



AGENDA

Library Board

5:00 PM - Monday, September 15, 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# 851 5479 4131. 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

Library Card Sign-Up Month Proclamation

3

[Library Card Sign-Up Month Proclamation 9-25](#)

MINUTES

Motion to approve the August 2025 Meeting minutes.

4 - 6

[Library-Minutes-August 18 2025 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

7

[MPL Foundation Report 09-15-2025](#)

3. Board Continuing Education

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report

8 - 23

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

[Directors Report September 15 2025](#)

[Budget Performance Report August 2025 FINAL](#)

[Open Purchase Order Report - August 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. 4 (*Discussion*)

24 - 30

[Ch. 4 - Iowa Library Trustee's Handbook](#)

2. Circulation and Materials Fees Policies (*Discussion* and **Action Requested**)

31 - 34

[Circulation Policy 9-2025](#)

[Materials Fees and Replacement Costs Policy 9-2025](#)

3. Library Board Operations Policy (*Discussion* and **Action Requested**)

35 - 53

[Library Board Operation 9-2025](#)

4. Fall Into Marion Parade (*Discussion*)

ADJOURN

PROCLAMATION

WHEREAS: a library card is one of the most important school supplies of all; and

WHEREAS: signing up for a library card is the first step toward academic achievement and lifelong learning; and

WHEREAS: libraries play an important role in the education and development of children; and

WHEREAS: library programs serve residents of all ages, from early literacy to homework help to GED classes and beyond; and

WHEREAS: librarians lead the way in creating inclusive spaces and developing diverse collections for people of all backgrounds to connect and learn together; and

WHEREAS: libraries bridge the digital divide by providing a full range of information and services to children and adult learners; and

WHEREAS: libraries continue to transform and expand their services in ways that meet the needs of the communities they serve; and

WHEREAS: libraries open a world of infinite possibilities through resources and services to help people pursue their passions and give students the tools to succeed in school and beyond.

Now, therefore, I, Nicolas AbouAssaly, Mayor of the City of Marion, Iowa, do hereby proclaim September 2025 as

Library Card Sign-Up Month

and urge residents of the City of Marion to sign up for their own library card today.



Nicolas AbouAssaly

Nicolas AbouAssaly, Mayor
Signed in the City of Marion, Iowa,
this 4th day of September, 2025



MINUTES

Library Board

5:00 PM - Monday, August 18, 2025

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, August 18, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Ross McIntyre, Melissa Alexander, Kelsey Logan, Nancy Miller, Becky Garms, Bob Read, Krystle Mullin, Ryan Norton, Sabrina Beyer, and Julie Lammers arrived at 5:02 p.m.
Via Zoom: Bob Hoyt, Chelsea Nunn

ABSENT: Susan Kling

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

FRIENDS REP: Jo Pearson

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 Garms, to approve the Agenda as presented.
Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

No comments.

MINUTES

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

Moved by Mullin, seconded by Logan, to approve the July 2025 Meeting Minutes as

presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
 - Jo Pearson reported that the Friends have three new Board Members.
 - The Book Store/ Book Sale has had good sales on days of the Uptown Market.
 - The DPIL Graduation Party is this Saturday.
 - Book Store annual sales were down in FY25 when compared with FY24.
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 Report
 - No Report
6. Personnel Committee Report
 - No Report
7. Director's Report
 - Budget Update - Bill Carroll reported that Expenses are a bit high, 13%, and Revenue is a bit low, 5%, for this stage of the Fiscal Year but that is only because there are several annual contracts that are paid at the beginning of the Fiscal Year and Reimbursements from the State and County have not come in yet.
 - General Department Updates - The Bird Proofing Project will be starting soon. We are hopeful that the Terrace roof can be repaired before Winter.
 - MLN Updates - The MLN Directors hosted several Library Directors from the Des Moines area as they are thinking of forming a Network as well.
8. Policy Committee Report
 - Policy Committee did not meet.

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

Moved by Alexander, seconded by Norton, to accept Reports 1 - 8 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* Ch. 2 - 3 (*Discussion*)
 - Some Board Members inquired about additional opportunities for Continuing Education, a list will be sent out.
2. Library Subcommittees (*Discussion*, Direction and **Action Requested**)
 - Based on recent changes in Iowa Public Information Board (IPIB) interpretation of

- laws regarding Open Meetings Bill Carroll recommends eliminating Committees from the Bylaws of the MPL Board of Trustees and replacing it with as needed Ad Hoc Workgroups, based on recommendations from City Legal.
- The full Board would still vote on any changes that might be recommended from any Workgroups.
 - Ross McIntyre asked if the Bylaws were to be changed from Committees to Workgroups if it would be easy to change it back again, should the laws ever change in the future. Bill Carroll said it would be easy to change, it simply needs to come before the Board twice before any changes are made to the Bylaws.
 - Bill Carroll will draft some recommended language to change in the Bylaws for the Board to look at during the September Board Meeting.
3. Director's Report (*Discussion* and Direction Requested)
- The question was raised if Board Members would like to see anything different with the Director's Report in it's current format.
 - Most Board Members appreciate the information in the Report and the time it takes for staff to compile the information.
4. Fall Into Marion Parade (*Discussion*)
- Ross McIntyre wanted to invite Board Members to take part in this opportunity to show support for the Library. Just a reminder, this will not be a meeting of Library/City business, but rather a social gathering.
 - Friends and Foundation members will be invited to take part.
 - There may be refreshments available at the Library after the parade for any participants. If everyone could give Ross an idea of how many people are coming, this will help with refreshments.

