AGENDA
Library Board
5:00 PM - Monday, October 19, 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. September Staff Milestone Anniversaries – Marriah Talbott-Malone and Jari Hagen (One Year), Sam Exline (Five Years) and Luke Johnson (Ten Years).

MINUTES

Motion to approve the September 2026 Meeting minutes. **(Action Requested)** 3 - 6

Library-Minutes-September 21 2026 DRAFT

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report 7

MPL Foundation Report 10-19-2026

3. Board Continuing Education

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

Directors Report October 19 2026
Budget Performance Report September 2026 FINAL
Open Purchase Order Report - September 2026

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

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* - Ch. 5 (*Discussion*) 25 - 36
Ch. 5 - Iowa Library Trustee's Handbook

2. Website Refresh Presentation (*Discussion* and **Action Requested**) 37 - 118
FY27 Website Proposals
FY27 Website Redesign Presentation

3. FY26 Annual Report Presentation (*Discussion* and **Action Requested** - Receive & File) 119 - 131
FY26 Annual Report Presentation

4.Purchase Order Request (*Discussion* and **Action Requested**) 132
Pedestal Paver Proposal - Black Hawk Roof Co

5. Library Board Meeting Adjustment and Staff Training Closures for 2027 (*Discussion* and Potential Action) 133
2027 Library Holidays

6. Trustee Gathering Poll (*Discussion* and **Action Requested**) 134
Trustee Gathering Poll

7. Parade Report (*Discussion* and **Action Requested** - Receive & File) 135
MLP Parade Report 2026

ADJOURN

Draft

MINUTES
Library Board
5:00 PM - Monday, September 21, 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, September 21, 2026, at 5:00 PM, with the following members present:

PRESENT:	In Person: Am Thayer, Bob Hoyt, Bob Read, Kelsey Logan, Kristen Miller, Melissa Alexander, Nancy Miller, Ross McIntyre, Ryan Norton, Sabrina Beyer Via Zoom: Becky Garms and Julie Lammers
ABSENT:	None
STAFF PRESENT:	Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Reynolds, Hilery Livengood
FRIENDS REP:	Cheryl Kiburz
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 Miller, seconded by Alexander, 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. August Staff Milestone Anniversaries - Thank you to Sue Bennett who is celebrating her one year anniversary with the Library and to Christine Brodrecht for five years.
2. Krystle Mullin has resigned from the Library Board, effective September 6, 2026.

MINUTES

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

Moved by Alexander, seconded by Read, to approve the August 2026 Meeting Minutes as presented.
Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report
   - Cheryl Kiburz reported that the Friends held a Volunteer Appreciation breakfast on August 22nd for the 45 Friends Volunteers.
   - The Friends made a $10,000 contribution for an Author visit to the Library in December.
   - Next Friends Booksale is November 13-15, 2026.
   - There were 82 new registrations for the Dolly Parton Imagination Library after Dolly passed.
   - The Friends long-time Treasurer, Bonnie Raasch, is looking towards the future and hopes to find someone to shadow her for a year before taking over Treasurer duties.

2. Marion Public Library Foundation Report
   - In addition to providing a Foundation Report in the Board Packet, Hilery Livengood reported that $3,000 was received for the Food Pantry from Diamond V.

3. Board Continuing Education
   - None to report.

4. Director's Report
   - Statistics Highlights
     - Bill Carroll informed the Board of two typos found in the Director's Report.
   - General Department Updates
     - The Food Pantry now has six dedicated volunteers to help get food out more often.
     - Digital Material usage is up due to a budget increase to more properly fund this popular library service.

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

Moved by Norton, seconded by Beyer, to accept Reports 1-4 as presented.
Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustees Handbook* - Ch. 4 (*Discussion*)
   - Question #1: What aspects of the library director's role do you think are most critical to the success of our library and serving the community?
     - Melissa Alexander said representing the Library in our Community.
     - Ryan Norton said working with both City partners and Library staff.
     - Ross McIntyre said there is so much more than just the Library that they oversee.

- Question #2: What are the potential risks of hiring too quickly, and how can the Board avoid them?
    - Bob Hoyt mentioned that background checks are important.
    - Ryan Norton said that while a decision shouldn't be rushed, you also don't want to lose a good candidate by waiting to long.
- Question #3: How have the needs and expectations of our community changed in recent years, and what role should the library director play in helping the library respond to those changes?
    - Kristen Miller said the Food Pantry is a good example.
    - Ryan Norton commented that that the Library is so much more than books.
    - Kelsey Logan mentioned that Marion is an ever growing community.

2. Policy Review (*Discussion* and **Action Requested)**
    - Children's Interactive Learning Area Behavioral Guidelines - some language was cleaned up to be more specific.
    - Interlibrary Loan (ILL) Policy - There was one typo correction. Ross McIntyre spotted a second typo in the last sentence that will be corrected.
    - Social Media Policy - No suggested changes.
    - Unattended Child Policy - Language clarification.

Moved by Alexander, seconded by Miller, to accept Policy changes as presented and one additional amendment.
Approved unanimously

3. Remove Art Donation Consideration from Table (**Action Requested**)

Moved by Logan, seconded by Thayer, to remove the Art Donation Consideration from Table.
Approved unanimously

4. Art Donation Consideration (**Action Requested**)
    - The Art Work Group met to discuss the possible donation of this art work. They do not recommend the Library Board accepts this donation due to lack of information about the piece.

Moved by Lammers, seconded by Alexander, accept the request to consider this piece of art for donation.
Failed by the following votes:

Ayes:	Lammers
Nays:	McIntyre, Norton, Miller, Read, Beyer, Logan, Alexander, Garms, and Thayer

5. Parade Work Group Update (*Discussion*)
    - Ross McIntyre reported that the parade went well and that a report would likely be provided next month.

ADJOURN

Moved by Miller, seconded by Thayer, to adjourn at 5:41 p.m.
Approved unanimously

Draft

Respectfully submitted by:
Kimberly Cowger, Administrative Assistant

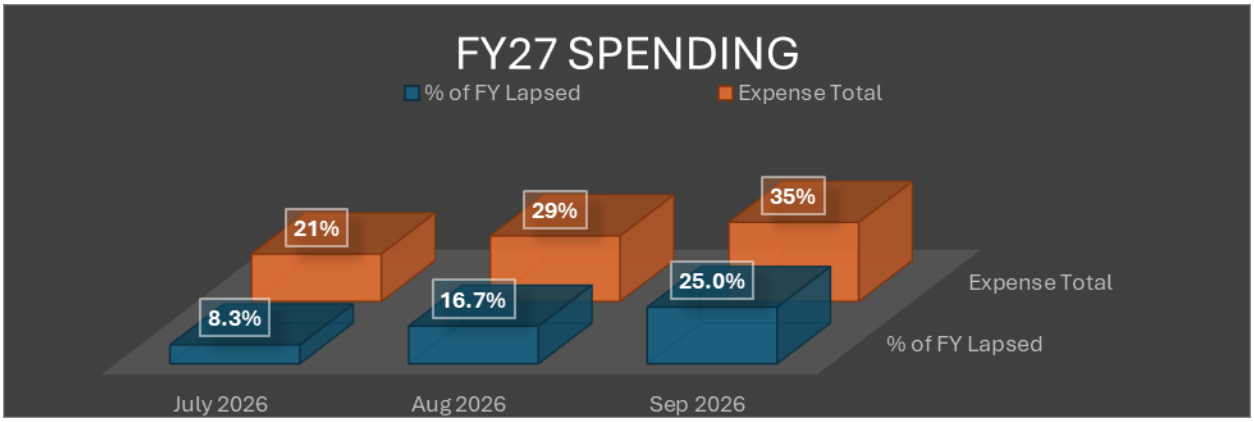
Marion Public Library Foundation
October 2026 report to Board of Trustees

- The Diamond V Fund at the Greater Cedar Rapids Community Foundation provided $3,000 to the MPL Food pantry for food and personal hygiene products.
- The first "Give Like Dolly Day" was September 25. This effort was coordinated by the Dollywood Foundation and will be an annual event. The Marion DPIL program received donations totaling $411. Our website received five donations ($260), and the Dollywood Foundation website, where donors may specify that their gift be directed to a specific community, received three donations ($151). Those donations will mail 158 books to Marion children.

Director's Report for the Library Board of Trustees Meeting on Monday, October 19, 2026

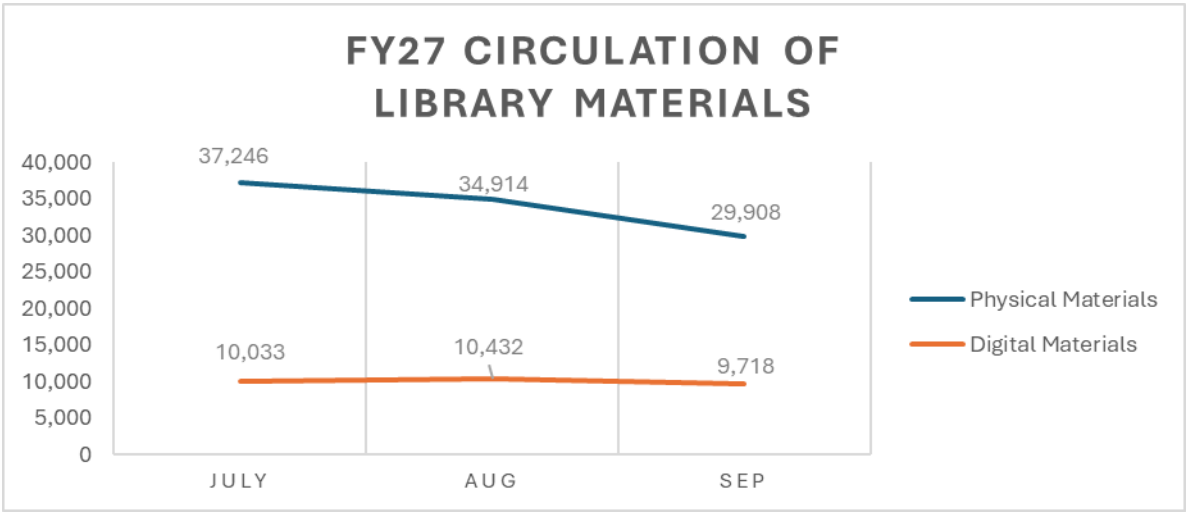
Budget Update:

- FY 27 has lapsed 25.0% through September 30, 2026.
- As of the September 30, 2026 budget report, approximately 35.0% of the library's budget was expended for the year.



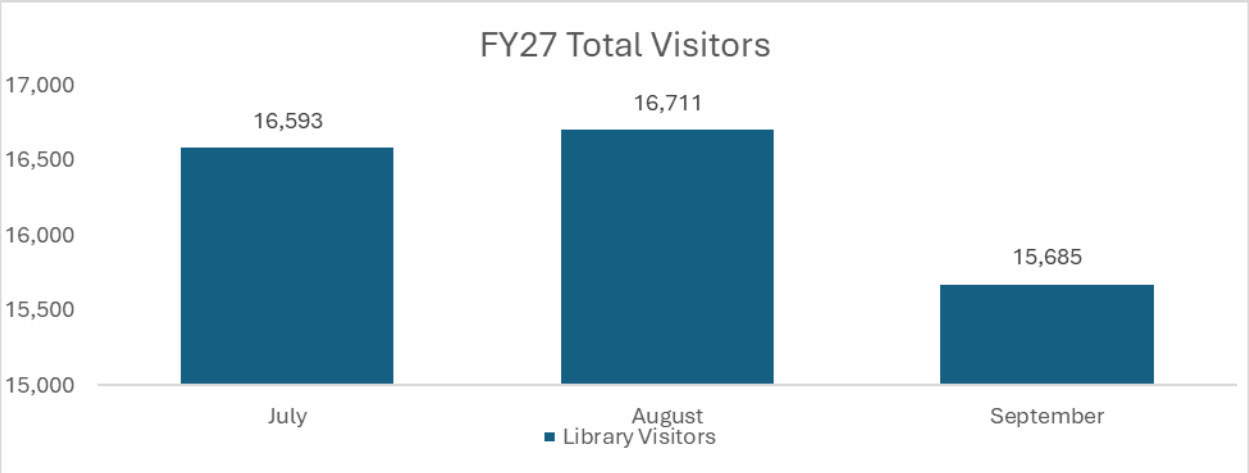
- As of the September 30, 2026 budget report, revenue received increased to approximately 11% received for the fiscal year. This increase came primarily as a result of the library receiving it's annual state aid from the State Library.

Statistics Highlights:

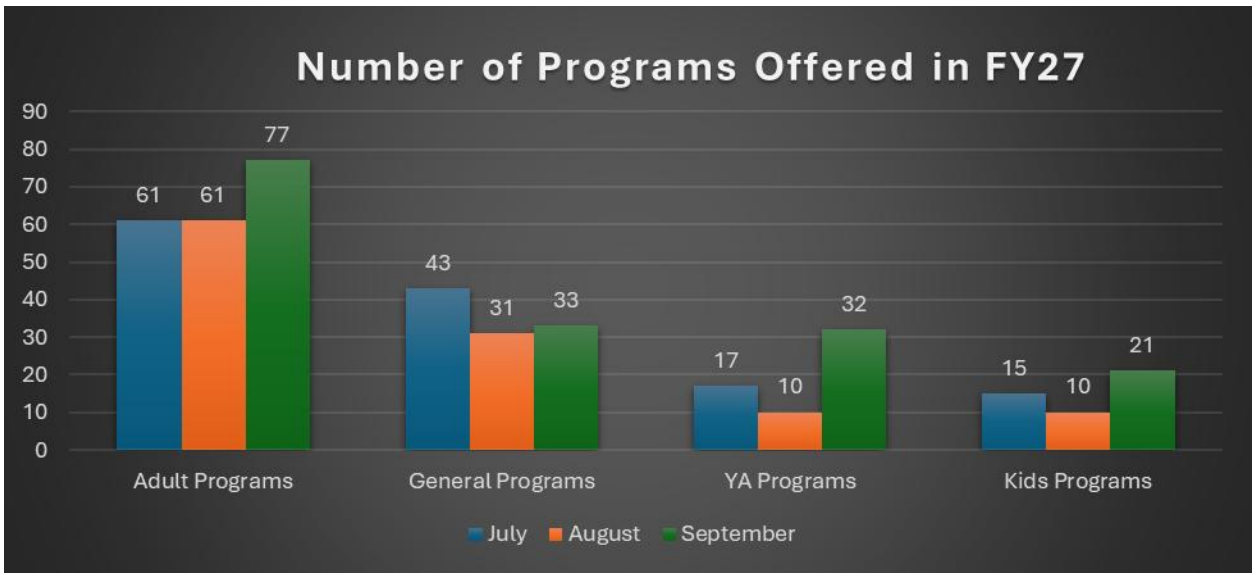


- For September, circulation of physical items decreased approximately 14.3% from the previous month, having 29,908 items checked out. Circulation of physical items for the month increased approximately 0.2% when compared with the previous year.

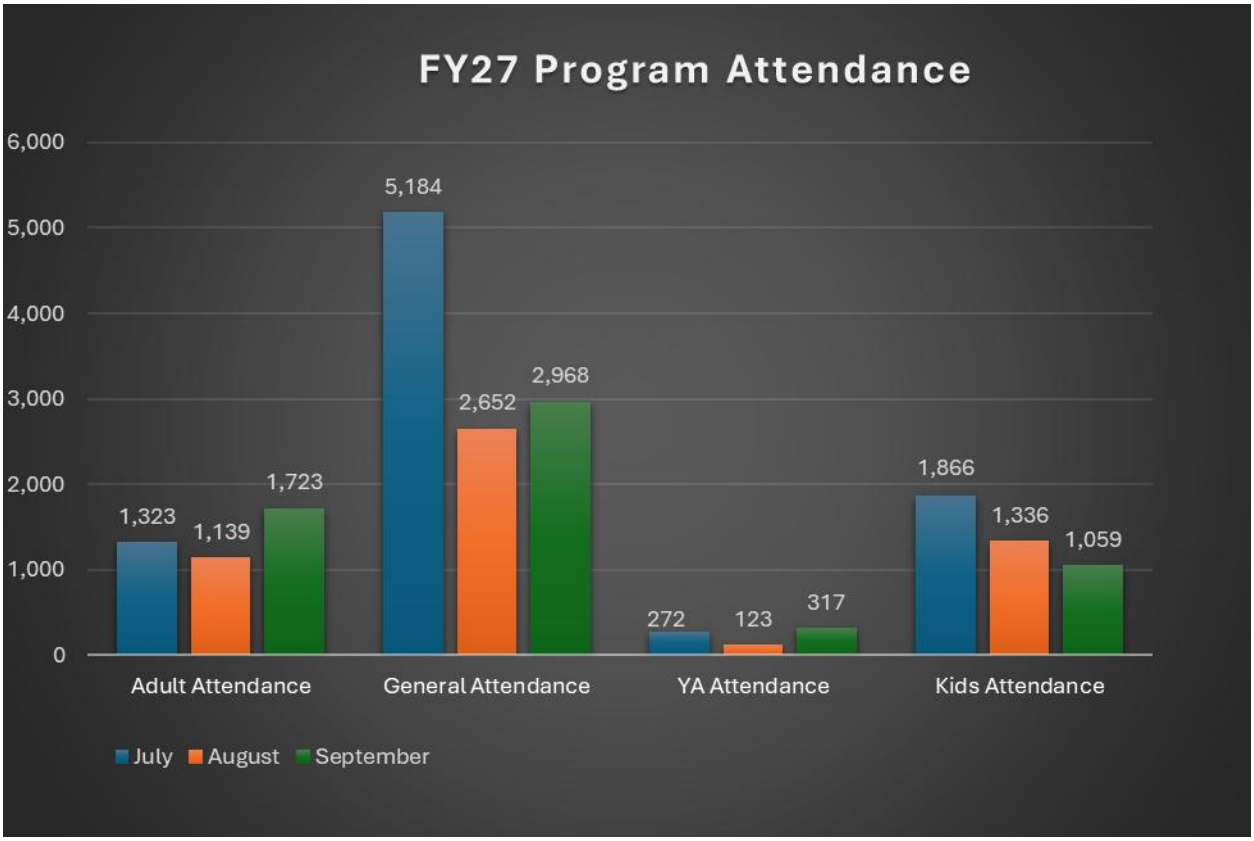
- For September 2026, circulation of digital items decreased approximately 6.8%, having 9,718 items checked out compared to the previous month. Circulation of digital items for the month increased approximately 13.1% when compared with the previous year.



