



AGENDA

Library Board

5:00 PM - Monday, July 21, 2025
Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 858 0448 3661. 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)**

LIBRARY SPOTLIGHT

Board Member Introductions

ALA PR Xchange Award Presentation

INTRODUCTION OF GUESTS

Darryn Gradhandt - Library Bookmobile Team Lead

3 - 12

[Bookmobile Presentation](#)

Kara Bullerman - City of Marion City Attorney - Open Meeting Law Update

PUBLIC FORUM

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

You will have five minutes to address the Board.

MINUTES

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

13 - 16

[Library-Minutes-June 16 2025 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

17

[MPL Foundation Report 07-21-2025](#)

3. Board Continuing Education

4. Art Advisory Committee Report

5. Finance Committee
6. Personnel Committee Report
7. Director's Report 18 - 35
 - Budget Update
 - Statistics Highlights
 - Strategic Plan Update
 - General Department Updates
 - MLN Updates

[Directors Report July 21 2025](#)

[Budget Performance Report June 2025 FINAL](#)

[Open PO Report - June 2025](#)

8. Policy Committee Report
 - Policy Committee did not meet

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* Intro & Ch. 1 (*Discussion*) 36 - 46
[Ch. 1 - Iowa Library Trustee's Handbook 2021 Edition](#)
2. Library Subcommittees (*Discussion*, Direction, and **Action Requested**) 47 - 65
[Library Board Operation](#)
3. Art Donation (**Action Requested**)
4. Purchase Order Approval - Library Bird-Proofing (**Action Requested**) 66 - 67
[Purchase Approval - Bird Proofing Project](#)
5. Purchase Order Approval - Metro Library Network (**Action Requested**) 68
[Purchase Approval - MLN 28E Agreement](#)
6. Library Board Outreach - Fall Parade (Date TBD - September 2025) (*Discussion* and potential action)
7. Library Board Outreach - DPIL Graduation Party (8/23) and Uptown Market (8/9 & 9/27) (**Action Requested**)
8. Board Liaison Sign-up for MPL Friends Meetings - 5 p.m. 7/22, 9/23, & 11/25 (**Action Requested**)

ADJOURN



Marion Public Library Bookmobile

Bringing the library to our community, one stop at a time

Bookmobile Route Plan

October 2024 – Early 2025 (Crawl)

- 2 days per week consisting of 2 stops per day. Emphasis on visibility and publicity.

2025 – 2026 (Walk)

- 5 days per week, consisting of 3 full day and 2 half day routes. Emphasis on summer activity centers and high-volume housing areas.

12 – 18 Months Post-Launch (Run)

- 5 days per week, all full day. Incorporation of library programming for all age groups.



Starting Slow

- Intentionally limited hours of operation, both per week and portion of the day.
- Staff training and availability of staff trained to be on and operate bookmobile for a full schedule.
- Likelihood of inclement weather during significant portion of the year.
- Refining promotional strategies for different audiences.



First-time visitors after a morning class at Lowe Park.

Buckle Up!

- While select, the dedicated bookmobile collection allows patrons to ‘skip the line’ for popular titles.
- Criteria and procedures set for inclement weather days to ensure patron and staff safety while launching in mid-winter; resulted in only one route day cancellation.
- Initial marketing campaign launched across broad array of media.



Ribbon Cutting – December 6, 2024



Learner's Permit

- Constant monitoring and evaluation for direction of collection and routes from patron feedback.
- Implement inclement weather procedures and fine-tune equipment.
- Routine announcements and information sent across media platforms.



*First day of routes – December 17, 2024
(The Gazette Photo)*



Pedal To The Speed Limit!

- Post launch, collection has grown over 35% to nearly 3,000 items.
- Efficient patron transactions ensures timely service.
- Feedback indicates patrons use a broad spectrum of media to learn of bookmobile, including word-of-mouth.
- Stops now include varied areas throughout Marion.



Exploring the collection at the YMCA.



Down the Road...

- Develop plans for collection to include offerings such as laptops, tablets, and patron holds.
- Add 5th route day to the week for area senior care and rehabilitation centers (late 2025).
- Continue seeking new opportunities to receive community feedback.



Picking the best book at the Thomas Park stop.



Down the Road (Cont'd)...

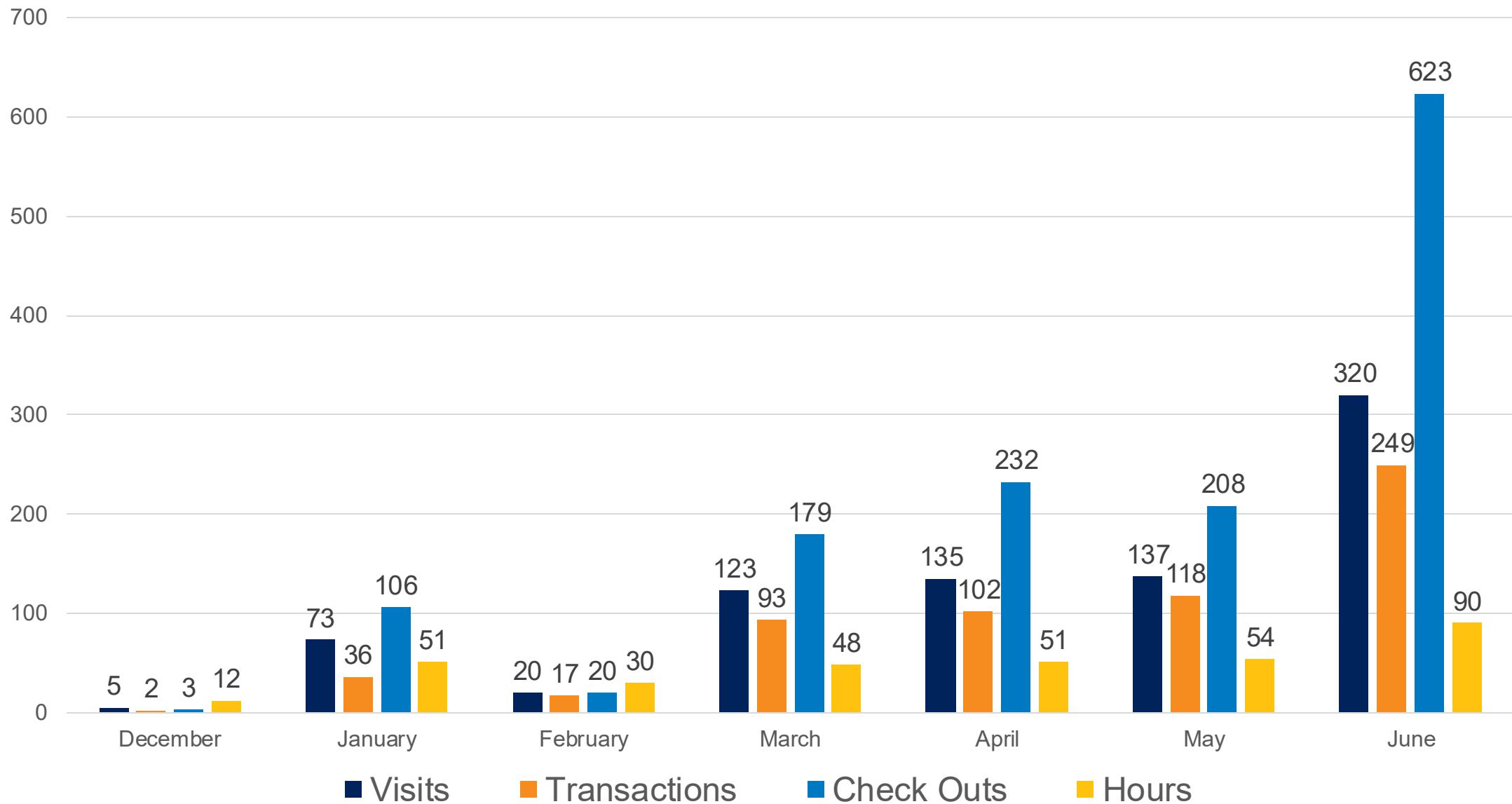
- Equip vehicle with AED.
- Introduce programming geared towards a wide array of age groups.
- Continue refining and expanding marketing & promotional efforts.
- Continue to partner with other City of Marion departments.



First day at K9 Acres at Wanatee Park.



By The Numbers





Questions?

Thank you for listening – we'll see you out there!



MINUTES

Library Board

5:00 PM - Monday, June 16, 2025

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, June 16, 2025, at 5:00 PM, with the following members present:

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

ABSENT: Okpara Rice

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn

FRIENDS REP: Diana Zrudsky

GUESTS PRESENT: Bob Read, Sabrina Beyer

CALL TO ORDER

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

AGENDA APPROVAL

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

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

INTRODUCTION OF GUESTS

Bob Read and Sabrina Beyer attended as guests before becoming full Board Members as of July 1, 2025.

