | | | | | 1.0000 | 2,400.00 | 2,400.00 |
| | Requested 410-0146 AED Defibrillator community room | | | | | 1.0000 | 2,400.00 | 2,400.00 |
| | Requested 410-0147 AED Defibrillator reference desk | | | | | 1.0000 | 2,400.00 | 2,400.00 |
| | Requested 410-0238 Bike battery for library bikes (2 bikes) | | | | | 2.0000 | 600.00 | 1,200.00 |
| | Requested 410-0239 Carpet for floor of Baby Garden | | | | | 1.0000 | 600.00 | 600.00 |
| | | | | | | | Requested Totals | \$23,100.00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | .00 | .00 | 112,934.34 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|--|---------------------------------|------------------------------------|---------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 105 - Equipment Reserve Fund | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Capital Outlay | | | | | | | | |
| 6715 | Software | .00 | .00 | .00 | .00 | .00 | .00 | 852.00 |
| | Capital Outlay Totals | \$25,200.00 | \$25,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,792.24 |
| | Department 410 - Library Totals | \$30,000.00 | \$30,000.00 | \$10,660.00 | \$13,800.00 | \$10,549.49 | \$0.00 | \$175,792.24 |
| | EXPENSE TOTALS | \$30,000.00 | \$30,000.00 | \$10,660.00 | \$13,800.00 | \$10,549.49 | \$0.00 | \$175,792.24 |
| Fund 105 - Equipment Reserve Fund Totals | | | | | | | | |
| | REVENUE TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| | EXPENSE TOTALS | \$30,000.00 | \$30,000.00 | \$10,660.00 | \$13,800.00 | \$10,549.49 | \$0.00 | \$175,792.24 |
| Fund 105 - Equipment Reserve Fund Totals | | (\$30,000.00) | (\$30,000.00) | (\$10,660.00) | (\$13,800.00) | (\$10,549.49) | \$50,000.00 | (\$125,792.24) |
| Fund 130 - Special Revenue | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Misc Revenues | | | | | | | | |
| 4701.01 | Donations General | 40,000.00 | 40,000.00 | 20,000.00 | 5,000.00 | 39,841.49 | 20,000.00 | 25,707.99 |
| | Budget Transactions | | | | | | | |
| | Level | Transaction | | | Number of Units | Cost Per Unit | Total Amount | |
| | Requested | Estimate of Grants/ Gifts Expended | | | 1.0000 | 40,000.00 | 40,000.00 | |
| | | | | | | Requested Totals | \$40,000.00 | |
| 4708.01 | Other Contributions General | .00 | .00 | 10,000.00 | .00 | 25,000.00 | .00 | .00 |
| | Misc Revenues Totals | \$40,000.00 | \$40,000.00 | \$30,000.00 | \$5,000.00 | \$64,841.49 | \$20,000.00 | \$25,707.99 |
| | Department 410 - Library Totals | \$40,000.00 | \$40,000.00 | \$30,000.00 | \$5,000.00 | \$64,841.49 | \$20,000.00 | \$25,707.99 |
| | REVENUE TOTALS | \$40,000.00 | \$40,000.00 | \$30,000.00 | \$5,000.00 | \$64,841.49 | \$20,000.00 | \$25,707.99 |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Contractual Services | | | | | | | | |
| 6499 | Contracts - Other Services | .00 | .00 | .00 | .00 | .00 | .00 | 300.00 |
| | Contractual Services Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|-----------------------------------|--------------------------------------|----------------|---------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 130 - Special Revenue | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Commodities | | | | | | | | |
| 6590 | Events & Meetings | .00 | .00 | 2,500.00 | 2,500.00 | 2,653.37 | 2,500.00 | 825.00 |
| 6599 | Misc Commodities/Expenses | .00 | 75,000.00 | 30,000.00 | 15,000.00 | 32,106.56 | .00 | 28,952.98 |
| | Commodities Totals | \$0.00 | \$75,000.00 | \$32,500.00 | \$17,500.00 | \$34,759.93 | \$2,500.00 | \$29,777.98 |
| Department 410 - Library Totals | | \$0.00 | \$75,000.00 | \$32,500.00 | \$17,500.00 | \$34,759.93 | \$2,500.00 | \$30,077.98 |
| EXPENSE TOTALS | | \$0.00 | \$75,000.00 | \$32,500.00 | \$17,500.00 | \$34,759.93 | \$2,500.00 | \$30,077.98 |
| Fund 130 - Special Revenue Totals | | | | | | | | |
| REVENUE TOTALS | | \$40,000.00 | \$40,000.00 | \$30,000.00 | \$5,000.00 | \$64,841.49 | \$20,000.00 | \$25,707.99 |
| EXPENSE TOTALS | | \$0.00 | \$75,000.00 | \$32,500.00 | \$17,500.00 | \$34,759.93 | \$2,500.00 | \$30,077.98 |
| Fund 130 - Special Revenue Totals | | \$40,000.00 | (\$35,000.00) | (\$2,500.00) | (\$12,500.00) | \$30,081.56 | \$17,500.00 | (\$4,369.99) |
| Fund 301 - Capital Projects | | | | | | | | |
| REVENUE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Intergovernmental | | | | | | | | |
| 4400.01 | Federal Grants/Contributions General | .00 | .00 | 100,000.00 | .00 | .00 | .00 | .00 |
| 4420.01 | State Contributions General | .00 | .00 | .00 | .00 | .00 | .00 | 117,877.27 |
| | Intergovernmental Totals | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 | \$117,877.27 |
| Misc Revenues | | | | | | | | |
| 4701.01 | Donations General | .00 | .00 | .00 | .00 | 519,429.00 | 1,000,000.00 | 453,651.00 |
| | Misc Revenues Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$519,429.00 | \$1,000,000.00 | \$453,651.00 |
| Department 410 - Library Totals | | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$519,429.00 | \$1,000,000.00 | \$571,528.27 |
| REVENUE TOTALS | | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$519,429.00 | \$1,000,000.00 | \$571,528.27 |



Budget Worksheet Report

Budget Year 2026

| Account | Account Description | 2026 Requested | 2026 Draft | 2025 Adopted Budget | 2024 Adopted Budget | 2024 Actual Amount | 2023 Adopted Budget | 2023 Actual Amount |
|------------------------------------|-------------------------------|------------------|------------------|---------------------|---------------------|--------------------|---------------------|--------------------|
| Fund 301 - Capital Projects | | | | | | | | |
| EXPENSE | | | | | | | | |
| Department 410 - Library | | | | | | | | |
| Capital Outlay | | | | | | | | |
| 6712 | Equipment | .00 | .00 | 200,000.00 | .00 | .00 | .00 | .00 |
| 6714 | Technology Hardware/Equipment | .00 | .00 | .00 | .00 | 2,580.00 | .00 | .00 |
| 6750 | Project Costs | .00 | 125,000.00 | 231,000.00 | .00 | 697,596.99 | .00 | 1,143,167.20 |
| | Capital Outlay Totals | \$0.00 | \$125,000.00 | \$431,000.00 | \$0.00 | \$700,176.99 | \$0.00 | \$1,143,167.20 |
| Department 410 - Library Totals | | \$0.00 | \$125,000.00 | \$431,000.00 | \$0.00 | \$700,176.99 | \$0.00 | \$1,143,167.20 |
| | EXPENSE TOTALS | \$0.00 | \$125,000.00 | \$431,000.00 | \$0.00 | \$700,176.99 | \$0.00 | \$1,143,167.20 |
| Fund 301 - Capital Projects Totals | | | | | | | | |
| | REVENUE TOTALS | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$519,429.00 | \$1,000,000.00 | \$571,528.27 |
| | EXPENSE TOTALS | \$0.00 | \$125,000.00 | \$431,000.00 | \$0.00 | \$700,176.99 | \$0.00 | \$1,143,167.20 |
| Fund 301 - Capital Projects Totals | | \$0.00 | (\$125,000.00) | (\$331,000.00) | \$0.00 | (\$180,747.99) | \$1,000,000.00 | (\$571,638.93) |
| | Net Grand Totals | | | | | | | |
| | REVENUE GRAND TOTALS | \$294,136.00 | \$294,136.00 | \$350,703.00 | \$235,400.00 | \$820,679.01 | \$1,283,600.00 | \$871,994.96 |
| | EXPENSE GRAND TOTALS | \$3,223,548.00 | \$3,368,625.00 | \$3,473,295.00 | \$2,737,805.00 | \$3,299,462.24 | \$2,637,077.00 | \$3,752,048.39 |
| | Net Grand Totals | (\$2,929,412.00) | (\$3,074,489.00) | (\$3,122,592.00) | (\$2,502,405.00) | (\$2,478,783.23) | (\$1,353,477.00) | (\$2,880,053.43) |



Pipe Pro Inc.
6633 8TH Street SW
Cedar Rapids, Iowa 52404
Phone: (319) 365-2960
Fax: (319) 365-2954

MECHANICAL CONTRACTOR

Air Conditioning, Refrigeration, Process Piping, Plumbing, and Heating

Date: April 9, 2025

Billing Address: Marion Library
1101 6th Avenue
Marion, Iowa 52302

Service Location: Marion Library
1101 6th Avenue
Marion, Iowa 52302

To: Marion Library,
The following is a proposal and agreement to maintain your HVAC equipment at the above listed location.
This agreement includes the following:

Inspection Frequency: Quarterly

- 8 Building Pumps
 - CPDOAS-1 AHU Pump
 - CWPP-1 Chiller Pump
 - CWSP-1 Building Chilled Water Pump
 - CWSP-2 Building Chilled Water Pump
 - HWSP-1 Building Heating Water Pump
 - HWSP-2 Building Heating Water Pump
 - HWPP-1 Boiler Pump
 - HWPP-2 Boiler Pump
 - SMWP-1 Snow Melt
- 2 Condensing Boilers
 - Boiler 1
 - Boiler2
- 1 Custom Air Handling Unit
- 1 Air Cooled Chiller

Spring 2025
Summer 2025
Fall 202
Winter 2025/2026

Inspection Frequency: Semi Annually

- 40 Fan Coil Units

Summer 2025
Winter 2025/2026

Total Investment: Annually..... \$19,635.00 (excludes tax)

This Price Includes:

- All filters twice a year
- DOAS filter four times a year
- Once a year Boiler inspection
- Belts once a year
- Cleaning Chemicals
- Labor
- Spring Condenser Cleaning

Additional Costs:

- If at any time during our preventative maintenance work we find additional repairs, the following process will be followed:
- You will be informed of the extra repairs needed
 - A quote will be given to you for the cost of labor and materials
 - We will not proceed on these repairs until written or verbal permission is given

Benefits of having a preventative maintenance agreement with us:

- Priority service guaranteeing you the fastest service
- No trip charges or fuel surcharges
- Less equipment breakdowns
- Lower utility costs
- Extended equipment life
- Quality products

Note: Not responsible for damaging ceiling tiles while performing preventative maintenance.

We appreciate the opportunity to quote this work to you. It is our goal that by performing regular preventative maintenance, we can keep unexpected equipment malfunctions to a minimum, as well as generate equipment longevity while providing quality service. If you have any questions or concerns about the contents of this agreement please feel free to call or email us!

Jeff Lorimer
Service Manager
Office: (319) 365-2960
Cell: (319) 551-6844
Email: jlorimer@pipeproinc.com

Kallie Kirk
Service Coordinator
Office: (319) 365-2960
Fax: (319) 365-2954
Email: kalliekirk@pipeproinc.com

Signature: _____

Date: _____

This proposal is good for 30 days
Contract renews annually
All agreements are reviewed annually by Pipe Pro Inc.

Art Policy



Scope of Policy

| | | | |
|--------|--|-----------------|--------------------------------------|
| Scope: | Manage selection, acquisition, and deaccession of art in the library | Effective Date: | Revised 54/1321/2024 2025 |
|--------|--|-----------------|--------------------------------------|

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

- ~~1.~~ An *ad hoc* Arts Advisory Committee created by the Library Board will meet as needed and ~~will can~~ include up to ~~three-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.
~~1. a member of the Marion Arts Council, and, if deemed necessary, a professional artist from the Metro or Eastern Iowa area who has specific experience with the type of work under consideration.~~

II. Arts Advisory Committee Responsibilities

- ~~1.~~ To make recommendations to the Library Board regarding selection and location of art displayed in the library.
- ~~1-2.~~ To review all items offered as gifts and make recommendations for acceptance or denials.
- ~~2-3.~~ To represent the Library Board in preliminary negotiations with potential donors of objects or funds for objects.
- ~~3-4.~~ 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.
- ~~4-5.~~ To serve as liaison among-between potential donors, the Library Board, and the Library Director.
- ~~5-6.~~ 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

- Objects may be added to the collection by means of gifts, bequests, purchases, exchanges, or any other transactions.
- The person submitting the work for consideration must provide professional quality slides or photos, clearly labeled with relevant information.
- If required, mounting and framing must be of museum quality to ensure preservation of the piece.

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Art Policy



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 Arts Advisory Committee and~~ 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 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.

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

Art Policy



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 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 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.

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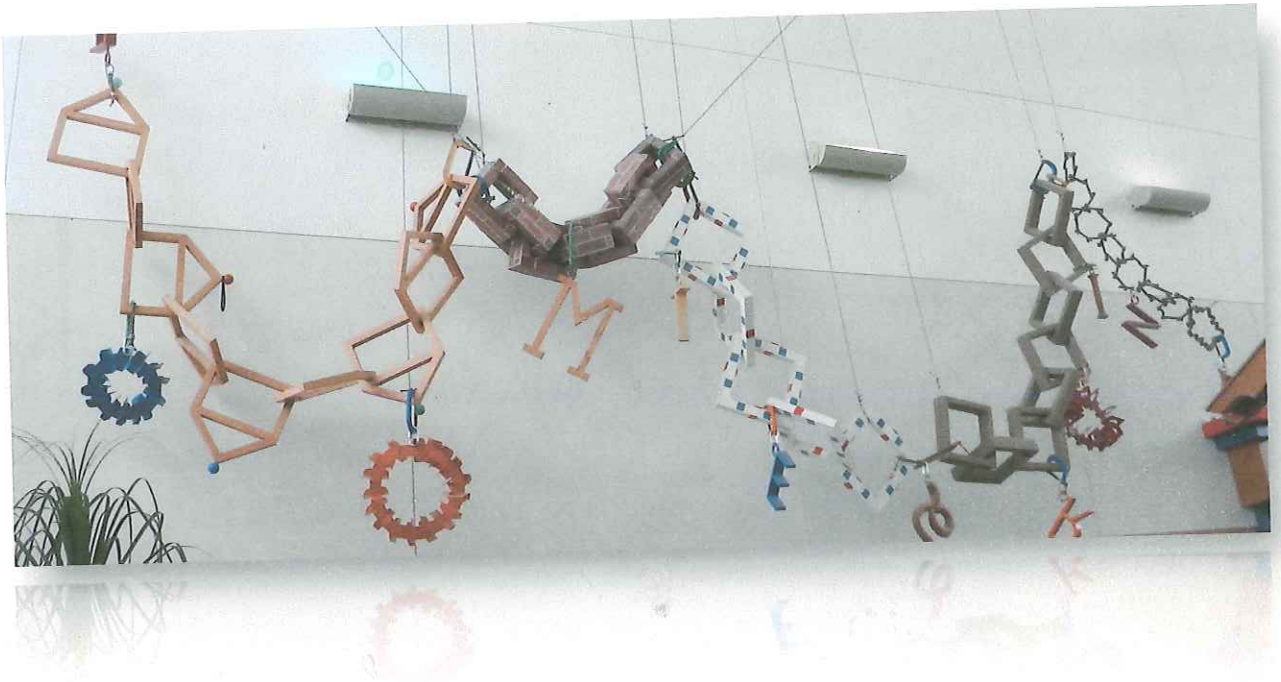
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Gilded Pear Gallery

FINE ART • FRAMING • APPRAISALS

808 Third Avenue Southeast
Cedar Rapids, Iowa 52403



APPRAISAL REPORT:

Fine Art Insurance Appraisal for
Marion Public Library, April, 2013

Suzy McGrane-Hop, ISA CAPP
Appraiser and Fine Art Consultant
319.366.0205
808 Third Avenue Southeast
Cedar Rapids, Iowa 52403



Gilded Pear Gallery

FINE ART • FRAMING • APPRAISALS

808 Third Avenue Southeast
Cedar Rapids, Iowa 52403

April 26, 2013

Mr. Doug Raber
Marion Public Library
1095 Sixth Avenue
Marion, Iowa 52302

Dear Mr. Raber,

As was requested on March 19, 2013, I conducted an appraisal inspection of several selected works of art, understood to be owned by The Marion Public Library on March 25, 2013. The appraisal inspection was conducted in your presence at The Marion Public Library, located at 1095 Sixth Avenue Marion, Iowa.