ADJOURN

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

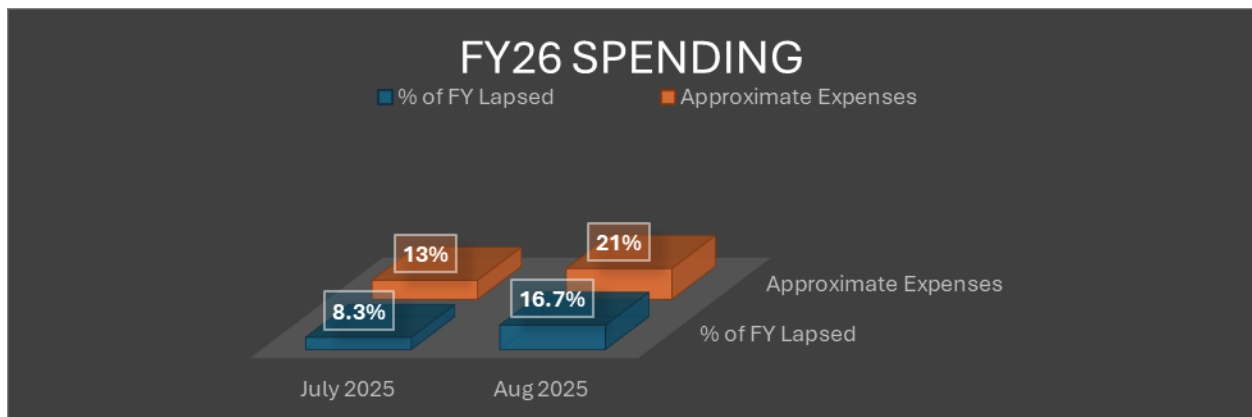
September 2025 report to Board of Trustees

- RTX/Collins Aerospace awarded \$10,000 for the Makerspace. The majority of the funds will be used to install ventilation for the new laser engraver. The remainder will be used for Makerspace scholarships.
- The Bloomhall Family Fund at GCRCF awarded \$2,000 toward infrastructure for the proposed food pantry.
- The Linn County Board of Supervisors, via the Economic and Community Development Fund, awarded \$4,000 to purchase technology backpacks for the bookmobile.

Director's Report for the Library Board of Trustees Meeting on Monday, September 15, 2025

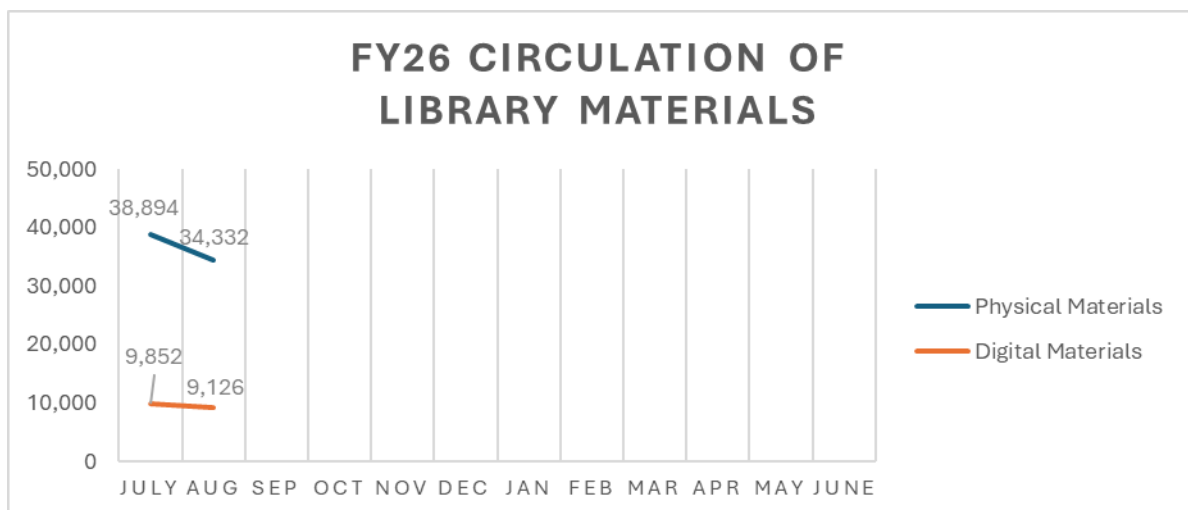
Budget Update:

- FY 26 has completed approximately 16.7% through August 31, 2025.
- As of the August 31, 2025 budget report, approximately 21% 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.

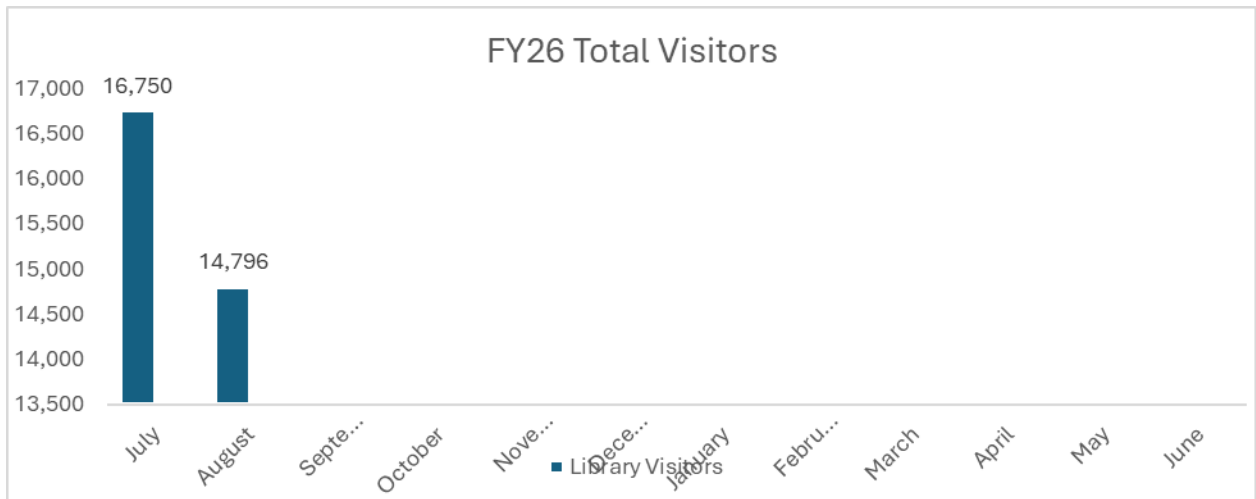


- As of the August 31, 2025 budget report, revenue received was approximately 7% received for the fiscal year. This will increase as we see reimbursements from the State and County come in over the next several months.

