



AGENDA

Library Board

5:00 PM - Monday, May 18, 2026
Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# [812 6779 9059](https://zoom.us/j/81267799059). A link is also provided at www.cityofmarion.org. Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

2026 Summer Library Program Presentation - Sydney Kaup 3 - 17
[SLP Board Presentation 2026 Final Apr 29](#)

MINUTES

Motion to approve the April 2026 Meeting minutes. **(Action Requested)** 18 - 22
[Library-Minutes-April 20 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report
 2. Marion Public Library Foundation Report
 3. Board Continuing Education
 4. Director's Report 23 - 38
 - Budget Update
 - Statistics Highlights
 - General Department Updates
 - MLN Updates
- [Directors Report May 18 2026](#)
[Budget Performance Report April 2026 FINAL](#)
[Open Purchase Order Report - April 2026](#)

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 14 - 15 (*Discussion*) 39 - 44
[Ch. 14-15 - Iowa Library Trustee's Handbook](#)
2. Policy Review (*Discussion* and **Action Requested**) 45 - 49
[Circulation Policy May 2026](#)
[Confidentiality of Library Records Policy May 2026](#)
[Materials Fees and Replacement Costs Policy May 2026](#)
3. Roof Repair Purchase Order Approval (**Action Requested**) 50
[EMSM Roof Repair Quote](#)
4. HVAC Mechanical Maintenance Purchase Order Approval (**Action Requested**) 51 - 53
[PipePro HVAC Contract 2026](#)
5. Board Officers (*Discussion* and Potential Action)
6. 2026 Fall Into Marion Parade (*Discussion*)
7. Director Review (*Discussion*)
8. Summer Uptown Market Sign Up (**Action Requested** - Volunteers Needed) 54
[Board Uptown Market Volunteer Sign-Up 2026](#)

ADJOURN

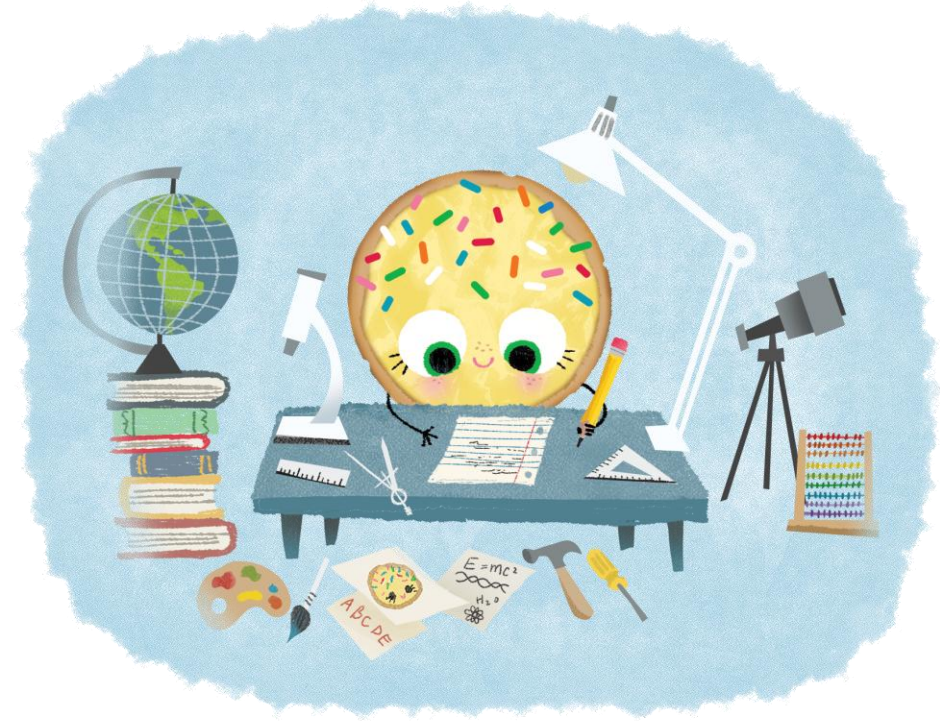


Plant a Seed, Read!

MPL Summer Library Program 2026

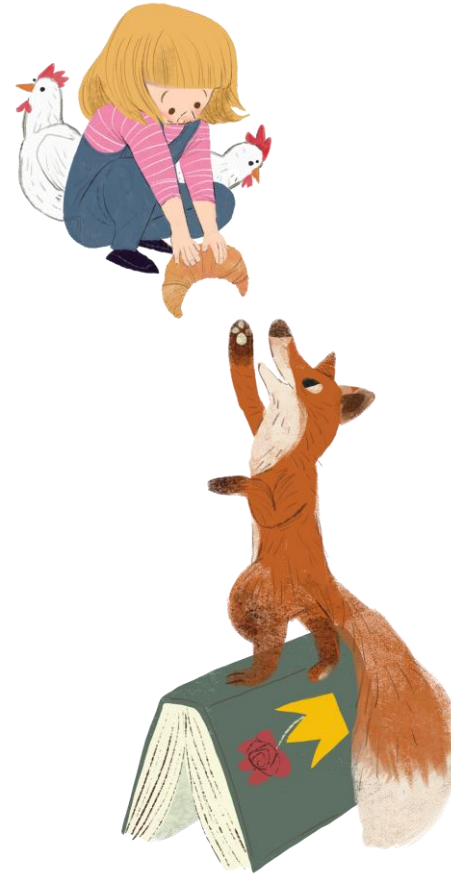
Why SLP? (Summer Library Program)

- Promotes literacy and reading for all ages
- A variety of fun, free, and educational activities
- Opportunities to explore themed learning



Why SLP? (Summer Library Program)

- Summer is typically the library's busiest season
- Solidifies the library as a place for the community to gather
- Provides opportunities to develop or enhance community partnerships



About iREAD and Theming

- Reading program for libraries, made by librarians
- Provided by the State Library to Iowa libraries
- Includes resources such as artwork and programming ideas
- Theme provides framework for learning opportunities



Getting Things Started

PLANT A SEED, READ

About the iREAD theme:

- “*Plant a Seed, Read*” is rooted in the concept of farm-to-table. A farm grows food that nourishes our bodies; a library grows ideas that nourish our minds. Both food and stories connect us to our family, culture, economy, and ecology. iREAD 2026: *Plant a Seed, Read* will provide a context for exploring culture, history, science, health, and human connection.”

Kickoff

Barnyard Discoveries Returns!

- Sunday, June 7th 1-4 p.m.
- All Ages Program
- City Hall parking lot
- See some farm animals and learn more about Iowa agriculture!
- Signups and log handouts begin



Events and Programs

- Events and programs for patrons of all ages
- Five broad categories will include:
 - Kids/Youth Programs
 - Teen Programs
 - Adult Programs
 - Makerspace Programs
 - All Ages/Family Friendly Programs

Note: Some programs do require registration, so please double check the website!



Kids/Youth Programs

- Summer Storytimes
- Park Playdates
- Elementary Activity Time
- Babble & Brew
- Expressive Art
- Doodlebugs
- Storybook Steps
- Let's Get Moving Dance Program



Teen Programs

- Crochet Classes
- Drawing Classes
- Bead Art Workshop
- Basic Cooking Class
- Craft Days
- Teen Movie Days
- Candy Sushi
- Kitchen Safety
- Dungeons and Dragons
- Game Days
- Comic Book Workshop
- Board Game Meet-Up



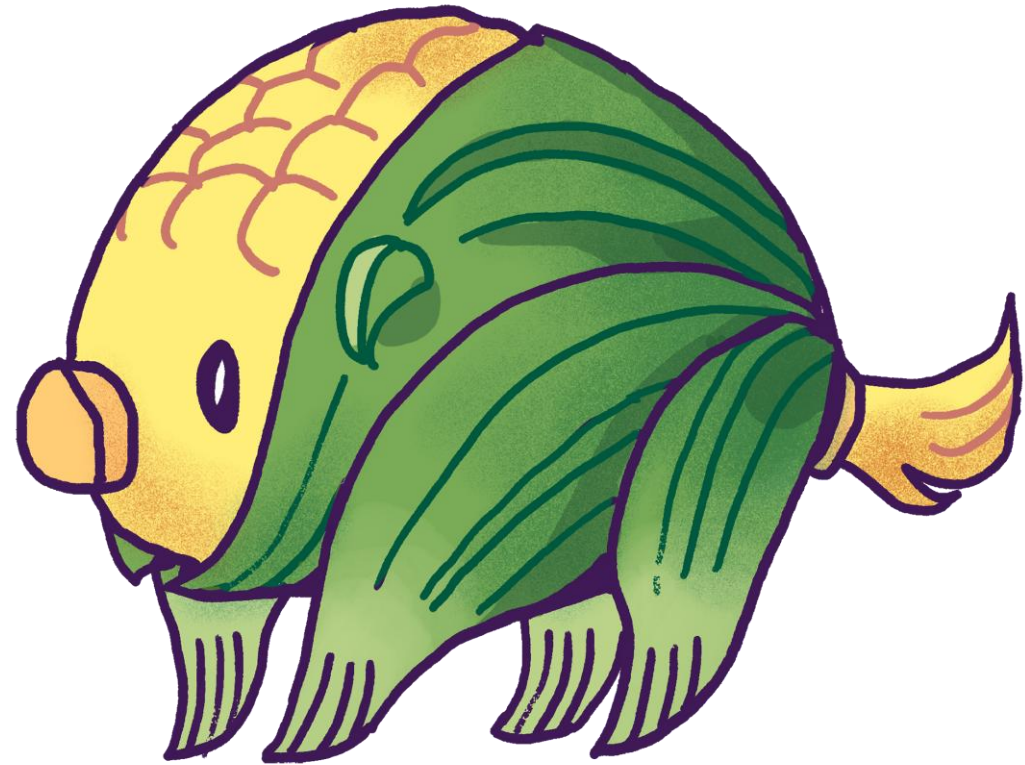
Adult Programs

- Uptown Marion Walking Tour
- Adult Trivia Night
- Beach Read Book Club
- Adult Art Classes
- Summer Writing Circle
- Culinary Classes



