



AGENDA

Library Board

5:00 PM - Monday, August 17, 2026

Library, 1101 6th Avenue

This meeting is being recorded.

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

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

1. July Staff Milestone Anniversaries - Jack Reynolds (One Year) and Bill Carroll (Five Years)

MINUTES

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

3 - 6

[Library-Minutes-July 20 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

7

[MPL Foundation Report 8-17-2026](#)

3. Board Continuing Education

4. Director's Report

8 - 24

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

[Directors Report August 17 2026](#)

[Budget Performance Report July 2026 FINAL](#)

[Open PO Report - July 2026](#)

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 2 - 3 (*Discussion*) 25 - 29
[Ch. 2-3 - Iowa Library Trustee's Handbook](#)
2. Art Donation (*Discussion* and Direction/Potential Action) 30 - 32
[Art 1](#)
[Art 2](#)
[Art 3](#)
3. Parade Work Group Update (*Discussion*)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, July 20, 2026

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, July 20, 2026, at 5:00 PM, with the following members present:

PRESENT: In Person: Am Thayer, Julie Lammers, Kelsey Logan, Kristen Miller, Melissa Alexander, Ross McIntyre, Sabrina Beyer, and Ryan Norton arrived at 5:03 p.m.
Via Zoom: Krystle Mullin, Becky Garms, Bob Read

ABSENT: Nancy Miller, Bob Hoyt

STAFF PRESENT: Bill Carroll, Ashley Osborn, Bob Reynolds, Sue Gerth

FRIENDS REP: Diana Zrudsky

GUESTS PRESENT: None

CALL TO ORDER

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

AGENDA APPROVAL

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

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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You will have five minutes to address the Board.*

LIBRARY SPOTLIGHT

1. June Staff Milestone Anniversaries - Thank you to Erica Gehrke who is celebrating her one year anniversary with the Library.
2. New Board Member Introduction: Kristen Miller introduced herself and Board Members introduced themselves to Kristen.

MINUTES

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

Moved by Norton, seconded by Mullin, to approve the June 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Diana Zrudsky reported that the Booksale wrapped up this weekend.
- Over 80 hygiene items were collected for the Food Pantry at the Booksale.
- Bonnie is working on the budget for FY27.
- Working on Executive Board transition and annual meeting.

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

- Kristen Miller took part in the require 90 minute training for new Board Members for the Iowa Public Information Board (IPIB) on July 15, 2026.

4. Director's Report

- Budget Update
 - FY26 budget has concluded. We were underspent in expenses and above revenue projections.
- Statistics Highlights
 - Programming increased by 4% compared to last year.
- General Department Updates
 - SLP is going well with great programming!
 - The Big Marion Read Books and yard signs were distributed to Board Members.

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

Moved by Alexander, seconded by Miller, to accept Reports 1-4 as presented.

Approved unanimously

REGULAR AGENDA

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

- Question #1: What are some ways people in the community can use the library besides books?
 - Various Board members answered: Library of Things, Storytime, Social Interaction, Food Pantry, Digital Materials, MakerSpace, Programs, Technology, etc.
- Question #2: What is the difference between our Library Board and the role of the Library Director?
 - Melissa Alexander answered that the Library Board is responsible for hiring the Library Director and the Director is responsible for Library operations.

- Ryan Norton said the Board's job is oversight and the Director's job is to get the work done.
- Question #3: As a Board, why is it important to have a variety of people to serve on the Board?
 - Melissa Alexander said this is important to represent the community.
 - Kelsey Logan explained that different educational backgrounds and job experiences can bring different perspectives.

2. Policy Review (*Discussion* and **Action Requested**)

- Bill Carroll explained that the Policy Work Group has decided to meet every other month rather than monthly.
- Distribution and Display Policy - no changes.
- Internet and Computer Policy - Clarifying changes and adding computer as part of the scope.
- Laptop and Tablet Loan Policy - Suggestion from Board to remove the word 'laptop' from section I., III., and IV.
- Photo & Video Recording Policy - no changes.
- Volunteer Policy - Language clean up to correct typos.

Moved by Beyer, seconded by Thayer, to accept Policy changes as amended.

Approved unanimously

3. Purchase Order Approval - Metro Library Network (**Action Requested**)

- Bill Carroll explained that this Purchase Order would cover the annual renewal for shared Library services between the Metro Library Network.
- Bill Carroll also explained that the word 'rent' appears on the invoice, not because we pay rent to the Cedar Rapids Library, but due to how CRPL's budget software tool is set up.
- The PO total for this work is \$142,435.53.

Moved by Alexander, seconded by Lammers, to approve the Metro Library Network Invoice Purchase Order.

Approved unanimously

4. Library Board Operation Policy (*Discussion* and Possible Action)

- The Board decided to leave the Library Board Operation Policy as is, no change.

5. Board Officer Elections (**Action Requested**)

- Bill Carroll asked if current officers were willing to re-run for their current positions. They all do.
Officers:
 - President - Ross McIntyre
 - Vice President - Kelsey Logan
 - Secretary - Becky Garms
 - Treasurer - Ryan Norton

Moved by Miller, seconded by Thayer, to reappoint the current Board Officers as FY27 Board Officers.

Approved unanimously

6. Plan of Service Update (**Action Requested** - Request to Receive and File)

- Board Members commented that the updates are great, kudos to staff.

Moved by Norton, seconded by Beyer, to receive and file the Plan of Service.
Approved unanimously

7. Parade Work Group Update (*Discussion*)

- The parade will help promote The Big Marion Read before it's kickoff right after the parade.

