



AGENDA

Library Board

5:00 PM - Monday, July 20, 2026

Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# [863 0390 2514](#). A link is also provided at www.cityofmarion.org. Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

1. June Staff Milestone Anniversaries - Erica Gehrke (One Year)
2. New Board Member Introduction: Kristen Miller

MINUTES

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

3 - 7

[Library-Minutes-June 15 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report
2. Marion Public Library Foundation Report
[MPL Foundation Report 7-20-2026](#)
3. Board Continuing Education

8

4. Director's Report 9 - 25
- Budget Update
 - Statistics Highlights
 - General Department Updates
 - MLN Updates

[Directors Report July 20 2026](#)

[Budget Performance Report June 2026 FINAL](#)

[Open PO Report - June 2026](#)

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Intro & Ch. 1 26 - 36
(*Discussion*)
[Ch. 1 - Iowa Library Trustee's Handbook](#)
2. Policy Review (*Discussion* and **Action Requested**) 37 - 45
[Distribution and Display Policy 07-2026](#)
[Internet and Computer Policy 07-2026](#)
[Laptop Tablet Loan Policy 07-2026](#)
[Photo Video Recording Policy 07-2026](#)
[Photo Release Form - All Ages 07-2026](#)
[Volunteer Policy 07-2026](#)
3. Purchase Order Approval - Metro Library Network (**Action Requested**) 46
[Purchase Approval - MLN FY27 28E Agreement](#)
4. Library Board Operation Policy (*Discussion* and Possible Action) 47 - 64
[Library Board Operation 07-2026](#)
5. Board Officer Elections (**Action Requested**)
6. Plan of Service Update (**Action Requested** - Request to Receive and File) 65 - 74
[Plan of Service 2026 - Updated July 2026](#)
7. Parade Work Group Update (*Discussion*)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, June 15, 2026

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, June 15, 2026, at 5:00 PM, with the following members present:

PRESENT: In Person: Becky Garms, Bob Hoyt, Bob Read, Julie Lammers, Kelsey Logan, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer, Susan Kling
Via Zoom: Krystle Mullin

ABSENT: Am Thayer

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

FRIENDS REP: Marcia Hughes

GUESTS PRESENT: None

CALL TO ORDER

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

AGENDA APPROVAL

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

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

LIBRARY SPOTLIGHT

1. May Staff Milestone Anniversaries - Thank you to La Della Gallagher who is celebrating her one year anniversary with the Library.
2. Susan Kling Recognition - Many thanks to Susan for 35 years of service to the Library as a former Library Director and as a Board Member.

MINUTES

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

Moved by Beyer, seconded by Norton, to approve the May 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Marcia Hughes reported that the final total made by Friends at the Grown Up Book Fair was over \$3,000.
- Friends took part in the first Summer Uptown Farmers Market.
- Three new members will join the Friends Board later this summer.

2. Marion Public Library Foundation Report

- Hilery Livengood submitted a Foundation Report as a part of the Board Packet as she was absent from this meeting.

3. Board Continuing Education

- None to report.

4. Director's Report

- Budget Update
 - It is typical to see revenue over budget and expenses under budget when the Library has had several personnel openings this year.
- General Department Updates
 - The Electric Vehicle (EV) Charging stations went live today.
 - There were more than 700 attendees at the Grown Up Book Fair.
 - Bookmobile patrons can now place holds on items from the main library and pick them up on the Bookmobile.
- MLN Updates
 - The Busse Branch is scheduled to open in September.

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

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

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 16 & Appendix (*Discussion*) - *Pop Quiz!*

- Question #1: The Library shall or shall not allow the precinct caucus to take place in the library on a presidential election year?
 - Answer: **Shall**
- Question #2: With which public facility are libraries allowed to combine? Fire stations / Hospitals / Recreation Departments / Schools
 - Answer: **Schools**
 - Bob Read commented that even though libraries are allowed to combine with schools, it is not a great idea as this could limit what materials are allowed for patrons.

- Question #3: According to the international building code, a library is considered a place of: Jump roping / Eating / Assembly / Firefighting?
 - Answer: **Assembly**
- Question # 4: According to Iowa code on government entities, a formal competitive bidding procedure is applicable for an estimated cost exceeding: \$10,000 / \$100,000 / \$500,000 / \$1,000,000?
 - Answer: **\$100,000**

2. Policy & Board Charter Review (*Discussion* and **Action Requested**)

- Behavior Guidelines Policy - Only one recommended change, to add language about beverages being allowed in the library as non-alcoholic.
- Financial Policy and Procedures - Reviewed with no recommended changes.
- Programming Policy - Only one change of adding a missing piece of punctuation.
- Public Participation Policy - Reviewed with no recommended changes.
- Library Board Operation Charter - Tabled for now.

Moved by Alexander, seconded by Lammers, to approve all changes as presented to the Behavior Guidelines Policy, Financial Policy and Procedures, Programming Policy, and Public Participation Policy.

Approved unanimously

3. Acme Electric Purchase Order Approval (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the electrical repairs needed due to the leaking Library Terrace roof.
- Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
- The PO total for this work is \$14,620.

Moved by Logan, seconded by Norton, to approve the PO for Acme Electric for Electrical Repairs.

Approved unanimously

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

- Bill Carroll explained that this Purchase Order would cover the repair of the Library fireplace, including replacement of the glass panels that contain a protective heat coating that were never meant to get wet.
- Repair costs would come from the Library's Building Maintenance & Repairs budget line with efforts by the City for cost recovery after repairs are made.
- The PO total for this work is not to exceed \$11,000.

Moved by Lammers, seconded by Alexander, to approve the PO for Hearth & Home Repair, not to exceed \$11,000.

Approved unanimously

5. Generator Maintenance Contract Approval (**Action Requested**)

- The five year contract for Generator Maintenance includes an extended warranty that the City Public Works department recommends for the Library generator.

Moved by Kling, seconded by Mullin, to approve the Generator Maintenance Contract.

Approved unanimously

6. Marion Public Library Internet (*Discussion*, Direction, and **Action Requested)**

- Many years ago, the Library entered an agreement with Iowa Communications Network (ICN) for a reduced rate for internet cost by hosting ICN servers in the Library IT closet.
- City IT recommends changing to ImOn for internet service (same as other City Departments use) and to remove the ICN servers from the Library IT closet.
- This would only increase the cost of internet service approximately \$60/month.

Moved by Lammers, seconded by Alexander, to approve the three year service agreement with ImOn for Library internet.

Approved unanimously

7. 2026 Holiday (Action Requested**)**

- Changes in the City Personnel Policy would add Martin Luther King Jr. Day and Veterans Day as paid holidays for Library full time staff, taking away two personal days.
- Going forward, the Library Board will not approve the list of Library Holiday closures, only closures for staff continuing education or other necessary operational closures.

Moved by Norton, seconded by Logan, to approve the updated library holiday schedule to match City holidays and only require Board approval for continuing education closures in the future.

Approved unanimously

8. Location of Posted Agenda (Action Requested**)**

- A new law signed by the Iowa Governor requires that open meetings have their Agendas posted in an area that can be seen by the public at all times, even when the building is closed.
- Governing Boards must vote on this location once per year.
- Bill Carroll recommends Board Agendas be posted in the window of the Library's North Entrance.

Moved by Alexander, seconded by Read, to approve the location of posted Board Meeting Agendas as the windows of the Library's North Entrance.

Approved unanimously

9. Director Salary (Action Requested**)**

- The Board Executive Work Group met to discuss comments regarding Bill Carroll's performance review. They then met with Bill and let him know he passed his review.

Moved by Lammers, seconded by Norton, to approve the Director's salary increase.

Approved unanimously

10. Parade Work Group Update (*Discussion*)

- The Fall Into Marion Parade will be held on Saturday, September 12th at 10 a.m.
- A sign-up sheet was passed around for parade volunteers.

ADJOURN

Moved by Kling, seconded by Beyer, to adjourn at 6:11 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

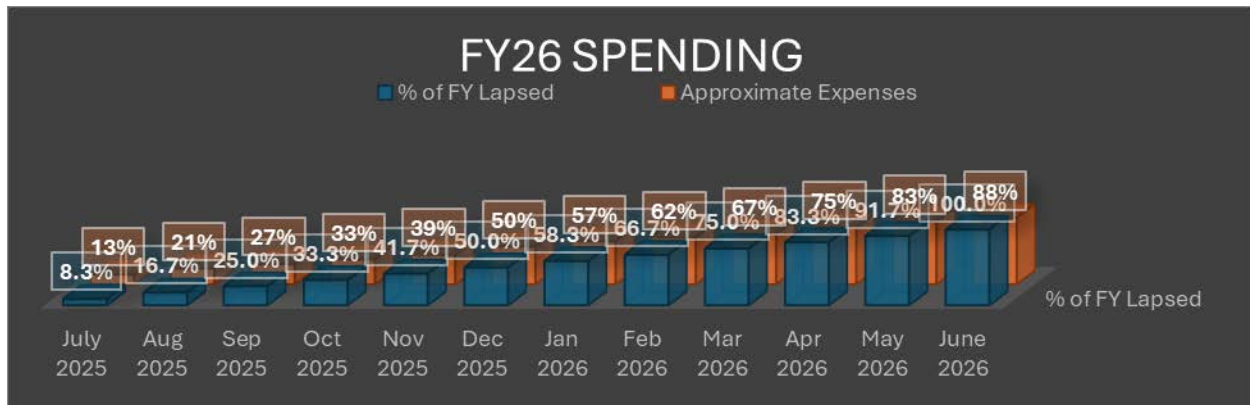
July 2026 report to Board of Trustees

- Hills Bank provided 1,078 t-shirts valued at \$7.50 per shirt for the Summer Library Program. Those were distributed to staff and children who signed up for SLP. The value of this in-kind gift is \$8,085.
- The Foundation was awarded \$3,500 from the McIntyre Foundation. The gift's use is unrestricted.
- The Foundation was awarded a \$500 gift card from Aldi to purchase personal hygiene items for the food pantry.
- In FY26, the Wishing Well located in the children's section raised a total of \$1,273.41 for Dolly Parton's Imagination Library. Thanks to donors to the Wishing Well, 490 Imagination Library books were mailed to Marion children. Special thanks to the Friends board members who manage this project.