Makerspace Programs

- Trinkets and Treasures
- Kids Craft Days
- Paint Your Family
- Cyanotype Art
- Teen Makerspace Programs
- Makerspace Open Hours
- It's Corn! Adult Craft Activity



All Ages/ Family Friendly Programs

- Meet the Reptiles
- Absolute Science: Fantastic Foam
- Movie Days
- Swords and Roses
- Author Kelly Crull
- Pollinator Protectors
- Will Stuck's M.E.S.S. Show
- End-of-SLP Ice Cream Social



Themed Programming

Programs

- Some programs tie directly into this summer's theme
- Examples:
 - Barnyard Discoveries
 - Pollinator Protectors
 - Park Playdates
 - Adult Culinary Classes
 - Teen Basic Cooking Class
 - Makerspace "It's Corn!" Craft
 - Uptown Market Activity Packets

Program Elements

- Other programs will include elements that tie into the theme
- Examples:
 - Plant magnet station at Elementary Activity Time
 - Storytimes with farm and garden themes
 - Themed scavenger hunts and take-and-makes
 - Outdoor Cyanotype Art

Thank You to Our 2026 Partners!

- Marion Parks and Recreation
- Eastern Iowa Arts Academy
- Marion Fire Department
- The History Center
- Tanager Place
- Prestige Dance Studio
- The Pointe School of Dance
- Cedar Rapids Museum of Art
- Good Neighbor Iowa
- MPL Volunteer Program

THANK
YOU!

Thank You to Our 2026 Sponsors!



Katz Summer Library
Program Fund





MINUTES

Library Board

5:00 PM - Monday, April 20, 2026
Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, April 20, 2026, at 5:00 PM, with the following members present:

- PRESENT: Am Thayer, Becky Garms, Bob Hoyt, Bob Read, Kelsey Logan, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling
- ABSENT: Krystle Mullin and Julie Lammers
- STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds
- FRIENDS REP: Wynelle Lindsley
- GUESTS PRESENT: None

CALL TO ORDER

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

AGENDA APPROVAL

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

Moved by Alexander, seconded by Garms, to approve the Agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

No guests.

PUBLIC FORUM

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

MINUTES

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

Moved by Thayer, seconded by Beyer, to approve the March 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Wynelle Lindsley passed around copies of the new Friends of the Marion Public Library brochure, designed by Ashley Osborn.
- Jo and Judy are retiring as Bookstore Mangers, they are being replaced by five people with the duties spread out among them.
- The Friends Booksale was very successful this past weekend.
- The Friends will provide treats for the Library Staff on May 15th.
- The Friends approved \$15,000 for FY26 Library Programming, Continuing Education, etc.

2. Marion Public Library Foundation Report

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

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update - The Fiscal Year has lapsed by 75%, Library Expenses are at 67% and Revenue is at 78%.
- Statistics Highlights - corrected Programming Stats have been provided for FY26.
- General Department Updates - Ashley Osborn has been working on a Marketing Evaluation for the Library.

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

Moved by Kling, seconded by Alexander, to accept Reports 1-4 as presented.

Approved unanimously

REGULAR AGENDA

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

- Important or interesting items on this assessment were:
 - Kelsey Logan commented, in regards to the statement "The board is familiar with state and federal laws governing libraries.", that laws are constantly changing.
 - Bob Hoyt said that Intellectual Freedom could change in the future.
 - Melissa Alexander felt that the statement "The board is representative of the community it serves." was an important one.
 - Becky Garms said the Library does a good job with its Budget in regards to the statement "The board stays abreast of the financial status of the library and its funding sources."

Moved by Alexander, seconded by Logan, to remove Agenda Item #1 from table.

Approved unanimously

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

- Chapter 11 Discussion Question One: There was a recent addition to the chapter regarding open meeting laws. What steps can the Board take to ensure compliance with the Open Meetings Law, including electronic participation and

- proper public notice?
- Ryan Norton mentioned that they can assure not to click 'Reply All' on an email sent to the entire Board.
 - Ross McIntyre commented that they can be sure not to discuss Library or City business at any social gatherings Board Members may be at.
 - Chapter 11 Discussion Question Two: How can we, as trustees, balance speaking candidly during meetings with the discomfort of having the public or media present?
 - Melissa Alexander said you can think about how you word things in order to be authentic but not offensive.
 - Becky Garms commented they can listen to understand if there are disagreements. Bob Hoyt agreed saying they should be good listeners.
 - Chapter 12 Discussion Question One: How can we ensure that consensus-building does not silence dissenting voices, especially among newer or quieter trustees?
 - Ryan Norton said it's good not to put people on the spot.
 - Becky Garms commented that more active Board Members can wait 10-15 seconds before jumping in to give newer, quieter trustees a chance to speak up first.
 - Chapter 12 Discussion Question Two: How can board members respectfully "play devil's advocate" to ensure all alternatives are considered without derailing discussion or creating conflict?
 - Bob Read said you can do this with thoughtful questioning, saying "tell me why" and listening to responses.
 - Kelsey Logan said you can think about things from the other person's perspective.

Moved by Norton, seconded by Read, to remove Agenda Item #2 from table.

Approved unanimously

3. State Library Board of *Trustees Handbook* - Ch. 13 (*Discussion*)

- Discussion Question: Anything surprising from Chapter 13?
 - Am Thayer said the part discussing parents seeing what their kids check out was interesting.
 - Becky Garms commented that it's good to remember that failure to act *is* an act when deciding what actions to take or not take.

4. Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover replacement of the main roof membrane, installation of the missing coverboard, and removal and replacement of insulation that got wet from leaks.
- Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
- The PO total for Terrace Roof Repairs is \$17,500.

5. Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover replacement of the membrane under the Terrace Planters.
- This PO for Terrace Planter Repairs would be \$17,460.08 with the possible addition of Time and Materials not to exceed \$4,500, for a grand total of up to

\$21,960.08.

Moved by Norton, seconded by Logan, to approve both Blackhawk Roofing Purchase Orders in Agenda Items # four and five.

Approved unanimously

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

- Art Policy - Language was added to this policy stating that any art plaques must be consistent with the library's brand and design requirements.
- Library Access for Registered Sex Offenders Policy - This policy was reviewed with no recommended changes.
- Reference and Information Services Policy - The only change to this policy updated the name of the Laptop/Tablet Loan Policy that is mentioned.
- Collection Reconsideration of Library Materials Form - this form was not revised but Bill Carroll wanted to follow up on the question if this form could be added to the Library's website as a webform rather than just a PDF that would need to be printed.
 - It was decided to keep this form as a PDF in order to prevent any AI from using a webform.
 - Becky Garms asked if hard copies of this form were available at public desks, Bill Carroll replied that copies could be made for any patron that asked.

Moved by Alexander, seconded by Thayer, to approve all Policy changes as presented.

Approved unanimously

7. Bookmobile Stops (*Discussion* and *Direction Requested*)

- A draft of a rubric was discussed regarding if Special Requests come in for the Bookmobile, how should they be considered?
 - Board members discussed that while more awareness is good, special requests would be very hard to accommodate with limited staff. While it's good to leave open the possibility for a possible great opportunity, the Bookmobile should stay the course in going to it's regular scheduled stops in underserved areas of Marion.

8. Board Officers (*Discussion*)

- Bill Carroll reminded everyone that Board Officers are elected for a one year term. If there is anyone interested in running for a Board Office, please let him know. If any of the current Board Officers do not wish to run again, also please let Bill know.

9. Director Review (*Discussion*)

- Ross McIntyre explained that the City of Marion did 360 Reviews of all City Department Heads. In May, Board Members will be asked for their feedback for Bill Carroll's review.

ADJOURN

Moved by Logan, seconded by Garms, to adjourn at 6:25 p.m.