ADJOURN

Moved by Alexander, seconded by Lammers, to adjourn at 6:12 p.m.
Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

August 2026 report to Board of Trustees

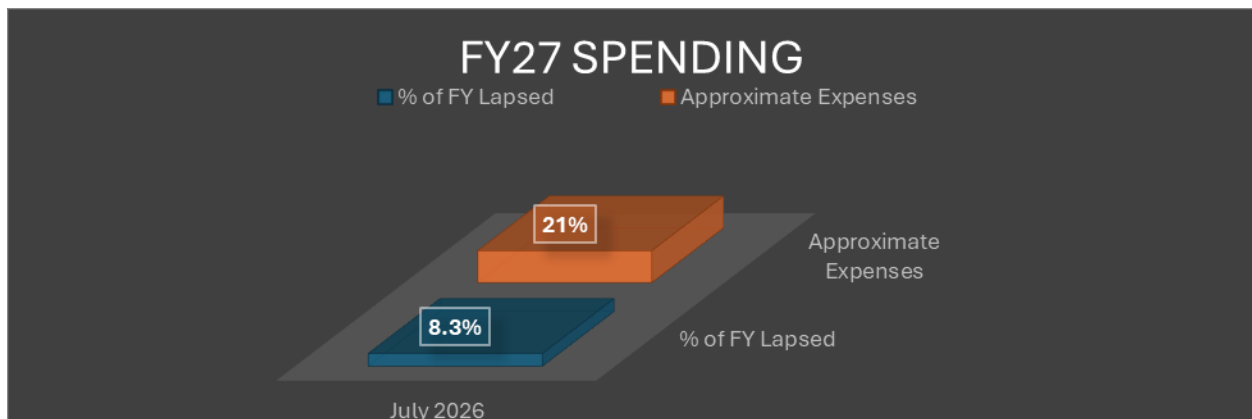
- The Foundation added two new members to its Board of Directors for three-year terms:
 - Sabrina Beyer (Hills Bank)
 - Nick Glew (Farmers State Bank)
- The Foundation board voted in new officers for FY27:
 - President: Jill Ackerman (Marion Chamber of Commerce)
 - Vice President: Mark Hudson (Shuttleworth & Ingersoll PLC)
 - Treasurer: Nick Glew (Farmers State Bank)
 - Secretary: Kristen Miller (Collins Aerospace)
- The Foundation's Finance Committee met with Mark Ahlers of Hills Bank August 13 to review and discuss policies and strategies for the Foundation's investment funds at Hills Bank. Brady Quinn (MEDCO) chairs the Finance Committee.
- The Marion Chamber of Commerce provided eight \$25 Uptown Marion gift cards as prizes for the Summer Library Program.
- During FY26, the Foundation paid \$27,920.13 to Dolly Parton's Imagination Library. Imagination Library mailed a total of 12,034 books to Marion children. Registrations increased 9.24% during the fiscal year, from 963 in July 2025 to 1,052 in June 2026.
- Scot Brown, the Foundation's bookkeeper, is finalizing the Foundation's financial reports for FY26. We will report on those at a later date.
- Private donations continue to help provide personal hygiene items for the library's food pantry. Below is Bob Reynolds' recent grocery cart at the Marion Walmart, which provided \$1,200 toward this purpose.



Director's Report for the Library Board of Trustees Meeting on Monday, August 17, 2026

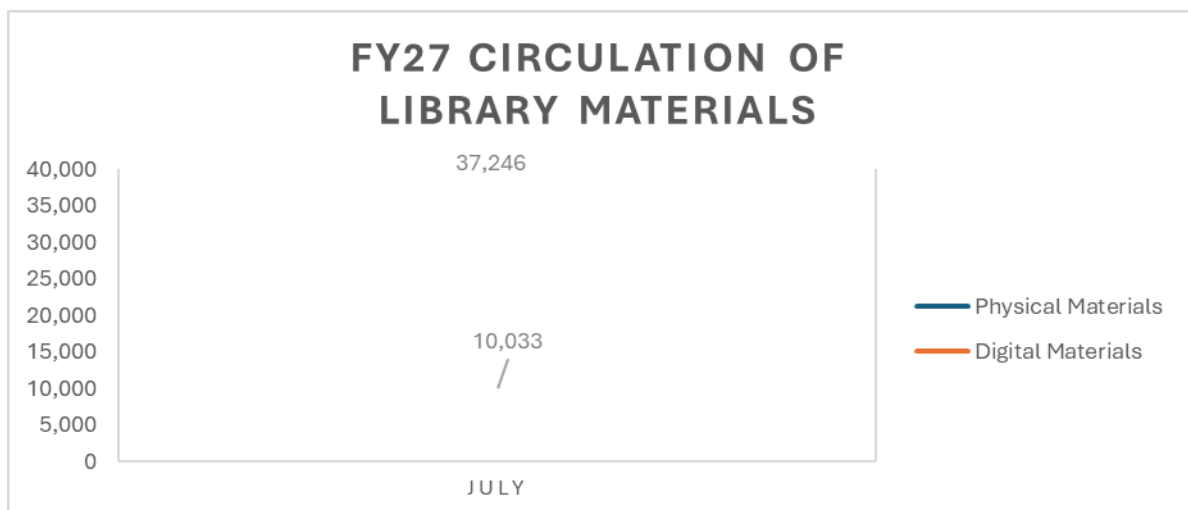
Budget Update:

- FY 27 has lapsed approximately 8.3% through July 31, 2026.
- As of the July 31, 2026 budget report, approximately 21.0% of the library's budget was expended for the year. This is typically high for the first month or two of a new fiscal year due to contract renewals at the beginning of the year.

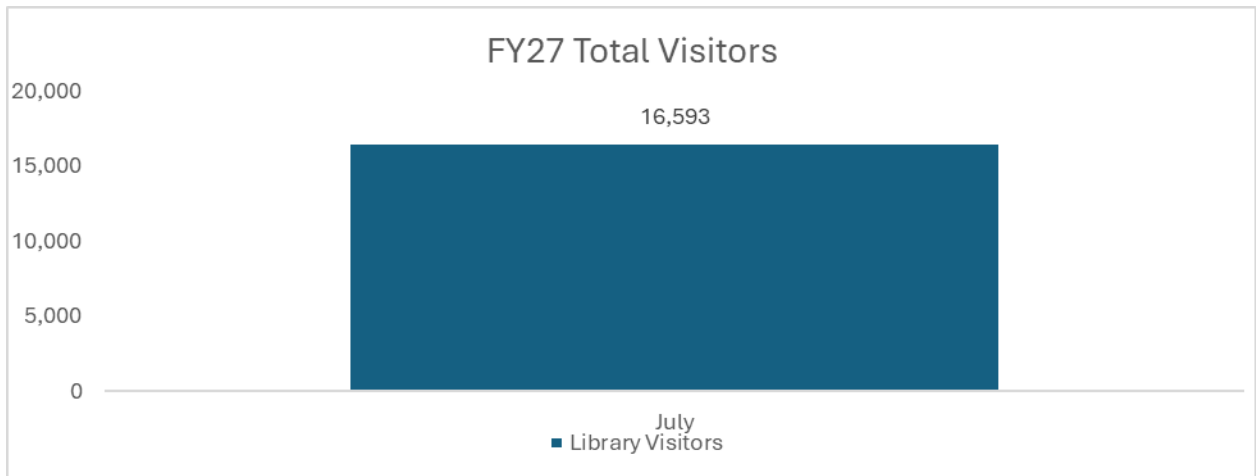


- As of the July 31, 2026 budget report, revenue received was approximately 2% received for the fiscal year. Though a little low, this number will increase as we see reimbursements from the state and county later in the year.

