



# AGENDA

## Library Board

5:00 PM - Monday, June 16, 2025

Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 875 9225 9578. A link is also provided at [www.cityofmarion.org](http://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

May Staff Milestone Anniversaries - One Year of Service: Hilery Livengood

Library Board Member Recognition

### MINUTES

**Motion** to approve the May 2025 Meeting minutes. **(Action Requested)**

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[Library-Minutes-May 19 2025 DRAFT](#)

### REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

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[MPL Foundation Report for Trustees Meeting 06-16-2025](#)

3. Board Continuing Education

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report 7 - 25
- Budget Update
  - Statistics Highlights
  - Strategic Plan Update
  - General Department Updates
  - MLN Updates

[Directors Report June 16 2025](#)

[Budget Performance Report May 2025 FINAL](#)

[Open PO Report - May 2025](#)

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

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

## **REGULAR AGENDA**

1. State Library Board of *Trustees Handbook* - Ch. 16 & Appendix 26 - 54  
(Discussion)  
[Ch. 16-Appendix - Iowa Library Trustee's Handbook 2021 Edition](#)
2. Metro Library Network (MLN) Agreement FY26-30 (**Action Requested**) 55 - 57  
[MLN MOU FY26-30](#)
3. FY26 Board Officer Elections (**Action Requested**) 58  
[Library Board of Trustees Executive Officer Ballot](#)
4. MOU Dolly Parton Imagination Library Partnership (**Action Requested**) 59 - 60  
[Dolly Parton Imagination Library MOU](#)
5. Library Director Contract Modification (**Action Requested**)

## **ADJOURN**



# MINUTES

## Library Board

5:00 PM - Monday, May 19, 2025

Library, 1101 6th Avenue

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*\*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 19, 2025, at 5:00 PM, with the following members present:

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

ABSENT: Sandy Rosenberger, Kim Rose

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Lara Moellers, Becca Draus

FRIENDS REP: Cheryl Kiburz

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 Kling, to approve the Agenda as presented.  
Approved unanimously

### INTRODUCTION OF GUESTS

None

### PUBLIC FORUM

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

No comments.

### LIBRARY SPOTLIGHT

Lara Moellers & Becca Draus presented a high-level overview of the Library's upcoming

Summer Library Program, including an explanation of how the program works and a description of a variety of programs planned for the Summer.

## **MINUTES**

**Motion** to approve the April 2025 Board Meeting minutes. **(Action Requested)**

Moved by Rice, seconded by Zumwalt, to approve the April 2025 Meeting Minutes as presented.

Approved unanimously

## **REPORTS**

### 1. Friends of the Marion Public Library Report

- Cheryl Kiburz reported that the Friends will be looking for two new Board members soon.
- On August 23, 2025 the Friends will be helping with the DPIL Graduation Celebration.
- The next Friends Booksale will be held August 8-10, 2025.

### 2. Marion Public Library Foundation Report

- Hilery Livengood submitted a Foundation Report for Board Members as she was absent from this meeting.

### 3. Board Continuing Education

- None to report.

### 4. Art Advisory Committee Report

- No Report

### 5. Finance Committee

- No Report

### 6. Personnel Committee Report

- No Report

### 7. Director's Report

- Budget Update - Revenue is at 132% for the year, Expenses are at 76%.
- General Department Updates - Sally Reck was inducted into the Governor's Volunteer Hall of Fame. Lara Moellers was selected as the Library's new MakerSpace Library Assistant.

### 8. Policy Committee Report

- Policy Committee did not meet.

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

Moved by Kling, seconded by Alexander, to accept Reports 1 - 8 as presented.

Approved unanimously

## **REGULAR AGENDA**

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

- Melissa Alexander liked how Chapter 15 mentions the following about censorship,

"Don't defend the item being challenged, defend a person's right to read it."

- MPL is a Tier 3 Library, this ties directly to the Direct State Aid we receive.

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

Moved by Rice, seconded by Nunn, to approve the Envisionware Contract Renewal.

Approved unanimously

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

- The following Board Members have expressed interest in FY26 Board Officer positions:
  - President: Ross McIntyre
  - Vice President: Kelsey Logan
  - Secretary: Becky Garms
  - Treasurer: Chelsea Nunn

## 4. Board Member Sign Ups:

### a. Foundation Board Meetings (one Board member needed for each date):

- i. Thursday, May 22 at 8 a.m.
- ii. Thursday, July 24 at 8 a.m.
- iii. Thursday, September 25 at 8 a.m.
- iv. Thursday, November 20 at 8 a.m.

### b. Friend's Board Meetings (one Board member needed for each date):

- i. Tuesday, May 27 at 5 p.m.
- ii. Tuesday, July 22 at 5 p.m.
- iii. Tuesday, August 26 at 5 p.m.
- iv. Tuesday September 23 at 5 p.m.
- v. Tuesday, October 28 at 5 p.m.
- vi. Tuesday, November 25 at 5 p.m.

### c. Uptown Summer Markets (multiple Board members needed for each date):

- i. Saturday, June 14 from 8 a.m. - noon
- ii. Saturday, July 12 from 8 a.m. - noon
- iii. Saturday, August 9 from 8 a.m. - noon
- iv. Saturday, September 27 from 8 a.m. - noon

Sign-up sheets were passed around for volunteer opportunities for Board Members to take part in meetings as Board liaisons and Community Outreach activities.

## **ADJOURN**

Moved by Alexander, seconded by Rice, to adjourn at 5:48 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant

## **Marion Public Library Foundation**

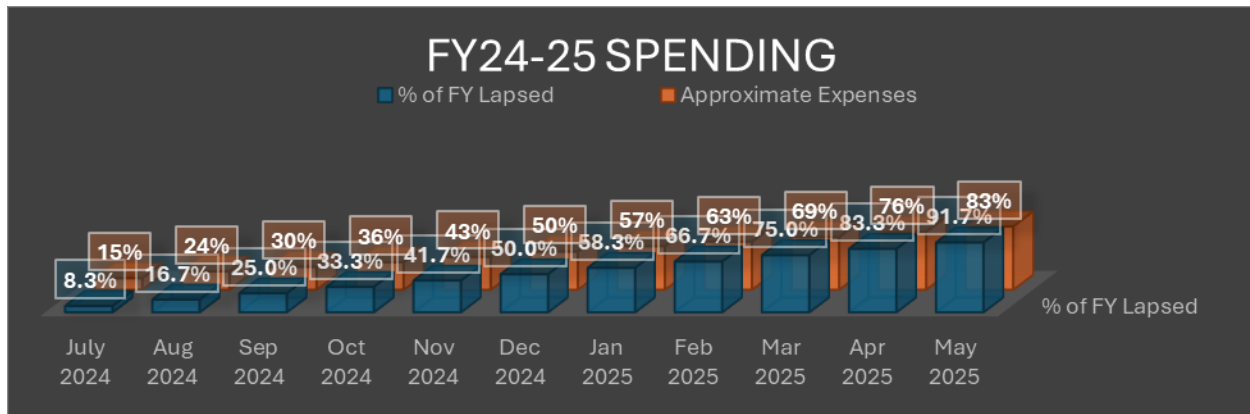
### **June 2025 report to Board of Trustees**

- BMO is providing a \$500 sponsorship for the Summer Library Program.
- The Cedar Rapids Garden Club donated \$455 for Seed Library supplies.
- We are working with a Collins Aerospace employee who is helping us apply for a grant and recruit Collins employees for volunteer roles.