PUBLIC FORUM

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

No comments.

LIBRARY SPOTLIGHT

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

Board Members introduced themselves for the benefit of our new Board Members.

Library Board Member Recognition - Jack Zumwalt, Kim Rose, Okpara Rice, and Sandy Rosenberger were acknowledged for their years of service on the Library Board.

MINUTES

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

Moved by Nunn, seconded by Rosenberger, to approve the May 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Diana Zrudsky reported that the Friends have several people interested in their open Board positions.
- Planning for the Dolly Parton Imagination Library Graduation celebration continues.
- The Friends had success in selling books outside the library during the first Uptown Marion Farmer's Market.
- The Friends are grateful for the nomination of the Governor's Volunteer Award.

2. Marion Public Library Foundation Report

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

3. Board Continuing Education

- Ross McIntyre attended a webinar from ALA "Advocacy at Your Library: Hosting Legislator Visits" on June 10, 2025 - 1 hour.

Bill Carroll shared that all subcommittee meetings were canceled due to changes in the Open Meeting Laws. City Attorney Kara Bullerman will present on these changes at the July Board Meeting.

4. Art Advisory Committee Report

- No Report

5. Finance Committee Report

- No Report

6. Personnel Committee Report

- No Report

7. Director's Report

- Budget Update - The Budget is trending underspent due to Part-Time Staff turnover. Bill Carroll anticipates the Budget ending the fiscal year at 92-93% spent out.
- Strategic Plan Update - The Database Mango Languages will start July 1st. The Library's Strategic Plan will be recognized as an award winner at the ALA Conference later this month.
- General Department Updates - The Bookmobile has started a new stop in Rural

Linn County. The Bookmobile is now out in the Community 4 days a week. The first week of the Summer Library Program has had 1,500+ people sign up.

8. Policy Committee Report

- Policy Committee did not meet.

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

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

Approved unanimously

REGULAR AGENDA

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

- Susan Kling commented that the Individual Library Trustee Assessment on page 91 was interesting to review.
- Sandy Rosenberger asked how new Board Members would review the material in this book. Bill Carroll stated that we'll start over with Chapter 1 next month.

2. Metro Library Network (MLN) Agreement FY26-30 **(Action Requested)**

- The three Directors of each Library are the Governing Board of this MOU, they will review this each year.

Moved by Alexander, seconded by Rose, to Approve the FY26-30 Metro Library Network MOU and Authorized Bill Carroll to sign it.

Approved unanimously

3. FY26 Board Officer Elections **(Action Requested)**

- Ballots were passed out to voting Board members for those running for FY26 Board Officers:
- President - Ross McIntyre
- Vice President - Kelsey Logan
- Secretary - Becky Garms
- Treasurer - Chelsea Nunn
- The ballots were tallied and all candidates were unanimously selected.

Moved by Kling, seconded by Rosenberger, to approve the FY26 Board Officers.

Approved unanimously

4. MOU Dolly Parton Imagination Library Partnership **(Action Requested)**

- This agreement between the Library, the Friends Board, and the Foundation Board sets in place who is responsible for which facets of the DPIL.

Moved by Zumwalt, seconded by Lammers, to approve the DPIL Partnership MOU and have the Library Board President sign.

Approved unanimously

5. Library Director Contract Modification **(Action Requested)**

- Proposed modifications to the Library Director Contract were sent to Board members in a Confidential Memo from the City Attorney.

Moved by Kling, seconded by Nunn, to approve the proposed modification to the Library Director's contract.

Approved unanimously

ADJOURN

Moved by Nunn, seconded by Logan, to adjourn at 5:50 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

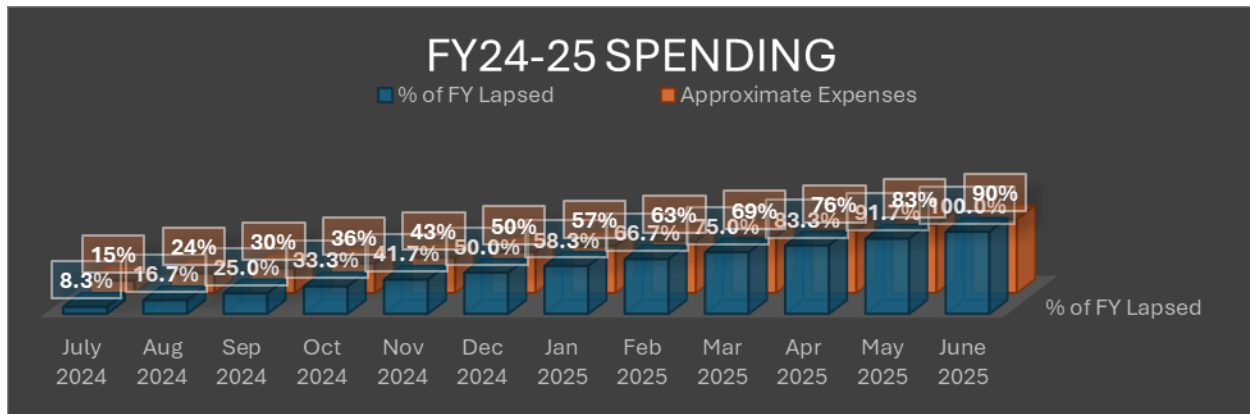
July 2025 report to Board of Trustees

- The Foundation assumed financial responsibility for Dolly Parton's Imagination Library starting July 1, 2025. A new bank account restricted to DPIL has been established at Farmers State Bank.
- The Giacoletto Foundation has pledged \$15,000 for the Imagination Library program in FY26.
- Blairs Ferry Walmart provided \$500 for the culinary kitchen.
- Library leadership team members are working to create a menu of sponsorship opportunities available in FY26.

Director's Report for the Library Board of Trustees Meeting on Monday, July 21, 2025

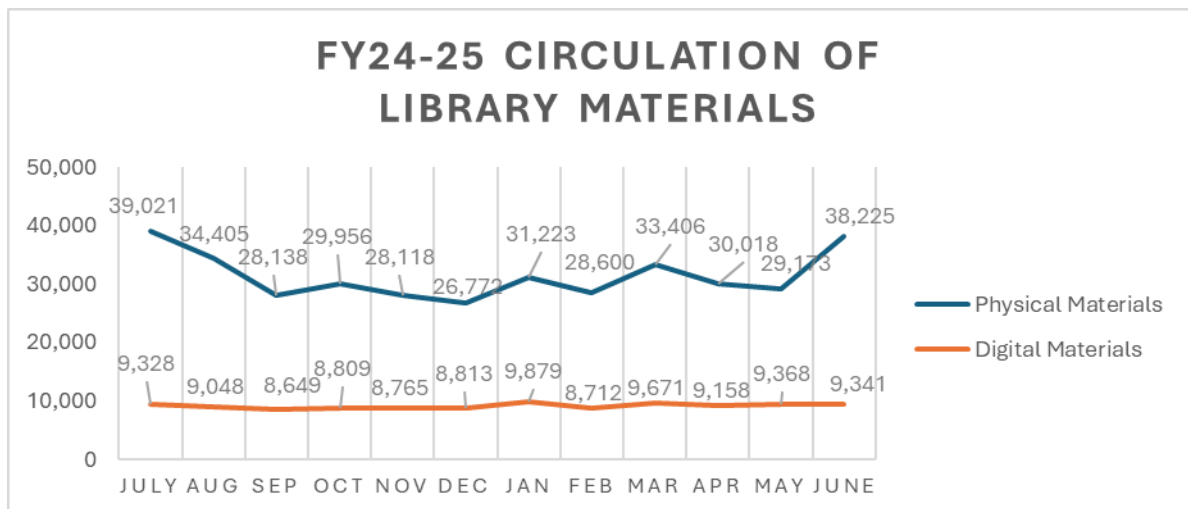
Budget Update:

- FY 25 completed on June 30, 2025.
- As of the June 30, 2025 budget report, approximately 90% of the library's budget was expended for the year.