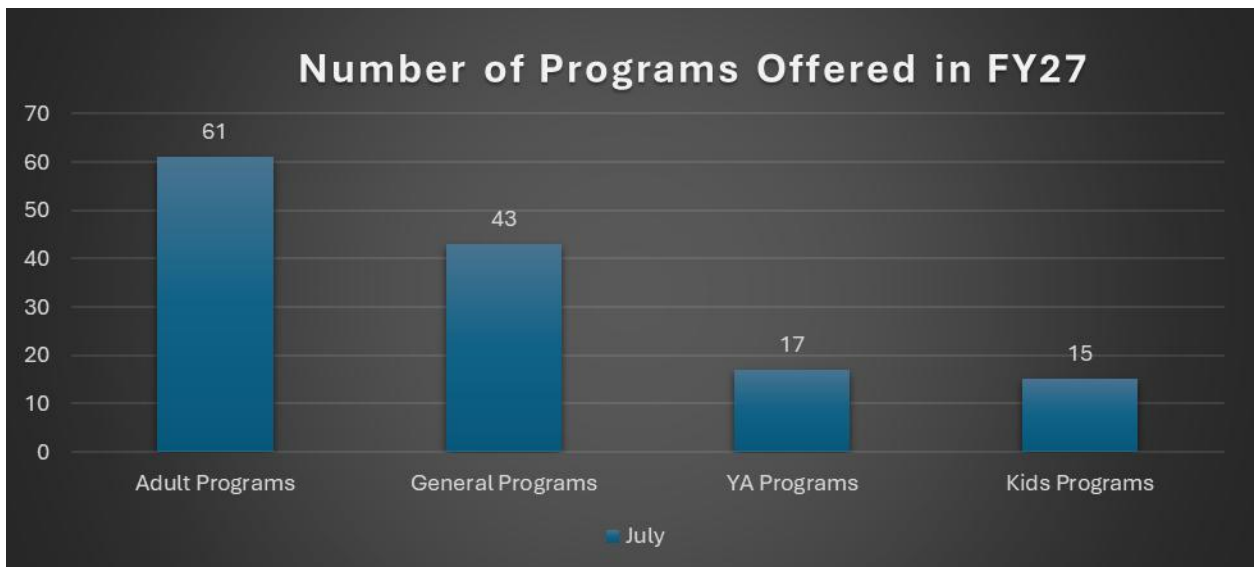
Statistics Highlights:



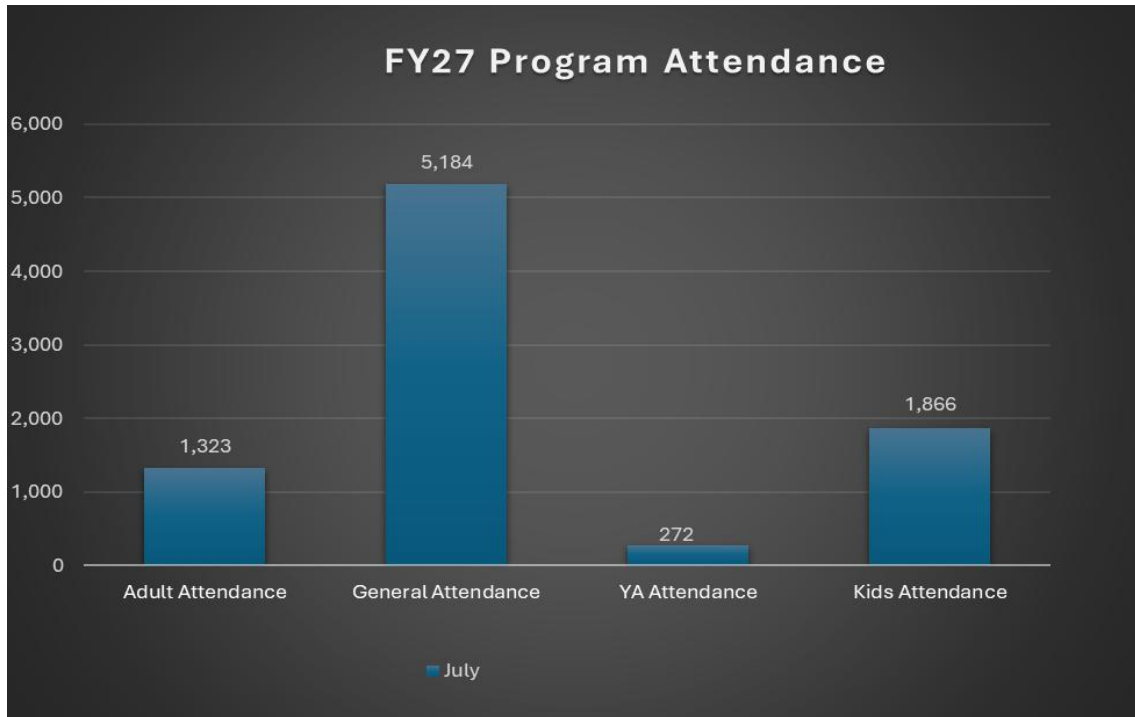
- For July 2026, circulation of physical items decreased approximately 1.0% from the previous month, having 37,246 items checked out. Circulation of physical items for the month decreased approximately 4.2% when compared with the previous year.
- For July 2026, circulation of digital items increased approximately 3.0%, having 10,033 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 1.8% when compared with the previous year.



- The gate count for July 2026 was 16,593. The July gate count decreased approximately 3.2% compared to June 2026. Compared to the previous year, this year's gate counts saw an approximate 0.9% decrease compared to the same time last year.