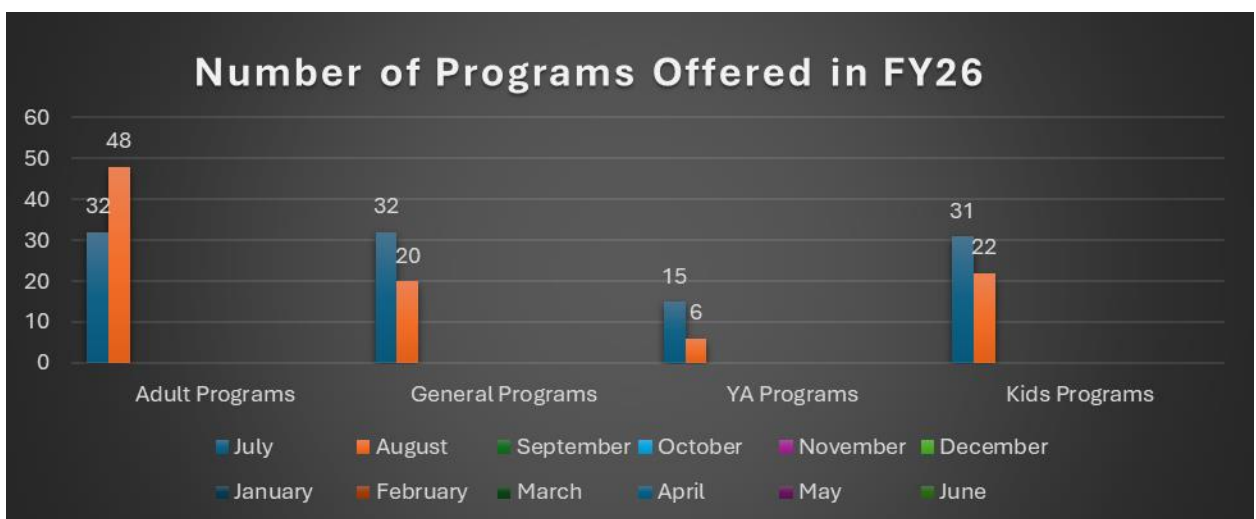
Statistics Highlights:



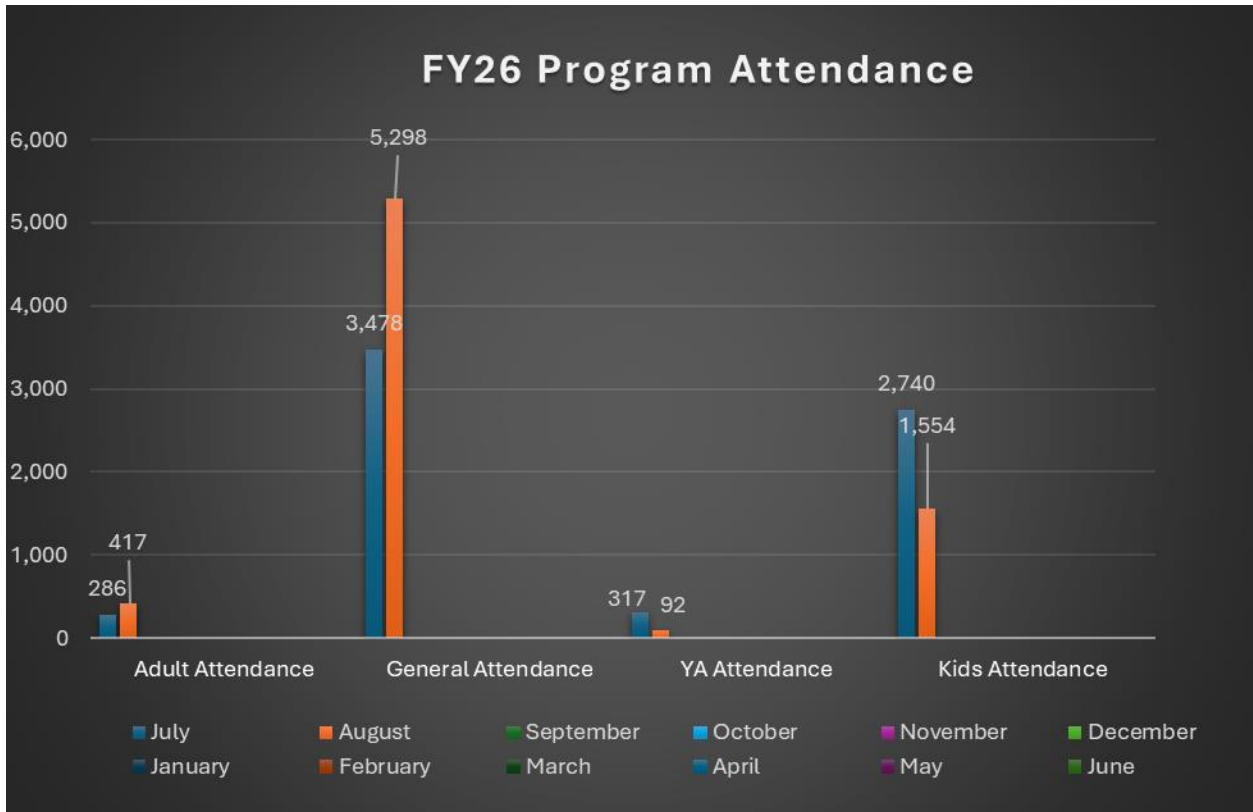
- For August 2025, circulation of physical items decreased approximately 11.7% from the previous month, having 34,332 items checked out. Circulation of physical items for the month decreased approximately 0.2% when compared with the previous year.
- For August 2025, circulation of digital items decreased approximately 7.4%, having 9,126 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 0.9% when compared with the previous year.