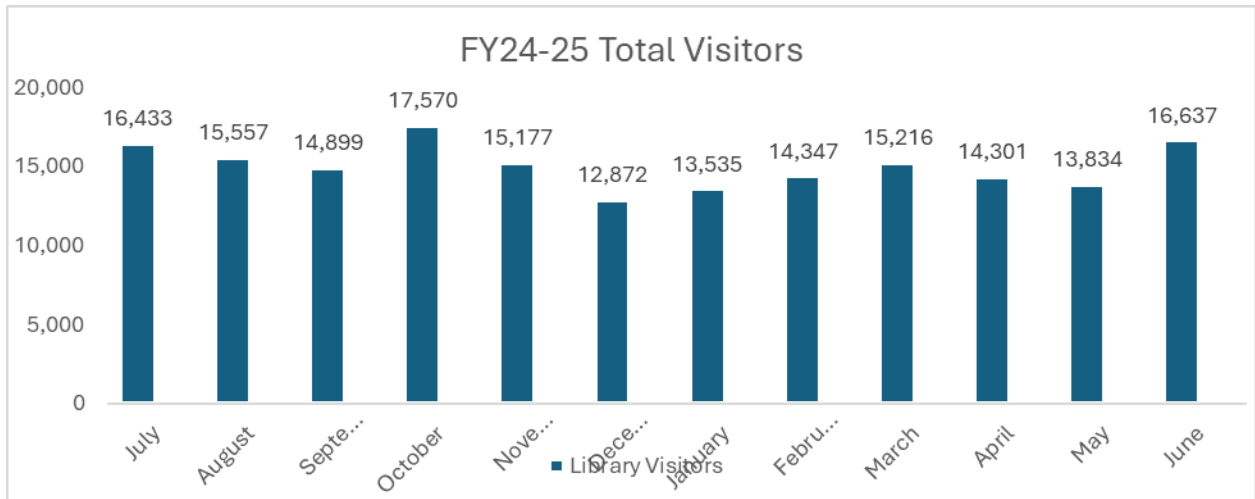
- As of the June 30, 2025 budget report, revenue received was 135% received for the fiscal year.

Statistics Highlights:

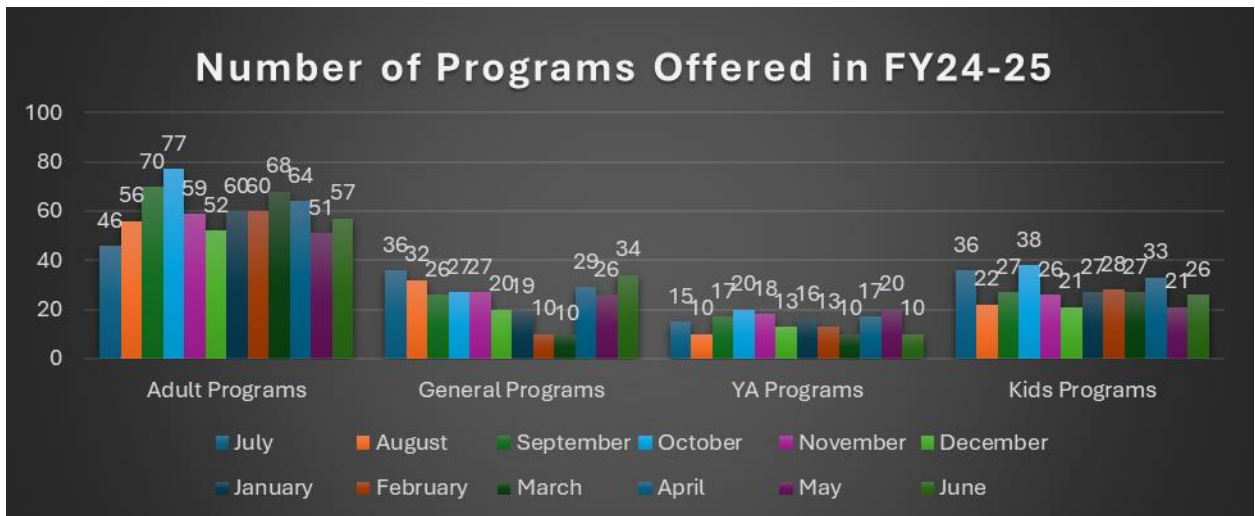


- For June 2025, circulation of physical items increased approximately 31.0% from the previous month, having 38,225 items checked out. Circulation of physical items for the month decreased approximately 2.1% when compared with the previous year.

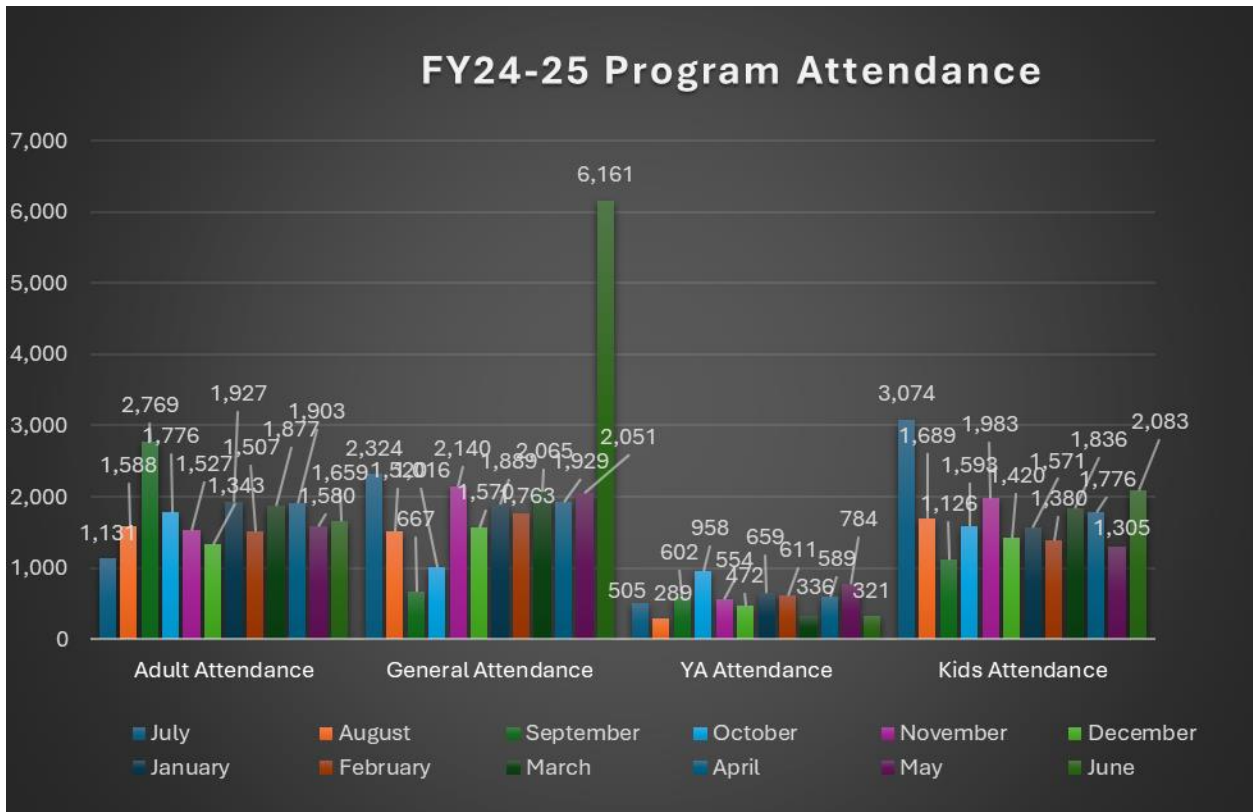
- For June 2025, circulation of digital items decreased approximately 0.3% compared to the previous month. Circulation of digital items for the month increased approximately 7.8% when compared with the previous year.



- The gate count for June 2025 was 16,637. The June gate count increased approximately 20.1% compared to May 2025. Compared to the previous year, this year's gate counts saw an approximate 3.7% decrease compared to the same time last year.



- Programming saw an increase in the number of programs offered between June (127) and May (118). The number of programs offered in June 2025 was slightly lower than the number of programs offered in June 2024 (133).



- Program attendees for June 2025 totaled 10,224 individuals. This is approximately 78.7% more than the 5,720 that attended programs in May. Compared with June 2024, which saw 8,369 attendees for programs, there was an approximate increase for the current year of approximately 22.2%.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. Progress includes:
 - Sign-ups for additional 1:1 staff training in the areas of customer service and reference services.
 - The addition of bookmobile stops and service on Mondays and Fridays
 - Recruitment of library volunteers
 - Service agreement signed for the library to offer a foreign language learning database starting in July. The database resource is called Mango Languages.
 - Service agreement for the library to offer digital periodicals and newspapers in English and foreign languages from around the world was signed. The resource is called PressReader and will start in July.

General Department Updates:**• Library Administration**

- MPL was selected and awarded a PR Xchange award in June for its strategic plan by the American Library Association. The award recognizes the plan for content and design.
- The library performed outreach at the Uptown Market in June. Representatives from the Library Board of Trustees, Foundation Board, and Friends Boards met with residents and promoted the library's summer library program and the Dolly Parton Imagination program.
- Budget planning for FY 2027 will begin in July. The planning will likely follow a similar schedule to previous years and will include provisions for the following:
 - Asset replacement
 - Capital Improvement requests
 - Personnel requests
 - Improvement packages
 - Technology requests
 - General fund requests
- Bird proofing of the library's windows will likely commence in August or September. This is contingent upon the availability of the contractor.
- In June, a consultant assessed the library's leaking roof and will be furnishing a report to the City identifying the root cause of the leaks. Once the final report is provided, the library and City can develop a remediation plan.