OBJECTIVE AND INTENDED USE OF APPRAISAL:

The objective of the appraisal was to determine the replacement cost of the listed items for use in establishing your insurance needs. The value conclusions are effective as of the inspection date. This summary appraisal is to be used only for the intended use of obtaining insurance coverage. Any other use of this appraisal (such as for selling the property or for income tax deduction purposes) renders it null and void. This summary appraisal report is intended for use by you; my client, and your insurer, use of this report by others is not intended. Values stated do not reflect any additional expenses which might be incurred in purchasing replacement items such as sales tax or shipping costs.

APPROACHES TO VALUE AND DEFINITIONS:

In this summary report, either the cost approach to valuation (the cost approach compares the item being appraised with the cost to replace the item with a new substitute, or to reproduce the item) and/or the market data approach to valuation (the market data approach compares the item being appraised with sales of similar sold properties) has been used.

In summary, the replacement value of the appraised property totals **\$67,811.00**. Replacement value is defined as the price at which each piece would most commonly be purchased by the public. Different types of replacement costs have been used:

1. Replacement cost new is the cost necessary to replace the items being appraised with NEW items of like kind, quality and utility. This definition assumes that an exact substitute can be found for property being appraised or recognizes that the item is being upgraded to a newer model, style, etc. Replacement cost new is used primarily for items that are still being produced and/or are still available on the open market. Examples include signed, numbered, limited edition prints and original prints where another number from the edition can be acquired.

Suzy McGrane-Hop, ISA CAPP
Appraiser and Fine Art Consultant

319.366.0205
808 Third Avenue Southeast
Cedar Rapids, Iowa 52403

Insurance Appraisal for Marion Public Library
Suzy McGrane-Hop, ISA CAPP

Page 1 of 51
April 26, 2013

2. Replacement cost comparable is the cost necessary to replace the items being appraised with COMPARABLE items of property of like kind, age, quality, and utility having similar wear and tear, decay or defects. Replacement cost comparable assumes that exact duplicates cannot be found for the property being appraised. Replacement cost comparable is useful when estimating values for collectibles or works of art by a deceased artist.
3. Replacement value may also have been estimated by determining the item's reproduction cost. Reproduction cost is defined as the total cost to construct an exact replica, using the same materials and construction techniques as the original, by a qualified artist or craftsman. The cost approach is used for unusual items which cannot be purchased new within a reasonable amount of time and which are capable of being reproduced.

THE SCOPE OF WORK:

The scope of work included careful examining the items in person, noting details about the works including the condition of the works, researching various comparable sales in the marketplace, and writing the report in a summary format.

MARKET RESEARCH AND ANALYSIS:

For items for which replacement items could not be found for sale in the marketplace, the sales comparison approach to valuation was used to estimate replacement cost. In the sales comparison approach, the market is researched to locate comparable items that have sold in the recent past in order to establish market value that can be used as an indicator of anticipated replacement cost. Other approaches to value, such as the income approach, were not applicable.

Markets explored were retail markets such as art galleries and/or art dealers. In general, due to the decline of the financial markets since the fall of 2008, there are more sellers for art than buyers, which make the markets unbalanced.

In general, values are estimated by consultation with and/or use of several types of resources including specialist dealers, auction sales results, recognized price guides, invoices, and actual sales by dealers or other personal observations. Unless otherwise stated herein, the values expressed are based on the general expertise and qualifications of the appraiser as to the appropriate market and valuation for the item involved.

CONDITION AND ITS EFFECT ON VALUE:

I carefully inspected the items in person on March 25, 2013. Particular care was taken to check for the condition of the items. In general, the condition of the items examined is good. Any alterations from original condition or damage beyond that usual and common for items of similar age are so noted in the appraisal report.

DISCLAIMERS, CRITICAL ASSUMPTIONS AND LIMITING CONDITIONS:

Extraordinary assumptions were made as to the information provided by the client regarding ownership, titles of the painting, sizes of the works, the years created and the provenance.

A limiting condition should be noted that the inspection was done on site and these works of art were not removed from their frames. Measurements of the items are determined under "field" conditions and are therefore approximate. Tom Aprile's sculpture Tumblered was in a location that was inaccessible for exact measurements and location of signature.

Unless stated elsewhere, this appraisal is based only on the readily apparent identity of the items appraised, and no further opinion nor guarantee of authenticity, genuineness, attribution or authorship is made. Unless otherwise noted, the estimated value for framed artwork included the value of the frame.

The appraised values are based upon the whole interest and possessory interest of the client, undiminished by any liens, fractional interests or any other form of encumbrance or alienation. However, this appraisal is not an indication or certificate of title of ownership. The identification of the interest of the client has been represented to me by the client and no inquiry or investigation will be made nor is any opinion to be given as to the truth of such representation.

The value conclusions expressed herein are based on the appraiser's best judgment and opinion and are not a representation or warranty that the items will realize those values if offered for sale at auction or otherwise. The values expressed are based on current information on the date the appraisal was made. No opinion is expressed as to any past value, nor, unless otherwise expressly stated, as to any future value.

Where this appraisal is based not only on the items, but also on factual data or documentation supplied therewith, this appraisal report shall so state my making reference thereto and, where appropriate, attaching copies thereto.

USPAP CERTIFICATION:

I certify that to the best of my knowledge and belief:

- a. Statements of fact contained in this report are true and correct.
- b. The reported analyses, opinions, and conclusions are limited only by the reported critical assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
- c. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the acceptance of this report.
- d. I have no bias with respect to the property that is the subject of this report or to the parties involved in this assignment.
- e. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- f. My compensation for this appraisal is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- g. I have personally inspected the listed property that is the subject of this appraisal report.
- h. Unless noted elsewhere, no one provided significant professional assistance to the person signing this report.

- i. This appraisal has been prepared in conformity with and is subject to the current version of the International Society of Appraisers *Appraisal Report Writing Standard* and to the ISA *Code of Ethics*. In addition, my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the 2012-2013 version of The Appraisal Foundation's Uniform Standard of Professional Appraisal Practice (USPAP).

ADDITIONAL TERMS AND CONDITIONS:

With the exception of my client, possession of this report or its copy does not carry with it the right of publication, nor may this report be used for any purpose by anyone other than my client or his agent without my previous written consent. If this report is reproduced, copied or otherwise used it must be done so in the report's entirety including the cover document and all attachments. Furthermore, no change to any item in this appraisal shall be made by anyone other than myself. The appraiser shall have no responsibility for any such unauthorized changes. Unauthorized use renders this report invalid.

Should, in conjunction with this appraisal, additional services of the appraiser be requested by the client, his agent or attorney, or the courts (such as for added time researching for other value purposes, pretrial conferences, court appearances, court preparations, etc.), compensation for same shall be at the customary hourly rate charged by the appraiser at that time and shall be paid by the client immediately upon receipt of a statement for said work.

CONFIDENTIALITY:

I regard all information concerning this appraisal as confidential. I retain a copy of this document along with my original notes, and I will not allow others to have access to these records without your written permission unless so ordered by a court of law.

PHOTOGRAPHY:

Photographs of the items are enclosed. Due to the limitations of photography, the digital photographs in this report may not accurately represent the true size and color of the appraised items. No adjustments were intentionally made that might affect the valuation conclusion, or that might cause a property to be misrepresented in any way. The intent has been to represent the colors, proportions, and characteristics of value as faithfully as possible.

QUALIFICATIONS:

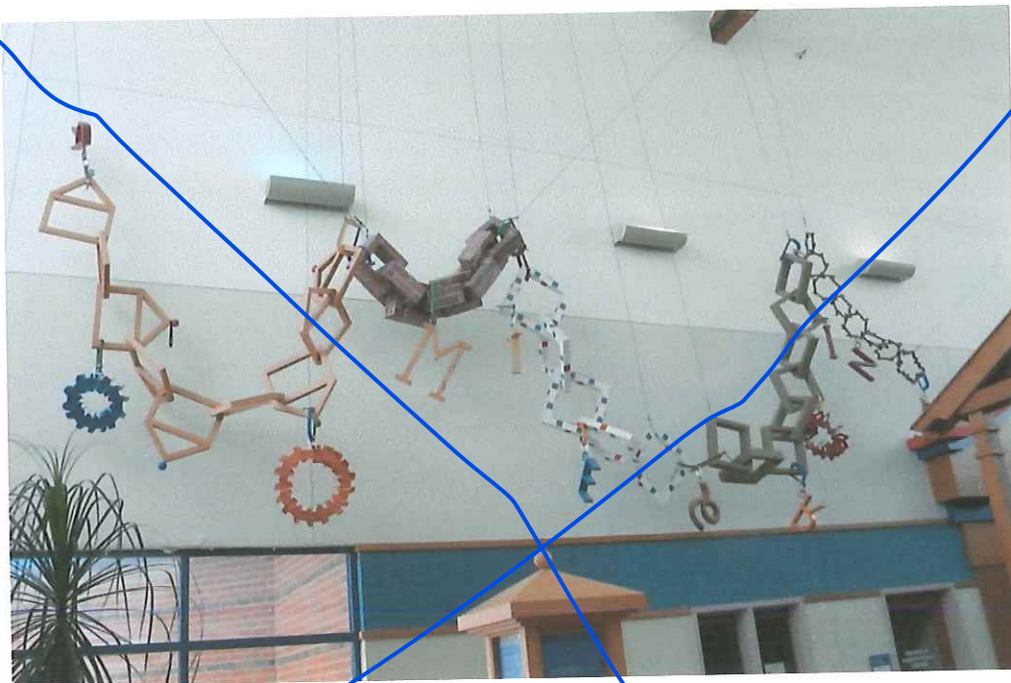
My qualifications to conduct this appraisal are listed in the attached Professional Profile.

Sincerely,

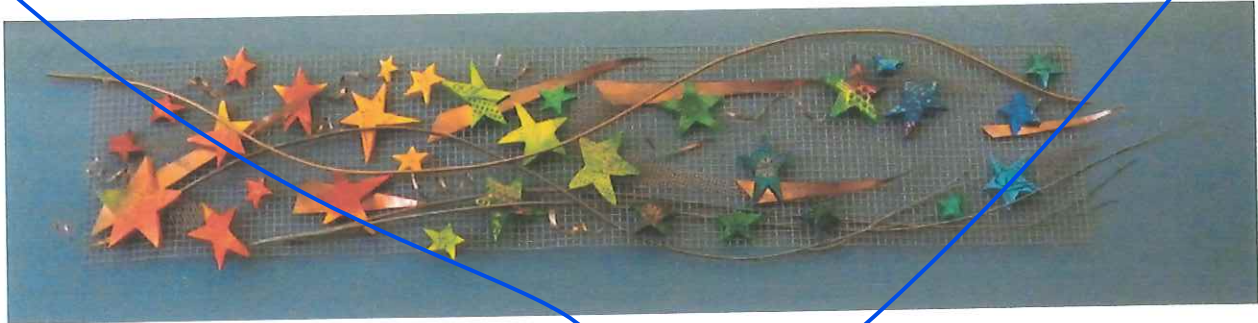
Suzy McGrane-Hop, ISA CAPP

Suzy McGrane-Hop, ISA CAPP
Certified Fine Art Appraiser, International Society of Appraisers

INVENTORY SUMMARY:



1. OBJECT: Sculpture
ARTIST: Aprile, Tom (American 1953 - 2010)
TITLE: *Tumbleread*
DATE: July 1996
MEDIUM: Mixed media; wood, cement, metal, ceramic, brick and steel book ends
DIMENSIONS: Site Size: 14 – 15' H x 20.8' W; irregular shape
SIGNATURE: No signature visible, due to location
CONDITION: Good
DESCRIPTION: A suspended sculpture that includes interlocking wood house like shapes, metal bookends linked together, colorful squares, cement squares, letters linked together and metal linked together. It is suspended from the ceiling at several points of contact.
VERSO: Unable to view due to location
BIOGRAPHY: Tom Aprile used the format of "memory chains" repeatedly in his assembled pieces that combine found objects with carefully crafted and carved elements. Tim executed this sculpture specifically for the Marion Public Library. He embodies the use of the chain to represent the: the strength of the community required to realize the construction of a new library which is symbolized by the connected links of the chain, the library as a pivotal to the community's citizens' literacy and growth and Marion's long history as a hub of railroad activity. Tom Aprile was a professor at the University of Iowa in the sculpture department.
NOTE: Commissioned by Marion Arts Council in July 1996 for \$4,000
LOCATION: Main Entrance Atrium
VALUE: \$6,500



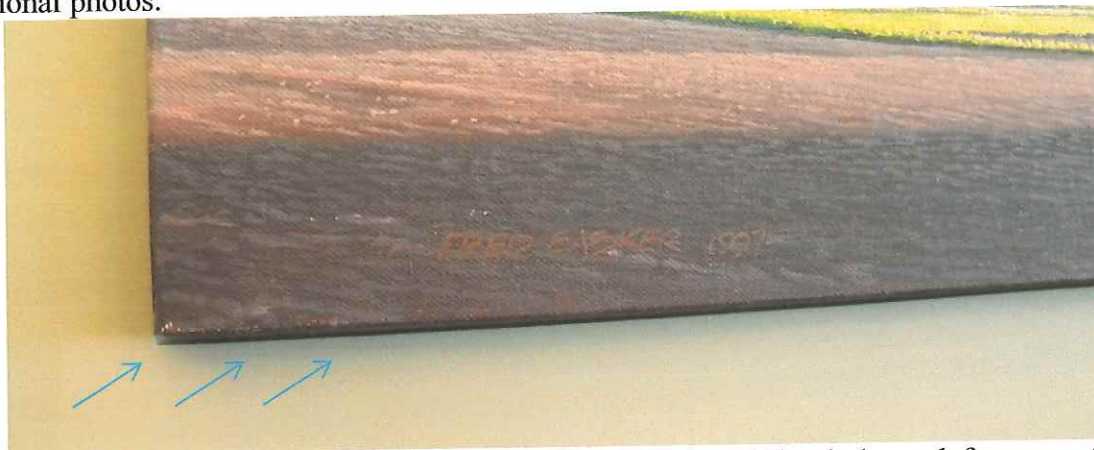
2. OBJECT: Sculpture
ARTIST: Dennis, Pam (American b. 1951)
TITLE: *Spirit of America*
DATE: June 2002
MEDIUM: Mixed Media; clay, willow, copper, painted wood, sticks, colored electrical wire

DIMENSIONS:
Site Size: 16" H x 75" W, irregular, unable to measure exact size due to location
SIGNATURE: Not visible
CONDITION: Good
DESCRIPTION: Mixed media sculpture on a copper mesh grid. This includes painted wood stars, copper wire and strips of copper arranged in a wave-like pattern
VERSO: Unable to view due to location
BIOGRAPHY: Pam Dennis and her partner, Ryk Weiss, create sculptures out of a variety materials including clay, willow, copper, and electrical wire. Based out of Ogden, Iowa, Pam and Ryk often integrates basket making techniques into large scale sculptures. Their works can be found in many public sculpture collections, such as the numerous works at Reiman Gardens at Iowa State University in Ames, Iowa.
NOTES: Pam Dennis, with the help of volunteers from the Marion Arts Festival Steering Committee and members of the community, created a 3 dimensional mixed media sculpture for Art in the Depot. Part of this sculpture is now in storage at the Marion City Hall. This piece was created with Karen Hoyt from the remains of the sculpture created at the Marion Arts Festival.
LOCATION: Opposite of Children's Area
VALUE: \$1,800

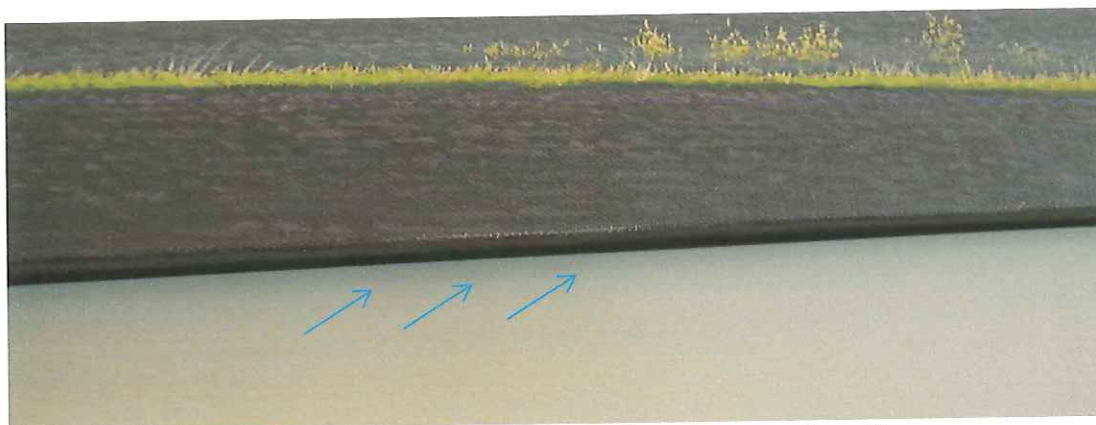


3. OBJECT: Painting
 ARTIST: Easker, Fred (American b.1944)
 TITLE: *North Country Fields*
 DATE: 1997
 MEDIUM: Oil on Canvas with liner
 DIMENSIONS:
 Canvas Size: 12" H x 60 1/4" W
 Liner Size: 17 7/8" H x 66" W
 SIGNATURE: Lower left, in oil "Fred Easker 1997"
 FRAME: No frame, but has a 3" painted wood liner in place of frame.
 CONDITION: Very Good; minor paint loss at lower left edge, minor crack in "sky" on right side
 DESCRIPTION: A panoramic landscape is depicted in spring. The fields are plowed but no crops are visible. There are farms and trees on the center and left side in the horizon as well as on the right side in the horizon. The sky is a soft pink at the horizon that gradually become a soft blue at the very top of the canvas. No clouds are visible.
 VERSO: Framing label, "CornerHouse Gallery and Frame, Cedar Rapids, Iowa"
 BIOGRAPHY: Fred Easker has lived and participated in the community for 25 years as an artist, teacher at Linn-Mar Community Schools and Executive Director of Granger House Museum.
 NOTES: Was loaned to the Cedar Rapids Museum of Art in 1999 for an exhibition of works by Fred Easker titled, "An Iowa View: Paintings by Fred Easker"
 LOCATION: Children's Area- railroad display case
 VALUE: \$6,250 framed