- Programming saw a slight decrease in the number of programs offered between July (136) and June (139). The number of programs offered in July 2026 was higher than the number of programs (110) offered in July 2025.



- Program attendees for July 2026 totaled 8,645 individuals. This is approximately 18.7% less than the 10,629 that attended programs in June. Compared with July 2025, which saw 6,821 attendees for programs, there was an approximate increase for the current year of approximately 26.7%.

General Department Updates:

- **Library Administration**
 - The library performed outreach at the Uptown Market in July. Representatives from the Library Board of Trustees, Friends Board, and Foundation Board met with residents and promoted the library's summer library program and the Dolly Parton Imagination Library program.
 - Budget planning for FY 2028 continues with requests for the following to be due to City Finance by August 31:
 - Asset replacement – items on the asset replacement schedule will be assessed and requested as needed.
 - Capital Improvement requests – no requests anticipated.
 - Roof repairs continued in July with the adding of additional sealant around envelope areas where the roof meets the building walls. Interior repairs are set to begin the week of August 10.

- Staff have begun to compile statistics and information for the annual state survey report. This report is due to the State Library of Iowa by October 31.
- Three annual reports are being worked on for submission to the State Library of Iowa. These include the annual report for Enrich Iowa, Open Access, and Inter Library Loan. These are expected to be completed and submitted prior to the August 31 deadline.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - The marketing plan for this year's Summer Library Program ended on a high note. Highlights from this year's campaign include:
 - Overall engagement with promotions (clicks, shares, comments, etc.) increased by 24% in comparison to last year.
 - Age-specific newsletters for programs and events had an average open rate of 71% and an average click rate of 13%.
 - The library's monthly newsletter continued to perform well during the summer months alongside these specific newsletters, with an average open rate of 40% and an average click rate of 2%.
 - The library's marketing plan for The Big Marion Read continues to perform well. Website visits, social media inquiries, and newsletter signups have increased as promotion has ramped up.
 - Three different proposals for the library's comprehensive website redesign are being reviewed by staff. A purchase order for the redesign is expected to be presented to the Board of Trustees for review and action this fall.
 - The library's new comprehensive marketing plan continues to progress. Target audiences and initial goals have been developed and reviewed by the library's Leadership Team.
 - Meetings & Special Events
 - 32 reservations were made for July. 25/32 reservations were completed.
 - Boardroom: 13 reservations
 - Community Room: 1 reservation
 - Community Room A: 6 reservations
 - Community Room B: 5 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - July 2: Marion Public Library opens community food pantry ([KCRG](#), [KWWL](#), [Iowa's News Now](#), [The Gazette](#))
 - July 9: Friends of the Library Book Sale ([The Gazette – The Guide](#))
 - July 10: Water main break near Uptown Marion ([Iowa's News Now](#))

- July 25: Extreme heat returns – where to stay cool ([KCRG](#))
- **Adult Services Report from Sue Gerth**
 - Summer library events for adults went very well; especially the art programs. Our last art program was attended by 24 people, who used the power of the sun to create art prints. Extreme heat led to the delay of our Uptown History walk, which has been rescheduled for August. Chair Yoga and Tai Chi classes remain very popular; easy meal classes on July 9 & 23 were well attended. Adult readers turned in 249 logs to receive a free book and tote. We've given out over 20 grand prizes for adults, ranging from Uptown dollars to games, and all sorts of "bookish" things. Becca partnered with AARP to host an AI & disinformation program for adults, which had over 100 attendees for two programs during the day.
 - Collections team has done an amazing job keeping up with summer reshelving and keeping our Marketplace full of hot titles for the summer.
 - Program planning for The Big Marion Read continues; working on marketing for it.
 - Started a staff book discussion for 1776 to help staff read along over the month of August before TBMR begins.
- **Youth Services Report from Bob Reynolds**
 - Summer Library Program has been well attended:
 - End-of-SLP Ice Cream Social saw 214 attendees celebrate and wrap up the series.
 - SLP Reading log signups continued through July as patrons began turning in logs from June for rewards.
 - Reading log turn in reached 1,084 with rewards going to each. Rewards included library branded tote bags and varied free books.
 - There's a Dinosaur Loose in the Library! With Author Kelly Crull was the most well attended program with over 120 attendees.
 - Teen programs have been well attended and received and include:
 - Candy Sushi, Retro Game Day, Craft days, and Super Smash Bros. Tournament.
 - Staff participated in the Collins Aerospace Community STEM Fair and had over 600 visitors to the library table.
 - Makerspace equipment, laser engraver, was successfully tested and produced strong results on varied materials. Additional testing is required for this machine to monitor safety.
 - Patron use of this machine will begin by October.
- **SLP 2026 Recap: June 7 through July 31**
 - There were 60 SLP specific programs with 3,089 attendees.
 - SLP 2025 had 44 SLP specific programs with 2,647 attendees.

- Our General age group brought in over 1,500 attendees alone.
 - These included the large Wednesday program partners such as Meet the Reptiles, Will Stuck's M.E.S.S. show, Absolute Science, and more.
- Staff handed out 2,489 reading logs.
 - We received 1,084 completed logs back and provided rewards (44% return).
 - 734 kids, 97 teens, 249 adults.
 - SLP 2025 handed out 2,598 reading logs with 945 returned (36% return).
- Our most popular single event was the SLP Kick-off featuring Barnyard Discoveries with 286 attendees.
- In total, the Meet the Reptiles event had 355 attendees in the back-to-back performances.
- Total numbers for June and July with regular programs plus SLP were 5,810 participants with 251 programs and events!
 - This reflects a busy and successful summer!
- **Patron Services update from Eddie Higgins**
 - **Staffing**
 - Raven Morales has resigned her position, and a replacement post has been advertised.
 - Recruitment continues for the bookmobile support position.
 - **In House**
 - Patron Services staff continued to assist with the Summer Library Program, taking in logs and giving out rewards.
 - Our notary public services have been expanded to include regular drop-in times in evening hours. These have proved immediately popular, accounting for three-quarters of July's notarizations.
 - **Bookmobile**
 - There were two bookmobile closures for extreme heat in July.
 - 214 visitors came to the bookmobile at the Collins STEM Fair.
 - That, plus the monthly visit to the Farmers' Market, boosted bookmobile visits to the highest ever total for the second month in a row, at 681. The number of total visits to our regular stops was almost identical to June. Marion Pool was our most popular regular stop.
 - A trial is underway to record the proportion of new visitors to the bookmobile, to give us a greater understanding of the balance between attracting new patrons and retention / loyalty of existing patrons at our different stops. This will inform future planning.

