AGENDA
Library Board
5:00 PM - Monday, May 19, 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# 859 4375 1618. 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

MINUTES

REPORTS

1. Friends of the Marion Public Library Report

3. Board Continuing Education

4. Art Advisory Committee Report

5. Finance Committee

6. Personnel Committee Report

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

[Directors Report May 19 2025](#)
[Budget Performance Report April 2025 FINAL](#)
[Open PO Report - April 2025](#)

8. Policy Committee Report
- Policy Committee did not meet.

Motion to accept Reports 1 - 8 as presented. **(Action requested)**

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 14-15 *(Discussion)*
[Ch. 14-15 - Iowa Library Trustee's Handbook_ 2021 Edition](#)

2. Envisionware Contract Renewal Approval **(Action Requested)**
[Envisionware Renewal Approval](#)

3. Nomination for FY26 Board Officers (**Action Requested**)

4. Board Member Sign Ups:
    a. Foundation Board Meetings (one Board member needed for each date):
        i. Thursday, May 22 at 8 a.m.
        ii. Thursday, July 24 at 8 a.m.
        iii. Thursday, September 25 at 8 a.m.
        iv. Thursday, November 20 at 8 a.m.
    b. Friend's Board Meetings (one Board member needed for each date):
        i. Tuesday, May 27 at 5 p.m.
        ii. Tuesday, July 22 at 5 p.m.
        iii. Tuesday, August 26 at 5 p.m.
        iv. Tuesday September 23 at 5 p.m.
        v. Tuesday, October 28 at 5 p.m.
        vi. Tuesday, November 25 at 5 p.m.
    c. Uptown Summer Markets (multiple Board members needed for each date):
        i. Saturday, June 14 from 8 a.m. - noon
        ii. Saturday, July 12 from 8 a.m. - noon
        iii. Saturday, August 9 from 8 a.m. - noon
        iv. Saturday, September 27 from 8 a.m. - noon

ADJOURN

Level Up At Your Library

June 5 – August 6, 2025

2025 Summer Library Program

Summer Library Program Website

Sign up for the Summer Library Program begins

Thursday, June 5th

Online or In-Person at the Library!

- **Kids' Program for ages 0-10 years**
- **Teens' Program for 10-18 years**
- **Adults' Program for 18+ years**

START
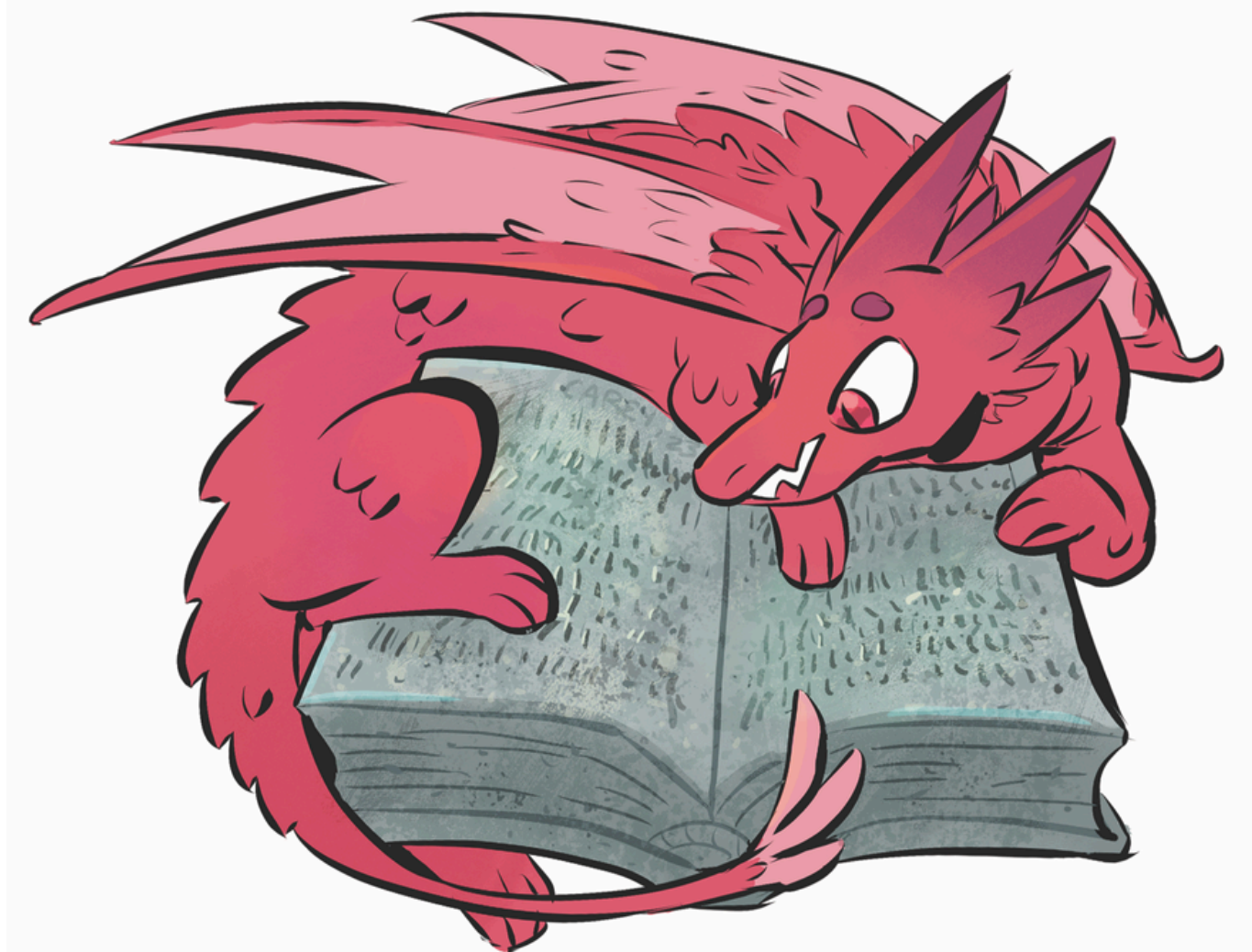
Community Summer Kickoff Program

Monday, June 2

4:00-7:00 p.m.