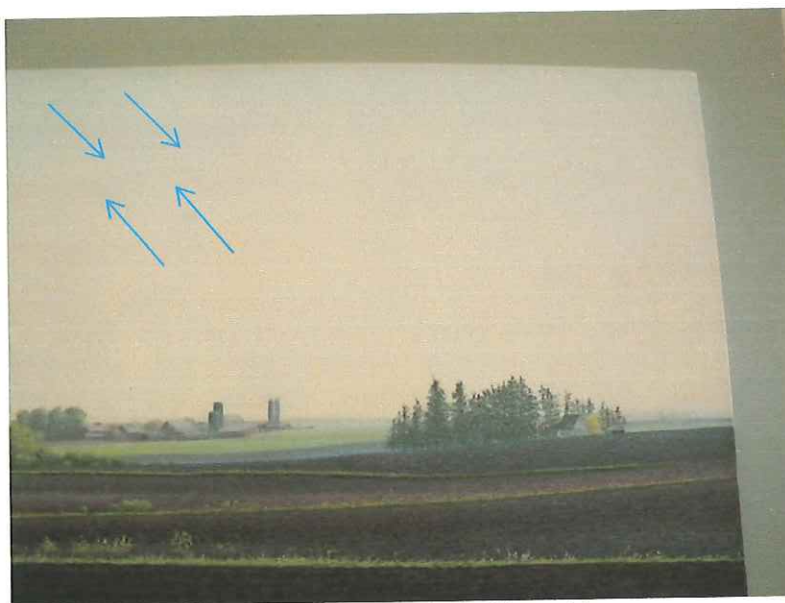
Additional photos:



Signature detail: "Fred Easker 1997" and slight paint loss or abrasion in lower left corner at edge



Slight paint loss or abrasion in along bottom edge of canvas

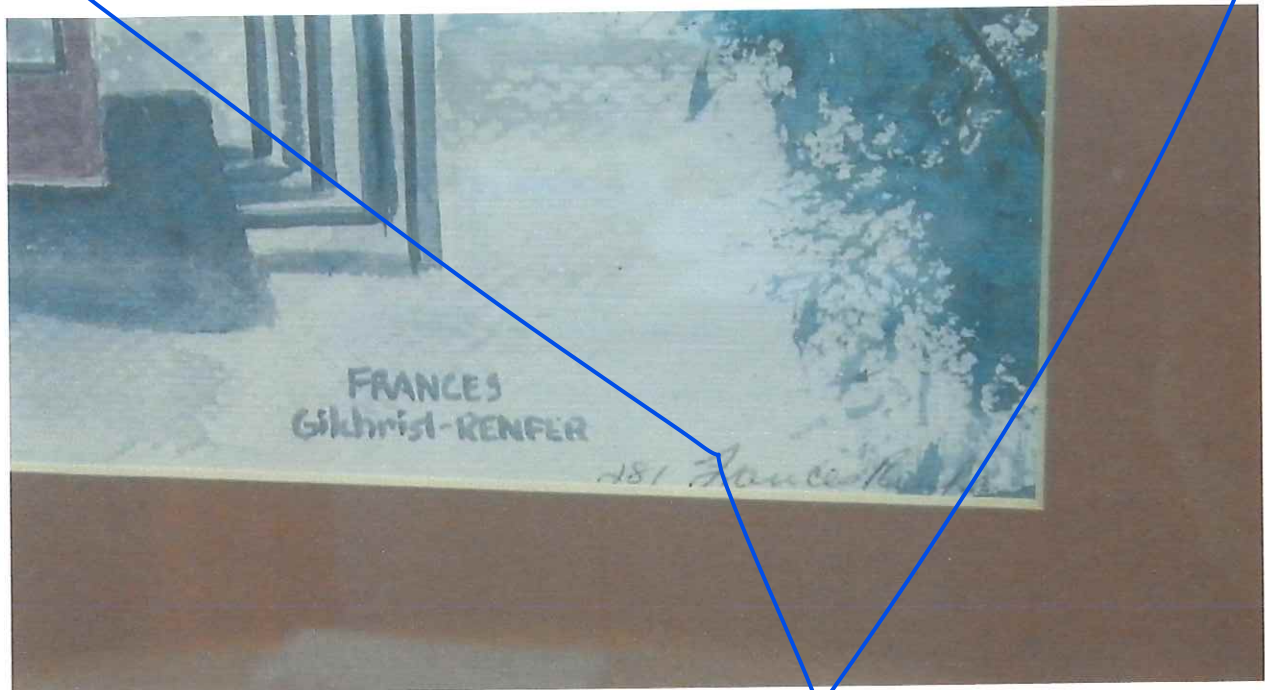


Small crack visible in paint is indicated between arrows.

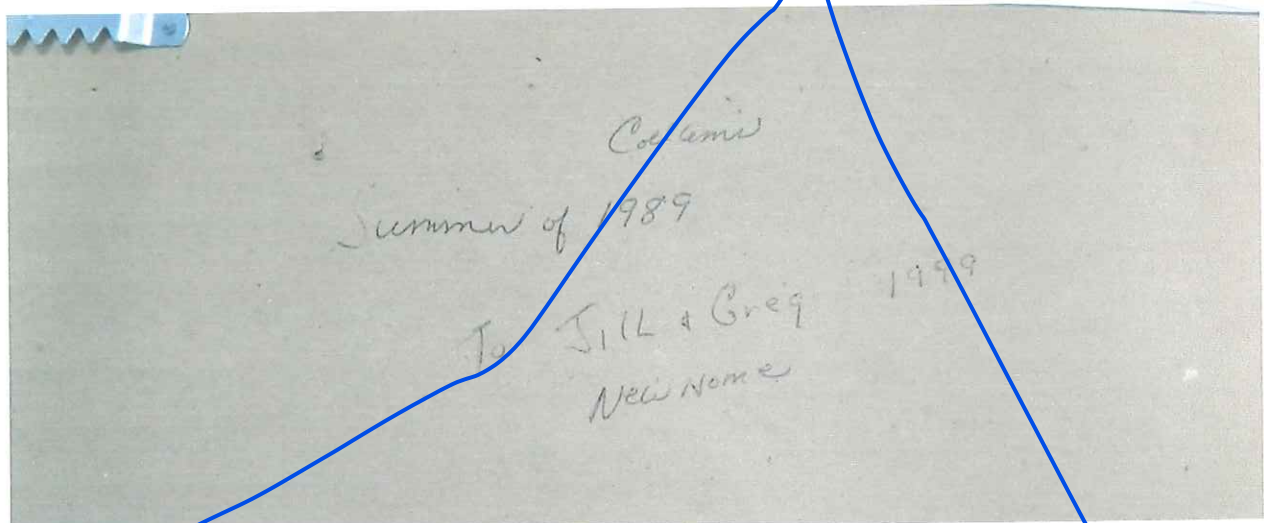


4. OBJECT: Painting
ARTIST: Gilchrist- Renfer, Francis (American)
TITLE: *Marion Old Depot #281*
DATE: c.1989?
MEDIUM: Limited edition print on paper
DIMENSIONS:
 Site Size: 9 3/8" H x 14 3/8" W
 Frame Size: 15 1/4" H x 20" W
SIGNATURE: Lower right in ink pen, signed "281 Frances Renfer"
FRAME: 1" Oak frame
CONDITION: Good, appears faded
DESCRIPTION: A depiction of the old Marion depot, a brick building with the name "Marion" above the first floor windows. The porch and entrance is on the right side and there is a tree on the right side at the edge of the paper. There are additional buildings on the left side of the image and grass in the foreground.
VERSO: Hand-written in ink pen "Collems(sp?) Summer of 1989; To Jill & Greg
 1999 New Home"
BIOGRAPHY: Unknown
LOCATION: Director's office
VALUE: \$250 Framed

Additional photo:



Signature detail: in lower right "281 Frances Renfer"

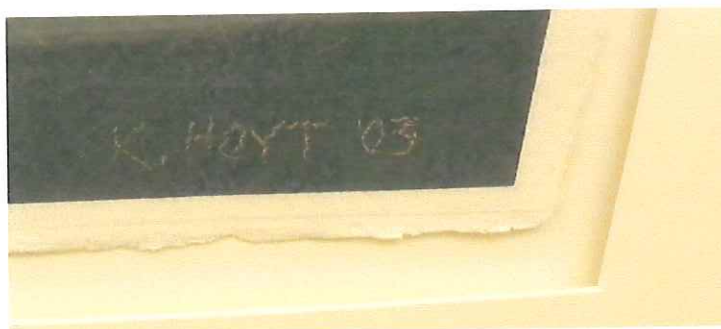


Verso: written in ink pen, "Collems(sp?) Summer of 1989 To Jill & Greg 1999 New Home"



5. OBJECT: Triptych Painting
 ARTIST: Hoyt, Karen (American b. 1950)
 TITLE: *Squaw Creek Park: June*
 DATE: 2003
 MEDIUM: Pastel over watercolor on paper
 DIMENSIONS: (each work)
 Image Size: 21 1/2" H x 29" W
 Paper Size: 22 1/2"H x 30 1/4" W, irregular paper edge
 Frame Size: 31 1/4" H x 38 3/4" W
 SIGNATURE: Signed on right panel, lower right in pastel, "K. Hoyt '03"
 FRAME: 5/8" natural maple frame with a round cap profile
 CONDITION: Very good; archival with glass
 DESCRIPTION: A triptych landscape is depicted in soft tones. It is a view of a field, there is a line of trees in the middle ground and additional trees in the horizon. The sky blue and hazy with pinks and yellow tones at the horizon; the time of day appears to be at dawn or at dusk.
 VERSO: Sticker in upper right along edge on one piece "154"
 BIOGRAPHY: Karen Hoyt was an art teacher in the Marion School District and is a volunteer in the Marion community.
 NOTES: Karen Hoyt donated the works to the Marion Public Library in 2011.
 LOCATION: Conference Room
 VALUE: \$3,000 framed (as a set of three)

Additional photos:



Signature detail: "K. Hoyt '03" right panel, lower right corner



Left Panel



Center Panel



Right Panel



6. OBJECT: Painting
ARTIST: Hoyt, Karen (American b. 1950)
TITLE: *Story Time*
DATE: October 2002
MEDIUM: Pastel on paper
DIMENSIONS:
Image Size: 22 1/4" H x 21 1/4" W
Paper Size: 23 1/2" H x 22 1/2" W
Frame Size: 34 1/2" H x 33 1/2" W
SIGNATURE: Signed in pastel, lower right, "K. Hoyt 02"
FRAME: Dark wood frame, approximately 1 1/2" wide; gold plaque on frame reads
"“STORY TIME” by Karen Hoyt Donated by Susan Kling in memory of her father, Victor
F Schaefer"
CONDITION: Very good
DESCRIPTION: A father is seated in a chair reading a book to four girls, the youngest girl is
blond and holding a doll, seated on the father's lap. There is a young girl with dark hair in
a white dress with a ruffle at the hem, leaning against the arm rest of the chair, looking over
the father's shoulder. There is slightly older girl with dark hair standing behind the chair

leaning in, she has a white shirt with a print top. There is another girl with light brown hair, leaning on the left side of the chair. She is wearing a white dress with a button collar and has one hand clasping her wrist. The father is wearing a white shirt with blue jeans and wearing a watch with a black wristband. They are in a corner with a low book shelf with a lamp on the right of the image. Above the bookshelf is a framed print of a woman in a large sunhat on the wall; this is a print by local artist Jim Oches. There is tall plant on the left side of the image with a window and white lace curtains behind it. The wall colors are a deep burgundy.

VERSO: Nothing visible

BIOGRAPHY: Karen Hoyt was an art teacher in the Marion School District and is a volunteer in the Marion community.

NOTES: This painting was commissioned by Susan and Bill Kling and their family and was presented to the library in memory of Susan's father, Victor F. Schaefer. Local Marion artist, Karen Hoyt, used old family photographs to create this representation of Susan's father reading to his four daughters.

LOCATION: Children's area-railroad display case

VALUE: \$1,250 framed

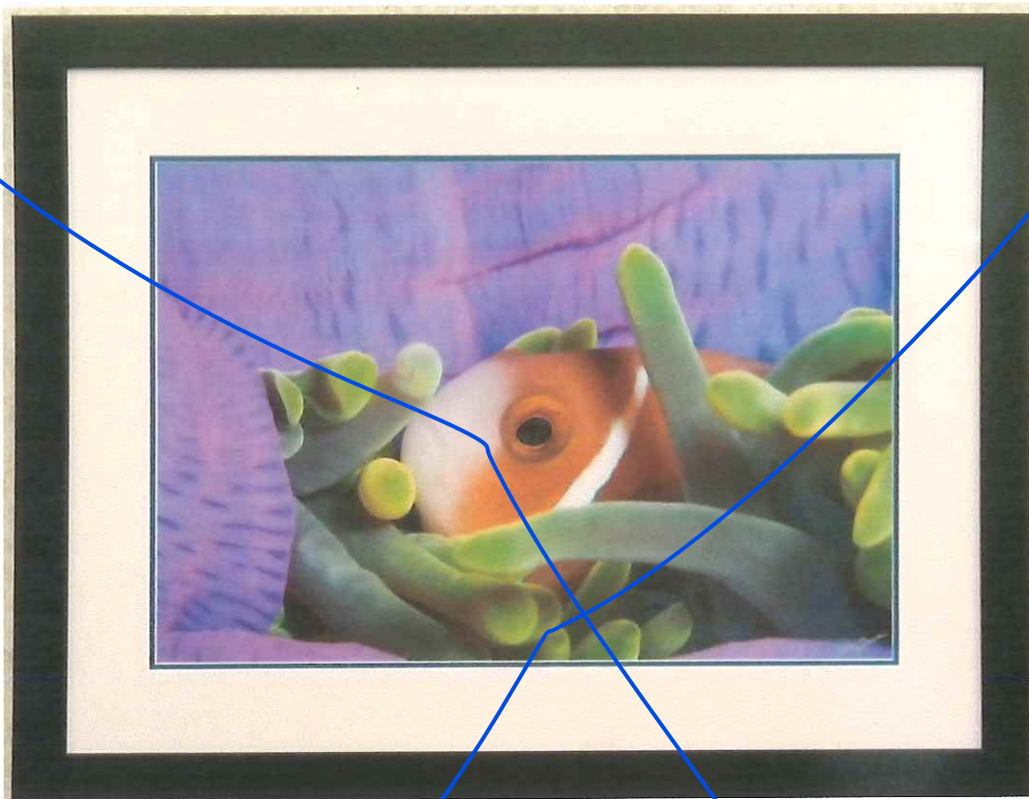
Additional photos:



Signature detail: in lower right corner "K Hoyt '02"