### Director's Report for the Library Board of Trustees Meeting on Monday, June 16, 2025

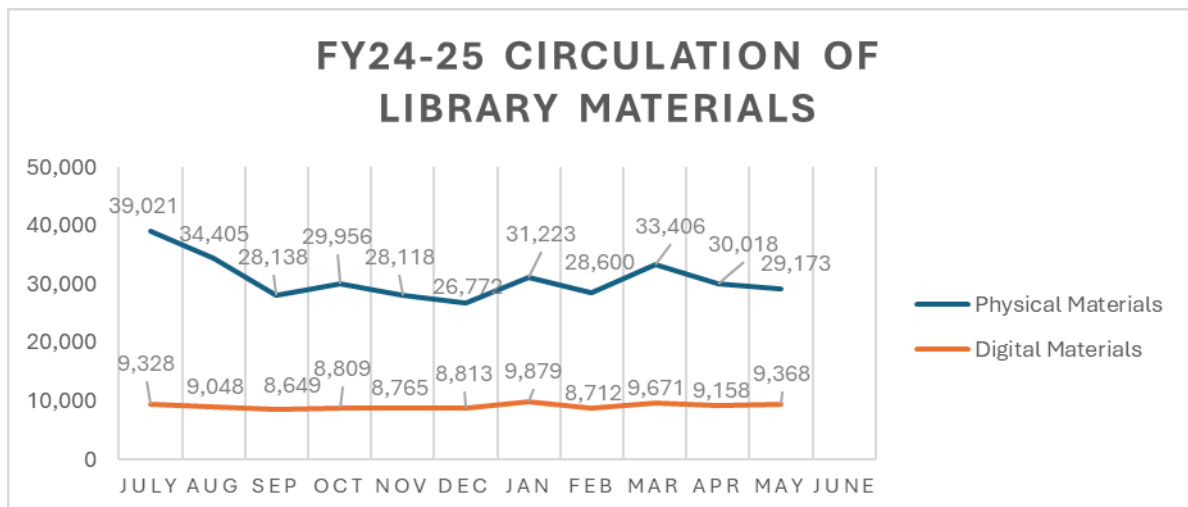
#### Budget Update:

- The current fiscal year has lapsed approximately 91.7% through May 31, 2025.
- As of the May 31, 2025 budget report, approximately 83% of the library's budget has been expended for the year.



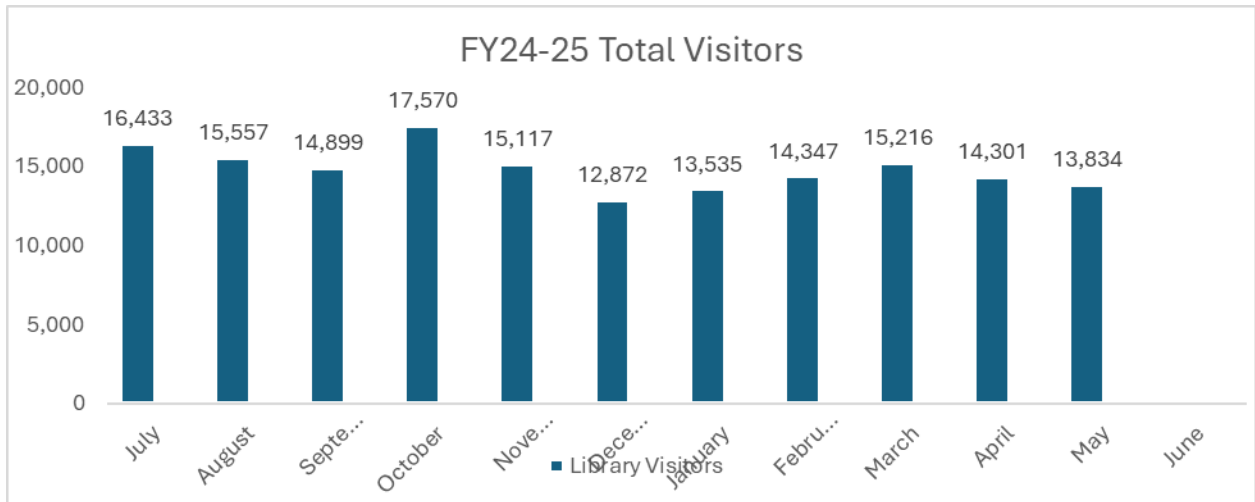
- As of the May 31, 2025 budget report, revenue received increased to approximately 134% received for the fiscal year.

#### Statistics Highlights:

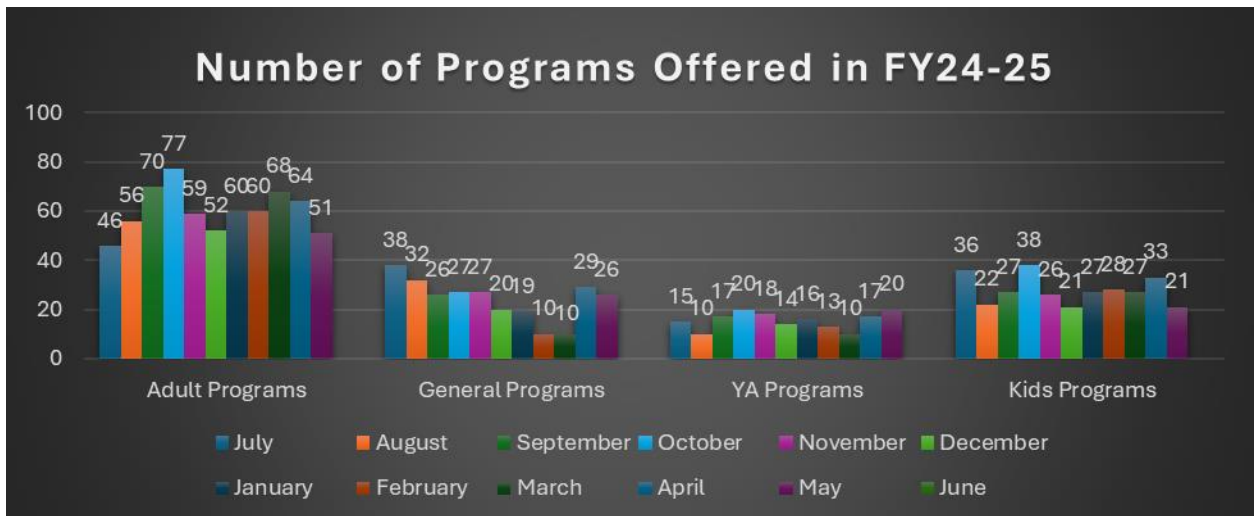


- For May 2025, circulation of physical items decreased approximately 2.8% from the previous month, having 29,173 items checked out. Circulation of physical items for the month decreased approximately 1.3% when compared with the previous year.

