



AGENDA

Library Board

5:00 PM - Monday, October 20, 2025

Library, 1101 6th Avenue

This meeting is being recorded.

This meeting is viewable online. To watch, go to Zoom.com, select Join a Meeting, and enter the Meeting ID# 849 4849 6570. 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

September Staff Milestone Anniversaries - 25 Years of Service: Lara Moellers

MINUTES

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

3 - 5

[Library-Minutes-September 15 2025 DRAFT](#)

REPORTS

1. Friends of the Marion Public Library Report

2. Marion Public Library Foundation Report

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[MPL Foundation Report 10-20-2025](#)

3. Board Continuing Education

- Krystle Mullin completed the 90 minute Iowa Public Information Board's (IPIB) Open Meetings and Public Records Training on 10/13/2025

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report 7 - 23
- Budget Update
 - Statistics Highlights
 - Strategic Plan Update
 - General Department Updates
 - MLN Updates

[Directors Report October 20 2025](#)

[Budget Performance Report September 2025 FINAL](#)

[Open Purchase Order Report - September 2025](#)

8. Policy Committee Report
- Policy Committee did not meet.

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

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* Ch. 5 (*Discussion*) 24 - 35
[Ch. 5 - Iowa Library Trustee's Handbook](#)
2. Library Board Operations Policy (*Discussion* and **Action Requested**) 36 - 54
[Library Board Operation 10-2025](#)
3. Library Holiday Schedule for 2026 (**Action Requested**) 55
[2026 Library Holidays](#)
4. Fall Into Marion Parade Report (Receive and File) 56 - 58
[MPL Parade Report 2025](#)
5. High Five Day at Linn-Mar (*Discussion*)

ADJOURN



MINUTES

Library Board

5:00 PM - Monday, September 15, 2025

Library, 1101 6th Avenue

Minutes are in draft format until approved at the next meeting

The Library Board of the City of Marion, Linn County, Iowa met on Monday, September 15, 2025, at 5:00 PM, with the following members present:

PRESENT: In Person: Ross McIntyre, Kelsey Logan, Becky Garms, Ryan Norton, Sabrina Beyer, Susan Kling, Bob Hoyt, and Julie Lammers
Via Zoom: Melissa Alexander joined Zoom at 5:02 p.m.

ABSENT: Nancy Miller, Krystle Mullin, Bob Read, Chelsea Nunn

STAFF PRESENT: Bill Carroll, Kimberly Cowger, Ashley Osborn, Bob Renyolds, Hilery Livengood

FRIENDS REP: Debbie Bancks

GUESTS PRESENT: Via Zoom: Chloe Parenteau

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 Logan, seconded by Norton, to approve the Agenda as presented.

Approved unanimously

INTRODUCTION OF GUESTS

PUBLIC FORUM

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

You will have five minutes to address the Board.

No comments.

LIBRARY SPOTLIGHT

Library Card Sign-Up Month Proclamation

- Bill Carroll mentioned and passed around the copy of the Proclamation that was made at City Council for Library Card Sign-Up Month.

- Ryan Norton mentioned that the write up about the Library in the recent Marion Messenger was very nice.

MINUTES

Motion to approve the August 2025 Meeting minutes.

Moved by Lammers, seconded by Garms, to approve the August 2025 Meeting Minutes as presented.

Approved unanimously

REPORTS

1. Friends of the Marion Public Library Report

- Debbie Bancks reported that the Friends Book Sale in August brought in around \$1,000 or more.
- The Friends are discussing if their Mission Statement needs any changes.

2. Marion Public Library Foundation Report

- Hilery Livengood reported that we received \$10,000 from Collins Areospace for the MakerSpace.
- \$2,000 will be received to go towards a Food Pantry.
- A \$4,000 Grant was awarded for Bookmobile Tech Backpacks.
- The Library will be part of a Pilot Program featuring a Chef from Meals on Wheels teaching a cooking class and providing Meal Kits based on the classes.

3. Board Continuing Education

- Ryan Norton, Julie Lammers, and Sabrina Beyer all took part in the required 90 minute training for new Board Members from the Iowa Public Information Board (IPIB).

4. Art Advisory Committee Report

5. Finance Committee Report

6. Personnel Committee Report

7. Director's Report

- Statistics Highlights
 - A mistake was noticed on the number of Program Attendees after the Board Packet was sent out. Charts will be updated next month with the accurate number.
- General Department Updates -
 - Ashley Osborn and Sabrina Beyer were both accepted into Marion's Leadership In Action program.
 - Cake Pans have temporarily been moved near DVDs. There will likely be more items from the Marketplace that move once roof repairs begin.

8. Policy Committee Report

- Policy Committee did not meet.

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

Moved by Kling, seconded by Lammers, to accept Reports 1 - 8 as presented.

Approved unanimously

REGULAR AGENDA

1. State Library Board of *Trustee's Handbook* Ch. 4 (*Discussion*)

- Ross McIntyre said it was nice to have a framework of the Director's duties.
- Susan Kling said the chapter provides a good outline if needed.

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

- The corrections on these policies were suggested after staff noticed some inconsistencies. The suggested corrections make the policies mirror each other.
- In addition to the suggested corrections, it was noted that Section IV of the Circulation Policy needs to have WhaZoodles added to the chart of item loan periods and that Section VI, number 2, needs decimal points and zeros added for consistency.

Moved by Norton, seconded by Beyer, to approve the Policy changes presented, including the additional corrections.

Approved unanimously

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

- Suggested changes are based on recommendations from the City Attorney to remove language on four standing committees and add language for the Library Director creating Working Groups.

Moved by Logan, seconded by Lammers, to vote to approve suggested changes at next month's meeting.

Approved unanimously

4. Fall Into Marion Parade (*Discussion*)

- Ross McIntyre thanked staff that put in work for the parade and thanked those that took part in the parade. Ross will put together a report to send out to Board Members.

ADJOURN

Moved by Kling, seconded by Logan, to adjourn at 5:48 p.m.

