



AGENDA

Library Board

5:00 PM - Monday, September 21, 2026

Library, 1101 6th Avenue

This meeting is being recorded.

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

Page

CALL TO ORDER

AGENDA APPROVAL

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

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

LIBRARY SPOTLIGHT

1. August Staff Milestone Anniversaries - Sue Bennett (One Year) and Christine Brodrech (Five Years)

MINUTES

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

3 - 6

[Library-Minutes-August 17 2026 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report
2. Marion Public Library Foundation Report
[MPL Foundation Report 9-21-2026](#)
3. Board Continuing Education

7

4. Director's Report 8 - 24
- Budget Update
 - Statistics Highlights
 - General Department Updates
 - MLN Updates

[Directors Report September 21 2026](#)

[Budget Performance Report August 2026 FINAL](#)

[Open Purchase Order Report - August 2026](#)

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

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 4 (*Discussion*) 25 - 31
[Ch. 4 - Iowa Library Trustee's Handbook](#)
2. Policy Review (*Discussion* and **Action Requested**) 32 - 35
[Childrens Interactive Learning Area Behavioral Guidelines Policy 9-2026](#)
[Interlibrary Loan \(ILL\) Policy 9-2026](#)
[Social Media Policy 9-2026](#)
[Unattended Child Policy 9-2026](#)
3. Remove Art Donation Consideration from Table (**Action Requested**)
4. Art Donation Consideration (**Action Requested**) 36 - 38
[Art 1](#)
[Art 2](#)
[Art 3](#)
5. Parade Work Group Update (*Discussion*)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, August 17, 2026

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, August 17, 2026, at 5:00 PM, with the following members present:

PRESENT: In Person: Am Thayer, Becky Garms, Bob Hoyt, Bob Read,
Julie Lammers, Kristen Miller, Nancy Miller, Ross McIntyre,
Sabrina Beyer
Via Zoom: Krystle Mullin, Kelsey Logan, Ryan Norton

ABSENT: Melissa Alexander

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

FRIENDS REP: Mary Hajek

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 Lammers, 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.*

LIBRARY SPOTLIGHT

1. July Staff Milestone Anniversaries - Thank you to Jack Reynolds who is celebrating his one year anniversary with the Library and to Bill Carroll for five years.

MINUTES

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

Moved by Thayer, seconded by Beyer, to approve the July 2026 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Mary Hajek reported that the Friends Annual meeting was held last month. Three Board Members left and three new members joined the Board.
- The Friends Bookstore is no longer taking Venmo for payments.
- Future Friends Booksales will be held on:
 - November 13-15, 2026
 - April 9-11, 2027
 - July 9-11, 2027
 - November 12-14, 2027

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. Director's Report

- Budget Update
 - Expenses are at 21% due to contract renewals that happen at the beginning of the fiscal year.
- Statistics Highlights
 - Correct Program Attendance for July 2025 should have been 8,001.
- General Department Updates
 - Bush Construction has started interior drywall repairs. The Terrace has passed waterproof testing.
 - The Summer Library Program was a great success! While not as many reading logs were handed out this year, there was a higher percentage of reading logs returned this year.
 - Julie Lammers asked what prompted the website redesign. Bill Carroll explained that there were specific accessibility guidelines that will need to be met by our website in the near future, so we took this opportunity to refresh our website while also ensuring we meet all accessibility guidelines.

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

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

Approved unanimously

REGULAR AGENDA1. State Library Board of *Trustees Handbook* - Ch. 2 - 3 (*Discussion*)

- Question # 1: How can we make trustee education more engaging and meaningful

rather than simply meeting the minimum training requirements?

- Bill Carroll reminded everyone that all Board Members get CE credit for attending Board Meetings and listening to staff presentations.
- Question #2: Looking at the five primary responsibilities of a library board, which area do you believe is our greatest strength, and which area offers the biggest opportunity for growth? Why?
 - Bob Hoyt said our most important responsibility is hiring the Library Director.
 - Becky Garms said that hiring a good Library Director trickles down to doing well in other areas of responsibility.
 - Julie Lammers said the area offering the biggest opportunity for growth is to plan for the future.
- Question #3: As we think about the future of our library, what emerging community needs, trends, or opportunities should we be paying closer attention to over the next three to five years?
 - Bob Read mentioned that Advocacy is one of the most important tools.
 - Kristen Miller said working with the Foundation to form a five-year plan.
 - Becky Garms said we should keep a close eye on physical materials vs. digital materials.
 - Ross McIntyre mentioned that as Marion continues to grow, we will likely need a branch in the future.

2. Art Donation (*Discussion* and Direction/Potential Action)

- Bill Carroll explained that he was approached by a patron wanting to know if we would be interested in a donation of a piece of art she found at a yard sale. It is a piece by Stan Haring, an artist from Iowa City. Krystle Mullin noted that most of his work is of Johnson County.
- Bill recommends that we not accept this art donation due to knowing very little about the piece and the fact that the artist has no ties to Marion. Two previous attempts to get the Art Work Group together were unsuccessful due to scheduling.
- Julie Lammers and Bob Hoyt recommend tabling this discussion and waiting for the Art Work Group to discuss.

Moved by Lammers, seconded by Miller, to table the art donation discussion to allow the Art Work Group to discuss.

Approved unanimously

3. Parade Work Group Update (*Discussion*)

- Examples of parade giveaways were given to Board Members.
- The parade banner was on display for preview.
- The parade is on Saturday, September 12th at 10 a.m. Those taking part in the parade are asked to arrive at least 15-20 minutes before 10 a.m.

ADJOURN

Moved by Garms, seconded by Lammers, to adjourn at 5:37 p.m.