- The gate count for August 2025 was 14,796. The August gate count decreased approximately 11.7% compared to July 2025. Compared to the previous year, this year's gate counts saw an approximate 4.9% decrease compared to the same time last year.



- Programming saw a decrease in the number of programs offered between August (96) and July (110). The number of programs offered in August 2025 was lower than the number of programs offered in August 2024 (120).



- Program attendees for August 2025 totaled 7,361 individuals. This is approximately 7.9% more than the 6,821 that attended programs in July. Compared with August 2024, which saw 5,086 attendees for programs, there was an approximate increase for the current year of approximately 44.7%.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. Progress includes:
 - Launch of additional bookmobile stops and service to include varied and new stops, providing additional stops on a bi-weekly basis rather than weekly.
 - Continued recruitment of library volunteers for cleaning, programming, and other general duties.
 - Registration of library staff for varied continuing education opportunities.
 - Continuing partnerships with local businesses and bookstores for programming events.
 - Continued development of onboarding program for new staff.

General Department Updates:

- **Library Administration**

- The library performed outreach at the Uptown Market in August. Representatives from the Library Board of Trustees and Friends Board met with residents and promoted the library and the Dolly Parton Imagination program.
- Budget planning for FY 2027 continues with submitting new personnel requests for the library to City Finance by September 30.
- Bird proofing of the library's windows will likely conclude installation by the middle of September 2025.
- In addition to the bird proofing project, the library will see activity and progress on the following projects this fall season:
 - Reparations on the leaking roof
 - Installation of ventilation in the MakerSpace for the laser etcher
 - Installation of an emergency generator
 - Installation of electric vehicle charging stations
 - Remediation of uneven sidewalk at North entrance

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

- Marketing
 - Keanna Davenport, a student at Kirkwood Community College, joined the library team in August. Keanna is part of Kirkwood's work-study program and will be focusing her time on the library's digital marketing efforts (photography, design, etc.)
 - Work on the library's new event and room management software continues. A proposal from a vendor has been drafted and is in the final stages of the review process.
 - Marketing for the library's reading challenge, Interlibrary Loan service updates, cooling center information, and a post about the Oscar Mayer Weiermobile's visit to Marion had the highest amount of engagement this month.
 - The library's monthly newsletter received a content and design revamp over the summer. The first edition of the new format had a 44% open rate and 2% click rate.
 - Ashley was accepted into the Marion Chamber of Commerce's Leadership in Action program. Orientation took place in August; classes will commence in September.
- Meetings & Special Events
 - 45 reservations were made for August. 34/45 reservations were completed.
 - Boardroom: 18 reservations
 - Community Room: 1 reservation

-
- Community Room A: 10 reservations
 - Community Room B: 5 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - August 16: Heat Advisory for Eastern Iowa ([The Gazette](#))
 - August 23: Linn County Board of Supervisors Awards Grants ([Linn Co Website](#), [KWWL](#), [The Gazette](#))
 - **Collections Strategy Report from Sue Gerth**
 - Collection team began weeding using Collection HQ to target areas that had duplicates, items that had not been checked out in the last three-five years, and “grubby” items that had high circulation and needed to be refreshed. Areas included DVD’s, Biography, Mystery, YA, and YA Manga. Weeding will continue in the next few months in other areas of the collection that need attention. Most of the grubby DVD’s were reordered.
 - Cake pans have been temporarily moved to the end of the DVD area while the Marketplace is out of order.
 - Sue and Bob visited the MISD teacher retreat at the Kirkwood Training center in Hiawatha to provide information on new resources for students and teachers.
 - Sue has been working with Ashley on ordering signage for children’s fiction area in anticipation of sign holders arriving in another few months.
 - Sue hired a new part-time shelving clerk – Sue Bennett. She will be working nights and weekends. Interviews continued for another part-time evening/weekend shelving clerk to cover gaps in the schedule due to retirement and staff going back to school.
 - Sue has rejoined the City Employee Experience Committee as library representative.
 - Linda has been working with the new ILL process to coordinate pick-ups and deliveries. Still working out the bugs on this.
 - **Patron Services update from Bob Reynolds**
 - There were 16 patron incidents in August. These were behavior policy breaks.
 - One incident resulted in a patron ban for 6 months. This involved a safety issue impacting patrons and staff alike.
 - Two previously temporarily banned patrons were reintroduced into the library and full services were reinstated.
 - There were two patron injuries reported in August.
 - One injury was a simple cut in which the patron could not recall how they received it. Staff examined the area where the injury occurred and found nothing to connect the cut to library property. It is believed that the library was not at fault and that the injury may have occurred prior to entrance.