Director's Report for the Library Board of Trustees Meeting on Monday, July 20, 2026

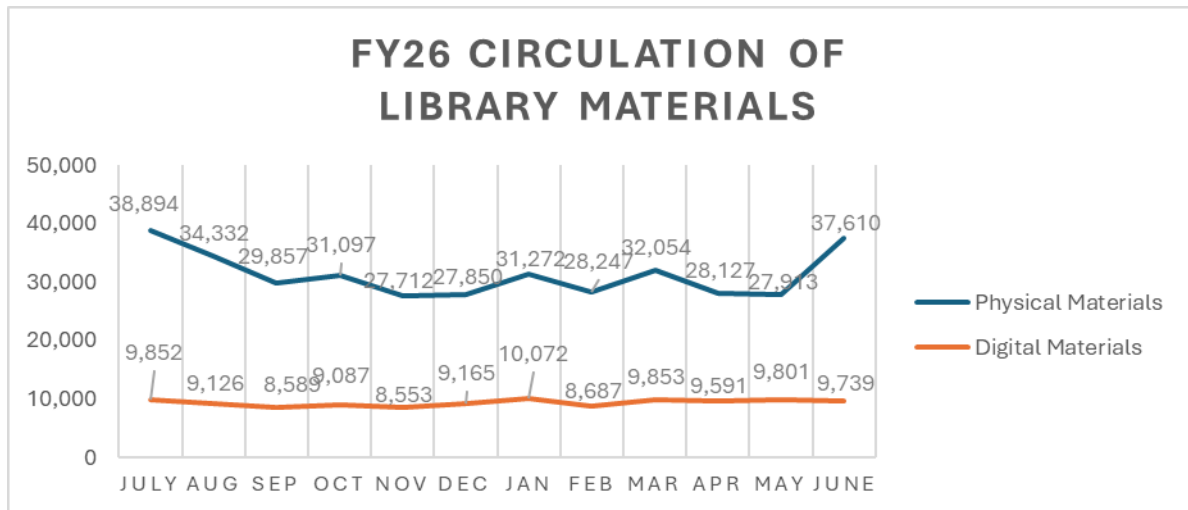
Budget Update:

- FY 26 has been completed 100.0% through June 30, 2026.
- As of the June 30, 2026 budget report, approximately 88.0% of the library's budget was expended for the year. Though lower than expected, the primary reason for this was a number of open staff positions throughout the year.



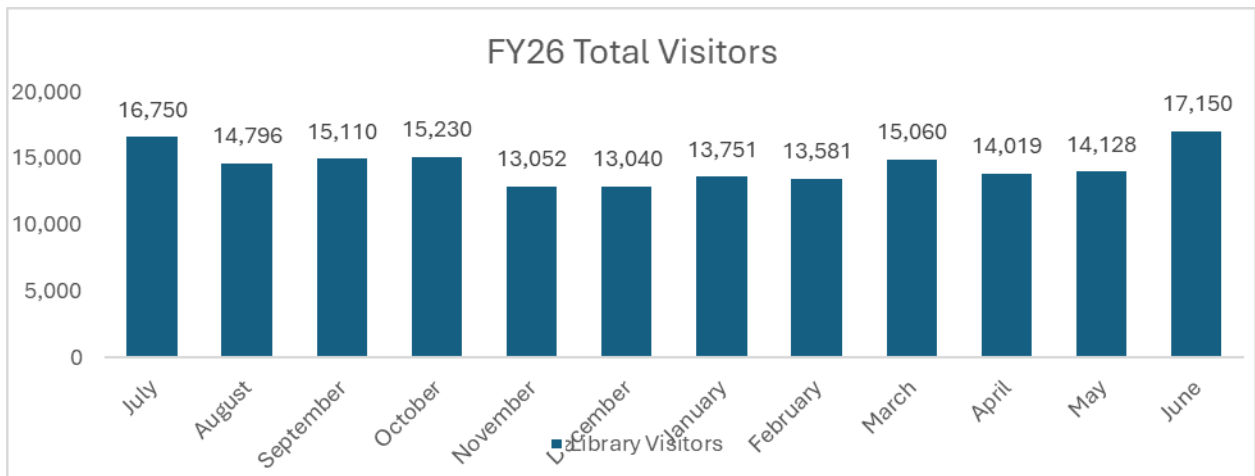
- As of the June 30, 2026 budget report, revenue received was approximately 124% received for the fiscal year.

Statistics Highlights:



- For June 2026, circulation of physical items increased approximately 34.7% from the previous month, having 37,610 items checked out. Circulation of physical items for the month decreased approximately 1.6% when compared with the previous year.

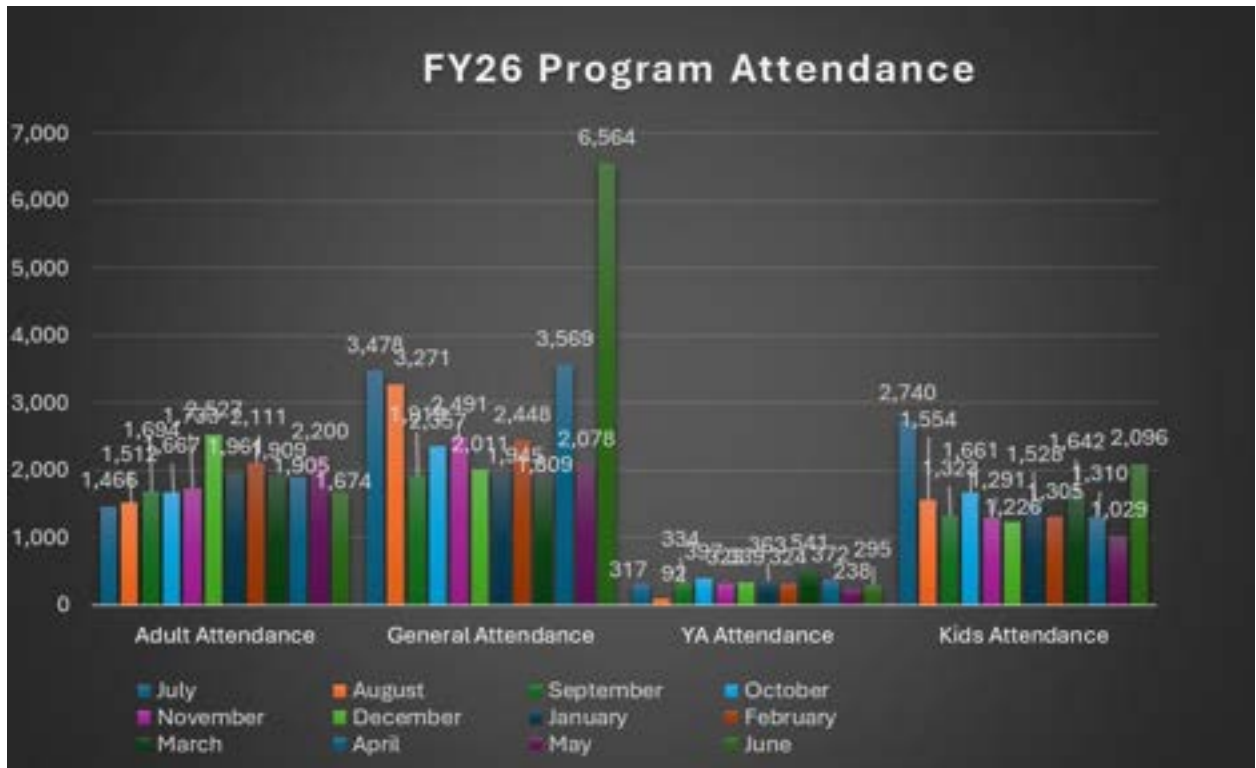
- For June 2026, circulation of digital items decreased approximately 0.6%, having 9,739 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 4.3% when compared with the previous year.



- The gate count for June 2026 was 17,150. The June gate count increased approximately 21.4% compared to May 2026. Compared to the previous year, this year's gate counts saw an approximate 3.1% increase compared to the same time last year.



- Programming saw an increase in the number of programs offered between June (139) and May (118). This is typical as we ramp up SLP programming for the summer. The number of programs offered in June 2026 was higher than the number of programs (127) offered in June 2025.



- Program attendees for June 2026 totaled 10,629 individuals. This is approximately 91.7% more than the 5,545 that attended programs in May. Compared with June 2025, which saw 10,224 attendees for programs, there was an approximate increase for the current year of approximately 4.0%.