- The gate count for September 2026 was 15,685. The September gate count decreased approximately 6.1% compared to August 2026. Compared to the previous year, this year's gate counts saw an approximate 3.8% increase compared to the same time last year.



- Programming saw an increase in the number of programs offered between September (163) and August (112). This increase can be attributed to the kickoff of the Big Marion Read. The number of programs offered in September 2026 was higher than the number of programs (125) offered in September 2025.



- Program attendees for September 2026 totaled 6,067 individuals. This is approximately 15.6% more than the 5,250 that attended programs in August. Compared with September 2025, which saw 5,270 attendees for programs, there was an approximate increase for the current year of approximately 15.1%.

General Department Updates:

- **Library Administration**
  - The library performed outreach at the Uptown Market in September. Representatives from the Library Board of Trustees, Friends Board, and Foundation Board met with residents and gave away free copies of books for The Big Marion Read program.
  - Budget planning for FY 2028 continues with general fund requests to be due to City Finance by December 1.
  - Exterior roof repairs concluded in August. Interior repairs continue and are in a holding pattern until the final leak issue (the chimney/ flue) is remediated.
  - Staff are finalizing statistics and information for the annual state survey report. This report is due to the State Library of Iowa by October 31.

- Food Pantry Update: Distributed 8,166 total pounds of food and essential items to the community; Provided an estimated 6,805 meals to local families since opening; Welcomed 291 visits to the pantry throughout September.

- **Marketing and special Events update from Ashley Osborn**
  - Marketing
    - The library's FY26 Annual Report has been completed and sent to the printer. Reports should arrive at the library in October.
    - The library's marketing plan for The Big Marion Read continues to perform well. Highlights of the plan's performance during the month of September include:
      - Extensive media coverage.
      - High-performing digital promotions, with an average engagement rate of 9.5%. To compare, the library's average digital engagement rate falls between 3 – 4%.
      - The library's website, email newsletters, and word of mouth are the three most common ways patrons learn about program offerings.
    - Library staff have reviewed all three proposals for the library's comprehensive website redesign and have selected a recommended vendor for the project. This recommendation will be presented to the Library Board in October.
    - Keanna continues to work on digital marketing projects for the library, including support for The Big Marion Read and email newsletter campaigns.
    - Aside from promotion for The Big Marion Read, MakerSpace classes and Give Like Dolly Day received the highest amount of social media engagement during the month of September.
  - Meetings & Special Events
    - 38 reservations were made for September. 31/38 reservations were completed.
      - Boardroom: 19 reservations
      - Community Room: 1 reservation
      - Community Room A: 4 reservations
      - Community Room B: 7 reservations
      - Outdoor Reading Terrace: N/A
  - Media Mentions
    - The Big Marion Read
      - Sept. 3: Iowa's News Now
      - Sept. 8 and Sept. 29: The Gazette (feature article, editor's note, and 1776 musical – program mention)

  - Sept. 10: KZIA's The Morning Scramble (title is "Hi, My Name is Dancin' Deep Throat!", starts at 35 minutes)
  - Sept. 10: Iowa's News Now
  - Sept. 16: KCRG's Everyday Iowa
  - Sept. 27: KZIA's The Morning Scramble Community Spotlight Interview (downloadable link)

- **Adult Services Report from Sue Gerth**
  - September was a very busy month for library programs. The traveling American Revolution Battlefield Exhibit saw 120 people visit.
  - The Big Marion Read kick-off on Saturday, September 12 had 338 people visit and take books and program information after the Fall Into Marion parade.
  - We had Master Gardener programs, a program with FSB on retirement planning, and were part of the Cedar Rapids Storytelling Festival with storytellers Adam Booth and Kim Weitkamp here for a day long series of storytelling programs.
  - A culinary class on shrub beverages (for The Big Marion Read) was well attended with 19 people on a Sunday afternoon. We also partnered with the Heritage Center for a play on General Marion on a Saturday afternoon.
  - We also attended the last farmer's market in Uptown Marion, handing out hundreds of copies of books in support of The Big Marion Read.
  - Collection team has been busy completing a move of the Horror genre books to a new location on the second floor to make more room in the adult fiction area.
  - They also moved the Gardening and Iowa sections to the second floor to provide more space to grow the collections.
  - With summer over, we are working to alphabetize collections and inventory, as well as beginning a project to clean all DVD's in our collection.
  - Brianne Arnold was welcomed to the collection team as a part-time shelver on nights and weekends.
- **Youth Services Report from Bob Reynolds**
  - Children's Programs
    - Symphony Kids hosted 70 attendees this month.
    - Hills Bank sponsored an event with the Iowa Children's Museum, drawing over 40 attendees.
    - Launched Sensory Stations: a new, inclusive program designed to provide a comfortable environment for children with sensory processing differences.
    - Beanstack, the digital reading tracker, saw an increase of 21 new registrations.
  - Teen Programs
    - Teen Culinary Class participants made no-bake cookies during this month's regular cooking class.
    - The Teen and Tween American History trivia night was well attended.

        - After-school teen attendance in Makerspace is rising. Lara is exploring new engagement methods to keep teens involved.
            - Makerspace Scholarship funds are being utilized during all Makerspace Open Hours.
    - Community Partnerships
        - The Eastern Iowa Arts Academy classes saw strong attendance. Patrons learned to craft twirlymajigs, pinwheels, pennants, and flags across two distinct sessions.
        - Marion Public Library is partnering with the ISU extension and local 4-H chapters to become an official club meeting location starting January 2027.
            - Staff and partners are currently recruiting volunteers and interested youth members.
            - Enrollment fees will be covered through the library and alternative funding sources.
- **Patron Services update from Eddie Higgins**
    - **Staffing**
        - We welcomed Maura Wright to Patron Services as in-house support staff, training with Rachel.
        - Whitney Jensen completed driving training for the bookmobile.
        - Candidates were invited to first interview for the vacant full-time patron services position, and recruitment continues to the part time position.
        - Jack Reynolds and Melissa Brecht resigned.
    - **Bookmobile**
        - The bookmobile had one unscheduled closure in September.
        - This was our first full month of the new Fall stops and the new Hills Bank/Goodwill stop did well. Taube Park and the Senior living stops remain popular.
        - Chloe drove the bookmobile in the Fall Into Marion Parade.

Metro Library Network (MLN) Updates:

- MLN Library Directors did not meet in September due to scheduling conflicts and the opening of the new CRPL Bussey Branch location.
- The next scheduled meeting is set for October 21, 2026.

Budget Performance Report

Fiscal Year to Date 09/30/26

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	10,794.01	.00	10,794.01	(294.01)	103	10,579.20
	4420 - State Contributions Totals	$10,500.00	$0.00	$10,500.00	$10,794.01	$0.00	$10,794.01	($294.01)	103%	$10,579.20
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	$10,794.01	$0.00	$10,794.01	$152,705.99	7%	$19,660.46
Charges for Service										
4504	Copy Charges	7,500.00	.00	7,500.00	1,040.85	.00	3,221.71	4,278.29	43	3,141.04
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	574.79	.00	2,338.66	3,661.34	39	1,964.77
4506	Fax Revenues	40.00	.00	40.00	17.03	.00	31.98	8.02	80	25.50
4509	Rental - Community Room	12,000.00	.00	12,000.00	587.50	.00	1,812.50	10,187.50	15	4,337.50
	Charges for Service Totals	$25,540.00	$0.00	$25,540.00	$2,220.17	$0.00	$7,404.85	$18,135.15	29%	$9,468.81
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	530.55	.00	2,741.59	4,658.41	37	2,260.10
4708	**Other Contributions**									
4708.01	Other Contributions General	50,500.00	.00	50,500.00	.00	.00	5,120.66	45,379.34	10	.00
	4708 - Other Contributions Totals	$50,500.00	$0.00	$50,500.00	$0.00	$0.00	$5,120.66	$45,379.34	10%	$0.00
4709	Fuel Tax Refunds	6.00	.00	6.00	3.35	.00	8.16	(2.16)	136	1.81
	Misc Revenues Totals	$57,906.00	$0.00	$57,906.00	$533.90	$0.00	$7,870.41	$50,035.59	14%	$2,261.91
	Department **410 - Library** Totals	$246,946.00	$0.00	$246,946.00	$13,548.08	$0.00	$26,069.27	$220,876.73	11%	$31,391.18
	REVENUE TOTALS	$246,946.00	$0.00	$246,946.00	$13,548.08	$0.00	$26,069.27	$220,876.73	11%	$31,391.18
EXPENSE										
Department **410 - Library**										
Salaries										
6010	Regular Full-Time Salaries	919,081.00	.00	919,081.00	67,328.90	.00	238,668.05	680,412.95	26	232,853.96
6020	Regular Part-Time Salaries	718,030.00	.00	718,030.00	37,992.25	.00	139,490.29	578,539.71	19	126,082.10
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 09/30/26

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	+++	3,837.80
	Salaries Totals	$1,637,111.00	$0.00	$1,637,111.00	$105,321.15	$0.00	$378,158.34	$1,258,952.66	23%	$362,773.86
Employee Benefits/Costs										
6110	Social Security	102,304.00	.00	102,304.00	6,462.43	.00	23,225.76	79,078.24	23	22,295.80
6120	Medicare	23,927.00	.00	23,927.00	1,511.33	.00	5,431.83	18,495.17	23	5,214.36
6130	IPERS	154,364.00	.00	154,364.00	9,927.40	.00	35,653.48	118,710.52	23	33,838.96
6150	Health Insurance	181,976.00	.00	181,976.00	13,123.70	.00	39,371.10	142,604.90	22	37,729.62
6151	Wellness Program	429.00	.00	429.00	37.83	.00	111.02	317.98	26	106.08
6152	Life Insurance	1,347.00	.00	1,347.00	100.34	.00	314.26	1,032.74	23	341.82
6153	Long Term Disability	3,504.00	.00	3,504.00	252.79	.00	804.74	2,699.26	23	895.32
6154	Dental Insurance	4,304.00	.00	4,304.00	323.49	.00	970.47	3,333.53	23	1,000.56
6160	Worker's Compensation	1,181.00	.00	1,181.00	198.85	.00	861.69	319.31	73	485.96
6170	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6180	Allowances	3,960.00	.00	3,960.00	330.00	.00	990.00	2,970.00	25	990.00
6190	Education Stipend	9,000.00	.00	9,000.00	900.00	.00	2,700.00	6,300.00	30	2,250.00
	Employee Benefits/Costs Totals	$486,296.00	$0.00	$486,296.00	$33,168.16	$0.00	$110,434.35	$375,861.65	23%	$105,148.48
Staff Development										
6199	Tuition Reimbursement	15,750.00	.00	15,750.00	.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	2,114.50
6240	Travel Expenses	3,010.00	.00	3,010.00	.00	.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	$0.00	$0.00	$5,683.56	$19,511.44	23%	$6,934.45
Repair/Maintenance/Utilities										
6310	Building Maintenance & Repairs	51,000.00	.00	51,000.00	39,495.90	29,389.01	62,186.39	(40,575.40)	180	4,409.13
6320	Grounds Maintenance & Repairs	1,750.00	.00	1,750.00	270.00	.00	518.38	1,231.62	30	.00
6331	Vehicle Maintenance	1,100.00	.00	1,100.00	60.18	.00	60.18	1,039.82	5	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	.00	.00	290.00	2,360.00	11	130.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	123,600.00	.00	123,600.00	11,458.97	.00	35,433.45	88,166.55	29	34,154.16
6373	Communications Utility Expenses	4,800.00	.00	4,800.00	397.90	.00	407.12	4,392.88	8	1,096.67
6374	Water/Sewer Utility Expenses	1,320.00	.00	1,320.00	.00	.00	303.32	1,016.68	23	314.02
	Repair/Maintenance/Utilities Totals	$192,720.00	$0.00	$192,720.00	$51,682.95	$29,389.01	$99,198.84	$64,132.15	67%	$40,208.33

Budget Performance Report

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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	**101 - General Fund**									
EXPENSE										
Department	**410 - Library**									
Contractual Services										
6402	Advertising/Publications	8,150.00	.00	8,150.00	.00	.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	102,310.77
6409	Credit Card Merchant Fees	1,980.00	.00	1,980.00	140.08	.00	407.53	1,572.47	21	471.55
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.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	19,698.78	.00	55,453.50	26,849.50	67	42,243.81
6423	Contracts - Janitorial Services	53,760.00	.00	53,760.00	4,480.00	40,320.00	13,440.00	.00	100	13,440.00
6424	Contracts - Office Equipment	18,480.00	.00	18,480.00	1,526.17	.00	4,152.87	14,327.13	22	3,272.65
6425	Contracts - Building Maintenance	34,980.00	.00	34,980.00	694.14	.00	2,672.18	32,307.82	8	1,803.44
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	37,600.00	.00	37,600.00	590.50	.00	1,488.30	36,111.70	4	1,828.20
	Contractual Services Totals	$494,695.00	$0.00	$494,695.00	$27,129.67	$40,320.00	$328,689.03	$125,685.97	75%	$169,139.32
Commodities										
6502	Promotional Items	3,000.00	.00	3,000.00	.00	.00	1,780.56	1,219.44	59	2,731.00
6504	Small Equipment/Tools	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	.00
6506	Office Supplies	7,750.00	.00	7,750.00	882.87	.00	4,241.84	3,508.16	55	1,306.39
6507	Operational Supplies	54,563.00	.00	54,563.00	3,978.15	.00	9,448.74	45,114.26	17	2,547.10
6508	Postage/Shipping	6,180.00	.00	6,180.00	347.91	.00	834.96	5,345.04	14	1,355.91
6510	Forms/Printing Services	6,450.00	.00	6,450.00	.00	.00	947.00	5,503.00	15	726.16
6511	Janitorial Supplies	14,250.00	.00	14,250.00	503.86	.00	1,711.82	12,538.18	12	2,682.07
6513	Vehicle Operating Supplies	3,140.00	.00	3,140.00	407.56	.00	446.81	2,693.19	14	396.81
6514	Medical Supplies	2,705.00	.00	2,705.00	96.17	.00	289.34	2,415.66	11	157.82
6560	Pre-Employment Screening	.00	.00	.00	.00	.00	.00	.00	+++	.00
6580	Technology	11,575.00	.00	11,575.00	7,414.83	.00	11,889.77	(314.77)	103	353.90
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	.00	.00	.00	.00	.00	.00	.00	+++	(3,433.86)
	Commodities Totals	$116,363.00	$0.00	$116,363.00	$13,631.35	$0.00	$31,590.84	$84,772.16	27%	$8,823.30
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

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **101 - General Fund**										
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6718	**Library Materials**									
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	11,206.33	.00	41,948.71	41,211.29	50	23,222.35
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	401.08	.00	2,448.99	6,351.01	28	1,274.00
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	4,432.10	.00	13,847.17	46,652.83	23	10,092.08
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	2,838.51	.00	14,135.38	21,864.62	39	998.03
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,231.95	.00	5,671.55	12,328.45	32	4,302.21
6718.06	Library Materials Downloadable Books	20,000.00	.00	20,000.00	1,711.52	.00	5,188.61	14,811.39	26	4,808.63
6718.07	Library Materials Downloadable Media	80,400.00	.00	80,400.00	6,581.15	.00	27,673.05	52,726.95	34	24,707.17
6718.08	Library Materials Other	56,554.00	.00	56,554.00	6,000.00	.00	31,813.34	24,740.66	56	29,520.73
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	$34,402.64	$0.00	$142,726.80	$220,687.20	39%	$98,925.20
	Capital Outlay Totals	$363,414.00	$0.00	$363,414.00	$34,402.64	$0.00	$142,726.80	$220,687.20	39%	$98,925.20
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	$265,335.92	$69,709.01	$1,096,481.76	$2,149,603.23	35%	$791,952.94
	EXPENSE TOTALS	$3,315,794.00	$0.00	$3,315,794.00	$265,335.92	$69,709.01	$1,096,481.76	$2,149,603.23	35%	$791,952.94
	Fund **101 - General Fund** Totals									
	REVENUE TOTALS	246,946.00	.00	246,946.00	13,548.08	.00	26,069.27	220,876.73	11%	31,391.18
	EXPENSE TOTALS	3,315,794.00	.00	3,315,794.00	265,335.92	69,709.01	1,096,481.76	2,149,603.23	35%	791,952.94
	Fund **101 - General Fund** Totals	($3,068,848.00)	$0.00	($3,068,848.00)	($251,787.84)	($69,709.01)	($1,070,412.49)	($1,928,726.50)		($760,561.76)
Fund **105 - Equipment Reserve Fund**										
EXPENSE										
Department **410 - Library**										
Commodities										
6580	Technology	17,800.00	.00	17,800.00	.00	12,348.00	.00	5,452.00	69	.00
	Commodities Totals	$17,800.00	$0.00	$17,800.00	$0.00	$12,348.00	$0.00	$5,452.00	69%	$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