Community Room, Old Library Lot & Green Space

Video Game Truck

Bookmobile

Outdoor Games

Board Games

Coloring & Activity Sheets

Snacks!
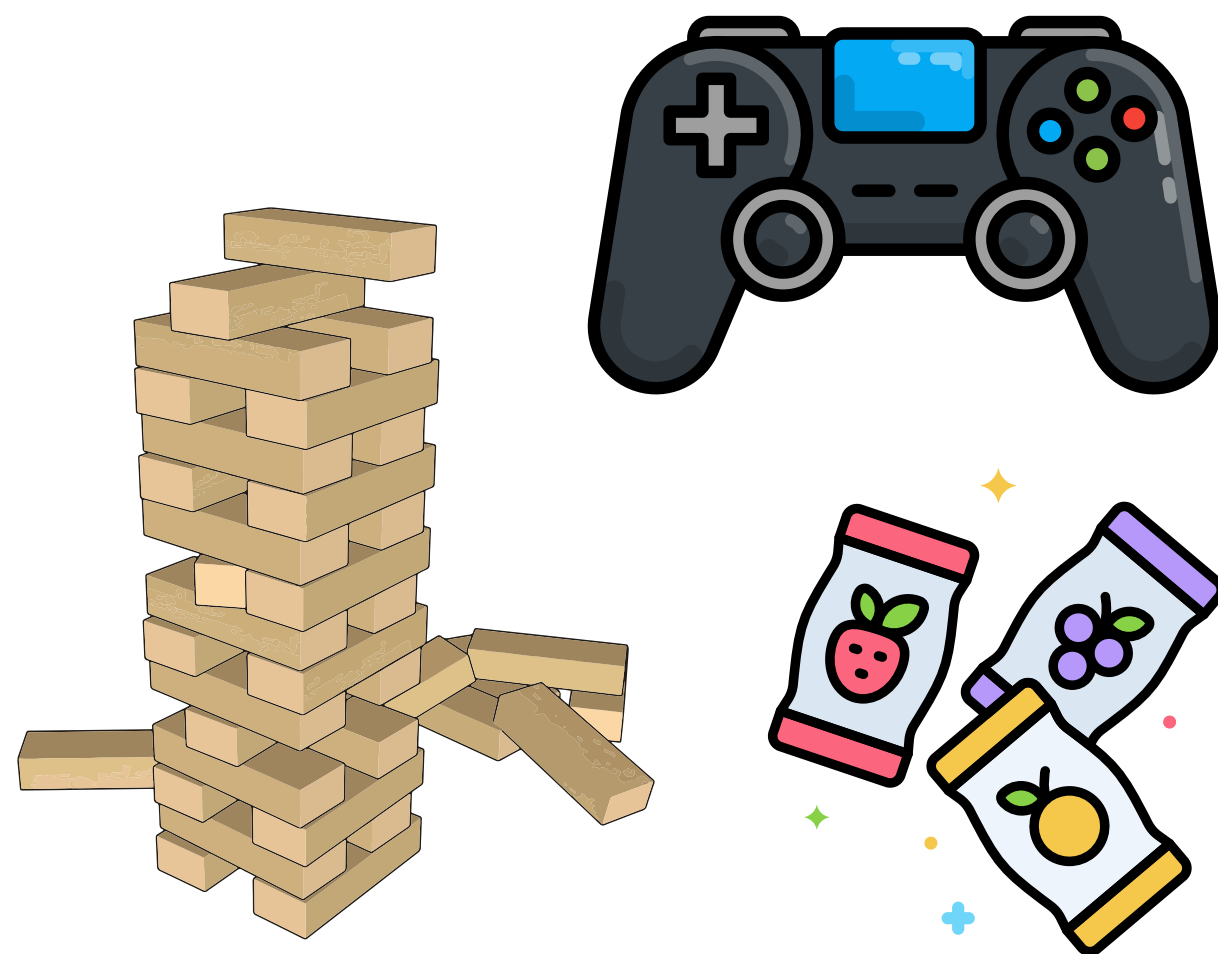
EVENTS & PROGRAMS!

KIDS

- Craft Days
- Game Days
- Park Playdates!

TEENS

- Craft Days
- Game Days
- Food Programs
- Escape Room!

ADULTS

- Author Talk with Scott Foens
- Level Up Trivia Night
- Marion's History: A Walking Tour!

ALL AGES

- Storytime with Iowa Authors & Illustrators!
- Barnyard Discoveries!
- Mr Magic Jonathan May!
- Movie Days!
- Grout Museum: Cars & Coasters!

Level Up!

Turn in reading logs July 1 - August 1

- Pick up a prize book and tote bag!
- Kids can enter to win a bicycle!

**End-of-Summer
Ice Cream Social**

**Friday, August 1
3:00-4:30 p.m.**

**Adult End-of-Summer
Celebration**

**Wednesday, August 6
5:00-6:30 p.m.**

Big Thanks to our Sponsors!

Alliant Energy

The Moscrip Family
&
Hall Bicycle Co. EST. 1898

FSB
myfsbonline.com | Member FDIC

HILLS BANK

BLANK PARK ZOO
IOWA'S WILDEST ADVENTURE

MARION
Parks & Recreation

MINUTES
Library Board
5:00 PM - Monday, April 21, 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, April 21, 2025, at 5:00 PM, with the following members present:

PRESENT:
In Person: Jack Zumwalt, Sandy Rosenberger, Ross McIntyre, Chelsea Nunn, Melissa Alexander, Nancy Miller, Bob Hoyt
Via Zoom: Susan Kling, Okpara Rice, Kim Rose, Becky Garms, Kelsey Logan

ABSENT: None

STAFF PRESENT: Bill Carroll, Ashley Osborn, Kimberly Cowger

FRIENDS REP: Debbie Bancks

GUESTS PRESENT: Amber Mcnamara, Andy Roach

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

AGENDA APPROVAL
Bill Carroll mentioned that Regular Agenda Item number 5. Library Art and Art Policy should be *(Discussion and **Action Requested**)* rather than just *(Discussion)*.

Moved by Nunn, seconded by Rosenberger, to approve the modified Agenda.
Approved unanimously

INTRODUCTION OF GUESTS
Amber Mcnamara, Advocacy Committee Member from the Cedar Rapids Public Library, presented to the Board about what the CRPL Advocacy Committee does. They meet monthly with 2 Board Members, Library Director, Friends and Foundation Presidents, and additional people as needed. Library Board members asked several questions of Amber.

Andy Roach, Marion resident, attending to see how Board Meetings run and possibly may consider applying to become a Board Member.

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 - a Thank You card to Board members from Library staff was passed around.

MINUTES

Motion to approve the March 2025 Meeting minutes.

Moved by Alexander, seconded by Zumwalt, to approve the March 2025 Meeting minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
   - Debbie Bancks reported that the April Book Sale brought in approximately $2,500. Bake Sale $101. Book Art $200.
   - Friends are trying to decide if they will charge a convenience fee for those that pay by card.

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

3. Board Continuing Education
   - None to report.

4. Art Advisory Committee Report
   - Next meeting is scheduled for April 28, 2025.
   - Bill Carroll anticipates the Art Committee will have recommendations for the Board at the May or June Board Meeting.

5. Employee Appreciation Committee Report
   - Lunch was provided for staff on April 8, it went well, though too many pizzas were ordered. (Leftovers were all eaten in following days).
   - There was nice conversation between Board Members, staff, and Foundation Members.

6. Finance Committee Report
   - Chelsea Nunn reviewed library purchases for March. Things looked good, a sales tax charge was caught by library staff.

7. Personnel Committee Report
   - City HR should be reaching out to the Library Board President soon regarding Bill Carroll's yearly review.

8. Director's Report
   - Budget Update - We are a little underspent for the year due to several factors.

- o Open positions have caused us to be behind on spending.
    - o Our busy time of year with the Summer Library Program is coming, along with lots of spending for it.
    - o The City's new Purchasing Card program causes expenses to be behind by about a month due to when the monthly bill is paid.
- • Statistics Highlights - Our gate counting software had a glitch recently, so we have secured an addition gate counter to be able to compare it to.

9. Policy Committee Report - The Policies listed below were reviewed with no recommendations for changes.
- • Collection Development Policy
    - o Collection Reconsideration of Library Materials Form
- • Library Board Operations

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

Moved by Rice, seconded by Nunn, to accept Reports 1-9 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 13 *(Discussion)*
- • Ross McIntyre noted there was a lot of familiar information based on the presentation by City Legal recently.
- • Bill Carroll asked the Board if reviewing the *Handbook* is helpful. Board members agreed that there were a lot of good reminders. Melissa Alexander and Becky Garms said there was a lot of helpful information for new Board members.

2. Plan of Service (**Action requested** *to receive and file*)
- • The Plan of Service is the guide for what library staff will accomplish in 2025.

Moved by Nunn, seconded by Alexander, to receive and file the 2025 Plan of Service.
Approved unanimously

3. FY26 Draft Budget (**Action requested** *to receive and file*)
- • Bill Carroll presented the FY26 Budget that was adopted by City Council last week.
- • Includes a 4.73% increase in the Library's budget for personnel, digital materials, and physical materials for the bookmobile.
- • There were also a few cuts including items for marketing, travel, and ILA memberships for Board members.