General Department Updates:

- Library Administration**
 - On June 4, the library director attended the Linn County Library Director's meeting in Cedar Rapids. Service updates were provided after a tour of the new Cedar Rapids Busse library branch.
 - During several thunderstorms, leaking was observed coming from the newly installed door drains to the exterior of the terrace area. Bush Construction will be scheduling a time to install additional sealant around the drain thresholds.
 - Once all exterior repairs have been completed and thoroughly tested, repairs on the inside of the library will commence. A date for starting has not yet been identified.
 - The library director attended the American Library Association conference in Chicago from June 26 – 30. Hot topics in the library world continue to be advocacy and AI utilization.

- **Marketing and Special Events update from Ashley Osborn**
 - Marketing
 - The library's new Print & Digital Communications Style Guide was presented to staff in June. This guide was created in response to staff requesting additional written guides and resources for marketing efforts, and covers:
 - Communication goals
 - Voice and tone
 - Platform-specific guidelines
 - Language and material guidelines
 - Staff will receive in-person workshop training on this guide in the coming weeks.
 - The marketing plan for this year's Summer Library Program is performing well. Highlights from the campaign include:
 - Overall engagement (clicks, shares, comments, etc.) has increased by 25% in comparison to last year.
 - The top three channels patrons hear about the Summer Library Program from are the library's summer one-pager, the library's events calendar, and library newsletters.
 - Planning and work for The Big Marion Read continues to progress. Paid media advertising is being secured, and additional forms of print advertising are being developed and printed.
 - Ashley graduated from the Marion Chamber of Commerce's Leadership in Action program in June.
 - Meetings & Special Events
 - 42 reservations were made for June. 35/42 reservations were completed.
 - Boardroom: 17 reservations
 - Community Room: 3 reservations
 - Community Room A: 11 reservations
 - Community Room B: 4 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - June 4: The Big Marion Read ([Arts Midwest](#), [KWWL](#))
- **Adult Services Report from Sue Gerth**
 - Summer programs for adults had excellent responses: all art classes were full; appetizer class on June 21 was full; Grace's summer book club and writing circle had positive responses, with patrons asking for the writer's circle to be a permanent program. AARP partnership program on AI had 2 very successful events.

- Staff is busy working on Fall/Winter program planning and Reader's Advisory marketing in the stacks.
- Collection team welcomes Delaney Miller to our shelving crew. She will work a variety of shifts during the week.
- Playaway collection added to the Bookmobile.
- **Youth Services Report from Bob Reynolds**
 - Summer Library Program has been well attended:
 - SLP Kickoff saw almost 300 attendees, despite the rain
 - SLP Reading log signups surpassed this number and almost reached 400 on the first day.
 - There were over 1,000 signups in the first week of SLP alone, and over 2,000 signups in the month of June.
 - Meet the Reptiles and Absolute Science programs were our highest attended programs in June, reaching 300 patrons each on those specific days.
 - Teen programs have been well attended and received and include:
 - Bead Art Workshop with Do Art Productions, Shrinky Dinks, Candy Sushi, Kitchen Safety with Marion Fire Department, and culinary class: Make your own Nachos.
 - Makerspace equipment, including the longarm quilter and the embroidery machine, were sent out for yearly maintenance.
 - The embroidery machine has a dedicated cabinet and will be featured more prominently in the following months.
 - In alignment with the Plan of Service, Makerspace scholarships were made available to anyone under the age of 18. This provides opportunities for children and teens who would likely otherwise not be able to utilize makerspace technologies and to expand their knowledge on emerging technologies.
 - These scholarships were made available through generous grants from Hills Bank, Collins, and private donations.
- **Patron Services update from Eddie Higgins**
 - **Staffing**
 - We welcomed Connor French and Raven Morales to the Patron Services team as part time Support Staff, training with Rachel.
 - Austin Dopp continued his training.
 - Julian DeBrower will be leaving the library in July and the replacement post for the bookmobile has been advertised.
 - **In House**
 - Staff assisted with SLP sign-ups throughout the month and helped Youth Services staff with some programs.
 - The Book-A-Bikes were made available for checkout for the summer season.

- **Bookmobile**

- Despite two days of closure for heat at the end of the month, the bookmobile had its highest ever number of visits in June, going above 500 per month for the first time. After the Farmers' Market, which continues to attract bookmobile visitors, our new park stop at Prairie Hill was the most popular stop.
- The bookmobile also participated in the Park Playdates for the first time.
- Holds have been activated for the bookmobile, and this has proved a popular option to bring a greater range of materials to bookmobile patrons, for example facilitating the delivery of book club kits to the senior living facilities. 73 holds were placed for bookmobile pickup during June, of which 50 were collected.
- The bookmobile collection now includes Playaway audiobooks.
- Planning for the Fall schedule is well underway and several hold harmless agreements are in place for new stops.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on June 4, 2026 in Cedar Rapids at the new Busse Library branch.
- Director's discussed MLN participation/ planning for the 2026 Iowa Library Association annual conference being held in Cedar Rapids. MLN will be responsible for organizing a conference reception as well as providing technology during the conference. Directors will solicit sponsorships from vendor partners.
- The next scheduled meeting is set for July 15, 2026 in Cedar Rapids.



Budget Performance Report

Fiscal Year to Date 06/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,579.20	(79.20)	101	10,698.14
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,579.20	(\$79.20)	101%	\$10,698.14
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	108,669.38	(46,669.38)	175	90,997.79
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	90,246.64	(35,246.64)	164	75,513.54
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	36,325.04	(325.04)	101	36,325.03
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$245,820.26	(\$82,320.26)	150%	\$213,534.50
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	842.92	.00	12,070.79	(6,070.79)	201	10,791.35
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	578.27	.00	6,415.48	(415.48)	107	7,620.64
4506	Fax Revenues	40.00	.00	40.00	4.50	.00	78.13	(38.13)	195	60.60
4509	Rental - Community Room	9,000.00	.00	9,000.00	175.00	.00	12,000.00	(3,000.00)	133	13,610.00
	Charges for Service Totals	\$21,040.00	\$0.00	\$21,040.00	\$1,600.69	\$0.00	\$30,564.40	(\$9,524.40)	145%	\$32,082.59
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	(68.94)	.00	(68.94)	68.94	+++	(187.87)
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	(\$68.94)	\$0.00	(\$68.94)	\$68.94	+++	(\$187.87)
4704	Misc Revenues	19,100.00	.00	19,100.00	429.90	.00	8,640.00	10,460.00	45	16,691.73
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	30,646.08	19,849.92	61	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$30,646.08	\$19,849.92	61%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	1.89	.00	16.39	(16.39)	+++	10.24
	Misc Revenues Totals	\$69,596.00	\$0.00	\$69,596.00	\$362.85	\$0.00	\$39,233.53	\$30,362.47	56%	\$52,017.10
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$1,963.54	\$0.00	\$315,618.19	(\$61,482.19)	124%	\$297,634.19
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$1,963.54	\$0.00	\$315,618.19	(\$61,482.19)	124%	\$297,634.19
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	66,591.61	.00	821,465.38	160,141.62	84	855,660.88
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	37,089.59	.00	485,354.28	158,691.72	75	446,695.46
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 06/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	7,504.22	(7,504.22)	+++	16,950.66
	Salaries Totals	\$1,625,653.00	\$0.00	\$1,625,653.00	\$103,681.20	\$0.00	\$1,314,323.88	\$311,329.12	81%	\$1,319,307.00
	Employee Benefits/Costs									
6110	Social Security	74,968.00	.00	74,968.00	6,362.83	.00	80,773.02	(5,805.02)	108	81,187.75
6120	Medicare	23,787.00	.00	23,787.00	1,488.11	.00	18,890.49	4,896.51	79	18,987.44
6130	IPERS	129,517.00	.00	129,517.00	9,772.66	.00	123,185.26	6,331.74	95	123,588.15
6150	Health Insurance	149,647.00	.00	149,647.00	13,123.70	.00	140,352.05	9,294.95	94	139,309.62
6151	Wellness Program	504.00	.00	504.00	35.36	.00	380.80	123.20	76	283.05
6152	Life Insurance	1,463.00	.00	1,463.00	112.86	.00	1,231.20	231.80	84	1,342.90
6153	Long Term Disability	3,703.00	.00	3,703.00	287.87	.00	3,227.03	475.97	87	3,415.74
6154	Dental Insurance	3,605.00	.00	3,605.00	323.49	.00	3,606.11	(1.11)	100	3,591.60
6160	Worker's Compensation	873.00	.00	873.00	.00	.00	1,031.37	(158.37)	118	928.32
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	3,960.00	.00	100	3,960.00
6190	Education Stipend	10,800.00	.00	10,800.00	900.00	.00	9,150.00	1,650.00	85	9,600.00
	Employee Benefits/Costs Totals	\$402,827.00	\$0.00	\$402,827.00	\$32,736.88	\$0.00	\$385,787.33	\$17,039.67	96%	\$386,194.57
	Staff Development									
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	1,121.00	.00	3,615.87	1,634.13	69	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	230.00	.00	1,878.00	1,392.00	57	2,381.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	352.03	.00	352.03	397.97	47	369.50
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	.00	.00	7,737.14	(207.14)	103	5,452.91
6240	Travel Expenses	6,900.00	.00	6,900.00	.00	.00	7,132.22	(232.22)	103	6,453.76
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$23,700.00	\$0.00	\$23,700.00	\$1,703.03	\$0.00	\$20,715.26	\$2,984.74	87%	\$14,657.17
	Repair/Maintenance/Utilities									
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	15,579.14	.00	67,490.41	(17,590.41)	135	33,513.26
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	321.27	.00	5,411.04	(4,161.04)	433	837.95
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	31.40	.00	311.50	4,988.50	6	545.52
6332	Vehicle Repairs - Internal	500.00	.00	500.00	169.10	.00	394.82	105.18	79	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	1,729.87	270.13	86	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	.00	.00	1,225.00	425.00	74	1,070.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	6,661.67	.00	91,837.62	19,662.38	82	80,136.79
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	.00	.00	3,286.61	2,473.39	57	5,863.54
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	.00	.00	1,245.14	734.86	63	1,121.78
	Repair/Maintenance/Utilities Totals	\$179,840.00	\$0.00	\$179,840.00	\$22,762.58	\$0.00	\$172,932.01	\$6,907.99	96%	\$123,088.84