Approved unanimously

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

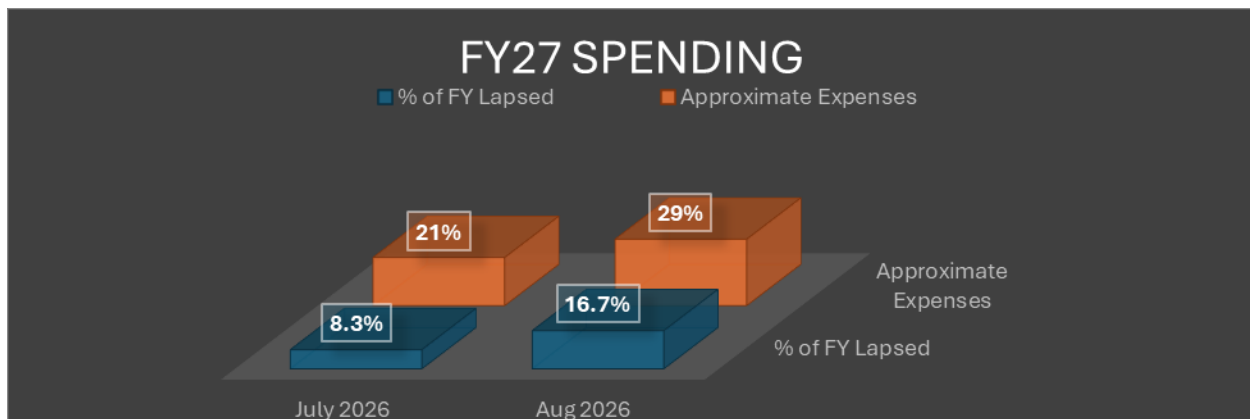
September 2026 report to Board of Trustees

- Corda Credit Union donated \$750 for hygiene products for the MPL food pantry. As Bob Reynold likely reported elsewhere, Corda employees recently volunteered at the food pantry.
- As you may have heard, the family of Dolly Patron requested that memorial donations be made to the Imagination Library. Five donors to the Dollywood Foundation designated the Marion program as the recipient of their donation. This means that those donations will be deducted from an upcoming invoice. We've also had several online gifts made to the MPL Foundation following Dolly's death and a surge in online registrations (at the time this report was written, 62 in less than seven days).
- In August, we submitted three grant reports:
 - The first of two grant reports due to the National Endowment for the Arts for The Big Marion Read
 - GCRCF Bloomhall Fund for the food pantry infrastructure
 - GCRCF Diamond V Fund for the food pantry infrastructure
- Hogan-Hansen, PC, has been retained to complete the Foundation's IRS Form 990 for Fiscal Year 26.

Director's Report for the Library Board of Trustees Meeting on Monday, September 21, 2026

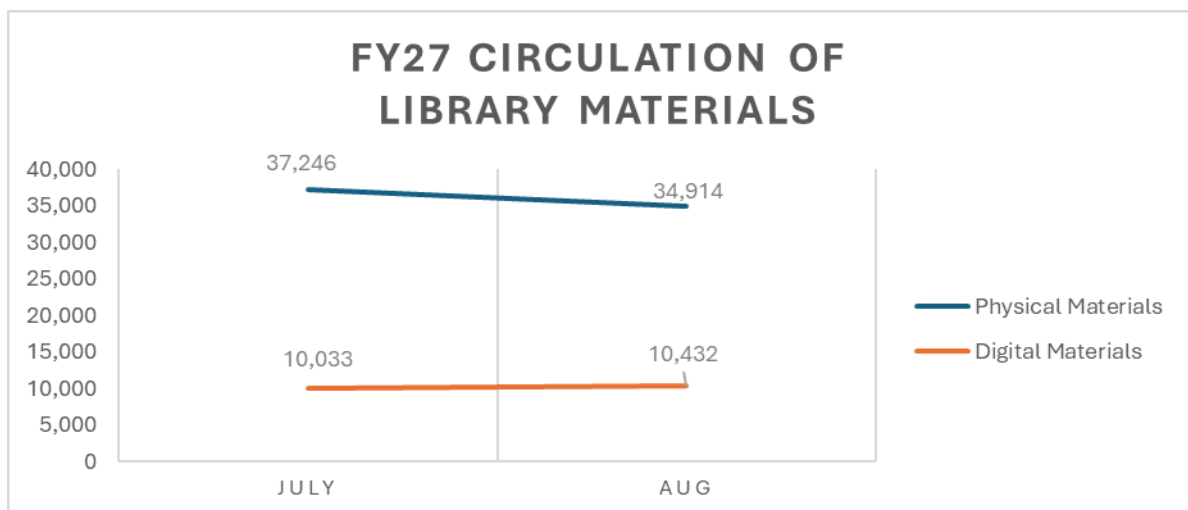
Budget Update:

- FY 27 has lapsed approximately 16.7% through August 31, 2026.
- As of the August 31, 2026 budget report, approximately 29.0% of the library's budget was expended for the year. This is typically high for the first month or two of a new fiscal year due to contract renewals at the beginning of the year.

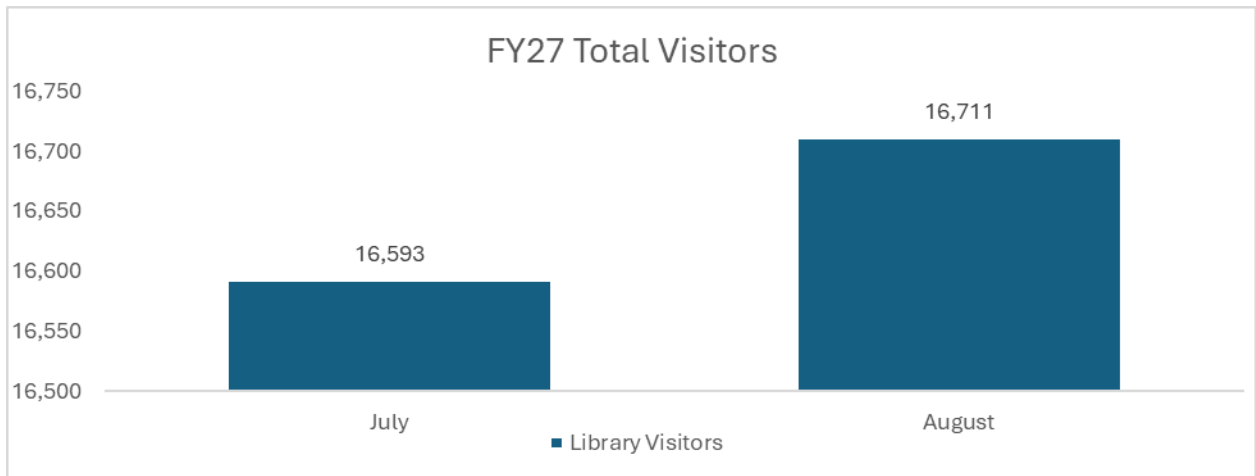


- As of the August 31, 2026 budget report, revenue received was approximately 5% received for the fiscal year. Though a little low, this number will increase as we see reimbursements from the state and county later in the year.

