



AGENDA

Library Board

5:00 PM - Monday, June 15, 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# 889 3991 1812. 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

1. May Staff Milestone Anniversaries - La Della Gallagher (One Year)
2. Susan Kling Recognition

MINUTES

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

[Library-Minutes-May 18 2026 DRAFT](#)

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REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

[MPL Foundation Report 6-15-2026](#)

3. Board Continuing Education

4. Director's Report

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

[Directors Report June 20 2026](#)

[Budget Performance Report May 2026 FINAL](#)

[Open PO Report - May 2026](#)

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8 - 25

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 16 & Appendix (Discussion) 26 - 56
[Ch. 16-Appendix - Iowa Library Trustee's Handbook](#)
2. Policy & Board Charter Review (Discussion and **Action Requested**) 57 - 81
[Behavior Guidelines Policy 6-2026](#)
[Financial Policy and Procedures 6-2026](#)
[Library Board Operation 6-2026](#)
[Programming Policy 6-2026](#)
[Public Participation Policy 6-2026](#)
3. Acme Electric Purchase Order Approval (**Action Requested**) 82
[Acme Electric Repair Quote](#)
4. Fireplace Repair Purchase Order Approval (**Action Requested**) 83
[Hearth & Home Repair Quote](#)
5. Generator Maintenance Contract Approval (**Action Requested**) 84 - 85
[Generator Maintenance Contract Quote](#)
6. Marion Public Library Internet (Discussion, Direction, and **Action Requested**) 86 - 90
[ImOn - MPL 2026 Contract](#)
7. 2026 Holiday (**Action Requested**) 91
[2026 Library Holidays Updated 06-2026](#)
8. Location of Posted Agenda (**Action Requested**)
9. Director Salary (**Action Requested**)
10. Parade Work Group Update (Discussion)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, May 18, 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, May 18, 2026, at 5:00 PM, with the following members present:

- PRESENT: In Person: Am Thayer, Becky Garms, Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling
Via Zoom: Krystle Mullin
- ABSENT: None
- STAFF PRESENT: Bill Carroll, Kimberly Cowger, Bob Reynolds, Sydney Kaup
- FRIENDS REP: Carolyn Stucker
- GUESTS PRESENT: None

CALL TO ORDER

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

AGENDA APPROVAL

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

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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LIBRARY SPOTLIGHT

2026 Summer Library Program Presentation - Sydney Kaup presented a power point to the Library Board with an overview of MPL's 2026 Summer Library Program.

MINUTES

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

Moved by Norton, seconded by Thayer, to approve the April 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Carolyn Stucker reported that \$2,000 was made by the Friends at the Adult Book Fair and there were 11 new Friends member sign ups. Mystery and Romance book bundles were very popular as was the book art.
- The Friends will take part in the Summer Uptown Farmers Markets again this year.
- The next Friends Booksale will be July 17 - 20, 2026.

2. Marion Public Library Foundation Report

- Hilery Livengood was unable to provide a report while out on leave.

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update - Revenue for the Fiscal Year has come in at 118% as of April 30, 2026.
- General Department Updates
 - On April 6th MPL took part in the second annual Corridor Libraries Staff Training Day.
 - On April 18th Library Staff and Board Members took part in the annual City Showcase and saw over 1,000 attendees.
 - The Dolly Parton Imagination Library display that is up in the Children's area, complete with a Dolly cardboard cutout for selfies, has increased sign ups for DPIL. April saw approximately 40 new registrants.

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

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

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 14 - 15 (*Discussion*)

- Chapter 14 Discussion Question: Do we, as a board, understand Iowa's Public Library Standards and our library's current tier or accreditation status? If not, what can we do to make ourselves more familiar with the standards?
 - Board members understood that there are 3 tier statuses and that our Library holds the highest tier and that each tier has a set of requirements that must be met.
 - Julie Lammers asked if a Library were to receive a decrease in funding, could that cause their tier status to go down? Bill Carroll said that it was possible. Susan Kling added that the number of hours a library is open is one of the requirements for tier status, so a decrease in funding could cause hours to be cut.

- Chapter 15 Discussion Question # One: How can we, as the board, make sure we have clear, up-to-date policies that support intellectual freedom and help guide our decision-making?
 - Ross McIntyre said the first thing all board members can do is just show up to meetings. Bill Carroll agreed that our board members do a good job of just being aware of our policies. Kelsey Logan added that our policies are consistently reviewed to make sure they are current.
- Chapter 15 Discussion Question # Two: How should the board respond when community members raise concerns about library materials or programming?
 - Ryan Norton said to listen with empathy and thank them for their concern. Do not argue, but rather offer to pass on information to the Library Director. Kelsey Logan agreed saying we can point them to the reconsideration form, as we have a process in place, but often times, people just want to be heard. Melissa Alexander and Becky Garms reiterated that we don't defend the material in question, but rather people's right to access it if they choose to.

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

- Circulation Policy - Some language was clarified in the policy regarding Quick Cards, In House use only items, and text reminders.
- Confidentiality of Library Records Policy - This policy was reviewed only, no recommended changes.
- Materials Fees and Replacement Costs Policy - updated language to include damaged books as well as lost books.

Moved by Lammers, seconded by Kling, to approve all Policy changes as presented.
Approved unanimously

3. Roof Repair Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the removal and eventual replacement of panels by East Moline Sheet Metal that will allow for repairs to be made to the planter boxes on the Library Terrace.
- 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 this work is not to exceed \$11,766.

Moved by Alexander, seconded by Norton, to approve the East Moline Sheet Metal Purchase Order.
Approved unanimously

4. HVAC Mechanical Maintenance Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the HVAC Mechanical Maintenance contract renewal with Pipe Pro for another year.
- This is an expense that is budgeted for each year in the Library's Contracts - Building Maintenance line.
- The PO total for this contract renewal is \$20,225 which is only slightly over the amount budgeted for FY26.

Moved by Kling, seconded by Beyer, to approve the Pipe Pro Purchase Order.
Approved unanimously

5. Board Officers (*Discussion* and Potential Action)

- Bill Carroll recommended to the Board that new Board officers be elected in July, instead of June once a new Board member joins the Board. Meaning current Board officer terms would end on July 31st rather than June 30th.

Moved by Alexander, seconded by Thayer, to extend Board officer terms by one month.

Approved unanimously

6. 2026 Fall Into Marion Parade (*Discussion*)

- Melissa, Ross, Krystle, and Kelsey express interest in meeting to discuss Board involvement in the Fall Into Marion Parade, which will take place on the same day as the Big Marion Read kick off.
- Bill Carroll will put together a Work Group.

7. Director Review (*Discussion*)

- Bill Carroll's self-evaluation and 360 Review from the City will be sent to Board members, likely after May 29th for Board members to review and make comments on.
- The Executive Work Group will meet with Bill to discuss comments from Board members.
- The Board will vote on this at a meeting, any discussion will happen before the meeting/vote.

8. Summer Uptown Market Sign Up (**Action Requested** - Volunteers Needed)

- Sign-up sheet was passed around again for volunteers for the Uptown Markets this summer.

ADJOURN

Moved by Norton, seconded by Mullin, to adjourn at 6:16 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

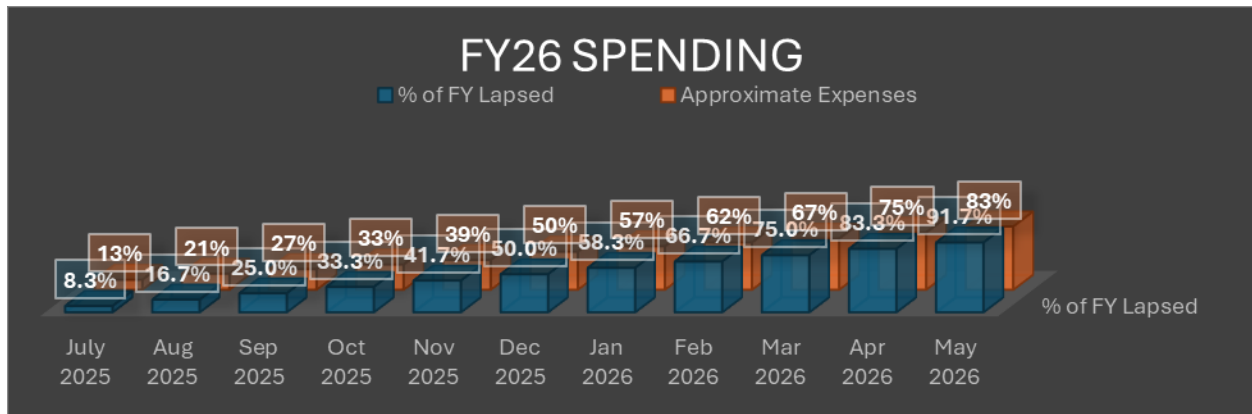
June 2026 report to Board of Trustees

- The Foundation was awarded \$20,000 from the National Endowment for the Arts Big Read grant program, the largest grant amount available. This funding will support “The Big Marion Read 2026.” This federal grant has rigorous reporting requirements for program activities, marketing, and financials. In the last 19 years, 17 Iowa non-profit organizations have received a Big Read grant.

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

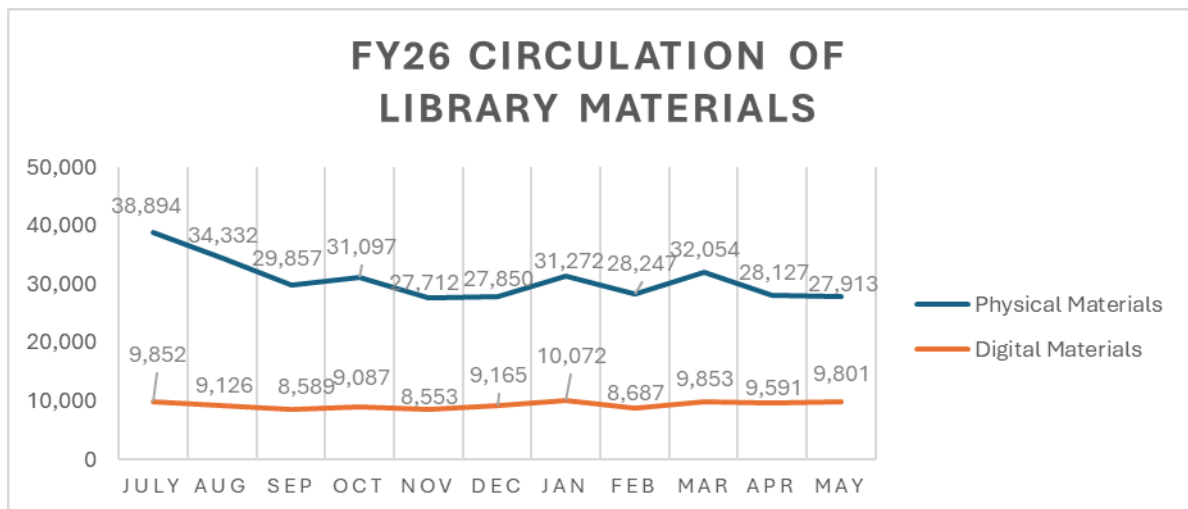
Budget Update:

- FY 26 has completed approximately 91.7% through May 31, 2026.
- As of the May 31, 2026 budget report, approximately 83.0% of the library’s budget was expended for the year.



