



# AGENDA

## Library Board

5:00 PM - Monday, August 18, 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# 829 5440 5980. A link is also provided at [www.cityofmarion.org](http://www.cityofmarion.org). Audio only can be heard by calling 1-646-558-8656 and entering the same Meeting ID listed above.

Page

### CALL TO ORDER

### AGENDA APPROVAL

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

### INTRODUCTION OF GUESTS

### PUBLIC FORUM

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

*You will have five minutes to address the Board.*

### MINUTES

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

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[Library-Minutes-July 21 2025 DRAFT](#)

### REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

7

[MPL Foundation Report 08-18-2025](#)

3. Board Continuing Education

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report

8 - 25

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

[Directors Report August 19 2025](#)

[Budget Performance Report July 2025 FINAL](#)

[Open PO Report - July 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 *Trustee's Handbook* Ch. 2 - 3 (*Discussion*)

26 - 30

[Ch. 2-3 - Iowa Library Trustee's Handbook](#)

2. Library Subcommittees (*Discussion*, Direction and **Action Requested**)

31 - 33

[Bylaws of MPL Board of Trustees](#)

3. Director's Report (*Discussion* and Direction Requested)

4. Fall Into Marion Parade (*Discussion*)

**ADJOURN**



# MINUTES

## Library Board

5:00 PM - Monday, July 21, 2025

Library, 1101 6th Avenue

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*\*Minutes are in draft format until approved at the next meeting\**

The Library Board of the City of Marion, Linn County, Iowa met on Monday, July 21, 2025, at 5:00 PM, with the following members present:

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

ABSENT: Julie Lammers

STAFF PRESENT: Bill Carroll, James Teahen, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Darryn Gradhandt

FRIENDS REP: Sue Hershner

GUESTS PRESENT: Sally Reck, Kara Bullerman and child

### 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 Read, to approve the Agenda as presented.

Approved unanimously

### LIBRARY SPOTLIGHT

Board Member Introductions - Board Members introduced themselves for the benefit of our new Board Members.

ALA PR Xchange Award Presentation - Bill Carroll passed around the PR Xchange award MPL received from the American Library Association.

### INTRODUCTION OF GUESTS

Darryn Gradhandt, Patron Services Bookmobile Lead - Darryn gave a presentation that will also be presented to City Council about what the Bookmobile has been doing so far and what plans for the future include.

Kara Bullerman - City of Marion City Attorney - Kara presented on recent updates to

Open Meeting Laws that include:

- Training that must be completed by new Board Members within 90 days of appointment - information on this training will be emailed directly to new Board Members.
- Job Interviews and Performance Reviews must be held in Open Meetings, not closed sessions - Reviews for the Library Director are now being done directly with the Board President with feedback from the full Board.
- Subcommittees are now subject to Open Meeting Laws - Rather than being appointed to Subcommittees, Board Members could volunteer for Work Groups.

## **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.

## **MINUTES**

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

Moved by Logan, seconded by Kling, to approve the June 2025 Meeting Minutes as presented.

Approved unanimously

## **REPORTS**

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

- Sue Hershner reported that there will be a fundraiser at Villa's Patio on the evening of Wednesday, July 23, 2025. A portion of all sales will go to the Friends.
- At the Dolly Parton Imagination Library Graduation Party on August 23, 2025 all graduates will receive a token for a free Kids book at the Fall Friends Booksale.

### 2. Marion Public Library Foundation Report

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

### 3. Board Continuing Education

- None to report.

### 4. Art Advisory Committee Report

- No Report

### 5. Finance Committee

- No Report

### 6. Personnel Committee Report

- No Report

### 7. Director's Report

- Budget Update - FY25 was closed out with 90% of the budget spent and 135% of revenue received. Thanks to the Zero Based Budgeting that the City of Marion

does, unspent budget dollars are not taken from the next year's budget. Rather these dollars roll back into the City's reserve.

8. Policy Committee Report

- Policy Committee did not meet

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

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

Approved unanimously

## **REGULAR AGENDA**

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

- It was discovered that there were revisions made to the 2021 Edition of the *Iowa Library Trustee's Handbook*. An updated copy will be provided to Board Members at the next Board Meeting.

2. Library Subcommittees (*Discussion*, Direction, and **Action Requested**)

- Article III of the Bylaws of the Marion Public Library Board of Trustees mentions four standing Committees.
- If Committees are changed to Director appointed work groups, the Bylaws will need to be changed.
- Bill Carroll will meet with a work group to discuss and bring a recommendation to the whole Board at the next meeting.

3. Art Donation (**Action Requested**)

- Sally Reck would like to donate a piece of artwork by Fred Easker, to be hung in the Adult Reading Nook.
- The member terms for the ad hoc Art Committee were up on June 30, so this will be a full Board decision.

Moved by Kling, seconded by Alexander, to accept the art donation and display it as the donor suggests.

Approved unanimously

4. Purchase Order Approval - Library Bird-Proofing (**Action Requested**)

- The Library Bird-Proofing project was budgeted as a City Capital Improvement Project.
- The bid received comes in under budget.