Approved unanimously

Respectfully submitted by:

Kimberly Cowger, Administrative Assistant

Marion Public Library Foundation

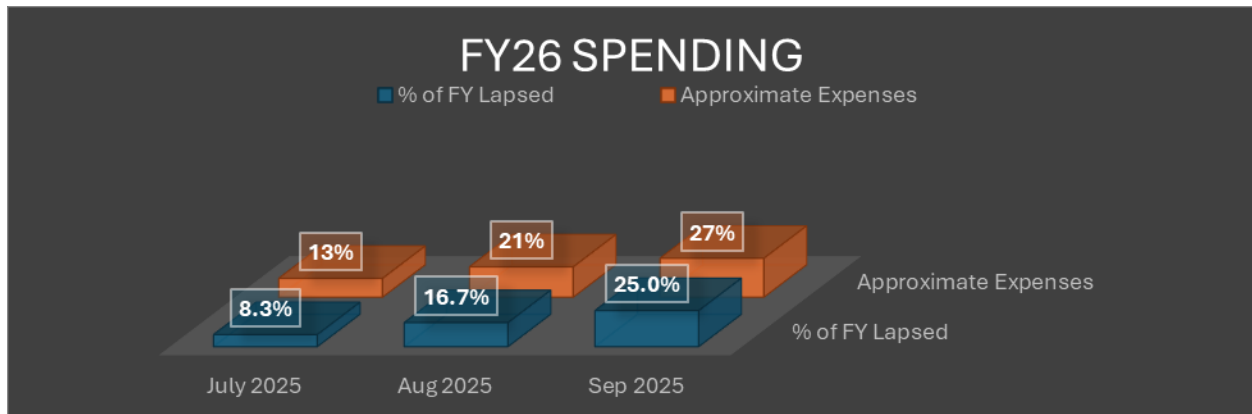
October 2025 report to Board of Trustees

- The Aegon-Transamerica Foundation awarded \$14,600 to a new pilot program in the demonstration kitchen. Monthly culinary classes will be held to demonstrate healthy, inexpensive meals. The grant also will fund meal kits of those recipes for distribution in the MPL food pantry.
- The Optimists Club of Cedar Rapids will make a contribution to Dolly Parton's Imagination Library. Bill Carroll and Hilery Livengood will present to the group on October 21, when they will receive the check.

Director's Report for the Library Board of Trustees Meeting on Monday, October 20, 2025

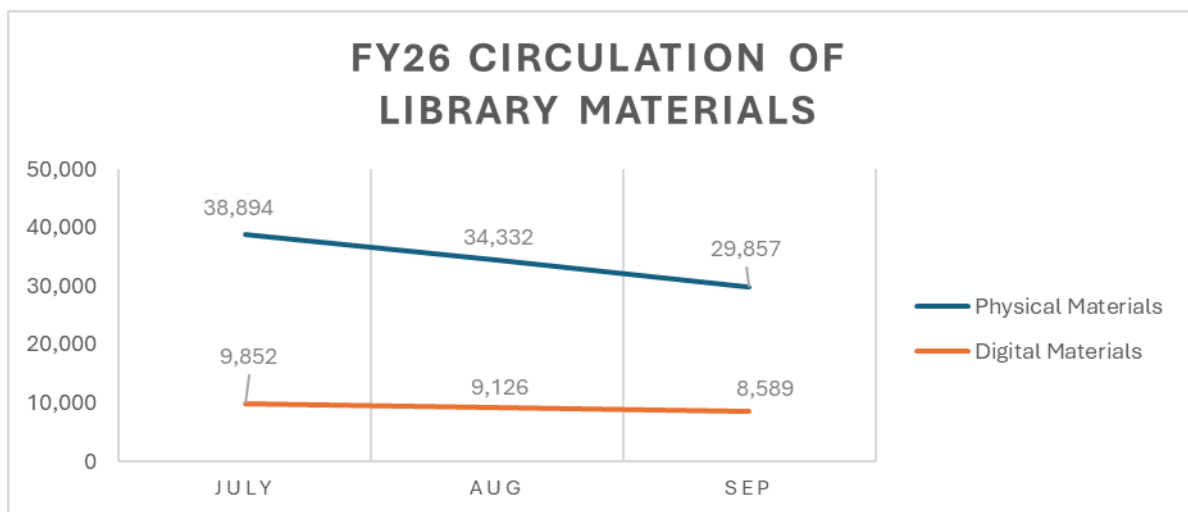
Budget Update:

- FY 26 has completed approximately 25.0% through September 30, 2025.
- As of the September 30, 2025 budget report, approximately 27% of the library's budget was expended for the year.



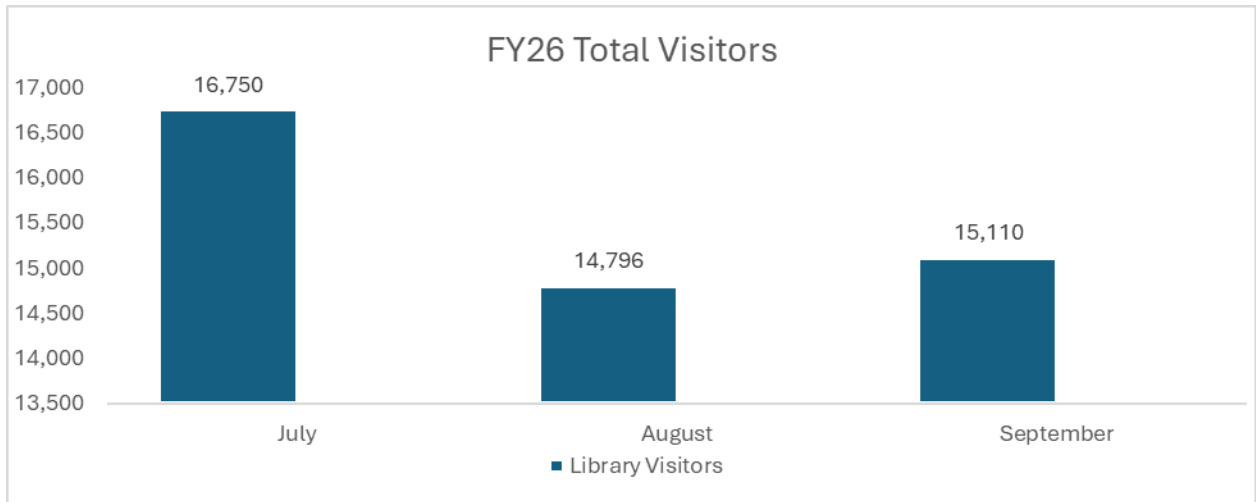
- As of the September 30, 2025 budget report, revenue increased to approximately 12% received for the fiscal year. This will continue to increase as we see reimbursements from the State and County come in over the next few months.

Statistics Highlights:



- For September 2025, circulation of physical items decreased approximately 13.0% from the previous month, having 29,857 items checked out. Circulation of physical items for the month increased approximately 6.2% when compared with the previous year.