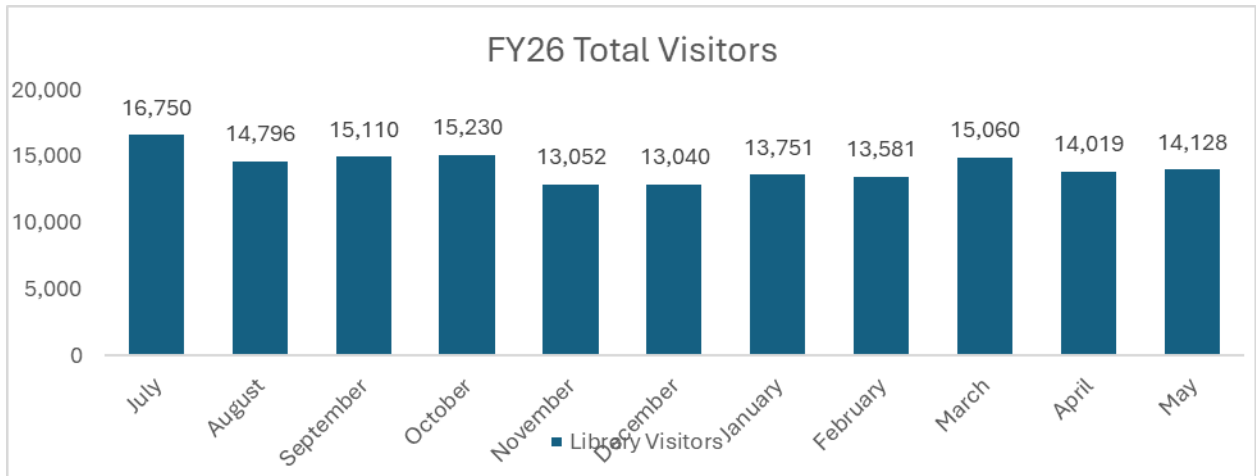
- As of the May 31, 2026 budget report, revenue received increased to approximately 123% received for the fiscal year.

Statistics Highlights:

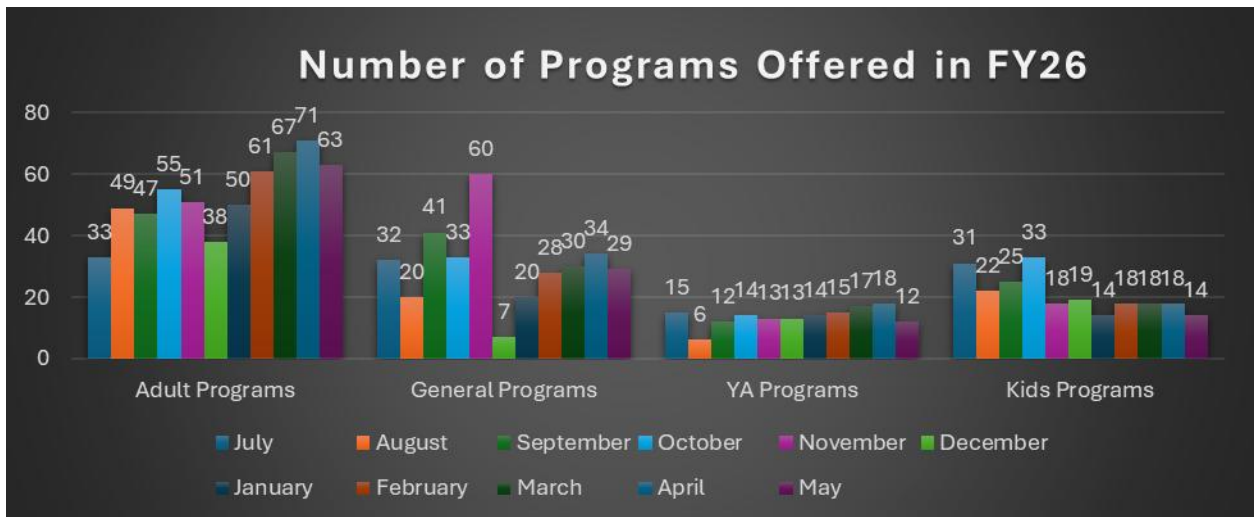


- For May 2026, circulation of physical items decreased approximately 0.8% from the previous month, having 27,913 items checked out. Circulation of physical items for the month decreased approximately 4.3% when compared with the previous year.

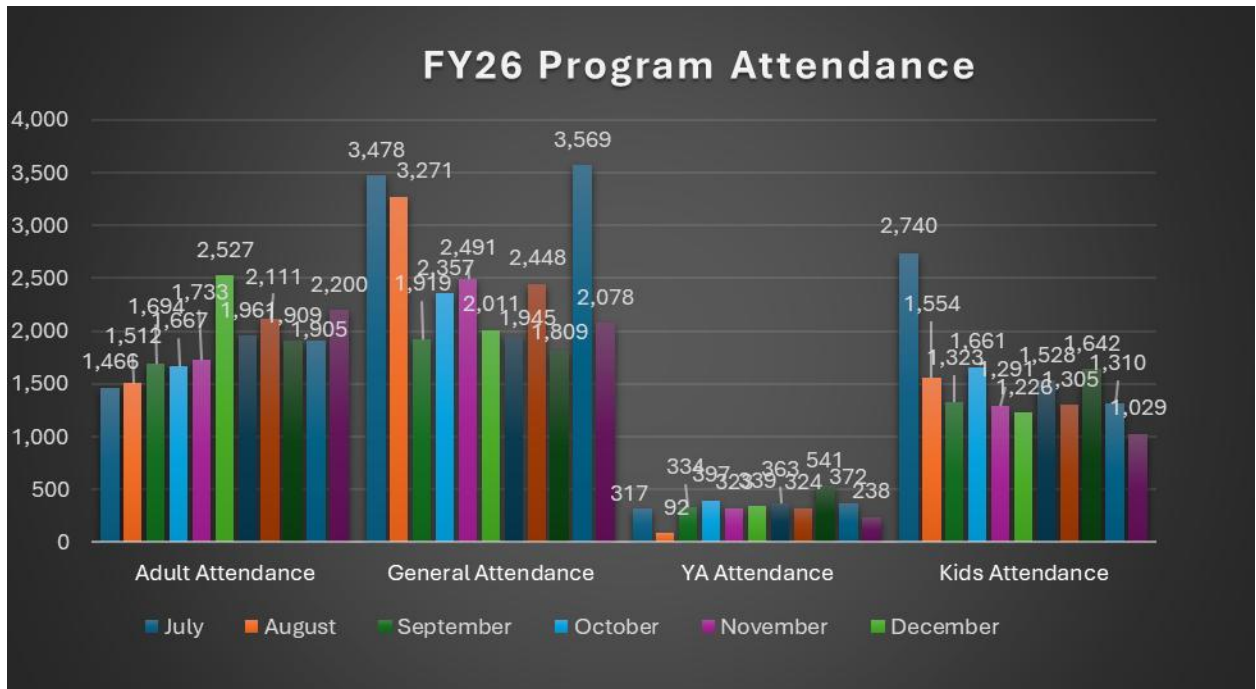
- For May 2026, circulation of digital items increased approximately 2.2%, having 9,801 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 4.6% when compared with the previous year.



- The gate count for May 2026 was 14,128. The May gate count increased approximately 0.8% compared to April 2026. Compared to the previous year, this year's gate counts saw an approximate 2.1% increase compared to the same time last year.



- Programming saw a decrease in the number of programs offered between May (118) and April (141). This is typical as we gear up for SLP programming and the summer. The number of programs offered in May 2026 was the same as the number of programs offered in May 2025.



- Program attendees for May 2026 totaled 5,545 individuals. This is approximately 22.5% less than the 7,156 that attended programs in April. Compared with May 2025, which saw 5,720 attendees for programs, there was an approximate decrease for the current year of approximately 3.1%.

General Department Updates:

- **Library Administration**
 - On May 14, the library had teams of volunteers in the library for Day of Caring. Volunteers from BAE Systems, New Leader Manufacturing, and Farmer’s State Bank participated with helping the library prepare for SLP and general deep-cleaning housekeeping around the library.
 - Final testing of the fascia and planters is likely to happen in the next week or so. Once this testing is complete, reinstallation of sheet metal on the terrace roof will complete the repairs for the terrace. Once repairs are complete, the planters and travertine tiles will be reinstalled.
 - Once all exterior repairs have been completed and thoroughly tested, repairs on the inside of the library will commence.
 - Installation of the electric vehicle charging stations occurred in April. The stations are not live yet pending city IT hooking them up, though this delayed due to a hardware issue with the stations.

-
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - Work for the library's new comprehensive marketing plan continues. Items completed during the month of May include:
 - The first draft of a new Print & Digital Communications Style Guide
 - An updated version of the Color Contrast & Accessibility Checker
 - Initial brainstorming for 2027's target audiences and goals
 - The marketing plan for The Big Marion Read has been completed and distributed to staff.
 - The marketing campaign for the library's Grown-Up Book Fair was a tremendous success. Through a combination of print and digital advertising and media spots, the campaign reached approximately 105,000 people.
 - To provide comparison, 2024's Grown Up Book Fair campaign reached 23,000 people during the same promotional window.
 - Social media posts with library testimonials, bookmobile routes expansion, and general engagement drivers had the highest amount of engagement this month.
 - Open rates for all library newsletters continue to stay above industry standards and have an average open rate of 39%.
 - Meetings & Special Events
 - 48 reservations were made for May. 39/48 reservations were completed.
 - Boardroom: 22 reservations
 - Community Room: 5 reservations
 - Community Room A: 5 reservations
 - Community Room B: 7 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - May 11: Marion Public Library bookmobile expands to 5-day service ([The Gazette](#))
 - **Adult Services Report from Sue Gerth**
 - Ordered Playaways for the bookmobile.
 - Continue to monitor and order up on popular titles for the summer.
 - Shelving clerk interviews have concluded; hope to have someone starting in mid-June.
 - Natalie will be our new processing clerk for YA and children's materials while also helping with shelving as needed. She will be under Bob's direction.
 - Renewals for digital resources are coming in and we are looking at a few trials for potential new resources.

- Grown-Up Bookfair saw over 700 people attend on May 2nd. Positive feedback from all vendors and patrons. We will do it again next year! Friends of the Marion Library were hugely successful with their bundled books and book art.
- Tai Chi has proven so popular it is now two classes each week--beginner and more advanced. Becca oversees this.
- SLP plans are all finalized and ready to go!
- **Youth Services Report from Bob Reynolds**
 - Staff presented a new program titled *Let's Learn Together Storytime* that focused on nonfiction materials to provide a fact-based learning experience with topics on dinosaurs and insects.
 - Attendance reached 65 between two sessions.
 - Additional programs are being created to continue this popular series.
 - Staff attended the City of Marion's Migratory Bird & Arbor Day Celebration in Thomas Park.
 - 173 unique visitors participated in the library's table which included materials specific to the day as well as Make & Take Scavenger Hunt handouts.
 - The library hosted another successful Cat Café with 434 visitors and several cat adoptions.
 - The library hosted a Pizza and Games in the Park in City Square Park along with Parks & Recreation staff.
 - 110 tweens and teens attended.
 - Pizza was provided along with snacks and a variety of drinks.
 - Games included soccer, football, yard games, card games, and more.
 - Makerspace obtained, through grant funding, a movable cabinet for the purpose of placing the Embroidery Machine on it. This will allow for use of the machine by patrons, opening more access in this space for creativity.
- **Patron Services update from Eddie Higgins**
 - **Staffing**
 - Rachel Kimble and Alex Felker began their posts as Lead and Full-time support staff respectively, completing the full-time team in Patron Services.
 - Recruitment has taken place for the backfill positions, and we expect to welcome two new staff members in June.
 - **In House**
 - Drop-in hours for notary public availability began at the reference desk. So far we are seeing a mixture of drop-in attendance and appointment requests, which we continue to offer.
 - Both Rachel and Alex have been appointed as notaries public and will begin duties next month once trained.

- **Bookmobile**

- Bookmobile circulation doubled from last month.
- The bookmobile's summer schedule has launched. This covers 19 stops, including more parks for over the summer. Wednesdays are devoted to assisted and senior living facilities. Paperwork is in hand to add a further assisted living stop on Thursdays.
- The first monthly Farmers' Market stop on May 2 saw more than 100 visitors. Aside from this our most popular stops in May were the new Taube Park stop, Thomas Park, and HallMar village.
- Patrons can now place holds for MPL and other MLN library materials for pick up on the bookmobile. This is proving most useful at the assisted living stops.
- Chloe has begun to plan the Fall schedule.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on May 20, 2026 in Hiawatha.
- Directors discussed current bills/ amendments in the legislature.
- Further 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 June 4, 2026 in Cedar Rapids at the new, under-construction Busse branch location.