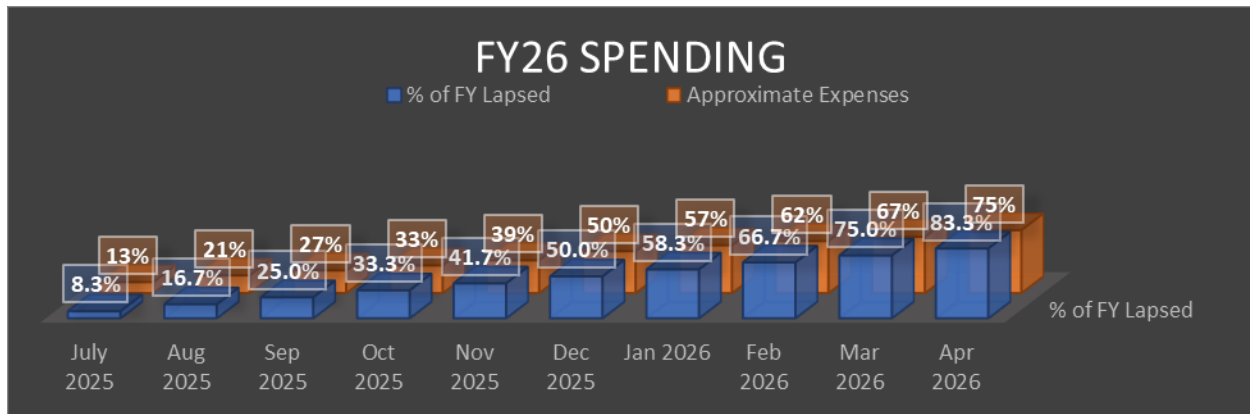
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Director’s Report for the Library Board of Trustees Meeting on Monday, May 18, 2026

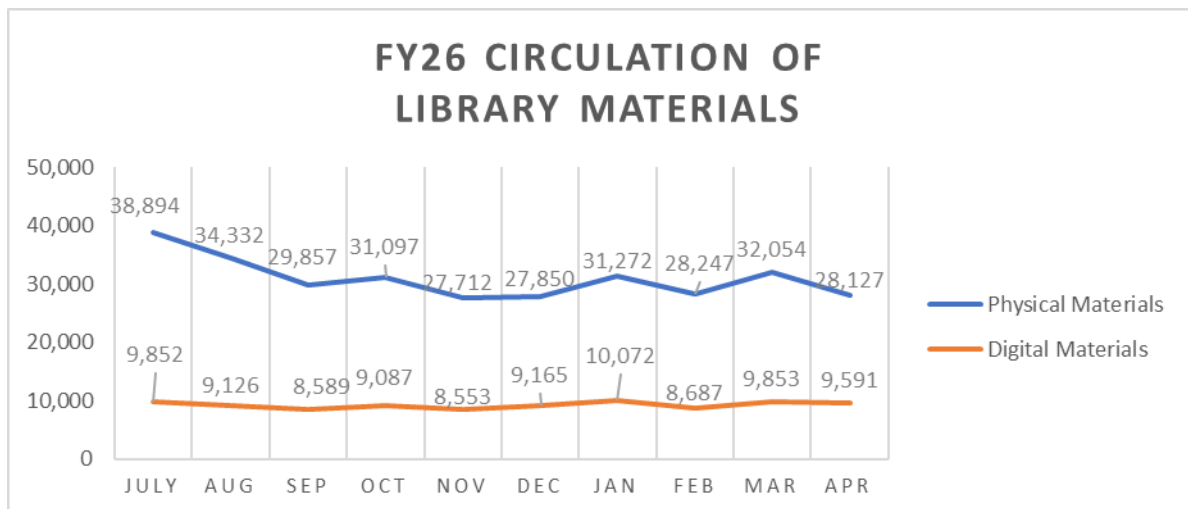
Budget Update:

- FY 26 has completed approximately 83.3% through April 30, 2026.
- As of the April 30, 2026 budget report, approximately 75.0% of the library’s budget was expended for the year.



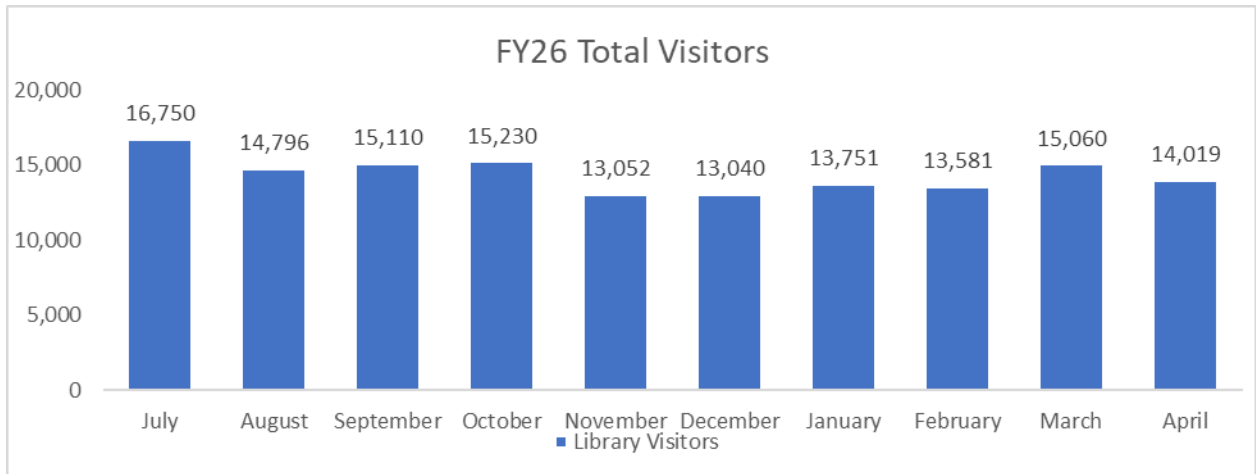
- As of the April 30, 2026 budget report, revenue received increased to approximately 118% received for the fiscal year.

Statistics Highlights:

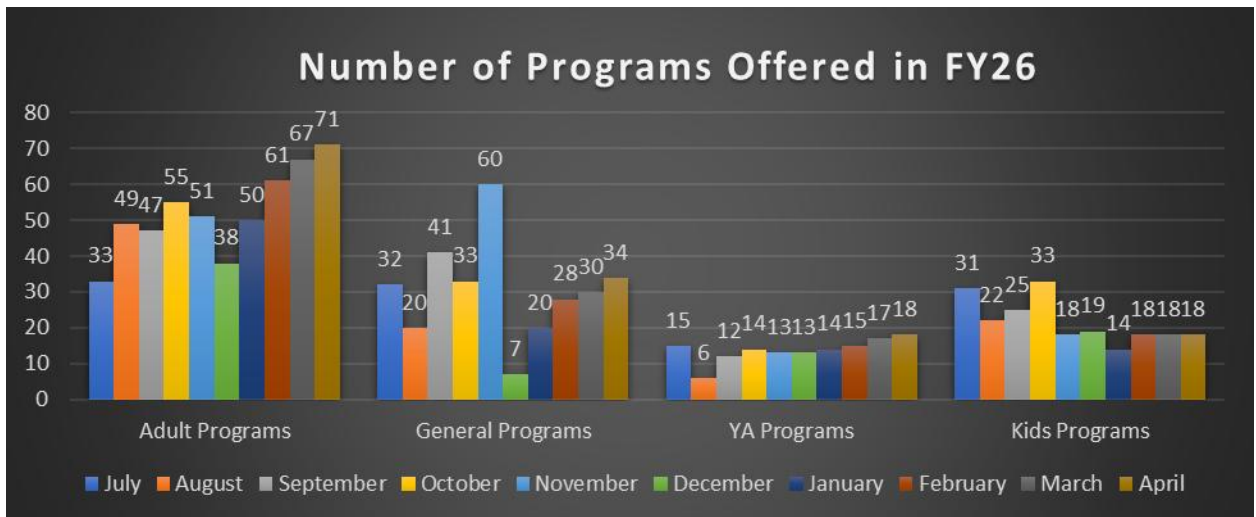


- For April 2026, circulation of physical items decreased approximately 12.3% from the previous month, having 28,127 items checked out. Circulation of physical items for the month decreased approximately 6.3% when compared with the previous year.