Moved by Logan, seconded by Beyer, to approve the Bird-Proofing Purchase Order and authorize Bill Carroll to sign the bid proposal.

Approved unanimously

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

- The Board has already approved the Metro Library Network five year MOU.
- Approval is needed for the annual invoice for our library belonging to MLN.

Moved by Alexander, seconded by Norton, to approve the FY26 MLN Purchase Order.

Approved unanimously

6. Library Board Outreach - Fall Parade (Date TBD - September 2025) (*Discussion* and potential action)

- Ross McIntyre would like to see the Library Board involved in the Fall Into Marion Parade, as it would be good community presence for the Library.
- The Parade will be held on Saturday, September 13th.
- While it would be nice to have the bookmobile in the parade, this would require staff involvement, which may be difficult to provide on a weekend.
- Interested Board Members are asked to talk with Ross about the logistics of the Board being in the parade.

7. Library Board Outreach - DPIL Graduation Party (8/23) and Uptown Market (8/9 & 9/27) (**Action Requested**)

- Sign-up sheets were passed around for Library Board outreach volunteer opportunities.

8. Board Liaison Sign-up for MPL Friends Meetings - 5 p.m. 7/22, 9/23, & 11/25 (**Action Requested**)

- A sign-up sheet was passed around for Library Board Liaisons to volunteer to attend Friends meetings.

**ADJOURN**

Moved by Norton, seconded by Mullin, to adjourn at 6:26 p.m.

Approved unanimously

Respectfully submitted by:  
Kimberly Cowger, Administrative Assistant

## **Marion Public Library Foundation**

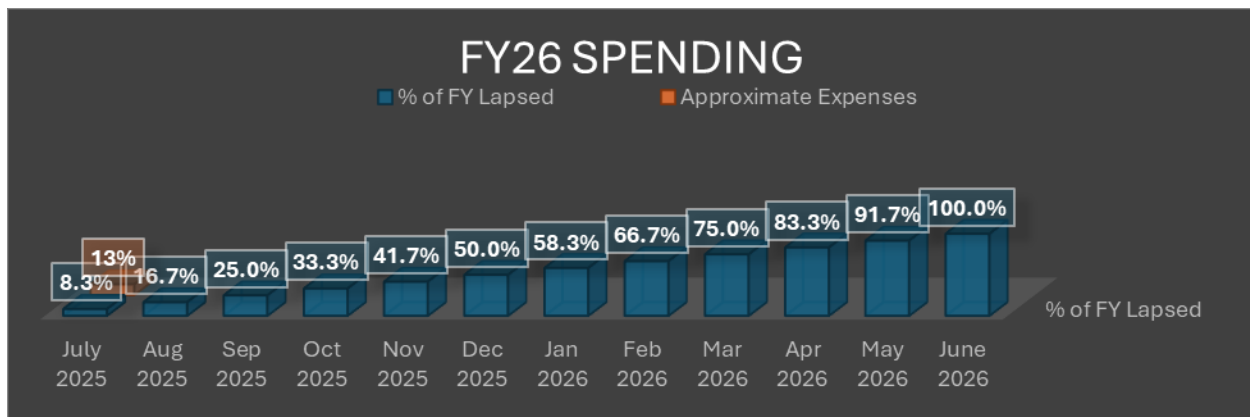
### **August 2025 report to Board of Trustees**

- The Diamond V donor-advised fund at GCRCF provided \$5,000 for infrastructure for the food pantry. Two other grant applications are pending for this purpose.

### Director's Report for the Library Board of Trustees Meeting on Monday, August 18, 2025

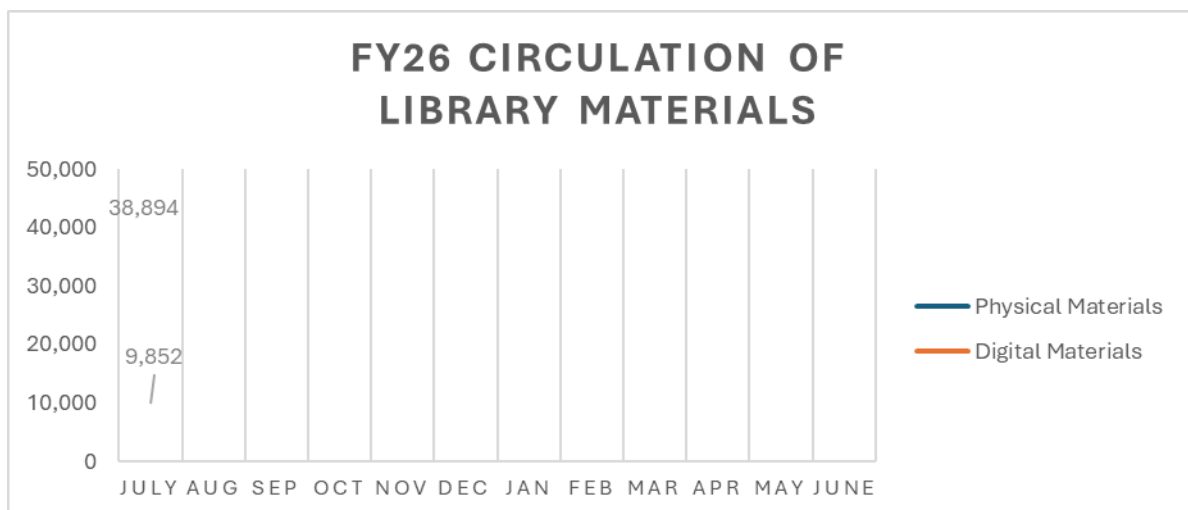
#### Budget Update:

- FY 26 has completed approximately 8.3% through July 31, 2025.
- As of the July 31, 2025 budget report, approximately 13% of the library's budget was expended for the year. This is typically higher in the first several months of the new fiscal year as we see the payment of year-long contracts.



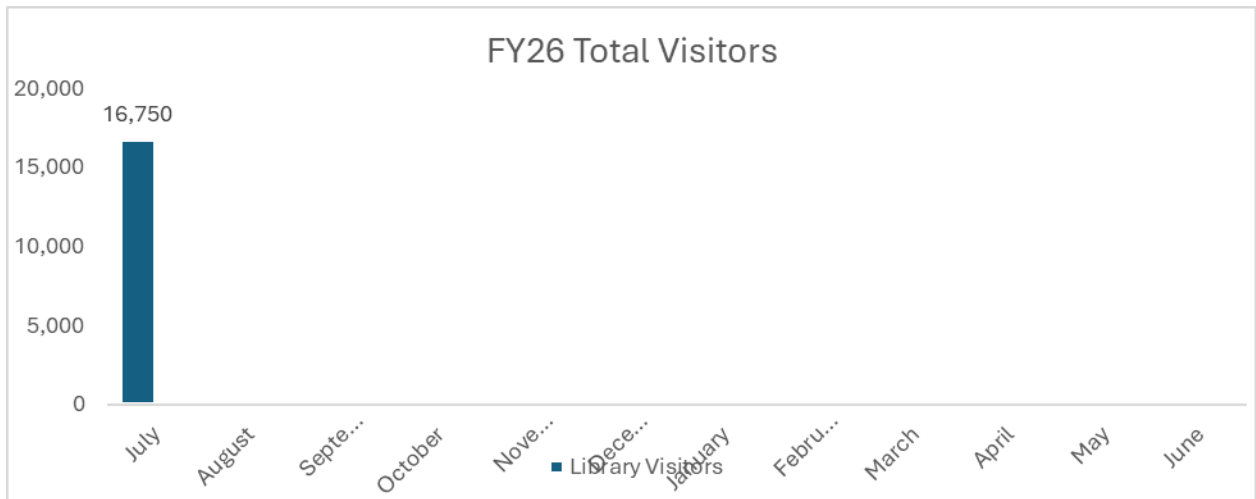
- As of the July 31, 2025 budget report, revenue received was approximately 5% received for the fiscal year. This will increase as we see reimbursements from the State and County come in over the next several months.