Budget Performance Report

Fiscal Year to Date 05/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,579.20	(\$79.20)	101%	\$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	108,669.38	(46,669.38)	175	90,997.79
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	90,246.64	(35,246.64)	164	75,513.54
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	36,325.04	(325.04)	101	36,325.03
	<i>Intergovernmental Totals</i>	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$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	1,219.30	.00	11,227.87	(5,227.87)	187	9,818.20
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	526.37	.00	5,837.21	162.79	97	6,680.01
4506	Fax Revenues	40.00	.00	40.00	9.50	.00	73.63	(33.63)	184	57.75
4509	Rental - Community Room	9,000.00	.00	9,000.00	800.00	.00	11,825.00	(2,825.00)	131	13,047.50
	<i>Charges for Service Totals</i>	\$21,040.00	\$0.00	\$21,040.00	\$2,555.17	\$0.00	\$28,963.71	(\$7,923.71)	138%	\$29,603.46
<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	371.05	.00	8,210.10	10,889.90	43	16,378.08
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	10,345.78	.00	30,646.08	19,849.92	61	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$10,345.78	\$0.00	\$30,646.08	\$19,849.92	61%	\$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	\$10,716.83	\$0.00	\$38,870.68	\$30,725.32	56%	\$51,888.35
<i>Other Financing Sources</i>										
4802	Transfer In									
4802.10	Transfer In From Special Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4802 - Transfer In Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$13,272.00	\$0.00	\$313,654.65	(\$59,518.65)	123%	\$295,026.31
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$13,272.00	\$0.00	\$313,654.65	(\$59,518.65)	123%	\$295,026.31



Budget Performance Report

Fiscal Year to Date 05/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	63,418.02	.00	754,873.77	226,733.23	77	801,942.58
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	35,926.34	.00	448,264.69	195,781.31	70	413,443.60
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	7,749.40
	<i>Salaries Totals</i>	<u>\$1,625,653.00</u>	<u>\$0.00</u>	<u>\$1,625,653.00</u>	<u>\$99,344.36</u>	<u>\$0.00</u>	<u>\$1,210,642.68</u>	<u>\$415,010.32</u>	<u>74%</u>	<u>\$1,223,135.58</u>
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	6,095.43	.00	74,410.19	557.81	99	75,282.59
6120	Medicare	23,787.00	.00	23,787.00	1,425.48	.00	17,402.38	6,384.62	73	17,606.42
6130	IPERS	129,517.00	.00	129,517.00	9,363.24	.00	113,412.60	16,104.40	88	114,524.43
6150	Health Insurance	149,647.00	.00	149,647.00	11,471.40	.00	127,228.35	22,418.65	85	127,494.13
6151	Wellness Program	504.00	.00	504.00	29.92	.00	345.44	158.56	69	260.85
6152	Life Insurance	1,463.00	.00	1,463.00	97.74	.00	1,118.34	344.66	76	1,239.04
6153	Long Term Disability	3,703.00	.00	3,703.00	260.36	.00	2,939.16	763.84	79	3,149.56
6154	Dental Insurance	3,605.00	.00	3,605.00	287.05	.00	3,282.62	322.38	91	3,276.44
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	3,630.00	330.00	92	3,630.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	8,250.00	2,550.00	76	8,850.00
	<i>Employee Benefits/Costs Totals</i>	<u>\$402,827.00</u>	<u>\$0.00</u>	<u>\$402,827.00</u>	<u>\$30,110.62</u>	<u>\$0.00</u>	<u>\$353,050.45</u>	<u>\$49,776.55</u>	<u>88%</u>	<u>\$356,241.78</u>
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	2,494.87	2,755.13	48	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	60.00	.00	1,648.00	1,622.00	50	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	1,485.64	.00	7,737.14	(207.14)	103	4,400.41
6240	Travel Expenses	6,900.00	.00	6,900.00	856.17	.00	7,132.22	(232.22)	103	6,039.39
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<u>\$23,700.00</u>	<u>\$0.00</u>	<u>\$23,700.00</u>	<u>\$2,401.81</u>	<u>\$0.00</u>	<u>\$19,012.23</u>	<u>\$4,687.77</u>	<u>80%</u>	<u>\$11,804.80</u>
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	9,515.79	58,224.72	51,911.27	(60,235.99)	221	29,801.13
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	104.84	.00	5,089.77	(3,839.77)	407	689.75
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.00	280.10	5,019.90	5	769.60
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	225.72	274.28	45	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	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

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Repair/Maintenance/Utilities</i>										
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	6,472.29	.00	85,175.95	26,324.05	76	73,447.96
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	.00	.00	3,286.61	2,473.39	57	5,517.99
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	191.74	.00	1,245.14	734.86	63	1,039.27
<i>Repair/Maintenance/Utilities Totals</i>		\$179,840.00	\$0.00	\$179,840.00	\$16,284.66	\$58,224.72	\$150,169.43	(\$28,554.15)	116%	\$112,335.70
<i>Contractual Services</i>										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	2,755.85
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	145.82	.00	1,872.13	(72.13)	104	1,814.14
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	5,748.45	125.95	72,628.53	6,756.52	92	73,239.45
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	4,480.00	49,280.00	.00	100	49,280.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	.00	444.22	12,874.21	1,081.57	92	17,687.36
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	929.12	20,225.00	11,704.44	2,180.56	94	31,843.43
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	454.90	.00	5,652.80	3,947.20	59	6,141.57
<i>Contractual Services Totals</i>		\$443,366.00	\$0.00	\$443,366.00	\$11,758.29	\$25,275.17	\$400,584.46	\$17,506.37	96%	\$410,439.23
<i>Commodities</i>										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.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	1,364.26	.00	5,541.68	2,708.32	67	3,433.04
6507	Operational Supplies	46,200.00	.00	46,200.00	10,452.40	.00	37,754.33	8,445.67	82	32,772.97
6508	Postage/Shipping	6,000.00	.00	6,000.00	470.24	.00	4,293.59	1,706.41	72	4,775.72
6510	Forms/Printing Services	7,950.00	.00	7,950.00	.00	.00	4,300.17	3,649.83	54	6,237.58
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,293.20	.00	9,532.06	1,067.94	90	10,639.25
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	314.90	.00	1,523.47	8,076.53	16	190.67
6514	Medical Supplies	2,295.00	.00	2,295.00	1,535.77	.00	2,080.87	214.13	91	971.85
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	117.31	.00	2,234.15	13,615.85	14	1,285.72
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	861.88
<i>Commodities Totals</i>		\$116,399.00	\$0.00	\$116,399.00	\$15,548.08	\$0.00	\$67,970.47	\$48,428.53	58%	\$65,663.06
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	5,156.40	(5,156.40)	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
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
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	13,008.86	.00	103,006.03	(19,846.03)	124	68,312.91
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	499.49	.00	4,679.04	4,120.96	53	7,330.78
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	4,477.81	.00	42,692.79	17,807.21	71	41,482.81
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	1,517.08	.00	14,519.57	21,480.43	40	21,980.86
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	4,148.95	.00	24,053.98	(6,053.98)	134	12,310.43
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,962.21	.00	18,968.62	(3,968.62)	126	13,730.88
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,568.07	.00	61,282.28	15,217.72	80	79,487.74
6718.08	Library Materials Other	51,380.00	.00	51,380.00	1,040.79	.00	41,435.42	9,944.58	81	41,059.15
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	\$31,223.26	\$0.00	\$310,637.73	\$38,702.27	89%	\$285,695.56
	<i>Capital Outlay Totals</i>	<i>\$349,340.00</i>	<i>\$0.00</i>	<i>\$349,340.00</i>	<i>\$31,223.26</i>	<i>\$0.00</i>	<i>\$315,794.13</i>	<i>\$33,545.87</i>	<i>90%</i>	<i>\$285,695.56</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	\$206,671.08	\$83,499.89	\$2,517,223.85	\$540,401.26	83%	\$2,465,315.71
	EXPENSE TOTALS	\$3,141,125.00	\$0.00	\$3,141,125.00	\$206,671.08	\$83,499.89	\$2,517,223.85	\$540,401.26	83%	\$2,465,315.71
Fund 101 - General Fund Totals										
	REVENUE TOTALS	254,136.00	.00	254,136.00	13,272.00	.00	313,654.65	(59,518.65)	123%	295,026.31
	EXPENSE TOTALS	3,141,125.00	.00	3,141,125.00	206,671.08	83,499.89	2,517,223.85	540,401.26	83%	2,465,315.71
	Fund 101 - General Fund Totals	(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$193,399.08)	(\$83,499.89)	(\$2,203,569.20)	(\$599,919.91)		(\$2,170,289.40)
Fund 105 - Equipment Reserve Fund										
REVENUE										
Department 410 - Library										
<i>Other Financing Sources</i>										
4802	Transfer In									
4802.01	Transfer In From General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4802 - Transfer In Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Other Financing Sources 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>

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Fund 105 - Equipment Reserve Fund										
REVENUE										
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
	Department 410 - Library									
	<i>Commodities</i>									
6580	Technology	4,800.00	.00	4,800.00	.00	.00	5,237.04	(437.04)	109	6,325.00
	<i>Commodities Totals</i>	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$5,237.04	(\$437.04)	109%	\$6,325.00
	<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
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									
	<i>Capital Outlay</i>									
6711	Furniture	18,500.00	.00	18,500.00	.00	.00	16,314.00	2,186.00	88	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	26,146.00	.00	(3,646.00)	116	.00
	<i>Capital Outlay Totals</i>	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$26,146.00	\$16,314.00	(\$1,460.00)	104%	\$0.00
	Department 410 - Library Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$26,146.00	\$16,314.00	(\$1,460.00)	104%	\$0.00
	EXPENSE TOTALS	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$26,146.00	\$16,314.00	(\$1,460.00)	104%	\$0.00
	Fund 121 - Local Option Sales Tax Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	26,146.00	16,314.00	(1,460.00)	104%	.00
	Fund 121 - Local Option Sales Tax Totals	(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	(\$26,146.00)	(\$16,314.00)	\$1,460.00		\$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>Intergovernmental</i>										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	40,000.00	.00	40,000.00	2,542.00	.00	86,678.13	(46,678.13)	217	31,064.65
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$2,542.00	\$0.00	\$86,678.13	(\$46,678.13)	217%	\$31,064.65
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	\$2,542.00	\$0.00	\$86,678.13	(\$46,678.13)	217%	\$31,064.65
	Department 410 - Library Totals	\$40,000.00	\$0.00	\$40,000.00	\$2,542.00	\$0.00	\$86,678.13	(\$46,678.13)	217%	\$31,064.65
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$2,542.00	\$0.00	\$86,678.13	(\$46,678.13)	217%	\$31,064.65
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	7,316.33	.00	58,910.40	16,089.60	79	48,217.57
	<i>Commodities Totals</i>	\$75,000.00	\$0.00	\$75,000.00	\$7,316.33	\$0.00	\$58,910.40	\$16,089.60	79%	\$48,217.57
<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



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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										
EXPENSE										
Department 410 - Library										
<i>Capital Outlay</i>										
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	\$7,316.33	\$0.00	\$58,910.40	\$16,089.60	79%	\$48,217.57
EXPENSE TOTALS		\$75,000.00	\$0.00	\$75,000.00	\$7,316.33	\$0.00	\$58,910.40	\$16,089.60	79%	\$48,217.57
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		40,000.00	.00	40,000.00	2,542.00	.00	86,678.13	(46,678.13)	217%	31,064.65
EXPENSE TOTALS		75,000.00	.00	75,000.00	7,316.33	.00	58,910.40	16,089.60	79%	48,217.57
Fund 130 - Special Revenue Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	(\$4,774.33)	\$0.00	\$27,767.73	(\$62,767.73)		(\$17,152.92)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
<i>Intergovernmental</i>										
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