Moved by Zumwalt, seconded by Rosenberger, to receive and file the FY26 Budget Worksheet Report.
Approved unanimously

4. Contract Renewal for HVAC (**Action requested** *to approve*)
- • The contract renewal with Pipe Pro is exactly the same as last year.

Moved by Rose, seconded by Zumwalt, to approve the contract renewal with Pipe Pro for HVAC maintenance.
Approved unanimously

5. Library Art and Art Policy (*Discussion and* **Action requested**)

- Several changes/updates were made to the Art Policy.
- Direction is needed on if any of the library's deacsessioned art pieces that are still held in storage should be re-acsessioned.
  - Bob Hoyt recommended re-acsessioning the two paintings, *Flute and Guitar* and *Blues Men* by Peter Thompson and the *Seventh Avenue Bridge* print by Steve Malerich.
  - Okpara Rice does not want to discount the work and thought that previous Art Committee members when deciding on which pieces to deacsession.

Moved by Alexander, seconded by Rosenberger, to approve changes to the Art Policy as presented.

Approved unanimously

Moved by Zumwalt, seconded by Rosenberger, motion to re-acsession the two art pieces by Peter Thompson for further consideration by the Art Committee.
Approved by the following votes:

Ayes: Zumwalt, Nunn, Rosenberger, Kling, Alexander, and Garms

Nays: Rice and Logan

Abstained: McIntyre

6. Art sub-committee update (*Discussion*)
- Fuf Renfer has resigned from the Art sub-committee, direction is needed on who might replace her. Suggestions from Karen Hoyt include: Jill Ackerman, Janelle McClain, Gail Naughton, Bob Naujoks, and Fred Easker.
- Board Members gave the direction to ask the Art Committee for their recommendation from this list provided by Karen Hoyt.

7. Advocacy Discussion (*Potential action*)
- After hearing the presentation presented by Amber Mcnamara, Bill Carroll recommends forming an Advocacy Committee for MPL.
- Committee members would serve a one year term. The Committee would be made up of a non-quorum of Board members, Library Director, and representation from the Friends and Foundation.
- The decision on a Committee and appointments will wait until July, when all other Board Committees are set at the same time.

8. Library Board Officers (*Discussion*)
- Elections for FY26 Board Officers will be held at the June Board meeting. Since two of our current Officers will be leaving the Board after this year, there will need to be other Board members to step up to be officers.
- Susan Kling stated that the Secretary or Vice President Office positions would be good opportunities for newer Board members to step up and see administrative aspects of the Board.
- Chelsea Nunn asked questions about what duties the Treasurer has.
- Kelsey Logan stated she would consider running for Secretary or Vice President based on Susan's recommendation.

ADJOURN

Moved by Nunn, seconded by Zumwalt, to adjourn at 6:27 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

May 2025 report to Board of Trustees

- Farmers State Bank is providing a $1,000 to sponsor "Programming for All Ages" activities in the Summer Library Program.
- Alliant Energy Foundation is sponsoring monthly Makerspace programs for SLP with a $1,500 donation.
- Aldi is supporting food distribution in the Teen Activity Room with a $500 gift card.
- The library is the beneficiary of memorials for Dr. Richard Hingtgen.

![Marion Public Library logo]

Director's Report for the Library Board of Trustees Meeting on Monday, May 19, 2025

Budget Update:

- The current fiscal year has lapsed approximately 83.3% through April 30, 2025.
- As of the April 30, 2025 budget report, approximately 76% of the library's budget has been expended for the year.
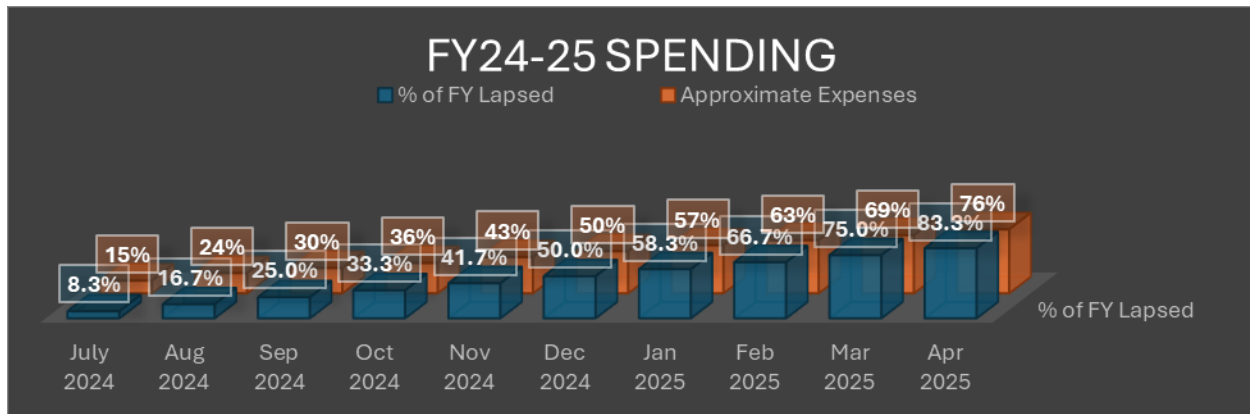
- As of the April 30, 2025 budget report, revenue received increased to approximately 132% for the fiscal year.

Statistics Highlights:
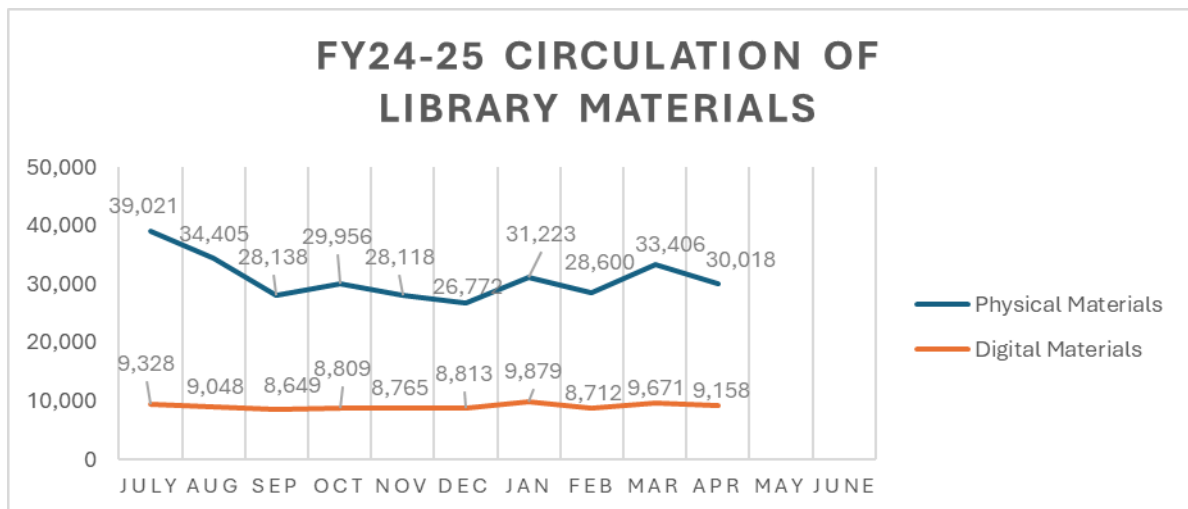
- For April 2025, circulation of physical items decreased approximately 10.1% from the previous month, having 30,018 items checked out. Circulation of physical items for the month decreased approximately 8.8% when compared with the previous year.
- For April 2025, circulation of digital items decreased approximately 5.3% compared to the previous month. Circulation of digital items for the month increased approximately 8.5% when compared with the previous year.