#### Statistics Highlights:





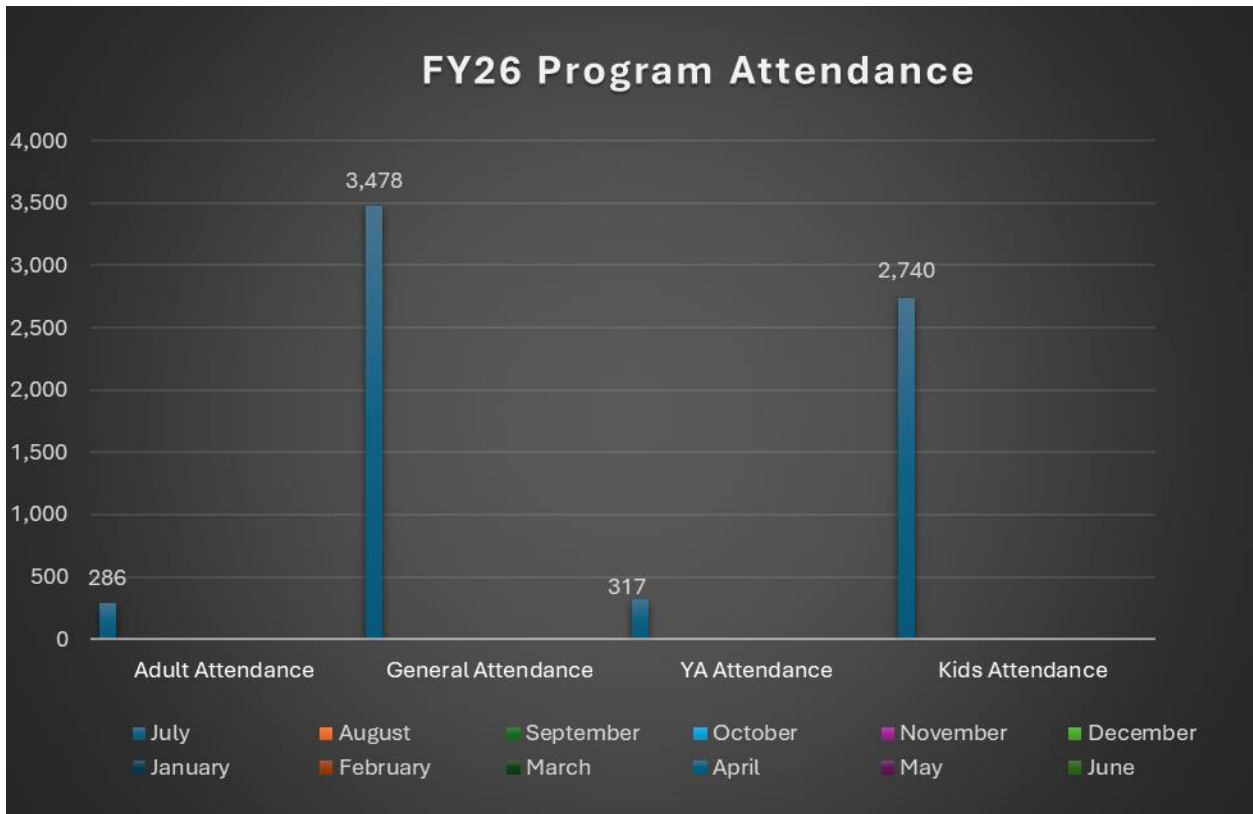
- For July 2025, circulation of physical items increased approximately 1.8% from the previous month, having 38,894 items checked out. Circulation of physical items for the month decreased approximately 0.3% when compared with the previous year.
- For July 2025, circulation of digital items decreased approximately 5.5%, having 9,852 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 5.6% when compared with the previous year.



- The gate count for July 2025 was 16,750. The July gate count increased approximately 0.7% compared to June 2025. Compared to the previous year, this year's gate counts saw an approximate 1.9% increase compared to the same time last year.



- Programming saw a slight decrease in the number of programs offered between July (110) and June (127). The number of programs offered in July 2025 was slightly lower than the number of programs offered in July 2024 (133).



- Program attendees for July 2025 totaled 6,821 individuals. This is approximately 33.3% less than the 10,224 that attended programs in June. Compared with July 2024, which saw 7,034 attendees for programs, there was an approximate decrease for the current year of approximately 3.0%.

### Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. Progress includes:
  - Planning for the addition of bookmobile stops and service to include varied and new stops, providing additional stops on a bi-weekly basis rather than weekly.
  - Recruitment of library volunteers for cleaning, programming, and other general duties.
  - Launch of Mango Languages, a foreign language learning database in July.
  - Launch of a digital periodicals and newspapers database called PressReader. The resource provides information in English and foreign languages from around the world.

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

- The library performed outreach at the Uptown Market in July. Representatives from the Library Board of Trustees and Friends Board met with residents and promoted the library's summer library program and the Dolly Parton Imagination Library program.
- Budget planning for FY 2027 continues with requests for the following to be due to City Finance by August 31:
  - Asset replacement
  - Capital Improvement requests
- Bird proofing of the library's windows will likely commence with installation by the first week of September 2025.
- A collaborative meeting between the corridor library directors was held in July to start planning our next all-staff training day in Spring 2026. The libraries include Marion Public Library, Cedar Rapids Public Library, Hiawatha Public Library, North Liberty Public Library, Coralville Public Library, and the Iowa City Public Library.
- 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. As this information becomes available, it will be shared with the Library Board of Trustees.

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

- Marketing
  - Work on the library's new event and room management software continues. A proposal from a vendor has been drafted and is in the review process.
  - Marketing for the library's virtual author talks partnership, financial programming, and general summer promotions had the highest amount of engagement this month.
    - Engagement on social media continues to stay steady, with an average of 4.6% across all platforms.
  - The library has been utilizing Instagram's story features to promote Summer Library Program events on a weekly basis. This contributed to a 5% increase in the amount of patrons reached during the month of July.
- Meetings & Special Events
  - 39 reservations were made for July. 35/39 reservations were completed.
    - Boardroom: 16 reservations
    - Community Room: 3 reservations