Budget Performance Report

Fiscal Year to Date 05/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
	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	112,056.66	8,368.69	209,387.94	(92,756.63)	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	\$112,056.66	\$8,368.69	\$209,387.94	(\$92,756.63)	174%	\$169,196.68
	Department 410 - Library Totals	\$125,000.00	\$0.00	\$125,000.00	\$112,056.66	\$8,368.69	\$209,387.94	(\$92,756.63)	174%	\$169,196.68
	EXPENSE TOTALS	\$125,000.00	\$0.00	\$125,000.00	\$112,056.66	\$8,368.69	\$209,387.94	(\$92,756.63)	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	112,056.66	8,368.69	209,387.94	(92,756.63)	174%	169,196.68
Fund 301 - Capital Projects Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	(\$112,056.66)	(\$8,368.69)	(\$209,387.94)	\$92,756.63		(\$87,158.09)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	15,814.00	.00	400,332.78	(106,196.78)	136%	408,129.55
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	326,044.07	118,014.58	2,813,189.97	480,920.45	86%	2,689,054.96
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$310,230.07)	(\$118,014.58)	(\$2,412,857.19)	(\$587,117.23)		(\$2,280,925.41)



Open Purchase Order Report

As of G/L Date 05/31/26

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	26,146.00
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	26,146.00
Assigned To Buyer						Encumbered	26,146.00
Resolution Number							

Item 1	Description	Misc Project Costs - Library Terrace Door Trench Drain Project	Vendor Part Number	Amount	26,146.00
	Quantity	1.0000	Contract Number	Voided	.00
	U/M	Each	Ship To Location	Discounted	.00
	Price per Unit	26,146.00	1099 Item	Expensed	.00
	Discount	0%	Tavable	Remaining	26,146.00
	Status	Open	Confirming	Encumbered	26,146.00
	G/L Account	Project	Amount	Expensed	Encumbered
	121.410.6717 (Small Project Costs)			.00	26,146.00

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	Discounted	.00
	Price per Unit	17,500.00	1099 Item	Expensed	.00
	Discount	0%	Tavable	Remaining	17,500.00
	Status	Open	Confirming	Encumbered	17,500.00
	G/L Account	Project	Amount	Expensed	Encumbered
	101.410.6310 (Building Maintenance & Repairs)			.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

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Open Purchase Order Report

As of G/L Date 05/31/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Status	Open	619 E 19th St	Completed Date	Expensed	.00
Bill To Location	LIBRARY - Library	Cedar Falls, IA 50613	Expiration Date	Remaining	21,960.08
Assigned To Buyer				Encumbered	21,960.08
Resolution Number					

Item 1	Description	Building Maintenance & Repairs - Library Terrace Planter Repair	Vendor Part Number	Amount	21,960.08
	Quantity	1.0000	Contract Number	Voided	.00
	U/M	Each	Ship To Location	Discounted	.00
	Price per Unit	21,960.08	1099 Item	Expensed	.00
	Discount	0%	Tavable	Remaining	21,960.08
	Status	Open	Confirming	Encumbered	21,960.08
	G/L Account	Project	Amount	Expensed	Encumbered
	101.410.6310 (Building Maintenance & Repairs)			.00	21,960.08

Purchase Order	2026-00000333	Department	35 Library	G/L Date	05/11/2026	Amount	11,766.00
Description	Library Terrace Roof Panel Removal and Replacement	Vendor	1923 - East Moline Sheet Metal Co., Inc.	Deliver by Date		Voided	.00
Type	Unbudgeted		East Moline Sheet Metal Co., Inc.	Printed Date	05/20/2026	Discounted	.00
Status	Open		3001 48th Ave	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		MOLINE, IL 61265	Expiration Date		Remaining	11,766.00
Assigned To Buyer						Encumbered	11,766.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Library Terrace Roof Panel Removal and Replacement	Vendor Part Number	Amount	11,766.00
	Quantity	1.0000	Contract Number	Voided	.00
	U/M	Each	Ship To Location	Discounted	.00
	Price per Unit	11,766.00	1099 Item	Expensed	.00
	Discount	0%	Tavable	Remaining	11,766.00
	Status	Open	Confirming	Encumbered	11,766.00
	G/L Account	Project	Amount	Expensed	Encumbered
	101.410.6310 (Building Maintenance & Repairs)			.00	11,766.00

Purchase Order	2026-00000344	Department	35 Library	G/L Date	05/14/2026	Amount	20,225.00
Description	Library HVAC Maintenance Contract - Spring 2026- Winter 2027	Vendor	392 - Pipe Pro Inc	Deliver by Date		Voided	.00
Type	Unbudgeted		Michelle Sherman	Printed Date	05/20/2026	Discounted	.00
Status	Open		6633 8th St SW	Completed Date	06/04/2026	Expensed	.00

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Open Purchase Order Report

As of G/L Date 05/31/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Bill To Location	LIBRARY - Library	Cedar Rapids, IA 52404	Expiration Date	Remaining	20,225.00
Assigned To Buyer				Encumbered	20,225.00
Resolution Number					

Item 1	<i>Description</i>	Contracts - Building Maintenance - Library HVAC Maintenance Contract - Spring 2026-Winter 2027	<i>Vendor Part Number</i>		<i>Amount</i>	20,225.00	
	<i>Quantity</i>	1.0000	<i>Contract Number</i>		<i>Voided</i>	.00	
	<i>U/M</i>	Each	<i>Ship To Location</i>	LIBRARY - Library	<i>Discounted</i>	.00	
	<i>Price per Unit</i>	20,225.00	<i>1099 Item</i>	No	<i>Expensed</i>	.00	
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	20,225.00	
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	20,225.00	
	<i>G/L Account</i>		<i>Project</i>		<i>Amount</i>	<i>Expensed</i>	<i>Encumbered</i>
	101.410.6425 (Contracts - Building Maintenance)					.00	20,225.00

Purchase Order	2026-00000349	Department	35 Library	G/L Date	05/21/2026	Amount	6,998.64
Description	Remediation for Library Terrace Roof Leaks	Vendor	1730 - Bush Construction Company	Deliver by Date		Voided	.00
Type	Unbudgeted		Bush Construction Company	Printed Date	05/22/2026	Discounted	.00
Status	Open		5401 Victoria Ave	Completed Date	06/04/2026	Expensed	.00
Bill To Location	LIBRARY - Library		Davenport, IA 52807	Expiration Date		Remaining	6,998.64
Assigned To Buyer						Encumbered	6,998.64
Resolution Number							

Item 1	<i>Description</i>	Building Maintenance & Repairs - Remediation for Library Terrace Roof Leaks	<i>Vendor Part Number</i>		<i>Amount</i>	6,998.64	
	<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>	6,998.64	<i>1099 Item</i>	No	<i>Expensed</i>	.00	
	<i>Discount</i>	0%	<i>Tavable</i>	No	<i>Remaining</i>	6,998.64	
	<i>Status</i>	Open	<i>Confirming</i>	No	<i>Encumbered</i>	6,998.64	
	<i>G/L Account</i>		<i>Project</i>		<i>Amount</i>	<i>Expensed</i>	<i>Encumbered</i>
	101.410.6310 (Building Maintenance & Repairs)					.00	6,998.64

Department	35 Library Totals	Purchase Orders	6	Amount	\$104,595.72
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$104,595.72
				Encumbered	\$104,595.72



Open Purchase Order Report

As of G/L Date 05/31/26

Report by Department - Purchase Order Number

Detail Listing

Grand Totals	Purchase Orders	6	Amount	\$104,595.72
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$104,595.72
			Encumbered	\$104,595.72



Chapter 16: Library Buildings

Library boards need to be aware of the laws that affect the existing library building.

Library Meeting Rooms

The library board is charged with responsibility for the library, including meeting rooms. The major decision to be made in this area is whether to allow meeting rooms to be used only for library programs or to open them up to community groups. A federal court ruling in 1989 (*Concerned Women for America, Inc. v. Lafayette County*, 883 F.2d 32) defined library meeting rooms used by the public as public forums in which constitutionally guaranteed free speech is allowed. This means that if a library meeting room is open to one public group, it must be open to all public groups. The library board may make rules on the times that the meeting room can be used, how much to charge for the room(s) and the manner of use of the room(s) but not which groups can use the room(s) if open to all public groups.

Another law applying to library meeting rooms states that meeting rooms must allow a precinct caucus to be held in the library. In part, the section states that “...upon the application of the county chairperson, the person having control of a building supported by taxation under the laws of this state shall make available the space necessary to conduct the caucus without charge during presidential election years and at a charge not greater than that made of its use by other groups during other years...” (**Iowa Code 43.93**).

Occupational Safety and Health Act (OSHA)

OSHA is within the U.S. Department of Labor; its mission is to protect the health of Americans in the workplace. For detailed information about the act at the federal level, refer to the **OSHA website**. For more information about library staff health and safety at the state and local level, refer to the **Iowa Division of Labor Services**.

Building and Renovation Projects

When embarking on capital planning of any kind, the board and director should

familiarize themselves with city, county, or state laws that will supersede anything addressed within this section of the Trustee's Handbook.

Capital Improvement Projects

Capital improvement plans, also known as CIPs, vary in scope. Relatively small projects that are not part of a major renovation and do not involve new construction require a plan that, at a minimum, lists identified supplies/materials, estimated costs, and an anticipated timeline for completion. Projects qualifying as capital improvements can include furnishings and equipment (including computer hardware and software) roof replacement, new HVAC systems, and other renovations such as installing an elevator or an exterior ramp.

Large projects such as new construction, major additions to the existing building, or major renovations of a portion of the building require a detailed capital plan and account for the second type of CIP. Large capital improvement projects will be discussed in the remainder of this chapter.

As trustees face the challenges of planning library services for the future, increased space and additional locations may become a major consideration. Boards must decide whether to build a new facility, renovate or expand current facilities, or find an existing space to be converted into a library. Construction plans should be considered in the context of the total library plan. Trustees need to study community needs, explore alternatives, identify potential funding sources, and establish priorities. Most planning processes will lead to the identification of a probable date when the new library facility should be in operation.

New Construction

While construction of a new building may be the best answer, it may not always be the most feasible answer. New construction should be measured against other options, i.e. purchasing an existing building, leasing an existing building, remodeling the current building, adding an addition to the current building, or in some cases adding branches. Depending on the library and its services, the addition of a bookmobile or other outreach techniques may be considered in expansion plans.

Americans with Disabilities Act (ADA)

Libraries are subject to the ADA, including assuring that persons with disabilities can use the services of the library. A library being built or remodeled must be constructed without obstructions to a person with a disability. Questions about specific building requirements should be addressed to the Building & Construction Office in the Iowa Department of Inspections, Appeals, & Licensing at 515-242-5870, or find more information on the **State Fire Marshal** website. More information about the Americans with Disabilities Act is available on the **United States Department of Justice** website at www.ada.gov.

Combined School -- Public Libraries

Although there are a few combined library facilities in Iowa, nearly every community considers, at least briefly, the feasibility of a combined school and public library facility. Such libraries are typically housed in a single facility and ideally, they should provide both the curriculum support functions of the school library and the service functions of the public library for the community.

If your community considers a combined school and public library, be aware that:

- ❖ There are significant obstacles inherent in combining libraries, as evidenced by the fact that only a handful of such libraries exist in Iowa and the surrounding states.
- ❖ While operating joint libraries is often seen as a way for cities and school districts to save money, per capita expenditures have actually increased in the last five Iowa communities where school and public libraries combined.
- ❖ Based upon data collected by the State Library of Iowa, combined libraries are much less likely to meet public library accreditation standards to qualify for Direct State Aid.

To assist Iowa communities in making informed decisions on whether to combine school and public library facilities, we recommend contacting your [District Consultant](#) for further guidance.

Outside Expertise

Because a library board and staff will not have the necessary expertise to deal with all aspects of a building project, outside consultants may be used to provide specialized guidance. They can advise on square footage estimates, help prevent mistakes, introduce new ideas, and sometimes defuse controversy. Some types of consultants whose services may be needed are: library building consultant, automation consultant, attorney, architect, certified public accountant, and State Library consultant. Building and renovation projects are complex, time consuming, and must be included in a city's capital improvement planning. Find more information on the [Library Buildings](#) webpage on the State Library website.