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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										
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	689.50	.00	4,458.40	3,941.60	53	4,480.49
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	132.31	.00	2,004.44	(204.44)	111	1,960.68
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	140,492.68	4,407.32	97	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	1,402.50	.00	74,031.03	5,479.97	93	78,767.57
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	.00	53,760.00	.00	100	53,760.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	1,263.76	.00	14,137.97	262.03	98	19,764.18
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	21,098.99	.00	32,803.43	1,306.57	96	32,672.83
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	382.80	.00	6,035.60	3,564.40	63	6,792.17
Contractual Services Totals		\$443,366.00	\$0.00	\$443,366.00	\$29,449.86	\$0.00	\$430,034.32	\$13,331.68	97%	\$425,875.35
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.00	3,949.02	50.98	99	5,560.26
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	8,250.00	.00	8,250.00	2,048.61	.00	7,590.29	659.71	92	4,000.23
6507	Operational Supplies	46,200.00	.00	46,200.00	7,124.65	.00	44,878.98	1,321.02	97	49,325.89
6508	Postage/Shipping	6,000.00	.00	6,000.00	236.60	.00	4,530.19	1,469.81	76	5,257.62
6510	Forms/Printing Services	7,950.00	.00	7,950.00	.00	.00	4,300.17	3,649.83	54	6,489.43
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,251.94	.00	10,784.00	(184.00)	102	11,264.06
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	761.02	.00	2,284.49	7,315.51	24	683.18
6514	Medical Supplies	2,295.00	.00	2,295.00	46.65	.00	2,127.52	167.48	93	1,060.81
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	313.30	.00	2,547.45	13,302.55	16	2,115.72
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	89.67
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	.00	.00	(3,238.87)	8,488.87	-62	5,251.56
Commodities Totals		\$116,399.00	\$0.00	\$116,399.00	\$11,782.77	\$0.00	\$79,753.24	\$36,645.76	69%	\$91,098.43
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	5,156.40	(5,156.40)	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	5,892.80	.00	108,898.83	(25,738.83)	131	78,327.90
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	1,204.54	.00	5,883.58	2,916.42	67	8,054.43
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	9,291.47	.00	51,984.26	8,515.74	86	51,956.14
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	2,348.72	.00	16,868.29	19,131.71	47	32,063.93
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,978.88	.00	26,032.86	(8,032.86)	145	13,453.43
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,764.12	.00	20,732.74	(5,732.74)	138	15,123.28
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,062.38	.00	65,344.66	11,155.34	85	88,120.32
6718.08	Library Materials Other	51,380.00	.00	51,380.00	8,904.50	.00	50,339.92	1,040.08	98	42,890.87
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$349,340.00	\$0.00	\$349,340.00	\$35,447.41	\$0.00	\$346,085.14	\$3,254.86	99%	\$329,990.30
Capital Outlay Totals		\$349,340.00	\$0.00	\$349,340.00	\$35,447.41	\$0.00	\$351,241.54	(\$1,901.54)	101%	\$329,990.30
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		\$3,141,125.00	\$0.00	\$3,141,125.00	\$237,563.73	\$0.00	\$2,754,787.58	\$386,337.42	88%	\$2,690,211.66
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$237,563.73	\$0.00	\$2,754,787.58	\$386,337.42	88%	\$2,690,211.66
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	1,963.54	.00	315,618.19	(61,482.19)	124%	297,634.19
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	237,563.73	.00	2,754,787.58	386,337.42	88%	2,690,211.66
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$235,600.19)	\$0.00	(\$2,439,169.39)	(\$447,819.61)		(\$2,392,577.47)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	.00	.00	5,237.04	(437.04)	109	6,325.00
Commodities Totals		\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$5,237.04	(\$437.04)	109%	\$6,325.00
Capital Outlay										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	.00	.00	6,116.74	16,983.26	26	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00



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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	\$25,200.00	\$0.00	\$25,200.00	\$0.00	\$0.00	\$6,116.74	\$19,083.26	24%	\$0.00
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$6,325.00
EXPENSE TOTALS		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$11,353.78	\$18,646.22	38%	\$6,325.00
Fund 105 - Equipment Reserve Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		30,000.00	.00	30,000.00	.00	.00	11,353.78	18,646.22	38%	6,325.00
Fund 105 - Equipment Reserve Fund Totals		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	(\$11,353.78)	(\$18,646.22)		(\$6,325.00)
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	18,500.00	.00	18,500.00	.00	.00	16,314.00	2,186.00	88	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	.00	.00	22,500.00	0	.00
	Capital Outlay Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$16,314.00	\$24,686.00	40%	\$0.00
Department 410 - Library Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$16,314.00	\$24,686.00	40%	\$0.00
EXPENSE TOTALS		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$16,314.00	\$24,686.00	40%	\$0.00
Fund 121 - Local Option Sales Tax Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		41,000.00	.00	41,000.00	.00	.00	16,314.00	24,686.00	40%	.00
Fund 121 - Local Option Sales Tax Totals		(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	\$0.00	(\$16,314.00)	(\$24,686.00)		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	4,998.07	.00	4,998.07	(4,998.07)	+++	.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	\$4,998.07	\$0.00	\$4,998.07	(\$4,998.07)	+++	\$0.00
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$4,998.07	\$0.00	\$4,998.07	(\$4,998.07)	+++	\$0.00



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Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Misc Revenues										
4701 Donations										
4701.01 Donations General		40,000.00	.00	40,000.00	6,029.68	.00	92,707.81	(52,707.81)	232	33,176.65
4701 - Donations Totals		\$40,000.00	\$0.00	\$40,000.00	\$6,029.68	\$0.00	\$92,707.81	(\$52,707.81)	232%	\$33,176.65
4708 Other Contributions										
4708.01 Other Contributions General		.00	.00	.00	.00	.00	.00	.00	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Misc Revenues Totals		\$40,000.00	\$0.00	\$40,000.00	\$6,029.68	\$0.00	\$92,707.81	(\$52,707.81)	232%	\$33,176.65
Department 410 - Library Totals		\$40,000.00	\$0.00	\$40,000.00	\$11,027.75	\$0.00	\$97,705.88	(\$57,705.88)	244%	\$33,176.65
REVENUE TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$11,027.75	\$0.00	\$97,705.88	(\$57,705.88)	244%	\$33,176.65
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
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		.00	.00	.00	.00	.00	.00	.00	+++	.00
6599 Misc Commodities/Expenses		75,000.00	.00	75,000.00	2,137.00	.00	61,047.40	13,952.60	81	51,100.47
Commodities Totals		\$75,000.00	\$0.00	\$75,000.00	\$2,137.00	\$0.00	\$61,047.40	\$13,952.60	81%	\$51,100.47
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		\$75,000.00	\$0.00	\$75,000.00	\$2,137.00	\$0.00	\$61,047.40	\$13,952.60	81%	\$51,100.47
EXPENSE TOTALS		\$75,000.00	\$0.00	\$75,000.00	\$2,137.00	\$0.00	\$61,047.40	\$13,952.60	81%	\$51,100.47



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Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	40,000.00	.00	40,000.00	11,027.75	.00	97,705.88	(57,705.88)	244%	33,176.65
	EXPENSE TOTALS	75,000.00	.00	75,000.00	2,137.00	.00	61,047.40	13,952.60	81%	51,100.47
Fund 130 - Special Revenue Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	\$8,890.75	\$0.00	\$36,658.48	(\$71,658.48)		(\$17,923.82)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400 Federal Grants/Contributions										
4400.01	Federal Grants/Contributions General	.00	.00	.00	97,543.75	.00	97,543.75	(97,543.75)	+++	2,451.97
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$97,543.75	\$0.00	\$97,543.75	(\$97,543.75)	+++	\$2,451.97
4420 State Contributions										
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
4440 Local Grants/Contributions										
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440 - Local Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$97,543.75	\$0.00	\$97,543.75	(\$97,543.75)	+++	(\$14,047.32)
Misc Revenues										
4701 Donations										
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	42,518.19
4701 - Donations Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$42,518.19
4708 Other Contributions										
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	53,567.72
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$53,567.72
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$96,085.91
Department 410 - Library Totals		\$0.00	\$0.00	\$0.00	\$97,543.75	\$0.00	\$97,543.75	(\$97,543.75)	+++	\$82,038.59
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$97,543.75	\$0.00	\$97,543.75	(\$97,543.75)	+++	\$82,038.59
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	125,000.00	.00	125,000.00	8,368.69	.00	217,756.63	(92,756.63)	174	169,196.68
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$125,000.00	\$0.00	\$125,000.00	\$8,368.69	\$0.00	\$217,756.63	(\$92,756.63)	174%	\$169,196.68