- Community Room A: 6 reservations
  - Community Room B: 10 reservations
  - Outdoor Reading Terrace: n/a
  - Media Mentions
    - No substantial media mentions were made during the month of July.
- **Collections Strategy Report from Sue Gerth**
  - Staff continue to clean the DVD collection as time permits.
  - Collection team helped with Summer Library Program sign-up and sat at the table to hand out bags and free books to those who turned in their reading logs.
  - Started DVD weeding of DVD's with a circulation of 75 or more—"grubby".
  - ILL state-wide delivery process for Iowa has changed from vendors from Mobius to AEA and it is still called Iowa Shares. Linda has worked with Marketing to inform patrons about the change.
  - Sue was trained on the new marketing tool Hey Orca for social media marketing.
  - New database resources debut and include Mango Language and PressReader.
  - Recruitment to fill in two shelving clerk positions for evenings and weekends due to staff retirement and returning to school is underway.
- **Patron Services update from Bob Reynolds**
  - There were 20 Patron Incidents in July. These were behavior policy breaks.
  - Rural Linn County circulation has decreased slightly compared to last month.
  - Open Access circulation has decreased compared to last month.
  - Bookmobile circulation has increased from last month. Success in patron visitation and circulation has been seen through the varied stops that were implemented.
  - Volunteer hours have increased slightly. There has been high involvement in applications toward volunteer positions.
  - In alignment with the Strategic Plan to Improve library efficiencies for patrons and staff, a volunteer onboarding system has been developed. This system allows for collaboration with staff/ library needs and aims to match volunteer matched skills and task fulfillment. This simplifies onboarding for the large number of volunteers.
- **Programming update**
  - July saw the second half of our Summer Library Program, with 459 additional sign-ups bringing the grand total to 2,598 registrants! Our summer programming included park playdates; craft, game, and movie days for Kids; DIY Boba/Bubble drink class; and Legend of Zelda Escape Rooms for Teens; sewing classes; an adult history walking tour; and trivia for adults! We also hosted two All-Ages programs in July - Barnyard Discoveries and the Grout Museum!
  - Our partnership programs continued through July, including Expressive Art with Tanager Place, Doodlebugs art program with the Cedar Rapids Museum of Art, Tai Chi with Heritage Area Agency on Aging, Symphony Kids music program with

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- Orchestra Iowa, Interviewing Skills workshop with Goodwill of the Heartland, and Therapy Dog storytime with Therapy Dogs International.
  - Staff also took library resources and information off-site to the Collins Aerospace STEM Fair and a Senior Resource Fair with Aura Independent Living.
  - Our virtual author talks this month included Raul the Third, Marie Lu, Rex Ogle, and Pria Anand!
  - **IT and Building Maintenance from James Teahen**
    - **Technology:**
      - Swapped out hard drive on laptop kiosk due to issues the kiosk was having with freezing up. The new Hard Drive was issued at no cost due to our maintenance agreement with Laptops Anytime.
      - Attended Collins STEM Fair with Sydney from Programming Team to help promote library offerings.
      - Fixed printing issues that were that were appearing on the staff laptops that are used on the Bookmobile.
    - **Facilities:**
      - Tech from Central Light Design came out and updated settings for a problematic light.
      - Annual maintenance conducted on partition wall in Community Room
      - Worked with Public Works to get new city logos installed on Library Car.
    - **Strategic Plan:**
      - By attending the STEM Fair and also with the installation of the new city logos on the library car, we were able to spread the word out about all our offerings here at the library as well as advertise the library which helped promote **“Enhance Community Engagement”**.
      - With making sure the maintenance was completed on our partition wall it helps **“Elevate The External Customer Experience”** due to helping ensure the wall is working properly for both internal and external programs in the Community Room.
      - By fixing the ongoing printing issues on staff computers we were able to **“Improve Library Efficiencies for Staff”** which in turn helped with **“Elevating the External Customer Experience”**.

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

- MLN Library Directors met on July 16, 2025 at the Hiawatha Public Library.
- Directors answered questions for guests from Grimes, Altoona, and Johnston Public library’s regarding the logistics of how the Metro Library Network agreement works between Marion, Cedar Rapids, and Hiawatha.
- The next scheduled meeting is set for August 20, 2025 at the Marion Public Library.