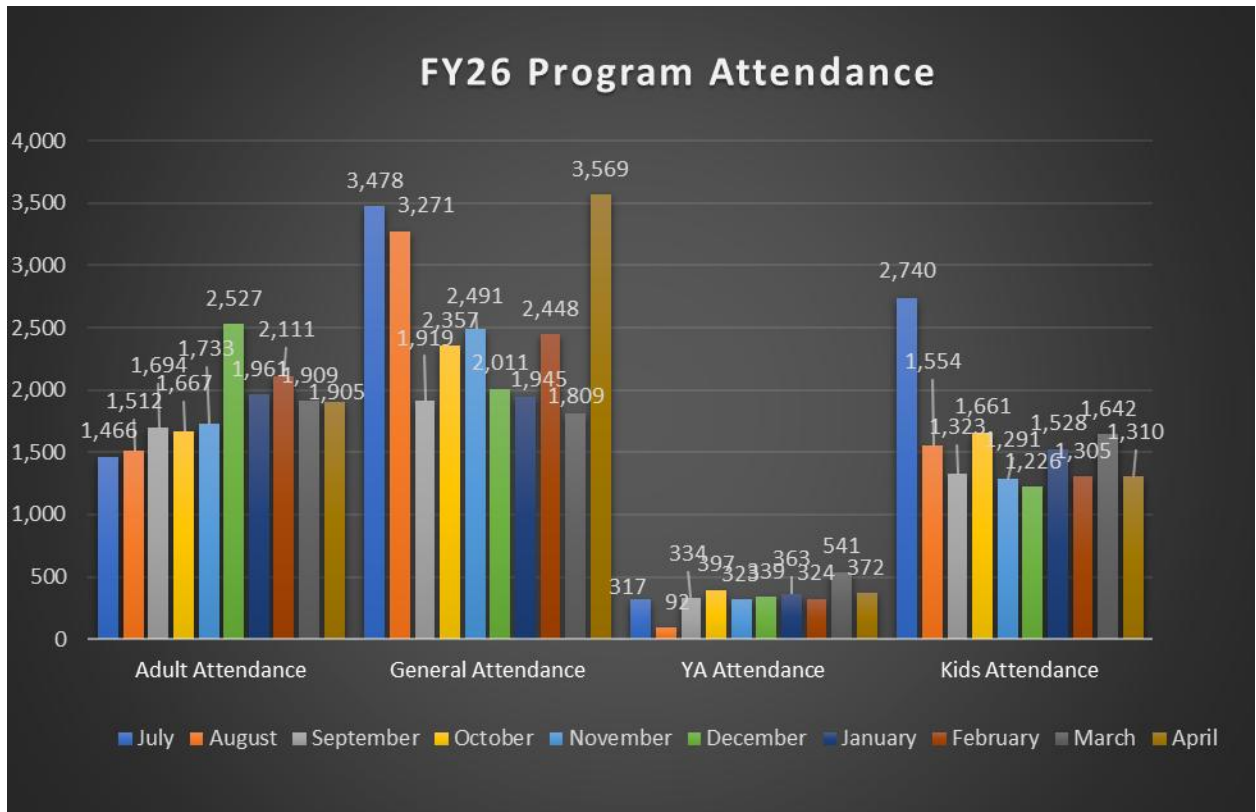
- For April 2026, circulation of digital items decreased approximately 2.7%, having 9,591 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 4.7% when compared with the previous year.



- The gate count for April 2026 was 14,019. The April gate count decreased approximately 6.9% compared to March 2026. Compared to the previous year, this year's gate counts saw an approximate 2.0% decrease compared to the same time last year.



- Programming saw an increase in the number of programs offered between April (141) and March (132). The number of programs offered in April 2026 was slightly lower than the number of programs offered in April 2025 (143).



- Program attendees for April 2026 totaled 7,156 individuals. This is approximately 21.3% more than the 5,901 that attended programs in March. Compared with April 2025, which saw 6,197 attendees for programs, there was an approximate increase for the current year of approximately 15.5%.

General Department Updates:

- **Library Administration**
 - On April 6 all staff participated in the second annual corridor libraries staff training day. Staff had an opportunity to learn and network with library peers throughout the corridor.
 - Staff and Board members represented the Library at the City's annual City Showcase event on Saturday, April 18. Board members and staff interacted with approximately 1,000 visitors.
 - The terrace roof membrane and coverboard were installed in April. Final mitigation steps on the exterior roof include the sealing of planters and gaps in the fascia board. This work is expected to be completed in the next couple of weeks. Once all exterior repairs have been completed and thoroughly tested, repairs on the inside of the library will commence.
 - Installation of the emergency generator occurred on April 6 and subsequently hooked up and tested, now being fully operational for the library.

-
- Installation of the electric vehicle charging stations occurred in April and they will likely be operational in the next several weeks.
 - **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - Work for the library's new Print & Digital Communications Style Guide began in April. This guide will discuss and explain how the library talks to different audiences on different platforms and is expected to launch in June.
 - The library's booth was well attended during Marion's City Showcase & Healthy Kids Day. Promotion of the new weekly summer programs newsletter was successful, generating several sign-ups.
 - Posts about a program partnership with The Pointe School of Dance, City Showcase, and the Grown-Up Book Fair had the highest amount of social media engagement during the month of April.
 - Keanna continues to work on supplemental promotional materials for this year's Summer Library Program and digital marketing efforts.
 - Meetings & Special Events
 - 48 reservations were made for March. 34/48 reservations were completed.
 - Boardroom: 18 reservations
 - Community Room: 5 reservations
 - Community Room A: 5 reservations
 - Community Room B: 6 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - April 8: Grown-Up Book Fair ([KHAK](#))
 - April 17: Friends of the Library Book Sale ([KCRG](#))
 - **Adult Services Report from Sue Gerth**
 - We had our first culinary class in support of the food pantry this month, with 28 people attending and taking meal kits with them at the end of the class.
 - Becca's puzzle exchange was a huge success, with over 500 puzzles and 88 people attending.
 - Our continued adult programs with community partners (Chair Yoga, Caregivers, Hopeful Mamas), continue to have a steady, consistent audience each month.
 - We're gearing up for the Grown-Up Book fair May 2 and after that, adult summer library programs.
 - Collection team has been completing inventory, and we've introduced more Stay Sharp kits for not only the library but the bookmobile, along with a few new items in our Library of Things.
 - Hiring for a shelving clerk to refill a vacated position.

- **Youth Services Report from Bob Reynolds**
 - Staff and volunteers represented the library at the Marion City Showcase & Healthy Kids Day. This outreach effort successfully engaged local families through interactive activities and resource distribution, strengthening the library's presence within the Marion community.
 - A new monthly program titled *Storybook Steps* was launched in partnership with The Pointe School of Dance. This series integrates literacy with physical activity for children ages 1-10, promoting early childhood development through creative movement.
 - In collaboration with Iowa PBS, the library hosted several high engagement STEAM days featuring their mobile trailer. The event offered diverse hands-on stations that allowed children to explore science, technology, engineering, arts, and math in a dynamic environment.
 - A new interactive DPIL display was installed to visualize the curated book collection children receive through the program. The display features a Dolly Parton standee to encourage social media engagement and selfie opportunities for families.
 - The initiative saw a strong momentum with nearly 40 new registrations in April alone.
 - To maintain this growth, staff have developed a year-long marketing and outreach strategy to integrate DPIL promotion into major community events.
- **Patron Services update from Eddie Higgins**
 - **Staffing**
 - Rachel Kimble has been appointed as the new Patron Services Lead, after 3 years' service as Patron Services Support staff.
 - Alex Felker has been appointed to the full-time Patron Services Support position after 18 months' service as part-time Patron Services Support.
 - Austin Dopp joined the library as part-time Patron Services Support staff and is undergoing training.
 - Two vacant part-time Patron Services support positions have been advertised, to replace the vacancies left by Rachel's and Alex's promotions.
 - Chloe Parenteau has completed her Masters in Library & Information Science from the University of Iowa, and will graduate in May.
 - All staff who have been appointed notaries public have received guidance on carrying out their role. New drop-in hours for notarizations will begin at the Reference Desk in May.
 - **Bookmobile**
 - The bookmobile had a successful visit to City Showcase.

- The bookmobile launches its summer schedule May 2, which includes nineteen stops a week. New routes on Wednesdays will be devoted to Senior Living facilities.
- The bookmobile will also attend the Willowood Farmers' Market once a month over the summer.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on April 15, 2026 in Marion.
- Director's discussed current bills/ amendments in the legislature.
- A discussion regarding MLN participation/ planning for the 2026 Iowa Library Association annual conference being held in Cedar Rapids continued. MLN will be responsible for organizing a conference reception as well as providing technology during the conference.
- The next scheduled meeting is set for May 20, 2026 in Hiawatha.