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Fund **105 - Equipment Reserve Fund**										
EXPENSE										
Department **410 - Library**										
Capital Outlay										
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	$67,861.00	$0.00	$67,861.00	$0.00	$0.00	$0.00	$67,861.00	0%	$0.00
	Department **410 - Library** Totals	$85,661.00	$0.00	$85,661.00	$0.00	$12,348.00	$0.00	$73,313.00	14%	$0.00
	EXPENSE TOTALS	$85,661.00	$0.00	$85,661.00	$0.00	$12,348.00	$0.00	$73,313.00	14%	$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	12,348.00	.00	73,313.00	14%	.00
	Fund **105 - Equipment Reserve Fund** Totals	($85,661.00)	$0.00	($85,661.00)	$0.00	($12,348.00)	$0.00	($73,313.00)		$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

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **130 - Special Revenue**										
REVENUE										
Department **410 - Library**										
Misc Revenues										
4701	**Donations**									
4701.01	Donations General	75,000.00	.00	75,000.00	1,387.00	.00	20,938.49	54,061.51	28	4,273.00
	4701 - Donations Totals	$75,000.00	$0.00	$75,000.00	$1,387.00	$0.00	$20,938.49	$54,061.51	28%	$4,273.00
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	$1,387.00	$0.00	$20,938.49	$54,061.51	28%	$4,273.00
	Department **410 - Library** Totals	$75,000.00	$0.00	$75,000.00	$1,387.00	$0.00	$20,938.49	$54,061.51	28%	$4,273.00
	REVENUE TOTALS	$75,000.00	$0.00	$75,000.00	$1,387.00	$0.00	$20,938.49	$54,061.51	28%	$4,273.00
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	5,682.08	9,500.00	30,904.64	34,595.36	54	9,071.06
	Commodities Totals	$75,000.00	$0.00	$75,000.00	$5,682.08	$9,500.00	$30,904.64	$34,595.36	54%	$9,071.06
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	$5,682.08	$9,500.00	$30,904.64	$34,595.36	54%	$9,071.06
	EXPENSE TOTALS	$75,000.00	$0.00	$75,000.00	$5,682.08	$9,500.00	$30,904.64	$34,595.36	54%	$9,071.06

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
	Fund **130 - Special Revenue** Totals									
	REVENUE TOTALS	75,000.00	.00	75,000.00	1,387.00	.00	20,938.49	54,061.51	28%	4,273.00
	EXPENSE TOTALS	75,000.00	.00	75,000.00	5,682.08	9,500.00	30,904.64	34,595.36	54%	9,071.06
	Fund **130 - Special Revenue** Totals	$0.00	$0.00	$0.00	($4,295.08)	($9,500.00)	($9,966.15)	$19,466.15		($4,798.06)
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

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund **301 - Capital Projects**										
EXPENSE										
	Department **410 - Library** Totals	$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	14,935.08	.00	47,007.76	274,938.24	15%	35,664.18
	EXPENSE TOTALS	3,551,455.00	.00	3,551,455.00	271,018.00	91,557.01	1,153,532.40	2,306,365.59	35%	813,295.50
	Grand Totals	($3,229,509.00)	$0.00	($3,229,509.00)	($256,082.92)	($91,557.01)	($1,106,524.64)	($2,031,427.35)		($777,631.32)

Open Purchase Order Report

As of G/L Date 09/30/26
Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

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		Ryan Barenz	Printed Date	04/24/2026	Discounted	.00
Status	Open		PO Box 397	Completed Date	10/08/2026	Expensed	17,732.07
Bill To Location	LIBRARY - Library		Cedar Falls, IA 50613	Expiration Date		Remaining	4,228.01
Assigned To Buyer						Encumbered	4,228.01
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*	17,732.07
Discount	0%	*Tavable*	No	*Remaining*	4,228.01
Status	Open	*Confirming*	No	*Encumbered*	4,228.01

G/L Account	*Project*	*Amount*	*Expensed*	*Encumbered*
101.410.6310 (Building Maintenance & Repairs)			17,732.07	4,228.01

Purchase Order	2027-00000025	Department	35 Library	G/L Date	07/01/2026	Amount	14,620.00
Description	Electrical Repairs due to Library Terrace Roof Leaks	Vendor	1759 - Acme Electric Company	Deliver by Date		Voided	.00
Type	Unbudgeted		Acme Electric Company	Printed Date	06/24/2026	Discounted	.00
Status	Open		1060 Capital Drive SW	Completed Date	10/08/2026	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	*Project*	*Amount*	*Expensed*	*Encumbered*
101.410.6310 (Building Maintenance & Repairs)			.00	14,620.00

Purchase Order	2027-00000030	Department	35 Library	G/L Date	07/01/2026	Amount	10,541.00

Department **35 Library**

Description	Library Fireplace Repairs due to Leaking Terrace Roof	Vendor	2750 - Hearth & Home Solutions	Deliver by Date		Voided	.00
Type	Unbudgeted		Jason Shire	Printed Date	07/09/2026	Discounted	.00
Status	Open		530 Pond View Dr	Completed Date		Expensed	.00
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	*Project*	*Amount*	*Expensed*	*Encumbered*
101.410.6310 (Building Maintenance & Repairs)			.00	10,541.00

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	*Project*	*Amount*	*Expensed*	*Encumbered*
130.410.6599 (Misc Commodities/Expenses)			.00	9,500.00

Department **35 Library** Totals	Purchase Orders 4	Amount	$56,621.08
		Voided	$0.00
		Discounted	$0.00

			Expensed	$17,732.07
			Remaining	$38,889.01
			Encumbered	$38,889.01
Grand Totals	Purchase Orders	4	Amount	$56,621.08
			Voided	$0.00
			Discounted	$0.00
			Expensed	$17,732.07
			Remaining	$38,889.01
			Encumbered	$38,889.01



Chapter 5: Approving and Monitoring the Budget

Budgetary Powers of Library Boards

Library boards typically have a great deal of authority over the library budget. Most city-library ordinances authorize control of the library budget to the board of trustees including the authority to approve expenditures and to move funds between line items. Always refer to your own city-library ordinance to reference the board's level of authority in the budgeting process. (See **Sample City-Library Ordinance** in the **Appendix**.)

It is essential for library trustees to come to understand:

- Their budgetary powers
- The annual budget development and approval process
- Funding sources
- The level of funding needed for library operations

The library director is a partner with the library board on financial matters and is responsible for communicating operational needs and drafting a proposed budget to the board.

City and County Funding

Both city and county support of public libraries is mandated by **Iowa Code 8A.222**, which states: *"…Each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property…for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions."*

In other words, a tax of at least $.0675 per $1,000 assessed property valuation must be levied by each county and city to provide financial support to the public library which provides them with library service. The tax of at least $0.0675 per $1,000 of assessed property required by the Code is an outdated and inadequate minimum. No public library in Iowa could keep its doors open if it were funded at this level. Most cities fund their libraries far above the minimum required by the Code.

In Iowa, there is a cap on the amount a city may levy for the General Fund of $8.10 per $1,000 of assessed property valuation. Approximately 85% of Iowa cities are at this limit and therefore, additional revenue comes only from increased valuation of property or from special levies such as the special library levy described later in this chapter.

Public libraries are also funded from the county's rural services fund which includes road clearing, weed eradication and sanitary disposal. The maximum levy for rural services is $3.95 per $1,000 of assessed value in the unincorporated areas.

Your library may also receive funding from nearby cities that do not have their own municipal library. To meet the requirements of **Iowa Code 8A.222**, such cities are required to contract with an established library to obtain service for their residents.

Public libraries are a department of city government. In the majority of Iowa libraries, the primary source of funding is tax dollars. Therefore, boards must be accountable for the receipt and spending of funding in accordance with the Code of Iowa. Refer to the following Code chapters related to budget and finance for city governments:

Iowa Code 384.3 GENERAL FUND:

> *All moneys received for city government purposes from taxes and other sources must be credited to the general fund of the city, except that moneys received for the purposes of the debt service fund, the trust and agency funds, the capital improvements reserve fund, the emergency fund and other funds established by state law must be deposited as otherwise required or authorized by state law. All monies received by a city from the federal government must be reported to the department of management who shall transmit a copy to the legislative services agency.*

Iowa Code 384.20 SEPARATE ACCOUNTS:

> *1. A city shall keep separate accounts corresponding to the programs and items in its adopted or amended budget…*
> *2. A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property. Public monies may not be expended or encumbered except under an annual or continuing appropriation.*

Budget Management and Oversight

Overseeing the library's budget is one of the most difficult items you will have to monitor and evaluate, but it doesn't have to be an overwhelming task. Begin your monitoring with careful attention to the budget, which is the annual financial plan for the library. The budget will be prepared by the director and staff and presented to the board for approval. When the budget is presented, ask whatever questions you find necessary to gain a reasonable understanding of this financial plan—basically, where the money is coming from and how it will be spent.

New board members should receive a thorough orientation about library finances. **Ask questions if the budget, financial reports, or audit reports are not clear to you.**

Throughout the budget process, boards and directors must have these three things well in hand. They must have the money to spend, have the authority to spend it, and be accountable for the spending.

Boards and directors need to anticipate how much money they expect to receive from all revenue sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process. Revenue from all sources should be reflected in the library's budget documents before the board proceeds with spending.

The budget process serves three basic purposes:

- **Accountability:** As a stewardship role, trustees have a fiduciary responsibility to use public funds wisely and in compliance with applicable laws, regulations, contracts, etc. This includes spending the funds needed to provide library services to the community, planning for future needs such as equipment replacement but not hoarding funds or "saving for a rainy day."
- **Decision-making:** Trustees need accurate, timely, and reliable information to make effective decisions.
- **Openness:** The public has a right to be informed about the financial conditions and operations of the library.

Budget Calendar

In Iowa, the fiscal year begins on July 1 and ends on June 30.

October to November: Library directors draft the budget proposal and the board discusses, approves, and adopts the budget request before it is sent to city council. Items to consider when setting the budget request include:

- Reviewing the library's strategic plan
- Reviewing current spending
- Projecting anticipated expenditures
- Deciding library priorities based on the plan
- Projecting anticipated revenues

Part of the anticipated revenue includes the amount of county funding the library expects to receive from the County Supervisors.

December to January: Directors and boards present the budget request to city councils and county supervisors. The city sets the date and time of the budget hearings, as well as the criteria for what the presentation will include. Although library budget requests are subject to many of the same guidelines as other city departments, the city has authority to approve only the bottom line amount. Trustees have line item control and determine staff salaries and other individual parts of the budget.

January to March: City councils and county supervisors hold budget work sessions and adopt the final budgets. Hearings for adoption are held and the budget goes to the county auditor in March for certification.

July 1: The certified budget takes effect.

Budget Process

Since library funds may not be spent except by motion of the board, the trustees need financial reports (including bills) in advance in order to be prepared to question them and vote on them at board meetings. Invoices and bills approved by the board and signed by the designated board authorities (usually the board president and secretary) are then sent to the city clerk for payment. A copy of the monthly financial report may be included with the invoices for informational purposes.

The Iowa Department of Management, the State Auditor's Office, and the Iowa League of Cities all strongly recommend that the city does the financial accounting, writes checks for the library's expenditures after authorization by the board, and submits monthly financial reports to the board. The State Library of Iowa upholds this position.

Monitoring the Budget

While the board should delegate the power to purchase materials, supplies and other goods to the director, it should be aware of all purchases and monitor the budget monthly throughout the year. Directors should provide trustees with monthly financial

reports which review:

- Current listing of bills being paid
- Month-to-date/year-to-date spending
- Budget balance remaining
- Explanation of major changes

If there are variations you don't understand, ask the library director to explain them. Depending on the information you receive, the board may need to adjust and/or amend the budget. The majority of Iowa library ordinances allow the library board the authority to shift funds from one line item to another as needed. The library may need to request an amendment to the city's certified budget as discussed below.

The library and city finance officer should monitor the library appropriation to ensure sufficient funds are available prior to board approval of library expenditures and to ensure timely amendment to the certified budget, if necessary.

Amending the Certified Budget

The library may spend only the amount budgeted within one fiscal year. If the library receives additional income from any source (grants, donations, etc.) that additional income cannot be spent unless the certified budget is amended to include it. No city department, including the library, should spend more than has been budgeted for its department unless the certified budget is formally amended by the city council.

Most cities routinely amend their certified budgets; library amendments, if any, should be included. Amendments must be approved and published by city officials before May 31 of the current fiscal year, the statutory deadline for city budget amendments.

The city clerk or city budget manager should be consulted to determine the date when the library's amendments must be submitted for inclusion in the city's amendment hearing. A legal form for requesting an amendment will be provided by the city.

Permanent Accounts and Special Revenue Funds

One of the biggest mistakes that library boards can make is to not have plans for unexpected funding. It is not unheard of for Iowa libraries to have funds diverted from the library to the city's General Fund because there were no plans for the funds and no encumbrances or trust accounts established.

Iowa Code 384.3 states that *"all money received for city governmental purposes from taxes and other sources must be credited to the general fund of the city, except those*

monies received for the purposes of...trust and agency funds."

Funds remaining in the library account at the end of the fiscal year will revert to the general fund unless the city has given authority to the library board to carry over the funds in the library account or unless the funds are designated to a specific account. There are two types of accounts:

- Permanent accounts, where the library can only spend the interest generated.
- Special revenue funds, that allow the library to spend the entire amount in the account.

The basis for this change is Government Accounting Standards Board (GASB) Statement #34 from June 1999 that took effect in either 2001 or 2002, depending upon the city's level of revenue.

These account(s) may be established for funds being saved for a particular project. If there is no purpose for the account other than accumulating money, the account(s) may not be allowed. The board, working with the director, should plan for unexpected funds: Is there a need for an addition or new building for the library? Is new shelving needed? Are more computers needed? Does the library intend to automate or purchase a different automation system?

The money in these accounts:

- Will carry over from year to year until the purpose for which it was established is accomplished.
- Is not to be used for day-to-day operation of the library unless the trust provides, such as an endowment trust.
- Will not revert to the city General Fund.
- Will be expended only by a motion of the library board and only for the purpose specified in the trust, such as the "library building project."

If the library has plans for year-end funds, the board should request that the city council pass a resolution to authorize carryover of the fund balance or establish either of the above accounts. The resolution should indicate, among other things, the title of the account(s), the purpose of the account(s), and whether the interest on the fund is to be added to the account(s). The city council then passes a resolution establishing these account(s) to accumulate funds for a planned purpose or project.

A word of caution: Gifts and donations given to a public library must be retained and accounted for by the public library. These gifts and donations become "public funds"

upon receipt by the public library and may not be simply turned over or given to another private organization such as a library foundation.

Investments

There are several local and state restrictions on spending public money and even more restrictions on investing it. According to state law, your city must have a written investment policy in place and a designated finance officer whose responsibility it is to invest public funds according to the investment policy. Library trustees are not the city's designated finance officers, so the board cannot invest any of the library's money, even if the trustees have accepted a generous bequest.

Petty Cash

Generally speaking, petty cash is established for the payment of relatively small purchases as postage, deliveries, or urgently needed supplies. When payment by check is not always possible or practical, a petty cash fund is established on an imprest basis to handle these small purchases. The Governmental Accounting, Auditing and Financial Reporting (GAAFR) definition of "imprest account" states in part that this is *"an account into which a fixed amount of money is placed for minor disbursements…"*

As a public agency, the library's internal control over the petty cash fund is important and should be conducted openly. The petty cash should be placed in the custody of a specific employee who is authorized to disburse the fund in accordance with stipulated restrictions as to maximum amount and purpose. The following recommendations should be considered regarding petty cash funds:

- The petty cash fund should be established by Board action. The board should approve a policy to authorize the maximum amount of the petty cash fund, the types of allowable disbursements, the method and frequency of replenishment and the authorized custodian.
- On a periodic/monthly basis, the petty cash fund should be balanced and replenished by check to the original established amount.
- All cash received or collected by the library should be recorded as a receipt and deposited in the bank. It is not acceptable to replenish petty cash with miscellaneous library receipts such as fines or copy fees.
- Petty cash funds should not be used to cash personal checks.
- Payment receipts should support petty cash payments. For example, these could include postage receipts, cash register receipts or other documentation to explain the petty cash item that was purchased or paid for.