- One injury occurred in the Youth Interactive Area. This injury is currently being investigated with City. Results will be discovered in the month of September.
 - Rural Linn County circulation has increased slightly compared to last month.
 - Open Access circulation has decreased slightly compared to last month.
 - Bookmobile circulation has decreased slightly since last month.
 - New route stop locations will be implemented in September as seasonal rotation continues.
 - Volunteer hours have increased slightly compared to last month.
 - Sue and Bob visited with MISD teachers at their Summer Retreat, where library services were discussed for teacher and student use.
 - In alignment with the strategic plan to increase patron engagement, a campaign was launched to allow patrons to share their story and describe the impact the library has made. This was launched alongside the campaign for September Library Card Signup Month.
- **Programming update**
 - Job posting for part-time Library Assistant: Adult Services is up on the City website and on the Iowa State Library job website. This position was vacated by Sydney, who moved into a full-time children's library assistant position in late June.
 - We have worked with Faith from Parks and Rec to have the library be a part of the upcoming Monster Mash on October 25th with a storytime planned and a drop-in Makerspace craft with Lara.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on August 20, 2025 in Marion.
- Directors discussed approaches to service in the three libraries relative to the signing of HF 856.
- The next scheduled meeting is set for September 17, 2025.



Budget Performance Report

Fiscal Year to Date 08/31/25

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	.00	.00	9,081.26	26,918.74	25	9,990.49
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$9,081.26	\$154,418.74	6%	\$9,990.49
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	1,076.55	.00	2,116.59	3,883.41	35	1,688.77
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	505.12	.00	1,022.75	4,977.25	17	1,832.54
4506	Fax Revenues	40.00	.00	40.00	4.50	.00	8.25	31.75	21	13.75
4509	Rental - Community Room	9,000.00	.00	9,000.00	1,087.50	.00	3,137.50	5,862.50	35	2,622.50
	Charges for Service Totals	\$21,040.00	\$0.00	\$21,040.00	\$2,673.67	\$0.00	\$6,285.09	\$14,754.91	30%	\$6,157.56
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	1,518.42	.00	1,639.97	17,460.03	9	1,922.61
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	1.81	.00	1.81	(1.81)	+++	.00
	Misc Revenues Totals	\$69,596.00	\$0.00	\$69,596.00	\$1,520.23	\$0.00	\$1,641.78	\$67,954.22	2%	\$37,425.61
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$4,193.90	\$0.00	\$17,008.13	\$237,127.87	7%	\$53,573.66
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$4,193.90	\$0.00	\$17,008.13	\$237,127.87	7%	\$53,573.66
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	103,470.05	.00	169,384.69	812,222.31	17	169,327.37
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	53,861.18	.00	89,067.29	554,978.71	14	88,249.76
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 08/31/25

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	\$157,331.23	\$0.00	\$258,451.98	\$1,367,201.02	16%	\$257,577.13
Employee Benefits/Costs										
6110	Social Security	74,968.00	.00	74,968.00	9,677.48	.00	15,889.54	59,078.46	21	15,871.28
6120	Medicare	23,787.00	.00	23,787.00	2,263.34	.00	3,716.18	20,070.82	16	3,711.88
6130	IPERS	129,517.00	.00	129,517.00	14,837.20	.00	24,368.15	105,148.85	19	24,285.59
6150	Health Insurance	149,647.00	.00	149,647.00	13,337.59	.00	25,153.08	124,493.92	17	21,856.36
6151	Wellness Program	504.00	.00	504.00	35.36	.00	70.72	433.28	14	48.10
6152	Life Insurance	1,463.00	.00	1,463.00	113.94	.00	227.88	1,235.12	16	241.30
6153	Long Term Disability	3,703.00	.00	3,703.00	298.44	.00	596.88	3,106.12	16	602.98
6154	Dental Insurance	3,605.00	.00	3,605.00	351.88	.00	667.04	2,937.96	19	542.40
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	373.83	499.17	43	307.81
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	660.00	3,300.00	17	660.00
6190	Education Stipend	10,800.00	.00	10,800.00	750.00	.00	1,500.00	9,300.00	14	1,500.00
Employee Benefits/Costs Totals		\$402,827.00	\$0.00	\$402,827.00	\$42,107.36	\$0.00	\$73,223.30	\$329,603.70	18%	\$69,627.70
Staff Development										
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	671.00	.00	1,342.00	3,908.00	26	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	135.00	3,135.00	4	135.00
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	1,400.50	.00	1,589.50	5,940.50	21	460.00
6240	Travel Expenses	6,900.00	.00	6,900.00	2,237.49	.00	3,342.95	3,557.05	48	2,466.44
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$23,700.00	\$0.00	\$23,700.00	\$4,308.99	\$0.00	\$6,409.45	\$17,290.55	27%	\$3,061.44
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	1,423.01	.00	1,553.18	48,346.82	3	3,329.60
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	280.50
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.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	96.50	.00	96.50	1,903.50	5	.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	130.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	12,659.72	.00	23,296.26	88,203.74	21	16,600.49
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	349.19	.00	719.54	5,040.46	12	1,671.22
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	84.00	.00	205.31	1,774.69	10	195.67
Repair/Maintenance/Utilities Totals		\$179,840.00	\$0.00	\$179,840.00	\$14,612.42	\$0.00	\$25,878.64	\$153,961.36	14%	\$22,207.48