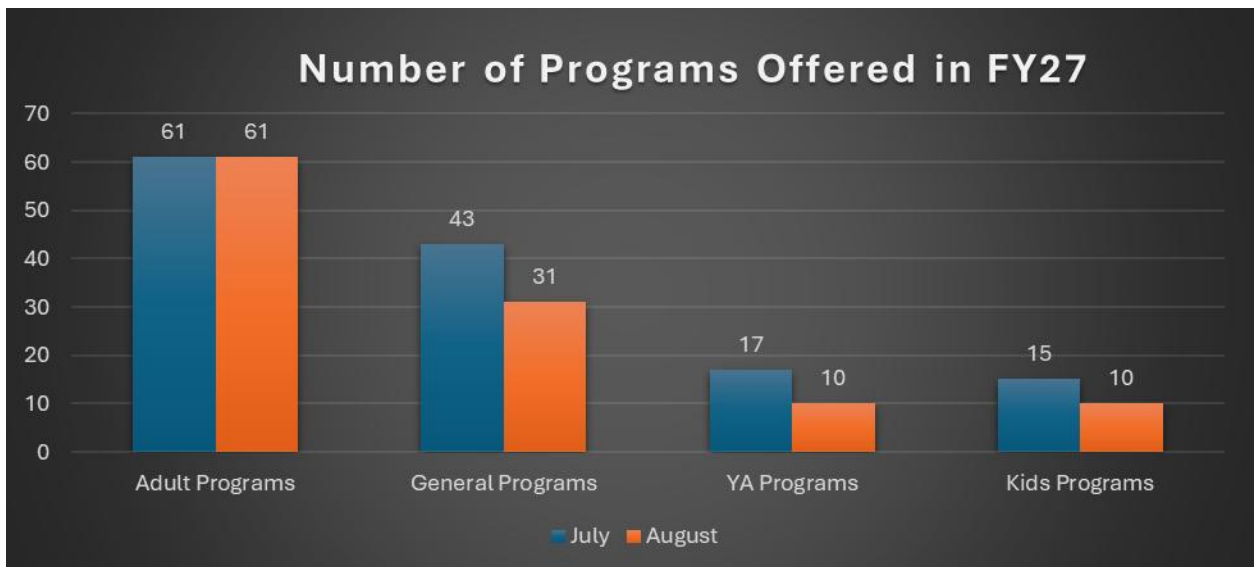
Statistics Highlights:



- For August, circulation of physical items decreased approximately 6.3% from the previous month, having 34,914 items checked out. Circulation of physical items for the month increased approximately 1.7% when compared with the previous year.
- For August 2026, circulation of digital items increased approximately 4.0%, having 10,432 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 14.3% when compared with the previous year.

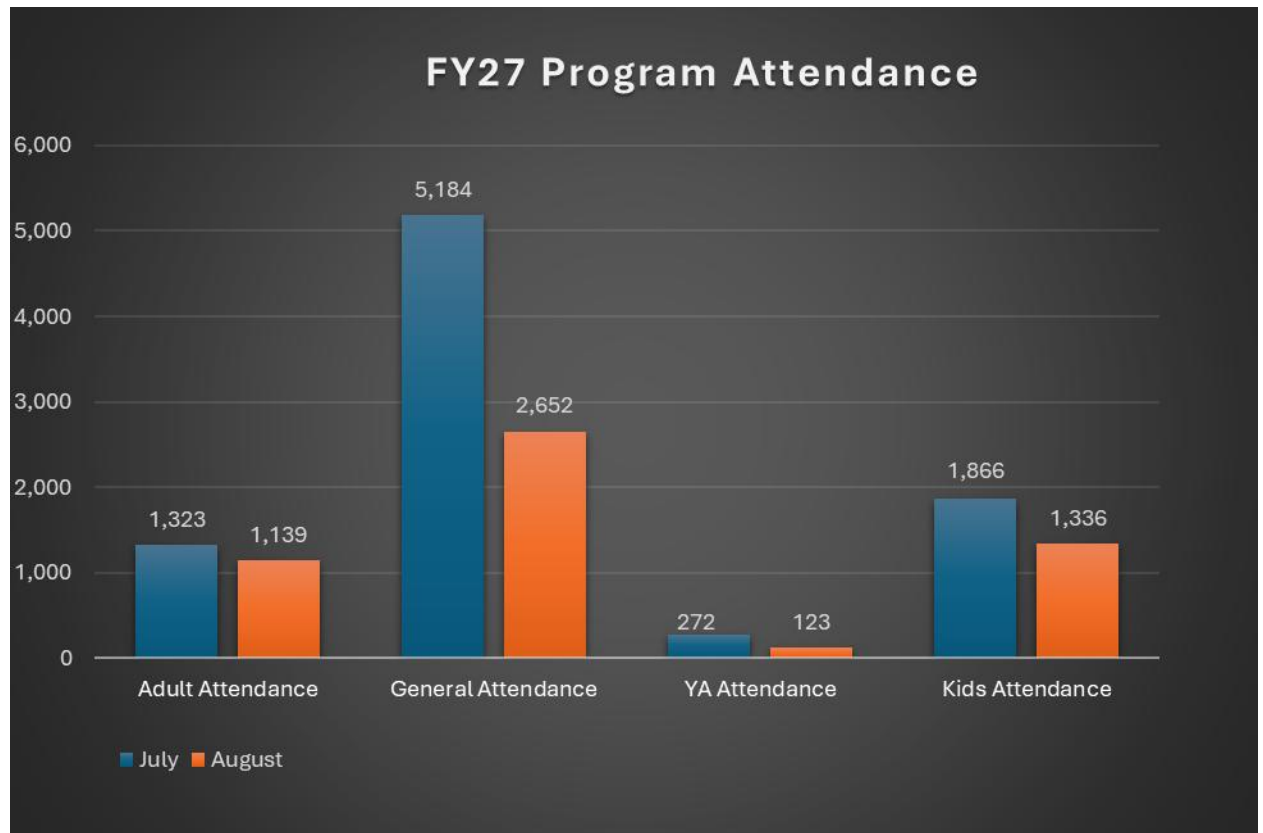


- The gate count for August 2026 was 16,711. The July gate count increased approximately 0.7% compared to July 2026. Compared to the previous year, this year's gate counts saw an approximate 12.9% increase compared to the same time last year.