Metro Library Network (MLN) Updates:

- MLN Library Directors did not meet in July due to scheduling conflicts.
- The next scheduled meeting is set for August 17, 2026.



Budget Performance Report

Fiscal Year to Date 07/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0%	\$0.00
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
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	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0	9,081.26
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$0.00	\$163,500.00	0%	\$9,081.26
Charges for Service										
4504	Copy Charges	7,500.00	.00	7,500.00	1,108.71	.00	1,108.71	6,391.29	15	1,040.04
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	1,095.06	.00	1,095.06	4,904.94	18	517.63
4506	Fax Revenues	40.00	.00	40.00	12.20	.00	12.20	27.80	30	3.75
4509	Rental - Community Room	12,000.00	.00	12,000.00	750.00	.00	750.00	11,250.00	6	2,050.00
	Charges for Service Totals	\$25,540.00	\$0.00	\$25,540.00	\$2,965.97	\$0.00	\$2,965.97	\$22,574.03	12%	\$3,611.42
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	7,400.00	.00	7,400.00	1,643.70	.00	1,643.70	5,756.30	22	121.55
4708	Other Contributions									
4708.01	Other Contributions General	50,500.00	.00	50,500.00	.00	.00	.00	50,500.00	0	.00
	4708 - Other Contributions Totals	\$50,500.00	\$0.00	\$50,500.00	\$0.00	\$0.00	\$0.00	\$50,500.00	0%	\$0.00
4709	Fuel Tax Refunds	6.00	.00	6.00	4.81	.00	4.81	1.19	80	.00
	Misc Revenues Totals	\$57,906.00	\$0.00	\$57,906.00	\$1,648.51	\$0.00	\$1,648.51	\$56,257.49	3%	\$121.55
	Department 410 - Library Totals	\$246,946.00	\$0.00	\$246,946.00	\$4,614.48	\$0.00	\$4,614.48	\$242,331.52	2%	\$12,814.23
	REVENUE TOTALS	\$246,946.00	\$0.00	\$246,946.00	\$4,614.48	\$0.00	\$4,614.48	\$242,331.52	2%	\$12,814.23
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	919,081.00	.00	919,081.00	102,143.82	.00	102,143.82	816,937.18	11	65,914.64
6020	Regular Part-Time Salaries	718,030.00	.00	718,030.00	61,381.07	.00	61,381.07	656,648.93	9	35,206.11
6030	Hourly Wages - Temporary/Seasonal	.00	.00	.00	.00	.00	.00	.00	+++	.00
6040	Overtime Pay	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 07/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries Totals	\$1,637,111.00	\$0.00	\$1,637,111.00	\$163,524.89	\$0.00	\$163,524.89	\$1,473,586.11	10%	\$101,120.75
	Employee Benefits/Costs									
6110	Social Security	102,304.00	.00	102,304.00	10,053.48	.00	10,053.48	92,250.52	10	6,212.06
6120	Medicare	23,927.00	.00	23,927.00	2,351.29	.00	2,351.29	21,575.71	10	1,452.84
6130	IPERS	154,364.00	.00	154,364.00	15,421.90	.00	15,421.90	138,942.10	10	9,530.95
6150	Health Insurance	181,976.00	.00	181,976.00	13,123.70	.00	13,123.70	168,852.30	7	11,815.49
6151	Wellness Program	429.00	.00	429.00	35.36	.00	35.36	393.64	8	35.36
6152	Life Insurance	1,347.00	.00	1,347.00	113.58	.00	113.58	1,233.42	8	113.94
6153	Long Term Disability	3,504.00	.00	3,504.00	299.16	.00	299.16	3,204.84	9	298.44
6154	Dental Insurance	4,304.00	.00	4,304.00	323.49	.00	323.49	3,980.51	8	315.16
6160	Worker's Compensation	1,181.00	.00	1,181.00	463.99	.00	463.99	717.01	39	261.70
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	330.00	3,630.00	8	330.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	900.00	8,100.00	10	750.00
	Employee Benefits/Costs Totals	\$486,296.00	\$0.00	\$486,296.00	\$43,415.95	\$0.00	\$43,415.95	\$442,880.05	9%	\$31,115.94
	Staff Development									
6199	Tuition Reimbursement	15,750.00	.00	15,750.00	2,547.69	.00	2,547.69	13,202.31	16	671.00
6210	Dues/Membership	935.00	.00	935.00	135.00	.00	135.00	800.00	14	135.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	4,750.00	.00	4,750.00	.00	.00	.00	4,750.00	0	189.00
6240	Travel Expenses	3,010.00	.00	3,010.00	773.91	.00	773.91	2,236.09	26	1,105.46
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$25,195.00	\$0.00	\$25,195.00	\$3,456.60	\$0.00	\$3,456.60	\$21,738.40	14%	\$2,100.46
	Repair/Maintenance/Utilities									
6310	Building Maintenance & Repairs	51,000.00	.00	51,000.00	17,763.89	64,621.08	17,763.89	(31,384.97)	162	130.17
6320	Grounds Maintenance & Repairs	1,750.00	.00	1,750.00	23.38	.00	23.38	1,726.62	1	.00
6331	Vehicle Maintenance	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	7.85
6332	Vehicle Repairs - Internal	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	.00
6334	Tires	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
6350	Other Equipment Repairs	2,650.00	.00	2,650.00	.00	.00	.00	2,650.00	0	.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	123,600.00	.00	123,600.00	10,843.14	.00	10,843.14	112,756.86	9	10,636.54
6373	Communications Utility Expenses	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	370.35
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	117.73	.00	117.73	1,202.27	9	121.31
	Repair/Maintenance/Utilities Totals	\$192,720.00	\$0.00	\$192,720.00	\$28,748.14	\$64,621.08	\$28,748.14	\$99,350.78	48%	\$11,266.22