# Budget Performance Report

Fiscal Year to Date 07/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	.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	9,081.26	.00	9,081.26	26,918.74	25	.00
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$9,081.26	\$0.00	\$9,081.26	\$154,418.74	6%	\$0.00
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	1,040.04	.00	1,040.04	4,959.96	17	811.24
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	517.63	.00	517.63	5,482.37	9	1,176.35
4506	Fax Revenues	40.00	.00	40.00	3.75	.00	3.75	36.25	9	9.00
4509	Rental - Community Room	9,000.00	.00	9,000.00	2,050.00	.00	2,050.00	6,950.00	23	1,760.00
	Charges for Service Totals	\$21,040.00	\$0.00	\$21,040.00	\$3,611.42	\$0.00	\$3,611.42	\$17,428.58	17%	\$3,756.59
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	19,100.00	.00	19,100.00	121.55	.00	121.55	18,978.45	1	1,536.61
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	.00	50,496.00	0	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$0.00	\$50,496.00	0%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Misc Revenues Totals	\$69,596.00	\$0.00	\$69,596.00	\$121.55	\$0.00	\$121.55	\$69,474.45	0%	\$37,039.61
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$12,814.23	\$0.00	\$12,814.23	\$241,321.77	5%	\$40,796.20
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$12,814.23	\$0.00	\$12,814.23	\$241,321.77	5%	\$40,796.20
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	65,914.64	.00	65,914.64	915,692.36	7	66,827.44
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	35,206.11	.00	35,206.11	608,839.89	5	33,128.55
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 07/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries Totals		\$1,625,653.00	\$0.00	\$1,625,653.00	\$101,120.75	\$0.00	\$101,120.75	\$1,524,532.25	6%	\$99,955.99
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	6,212.06	.00	6,212.06	68,755.94	8	6,153.01
6120	Medicare	23,787.00	.00	23,787.00	1,452.84	.00	1,452.84	22,334.16	6	1,439.06
6130	IPERS	129,517.00	.00	129,517.00	9,530.95	.00	9,530.95	119,986.05	7	9,420.98
6150	Health Insurance	149,647.00	.00	149,647.00	11,815.49	.00	11,815.49	137,831.51	8	10,928.18
6151	Wellness Program	504.00	.00	504.00	35.36	.00	35.36	468.64	7	24.05
6152	Life Insurance	1,463.00	.00	1,463.00	113.94	.00	113.94	1,349.06	8	120.65
6153	Long Term Disability	3,703.00	.00	3,703.00	298.44	.00	298.44	3,404.56	8	301.49
6154	Dental Insurance	3,605.00	.00	3,605.00	315.16	.00	315.16	3,289.84	9	271.20
6160	Worker's Compensation	873.00	.00	873.00	261.70	.00	261.70	611.30	30	215.49
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	10,800.00	.00	10,800.00	750.00	.00	750.00	10,050.00	7	750.00
Employee Benefits/Costs Totals		\$402,827.00	\$0.00	\$402,827.00	\$31,115.94	\$0.00	\$31,115.94	\$371,711.06	8%	\$29,954.11
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	671.00	.00	671.00	4,579.00	13	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	135.00	.00	135.00	3,135.00	4	.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	189.00	.00	189.00	7,341.00	3	.00
6240	Travel Expenses	6,900.00	.00	6,900.00	1,105.46	.00	1,105.46	5,794.54	16	555.46
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$23,700.00	\$0.00	\$23,700.00	\$2,100.46	\$0.00	\$2,100.46	\$21,599.54	9%	\$555.46
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	130.17	.00	130.17	49,769.83	0	1,139.46
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	200.00
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	7.85	.00	7.85	5,292.15	0	.00
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	.00	.00	.00	1,650.00	0	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	10,636.54	.00	10,636.54	100,863.46	10	7,645.53
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	370.35	.00	370.35	5,389.65	6	1,253.33
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	121.31	.00	121.31	1,858.69	6	.00
Repair/Maintenance/Utilities Totals		\$179,840.00	\$0.00	\$179,840.00	\$11,266.22	\$0.00	\$11,266.22	\$168,573.78	6%	\$10,238.32



# Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	.00	8,400.00	0	.00
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	102,148.98	.00	102,148.98	(5,263.98)	105	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	150.26	.00	150.26	1,649.74	8	148.45
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	.00	144,900.00	0	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	20,721.96	17,445.97	20,721.96	41,343.07	48	23,604.29
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	49,280.00	4,480.00	.00	100	4,480.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	1,025.00	11,275.00	1,025.00	2,100.00	85	223.21
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	253.08	.00	253.08	33,856.92	1	845.00
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	660.90	.00	660.90	8,939.10	7	329.60
Contractual Services Totals		\$443,366.00	\$0.00	\$443,366.00	\$129,440.18	\$78,000.97	\$129,440.18	\$235,924.85	47%	\$257,307.98
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
6506	Office Supplies	8,250.00	.00	8,250.00	338.40	.00	338.40	7,911.60	4	26.86
6507	Operational Supplies	46,200.00	.00	46,200.00	576.01	.00	576.01	45,623.99	1	828.71
6508	Postage/Shipping	6,000.00	.00	6,000.00	450.50	.00	450.50	5,549.50	8	501.92
6510	Forms/Printing Services	7,950.00	.00	7,950.00	50.16	.00	50.16	7,899.84	1	.00
6511	Janitorial Supplies	10,600.00	.00	10,600.00	517.50	.00	517.50	10,082.50	5	286.62
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	.00	.00	.00	9,600.00	0	.00
6514	Medical Supplies	2,295.00	.00	2,295.00	29.53	.00	29.53	2,265.47	1	.00
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	178.75	.00	178.75	15,671.25	1	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	.00
Commodities Totals		\$116,399.00	\$0.00	\$116,399.00	\$2,140.85	\$0.00	\$2,140.85	\$114,258.15	2%	\$1,644.11
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
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	6,399.01	.00	6,399.01	76,760.99	8	8,224.13