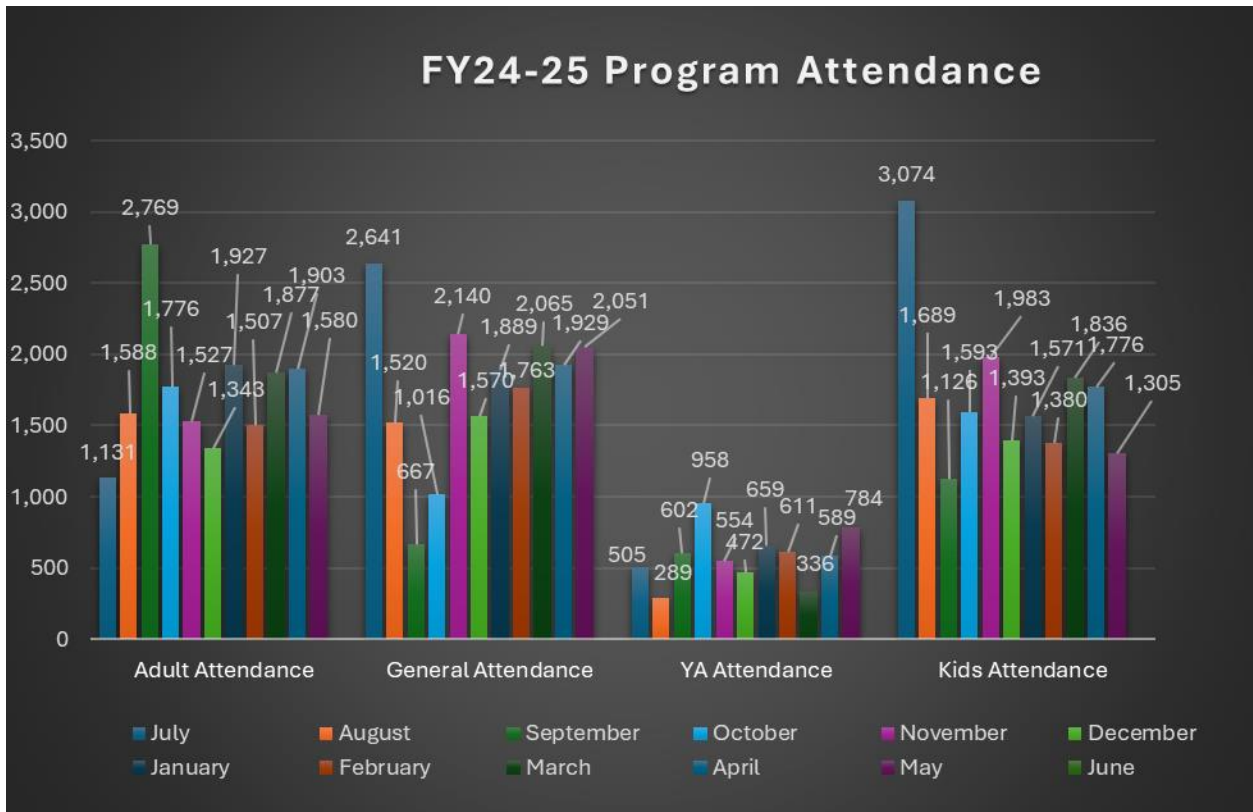
- For May 2025, circulation of digital items increased approximately 2.3% compared to the previous month. Circulation of digital items for the month increased approximately 5.0% when compared with the previous year.



- The gate count for May 2025 was 13,834. The May gate count decreased approximately 3.3% compared to April 2025. Compared to the previous year, this year's gate counts saw an approximate 1.0% decrease compared to the same time last year.



- Programming saw a decrease in the number of programs offered between May (118) and April (143). The number of programs offered in May 2025 was lower than the number of programs offered in May 2024 (139).



- Program attendees for May 2025 totaled 5,720 individuals. This is approximately 7.7% less than the 6,197 that attended programs in April. Compared with May 2024, which saw 5,137 attendees for programs, there was an approximate increase for the current year of approximately 11.3%.

#### **Strategic Plan Updates:**

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. Progress includes:
  - Opportunities for additional 1:1 staff training in the areas of customer service and reference services.
  - Adding additional bookmobile stops and service on Mondays and Fridays
  - Recruitment of library volunteers
  - Service agreement signed for the library to offer a foreign language learning database starting in July. The database resource is called Mango Languages.
  - Several marketing campaigns have been deployed to highlight various library services and offerings.

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**General Department Updates:****• Library Administration**

- Library staff participated in the City's annual employee appreciation luncheon on May 6. A total of 19 library employees were able to attend.
- Bill and Hilery met with a number of past donors to discuss future opportunities for giving and in support of strategic plan initiatives.
- The library was informed its nomination for the Friends of the Marion Public Library was selected for recognition for the 2025 Governor's Volunteer Award. Recognition was given based upon the Friends' commitment and dedication to supporting the library. An awards ceremony will be held in June.
- Library leadership held and attended a volunteer fair seeking library volunteers for several activities including general cleaning, MakerSpace, and various programming activities.