Budget Performance Report

Fiscal Year to Date 07/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,150.00	.00	8,150.00	.00	.00	.00	8,150.00	0	.00
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	112,542.00	.00	112,542.00	104,870.22	.00	104,870.22	7,671.78	93	102,148.98
6409	Credit Card Merchant Fees	1,980.00	.00	1,980.00	128.75	.00	128.75	1,851.25	7	150.26
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	142,435.53	.00	2,464.47	98	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	82,303.00	.00	82,303.00	30,033.56	.00	30,033.56	52,269.44	36	20,721.96
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	.00	53,760.00	.00	.00	100	4,480.00
6424	Contracts - Office Equipment	18,480.00	.00	18,480.00	2,626.70	.00	2,626.70	15,853.30	14	1,025.00
6425	Contracts - Building Maintenance	34,980.00	.00	34,980.00	1,663.22	.00	1,663.22	33,316.78	5	253.08
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	37,600.00	.00	37,600.00	537.30	.00	537.30	37,062.70	1	660.90
Contractual Services Totals		\$494,695.00	\$0.00	\$494,695.00	\$139,859.75	\$196,195.53	\$139,859.75	\$158,639.72	68%	\$129,440.18
Commodities										
6502	Promotional Items	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
6504	Small Equipment/Tools	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	.00
6506	Office Supplies	7,750.00	.00	7,750.00	2,695.41	.00	2,695.41	5,054.59	35	338.40
6507	Operational Supplies	54,563.00	.00	54,563.00	3,707.12	.00	3,707.12	50,855.88	7	576.01
6508	Postage/Shipping	6,180.00	.00	6,180.00	274.92	.00	274.92	5,905.08	4	450.50
6510	Forms/Printing Services	6,450.00	.00	6,450.00	370.00	.00	370.00	6,080.00	6	50.16
6511	Janitorial Supplies	14,250.00	.00	14,250.00	602.18	.00	602.18	13,647.82	4	517.50
6513	Vehicle Operating Supplies	3,140.00	.00	3,140.00	.00	.00	.00	3,140.00	0	.00
6514	Medical Supplies	2,705.00	.00	2,705.00	119.86	.00	119.86	2,585.14	4	29.53
6560	Pre-Employment Screening	.00	.00	.00	.00	.00	.00	.00	+++	.00
6580	Technology	11,575.00	.00	11,575.00	4,207.70	.00	4,207.70	7,367.30	36	178.75
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		\$116,363.00	\$0.00	\$116,363.00	\$11,977.19	\$0.00	\$11,977.19	\$104,385.81	10%	\$2,140.85
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 07/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	14,574.08	.00	14,574.08	68,585.92	18	6,399.01
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	1,212.88	.00	1,212.88	7,587.12	14	347.67
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	4,675.03	.00	4,675.03	55,824.97	8	3,011.31
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	6,770.74	.00	6,770.74	29,229.26	19	.00
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	2,969.09	.00	2,969.09	15,030.91	16	454.07
6718.06	Library Materials Downloadable Books	20,000.00	.00	20,000.00	1,826.66	.00	1,826.66	18,173.34	9	1,598.67
6718.07	Library Materials Downloadable Media	80,400.00	.00	80,400.00	13,363.07	.00	13,363.07	67,036.93	17	14,654.92
6718.08	Library Materials Other	56,554.00	.00	56,554.00	6,131.35	.00	6,131.35	50,422.65	11	14,194.68
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$363,414.00	\$0.00	\$363,414.00	\$51,522.90	\$0.00	\$51,522.90	\$311,891.10	14%	\$40,660.33
Capital Outlay Totals		\$363,414.00	\$0.00	\$363,414.00	\$51,522.90	\$0.00	\$51,522.90	\$311,891.10	14%	\$40,660.33
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$3,315,794.00	\$0.00	\$3,315,794.00	\$442,505.42	\$260,816.61	\$442,505.42	\$2,612,471.97	21%	\$317,844.73
EXPENSE TOTALS		\$3,315,794.00	\$0.00	\$3,315,794.00	\$442,505.42	\$260,816.61	\$442,505.42	\$2,612,471.97	21%	\$317,844.73
Fund 101 - General Fund Totals										
REVENUE TOTALS		246,946.00	.00	246,946.00	4,614.48	.00	4,614.48	242,331.52	2%	12,814.23
EXPENSE TOTALS		3,315,794.00	.00	3,315,794.00	442,505.42	260,816.61	442,505.42	2,612,471.97	21%	317,844.73
Fund 101 - General Fund Totals		(\$3,068,848.00)	\$0.00	(\$3,068,848.00)	(\$437,890.94)	(\$260,816.61)	(\$437,890.94)	(\$2,370,140.45)		(\$305,030.50)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	17,800.00	.00	17,800.00	.00	.00	.00	17,800.00	0	.00
Commodities Totals		\$17,800.00	\$0.00	\$17,800.00	\$0.00	\$0.00	\$0.00	\$17,800.00	0%	\$0.00
Capital Outlay										
6711	Furniture	11,784.00	.00	11,784.00	.00	.00	.00	11,784.00	0	.00
6712	Equipment	45,677.00	.00	45,677.00	.00	.00	.00	45,677.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	10,400.00	.00	10,400.00	.00	.00	.00	10,400.00	0	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 07/31/26

Include Rollup Account and Rollup to Account

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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	\$67,861.00	\$0.00	\$67,861.00	\$0.00	\$0.00	\$0.00	\$67,861.00	0%	\$0.00
Department 410 - Library Totals		\$85,661.00	\$0.00	\$85,661.00	\$0.00	\$0.00	\$0.00	\$85,661.00	0%	\$0.00
	EXPENSE TOTALS	\$85,661.00	\$0.00	\$85,661.00	\$0.00	\$0.00	\$0.00	\$85,661.00	0%	\$0.00
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	85,661.00	.00	85,661.00	.00	.00	.00	85,661.00	0%	.00
Fund 105 - Equipment Reserve Fund Totals		(\$85,661.00)	\$0.00	(\$85,661.00)	\$0.00	\$0.00	\$0.00	(\$85,661.00)		\$0.00
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	26,146.00	.00	26,146.00	(\$26,146.00)	+++	.00
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	\$26,146.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
Department 410 - Library Totals		\$0.00	\$0.00	\$0.00	\$26,146.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$26,146.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
Fund 121 - Local Option Sales Tax Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	.00	.00	.00	26,146.00	.00	26,146.00	(\$26,146.00)	+++	.00
Fund 121 - Local Option Sales Tax Totals		\$0.00	\$0.00	\$0.00	(\$26,146.00)	\$0.00	(\$26,146.00)	\$26,146.00		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.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