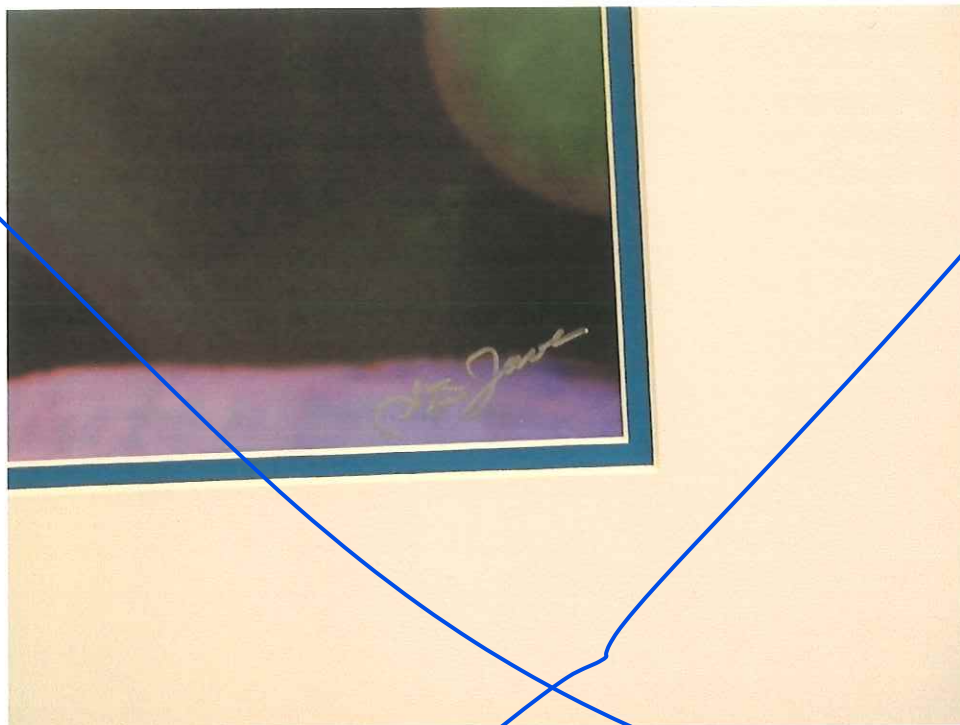


Gold plaque on bottom of frame

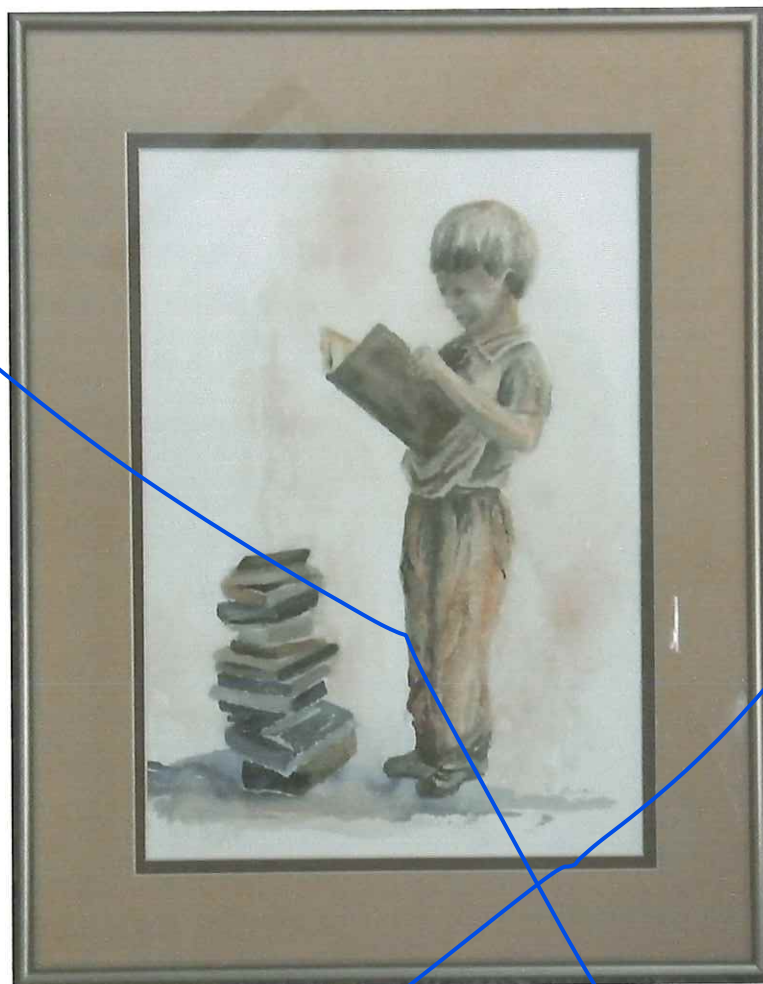


7. OBJECT: Photograph
ARTIST: Jacobs, Dr. Steven (American b. 1955)
TITLE: *Anemone*
DATE: c. 2008
MEDIUM: Photo on paper
DIMENSIONS:
 Site Size: 19 3/8" H x 29 3/8" W
 Frame Size: 30 1/2" H x 40 1/2" W
SIGNATURE: Lower right in silver paint marker, "Steve Jacobs"
FRAME: 2" black frame with a flat profile, with Museum glazing.
CONDITION: Very good
DESCRIPTION: A vibrantly colored photograph of an anemone fish seen from the profile in the lower right quadrant and is partially hidden among green tendril-like plants. The background is in purple tones with striations of color and texture.
VERSO: Frame label "Michaels"
BIOGRAPHY: Dr. Steven Jacobs is an ophthalmologist at Iowa Eye Center in Cedar Rapids, Iowa. He received his medical degree from the University of California in Los Angeles and completed his ophthalmology residence at the University of Iowa Hospitals. Dr. Jacobs enjoys scuba diving and underwater photography.
NOTES: Photograph was donated to the Marion Public Library by Dr. Steven Jacobs in November 2009.
LOCATION: Children's area, NW corner
VALUE: \$1,000 framing

Additional photos:



Signature detail: in lower right in silver paint marker "Steve Jacobs"



8. OBJECT: Drawing
ARTIST: Lucas, Noma (American b. 1931)
TITLE: *Bookworm I*
DATE: c. 1999
MEDIUM: Watercolor on paper
DIMENSIONS:
 Site Size: 13 3/8" H x 9 3/8" W
 Frame Size: 18 1/4" H x 14 1/4" W
SIGNATURE: Signed lower right in pencil, "N. Lucas IWS"
FRAME: Metal Frame
CONDITION: Very good; some scratches on frame and Plexi-glass
DESCRIPTION: Watercolor drawing of sculpture by Gary Price
VERSO: Label on verso "Norma Lucas (319) 377-5931, Paintings by Norma, 2120
 17th Avenue Marion, Iowa"
BIOGRAPHY: Noma Lucas began her art education with a correspondence course through Art Instruction, Inc., she also continued her art studies through self-study, classes and workshops. She works in several media, enjoys experimenting and attempting various subjects. Noma belongs to the local Creative Artists group, Iowa Artists, Iowa Pastel Society and is a signature member of Iowa Watercolor Society. She is a former

member of the Marion Arts Council. Her oil painting, "Reflections" was included in the 1990 edition of Best of Oil Paintings, published by Rockport.

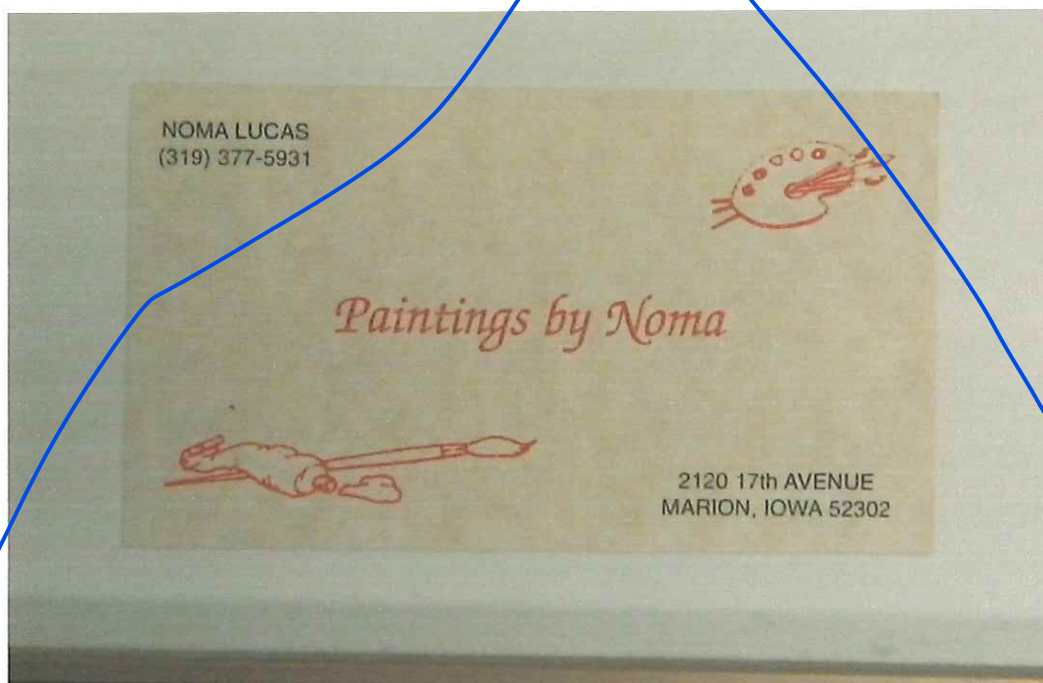
LOCATION: Outside the director's office

VALUE: \$125 Framed

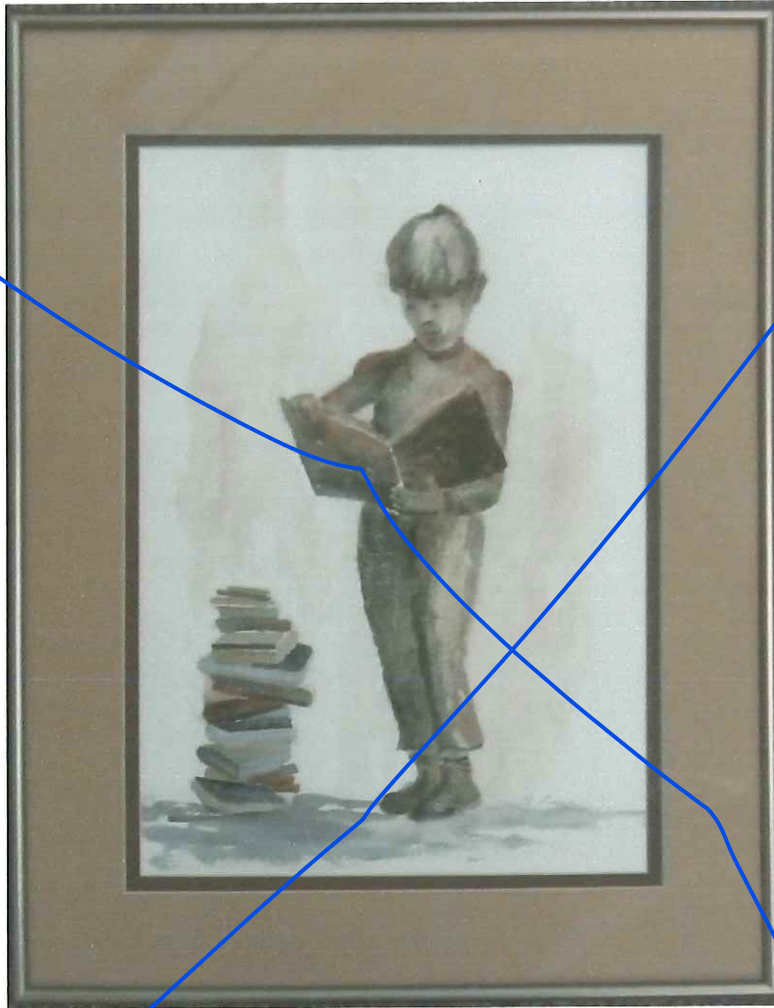
Additional photos:



Signature detail: lower right in pencil, "N. Lucas IWS"



On verso: artist's card



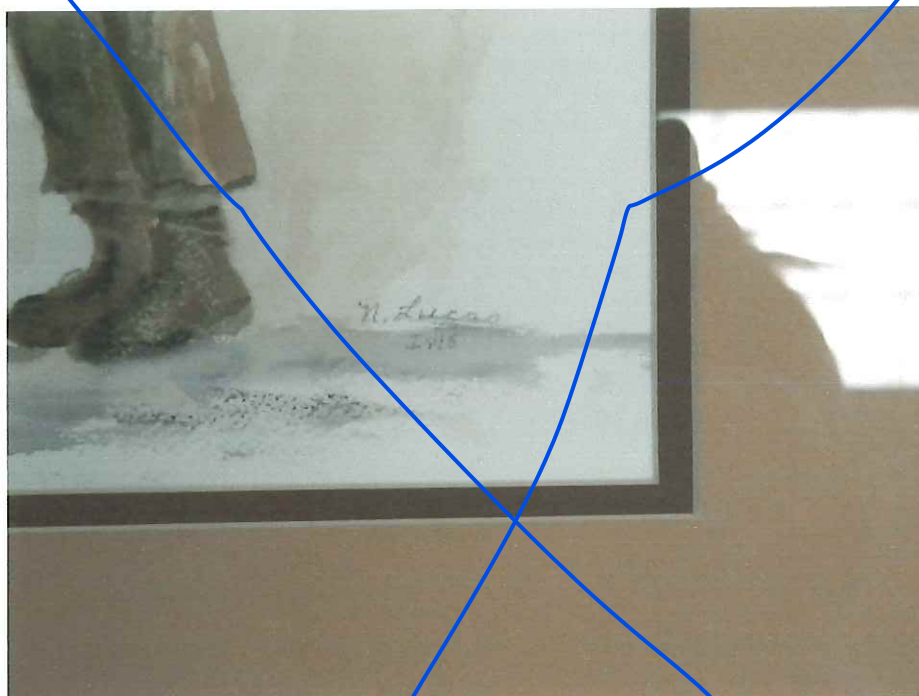
9. OBJECT: Drawing
ARTIST: Lucas, Noma (American b. 1931)
TITLE: *Bookworm II*
DATE: c. 1999
MEDIUM: Watercolor on paper
DIMENSIONS:
 Site Size: 13 3/8" H x 9 3/8" W
 Frame Size: 18 1/4" H x 14 1/4" W
SIGNATURE: Signed lower right in pencil, "N. Lucas IWS"
FRAME: Metal Frame
CONDITION: Very good; some scratches on frame and Plexi-glass
DESCRIPTION: Watercolor drawing of sculpture by Gary Price
VERSO: Label on verso "Norma Lucas (319) 377-5931, Paintings by Norma, 2120
 17th Avenue Marion, Iowa"
BIOGRAPHY: Noma Lucas began her art education with a correspondence course through Art Instruction, Inc., she also continued her art studies through self-study, classes and workshops. She works in several media, enjoys experimenting and attempting various subjects. Noma belongs to the local Creative Artists group, Iowa Artists, Iowa

Pastel Society and is a signature member of Iowa Watercolor Society. She is a former member of the Marion Arts Council. Her oil painting, "Reflections" was included in the 1990 edition of Best of Oil Paintings, published by Rockport.

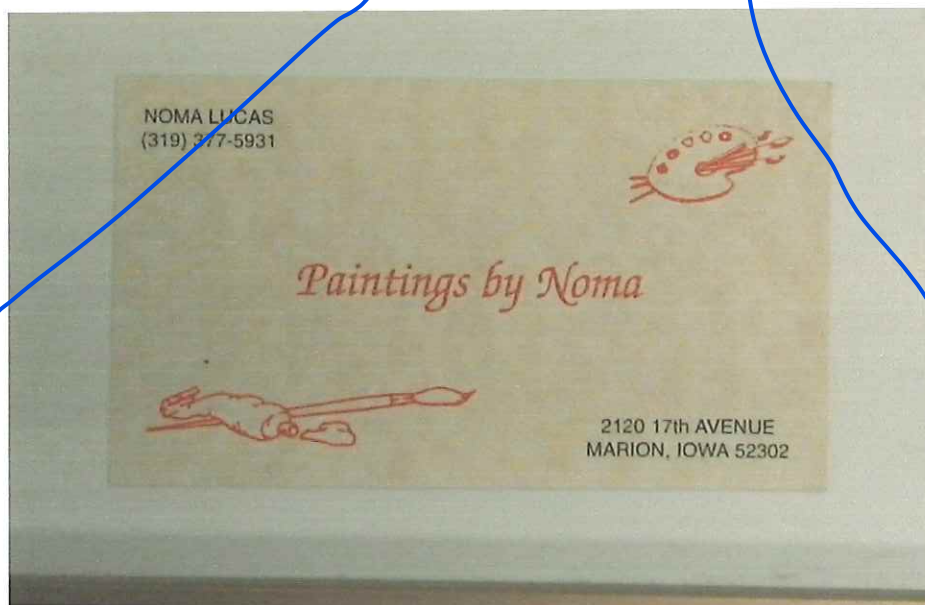
LOCATION: Outside the director's office

VALUE: \$125 Framed

Additional photos:



Signature detail: lower right in pencil, "N. Lucas IWS"



On verso: artist's card



10. OBJECT: Digital Print
 ARTIST: Malerich, Steve (Floyd Peltier) (American b. 1957)
 TITLE: *Donnelly Park*
 DATE: September 2007
 MEDIUM: Photograph on paper
 DIMENSIONS:
 Site Size: 19" H x 14 1/2" W
 Frame Size: 26" H x 21 1/2" W
 SIGNATURE: Lower left in print, "S. F. Malerich"
 FRAME: 3/4" Black wood frame with a flat profile
 CONDITION: Very good
 DESCRIPTION: A group of three yellow flowers on a stem are visible against a black background. The flowers are on the left side of the image. There are two fully opened flowers and a partial flower, below is a flower bud with two leaves on another stem.
 VERSO: Label "Kyle's Framing, Marion, Iowa"
 BIOGRAPHY: Steve Malerich's interest in photography began when he was young. He is an actuary by profession but has done freelance and amateur photography for the past 20 years. He occasionally enters photo contests, the photograph *Seventh Avenue Bridge* has taken first place twice. He resides in Marion, Iowa.
 NOTES: Donated to the library in 2007.
 LOCATION: Microfilm reader area
 VALUE: \$225 Framed

Additional photos:



Signature detail: in print lower left "S. F. Malerich 2007" and inset below photo, "Donnelly Park, Marion Iowa September 2007 donated by Steve Malerich"



On verso: frame label "Kyle's Framing & Gallery 601 7th Ave. Suite A, Marion, Iowa 52302 377-5739"



11. OBJECT: Digital Print
ARTIST: Malerich, Steve (Floyd Peltier) (American b. 1957)
TITLE: *Seventh Avenue Bridge*
DATE: September 2004
MEDIUM: Photograph on paper
DIMENSIONS:
 Site Size: 17 3/8" H x 23 3/8" W
 Frame Size: 24 7/8" H x 30 7/8" W
SIGNATURE: Signed lower left in print, "S. F. Malerich"
FRAME: 7/8 silver metal
CONDITION: Very good
DESCRIPTION: A view of a railroad is depicted, looking down the tracks as the sun reflects off the metal tracks. The tracks start in the lower left corner of the image and continue to the upper right of center portion of the image where the tracks curve off to the left and out of the image area. There are weeds and grasses in the tracks and on either side of the tracks, there are also trees visible on the left side. The background is dark and in the shadows.