**• Marketing and special Events Update from Ashley Osborn**

- Marketing
  - The library's 2025 – 2028 Strategic Plan is the recipient of a 2025 PR Xchange Award from the American Library Association. This award recognizes the very best in library communications and marketing materials. The plan received recognition for its content, design, and originality and will be recognized at the annual American Library Association conference in June.
  - The next set of dyslexic-friendly wayfinding signage for the Youth Collection was designed, printed, and installed during the month of May.
  - Promotion of the library's bookmobile continues to perform well. Between general posts and new route announcements, bookmobile promotions reach an average of 2,000 individuals on social media per month. Promotion for the bookmobile will increase with a few TV/radio spots in June.
  - Promotion of the library's service offerings and collection items also continue to bring in high engagement and reach for the library. New additions to the Library of Things and the re-launch of the Book-A-Bike program reached 15,000 individuals.
  - A new volunteer newsletter/email list has been developed as a result of multiple volunteer-focused initiatives during the month of May. Over 30 individuals signed up to receive information and apply for new volunteer opportunities.
- Meetings & Special Events
  - 43 reservations were made for April. 38/43 reservations were completed.
    - Boardroom: 18 reservations

- Community Room: 4 reservations
  - Community Room A: 6 reservations
  - Community Room B: 10 reservations
  - Outdoor Reading Terrace: no reservations
- Media Mentions
  - May 1: Dolly Parton's Imagination Library of Marion Gifts Over 50,000 Books to Children ([KCRG](#), [KGAN](#))
  - May 15: Winners Announced: 2025 PR Xchange Awards Competition ([American Library Association](#))
- **Collections Strategy Update from Sue Gerth**
  - Summer order ups continued to come in from vendors—new releases for adults as well.
  - Collection shifts took place to move large print away from the terrace leaks until the issue is resolved. Sue worked with Ashley for an updated map to assist patrons with these temporary moves.
  - More launch pads, more Whazoodles, more audio books also added to the collection in anticipation of summer reading.
  - Sue worked with programmers to make sure SLP plans were all in place and ready to go.
  - Updated signage for children's Easy, Graphic novels, Readers, and other areas were installed and look great. This is part of the strategic plan to make signage more dyslexic friendly.
  - Sue is working with Bob to fill Lara's full-time children's position as she transitions to MakerSpace Librarian.
  - Bookmobile collection keeps growing, with new titles for anticipated summer reading for adults and children.
  - Mango language digital resource will be introduced throughout the MLN in late June/early July to replace Pronunciator—another strategic plan piece for more language resources.
  - Sue, along with other leadership managers, hosted a Volunteer fair for people interested in volunteering with the library.
- **Patron Services Update from Bob Reynolds**
  - There were 29 Patron Incidents in May. These were behavior policy breaks.
  - There were two patron injuries reported in May. Emergency services were not called. It was discovered that the library was not at fault for either of these incidents.
  - Rural Linn County circulation has slightly decreased compared to last month.
  - Open Access circulation slightly decreased compared to last month.
  - Bookmobile circulation has slightly decreased since last month.

- A new bookmobile stop, Wanatee K-9 Park, has started. This stop is a step to offer outreach to rural Linn County residents with additional outreach being researched which is in alignment with the strategic plan. Additional stops will be added throughout the next few months.
  - Volunteer hours have decreased slightly.
    - A volunteer fair occurred on May 10 with several members of leadership. We drew in a lot of interest. Volunteer posts are live on the website, and we have many candidates currently.
  - Staff were introduced to the MPL Approach in the May staff training, which is in alignment with the strategic plan to elevate customer service. Additional training will occur throughout the next few months.
  - In alignment with the strategic plan to offer educational materials to patrons, the Patron Services manager and the Marketing manager met to discuss a website refresh as well as editable handouts to highlight the various offerings the library has.
- **Programming Update**
  - Nine Venture students and teachers from Linn Mar High School took a tour with Lara and learned about the services that library provides for students and new adults entering the professional stage of their lives.
  - The Cedar Rapids Concert Chorale performed at Encore Cafe to 91 avid listeners.
  - The Seed Library got a boost this month as 83 people selected from the new selection of seeds donated by Linn County Master Gardeners.
  - Orchestra Iowa brought their popular Pied Piper program back to the library so that 40 children and their families could experience classical music and instruments.
  - A volunteer fair brought 25 interested people into the library to learn about ways to serve the community.
  - Gia's Italian Kitchen partnered with Swamp Fox Bookstore to entice 35 foodies into the culinary kitchen.
  - Sydney coordinated another successful Cat Cafe program in partnership with S.A.I.N.T. Animal Rescue and 395 people came to socialize during the busy Marion Arts Festival weekend!
  - The first meeting of the History Book Club included five readers with volunteer leader, Scott Foens.
  - The busy school year closed out with Teen programmers Sam and Sydney hosting a Pizza and Games program for 82 excited teens!
- **IT and Building Maintenance Update from James Teahen**
  - **Technology:**

- Worked with City IT to coordinate and implement the computers needing to be replaced for the current fiscal year asset replacement program.
- Moved the adult interactive touchscreen table to the children's area while the children's table is being repaired. Updated the games on table to be more age appropriate. No ETA on repair of children's table.
- **Facilities:**
  - Pipe Pro came and replaced sensors on both chillers due to constant tripping of the circuit. Prior to replacement staff had to go on the roof to manually reset the chiller.
  - Collected documentation to submit for an RFB (request for bid) for bird proofing second floor windows. RFB will go active at the beginning of June for 2 weeks.
- **Strategic Plan:**
  - By implementing the replacement of library technology via asset replacement we are ensuring that both staff and patrons have up to date technology to find the resources that they are looking for which will help **"Elevate the Internal & External Customer Experience"**
  - By moving the interactive table to the youth area of the library it is enabling our younger patrons to experience a hands-on learning experience as opposed to just a visual experience. With offering this alternative option to our patrons it helps to **"Elevate the Internal & External Customer Experience"**
  - With the replacement of the chiller sensors, it helped eliminate the extremely warm temperatures that we were seeing in the building which was affecting both staff and patrons. With having a comfortable atmosphere for all involved we were able to **"Improve library efficiencies for patrons and staff"** as well as **"Elevate the Internal & External Customer Experience"**

**Metro Library Network (MLN) Updates:**

- MLN Library Directors met on May 21, 2025.
- Directors discussed the 28E renewal contract for the three MLN libraries. The contract is included in this months Board packet for consideration of approval by the Library Board of Trustees.
- The next scheduled meeting is set for June 18, 2025.