Architect Requirement for Designing a Public Library

In Iowa, a registered architect is required to perform the design of a new public library building. A library is considered a "place of assembly," according to the International

Building Code 303.4 (Group A-3) See **International Building Code 303.4 (Assembly Group A-3)** Occupancy and Classification Group, and the **Iowa Building Code Official's Handbook (Appendix A)** tables at the end for when an Architect is required. Altering existing buildings may be an exception depending on the type of work. Refer to **Iowa Code Section 544A.18**, title **193B of the Iowa Administrative Code (Chapter 5)** for exceptions, and the **Iowa Building Code Official's Handbook (Appendix A)** tables at the end for when an Architect is required by alteration type. Questions about registered architects may be addressed to the **Architectural Examining Board**, 515-725-9022 or visit the agency's website.

Construction Bidding Procedures Act

The Construction Bidding Procedures Act, enacted by the Iowa Legislature in 2006 for all contracts entered into by public owners on or after January 1, 2007, represents the most comprehensive rewrite of Iowa's competitive bidding laws. The legislation can be found in **Iowa Code Chapter 26**.

The act applies to "government entities" defined to include cities/libraries. **Iowa Code section 26.2** defines "public improvement" as *"a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity..."*

The formal competitive bidding procedure is applicable to public improvements with an estimated cost exceeding \$100,000. There are several distinct steps in the competitive bidding process. Some of the required steps may occur behind the scenes, while other steps must be taken in public after public notice and after the public has been given the opportunity to address the governing body concerning the proposed public improvement. Any library planning construction of a library building or other "public improvement" should review this legislation.



APPENDIX

Sample City-Library Ordinance

AN ORDINANCE TO (ESTABLISH A PUBLIC LIBRARY AND) TO PROVIDE FOR THE APPOINTMENT, POWERS AND DUTIES OF A BOARD OF LIBRARY TRUSTEES.

Be it Enacted by the Council of the City of _____, Iowa:

SECTION 1. PURPOSE. The purpose of this ordinance is to provide for the (establishment of a free public library for the city and for the) creation and appointment of a city library board of trustees, and to specify that board's powers and duties.

SECTION 2. PUBLIC LIBRARY. There is hereby established a free public library for the city, to be known as the _____ Public Library.

SECTION 3. LIBRARY TRUSTEES. The board of trustees of the _____ Public Library, hereinafter referred to as the board, consists of _____ members. All (residents) board members are to be appointed by the mayor with the approval of the council. (The nonresident member shall be appointed by the mayor with the approval of the board of supervisors.)

SECTION 4. QUALIFICATIONS OF TRUSTEES. All of the members of the board shall be bona fide citizens and residents of the city (except the nonresident member), and all shall be over the age of eighteen (18).

SECTION 5. ORGANIZATION OF THE BOARD.

1. Terms of office. All appointments to the board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)

2. Vacancies. The position of any trustee shall be vacant if he moves permanently from

the city (or county in the case of a nonresident county member); or if he is absent from six (6) consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council or the board of supervisors in the case of the nonresident member, and the new trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

SECTION 6. POWERS AND DUTIES. The board shall have and exercise the following powers and duties:

1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The (city treasurer) shall serve as board treasurer, but shall not be a member of the board.

2. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.

3. To direct and control all the affairs of the library.

4. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.

5. To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty.

6. To authorize the librarian to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the board.

7. To authorize the use of the library by nonresidents of the city and to fix charges therefor.

8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.

9. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library

buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board.

10. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.

11. To keep a record of its proceedings.

12. To enforce the performance of conditions on gifts, devises and bequests accepted by the city by action against the city council.

13. To have authority to make agreements with the local county historical associations, where such exist, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes.

SECTION 7. POWER TO CONTRACT WITH OTHERS FOR THE USE OF THE LIBRARY.

1. Contracting. The board may contract with any other boards of trustees of free public libraries of any other city, school organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) per cent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

SECTION 8. NONRESIDENT USE OF THE LIBRARY.

The board may authorize the use of the library by nonresidents in any one or more of the following ways:

1. By lending books or other materials of the library to nonresidents on the same terms and conditions as to residents of the city, or upon payment of a special nonresident

library fee.

2. By establishing depositories of library books or other materials to be loaned to nonresidents.

3. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.

4. By establishing branch libraries for lending books or other library materials to nonresidents.

SECTION 9. LIBRARY ACCOUNT.

All money appropriated by the council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board, signed by its president and secretary. The warrant writing officer is the (city clerk, city finance officer, board secretary, librarian).

SECTION 10. ANNUAL REPORT.

The board shall make a report to the city council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the council.

SECTION 11. REPEALER.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 12. SEVERABILITY CLAUSE.

If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part not adjudged invalid or unconstitutional.

SECTION 13. WHEN EFFECTIVE.

This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____ 20__ ,

and approved this _____ day of _____ , 20__

_____ Mayor

Attest: _____ Clerk

Sample Agenda Template

Anytown Public Library

Board Meeting

Date: | Time:

Library Meeting Room

(Note: these are sample agenda items. When preparing an actual agenda, provide enough detail under each item so that members of the public would clearly understand what the board was going to discuss.)

- I. Call to Order
- II. Agenda Approval
- III. Minutes Approval
- IV. Financial Report, Including Expense Approval
- V. Public Comment
- VI. Correspondence
- VII. Unfinished Business
- VIII. New Business
- IX. Reports:
 - A. Board Committees
 - B. Board Education Reports
 - C. Director & Staff
 - D. Statistics
 - E. Others
- X. Agenda Items for Next Meeting
- XI. Upcoming Meetings
- XII. Adjourn

Sample Bylaws

I. NAME AND PURPOSE

- A. The Sunlight Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

II. BOARD MEETINGS

- A. The Board shall meet on the last Wednesday of every month (excluding December) at 5:30PM in the Sunlight Public Library's conference room.
- B. A quorum shall consist of 4 members (from its total membership of 7 trustees)
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Sunlight Public Library shall be present and participating at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

III. OFFICERS AND COMMITTEES

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
- B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- C. Committees shall consist of the following: Personnel Committee, Budget & Finance Committee, Public Relations Committee. The president as needed shall appoint ad hoc committees.
- D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV.MAJOR FUNCTIONS

For a detailed look at the powers and duties of the library board, refer to your local city-library ordinance. In addition to what is found in the ordinance, boards should also:

- A. Hire the library director; set salaries and benefits for library personnel
- B. Develop and approve the annual operating budget; secure adequate financial support for the library's operations and services
- C. Set policies for library operations and services
- D. Plan for the library's future
- E. Evaluate service and advocate for advancements
- F. Ensure library director, staff, and trustees participate in education and training
- G. Ensure participation in meeting public library service standards

V.AMENDMENTS

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

DATE REVISED: _____

Sample Trustee Orientation Outline

The board president (or library director or other board designee) should contact new trustees to welcome them to the board and schedule an orientation. Immediately send any new trustee a packet that includes:

- ❖ Bylaws of the board
- ❖ A list of board members, indicating terms of office and board officers
- ❖ Board committee membership lists
- ❖ Calendar of upcoming meetings
- ❖ A copy of this Handbook

The orientation should include a tour of the library with the director to introduce staff and to discuss library programs and services. Schedule a meeting/discussion with the library director and at least one other trustee to help new trustees become familiar with:

- ❖ The library ordinance including the board's duties and powers and how board members are appointed
- ❖ Sources of library funding
- ❖ How the library is operated day to day
- ❖ The library's website
- ❖ How the library serves the needs of the community including the library's mission statement
- ❖ How the library could better serve the community
- ❖ The board's relationship to the library director, the library staff, and the city
- ❖ How the library is linked to other resources, other libraries, and the State Library of Iowa
- ❖ Recent library accomplishments
- ❖ Expectation for ongoing trustee education
- ❖ Any immediate problems the library faces

Later, share the following items with new trustees:

- ❖ Latest annual report

- ❖ Long-range/strategic plan and progress to date
- ❖ Technology plan
- ❖ Library policies
- ❖ Current and previous year's budgets
- ❖ Board meeting minutes for the previous six months
- ❖ Director's reports for the previous six months
- ❖ Director's job description and the process used to evaluate the library director
- ❖ Latest monthly statistical report and financial report
- ❖ Organizational chart of the library staff with names and titles
- ❖ Library board's annual calendar, including deadlines
- ❖ Copy of ***In Service to Iowa, Public Library Standards***

Individual Library Trustee Assessment

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

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

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

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

Attribution: State Library of Iowa

Full Library Board Assessment

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

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

Attribution: State Library of Iowa

Checklist for Tech Savvy Trustees

(For individual board member use.)

Statement	Yes	No	Not Yet
I can access my email on the web.			
I am an active Facebook user.			
I am active on other social media platforms.			
I use a laptop, tablet, iPad, or smartphone.			
I use Bridges for eBooks or downloadable audiobooks.			
I use cloud storage.			
I have attended a library-related webinar this year.			
The library has web conferencing software for online meetings or programs (Zoom, GoToMeeting, WebEx).			
I receive the <i>Monday Morning Eye Opener</i> (MMEO) via email.			
I have visited the State Library's website.			
I have visited the United for Libraries website.			
My library provides wireless Internet access.			
My library electronically tracks wireless usage.			
My library uses a live Chat service.			
Our job descriptions reflect updated technology skills.			
We see demonstrations of technology products used by the library at board meetings.			

"Toward Tech Savvy Trustees"
 Attribution: Bonnie McKewon

Technology Proficiency Checklist for Library Staff

Recommended technology proficiencies for staff and directors in Iowa's public libraries.

Basic Computer Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Turn on & shut down the computers in your library			
Turn the monitors on and off			
Use the mouse: left-click, right-click, drag and drop			
Use the keyboard			
TOTAL for Basic Computer Skills			

Windows Operating System Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Start a program from the Start menu			
Manage computer settings from the Control Panel			
Exit a program			
Save files			
Change file name or location using Save As			
Minimize and maximize a window			
Minimize and maximize a window			
Manage multiple windows using the taskbar			
Use menus and toolbars			
Use the Help feature in programs			
Find and open files by browsing from within a program			
Find file icons and open them			
Drag files to a new location			
Copy files and paste them into a new location			
Understand the difference between files and folders			
Make a new folder			

Delete a file or a folder			
Empty the recycle bin			
Restore files from the recycle bin			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			
Tab between fields in a form			
Respond to dialog boxes			
TOTAL for Windows Operating System Skills			

Troubleshooting Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Check the various connections in the back of the computer			
Reboot the computer			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			
TOTAL for Troubleshooting Skills			

Printers and Printing Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Turn the printer on and off			
Load paper			
Clear a paper jam			
Replace toner			
Use print preview			
Switch between portrait and landscape printing			
Print specific pages or selections			
Print multiple copies			
TOTAL for Printers and Printing Skills			

External Storage Devices Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Know the difference between different kinds of external storage devices (CDs, flash drives, etc.)			
Insert an external storage device into the computer and access the files it contains			
Copy files to external storage devices			
TOTAL for External Storage Devices Skills			

File Management Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Understand the differences between files and folders			
Copy and paste, drag and drop within files and whole files/folders			
Navigate in the file structure to open, save, or delete files or folders			
Empty and or recover files from recycle bin			
Understand file extensions			
Create files and folders			
Move files between folders or drives			
Copy files between folders, to flash drive or other external storage device			
Delete files and folders			
Backup files – to a website, a USB device, to CD, to a network drive			
Open and save a file			
Rename a file or folder			
Create a shortcut to a file, a folder, or program			
TOTAL for File Management Skills			

Word Processing Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Insert, edit text			
Change font and font size			
Align text: left, right, center			
Bold, italicize, or underline text			
Change line spacing			
Change margins			
Cut, copy, and paste			
Use spell check			
Copy text from the web into Word and clean it up			
Use Print Preview & print selection			
Understand different word processing file types (i.e. .doc, .docx, .pdf)			
Understand various platforms for editing text documents (i.e. MS Word, Google Drive, Office 365)			
TOTAL for Word Processing Skills			

Internet and Web Browser Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Understand what a web browser does			
Understand what a URL or web address is			
Understand the difference between a search box and the address bar			
Find and open an internet browser			
Type in a web address			
Navigate using links			
Use Back, Forward, Home buttons			

View the browsing history			
Delete history and temporary files			
Fill out an online form			
Add, delete and organize bookmarks or favorites			
Use a search engine			
Print all or part of a web page			
Use the Find command			
Change the text size			
Download a file from the Internet			
TOTAL for Internet and Web Browser Skills			

Email Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Access email via a web browser			
Log into email account			
Read, archive, and delete messages			
Send messages to one recipient or to multiple recipients			
List recipients as CC or BCC			
Reply to and forward messages			
Print messages			
Open & download attachments			
Send attachments			
TOTAL for Printers and Printing Skills			

TOTAL for All Skills

Keep in mind: This is a rough estimate of skills we think hold general relevance to the average

library worker. Depending on the size of your library, and the type of position you hold you'll likely find some additional technology-related skills are needed, or that not everything here is relevant to you. This is informational only! Remember: technology savvy is a skill that can be learned. Contact your District Consultant or Library Resource Technician for resources to improve your tech capabilities.