Gifts and Memorials

Boards and directors need to anticipate how much money they expect to receive from all funding sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process.

Encumbrances

An encumbrance is a purchase order or contract entered into by the library before the end of the fiscal year for goods and services not yet received. For example, new laptop computers ordered for the library in June, but not delivered until after July 1, would be an encumbered obligation. The funds set aside in the budget for the laptops would carry over to the next fiscal year because the obligation for the order was encumbered (or made) before the end of the fiscal year.

Audits

According to the Iowa Auditor of State (August 2020): *"Cities under 2,000 population with $1 million or more in budgeted expenditures in two consecutive years will be required to have an annual examination. Cities with budgeted expenditures of $1 million or more in a single year will continue to be subject to a periodic examination, not an annual examination. Cities under 2,000 population with less than $1 million of budgeted expenditures will be subject to a periodic examination to be performed at least once every eight years."*

As part of the city's audit, the library may be asked to provide its financial records. In cooperation with its city government, some library boards have requested an audit be done simply as a safeguard of the library's finances. Also, a city audit may be required if federal funds in excess of $300,000 have been disbursed or expended during the fiscal year. Be aware that sometimes the financial statements of a Friends Group or a Foundation also become part of the library's audit process.

Budget & Finance: Roles and Responsibilities of the Director, Board, and City

Category	Library Director	Library Board	City Council and Mayor	City Clerk or Administrator
ADVOCACY	Keeps the library board informed of library activities, needs and concerns.	Stays informed about library activities, needs and concerns.	Includes the library in planning and budgeting for capital improvement projects.	Stays informed about library activities, needs and concerns.
BUDGETING	Prepares a draft budget request.	Reviews draft budget request including line items. Approves final budget request based on board approved priorities. Supports and advocates for the budget request when presented to the city.	Determines and appropriates city funding to the library budget.	
MONTHLY EXPENDITURES	Explains monthly library expenditures to the board.	Approves monthly expenditures; ultimately and legally responsible for how funds are spent.	Reviews library bills from month-to-month and includes them with other city expenses for payment.	Pays library expenses following approval of those expenses by library board at its meetings.
FINANCIAL REPORTS	Provides library board with monthly financial reports.	Reviews monthly financial reports; prioritizes needs to match available funding. Has authority to shift funds from one line item to another as needed.		Provides library with monthly report showing paid expenditures and spending status (month-to-date and year-to-date)
COMMUNICA-TION	Informs city council, mayor, city staff about library activities, needs and concerns.	Informs city council, mayor, city staff about library activities needs and concerns.	Stays informed about library activities, needs and concerns.	Communicates process and practice behind budget amendments.

Additional Sources of Funding

In addition to city and county funding (the primary source of funding for the majority of Iowa public libraries), boards should be aware of the following possible additional sources of funding.

Special Library Levy

Prior to July 2023, many Iowa cities and towns had passed a levy for the library through a public vote. This was commonly referred to as the "27-Cent Special Library Levy." Once passed by voters at a city election, this special levy allowed for additional tax funding for public libraries. In 2023, the Iowa legislature passed HF718, which was then signed by the Governor. HF718 eliminated many of Iowa's special levies, including the 27-Cent Special Library Levy, making it no longer available as an additional source of revenue for libraries.

State Funds

Public libraries receive state funding through the **Enrich Iowa Program**, which includes **Direct State Aid**, **Open Access** and **Interlibrary Loan Reimbursement**. The funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor before being distributed to participating libraries by the State Library.

- **Direct State Aid** is distributed to public libraries based on meeting the standards prescribed in the **Public Library Standards**.
- **Open Access** is a reciprocal borrowing program which enables library customers from a participating library to check out materials, in person, free of charge. Libraries participating in Open Access are subsidized for each item loaned to a nonresident user. Open Access funding supplements, not replaces, local funding.
- **Interlibrary Loan Reimbursement** is a program intended to provide Iowans equal access to library resources by encouraging and supporting resource sharing among different types of libraries. The program pays a subsidy for each item loaned to eligible Iowa libraries. Interlibrary Loan Reimbursement funding supplements, not replaces, local funding.

Federal Funds

Through the Grants to States program, the **Institute of Museum and Library Services** (IMLS) provides federal **Library Services and Technology Act** (LSTA) funds to state libraries, including the State Library of Iowa, using a population-based formula. In Iowa, LSTA funds are used primarily to support statewide programs and services such as the annual summer library program, staff and board education, statewide access to online resources, interlibrary loan network through **State of Iowa Libraries Online** (SILO); the

Iowa Center for the Book; **Public Library Standards** and more.

Library-Specific Foundations

A library foundation is established to become a vehicle for gifts, bequests, memorials, fund-raisers, capital campaigns, etc. for that specific library only. Such a library foundation functions as a separate entity and can attain 501(c)(3) status from the Internal Revenue Service. Gifts to this foundation are tax deductible to the donor. One factor which makes setting up a foundation extremely attractive is that many donors, such as corporate foundations, will give only to organizations that have 501(c)(3) status. Of course, the library board may also accept monetary gifts and bequests without establishing a foundation. In order to earmark the funds and demonstrate compliance with the terms of the gift, the board will need to ask the city to establish a library trust account. See "Trust Accounts" section for additional guidance. Gifts or donations made directly to a public library are also tax deductible. Any income the library receives directly must be reported to the city because of its responsibility to account for all income (and expenditures) as required by **Iowa Code 384.20**.

Community Foundations

Iowa Community Foundations are tax-exempt charitable organizations created by and for Iowa communities to encourage citizens to give financially to their communities. Community foundations:

- Are local organizations with deep roots in the community.
- Offer personalized service tailored to each individual's charitable and financial interests.
- Help people invest in the causes they care about.

Grants from the Community Foundation are available to any group within the community and libraries are eligible to apply. Find more information from **Iowa Community Foundations**.

Friends of the Library Groups

A **Friends Group** can help raise funds for special library projects. Friends groups are excellent at attracting publicity and encouraging good public relations and good will for a library. A foundation, described above, may act as a Friends Group.

The **United For Libraries** website from the American Library Association is a good resource for Friends groups, foundations, and trustees. Some of their material is free; some is behind a paywall requiring paid membership.

Private Grants

Private foundations, businesses and corporations may award grants to assist local libraries with programs, services or building projects. Many times the grants are from local or regional organizations or businesses that wish to give back to their communities. The **Foundation Directory Online** is published yearly and is a source for private grant information.

Find more about **Funding & Grants** on the State Library website.

"In my view, investing in public libraries is an investment in the nation's future..."

Bill Gates



An Evolution of Marion Public Library's Digital Branch

PREPARED FOR:

Ashley Osborn
Marion Public Library

PREPARED BY:

de Novo Marketing

View Document

Thanks for Thinking de Novo!

de Novo uses SparkHL to respond to RFPs, outline scope and pricing, and as our online contract agreement.

To navigate between sections, simply scroll up and down. Additionally, you can download this proposal as a PDF by clicking the 3 dots in the upper right corner of your window. If you choose this option, note that any links within the PDF may not be accessible, and videos will not autoplay in the proposal.

Accepting this proposal means you are ready to engage with de Novo and agree to our Master Services Agreement. You can indicate your selected options in the comments or by letting us know in an email. When you're ready to move forward, sign electronically at the bottom of the document and click "Finish" at the top of the screen.

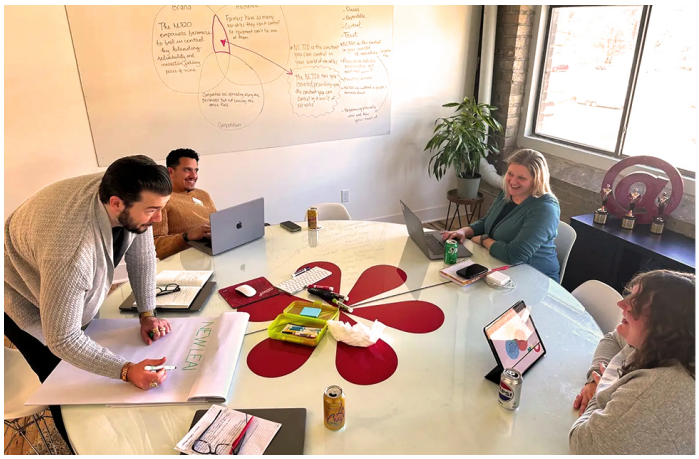


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Our Philosophy

Refreshingly Meaningful

At de Novo, **creativity** is the **essence** of who we are. It's the key to **refreshing** work crafted to tell your story, tap into your audience, and **replenish** the human desire to *stand for something*. Because, after all, you mean business, and we make business **meaningful**.





One of the benefits of working with our team is that you get the best of our Collective Creative. ***Our team is your team.***

When you partner with de Novo, you're not just hiring an agency. You're expanding your team. Your pain points become our pain points. Your goals become our goals. And your victories become our victories.

Simply put, we give a damn—about your organization, our process, your success—and it shows. **Tap into** our Collective Creative—full of ideas, strategies, and years of experience—and let's work together to make extraordinary work sincere, **satisfying**, and moving. And in the end, strive for results you can't help but ***celebrate***.

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The Think Fresh Process

New ways of thinking change the game. We've built our reputation on caring about yours. By blending creativity with meaning, we craft work that stands up, shows out, and helps you achieve your goals. Here's how we do it.



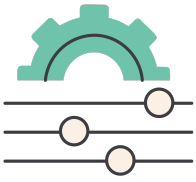
UNCOVER & UNDERSTAND

First, we listen to you. We want to understand your goals, your pain points, and the information you know matters to patrons. We dig into your Google Analytics to understand patron needs and patterns. Then, we will do our own research to uncover insights and develop a deeper, broader comprehension of the situation, including barriers and motivators, so we can provide you with sound, strategic recommendations that will lead to an effective website.



IDEATE & IMPLEMENT

One of the benefits of working with de Novo is that you get the best of our Collective Creative. Our team collaborates to bring you the best concepts and strategies to make your site not only functional, but also a great user experience. Big ideas fuel great work, but strategic implementation is the key to success. So, we also have a well-defined process to deploy according to plan. It's this mix of art and science that truly brings your website to life.



REFINE & REFRESH

We are not a set-it-and-forget-it agency. After your site launches, our team monitors and maintains it and provides you with support throughout the year with our hosting and maintenance program. We work to keep your site safe, accessible and compliant with WCAG2.2 standards and a top-notch experience for visitors. Once the site is complete, we train you and your staff and provide you with access to our client portal for fast and responsive support from our team when you need it.

View Document

Meet The Team



JEN NEUMANN
Owner/CEO



JILL MAST
Vice President, Director of Client Service



LIZ ERBE
Office & Operations Manager



RYAN SHENEFELT
Head of Digital, Account Manager



ALICIA ANDERSON
Head of Development, Sr. Account Manager



ASHLEY BURDT
Account Manager



ANDREW DEMASO
Account Coordinator



CHAD COOPER
Copywriter & Content Strategist



KASSIE HENSEL
Copywriter & Content Strategist



BECCA RAVERA
Creative Services Manager of Design



ALLY MACHALA
Digital Strategy Lead



KIM BUI
Digital Marketing Coordinator



ANNIE SEXTON-STEWART
Head of Creative



ANDREW RAVERA
Senior Video Producer



JAV DUCKER
Creative Media Designer



BROOKE RUCKDASHEL
Web Development Lead



LIZ SANDERS
Web & Operations Specialist

View Document

The Next Chapter

When we build a website for a public library, we design it with both your patrons' needs and your staff's workflow in mind. Drawing on our experience working with community hubs like the **Coralville Public Library** and the **Cedar Rapids Public Library**, we suggest the following key features:

Custom Post Types

Library websites require frequent updates for events, book releases, programs, and announcements. To make this process seamless, de Novo implements custom post types within WordPress.

- **Upload Once, Populate Everywhere:** Your staff will be able to enter a new program, holiday closure, or featured book list into a simple, customized form in the backend and with "tags" that guide where it will post to.
- **Automated Site Distribution:** The system is built to automatically distribute that content to the homepage, specific age-group pages (e.g., Kids, Teens, Adults), and the site-wide sidebar, eliminating the need to update multiple pages manually and saving your staff hours of redundant work. We can also set posts to expire - eliminating the need to manually take them down.

Seamless Catalog & ILS Integration

Ensuring a cohesive user journey when patrons search for books or manage their accounts is critical.

- **Integrated Search Experience:** Following the successful structure we implemented for the *Coralville Public Library*, we will configure a prominent, branded catalog search bar on your homepage.
- **ILS Coordination:** This search bar will link seamlessly with your Integrated Library System (Polaris), keeping the look and feel completely cohesive with Marion Public Library's brand standards as patrons transition from browsing library news to reserving materials.
- **Library Market integration:** Integrating Library Market into your site to keep room reservations and event calendars easy to find and accessible.

Core Website Specifications

View Document

- **Responsive Design:** Your site will be fully optimized for fast loading and responsive browsing across all device types—mobile, tablet, and desktop—and tested on the latest versions of Firefox, Chrome, and Safari.
- **Robust WordPress CMS & Elementor:** We build exclusively on the WordPress platform, utilizing the Elementor framework. This combination delivers ultimate backend flexibility and an easy-to-use editor so library staff can easily make on-the-fly text and image edits without needing to write a single line of code.
- **Litigation Protection via WCAG 2.2 ADA Compliance:** Public institutions are frequent targets for accessibility litigation. We build all our municipal and library sites strictly to **WCAG 2.2 accessibility standards**. The final site will include a clear data privacy manager (cookie consent banner), a templated privacy policy, and an accessibility statement in the footer detailing your compliance and resolution process. During training, we'll offer guidance on keeping your site accessible as you manage it after launch. And with our dedicated heating and maintenance program, we're only a call away for questions and help!

THE de NOVO WEBSITE PROCESS *(The Nerdy Stuff)*

Our standard website redevelopment process takes between 4 to 6 months, moving deliberately through structured milestones to ensure absolute clarity and client approval. The order of operations, below, is approximate and is based on similar projects.

Inception, Discovery & Sitemap

We begin with a discovery questionnaire for your team to help us come prepared to dive right in at our kick-off meeting. The in-depth project kick-off meeting will allow our teams to outline user objectives, define site goals, audit existing content, and workshop the sitemap. Our digital strategists will present an optimized sitemap mapping out the navigation and parent/child page architecture (includes one round of client revisions).

Content Development & Design & Mockups

Once the sitemap is approved, our copywriter and content strategist will draft the website content. This document will outline all of the website content, including text, buttons, call to actions, and other functionality for your review. After the content is approved, our Art Director and UX designers will develop a custom, high-fidelity mockup using Figma. The homepage mockup will allow your team to see exactly how your brand, colors, and

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responsive flow will function before a single line of code is written (includes one round of client revisions).

Custom Development & Content Integration

Upon design approval, the de Novo development team gets to work on our secure staging environment. We establish the database, configure WordPress, custom-code your page templates, set up the Elementor page builder, and implement your Custom Post Types and ILS search integrations. We also conduct full technical SEO optimization (meta-tags, schema markup, and image alt-text) to ensure the site is easily searchable by both search engines and modern AI search tools.

Soft Launch, Staff Training & Hand-Off

Before going live, the site enters a **two-week Soft Launch period** on a secure sandbox server. During this time:

- We install Google Analytics (GA4) and Google Tag Manager.
- We perform cross-browser compatibility and WCAG 2.2 accessibility scans.
- Dedicated Training: de Novo will host a 2-hour hands-on training session with Marion Public Library staff, providing detailed documentation and best practices on WordPress editing, event posting, and maintaining ADA accessibility.
- Once your team signs off, we handle the secure domain migration and launch the site to the public!

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Scope of Work & Quote

Thank you for requesting this quote. To say we are excited to build something that represents what the Marion Public Library means to the community is an understatement.

The scope of work—outlined in detail in the previous section—is followed by the quote for site development, and your monthly hosting and maintenance agreement.

Item	Price	Qty	Subtotal
Website Development (One-time Build)	$25,000.00 One Time	1	$25,000.00

- Site Development
  - Project kick-off meeting
  - Integration of third-party software, where agreed upon
  - Content reorganization, development and optimization (content photography provided by client or contracted separately)
  - One round of changes to sitemap
  - One round of changes to website content
  - One round of changes to home page mockup
  - One round of changes once final site is sent to client for review
  - Responsive site that works on all devices and screens
  - Site built to WCAG2.2 standards
  - Full training and documentation on site

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Item	Price	Qty	Subtotal

Website Hosting & Maintenance (begins at soft-launch)
 	
• **Hosting and Maintenance**
  ◦ Access to de Novo's technical support portal
  ◦ Hosting costs included (under de Novo hosting only)
  ◦ Licensing costs: standard plugins/security/software/framework
  ◦ Timely/emergency security updates/patches when advised
  ◦ Monthly maintenance/updates to software
  ◦ Daily backups
  ◦ 12 hours of client-requested support/year
  ◦ Bi-annual accessibility checks and remediation
  ◦ Daily checkpoints/rollback available
  ◦ Uptime Monitoring
  ◦ 12 hours of support each year, which may be used at any time. Hours are renewed each year at the anniversary of your site launch
  ◦ Data Privacy Manager(Cookie/Consent) Manager
• Hourly assistance available if 12 hours of annual support are exceeded, billed at $160/hour
	$325.00
	Repeats monthly
		1	$325.00

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Subtotal	$25,325.00
Amount due	$25,325.00

ASSUMPTIONS & AGREEMENTS

All of the above services have been estimated based on the information available to us at the time of submittal. de Novo reserves the right to charge up to a 15% contingency fee for hours/services incurred above these estimates. Additional fees for excessive revisions, delays, and work stoppages may be incurred. de Novo will issue a change order for your approval for any deviation from the approved contract. Billing will be estimated and billed to a monthly progress schedule unless otherwise agreed upon by both parties.