Budget Performance Report

Fiscal Year to Date 08/31/25

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										
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	3,768.90	.00	3,768.90	4,631.10	45	1,548.00
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	.00	.00	102,148.98	(5,263.98)	105	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	163.08	.00	313.34	1,486.66	17	306.07
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	20,955.42	1,132.70	41,677.38	36,700.92	54	42,630.57
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	44,800.00	8,960.00	.00	100	8,960.00
6424	Contracts - Office Equipment	14,400.00	.00	14,400.00	1,025.00	10,250.00	2,050.00	2,100.00	85	446.42
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	1,268.68	.00	1,521.76	32,588.24	4	1,014.75
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	599.10	.00	1,260.00	8,340.00	13	607.70
Contractual Services Totals		\$443,366.00	\$0.00	\$443,366.00	\$32,260.18	\$56,182.70	\$161,700.36	\$225,482.94	49%	\$283,190.94
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	2,099.32	.00	2,099.32	1,900.68	52	.00
6506	Office Supplies	8,250.00	.00	8,250.00	569.82	.00	908.22	7,341.78	11	289.68
6507	Operational Supplies	46,200.00	.00	46,200.00	1,425.06	.00	2,001.07	44,198.93	4	2,854.21
6508	Postage/Shipping	6,000.00	.00	6,000.00	459.07	.00	909.57	5,090.43	15	945.03
6510	Forms/Printing Services	7,950.00	.00	7,950.00	.00	.00	50.16	7,899.84	1	288.95
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,046.63	.00	1,564.13	9,035.87	15	1,170.18
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	62.08	.00	91.61	2,203.39	4	145.41
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	175.15	.00	353.90	15,496.10	2	93.28
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	\$5,837.13	\$0.00	\$7,977.98	\$108,421.02	7%	\$5,786.74
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	9,486.66	.00	15,885.67	67,274.33	19	15,306.02



Budget Performance Report

Fiscal Year to Date 08/31/25

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										
Capital Outlay										
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	592.06	.00	939.73	7,860.27	11	1,629.51
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	4,255.77	.00	7,267.08	53,232.92	12	6,471.75
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	848.09	.00	848.09	35,151.91	2	3,905.44
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	2,460.73	.00	2,914.80	15,085.20	16	2,939.42
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,607.15	.00	3,205.82	11,794.18	21	2,316.78
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	5,073.15	.00	19,728.07	56,771.93	26	11,049.97
6718.08	Library Materials Other	51,380.00	.00	51,380.00	11,387.89	.00	25,582.57	25,797.43	50	18,278.98
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$349,340.00	\$0.00	\$349,340.00	\$35,711.50	\$0.00	\$76,371.83	\$272,968.17	22%	\$61,897.87
Capital Outlay Totals		\$349,340.00	\$0.00	\$349,340.00	\$35,711.50	\$0.00	\$76,371.83	\$272,968.17	22%	\$61,897.87
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	\$292,168.81	\$56,182.70	\$610,013.54	\$2,474,928.76	21%	\$703,349.30
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$292,168.81	\$56,182.70	\$610,013.54	\$2,474,928.76	21%	\$703,349.30
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	4,193.90	.00	17,008.13	237,127.87	7%	53,573.66
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	292,168.81	56,182.70	610,013.54	2,474,928.76	21%	703,349.30
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$287,974.91)	(\$56,182.70)	(\$593,005.41)	(\$2,237,800.89)		(\$649,775.64)
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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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 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 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
	Capital Outlay									
6711	Furniture	18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	.00	.00	22,500.00	0	.00
	Capital Outlay Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
Department 410 - Library Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
	EXPENSE TOTALS	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
Fund 121 - Local Option Sales Tax Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	.00	.00	41,000.00	0%	.00
Fund 121 - Local Option Sales Tax Totals		(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	\$0.00	\$0.00	(\$41,000.00)		\$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	39.00	.00	1,697.00	38,303.00	4	11,442.50
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$39.00	\$0.00	\$1,697.00	\$38,303.00	4%	\$11,442.50



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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 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Misc Revenues										
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	\$39.00	\$0.00	\$1,697.00	\$38,303.00	4%	\$11,442.50
Department 410 - Library Totals		\$40,000.00	\$0.00	\$40,000.00	\$39.00	\$0.00	\$1,697.00	\$38,303.00	4%	\$11,442.50
REVENUE TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$39.00	\$0.00	\$1,697.00	\$38,303.00	4%	\$11,442.50
EXPENSE										
Department 410 - Library										
Staff Development										
6240 Travel Expenses		.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310 Building Maintenance & Repairs		.00	.00	.00	.00	.00	.00	.00	+++	.00
Repair/Maintenance/Utilities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Contractual Services										
6402 Advertising/Publications		.00	.00	.00	.00	.00	.00	.00	+++	.00
6499 Contracts - Other Services		.00	.00	.00	.00	.00	.00	.00	+++	.00
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Commodities										
6590 Events & Meetings		.00	.00	.00	.00	.00	.00	.00	+++	.00
6599 Misc Commodities/Expenses		75,000.00	.00	75,000.00	3,613.67	.00	6,637.94	68,362.06	9	14,579.15
Commodities Totals		\$75,000.00	\$0.00	\$75,000.00	\$3,613.67	\$0.00	\$6,637.94	\$68,362.06	9%	\$14,579.15
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	\$3,613.67	\$0.00	\$6,637.94	\$68,362.06	9%	\$14,579.15
EXPENSE TOTALS		\$75,000.00	\$0.00	\$75,000.00	\$3,613.67	\$0.00	\$6,637.94	\$68,362.06	9%	\$14,579.15
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		40,000.00	.00	40,000.00	39.00	.00	1,697.00	38,303.00	4%	11,442.50



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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
EXPENSE TOTALS		75,000.00	.00	75,000.00	3,613.67	.00	6,637.94	68,362.06	9%	14,579.15
Fund 130 - Special Revenue	Totals	(\$35,000.00)	\$0.00	(\$35,000.00)	(\$3,574.67)	\$0.00	(\$4,940.94)	(\$30,059.06)		(\$3,136.65)
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
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)
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	12,271.50	204,188.30	12,271.50	(91,459.80)	173	150.00
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	\$12,271.50	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00
Department 410 - Library Totals		\$125,000.00	\$0.00	\$125,000.00	\$12,271.50	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00
EXPENSE TOTALS		\$125,000.00	\$0.00	\$125,000.00	\$12,271.50	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00