Budget Performance Report

Fiscal Year to Date 06/30/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
	Department 410 - Library Totals	\$125,000.00	\$0.00	\$125,000.00	\$8,368.69	\$0.00	\$217,756.63	(\$92,756.63)	174%	\$169,196.68
	EXPENSE TOTALS	\$125,000.00	\$0.00	\$125,000.00	\$8,368.69	\$0.00	\$217,756.63	(\$92,756.63)	174%	\$169,196.68
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	.00	.00	.00	97,543.75	.00	97,543.75	(97,543.75)	+++	82,038.59
	EXPENSE TOTALS	125,000.00	.00	125,000.00	8,368.69	.00	217,756.63	(92,756.63)	174%	169,196.68
Fund 301 - Capital Projects Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	\$89,175.06	\$0.00	(\$120,212.88)	(\$4,787.12)		(\$87,158.09)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	110,535.04	.00	510,867.82	(216,731.82)	174%	412,849.43
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	248,069.42	.00	3,061,259.39	350,865.61	90%	2,916,833.81
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$137,534.38)	\$0.00	(\$2,550,391.57)	(\$567,597.43)		(\$2,503,984.38)



Open Purchase Order Report

As of G/L Date 06/30/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2026-00000209	Department	35 Library	G/L Date	12/16/2025	Amount	26,146.00
Description	Library Terrace Door Trench Drain Project	Vendor	392 - Pipe Pro Inc	Deliver by Date		Voided	.00
Type	Budgeted		Michelle Sherman	Printed Date	12/19/2025	Discounted	.00
Status	Open		6633 8th St SW	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Rapids, IA 52404	Expiration Date		Remaining	26,146.00
Assigned To Buyer						Encumbered	.00
Resolution Number							

Item 1	Description	Misc Project Costs - Library Terrace Door Trench Drain Project	Vendor Part Number		Amount	26,146.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	26,146.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	26,146.00
	Status	Open	Confirming	No	Encumbered	.00
	G/L Account	Project	Amount	Expensed	Encumbered	
	121.410.6717 (Small Project Costs)			.00	.00	

Purchase Order	2026-00000310	Department	35 Library	G/L Date	04/17/2026	Amount	17,500.00
Description	Library Terrace/Roof Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00
Status	Open		619 E 19th St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	17,500.00
Assigned To Buyer						Encumbered	.00
Resolution Number							

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

Purchase Order	2026-00000311	Department	35 Library	G/L Date	04/17/2026	Amount	21,960.08
Description	Library Terrace Planter Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00



Open Purchase Order Report

As of G/L Date 06/30/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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

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

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

Item 1	Description	Building Maintenance & Repairs - Library Terrace	Vendor Part Number	Amount	11,766.00
	Roof Panel Removal and Replacement				
Quantity	1.0000	Contract Number	Voided		.00
U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	11,766.00	1099 Item	No	Expensed	.00
Discount	0%	Tavable	No	Remaining	11,766.00
Status	Open	Confirming	No	Encumbered	.00
G/L Account	101.410.6310 (Building Maintenance & Repairs)	Project	Amount	Expensed	.00
				Encumbered	.00

Department	35 Library Totals	Purchase Orders	4	Amount	\$77,372.08
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$77,372.08



Open Purchase Order Report

As of G/L Date 06/30/26

Report by Department - Purchase Order Number

Detail Listing

			Encumbered	\$0.00
Grand Totals	Purchase Orders	4	Amount	\$77,372.08
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$77,372.08
			Encumbered	\$0.00



2021 EDITION

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TRUSTEE'S HANDBOOK



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Iowa Library Trustee's Handbook

2021 Edition

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Preface

The State Library of Iowa is a division of the Iowa Department of Education. Like public libraries, the State Library is governed by a board of trustees called the Iowa Commission of Libraries. The Commission has policy and budget authority as well as the authority to hire and evaluate the State Librarian. The State Library's two divisions are the Library Support Network, to improve library services in Iowa; and Specialized Library Services, to deliver specialized information services to state government and to Iowans.

The purpose of the Iowa Library Trustee's Handbook is to give trustees a basic understanding of their responsibilities and authority. It contains useful, practical information about the board's relationship with the library director and staff, developing policy, funding sources, library laws, and many other topics.

Library boards will continue to be exposed to exciting possibilities and confronted by daunting challenges. How trustees respond will determine the future of library services to the people of Iowa.

This Handbook can be used in a variety of ways. Each chapter has its own focus and can be used individually as a reference for specific questions or as a guide to further resources on a topic. Specific chapters may be referenced for continuing education at board meetings or to explain the role of a trustee to a prospective new member or to someone newly appointed. Your local funding agencies may also appreciate an overview of certain topics. Don't forget the Appendix! There are several templates and forms that you can make your own at the end of the Handbook.

Currently, Iowa has two libraries that are not governed by an administrative board of trustees but instead by an advisory board; in these two instances, the city government has decision-making authority. Consequently, some of the information in this manual will not pertain to these two libraries.

Please note that this Handbook was prepared as an educational resource and should not be used as a substitute for legal advice.



Chapter 1: First Things First

Get to Know Your Library and Its Impact in Your Community

“Public library” means different things to different people. For many, the purpose of a public library is to help children develop a love of reading. For others, it means a place that provides computers and Internet access for people who don’t have them at home. The public library may also be seen as an anchor for downtown businesses, a community gathering place, a source for books and movies for recreation, or an institution vital to democracy because it provides access to information from all points of view.

As a member of the library board, you help set the direction for public library service in your community. You will come to appreciate that a city library is a very important city service. Whatever role your library plays in your community, chances are it is one of the most heavily used city services. Historically, statewide, about 66% of Iowans have library cards.

Today’s libraries offer books and so much more. Services like public computers and Internet access (including WiFi), meeting rooms, programming for all ages, book discussion groups, and genealogy resources. Libraries also offer online resources such as digital collections of eBooks, audiobooks, magazines, and research materials, all accessible from home, work, or school.

So first things first: get to know your public library and all it has to offer. Drop in to browse and read, attend a book discussion group, attend a library-sponsored program, or simply check out a book.

Review Your City’s Library Ordinance

Iowa Code 392.5 states that a public library is established by an ordinance adopted by the city council. It is the local law under which the library exists and is part of the city code. Libraries established after Iowa’s Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance provided herein or it may be substantially different.

Each trustee should have a copy of the library ordinance; ask your director for a copy if needed. A sample ordinance is included in the **Appendix**. Most questions about library governance are answered in the city-library ordinance. It includes information such as:

- ❖ Board appointments and length of terms
- ❖ Powers and duties of the library board
- ❖ Procedure for approving and paying bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to replace it with an alternative form of administrative agency, is subject to the approval of the voters of the city." (Iowa Code 392.5)

For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes to the library ordinance—such as changing the number of board members, how board members are appointed, or their powers and duties—require a public vote at a general election.

A frequently asked question about the library ordinance is "Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board members to be a rural resident. How do we proceed?" Such a change to the library ordinance must be submitted to the voters in a city election. The library board may request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all others are administrative governing boards.

Understand the Role of the Board, Director, and City in Library Operations

Your public library director is the department head of a city service and is responsible for the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more.

Some of the ways the roles of the board, the library director, and the city differ are:

- ❖ The library director typically brings forward a draft of policy topics. However, it is the board that actually approves and adopts the policies. Once a policy is adopted, the director and staff carry it out as they operate the library.
- ❖ The board hires and evaluates the library director, while the director hires and evaluates other staff.
- ❖ The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget based on money allocated by the city and county.
- ❖ The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

Recruit New Trustees

A good partnership between the library board and city government is to work collaboratively on filling board vacancies. In Iowa, mayors appoint library board members, followed by council approval. The mayor's office is happy to take suggestions, and that's where the current board can be a partner in these ways:

- ❖ Develop a list of potential board members to fill vacancies ensuring the list reflects:
 - Diversity in representation
 - A variety of occupations and knowledge bases
 - Participation in community groups and organizations
 - Library users and non-users
- ❖ Be proactive in looking ahead to expiring terms and providing the mayor with the list well in advance.
- ❖ Create a brochure for prospective trustees summarizing library board member responsibilities including education expectations and make available as needed.
- ❖ Develop a library board application and make it available in paper and posted on the library and city websites.

While board members are not compensated for their time, they should be reimbursed for any expenses. Prospective library trustees need to understand that while this is a voluntary position, there is significant responsibility and a time commitment required that is more than other volunteer activities.

“Alone we can do so little, together we can do so

much."

Helen Keller

Distribution and Display Policy

Scope of Policy

Scope:

Use of Bulletin Boards and Exhibit Spaces

Effective Date:

~~Revised-Reviewed~~
~~10/21/2024~~ 7/20/2026

General Policy/Purpose

The Marion Public Library provides bulletin board space for the public to submit postings and pamphlets to. MPL follows the interpretation of the [Library Bill of Rights Relating to Exhibit Spaces and Bulletin Boards](#). The Library does not endorse the ideas, issues, or events promoted or mentioned in non-library postings or pamphlets.