Code of Ethics

As a public library board member, you are a public servant. The public expects that your conduct will always be above question and for the public good, not for your own interest or another special interest. **United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations** has adopted the following statement on ethics which your board may want to adopt.

PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

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

- ❖ Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- ❖ Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- ❖ Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____Date_____

Approved by the United for Libraries Board in January 2012

It will also help your library function effectively if you:

- ❖ Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- ❖ Represent the whole community to the library and not just a particular area or group.
- ❖ Are objective in hiring the library director.
- ❖ Don't promise prior to a meeting how you will vote on a particular issue.

ALA Intellectual Freedom Documents

ALA provides many resources surrounding intellectual freedom and the importance of libraries upholding freedom's ideals. Included here is the foundational intellectual freedom document written in 1938 by Forrest Spaulding, then Director of Des Moines Public Library: the **Library Bill of Rights**.

To access more intellectual freedom documents including, The Freedom to Read, Use of Public Library Meeting Rooms, Display and Exhibit Spaces, First Amendment and Censorship, and more, visit the [**ALA Office of Intellectual Freedom**](#) website.

Library Bill of Rights

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

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

Adopted June 18, 1948. Amended by the ALA Council February 2, 1961, June 27, 1967, January 23, 1980, January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Services and Programs from the State Library of Iowa

The following is a summary of the primary services, programs, and resources provided by the State Library. All Iowa public library boards are encouraged to participate in these programs. For more information on any of these, visit the [State Library website](#).

ALL IOWA READS: Established in 2003, the purpose of All Iowa Reads is to foster a sense of unity through reading. Iowans are encouraged to come together in their communities to read and talk about a single book title in the same calendar year. All Iowa Reads consists of three programs, each with one title chosen per year: adults, teens ages 12-18, and kids ages 8-12.

ANNUAL SURVEY: The collection tool used to gather a variety of yearly data from public libraries in Iowa including income, expenditures, circulation, programming, collections, and many others. The survey is a prerequisite for participation in the Direct State Aid program. Also known as the Iowa Public Library General Information Survey. Data collected in Iowa with this survey is used at the federal level through the IMLS Public Library Survey program.

BRAINFUSE: Brainfuse JobNow and VetNow are online resources for career services, test prep, software tutorials, and Veteran services including live support during limited hours. This service is free for all public libraries in Iowa.

BRIDGES: The ebook, audiobook, and streaming video buying consortium for Iowa public libraries. The State Library facilitates the program and manages the contract with Overdrive, Inc. on behalf of the participating libraries. Libraries that participate in Bridges pay an annual formula-based fee to the State Library that covers the Overdrive platform fee, materials budget, and the purchase of MARC records.

CONSULTING: State Library consulting staff advise on a host of issues affecting libraries, including providing advice and direction on library management for directors and staff, as well as library governance for boards. Consultants in six district offices facilitate learning opportunities via county meetings, roundtables, and webinars.

CONTINUING EDUCATION: Provides in-person and online learning opportunities for library trustees, directors, and staff. Catalog of current continuing education offerings is available in IA Learns.

DISCOUNTS FOR LIBRARIES: State-negotiated discounts on products and office supplies in cooperation with AEA Purchasing.

ENDORSEMENT: The State Library-sponsored training program for Iowa library directors and staff. The programs are intended to improve library service in Iowa by developing the skills of public library directors and staff, provide recognition for public librarians, enhance the public image of librarians and libraries, and provide guidelines that public

library boards may use in developing staff hiring policies.

ENRICH IOWA: Enrich Iowa consists of three programs to aid libraries in offering improved service to Iowans. The State Library administers funding to libraries appropriated annually by the Iowa Legislature. Enrich Iowa includes:

- **Direct State Aid** for public libraries is intended to improve library services and reduce inequities among communities. Funding is awarded for meeting public library service standards.
- **Open Access** for public and academic libraries enables eligible Iowans to check out physical materials from over 600 participating libraries, thereby providing them with direct access to more materials and information resources.
- **Interlibrary Loan Reimbursement** provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. Participating libraries agree to loan their materials to other libraries for use by their customers and receive a subsidy per loan.

E-RATE: The federal Schools and Libraries program, also known as the "E-Rate program," makes Internet service more affordable for schools and libraries in America. Congress mandated in 1996 that the Federal Communications Commission (FCC) use the federal Universal Service Fund to provide support to companies that give discounts to eligible schools and libraries. Contributions from telecommunications companies provide discounts of 50-90% on the cost of Internet access, and network wiring within library and school buildings.

IA LEARNS: A learning management system that provides users with individualized transcripts, the Continuing Education Catalog of upcoming education offerings, archived webinars, and self-paced courses. IA Learns is the location for Director and Staff Endorsement courses.

IA SHARES: Statewide delivery system for public libraries for sending and receiving library materials between libraries and the State Library. The service is provided by the State Library at no cost to public libraries.

ILOC (Innovative Libraries Online Conference): An online annual conference held in January for the Iowa library community. Keynote and concurrent sessions throughout the day and evening cover topics of interest to Iowa librarians and trustees.

IOWA HERITAGE DIGITAL COLLECTIONS: A resource for students, educators, historians, genealogists, and anyone else interested in the people, places and institutions of Iowa. The site provides free access to digital collections from a variety of Iowa cultural institutions.

IOWA LIBRARY DIRECTORY: The Iowa Library Directory is an online database for Iowa library information. This serves as the definitive resource the State Library uses to track

information about Iowa libraries and is also available for the public to locate and connect with their local public library.

JOB LIST: Advertises open positions in Iowa libraries and nationwide, free to post on the State Library website.

LAW LIBRARY: The Iowa Law Library on the second floor of the Capitol building is managed by the State Library. Law Library staff answer reference requests and assist in locating legal information.

LIBRARY LAW FAQs: Developed by the Law Librarian, provides answers to frequently asked questions regarding library law and legal topics for libraries.

LIBRARY SCIENCE COLLECTION: Special collection of materials within the State Library collection on library science topics of interest to library directors, staff, and trustees; available to borrow through interlibrary loan.

LIBRARY TALK: An online discussion forum for the Iowa library community, allowing participants to discuss library topics, ask questions, and buy and sell library materials. Subscribers have the option to receive messages posted to the list via email.

LOCATOR: A statewide catalog of materials owned by libraries in Iowa, available on SILO.

LSTA: The Library Services and Technology Act (LSTA) authorizes federal aid for state library agencies. Through the Grants to States program, the Institute of Museum and Library Services (IMLS) provides federal LSTA funds to the State Library of Iowa using a population-based formula. In Iowa, LSTA funds are used primarily to support statewide library development initiatives and services such as summer library program; developing the skills of Iowa library directors and staff to serve Iowans; statewide access to online reference databases; SILO interlibrary loan; the Iowa Center for the Book; and standards for public libraries.

MONDAY MORNING EYE OPENER (MMEO): Weekly email news bulletin published by the State Library with news, trends, and reminders for program deadlines.

NEW DIRECTOR ORIENTATION: Provides support and professional development for new library directors. District consultants contact newly hired library directors to welcome them and to schedule initial introductory meetings, either in person or online.

OCLC: A nonprofit membership organization offering computer-based services to libraries, other-educational organizations, and their users. The OCLC Online Union Catalog is the world's largest and most comprehensive database of bibliographic information, with over 28 million items. This shared database supports cataloging and interlibrary loan. The State Library offers this service for Iowa public libraries.

ONLINE RESOURCES & TOOLS: A variety of digital resources, utilities, and subscriptions are available to libraries either free or on a cost-share basis, providing assistance with library information services.

PLOW (Putting Libraries on the Web): PLOW is a program of the State Library that provides free website hosting and email service to approximately 300 Iowa public libraries.

PUBLIC LIBRARY ANNUAL SURVEY: Iowa public libraries are asked to participate in the Annual Survey, due each year on Oct. 31. Data submitted in the Annual Survey is used on the local, regional, state, and federal levels. Filing a complete annual survey is one of the requirements to receive Enrich Iowa Direct State Aid funding.

PUBLIC LIBRARY STATISTICS: Published annually from data collected through the Public Library Annual Survey. These statistics are useful in comparing library activity and usage from year to year, in comparing with other libraries of similar size, and in accessing statistics to support budget requests.

SILo (State of Iowa Libraries Online): SILo is a joint program of the State Library and Iowa State University. SILo offers resource sharing services, including the Iowa Locator and SILo Interlibrary Loan to all types of libraries in Iowa. SILo also provides DNS, e-mail, and web hosting at no cost to any public library with a high-speed Internet connection.

SPACE UTILIZATION GRANTS: The State Library allocates LSTA funds to provide Iowa public libraries consulting on space utilization. These grants pay for professional advice from impartial consultants who provide guidance and recommendations to library staff, city officials and the community about use of existing space. Grants will be awarded as funds are available. A library may only receive one library utilization grant.

STANDARDS AND ACCREDITATION PROGRAM: A State Library program encouraging the ongoing development of quality public library services in Iowa. Iowa's voluntary public library standards program was established to give public libraries a tool to identify strengths and areas of improvement, to document the condition of public library service in Iowa, to set Tier levels to determine base Direct State Aid funding, and to meet statutory requirements.

STATE DATA CENTER: The official source for U.S. census statistics about Iowa such as population, housing, agriculture, business, industry and government. The Center answers census related questions and provides publications and data products on the website.

WHOFI: WhoFi provides a suite of library management tools including a wi-fi usage counter, program planner, and program registration feature provided by the State Library at no cost to Iowa public libraries. Statistics and data automatically populate in the

Annual Survey.

YOUTH SERVICES: Provides programs, services, and training to help Iowa libraries provide the best possible service to children and youth; including the annual Summer Library Program; workshops and conferences such as Kids First; early literacy activities; STEM To Go and Storytime Kits for checkout to public libraries; and consulting services.

Library Associations

Being familiar with and becoming involved in state and national library associations will help you be an effective trustee. Here are some library associations at the state and national levels that you can learn more about:

Iowa Library Association

The Iowa Library Association (ILA) is the professional association for librarians, trustees and interested persons in Iowa. ILA sponsors an annual conference in the fall and supports a lobbyist to represent library legislative interests at the state level. The committees and subdivisions of ILA offer an opportunity to be involved in library activities and issues beyond your own library.

Association for Rural and Small Libraries (ARSL)

The Association for Rural & Small Libraries Inc, is a network of persons throughout the country dedicated to the positive growth and development of libraries. ARSL believes in the value of rural and small libraries and strives to create resources and services that address national, state, and local priorities for libraries situated in rural communities.