• Marketing and special Events update from Ashley Osborn

- Marketing
 - Two new pieces of marketing software were launched in June to improve efficiencies and meet needs for patrons and staff. They are:
 - Constant Contact, utilized to create and analyze electronic newsletters.
 - HeyOrca, utilized to schedule, track, and analyze social media marketing efforts.
 - Research for a new event and room management software is in the initial stages. A small group of staff will be formed to evaluate and discuss potential options.
 - Marketing for the bookmobile and volunteer services had high-performing statistics during the month of June, increasing the library's average social engagement rate by 3%.
 - The library has been utilizing Instagram's story features to promote Summer Library Program events on a weekly basis. This contributed to a

-
- 9.8% increase in the amount of patrons reached during the month of June.
 - Ashley and Bill accepted the 2025 PR Xchange Award for the library's 2025 – 2028 Strategic Plan at the American Library Association Conference this month.
 - Meetings & Special Events
 - 46 reservations were made for April. 44/46 reservations were completed.
 - Boardroom: 16 reservations
 - Community Room: 5 reservations
 - Community Room A: 10 reservations
 - Community Room B: 13 reservations
 - Outdoor Reading Terrace: no reservations
 - Media Mentions
 - June 8: Community Spotlight – Marion Public Library's Bookmobile ([KZIA](#)).
 - June 9: Marion Public Library boosts bookmobile access for summer ([KWWL](#), [The Gazette](#)).
 - June 21: Where to find cooling centers in Linn County ([KCRG](#)).
 - **Collections Strategy Report from Sue Gerth**
 - Staff began cleaning DVD's and have devised a plan for Fall weeding of the collection with Collection HQ. Sue & Linda continue to train on Collection HQ.
 - Created new book bundles for children's area.
 - Sue, as interim Programming Manager, worked with programming staff to kick off Summer Library Program.
 - Sue continues to order up on the most popular titles to meet demand.
 - Sue worked with CRPL on adding new digital resources: Mango Languages and PressReader starting July 1st. Both hit on the strategic plan to increase patron accessibility to new languages as PressReader enables patrons to read newspapers and magazines from across the world in a variety of languages and Mango is an easy to learn language program, including ASL and children's language learning.
 - Sue, along with Bob, interviewed applicants for the full-time library assistant for children's services. Part-time library assistant Sydney Kaup accepted the full-time position and started her new role the last week of June/early July.
 - Collection Teams has also had a big hand in helping with summer programming including assisting in set up for movie and craft days, helping with reading log sign ups, and keeping up with shelving.
 - **Patron Services update from Bob Reynolds**
 - There were eight Patron Incidents in June. These were behavior policy breaks.
 - There was one patron injury reported in June. Emergency services were not called. It was discovered that the library was not at fault.
 - Rural Linn County circulation has increased compared to last month.

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- Open Access circulation has increased compared to last month.
 - Bookmobile circulation has greatly increased since last month. Success in patron visitation and circulation has been seen through the varied stops that were implemented this month.
 - Volunteer hours have increased slightly. There has been high involvement in applications toward volunteer positions.
 - Patron Service staff were reintroduced to State of Iowa Library Certification during a staff training day. The full Patron service staff are on track to fulfill this Certification in FY 26.
 - In alignment with the strategic plan, to improve library efficiencies for patrons and staff, staff were introduced to an application for training input. Additional methods for input to engage staff during training are being considered.
 - In alignment with the strategic plan, to foster existing partnerships & relationships, five new volunteer positions have been created and produced. There has been high engagement by candidates toward these positions. These positions include Volunteer Coordinator, Makerspace Assistant, Program Assistant, Library Keeping (cleaning), and Book Group Coordinator. Additional volunteer positions are being considered.
 - In alignment with the strategic plan on several fronts, the bookmobile is now servicing four days of the week with eight total stops. Expanding this service is already in discussion relating to staffing levels and capacity.

 - **Programming update**
 - Sue, as interim Programming Manager, helped programming staff kick off Summer Library Program (SLP). As of the first full week of July we have over 2,200 people signed up, breaking last year's record!
 - A total of 210 people celebrated the start of summer with our Summer Library Program kickoff event, featuring outdoor lawn games, indoor activities, snacks and a video game truck!
 - During the month of June 2,139 people signed up for SLP and were able to collect children's admission tickets to our sponsors the Blank Park Zoo and the Marion Municipal Pool, as well as library-branded bookmarks and sticker sheets, brag tag keychains and SLP t-shirts provided by Hills Bank.
 - SLP events are a huge hit, with 2,432 patrons enjoying game and craft days, park playdates, family movies, and special performers!
 - The big teen program in June was Candy Sushi, which brought in 72 patrons who crafted culinary masterpieces using gummy candy and Rice Krispies Treats - a sticky spectacle to be sure!
 - The Grout Museum and Mr. Magic, Jonathan May headlined our big partnership programs, bringing in 147 and 202 attendees respectively.
 - The MakerSpace saw an uptick in June, with 43 people using the open hours and longarm quilting times to complete projects and trainings.

- The seed library closed for the season in June after 71 patrons picked up their final selections - it will reopen late next winter for spring planting!
- The Red Cedar Chamber Music group entertained 84 seniors at Encore Cafe.
- Kelly from Gia's Culinary Kitchen provided a cooking class for 37 patrons.
- Our local author and History Book Club facilitator, Scott Foens, presented an author talk about his book "Green Mountain Train Wreck" to 17 avid readers.
- All of our summer programming has been in partnership with many local businesses, adding to our initiative of creating opportunities for new community partnerships, as well as to continue to foster existing partnerships.
- **IT and Building Maintenance from James Teahen**
 - **Technology:**
 - Due to various issues, multiple public facing computers needed to be re-built for functionality.
 - Added Dell docking stations to staff public desks that are used by staff that have received the new model of laptops that are being used by City IT.
 - Worked with Hilery to pinpoint technology for the Bookmobile that could possibly be purchased via available grants
 - **Facilities:**
 - With partnership between an outside vendor, John from Public Works, City IT, and Bob Reynolds, a few Study Room door issues were resolved. These doors now function appropriately as intended.
 - RFB for "bird proofing" second floor windows was completed.
 - **Strategic Plan:**
 - By rebuilding the library computers that were not functioning properly we were able to make sure that patrons had access to both the internet as well as other computer programs for which will help **"Elevate the Internal & External Customer Experience"** .
 - By adding the Dell docking stations to staff public desks it will help ensure that our staff have the proper tools needed to both conduct work as well help patrons which helps **"Elevate the Internal & External Customer Experience"** as well as **"Enhance Community Engagement"**.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on June 18, 2025.
- Directors signed the 28E renewal contract for the three MLN libraries. The contract was approved by all the Library Boards of each respective MLN library.
- The next scheduled meeting is set for July 16, 2025 at the Hiawatha Public Library.



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	10,698.14	(198.14)	102	10,665.33
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$10,698.14	(\$198.14)	102%	\$10,665.33
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	90,997.79	(28,997.79)	147	61,456.04
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	75,513.54	(20,513.54)	137	64,674.47
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	36,325.03	(325.03)	101	36,449.76
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$213,534.50	(\$50,034.50)	131%	\$173,245.60
Charges for Service										
4504	Copy Charges	5,000.00	.00	5,000.00	973.15	.00	10,791.35	(5,791.35)	216	7,903.79
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	940.63	.00	7,620.64	(1,620.64)	127	6,418.78
4506	Fax Revenues	.00	.00	.00	2.85	.00	60.60	(60.60)	+++	33.33
4509	Rental - Community Room	4,000.00	.00	4,000.00	562.50	.00	13,610.00	(9,610.00)	340	7,490.00
	Charges for Service Totals	\$15,000.00	\$0.00	\$15,000.00	\$2,479.13	\$0.00	\$32,082.59	(\$17,082.59)	214%	\$21,845.90
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	100.00	.00	100.00	(187.87)	.00	(187.87)	287.87	-188	2.92
	4702 - Penalties/Fines Totals	\$100.00	\$0.00	\$100.00	(\$187.87)	\$0.00	(\$187.87)	\$287.87	-188%	\$2.92
4704	Misc Revenues	6,600.00	.00	6,600.00	313.65	.00	16,691.73	(10,091.73)	253	5,811.10
4708	Other Contributions									
4708.01	Other Contributions General	35,503.00	.00	35,503.00	.00	.00	35,503.00	.00	100	35,503.00
	4708 - Other Contributions Totals	\$35,503.00	\$0.00	\$35,503.00	\$0.00	\$0.00	\$35,503.00	\$0.00	100%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	2.97	.00	10.24	(10.24)	+++	1.98
	Misc Revenues Totals	\$42,203.00	\$0.00	\$42,203.00	\$128.75	\$0.00	\$52,017.10	(\$9,814.10)	123%	\$41,319.00
	Department 410 - Library Totals	\$220,703.00	\$0.00	\$220,703.00	\$2,607.88	\$0.00	\$297,634.19	(\$76,931.19)	135%	\$236,410.50
	REVENUE TOTALS	\$220,703.00	\$0.00	\$220,703.00	\$2,607.88	\$0.00	\$297,634.19	(\$76,931.19)	135%	\$236,410.50
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	955,546.00	.00	955,546.00	53,718.30	.00	855,660.88	99,885.12	90	843,847.25
6020	Regular Part-Time Salaries	571,282.00	.00	571,282.00	33,251.86	.00	446,695.46	124,586.54	78	434,150.82
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	20.83