VERSO: "Kyle's Framing" Marion Label

BIOGRAPHY: Steve Malerich's interest in photography began when he was young. He is an actuary by profession but has done freelance and amateur photography for the past 20 years. He occasionally enters photo contests, the photograph *Seventh Avenue Bridge* has taken first place twice. He resides in Marion, Iowa.

NOTES: Donated to the Library in 2006

LOCATION: Microfilm reader area

VALUE: \$350 Framed

Additional photos:



Signature details: in lower left in print "S. F. Malerich" and printed below image, "Seventh Avenue Bridge Marion, Iowa donated by Steve Malerich"

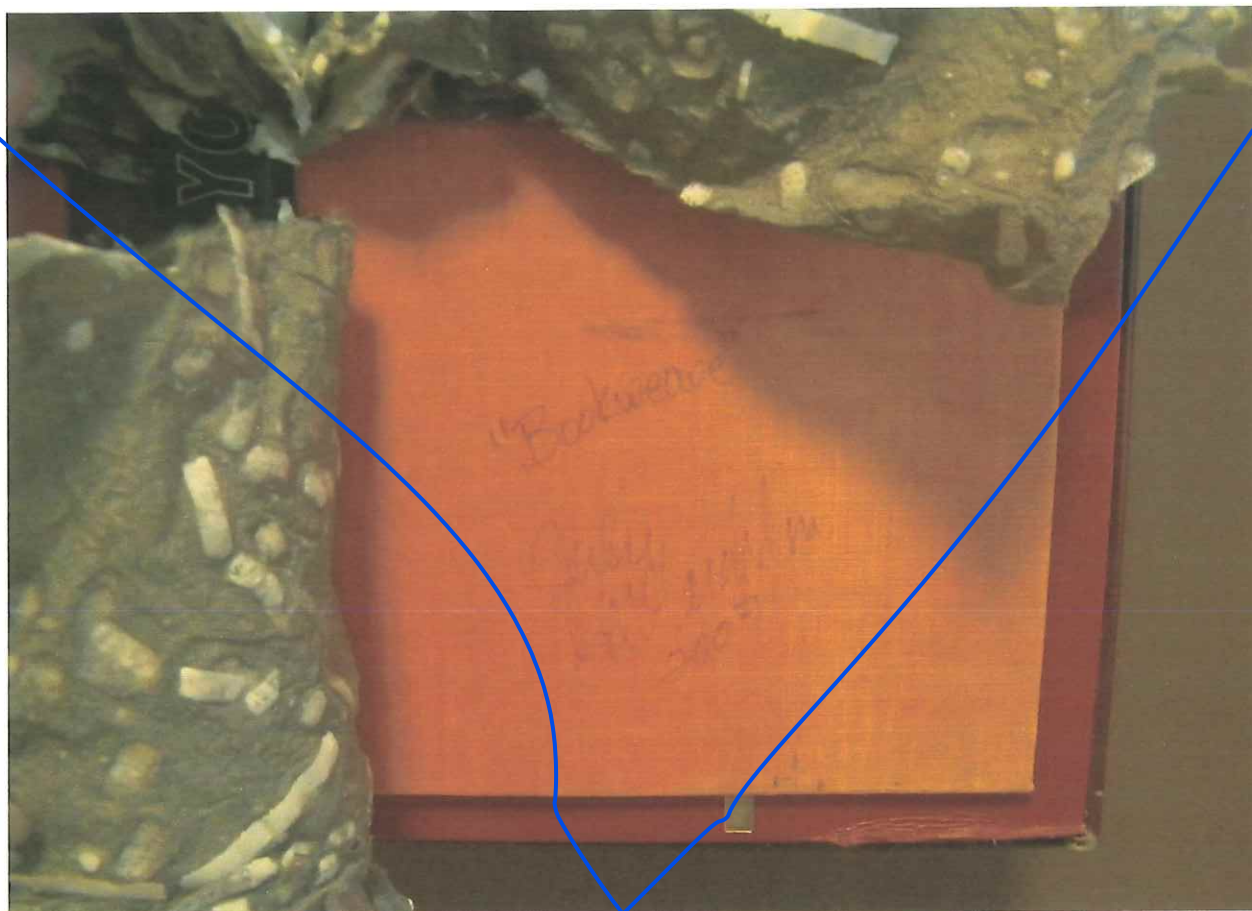


On verso: frame label "Kyle's Framing & Gallery 601 7th Ave. Suite A, Marion, Iowa 52302 377-5739"

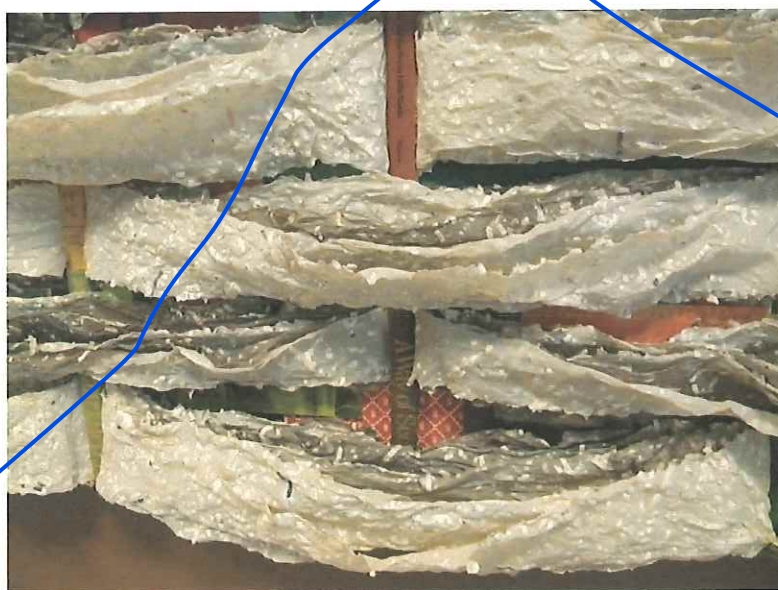


12. OBJECT: Fiber Art Sculpture
ARTIST: McLaughlin, Julie (American b. 1953)
TITLE: *Bookweave*
DATE: 2007
MEDIUM: Books and handmade paper
DIMENSIONS:
Site Size: 36 1/2" H x 108" W
SIGNATURE: Signed in ink pen, lower right, "“Bookweave” Julie McLaughlin 2007”
FRAME: No
CONDITION: Excellent
DESCRIPTION: Torn paper is layered and woven among book spines and covers, abstractly depicting a landscape. Color book spines and book covers are visible between the layers and striations of paper.
VERSO: Unable to view due to size and location of installation
BIOGRAPHY: Julie McLaughlin was a costume designer for theater productions. She now creates sculptural corsets and other works out of books and handmade paper.
NOTES: This landscaped themed sculpture was designed by the artist and created for the Marion Public Library in conjunction with the 2007 Marion Arts Festival “Art in the Depot” program. Scores of de-shelved books were recycled for the project. The book covers, spines and text pages were re-purposed. On festival day, community members were invited to participate in the formation of the sheets of paper that were subsequently torn into strips and woven together by the artist in her studio.
LOCATION: Meeting Room A
VALUE: \$3,500

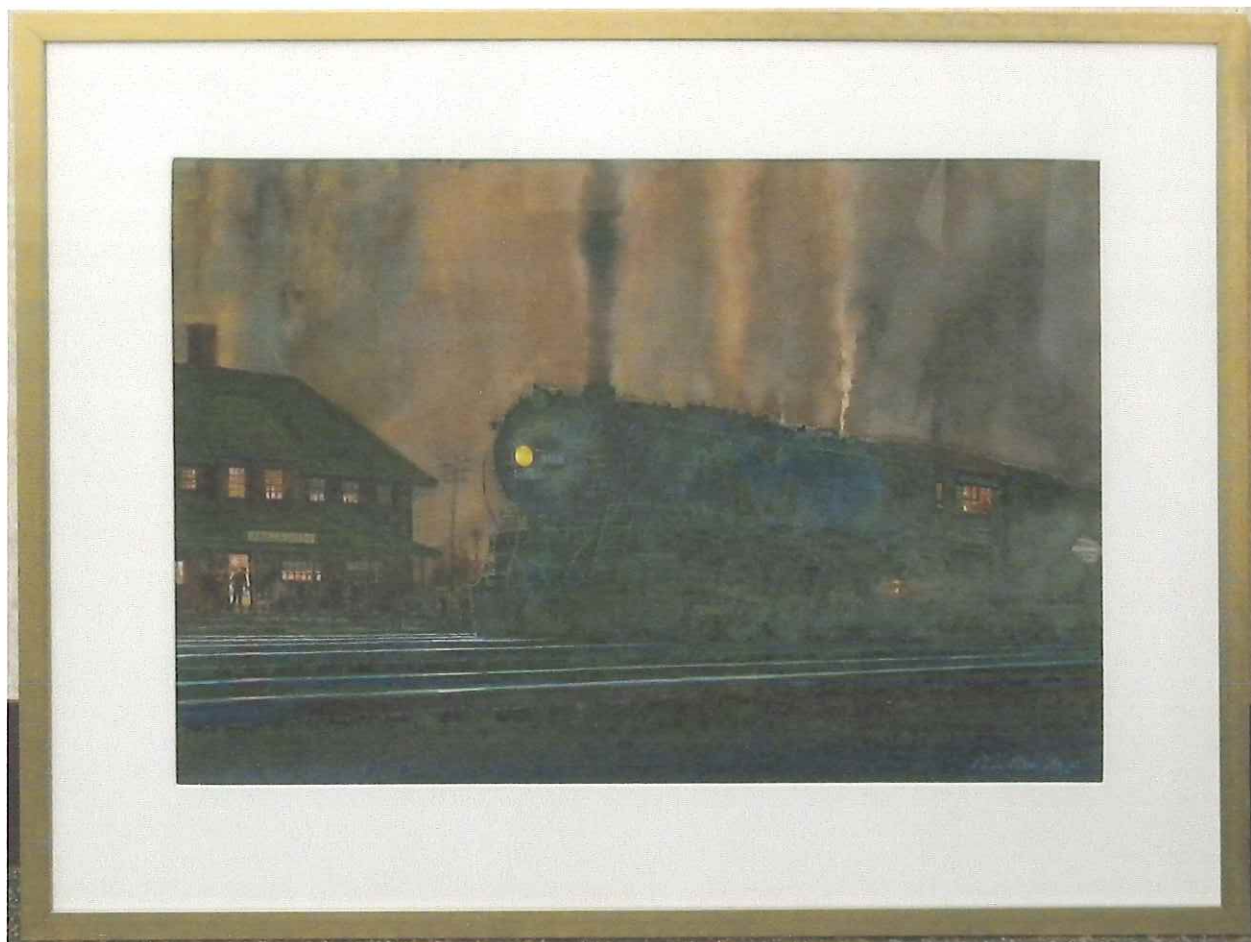
Additional photos:



Signature detail: lower right corner, partially obscured, written in ink pen " 'Bookweave' Julie McLaughlin 2007"



detail of work



13. OBJECT: Painting
 ARTIST: Mohr, Wendell (American 1926 - 2008)
 TITLE: *The Midnight Arrow*
 DATE: c. 1998
 MEDIUM: Watercolor on Paper
 DIMENSIONS:
 Site Size: 20" H x 28 1/4" W
 Frame Size: 29 5/8" H x 37 3/8" W
 SIGNATURE: Lower right in opaque watercolor, "W. L. Mohr AWS"
 FRAME: Frame is 7/8" Gold Metal
 CONDITION: Very Good
 DESCRIPTION: A locomotive named "The Arrow" is depicted, a passenger train that was operated by the Chicago, Milwaukee, St. Paul, Pacific Railroad in the early 1940s. The scene appears to be early morning or late evening, the train is coming from the right side of the image and the train depot is visible on the left side. The scene is dark overall and lights are visible in the depot. The sky is non-descript and in yellow and dark blue, green and grey tones. Smoke or steam is visible from the engine and sets of railroad tracks are visible in the foreground.
 VERSO: Label "Wendell Mohr Old Schoolhouse Art Studio Bentonsport, Iowa Post Office Keosauqua, Iowa"

BIOGRAPHY: Mohr was born in 1926 in Eldridge, Iowa. In 1970, Mohr and his family moved to a two-story schoolhouse in Bentonsport, Iowa which they restored. The building, constructed in 1868, provides a home and studio for Mohr. Wendell studied at the Chicago Academy of Fine Arts and the Des Moines, Iowa Art Center. For 20 years, Mohr worked as a graphic designer/illustrator for art studios, advertising agencies, and publishers. Mohr has exhibited at the Des Moines Art Center, Joslyn Municipal Gallery in Omaha, Nebraska, and the Nelson Gallery in Kansas City, Missouri. In addition, Mohr's paintings have been included in many national watercolor competitions. His paintings, prints, and drawings are included in a number of corporate and private collections.

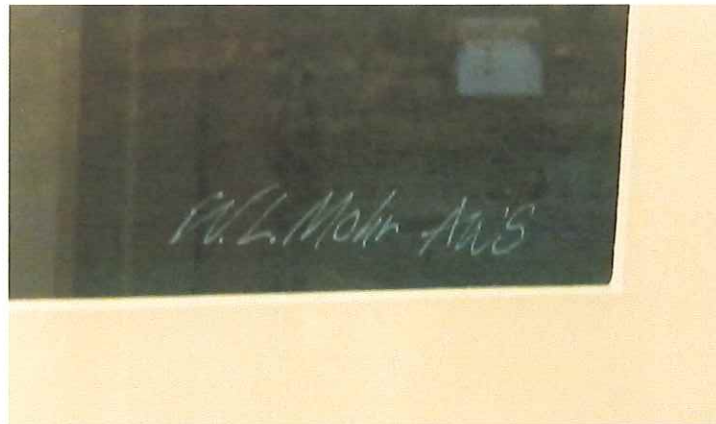
Mohr has taught art at Parsons College in Fairfield, Iowa, adult education classes and workshops through the Midwest and the Southern United States. A resident of Keosauqua, Iowa, Mohr is the only Iowan holding a signature designation with the American Watercolor Society.

NOTES: Gift by Joyce and Howard Parks in memory of John B. and Nellie A. Fosdick. John B. Fosdick of Marion was a locomotive engineer on the Arrow during the early 1940s.

LOCATION: Friends Room door

VALUE: \$1,850 Framed

Additional photos:



Signature detail: in lower right corner "W. L. Mohr AWS"



On verso: Artist label "Wendell Mohr Old Schoolhouse Art Studio Bentonsport, Iowa Post Office: Keosauqua, Iowa 52565"



14. OBJECT: Sculpture
 ARTIST: Price, Gary (American b. 1955)
 TITLE: *Bookworm* (Boy)
 DATE: 1993
 MEDIUM: Bronze
 DIMENSIONS:
 Site Size: 46" H x 26" D x 26" W
 SIGNATURE: Inscribed on base "Gary Price 93" © 42/50"
 CONDITION: Very good

DESCRIPTION: A young boy is depicted standing and reading a book. The boy is wearing a short sleeve collared shirt and pants with shoes. He is holding the book with both hands and there is a stack of books at his feet that is nearly to his waist.