Stock Assets

The estimate(s) listed above does not include the cost of licensed stock imagery or stock video footage, if required for the project. Stock images licensed for this project(s) will be billed at a flat rate of $20 per image. Stock video footage will be billed at a flat rate of $50 per clip. Additional fees apply for stock images or footage acquired outside standard sources. All costs will be presented and approved before completion of the final deliverable.

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Refreshingly Meaningful Work

Coralville Public Library

A public library is the virtual front door to a community. When the Coralville Public Library needed a fresh digital presence, they turned to de Novo to design a highly accessible, responsive, and easily manageable web platform that could serve their diverse patron base on any device.

The Challenge

The Coralville Public Library wanted to establish a consistent brand while also giving staff a streamlined way to keep the website fresh. Their previous system required tedious manual updates across multiple sections of the site for announcements, closures, events, and new collections. Additionally, the library needed a seamless way to integrate their physical catalog search while ensuring the entire platform met modern web and accessibility standards to protect against digital compliance litigation.

Library leadership and the City of Coralville wanted a website that made information easy to find for current residents and showcased the library as an accessible community amenity.

The End Goals Became Clear:

- Create a visually appealing and mobile-friendly site.
- Restructure the navigation and layout with an eye toward improved accessibility and patron success
- Improve site coordination and governance for regularly required tasks and announcements.
- Organize information for improved communication, transparency, and responsiveness.
- Prioritize ADA accessibility

Our Approach

We collaborated closely with the library's leadership and staff to understand patron journeys, content hierarchy, and daily workflows. Our approach was mobile-first, structuring a clean sitemap and developing interactive desktop and mobile mockups to ensure intuitive navigation for all generations. To eliminate administrative friction, we designed custom

View Document

backend workflows that allowed non-technical staff to update library information instantly.

The Work

The new website is built on the secure, robust **WordPress CMS** utilizing the **Elementor framework** for drag-and-drop editing.

- **Custom Post Types:** We engineered custom post types so that library staff can upload an upcoming event, program announcement, or featured book list once and have it auto-propagate to all relevant pages and sidebars across the site.
- **Polaris ILS Search Integration:** We designed and integrated a custom-branded catalog search bar directly on the homepage, allowing patrons to query the library's Polaris Integrated Library System seamlessly while maintaining cohesive branding.
- **ADA WCAG 2.2 Compliance:** To protect the city and library from compliance litigation, we built the entire site to strict WCAG standards, implementing a secure data privacy manager, alt-text schema, and a formal accessibility statement in the footer.
- **Migration & Fine-Tuning:** The project included full navigational planning, SEO optimization, and content migration, followed by hands-on CMS training for the library team

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The Results

The redeveloped **CoralvillePublicLibrary.org** is a beautiful, fast-loading, and responsive resource that serves as an active community hub. By introducing automated custom post types for content distribution, we successfully eliminated hours of duplicate data entry for the library staff, allowing them to focus on serving patrons.

Take a look at: CoralvillePublicLibrary.org

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(More) Refreshingly Meaningful Work

Eastern Iowa Airport

Planning a trip can be fun, but it can also be stressful and complicated. The same can be true of navigating a website.

See how we helped the Eastern Iowa Airport's website take flight, offering a fresh look and easy navigation for an elevated user experience.

The Eastern Iowa Airport serves a wide audience, with nearly 30% of the state's passenger traffic choosing to use CID for business and leisure travel across the United States and around the world. Their website is often the first point of contact for travelers. With big traffic came a need for a website that was easy on the eyes and easier for people to navigate, making it simpler to find important information and resources while highlighting all that CID has to offer.

Our Approach

We started by collaborating with the Eastern Iowa Airport to understand their audience and discover what was most important to them in the development of their new site. From the onset, we had clear goals to design a website that:

• Featured a dynamic and professional look and feel
• Was accessible and informational
• Provided consistent, intuitive navigation so information was clearly discoverable
• Could be easily updated, maintained, and administered by the CID team and stakeholders
• Had quick load times on devices and browsers and mobile responsiveness for every screen size

Our focus was to create a smooth user experience. We had the benefit of having previously worked with the Eastern Iowa Airport to develop their branding, giving us the knowledge to bring together design elements in a seamless way that stayed true to their identity.

We also sought to capture the airport's vibrant atmosphere, recent renovations, and growing list of non-stop flights—an important distinction for an airport of its size.

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Over the course of several months, our team completed discovery, sitemap structure, content creation, user testing, and final site development.

The Work

During our previous work with the Eastern Iowa Airport, we developed a refreshed brand representative of their progress, energy, and growth.

As part of this transformation, we first solidified the identity. We created FLYCID as the main identifier, aligning with the airport code (CID) and bringing cohesion to the overall brand. From there, our team brought the new brand to life through refreshed colors to increase vibrancy, bold fonts to establish presence, and a new logo as the visual centerpiece.

Each choice was creative, strategic, and intentional, especially when it came to logo development. From the forward motion to convey the airport's momentum and vibrant atmosphere to the negative space as a visual representation of the aviation industry, each element serves a purpose and contributes to the larger story.



And that was just the start...

Magic happens when you combine creativity with technical expertise and UX design. The de Novo team handled all website redevelopment and photography. With years of web development experience on our side, we created a site that followed best practices for navigation, compliance, and usability while also being visually appealing.

Top-line navigation makes it easy for specific audiences to discover the information that matters to them.

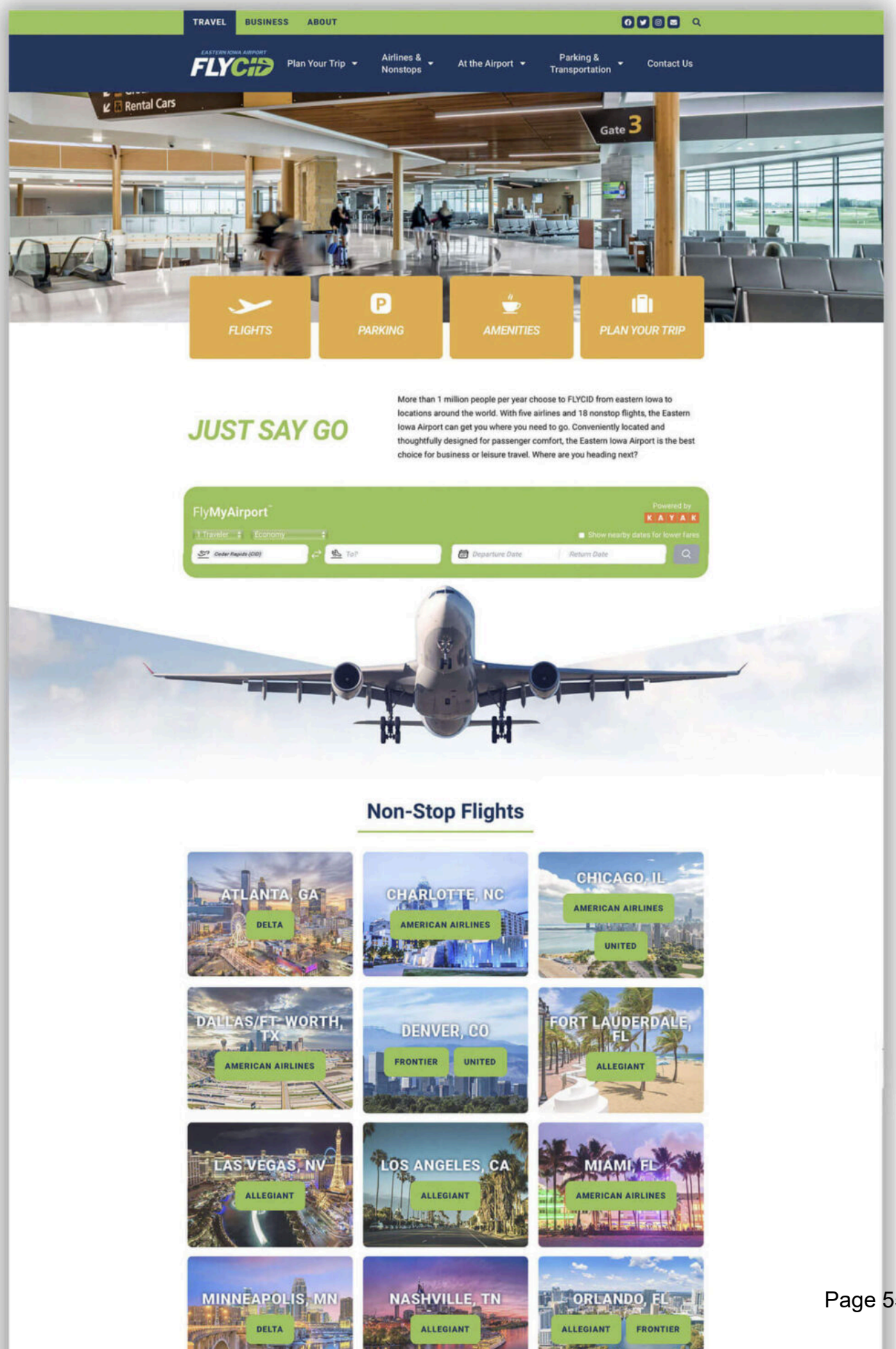
Important and popular details—like flight status and non-stop flights—are displayed prominently.

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Eye-catching iconography and photography keep users engaged and help them find exactly what they need, from flight tracking and parking to terminal amenities and guest services.

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More Meaningful Work

City of Mount Vernon

A city's website is its front door to the world. Developing and designing an effective, engaging website involves empathy, creativity, and attention to detail. That's even more so when transforming a city's online presence.

The Challenge

Develop a Website that Engages, Promotes, and Connects.

Mt. Vernon city leaders reached out to us to redesign and redevelop their website. The site was antiquated, unorganized, and difficult to navigate for both staff and residents.

BEFORE:

View Document



City leaders wanted a website that made information easy to find for current residents and showcased the vibrant community.

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The End Goals Became Clear:

- Create a visually appealing and mobile-friendly site.
- Restructure the navigation and layout with an eye toward improved accessibility.
- Improve site coordination and governance for regularly required tasks and announcements.
- Organize information for improved communication, transparency, and responsiveness.

Our Approach

The more we talked with city leaders and stakeholders, the more we viewed this beyond a website redevelopment project; this was an opportunity for a complete digital transformation.

For instance, we learned that the city only kept paper records and people had to print every form and submit at City Hall. A new website offered the perfect chance to transition all paper forms to digital documents—saving resources, increasing accessibility, and streamlining processes. We went to work implementing a communications platform that offered staff and residents a variety of capabilities through one portal, including:

- Collection of online forms and payments.
- Trackable online requests for action that could be assigned among staff members.
- Creation of the city's first email newsletter.

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- Creation and monitoring of social media updates across multiple platforms.
- Activation of SMS text updates.

From there, we analyzed data from their current site and collected staff input to prioritize content, pages, and forms that were most important to their residents, including information about utilities, billing, and other city services.

We then reevaluated the site palette to bring in bright, vibrant colors, captured original photos and videos to add the personal touch, and revisited specific messaging to instill clarity and create a welcoming tone.

The Work

The new site stands as a sign that Mt. Vernon has arrived, with updated messaging, vibrant imagery, and clear navigation. It's also designed for mobile, keeping user experience at the forefront. The modernized look and feel engage visitors and make the site easy to explore.

The new communications platform offers digital versions of PDF forms, online payments, and a ticketing system for residents to easily submit requests and city leaders to track and respond. The platform stores all records within one system, allows the city to send timely alerts, and brings much-needed consistency and transparency to city processes. These features are especially important for city managers.

AFTER:

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PAY MY BILL

I want to...

Mount Vernon IOWA

Welcome | Things to Do | Services | Government | Contact



Pay my Bill | Garbage Service | Parks & Rec Registration | Permits & Forms | Request for Action | Munic Code

ANNOUNCEMENTS

Leaf Pickup: April 15th-26th, 2024

April 9, 2024

Spring leaf pick-up will begin Monday, April 15th at 7:00 a.m., and ends on Friday, April 26th.

- Leaves must be raked to the curb and be free of sticks, debris and other obstructions.
- Adverse weather conditions may cause a delay in leaf pickup.
- Residents may also bring leaves to the composting facility at 1655 Bryant Road SW. Leaves must be free of bags, sticks and/or debris.

Read More

Water Quality Report 2023

March 18, 2024

Every year we do a Water Quality Report for the City of Mt Vernon, Iowa. Here are the results for 2023. Water is tested constantly all year. Did you know our water department tests weekly for Chlorine, twice a week for Manganese and Phosphates, and monthly for Bacteria just to name a few? The DNR sets the testing schedules and they are followed to make sure the water in Mount Vernon is safe for everyday use! Stay hydrated Mt Vernon!

Read More

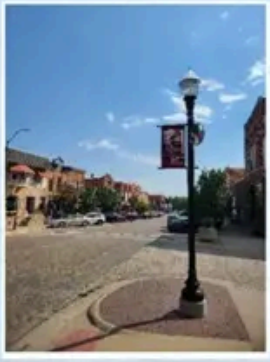
March 2024 Newsletter

February 27, 2024

The March newsletter is your guide to upcoming events, city spring cleaning, swimming lesson sign up, and events at the LBC!

Read More

VIEW ALL ANNOUNCEMENTS »



Uptown Streetscape Improvement Project

The City has initiated the kick-off of its Streetscape Master Plan project in Uptown Mount Vernon, IA. This plan will serve as a vision for the future design of Uptown for 1st Street from 3rd Avenue SW to B Avenue SE, as well as the adjoining North Alley area.

Be in the know, and be part of it all! Take the survey and give us your opinion.

Learn More

Take the Survey

Our Town

Welcome to historic Mount Vernon, Iowa. Take a stroll through our lively uptown district filled with charming shops and boutiques. Dine at top-rated restaurants with local flair. And discover countless cultural treasures — from art galleries to historic sites, a farmer's market, local and state parks, a landmark theater, and more.

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Master Services Agreement

Thank you again for requesting this quote for services. Below is our standard contract including information on our non-disclosure policy, and artistic rights (you own them) to material we collect on your behalf. It's a lot of yadda yadda yadda but you should read it.

This MASTER SERVICES AGREEMENT ("Agreement") is entered into by and between de Novo Alternative Marketing LLC dba de Novo Marketing ("Agency") and Marion Public Library ("Client") (together the "Parties", and each a "Party") as of the date the last Party hereto signs this Agreement ("Effective Date").

Background

Agency is a full-service marketing agency providing design, web development, digital marketing, videography, photography, communications, content creation, and related services to clients. Client desires to engage Agency to provide its services, and Agency desires to accept the engagement in accordance with the terms and conditions of this Agreement.

Terms & Conditions

1. Scope of Services.

1.1. Agency will provide Client the services and deliverables (collectively, the "**Services**") set forth in the Proposal or Scope of Work document (collectively, the "**SOW**") attached hereto and incorporated herein, or within the body of the proposal. Should Client request Agency to perform additional services beyond the scope of those identified in the attached SOW, such additional services shall be detailed in a separate SOW or other writing executed by the Parties, which shall be subject to, and considered part of, this Agreement.

1.2. Client appoints Agency as its agent for all purchases of media, production costs, engagement of talent, or other services and materials required to fulfill the Agreement or produce the Work Product. Client reserves the right to cancel any such authorization, whereupon on receipt of written notice of such cancellation, Agency will take all appropriate steps to effect such cancellation, provided that Client will reimburse and hold Agency harmless for any costs incurred by Agency as a result.

2. Intellectual Property Ownership.

2.1. Subject to the limitations of this Section 2, all work, campaigns, trademarks, service marks, slogans, artwork, written materials, drawings, video, photographs, design and graphic materials, software code, mobile applications, or other materials that are subject to copyright, trademark, patent or other intellectual property protection that is developed or produced by Agency in fulfillment of this Agreement (the "**Work**

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Product") shall be the property of the Client provided: (i) such Work Product is accepted by Client within 2 months of being proposed by Agency; and (ii) Client has paid all fees and costs associated with creating or producing such Work Product. All title and interest to such Work Product shall vest in Client as "works made for hire" within the meaning of the United States copyright laws. To the extent that any such Work Product is not considered a work made for hire pursuant to law, Agency hereby transfers and assigns all of its title, rights and interest in and to such Work Product to Client.

2.2. It is understood that Agency may occasionally license materials from third parties for inclusion in the Work Product. In such circumstances, ownership of such licensed materials remains with the thirdparty licensor and is subject to the terms of the applicable third-party license. Wherever possible, Agency will keep Client informed of any such limitations, and Client agrees that it will be bound by the terms of such third-party license(s).