Budget Performance Report

Fiscal Year to Date 07/31/26

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
<i>Misc Revenues</i>										
4701	Donations									
4701.01	Donations General	75,000.00	.00	75,000.00	11,089.00	.00	11,089.00	63,911.00	15	1,658.00
	4701 - Donations Totals	\$75,000.00	\$0.00	\$75,000.00	\$11,089.00	\$0.00	\$11,089.00	\$63,911.00	15%	\$1,658.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Misc Revenues Totals</i>	<i>\$75,000.00</i>	<i>\$0.00</i>	<i>\$75,000.00</i>	<i>\$11,089.00</i>	<i>\$0.00</i>	<i>\$11,089.00</i>	<i>\$63,911.00</i>	<i>15%</i>	<i>\$1,658.00</i>
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$11,089.00	\$0.00	\$11,089.00	\$63,911.00	15%	\$1,658.00
	REVENUE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$11,089.00	\$0.00	\$11,089.00	\$63,911.00	15%	\$1,658.00
EXPENSE										
Department 410 - Library										
<i>Staff Development</i>										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Staff Development Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Repair/Maintenance/Utilities</i>										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Repair/Maintenance/Utilities Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Contractual Services</i>										
6402	Advertising/Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contractual Services Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Commodities</i>										
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	16,493.53	.00	16,493.53	58,506.47	22	3,024.27
	<i>Commodities Totals</i>	<i>\$75,000.00</i>	<i>\$0.00</i>	<i>\$75,000.00</i>	<i>\$16,493.53</i>	<i>\$0.00</i>	<i>\$16,493.53</i>	<i>\$58,506.47</i>	<i>22%</i>	<i>\$3,024.27</i>
<i>Capital Outlay</i>										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
<i>Transfers</i>										
6910	Transfers Out									
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
	6910 - Transfers Out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<i>Transfers Totals</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>+++</i>	<i>\$0.00</i>
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$16,493.53	\$0.00	\$16,493.53	\$58,506.47	22%	\$3,024.27
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$16,493.53	\$0.00	\$16,493.53	\$58,506.47	22%	\$3,024.27



Budget Performance Report

Fiscal Year to Date 07/31/26

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Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	75,000.00	.00	75,000.00	11,089.00	.00	11,089.00	63,911.00	15%	1,658.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	16,493.53	.00	16,493.53	58,506.47	22%	3,024.27
Fund 130 - Special Revenue Totals		\$0.00	\$0.00	\$0.00	(\$5,404.53)	\$0.00	(\$5,404.53)	\$5,404.53		(\$1,366.27)
Fund 301 - Capital Projects										
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 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$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
	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	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	.00
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$0.00



Budget Performance Report

Fiscal Year to Date 07/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$0.00
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$0.00
Fund 301 - Capital Projects	Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0%	.00
Fund 301 - Capital Projects	Totals	(\$75,000.00)	\$0.00	(\$75,000.00)	\$0.00	\$0.00	\$0.00	(\$75,000.00)		\$0.00
	Grand Totals									
	REVENUE TOTALS	321,946.00	.00	321,946.00	15,703.48	.00	15,703.48	306,242.52	5%	14,472.23
	EXPENSE TOTALS	3,551,455.00	.00	3,551,455.00	485,144.95	260,816.61	485,144.95	2,805,493.44	21%	320,869.00
	Grand Totals	(\$3,229,509.00)	\$0.00	(\$3,229,509.00)	(\$469,441.47)	(\$260,816.61)	(\$469,441.47)	(\$2,499,250.92)		(\$306,396.77)



Open Purchase Order Report

As of G/L Date 07/31/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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

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

Purchase Order	2026-00000311	Department	35 Library	G/L Date	04/17/2026	Amount	21,960.08
Description	Library Terrace Planter Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00
Status	Open		619 E 19th St	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	21,960.08
Assigned To Buyer						Encumbered	21,960.08
Resolution Number							

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

Purchase Order	2026-00000366	Department	35 Library	G/L Date	07/01/2026	Amount	142,435.53
Description	FY27 28E Agreement for Metro Library Network Shared Resources	Vendor	28 - City of Cedar Rapids	Deliver by Date		Voided	.00



Open Purchase Order Report

As of G/L Date 07/31/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Type	Budgeted	Finance Department	Printed Date	08/06/2026	Discounted	.00
Status	Open	PO Box 2148	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library	Cedar Rapids, IA 52406	Expiration Date		Remaining	142,435.53
Assigned To Buyer					Encumbered	142,435.53
Resolution Number	7/20/2026 Library Board Approval					

Item 1	Description	Contracts - 28E - FY27 28E Agreement for Metro Library Network Shared Resources	Vendor Part Number		Amount	142,435.53	
	Quantity	1.0000	Contract Number		Voided	.00	
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00	
	Price per Unit	142,435.53	1099 Item	No	Expensed	.00	
	Discount	0%	Tavable	No	Remaining	142,435.53	
	Status	Open	Confirming	No	Encumbered	142,435.53	
	G/L Account	101.410.6413 (Contracts - 28E)	Project		Amount	Expensed	Encumbered
					.00	142,435.53	

Purchase Order	2027-00000025	Department	35 Library	G/L Date	07/01/2026	Amount	14,620.00
Description	Electrical Repairs due to Library Terrace Roof Leaks	Vendor	1759 - Acme Electric Company	Deliver by Date		Voided	.00
Type	Unbudgeted		Acme Electric Company	Printed Date	06/24/2026	Discounted	.00
Status	Open		1060 Capital Drive SW	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Rapids, IA 52404	Expiration Date		Remaining	14,620.00
Assigned To Buyer						Encumbered	14,620.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Electrical Repairs due to Library Terrace Roof Leaks	Vendor Part Number		Amount	14,620.00	
	Quantity	1.0000	Contract Number		Voided	.00	
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00	
	Price per Unit	14,620.00	1099 Item	No	Expensed	.00	
	Discount	0%	Tavable	No	Remaining	14,620.00	
	Status	Open	Confirming	No	Encumbered	14,620.00	
	G/L Account	101.410.6310 (Building Maintenance & Repairs)	Project		Amount	Expensed	Encumbered
					.00	14,620.00	