- Programming saw a decrease in the number of programs offered between August (112) and July (136). This decrease is common as we move into the new school year and out

of our busy summer library programming. The number of programs offered in August 2026 was higher than the number of programs (9) offered in August 2025.



- Program attendees for August 2026 totaled 5,250 individuals. This is approximately 39.3% less than the 8,645 that attended programs in July. Compared with August 2025, which saw 6,429 attendees for programs, there was an approximate decrease for the current year of approximately 18.3%.

General Department Updates:

- **Library Administration**
 - The library performed outreach at the Uptown Market in August. Representatives from the Library Board of Trustees, Friends Board, and Foundation Board met with residents and promoted the library's resources and the Dolly Parton Imagination Library program.
 - Budget planning for FY 2028 continues with requests for the following to be due to City Finance by September 30:
 - New personnel requests and salary request for part-time staff.

- Exterior roof repairs concluded in August with the adding of additional sealant around envelope areas where the roof meets the building walls. Interior repairs continue and are expected to be completed by the end of October.
- Staff have begun to compile statistics and information for the annual state survey report. This report is due to the State Library of Iowa by October 31.
- Three annual reports were submitted to the State Library of Iowa. These include the annual report for Enrich Iowa, Open Access, and Inter Library Loan.
- Food Pantry Update: Distributed 2,028 pounds of food and essential items to the community; Provided an estimated 1,690 meals to local families; Welcomed 225 visits to the pantry throughout August.
- **Marketing and special Events update from Ashley Osborn**
 - Marketing
 - Keanna Davenport has returned to the library as a Marketing & Special Events work-study student. She will continue her work on various digital marketing efforts and project management support.
 - The library's marketing plan for The Big Marion Read continues to perform well. A number of media interviews (live and pre-recorded) are scheduled to take place at the start of September. Partners have been sharing content to aid in promoting various activities.
 - The library's new comprehensive marketing plan continues to progress. Final touches are being made to next year's plan based on the target audiences and goals discussed by the library's Leadership Team.
 - Meetings & Special Events
 - 50 reservations were made for August. 44/50 reservations were completed.
 - Boardroom: 27 reservations
 - Community Room: 5 reservations
 - Community Room A: 7 reservations
 - Community Room B: 5 reservations
 - Outdoor Reading Terrace: N/A
 - Media Mentions
 - August 11: Marion's first public EV charging stations now available ([KGAN](#), CBJ Health Newsletter, KZIA)
- **Adult Services Report from Sue Gerth**
 - Adult services had a quiet month to reset after a very busy summer.
 - Staff member Eddie Higgins presented "The Real Laura Ingalls Wilder" program in August with over 30 people attending.
 - Chair Yoga remains very popular during the weekdays, as does Tai Chi.
 - Staff member Ashley N. taught 2 classes on crocheting a potted plant. Both were well attended.

- Collection team kept up shelving with all the returning materials.
- Finalized plans for The Big Marion Read.
- **Youth Services Report from Bob Reynolds**
 - A new monthly series with Symphony kids yielded high engagement with over 70 participants.
 - Art partnerships saw a rise in attendance with:
 - Expressive Arts with Tanager at 40 participants.
 - Doodlebugs with Cedar Rapids Museum of Arts at 58 participants.
 - Tween & Teen Basic Cooking class series focused on grilled cheese and tomato soup.
 - Staff represented the library at local back-to-school events including:
 - Marion Independent Back to School Right
 - Linn-Mar Back to School Bash
 - Marion Head Start Open House
 - Makerspace equipment has been ordered for the Greenscreen space designed to simplify the editing process, making the technology accessible to untrained community members. This project is funded through grants from Collins, Alliant Energy, and the Suszko Fund.
- **Patron Services update from Eddie Higgins**
 - **Staffing**
 - We welcomed Whitney Jensen to Patron Services. Once trained, Whitney will be working on the bookmobile three days a week.
 - Ellie Pins (part time) and Alex Fleker (full time) resigned their positions. Both positions have been advertised and recruitment is ongoing.
 - **In House**
 - Staff took part in a training exercise on reference skills at our last staff meeting, in line with the plan of service.
 - Staff have gone above and beyond to maintain the patron experience during the closure of one of the Information desks for roof repairs.
 - The notarization drop-ins remain popular.
 - **Bookmobile**
 - The bookmobile had one closure day in August, which was for scheduled quarterly maintenance.
 - Visitors and circulation were down in August as expected after the significant jump we saw in June and July. However, we continue to attract new visitors; more than a hundred this month. The park stops (particularly Prairie Hill and Thomas) and the senior living stops were our most popular in August. Fall stops launched on August 31.

Metro Library Network (MLN) Updates:

- MLN Library Directors did not meet in August due to scheduling conflicts.
- The next scheduled meeting is set for September 16, 2026.