2.3. To the extent any pre-existing Agency property is contained in any of the Work Product (including, but not limited to, any works of authorship, inventions, know-how, and/or source-identifying matter that is created, developed or conceived by or on behalf of Agency), Agency, upon the satisfaction of the conditions in section 2.1, grants to Client a limited, royalty-free, non-exclusive, perpetual, non-assignable, worldwide license to use such Agency property solely in connection with Client's use of the Work Product as contemplated by this Agreement. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any of Agency's trademarks, trade names, or any other proprietary or intellectual property of the Agency.

2.4. Agency shall be permitted to display representative copies of the Work Product in Agency's work portfolio in print, digital and online formats for Agency's promotional purposes, including the submission of any completed and published Work Product in relevant award competitions. Client grants to Agency, and Agency accepts from Client, a limited, non-exclusive license to display the completed, accepted, and implemented Work Product for such purposes.

3. Client Materials.

3.1. Where Client has supplied to Agency any information, artwork, logos, images, copy or other written, graphic or pictorial materials (the "Client Content") for Agency's use in connection with the Services, Client hereby gives and grants to Agency a limited, non-exclusive license and right to utilize, display and reproduce such Client Content in the Work Product and/or in connection with the Services.

3.2. Client covenants that it owns or has secured all necessary rights to the Client Content and that such Client Content does not infringe any patent, copyright, trademark, trade secret, or any other proprietary or intellectual property right of any third party, including individuals whose likeness appears in the Client Content.

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4. Client Approvals; Review.

4.1. Client shall designate in writing the individual(s) with whom Agency will communicate regarding all aspects of the Services or this Agreement. Client is responsible for providing timely reviews and approvals of the deliverables and providing timely responses to Agency inquiries relating to the Services. In the event of a delay by Client in granting any necessary authority or approval to Agency, which delay causes an increase in fees or costs associated with the Services, or a delay in the completion date of any deliverable, Client shall be solely responsible for such increased costs and delayed completion dates and agrees to pay such increase in fees and costs to Agency, including any dormancy or restart fees charged by Agency. Projects stalled by Client for a period of 30 days or more are subject to a $200 reactivation fee. Client will assume responsibility for any increased fees or costs for delayed work completion by third parties arising out of any delayed grant of necessary authority or approvals.

4.2. Client will ensure that all facts reasonably within Client's knowledge that are stated in all Client Content provided to Agency or in any deliverables incorporating such Client Content are substantially true and not materially misleading. Client will have the exclusive responsibility to ensure that the materials created or developed by Agency conform to all requirements or restrictions imposed by law on Client's business. Client agrees that Agency has no obligation to conduct such due diligence or provide any regulatory compliance services or legal review of any kind for any Client Content.

5. Compensation. Client will pay fees and costs to Agency as detailed in the SOW.

6. Payment Terms

6.1. Unless otherwise provided in the SOW, Agency will generally send retainer invoices on or about the 1st business day of each month. Time & materials and fixed fee project invoices will be sent around the second week of the month. Payment for the charges itemized in the invoices will be due within 15 days of the invoice date. Interest will be charged at the rate of 1.5% per month on all invoices that remain unpaid 30 days after receipt by Client.

6.2. In the event the SOW specifies a flat project fee to be charged to Client for Agency's Services, a nonrefundable deposit payment based on progress billing may be due upon signature of this Agreement (unless otherwise negotiated to a different amount). Progress billing will continue for the duration of the project, and the remaining balance is due immediately prior to the release of the final delivered work.

6.3. Any out-of-scope Services will be billed monthly. Any Services requiring a flat fee or upfront bulk payment will be billed as the Services are incurred.

6.4. Agency will invoice Client for all production items, photography buyouts, placements, software, and other non-media related third-party costs or fees either prior to incurring such costs or fees or upon

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occurrence, plus an industry-standard markup of 25%. Where a commission is received from a third-party media company, such commission will be in lieu of the markup. For digital media purchases made on Client's behalf, a 5% advertising finance charge will be assessed. All such third-party costs, markup, and/or commissions are pre-approved by Client.

6.5. For all media, production services, talent engagement, or other services or materials purchased by Agency on Client's behalf, Client agrees that Agency shall be held liable for payments only to the extent proceeds have cleared from Client to Agency for such third-party purchases or expenses (sequential liability); otherwise, Client agrees to be solely liable to the media or other relevant third party for any and all expenses incurred on behalf of Client.

6.6. Agency's fees are based upon its prevailing hourly, flat or retainer rates for services in effect on the date of the Agreement. Agency's prevailing service rates are subject to adjustment periodically to reflect increases in its internal costs or market conditions.

6.7. Mileage outside of the Cedar Rapids area will be billed at the prevailing IRS reimbursement level without markup.

6.8. Agency reserves the right to delay the commencement or continuation of work on a Client engagement or project until Client has remitted the required payment to Agency.

6.9. Agency reserves the right to charge a contingency fee of up to 15% for hours incurred over estimate without prior authorization. Services that are out of scope or costs exceeding contingency will be communicated to Client prior to incurring or performing work.

6.10 In the case of ongoing monthly service contracts, the monthly cost will increase 5% on a yearly basis, effective on the anniversary month of the contract each year.

6.11. In the event Agency must pursue legal action to collect or recover its fees or costs from Client, Client will bear all fees and expenses, including, without limitation, attorney's fees, incurred by Agency in such recovery or collection action.

7. Term. Unless otherwise specified in an SOW, the term (the "Term") of this Agreement will commence on the Effective Date and will continue in perpetuity unless terminated earlier in accordance with Section 8 below, or as renegotiated by mutual agreement, or for the duration of the contracted project.

8. Termination.

8.1. Either Party may terminate this Agreement or any SOW for any reason on 60 days written notice to the other Party.

8.2. Either Party may terminate this Agreement or any SOW if the other Party fails to perform or otherwise materially breaches any of its obligations, covenants, or representations and fails to remedy such failure or breach within 14 days after the injured Party delivers notice to the breaching Party reasonably detailing the breach.

8.3. Agency's rights, duties, and responsibilities shall continue up through the effective date of termination. Client shall be responsible for payment of all fees incurred in connection with the Services performed for or delivered to the Client, as well as all out-of-pocket costs and expenses paid or advanced to third parties by Agency on behalf of the Client prior to the effective date of termination.

8.4. Upon termination of the Agreement, Agency will, upon Client's request, return, transfer and/or assign to Client: (1) all proprietary information or materials in Agency's possession or control belonging to Client, subject, however, to any rights of third parties; and (2) any contracts with third parties, including advertising media, production partners, or others, upon being duly released by Client and any such third party from any further obligations. Client shall bear the costs associated with the transfer of Client's property to Client. Request for any materials six months after termination will be subject to a $500 retrieval fee.

8.5. Expiration or termination of this Agreement shall result in the automatic termination of all SOWs then in effect. Expiration or termination of any or all SOWs shall not, by itself, result in the termination of this Agreement or any other SOW.

9. Confidentiality and Safeguard of Party's Property.

9.1. Client and Agency each agree to keep in confidence, and to not disclose or use for its own respective benefit, or for the benefit of any third party (except as may be required for the performance of services under this Agreement or as may be required by law), any Confidential Information of the other party in its possession. Agency and Client will each take reasonable precautions to safeguard the Confidential Information of the other entrusted to it and shall not disclose the Confidential Information of one another to any third party without the authorization of the disclosing party.

9.2. "Confidential Information" shall include, without limitation, marketing, technical, financial and business information and models, names of potential customers or partners, proposed business deals, reports, plans, market projections, software programs, data, or any other confidential and proprietary information relating to the work, and all of Agency's proprietary information including original proposals, recommendations, concepts or ideation related to Client's business.

The term Confidential Information excludes: (i) any data or information that is already known by or in possession of the receiving party at the time it is disclosed to the receiving party; (ii) has become generally known to the public through no wrongful act of the receiving party; (iii) has been lawfully obtained by the

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receiving party from a third party without restriction on disclosure of it; (iv) is required to be disclosed by operation of law; (v) is independently developed by the receiving party without use, directly or indirectly, of the Information received from the other party; or (vi) is furnished to a third party by the disclosing party hereunder without restrictions on the third party's right to disclose the information.

9.3. All Confidential Information shall be kept confidential by the Parties following the termination or expiration of this Agreement. Agency will not use any Confidential Information of Client for any purpose other than to perform its work and obligations to Client pursuant to this Agreement.

10. Mutual Non-solicitation. During any term of this Agreement and for a period of 2 years after the completion of any work or services pursuant to it, neither Agency nor Client shall (i) contact, solicit, divert or take away the other'semployees, independent contractors, vendors or consultants, whose names or identities were known by any means during the Agreement term and arising out of the Services to which the Agreement relates, (ii) attempt to cause any of the other's employees, independent contractors, vendors or consultants to refrain from working for or providing goods or services to the other; or (iii) assist any other person or persons in an attempt to do any of the foregoing. This Section 10 does not prevent either Party from issuing general solicitations or from hiring those personnel who respond to general advertisements or solicitations for employment that are not directed at the other Party's personnel.

11. Notices. Any notice shall be deemed given on the day of receipt if notice is transmitted by postal mail or commercial courier, or upon the date of transmission if transmitted electronically. Any notice required under this Agreement shall be delivered:

if to Agency:
de Novo Marketing

Attn: (account manager)
329 10th Avenue SE, Suite 206
Cedar Rapids, IA 52401

info@thinkdenovo.com or assigned account manager
Or to Client's mailing address or primary contact's email address.

12. Indemnification

12.1. Client agrees to indemnify and defend Agency for all damages and losses (including reasonable attorney's fees, costs and expenses) arising from any claims or actions by third parties against Agency, including those by governmental or regulatory authorities, relating to (a) Client's breach of this Agreement, or (b) any claim for false or misleading advertising, libel, slander, piracy, plagiarism, invasion of privacy, or infringement of intellectual property based upon (i) materials furnished by Client or (ii) materials created by

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Agency that are substantially modified by Client. Client Content and any other information or data obtained by Agency from Client to substantiate claims made in advertising shall be deemed “materials furnished by Client.”

12.2. Agency agrees to indemnify and defend Client for all damages and losses (including reasonable attorney’s fees, costs and expenses) arising from any claims or actions by third parties against Client for piracy, plagiarism, or infringement of intellectual property based upon materials created by Agency that are contained in the Work Product, other than materials furnished or substantially modified by Client.

12.3. Any party entitled to be indemnified pursuant to this Agreement (“Indemnified Party”) shall provide prompt written notice to the party liable for such indemnification (“Indemnifying Party”) of any claim or demand that the Indemnified Party has determined has given or could give rise to a right of indemnification under this Agreement.

The Indemnifying Party shall promptly undertake to discharge its obligations hereunder. Additionally, the Indemnifying Party shall employ counsel reasonably acceptable to the Indemnified Party to defend any such claim or demand.

The Indemnified Party shall have the right to participate in the defense of any such claim or demand, at its own expense, and may settle or compromise such claim or demand, without prejudice to its rights hereunder. The Indemnified Party shall cooperate with the Indemnifying Party in any such defense.

13. Limitation of Liability. Agency cannot accept responsibility for any alterations, including additions, modifications and deletions, caused by a third party or Client to the Work Product once completed by Agency. In the event of any claim, demand, alleged loss, or alleged damage arising out of Work Product provided by Agency to Client, Agency’s total liability to the Client shall not exceed the amount of fees or other compensation paid to Agency pursuant to this Agreement. Pass-through expenses such as postage and media costs shall not be considered to be fees or compensation. UNDER NO CIRCUMSTANCES SHALL AGENCY BE LIABLE FOR ANY LOSS OF USE, INTERRUPTION OF BUSINESS, LOSS OR CORRUPTION OF DATA, OR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING LOST PROFITS) REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), LAW, EQUITY OR OTHERWISE.

14. Disclaimer of Warranty. Agency warrants that it will perform the Services in accordance with industry standards and using reasonable care and skill. THESE WARRANTIES ARE CLIENT’S EXCLUSIVE WARRANTIES AND REPLACE ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. WITH RESPECT TO MARKETING SERVICES, AGENCY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES OF EFFECTIVENESS, SPECIFIC BUSINESS RESULTS, OR SPECIFIC QUALITY OR QUANTITY OF RETURN OR RESPONSE.

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15. ADA Compliance. Where Agency's scope of work includes the design and development, and/or maintenance of a Client website or app, Client acknowledges and understands that, unless otherwise provided for in an applicable SOW, Agency's scope of work does not include ensuring compliance with the ADA. Client shall be responsible for providing any and all specifications concerning ADA compliance applicable to the Client. Agency shall be responsible solely for building to the specifications provided by the Client. Client further understands and acknowledges that, irrespective of any additional duties undertaken by Agency under an applicable SOW, accessibility of any content added to the site or app by Client such as video and images are the responsibility of the Client and any design changes or decisions requested by Client, regardless of whether Agency identifies such as potentially violating any ADA guidelines, will be made with the knowledge of the Client taking responsibilities for such decisions. Where Agency has expressly advised Client that the website satisfies the applicable ADA compliance standard, and it is later determined by the Client that any part of the website is not in compliance with said standard, Client will promptly inform Agency in writing of the noncompliance, and Agency shall, at no cost to Client, remediate website within the time period specified by Client.

16. Data Privacy Regulation Compliance. Where Agency's scope of work includes the use of Client data or information, or consumer information assembled or processed by Client, Client acknowledges and understands that, unless otherwise provided for in an applicable SOW, Agency's scope of work does not include ensuring compliance with U.S. federal or international data privacy regulations. Client shall be responsible for providing any and all specifications concerning use of any consumer data provided to Agency by Client. Without limiting any indemnification obligation of Client, Client further agrees it will indemnify and hold Agency harmless from Client's negligence or intentional failure to comply with relevant privacy or data security laws and regulations, rules, or industry codes and guidelines, including the CCPA or GDPR, relevant to any Data in possession or control of Agency related to a SOW between the parties.

17. Right to Engage in Other Activities. Client acknowledges and agrees that Agency may provide services of the same or a similar nature as the Services for one or more third parties during and after the term of this Agreement and that, except as expressly agreed to by the Parties in writing, nothing in this Agreement will operate to impair, restrict, limit, or prohibit Agency from providing any such services.

18. Entire Agreement; Modifications. This Agreement constitutes the sole Agreement of the Parties hereto and supersedes all prior agreements, promises, negotiations, or representations between the Parties not expressly stated herein. All subsequent modifications shall be in writing and signed by the Parties.

19. No Joint Venture. Nothing contained in this Agreement will be deemed or construed as creating a joint venture or partnership between the Parties. Agency is, and will always continue to be, an independent contractor.

20. Severability. The invalidity or unenforceability of any provision of this Agreement will not affect the

View Document

validity or enforceability of any other provision hereof, each of which will remain in full force and effect, so long as the economic or legal substance of the transactions contemplated hereby is not affected in a manner materially adverse to any Party. Further, it is the intention of the Parties that, if any court construes any provision or clause of this Agreement, or any portion thereof, to be illegal, void, or unenforceable because of the duration of such provision, such court shall reduce the duration, and, in its reduced form, such provision shall then be enforceable and shall be enforced.

21. Force Majeure. Agency shall not be deemed in default of this Agreement to the extent that its performance is prevented or delayed due to causes beyond its reasonable control, including, but not limited to, natural disaster, act of God, labor controversy, civil disturbance or act of terror, disruption of the public markets, war or armed conflict, pandemic, or the inability to obtain sufficient materials or services required in the conduct of its business, including Internet access, or any change in or the adoption of any law, judgment or decree.

22. Governing Law; Dispute Resolution. This Agreement shall be governed by and interpreted in accordance with the laws of the state of Iowa without regard to its conflict of laws principles. Jurisdiction and venue for resolution of all disputes arising out of this Agreement shall be in Linn County, Iowa.