# Budget Performance Report

Fiscal Year to Date 05/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,698.14	(198.14)	102	10,665.33
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,698.14	(\$198.14)	102%	\$10,665.33
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	90,997.79	(28,997.79)	147	61,456.04
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	75,513.54	(20,513.54)	137	64,674.47
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	36,325.03	(325.03)	101	36,449.76
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$213,534.50	(\$50,034.50)	131%	\$173,245.60
Charges for Service										
4504	Copy Charges	5,000.00	.00	5,000.00	1,016.60	.00	9,818.20	(4,818.20)	196	7,092.99
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	475.64	.00	6,680.01	(680.01)	111	5,838.55
4506	Fax Revenues	.00	.00	.00	25.65	.00	57.75	(57.75)	+++	29.83
4509	Rental - Community Room	4,000.00	.00	4,000.00	987.50	.00	13,047.50	(9,047.50)	326	6,037.50
	Charges for Service Totals	\$15,000.00	\$0.00	\$15,000.00	\$2,505.39	\$0.00	\$29,603.46	(\$14,603.46)	197%	\$18,998.87
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	.00	.00	.00	100.00	0	46.74
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$46.74
4704	Misc Revenues	6,600.00	.00	6,600.00	226.44	.00	16,378.08	(9,778.08)	248	5,023.60
4708	Other Contributions									
4708.01	Other Contributions General	35,503.00	.00	35,503.00	.00	.00	35,503.00	.00	100	35,503.00
	4708 - Other Contributions Totals	\$35,503.00	\$0.00	\$35,503.00	\$0.00	\$0.00	\$35,503.00	\$0.00	100%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	7.27	(7.27)	+++	1.98
	Misc Revenues Totals	\$42,203.00	\$0.00	\$42,203.00	\$226.44	\$0.00	\$51,888.35	(\$9,685.35)	123%	\$40,575.32
	Department 410 - Library Totals	\$220,703.00	\$0.00	\$220,703.00	\$2,731.83	\$0.00	\$295,026.31	(\$74,323.31)	134%	\$232,819.79
	REVENUE TOTALS	\$220,703.00	\$0.00	\$220,703.00	\$2,731.83	\$0.00	\$295,026.31	(\$74,323.31)	134%	\$232,819.79
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	62,849.81	.00	801,942.58	153,603.42	84	778,199.46
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	33,959.47	.00	413,443.60	157,838.40	72	399,314.63
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83



# Budget Performance Report

Fiscal Year to Date 05/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,749.40	(7,749.40)	+++	16,511.40
Salaries Totals		\$1,526,828.00	\$0.00	\$1,526,828.00	\$96,809.28	\$0.00	\$1,223,135.58	\$303,692.42	80%	\$1,194,046.32
Employee Benefits/Costs										
6110	Social Security	73,548.00	.00	73,548.00	5,944.78	.00	75,282.59	(1,734.59)	102	73,621.91
6120	Medicare	22,383.00	.00	22,383.00	1,390.29	.00	17,606.42	4,776.58	79	17,217.98
6130	IPERS	126,856.00	.00	126,856.00	9,123.96	.00	114,524.43	12,331.57	90	110,703.38
6150	Health Insurance	163,431.00	.00	163,431.00	11,815.49	.00	127,494.13	35,936.87	78	126,330.01
6151	Wellness Program	308.00	.00	308.00	22.20	.00	260.85	47.15	85	270.10
6152	Life Insurance	1,545.00	.00	1,545.00	103.86	.00	1,239.04	305.96	80	1,326.77
6153	Long Term Disability	3,735.00	.00	3,735.00	266.18	.00	3,149.56	585.44	84	3,142.35
6154	Dental Insurance	3,604.00	.00	3,604.00	315.16	.00	3,276.44	327.56	91	3,015.72
6160	Worker's Compensation	873.00	.00	873.00	.00	.00	928.32	(55.32)	106	1,131.33
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	3,630.00	4,290.00	46	4,950.00
6190	Education Stipend	9,000.00	.00	9,000.00	750.00	.00	8,850.00	150.00	98	8,250.00
Employee Benefits/Costs Totals		\$413,203.00	\$0.00	\$413,203.00	\$30,061.92	\$0.00	\$356,241.78	\$56,961.22	86%	\$349,959.55
Staff Development										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	.00	.00	1,365.00	2,460.00	36	2,128.60
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	339.50
6230	Training/Conference Registrations	8,125.00	.00	8,125.00	307.00	.00	4,400.41	3,724.59	54	5,477.72
6240	Travel Expenses	5,000.00	.00	5,000.00	172.55	.00	6,039.39	(1,039.39)	121	7,238.34
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
Staff Development Totals		\$18,120.00	\$0.00	\$18,120.00	\$479.55	\$0.00	\$11,804.80	\$6,315.20	65%	\$15,184.16
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	723.95	.00	29,801.13	31,898.87	48	25,678.41
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	689.75	560.25	55	.00
6331	Vehicle Maintenance	3,200.00	.00	3,200.00	92.26	.00	769.60	2,430.40	24	9.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	2,150.00	.00	2,150.00	.00	.00	1,070.00	1,080.00	50	940.00
6371	Electric/Gas Utility Expense	109,425.00	.00	109,425.00	6,160.98	.00	73,447.96	35,977.04	67	70,559.85
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	416.80	.00	5,517.99	2.01	100	4,319.65
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	81.50	.00	1,039.27	940.73	52	1,196.44
Repair/Maintenance/Utilities Totals		\$185,225.00	\$0.00	\$185,225.00	\$7,475.49	\$0.00	\$112,335.70	\$72,889.30	61%	\$102,703.35



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,798.00	.00	8,798.00	90.71	.00	2,755.85	6,042.15	31	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	144.86	.00	1,814.14	(494.14)	137	1,147.56
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	143,430.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	101,127.00	.00	101,127.00	2,073.42	5,062.03	73,239.45	22,825.52	77	62,904.91
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	4,480.00	8,960.00	49,280.00	(3,760.00)	107	52,140.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	6,965.42	1,018.85	17,687.36	(4,306.21)	130	4,168.29
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	20,723.02	.00	31,843.43	3,686.57	90	29,685.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	527.00	.00	6,141.57	3,458.43	64	5,119.10
Contractual Services Totals		\$450,838.00	\$0.00	\$450,838.00	\$35,004.43	\$15,040.88	\$410,439.23	\$25,357.89	94%	\$359,980.58
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	.00	.00	4,404.71	1,595.29	73	4,528.72
6506	Office Supplies	8,250.00	.00	8,250.00	876.17	.00	3,433.04	4,816.96	42	5,480.84
6507	Operational Supplies	45,365.00	.00	45,365.00	8,309.96	.00	32,772.97	12,592.03	72	28,132.37
6508	Postage/Shipping	10,200.00	.00	10,200.00	333.42	.00	4,775.72	5,424.28	47	3,489.70
6510	Forms/Printing Services	8,950.00	.00	8,950.00	2,497.89	.00	6,237.58	2,712.42	70	2,717.96
6511	Janitorial Supplies	10,600.00	.00	10,600.00	3,645.83	.00	10,639.25	(39.25)	100	7,793.94
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	.00	.00	190.67	4,809.33	4	110.92
6514	Medical Supplies	2,295.00	.00	2,295.00	84.34	.00	971.85	1,323.15	42	585.69
6560	Pre-Employment Screening	434.00	.00	434.00	.00	.00	.00	434.00	0	.00
6580	Technology	2,850.00	.00	2,850.00	871.52	.00	1,285.72	1,564.28	45	3,643.18
6590	Events & Meetings	1,000.00	.00	1,000.00	.00	.00	89.67	910.33	9	874.58
6599	Misc Commodities/Expenses	5,200.00	.00	5,200.00	86.95	.00	861.88	4,338.12	17	9,127.37
Commodities Totals		\$106,144.00	\$0.00	\$106,144.00	\$16,706.08	\$0.00	\$65,663.06	\$40,480.94	62%	\$66,485.27
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	109.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	1,867.97
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Library Materials										
6718	Library Materials Adult Materials	75,560.00	.00	75,560.00	9,150.11	.00	68,312.91	7,247.09	90	65,205.97