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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 Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	EXPENSE TOTALS	125,000.00	.00	125,000.00	12,271.50	204,188.30	12,271.50	(91,459.80)	173%	150.00
	Fund 301 - Capital Projects Totals	(\$125,000.00)	\$0.00	(\$125,000.00)	(\$12,271.50)	(\$204,188.30)	(\$12,271.50)	\$91,459.80		(\$16,649.29)
	Grand Totals									
	REVENUE TOTALS	294,136.00	.00	294,136.00	4,232.90	.00	18,705.13	275,430.87	6%	48,516.87
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	308,053.98	260,371.00	628,922.98	2,522,831.02	26%	718,078.45
	Grand Totals	(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$303,821.08)	(\$260,371.00)	(\$610,217.85)	(\$2,247,400.15)		(\$669,561.58)



Open Purchase Order Report

As of G/L Date 08/31/25

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	12,271.50
Bill To Location	LIBRARY - Library		Hiawatha, IA 52233	Expiration Date		Remaining	36,814.50
Assigned To Buyer						Encumbered	36,814.50
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	12,271.50
	Discount	0%	Tavable	No	Remaining	36,814.50
	Status	Open	Confirming	No	Encumbered	36,814.50
	G/L Account	Project	Amount	Expensed	Encumbered	
	301.410.6750 (Project Costs)	FACS 25 002 (Library building windows bird safety improvements)		12,271.50	36,814.50	



Open Purchase Order Report

As of G/L Date 08/31/25

Report by Department - Purchase Order Number

Detail Listing

Department	35 Library	Totals	Purchase Orders	2	Amount	\$58,804.00
					Voided	\$0.00
					Discounted	\$0.00
					Expensed	\$12,271.50
					Remaining	\$46,532.50
					Encumbered	\$46,532.50
		Grand Totals	Purchase Orders	2	Amount	\$58,804.00
					Voided	\$0.00
					Discounted	\$0.00
					Expensed	\$12,271.50
					Remaining	\$46,532.50
					Encumbered	\$46,532.50



Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most

important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

Conduct a Preliminary Assessment

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

Develop a Timeline

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job

List posting, etc).

- ❖ Determining the deadline for applications.
- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

Set up the Search Committee

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

Review and Update the Job Description

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties

- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits
- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

Determine Salary and Benefits

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

Advertise the Position

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city

might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the “veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the [State Library Job List](#) to be posted at no cost.

Review the Applications

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

Interview Process

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board

follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see **Iowa Workforce Development's Successful Interviewing Guide**.

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

Evaluate the Candidates

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision

- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

Make the Hiring Decision

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the [Legal & Library Law](#) webpage on the State Library website.

Scope of Policy			
<i>Scope:</i>	Use of library cards, loan periods and material recovery process	<i>Effective Date:</i>	Revised 129 /165/202 5 4

Provisions
<p>I. Library Card Eligibility</p> <ol style="list-style-type: none"> Those eligible for a Metro library card include: <ul style="list-style-type: none"> Marion residents. Residents of Cedar Rapids and Hiawatha, other Linn County communities with public libraries, and other Iowa communities with public libraries that participate in the State's Open Access program. Individuals whose city or county has contracted for service with our library. Those eligible for a Quick card include: <ul style="list-style-type: none"> Any visitor to a physical library location. <p>II. Library Card Owner Responsibilities</p> <ol style="list-style-type: none"> Card owners and caregivers of minors are responsible for all items checked out on their cards. Patrons are encouraged to bring their cards to the library for the most efficient service. Library staff may ask for verification or identification before checkout to a person who has forgotten their library card. Patrons are responsible for notifying the library of any change of home address, email address, phone number, and if their card is lost. The card owner assumes full responsibility for damage, loss, or theft of library materials and for violation of any copyright regulations. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library. <p>III. Library Card Types & Issuing Guidelines</p> <ol style="list-style-type: none"> The Metro Library Network (MLN) offers two different types of library cards: Metro and Quick. Each has distinct benefits and expectations; patrons can visit the library's website or ask a staff person for details. Library card applications for Metro cards for children from birth through age 13 must be signed by a parent or legal guardian. Both child and guardian must be present. Without a current I.D., patrons can get a Quick Library Card that limits checkouts to no more than three items, limits holds to five. Anyone from Marion, Cedar Rapids, Hiawatha, a contracting community, or from another Linn County community so long as that community has a public library that participates in Open Access, is eligible for a Metro card. Any visitor to a physical library location can be issued a Quick card without I.D. or proof of address.

IV. Loan Periods

Material	Checkout Period	Renewals	Checkout Limit	Holds
Audiobook	21 days	2 renewals	Unlimited	Limit of 50
Bikes	Within the day*	Not renewable	1 bike	Not holdable
Binge Boxes - DVD	7 days	2 renewals	20 items	Limit of 50
Blu-Rays	7 days	2 renewals	20 items	Limit of 50
Book Bags	21 days	2 renewals	Unlimited	Limit of 50
Book Club Kits	35 days	Not renewable	Unlimited	Limit of 50
Books	21 days	2 renewals	Unlimited	Limit of 50
Cake Pans	7 days	1 renewal	Unlimited	Not holdable
DVD - Fiction	7 days	2 renewals	20 items	Limit of 50
DVD - Non-Fiction	21 days	2 renewals	20 items	Limit of 50
DVD - TV Shows	7 days	2 renewals	20 items	Limit of 50
Games	7 days	1 renewal	Unlimited	Not holdable
Seasonal Books (Youth)	7 days	2 renewals	Unlimited	Limit of 50
Interlibrary Loan	Varies	Varies	10 items	Limit of 10
Laptop & Tablets	2 hours	Not renewable	1 item	Not holdable
LaunchPads	21 days	2 renewals	1 item	Limit of 50
Library of Things	14 days	2 renewals	1 item	Limit of 1
Magazines	21 days	2 renewals	Unlimited	Limit of 50
Misc Kits (STEAM, ELK, etc)	21 days	2 renewals	2 items	Limit of 2
Playaway Book Packs	21 days	2 renewals	Unlimited	Limit of 50
Playaways	21 days	2 renewals	Unlimited	Limit of 50
Puzzles	21 days	Not renewable	Unlimited	Not holdable
Quick Picks	10 days	Not renewable	5 items	Not holdable
ReadAlouds (Wonderbooks)	21 days	2 renewals	Unlimited	Limit of 50
Turntables	7 days	Not renewable	1 item	Not holdable
Video Games	7 days	Not renewable	3 items	Limit of 50
Vinyl	7 days	Not renewable	2 items	Not holdable

*Bikes must be returned within operating hours of the library on the same day they are checked out.