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	9,201.26	.00	16,950.66	(16,950.66)	+++	16,511.40
Salaries Totals		\$1,526,828.00	\$0.00	\$1,526,828.00	\$96,171.42	\$0.00	\$1,319,307.00	\$207,521.00	86%	\$1,294,530.30
Employee Benefits/Costs										
6110	Social Security	73,548.00	.00	73,548.00	5,905.16	.00	81,187.75	(7,639.75)	110	79,807.76
6120	Medicare	22,383.00	.00	22,383.00	1,381.02	.00	18,987.44	3,395.56	85	18,664.68
6130	IPERS	126,856.00	.00	126,856.00	9,063.72	.00	123,588.15	3,267.85	97	120,174.23
6150	Health Insurance	163,431.00	.00	163,431.00	11,815.49	.00	139,309.62	24,121.38	85	137,258.19
6151	Wellness Program	308.00	.00	308.00	22.20	.00	283.05	24.95	92	294.15
6152	Life Insurance	1,545.00	.00	1,545.00	103.86	.00	1,342.90	202.10	87	1,446.09
6153	Long Term Disability	3,735.00	.00	3,735.00	266.18	.00	3,415.74	319.26	91	3,433.23
6154	Dental Insurance	3,604.00	.00	3,604.00	315.16	.00	3,591.60	12.40	100	3,286.92
6160	Worker's Compensation	873.00	.00	873.00	.00	.00	928.32	(55.32)	106	1,131.33
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	7,920.00	.00	7,920.00	330.00	.00	3,960.00	3,960.00	50	5,280.00
6190	Education Stipend	9,000.00	.00	9,000.00	750.00	.00	9,600.00	(600.00)	107	9,000.00
Employee Benefits/Costs Totals		\$413,203.00	\$0.00	\$413,203.00	\$29,952.79	\$0.00	\$386,194.57	\$27,008.43	93%	\$379,776.58
Staff Development										
6199	Tuition Reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
6210	Dues/Membership	3,825.00	.00	3,825.00	1,016.00	.00	2,381.00	1,444.00	62	2,390.60
6220	Subscriptions/Education Materials	750.00	.00	750.00	369.50	.00	369.50	380.50	49	689.00
6230	Training/Conference Registrations	8,125.00	.00	8,125.00	1,052.50	.00	5,452.91	2,672.09	67	5,726.72
6240	Travel Expenses	5,000.00	.00	5,000.00	414.37	.00	6,453.76	(1,453.76)	129	7,238.34
6260	Employee Health Screenings	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
Staff Development Totals		\$18,120.00	\$0.00	\$18,120.00	\$2,852.37	\$0.00	\$14,657.17	\$3,462.83	81%	\$16,044.66
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	61,700.00	.00	61,700.00	3,712.13	.00	33,513.26	28,186.74	54	30,934.40
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	148.20	.00	837.95	412.05	67	.00
6331	Vehicle Maintenance	3,200.00	.00	3,200.00	(224.08)	.00	545.52	2,654.48	17	9.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	2,150.00	.00	2,150.00	.00	.00	1,070.00	1,080.00	50	940.00
6371	Electric/Gas Utility Expense	109,425.00	.00	109,425.00	6,688.83	.00	80,136.79	29,288.21	73	77,197.09
6373	Communications Utility Expenses	5,520.00	.00	5,520.00	345.55	.00	5,863.54	(343.54)	106	4,319.65
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	82.51	.00	1,121.78	858.22	57	1,451.86
Repair/Maintenance/Utilities Totals		\$185,225.00	\$0.00	\$185,225.00	\$10,753.14	\$0.00	\$123,088.84	\$62,136.16	66%	\$114,852.00



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,798.00	.00	8,798.00	1,724.64	.00	4,480.49	4,317.51	51	1,620.11
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	80,683.00	.00	80,683.00	.00	.00	84,247.11	(3,564.11)	104	59,764.79
6409	Credit Card Merchant Fees	1,320.00	.00	1,320.00	146.54	.00	1,960.68	(640.68)	149	1,262.89
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	143,430.32	1,469.68	99	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	101,127.00	.00	101,127.00	5,528.12	.00	78,767.57	22,359.43	78	64,569.62
6423	Contracts - Janitorial Services	54,480.00	.00	54,480.00	4,480.00	.00	53,760.00	720.00	99	56,620.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	2,076.82	.00	19,764.18	(5,364.18)	137	4,391.50
6425	Contracts - Building Maintenance	35,530.00	.00	35,530.00	829.40	.00	32,672.83	2,857.17	92	29,763.50
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	650.60	.00	6,792.17	2,807.83	71	5,572.30
Contractual Services Totals		\$450,838.00	\$0.00	\$450,838.00	\$15,436.12	\$0.00	\$425,875.35	\$24,962.65	94%	\$366,995.03
Commodities										
6502	Promotional Items	6,000.00	.00	6,000.00	1,155.55	.00	5,560.26	439.74	93	5,057.34
6506	Office Supplies	8,250.00	.00	8,250.00	567.19	.00	4,000.23	4,249.77	48	7,636.58
6507	Operational Supplies	45,365.00	.00	45,365.00	16,552.92	.00	49,325.89	(3,960.89)	109	33,915.15
6508	Postage/Shipping	10,200.00	.00	10,200.00	481.90	.00	5,257.62	4,942.38	52	3,880.58
6510	Forms/Printing Services	8,950.00	.00	8,950.00	251.85	.00	6,489.43	2,460.57	73	3,217.98
6511	Janitorial Supplies	10,600.00	.00	10,600.00	624.81	.00	11,264.06	(664.06)	106	8,854.49
6513	Vehicle Operating Supplies	5,000.00	.00	5,000.00	492.51	.00	683.18	4,316.82	14	110.92
6514	Medical Supplies	2,295.00	.00	2,295.00	88.96	.00	1,060.81	1,234.19	46	585.69
6560	Pre-Employment Screening	434.00	.00	434.00	.00	.00	.00	434.00	0	.00
6580	Technology	2,850.00	.00	2,850.00	830.00	.00	2,115.72	734.28	74	3,643.18
6590	Events & Meetings	1,000.00	.00	1,000.00	.00	.00	89.67	910.33	9	874.58
6599	Misc Commodities/Expenses	5,200.00	.00	5,200.00	4,389.68	.00	5,251.56	(51.56)	101	10,514.59
Commodities Totals		\$106,144.00	\$0.00	\$106,144.00	\$25,435.37	\$0.00	\$91,098.43	\$15,045.57	86%	\$78,291.08
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	109.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	1,867.97
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Library Materials										
6718.01	Library Materials Adult Materials	75,560.00	.00	75,560.00	10,014.99	.00	78,327.90	(2,767.90)	104	73,328.64