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	534.72	.00	7,330.78	669.22	92	20,462.54
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	14,102.62	6,589.24	41,482.81	6,427.95	88	52,957.39
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	2,011.90	.00	21,980.86	10,519.14	68	19,280.96
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	513.51	.00	12,310.43	3,689.57	77	12,695.83
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,308.80	.00	13,730.88	(3,730.88)	137	11,981.36
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	6,586.85	.00	79,487.74	(29,487.74)	159	60,709.90
6718.08	Library Materials Other	44,217.00	.00	44,217.00	764.11	.00	41,059.15	3,157.85	93	34,982.65
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$290,777.00	\$0.00	\$290,777.00	\$34,972.62	\$6,589.24	\$285,695.56	(\$1,507.80)	101%	\$278,276.60
Capital Outlay Totals		\$298,777.00	\$0.00	\$298,777.00	\$34,972.62	\$6,589.24	\$285,695.56	\$6,492.20	98%	\$280,253.57
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$2,999,135.00	\$0.00	\$2,999,135.00	\$221,509.37	\$21,630.12	\$2,465,315.71	\$512,189.17	83%	\$2,368,612.80
EXPENSE TOTALS		\$2,999,135.00	\$0.00	\$2,999,135.00	\$221,509.37	\$21,630.12	\$2,465,315.71	\$512,189.17	83%	\$2,368,612.80
Fund 101 - General Fund Totals										
REVENUE TOTALS		220,703.00	.00	220,703.00	2,731.83	.00	295,026.31	(74,323.31)	134%	232,819.79
EXPENSE TOTALS		2,999,135.00	.00	2,999,135.00	221,509.37	21,630.12	2,465,315.71	512,189.17	83%	2,368,612.80
Fund 101 - General Fund Totals		(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$218,777.54)	(\$21,630.12)	(\$2,170,289.40)	(\$586,512.48)		(\$2,135,793.01)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	.00	.00	6,325.00	4,335.00	59	10,549.49
Commodities Totals		\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



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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 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
	EXPENSE TOTALS	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	10,660.00	.00	10,660.00	.00	.00	6,325.00	4,335.00	59%	10,549.49
Fund 105 - Equipment Reserve Fund Totals		(\$10,660.00)	\$0.00	(\$10,660.00)	\$0.00	\$0.00	(\$6,325.00)	(\$4,335.00)		(\$10,549.49)
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Misc Revenues										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	99.00	.00	31,064.65	(11,064.65)	155	37,740.53
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$99.00	\$0.00	\$31,064.65	(\$11,064.65)	155%	\$37,740.53
4708	Other Contributions									
4708.01	Other Contributions General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	25,000.00
	4708 - Other Contributions Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$25,000.00
	Misc Revenues Totals	\$30,000.00	\$0.00	\$30,000.00	\$99.00	\$0.00	\$31,064.65	(\$1,064.65)	104%	\$62,740.53
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$99.00	\$0.00	\$31,064.65	(\$1,064.65)	104%	\$62,740.53
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$99.00	\$0.00	\$31,064.65	(\$1,064.65)	104%	\$62,740.53
EXPENSE										
Department 410 - Library										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Commodities										
6590	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,653.37
6599	Misc Commodities/Expenses	30,000.00	35,000.00	65,000.00	3,428.95	.00	48,217.57	16,782.43	74	32,053.38
Commodities Totals		\$32,500.00	\$35,000.00	\$67,500.00	\$3,428.95	\$0.00	\$48,217.57	\$19,282.43	71%	\$34,706.75
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers										
6910 Transfers Out										
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$32,500.00	\$35,000.00	\$67,500.00	\$3,428.95	\$0.00	\$48,217.57	\$19,282.43	71%	\$34,706.75
EXPENSE TOTALS		\$32,500.00	\$35,000.00	\$67,500.00	\$3,428.95	\$0.00	\$48,217.57	\$19,282.43	71%	\$34,706.75
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		30,000.00	.00	30,000.00	99.00	.00	31,064.65	(1,064.65)	104%	62,740.53
EXPENSE TOTALS		32,500.00	35,000.00	67,500.00	3,428.95	.00	48,217.57	19,282.43	71%	34,706.75
Fund 130 - Special Revenue Totals		(\$2,500.00)	(\$35,000.00)	(\$37,500.00)	(\$3,329.95)	\$0.00	(\$17,152.92)	(\$20,347.08)		\$28,033.78
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400 Federal Grants/Contributions										
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	.00	.00	2,451.97	97,548.03	2	.00
4400 - Federal Grants/Contributions Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$2,451.97	\$97,548.03	2%	\$0.00
4420 State Contributions										
4420.01	State Contributions General	.00	.00	.00	.00	.00	(16,499.29)	16,499.29	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,499.29)	\$16,499.29	+++	\$0.00
4440 Local Grants/Contributions										
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440 - Local Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$14,047.32)	\$114,047.32	-14%	\$0.00
Misc Revenues										
4701 Donations										
4701.01	Donations General	.00	.00	.00	.00	.00	42,518.19	(42,518.19)	+++	519,429.00
4701 - Donations Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,518.19	(\$42,518.19)	+++	\$519,429.00
4708 Other Contributions										
4708.01	Other Contributions General	.00	.00	.00	.00	.00	53,567.72	(53,567.72)	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,567.72	(\$53,567.72)	+++	\$0.00
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,085.91	(\$96,085.91)	+++	\$519,429.00
Department 410 - Library Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$82,038.59	\$17,961.41	82%	\$519,429.00
Department 620 - Finance										
Intergovernmental										
4400 Federal Grants/Contributions										
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	(325.61)	.00	1,480,463.19	(1,480,463.19)	+++	14,868,345.05
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	(\$325.61)	\$0.00	\$1,480,463.19	(\$1,480,463.19)	+++	\$14,868,345.05
4420 State Contributions										
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.04	State Contributions FEMA	.00	.00	.00	325.62	.00	601,669.88	(601,669.88)	+++	1,515,482.93
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$325.62	\$0.00	\$601,669.88	(\$601,669.88)	+++	\$1,515,482.93
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$0.01	\$0.00	\$2,082,133.07	(\$2,082,133.07)	+++	\$16,383,827.98
Misc Revenues										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	66,055.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	662,001.87
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$728,056.87
Department 620 - Finance Totals		\$0.00	\$0.00	\$0.00	\$0.01	\$0.00	\$2,082,133.07	(\$2,082,133.07)	+++	\$17,111,884.85
REVENUE TOTALS		\$100,000.00	\$0.00	\$100,000.00	\$0.01	\$0.00	\$2,164,171.66	(\$2,064,171.66)	2164%	\$17,631,313.85
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	231,000.00	.00	231,000.00	.00	167,373.80	169,196.68	(105,570.48)	146	697,596.99
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$167,373.80	\$169,196.68	\$94,429.52	78%	\$700,176.99