BIOGRAPHY: Known for a wide array of sculpture subjects, Gary Price creates sculptures of children, wildlife, Native Americans, and bas reliefs of floral subjects. He is best known for images of young children. Price studied art at Ricks College in Rexburg, Idaho. He attended the Utah Technical College in Provo where he met and studied with sculptor Stan Johnson. His work with Johnson inspired Price to enroll at the University of Utah in Salt Lake City and study painting, drawing, and anatomy. While he worked at the university on his Bachelor of Fine Arts degree, he continued to study under Stan Johnson. Gary Price has been elected to the National Sculpture Society in New York City, has won the Best of Show at the Scottsdale Artist's school, and has been featured in Southwest Art Magazine.

NOTES: Invoices for \$9,900 in 1999. Plaque at base reads "In memory of Louis Joseph Rosenbaum April 28, 1951 – March 12, 1999. Son of Suzanne Rosenbaum Katz and Elmer Rosenbaum, donated by Suzanne and Bert Katz."

LOCATION: South Entrance

VALUE: \$16,000 (shipping estimate + \$1,120) = \$17,120

Additional photos:



Profile views



Plaque at base "In memory of Louis Joseph Rosenbaum April 28, 1951 – March 12, 1999. Son of Suzanne Rosenbaum Katz and Elmer Rosenbaum, donated by Suzanne and Bert Katz.



Signature detail: Inscribe on base, "Gary Price © '93 42/50"



15. OBJECT: Sculpture
 ARTIST: Price, Gary (American b. 1955)
 TITLE: *Bookworm II* (Girl)
 DATE: 1995
 MEDIUM: Bronze
 DIMENSIONS:
 Site Size: 46 1/2" H x 18"d x 24" W (including base)
 SIGNATURE: Inscribed on base, "Gary Price 95' © 15/50"
 CONDITION: Very Good
 DESCRIPTION: A young girl is depicted standing and holding an open book in her hands, with one hand at the top of the page, the other supporting the book from below. The girl has a long sleeved turtleneck shirt and pants with shoes. Her hair is long and in a ponytail. At her feet on one side, there is a stack of books nearly to her waist.

BIOGRAPHY: Known for a wide array of sculpture subjects, Gary Price creates sculptures of children, wildlife, Native Americans, and bas reliefs of floral subjects. He is best known for images of young children. Price studied art at Ricks College in Rexburg, Idaho. He attended the Utah Technical College in Provo where he met and studied with sculptor Stan Johnson. His work with Johnson inspired Price to enroll at the University of Utah in Salt Lake City and study painting, drawing, and anatomy. While he worked at the university on his Bachelor of Fine Arts degree, he continued to study under Stan Johnson. Gary Price has been elected to the National Sculpture Society in New York City, has won the Best of Show at the Scottsdale Artist's school, and has been featured in Southwest Art Magazine.

NOTES: Acquired in 1999 for \$9,500. Memorial plaque at base reads "Given in honor of the children of Marion. M. J. Murray Family"

LOCATION: South Entrance

VALUE: \$13,800 (shipping estimate + \$966) = \$14,766

Additional photos:



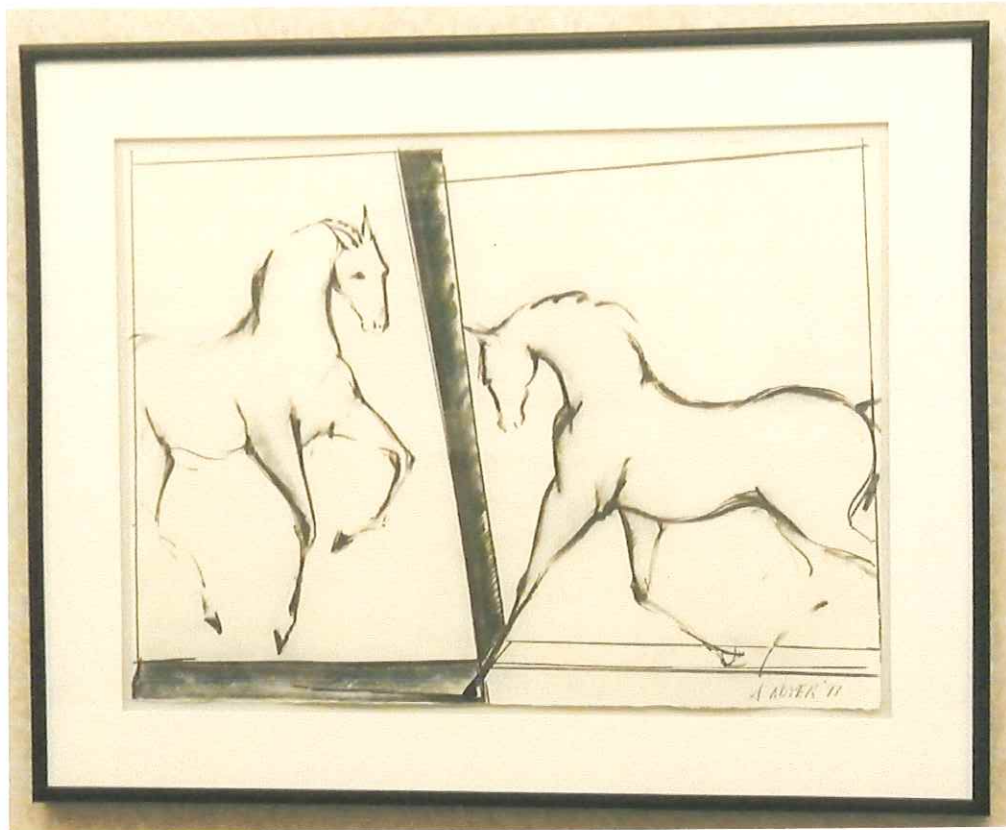
Profile views



Plaque at base: "Given in honor of the children of Marion. M. J. Murray Family"

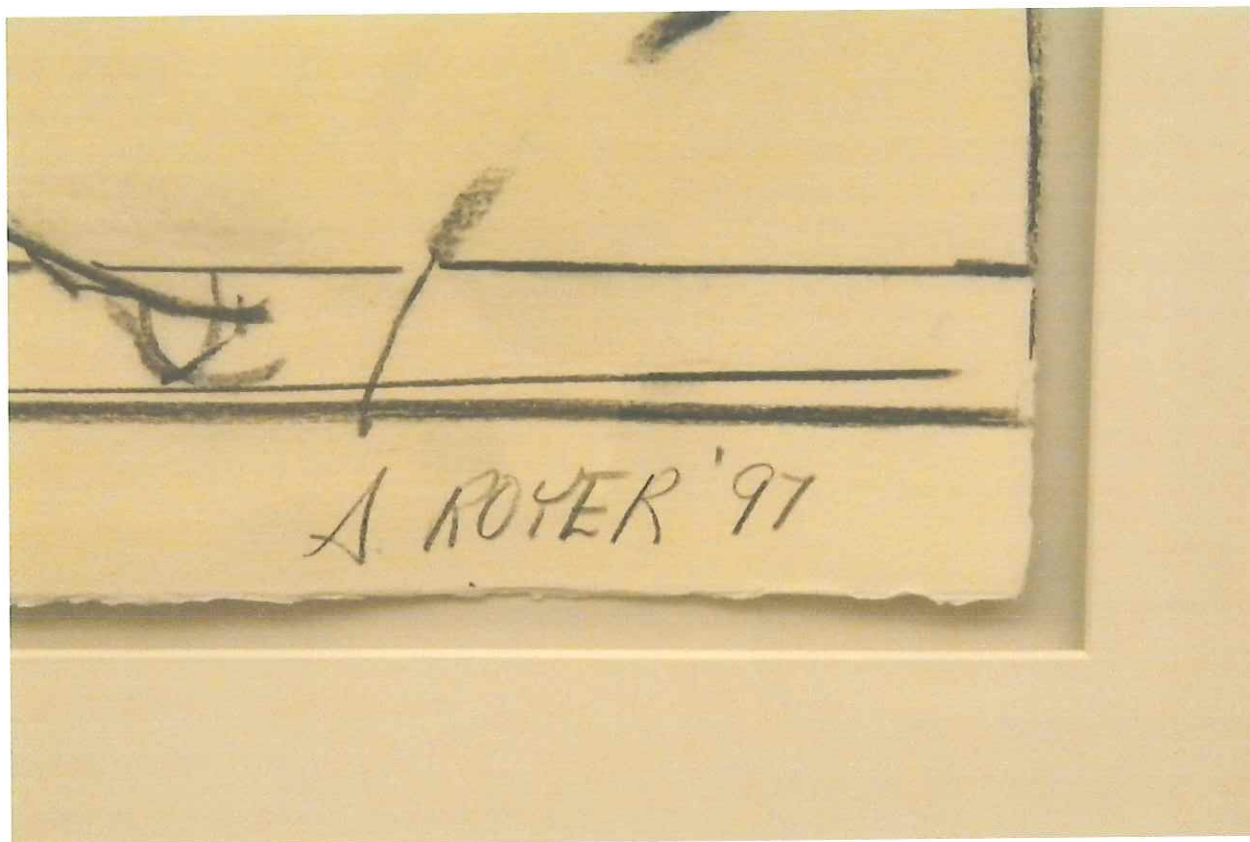


Signature detail: Inscribe on base, "Gary Price © '95 15/50"



16. OBJECT: Painting
 ARTIST: Royer, Ann (American b. 1933)
 TITLE: *Storybook Horses*
 DATE: 1997
 MEDIUM: Charcoal on paper
 DIMENSIONS:
 Site Size: 22" H x 30" W
 Frame Size: 30.5" H x 38.25" W
 SIGNATURE: Signed lower right in charcoal "A Royer 97"
 FRAME: 5/8" Black Frame, archival matting with Plexi-glass glazing.
 CONDITION: Very Good
 DESCRIPTION: Abstracted line drawing of two horses viewed from profile. The horses are in motion and facing each other. There is a strong black line just left of center and slightly angled between the horses. There is also a strong black line at the bottom on the left side and three lighter lines at the bottom on the right side
 VERSO: Frame label, "CornerHouse Gallery and Frame, Cedar Rapids, Iowa"
 BIOGRAPHY: Ann Royer studied at Colorado College and the University of Minnesota, Duluth. She has been in numerous exhibitions and show throughout her career. She currently resides in Cedar Rapids, Iowa.
 LOCATION: Conference Room
 VALUE: \$1,100 Framed

Additional photos:



Signature detail: lower right, in charcoal pencil "A. Royer '97"



On verso: Frame label "CornerHouse Gallery & Frame 2750 First Avenue SE Cedar Rapids, Iowa 52402 319-365-4348 Fax 319-365-1707 George and Janelle McClain"



17. OBJECT: Print
 ARTIST: Rocca, Kimberlee (American b. 1970)
 TITLE: *Fusion Realm*
 DATE: 2009
 MEDIUM: Foil stamping on paper
 DIMENSIONS:
 Site Size: 22 1/4" H x 15" W
 Frame Size: 31" H x 25" W
 SIGNATURE: Signed lower left, "KR 09"
 FRAME: 1 5/8" wood, dark brown in tone; flat profile
 CONDITION: Very good
 DESCRIPTION: Abstract in vibrant colors. There is deep royal blue in the upper left corner with copper – orange tones below. There is a large red square in the upper right with band of teal along the upper right corner. There is lime green predominantly in the lower half. There are three silver circles with orange surrounding it in the lower portion. There is red and blue shapes in the lower left corner.
 VERSO: Label on verso, "Fusion Realm KLRO – 030210-5 \$1150.00"; "Original Foil Stamped Art by Kimberlee Rocca – Fusion Realm"; "Artistic Options, Original Art and Design Services Kimberlee Rocca BFA, www.artisticoptions.net, e:kimberlee@artisticoptions.net, Ph: 319-665-4455 Fax:319-626-4944"

BIOGRAPHY: Kimberlee Rocca is a pioneer in the art technique of Foil Imaging. Kimberlee Rocca earned her BFA from the University of Iowa in 1991 with a Major in Metal Smithing, under Prof Chung Hi Choo, and Double Minors in Fiber Art, under Prof Nancy Purington, and Design from the University of Iowa in Iowa City. She studied Foil Imaging under direct independent instruction from the Foil Imaging founder, Professor Virginia Myers. As one of the first artists to study Foil Imaging, Kimberlee is a premier contributor to the development of this cutting edge art form. Her technique discoveries and artistic contributions published in the first book ever written about the process, "Foil Imaging – A New Art Form". A few of the permanent installations and collections include; Original work in the First Traveling Exhibition for Foil Imaging, "The Beautiful Mind" collection for The Athletic Learning Center at the University of Iowa, "Teamwork" series for University of Missouri St Louis, and a series of Original Foil Works for Kirkwood Community College Cedar Rapids Iowa.

NOTES: Plaque reads "Fusion Realm" by Kimberlee Rocca – foil stamping. Presented by the Marion Public Library Foundation in honor of Susan Kling, library director, 1987 – 2011"

LOCATION: Circulation desk area, book return

VALUE: \$1,150 Framed

Additional photos:



Signature detail: in lower left, "R 09"



On Verso: labels "Fusion Realm

KLRO 030210-5 \$1150.00" and Original Foil Stamped Art by Kimberlee Rocca – Fusion Realm"



18. OBJECT: Print
 ARTIST: Rocca, Kimberlee (American b. 1970)
 TITLE: *Rock the House*
 DATE: 2009
 MEDIUM: Foil Stamping
 DIMENSIONS:
 Site Size: 30 1/4" H x 13 1/2" W
 Frame Size: 38 7/8" H x 26 7/8" W
 SIGNATURE: Lower right, "R 09"
 FRAME: 1 5/8" wood, dark brown in tone; flat profile
 CONDITION: Very good; frame chipped along bottom edge
 DESCRIPTION: Abstract in vibrant colors. There are predominantly lime green tones in the left half with a sliver of red at the top left and four orange squares with red circles and teal squares within. The upper right corner has teals with royal blues in the lower right corner. There are abstract shapes of reds and oranges in the upper right portion.
 VERSO: Label on verso, "Rock the House KLRO – 030210-1 \$1850.00"; "Original Foil Stamped Art by Kimberlee Rocca – Rock the House"; "Artistic Options, Original Art and Design Services Kimberlee Rocca BFA, www.artisticoptions.net, e:kimberlee@artisticoptions.net, Ph: 319-665-4455 Fax:319-626-4944"
 BIOGRAPHY: Kimberlee Rocca is a pioneer in the art technique of Foil Imaging. Kimberlee Rocca earned her BFA from the University of Iowa in 1991 with a Major in Metal Smithing, under Prof Chung Hi Choo, and Double Minors in Fiber Art, under Prof

Nancy Purington, and Design from the University of Iowa in Iowa City. She studied Foil Imaging under direct independent instruction from the Foil Imaging founder, Professor Virginia Myers. As one of the first artists to study Foil Imaging, Kimberlee is a premier contributor to the development of this cutting edge art form. Her technique discoveries and artistic contributions published in the first book ever written about the process, "Foil Imaging – A New Art Form". A few of the permanent installations and collections include; Original work in the First Traveling Exhibition for Foil Imaging, "The Beautiful Mind" collection for The Athletic Learning Center at the University of Iowa, "Teamwork" series for University of Missouri St Louis, and a series of Original Foil Works for Kirkwood Community College Cedar Rapids Iowa.