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,000.00	.00	8,000.00	723.65	.00	8,054.43	(54.43)	101	22,248.09
6718.03	Library Materials Children's Materials	54,500.00	.00	54,500.00	10,473.33	.00	51,956.14	2,543.86	95	54,535.18
6718.04	Library Materials Audio Materials	32,500.00	.00	32,500.00	10,083.07	.00	32,063.93	436.07	99	23,699.96
6718.05	Library Materials Video Materials	16,000.00	.00	16,000.00	1,143.00	.00	13,453.43	2,546.57	84	12,933.41
6718.06	Library Materials Downloadable Books	10,000.00	.00	10,000.00	1,392.40	.00	15,123.28	(5,123.28)	151	13,071.10
6718.07	Library Materials Downloadable Media	50,000.00	.00	50,000.00	8,632.58	.00	88,120.32	(38,120.32)	176	65,802.43
6718.08	Library Materials Other	44,217.00	.00	44,217.00	1,831.72	.00	42,890.87	1,326.13	97	35,890.40
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$290,777.00	\$0.00	\$290,777.00	\$44,294.74	\$0.00	\$329,990.30	(\$39,213.30)	113%	\$301,509.21
Capital Outlay Totals		\$298,777.00	\$0.00	\$298,777.00	\$44,294.74	\$0.00	\$329,990.30	(\$31,213.30)	110%	\$303,486.18
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$2,999,135.00	\$0.00	\$2,999,135.00	\$224,895.95	\$0.00	\$2,690,211.66	\$308,923.34	90%	\$2,553,975.83
EXPENSE TOTALS		\$2,999,135.00	\$0.00	\$2,999,135.00	\$224,895.95	\$0.00	\$2,690,211.66	\$308,923.34	90%	\$2,553,975.83
Fund 101 - General Fund Totals										
REVENUE TOTALS		220,703.00	.00	220,703.00	2,607.88	.00	297,634.19	(76,931.19)	135%	236,410.50
EXPENSE TOTALS		2,999,135.00	.00	2,999,135.00	224,895.95	.00	2,690,211.66	308,923.34	90%	2,553,975.83
Fund 101 - General Fund Totals		(\$2,778,432.00)	\$0.00	(\$2,778,432.00)	(\$222,288.07)	\$0.00	(\$2,392,577.47)	(\$385,854.53)		(\$2,317,565.33)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	10,660.00	.00	10,660.00	.00	.00	6,325.00	4,335.00	59	10,549.49
Commodities Totals		\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
	EXPENSE TOTALS	\$10,660.00	\$0.00	\$10,660.00	\$0.00	\$0.00	\$6,325.00	\$4,335.00	59%	\$10,549.49
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	10,660.00	.00	10,660.00	.00	.00	6,325.00	4,335.00	59%	10,549.49
Fund 105 - Equipment Reserve Fund Totals		(\$10,660.00)	\$0.00	(\$10,660.00)	\$0.00	\$0.00	(\$6,325.00)	(\$4,335.00)		(\$10,549.49)
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Misc Revenues										
4701	Donations									
4701.01	Donations General	20,000.00	.00	20,000.00	2,112.00	.00	33,176.65	(13,176.65)	166	39,841.49
	4701 - Donations Totals	\$20,000.00	\$0.00	\$20,000.00	\$2,112.00	\$0.00	\$33,176.65	(\$13,176.65)	166%	\$39,841.49
4708	Other Contributions									
4708.01	Other Contributions General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	25,000.00
	4708 - Other Contributions Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$25,000.00
	Misc Revenues Totals	\$30,000.00	\$0.00	\$30,000.00	\$2,112.00	\$0.00	\$33,176.65	(\$3,176.65)	111%	\$64,841.49
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$2,112.00	\$0.00	\$33,176.65	(\$3,176.65)	111%	\$64,841.49
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$2,112.00	\$0.00	\$33,176.65	(\$3,176.65)	111%	\$64,841.49
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



Budget Performance Report

Fiscal Year to Date 06/30/25

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Commodities										
6590	Events & Meetings	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	2,653.37
6599	Misc Commodities/Expenses	30,000.00	35,000.00	65,000.00	2,882.90	.00	51,100.47	13,899.53	79	32,106.56
Commodities Totals		\$32,500.00	\$35,000.00	\$67,500.00	\$2,882.90	\$0.00	\$51,100.47	\$16,399.53	76%	\$34,759.93
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$32,500.00	\$35,000.00	\$67,500.00	\$2,882.90	\$0.00	\$51,100.47	\$16,399.53	76%	\$34,759.93
EXPENSE TOTALS		\$32,500.00	\$35,000.00	\$67,500.00	\$2,882.90	\$0.00	\$51,100.47	\$16,399.53	76%	\$34,759.93
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		30,000.00	.00	30,000.00	2,112.00	.00	33,176.65	(3,176.65)	111%	64,841.49
EXPENSE TOTALS		32,500.00	35,000.00	67,500.00	2,882.90	.00	51,100.47	16,399.53	76%	34,759.93
Fund 130 - Special Revenue Totals		(\$2,500.00)	(\$35,000.00)	(\$37,500.00)	(\$770.90)	\$0.00	(\$17,923.82)	(\$19,576.18)		\$30,081.56
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	100,000.00	.00	100,000.00	.00	.00	2,451.97	97,548.03	2	.00
4400 - Federal Grants/Contributions Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$2,451.97	\$97,548.03	2%	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	(16,499.29)	16,499.29	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,499.29)	\$16,499.29	+++	\$0.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440 - Local Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

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Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	(\$14,047.32)	\$114,047.32	-14%	\$0.00
Misc Revenues										
4701 Donations										
4701.01	Donations General	.00	.00	.00	.00	.00	42,518.19	(42,518.19)	+++	519,429.00
4701 - Donations Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,518.19	(\$42,518.19)	+++	\$519,429.00
4708 Other Contributions										
4708.01	Other Contributions General	.00	.00	.00	.00	.00	53,567.72	(53,567.72)	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,567.72	(\$53,567.72)	+++	\$0.00
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96,085.91	(\$96,085.91)	+++	\$519,429.00
Department 410 - Library Totals		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$82,038.59	\$17,961.41	82%	\$519,429.00
Department 620 - Finance										
Intergovernmental										
4400 Federal Grants/Contributions										
4400.02	Federal Grants/Contributions FEMA	.00	.00	.00	.00	.00	1,480,463.19	(1,480,463.19)	+++	14,868,345.05
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,480,463.19	(\$1,480,463.19)	+++	\$14,868,345.05
4420 State Contributions										
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.04	State Contributions FEMA	.00	.00	.00	.00	.00	601,669.88	(601,669.88)	+++	1,515,482.93
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$601,669.88	(\$601,669.88)	+++	\$1,515,482.93
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,082,133.07	(\$2,082,133.07)	+++	\$16,383,827.98
Misc Revenues										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	66,055.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	662,001.87
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$728,056.87
Department 620 - Finance Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,082,133.07	(\$2,082,133.07)	+++	\$17,111,884.85
REVENUE TOTALS		\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$2,164,171.66	(\$2,064,171.66)	2164%	\$17,631,313.85
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	200,000.00	.00	200,000.00	.00	.00	.00	200,000.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	2,580.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	231,000.00	.00	231,000.00	.00	.00	169,196.68	61,803.32	73	697,596.99
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$0.00	\$169,196.68	\$261,803.32	39%	\$700,176.99



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 410 - Library Totals		\$431,000.00	\$0.00	\$431,000.00	\$0.00	\$0.00	\$169,196.68	\$261,803.32	39%	\$700,176.99
Department 620 - Finance										
Staff Development										
6230	Training/Conference Registrations	.00	.00	.00	.00	.00	.00	.00	+++	.00
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	(109.56)	109.56	+++	40,157.81
6320	Grounds Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6332	Vehicle Repairs - Internal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
6373	Communications Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
6374	Water/Sewer Utility Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Repair/Maintenance/Utilities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$109.56)	\$109.56	+++	\$40,157.81
Contractual Services										
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6415	Contracts - Equipment Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
6423	Contracts - Janitorial Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6425	Contracts - Building Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	30,079.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6427	Grant/Rebate Program	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	37,127.65	(37,127.65)	+++	118,550.10
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,127.65	(\$37,127.65)	+++	\$148,629.10
Commodities										
6504	Small Equipment/Tools	.00	.00	.00	.00	.00	.00	.00	+++	.00
6506	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6507	Operational Supplies	.00	.00	.00	.00	.00	.00	.00	+++	(179.92)
6508	Postage/Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.00	+++	16,503.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
Commodities										
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Commodities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$16,323.08
Capital Outlay										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	(257.03)	.00	(257.03)	257.03	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials										
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00
6751	Bond Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	(\$257.03)	\$0.00	(\$257.03)	\$1,200,257.03	0%	\$0.00
Department 620 - Finance Totals		\$1,200,000.00	\$0.00	\$1,200,000.00	(\$257.03)	\$0.00	\$36,761.06	\$1,163,238.94	3%	\$205,109.99
EXPENSE TOTALS		\$1,631,000.00	\$0.00	\$1,631,000.00	(\$257.03)	\$0.00	\$205,957.74	\$1,425,042.26	13%	\$905,286.98
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		100,000.00	.00	100,000.00	.00	.00	2,164,171.66	(2,064,171.66)	2164%	17,631,313.85
EXPENSE TOTALS		1,631,000.00	.00	1,631,000.00	(257.03)	.00	205,957.74	1,425,042.26	13%	905,286.98
Fund 301 - Capital Projects Totals		(\$1,531,000.00)	\$0.00	(\$1,531,000.00)	\$257.03	\$0.00	\$1,958,213.92	(\$3,489,213.92)		\$16,726,026.87
Grand Totals										
REVENUE TOTALS		350,703.00	.00	350,703.00	4,719.88	.00	2,494,982.50	(2,144,279.50)	711%	17,932,565.84



Budget Performance Report

Fiscal Year to Date 06/30/25

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	4,673,295.00	35,000.00	4,708,295.00	227,521.82	.00	2,953,594.87	1,754,700.13	63%	3,504,572.23
Grand Totals	(\$4,322,592.00)	(\$35,000.00)	(\$4,357,592.00)	(\$222,801.94)	\$0.00	(\$458,612.37)	(\$3,898,979.63)		\$14,427,993.61