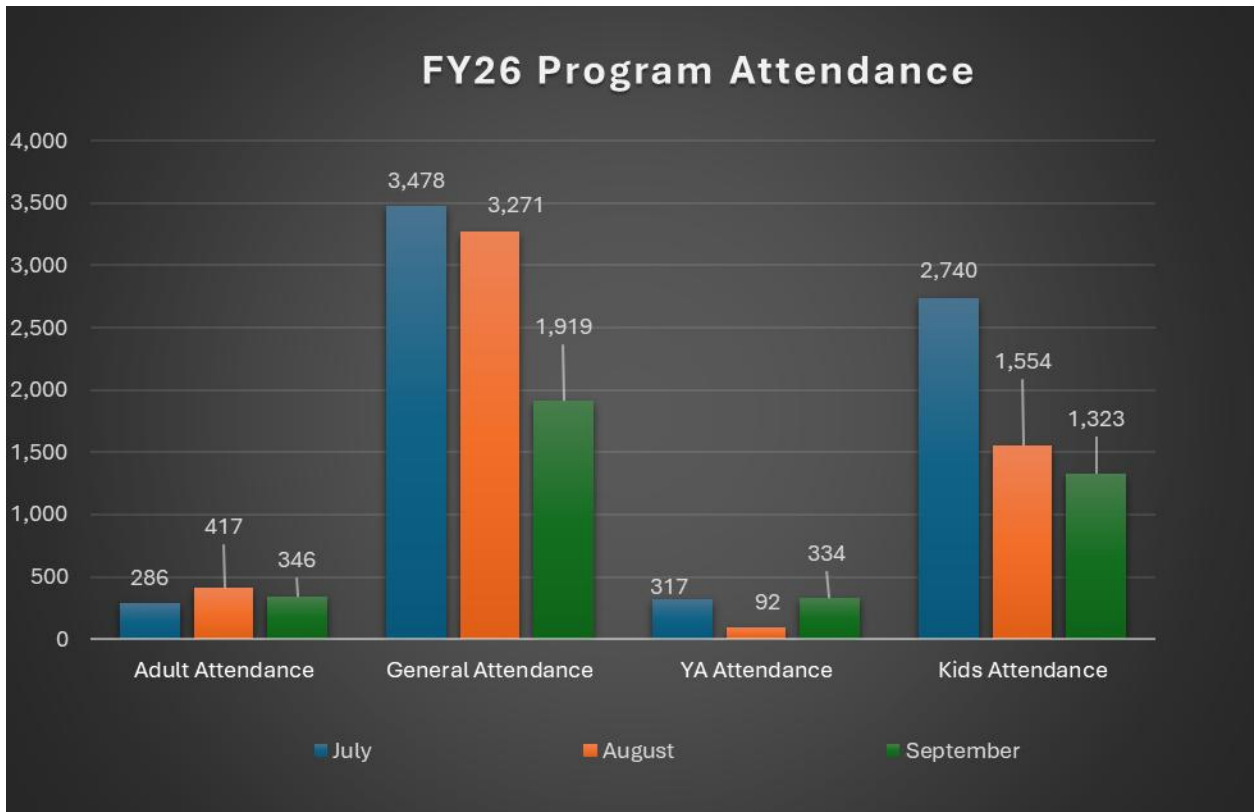
- For September 2025, circulation of digital items decreased approximately 5.9%, having 8,589 items checked out compared to the previous month. Circulation of digital items for the month decreased approximately 0.7% when compared with the previous year.



- The gate count for September 2025 was 15,110. The September gate count increased approximately 2.1% compared to August 2025. Compared to the previous year, this year's gate counts saw an approximate 1.4% increase compared to the same time last year.



- Programming saw an increase in the number of programs offered between September (124) and August (96). The number of programs offered in September 2025 was lower than the number of programs offered in September 2024 (140).



- Program attendees for September 2025 totaled 3,922 individuals. This is approximately 26.5% less than the 5,334 that attended programs in August. Compared with September 2024, which saw 5,164 attendees for programs, there was an approximate decrease for the current year of approximately 24.1%.

Strategic Plan Updates:

- Library staff continue to work on the 2025 Plan of Service reaching towards completion of 2025 goals and objectives. A comprehensive report is planned to be distributed to the Library Board of Trustees at their January 2026 meeting. Current progress includes:
 - Launch of additional bookmobile stops and service to include varied and new stops, providing additional stops on a bi-weekly basis rather than weekly.
 - Continued recruitment of library volunteers for assorted duties.
 - Registration of library staff for varied continuing education opportunities.
 - Continuing partnerships with local non-profits, businesses and bookstores for programming events.
 - Continued development of onboarding program for new staff.

General Department Updates:**• Library Administration**

- The library performed the following outreach in the month of September:
 - The Uptown Market in September. Representatives from the Library Board of Trustees and Friends Board met with residents and promoted the library and the Dolly Parton Imagination program.
 - Fall Into Marion Parade entry.
- Budget planning for FY 2027 continues with the submitting of new resource requests for the library to City Finance by October 31. The sole library request in this batch will be support for funding for a library website refresh.
- The long-awaited library re-organization occurred in September. Rather than having a model with a programming team and a collection development team, the library will have instead an adult services team and a youth services team. This reorg will provide efficiencies and redundancies in the event of a staff member being unavailable to perform their duties. Each of these two new teams will be responsible for programming and collection development for their designated age categories. Sue Gerth moves from collection strategies to adult services and Bob Reynolds moves to youth services from patron services. The recruitment for a new patron services manager is under way.
- September saw the return of the library's art holdings to public areas. Information placards will be procured and placed adjacent to each of the artworks to provide information to those viewing the art.
- Bird proofing installation for the library's windows was completed in September.
- In addition to the bird proofing project, the library will see activity and progress on the following projects this fall season:
 - Reparations on the leaking roof
 - Installation of ventilation in the MakerSpace for the laser etcher
 - Remediation of uneven sidewalk at North entrance
 - Installation of an emergency generator
 - Installation of electric vehicle charging stations.

• Marketing and special Events update from Ashley Osborn

- Marketing
 - The library selected LibraryMarket as the new software vendor for events calendar and room reservation management. A group of staff began the onboarding and configuration process in September. The transition to this new software is expected to take place at the beginning of December.
 - The library's FY25 Annual Report was completed and sent to the printer. Reports should arrive during the first week of October.

- Several new marketing materials, including new library brochures and new library card pamphlets, are in progress.
- New wayfinding signs were placed in Children's Fiction. All wayfinding signs in the Youth Collection have been updated to reflect the new format (larger text, icon, etc.).
- Promotion of the Tiny Art Workshop, the traveling Ruth Suckow exhibit, and virtual author events with the Library Speakers Consortium had the highest amount of social media engagement this month.
- The library's monthly newsletter continues to bring in an above average open rate (45%) and click rate (3%). High-performing content included the Tiny Art Show, the September Reading Challenge, and the Digital Resource Spotlight.
- Meetings & Special Events
 - 47 reservations were made for September. 43/47 reservations were completed.
 - Boardroom: 17 reservations
 - Community Room: 5 reservations
 - Community Room A: 11 reservations
 - Community Room B: 10 reservations
 - Outdoor Reading Terrace: N/A
- Media Mentions
 - September 2: Bookmobile 'Finding Its Groove' ([The Gazette](#))
 - September 7: Bird Safety Film Installation ([KCRG](#), [KGAN](#))
- **Adult Services Report from Sue Gerth**
 - Collection team continues to work on weeding areas of the collection. Sue has formulated a plan to return leased books to Baker & Taylor.
 - New ILL delivery day is still working out issues and Linda is checking to see if we can return to twice weekly pick-ups/drop offs due to our rate of ILL requests.
 - Becca is working on spring author events with partner Swamp Fox Books.
 - Sue is working with Aaron and Chef Antonio from Horizons for November and December cooking programs.
 - Sue & Bob are working together to define new roles and catch up on programs already in process.
 - Some highlighted events this past month:
 - FSB program on fraud had 5 attendees.
 - Keto pumpkin cinnamon rolls culinary class with Matthew Brownfield
 - September was a big month for author events with Swamp Fox. Authors Erin Soderberg Downing, M.B Henry, Heather Gudenkauf and Hank Phillipi Ryan all had in person book events.