NOTES: Plaque reads "Rock the House" by Kimberlee Rocca – foil stamping.
Presented in the Honor of Susan Kling, library director, 1987 – 2011"
LOCATION: Circulation desk area, reserve shelves
VALUE: \$1,850 Framed

Additional photos:



Signature detail: in lower right "R 09"



On Verso: labels "Rock the House KLRO 030210-1 \$1850.00" and Original Foil Stamped Art by Kimberlee Rocca – Rock the House"



19. OBJECT: Sculpture
 ARTIST: Rundle, Amy (American)
 TITLE: *Story Boat*
 DATE: 2012
 MEDIUM: Painted wood boat
 DIMENSIONS: 18 1/4" H x 45 1/4" W x 95" L
 Site Size:
 SIGNATURE: On boat at front "Rundle 2012"
 CONDITION: Very good, scrape along swan side
 DESCRIPTION: Wood boat whimsically painted with depictions of stories and fairytales.
 BIOGRAPHY: Amy was born in 1982 and grew up in Janesville, Wisconsin. She now lives in Cedar Rapids with her husband and three children. She became serious about her art in 2003. Most of her talent is self-taught, but she has learned a few skills from other artists that have crossed her path. Amy has used many types of media for her work, but prefers oil paints over all the others. Amy's diverse skill set includes canvas paintings, works of art on clothing, and murals in children's rooms.
 NOTES: Boat was donated to library and Amy Rundle illustrated the existing boat.
 LOCATION: Children's Desk
 VALUE: \$1,000

Additional photos:



Signature detail: front of boat "Rundle 2012"



Damage: scratch in paint across "swan's neck"



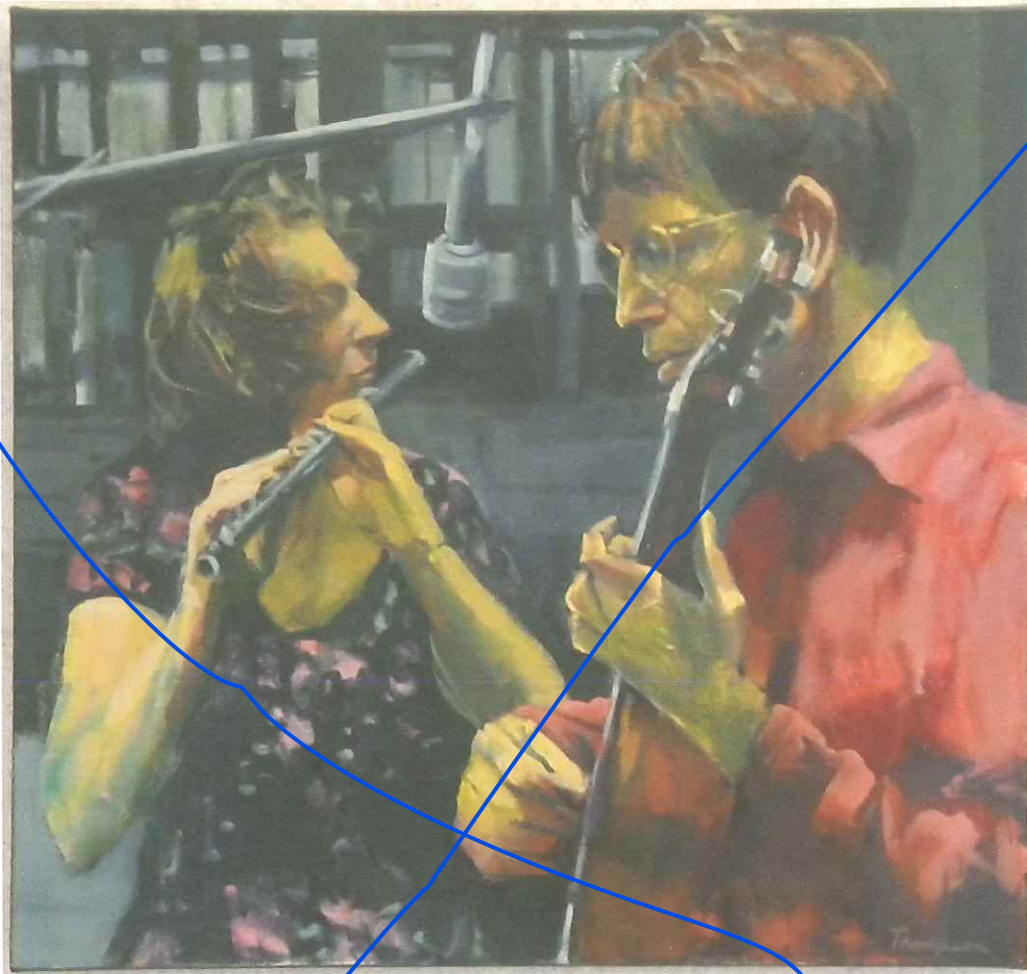
View from side



View from back, there is a chalkboard at back of boat



Other view of boat painting



20. OBJECT: Painting
 ARTIST: Thompson, Peter (American b. 1958)
 TITLE: *Flute and Guitar*
 DATE: 1998
 MEDIUM: Oil on canvas
 DIMENSIONS:
 Canvas Size: 32" H x 34" W
 SIGNATURE: Signed lower right in oil, "Thompson"
 FRAME: Unframed
 CONDITION: Very Good, some minor paint loss at edges
 VERSO: In artist's hand, verso in pencil, upper left, "Flute and Guitar" Jan Boland and John Dowdall

DESCRIPTION: Two musicians are depicted; a woman playing a flute is on the left side of the painting. She facing the viewing with her face turned to the right in profile. She has shoulder length brown hair and is wearing a pink floral on black print top with short sleeves. There is a man on the right side of the canvas playing a guitar. He has a red long sleeved collared shirt. He is wearing gold rimmed glasses and has short dark hair. He is profile facing the left side. There is a microphone between the two musicians and in the background, there appears to be grey colored bookshelf with rows of tapes.

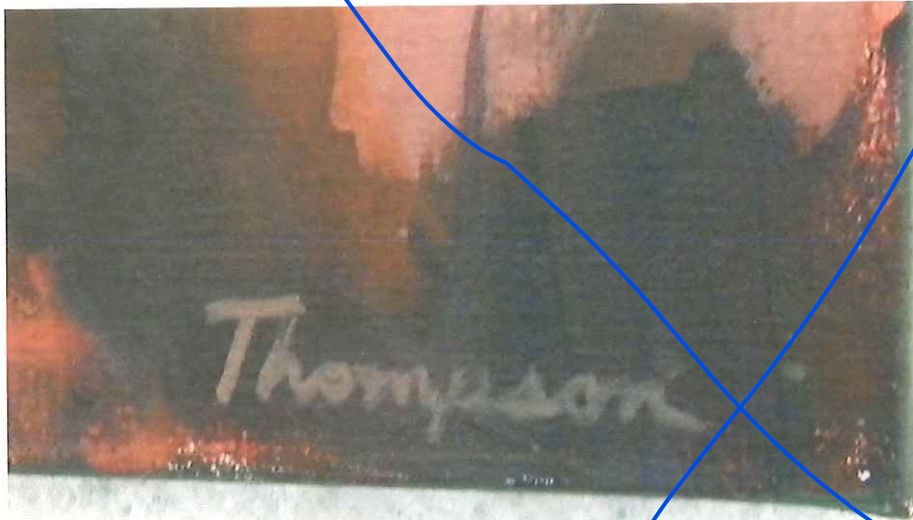
BIOGRAPHY: Peter Thompson earned his BA, MA, and MFA in painting from the University of Iowa in 1986, Peter Thompson spent six years teaching at Auburn University in Montgomery, AL. He returned to Iowa in 1993 to join the faculty of Coe College, in Cedar Rapids, where he teaches painting and digital art. Mr. Thompson is the current Marvin D. Cone Professor of Art and department chair at Coe College.

NOTES: Marion Public Library Art Acquisition Committee purchased this painting through Campbell Steele Gallery, Marion, Iowa in 1998.

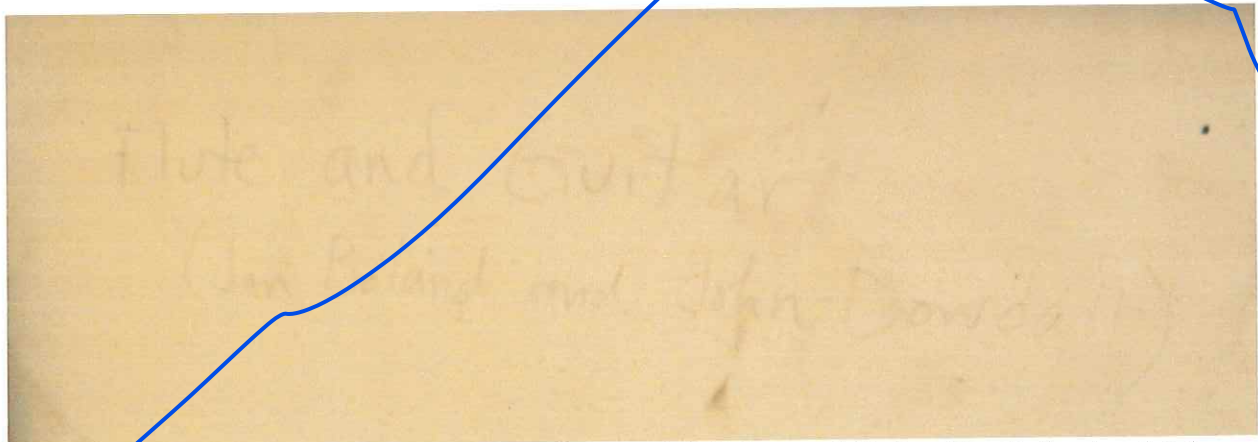
LOCATION: Southeast Corner, main stacks

VALUE: \$2,100

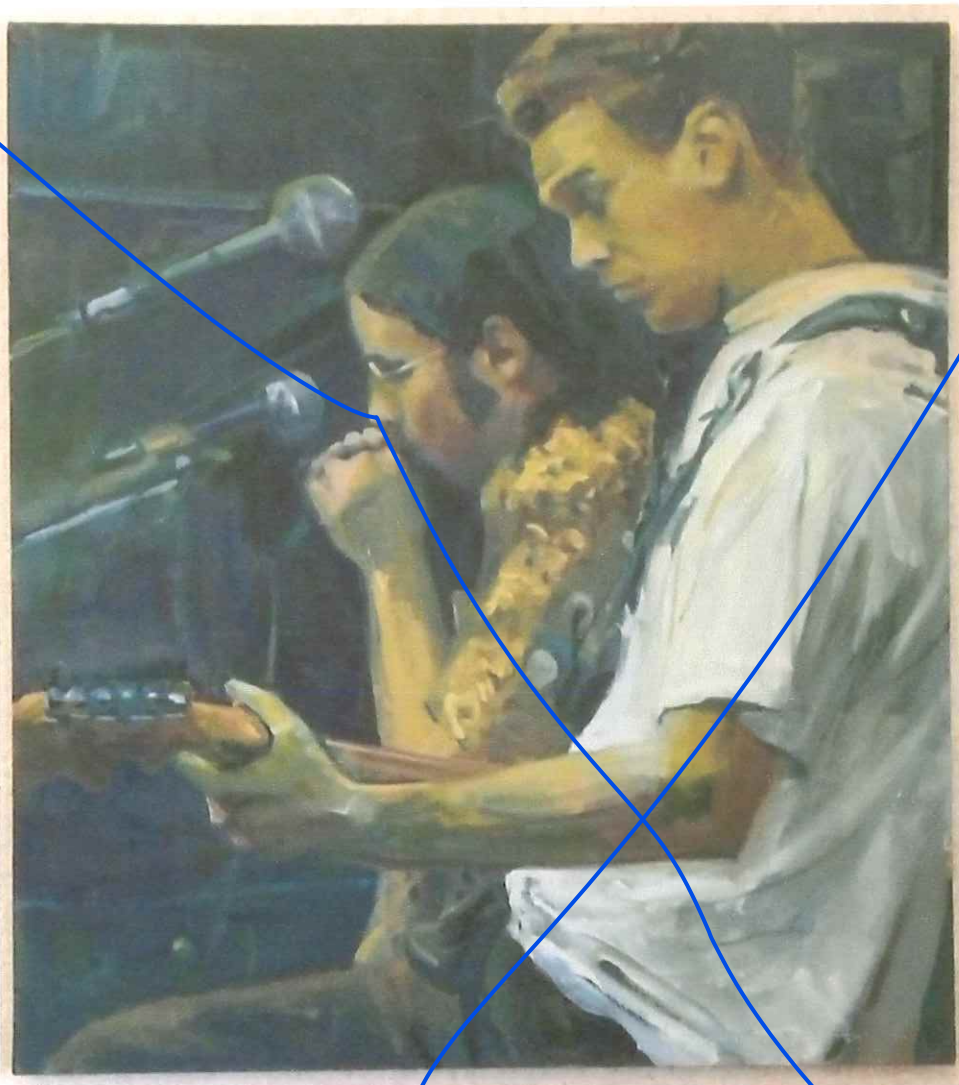
Additional photos:



Signature detail: in lower right, in oil "Thompson"



On verso: written in artist hand, in pencil upper left "Flute and Guitar (Jan Boland and John Dowdall)"



21. OBJECT: Painting
ARTIST: Thompson, Peter (American b. 1958)
TITLE: *Blues Men* (Bryce Janey & Merrill Miller)
DATE: 1998
MEDIUM: Oil on canvas
DIMENSIONS:
Canvas Size: 41 1/4" H x 37 1/4" W
SIGNATURE: Signed lower center left in oil "Thompson"
FRAME: Unframed
CONDITION: Very good, paint loss at edges
VERSO: In pencil, in artist hand, upper left on stretcher bar, "Blues Men" Bryce Janey and Merrill Miller

DESCRIPTION: Two musicians are depicted in profile. The musician in the foreground is facing to the left and is wearing a short sleeved collared white shirt with brown pants. He has short light brown hair. He appears to be seated and is playing a guitar with a pair of microphones on the left side. In the background, a second musician is depicted with gold

wire rimmed glasses and dark brown hair with sideburns. He is wearing a short sleeved yellow patterned shirt and he appears to be playing a harmonica.

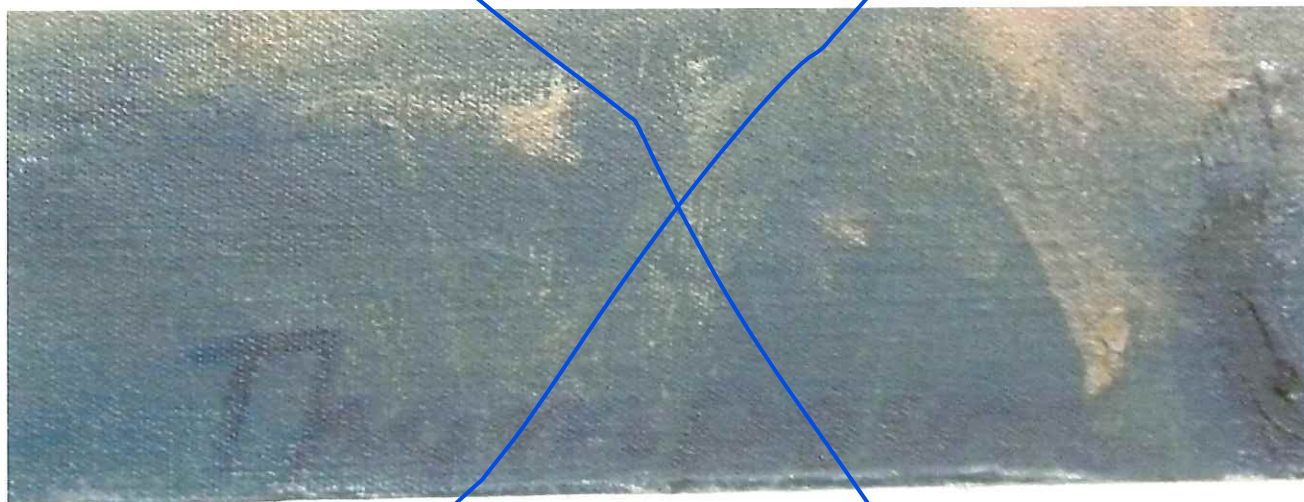
BIOGRAPHY: Peter Thompson earned his BA, MA, and MFA in painting from the University of Iowa in 1986, Peter Thompson spent six years teaching at Auburn University in Montgomery, AL. He returned to Iowa in 1993 to join the faculty of Coe College, in Cedar Rapids, where he teaches painting and digital art. Mr. Thompson is the current Marvin D. Cone Professor of Art and department chair at Coe College.

NOTES: Marion Public Library Art Acquisition Committee purchased this painting through Campbell Steele Gallery, Marion, Iowa in 1998.