FY24-25 Total Visitors

A bar chart titled "FY24-25 Total Visitors" showing Library Visitors by month:
- July: 16,433
- August: 15,557
- September: 14,899
- October: 17,570
- November: 15,117
- December: 12,872
- January: 13,535
- February: 14,347
- March: 15,216
- April: 14,301
- May: (no data)
- June: (no data)
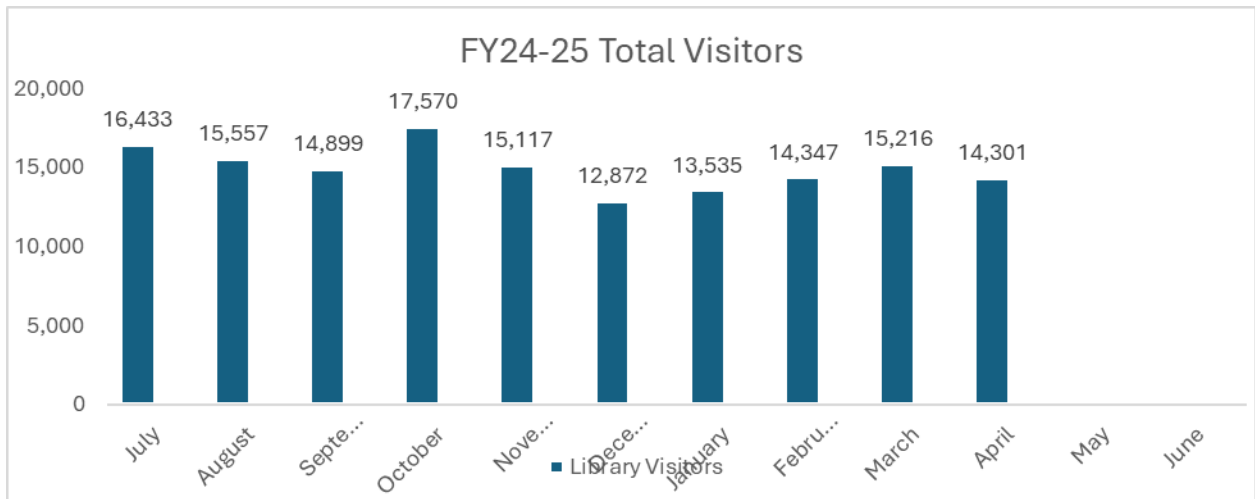
- The gate count for April 2025 was 14,301. The April gate count decreased approximately 6.0% compared to March 2025. Compared to the previous year, this year's gate counts saw an approximate 1.8% decrease compared to the same time last year. In previous months there was question as to the validity of the gate counters. With a second set of gate counters installed in April, the primary gate count was consistent with the secondary gate counters. We will continue to monitor this for any irregularities.

Number of Programs Offered in FY24-25

A grouped bar chart titled "Number of Programs Offered in FY24-25" with categories Adult Programs, General Programs, YA Programs, and Kids Programs, by month (July, August, September, October, November, December, January, February, March, April, May, June):

- Adult Programs: 46, 56, 70, 77, 59, 52, 60, 60, 68, 64
- General Programs: 38, 32, 26, 27, 27, 20, 19, 10, 10, 29
- YA Programs: 15, 10, 17, 20, 18, 14, 16, 13, 10, 17
- Kids Programs: 36, 22, 27, 38, 26, 21, 27, 28, 27, 33

- Programming saw an increase in the number of programs offered between April (143) and March (115). The number of programs offered in April 2025 was higher than the number of programs offered in April 2024 (132).
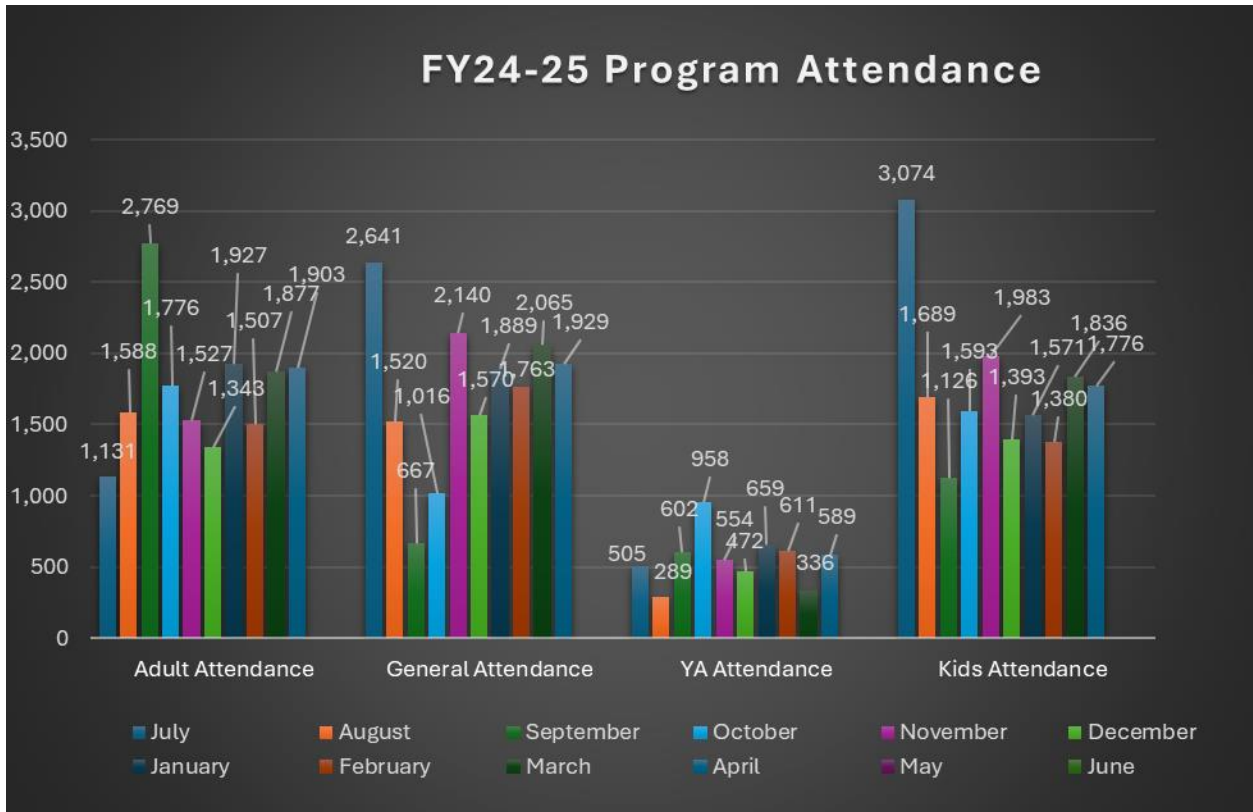
- Program attendees for April 2025 totaled 6,197 individuals. This is approximately 1.4% more than the 6,114 that attended programs in March. Compared with April 2024, which saw 5,755 attendees for programs, there was an approximate increase for the current year of approximately 7.7%.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. Progress includes:
  - o Adding signage throughout the collection
  - o Adding additional bookmobile stops
  - o Expanding training offerings for all staff
  - o Recruitment of library volunteers
  - o Increased opportunities for Library Board members to participate in library initiatives
  - o Formalization of DPIL responsibilities to be included in an upcoming MOU

General Department Updates:

- **Library Administration**
  - Work continues to alleviate the leaky roof above the marketplace in the library. The next step includes the scheduling of the 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.
  - Sally Reck was nominated and inducted into the Governor's Volunteer Hall of Fame for her years of dedication and service 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.
  - Lara Moellers was selected as the library's full-time MakerSpace Library Assistant. Lara will transition from her role on the programming team into the MakerSpace over the next few months.
  - Library Board Members and staff represented the Library at the Annual City Showcase event on April 25. Over 750 residents engaged with staff and Board members.
- **Marketing and special Events update from Ashley Osborn**
  - Marketing
    - Marketing pieces for this year's Summer Library Program arrived at the library during the month of April.
    - The library attended City Showcase at the end of the month, handing out an estimated 800 pieces of swag, in addition to programming calendars and a summer events list.
    - 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 32 – 37%.
  - Meetings & Special Events
    - 61 reservations were made for April. 55/61 reservations were completed.
      - Boardroom: 28 reservations
      - Community Room: 3 reservations
      - Community Room A: 12 reservations
      - Community Room B: 12 reservations
      - Outdoor Reading Terrace: 0 reservations
  - Media Mentions
    - No substantial media mentions were made for the month of April.