V. Material Recovery Process

1. Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.
2. The library will charge patrons replacement costs for items not returned and a fee to cover the cost of processing (Refer to Materials Fees and Replacement Costs Policy for borrowing timelines). The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.
3. A courtesy phone call, written reminder, or email notice about overdue materials will be made after materials are three, 10, and 20 days past the due date. The responsibility to return materials rests with the borrower. The amount of fees assessed is determined by the type of material checked out, not by the type of card an

individual holds. Items not returned within ~~30~~5 days will result in replacement fees being charged to the patron's library card.

4. Checkout privileges will be temporarily suspended when the amount owed to the Marion, Cedar Rapids or Hiawatha public libraries reaches \$20.00. Checkout privileges are reinstated when materials are returned, or ~~all~~ replacement fees have been paid to bring the account amount due back to below \$20.00.

VI. Payment of Fees

1. Patrons who pay for lost materials and then subsequently find the materials within two months may be granted a refund.
2. Cardholders who have recovery fees totaling \$25 or more will receive up to three notices. If there is no response, borrowers will be subject to action by Unique National Collections. Cardholders who are reported to Unique National Collections will be assessed a \$10.00 non-negotiable collection fee in addition to any replacement costs and/or fees. Unique's program will include up to three written notices and two phone calls. Once reported to Unique, patrons are required to pay the total amount owed which includes the \$10 referral fee. Patron circulation privileges are restored once all replacement fees have been paid.
3. The Code of Iowa Chapter 714.5 Library materials and equipment -- unpurchased merchandise -- evidence of intention, states, in part: "The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner. . ." The library shall comply with the provisions and procedures outlined in the Iowa Code and its supplements, including the filing of a criminal complaint, if necessary, to assure that materials borrowed from the Marion Public Library are returned.

Materials Fees and Replacement Costs Policy

Scope of Policy

Scope:

Fees and replacement costs for library materials

Effective Date:

Revised ~~96/105/2025~~⁴

Provisions

- I. Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.
- II. The library will charge patrons replacement costs for items not returned, which includes a fee to cover the cost of processing. The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to support foundational services.

Borrowing Timeline

Day 1	Check out item(s) and follow the standard loan period
2 Days before Due Date	Patron receives a reminder that the item is due
1 Day Overdue	No fines are applied, but the item is considered overdue
3 Days Overdue	The patron receives an overdue reminder that item needs to be returned
10 Days Overdue	Patron receives a second overdue reminder
20 Days Overdue	Patron receives a final overdue reminder
30 Days Overdue	Item is considered lost and the patron receives a bill for the value of the item

- III. Renewals can extend the amount of time the patron has with the item without it being considered overdue.
- IV. Accounts with a lost item and a balance greater than \$20.00 will be blocked from checking out more materials until the item is returned or paid for. Patrons will still be able to access computers with a blocked card.
~~paid for. Patrons will still be able to access computers with a blocked card.~~
- V. If lost items amount to \$25.00 or more, the patron's account will be referred to a collection agency seven weeks after the due date. An additional \$10.00 processing fee will be added to the account and will need to be paid even if materials are returned.

Library Board Operation

Scope of Policy

<i>Scope:</i>	Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board	<i>Effective Date:</i>	Reviewed <u>104</u> / <u>210</u> /2025
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1. Mission and Vision
2. Library Board Bylaws
3. Library Bill of Rights
4. Freedom to Read
5. Freedom to View
6. Statement on Labelling
7. Statement of Ethics for Library Trustees
8. Library Ordinance

Section 1: MISSION & VISION

Mission:

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

Vision:

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

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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

Section 3 The Marion Public Library Board of Trustees ~~shall maintain four standing committees: the Policy Committee, the Personnel Committee, the Finance Committee, and the Executive Committee to serve the following permanent and continuing functions.~~ may deem it necessary to form Board sub-committees with members appointed by the Board president as needed for specified purposes and terms.

~~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 length as specified by the Board president . Committee members shall choose a chairperson. ~~Each member of the board shall serve on at least one standing committee. All sub-committees formed by the Library Board of Trustees will meet and adhere to all open-meeting laws.~~

Section 5 Ad hoc ~~committees work groups shall may~~ be created ~~and members appointed by the Board president as needed for specified purposes and terms~~ at the discretion of the library director.

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

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

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

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

Section 3: LIBRARY BILL OF RIGHTS

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

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

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

Section 4: THE FREEDOM TO READ

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

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

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

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

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

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

these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by: American Library Association of American Publishers

Section 5: FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

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

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

Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

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



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

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

Library Board Operation

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

Article V LIBRARY BOARD OF TRUSTEES

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

§ 12-5.1 Composition.

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

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

§ 12-5.2 Organization.

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

§ 12-5.3 Powers and duties.

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

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

rooms.

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

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

§ 12-5.4 Contracting with other libraries.

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

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

§ 12-5.5 Nonresident use.

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

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

§ 12-5.6 Library account.

[Ord. No. 19-01]

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

Chapter 195 Library

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

§ 195-1 Establishment of Public Library.

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

§ 195-2 Injury to books or property.

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

§ 195-3 Theft.

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

§ 195-4 Notice posted.

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

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