- Our first Wine and Craft evening went well. Feedback included patrons happy to be able to relax and craft without distractions, and excited to try new crafting mediums. Lots of great conversation.
- **Youth Services Report from Bob Reynolds**
 - New Wayfinding signs were placed in Children's Fiction. These signs offer a clear and friendly way to locate genres and topics patrons are looking for.
 - Some events that occurred this month:
 - Tiny Art Show & Workshops in coordination with Cedar Rapids Museum of Art.
 - Therapy Dog Storytime with Therapy Dogs International, Doodlebugs Art Program with Cedar Rapids Museum of Art, and Expressive Arts with Tanager continue through strong partnerships.
 - Prestige Dance Studio returned to provide instruction on movement and dance.
 - A new K9 Ambassador Dog Safety Program that gives children opportunities to learn hands on to pet and interact with K9s safely.
 - Teen D&D, Teen Movie Day, and Teen STEM activities were well attended.
 - Teen Crafts introduced Suncatchers and Spirographs.
 - The Makerspace was open for more project hours. The Makerspace Specialist will continue to expand hours for this space. Included with this expansion were Craft Workshops that patrons could drop in and participate.
 - In alignment with the strategic plan, work has begun on a program partnership agreement. Additional work with leadership as well as legal will continue through October.
- **Patron Services update from Bob Reynolds**
 - There were 31 patron incidents in September. These were behavior policy breaks.
 - There was one patron injury reported in September. This injury was discovered to have occurred outside of the library, and it was determined that the library was not at fault.
 - Rural Linn County circulation has decreased slightly compared to last month.
 - Open Access circulation has decreased slightly compared to last month.
 - Bookmobile circulation has decreased slightly since last month.
 - Volunteer hours have decreased slightly compared to last month.
 - Some volunteers have decided to leave the program to focus on their retirement.
 - Recruitment for four volunteer positions continues.
 - Recruitment for the Bookmobile Lead started in September and will continue until the position is filled.

-
- A new route stop has been approved, and the bookmobile will visit Four Oaks on Monday afternoons.
 - In alignment with the strategic plan, continued training and messaging regarding customer service has been implemented via a monthly newsletter for staff.
 - In alignment with the strategic plan, new library brochures and new library card pamphlets are in development. These marketing materials will focus on providing information about the library and the use of a library card which will inform residents of the benefit of the library.
 - **IT & Maintenance update from Bob Reynolds**
 - Technology
 - Working with City IT, Library computers have been updated to Windows 11 prior to the Microsoft deadline of October 14. This ensures system integrity by ensuring the most effective security is in place.
 - The second Gaming table was returned from the supplier. It is now fully functional for patrons to enjoy in the Adult Fiction area of the library near the Reference desk.
 - Facilities
 - Work on the Baby Garden concluded with installation of new carpet squares, creating a new floor for patron use in this area.

Metro Library Network (MLN) Updates:

- MLN Library Directors met on September 17, 2025, in Cedar Rapids.
- Directors discussed service updates at all three library locations.
- The next scheduled meeting is set for October 29, 2025, in Hiawatha.



Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
REVENUE										
Department 410 - Library										
Intergovernmental										
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	10,500.00	.00	10,500.00	10,579.20	.00	10,579.20	(79.20)	101	.00
	4420 - State Contributions Totals	\$10,500.00	\$0.00	\$10,500.00	\$10,579.20	\$0.00	\$10,579.20	(\$79.20)	101%	\$0.00
4424	Enrich Iowa - Open Access	62,000.00	.00	62,000.00	.00	.00	.00	62,000.00	0	.00
4425	Enrich Iowa - InterLibrary Loan	.00	.00	.00	.00	.00	.00	.00	+++	.00
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4441	County Borrowers	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	.00
4442	Contracting Cities	36,000.00	.00	36,000.00	.00	.00	9,081.26	26,918.74	25	9,990.49
	Intergovernmental Totals	\$163,500.00	\$0.00	\$163,500.00	\$10,579.20	\$0.00	\$19,660.46	\$143,839.54	12%	\$9,990.49
Charges for Service										
4504	Copy Charges	6,000.00	.00	6,000.00	1,024.45	.00	3,141.04	2,858.96	52	2,768.49
4505	Lost/Damaged and Paid	6,000.00	.00	6,000.00	942.02	.00	1,964.77	4,035.23	33	2,313.92
4506	Fax Revenues	40.00	.00	40.00	17.25	.00	25.50	14.50	64	13.75
4509	Rental - Community Room	9,000.00	.00	9,000.00	1,200.00	.00	4,337.50	4,662.50	48	4,685.00
	Charges for Service Totals	\$21,040.00	\$0.00	\$21,040.00	\$3,183.72	\$0.00	\$9,468.81	\$11,571.19	45%	\$9,781.16
Misc Revenues										
4702	Penalties/Fines									
4702.03	Penalties/Fines Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4702 - Penalties/Fines Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4704	Misc Revenues	19,100.00	.00	19,100.00	620.13	.00	2,260.10	16,839.90	12	2,138.60
4708	Other Contributions									
4708.01	Other Contributions General	50,496.00	.00	50,496.00	.00	.00	.00	50,496.00	0	35,503.00
	4708 - Other Contributions Totals	\$50,496.00	\$0.00	\$50,496.00	\$0.00	\$0.00	\$0.00	\$50,496.00	0%	\$35,503.00
4709	Fuel Tax Refunds	.00	.00	.00	.00	.00	1.81	(1.81)	+++	.00
	Misc Revenues Totals	\$69,596.00	\$0.00	\$69,596.00	\$620.13	\$0.00	\$2,261.91	\$67,334.09	3%	\$37,641.60
	Department 410 - Library Totals	\$254,136.00	\$0.00	\$254,136.00	\$14,383.05	\$0.00	\$31,391.18	\$222,744.82	12%	\$57,413.25
	REVENUE TOTALS	\$254,136.00	\$0.00	\$254,136.00	\$14,383.05	\$0.00	\$31,391.18	\$222,744.82	12%	\$57,413.25
EXPENSE										
Department 410 - Library										
Salaries										
6010	Regular Full-Time Salaries	981,607.00	.00	981,607.00	63,469.27	.00	232,853.96	748,753.04	24	240,886.50
6020	Regular Part-Time Salaries	644,046.00	.00	644,046.00	37,014.81	.00	126,082.10	517,963.90	20	120,382.02
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 09/30/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Salaries										
6050	Benefits Payout	.00	.00	.00	3,837.80	.00	3,837.80	(3,837.80)	+++	.00
	Salaries Totals	\$1,625,653.00	\$0.00	\$1,625,653.00	\$104,321.88	\$0.00	\$362,773.86	\$1,262,879.14	22%	\$361,268.52
	Employee Benefits/Costs									
6110	Social Security	74,968.00	.00	74,968.00	6,406.26	.00	22,295.80	52,672.20	30	22,261.36
6120	Medicare	23,787.00	.00	23,787.00	1,498.18	.00	5,214.36	18,572.64	22	5,206.32
6130	IPERS	129,517.00	.00	129,517.00	9,470.81	.00	33,838.96	95,678.04	26	34,044.30
6150	Health Insurance	149,647.00	.00	149,647.00	12,576.54	.00	37,729.62	111,917.38	25	33,496.44
6151	Wellness Program	504.00	.00	504.00	35.36	.00	106.08	397.92	21	74.00
6152	Life Insurance	1,463.00	.00	1,463.00	113.94	.00	341.82	1,121.18	23	363.16
6153	Long Term Disability	3,703.00	.00	3,703.00	298.44	.00	895.32	2,807.68	24	911.41
6154	Dental Insurance	3,605.00	.00	3,605.00	333.52	.00	1,000.56	2,604.44	28	831.96
6160	Worker's Compensation	873.00	.00	873.00	112.13	.00	485.96	387.04	56	400.13
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	10,800.00	.00	10,800.00	750.00	.00	2,250.00	8,550.00	21	2,400.00
	Employee Benefits/Costs Totals	\$402,827.00	\$0.00	\$402,827.00	\$31,925.18	\$0.00	\$105,148.48	\$297,678.52	26%	\$100,979.08
	Staff Development									
6199	Tuition Reimbursement	5,250.00	.00	5,250.00	.00	.00	1,342.00	3,908.00	26	.00
6210	Dues/Membership	3,270.00	.00	3,270.00	.00	.00	135.00	3,135.00	4	165.00
6220	Subscriptions/Education Materials	750.00	.00	750.00	.00	.00	.00	750.00	0	.00
6230	Training/Conference Registrations	7,530.00	.00	7,530.00	525.00	.00	2,114.50	5,415.50	28	850.00
6240	Travel Expenses	6,900.00	.00	6,900.00	.00	.00	3,342.95	3,557.05	48	2,466.44
6260	Employee Health Screenings	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Staff Development Totals	\$23,700.00	\$0.00	\$23,700.00	\$525.00	\$0.00	\$6,934.45	\$16,765.55	29%	\$3,481.44
	Repair/Maintenance/Utilities									
6310	Building Maintenance & Repairs	49,900.00	.00	49,900.00	2,855.95	.00	4,409.13	45,490.87	9	4,078.67
6320	Grounds Maintenance & Repairs	1,250.00	.00	1,250.00	.00	.00	.00	1,250.00	0	361.80
6331	Vehicle Maintenance	5,300.00	.00	5,300.00	.00	.00	7.85	5,292.15	0	.00
6332	Vehicle Repairs - Internal	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
6333	Vehicle Repairs - External	2,000.00	.00	2,000.00	.00	.00	96.50	1,903.50	5	.00
6334	Tires	.00	.00	.00	.00	.00	.00	.00	+++	.00
6350	Other Equipment Repairs	1,650.00	.00	1,650.00	130.00	.00	130.00	1,520.00	8	130.00
6351	Other Equipment Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6371	Electric/Gas Utility Expense	111,500.00	.00	111,500.00	10,857.90	.00	34,154.16	77,345.84	31	24,987.98
6373	Communications Utility Expenses	5,760.00	.00	5,760.00	377.13	.00	1,096.67	4,663.33	19	2,089.38
6374	Water/Sewer Utility Expenses	1,980.00	.00	1,980.00	108.71	.00	314.02	1,665.98	16	195.67
	Repair/Maintenance/Utilities Totals	\$179,840.00	\$0.00	\$179,840.00	\$14,329.69	\$0.00	\$40,208.33	\$139,631.67	22%	\$31,843.50



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Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Contractual Services										
6402	Advertising/Publications	8,400.00	.00	8,400.00	.00	.00	3,768.90	4,631.10	45	1,548.00
6403	Outsourced Labor Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6408	General Insurance	96,885.00	.00	96,885.00	161.79	.00	102,310.77	(5,425.77)	106	84,247.11
6409	Credit Card Merchant Fees	1,800.00	.00	1,800.00	158.21	.00	471.55	1,328.45	26	446.59
6411	Contracts - Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
6413	Contracts - 28E	144,900.00	.00	144,900.00	.00	.00	.00	144,900.00	0	143,430.32
6416	Contracts - Real Estate Rental	.00	.00	.00	.00	.00	.00	.00	+++	.00
6419	Contracts - Technology Service	79,511.00	.00	79,511.00	566.43	8,019.43	42,243.81	29,247.76	63	46,726.71
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	14,400.00	.00	14,400.00	1,222.65	9,225.00	3,272.65	1,902.35	87	669.63
6425	Contracts - Building Maintenance	34,110.00	.00	34,110.00	281.68	.00	1,803.44	32,306.56	5	1,492.25
6426	Contracts - Grounds Maintenance	.00	.00	.00	.00	.00	.00	.00	+++	.00
6499	Contracts - Other Services	9,600.00	.00	9,600.00	568.20	.00	1,828.20	7,771.80	19	999.10
Contractual Services Totals		\$443,366.00	\$0.00	\$443,366.00	\$7,438.96	\$57,564.43	\$169,139.32	\$216,662.25	51%	\$292,999.71
Commodities										
6502	Promotional Items	4,000.00	.00	4,000.00	631.68	.00	2,731.00	1,269.00	68	1,323.25
6506	Office Supplies	8,250.00	.00	8,250.00	398.17	.00	1,306.39	6,943.61	16	430.93
6507	Operational Supplies	46,200.00	.00	46,200.00	546.03	.00	2,547.10	43,652.90	6	4,104.73
6508	Postage/Shipping	6,000.00	.00	6,000.00	446.34	.00	1,355.91	4,644.09	23	1,286.56
6510	Forms/Printing Services	7,950.00	.00	7,950.00	676.00	.00	726.16	7,223.84	9	348.49
6511	Janitorial Supplies	10,600.00	.00	10,600.00	1,117.94	.00	2,682.07	7,917.93	25	1,907.26
6513	Vehicle Operating Supplies	9,600.00	.00	9,600.00	396.81	.00	396.81	9,203.19	4	32.67
6514	Medical Supplies	2,295.00	.00	2,295.00	66.21	.00	157.82	2,137.18	7	145.41
6560	Pre-Employment Screening	404.00	.00	404.00	.00	.00	.00	404.00	0	.00
6580	Technology	15,850.00	.00	15,850.00	.00	.00	353.90	15,496.10	2	93.28
6590	Events & Meetings	.00	.00	.00	.00	.00	.00	.00	+++	.00
6599	Misc Commodities/Expenses	5,250.00	.00	5,250.00	(3,433.86)	.00	(3,433.86)	8,683.86	-65	.00
Commodities Totals		\$116,399.00	\$0.00	\$116,399.00	\$845.32	\$0.00	\$8,823.30	\$107,575.70	8%	\$9,672.58
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
Library Materials										
6718.01	Library Materials Adult Materials	83,160.00	.00	83,160.00	7,336.68	.00	23,222.35	59,937.65	28	18,448.98