American Library Association

The American Library Association (ALA) is the national association for librarians, trustees and others interested in library concerns. ALA sponsors national conferences every summer and winter, and publishes books and journals on professional issues, including its news journal, American Libraries. The Washington Office of ALA advocates for libraries on national library-related issues and concerns.

Public Library Association

The Public Library Association (PLA) is the division of ALA which enhances the development and effectiveness of public library staff and public library services. PLA sponsors its own national conferences in even numbered years as well as programs at ALA conferences

United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations

United for Libraries is a national network of library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. No one has a stronger voice for libraries than those who use them, raise money for them, and govern them. By uniting these voices, library supporters everywhere will become a real force to be reckoned with at the local, state, and national levels.

Behavior Guidelines Policy

Scope of Policy			
Scope:	Expected Behavior in the Library	Effective Date:	Revised 11/17/256/15/2026

Provisions

The library welcomes all. To ensure our spaces and services can be utilized effectively, we require all users, staff and volunteers to respect each other, show kindness and empathy, and behave appropriately. Staff, volunteers and users have a shared responsibility for maintaining the desired environment. Unacceptable behavior detracts from the effectiveness of the library and will be addressed promptly.

Unacceptable behavior includes but is not limited to:

1. Behavior that endangers the safety or health of others or themselves, including leaving a child under the age of nine unattended in the library (refer to the Unattended Child Policy for details).
2. Violation of local, state, or federal law.
3. Vandalism or deliberate destruction of library material and/or property as well as personal property of other users.
4. Theft of library materials or the personal property of other patrons, volunteers, or staff members.
5. Deliberate disruption of library procedures, or refusal to refrain from disruptive behavior once notified of the disruption.
6. Behavior that interferes with the ability of other patrons or the public to use the library facilities or obtain library services.
7. Engaging in unprotected speech such as obscenity, fighting words, or inciting violence or failing to respect any time, place, or manner restrictions the library has set for protected speech.
8. Excessive loud talking, laughing, or screaming.
9. Panhandling in the building or on the grounds.
10. Bringing animals into the library, except service animals, unless authorized by the Director or designee.
11. Behavior violating the library's Internet Policy.
12. Bullying, harassment, intimidation, or discrimination against anyone.
13. Unreasonable, unintended, or illegal use of the library facilities or property, including but not limited to the restrooms, study or meeting rooms, fireplaces, and/or other furniture or fixtures.
14. Failure to follow any of the other library rules, policies, or procedures.

Solicitation or selling of items and services is not allowed in public spaces (refer to the Library's Meeting Room Policy for information about selling items and services on library premises).

All patrons, including children, must wear dry tops, bottoms, and footwear. Swimwear and wet clothing is prohibited. Children being carried or in a stroller or like device are exempt from wearing footwear.

Non alcoholic beverages with a sealable lid are allowed in library facilities. Food is allowed only in designated areas. Patrons are expected to clean up after themselves.

Library facilities are smoke-free. Pursuant to the Iowa Smokefree Air Act and the City of Marion's Tobacco Free Policy, smoking of any kind, including vaping and electronic cigarettes, is not allowed in the building, on the outdoor reading terrace, or on the library grounds. Use of chewing tobacco or snuff is not permitted.

The primary responsibility for enforcing this policy rests with the employee in charge of the library when the incident occurs. However, all staff members have responsibility for enforcing the policy.

In most cases, patrons who are behaving inappropriately in the library will be approached by library staff and asked to

Behavior Guidelines Policy



behave in an appropriate manner. Continued inappropriate behavior may result in loss of library privileges. Loss of privileges may be extended to other metro libraries, as all three libraries have agreed to support one another in these decisions. In cases where library privileges are withdrawn, a patron must meet with the library director or with a manager for reinstatement of privileges.

In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.

Financial Policy and Procedures



Scope of Policy			
<i>Scope:</i>	Financial policy and procedures for the operation of the library	<i>Effective Date:</i>	Revised <u>Reviewed</u> 9/16/2024 <u>6/15/2026</u>

Provisions	
I.	Chapter 12-5.1 – 12-5.6 of the Marion Municipal Code contains the legal description of the duties and responsibilities of the Library Board, including particularly Section 12-5.3, item E (Purchases), and Section 12-5.3, item H (Expenditures).
II.	All purchases by the library are made in accordance with the City of Marion’s Purchasing Policy and Procedures. Invoice batches are approved electronically by either the Library Director or their designee using the City of Marion’s finance software. Payment is approved through a schedule of bills by City Council.
III.	All revenues and expenditures...are reviewed by the Library Board Treasurer and made available to the Library board via monthly board packets.

Scope of Policy			
<i>Scope:</i>	Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board	<i>Effective Date:</i>	Reviewed <u>Revised</u> 10/20/2025 <u>7/20/2026</u>

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Section 1: MISSION & VISION

Mission:

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

Vision:

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

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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

Section 3 The Marion Public Library Board of Trustees may deem it necessary to form Board sub-committees with members appointed by the Board president as needed for specified purposes and terms.

Section 4 Committee members are appointed by the Board president to serve a term, length as specified by the Board president. Committee members shall choose a chairperson. All sub-committees formed by the Library Board of Trustees will meet and adhere to all open-meeting laws.

Section 5 Ad hoc work groups may be created at the discretion of the library director.

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

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

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

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

Section 3: LIBRARY BILL OF RIGHTS

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

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

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

Section 4: THE FREEDOM TO READ

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

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

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

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

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

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

these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by: American Library Association of American Publishers

Section 5: FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

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

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

Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

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



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

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

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Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

Article V LIBRARY BOARD OF TRUSTEES

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

§ 12-5.1 Composition.

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

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

§ 12-5.2 Organization.

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

§ 12-5.3 Powers and duties.

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

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

rooms.

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

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

§ 12-5.4 Contracting with other libraries.

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

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

§ 12-5.5 Nonresident use.

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

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

§ 12-5.6 Library account.

[Ord. No. 19-01]

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

Chapter 195 Library

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

§ 195-1 Establishment of Public Library.

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

§ 195-2 Injury to books or property.

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

§ 195-3 Theft.

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

§ 195-4 Notice posted.

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

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

Scope of Policy			
<i>Scope:</i>	All employees and community members seeking to partner with the library on an event or program.	<i>Effective Date:</i>	Reviewed <u>Revised</u> 9/16/2024 6/15/2026

General Policy/Purpose
<p>Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, panel discussions, performances, puppet shows, readings, story times, tours, training sessions, tutorials, and workshops.</p> <p>This policy applies only to programming for which the Library is a partner, and does not apply to programs or events hosted by meeting room users.</p>

Provisions
<p>I. Programming Purpose & General Guidelines</p> <ol style="list-style-type: none"> 1. The purpose of Library programming is to: <ul style="list-style-type: none"> • Encourage the use of the Library and its resources. • Promote literacy, acquisition of skills, and a life-long love of reading and learning. • Present information on issues of current interest. • Foster cultural awareness, civic engagement and discussion. • Facilitate the sharing of local talent, knowledge and expertise. • Inspire personal enjoyment through social engagement opportunities. 2. The Library does not assume responsibility for damages, personal injury, illness or theft arriving from participation in any program, or in any facility, or at any location where a program is held. The library does not assume responsibility for the supervision of minors attending programs. 3. Programs will be evaluated based on data collected from the audience, program partner(s), and staff. 4. In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Library staff, to guide use of the library and its resources and services. In the case of video game programs, games purchased or played with will be chosen in consideration with ratings from the Entertainment Software Rating Board for program attendees, but library staff will not prevent attendees from playing a game based on content. <p>II. Programming Partnerships</p> <ol style="list-style-type: none"> 1. The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria: <ul style="list-style-type: none"> • The program fulfills the purpose of a Library program, as defined above. • The program supports the Library’s mission and strategic priorities. • The resources needed to accomplish the program are available and accessible. 2. Programming partners are expected to actively participate in the development, promotion, presentation, and

evaluation of programs.

3. The Library's role in a programming partnership includes but is not limited to: facilitating and approving program design, furnishing appropriate space and equipment, coordinating promotion, and offering supplementary Library resources.

III. Programming Content

1. The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.
2. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.
3. Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

IV. Charges, Sales, and Fundraising

1. Most Library programs will be offered free of charge. Some programs may have an associated cost for materials.
2. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote their specific business interest. Collection of attendees' personal information for the development of mailing lists is not permitted.
3. Fundraising and sales during events are permitted with prior approval in the following circumstances:
 - For fundraising to benefit the Library by the Friends of the Marion Public Library, Marion Public Library Foundation or the Library itself.
 - For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Board.

V. Attendance

1. All programs must be open to the public.
2. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.
3. Attendance may be limited if the number of participants reaches the room capacity established by the Marion Fire Department.
4. When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
5. Programs designed for specific audiences may have attendance restrictions or requirements based on age.

VI. Expressions of Concern

1. The Marion Public Library Director and the Board of Trustees welcome feedback from patrons. Any concerns will be handled promptly and courteously.

VII. References

This policy has been developed in concert with the following American Library Association Guidance Documents: Libraries: An American Value, *Library Bill of Rights*, and Freedom to View.

Public Participation Policy



Scope of Policy

<i>Scope:</i>	Public Participation in Library Board Meetings	<i>Effective Date:</i>	Revised-Reviewed 9/16/20246/15/2026
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General Policy/Purpose

There is an opportunity at Library Board meetings for public comment. Public participation is not required in public meetings and shall be limited to public comment portions of the agenda. In other words, the public is principally there to observe the proceedings of the Board, not to participate in the Board meeting.

Provisions

I. Board Meeting Guidelines for Visitors

1. Separate seating is available for visitors to Library Board meetings, usually around the perimeter of the room.
2. The visitor will be recognized and introduced by the President during the public comment period. After recognition by the President, the visitor will state name, address, and group affiliation (if applicable), and speak for a maximum of five minutes.
3. The Board will not take immediate action on or discuss issues raised during the public comment portion of the meeting agenda. However, the Board may ask questions for clarification.
4. If a response or action is needed, it will come after the Board has had time to deliberate the issue at a subsequent meeting or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.

II. Open And Closed Session Guidelines

1. Library Board meetings are meetings conducted in public. Library Board meetings are open, which means that the public is able to attend.
2. All meetings shall be held in open session unless closed sessions are held as expressly permitted by State law. (Code of Iowa, Sec. 21.3). The public cannot attend closed sessions.
3. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with chapter 21 of the Code of Iowa. (Code of Iowa, Sec. 21.5).

Acme

Electric Company

1060 Capital Dr. SW
 Cedar Rapids, Iowa 52404
(319) 365-8677
FAX: (319) 365-0541

<u>Proposal Submitted To:</u> Ryan Welborn	<u>Date:</u> 5/14/26
<u>Company:</u> Bush Construction	<u>Project Name:</u> Water Damage replacement items
<u>Street:</u> 5401 Victoria Ave	<u>Location:</u> Marion Library
<u>City, State & Zip Code:</u> Davenport, IA 52807	<u>Phone:</u> 563-594-9219 <u>Email:</u> rwelborn@bushconstruct.com

We hereby submit the following proposal:

Acme Electric will provide labor and material for the following items in NW corner of library with water damage:

- *Remove 2-16' fixtures damaged from water and replace with new. 1-F7A-16' 1-F7A-16'EM
- *Replace low voltage auto dimmer daylight harvesting sensor
- *Replace low voltage occ sensor
- *Replace power pack
- *Replace 1-FAP62T Speaker

Material: \$10,240.00
 Labor: \$4,380.00
 Total: \$14,620.00

*No outlets or horn stobe in area show signs of water damage.

We propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of:

Fourteen thousand six hundred and twenty _____ dollars. **\$ 14,620.00**

Payment to be made as follows:

net thirty days

Authorized Signature: Matt Domeyer

not valid after 30 days

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____



City of Marion Library
 1101 6th Ave
 Marion, IA 52302

(319) 560-8013
 jhughes@cityofmarion.org

ESTIMATE	#1524
ESTIMATE DATE	Jun 2, 2026
TOTAL	\$10,541.00

CONTACT US
 530 Pond View Dr unit C
 North Liberty, IA 52317

(319) 665-3473
 info@hearthandhomesolutions.com

ESTIMATE

Option #1

See your financing options
 Prequalify to find out how much you can borrow within minutes and pay as low as \$156.77/mo*. Your credit score will not be affected.