Budget Performance Report

Fiscal Year to Date 04/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,579.20	(\$79.20)	101%	\$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	108,669.38	(46,669.38)	175	90,997.79
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	90,246.64	.00	90,246.64	(35,246.64)	164	75,513.54
4442	Contracting Cities	36,000.00	.00	36,000.00	9,081.26	.00	36,325.04	(325.04)	101	36,325.03
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$99,327.90	\$0.00	\$245,820.26	(\$82,320.26)	150%	\$213,534.50
<i>Charges for Service</i>										
4504	Copy Charges	6,000.00	.00	6,000.00	1,242.33	.00	10,008.57	(4,008.57)	167	8,801.60
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	385.37	.00	5,310.84	689.16	89	6,204.37
4506	Fax Revenues	40.00	.00	40.00	7.63	.00	64.13	(24.13)	160	32.10
4509	Rental - Community Room	9,000.00	.00	9,000.00	937.50	.00	11,025.00	(2,025.00)	122	12,060.00
	<i>Charges for Service Totals</i>	\$21,040.00	\$0.00	\$21,040.00	\$2,572.83	\$0.00	\$26,408.54	(\$5,368.54)	126%	\$27,098.07
<i>Misc Revenues</i>										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	1,111.70	.00	7,839.05	11,260.95	41	16,151.64
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	20,300.30	30,195.70	40	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$20,300.30	\$30,195.70	40%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	14.50	(14.50)	+++	7.27
	<i>Misc Revenues Totals</i>	\$69,596.00	\$0.00	\$69,596.00	\$1,111.70	\$0.00	\$28,153.85	\$41,442.15	40%	\$51,661.91
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$103,012.43	\$0.00	\$300,382.65	(\$46,246.65)	118%	\$292,294.48
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$103,012.43	\$0.00	\$300,382.65	(\$46,246.65)	118%	\$292,294.48
EXPENSE										
Department 410 - Library										
<i>Salaries</i>										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	60,244.36	.00	691,455.75	290,151.25	70	739,092.77
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	37,478.43	.00	412,338.35	231,707.65	64	379,484.13
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget Performance Report

Fiscal Year to Date 04/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	<i>Salaries Totals</i>	\$1,625,653.00	\$0.00	\$1,625,653.00	\$97,722.79	\$0.00	\$1,111,298.32	\$514,354.68	68%	\$1,126,326.30
<i>Employee Benefits/Costs</i>										
6110	Social Security	74,968.00	.00	74,968.00	5,997.00	.00	68,314.76	6,653.24	91	69,337.81
6120	Medicare	23,787.00	.00	23,787.00	1,402.57	.00	15,976.90	7,810.10	67	16,216.13
6130	IPERS	129,517.00	.00	129,517.00	9,210.15	.00	104,049.36	25,467.64	80	105,400.47
6150	Health Insurance	149,647.00	.00	149,647.00	11,471.40	.00	115,756.95	33,890.05	77	115,678.64
6151	Wellness Program	504.00	.00	504.00	29.92	.00	315.52	188.48	63	238.65
6152	Life Insurance	1,463.00	.00	1,463.00	97.74	.00	1,020.60	442.40	70	1,135.18
6153	Long Term Disability	3,703.00	.00	3,703.00	260.36	.00	2,678.80	1,024.20	72	2,883.38
6154	Dental Insurance	3,605.00	.00	3,605.00	287.05	.00	2,995.57	609.43	83	2,961.28
6160	Worker's Compensation	873.00	.00	873.00	.00	.00	1,031.37	(158.37)	118	928.32
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	3,300.00	660.00	83	3,300.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	7,500.00	3,300.00	69	8,100.00
	<i>Employee Benefits/Costs Totals</i>	\$402,827.00	\$0.00	\$402,827.00	\$29,836.19	\$0.00	\$322,939.83	\$79,887.17	80%	\$326,179.86
<i>Staff Development</i>										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	2,494.87	2,755.13	48	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	1,588.00	1,682.00	49	1,365.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	500.00	.00	6,251.50	1,278.50	83	4,093.41
6240	Travel Expenses	6,900.00	.00	6,900.00	702.21	.00	6,276.05	623.95	91	5,866.84
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$23,700.00	\$0.00	\$23,700.00	\$1,202.21	\$0.00	\$16,610.42	\$7,089.58	70%	\$11,325.25
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	16,063.00	39,460.08	42,395.48	(31,955.56)	164	29,077.18
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	4,718.00	.00	4,984.93	(3,734.93)	399	689.75
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.00	280.10	5,019.90	5	677.34
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	225.72	274.28	45	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	1,633.37	.00	1,729.87	270.13	86	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	.00	.00	1,225.00	425.00	74	1,070.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	4,997.17	.00	78,703.66	32,796.34	71	67,286.98
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	.00	.00	3,286.61	2,473.39	57	5,101.19
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	114.86	.00	1,053.40	926.60	53	957.77
	<i>Repair/Maintenance/Utilities Totals</i>	\$179,840.00	\$0.00	\$179,840.00	\$27,526.40	\$39,460.08	\$133,884.77	\$6,495.15	96%	\$104,860.21

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Budget Performance Report

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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	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,665.14
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	157.12	.00	1,726.31	73.69	96	1,669.28
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	140,492.68	4,407.32	97	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	657.85	3,720.72	66,880.08	8,910.20	89	71,166.03
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	8,960.00	44,800.00	.00	100	44,800.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	1,141.15	444.22	12,874.21	1,081.57	92	10,721.94
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	231.12	.00	10,775.32	23,334.68	32	11,120.41
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	557.90	.00	5,197.90	4,402.10	54	5,614.57
<i>Contractual Services Totals</i>		\$443,366.00	\$0.00	\$443,366.00	\$7,225.14	\$13,124.94	\$388,826.17	\$41,414.89	91%	\$375,434.80
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	470.81	.00	3,949.02	50.98	99	4,404.71
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	8,250.00	.00	8,250.00	249.40	.00	4,177.42	4,072.58	51	2,556.87
6507	Operational Supplies	46,200.00	.00	46,200.00	6,160.09	.00	27,301.93	18,898.07	59	24,463.01
6508	Postage/Shipping	6,000.00	.00	6,000.00	351.62	.00	3,823.35	2,176.65	64	4,442.30
6510	Forms/Printing Services	7,950.00	.00	7,950.00	807.00	.00	4,300.17	3,649.83	54	3,739.69
6511	Janitorial Supplies	10,600.00	.00	10,600.00	251.05	.00	8,238.86	2,361.14	78	6,993.42
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	.00	.00	1,208.57	8,391.43	13	190.67
6514	Medical Supplies	2,295.00	.00	2,295.00	55.45	.00	545.10	1,749.90	24	887.51
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	1,589.60	.00	2,116.84	13,733.16	13	414.20
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	89.67
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	.00	.00	(3,238.87)	8,488.87	-62	774.93
<i>Commodities Totals</i>		\$116,399.00	\$0.00	\$116,399.00	\$9,935.02	\$0.00	\$52,422.39	\$63,976.61	45%	\$48,956.98
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	5,156.40	(5,156.40)	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	15,989.09	.00	89,997.17	(6,837.17)	108	59,162.80
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	902.71	.00	4,179.55	4,620.45	47	6,796.06
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	5,847.86	.00	38,214.98	22,285.02	63	27,380.19
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	2,696.55	.00	13,002.49	22,997.51	36	19,968.96
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	2,720.46	.00	19,905.03	(1,905.03)	111	11,796.92
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,929.08	.00	17,006.41	(2,006.41)	113	12,422.08
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,675.15	.00	56,714.21	19,785.79	74	72,900.89
6718.08	Library Materials Other	51,380.00	.00	51,380.00	29.97	.00	40,394.63	10,985.37	79	40,295.04
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$349,340.00	\$0.00	\$349,340.00	\$34,790.87	\$0.00	\$279,414.47	\$69,925.53	80%	\$250,722.94
<i>Capital Outlay Totals</i>		<i>\$349,340.00</i>	<i>\$0.00</i>	<i>\$349,340.00</i>	<i>\$34,790.87</i>	<i>\$0.00</i>	<i>\$284,570.87</i>	<i>\$64,769.13</i>	<i>81%</i>	<i>\$250,722.94</i>
<i>Transfers</i>										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers Totals</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
Department 410 - Library Totals		\$3,141,125.00	\$0.00	\$3,141,125.00	\$208,238.62	\$52,585.02	\$2,310,552.77	\$777,987.21	75%	\$2,243,806.34
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$208,238.62	\$52,585.02	\$2,310,552.77	\$777,987.21	75%	\$2,243,806.34
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	103,012.43	.00	300,382.65	(46,246.65)	118%	292,294.48
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	208,238.62	52,585.02	2,310,552.77	777,987.21	75%	2,243,806.34
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$105,226.19)	(\$52,585.02)	(\$2,010,170.12)	(\$824,233.86)		(\$1,951,511.86)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	.00	.00	5,237.04	(437.04)	109	6,325.00
<i>Commodities Totals</i>		<i>\$4,800.00</i>	<i>\$0.00</i>	<i>\$4,800.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,237.04</i>	<i>(\$437.04)</i>	<i>109%</i>	<i>\$6,325.00</i>
<i>Capital Outlay</i>										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	.00	.00	6,116.74	16,983.26	26	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00



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Include Rollup Account and Rollup to Account