Open Purchase Order Report

As of G/L Date 06/30/25

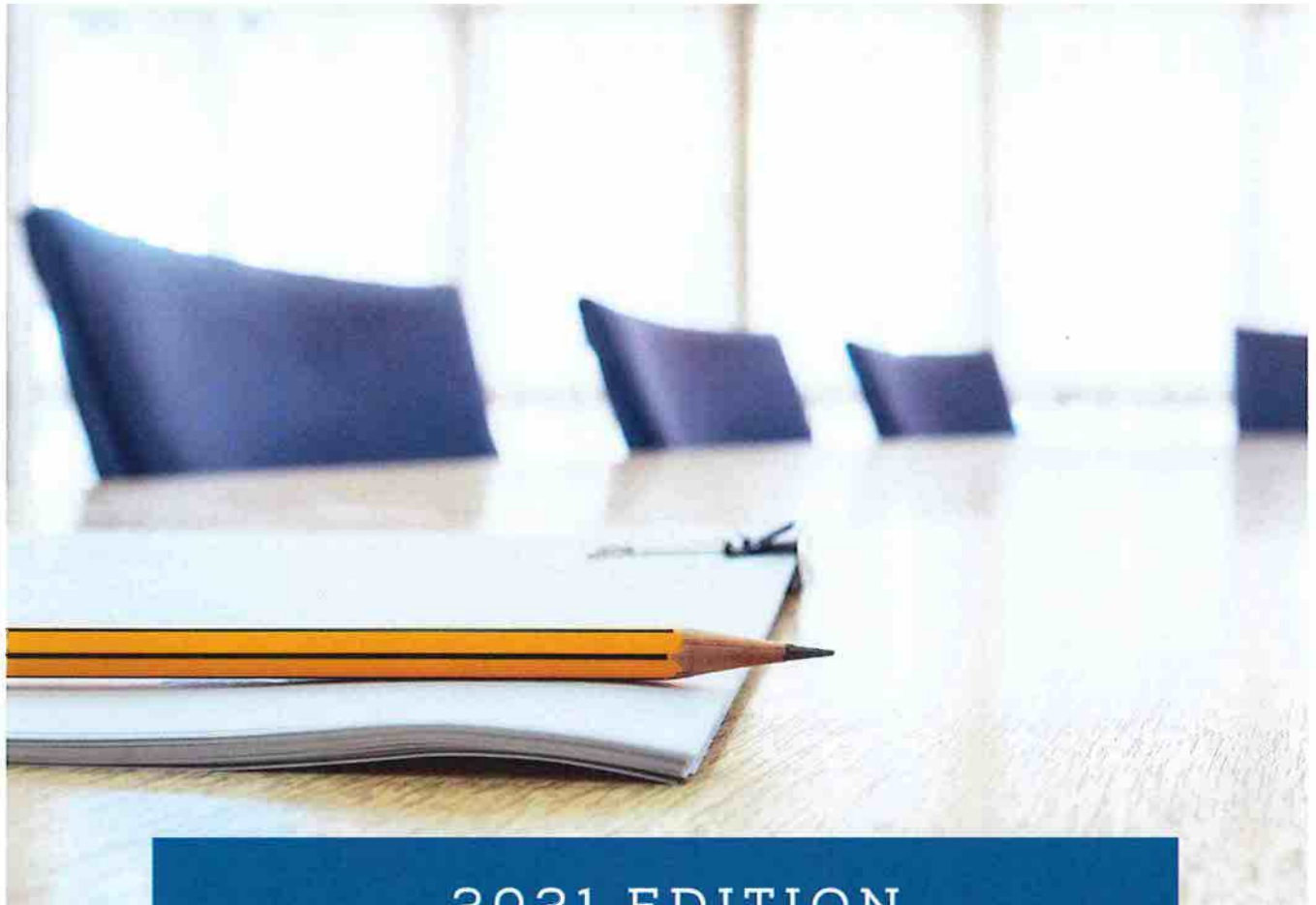
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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

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

Department	35 Library Totals	Purchase Orders	1	Amount	\$9,668.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$9,668.00
				Encumbered	\$0.00
	Grand Totals	Purchase Orders	1	Amount	\$9,668.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$9,668.00
				Encumbered	\$0.00



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Iowa Library Trustee's Handbook

2021 Edition

Published by:



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OF IOWA**

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Table of Contents

Iowa Library Trustee's Handbook	2
Table of Contents	3
Welcome To Iowa Library Board Service!	7
Preface	8
Chapter 1: First Things First	9-11
Get to Know Your Library and Its Impact in Your Community	9
Review Your City's Library Ordinance	9
Changing the Library's Ordinance	10
Understand the Role of the Board, Director, and City in Library Operations	10
Recruit New Trustees	11
Chapter 2: A Culture of Learning	12-13
Chapter 3: The Five Primary Responsibilities of Boards	14-15
I. Hiring the Library Director	14
II. Approving and Monitoring the Budget	14
III. Developing and Adopting Policies	14
IV. Planning for the Library's Future	14
V. Evaluating Service and Advocating for Advancements	15
Chapter 4: Hiring a Library Director	16-22
What Do Public Library Directors Do?	16
Conduct a Preliminary Assessment	17
Develop a Timeline	17
Set up the Search Committee	18
Review and Update the Job Description	18
Determine Salary and Benefits	19
Advertise the Position	19
Review the Applications	20
Interview Process	20
Evaluate the Candidates	21
Make the Hiring Decision	22
Chapter 5: Approving and Monitoring the Budget	23-34
Budgetary Powers of Library Boards	23
City and County Funding	23
Budget Management and Oversight	25
Budget Calendar	25
Budget Process	26

Monitoring the Budget	26
Amending the Certified Budget	27
Permanent Accounts and Special Revenue Funds	27
Investments	29
Petty Cash	29
Gifts and Memorials	29
Encumbrances	30
Audits	30
Budget & Finance: Roles and Responsibilities of the Director, Board, and City	31
Additional Sources of Funding	32
Special Library Levy	32
State Funds	32
Federal Funds	32
Library-Specific Foundations	33
Community Foundations	33
Friends of the Library Groups	33
Private Grants	34
Chapter 6: Developing and Adopting Policies	35-38
The Need for Policies	35
Policy Development Steps	36
Standards and Accreditation	38
Chapter 7: Planning for the Library's Future	39-41
Strategic Planning is a Required Standard	39
Planning Approaches	40
Common Elements of Strategic Plans	40
In Summary	41
Chapter 8: Evaluating Service and Advocating for Advancements	42-44
Evaluating Service	42
Board Evaluation	42
Advocating For Advancements	43
Telling the Library Story	43
Intellectual Freedom Advocate	44
Chapter 9: Board Relationships with Director, Staff, and City	45-49
Board Relationship with the Director	45
Duties and Responsibilities of the Board and Director	46
Board Relationship with the Staff	47
Board Relationship with the City	47

Are Library Employees City Employees?	49
Chapter 10: Evaluating the Library Director	50-54
Director Evaluation Considerations	51
Dismissing the Library Director	53
Chapter 11: Effective Board Meetings	55-60
Open Meetings Law	55
Responsibilities of Board Members During Meetings	56
Parliamentary Rules	57
Agendas	57
Motions	57
Minutes	58
Reports	58
Bylaws	59
Board Officers and Election of Officers	59
Chapter 12: Problem Solving and Decision Making	61-62
Chapter 13: Library Law and Legal Matters	63-72
City-Library Ordinance	63
Changing the Library's Ordinance	63
Open Meetings	64
Open Records and Confidentiality	66
Questions on Confidentiality and Open Records	67
Gender Balance For Library Boards	68
Compatibility of Office	68
Board Liability	69
Fair Labor Standards Act (FLSA)	69
Iowa Gift Law	71
Digital Millennium Copyright Act (DMCA)	71
Chapter 14: Public Library Standards	73-74
How Standards Work	73
Chapter 15: Intellectual Freedom	75-78
Understanding Intellectual Freedom	75
A Corollary to Intellectual Freedom is Privacy	76
Be Prepared	76
CIPA Compliance	77
Assistance With Intellectual Freedom Issues	77
Sample Public Library Request for Reconsideration of Material Form	78

Chapter 16: Library Buildings 79-82

Library Meeting Rooms	79
Occupational Safety and Health Act (OSHA)	79
Building and Renovation Projects	79
Capital Improvement Projects	80
New Construction	80
Americans with Disabilities Act (ADA)	80
Combined School -- Public Libraries	81
Outside Expertise	81
Architect Requirement for Designing a Public Library	81
Construction Bidding Procedures Act	82

APPENDIX 83

Sample City-Library Ordinance	83
Sample Agenda Template	87
Sample Bylaws	88
Sample Trustee Orientation Outline	89
Individual Library Trustee Assessment	91
Full Library Board Assessment	92
Checklist for Tech Savvy Trustees	93
Technology Proficiency Checklist for Library Staff	94
Code of Ethics	99
ALA Intellectual Freedom Documents	101
Services and Programs from the State Library of Iowa	102
Library Associations	107

Welcome To Iowa Library Board Service!