Services	qty	unit price	amount
labor to replace all parts on fireplace and install regulator still need to determine location for this labor price may need to change	1.0	\$1,000.00	\$1,000.00

Services subtotal: \$1,000.00

Materials	qty	unit price	amount
fireplace Parts Valve, Remote, junction box, IPI module , regulator	1.0	\$857.00	\$857.00
Fireplace parts Glass Panels (recommend replacing as water can damage ceramic quoting and gasket)	2.0	\$4,342.00	\$8,684.00

Materials subtotal: \$9,541.00

Subtotal \$10,541.00

Total \$10,541.00

We greatly appreciate your business!

Extended Protection Quote Confirmation

Quote Number : 1778764799877

Customer Quote

Quote Date : 05/14/2026

Quote Status : Draft-NOT ACCEPTED

Price Expiration Date : 12/31/2026

Customer Information :

CITY OF MARION
195 35TH ST
MARION
IOWA
52302-3811
UNITED STATES

Dealer Information :

ALTORFER
8400 6TH ST SW
PO BOX 1347
CEDAR RAPIDS
IOWA
52404-7031
UNITED STATES
dennis.klinsky@altorfer.com

Product Information :

Model : DG150
Serial# : 2S800240
Type : Published
Emissions Control Indicator : NONE
Original Delivery Date : 04/13/2026
Fuel Type : 2. Pipeline/Utility-Grade Gas
DTO : No
If Yes, DTO Order Number :
Off-Shore Application : No
Additional Questions for Genset Coverage Only :
Generator Type : Cat Generator
Operation Mode : Parallel to Utility

Coverage	P/L	Duration	Usage	Deductible	Amount
ESC GENSET PLATINUM	PARTS AND LABOR	60 Months	2500 Hours	0.00	1,520.00

Other:

Administration Fee

Late Fee

Tax

Total Customer Amount 1,520.00

Currency USD

Additional Comments :

Extended Protection Quote Confirmation

Quote Number : 1778764799877

Customer Quote

Notes:

1. This quote is a non-binding price indication.
2. All deductibles are displayed in USD.
3. Goods & Services Tax (GST) is not included.
4. Coverage for New machines / engines starts on the product Delivery Date and runs concurrent with Machine / Engine Standard Warranty.
5. Late Fees may apply to Engine Extended Service Coverage (ESC) cost(s) at the time of Enrollment.

Customer Signature

Date

Dealer Signature

Date

Thank you for your business!



MASTER SERVICES AGREEMENT

This Master Services Agreement (“Agreement”) is made and entered into this 8th day of June 2026 (“Effective Date”) by and between ImOn Communications, LLC, an Iowa limited liability company (“ImOn”), and Marion Public Library, located at 1101 6th Ave. Marion IA 52302 (“Customer”) and contains the terms and conditions for the products and Services (collectively “Services”) that you ordered from ImOn. ImOn and Customer may be referred to as the “Parties” or “Party” throughout this Agreement.

1. **SCOPE OF AGREEMENT.** This Agreement applies to all of the Services that you have ordered from ImOn. A description of the Services you ordered as well as additional Business and Legal Terms of Service are provided at www.ImOn.net and form a binding part of this Agreement. For any Services subject to tariffs, catalogues, or price lists (collectively “Price Lists”), the Price Lists are incorporated into this Agreement. ImOn may amend any terms, pricing, and conditions in response to a regulatory change beyond its control that materially changes the technical feasibility or economics of Services provided, including, but not limited to, no longer providing a particular Service. ImOn will provide written notice to Customer when exercising this right. If amended, Customer will have thirty (30) days to terminate the Agreement for cause in writing, after which Customer has waived its right to do so. In the event that ImOn costs increase due to factors outside of ImOn's control, including without limitation, increased retransmission and programming costs, Customer acknowledges and agrees that ImOn shall pass through and Customer shall pay such increased costs regardless of whether Customer is currently receiving any promotional pricing for ImOn Services.

2. **TERM.** The initial term of this Agreement is thirty-six months (36) (“Term”). The term shall begin on the date ImOn first activates Service at a Customer location (the “Service Activation Date”) unless Customer orders any circuit-based Services. If circuit-based Services are ordered, the Service Activation Date will be fifty (50) calendar days after this Agreement is signed. The addition of new locations and Services will not change the term length or Service Activation Date of this Agreement. However, certain circuit-based Services will require a minimum one-year term length. If Customer orders such a service with less than twelve months remaining in their existing term, then the addition of that service shall automatically extend the existing term of the entire Agreement for twelve (12) months from the Service Activation Date of that new circuit-based service. Upon expiration, if this Agreement is not renewed by the Parties, Services will be provided on a month-to-month basis after the existing term expires or until one Party provides the other Party with thirty (30) days written notice to terminate service, or forty-five (45) days’ notice for circuit-based services. After the initial Term of the Agreement expires, ImOn may increase previously rate-stabilized prices, eliminate any term and volume discount, or both, at its discretion.



3. **TERMINATION.** Either Party may terminate this Agreement for cause without damages in the event of a material breach by providing (a) written notice specifying the cause of termination and (b) if the other Party does not cure the material breach within thirty (30) days of receiving notice. Your right to terminate for cause is waived if you do not exercise this right within ninety (90) days of the event giving rise to the claim.

4. **EARLY TERMINATION CHARGE.** If you terminate this Agreement before the end of the current Term without cause, as reasonably determined by ImOn, you agree to pay any applicable early termination charge (“ETC”) plus any vendor assistance credits. ETC is determined by multiplying the monthly recurring charge listed on your Invoice times the number of months remaining in your current Term. The Parties agree that ImOn’s damages in the event of early termination would be difficult or impossible to determine, and that any ETC constitutes liquidated damages and is not intended as a penalty. Customer will not be liable for any ETC or unreimbursed vendor assistance credits should Customer’s business operations under the same or similar ownership be (a) completely moved to a location where ImOn is not offering local service at the time of the move, or (b) are permanently closed, except that Customer shall remain liable for any ETC if Customer has a circuit-based service that would subject ImOn to an early termination charge from the underlying circuit provider. Upon request, Customer shall provide proof of its move or permanent closure to ImOn, and its failure to do so will result in assessment of ETC.

Notwithstanding the foregoing, ETC does not include any build-out expenses related to the capital investment incurred by ImOn to extend its fiber optic network to the Customer’s business location (“Build-out Costs”). Customer acknowledges that ImOn’s deferment of such Build-Out Costs is expressly contingent on the Customer’s commitment to fulfill the initial Term of this Agreement. If Customer terminates this Agreement during the initial Term for any reason, including without limitation, permanently going out of business or moving to a new location not currently served by ImOn, Customer agrees to repay ImOn a pro-rata amount of such Build-out Costs based on the following formula:

If the initial Term of the Agreement is one year or less, Customer shall pay the entire Build-out Costs. If the initial Term of the Agreement is greater than one year, Customer shall pay a pro-rata of the Build-out Costs calculated by multiplying the total Build-out Costs listed in this Agreement times a fraction in which the numerator is the total months remaining in the initial Term of the Agreement and the denominator is the total months of the initial Term of this Agreement. Customer shall pay any applicable Build-out Costs to ImOn by the date listed on the final Invoice.



5. **NOTICE.** The Parties shall designate and maintain the following Principal Contacts for purposes of this Agreement:

For ImOn:

Principal Contact: Justin Sowada
Business Phone: 319-200-4705
Email: justin.sowada@ImOn.net
Business Mailing: 625 First Street SE, Suite 250 Cedar Rapids, IA 52401

For Customer:

Principal Contact: Nicholas Terbovic
Business Phone: 319-743-6317
Email: nterbovic@cityofmarion.org
Business Mailing: 1101 6th Ave. Marion IA 52302
Tax ID #: 42-6004932

6. **SERVICES.** The Services that you have selected to purchase from ImOn are set forth in the Pricing Addendum. Only the monthly recurring price for Local Line Packages and Long Distance Services for Domestic calls installed at your original location are fixed for the Initial Term of this Agreement. Prices do not include applicable federal, state and local use, excise, sales and privilege taxes; applicable surcharges related to universal service programs, emergency telephone service (911/E911), telecommunications relay service for the hearing impaired; payphone surcharges; and other similar surcharges for required programs. ImOn may add, delete or modify such surcharges and taxes without notice while this Agreement remains in effect as necessary to implement changes imposed by law. Certain Services purchased under this Agreement may be provided, in part, by third-party vendor(s), which may be affiliated with ImOn. The Parties agree that changes to Local Line Packages and Long Distance Services packages requested by Customer through ImOn Customer Care will serve to amend the Agreement. You are responsible for monthly recurring charges, usage charges, one-time activation charges, one-time installation charges, Build-out costs, escort service, collocation access fees and equipment purchase charges unless such charges are expressly waived in writing in this Agreement. The Pricing Addendum does not reflect special construction charges that may be applicable to Services you have ordered. For Cable TV (video) products, Customer acknowledges that ImOn shall be entitled to pass through (with no mark-up) all yearly fee increases mandated upon



ImOn, including without limitation, retransmission fees. Customer agrees to pay such additional fee increases.

7. SERVICE SUSPENSION/MAINTENANCE. Periodically ImOn will perform maintenance on its network during the standard maintenance window of midnight to 4 A.M. central standard time. ImOn may need to perform unscheduled network maintenance outside the standard maintenance window that may result in a brief service interruption. ImOn will give Customers advance notification of such interruption whenever reasonably possible. Any ImOn liability resulting from an unscheduled service interruption will be determined in accordance with the governing Price List and this Agreement.

8. WORK STATEMENT. This Agreement shall consist of the terms listed above and any attached Addendums and Work Statements agreed to by both Parties.

Service – Adding internet to new location. There are no one-time fees or install costs. The build cost of \$2,017.00 will be waived with the completion of the term.

Internet and phone Service			
Solution	Quantity	Unit Price	Total
Ethernet Internet Access 100mb	1	\$200.00	\$200.00
Static IP	1	\$0.00	\$0.00
Internet Service Total			\$200.00



IN WITNESS WHEREOF, ImOn and Customer have caused this Agreement to be signed by their duly authorized representatives.

ImOn Communications, LLC

Marion Public Library

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

2026 – January 2027 Library Holidays

January 1 (Thursday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
April 5 (Sunday)	Easter	Not a paid holiday	Library Closed
April 6 (Monday)		Spring Staff Training Day	Library Closed
May 25 (Monday)	Memorial Day	Paid holiday for Full-Time Staff	Library Closed
July 3 (Friday)	Independence Day Eve	Not a paid holiday	Library Closes at 5:00 p.m.
July 4 (Saturday)	Independence Day	Paid holiday for Full-Time Staff	Library Closed
September 7 (Monday)	Labor Day	Paid holiday for Full-Time Staff	Library Closed
October 8 (Thursday)		Fall Staff Training	Library Closed
<u>November 11 (Wednesday)</u>	<u>Veterans Day</u>	<u>Paid holiday for Full-Time Staff</u>	<u>Library Closed</u>
November 25 (Wednesday)	Thanksgiving Eve	Not a paid holiday	Library Closes at 5:00 p.m.
November 26 (Thursday)	Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
November 27 (Friday)	Day after Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
December 24 (Thursday)	Christmas Eve	Paid holiday for Full-Time Staff	Library Closed
December 25 (Friday)	Christmas	Paid holiday for Full-Time Staff	Library Closed
December 31 (Thursday)	New Year's Eve	Paid holiday for Full-Time Staff	Library Closed
January 1, 2027 (Friday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
<u>January 18, 2027 (Monday)</u>	<u>Martin Luther King Jr. Day</u>	<u>Paid holiday for Full-Time Staff</u>	<u>Library Closed</u>