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0%	\$0.00
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0	9,081.26
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$0.00	\$0.00	\$0.00	\$163,500.00	0%	\$9,081.26
Charges for Service										
4504	Copy Charges	7,500.00	.00	7,500.00	1,072.15	.00	2,180.86	5,319.14	29	2,116.59
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	668.81	.00	1,763.87	4,236.13	29	1,022.75
4506	Fax Revenues	40.00	.00	40.00	2.75	.00	14.95	25.05	37	8.25
4509	Rental - Community Room	12,000.00	.00	12,000.00	475.00	.00	1,225.00	10,775.00	10	3,137.50
	Charges for Service Totals	\$25,540.00	\$0.00	\$25,540.00	\$2,218.71	\$0.00	\$5,184.68	\$20,355.32	20%	\$6,285.09
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	7,400.00	.00	7,400.00	567.34	.00	2,211.04	5,188.96	30	1,639.97
4708	Other Contributions									
4708.01	Other Contributions General	50,500.00	.00	50,500.00	5,120.66	.00	5,120.66	45,379.34	10	.00
	4708 - Other Contributions Totals	\$50,500.00	\$0.00	\$50,500.00	\$5,120.66	\$0.00	\$5,120.66	\$45,379.34	10%	\$0.00
4709	Fuel Tax Refunds	6.00	.00	6.00	.00	.00	4.81	1.19	80	1.81
	Misc Revenues Totals	\$57,906.00	\$0.00	\$57,906.00	\$5,688.00	\$0.00	\$7,336.51	\$50,569.49	13%	\$1,641.78
	Department 410 - Library Totals	\$246,946.00	\$0.00	\$246,946.00	\$7,906.71	\$0.00	\$12,521.19	\$234,424.81	5%	\$17,008.13
	REVENUE TOTALS	\$246,946.00	\$0.00	\$246,946.00	\$7,906.71	\$0.00	\$12,521.19	\$234,424.81	5%	\$17,008.13
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	919,081.00	.00	919,081.00	69,195.33	.00	171,339.15	747,741.85	19	169,384.69
6020	Regular Part-Time Salaries	718,030.00	.00	718,030.00	40,116.97	.00	101,498.04	616,531.96	14	89,067.29
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 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries Totals	\$1,637,111.00	\$0.00	\$1,637,111.00	\$109,312.30	\$0.00	\$272,837.19	\$1,364,273.81	17%	\$258,451.98
	Employee Benefits/Costs									
6110	Social Security	102,304.00	.00	102,304.00	6,709.85	.00	16,763.33	85,540.67	16	15,889.54
6120	Medicare	23,927.00	.00	23,927.00	1,569.21	.00	3,920.50	20,006.50	16	3,716.18
6130	IPERS	154,364.00	.00	154,364.00	10,304.18	.00	25,726.08	128,637.92	17	24,368.15
6150	Health Insurance	181,976.00	.00	181,976.00	13,123.70	.00	26,247.40	155,728.60	14	25,153.08
6151	Wellness Program	429.00	.00	429.00	37.83	.00	73.19	355.81	17	70.72
6152	Life Insurance	1,347.00	.00	1,347.00	100.34	.00	213.92	1,133.08	16	227.88
6153	Long Term Disability	3,504.00	.00	3,504.00	252.79	.00	551.95	2,952.05	16	596.88
6154	Dental Insurance	4,304.00	.00	4,304.00	323.49	.00	646.98	3,657.02	15	667.04
6160	Worker's Compensation	1,181.00	.00	1,181.00	198.85	.00	662.84	518.16	56	373.83
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	9,000.00	.00	9,000.00	900.00	.00	1,800.00	7,200.00	20	1,500.00
	Employee Benefits/Costs Totals	\$486,296.00	\$0.00	\$486,296.00	\$33,850.24	\$0.00	\$77,266.19	\$409,029.81	16%	\$73,223.30
	Staff Development									
6199	Tuition Reimbursement	15,750.00	.00	15,750.00	671.00	.00	3,218.69	12,531.31	20	1,342.00
6210	Dues/Membership	935.00	.00	935.00	.00	.00	135.00	800.00	14	135.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	4,750.00	.00	4,750.00	.00	.00	.00	4,750.00	0	1,589.50
6240	Travel Expenses	3,010.00	.00	3,010.00	1,555.96	.00	2,329.87	680.13	77	3,342.95
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$25,195.00	\$0.00	\$25,195.00	\$2,226.96	\$0.00	\$5,683.56	\$19,511.44	23%	\$6,409.45
	Repair/Maintenance/Utilities									
6310	Building Maintenance & Repairs	51,000.00	.00	51,000.00	4,926.60	64,621.08	22,690.49	(36,311.57)	171	1,553.18
6320	Grounds Maintenance & Repairs	1,750.00	.00	1,750.00	225.00	.00	248.38	1,501.62	14	.00
6331	Vehicle Maintenance	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	7.85
6332	Vehicle Repairs - Internal	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	.00
6333	Vehicle Repairs - External	.00	.00	.00	.00	.00	.00	.00	+++	96.50
6334	Tires	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
6350	Other Equipment Repairs	2,650.00	.00	2,650.00	290.00	.00	290.00	2,360.00	11	.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	123,600.00	.00	123,600.00	13,131.34	.00	23,974.48	99,625.52	19	23,296.26
6373	Communications Utility Expenses	4,800.00	.00	4,800.00	9.22	.00	9.22	4,790.78	0	719.54
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	185.59	.00	303.32	1,016.68	23	205.31
	Repair/Maintenance/Utilities Totals	\$192,720.00	\$0.00	\$192,720.00	\$18,767.75	\$64,621.08	\$47,515.89	\$80,583.03	58%	\$25,878.64