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Fund 101 - General Fund										
EXPENSE										
Department 410 - Library										
Capital Outlay										
6718	Library Materials									
6718.02	Library Materials Young Adult Materials	8,800.00	.00	8,800.00	334.27	.00	1,274.00	7,526.00	14	1,930.03
6718.03	Library Materials Children's Materials	60,500.00	.00	60,500.00	2,825.00	.00	10,092.08	50,407.92	17	8,898.81
6718.04	Library Materials Audio Materials	36,000.00	.00	36,000.00	149.94	.00	998.03	35,001.97	3	4,848.12
6718.05	Library Materials Video Materials	18,000.00	.00	18,000.00	1,387.41	.00	4,302.21	13,697.79	24	3,372.21
6718.06	Library Materials Downloadable Books	15,000.00	.00	15,000.00	1,602.81	.00	4,808.63	10,191.37	32	3,427.43
6718.07	Library Materials Downloadable Media	76,500.00	.00	76,500.00	4,979.10	.00	24,707.17	51,792.83	32	17,001.15
6718.08	Library Materials Other	51,380.00	.00	51,380.00	3,938.16	.00	29,520.73	21,859.27	57	23,134.73
6718.09	Library Materials Electronic Materials	.00	.00	.00	.00	.00	.00	.00	+++	.00
6718 - Library Materials Totals		\$349,340.00	\$0.00	\$349,340.00	\$22,553.37	\$0.00	\$98,925.20	\$250,414.80	28%	\$81,061.46
Capital Outlay Totals		\$349,340.00	\$0.00	\$349,340.00	\$22,553.37	\$0.00	\$98,925.20	\$250,414.80	28%	\$81,061.46
Transfers										
6910	Transfers Out									
6910.02	Transfers Out To Equipment Reserve Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910.08	Transfers Out To Employee Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
6910 - Transfers Out Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Transfers Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 410 - Library Totals		\$3,141,125.00	\$0.00	\$3,141,125.00	\$181,939.40	\$57,564.43	\$791,952.94	\$2,291,607.63	27%	\$881,306.29
EXPENSE TOTALS		\$3,141,125.00	\$0.00	\$3,141,125.00	\$181,939.40	\$57,564.43	\$791,952.94	\$2,291,607.63	27%	\$881,306.29
Fund 101 - General Fund Totals										
REVENUE TOTALS		254,136.00	.00	254,136.00	14,383.05	.00	31,391.18	222,744.82	12%	57,413.25
EXPENSE TOTALS		3,141,125.00	.00	3,141,125.00	181,939.40	57,564.43	791,952.94	2,291,607.63	27%	881,306.29
Fund 101 - General Fund Totals		(\$2,886,989.00)	\$0.00	(\$2,886,989.00)	(\$167,556.35)	(\$57,564.43)	(\$760,561.76)	(\$2,068,862.81)		(\$823,893.04)
Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
Commodities										
6580	Technology	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	.00
Commodities Totals		\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0%	\$0.00
Capital Outlay										
6711	Furniture	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
6712	Equipment	23,100.00	.00	23,100.00	.00	.00	.00	23,100.00	0	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00



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Fund 105 - Equipment Reserve Fund										
EXPENSE										
Department 410 - Library										
	Capital Outlay Totals	\$25,200.00	\$0.00	\$25,200.00	\$0.00	\$0.00	\$0.00	\$25,200.00	0%	\$0.00
Department 410 - Library Totals		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
Fund 105 - Equipment Reserve Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0%	.00
Fund 105 - Equipment Reserve Fund Totals		(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	\$0.00	(\$30,000.00)		\$0.00
Fund 121 - Local Option Sales Tax										
EXPENSE										
Department 410 - Library										
	Capital Outlay									
6711	Furniture	18,500.00	.00	18,500.00	.00	.00	.00	18,500.00	0	.00
6717	Small Project Costs	22,500.00	.00	22,500.00	.00	.00	.00	22,500.00	0	.00
	Capital Outlay Totals	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
Department 410 - Library Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
	EXPENSE TOTALS	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$41,000.00	0%	\$0.00
Fund 121 - Local Option Sales Tax Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	41,000.00	.00	41,000.00	.00	.00	.00	41,000.00	0%	.00
Fund 121 - Local Option Sales Tax Totals		(\$41,000.00)	\$0.00	(\$41,000.00)	\$0.00	\$0.00	\$0.00	(\$41,000.00)		\$0.00
Fund 130 - Special Revenue										
REVENUE										
Department 410 - Library										
	Intergovernmental									
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
4420.06	State Contributions Enrich Iowa - Direct Aid	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues									
4701	Donations									
4701.01	Donations General	40,000.00	.00	40,000.00	2,576.00	.00	4,273.00	35,727.00	11	13,054.50
	4701 - Donations Totals	\$40,000.00	\$0.00	\$40,000.00	\$2,576.00	\$0.00	\$4,273.00	\$35,727.00	11%	\$13,054.50



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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 130 - Special Revenue										
REVENUE										
Department 410 - Library										
Misc Revenues										
4708 Other Contributions										
4708.01 Other Contributions General		.00	.00	.00	.00	.00	.00	.00	+++	.00
4708 - Other Contributions Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Misc Revenues Totals		\$40,000.00	\$0.00	\$40,000.00	\$2,576.00	\$0.00	\$4,273.00	\$35,727.00	11%	\$13,054.50
Department 410 - Library Totals		\$40,000.00	\$0.00	\$40,000.00	\$2,576.00	\$0.00	\$4,273.00	\$35,727.00	11%	\$13,054.50
REVENUE TOTALS		\$40,000.00	\$0.00	\$40,000.00	\$2,576.00	\$0.00	\$4,273.00	\$35,727.00	11%	\$13,054.50
EXPENSE										
Department 410 - Library										
Staff Development										
6240 Travel Expenses		.00	.00	.00	.00	.00	.00	.00	+++	.00
Staff Development Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Repair/Maintenance/Utilities										
6310 Building Maintenance & Repairs		.00	.00	.00	.00	.00	.00	.00	+++	.00
Repair/Maintenance/Utilities Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Contractual Services										
6402 Advertising/Publications		.00	.00	.00	.00	.00	.00	.00	+++	.00
6499 Contracts - Other Services		.00	.00	.00	.00	.00	.00	.00	+++	.00
Contractual Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Commodities										
6590 Events & Meetings		.00	.00	.00	.00	.00	.00	.00	+++	.00
6599 Misc Commodities/Expenses		75,000.00	.00	75,000.00	2,433.12	.00	9,071.06	65,928.94	12	21,043.87
Commodities Totals		\$75,000.00	\$0.00	\$75,000.00	\$2,433.12	\$0.00	\$9,071.06	\$65,928.94	12%	\$21,043.87
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	\$2,433.12	\$0.00	\$9,071.06	\$65,928.94	12%	\$21,043.87
EXPENSE TOTALS		\$75,000.00	\$0.00	\$75,000.00	\$2,433.12	\$0.00	\$9,071.06	\$65,928.94	12%	\$21,043.87
Fund 130 - Special Revenue Totals										
REVENUE TOTALS		40,000.00	.00	40,000.00	2,576.00	.00	4,273.00	35,727.00	11%	13,054.50