Purchase Order	2027-00000030	Department	35 Library	G/L Date	07/01/2026	Amount	10,541.00
Description	Library Fireplace Repairs due to Leaking Terrace Roof	Vendor	2750 - Hearth & Home Solutions	Deliver by Date		Voided	.00
Type	Unbudgeted		Jason Shire	Printed Date	07/09/2026	Discounted	.00
Status	Open		530 Pond View Dr	Completed Date		Expensed	.00



Open Purchase Order Report

As of G/L Date 07/31/26

Report by Department - Purchase Order Number

Detail Listing

Department **35 Library**

Bill To Location LIBRARY - Library

Assigned To Buyer

Resolution Number

Suite C

North Liberty, IA 52317

Expiration Date

Remaining

10,541.00

Encumbered

10,541.00

Item 1	Description	Building Maintenance & Repairs - Library Fireplace	Vendor Part Number	Amount	10,541.00
		Repairs due to Leaking Terrace Roof			
Quantity	1.0000		Contract Number	Voided	.00
U/M	Each		Ship To Location	Discounted	.00
Price per Unit	10,541.00		1099 Item	Expensed	.00
Discount	0%		Tavable	Remaining	10,541.00
Status	Open		Confirming	Encumbered	10,541.00
	G/L Account	Project	Amount	Expensed	Encumbered
	101.410.6310 (Building Maintenance & Repairs)			.00	10,541.00

Department	35 Library	Totals	Purchase Orders	5	Amount	\$207,056.61
					Voided	\$0.00
					Discounted	\$0.00
					Expensed	\$0.00
					Remaining	\$207,056.61
					Encumbered	\$207,056.61
		Grand Totals	Purchase Orders	5	Amount	\$207,056.61
					Voided	\$0.00
					Discounted	\$0.00
					Expensed	\$0.00
					Remaining	\$207,056.61
					Encumbered	\$207,056.61

much."

Helen Keller



Chapter 2: A Culture of Learning

Among the many standards that lead to quality library service, arguably the most important ones are those that foster consistent staff and board education. As you gain experience on the board, you will continue to learn about library philosophy, service statistics, trends, policies, and much more. By supporting ongoing training needed for staff and by participating in their own trustee training, library boards can take the lead in creating a culture of learning.

There are two significant education-related **Public Library Standards** required at a minimum level:

- ❖ **Standard #20 [Tier 1]:** *The library has a permanent, paid director who is Certified (Editor's note: changing soon to Endorsed) at a required level. New directors have two years after starting as director to become Certified (Editor's note: changing soon to Endorsed).*
- ❖ **Standard #8 [Tier 1]:** *All members of the library board of trustees participate in a variety of board development training each year. The recommended average is five hours per year per trustee.*

For newly hired directors, Standard #20 requires directors to enroll in the State Library **Endorsement Academy** through the **IA Learns** system. For board members, standard #8 allows for a variety of ways to accomplish trustee training, including but not limited to:

- ❖ Attending live webinars and discussing as a group
- ❖ Watching recorded programs/webinars and discussing as a group

- ❖ Demonstrations of tech tools and products at regularly scheduled board meetings
- ❖ Educational presentations at regularly scheduled board meetings (i.e. presentations by the director or staff, by local community experts, or by State Library staff)

One method of tracking board training outside of classes taken via **IA Learns** is to make note in the board meeting minutes from month to month. In addition, individual trustees can have an account in **IA Learns** which will provide transcripts of all classes sponsored by the State Library.

Added to the above, there are other education standards that boards should support. For example, **Standard #23 [Tier 1]**: *The library allows the director to participate in continuing education opportunities during their work time* and **Standard #28 [non-tiered]**: *The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time*. Boards need to be mindful that, when staff education is a job expectation, then it follows that authorizing staff to attend classes, conferences, webinars, etc must be allowed to take place on library time.

In addition to participating in ongoing education for themselves, boards also create a culture of learning in other significant ways that involve policy, planning, and budgeting decisions. For example, boards are well-advised to:

- ❖ Encourage all staff members, as well as individual trustees, to set up an account in the State Library **IA Learns** system.
- ❖ Include line items in the budget for staff and board education expenses.
- ❖ Address education expense reimbursement as a matter of policy, including reimbursing for class registration or conference fees, mileage, meals, lodging, even professional memberships if the budget allows.
- ❖ Include goals for staff and board education in the library's strategic plan.
- ❖ Communicate the "education expectation" in staff hiring practices and in trustee recruitment practices and in orientation.

There are many education providers that offer high-quality staff and trustee training, among them WebJunction, ALA, PLA, Infopeople, and countless more. But we like to think of the State Library in the number one spot! We encourage you to set up an account for yourselves in the **IA Learns** system. Doing so enables you to browse the catalog and register for classes. Yet another way to create a culture of learning!

***“Leadership & learning are
indispensable to each other...”***

John F. Kennedy



Chapter 3: The Five Primary Responsibilities of Boards

Even though the board delegates the day-to-day management to the director, the board never gives up its responsibility to ensure that the library succeeds and prospers. In exercising that responsibility, Iowa's public library boards have five primary roles:

I. Hiring the Library Director

The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other's roles. (See **Chapter 4: Hiring the Library Director**)

II. Approving and Monitoring the Budget

Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items. (See **Chapter 5: Approving and Monitoring the Budget**)

III. Developing and Adopting Policies

Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons. (See **Chapter 6: Developing and Adopting Policies**)

IV. Planning for the Library's Future

Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities,

basing decisions on community input and packaging service in response to community needs. (See **Chapter 7: Planning for the Library's Future**)

V. Evaluating Service and Advocating for Advancements

The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance. Note that trustees can also evaluate their own performance! In exercising this evaluation and advocacy role, boards are pushing for adequate funding, seeking technology advancements, fostering community relationships, and supporting the library staff in terms of salaries, benefits, and working conditions. (See **Chapter 8: Evaluating Service and Advocating for Advancements**)

"You can do what I cannot do. I can do what you cannot do. Together we can do great things."

Mother Teresa