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,150.00	.00	8,150.00	3,768.90	.00	3,768.90	4,381.10	46	3,768.90
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	112,542.00	.00	112,542.00	.00	.00	104,870.22	7,671.78	93	102,148.98
6409	Credit Card Merchant Fees	1,980.00	.00	1,980.00	138.70	.00	267.45	1,712.55	14	313.34
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	142,435.53	.00	142,435.53	2,464.47	98	.00
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	82,303.00	.00	82,303.00	5,721.16	17,010.00	35,754.72	29,538.28	64	41,677.38
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	8,960.00	44,800.00	8,960.00	.00	100	8,960.00
6424	Contracts - Office Equipment	18,480.00	.00	18,480.00	.00	.00	2,626.70	15,853.30	14	2,050.00
6425	Contracts - Building Maintenance	34,980.00	.00	34,980.00	314.82	.00	1,978.04	33,001.96	6	1,521.76
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	37,600.00	.00	37,600.00	360.50	.00	897.80	36,702.20	2	1,260.00
Contractual Services Totals		\$494,695.00	\$0.00	\$494,695.00	\$161,699.61	\$61,810.00	\$301,559.36	\$131,325.64	73%	\$161,700.36
Commodities										
6502	Promotional Items	3,000.00	.00	3,000.00	1,780.56	.00	1,780.56	1,219.44	59	2,099.32
6504	Small Equipment/Tools	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	.00
6506	Office Supplies	7,750.00	.00	7,750.00	663.56	.00	3,358.97	4,391.03	43	908.22
6507	Operational Supplies	54,563.00	.00	54,563.00	1,763.47	.00	5,470.59	49,092.41	10	2,001.07
6508	Postage/Shipping	6,180.00	.00	6,180.00	212.13	.00	487.05	5,692.95	8	909.57
6510	Forms/Printing Services	6,450.00	.00	6,450.00	577.00	.00	947.00	5,503.00	15	50.16
6511	Janitorial Supplies	14,250.00	.00	14,250.00	605.78	.00	1,207.96	13,042.04	8	1,564.13
6513	Vehicle Operating Supplies	3,140.00	.00	3,140.00	39.25	.00	39.25	3,100.75	1	.00
6514	Medical Supplies	2,705.00	.00	2,705.00	73.31	.00	193.17	2,511.83	7	91.61
6560	Pre-Employment Screening	.00	.00	.00	.00	.00	.00	.00	+++	.00
6580	Technology	11,575.00	.00	11,575.00	267.24	.00	4,474.94	7,100.06	39	353.90
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
Commodities Totals		\$116,363.00	\$0.00	\$116,363.00	\$5,982.30	\$0.00	\$17,959.49	\$98,403.51	15%	\$7,977.98
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	16,168.30	.00	30,742.38	52,417.62	37	15,885.67
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	835.03	.00	2,047.91	6,752.09	23	939.73
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	4,740.04	.00	9,415.07	51,084.93	16	7,267.08
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	4,526.13	.00	11,296.87	24,703.13	31	848.09
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,470.51	.00	4,439.60	13,560.40	25	2,914.80
6718.06	Library Materials Downloadable Books	20,000.00	.00	20,000.00	1,650.43	.00	3,477.09	16,522.91	17	3,205.82
6718.07	Library Materials Downloadable Media	80,400.00	.00	80,400.00	7,728.83	.00	21,091.90	59,308.10	26	19,728.07
6718.08	Library Materials Other	56,554.00	.00	56,554.00	19,681.99	.00	25,813.34	30,740.66	46	25,582.57
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$363,414.00	\$0.00	\$363,414.00	\$56,801.26	\$0.00	\$108,324.16	\$255,089.84	30%	\$76,371.83
Capital Outlay Totals		\$363,414.00	\$0.00	\$363,414.00	\$56,801.26	\$0.00	\$108,324.16	\$255,089.84	30%	\$76,371.83
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$3,315,794.00	\$0.00	\$3,315,794.00	\$388,640.42	\$126,431.08	\$831,145.84	\$2,358,217.08	29%	\$610,013.54
EXPENSE TOTALS		\$3,315,794.00	\$0.00	\$3,315,794.00	\$388,640.42	\$126,431.08	\$831,145.84	\$2,358,217.08	29%	\$610,013.54
Fund 101 - General Fund Totals										
REVENUE TOTALS		246,946.00	.00	246,946.00	7,906.71	.00	12,521.19	234,424.81	5%	17,008.13
EXPENSE TOTALS		3,315,794.00	.00	3,315,794.00	388,640.42	126,431.08	831,145.84	2,358,217.08	29%	610,013.54
Fund 101 - General Fund Totals		(\$3,068,848.00)	\$0.00	(\$3,068,848.00)	(\$380,733.71)	(\$126,431.08)	(\$818,624.65)	(\$2,123,792.27)		(\$593,005.41)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	17,800.00	.00	17,800.00	.00	.00	.00	17,800.00	0	.00
Commodities Totals		\$17,800.00	\$0.00	\$17,800.00	\$0.00	\$0.00	\$0.00	\$17,800.00	0%	\$0.00
Capital Outlay										
6711	Furniture	11,784.00	.00	11,784.00	.00	.00	.00	11,784.00	0	.00
6712	Equipment	45,677.00	.00	45,677.00	.00	.00	.00	45,677.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	10,400.00	.00	10,400.00	.00	.00	.00	10,400.00	0	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay Totals		\$67,861.00	\$0.00	\$67,861.00	\$0.00	\$0.00	\$0.00	\$67,861.00	0%	\$0.00
Department 410 - Library Totals		\$85,661.00	\$0.00	\$85,661.00	\$0.00	\$0.00	\$0.00	\$85,661.00	0%	\$0.00
EXPENSE TOTALS		\$85,661.00	\$0.00	\$85,661.00	\$0.00	\$0.00	\$0.00	\$85,661.00	0%	\$0.00
Fund 105 - Equipment Reserve Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		85,661.00	.00	85,661.00	.00	.00	.00	85,661.00	0%	.00
Fund 105 - Equipment Reserve Fund Totals		(\$85,661.00)	\$0.00	(\$85,661.00)	\$0.00	\$0.00	\$0.00	(\$85,661.00)		\$0.00
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	26,146.00	(\$26,146.00)	+++	.00
Capital Outlay Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
Department 410 - Library Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,146.00	(\$26,146.00)	+++	\$0.00
Fund 121 - Local Option Sales Tax Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	26,146.00	(\$26,146.00)	+++	.00
Fund 121 - Local Option Sales Tax Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$26,146.00)	\$26,146.00		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400 Federal Grants/Contributions										
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4400 - Federal Grants/Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420 State Contributions										
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420 - State Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Intergovernmental Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Misc Revenues										
4701	Donations									
4701.01	Donations General	75,000.00	.00	75,000.00	8,462.49	.00	19,551.49	55,448.51	26	1,697.00
	4701 - Donations Totals	\$75,000.00	\$0.00	\$75,000.00	\$8,462.49	\$0.00	\$19,551.49	\$55,448.51	26%	\$1,697.00
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	\$75,000.00	\$0.00	\$75,000.00	\$8,462.49	\$0.00	\$19,551.49	\$55,448.51	26%	\$1,697.00
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$8,462.49	\$0.00	\$19,551.49	\$55,448.51	26%	\$1,697.00
	REVENUE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$8,462.49	\$0.00	\$19,551.49	\$55,448.51	26%	\$1,697.00
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	8,729.03	9,500.00	25,222.56	40,277.44	46	6,637.94
	Commodities Totals	\$75,000.00	\$0.00	\$75,000.00	\$8,729.03	\$9,500.00	\$25,222.56	\$40,277.44	46%	\$6,637.94
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	\$8,729.03	\$9,500.00	\$25,222.56	\$40,277.44	46%	\$6,637.94
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$8,729.03	\$9,500.00	\$25,222.56	\$40,277.44	46%	\$6,637.94



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 130 - Special Revenue Totals										
	REVENUE TOTALS	75,000.00	.00	75,000.00	8,462.49	.00	19,551.49	55,448.51	26%	1,697.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	8,729.03	9,500.00	25,222.56	40,277.44	46%	6,637.94
Fund 130 - Special Revenue Totals		\$0.00	\$0.00	\$0.00	(\$266.54)	(\$9,500.00)	(\$5,671.07)	\$15,171.07		(\$4,940.94)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Misc Revenues										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	12,271.50
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$12,271.50