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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay Totals</i>		\$25,200.00	\$0.00	\$25,200.00	\$0.00	\$0.00	\$6,116.74	\$19,083.26	24%	\$0.00
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$6,325.00
EXPENSE TOTALS		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$6,325.00
Fund 105 - Equipment Reserve Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		30,000.00	.00	30,000.00	.00	.00	11,353.78	18,646.22	38%	6,325.00
Fund 105 - Equipment Reserve Fund Totals		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	(\$11,353.78)	(\$18,646.22)		(\$6,325.00)
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	18,500.00	.00	18,500.00	16,314.00	.00	16,314.00	2,186.00	88	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	24,686.00	.00	(2,186.00)	110	.00
<i>Capital Outlay Totals</i>		\$41,000.00	\$0.00	\$41,000.00	\$16,314.00	\$24,686.00	\$16,314.00	\$0.00	100%	\$0.00
Department 410 - Library Totals		\$41,000.00	\$0.00	\$41,000.00	\$16,314.00	\$24,686.00	\$16,314.00	\$0.00	100%	\$0.00
EXPENSE TOTALS		\$41,000.00	\$0.00	\$41,000.00	\$16,314.00	\$24,686.00	\$16,314.00	\$0.00	100%	\$0.00
Fund 121 - Local Option Sales Tax Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		41,000.00	.00	41,000.00	16,314.00	24,686.00	16,314.00	.00	100%	.00
Fund 121 - Local Option Sales Tax Totals		(\$41,000.00)	\$0.00	(\$41,000.00)	(\$16,314.00)	(\$24,686.00)	(\$16,314.00)	\$0.00		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Intergovernmental Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	40,000.00	.00	40,000.00	15,082.00	.00	84,136.13	(44,136.13)	210	30,965.65
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$15,082.00	\$0.00	\$84,136.13	(\$44,136.13)	210%	\$30,965.65
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	\$40,000.00	\$0.00	\$40,000.00	\$15,082.00	\$0.00	\$84,136.13	(\$44,136.13)	210%	\$30,965.65
	Department 410 - Library Totals	\$40,000.00	\$0.00	\$40,000.00	\$15,082.00	\$0.00	\$84,136.13	(\$44,136.13)	210%	\$30,965.65
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$15,082.00	\$0.00	\$84,136.13	(\$44,136.13)	210%	\$30,965.65
EXPENSE										
Department 410 - Library										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contractual Services Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Commodities</i>										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	18,183.97	.00	51,594.07	23,405.93	69	44,788.62
	<i>Commodities Totals</i>	\$75,000.00	\$0.00	\$75,000.00	\$18,183.97	\$0.00	\$51,594.07	\$23,405.93	69%	\$44,788.62
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$18,183.97	\$0.00	\$51,594.07	\$23,405.93	69%	\$44,788.62
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$18,183.97	\$0.00	\$51,594.07	\$23,405.93	69%	\$44,788.62



Budget Performance Report

Fiscal Year to Date 04/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	40,000.00	.00	40,000.00	15,082.00	.00	84,136.13	(44,136.13)	210%	30,965.65
	EXPENSE TOTALS	75,000.00	.00	75,000.00	18,183.97	.00	51,594.07	23,405.93	69%	44,788.62
Fund 130 - Special Revenue Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	(\$3,101.97)	\$0.00	\$32,542.06	(\$67,542.06)		(\$13,822.97)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	2,451.97
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,451.97
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$14,047.32)
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	42,518.19
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$42,518.19
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	53,567.72
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$53,567.72
	<i>Misc Revenues Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$96,085.91
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$82,038.59
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$82,038.59
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	125,000.00	.00	125,000.00	.00	119,672.27	97,331.28	(92,003.55)	174	169,196.68
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68

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Budget Performance Report

Fiscal Year to Date 04/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects	EXPENSE									
	Department 410 - Library Totals	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68
	EXPENSE TOTALS	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$119,672.27	\$97,331.28	(\$92,003.55)	174%	\$169,196.68
Fund 301 - Capital Projects	Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	82,038.59
	EXPENSE TOTALS	125,000.00	.00	125,000.00	.00	119,672.27	97,331.28	(92,003.55)	174%	169,196.68
Fund 301 - Capital Projects	Totals	(\$125,000.00)	\$0.00	(\$125,000.00)	\$0.00	(\$119,672.27)	(\$97,331.28)	\$92,003.55		(\$87,158.09)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	118,094.43	.00	384,518.78	(90,382.78)	131%	405,298.72
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	242,736.59	196,943.29	2,487,145.90	728,035.81	79%	2,464,116.64
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$124,642.16)	(\$196,943.29)	(\$2,102,627.12)	(\$818,418.59)		(\$2,058,817.92)



Open Purchase Order Report

As of G/L Date 04/30/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2026-0000209	Department	35 Library	G/L Date	12/16/2025	Amount	24,686.00
Description	Library Terrace Door Trench Drain Project	Vendor	392 - Pipe Pro Inc	Deliver by Date		Voided	.00
Type	Budgeted		Michelle Sherman	Printed Date	12/19/2025	Discounted	.00
Status	Open		6633 8th St SW	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Rapids, IA 52404	Expiration Date		Remaining	24,686.00
Assigned To Buyer						Encumbered	24,686.00
Resolution Number							

Item 1	Description	Misc Project Costs - Library Terrace Door Trench Drain Project	Vendor Part Number		Amount	24,686.00	
	Quantity	1.0000	Contract Number		Voided	.00	
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00	
	Price per Unit	24,686.00	1099 Item	No	Expensed	.00	
	Discount	0%	Tavable	No	Remaining	24,686.00	
	Status	Open	Confirming	No	Encumbered	24,686.00	
	G/L Account	121.410.6717 (Small Project Costs)	Project		Amount	Expensed	Encumbered
						.00	24,686.00

Purchase Order	2026-0000310	Department	35 Library	G/L Date	04/17/2026	Amount	17,500.00
Description	Library Terrace/Roof Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00
Status	Open		619 E 19th St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	17,500.00
Assigned To Buyer						Encumbered	17,500.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Library Terrace/Roof Repair	Vendor Part Number		Amount	17,500.00	
	Quantity	1.0000	Contract Number		Voided	.00	
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00	
	Price per Unit	17,500.00	1099 Item	No	Expensed	.00	
	Discount	0%	Tavable	No	Remaining	17,500.00	
	Status	Open	Confirming	No	Encumbered	17,500.00	
	G/L Account	101.410.6310 (Building Maintenance & Repairs)	Project		Amount	Expensed	Encumbered
						.00	17,500.00

Purchase Order	2026-0000311	Department	35 Library	G/L Date	04/17/2026	Amount	21,960.08
Description	Library Terrace Planter Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00



Open Purchase Order Report

As of G/L Date 04/30/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Status Open

Bill To Location LIBRARY - Library

Assigned To Buyer

Resolution Number

619 E 19th St
Cedar Falls, IA 50613

Completed Date
Expiration Date

Expensed	.00
Remaining	21,960.08
Encumbered	21,960.08

Item 1	<i>Description</i>	Building Maintenance & Repairs - Library Terrace Planter Repair	<i>Vendor Part Number</i>		<i>Amount</i>	21,960.08
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00
	<i>Price per Unit</i>	21,960.08	<i>1099 Item</i>	No	<i>Expensed</i>	.00
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	21,960.08
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	21,960.08
	<i>G/L Account</i>	101.410.6310 (Building Maintenance & Repairs)	<i>Project</i>		<i>Amount</i>	
					<i>Expensed</i>	.00
					<i>Encumbered</i>	21,960.08

Department 35 Library Totals	Purchase Orders	3	Amount	\$64,146.08
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$64,146.08
			Encumbered	\$64,146.08
Grand Totals	Purchase Orders	3	Amount	\$64,146.08
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$64,146.08
			Encumbered	\$64,146.08



Chapter 14: Public Library Standards

The State Library of Iowa administers the **Standards and Accreditation Program** for Iowa public libraries. This is a voluntary program intended to encourage the ongoing development of quality public library service in Iowa. ***In Service to Iowa: Public Library Standards*** is the manual for the program and can be found on the State Library website.

The Standards program is designed to provide libraries with a tool to identify strengths and areas for improvement. It is also used to document the condition of public library service in Iowa, as the guideline for determining **Direct State Aid** funding (money awarded to public libraries for meeting standards) and to ensure that the State Library meets statutory requirements.

How Standards Work

Direct State Aid funding through the **Enrich Iowa Program** is awarded to any library reaching Tier 1 status or higher. Achievement of standards falls into three distinct Tier Levels: Tiers 1, 2, 3, with Tier 3 being full library accreditation. Currently there are 85 standards within categories such as Library Governance, Library Management, Library Personnel, Library Collections, and more. The funding awarded is based on the Tier level achieved.

Every three years, participating libraries are asked to report on progress toward meeting standards and/or achieving accreditation by completing an application. Providing supporting documentation is also required to accompany the application. Eligibility is based on **Iowa Code 8A.209(4)** and **Iowa Administrative Code 286-3.2(2)**.

To be an eligible participant, a library must:

- ❖ Be established as a municipal library by city ordinance or as a county library at least two years previous in accordance with **Iowa Code 336**. A copy of the ordinance must be on file at the State Library.
- ❖ Use **Direct State Aid** funds to improve library services

- ❖ Use **Direct State Aid** fund to supplement, not supplant, any other funding received by the library
- ❖ Participate in the **Open Access** and **Interlibrary Loan Reimbursement** programs
- ❖ Submit a completed **Annual Survey** for the most current fiscal year
- ❖ Submit a completed **Direct State Aid** report for the most current fiscal year
- ❖ Have a current accreditation application on file and meet the following standards:
 - **Tier 1:** To reach Tier 1 status the library must meet all 29 required Tier 1 standards.
 - **Tier 2:** To reach Tier 2 status the library must meet all 29 required Tier 1 standards **plus** an additional 12 standards required at Tier 2.
 - **Tier 3:** (The highest achievement level in the **Accreditation** program.) To reach Tier 3 status the library must meet all standards marked as Tier 1, Tier 2, and Tier 3 at the “minimum required to meet standard” **and** meet 20 of the remaining 38 optional standards.
 - **Note:** A library unable to meet all Tier 1 requirements will be considered **Tier 0** and is ineligible for **Direct State Aid** funding, regardless of how many Tier 2 or Tier 3 standards are met.