LOCATION: Southeast Corner, main stacks

VALUE: \$2,500

Additional photos:



Signature detail: in lower left, in oil "Thompson"



On verso: written in the artist hand in pencil on the stretcher bat in upper left " 'Blues Men' Bryce Janey and Merrill Miller"

Total Value: \$ 67,811.00

In preparation of my value opinion, I have considered the following comparables:

Aprile, Tom

Information regarding value provided by his widow, Laura Young, Priscilla Steele at Campbell Steele Gallery and the Marion Arts Council

Dennis, Pam

Information regarding value provided by artist

Easker, Fred

Groveland Gallery, Minneapolis, MN – “View from Ferryville, 2007” oil on canvas 18” x 54”
retail offering \$7,200 unframed

Groveland Gallery, Minneapolis, MN – “Winter View near Lewis Access, 2010” oil on canvas 68”
x 48” retail offering \$6,200 unframed

Gilchrist-Renfer, Francis

Ebay, online auctions - “Milwaukee Depot Station Train” Paul Norton, Moline, Illinois print
offering \$19.99 unframed

Jelsma.com, Railroad prints – “Rock Island Railroad, Iowa City” by Stan Haring, 12” x 17” retail
offering \$15 unframed

Jelsma.com, Railroad prints – “Rock Island Quad City Station” by Paul N. Norton, 12” x 17” retail
offering \$15 unframed

Jacobs, Steve

Information regarding value provided by artist

Lucas, Norma

Information regarding value provided by artist

Malerich, Steve

Information regarding value provided by artist

Hoyt, Karen

Happenstance, Marion, Iowa – mixed media, 19” x 19” retail offering \$195, framed
10” x 10” retail offering \$110, framed
African Museum American mural commission \$2,000

Information regarding value provided by artist

McLaughlin, Julie

Campbell Steele Gallery, Marion, Iowa – “Copper Penny”; dress/bodice sculpture, retail offering \$750-\$800

Information regarding value provided by artist

Mohr, Wendell

Moberg Gallery, Des Moines, Iowa – “Tango Dancers”; 28” x 21” retail offering \$1,500

Moberg Gallery, Des Moines, Iowa – “Hunter”; 28” x 21” retail offering \$1,500

Price, Gary

Gary Price Studio, Springville, Utah - “Bookworm II” bronze, life size 46”H Retail offering \$13,800 (plus shipping \$966)

Gary Price Studio, Springville, Utah - “Bookworm” bronze, life size 46”H x 32 x 24 Retail offering \$16,000 (plus shipping \$1,120)

Wildhorse Gallery, Steamboat Springs, Colorado - “Bookworm II” bronze, life size 46”H Retail offering \$13,800 (plus shipping)

Rocca, Kimberly

Campbell Steele Gallery, Marion, Iowa – “Sunset Regatta”; foil print, 18”h x 14”w retail offering \$795 unframed

Campbell Steele Gallery, Marion, Iowa – “Horizons II”; foil print, 18”h x 14”w retail offering \$795 unframed

Campbell Steele Gallery, Marion, Iowa – “Horizons III”; foil print, 18”h x 14”w retail offering \$795 unframed

Campbell Steele Gallery, Marion, Iowa – “Horizons IV”; foil print, 18”h x 14”w retail offering \$795 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - “Fire in the River” Foil on paper 30” x 22” retail offering \$1,800 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - “Big Rug” Foil on paper 30” x 13” retail offering \$1,850 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - “Shooting Star” Foil on paper 30” x 13” retail offering \$1,850 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - "Haze" Foil on paper 24" x 18" retail offering \$1,400 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - "Silver Showers" Foil on paper 24" x 18" retail offering \$1,400 unframed

Kimberlee Rocca Studio, North Liberty, Iowa - "Color's Edge" Foil on paper 24" x 14" retail offering \$980 unframed

Royer, Ann

Gilded Pear Gallery, Cedar Rapids, Iowa – "Abstract" 30" x 22" unframed mixed media on paper retail offering \$650 unframed

Gilded Pear Gallery, Cedar Rapids, Iowa – "Abstract" 30" x 22" unframed mixed media on paper retail offering \$650 unframed

Gilded Pear Gallery, Cedar Rapids, Iowa – "Abstract" 30" x 23" unframed mixed media on paper retail offering \$750 unframed

Gilded Pear Gallery, Cedar Rapids, Iowa – "Abstract" 30" x 24" unframed mixed media on paper retail offering \$850 unframed

Rundle, Amy

Information regarding value provided by artist

Catiri's Art Oasis, Amana, Iowa – "Just Open" oil retail offering \$850

Catiri's Art Oasis, Amana, Iowa – "Nestled Homestead" oil retail offering \$650

Thompson, Peter

Campbell Steele Gallery, Marion, Iowa – "Purple Haze: Merrill Miller and Tommy Giblin", oil on canvas unframed, 32"h x 26"w retail offering \$1,800

Campbell Steele Gallery, Marion, Iowa – "Leland, Miss Blues", oil on canvas unframed, 28"h x 30"w retail offering \$1,900

Campbell Steele Gallery, Marion, Iowa – "Body and Soul: Marla Feeney and Steve Grismore", oil on canvas unframed, 28"h x 42"w retail offering \$2,400

Campbell Steele Gallery, Marion, Iowa – "Big Boss Man: James Kinds at the Safari", oil on canvas unframed, 26"h x 34"w retail offering \$1,900



Gilded Pear Gallery

FINE ART • FRAMING • APPRAISALS

808 Third Avenue Southeast
Cedar Rapids, Iowa 52403

Suzy McGrane-Hop, ISA CAPP

Certified Appraiser of Fine Art

Gilded Pear Gallery

808 Third Avenue SE

Cedar Rapids, Iowa 52403

Phone 319-366-0205

suzy@gildedpeargallery.com

Professional Experience:

Certified Appraiser of Personal Property, Cedar Rapids, Iowa
Gilded Pear Gallery, Cedar Rapids, Iowa (owner) 2011- present
CornerHouse Gallery & Frame, Cedar Rapids, Iowa 2005 - 2011
Peppertree Studios, Cedar Rapids, Iowa 1996 - 2005

Professional Organizations:

International Society of Appraisers, Certified Member (ISA CAPP)
Cedar Rapids Metro Economic Alliance, member since 2012
International Facilities Manager Association, associate member since 2012
Impact CR (formerly Access Iowa), Member since 2007

Education:

International Society of Appraisers, Annual Conference, 2013
Uniform Standards of Professional Appraisal Practice (USPAP), 2012
International Society of Appraisers, Advanced Report Writing Course, 2011
International Society of Appraisers, Appraisal of Japanese Prints Course, 2011
Coe College, Art course, Topics in Art History: Masterpieces, 2010
Coe College, Medieval Art course, 2010
International Society of Appraisers Requalification Course, 2009
Uniform Standards of Professional Appraisal Practice (USPAP), 2009
International Society of Appraisers Core Course, 2007
International Society of Appraisers Fine Art Course, 2007
Coe College Cedar Rapids, Iowa B.A. Fine Art

Civic:

Juror for Marion Arts Festival, Marion, Iowa, 2011
Cedar Rapids Visual Arts Commission, board member, 2010 - current
Cedar Rapids Community School District, Art Collection Committee, 2010 – current
Juror for College Hill Arts Festival, Cedar Falls, Iowa, 2009
Juror for Grounds for Art, Cedar Rapids Public Sculpture Project, 2008

Suzy McGrane-Hop, ISA CAPP
Appraiser and Fine Art Consultant

319.366.0205
808 Third Avenue Southeast
Cedar Rapids, Iowa 52403

Insurance Appraisal for Marion Public Library
Suzy McGrane-Hop, ISA CAPP

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April 26, 2013

| | | | |
|--|---|---|---|
| JANUARY <ul style="list-style-type: none"> Monthly: share a copy of the library's event calendar and newsletter with elected officials and community leaders. Sign up for your state association's library legislative event. Have your library story ready to share and follow-up with a thank you to legislators and staff. <input checked="" type="checkbox"/> | FEBRUARY <ul style="list-style-type: none"> Work with local media to highlight a library program, service, or event that is enabled by state or local funding: http://www.ala.org/advocacy/media. <input type="checkbox"/> | MARCH <ul style="list-style-type: none"> Participate in statewide Library Snapshot Day, or create one for your city/county/school district: http://www.ala.org/advocacy/snapshotday. Conduct a mid-session check-in with coalition partners to advance favorable legislation or defeat adverse legislation. <input type="checkbox"/> | APRIL <ul style="list-style-type: none"> Celebrate National Library Week, National Library Workers Day, National Bookmobile Day, and/or School Library Month: http://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek. Ask a state or local governing body to issue a proclamation and tweet your thanks with photos showcasing your library's value to its community. <input type="checkbox"/> |
| MAY <ul style="list-style-type: none"> Attend a board, county commission, or city council meeting and share something new about the library that positively impacts their constituents. Invite officials to tour your library or participate in an upcoming event—e.g., summer reading—that aligns with their priorities. <input type="checkbox"/> | JUNE <ul style="list-style-type: none"> Join ALA for Annual Conference. If you can't attend in person, follow the conversations on social media channels: @ALAConferences and @ALALibrary. Attend or schedule advocacy training for the summer. <input type="checkbox"/> | JULY <ul style="list-style-type: none"> Create and distribute a year-in-review infographic (one-page) for elected officials and the public. Review the legislative session to assess successes, losses, and areas for continued work. During election years, learn about candidates' positions and educate them about your library. <input type="checkbox"/> | AUGUST <ul style="list-style-type: none"> Share input across library types for state or regional legislative planning. Attend in-district events hosted by your state senators & representatives. <input type="checkbox"/> |
| SEPTEMBER <ul style="list-style-type: none"> Celebrate Library Card Sign-Up Month by engaging community influencers in your public awareness campaign: http://www.ala.org/conferencesevents/celebrationweeks/card. Partner across library types and with local organizations to highlight the value and impact of libraries. <input type="checkbox"/> | OCTOBER <ul style="list-style-type: none"> Sign up for federal (https://bit.ly/2Enzw9B) & state (https://bit.ly/3ohY13Y) advocacy alerts. Confirm your state's legislative session dates and update your advocacy calendar accordingly. <input type="checkbox"/> | NOVEMBER <ul style="list-style-type: none"> Ask your trustees to complete the Board Member Survey: https://bit.ly/2UbW95n. Research newly elected officials to understand their background and priorities. Review your state organization's legislative agenda & communications plan so that your messaging is aligned with statewide efforts and libraries speak with one voice. <input type="checkbox"/> | DECEMBER <ul style="list-style-type: none"> Welcome new & returning elected officials. Offer your library as a place they can hold meetings/town halls and refer constituents for assistance accessing government services, small business resources, job search support, etc. <input type="checkbox"/> |

Advocacy activities may need to shift in accordance with institutional, organizational, and legislative calendars.

Download to customize.

FAQ Details

Question

What are the do's and don'ts of public library advocacy? What can library directors, staff, trustees, Friends groups and foundations do when promoting the library or library-related issues?

Answer

[Iowa Code Chapter 68A](#) is entitled "Campaign Finance. [Section 68A.505](#) is entitled "Use of public moneys for political purposes" and reads, *"The state and the governing body of a county, city, or other political subdivision of the state shall not expend or permit the expenditure of public moneys for political purposes, including expressly advocating for the passage or defeat of a ballot issue. This section shall not be construed to limit the freedom of speech of officials or employees...of a county, city, or other political subdivision of the state. This section also shall not be construed to prohibit the...governing body of a political subdivision of the state from expressing an opinion on a ballot issue through the passage of a resolution or proclamation."* This means that the library's director and staff can actively campaign for the passage or defeat of a ballot issue as long as such activities are conducted away from the library and on their own time, rather than work time. Library staff and trustees can speak to community groups away from the library and outside of work time. The library board can pass an official resolution in support of a particular ballot issue. As long as the trustees do not compose a letter on public property or during public time, such as in the course of a board meeting, they can advocate for or against a referendum that directly or indirectly supports or harms the library. For instance, the president of the West Des Moines Public Library's Board of Trustees wrote a letter to the Des Moines Register to advocate for the passage of a referendum that would benefit the library: [Sales Tax Increase Will Help the Public Library](#).

The Iowa Ethics and Campaign Disclosure Board is the state agency charged with enforcing the laws on campaign finance, lobbying and government ethics. The Board's regulations are in Title 351 of the Iowa Administrative Code. [Chapter 5](#) is entitled "Use of Public Resources for a Political Purpose." Rule 5.3 defines "express advocacy" as *"a communication that uses any word, term, phrase or symbol that exhorts an individual to vote for or against a clearly identified candidate or for the passage or defeat of a clearly identified ballot issue."* Again, government employees cannot expressly advocate for the passage or defeat of library-related ballot issues while working. The board's advice to working library staff is to simply remind citizens of the date of the election and leave it at that. Sometimes libraries want to provide "unbiased information" to the public, such as a brochure that shows the fact-based effects of a levy on taxpayers, city government and the library without seeming to advocate for or against its passage. The

Ethics Board cautions against providing such materials in the library proper, in order to avoid a legal challenge and the public distraction from a positive campaign.

The Ethics Board's rules define "public resources" as *"the moneys, time, property, facilities, equipment, and supplies of the executive branch of state government, a county, city, public school, or other political subdivision."* Rule 5.4 is entitled "Use of public resources for a political purpose prohibited" and says that public resources shall not be used to expressly advocate for the passage or defeat of a ballot measure. The rule goes on to say that public resources cannot be used to solicit or accept campaign contributions or votes, to engage in campaign work, or to poll voters on their preferences. Publicly-owned motor vehicles cannot be used to transport political materials, and placing campaign signs on publicly-owned vehicles or using such vehicles to travel to campaign-related events is prohibited. Public resources must not be used to produce or distribute communications that expressly advocate for or against issues—government-owned copiers, fax machines, audio or video equipment, cameras, computer hardware or software, printers, typewriters, calculators and postage meters cannot be used. Of course, government telephones, e-mail accounts and websites cannot be used, either. Placing campaign materials such as posters, brochures, flyers, yard signs or literature of any kind in government buildings or on government property—or even the public right-of-way on streets—is strictly forbidden. However, brochures may be distributed in public parking lots or placed on vehicles parked in public lots. Remember, though, that library employees may **not** do this kind of literature distribution on work time.

Mailing lists, including the library's database of registered adult patrons' addresses, may be used for political mailings, as long as the lists are provided to both sides of an issue or to any citizen group asking for them, on the same terms. In other words, if the Friends group uses the library's database for free to advocate for the passage of a library levy, an anti-tax citizen's group opposed to the levy must also be able to request and obtain the exact same list for free through the same process by which it was obtained by the Friends. As long as a list of library customers does not link particular customers with material or information they have requested or used, library card holders' directory-type information is a public record open to inspection by the general public. However, 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. The board should adopt a policy on the release of this type of information.

Elected officials such as city council members and salaried administrators such as the library director or the city administrator may attend functions where they participate as speakers or panelists

as part of their official duties to discuss political issues or to provide information relevant to a ballot issue without violating the law. If a library director were asked to attend a meeting of the local Rotary Club, for example, to discuss the upcoming library levy ballot issue, he or she could talk about the positive aspects of passing the levy and the plans for using the expected revenue if the initiative passes, but he or she should not expressly advocate for its passage by encouraging the group to vote for it or doing something like asking for a show of hands of attendees who support the measure.

The Ethics Board's rules also state that while performing official duties, a public official or public employee may wear clothes or political paraphernalia, such as buttons, that expressly advocate for or against candidates or ballot issues. However, the administrative head of the agency or the city may enact a policy that would prohibit the wearing of campaign materials on the public property of that agency or that city.

Officials and employees of government agencies may be members of independent citizen committees devoted to advocating for or against a ballot issue and may solicit or encourage members of the public to be part of the citizens' committee, so long as these activities occur on personal time and off the premises of government property. Such committees may solicit and accept contributions and may expend funds to expressly advocate for or against a ballot issue. [Iowa Code section 68A.102](#) says that any committee that accepts contributions in excess of \$1000, makes expenditures in excess of \$1000 or incurs indebtedness in excess of \$1000 in any one calendar year to expressly advocate for a ballot issue must file a Statement of Organization as an official committee with the Ethics Board. The statute defines a "contribution" as a gift, loan, advance, deposit, rebate, refund, or transfer of money or a gift in kind, but does not include services provided without compensation by volunteers, or refreshments served at campaign functions, as long as the value of those refreshments does not exceed \$50. Even if the committee does not meet the \$1000 benchmark, it still must print "Paid for by..." on all its materials.

[Iowa Code section 68A.405](#) is entitled "Attribution Statement on Published Material" and says that the words 'paid for by,' and then the name and address of the organization, followed by the name of one officer of the organization, shall appear on the material. However, this does not apply to bumper stickers, pens, buttons, matchbooks, tee-shirts, caps, or clothing. You may also be interested in reading [Iowa Code section 68A.406](#), entitled "Campaign signs—yard signs."

What can the library put in its newsletter or on its website about a ballot issue? The Ethics Board recommends limited discussion of the issue and just a simple reminder to readers of the date of the election.

Tax-exempt organizations such as the Friends of the Library and the library foundation have to carefully limit their political and legislative activity, even if it directly contributes to the accomplishment of the group's tax-exempt purposes. If a Friends' or foundation's efforts serve to support or oppose legislation or a referendum, the group is lobbying, even if members never contact a legislator and merely urge their members through a newsletter to get involved or to involve others. The law limits political and legislative activities in which tax-exempt organizations can become engaged because of the economic leverage tax-deductible charitable organizations have. It's not surprising then that such organizations are entirely prohibited from attempting to influence elections for public office.

A Friends group can undertake legislative activity, but in a limited way. The IRS recognizes two different kinds of "advocacy." The first is called "lobbying" and it is when the Friends group itself or its individual members work to influence policy or legislation in favor of the library. Generally speaking, a Friends group can spend up to 20% of its yearly expenditures on these activities if their annual expenditures do not exceed \$500,000. The formula changes for groups spending more. The other type of "advocacy" the IRS recognizes is called "grassroots lobbying" and this is when a Friends group or library foundation works to get the general public to take a specific action on behalf of the library such as asking the public to "vote yes," or "call the mayor." In this case, the group can spend 25% of the 20% allotted above. Again, Friends groups may not advocate, lobby, or engage in grassroots lobbying on behalf of any candidate for office. Check both the United for Libraries' website and the website for the IRS to see a list of acceptable political activities for 501c(3)s.

Staff members at the Iowa Ethics and Campaign Disclosure Board are very approachable and responsive, so if you have questions about complying with state law or even the spirit of the state's ethical guidelines, do not hesitate to visit [the Board's website](#) or contact staff by telephone or e-mail.

| | |
|-----------------|---|
| Topic | The Library as a City Agency |
| Subjects | Library Board / Trustees, Library Director, Marketing, Promotion, Public Library Advocacy |
| Tags | Friends of the Library |