Provisions

General Procedures Governing Library Bulletin Boards and Exhibit Spaces

1. Information for educational, cultural, or other not-for-profit groups may be posted on the library's designated display boards. Space on library bulletin boards and exhibit spaces is available on a first-come, first-served basis.
2. Public postings and pamphlets will be posted to the bulletin board on the second level of the library. The display board in the library's north vestibule is reserved for library postings. All postings must be approved by library management. Any postings and/or pamphlets that have not been approved or are posted outside of designated locations will be removed and discarded.
3. The library will periodically arrange for and publicize special exhibits and displays in alignment with the library's mission.
4. Postings and pamphlets will not be returned to the individual who submitted the posting, regardless of if the posting has been approved for display. Postings and pamphlets will not be held if bulletin boards and exhibit spaces are full at the time of submission.
5. Up to 3 postings or pamphlets from any single individual or organization will be displayed for a period determined by library management, up to 30 days. Postings and pamphlets may be rearranged or removed at the discretion of library management.
6. The library does not assume responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited.
7. Library-sponsored and related events, promotion of library services, and information concerning the City of Marion will be given precedence for posting.

Postings and Pamphlet Requirements

1. Postings and pamphlets must include the organization's name, address, web address, and telephone number.
2. Postings and pamphlets may be no larger than 11 inches by 17 inches.
3. The following will NOT be accepted as community postings:
 - Advertisements for businesses, products, services, job openings, items for sale, or giveaways.
 - Solicitations for contributions.
 - Postings that advertise political campaigns or advocate/promote partisan political issues.

Internet and Computer Policy



Scope of Policy

Scope:

Provisions for using the internet and library computers in the library

Effective Date:

Revised 9/16/2024~~7/20/2026~~

General Policy/Purpose

The Marion Public Library provides computer workstations for free public access. Use of the internet via the library's wireless network is also bound by this policy. The library does not control specific information on the internet. Parents or guardians are responsible for the internet information selected and/or accessed by their children. Parents or guardians are advised to supervise their children's internet sessions.

Provisions

I. Using the Internet

1. Computer users can log in directly at any available internet computer. Users should log in under their own account, or request a guest pass from staff. Guest passes are available upon request.
2. The library offers free wireless internet access to patrons with wireless-enabled laptop computers or handheld devices. There is no time limit for Wi-Fi access.
3. Library staff are trained to assist with library equipment and resources, but might not be able to help with personal devices. The library does not accept liability for patron equipment.
4. Earbuds or headphones must be used in the Technology area and in the Children's Area if the computer's speakers are turned on.~~Earbuds or headphones must be used if the computer's speakers are turned on.~~ The library has earbuds available for purchase at the Information and Reference Desks. Volume to level 12 is permitted at the computers in the Teen area.
5. Internet sessions on library computers are 90 minutes. Sessions are automatically extended by the library's automated reservation system provided there are available computers.
6. Patrons who wish to use web-based email or other online profiles must register and maintain their own accounts.
7. Anything downloaded to the library's computers will be automatically deleted after patron logs off.
8. Patrons may only use one computer at a time. No more than two persons may use an internet computer at the same time.~~No more than two persons may use an internet computer at the same time.~~
9. Internet computers may be unavailable or limited due to library use or unforeseen problems.
10. Black and white and color printing are available for a nominal fee. Payment is due before printing.

II. Internet Restrictions

1. The use of the internet in the library must be for legal and ethical purposes. Examples of unacceptable purposes include, but are not limited to, the following:
 - The Copyright Law of the United States (Title 17 of the United States Code) governs the downloading and

reproduction of copyrighted material. The person using the library's computers is liable for any infringement. The library reserves the right to refuse a download or print job if, in its judgement, fulfillment of the order would involve violation of copyright law.

- Receiving or displaying text or graphics that may reasonably be construed as indecent or obscene. Iowa Code, Chapter 728.2, "Dissemination and exhibition of obscene materials to minors" states: "Any person who knowingly disseminates or exhibits obscene materials to a minor, **including the exhibition of obscene material so that it can be observed by a minor** on or off the premises where it is displayed, is guilty of a public offense and shall upon conviction be guilty of a serious misdemeanor."
- Destruction of or damage to equipment, software, or data belonging to the library.
- Violation of computer system security and/or system configuration.
- Violation of another user's right to privacy.

While respecting individual users' rights to privacy, the library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

2. The library makes no guarantee, either expressed or implied, with respect to the availability, quality or content of the information on the internet. Users are encouraged to evaluate the validity of information accessed, either on their own or with the assistance of library staff.

III. Information Collection & Policy Violation

1. Information is collected on usage of public computers in the Marion Public Library. The library's PC Reservation System retains only information on the patron barcode, computer reserved, and the date and time of every public computer session. These records are accessible to law enforcement agencies with a valid court order.
2. Patrons found to be violating any of the restrictions will be asked to log off of their internet session immediately and the patron's card may be barred from internet access (including checking out laptops or tablets) for 30 days or longer.

Laptop and Tablet Loan Policy

Scope of Policy

Scope:

Provisions for borrowing laptop computers and tablets for use in the library

Effective Date:

Revised ~~9/16/2024~~ 7/20/2026

General Policy/Purpose

The Marion Public Library provides laptop computers and tablets for patron use. Use of the internet via the library's wireless network is also bound by this policy. The Library is not responsible for any loss or damage to patrons' data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment.

Provisions

I. Laptop Checkout Guidelines

1. Patrons checking out laptops ~~and tablets~~ must be 18 years of age or older
2. Patron must hold a valid library card in good standing. Patrons holding Quick Cards cannot check out laptops.
3. Laptops and tablets will be available on a first-come, first-served basis. Staff will not take reservations or keep waiting lists for laptops.
4. A mouse and power cord may be available for use with laptops and are available at the Reference Desk on a first-come, first-served basis. Patrons are welcome to use their own accessories.

II. In-Library Usage Guidelines

1. Library-loaned laptop computers and tablets may only be used in the library for a period of up to two (2) hours. Additional time may be granted by staff based on availability.
2. Laptops and tablets may not be removed from the building. Removal of a device from the library constitutes theft.
3. Patrons are responsible for the safe return of the device or any damage while it is checked out to them. This may include drinks or food spilled on the device, damage due to drops, or other preventable damage.
4. Laptops and tablets should not be left unattended under any circumstances.
5. Patrons should be aware that wireless connections in the library are not secure. They should take appropriate precautions with personal information while using library computers.
6. Earbuds or headphones must be used if the computer's speakers are turned on. The library has earbuds available for purchase ~~at the Information and Reference Desks~~.
7. Fully charged laptops and tablets typically have several hours of battery life. The Library cannot guarantee the device will be usable for the full two-hour checkout period. It is the user's responsibility to save data in the case of battery failure.
8. The Library reserves the right to restrict or terminate use privileges of any patron who is misusing or abusing library equipment or not acting in accordance with library policy.

9. Patrons who use library laptops and tablets agree to abide by the library's Internet [and Computer](#) Policy.

III. Laptop Check In, Damage, and Theft Guidelines

1. Laptops and tablets must be returned to their respective kiosks and be checked in before the patron leaves the library.
2. If a laptop or tablet is damaged or stolen, the patron is responsible for the replacement cost, including setup charges (\$1,000).
3. Documents saved to the hard drives of library devices will be automatically deleted when returned to the kiosk. It is the responsibility of the user to provide a data storage method compatible with the device.

IV. Laptop Software & Staff Assistance

1. The laptops and tablets are equipped with software that restores the device to its initial state when restarted.
2. Software available on the laptops includes popular browsers and the Microsoft Office suite (Word, Excel, PowerPoint). Anything downloaded to the library's computers will be automatically deleted after a patron logs off.
3. If time permits, library staff may assist users. Library staff is trained to assist with library equipment and resources, but might not be able to help with personal devices. The library does not accept liability for patron equipment.

Photo and Video Recording Policy



Scope of Policy			
Scope:	Capture and Use of Patron Images	Effective Date:	Revised 10/21/24 Reviewed 7/20/2026

Provisions
The Marion Public Library occasionally captures photo or video of patrons. These images may later be used in print or electronic publications if those pictured sign a Marion Public Library photo release agreeing to have them (or those of their accompanying minors) used for this purpose. If faces are not shown, images may be used without a signed release.

Photo Release Form

I _____ am 18 years or older.
(Print First and Last Name)

I _____ am the parent or guardian of _____
(Print First and Last Name) (Print First and Last Name)

I understand the Marion Public Library (City of Marion) may photograph or video record the events or activity in which I/my child am/is participating for the purpose of promoting the Marion Public Library and its services/programs. No compensation of any kind will be paid at this time or in the future for the use of my likeness.

By signing this form, I give my permission for the Marion Public Library to photograph and/or video record me/my child.

Signature: _____ Date: _____



Volunteer Policy

Scope of Policy

Scope: Volunteer Application Process and Expectations

Effective Date: ~~Reviewed 9/16/2024~~ Revised 7/20/2026

Provisions

I. General Volunteer Provisions

1. A strong volunteer network is essential for helping to expand and enhance library services.
2. The library will not discriminate against a qualified potential volunteer on the basis of age, color, creed, disability, familial status, gender identity, lawful source of income, marital status, national origin, race, religion, sex or sexual orientation.
3. Based on the needs of the library and the availability of the volunteer, we cannot assure that volunteer work will be available for everyone who wants it.