If your library participates in the **Standards and Accreditation** program, all trustees should be familiar with the manual and be aware of the standards that impact the work of the board. The category “Library Governance” in the Standards specifically applies to standards regarding library boards. Note that many board-related standards are required at a Tier 1 level, which underscores the vital role of library boards in the success of the library. The category on “Library Management” covers director duties but also includes information that affects trustees.

[State Library District Consultants](#) are available to assist boards in understanding the program and the importance of participation.



Chapter 15: Intellectual Freedom

Understanding Intellectual Freedom

The role of a public library in a democratic society is to ensure free and open access to information and materials for all as guaranteed by the First Amendment of the Constitution of the United States. Library boards protect and defend intellectual freedom.

“Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.” (American Library Association, Access to Digital Information, Services and Networks.) Librarians and library trustees protect and promote these rights by providing access to information from all points of view.

The **American Library Association** defines intellectual freedom as *“the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored.”*

Intellectual freedom is based on the First Amendment: *“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.”*

Intellectual freedom is essential to a democracy because democracy relies on an informed citizenry. If people are restricted from obtaining information from all points of view, their ability to be informed citizens is diminished and thus they cannot exercise self-government.

The American Library Association’s **Library Bill of Rights** is reprinted in the **Appendix**. The *Freedom to Read Statement* and other important intellectual freedom documents are linked as well. It is imperative that library boards read, discuss, and become familiar with intellectual freedom issues and include their endorsement of these principles in library policies.

A Corollary to Intellectual Freedom is Privacy

“What people read, research or access remains a fundamental matter of privacy. One should be able to access all constitutionally protected information and at the same time feel secure that what one reads, researches or finds through our Nation's libraries is no one's business but their own.” (American Library Association)

Privacy is guaranteed by the Fourth Amendment to the **U.S. Constitution**: *“The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.”*

Be Prepared

The selection of library materials is a process strongly related to intellectual freedom. To be prepared to meet challenges to library materials, every local library board should have in place a written collection development policy adopted by the board.

Library staff responsible for developing the collection are selectors, not censors. Selectors believe in the individual's right to examine and evaluate materials and make personal choices about them; censors believe in examining, evaluating and choosing materials for others. The collection development policy should support the right of all members of the community to have access to a wide range of materials, even if that includes items which some people might find objectionable.

The library director, staff, and board must be familiar with the collection development policy. If there is a challenge to library materials, they must speak with one voice. Two important elements that should be included in a collection development policy are:

- ❖ Selection criteria for all types of resources (print, audiovisual, electronic)
- ❖ Policy on reconsideration of materials and handling complaints

When a censorship attempt occurs, the trustees and staff should keep in mind the following principle: **Don't defend the item being challenged, defend a person's right to read it.** When a member of the community complains about an item in the library's collection, often they just want someone to listen to them and to take their concern seriously. A formal challenge may be averted if the library director takes the time to listen. If your library is faced with a formal challenge, the library board should:

- ❖ Review the library's collection development policy and the American Library Association's Bill of Rights and Freedom to Read Statement

- ❖ Explain the collection development policy
- ❖ Take into consideration the rights of the whole community
- ❖ Make a decision consistent with library policies and your principles

CIPA Compliance

An ongoing issue in the area of intellectual freedom is access to information via the Internet. The First Amendment applies to the provision of information in the library including the Internet. In 2003, the U.S Supreme Court ruled that the Children's Internet Protection Act (CIPA) was constitutional only if the Internet filters required by CIPA could be readily disabled upon the request of adult library users.

Assistance With Intellectual Freedom Issues

Contact the following for help with intellectual freedom issues:

- ❖ The Iowa Library Association provides information on intellectual freedom and support in dealing with censorship challenges. Contact the chair of the Intellectual Freedom Committee. Contact information for the current chair can be found on the [Iowa Library Association website](#).
- ❖ The [American Library Association's Office for Intellectual Freedom website](#) is an excellent resource on these issues.
- ❖ [State Library staff](#) are available for consultation on intellectual freedom issues.

"If this nation is to be wise as well as strong... then public libraries should be open to all except the censor. Let us welcome controversial books and controversial authors. For the Bill of Rights is the guardian of our security as well as our liberty."

John F. Kennedy

Sample Public Library Request for Reconsideration of Material Form [\[Printable PDF\]](#)

The trustees of Mainstream Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Mainstream Library. 1 Mainstream Plaza, Anytown, State Zip

Date _____ Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Circulation Policy



Scope of Policy			
<i>Scope:</i>	Use of library cards, loan periods and material recovery process	<i>Effective Date:</i>	Revised <u>9/15/2025/18/2026</u>

Provisions			
I. Library Card Eligibility			
1. Those eligible for a Metro library card include:			
<ul style="list-style-type: none">• Marion residents.• Residents of Cedar Rapids and Hiawatha, other Linn County communities with public libraries, and other Iowa communities with public libraries that participate in the State's Open Access program.• Individuals whose city or county has contracted for service with our library.			
2. Those eligible for a Quick card include:			
<ul style="list-style-type: none">• Any visitor to a physical library location.			
II. Library Card Owner Responsibilities			
1. Card owners and caregivers of minors are responsible for all items checked out on their cards.			
2. Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask for verification or identification before checkout to a person who has forgotten their library card.			
3. Patrons are responsible for notifying the library of any change of home address, email address, phone number, and if their card is lost. The card owner assumes full responsibility for damage, loss, or theft of library materials and for violation of any copyright regulations. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.			
III. Library Card Types & Issuing Guidelines			
1. The Metro Library Network (MLN) offers two different types of library cards: Metro and Quick. Each has distinct benefits and expectations; patrons can visit the library's website or ask a staff person for details.			
2. Library card applications for Metro cards for children from birth through age 13 must be signed by a parent or legal guardian. Both child and guardian must be present.			
3. Without a current I.D., patrons can get a Quick Library Card that limits checkouts to no more than three <u>physical</u> items, limits holds to five. <u>A Quick Card does not give access to our digital collection.</u>			
4. Anyone from Marion, Cedar Rapids, Hiawatha, a contracting community, or from another Linn County community so long as that community has a public library that participates in Open Access, is eligible for a Metro card.			
5. Any visitor to a physical library location can be issued a Quick card without I.D. or proof of address.			

Circulation Policy



IV. Loan Periods

Material	Checkout Period	Renewals	Checkout Limit	Holds
Audiobook	21 days	2 renewals	Unlimited	Limit of 50
Bikes	Within the day*	Not renewable	1 bike	Not holdable
Binge Boxes - DVD	7 days	2 renewals	20 items	Limit of 50
Blu-Rays	7 days	2 renewals	20 items	Limit of 50
Book Bags	21 days	2 renewals	Unlimited	Limit of 50
Book Club Kits	35 days	Not renewable	Unlimited	Limit of 50
Books	21 days	2 renewals	Unlimited	Limit of 50
Cake Pans	7 days	1 renewal	Unlimited	Not holdable
DVD - Fiction	7 days	2 renewals	20 items	Limit of 50
DVD - Non-Fiction	21 days	2 renewals	20 items	Limit of 50
DVD - TV Shows	7 days	2 renewals	20 items	Limit of 50
Games	7 days	1 renewal	Unlimited	Not holdable
Seasonal Books (Youth)	7 days	2 renewals	Unlimited	Limit of 50
Interlibrary Loan	Varies	Varies	10 items	Limit of 10
Laptop & Tablets [±]	2 hours	Not renewable	1 item	Not holdable
LaunchPads	21 days	2 renewals	1 item	Limit of 50
Library of Things	14 days	2 renewals	1 item	Limit of 1
<u>Library of Things (Controllers)[±]</u>	<u>1 Hour</u>	<u>Not renewable</u>	<u>2 items</u>	<u>Not holdable</u>
Magazines	21 days	2 renewals	Unlimited	Limit of 50
Misc Kits (STEAM, ELK, etc)	21 days	2 renewals	2 items	Limit of 2
Playaway Book Packs	21 days	2 renewals	Unlimited	Limit of 50
Playaways	21 days	2 renewals	Unlimited	Limit of 50
Puzzles	21 days	Not renewable	Unlimited	Not holdable
Quick Picks	10 days	Not renewable	5 items	Not holdable
ReadAlouds (Wonderbooks)	21 days	2 renewals	Unlimited	Limit of 50
Turntables	7 days	Not renewable	1 item	Not holdable
Video Games	7 days	Not renewable	3 items	Limit of 50
Vinyl	7 days	Not renewable	2 items	Not holdable
WhaZoodles	7 days	Not renewable	1 item	Not holdable

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*Bikes must be returned within operating hours of the library on the same day they are checked out.