# Budget Performance Report

Fiscal Year to Date 05/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$167,373.80	\$169,196.68	\$94,429.52	78%	\$700,176.99
Department 620 - Finance										
Staff Development										
6230	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	(109.56)	109.56	+++	40,157.81
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Repair/Maintenance/Utilities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$109.56)	\$109.56	+++	\$40,157.81
Contractual Services										
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	30,079.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6427	Grant/Rebate Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	2,266.25	41,142.50	37,127.65	(78,270.15)	+++	23,925.20
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$2,266.25	\$41,142.50	\$37,127.65	(\$78,270.15)	+++	\$54,004.20
Commodities										
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	(179.92)
6508	Postage/Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00



# Budget Performance Report

Fiscal Year to Date 05/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
Commodities										
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Commodities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$179.92)
Capital Outlay										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials										
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00
Department 620 - Finance Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	\$2,266.25	\$41,142.50	\$37,018.09	\$1,121,839.41	7%	\$93,982.09
EXPENSE TOTALS		\$1,631,000.00	\$0.00	\$1,631,000.00	\$2,266.25	\$208,516.30	\$206,214.77	\$1,216,268.93	25%	\$794,159.08
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		100,000.00	.00	100,000.00	.01	.00	2,164,171.66	(2,064,171.66)	2164%	17,631,313.85
EXPENSE TOTALS		1,631,000.00	.00	1,631,000.00	2,266.25	208,516.30	206,214.77	1,216,268.93	25%	794,159.08
Fund 301 - Capital Projects Totals		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	(\$2,266.24)	(\$208,516.30)	\$1,957,956.89	(\$3,280,440.59)		\$16,837,154.77
Grand Totals										
REVENUE TOTALS		350,703.00	.00	350,703.00	2,830.84	.00	2,490,262.62	(2,139,559.62)	710%	17,926,874.17



# Budget Performance Report

Fiscal Year to Date 05/31/25

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	4,673,295.00	35,000.00	4,708,295.00	227,204.57	230,146.42	2,726,073.05	1,752,075.53	63%	3,208,028.12
Grand Totals	(\$4,322,592.00)	(\$35,000.00)	(\$4,357,592.00)	(\$224,373.73)	(\$230,146.42)	(\$235,810.43)	(\$3,891,635.15)		\$14,718,846.05



# Open Purchase Order Report

As of G/L Date 05/31/25

Report by Department - Purchase Order Number  
Detail Listing

Department **35 Library**

Purchase Order	2025-00000262	Department	35 Library	G/L Date	03/31/2025	Amount	9,668.00
Description	Moisture Intursion Assessment on Library Terrace Roof	Vendor	741 - Braun Intertec Corp	Deliver by Date		Voided	.00
Type	Unbudgeted		Braun Intertec Corp	Printed Date	04/02/2025	Discounted	.00
Status	Open		Lockbox 446035	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		PO Box 64384	Expiration Date		Remaining	9,668.00
Assigned To Buyer			St Paul, MN 55164-0384			Encumbered	9,668.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Moisture Intursion Assessment on Library Terrace Roof	Vendor Part Number		Amount	9,668.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	9,668.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	9,668.00
	Status	Open	Confirming	No	Encumbered	9,668.00
	G/L Account	Project	Amount	Expensed	Encumbered	
	101.430.6310 (Building Maintenance & Repairs)			.00	9,668.00	
	121.410.6717 (Small Project Costs)			.00	.00	

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

Item 1	Description	Library Materials - Children's Library Materials - Launchpads	Vendor Part Number		Amount	6,589.24
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	6,589.24	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	6,589.24
	Status	Open	Confirming	No	Encumbered	6,589.24
	G/L Account	Project	Amount	Expensed	Encumbered	
	101.410.6718.03 (Library Materials Children's Materials)			.00	6,589.24	

Department	<b>35 Library</b>	Totals	Purchase Orders	2	Amount	\$16,257.24
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# Open Purchase Order Report

As of G/L Date 05/31/25

Report by Department - Purchase Order Number

Detail Listing

			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$16,257.24
			Encumbered	\$16,257.24
Grand Totals	Purchase Orders	2	Amount	\$16,257.24
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$16,257.24
			Encumbered	\$16,257.24



## 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 office of the State Fire Marshal in the Iowa Department of Public Safety at 515-725-6170, 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](http://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 public library. A library is considered a building for "governmental use." See **Iowa Code Chapter 544A** Registered Architects, and title **193B of the Iowa Administrative Code**. Refer to **Iowa Code Section 544A.16** for definitions and to **Section 544A.18** for exceptions. Questions about registered architects may be addressed to the [Iowa Professional Licensing Bureau](#), 515-281-7362 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.			
<b>TOTAL</b>			

*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			
<b>TOTAL for Basic Computer Skills</b>			

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			
<b>TOTAL for Windows Operating System Skills</b>			

<b>Troubleshooting Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for Troubleshooting Skills</b>			

<b>Printers and Printing Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for Printers and Printing Skills</b>			

<b>External Storage Devices Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for External Storage Devices Skills</b>			

<b>File Management Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for File Management Skills</b>			

<b>Word Processing Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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)			
<b>TOTAL for Word Processing Skills</b>			

<b>Internet and Web Browser Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for Internet and Web Browser Skills</b>			

<b>Email Skills</b>	<b>0</b> <i>I don't think I could do that.</i>	<b>1</b> <i>I think I could do that.</i>	<b>2</b> <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			
<b>TOTAL for Printers and Printing Skills</b>			

<b>TOTAL for All Skills</b>

**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.

## **Memorandum of Understanding Metro Library Network**

### **Purpose of the Consortium**

The purpose of the Metro Library Network (MLN) is to enhance service to the communities of member libraries by:

1. Maintaining a shared integrated library system (ILS)
2. Providing a courier service to move requested materials quickly and efficiently from one library to another
3. Providing shared access to electronic resources
4. Implementing practices that are efficient and effective for all member libraries and their constituencies.