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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	347.67	.00	347.67	8,452.33	4	782.90
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	3,011.31	.00	3,011.31	57,488.69	5	4,221.46
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0	.00
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	454.07	.00	454.07	17,545.93	3	496.37
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,598.67	.00	1,598.67	13,401.33	11	1,121.15
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	14,654.92	.00	14,654.92	61,845.08	19	5,440.72
6718.08	Library Materials Other	51,380.00	.00	51,380.00	14,194.68	.00	14,194.68	37,185.32	28	11,461.88
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$349,340.00	\$0.00	\$349,340.00	\$40,660.33	\$0.00	\$40,660.33	\$308,679.67	12%	\$31,748.61
Capital Outlay Totals		\$349,340.00	\$0.00	\$349,340.00	\$40,660.33	\$0.00	\$40,660.33	\$308,679.67	12%	\$31,748.61
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$3,141,125.00	\$0.00	\$3,141,125.00	\$317,844.73	\$78,000.97	\$317,844.73	\$2,745,279.30	13%	\$431,404.58
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$317,844.73	\$78,000.97	\$317,844.73	\$2,745,279.30	13%	\$431,404.58
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	12,814.23	.00	12,814.23	241,321.77	5%	40,796.20
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	317,844.73	78,000.97	317,844.73	2,745,279.30	13%	431,404.58
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$305,030.50)	(\$78,000.97)	(\$305,030.50)	(\$2,503,957.53)		(\$390,608.38)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	.00
Commodities Totals		\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0%	\$0.00
Capital Outlay										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	.00	.00	.00	23,100.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
	Capital Outlay Totals	\$25,200.00	\$0.00	\$25,200.00	\$0.00	\$0.00	\$0.00	\$25,200.00	0%	\$0.00
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0%	.00
Fund 105 - Equipment Reserve Fund Totals		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	\$0.00	(\$30,000.00)		\$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
Misc Revenues										
4701	Donations									
4701.01	Donations General	40,000.00	.00	40,000.00	1,658.00	.00	1,658.00	38,342.00	4	5,841.23
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$1,658.00	\$0.00	\$1,658.00	\$38,342.00	4%	\$5,841.23
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues Totals	\$40,000.00	\$0.00	\$40,000.00	\$1,658.00	\$0.00	\$1,658.00	\$38,342.00	4%	\$5,841.23
Department 410 - Library Totals		\$40,000.00	\$0.00	\$40,000.00	\$1,658.00	\$0.00	\$1,658.00	\$38,342.00	4%	\$5,841.23
	REVENUE TOTALS	\$40,000.00	\$0.00	\$40,000.00	\$1,658.00	\$0.00	\$1,658.00	\$38,342.00	4%	\$5,841.23
EXPENSE										
Department 410 - Library										
Staff Development										
6240	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Repair/Maintenance/Utilities Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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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	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	75,000.00	.00	75,000.00	3,024.27	.00	3,024.27	71,975.73	4	7,740.13
Commodities Totals		\$75,000.00	\$0.00	\$75,000.00	\$3,024.27	\$0.00	\$3,024.27	\$71,975.73	4%	\$7,740.13
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers										
6910 Transfers Out										
6910.01	Transfers Out To General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$75,000.00	\$0.00	\$75,000.00	\$3,024.27	\$0.00	\$3,024.27	\$71,975.73	4%	\$7,740.13
EXPENSE TOTALS		\$75,000.00	\$0.00	\$75,000.00	\$3,024.27	\$0.00	\$3,024.27	\$71,975.73	4%	\$7,740.13
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		40,000.00	.00	40,000.00	1,658.00	.00	1,658.00	38,342.00	4%	5,841.23
EXPENSE TOTALS		75,000.00	.00	75,000.00	3,024.27	.00	3,024.27	71,975.73	4%	7,740.13
Fund 130 - Special Revenue Totals		(\$35,000.00)	\$0.00	(\$35,000.00)	(\$1,366.27)	\$0.00	(\$1,366.27)	(\$33,633.73)		(\$1,898.90)
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	+++	(16,499.29)
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
4440 Local Grants/Contributions										
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440 - Local Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



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Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
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	+++	(\$16,499.29)
Department 620 - Finance										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.02	Federal Grants/Contributions FEMA	.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
4420.04	State Contributions FEMA	.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										
4704	Misc Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
4710	Insurance Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	.00
Misc Revenues Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 620 - Finance 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	+++	(\$16,499.29)
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	125,000.00	.00	125,000.00	.00	216,459.80	.00	(91,459.80)	173	.00
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$216,459.80	\$0.00	(\$91,459.80)	173%	\$0.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 410 - Library Totals		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$216,459.80	\$0.00	(\$91,459.80)	173%	\$0.00
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	.00	.00	+++	.00
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	\$0.00	\$0.00	+++	\$0.00
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	+++	.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	41,142.50	.00	(41,142.50)	+++	.00
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$41,142.50	\$0.00	(\$41,142.50)	+++	\$0.00
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	+++	.00
6508	Postage/Shipping	.00	.00	.00	.00	.00	.00	.00	+++	.00
6509	Traffic Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6510	Forms/Printing Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6511	Janitorial Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6513	Vehicle Operating Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6514	Medical Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00