Budget Performance Report

Fiscal Year to Date 08/31/26

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects										
EXPENSE										
	Department 410 - Library Totals	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$12,271.50
	EXPENSE TOTALS	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0%	\$12,271.50
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0%	12,271.50
Fund 301 - Capital Projects Totals		(\$75,000.00)	\$0.00	(\$75,000.00)	\$0.00	\$0.00	\$0.00	(\$75,000.00)		(\$12,271.50)
	Grand Totals									
	REVENUE TOTALS	321,946.00	.00	321,946.00	16,369.20	.00	32,072.68	289,873.32	10%	18,705.13
	EXPENSE TOTALS	3,551,455.00	.00	3,551,455.00	397,369.45	135,931.08	882,514.40	2,533,009.52	29%	628,922.98
	Grand Totals	(\$3,229,509.00)	\$0.00	(\$3,229,509.00)	(\$381,000.25)	(\$135,931.08)	(\$850,441.72)	(\$2,243,136.20)		(\$610,217.85)



Open Purchase Order Report

As of G/L Date 08/31/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2026-00000310	Department	35 Library	G/L Date	04/17/2026	Amount	17,500.00
Description	Library Terrace/Roof Repair	Vendor	1905 - Black Hawk Roof Co	Deliver by Date		Voided	.00
Type	Unbudgeted		Black Hawk Roof Co	Printed Date	04/24/2026	Discounted	.00
Status	Open		619 E 19th St	Completed Date	09/03/2026	Expensed	.00
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	17,500.00
Assigned To Buyer						Encumbered	17,500.00
Resolution Number							

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

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

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

Purchase Order	2027-00000025	Department	35 Library	G/L Date	07/01/2026	Amount	14,620.00
Description	Electrical Repairs due to Library Terrace Roof Leaks	Vendor	1759 - Acme Electric Company	Deliver by Date		Voided	.00



Open Purchase Order Report

As of G/L Date 08/31/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Type	Unbudgeted	Acme Electric Company	Printed Date	06/24/2026	Discounted	.00
Status	Open	1060 Capital Drive SW	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library	Cedar Rapids, IA 52404	Expiration Date		Remaining	14,620.00
Assigned To Buyer					Encumbered	14,620.00
Resolution Number						

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

Purchase Order Description	2027-00000030 Library Fireplace Repairs due to Leaking Terrace Roof	Department Vendor	35 Library 2750 - Hearth & Home Solutions	G/L Date Deliver by Date	07/01/2026	Amount Voided	10,541.00 .00
Type	Unbudgeted		Jason Shire	Printed Date	07/09/2026	Discounted	.00
Status	Open		530 Pond View Dr	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Suite C	Expiration Date		Remaining	10,541.00
Assigned To Buyer			North Liberty, IA 52317			Encumbered	10,541.00
Resolution Number							

Item 1	Description	Building Maintenance & Repairs - Library Fireplace Repairs due to Leaking Terrace Roof	Vendor Part Number		Amount	10,541.00
Quantity	1.0000		Contract Number		Voided	.00
U/M	Each		Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	10,541.00		1099 Item	No	Expensed	.00
Discount	0%		Tavable	No	Remaining	10,541.00
Status	Open		Confirming	No	Encumbered	10,541.00
G/L Account	101.410.6310 (Building Maintenance & Repairs)	Project		Amount	Expensed	Encumbered
					.00	10,541.00

Purchase Order Description	2027-00000100 Library HVAC Control System Maintenance and Upkeep - FY27	Department Vendor	35 Library 2280 - Environmental Control Solutions	G/L Date Deliver by Date	08/10/2026	Amount Voided	17,010.00 .00
Type	Budgeted		John Evans	Printed Date	08/12/2026	Discounted	.00



Open Purchase Order Report

As of G/L Date 08/31/26

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Status	Open	201 Spring St, Suite A	Completed Date	09/03/2026	Expensed	.00
Bill To Location	LIBRARY - Library	PEORIA, IL 61603	Expiration Date		Remaining	17,010.00
Assigned To Buyer					Encumbered	17,010.00
Resolution Number						

Item 1	Description	Contracts - Technology Service - Library HVAC Control System Maintenance and Upkeep - FY27	Vendor Part Number		Amount	17,010.00
Quantity	1.0000		Contract Number		Voided	.00
U/M	Each		Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	17,010.00		1099 Item	No	Expensed	.00
Discount	0%		Tavable	No	Remaining	17,010.00
Status	Open		Confirming	No	Encumbered	17,010.00
G/L Account	101.410.6419 (Contracts - Technology Service)	Project	Amount	Expensed	Encumbered	
				.00	17,010.00	

Purchase Order	2027-00000109	Department	35 Library	G/L Date	08/14/2026	Amount	9,500.00
Description	2026 Iowa Library Assoc. Conference Registration - All Staff	Vendor	319 - Iowa Library Association	Deliver by Date		Voided	.00
Type	Budgeted		Michele Denkinger	Printed Date	08/18/2026	Discounted	.00
Status	Open		400 E Court Ave	Completed Date		Expensed	.00
Bill To Location	LIBRARY - Library		Ste 126	Expiration Date		Remaining	9,500.00
Assigned To Buyer			Des Moines, IA 50309			Encumbered	9,500.00
Resolution Number							

Item 1	Description	Misc Commodities/Expenses - 2026 Iowa Library Assoc. Conference Registration - For All Staff	Vendor Part Number		Amount	9,500.00
Quantity	1.0000		Contract Number		Voided	.00
U/M	Each		Ship To Location	LIBRARY - Library	Discounted	.00
Price per Unit	9,500.00		1099 Item	No	Expensed	.00
Discount	0%		Tavable	No	Remaining	9,500.00
Status	Open		Confirming	No	Encumbered	9,500.00
G/L Account	130.410.6599 (Misc Commodities/Expenses)	Project	Amount	Expensed	Encumbered	
				.00	9,500.00	

Department	35 Library	Totals	Purchase Orders	6	Amount	\$91,131.08
					Voided	\$0.00
					Discounted	\$0.00
					Expensed	\$0.00
					Remaining	\$91,131.08



Open Purchase Order Report

As of G/L Date 08/31/26

Report by Department - Purchase Order Number

Detail Listing

			Encumbered	\$91,131.08
Grand Totals	Purchase Orders	6	Amount	\$91,131.08
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$0.00
			Remaining	\$91,131.08
			Encumbered	\$91,131.08



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.