- **Patron Services update from Bob Reynolds**
  - There were 25 Patron Incidents in April. These were behavior policy breaks. No injuries were reported in April.
  - Rural Linn County circulation has slightly decreased compared to last month.
  - Open Access circulation slightly decreased compared to last month.
  - Bookmobile circulation has reached 254 in a month. A new stop, Azure Apartments, was approved and will be implemented for Summer. Additional stops will be added throughout the next few months.
  - Volunteer hours have decreased. A refresh to the volunteer program was discussed. Changes and adaptations will be put in place after the Volunteer Fair on May 10.
  - Staff continued training with the KERA Behavior Framework, a training model to provide excellent service through addressing concerns. Additional retraining will occur throughout the year and continue on a regular basis.
  - The MPL Approach, the customer service model for library staff, has been refreshed. Full staff implementation will begin in May. Continuous and consistent training and retraining will occur throughout the year.
- **Programming update**
  - Orchestra Iowa brought their popular music program, Symphony Kids, back for the Spring season and saw 38 kids and their caregivers.
  - Expressive Art with Tanager Place returned this month for 26 kids and their caregivers.
  - Tanager Place brought their E4Everyone expressive art program back in April for teens and had 16 participants.
  - Encore Cafe had a wonderful speaker, Darrel Draper, who performed for National Poetry Month on the life and mysteries surrounding Emily Dickenson to 85 attendees.
  - Our 4 Longarm Quilting volunteers continue to provide training and project times, with 18 sessions in April and 22 quilters.
  - We had 18 MakerSpace Open Hours in April with 46 attendees. We also introduced a partner volunteer MakerSpace program, with community member Ashley DeLayo assisting the public with making bibs for older children with disabilities.
  - Programmer Lara gave a MakerSpace tour to the Marion Transition Center teachers and their students - 21 attendees.
  - We hosted a Holocaust Awareness program on April 3 that had great reviews from its 42 participants.
- **Reader's Advisory & Collections update from Sue Gerth**
  - Sue placed orders for more launchpads, Whazoodles, Playaways, and popular children's titles for the anticipated summer ramp-up.
  - Adult popular new releases for the summer are coming in weekly.

- o Items were added to the Library of Things: gardening kits, canning kits, more trekking poles, record player, and more.
  - o Sue worked the Marion Healthy Kids event at the YMCA with Bill, Ashley, and Darryn. Great turnout!
  - o Sue partnered with Bob to interview candidates for the Makerspace Librarian position.
  - o Linda and Sue are working on learning Collection HQ and are in the middle of planning next steps to implement reports for weeding the collection.
  - o Sue is working with programmers to add extra help to first few weeks of SLP sign-up.
- **IT and Building Maintenance from James Teahen**
  - o James is expected back to work in the library in May.
  - o John Hughes from Public Works continues to help with upkeep and minor maintenance issues in the library building.
  - o City IT continues to help support the library with the guidance of Bob Reynolds during James' absence.

Metro Library Network (MLN) Updates:
- MLN Library Directors met on April 16, 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 June meeting for approval.
- The next scheduled meeting is set for May 21, 2025.

City of MARION IOWA

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	.00	.00	75,513.54	(20,513.54)	137	64,674.47
4442	Contracting Cities	36,000.00	.00	36,000.00	9,081.26	.00	36,325.03	(325.03)	101	36,449.76
	Intergovernmental Totals	$163,500.00	$0.00	$163,500.00	$9,081.26	$0.00	$213,534.50	($50,034.50)	131%	$173,245.60
Charges for Service										
4504	Copy Charges	5,000.00	.00	5,000.00	1,102.81	.00	8,801.60	(3,801.60)	176	6,184.18
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	506.20	.00	6,204.37	(204.37)	103	5,198.43
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	887.50	.00	12,060.00	(8,060.00)	302	5,700.00
	Charges for Service Totals	$15,000.00	$0.00	$15,000.00	$2,496.51	$0.00	$27,098.07	($12,098.07)	181%	$17,106.36
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	346.28	.00	16,151.64	(9,551.64)	245	4,547.40
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	2.80	.00	7.27	(7.27)	+++	1.98
	Misc Revenues Totals	$42,203.00	$0.00	$42,203.00	$349.08	$0.00	$51,661.91	($9,458.91)	122%	$40,099.12
	Department **410 - Library** Totals	$220,703.00	$0.00	$220,703.00	$11,926.85	$0.00	$292,294.48	($71,591.48)	132%	$230,451.08
	REVENUE TOTALS	$220,703.00	$0.00	$220,703.00	$11,926.85	$0.00	$292,294.48	($71,591.48)	132%	$230,451.08
EXPENSE										
Department **410 - Library**										
Salaries										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	61,650.57	.00	739,092.77	216,453.23	77	712,551.67
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	36,337.20	.00	379,484.13	191,797.87	66	366,631.60
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

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	$97,987.77	$0.00	$1,126,326.30	$400,501.70	74%	$1,095,715.50
Employee Benefits/Costs										
6110	Social Security	73,548.00	.00	73,548.00	6,017.78	.00	69,337.81	4,210.19	94	67,569.63
6120	Medicare	22,383.00	.00	22,383.00	1,407.38	.00	16,216.13	6,166.87	72	15,802.57
6130	IPERS	126,856.00	.00	126,856.00	9,235.21	.00	105,400.47	21,455.53	83	101,435.78
6150	Health Insurance	163,431.00	.00	163,431.00	11,815.49	.00	115,678.64	47,752.36	71	115,401.83
6151	Wellness Program	308.00	.00	308.00	22.20	.00	238.65	69.35	77	246.05
6152	Life Insurance	1,545.00	.00	1,545.00	103.86	.00	1,135.18	409.82	73	1,207.45
6153	Long Term Disability	3,735.00	.00	3,735.00	266.18	.00	2,883.38	851.62	77	2,851.47
6154	Dental Insurance	3,604.00	.00	3,604.00	315.16	.00	2,961.28	642.72	82	2,744.52
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	3,300.00	4,620.00	42	4,620.00
6190	Education Stipend	9,000.00	.00	9,000.00	750.00	.00	8,100.00	900.00	90	7,500.00
	Employee Benefits/Costs Totals	$413,203.00	$0.00	$413,203.00	$30,263.26	$0.00	$326,179.86	$87,023.14	79%	$320,510.63
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	1,818.60
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	.00	.00	4,093.41	4,031.59	50	4,388.75
6240	Travel Expenses	5,000.00	.00	5,000.00	75.74	.00	5,866.84	(866.84)	117	4,986.16
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	$75.74	$0.00	$11,325.25	$6,794.75	63%	$11,533.01
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	1,498.35	.00	29,077.18	32,622.82	47	19,994.80
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	.00	.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	4,454.69	.00	67,286.98	42,138.02	61	66,129.08
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	416.82	.00	5,101.19	418.81	92	4,319.65
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	93.41	.00	957.77	1,022.23	48	1,099.11
	Repair/Maintenance/Utilities Totals	$185,225.00	$0.00	$185,225.00	$6,463.27	$0.00	$104,860.21	$80,364.79	57%	$92,491.64