*These items are in library use only

V. Material Recovery Process

1. Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.
2. The library will charge patrons replacement costs for items not returned and a fee to cover the cost of processing (Refer to Materials Fees and Replacement Costs Policy for borrowing timelines). The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.

Circulation Policy



3. A courtesy phone call, [written reminder text](#), or email notice about overdue materials will be made after materials are three, 10, and 20 days past the due date. The responsibility to return materials rests with the borrower. The amount of fees assessed is determined by the type of material checked out, not by the type of card an individual holds. Items not returned within 30 days will result in replacement fees being charged to the patron's library card.
4. Checkout privileges will be temporarily suspended when the amount owed to the Marion, Cedar Rapids or Hiawatha public libraries reaches \$20.00. Checkout privileges are reinstated when materials are returned, or replacement fees have been paid to bring the account amount due back to below \$20.00.

VI. Payment of Fees

1. Patrons who pay for lost materials and then subsequently find the materials within two months may be granted a refund.
2. Cardholders who have recovery fees totaling \$25.00 or more will receive up to three notices. If there is no response, borrowers will be subject to action by Unique National Collections. Cardholders who are reported to Unique National Collections will be assessed a \$10.00 non-negotiable collection fee in addition to any replacement costs and/or fees. Unique's program will include up to three written notices and two phone calls. Once reported to Unique, patrons are required to pay the total amount owed which includes the \$10.00 referral fee. Patron circulation privileges are restored once all replacement fees have been paid.
3. The Code of Iowa Chapter 714.5 Library materials and equipment -- unpurchased merchandise -- evidence of intention, states, in part: "The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails 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. . ." The library shall comply with the provisions and procedures outlined in the Iowa Code and its supplements, including the filing of a criminal complaint, if necessary, to assure that materials borrowed from the Marion Public Library are returned.

Confidentiality of Library Records Policy



Scope of Policy			
<i>Scope:</i>	Confidentially and privacy of patron information	<i>Effective Date:</i>	Revised-Reviewed 6/10/2024 <u>5/18/2026</u>

Provisions

It is the policy of the Marion Public Library to maintain confidentiality of its patrons' library records (which extends to information sought or received and materials consulted, borrowed, or acquired and includes internet and electronic resource search records, reference interviews and transactions, circulation records, interlibrary loan records, meeting room bookings, and other personally identifiable uses of library materials, equipment, or services). Information concerning the account of a patron is to be released to that patron only. The library will release information to the parent or guardian of a minor child for the purposes of recovering overdue materials and settling accounts for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians for any other reasons. This policy is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics guided by the American Library Association Code of Ethics, which the library board adopted on August 12, 2002.

I. Records Provisions

1. Use of the cardholder database is limited to staff of the Metro Library Network (Cedar Rapids Public Library, Marion Public Library, Hiawatha Public Library). The database may also occasionally be used by staff for marketing or activities designed to enhance or improve the libraries or to inform library users about library services. Card holder registration information will never be used for private, public, or commercial purposes.
2. It is the intent of the Board of Trustees of the Marion Public Library to empower the Library Director or designee, as the lawful custodian of library records.
3. A criminal or juvenile justice agency is seeking the information pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the library director or designee with a court order demonstrating that there has been 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.
4. The library will not release circulation or other records protected under Iowa Code, Chapter 22.7, Section 13, unless it is required by law to release the information. Circumstances which may require the library to release the information include, but are not limited to, the following:
 - The library receives a warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).
 - The library receives a National Security Agency letter seeking the information pursuant to the USA Patriot Act.
 - The library receives a valid court order requiring the library to release registration, circulation, or other records protected under the Iowa Code.
 - The library receives a valid court order and the information is sought in conjunction with a criminal or juvenile justice investigation.
5. Contact information for displays and meetings is provided by the user and is considered public information.

Materials Fees and Replacement Costs Policy



Scope of Policy			
<i>Scope:</i>	Fees and replacement costs for library materials	<i>Effective Date:</i>	Revised <u>9/15/2025</u> / <u>5/18/2026</u>

Provisions																	
I.	Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our <u>citizens/residents</u> , the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.																
II.	The library will charge patrons replacement costs for <u>damaged items and</u> items not returned, which includes a fee to cover the cost of processing. The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to support foundational services.																
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Borrowing Timeline</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Day 1</td> <td>Check out item(s) and follow the standard loan period</td> </tr> <tr> <td>2 Days before Due Date</td> <td>Patron receives a reminder that the item is due</td> </tr> <tr> <td>1 Day Overdue</td> <td>No fines are applied, but the item is considered overdue</td> </tr> <tr> <td>3 Days Overdue</td> <td>The patron receives an overdue reminder that item needs to be returned</td> </tr> <tr> <td>10 Days Overdue</td> <td>Patron receives a second overdue reminder</td> </tr> <tr> <td>20 Days Overdue</td> <td>Patron receives a final overdue reminder</td> </tr> <tr> <td>30 Days Overdue</td> <td>Item is considered lost and the patron receives a bill for the value of the item</td> </tr> </tbody> </table>		Borrowing Timeline		Day 1	Check out item(s) and follow the standard loan period	2 Days before Due Date	Patron receives a reminder that the item is due	1 Day Overdue	No fines are applied, but the item is considered overdue	3 Days Overdue	The patron receives an overdue reminder that item needs to be returned	10 Days Overdue	Patron receives a second overdue reminder	20 Days Overdue	Patron receives a final overdue reminder	30 Days Overdue	Item is considered lost and the patron receives a bill for the value of the item
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III.	Renewals can extend the amount of time the patron has with the item without it being considered overdue.																
IV.	Accounts with a lost item and a balance greater than \$20.00 will be blocked from checking out more materials until the item is returned or paid for. Patrons will still be able to access computers with a blocked card.																
V.	If lost items amount to \$25.00 or more, the patron’s account will be referred to a collection agency seven weeks after the due date. An additional \$10.00 processing fee will be added to the account and will need to be paid even if materials are returned.																



3001 48th Ave, Moline, IL 61265
Phone (309) 755-9100 Fax (309) 755-1943

- Quote -

Bush Construction
5401 Victoria Lane
Davenport IA

4/7/2026

Subject: Marion Public Library Marion, Iowa

EMSM offers to provide Labor to remove 15 panels on the 2nd floor patio. This is the same location we did the leak investigation earlier this year. Panels are to be reinstalled once repairs have been made.

Total Cost not to Exceed Eleven Thousand Seven Hundred Sixty-Six dollars (\$11,766.00)

Includes:

1. Removal of 15 panels on exterior of planter boxes at 2nd floor patio
2. Removal of horizontal fin.
3. Removal of vertical hat sub framing
4. Reinstallation of materials listed above once repairs are completed.
5. Removed material to be stored on roof patio until repairs are made.

Exclusions:

1. Any wood substrates, wood blocking
2. Any work not mentioned above.
3. Any AVB membrane repairs
4. Any Coping removal

Thank you for the opportunity to quote this work.

Sincerely,
Danny Bradley

PRICES ARE GOOD FOR 30 DAYS



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 1, 2026

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 2026
Summer 2026
Fall 2026
Winter 2026/2027

Inspection Frequency: Semi Annually

- 40 Fan Coil Units

Summer 2026
 Winter 2026/2027

Total Investment: Annually..... \$20,225.00 (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.

Uptown Summer Markets

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

	Volunteer # 1	Volunteer # 2	Meeting Invite Sent	
8:00 - 9:00 a.m.	Kelsey Logan	Melissa Alexander	4/21	4/21
9:00 - 10:00 a.m.	Am Thayer	Melissa Alexander	4/21	4/21
10:00 - 11:00 a.m.		Julie Lammers		4/21
11:00 a.m. - Noon		Julie Lammers		4/21

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

	Volunteer # 1	Volunteer # 2	Meeting Invite Sent	
8:00 - 9:00 a.m.	Am Thayer	Krystle Mullin	4/21	4/21
9:00 - 10:00 a.m.	Ryan Norton		4/21	
10:00 - 11:00 a.m.	Ryan Norton		4/21	
11:00 a.m. - Noon				

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

	Volunteer # 1	Volunteer # 2	Meeting Invite Sent	
8:00 - 9:00 a.m.	Kelsey Logan	Krystle Mullin	4/21	4/21
9:00 - 10:00 a.m.				
10:00 - 11:00 a.m.		Julie Lammers		4/21
11:00 a.m. - Noon	Bob Hoyt	Julie Lammers	4/21	4/21

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

	Volunteer # 1	Volunteer # 2	Meeting Invite Sent	
8:00 - 9:00 a.m.	Bob Read	Melissa Alexander	4/21	4/21
9:00 - 10:00 a.m.		Melissa Alexander		4/21
10:00 - 11:00 a.m.				
11:00 a.m. - Noon	Bob Hoyt		4/21	