Children's Interactive Learning Area Behavioral Guidelines Policy

Scope of Policy

Scope:

Expected Behavior in the Interactive Learning Area

Effective Date:

Revised 02/17/20259/21/26

General Policy/Purpose

The Interactive Learning Area in the Youth Collection is a highly utilized area for many children and caregivers which encompasses the play set, play kitchen, and the Lite Bright wall. The library and its staff strive to provide everyone in this area with a positive experience. The provisions in this policy have been created for the enjoyment and safety of all patrons.

Provisions

I. Interactive Learning Area Behavior Guidelines

The following rules supplement library guidelines for general patron behavior. Please see the library's Behavior Guidelines Policy and the Unattended Child Policy for a complete list of behavior provisions.

1. Patrons under the age of 9 must be supervised by a caregiver over the age of 12.
2. All patrons are required to wear shoes in the Interactive Learning Area.
3. Use inside voices and always walk in the Interactive Learning Area. Children should not engage in rough play, pushing, or shoving while in the play area to prevent injury to themselves or others. Patrons should exhibit the same physical behavior as they do in other parts of the library.
4. Throwing or bringing items onto the slide is not permitted. Climbing on the outside of the slide or the play set is not permitted.
5. Toys, furniture, and other library items located in the Interactive Learning Area should stay in the area.
6. Library materials should be ~~returned to~~placed on library return carts if they aren't being checked out.
7. ~~Beverages with a sealable lid are allowed in the Interactive Learning Area.~~ Food is not permitted in this area; all food must be consumed upstairs in the Creative Commons. Beverages with a sealable lid are allowed in the Interactive Learning Area.
8. Caregivers are responsible for ensuring younger patrons are cleaning up after themselves.

II. Inappropriate Behavior Procedures

Patrons who are behaving inappropriately in the library will be approached by library staff and asked to behave in an appropriate manner. Continued inappropriate behavior may result in loss of library privileges. Loss of privileges may be extended to other metro libraries, as all three libraries have agreed to support one another in these decisions. In cases where library privileges are withdrawn, a patron must meet with the Library Director or with a manager for reinstatement of privileges.

Interlibrary Loan (ILL) Policy

Scope of Policy			
Scope:	Requesting a Loan from Another Library Outside the Metro Library Network	Effective Date:	Revised 9/16/2024 9/21/26

Provisions
I. Borrowing 1. The Marion Public Library offers Interlibrary Loan (ILL) service to all patrons. The patron must have a current Metro Library card in good standing with outstanding charges below \$20. There is a limit of 5 ILL requests at a time. The Library will not make ILL requests for books that the Library already owns, unless the patron needs it for a book club. 2. To offset postage charges, there will be a \$5 charge for an item borrowed from an out-of-state library. Additional fees for borrowed material may be charged by the lending library. The patron will be notified of any fees before the item is ordered. Fees are payable when the item is picked up. 3. A staff member will notify the patron when the requested item arrives. ILL items must be picked up at the Marion Public Library. If the item is not picked up, it will be returned to the lending library by the due date and the patron's library card will be assessed any pre-approved fees charged by the lending library. 4. Due dates are determined by the lending library. Renewals may be possible at the discretion of the lending library. Please call the Marion Library with enough notice to allow staff to contact the lending library with renewal requests. 5. Patrons will be charged for replacement costs of any ILL materials that are 30 days overdue. 6. The Library cannot request microfilm. II. Lending 1. The Library lend<u>s</u> items requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO). 2. The Library does not loan any material that we have owned for fewer than six months. 3. In accordance with ILL contracts, the Library does not charge other libraries for the use of our books. The Library reserve the right to charge for large quantities of photocopies.

Scope of Policy

Scope:

Library Use of Social Media Platforms

Effective Date:

Reviewed ~~10/21/24~~9/21/26

Provisions

Social media is any channel used for online publication and commentary

The Marion Public Library (MPL) maintains social media channels to share information about library programming, materials, services, and other digital and community resources. These channels may also be used to notify users about library employment opportunities. Information may be cross-posted.

Examples of library social media posts

1. The library posts information related to its services and operations for its constituents.
2. The library posts information and will conduct occasional calls for survey responses or comments. The library reserves the right to close comments at a predetermined time and not in response to the commentary received.
3. The library invites people to post or comment occasionally on various issues.
4. The library engages with its community regarding matters related to library resources and services.
5. The library serves as a forum for the discussion of many issues related to its collections, programs, and spaces.

MPL uses multiple social media channels, as well as more traditional communications methods (in-house promotions, print, and broadcast) in order to reach its various audiences.

MPL encourages comments by third parties on any library-sponsored social media site where commenting is available.

By posting on a library social media site, users give MPL permission to use their name, profile, photo, and content of the post without compensation.

The library is not responsible for the content of any postings by third parties on the library's social media sites.

Third-party posts do not reflect the opinions of anyone affiliated with MPL as a volunteer, a member of the library's advocacy groups (Library Board of Trustees, Friends of the Marion Library, Marion Library Foundation), or library staff.

Unattended Child Policy

Scope of Policy

Scope:

Lost or Unattended Child Procedure

Effective Date:

~~Reviewed~~ Revised
~~11/18/24~~ 9/21/26

Provisions

While in library facilities, children under the age of nine must be within sight of a caregiver 12 years of age or older.

The following procedure will be used if it is determined that a child is lost or left unattended:

1. Any staff member can help the lost child locate a parent or caregiver.
2. The staff member will notify the employee in charge that there is a lost or unattended child in the building.
3. The employee in charge will attempt to locate the child's caregiver in the building.
4. If the caregiver cannot be found in the building, a staff member will stay with the child while the employee in charge continues to attempt to locate the caregiver. If the caregiver has not been located within a reasonable amount of time, staff will notify police.
5. If there is an unattended child present at library closing, the employee in charge and a second staff member will wait with the child for up to 15 minutes. If a caregiver can't be located within that time, staff will notify police.