AGREED TO BY

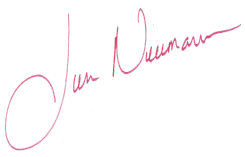
First & Last Name

Title

Ashley Osborn

Signature

Jennifer Neumann
CEO
de Novo Marketing



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Granicus Proposal for Marion Public Library

ORDER DETAILS

Prepared By:	Brittany Greer
Phone:	
Email:	brittany.greer@granicus.com
Order #:	Q-567691
Prepared On:	31 Aug 2026
Expires On:	07 Sep 2026

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
Granicus Web - Enhanced Package	Milestones - 40/30/30	1 Each	$25,515.00
OpenCities Security License - Services Setup and Configuration Package	Up Front	1 Hours	$0.00
		SUBTOTAL:	**$25,515.00**

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
OpenCities SaaS License	Annual	1 Each	$7,594.20
OpenCities Cloud Security License	Annual	1 Each	$0.00
		SUBTOTAL:	**$7,594.20**

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
OpenCities SaaS License	$7,973.91	$8,372.61	$8,791.24	$9,230.80
OpenCities Cloud Security License	$0.00	$0.00	$0.00	$0.00
SUBTOTAL:	**$7,973.91**	**$8,372.61**	**$8,791.24**	**$9,230.80**

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:
: HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/

PRODUCT DESCRIPTIONS

Solution	Description

Granicus Web - Enhanced Package	The Enhanced package provides a citizen-focused website with a robust UX process. This package utilizes standard CMS functionality to create a modular homepage layout. It is recommended for organizations that have a small/medium website implementation team with the capacity to engage in a design process to feature their existing branding using proven design patterns for digital transformation.
	This package includes:
	• Professional Project Management
	  ○ Weekly / bi-weekly communication
	• Basic UX Consultation, which may include one (1) or more of the following based on consultation with client:
	  ○ One (1) site analytics report based on Google Analytics
	  ○ One (1) homepage heatmap analytics visualization
	  ○ One (1) internal stakeholder survey
	  ○ One (1) Community survey export
	  ○ One (1) modular homepage wireframe based on predefined building blocks
	  ○ Information Architecture (IA) best practices review
	• One (1) Content Rationalization Package (basic)
	  ○ Best practices review, one (1) hour session
	  ○ Site scrape loaded into AIM framework document
	• One (1) Visual Design Package
	  ○ One (1) homepage design concept
	  ○ Interior page sample
	  ○ Mobile version sample
	  ○ Up to three (3) rounds of design revisions
	• Up to two (2) CX features
	  ○ Choose from Granicus library
	• Development/CMS Implementation

Solution	Description

	• Content Migration - up to one hundred (100) pages
	• QA & Accessibility Report
	• Remote Training
	  o Delivered in three (3) non-consecutive sessions, eight (8) hours total
	  o Up to ten (10) people

OpenCities SaaS License	The OpenCities platform allows you to launch modern, easy to use websites that evolve to put the needs of your community at the center. The SaaS License includes: - All OpenCities out of the box functionality (excluding optional/premium modules priced separately) - Platform setup and full project management - Managed cloud hosting via Microsoft AzureGov - Ongoing security updates - Ongoing product updates and enhancements - WCAG AA Accessibility maintained perpetually - 99.9% up-time guarantee and 24/7 support for Priority 1 issues (per SLA) - Comprehensive SLA and Support Ticketing system See subscription agreement for details.
OpenCities Cloud Security License	Deployment of Imperva Security and Content Delivery Network (CDN). Providing leading caching and security resulting in enhanced protection from malicious attacks. Once configured, it continuously monitors and blocks attacks. With a global 24/7/365 security operations center, it provides an expertly managed web application firewall, distributed denial of service attack protection, and advanced bot detection.
OpenCities Security License - Services Setup and Configuration Package	Setup and configuration of Websites & CMS Imperva License

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-567691 dated 31 Aug 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Marion Public Library to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- AI SYSTEM USAGE: Notwithstanding anything to the contrary in any contract between Client and Granicus, Client's use of AI functionality contained in any Granicus product or service will be subject to the terms set forth in the AI Addendum located here: https://granicus.com/wp-content/uploads/AI-Functionality-All-Products.pdf Any conflict between the terms of the contract and the AI Addendum will be resolved in favor of the Addendum. If Client is not willing or able to accept the terms set forth in the Addendum, Client is not permitted to access or use any AI functionality absent separate written agreement between Client and Granicus.

- Billing Frequency Notes (Milestones - 40/30/30): Payments shall become due and payable as follows: 40% of the total upon signature of this Agreement; 30% of the total upon homepage design approval; and 30% of the total upon go-live.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-567691 dated 31 Aug 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Marion Public Library	
Signature:	
Name:	
Title:	
Date:	

Prepared by:

LIBRARYMARKET

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

Project Proposal

Library**Website**

Prepared for:

Marion Public Library
1101 6th Avenue
Marion, IA 52302

Created:

September 10, 2026
Estimate valid for 90 days.

WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

Meet **Hootie.**

Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!



Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.

OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:



BEN BIZZLE
chief executive officer & owner

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

12 Years Library Experience
24 Years IT Experience



STEVEN TROTTER
chief creative officer & owner

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

25 Years Design & Branding Experience
15 Years User Interface Design Experience



VALERIE CARROLL
chief operating officer & owner

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

5 Years Library Experience
5 Years Project Management Experience
Master of Arts, English
Bachelor of Arts, English



JOE BOX
chief information officer & owner

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

13 Years Library Experience
16 Years IT Experience

OUR TEAM

DUSTIN HOOD
project manager

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

6 Years Project Management Experience

LINDSAY SARIN
project manager

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

9 Years Library Experience
8 Years Project Management Experience
Master of Library Science
Bachelor of Science, English & History

HAYLEY WEBB
lead content manager

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

5 Years Content Management Experience

Master of Arts, English
Bachelor of Arts, English

CLAY FREEMAN
chief technology officer

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

8 Years Web Development Experience

Master of Science, Computer Science
Bachelor of Science, Computer Science

JEREMY JACKSON
lead frontend developer

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

4 Years Web Development Experience

CLAY LIDDELL
lead backend developer

Clay leads research and development for new calendar features, validation, and data structures.

5 Years Web Development Experience

Bachelor of Science, Computer Science

Section **One**

Library**Website**

design & development



OUR WORK

Madison County Public Library



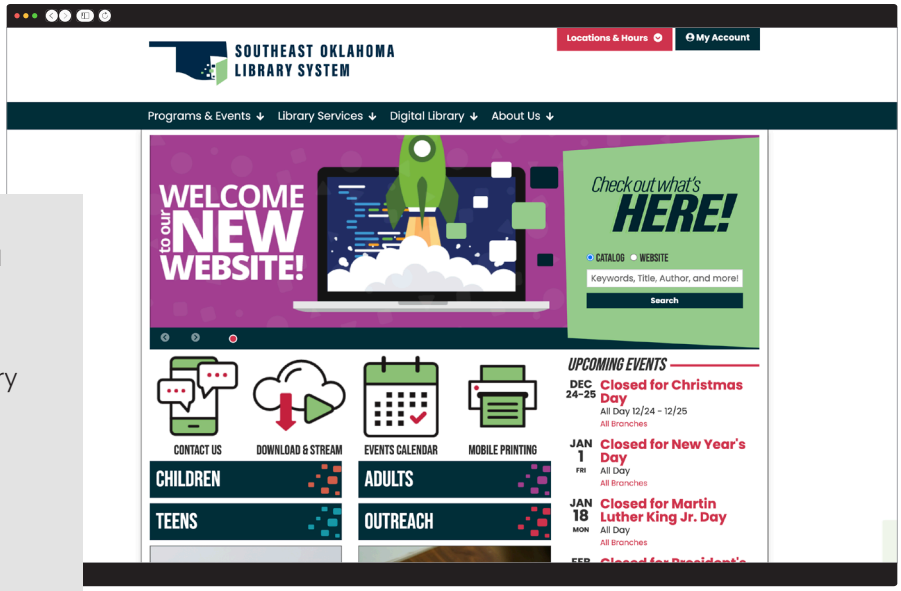
Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

www.madisonlibrary.org

SOUTHEAST OKLAHOMA LIBRARY SYSTEM



Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

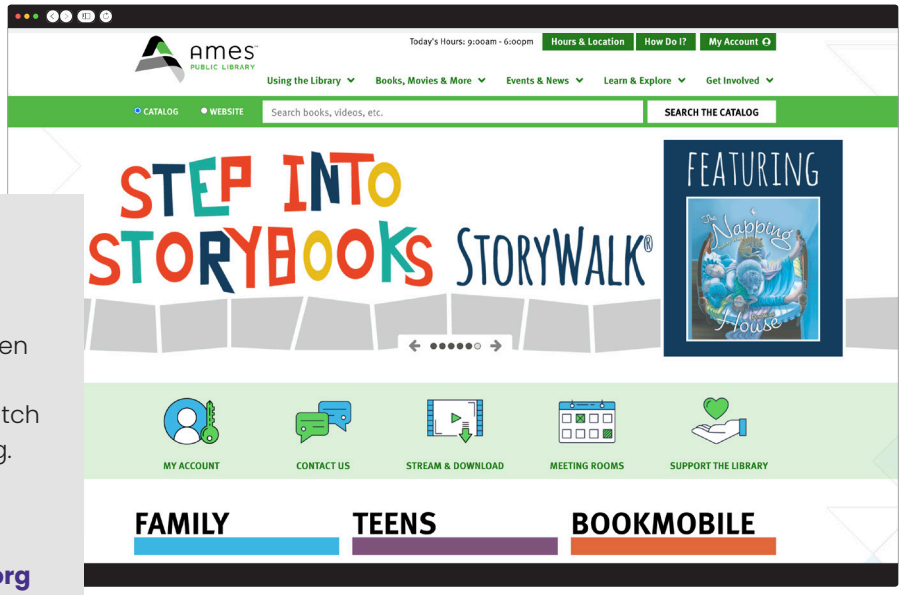
McAlester, OK

www.seolibraries.com

Check out our website for even more examples of our work & product details! www.librarymarket.com

OUR WORK
CONTINUED

ames™
PUBLIC LIBRARY



Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA
www.amespubliclibrary.org

Sayville Library



Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY
www.sayvillelibrary.org

Check out our website for even more examples of our work & product details! www.librarymarket.com

EXECUTIVE SUMMARY

Benefits of a Library**Market Website**

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

Content Management

- Allows staff to quickly and easily edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

FEATURES

Library**Website** is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!

Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.

Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.

Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

FEATURES
CONTINUED

Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.

Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.

CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.

Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

FEATURES
CONTINUED

Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** – displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.

Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

FEATURES
CONTINUED

Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.

Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.

Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.

Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom "view" blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal's webforms module, allowing staff to create and collect responses from custom forms.

Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

FEATURES
CONTINUED

Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content

Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place all content from the package on the new website with appropriate caps placed on archived content such as board minutes or blog posts; staff receives thorough training that allows them to place any new content after site launch. Library staff will export overall calendar content to the new Library**Calendar** system, including events, registrations, and room reservations (an optional, add-on migration service is available for a limited set of other calendar platforms—see Library**Calendar** section for more detail).

Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

FEATURES
CONTINUED

Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.

Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.

Accessibility

Library Market designs and develops websites in compliance with WCAG 2.1 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).

Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.

Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

FEATURES
CONTINUED

Optional Services

Slide Package - our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

Support Retainer - 36 hours of post-launch development or design work for any client requests for new features.

Technical Specifications

Content Management System	Drupal 10
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 8
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

Section **Two**

Library**Market**

project process & management



PROJECT PROCESS



Discovery

Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.



Design

Build a plan for the website that includes the development of information architecture, site design, and design proofs of any custom content types created for the library.



Development

Begin development, turning the design and wireframes into a functional website.

CONTENT PLACEMENT

As development continues, our team will migrate, place, and style content according to the approved site design and information architecture.

QA & TESTING

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile devices.



Delivery

Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

TRAINING

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

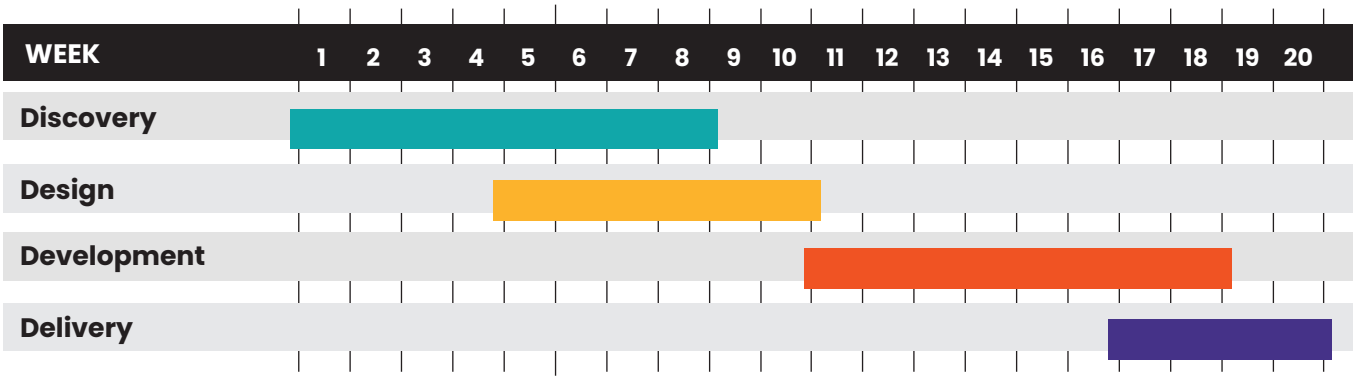
LAUNCH

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

HOSTING & MAINTENANCE

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

STANDARD TIMELINE



DISCOVERY *estimated hours: 24*

Discussions	Design Discovery Meeting, Content Review & Development
Decisions	Set project timeline, outline desired features of new website
Deliverables	Detailed project plan, Findings Report, Site Map, Content Templates

DESIGN *estimated hours: 27*

Discussions	Design Discovery, Design Review
Decisions	Approve site design
Deliverables	Page mockups

DEVELOPMENT *estimated hours: 54*

Discussions	Content Package Review, Administrator Training
Decisions	Finalize site launch plan
Deliverables	Production website, admin site access

DELIVERY *estimated hours: 21*

Discussions	Staff Training
Decisions	N/A
Deliverables	Live website and staff user manual

SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations. Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process.

CLIENT SUPPORT



How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.



Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the Development phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.



Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of $200 or a 36-hour minimum retainer contract available for $3,600.

CLIENT REFERENCES

Morgan Mullins
Marketing and Public Relations Librarian, Rowan County Public Library
mmullins@rowancountylibrary.org
(606) 784-7137 etc. 417
https://www.rowancountylibrary.org/

Todd Schlitt
Director, Amityville Public Library
(Former)Adult Services, Half Hollow Hills Community Library
tschlitt@amityvillepubliclibrary.org
(631) 264-0567
https://www.hhhlibrary.org/

Erica Richardson
Library Director, Benbrook Public Library
erica@benbrooklibrary.org
(817) 249-6632
https://www.benbrooklibrary.org

Louise Alcorn
Library Technology Coordinator, West Des Moines Library
louise.alcorn@wdm.iowa.gov
(515) 222-3573
https://www.wdmlibrary.org/

Tara Kohles
Library Director, Central Islip Public Library
tkohles@cilibrary.org
(631) 234-9333 ext. 110
https://www.cilibrary.org/

Section **Three**

Library**Market**

project terms & pricing



OUR OFFER

$ 24,900

Library**Website**

Content Management

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.1 AA Accessibility Compliance

Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.

PROJECT FEES

Website - Initial Development Fees

Description	Week #	Budget
• Website Discovery	1-8	$4,650
• Website Design	5-10	$5,375
• Website Development	11-18	$10,800
• Website Delivery	17-20	$4,075
Total Cost		**$24,900**

Ongoing Costs

Description	Rate	Budget
• Hosting & Maintenance	Annual	$2,000
Total Cost		**$2,000**

First-year total **$26,900**

TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Marion Public Library
1101 6th Avenue
Marion, IA 52302

Whereas,
1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** and Library**Website** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and
2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound,
the Parties agree as follows:

SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

SECTION 3. BILLING AND PAYMENT

3.1. Compensation
Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at $.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project

TERMS & CONDITIONS
CONTINUED

Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

3.2. Payment Schedule
Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library**Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.
Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

3.3. Late Payment
A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of $200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

TERMS & CONDITIONS
CONTINUED

only, shall not be reproduced or copied in whole or in part.

SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which: is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

SECTION 8. LIMITATION OF LIABILITY

Each party agrees to indemnify and hold harmless the other Party and its officers, agents and employees from all loss, liability, claims or expense (including reasonable attorneys' fees) arising out of negligent or intentional act or error or omission of the indemnifying party,

TERMS & CONDITIONS
CONTINUED

their agents, servants or employees in the performance of services under this agreement, whether direct or indirect, except that the indemnifying Party shall not be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the indemnified Party or any of its officers, agents or employees.

8.1. Damages

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

8.2. No Infringement

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same, the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

SECTION 9. CONFIDENTIAL INFORMATION

9.1. Definition

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be

TERMS & CONDITIONS
CONTINUED

provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through no fault of the receiving Party;
b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;
c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;
d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and
e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

9.2. Nondisclosure
During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such non-disclosure/non-use obligations.

9.3. Agreement
Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

9.4. Injunctive Relief
In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities

TERMS & CONDITIONS
CONTINUED

and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
2) Make no attempts to resell the Product.
3) Use the Product only for lawful purposes.
4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
5) Implement and maintain external procedures for reconstruction of lost or altered files, data, or programs.
6) Establish designated points of contact for interfacing with the Provider.
7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

SECTION 12. SERVICE PERFORMANCE GUARANTEES

12.1. Hosting and Service Outages
The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

12.2. Customer Service
Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of $50.00 per backup copy.

SECTION 14. TERMINATION

14.1. Termination Procedures
If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its

TERMS & CONDITIONS
CONTINUED

option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

14.2. Insolvency
This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

14.3. Charges
The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or litigation.
The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by litigation.

SECTION 16. GENERAL PROVISIONS

16.1.
This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

16.2.
Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

16.3.
The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

16.4.
This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted

TERMS & CONDITIONS
CONTINUED

assignment, subletting, or transfer shall be void.

16.5.
If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

16.6.
No delay or failure of either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

16.7.
In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 14.

16.8.
The Client shall furnish, at the Provider's request but no more frequently than annually, a signed certification:
1) verifying that the Product is being used pursuant to the terms of this Agreement and
2) listing the locations where the Product is being used.