### **Membership**

1. Membership is open to libraries that are regionally located in Linn County and/or the greater Cedar Rapids metropolitan area, and/or any library that wishes to associate with the consortium for purposes of sharing ILS capabilities and electronic resources.
2. Member libraries must be open to the public.
3. Applications for membership must receive unanimous approval by Governing Board members.
4. The following libraries are current members:
  - a. Cedar Rapids Public Library
  - b. Hiawatha Public Library
  - c. Marion Public Library
5. The following are non-voting associate members; i.e. non-accredited libraries with limited participation:
  - a. Mercy Watts Library, Mercy Medical Center
6. Member libraries wishing to leave the MLN may do so by giving written notice to the Governing Board six months prior to the expected date. If notice of departure is received six months or more into a fiscal cycle, no fees will be refunded.
7. All member libraries will work cooperatively within the consortium and agree to:
  - a. Abide by the decisions made by the governing body
  - b. Maintain Internet connectivity, hardware and staffing needed to meet their obligations to the MLN
  - c. Communicate with Cedar Rapids Public Library issues and questions about the ILS and issues which could impact the purpose of the consortium
  - d. Ensure that library staff participate in training and committee meetings
  - e. Maintain ILS holdings and user records according to consortium standards

### **Governance**

1. The MLN Governing Board is made up of the directors of the consortium member libraries accredited by the State of Iowa and is responsible for:
  - a. Directing the affairs of the consortium and discussing all matters of official policy
  - b. Appointing and overseeing the work of committees, task forces or work groups as needed to conduct the business of the consortium
  - c. Vetting and admitting new members to MLN
  - d. Identifying new services to be offered by MLN and forwarding those recommendations

- for those with a fiscal impact to the respective Library Board and Cities for approval
2. The Board will be chaired by the director of Cedar Rapids Public Library. It is the responsibility of the chair to ensure that minutes are taken at all Board meetings and shared with each member.
  3. The Board will meet a minimum of six times a year.
  4. Most Board decisions will be reached through consensus. When necessary, a vote may be taken. Each Board member may cast one vote. All votes requiring a commitment of funds require a unanimous vote for approval.
    - a. If a unanimous vote is required but cannot be reached, the Board may either (a) table the discussion to give members additional time to consider the issue; or (b) decide that consensus cannot be reached and the product or service in question will be the responsibility of each individual library to procure.
    - b. Members may vote by proxy. Members also have the option of participating electronically in a meeting.
  5. It is the responsibility of each board member to forward ideas for new services as well as questions or concerns about potential or existing services to the Board.

### **Roles and Responsibilities of Consortium Leader**

Cedar Rapids Public library, in addition to being a member library, also fulfills a leadership position in MLN with responsibilities including:

1. Serve as the fiscal agent
2. Serve as the primary contact for all vendors shared by the MLN
3. Operate as the first point of contact for issues
4. Provide system administration and support
5. Keep member libraries informed on software and product upgrades
6. Facilitate new products as they become available
7. Organize training provided by the ILS vendor on broad topics and new features/skills
8. Supplement vendor training with small individual training sessions for partner libraries

### **Committees**

1. The Governing Board may choose to appoint committees, task forces or work groups as needed to conduct the business of the consortium. All new committees will receive a written charge from the Board.
2. Committees report directly to the Governing Board and committee chairs are responsible for keeping the Board informed of the committee's work.
3. Committees will decide on a meeting schedule. That schedule and minutes of each meeting are to be shared with the Governing Board.
4. Committees may meet in person or electronically.
5. CRPL may appoint up to three members to each committee; Marion up to two members; and Hiawatha one member.

### **Terms**

1. The Metro Library Network Memorandum of Understanding will take effect immediately on the date signed by each member library. Each member library will have two weeks after receiving the MOU to provide their respective signatures.
2. The MLN's MOU will be the length of the newest ILS contract, five years encompassing FY26-FY30: July 1, 2025 to June 30, 2030.
3. The cost-sharing formula for the MLN will be based on the average percentage of

circulation and library users for each member library. The formula will remain the same for the life of the MOU; i.e. the length of the ILS contract. If the ILS contract is extended, the formula may be revisited. Currently, the formula results in a 60% share for Cedar Rapids, 30% for Marion and 10% for Hiawatha.

4. The MOU will be reviewed annually by the Governing Board and any changes made within two months after that review. Any Board member may make recommendations regarding the MOU; a unanimous vote is needed to approve changes to the MOU.

Cedar Rapids Public Library

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Director Printed Name

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Director Signature and Date

Hiawatha Public Library

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Director Printed Name

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Director Signature and Date

Marion Public Library

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Director Printed Name

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Director Signature and Date

# Library Board of Trustees Executive Officers Ballot

## President

- ☐ Ross McIntyre
- ☐ \_\_\_\_\_  
Write-in vote

## Vice - President

- ☐ Kelsey Logan
- ☐ \_\_\_\_\_  
Write-in vote

## Secretary

- ☐ Becky Garms
- ☐ \_\_\_\_\_  
Write-in vote

## Treasurer

- ☐ Chelsea Nunn
- ☐ \_\_\_\_\_  
Write-in vote



## MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Marion Public Library Board of Trustees, hereinafter referred to as the “Board” the Marion Public Library Foundation, hereinafter referred to as the “Foundation”, and Friends of the Marion Public Library, hereinafter referred to as the “Friends.” Individually, each entity may be referred as a “party;” Collectively the entities may be referred to as “parties.”

WHEREAS, the parties wish to establish the responsibilities of each party with regard to the Dolly Parton Imagination Library program, hereinafter referred to as the “Program”;

NOW THEREFORE, the Library, the Foundation, and the Friends agree as follows:

1. The responsibilities of the Library are as follows:
  - a. Administer the program including registrations and registrant database maintenance
  - b. Management of the Book Order System (“BOS”) provided by the Dollywood Foundation
  - c. Plan any programming or events related to the Program
  - d. Promote the Program
  - e. Coordinate with the Foundation to pay all monthly bills associated with the Program
2. The responsibilities of the Foundation are as follows:
  - a. Register as 501(c)3 entity in charge of and party to a Memorandum of agreement with the Dollywood Foundation
  - b. Take on all responsibility for fundraising to support and pay for the Program
  - c. Coordinate with the Library to pay all monthly bills associated with the Program
3. The responsibilities of the Friends are as follows:
  - a. Management of undeliverable books set aside by the Marion Post Office
  - b. Assist the Foundation with fundraising, through donations made to the Wishing Well, proceeds from book sales, and other fundraising events
  - c. Provide volunteer support for fundraising and programs or events related to the Program

IN WITNESS WHEREOF, the parties to this Agreement have set their hands on the day and year first written above.

MARION PUBLIC LIBRARY BOARD OF TRUSTEES

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

MARION PUBLIC LIBRARY FOUNDATION

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

FRIENDS OF THE MARION PUBLIC LIBRARY

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date