Run by Kimberly Cowger on 05/12/2025 08:08:47 AM

City of MARION IOWA

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	39.40	.00	2,665.14	6,132.86	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	140.49	.00	1,669.28	(349.28)	126	1,018.05
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	10,251.25	5,175.30	71,166.03	24,785.67	75	58,845.48
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	4,480.00	.00	44,800.00	9,680.00	82	47,660.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	2,351.74	2,037.70	10,721.94	1,640.36	89	3,945.08
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	223.68	20,231.82	11,120.41	4,177.77	88	8,516.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	465.20	.00	5,614.57	3,985.43	58	4,727.70
	Contractual Services Totals	$450,838.00	$0.00	$450,838.00	$17,951.76	$27,444.82	$375,434.80	$47,958.38	89%	$329,528.03
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	.00	.00	4,404.71	1,595.29	73	3,731.76
6506	Office Supplies	8,250.00	.00	8,250.00	946.99	.00	2,556.87	5,693.13	31	2,853.66
6507	Operational Supplies	45,365.00	.00	45,365.00	9,151.53	.00	24,463.01	20,901.99	54	20,210.45
6508	Postage/Shipping	10,200.00	.00	10,200.00	420.17	.00	4,442.30	5,757.70	44	2,546.58
6510	Forms/Printing Services	8,950.00	.00	8,950.00	12.20	.00	3,739.69	5,210.31	42	1,454.47
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,340.78	.00	6,993.42	3,606.58	66	5,762.50
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	28.74	.00	190.67	4,809.33	4	28.92
6514	Medical Supplies	2,295.00	.00	2,295.00	213.19	.00	887.51	1,407.49	39	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	298.93	.00	414.20	2,435.80	15	3,643.18
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	4,410.14
	Commodities Totals	$106,144.00	$0.00	$106,144.00	$12,412.53	$0.00	$48,956.98	$57,187.02	46%	$45,357.94
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
6718	**Library Materials**									
6718.01	Library Materials Adult Materials	75,560.00	.00	75,560.00	5,242.39	.00	59,162.80	16,397.20	78	60,236.53

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	834.82	.00	6,796.06	1,203.94	85	19,915.48
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	2,561.46	6,589.24	27,380.19	20,530.57	62	40,011.97
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	1,756.67	.00	19,968.96	12,531.04	61	18,485.76
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	713.26	.00	11,796.92	4,203.08	74	12,109.80
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,467.22	.00	12,422.08	(2,422.08)	124	10,949.34
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	7,725.91	.00	72,900.89	(22,900.89)	146	55,475.63
6718.08	Library Materials Other	44,217.00	.00	44,217.00	1,859.00	.00	40,295.04	3,921.96	91	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	$22,160.73	$6,589.24	$250,722.94	$33,464.82	88%	$249,396.16
	Capital Outlay Totals	$298,777.00	$0.00	$298,777.00	$22,160.73	$6,589.24	$250,722.94	$41,464.82	86%	$251,373.13
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	$187,315.06	$34,034.06	$2,243,806.34	$721,294.60	76%	$2,146,509.88
	EXPENSE TOTALS	$2,999,135.00	$0.00	$2,999,135.00	$187,315.06	$34,034.06	$2,243,806.34	$721,294.60	76%	$2,146,509.88
	Fund 101 - General Fund Totals									
	REVENUE TOTALS	220,703.00	.00	220,703.00	11,926.85	.00	292,294.48	(71,591.48)	132%	230,451.08
	EXPENSE TOTALS	2,999,135.00	.00	2,999,135.00	187,315.06	34,034.06	2,243,806.34	721,294.60	76%	2,146,509.88
	Fund 101 - General Fund Totals	($2,778,432.00)	$0.00	($2,778,432.00)	($175,388.21)	($34,034.06)	($1,951,511.86)	($792,886.08)		($1,916,058.80)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	1,335.00	.00	6,325.00	4,335.00	59	10,549.49
	Commodities Totals	$10,660.00	$0.00	$10,660.00	$1,335.00	$0.00	$6,325.00	$4,335.00	59%	$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 04/30/25
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	$1,335.00	$0.00	$6,325.00	$4,335.00	59%	$10,549.49
	EXPENSE TOTALS	$10,660.00	$0.00	$10,660.00	$1,335.00	$0.00	$6,325.00	$4,335.00	59%	$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	1,335.00	.00	6,325.00	4,335.00	59%	10,549.49
	Fund **105 - Equipment Reserve Fund** Totals	($10,660.00)	$0.00	($10,660.00)	($1,335.00)	$0.00	($6,325.00)	($4,335.00)		($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	314.77	.00	30,965.65	(10,965.65)	155	36,744.53
	4701 - Donations Totals	$20,000.00	$0.00	$20,000.00	$314.77	$0.00	$30,965.65	($10,965.65)	155%	$36,744.53
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	$314.77	$0.00	$30,965.65	($965.65)	103%	$61,744.53
	Department **410 - Library** Totals	$30,000.00	$0.00	$30,000.00	$314.77	$0.00	$30,965.65	($965.65)	103%	$61,744.53
	REVENUE TOTALS	$30,000.00	$0.00	$30,000.00	$314.77	$0.00	$30,965.65	($965.65)	103%	$61,744.53
EXPENSE										
Department **410 - Library**										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00

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	2,310.17	.00	44,788.62	(14,788.62)	149	30,670.98
	Commodities Totals	$32,500.00	$0.00	$32,500.00	$2,310.17	$0.00	$44,788.62	($12,288.62)	138%	$33,324.35
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	$2,310.17	$0.00	$44,788.62	($12,288.62)	138%	$33,324.35
	EXPENSE TOTALS	$32,500.00	$0.00	$32,500.00	$2,310.17	$0.00	$44,788.62	($12,288.62)	138%	$33,324.35
	Fund 130 - Special Revenue Totals									
	REVENUE TOTALS	30,000.00	.00	30,000.00	314.77	.00	30,965.65	(965.65)	103%	61,744.53
	EXPENSE TOTALS	32,500.00	.00	32,500.00	2,310.17	.00	44,788.62	(12,288.62)	138%	33,324.35
	Fund 130 - Special Revenue Totals	($2,500.00)	$0.00	($2,500.00)	($1,995.40)	$0.00	($13,822.97)	$11,322.97		$28,420.18
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	.00	.00	2,451.97	97,548.03	2	.00
	4400 - Federal Grants/Contributions Totals	$100,000.00	$0.00	$100,000.00	$0.00	$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

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	$0.00	$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	$0.00	$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)	+++	12,417,563.91
	4400 - Federal Grants/Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$1,480,788.80	($1,480,788.80)	+++	$12,417,563.91
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)	+++	426,403.09
	4420 - State Contributions Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$601,344.26	($601,344.26)	+++	$426,403.09
	Intergovernmental Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$2,082,133.06	($2,082,133.06)	+++	$12,843,967.00
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)	+++	$12,910,022.00
	REVENUE TOTALS	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$2,164,171.65	($2,064,171.65)	2164%	$13,259,199.00
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	697,221.99
6752	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%	$699,801.99

Run by Kimberly Cowger on 05/12/2025 08:08:47 AM

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%	$699,801.99
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)	+++	16,393.95
Contractual Services Totals		$0.00	$0.00	$0.00	$0.00	$43,408.75	$34,861.40	($78,270.15)	+++	$46,472.95
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