II. Applying to be a Volunteer

1. When applying to volunteer at the Marion Public Library, volunteers will:
 - Complete the online application at the Marion Public Library website.
 - Read and understand the library's volunteer handbook.
 - Receive an informal library orientation upon beginning their volunteer duties.
 - Be dependable and punctual. The library relies upon volunteers to do their assigned tasks. If unable to fulfill their obligations, volunteers should contact the volunteer liaison as soon as possible.
 - Be at least 16 years old. Those younger than 16 are welcome to inquire about possible opportunities.

Groups looking for one-time volunteer opportunities are encouraged to apply to volunteer as well.

III. Job Expectations

1. When volunteering at the Marion Public Library, volunteers:
 - Will receive an informal library orientation upon beginning their volunteer duties.
 - ~~Are Will~~ to be treated as co-workers, with respect and fairness.
 - ~~Are Will~~ to be provided with meaningful assignments and receive effective supervision and guidance.
 - Will be assigned work duties based on library needs.
 - Agree to perform their assigned duties to the best of their abilities.
 - Agree to support the mission of the library.
 - Represent the library and are thus expected to act professionally when dealing with patrons and patron issues and to abide by library policies (including the Confidentiality of Library Records and Behavior Guidelines policies).
 - Should find an appropriate staff person if approached by patrons for assistance.
 - Are required to sign in and out each time they report to work. The library keeps records of volunteer hours, in recognition of community support for the library.
 - Over the age of 18 must pass a background check.
 - Will be required to always wear a name tag.
 - Must follow staff dress code.

Date: 6/25/26

FROM:

Cedar Rapids Public Library
450 5th Ave SE
Cedar Rapids, IA 52401
319.261.READ

BILL TO:

Marion Public Library
1101 6th Ave
Marion, IA 52302

[illegible]

Sales Tax	N/A
Total	\$142,435.53



Payment Terms

Net 30

Library Board Operation



Scope of Policy

Scope: Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board

Effective Date:

~~Reviewed~~ Revised
~~10/20/2025~~ 7/20/2026

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Sections

1. Mission and Vision
2. Library Board Bylaws
3. Library Bill of Rights
4. Freedom to Read
5. Freedom to View
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7. Statement of Ethics for Library Trustees
8. Library Ordinance

Section 1: MISSION & VISION

Mission:

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

Vision:

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

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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

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

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

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

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

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

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

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

Section 3: LIBRARY BILL OF RIGHTS

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

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

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

Section 4: THE FREEDOM TO READ

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

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

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

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

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

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

these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by: American Library Association of American Publishers

Section 5: FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

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

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

Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

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



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

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

Library Board Operation



Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

Article V LIBRARY BOARD OF TRUSTEES

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

§ 12-5.1 Composition.

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

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

§ 12-5.2 Organization.

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

§ 12-5.3 Powers and duties.

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

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

rooms.

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

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

§ 12-5.4 Contracting with other libraries.

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

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

§ 12-5.5 Nonresident use.

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

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

§ 12-5.6 Library account.

[Ord. No. 19-01]

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

Chapter 195 Library

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

§ 195-1 Establishment of Public Library.

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

§ 195-2 Injury to books or property.

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

§ 195-3 Theft.

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

§ 195-4 Notice posted.

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

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

Marion Public Library
Plan of Service 2026
Updates as of June 30, 2026

LIBRARY MISSION & VISION

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

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

STRATEGIC GOALS

1. Ensure Equitable Access to Resources

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

- Objective: Remove barriers to access, language, and communication.
 - o Strategy: Research opportunities to offer scholarships for MakerSpace use. (2026)
 - Identify grant and/ or outside funding to provide scholarships.
 - Procured \$3,000 grant from Hills Bank for this purpose.
 - Seek partnerships with Collins, Alliant, FREUND Inc, and similar businesses for funding.
 - Develop a procedure and criteria for patrons to apply for scholarship.
 - Staff have developed a workflow for MakerSpace scholarship aid for children under 18 years old. The scholarship enables users who cannot afford the cost recovery fees in the space an opportunity to leverage scholarship dollars to learn and use the technology available.
 - A promotion plan for this new scholarship will deploy later in the summer of 2026.

Assigned to: Library Leadership Team

- Objective: Engage community and increase library access through bookmobile.
 - o Strategy: Reach out to and increase library use by underserved residents. (2026)
 - Refresh and rebrand Friends Home Book Program.

- Home Book Program rebrand is scheduled to be discussed in fall 2026 and implemented by the end of the year.
 - The introduction of senior living stops on the bookmobile will replace the mail-out service for some patrons.
 - Strategy: Extend library's reach in areas with limited mobility and accessibility. (2026)
 - Add additional new bookmobile stops in 2026. Focus on assisted living facilities and south Marion.
 - The bookmobile now goes out 5 days a week, and the summer schedule, launched in May 2026, has 20 stops a week. The new Wednesday stops are devoted to assisted and senior living facilities. Two south Marion stops (Hanna Park and Marion High School) have been added.
 - Holds pickups were activated in June 2026, making a wide range of materials available to bookmobile users.
 - An increase in the large print selection on bookmobile for assisted living stops was added in April 2026. Hot, new large print titles were added in April 2026 and continue to be added to on an ongoing basis.
 - Add Playaways to bookmobile collection.
 - Playaways for the bookmobile have been ordered and added to the collection in June 2026. These will continue to be added to the collection on an ongoing basis.
 - Add Stay Sharp kits for assisted living stops (April 2026)
 - Stay sharp kits added to bookmobile in Spring 2026.
 - Assigned to: Patron Services Manager, Adult and Youth Services Managers
- Objective: Offer digital/physical collections and resources.
 - Strategy: Explore introduction of dyslexia-friendly/accessible materials. (2026)
 - Curate and purchase new dyslexic-friendly collection items for the library and the bookmobile.
 - Additional dyslexic-friendly/accessible materials were acquired, more than doubling current offerings in Children and Young Adult collections. These will continue to be added as items are published.
 - Promote new physical online resources and existing digital resources that are already dyslexic-friendly.
 - Digital marketing is planned for Fall/Winter 2026 – 27.
 - Develop information and promotional materials and training for patrons and staff.
 - Promotional materials on how to adjust Libby and Hoopla settings to be dyslexic-friendly have been created for patrons in June 2026.

- Additional promotional items and trainings to promote the collection will continue through 2026 and beyond.
- Add additional dyslexia-friendly signage to Adult, Young Adult, Marketplace areas of library.
 - New signage is being developed and designed to promote these materials that also align with accessibility requirements/needs.
 - Estimated completion Fall 2026.
 - Assigned to: Library Director, Adult and Youth Services Managers

2. Enhance Community Engagement

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

- Objective: Create opportunities for new community partnerships.
 - Strategy: Develop ongoing partnerships with area school districts. (2026)
 - Create library information sheet highlighting library resources to be distributed to current staff and new teachers at the start of each school year.
 - Information sheet will be created during the summer and ready for distribution in July 2026. A template has already been designed towards completion of this resource.
 - Include both districts in the Community Read program.
 - Conversations have already started with both school districts and messaging will be consistent with both districts in an effort to engage both school districts.
 - Explore opportunities for bookmobile stops at local area schools.
 - The bookmobile stops at Marion High School once a week.
 - Additional opportunities are being explored for LinnMar and MISD as the staffing and scheduling capacity for the bookmobile permit.
 - Explore additional opportunities for staff to be in the schools for events and promotions.
 - Staff will attend MISD Start School Right and Linn-Mar Back to School Bash this year.
 - Strategy: Explore intergenerational collaboration and mentoring opportunities for patrons. (2026)
 - Develop partnership with Eastern Iowa Arts Academy (EIAA) for programming with wide generation experience.
 - Programs with EIAA have started in spring 2026 and will continue through the end of 2026.