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EXPENSE TOTALS		75,000.00	.00	75,000.00	2,433.12	.00	9,071.06	65,928.94	12%	21,043.87
Fund 130 - Special Revenue	Totals	(\$35,000.00)	\$0.00	(\$35,000.00)	\$142.88	\$0.00	(\$4,798.06)	(\$30,201.94)		(\$7,989.37)
Fund 301 - Capital Projects										
REVENUE										
Department 410 - Library										
Intergovernmental										
4400	Federal Grants/Contributions									
4400.01	Federal Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4400 - Federal Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4420	State Contributions									
4420.01	State Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	4420 - State Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
4440	Local Grants/Contributions									
4440.01	Local Grants/Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4440 - Local Grants/Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Intergovernmental Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
Misc Revenues										
4701	Donations									
4701.01	Donations General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4701 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4708	Other Contributions									
4708.01	Other Contributions General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	4708 - Other Contributions Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Misc Revenues Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Department 410 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$16,499.29)
EXPENSE										
Department 410 - Library										
Capital Outlay										
6711	Furniture	.00	.00	.00	.00	.00	.00	.00	+++	.00
6712	Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6713	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6714	Technology Hardware/Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
6715	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
6717	Small Project Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
6750	Project Costs	125,000.00	.00	125,000.00	.00	204,188.30	12,271.50	(91,459.80)	173	150.00
6752	Land/Right-of-Way Purchases	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay Totals	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00
	Department 410 - Library Totals	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00
	EXPENSE TOTALS	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$204,188.30	\$12,271.50	(\$91,459.80)	173%	\$150.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 301 - Capital Projects Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	(16,499.29)
	EXPENSE TOTALS	125,000.00	.00	125,000.00	.00	204,188.30	12,271.50	(91,459.80)	173%	150.00
Fund 301 - Capital Projects Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	\$0.00	(\$204,188.30)	(\$12,271.50)	\$91,459.80		(\$16,649.29)
Grand Totals										
	REVENUE TOTALS	294,136.00	.00	294,136.00	16,959.05	.00	35,664.18	258,471.82	12%	53,968.46
	EXPENSE TOTALS	3,412,125.00	.00	3,412,125.00	184,372.52	261,752.73	813,295.50	2,337,076.77	32%	902,500.16
Grand Totals		(\$3,117,989.00)	\$0.00	(\$3,117,989.00)	(\$167,413.47)	(\$261,752.73)	(\$777,631.32)	(\$2,078,604.95)		(\$848,531.70)



Open Purchase Order Report

As of G/L Date 09/30/25

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order	2025-00000262	Department	35 Library	G/L Date	03/31/2025	Amount	9,718.00
Description	Moisture Intursion Assessment on Library Terrace Roof	Vendor	741 - Braun Intertec Corp	Deliver by Date		Voided	.00
Type	Unbudgeted		Braun Intertec Corp	Printed Date	04/02/2025	Discounted	.00
Status	Open		Lockbox 446035	Completed Date	10/09/2025	Expensed	.00
Bill To Location	LIBRARY - Library		PO Box 64384	Expiration Date		Remaining	9,718.00
Assigned To Buyer			St Paul, MN 55164-0384			Encumbered	9,718.00
Resolution Number							

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

Purchase Order	2026-00000020	Department	35 Library	G/L Date	07/01/2025	Amount	49,086.00
Description	Library Building Bird Safety Window Improvement Project	Vendor	1615 - Shades and Shields LLC	Deliver by Date		Voided	.00
Type	Budgeted		Bradley Becker	Printed Date	06/24/2025	Discounted	.00
Status	Open		947 Metzger Dr	Completed Date	10/09/2025	Expensed	12,271.50
Bill To Location	LIBRARY - Library		Hiawatha, IA 52233	Expiration Date		Remaining	36,814.50
Assigned To Buyer						Encumbered	36,814.50
Resolution Number							

Item 1	Description	Misc Project Costs - Library Building Bird Safety Window Improvement Project	Vendor Part Number		Amount	49,086.00	
	Quantity	1.0000	Contract Number		Voided	.00	
	U/M	Each	Ship To Location	LIBRARY - Library	Discounted	.00	
	Price per Unit	49,086.00	1099 Item	No	Expensed	12,271.50	
	Discount	0%	Tavable	No	Remaining	36,814.50	
	Status	Open	Confirming	No	Encumbered	36,814.50	
	G/L Account		Project		Amount	Expensed	Encumbered
	301.410.6750 (Project Costs)		FACS 25 002 (Library building windows bird safety improvements)			12,271.50	36,814.50



Open Purchase Order Report

As of G/L Date 09/30/25

Report by Department - Purchase Order Number
Detail Listing

Department **35 Library**

Purchase Order 2026-00000135
Description Library Market Events Calendar and Room
Reservation Software

Type Budgeted

Status Open

Bill To Location LIBRARY - Library

Assigned To Buyer

Resolution Number

Department 35 Library
Vendor 2628 - Library Market

Ben Bizzle
P.O. Box 17332
Jonesboro, AR 72403

G/L Date 09/09/2025 Amount 7,000.00
Deliver by Date Voided .00

Printed Date 09/09/2025 Discounted .00
Completed Date Expensed .00
Expiration Date Remaining 7,000.00
Encumbered 7,000.00

Item 1	Description	Contracts - Technology Service - Library Market Events Calendar and Room Reservation Software	Vendor Part Number	Amount	7,000.00
	Quantity	1.0000	Contract Number	Voided	.00
	U/M	Each	Ship To Location	Discounted	.00
	Price per Unit	7,000.00	1099 Item	Expensed	.00
	Discount	0%	Tavable	Remaining	7,000.00
	Status	Open	Confirming	Encumbered	7,000.00

G/L Account	Project	Amount	Expensed	Encumbered
101.410.6419 (Contracts - Technology Service)			.00	7,000.00

Department 35 Library Totals	Purchase Orders	3	Amount	\$65,804.00
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$12,271.50
			Remaining	\$53,532.50
			Encumbered	\$53,532.50

Grand Totals	Purchase Orders	3	Amount	\$65,804.00
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$12,271.50
			Remaining	\$53,532.50
			Encumbered	\$53,532.50



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)
COMMUNICATION	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

Library Board Operation

Scope of Policy

<i>Scope:</i>	Mission, Vision, Bylaws, and Guiding Documentation for Operation of the Library Board	<i>Effective Date:</i>	Reviewed <u>104/210</u> /2025
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Sections

1. Mission and Vision
2. Library Board Bylaws
3. Library Bill of Rights
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5. Freedom to View
6. Statement on Labelling
7. Statement of Ethics for Library Trustees
8. Library Ordinance