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%	$86,450.84
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%	$786,252.83
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		100,000.00	.00	100,000.00	.00	.00	2,164,171.65	(2,064,171.65)	2164%	13,259,199.00
EXPENSE TOTALS		1,631,000.00	.00	1,631,000.00	.00	210,782.55	203,948.52	1,216,268.93	25%	786,252.83
Fund 301 - Capital Projects Totals		($1,531,000.00)	$0.00	($1,531,000.00)	$0.00	($210,782.55)	$1,960,223.13	($3,280,440.58)		$12,472,946.17
Grand Totals										
REVENUE TOTALS		350,703.00	.00	350,703.00	12,241.62	.00	2,487,431.78	(2,136,728.78)	709%	13,551,394.61

EXPENSE TOTALS	4,673,295.00	.00	4,673,295.00	190,960.23	244,816.61	2,498,868.48	1,929,609.91	59%	2,976,636.55
Grand Totals	($4,322,592.00)	$0.00	($4,322,592.00)	($178,718.61)	($244,816.61)	($11,436.70)	($4,066,338.69)		$10,574,758.06

Department **35 Library**

Purchase Order	2025-00000262		Department	35 Library		G/L Date	03/31/2025	Amount	9,668.00
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	9,668.00
Assigned To Buyer				St Paul, MN 55164-0384				Encumbered	9,668.00
Resolution Number									

	Item 1	Description	Building Maintenance & Repairs - Moisture Intursion Assessment on Library Terrace Roof	Vendor Part Number			Amount	9,668.00
		Quantity	1.0000	Contract Number			Voided	.00
		U/M	Each	Ship To Location	LIBRARY - Library		Discounted	.00
		Price per Unit	9,668.00	1099 Item	No		Expensed	.00
		Discount	0%	Tavable	No		Remaining	9,668.00
		Status	Open	Confirming	No		Encumbered	9,668.00

	G/L Account	Project		Amount	Expensed	Encumbered
	101.430.6310 (Building Maintenance & Repairs)				.00	9,668.00
	121.410.6717 (Small Project Costs)				.00	.00

Purchase Order	2025-00000271		Department	35 Library		G/L Date	04/09/2025	Amount	19,635.00
Description	Library HVAC Maintenance Contract - Spring 2025-Winter 2026		Vendor	392 - Pipe Pro Inc		Deliver by Date		Voided	.00
Type	Budgeted			Pipe Pro Inc		Printed Date	04/15/2025	Discounted	.00
Status	Open			6633 8th St SW		Completed Date	05/08/2025	Expensed	.00
Bill To Location	LIBRARY - Library			Cedar Rapids, IA 52404		Expiration Date		Remaining	19,635.00
Assigned To Buyer								Encumbered	19,635.00
Resolution Number									

	Item 1	Description	Contracts - Building Maintenance - Library HVAC Maintenance Contract - Spring 2025-Winter 2026	Vendor Part Number			Amount	19,635.00
		Quantity	1.0000	Contract Number			Voided	.00
		U/M	Each	Ship To Location	LIBRARY - Library		Discounted	.00
		Price per Unit	19,635.00	1099 Item	No		Expensed	.00
		Discount	0%	Tavable	No		Remaining	19,635.00
		Status	Open	Confirming	No		Encumbered	19,635.00

	G/L Account	Project		Amount	Expensed	Encumbered
	101.410.6425 (Contracts - Building Maintenance)				.00	19,635.00

Department **35 Library**

Purchase Order	2025-00000283	Department	35 Library	G/L Date	04/29/2025	Amount	6,589.24
Description	Children's Library Materials - Launchpads	Vendor	2304 - Playaway Products LLC	Deliver by Date		Voided	.00
Type	Budgeted		Kimberly Moore	Printed Date	05/06/2025	Discounted	.00
Status	Open		PO Box 735920	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Chicago, IL 60673-5638	Expiration Date		Remaining	6,589.24
Assigned To Buyer						Encumbered	6,589.24
Resolution Number							

Item 1	Description	Library Materials - Children's Library Materials - Launchpads	Vendor Part Number		Amount	6,589.24
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	6,589.24	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	6,589.24
	Status	Open	Confirming	No	Encumbered	6,589.24

G/L Account	Project	Amount	Expensed	Encumbered
101.410.6718.03 (Library Materials Children's Materials)		.00	6,589.24	

Department	**35 Library** Totals	Purchase Orders	3	Amount	$35,892.24
				Voided	$0.00
				Discounted	$0.00
				Expensed	$0.00
				Remaining	$35,892.24
				Encumbered	$35,892.24

	Grand Totals	Purchase Orders	3	Amount	$35,892.24
				Voided	$0.00
				Discounted	$0.00
				Expensed	$0.00
				Remaining	$35,892.24
				Encumbered	$35,892.24

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 256.57(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?

_____

ENVISIONWARE®

Enriching Public Library Service Inside and Out

EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370   International+1 678.382.6500

Renewal Invoice INV-US-76449

5/1/2025

Bill To	End User	TOTAL
James Teahen	James Teahen	
Marion Public Library	Marion Public Library	**$12,761.36**
1101 6th Ave	1101 6th Ave	
Marion IA 52302	Marion IA 52302	Due no later than: **7/31/2025**
United States	United States	

Currency	PO #	Created From	Sales Rep
US Dollar	EnvisionWare Renewal Invoice	Quotation #US-94110	Terranova, Chris

EnvisionWare Renewal   ====== Please review LEGEND page at the end of item listings ======

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
4	**WM-ECS-Stand 915 Desktop** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Payment Terminal - Mounting Kit for VeriFone MX915 Terminal*	12		**1101 6th Ave**	$16.20	**$64.80**	8/1/2025 7/31/2026	Maint.
2	**WM-ECS-Staff Register-Drawer (*Standard)** *1 YR MAINTENANCE: eCommerce Staff Register Cash Drawer, 16" 5-bill/note drawer with 3-position key lock, detachable RJ12 activation cable*	12		**1101 6th Ave**	$22.50	**$45.00**	8/1/2025 7/31/2026	Maint.
1	**WM-RFID-READER DiscReader** *1 YR MAINTENANCE: EnvisionWare RFID DiscReader - Compact desktop RFID Reader/Antenna*	12		**1101 6th Ave**	$51.19	**$51.19**	8/1/2025 7/31/2026	Maint.
1	**WM-ES-ENT Building Bundle [1st]** *1 YR MAINTENANCE: EnvisionWare Suite First Building. Provides software coverage for first building licenses for PC Reservation and LPT:One Print Management*	12		**1101 6th Ave**	$392.62	**$392.62**	8/1/2025 7/31/2026	Maint.

INV-US-76449

ENVISIONWARE®

Enriching Public Library Service Inside and Out

EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	**WM-CM Control** *1 YR MAINTENANCE: EnvisionWare Central Management Control Licenses*	12		**1101 6th Ave**	$31.50	**$31.50**	8/1/2025 7/31/2026	Maint.
1	**WM-ECS-SelfServ Bldg [1st]** *1 YR MAINTENANCE: EnvisionWare eCommerce Services - First Building*	12		**1101 6th Ave**	$441.00	**$441.00**	8/1/2025 7/31/2026	Maint.
1	**WM-CM Gateway** *1 YR MAINTENANCE: EnvisionWare Central Management Gateway*	12		**1101 6th Ave**	$36.75	**$36.75**	8/1/2025 7/31/2026	Maint.
16	**WM-RFID-READER-KIT-USB-U Unidirectional Std** *1 YR MAINTENANCE: EnvisionWare RFID Reader Kit Unidirectional*	12		**1101 6th Ave**	$238.77	**$3,820.32**	8/1/2025 7/31/2026	Maint.
25	**WM-ES-ENT Client License** *1 YR MAINTENANCE: EnvisionWare Suite Client Package*	12		**1101 6th Ave**	$15.41	**$385.25**	8/1/2025 7/31/2026	Maint.
1	**WM-RFID Software PL Pak (SLE)** *1 YR MAINTENANCE: EnvisionWare ProLine RFID Software Pak - Small Library Edition*	12		**1101 6th Ave**	$876.75	**$876.75**	8/1/2025 7/31/2026	Maint.
1	**WM-SSC-X11-KT-BK-BK *MX915 v4** *1 YR MAINTENANCE: X11 Kiosk - w/ Terminal Mount, black on black, Ver4*	12		**1101 6th Ave**	$632.07	**$632.07**	8/1/2025 7/31/2026	Maint.
2	**WM-SSC-X11-KVT-BK-BK (**USD) 3T M400 v4 (N)** *1 YR MAINTENANCE: X11 Vending Kiosk; USD 3T; Network Capable; *MX915; Black on Black; Version 4*	12		**1101 6th Ave**	$985.60	**$1,971.20**	8/1/2025 7/31/2026	Maint.