- Plans for 2027 have begun to be planned with the hope of expanding the partnership with EIAA.
 - Foundation board approved \$7,200 for programs with EIAA at its January 2026 meeting.
- Summer Library programs for adults and families have been planned throughout 2026.
- The library is investigating the increased procurement of traveling exhibits from area museums & state library to enhance patron visits to the library with visual learning materials.
- The library is pursuing hosting additional cooking classes for families and feature take home kits. The FY 27 operating budget saw a request for additional dollars approved by the City Council for \$5,000 in support of these programs.
- Continue to promote groups already in the library space including the Knit Wits, Ukelele Club, and Woodcarvers for younger generation interest.
 - A Comic Book event took place on May 23 with a local group that promotes literacy, collaboration between generations, and accessibility of reading through varied formats.
 - The local woodcarvers group and Genealogy Junkies are partners in the Big Marion Read program with a focus on younger library users and families.
 - The library continues to promote the Knit Wits particularly on social media to include all ages and younger audiences.
- Work with local financial institutions to provide programming on retirement, investing, and financial planning for all ages.
 - FSB committed to lead and provide sponsorship revenue for six financial literacy programs at MPL for 2026.
- Have a local author event promoting Iowa authors
 - A local author event promoting Iowa authors is being planned for Spring 2027.
- Hold additional cooking classes for families and feature take home kits
 - Aegon-Transamerica Foundation provided \$16,200 to launch this pilot program, which is led by the Meals on Wheels chef.
 - This program began in spring 2026 and continues into early 2027.
- Strategy: Explore feasibility for a city and/or community-wide book program. (2027)
 - Procure grant and external funding for community-wide book program.
 - Funding was obtained from the following:
 - NEA Big Read grant: \$20,000
 - Carnegie Corporation donation: \$10,000
 - Friends of the Marion Public Library funding: \$8,000
 - Marion Public Library Foundation funding: up to \$13,000

- Plan for program to be held in September through October 2026.
 - Many programs will be held through cooperation and partnerships with Metro businesses, universities, and other organizations.
 - Programs will range from book discussions to culinary classes, to historical crafts, and subject experts.
 - Develop comprehensive promotion plan including print and social media, outreach to local book clubs, retirement community/assisted living facilities, school districts, etc.
 - Funding support for promotion has been secured, and a preliminary plan has been developed. The final promotional plan will be ready for implementation by the end of June 2026.
 - **Assigned to: Library Leadership Team**
- Objective: Foster existing partnerships & relationships.
 - Strategy: Increase volunteer engagement to support literacy efforts. (2026)
 - Partner with high schools to recruit and develop student volunteers for book clubs and other programs.
 - Staff visited Xavier High School during a community engagement event to recruit volunteers for the Summer Library Program.
 - Staff are planning to recruit additional volunteers at the back to school events at LinnMar and MISD at the beginning of the school year.
 - Investigate feasibility of developing a library 4H Club
 - Relations have been developed with community partners to establish a 4-H club. Development discussion will continue after July at the request of the partner.
 - Add food pantry volunteers
 - The Food Pantry Volunteer position is live, and several applications have already been reviewed. Positions have started to be filled, and recruitment will continue as needed.
 - **Assigned to: Library Director & Youth Services Manager**
- Objective: Increase patron engagement with library programs, services, and initiatives.
 - Strategy: Develop a comprehensive marketing plan to inform, educate, and excite community about library offerings. (2026)
 - January – March 2026: Evaluate current marketing efforts.
 - Marketing Evaluation Report was distributed to Leadership Team and library staff at the end of March, and to the board during their April meeting.
 - April – June 2026: Create and finalize Physical & Digital Communications Style Guide.
 - Guide is in progress and will be ready for staff distribution by the end of June 2026.

- July – September 2026: Develop new marketing plan.
 - October – December 2026: Optimize internal communications & workflows.
 - Include renewed social marketing campaign that is fun and engaging.
 - Engagement driver posts have increased 6% in the first half of 2026 (polls, asking for comments, engaging with reactions), which has increased the library's social media performance.
 - Utilize varied media to promote library offerings including potentially "Did You Know..." fliers about library offerings and revisiting previously successful promotion items like "The Toilet Paper" - a one sheet flier posted on the back of restroom doors that promoted upcoming programs or informed about library offerings.
 - Revitalizing the library brochure supported revisiting a popular, successful promotional handout done in the past by the library.
 - In-library and bookmobile digital signage have been updated with 'Did you know' facts and upcoming offerings. Printed materials to help promote the bookmobile have been created and distributed including:
 - Routes schedule update flyers
 - Informational library brochures
 - Bookmobile 'rack cards' (with basic bookmobile information with a link to additional information)
 - Gather and document patron stories about who the library helps.
 - Library Love Notes campaign is ongoing and gathering patron stories and testimonials.
 - More information and testimonials can be found here: [Library Love Notes - Marion Public Library](#)
 - Explore having a blog on the library website promoting areas of the collection.
 - Website blog will be developed and incorporated into the library's new website due to accessibility requirements. Redesign is set to take place later this year, potentially into early 2027.
 - Explore possibility for promoting digital resources by having "how to" in-person programs and videos on website.
 - Videos will be incorporated into the library's new website due to accessibility requirements and design limitations. Redesign is set to take place later this year, potentially into early 2027.
- Assigned to: [Library Leadership Team](#)

3. Evaluate Library Infrastructure & Funding

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

- Objective: Diversify library funding streams.
 - Strategy: Promote increased cross-collaboration with the library's Foundation and Friends groups. (2026)
 - Continue to promote the library through joint outreach and collaborations on assistance with library programs.
 - The Library Board of Trustees has had several opportunities to advocate and promote the library including:
 - ILA Legislative Day
 - City Showcase
 - Uptown Market events
 - Fall Into Marion Parade
 - Additionally, the Friends of the Library and Foundation board members have had cross-collaboration opportunities with the Library Board of Trustees including:
 - Uptown Market events
 - Staff appreciation
 - Promote and grow the Dolly Parton Imagination Library program to 1,668 registrations by June 30, 2027.
 - Enrollment numbers for the program have increased approximately 10.6% for January – June 2026 compared with the same time period from 2025.
 - As of June 2026, there are 1,073 active registrants, with the program having 1,300 graduates in total.
 - The Foundation currently has in hand the funding to support this registration goal.
 - Strategy: Create and publish wishlist(s) and storefront(s) to enhance services above and beyond operating budget. (2026)
 - Develop wishlists for donors and library supporters to consider above and beyond allocated library funds.
 - A sponsorship opportunity list that highlights initiatives above the capacity of the library's operating budget has been created. It is unlikely an online storefront will be feasible at this time and may be a future consideration.
 - Assigned to: Library Director, Foundation Director, and Marketing and Special Events Manager
- Objective: Improve library efficiencies for patrons and staff.
 - Strategy: Implement library-wide project management tool. (2026)
 - Determine opportunities for project management utilization throughout the library.

- Initial opportunities have been identified and include:
 - Tracking new volunteer candidates
 - Library software updates
 - Program partnership logistics
 - Additional opportunities will be identified in Fall 2026 after all staff are trained in the tool.
 - Provide training to all library staff for the project management tool by May 2026.
 - Staff training will be pushed to late summer/early fall to coincide with a department meeting. Training is estimated to be completed by September 2026.
 - Explore utilization of additional forms for things like facility needs, ordering supplies, etc.
 - Strategy: Evaluate costs and feasibility of comprehensive website refresh. (2027)
 - Identify potential vendors to assist with website refresh.
 - Three vendors have been identified. Quotes will be procured for project in June/ July 2026 with an implementation later in 2026 possibly into early 2027.
 - Determine costs and budget capacity.
 - Approximate cost for website refresh is approximately \$28,000.
 - Funding for the website refresh has been incorporated into the City's FY27 budget through local options sales tax.
- Assigned to: Library Director and Marketing and Special Events Manager

4. Elevate the Internal & External Customer Experience

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

- Objective: Provide personalized, high-quality service to patrons.
 - Strategy: Utilize online computer resources to assist with patron inquiries. (2027)
 - Offer additional training to adult services librarians for reference services and promote ongoing reference services to patrons.
 - Readers' advisory and reference skills staff development is planned for Patron Services in Fall 2026.
 - Additional training to adult services librarians for reference services and the promotion of ongoing reference services for patrons will be ongoing through 2026 and into 2027.
 - Leverage and promote NoveList services for readers advisory.

- Use of the NoveList readers advisory resource has been incorporated as a part of patron services new hire training.
 - NoveList will continue to be an important tool for MPL staff as they learn more about readers advisory services.
- Investigate providing an 'Ask a Librarian' email link to the library's website with a brief description of the types of questions staff might be able to help answer via email.
 - The 'Ask a Librarian' email link is in place on the library's website. Current methods of responding to email inquiries are being evaluated for effectiveness. Additional options will be evaluated as part of the library's comprehensive website redesign project in the second half of 2026.
 - **Assigned to: Library Leadership Team**
- Objective: Increase opportunities for staff development.
 - Strategy: Formalize an internal onboarding process for staff. (2027)
 - Plan for implementation and training of newly developed patron services onboarding process for all library staff.
 - An onboarding checklist has been developed for patron services leads.
 - Onboarding and training for patron services support staff is currently undergoing revision.
 - Onboarding checklists will then be rolled out to the rest of the library in 2027.
 - Explore the utilization of the library's project management tool to track onboarding activities.
 - A checklist document has been developed and tested for Patron Services onboarding activities. Additional ways to improve efficiencies via the project management tool are actively being explored.
 - Leverage the Library Foundation and Friends for financial support for staff continuing education.
 - Foundation board approved on May 28, 2026, up to \$11,000 for ILA conference in October 2026.
 - The Friends approved utilization of up to 10% of the \$15,000 they allocated the library in January 2026 for staff development.
 - **Assigned to: Library Leadership Team**
 - Strategy: Design and develop internal intranet for staff use. (2028)
 - Research intranet logistics (hosting, best type of software).

- City IT will need to be looped in to assist with determining the feasibility and direction for this initiative.
- Develop cross-functional intranet committee.
- Review, reorganize staff shared drive, and determine if the shared drive is a viable alternative to a staff intranet.
 - Leadership will create a work group to determine viability of content within the existing storage drive. Criteria for viability will be developed by the work group and introduced to the Leadership team. Once determined, content will be archived, deleted, or moved to an external hard drive. Content will also be filed for higher visibility, accessibility, and function.
 - Content for patron services knowledge resources are being prepared, and will be ready for whichever platform is deemed suitable.
 - Assigned to: Library Director and Library Leadership Team