Dear Library Trustee:

Congratulations on your appointment as a trustee of your public library! As you embark on this important role, I would like to express my appreciation for your willingness to serve your community and provide exceptional public library service to your residents. Public libraries are the heart and soul of every community; library boards ensure that they remain strong, vibrant, and relevant to all users.



Library trustees freely contribute their time and energy because they believe in the importance of strong public libraries in their communities. As trustees, you have the responsibility to ensure that Iowa's public libraries remain well funded, well managed, and well used. Your time, generosity, and dedication are vital to our success here at the state level.

The public library is open and welcoming to all. Your library has a role in educational support, family literacy, economic development, and as a community anchor. These roles cannot be overstated. With your commitment to advocating for library resources and to supporting the library administration and staff as representatives of your community, Iowa libraries will continue to be strong and successful across the state.

On behalf of my colleagues at the State Library of Iowa, I extend my gratitude for your leadership and service. We hope that this Handbook will be a helpful reference during your tenure on the board. Please contact us if we can assist you in any way. Again... congratulations on your appointment!

Sincerely,

A handwritten signature in black ink that reads "Michael Scott". The signature is written in a cursive, flowing style.

Michael Scott
State Librarian of Iowa

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:
 - Gender balance
 - A variety of ages
 - A variety of occupations and knowledge bases
 - Participation in community groups and organizations
 - Includes 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

Scope of Policy			
Scope:	Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board	Effective Date:	Reviewed 4/21/2025

Table of Contents	
Sections	
1.	Mission and Vision
2.	Library Board Bylaws
3.	Library Bill of Rights
4.	Freedom to Read
5.	Freedom to View
6.	Statement on Labelling
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 or until successors have been elected.

Section 3 The Marion Public Library Board of Trustees shall maintain four standing committees: the Policy Committee, the Personnel Committee, the Finance Committee, and the Executive Committee to serve the following permanent and continuing functions.

3A The Policy Committee is established to review both internal and public library policies and recommend changes to the full Board. The Library Director shall serve on this committee as advisor.

3B The Personnel Committee is established to review the performance of the Library Director, and to report on performance and make salary recommendations to the full

Board.

3C The Finance Committee is established to review the expenditures of the library and to work with the Library Director to prepare the library annual budget.

3D The Executive Committee is established to review select upcoming items for consideration by the entire Board and work with the Library Director to research and recommend potential courses of action.

Section 4 Committee members are appointed by the Board president to serve a one-year term, beginning in July . Committee members shall choose a chairperson. Each member of the board shall serve on at least one standing committee.

Section 5 Ad hoc committees shall be created and members appointed by the Board president as needed for specified purposes and terms.

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.

**Bill To**

Marion Public Library
1101 6th Ave
Marion, IA 52302

Ship To

Marion Public Library
1101 6th Ave
Marion, IA 52302

Reprint Purchase Order

No. 2026-00000020

06/24/25

Vendor 1615 Shades and Shields LLC

Contact

Bradley Becker
947 Metzger Dr
Hiawatha, IA 52233

Deliver by**Ship Via****Freight Terms****Originator**

Kimberly Cowger

Resolution Number**Payment Terms**

Net 45

Status	Quantity U/M	Description	Unit Cost	Total Cost
Open	1.0000 Each	Misc Project Costs	\$49,086.0000	\$49,086.00
<i>Item Description</i> Library Building Bird Safety Window Improvement Project				
<i>G/L Account</i>		<i>Project</i>	<i>Amount</i>	<i>Percent</i>
301.410.6750 (Project Costs)		FACS 25 002 (Library building windows bird safety improvements)		100.00%

Level	Level Description	Date	Approval User
1	Entry	6/24/2025	Kimberly Cowger
2	Dept Head	6/24/2025	Bill Carroll
4	Finance	6/24/2025	Brian McKenzie

Subtotal \$49,086.00

Sales Tax \$0.00

Total Due \$49,086.00

Open Total Cost	\$49,086.00
Amount Voided	
Open Amount Expensed	
Open Amount Encumbered	\$49,086.00
Amount Discounted	
Open Amount Remaining	\$49,086.00

Special Instructions



Shades
and Shields

LLC

📞 319-988-1636

📍 947 Metzger Dr.

Hiawatha, IA 52233

Proposal To: Marion Public Library (James Teahen)

📞 319-743-1988

📍 1101 6th Ave

Marion, IA 52302

Proposal #759452783

Date Jun 17, 2025

By accepting this proposal you understand that while we (Shades and Shields) strive for excellence with our quality, there is no perfect tint install. Environment, frame material, and frame condition play a big part in the cleanliness we are able to achieve. Please reference the International Window Film Association guidelines for expectations- [Link](#)
Please reference our After Care Instructions here - [Link](#)

📍 1101 6th Ave, Marion, IA 52302

North side	99 panes
East side	26 panes
South side	38 panes
West side	30 panes
Patio main entry	10 panes

Our Solution Supply & install Bird Divert film on all 2nd floor windows (exterior install)

Bird Divert is a durable UV absorbing/reflective dot matrix that is optically clear to the human eye but appears black (absorbing) and violet (reflective) to the avian eye. Bird Divert includes solutions for reducing bird collisions at existing buildings, designing a new bird-friendly building, and advocating for bird-friendly building legislation. Developed by National Window Film, Bird Divert™ is the most effective, optically-clear bird marker available in the market today. Bird Divert™ incorporates proprietary UV reflective and absorbing technology and has been recognized by the American Bird Conservancy as the only industry-leading application to achieve a threat level of 18. Suitable for commercial and residential application, Bird Divert™ represents a cost-effective solution, barely visible to the human eye, it qualifies commercial buildings for LEED pilot 55 certifications.

Bird Divert has been tested by the American Bird Conservancy (ABC) and achieved a threat factor of 18. According to ABC, threat factors indicate the relative ability of materials to reduce avian collisions. Products with lower threat factors are considered more effective at preventing bird collisions. A threat factor of 30 should reduce collisions by at least 50% and is ABC's upper threshold for categorizing materials as bird friendly.

Bird Divert™ product will be free from defects in material and manufacture for a period of Five (5) years from the date of installation.

Installation to begin August 25, 2025. Completion of work by September 19, 2025.

Client will be invoiced 25% of project total once film have been ordered and delivered. Proof of film delivery & certificate of insurance for stored material will be accompanied with invoice. Upon completed of work, client will be invoiced for the remaining 75% of project total.

NET45 payment terms. A 1% per month fee we be added to the invoice for late payments.

\$ 49,086.00

Please review our offer and approve below. To speed up the scheduling process, you may provide your preferred install date and any notes you would like to add below.
Proposal pricing good for 60 days.

TOTAL

\$ 49,086.00

Warranty information

Pricing valid for 60 days from date the proposal was sent.

Powered By [TintWiz](#)

City of Cedar Rapids
FEIN: 42-6004336

Finance Department – City Hall
101 First Street SE
PO Box 2148
Cedar Rapids, IA 52406-2148
accountsreceivable@cedar-rapids.org



Pay online at
cedar-rapids.org
or make payable to:

City Treasurer
PO Box 2148

Cedar Rapids, IA 52406-2148

For Billing questions, call 1-319-286-5134

Customer: CTYCR202164
Marion Public Library
1101 6th Ave
Marion, IA 52302



*This QR Code is provided for your convenience to pay your bill.
Please ensure the QR Code directs you to <https://ipn.paymentus.com/cp/cr12>. Paymentus.com has its own terms & conditions and
policies separate from the City of Cedar Rapids, which apply to the
use of its website and services.*

Invoice # 10317860
Invoice 7/1/2025
Date 7/31/2025
Due Date
Amount \$143,430.32
Due

Amount Remitted:

Please detach and return the top portion of this notice with your payment. Thank-you

Customer ID: CTYCR202164 / Invoice # 10317860

Shared Resources for Metro Library Network FY26

Description	Reference	From - To	Qty / UOM	Unit Amt	Net Amount
Fees for Innovative Solutions		7/1/25 - 6/30/26	4 / QTR	10,525.05	42,100.20
Relevant Labor Support		7/1/25 - 6/30/26	4 / QTR	7,676.03	30,704.12
Courier Service		7/1/25 - 6/30/26	4 / QTR	3,997.50	15,990.00
Shared Library Databases		7/1/25 - 6/30/26	4 / QTR	13,659.00	54,636.00

Total Amount Due: \$143,430.32