# Budget Performance Report

Fiscal Year to Date 07/31/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
Department 620 - Finance										
Commodities										
6524	Street Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6526	Forestry Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6527	Park Maintenance Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Commodities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Capital Outlay										
6710	Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6716	Trees	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718	Library Materials									
6718.01	Library Materials Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.02	Library Materials Young Adult Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.03	Library Materials Children's Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.04	Library Materials Audio Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.05	Library Materials Video Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.06	Library Materials Downloadable Books	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.07	Library Materials Downloadable Media	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
6750	Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6751	Bond Costs	.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
Department 620 - Finance Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$41,142.50	\$0.00	(\$41,142.50)	+++	\$0.00
EXPENSE TOTALS		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$257,602.30	\$0.00	(\$132,602.30)	206%	\$0.00
Fund 301 - Capital Projects Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
EXPENSE TOTALS		125,000.00	.00	125,000.00	.00	257,602.30	.00	(132,602.30)	206%	.00
Fund 301 - Capital Projects Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	\$0.00	(\$257,602.30)	\$0.00	\$132,602.30		(\$16,499.29)
Grand Totals										
REVENUE TOTALS		294,136.00	.00	294,136.00	14,472.23	.00	14,472.23	279,663.77	5%	30,138.14



# Budget Performance Report

Fiscal Year to Date 07/31/25

Include Rollup Account and Rollup to Account

EXPENSE TOTALS	3,371,125.00	.00	3,371,125.00	320,869.00	335,603.27	320,869.00	2,714,652.73	19%	439,144.71
Grand Totals	(\$3,076,989.00)	\$0.00	(\$3,076,989.00)	(\$306,396.77)	(\$335,603.27)	(\$306,396.77)	(\$2,434,988.96)		(\$409,006.57)



# Open Purchase Order Report

As of G/L Date 07/31/25

Report by Department - Purchase Order Number  
Detail Listing

Department **35 Library**

Purchase Order	2025-00000262	Department	35 Library	G/L Date	03/31/2025	Amount	9,718.00
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	9,718.00
Assigned To Buyer			St Paul, MN 55164-0384			Encumbered	9,718.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Moisture Intursion Assessment on Library Terrace Roof	Vendor Part Number		Amount	9,718.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	9,718.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	9,718.00
	Status	Open	Confirming	No	Encumbered	9,718.00
	G/L Account	Project	Amount	Expensed	Encumbered	
	101.430.6310 (Building Maintenance & Repairs)			.00	9,718.00	
	121.410.6717 (Small Project Costs)			.00	.00	

Purchase Order	2026-00000020	Department	35 Library	G/L Date	07/01/2025	Amount	49,086.00
Description	Library Building Bird Safety Window Improvement Project	Vendor	1615 - Shades and Shields LLC	Deliver by Date		Voided	.00
Type	Budgeted		Bradley Becker	Printed Date	06/24/2025	Discounted	.00
Status	Open		947 Metzger Dr	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Hiawatha, IA 52233	Expiration Date		Remaining	49,086.00
Assigned To Buyer						Encumbered	49,086.00
Resolution Number							

Item 1	Description	Misc Project Costs - Library Building Bird Safety Window Improvement Project	Vendor Part Number		Amount	49,086.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	49,086.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	49,086.00
	Status	Open	Confirming	No	Encumbered	49,086.00
	G/L Account	Project	Amount	Expensed	Encumbered	
	301.410.6750 (Project Costs)	FACS 25 002 (Library building windows bird safety improvements)		.00	49,086.00	





# Open Purchase Order Report

As of G/L Date 07/31/25

Report by Department - Purchase Order Number  
Detail Listing

Department **35 Library**

Purchase Order	2026-00000045	Department	35 Library	G/L Date	07/10/2025	Amount	16,200.00
Description	Library HVAC Control System Maintenance and Upkeep - FY26	Vendor	2280 - Environmental Control Solutions	Deliver by Date		Voided	.00
Type	Budgeted		John Evans	Printed Date	07/15/2025	Discounted	.00
Status	Open		201 Spring St, Suite A	Completed Date	08/07/2025	Expensed	.00
Bill To Location	LIBRARY - Library		PEORIA, IL 61603	Expiration Date		Remaining	16,200.00
Assigned To Buyer						Encumbered	16,200.00
Resolution Number							

Item 1	Description	Contracts - Technology Service - Library HVAC Control System Maintenance and Upkeep - FY26	Vendor Part Number		Amount	16,200.00
	Quantity	1.0000	Contract Number		Voided	.00
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00
	Price per Unit	16,200.00	1099 Item	No	Expensed	.00
	Discount	0%	Tavable	No	Remaining	16,200.00
	Status	Open	Confirming	No	Encumbered	16,200.00
	G/L Account	Project		Amount	Expensed	Encumbered
	101.410.6419 (Contracts - Technology Service)				.00	16,200.00

Department	<b>35 Library</b> Totals	Purchase Orders	3	Amount	\$75,004.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$75,004.00
				Encumbered	\$75,004.00
	Grand Totals	Purchase Orders	3	Amount	\$75,004.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$0.00
				Remaining	\$75,004.00
				Encumbered	\$75,004.00

*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!

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***“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**)

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

Mother Teresa

## 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.