16.9.
This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

16.10.
This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

ACCEPTANCE

Checks payable to:

Library**Market**

Address:
PO Box 17332
Jonesboro, AR 72403

Proposal Date:
September 10, 2026

Job Descriptions	Total
• Library**Website** Design & Development	$24,900.00
• Library**Website** Maintenance & Hosting (Annual)	$2,000.00
Total Cost	**$26,900.00**

Payment Terms

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

Client Name

Position

Signature of Approval

Date



September 10, 2026

Ben Bizzle | CEO

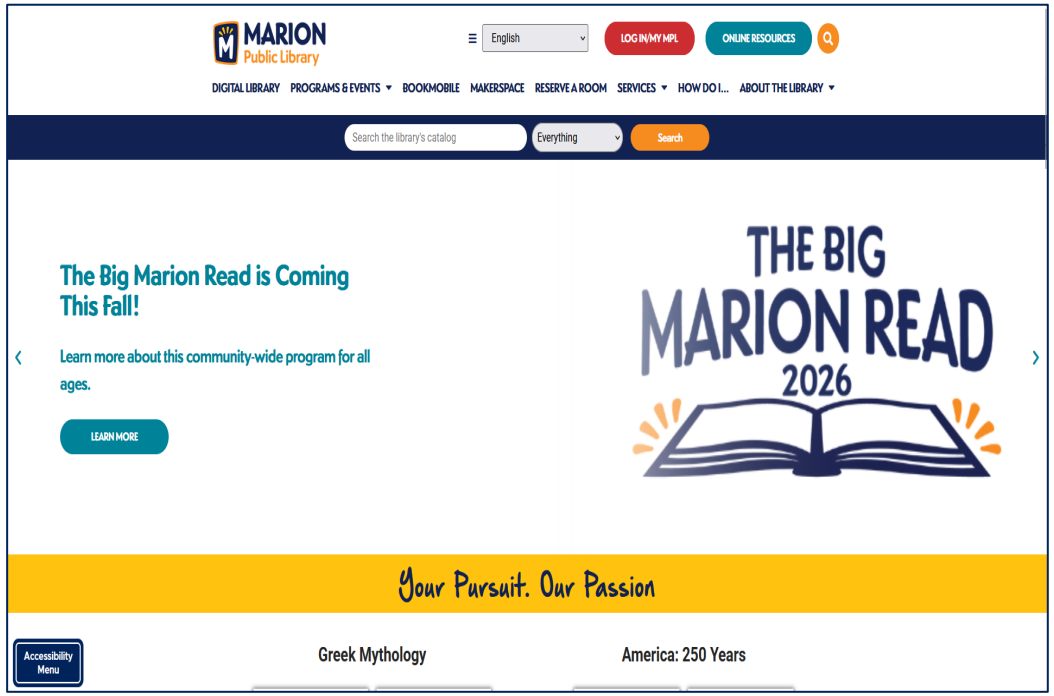
Date

FY27 Website Redesign: Proposal Summary and Recommendation

MARION Public Library

Background & Purpose

- Current website no longer meets the needs of today's library users
  - Complex structure
  - Evolving accessibility standards
  - Limited knowledge on how to update – risk to service continuity
- Future website aims to serve as a modern, accessible, and efficient digital hub
- Costs
  - Build: $26,000
  - Hosting/maintenance: $1,710/year (current budget)



MARION Public Library

Vendor 1: deNovo Marketing

- Local marketing agency in Cedar Rapids
- Considerations of proposal:
  - Strong website development process
  - Previous work with a variety of organizations, including libraries
  - New website would be built in the same platform as current website
  - Website platform requires specialized knowledge and training
- Costs
  - Build: $25,000
  - Hosting & Maintenance: $3,900/year (higher than current budget)



MARION Public Library

Vendor 2: Granicus

- Vendor that focuses on services to support government entities
- Considerations of proposal:
  - Previous work with libraries
  - Strong understanding of importance of public-facing communication
  - Integration with current program and reservation system may present challenges for staff
  - Software training for staff would be required
- Costs
  - Build: $25,515
  - Hosting & Maintenance: $7,594.20/year (higher than current budget)



MARION Public Library

Vendor 3: LibraryMarket

- Library-specific vendor, current events calendar and room reservation software vendor
- Considerations of proposal:
  - Ease-of-use for staff who are not familiar with website design
  - Ability to plan and schedule content in advance
  - Vendor would manage two major pieces of software
  - Minimal software training for staff would be required
- Costs
  - Build: $24,900
  - Hosting & Maintenance: $2,000/year (higher than current budget)



MARION Public Library

Staff Recommendation

- Staff recommend **LibraryMarket** as the new website vendor
- Recommendation reasons include:
  - Website is designed to be library-forward
  - Ease-of-use by multiple users
  - Built-in accessibility checkpoints as items are created and pushed live
  - Ability to schedule content, which provides timely updates for patrons



MARION Public Library

FY26 Annual Report: Marion Public Library

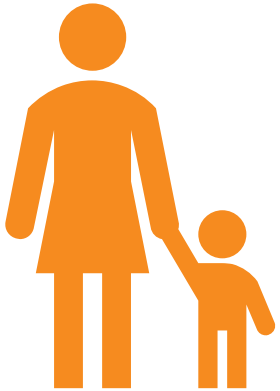
Ross McIntyre, Library Board of Trustees

MARION
Public Library

FY26: By The Numbers



175,667
library visitors



78,939
program attendees



3,438
new library cards

MARION
Public Library

FY26: By The Numbers



156
notary
appointments



504
meeting room
reservations



9,346
study room
reservations

MARION
Public Library

The Collection

- New additions to the collection:
  - Library of Things
  - Adventure Pass
  - Multi-language learning resources
- Removes barriers to access, language and communication for patrons of all ages and abilities
- Multiple offerings elevate the community's experience while using the library



MARION Public Library

Programs & Events

- New program efforts:
  - Art classes with Eastern Iowa Arts Academy
  - Culinary classes with Horizons
- Expands and strengthens community partnerships between local nonprofits and library
- Provides patrons with opportunities to learn new skills from local experts



MARION Public Library

Bookmobile

- First full year of service
- Visits parks, schools, businesses, nonprofits, and senior living communities five days per week
- Takes materials and resources throughout Marion
- Supports library's commitment to ensure equitable access to resources



MARION
Public Library

Library Services

- Services cover a variety of categories (technology help, resource assistance)
- Community food pantry launch
  - Provides food and personal hygiene items to community members during library operating hours
  - Supports library's commitment to ensure equitable access to resources and enhance community engagement





MARION Public Library

Foundation & Friends

- Work collaboratively to advocate and support library efforts
- Items supported by the Foundation & Friends last fiscal year include:
  - Culinary classes
  - Community food pantry
  - Bookmobile materials
  - Digital resources
  - Youth programs

  … and more!



MARION
Public Library

Staff & Volunteers

- 43 staff members with 160 combined years of service
- Volunteers support various library initiatives
  - Shelving materials
  - Day-of program needs
  - Library services (food pantry, etc.)
- Work of staff and volunteers elevates the internal and external customer experience the library provides



MARION
Public Library

Library Financials

Budget

- Adopted Budget: $3,141,125
- Actual Expenditures: $2,754,788

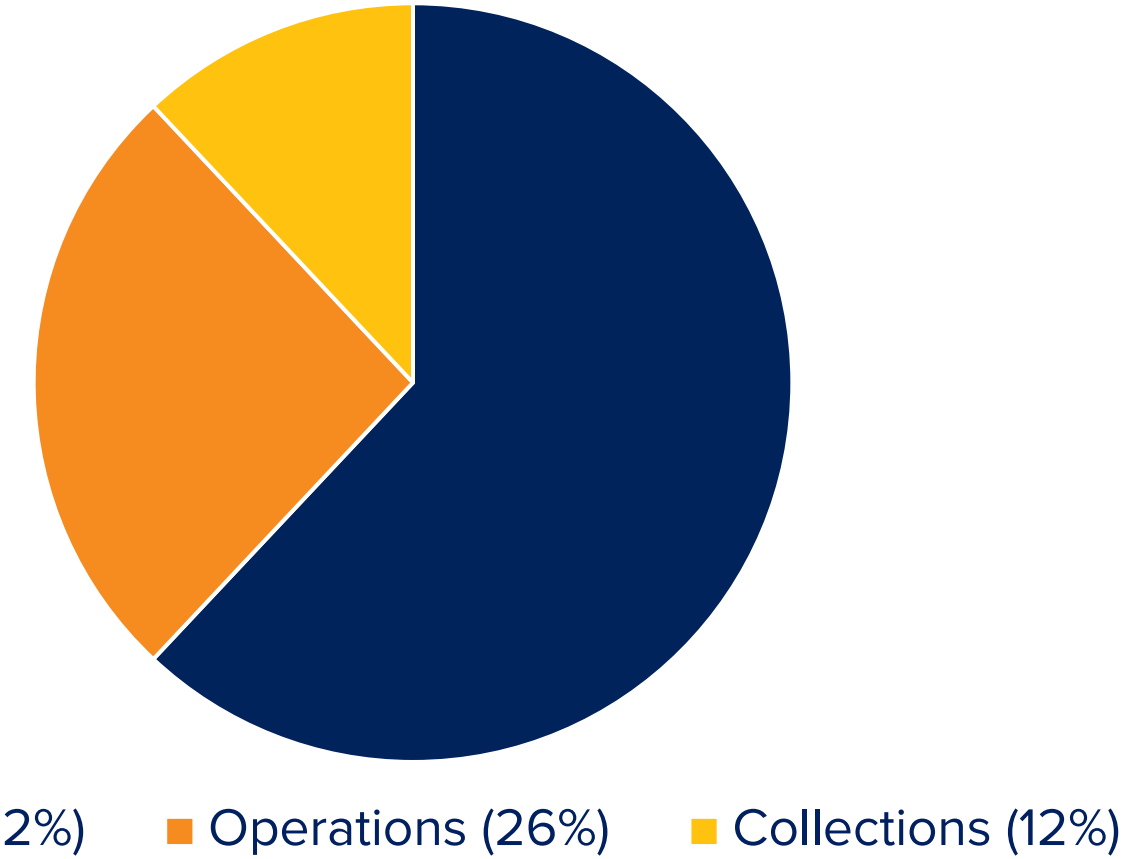
Revenue

- Adopted Budget: $254,136
- Actual Revenue: $315,618

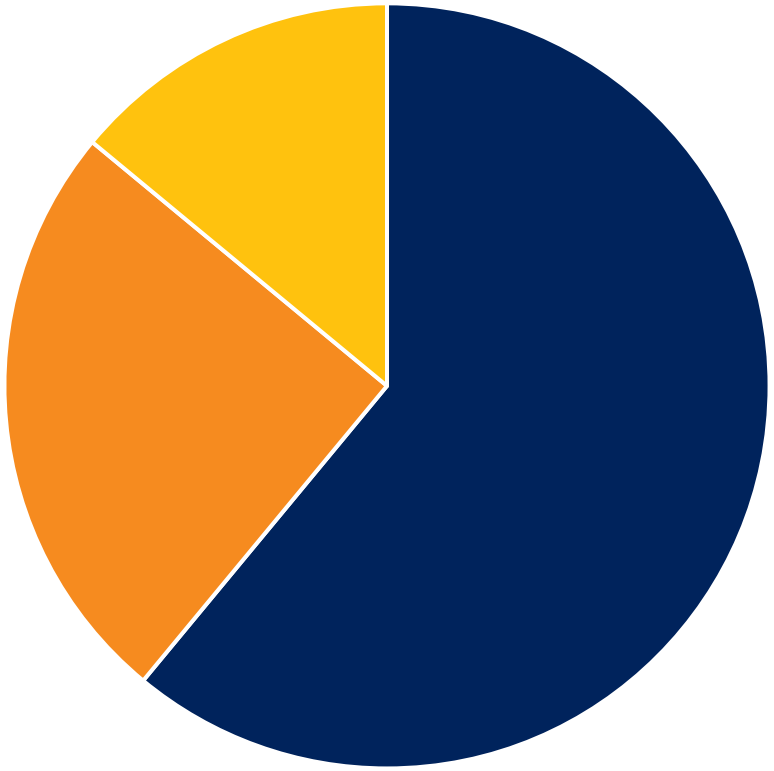


MARION
Public Library

Library Financials – Library Expenditures



Library Financials – Collection Expenditures



Questions?

Thank you for listening!

MARION Public Library

BLACK HAWK ROOF COMPANY INC.
2843 Geraldine Rd
Waterloo, IA 50703
319-277-9355 FAX: 319-277-9360

PROPOSAL SUBMITTED TO: Bush Construction DATE: 9/18/26

PROJECT: Marion Library BID NO.:

LOCATION: Marion, IA BID PKG:

PHONE: ATTENTION: ESTIMATING DEPT.
FAX/EMAIL: rwelborn@bushconstruct.com PROPOSAL #: Paver Re-Installation

The undersigned proposes to furnish all material, labor and necessary equipment to complete the following: Roof approximately 1,500 square feet.
Please note certain qualifications and exclusions:

1. Re-install pedestal pavers on roof
2. does not include any costs for damaged or missing pavers and parts. Any discovered damage or missing parts will be handled on a time and material basis if required.

All above work to be completed in a substantial and workmanlike manner.

For the sum of TWELVE THOUSAND THREE HUNDRED TWENTY DOLLARS ($ 12,320.00)

Payments to be made as follows monthly progress payments and 100% upon completion. This contract maybe void if not accepted within 30 days.
Qualifications and exclusions:

- No sales tax included
- No payment or performance bonds included
- No Snow or ice removal included
- No deck replacement included
- No demo of adjacent metal wall panels or waterproofing

Respectfully submitted by:

_____
Mike Kerker

Acknowledged acceptance of this proposal:

By:_____

Date:_____

2027 Library Holidays

January 1 (Friday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
January 18 (Monday)	Martin Luther King Jr. Day	Paid holiday for Full-Time Staff	Library Closed
February 15 (Monday)	Presidents' Day	Spring Staff Training Day	Library Closed
March 28 (Sunday)	Easter	Not a paid holiday	Library Closed
May 31 (Monday)	Memorial Day	Paid holiday for Full-Time Staff	Library Closed
July 3 (Saturday)	Independence Day Eve	Not a paid holiday	Library Closes at 5:00 p.m.
July 4 (Sunday)	Independence Day	Paid holiday for Full-Time Staff	Library Closed
September 6 (Monday)	Labor Day	Paid holiday for Full-Time Staff	Library Closed
October 11 (Monday)	Indigenous Peoples' Day	Fall Staff Training	Library Closed
November 11 (Thursday)	Veterans Day	Paid holiday for Full-Time Staff	Library Closed
November 24 (Wednesday)	Thanksgiving Eve	Not a paid holiday	Library Closes at 5:00 p.m.
November 25 (Thursday)	Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
November 26 (Friday)	Day after Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
December 24 (Friday)	Christmas Eve	Paid holiday for Full-Time Staff	Library Closed
December 25 (Saturday)	Christmas	Paid holiday for Full-Time Staff	Library Closed
December 31 (Friday)	New Year's Eve	Paid holiday for Full-Time Staff	Library Closed
January 1, 2028 (Saturday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed

Linn County Library Trustee's Gathering

Availability week of April 5, 2027

The Directors from each of the 11 Linn County Public Libraries would like to schedule an opportunity for our trustees to gather and learn from each other. We hope this will help us all broaden our perspectives beyond our individual libraries.

Keep in mind that if there is interest, we can also host a concurrent activity for children so that you can bring your family with you. (Please let your director know if this is something you'd be interested in.)

By attending this event you will:
Earn one hour of Board development training (Per Standard 8 in the State Library Accreditation Standards, the recommended average is three to five hours per year, per trustee.)
If hosted annually, it will allow all libraries in Linn County to meet a new accreditation standard, standard 11: (NEW) The library trustees attend county-wide trustee meetings, which should occur at least once per year.

Oct 4, 2026

Report – MPL “Fall Into Marion” Parade 2026

September 12, 2026.

- 11 people participated this year. Board members and MPL staff wore special t-shirts.
- Refreshments afterward in the community room. This room/set-up doubled as the venue for the Big Read kick-off at noon that day.
- $1 entry fee.
- The parade began promptly at 10 AM. We walked roughly 45 minutes for 11 blocks (from 15th St near Marion HS to 6th Ave & 9th St, two blocks west of MPL).
- Ashley O. wrote a script for the announcer at the reviewing stand (the Depot).
- 2 wagons with candy, stickers, pom-poms, and Marion Big Read cards
- The Bookmobile (including airhorn) was the main float item.

Budget breakdown:

- Candy: $60
- Banner: $128
- T-shirts: As they were for the Big Marion Read generally, there is no specific breakdown for the parade alone.
- Refreshments: Likewise for the t-shirts and refreshments.

Notes

- There is a long time gap between the sign-up time (June) and the parade date.
- Reminder email with all details one week ahead
- Details of the parade staging, including a vehicle number, went only to the “parade organizer” (in this case, Kelsey Logan), 4 days before the parade.
- The handouts might be divided so that we have plenty for the final three blocks, which are the most crowded and intense. Also, the spacing between our parade components and the participants before and after was great and seems important to maintain through the entire route.

Respectfully submitted on Oct. 4.