INV-US-76449

![ENVISIONWARE® Enriching Public Library Service Inside and Out]
EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Qty	Item	Term	Serial Numbers	Location Address	Unit Price	Amount	Start Date End Date	Renewal Category
1	**WM-RFID-GATE 3D-WA-U 1-Wide Aisle** *1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH* *Two pedestals support a single aisle width of 63 inches/1600mm.*	12		**1101 6th Ave**	$1,020.60	**$1,020.60**	8/1/2025 7/31/2026	Maint.
4	**WM-CM Client** *1 YR MAINTENANCE - Central Management Client*	12		**1101 6th Ave**	$10.50	**$42.00**	8/1/2025 7/31/2026	Maint.
1	**WM-RFID-GATE 3D-WA-U 1-Wide Aisle** *1 YR MAINTENANCE: Transparent RFID Gate with radar people Counter - EXTRA WIDE AISLE WIDTH* *Two pedestals support a single aisle width of 63 inches/1600mm.*	12		**NEW Library**	$1,020.60	**$1,020.60**	8/1/2025 7/31/2026	Maint.
20	**WM-RFID-READER-KIT PL DeskPad BL-U (B)** *1 YR MAINTENANCE: EnvisionWare DeskPad RFID Reader Kit in acrylic black enclosure, Version B*	12		**NEW Library**	$68.76	**$1,375.20**	8/1/2025 7/31/2026	Maint.
1	**WM-CPM Bldg [1st]** *1 YR MAINTENANCE: Copy Payment Manager First Building.*	12		**NEW Library**	$131.25	**$131.25**	8/1/2025 7/31/2026	Maint.
4	**WM-ECS-Stand 915 Desktop** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Payment Terminal - Mounting Kit for VeriFone MX915 Terminal*	12		**NEW Library**	$17.01	**$68.04**	8/1/2025 7/31/2026	Maint.
2	**WM-ECS-Staff Register SW** *1 YR MAINTENANCE: Staff Register Station (STS) Software Clients*	12		**NEW Library**	$177.61	**$355.22**	8/1/2025 7/31/2026	Maint.
1	**WM-ECS-Staff Register CCP** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Staff System - Credit Card Processing Activated per building*	12		**NEW Library**	$8.50	**$8.50**	8/1/2025 7/31/2026	Maint.

INV-US-76449

ENVISIONWARE®

Enriching Public Library Service Inside and Out

EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Qty	Item	Term	Serial Numbers	Location / Address	Unit Price	Amount	Start Date / End Date	Renewal Category
1	**WM-ECS-Staff Register CCP** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Staff System - Credit Card Processing Activated per building*	12		**NEW Library**	($8.50)	**($8.50)**	8/1/2025 7/31/2026	Pro.
2	**WM-ECS-Staff Register-Drawer (*Standard)** *1 YR MAINTENANCE: eCommerce Staff Register Cash Drawer, 16" 5-bill/note drawer with 3-position key lock, detachable RJ12 activation cable*	12		**NEW Library**	$15.00	**$30.00**	8/1/2025 7/31/2026	Maint.
2	**WM-ECS-Staff Register-Drawer (*Standard)** *1 YR MAINTENANCE: eCommerce Staff Register Cash Drawer, 16" 5-bill/note drawer with 3-position key lock, detachable RJ12 activation cable*	12		**NEW Library**	($15.00)	**($30.00)**	8/1/2025 7/31/2026	Pro.
1	**WM-ECS-Staff System Adv Location** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Staff System - Location Manager Software Full Interface (STS)*	12		**NEW Library**	$212.33	**$212.33**	8/1/2025 7/31/2026	Maint.
1	**WM-ECS-Staff System Adv Location** *1 YR MAINTENANCE: EnvisionWare eCommerce Services Staff System - Location Manager Software Full Interface (STS)*	12		**NEW Library**	($212.33)	**($212.33)**	8/1/2025 7/31/2026	Pro.

INV-US-76449

ENVISIONWARE®

Enriching Public Library Service Inside and Out

EnvisionWare, Inc.

3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370   International+1 678.382.6500

Renewal Invoice INV-US-76449

5/1/2025

Subtotal	$12,761.36
Tax	$0.00
PST-CA	
Amt Paid	$0.00
Total	**$12,761.36**

ENVISI◉NWARE®

Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370 International+1 678.382.6500

Legend

- **Maintenance (Maint.)**: The annual amount for technical support post warranty year
- **Subscription (Subs.)**: The annual amount of a subscription that includes all costs associated with the use of a product or service
- **Prorated Item (Pro.)**: An adjustment to the line above that can provide one of the following:

  - Compensation for the value of the first year warranty. Customers that make new purchases in the middle of a warranty or maintenance period are entitled to the full value of the 12-month warranty. A prorated item is added below a transaction to compensate a customer for the value of the months of warranty that would go past the next renewal date. This lowers the overall cost of the maintenance renewal for the current year.
  - An adjustment made when a customer requests a change to the annual renewal date. This occurs when a customer makes a request to adjust the annual payment date and certain items are currently set to expire later. By applying a prorated item, the value is given to the customer for the months occurring after the new renewal date. This applies only during the year that the adjustment is being made.
  - An adjustment is made where certain items were expiring on a different date and the system merged separate transactions into a common renewal date for all items. In the past, some subscriptions could not be co-terminated (adjusted for a common renewal date.) These prorations can now be used so that every item will renew at the same time.
- **One-Time Discount (One Time Disc.)**: A special discount has been applied for one time

All sales subject to the standard EULA and Product Warranty provided with your products. This document is considered accepted if written communication to the contrary is not received within 7 days.

INV-US-76449

ENVISIONWARE®

Enriching Public Library Service Inside and Out

EnvisionWare, Inc.
3820 Mansell Road, Suite 350, Alpharetta, GA 30022
Toll Free 800.216.8370   International+1 678.382.6500

EnvisionWare, Inc.

Remittance Slip

Pay by credit card at the Customer Center: http://support.envisionware.com

Make checks payable to our __ New PAYMENT Address:**__**

EnvisionWare, Inc.
PO Box 931628
Atlanta, GA 31193-1628
United States

Customer	1893 Marion Public Library
Invoice #	INV-US-76449
Amount Due	$12,761.36

Amount Paid _____

PLEASE NOTE OUR NEW PAYMENT INFORMATION FOR ACH and EFT:
ACH / EFT Info: Bank name = Wells Fargo Bank | Accout Type: Checking | Routing # 121000248 (9 digits) | Account # 4793214123 (10 digits) | SWIFT = WFBIUS6S | Account name = EnvisionWare, Inc.
* FEIN: 58-2424595 * CRA/BN: 84765 5586 RT0001 * BC PST: 1055-8459 * SK PST: 2664266

INV-US-76449