Section 1: MISSION & VISION

Mission:

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

Vision:

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

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

ARTICLE I GENERAL

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

ARTICLE II MEMBERSHIP

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

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

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

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

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

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

ARTICLE III OFFICERS AND COMMITTEES

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

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

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

~~3A—The Policy Committee is established to review both internal and public library policies and recommend changes to the full Board. The Library Director shall serve on this committee as advisor.~~

~~3B—The Personnel Committee is established to review the performance of the Library Director, and to report on performance and make salary recommendations to the full Board.~~

~~3C—The Finance Committee is established to review the expenditures of the library and to work with the Library Director to prepare the library annual budget.~~

~~3D—The Executive Committee is established to review select upcoming items for consideration by the entire Board and work with the Library Director to research and recommend potential courses of action.~~

Section 4 Committee members are appointed by the Board president to serve a ~~one-year~~ term, beginning in July length as specified by the Board president . Committee members shall choose a chairperson. ~~Each member of the board shall serve on at least one standing committee. All sub-committees formed by the Library Board of Trustees will meet and adhere to all open-meeting laws.~~

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

ARTICLE IV MEETINGS

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

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

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

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

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

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

ARTICLE V ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

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

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

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

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1 These Bylaws may be amended at any time.

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

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

ARTICLE VII LIBRARY DIRECTOR'S RESPONSIBILITIES TO THE BOARD

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

Section 3: LIBRARY BILL OF RIGHTS

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

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

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

Section 4: THE FREEDOM TO READ

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

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

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

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

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

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

these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by: American Library Association of American Publishers

Section 5: FREEDOM TO VIEW STATEMENT

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

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

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

Endorsed January 10, 1990, by the ALA Council

Section 6: LABELING AND RATING SYSTEMS

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

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

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

Section 7: PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

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



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

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

Library Board Operation

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

Section 8: LIBRARY ORDINANCE

Article V LIBRARY BOARD OF TRUSTEES

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

§ 12-5.1 Composition.

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

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

§ 12-5.2 Organization.

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

§ 12-5.3 Powers and duties.

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

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

rooms.

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

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

§ 12-5.4 Contracting with other libraries.

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

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

§ 12-5.5 Nonresident use.

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

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

§ 12-5.6 Library account.

[Ord. No. 19-01]

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

Chapter 195 Library

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

§ 195-1 Establishment of Public Library.

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

§ 195-2 Injury to books or property.

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

§ 195-3 Theft.

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

§ 195-4 Notice posted.

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

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

2026 Library Holidays

January 1 (Thursday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed
April 5 (Sunday)	Easter	Not a paid holiday	Library Closed
April 6 (Monday)		Spring Staff Training Day	Library Closed
May 25 (Monday)	Memorial Day	Paid holiday for Full-Time Staff	Library Closed
July 3 (Friday)	Independence Day Eve	Not a paid holiday	Library Closes at 5:00 p.m.
July 4 (Saturday)	Independence Day	Paid holiday for Full-Time Staff	Library Closed
September 7 (Monday)	Labor Day	Paid holiday for Full-Time Staff	Library Closed
October 8 (Thursday)		Fall Staff Training	Library Closed
November 25 (Wednesday)	Thanksgiving Eve	Not a paid holiday	Library Closes at 5:00 p.m.
November 26 (Thursday)	Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
November 27 (Friday)	Day after Thanksgiving	Paid holiday for Full-Time Staff	Library Closed
December 24 (Thursday)	Christmas Eve	Paid holiday for Full-Time Staff	Library Closed
December 25 (Friday)	Christmas	Paid holiday for Full-Time Staff	Library Closed
December 31 (Thursday)	New Year's Eve	Paid holiday for Full-Time Staff	Library Closed
January 1, 2027 (Friday)	New Year's Day	Paid holiday for Full-Time Staff	Library Closed

Sep 17, 2025

Report – MPL “Fall Into Marion” Parade 2025

MPL participated in the “Fall Into Marion” parade on September 13, 2025. This year, our entry consisted of a banner, swag handouts + candy, and refreshments for participants afterward. We did not use a vehicle or float. Involvement was encouraged from all three boards, the Trustees, Friends, and Foundation, who were also encouraged to invite friends and family to participate. This parade entry was envisioned to minimize, as much as possible, involvement from MPL staff or budget.

Volunteers/Helpers

MPL Board of Trustees volunteers – Melissa Alexander, Krystle Mullin, Kelsey Logan, Ross McIntyre

- Kelsey helped with strategic options for preparation and promotion.
- Krystle helped with graphic design questions and created an invitation flyer (including a QR code to the parade route map).
- Melissa handled the refreshment station.
 - Refreshments in Community Room B.
 - A jug of lemonade (3-gallon)
 - 12 (or so) water bottles
 - 40 cookies
 - Baked and decorated by her neighbor, Candice Mullnix of “Sweet Treats.”
 - Someone bought a tray of a few dozen cookies from HyVee also, which were stowed away to use if needed as back-up.
- Ross oversaw parade details.

MPL staff member – Ashley Osborne helped with aspects that included the library facility itself or library promotional items.

Parade Participation

The parade began around 10 AM and lasted about 45 minutes.

- Entry fee of \$5 (anonymous donor)
- Ashley O. wrote the script for the announcer to read as we approached the reviewing stand (near the end, past the library) [see below](#).
- We travelled about 11 blocks, from 15th St (near Marion HS) to 6th Ave & 10th St (one block west of MPL) with good crowds along the way.
- In addition to the banner in front, we passed out MPL magnetic bookmarks, MPL stickers, and candy – minimum 6 people/stations.
- Melissa rode MPL's electric-assisted tricycle. 
- 14 people with representation from each of the boards, MPL staff, and the public
- Dress code: something pertaining to the library, or logo colors – white, yellow, navy blue

Time and materials

- Staff
 - Time – about 8 hrs.
 - Material – about \$20 in swag/promotional items
 - MPL logo bookmarks
 - MPL logo stickers
 - MPL banner – also used for other events
- Volunteers
 - Time – about 8 hrs.

- Material – about \$150
 - Candy (individual participants brought their own)
 - Refreshments (cookies/lemonade/bottled water)
 - Parade entry fee \$5

Notes

- The parade was not discussed until the July meeting – should have been earlier.
 - The parade was before the September meeting, so the basic things had to be in place by the August meeting.
- Reminder emails went out to all the boards and their members 2 weeks ahead and 3 days ahead of the parade.
- Details of the parade staging, timing, and expectations went only to the parade organizer, and only 2 days before.
- RSVP process should be reviewed.
- Spiel for the PA announcer:

“Team Library is here to celebrate your Marion Public Library! From storytimes to tech help, community events to lifelong learning — your library is growing, evolving, and serving our community more than ever. It’s a hub of creativity, connection, and discovery where people of all ages can learn, grow, and thrive. Visit us and discover all we have to offer... there’s something for everyone at your library!”

Respectfully submitted by Ross McIntyre